



APPROVED MINUTES OF THE ANNUAL PARISH MEETING HELD ON 20th APRIL 2023 AT 1900 in the Village Hall

Present from the Parish Council: Susan Jones (Chair), Jeff Hallett (Vice Chair), Mary Chilvers, Chris Cook, James Hayward, James Clarke, Tom Over, Olivia Smith

Apologies: None. Cllr Poulter indicated at a previous meeting that she would be in 'purdah' before the 4 May elections.

1. Chair welcomes attendees and receives apologies for absence

Cllr Jones (Chair) welcomed Pettistree and Loudham residents. There were 20 people present, an even better turn out than last year. Chair explained that the Parish Council had purchased a projector, and PowerPoint slides would be used in the meeting to show the items on the agenda.

2. Approval of Minutes of the Annual Meeting held on 28 April 2022

Chair signed the Minutes of the Annual Parish Meeting of 28th April 2022 as a true record.

3. Matters Arising

None (not on the agenda).

3. Chair's Report

Parish Council Chair's report on the past year by Cllr Jones:

- 3.1 We have been unable to find a parish clerk since the death of Rod Caird in October 2021. An RFO (Responsible Financial Officer – Simon Ashton) was appointed from 1st March 2022 and this has been a great success, resulting in updating and consolidating the financial and legal matters of the Parish Council.
- 3.2 Mike Watts resigned as editor of Pettistree People after the issue of June 2022, and the role has been taken over successfully by Sue Jones from the next edition in September 2022.
- 3.3 Philip Westrope resigned from the Parish Council for health reasons, and Mike Watts also resigned when he resigned from editing Pettistree People.
- 3.4 With the guidance of the RFO we were able to respond constructively to the requirements set by the Internal Audit Report. This required a lot of work by councillors.
- 3.5 Construction of the new housing development of 136 homes by Hopkins Homes, adjacent to their previous Wickham Place development, went ahead at the beginning of 2022, but at this time it was on Pettistree land. With the agreement of Pettistree and Wickham Market parish councils the parish boundary has been moved by East Suffolk Council (ESC) to encompass the new development, and only that development, within Wickham Market. This took effect on 1 April 2023.
- 3.6 The Parish Council has dealt with many planning applications but one of the most troublesome has been to obtain compliance with working hours restrictions by the new

tenants on the Car Works site on The Street. This is ongoing with the planning enforcement team of ESC and an appeal by the tenant.

3.7 Steps have had to be taken to increase the budget to cope with extra new costs from several areas such as the RFO salary and costs. The Precept has been increased.

3.8 The above stresses have resulted in several positive results such as:-

3.8.1 Recruitment of a Responsible Financial Officer

3.8.2 Meeting the demands of Internal Audit and ensuring proper internal controls

3.8.3 A resilient bank account and Reserves

3.8.4 An uncontested election (May 4th), and new councillors: Tom Over and Olivia Smith.
(The election on May 4th is uncontested in Pettistree because there were only seven nominations for the seven seats on the council.)

3.8.5 Designated roles for all councillors have been allocated and agreed.

3.8.6 The acquisition of CIL money -£11,721.64 - to spend on community benefits.

3.8.7 The boundary change which maintained the integrity of Pettistree as countryside.

4. To receive reports from:

4.1 Village Hall Committee, by the Chairman, Jim Jarvie.

4.1.1 Following the complete lifting of restrictions, the hall has returned to pre-covid levels of use. Most of our regular groups have re-instated their courses and although we have lost the architects an upholstery class is being held each week.

4.1.2 To improve security, external floodlights have been installed along the side of the hall to augment the coverage in the car park. Villagers and users of the hall continue to utilise the covered bicycle shelter which has now been included on our insurance.

4.1.3 The coffee mornings held on the first Wednesday of the month have been well attended by villagers, supporters and churchgoers. The committee members have all become baristas and have received many compliments regarding the quality of the coffee. The coffee machine obtained by Dave and Cath has proved a great success. We are now in possession of a robust BBQ kindly donated by Jeff Hallett and intend to put it to use later in the year.

4.1.4 Alun Davies suggested we hold a table tennis evening on the third Wednesday of each month and the fourth session was held on 19 April. Tables owned by Alun and myself have been moved to the hall so come along and give it a go even if you have not played before.

4.1.5 The village hall will be hosting a barbeque on Sunday 7 May to celebrate the coronation of King Charles.

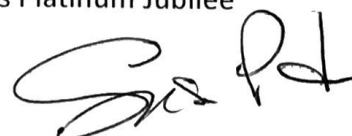
4.1.6 Pat Deliss resigned as the committee secretary and Dave Caudwell has agreed to take the minutes at our meetings. At the AGM last year, the Committee were re-elected en bloc and welcomed back Steve Boardley.

