

Summons to Councillors to Attend Creeting St Peter Parish Council

Dear Councillor:

You are summoned to attend the Parish Council meeting which will be held at:

**The Church Hall, Creeting St Peter**

**on**

**Monday, 19<sup>th</sup> May 2025 at 8pm.**

Members of the public from the village are welcome to attend this meeting.

A handwritten signature in black ink, appearing to be 'Mark Knight', written in a cursive style.

Mark Knight – Parish Clerk

14<sup>th</sup> May 2025

The Church Hall, The Lane, Creeting St. Peter, Suffolk, IP6 8QR  
Tel: 07841 878341 [www.creetingstpeter.suffolk.cloud/parish-council](http://www.creetingstpeter.suffolk.cloud/parish-council)  
email: pc.creetingstpeter@gmail.com

## ANNUAL PARISH COUNCIL MEETING

Notice of meeting to be held on Monday 19<sup>th</sup> May 2025 at 8pm in  
The Church Hall, The Lane, Creeting St. Peter, Suffolk, IP6 8QR  
for the purpose of transacting the following business.

### AGENDA

#### The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

#### WELCOME

1. To elect the Chair of the Council and Declaration of Acceptance of Office
2. To elect the Vice-Chair of the Council and Declaration of Acceptance of Office
3. Apologies and acceptance for absence
4. **Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.  
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – ***Please contact the office should any item need clarification***)
  - (b) Parish Clerk to report any written requests for dispensation in respect of items on this agenda.
5. To receive approval of minutes of the Parish Council Meeting held on 17<sup>th</sup> March 2025 from those members present at the meeting.
6. **Public Participation** (as permitted by Standing Orders)

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the Chairman of the meeting).
7. **Co-option of Councillor**
8. **Report from Chair**
9. **Report from County Councillor.**
10. **Report from District Councillor.**
11. **Financial Matters**
  - 11.1 **Confirmation of Bank Balances (30 April 2025)**

- 11.1.1 Current Account (£5,589.08)
- 11.1.2 Play Area Reserve (£4,750.74)
- 11.1.3 Fen Alder Reserve (£2,849.61)
- 11.1.4 Lottery Account (£4,475.53)
- 11.1.5 General Reserve (£2,832.16)

11.2 To receive the Financial Report

11.3 Bank Account Receipts (March-April 2025)

11.4 Approval of Payments

11.5 Review of Asset Register 2024/5

11.6 Review of Insurance Cover

11.7 Confirmation of Date of Internal Audit

11.8 Review & Approval of Completed Internal Controls Checklist (2024/5)

11.9 To approve the Bank Reconciliation

11.10 To consider and approve the payments/budget and receipts/budget reports (March-April 2025)

11.11 To approve the Financial Risk Assessment 2025/6

## 12. General Matters

12.1 To review and approve the Standing Orders.

12.2 To review and approve the Equal Opportunities Policy.

12.3 To review and approve the Media Communications Policy.

12.4 To review and approve the Reporting at Meetings Policy.

12.5 To review and approve the Publication Scheme and Data Protection Policy.

12.6 To review and approve the Complaints Policy.

12.7 To review and approve the Planning Scheme of Delegation

12.8 To confirm the use of the General Power of Competence.

12.9 To approve the 2025/6 Calendar of Meetings.

12.10 To receive the Speed Awareness Monitor report.

12.11 To receive an update on scanning of Council documents.

12.12 To review the Community Emergency Response Plan

## 13. Planning Matters

13.1 Extension of gantry area and erection of new gantry travelling crane and repositioning of existing cranes – Poundfield Precast, Grove Farm, Creting St. Peter, IP6 8QG – DC/25/01873

13.2 Construction of car parking area and access drive (using previously approved vehicular access (DC/24/05475) – Flint Hall, Mill Lane, Creting St. Peter, IP6 8QL – DC/25/01991

## 14. To appoint representatives on outside bodies

14.1 Suffolk Association of Local Councils

## 15. To agree the following subscriptions

15.1 Suffolk Association of Local Councils

15.2 Community Action Suffolk

15.3 Information Commissioner's Office

**16. To appoint the following Portfolio Holders and to receive reports**

- 16.1 Play Areas.
- 16.2 Highways Issues.
- 16.3 Footpaths.
- 16.4 Defibrillator.
- 16.5 Gateway 14.
- 16.6 Norwich to Tilbury Pylons Project.

**17. Exchange of information**

**18. Time and Venue of next Council meeting to be confirmed as above.**

**CLOSE**

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

**THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING**

Mark Knight Clerk to the Council

dated 14<sup>th</sup> May 2025