



MINUTES OF THE MEETING OF CREETING ST. PETER PARISH COUNCIL
THE CHURCH HALL, THE LANE, CREETING ST. PETER, SUFFOLK, IP6 8QR

Monday 21st July 2025 – 7.30pm

Present:

Cllr. Valladares (Chair)
Cllr. Bridges
Cllr. Mason

Cllr. Rigby
Cllr. Singh (Vice-Chair)

Also in attendance was the Parish Clerk and two (2) members of the public.

019. APOLOGIES AND ACCEPTANCE FOR ABSENCE

All were in attendance.

020. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

021. TO RECEIVE APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 19th MAY 2025 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes from the meeting on the 19th May 2025. All in favour.

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022. PUBLIC PARTICIPATION

None.

023. REPORT FROM THE CHAIR

Cllr. Valladares had nothing to report at this stage.

024. REPORT FROM COUNTY COUNCILLOR

County Cllr. K. Welham invited questions on his July report. It was also reported that he had been out with an engineer from Suffolk County Council to the bridge to investigate problems with vehicles from Poundfield. None could be seen around the road narrowing signs however.

It was also reported that more visibility was needed at the location with hedges to be cut down and improving the line of sight and improving access from Creeting St. Mary to Creeting St. Peter. It was also stressed that vehicles from Poundfield should not be going through the village at all due to a condition in the original planning permission.

025. REPORT FROM DESIGNATED DISTRICT COUNCILLOR

District Cllr. R Piper invited questions on his monthly report. It was reported that there were signs of deforestation by the rear of Poundfield and replanting was necessary. It was reported that lots of debris and cuttings had been left on the river path and needed to be cleared.

026. FINANCIAL MATTERS 2023/4

026.1 To review and approve the internal audit report for 2024/25

The report was **APPROVED**, proposed by Cllr. Singh, seconded by Cllr. Valladares, all in favour.

026.2 Review & Approval of Accounting Statements

It was **RESOLVED** to **APPROVE** the Accounting Statements and for the Responsible Financial Officer and Chairman to sign, all in favour.

026.3 Review & Approval of Statement of Accounts 2024/25

The document was presented and explanations were given regarding the levels of

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the general reserves and the reserves not allocated. It was then **AGREED** to **APPROVE** the Statement of Accounts, all in favour.

026.4 Review & Approval of Annual Governance Statement 2024/25

It was **RESOLVED** to **APPROVE** the Annual Governance Statement and for the Proper Officer and Chairman to sign, all in favour.

026.5 Review & Approval of Explanation of Variances

The explanations given by the Responsible Financial Officer were reviewed and **APPROVED**, all in favour.

026.6 Review & Approval of Certificate of Exemption

It was **RESOLVED** to **APPROVE** the certificate and for the Chairman and Responsible Financial Officer to sign, all in favour.

026.7 Review & Approval of Notice of Public Rights

The dates for the Exercise of Electors' Rights were **APPROVED** as being between Monday 30th of June and Friday 8th of August 2025 with all relevant papers being published Friday 27th June 2025, both on the noticeboards and website.

026.8 To review the Financial Regulations

The policy was **REVIEWED** and it was **RESOLVED** to **ADOPT** the new version with no changes, proposed by Cllr. Valladares, seconded by Cllr. Singh, all in favour.

26.9 To approve the internal audit action plan for 2024/25

The action plan was discussed and the Parish Clerk was given authority to progress on all action points in time for the next internal audit. Proposed by Cllr. Valladares, seconded by Cllr. Mason, all in favour.

26.10 To review the effectiveness of internal audit for 2024/25

It was **AGREED** that the scope, access to staff and documents, quality and independence of the auditor was adequate.

26.11 To appoint the internal auditor for 2025/26

It was **RESOLVED** to appoint the Suffolk Association of Local Councils as the

internal auditor for the 2025/6 financial year, all in favour.

26.12 To discuss appointment of a Responsible Financial Officer

It was explained that Cllr. Valladares could not remain as the Responsible Financial Officer due to a conflict between being a Councillor and working for the same Council. It was then **AGREED** to **APPOINT** the Parish Clerk, Mr. Mark Knight as Responsible Financial Officer with immediate effect. As a result of this Mr. Knight's monthly hours were increased to 9 per month, with a review to take place in March 2026.