4.1.7 The village hall is in a healthy financial position and we will continue to explore how we can improve the facility.


4.1.8 My thanks go to the Committee members, but in particular, Cath and Dave Caudwell who do a lot of work behind the scenes. The village hall is a facility for all of us so please support our activities. We would also like to thank the Parish Council for their continued support.

4.2 Pettistree Heritage Committee, by the Chair, Cath Caudwell

4.2.1 2022 was a momentous year for the nation with the Queen's Platinum Jubilee celebrations in June followed by her death in September.

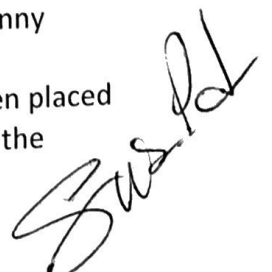


- 4.2.2 Pettistree did not stint on its involvement with the Platinum Jubilee. The four-day event began with a beacon and barbecue on the Thursday evening, kindly hosted by the Westrope family on land in Loudham with the barbecue being organised by the Jarvies, ably assisted by Chris Cook; Jim piped at the appropriate moment. Such was the size of the beacon the local fire brigade wanted to take part too having been alerted by passing traffic. However, all was well – just a precautionary measure. A quarter peal of Cambridge Surprise Minor, with 1270 changes, was rung on the Friday at 3pm by our skilled group of campanologists. On Saturday a display of flowers, arts and crafts was held in the church, continuing into the Sunday, together with Presmere Day Nursery's special 'postage stamps' created by the children. A Songs of Praise service was held in the churchyard on the Sunday. Sunday also brought people together again with a Bring and Share lunch at the Village Hall, with outdoor games for the children and the presentation of commemorative Jubilee Horse Brasses for all children in the parish, along with a very successful raffle. Pettistree Heritage had brought together an exhibition of archive materials relating to past royal and significant events in the village which was much enjoyed, together with a record of houses rebuilt or newly built in the last 70 years, of which there were only 17. An updated photographic record of houses was compiled by Liisa Beagley and beautifully presented.
- 4.2.3 Dick Smith celebrated his 80th birthday with the planting of 80 trees in Uncle Bill's Meadow (postponed from 2020). Local Natural England volunteers have been working in Dick's fields and on The Mount, revealing the Mount from all viewpoints. This should enable even more wild flowers and wildlife to thrive. The Mount information booklet is in the process of being updated.
- 4.2.4 After 10 years hosting our local village pub Louise and Stewart McKenzie and their family bid us a fond farewell, returning to Scotland to be closer to relatives. The village said goodbye at a Bring and Share lunch in October. Will, Cassidy and Harry re-opened The Greyhound on 26th October.
- 4.2.5 The roof of the Parish Room has been renovated.
- 4.2.6 Early 2023 saw the planting of a spinney of trees by Java Lodge, promoted by James Hayward. A team of 9 people spent a weekend planting 48 trees for the benefit of wildlife and residents.
- 4.2.7 Jim Trapper Jarvie published a book about his working life with the UK Border Force, where he had a career as a drugs and border crime investigator. This came as a result of his talks to local groups, followed by speaking on cruise ships, which he still does today.
- 4.2.8 The impending retirement of Jeff Hallett from the Parish Council after 27 years has seen a bench dedicated to him being placed in the churchyard as a thank you from residents for his commitment to the parish.
- 4.2.9 Interestingly the building of a new housing estate started in Pettistree but is being concluded in Wickham Market, after the area of land was redesignated by a boundary change on 1st April.
- 4.2.10 During the past year the editorship of Pettistree People has been taken on by Sue Jones after Mike Watts retired. Our newsletter is an important record of local events and all editions make their way to the Suffolk Record Office, now called The Hold, where they are much enjoyed by the staff. Pettistree's heritage records at The Hold, known as the Joan Peck Collection, are currently being catalogued by our friend and former resident of Pettistree, Ray Whitehand.



4.3 Pettistree Parochial Church Council (PCC). St Peter & St Paul's Church Maggie Hallett.

- 4.3.1 Weekly Sunday morning services at the regular 9.30am start were held all year and a monthly service of Choral Evensong at 6.00pm, with the benefice choir leading the singing, was restarted for the summer months.
- 4.3.2 The normal festival services have continued with Easter, Harvest and Christmas celebrated with the church being beautifully decorated at these times. A Christmas 'Songs of Praise' was held in the churchyard and was very enjoyable on a sunny but chilly afternoon.
- 4.3.3 The bells were rung for the 'Act of Remembrance' at the War memorial on November 11th. with the two minute silence at 11.00am, laying of the Pettistree village wreath, and this year we had the benefit of Peter Holloway from Charsfield sounding the Last Post and Jim Jarvie played his bagpipes too.
- 4.3.4 The bellringers have also marked all the various 'Royal events' with a Platinum Jubilee quarter peal on June 3rd, a half-muffled quarter peal on September 14th to mark the death of Queen Elizabeth and again on the eve of the funeral. On the day of her funeral the Tenor (the biggest and lowest sounding bell) was tolled 96 times signifying her age, a tradition which goes back to the 16th Century.
- 4.3.5 In December a full peal was rung to mark the 35th anniversary of the 1st peal on the rehung bells in 1987, as previously the bells had been last rung to mark the end of WW2. Renovation of the bells was a major fund-raising project that several of us remember well.
- 4.3.6 The Jubilee weekend was also celebrated in the church by the art, craft and flower festival, which was a great success and visited by a large number of people.
- 4.3.7 The Community Payback Service team returned regularly to work in the churchyard and Andy Curtis has continued mowing as the ride-on mower has had some necessary repairs done by volunteers.
- 4.3.8 Inspection of slipped and broken roof tiles led to identification of underlying rot in many of the roof timber battens on the Church/Parish room. Further investigation identified the need to repair the whole roof area to ensure the building stays watertight. A contractor was employed to repair the roof in the Autumn, fitting new roof timbers and re-fitting the original roof tiles.
- 4.3.9 Electrical repairs have since been done in the Church/Parish room, but work is still required to try to sort out the damp problems and ideally upgrade to make the room more user-friendly!
- 4.3.10 The Church redecoration saga continues as although the Diocesan Advisory Committee were extremely sympathetic to our difficulties, it now has to be referred to 3 external 'historical bodies' namely The Society for the Protection of Ancient Buildings, the Church Building Council, and Historic England. It should have been discussed again by the DAC at their meeting today. I continue to hope that when this report is given next year there will be significant progress to solving the problem.
- 4.2.11 The more unsettling news at the end of the year was the resignation of the Vicar who having been 'head-hunted' is moving to Hong Kong to work in the parish where he lived until he came to school in England when he was 12. We wish the Sui family well with their move, but realise that we are likely to have several months of an interregnum, however as a benefice we are extremely lucky to have Rev.Jenny Catchpole and 3 retired clergy who are all willing to help with services.
- 4.3.12 An excellent summary by the Churchwarden, Kevin Blyth, has recently been placed on the village website explaining the many problems that have arisen over the redecoration of the interior of the Church.



5. Matters concerning village: Presentations and Open Discussions

5.1 Road safety. Cllr James Clarke:

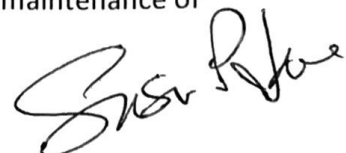
- 5.1.1 Rogues Lane and Walnuts Lane have been approved as Quiet Lanes and the signs will be put up as soon as possible.
- 5.1.2 The Speed Indicating Device (SID) is in regular use and is moved irregularly between the three sites. The speed records are collected and kept on record. About 1 or 2% of recordings show excess speed so there is no major problem so far.
- 5.1.3 Discussion followed on the value of keeping going with the scheme, possibly borrowing a police camera, the anomaly of Rogues lane 30mph signage, and concern about the large number of large lorries using the Street to get to Kindwater, whose business has increased to wholesale.

5.2 Planning matters . Cllr Jones:

- 5.2.1 At the Car Works site on The Street, the Air Manage tenant has appealed against the ESC compliance measures over permitted hours of work and this is leading to delays.
- 5.2.2 The application was discussed from the Three Tuns site for retrospective permission for three letting units instead of the cookery school, for which permission was given. Doubt was expressed by residents about the validity of saying that Covid was the cause of this change in business plan.
- 5.2.3 Neighbours adjacent to the Car works site said that flagrant breach of existing work hours restrictions was occurring and excessive radio noise was produced that was not related to any need of the business.
- 5.2.4 The meeting agreed that the Parish Council needed to consider carefully how it would comment on the retrospective planning application and what appeared to be a radical change in their business plan that would have far-reaching outcomes.
- 5.2.5 Cllr Jones has attended meetings of an alliance of local councils protesting about "large estates being dropped into villages without reference to local resources and infrastructure." This concern is "now being picked up by Secretary of State, Michael Gove and the new CEO at ESC."
- 5.2.6 Neighbourhood Plan (NB). Cllr Jones:
 - It was noted that the preparation of such a plan would require a lot of work by both councillors and other residents of the village. Professional help would be needed but grants should be available.
 - Much discussion centred on whether these plans had any real effect on planning decisions by the ESC.
 - It was noted that both Ufford and Wickham Market now have Neighbourhood Plans awaiting final ratification.
 - Would it be possible for Pettistree to draw up its own village-development plan without following the formal NB process?
 - It was agreed to return to the discussion after obtaining more information about the possibilities and benefits.