26.13 Confirmation of Bank Balances (30 June 2025)

The balances were **NOTED** as detailed in the published report.

26.14 To confirm the bank reconciliation (30 June 2025)

The report was **APPROVED**, Cllr. Singh signed the appropriate document.

26.15 To receive the payment/budget and receipts/budget report (30 June 2025)

The report was discussed and it was **AGREED** to **NOTE** the figures as presented, all in favour.

26.16 To note the financial report.

The report and figures were **NOTED**. No questions were asked.

26.17 Approval of Payments

The payments were **APPROVED**, all in favour. Cllr. Mason and Cllr. Valladares were authorised to make the online payments.

027. TO CONSIDER PORTFOLIO ASSIGNMENTS FOLLOWING CO-OPTION

It was **RESOLVED** to **APPOINT** the following Councillors to the following portfolios:

- Play Areas: Cllr. Mason.
- Highways: Cllr. Singh.
- Footpaths: Cllr. Rigby.
- Defibrillator: Cllr. Mason.
- Gateway 14: Cllr. Bridges.

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Website and Communications: Cllr. Valladares.

Finance: Cllr. Valladares.

028. TO RECEIVE REPORTS FROM PORTFOLIO HOLDERS

028.1 Play Areas

Cllr. Mason reported that there was still no support or engagement from residents to help improve the area. It was decided that the Parish Council should just go ahead and start improvements on the site rather than wait for input after such a length attempt to obtain this.

028.2 Highways Issues

Nothing for meeting.

028.3 Footpaths

Cllr. Rigby reported that the bridge on the way to St. Mary's was overgrown and the walk to the church often had lots of litter too. Fencing may help this problem.

C Cllr. Welham offered to put Cllr. Rigby in touch with the Public Rights of Way team at Suffolk County Council for more help.

Cllr. Valladares also suggested that the Suffolk Wildlife Trust could also be contacted for assistance with the Old Hearse Parth and the area known as Area 51.

028.4 Defibrillator

Nothing for meeting. But it was **AGREED** that all problems and reports of usage should be reported straight to Cllr. Mason.

028.5 Gateway 14

Cllr. Bridges reported that two more buildings were now being constructed which had led to incidents with lighting which had now been resolved.

Unfortunately, large motorbikes were now using the area to run engines loudly at all hours of the night. Emily Atack had been speaking to workmen and this is potentially also being resolved. Cllr. Mason had also reported the problem multiple times to 111 and had received a callback. It was hoped that if the situation was not resolved, this information and reports could eventually lead to cars and bikes being seized. Finally it was reported that the security patrols at 5.30pm were not effective at all as the

problems all took place after dark and at night.

Cllr. Bridges also reported that he had been out with a local PC who also encourages all problems and incidents to be reported and provide vehicle registrations if possible.

029. GENERAL MATTERS

029.1 To approve work on the Parish Council website

It was **AGREED** to place this item on the agenda for the September meeting and all Councillors should forward any ideas to the Parish Clerk and Chairman in the meantime.

It was also **AGREED** that the village Coffee Mornings and the Church Council should be added.

029.2 To receive the Speed Awareness Monitor Data

The data was **NOTED**.

030. EXCHANGE OF INFORMATION

Cllr. Mason reported that the Parochial Church Council was in need of assistance. It was **AGREED** to place this item on the September agenda. It was also **AGREED** to approach the PCC for an invoice for room hire.

Cllr. Rigby reported that the 20mph sign was obscured by trees and needed to be cut back. A footpath by the church was also obscured by a branch which also needed to be cut back.

Cllr. Bridges reported that he had received a letter regarding the Norwich to Tilbury Pylon Project in the post, it seemed that a decision on where the infrastructure will eventually go would be made in September.

Cllr. Mason reported that there was a lot of leftover aggregate on the Gateway 14 site, Cllr. Bridges would report this to Joe Clark.

031. DATE OF NEXT PARISH COUNCIL MEETING

This next meeting of the Parish Council will be on 22nd September 2025 at 7.30pm, in The Church Hall, The Lane.

Cllr. Singh sent her apologies for this meeting.

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Dated:.....

The meeting then closed at 9.14pm.

Signed:.....

Dated:.....