5.3 Infrastructure Investment & Community Infrastructure Levy (CIL). Cllr James Hayward:

- 5.3.1 There is a statutory duty to spend CIL on:
The provision, improvement, replacement, operation or maintenance of infrastructure. (i.e. basic structures and facilities).



- 5.3.2 Anything else that is concerned with addressing the demand that development places on an area.
- 5.3.3 We can join with other parish councils to improve infrastructure that all parishioners use e.g. play space, cycling routes, road safety.
- 5.3.4 Must be spent within 5 years of date of receipt (October 2022) and annual reports of spend must be filed with East Suffolk Council.
- 5.3.5 Ideas are needed from residents on how to use the money to best effect. (Send ideas to Cllr Hayward).
- 5.3.6 Residents should be prompted by leaflets, emails, Pettistree People, and The Wickham Market News, to give suggestions.

5.4 Finance. Cllr Jones:

- 5.4.1 The bank current account has £4,665.75 The bank reserve account has £12,109.44
- 5.4.2 Money has been spent on:
- The RFO's salary
 - Internal Audit
 - SALC subscription
 - Jubilee brasses for village children
 - A contribution towards the new woodland at Java Lodge Road
 - A projector available for village residents to use.
 - A defibrillator
 - Plans for a mirror to improve safety at the junction of Stump Street
- 5.4.3 The precept has been increased from £2542 to £3,812 to pay for a Parish Council Clerk and increased running costs (CIL money is not applicable). It will lead to an increase in Council Tax of £15 a year for each household but levied according to council tax band.

5.5 Village Maintenance. Cllr Cook:

- 5.5.1 He suggested that a "resilience crew" could be established from fit villagers to assist with work such as gritting icy roads, clearing thick snow from properties, cutting verges for visibility, clearing drains and ditches to reduce flooding. The pros and cons were discussed and the need to consider legal liabilities was recognised.
- 5.5.2 A suggestion was made that some CIL money could be used to promote this work.
- 5.5.3 It was agreed that the first step should be a professional survey of the village drainage where problems have been reported.

6. Any Other Business

- 6.1 Concern was expressed about the planning notice that referred to a request to free the legal tie between the Kennels and the house associated with it.
- 6.2 The green broadband box at the Three Tuns junction obstructs the view of drivers in low cars wishing to emerge from The Street.
- 6.3 Some residents thought that the construction taking place in Presmere Wood might not be in accord with the planning permission that it had been given. The facts would be investigated informally.
- 6.4 An instruction session should be arranged on the use of the new defibrillator when it is available.

6.5 Cllr Hallett's Reminiscence



Cllr Hallett had been invited to give his thoughts on his 40 years of residence in Pettistree including 38 years on the Parish Council.


September 1983	Arrival in Pettistree
December 1985	Co-opted to Parish Council
2001 to 2005	Chairman
2007 to 2022	Chairman
March 2021	Moved to Wickham Market
May 2023	Retire as Parish Councillor and acting Parish Clerk

He gave a review of what he remembered as some of the main events in the village, illustrated by a large number of slides from village events, especially celebrations of royal "landmark" dates. Topics included restoration of the church bells, village characters, local livestock, the millennium 2000, the Queen's Golden, Diamond and Platinum Jubilees as well as her 90th birthday. He noted the award of OBE to Jim Jarvie and the Sherriff's Award to Maureen Stollery. "Battle's Over" for 100 years since the end of WW1 had been celebrated, and the Covid pandemic had been endured. Many hours and days had been spent on planning discussions over Sizewell C nuclear power station, onshore cables from offshore windfarms and the Hopkins Homes estates at the edge of Pettistree. Two Pettistree cruises were described as was working with six different parish clerks. He was extremely grateful and proud to have been honoured with a named bench provided by subscription and placed in the churchyard.

The meeting closed 21:00

Refreshments were then enjoyed by those who had attended the meeting. They had been provided by Cllr Chilvers and the PC.

Signed



Sue Jones (Chair)
25 April 2024