

## **Creeting St Peter Parish Council**

MINUTES of the Meeting held at the Church Hall,  
Creeting St Peter at 7.30pm on Monday, 21<sup>st</sup> November 2016

### **Present:**

Cllr M Peacock (Chairman)  
Cllr D Mason  
Cllr S Lawson  
Cllr R Hitt  
Cllr M Valladares

### **In Attendance:**

Mrs J Blackburn (Clerk)  
District Councillor Keith Welham  
Mr David Finn, Manager of the Mid Suffolk Connecting Communities Service  
Cllr Jessica Fleming  
Mrs A Matthewson, Creeting St Peter Parochial Church Council  
Mr M Matthewson, Creeting St Mary School Governor

### **Apologies:**

PCSO David Harvey  
County Councillor Gary Green

#### **CSP68/16/17    PUBLIC FORUM**

There were no members of the public present.

#### **CSP69/16/17    APOLOGIES FOR ABSENCE**

Apologies were received from PCSO David Harvey and County Councillor Gary Green.

#### **CSP70/16/17    DECLARATIONS OF INTEREST**

No declarations were made.

#### **CSP71/16/17    APPLICATIONS FOR DISPENSATION**

None had been received.

#### **CSP72/16/17    TO APPROVE THE MINUTES OF THE MEETING HELD ON 19<sup>th</sup> SEPTEMBER 2016**

The minutes of the meeting held on 19<sup>th</sup> September 2016 were approved as a true record and were duly signed by the Chair.

#### **CSP73/16/17    POLICE REPORT**

No representative was present and a report had not been received.

#### **CSP74/16/17    CONNECTING COMMUNITIES (PUBLIC TRANSPORT)**

Mr Finn and Cllr Fleming reported on the Community Transport Programme the purpose of which was to supplement buses and trains, to fill in where public transport leaves off. They explained the function of the service, the cost of the service and the success it had (report available).

*Cllr Hitt arrived at 7.35pm.*

A wide discussion took place with questions and answers and where the following points were noted:-

- Bursary Fund – it was relied upon for the honesty of the user's financial situation to then have access to the Bursary fund.
- Whilst there had been a decrease in funding, it was assured that fares would not increase although this was disputed.

*District Councillor, Keith Welham arrived at 7.55pm.*

- It was confirmed that there were 8 users of the service within Creting St Peter village.

*Mr Finn and Cllr Fleming left the meeting at 8.05pm.*

#### **CSP75/16/17     TELEPHONE BOX**

Mr Render, Community Heartbeat Trust reported on the benefits of having a Community Defibrillator, who could use one, the ongoing costs and support available. A discussion took place with questions being answered and the following points were noted:-

- The installation of the Defibrillator would be carried out by the Community Heartbeat Trust.
- The cost would be approximately £2,000 and would be available from the National Lottery. An organisation who had provided funding for most Defibrillators nationally.
- Renovation of the telephone box, should that be decided to be where the Defibrillator would be housed, would be the responsibility of the Parish Council, although funding may be available again from the National Lottery.
- The power was still available in the telephone box which meant that BT would be paying for the power the Defibrillator needed.
- Stickers, paint and anything that would be needed to set up the Defibrillator would be provided by the Community Heartbeat Trust.
- Maintenance of the box and kit would be the responsibility of the Parish Council with the approximately yearly cost of £120. An amount which could also be funded by the National Lottery.
- There would be a warranty in place with a good Defibrillator of 10 years.

*Mr Render left the meeting at 8.30pm.*

#### **CSP76/16/17     DISTRICT COUNCILLOR REPORT**

Cllr Welham's report is attached.

A brief discussion took place in relation to the Fabric Waste Collection being stopped. Cllr Welham explained that it had stopped due to nappies being included in the fabric.

#### **CSP77/16/17     SCHOOL CATCHMENT AREA**

Cllr Peacock explained that an attempt was being made by herself and Councillors to change the catchment area of Creting St Mary Primary school to include children from Creting St Peter. The current catchment school for the village was Freemans Primary School in Stowupland. It was noted that Freemans school was currently over-subscribed and Creting St Mary was under-subscribed. It was also noted that the village was only 200 yards from the boundary for the Creting St Mary Catchment area. Cllr Peacock had spoken to Mr Gordon Jones, Suffolk Councillor for Education, who had asked that she email him with her argument for changing the catchment area.

Mr Mattewson, School Governor of Creting St Mary Primary school, stated that as far as the school was concerned there was no barrier and children from Creting St Peter could

apply for a place at the school. As a school they were already looking at a 10 year plan with the school currently having a pan of 84, which could rise to 100 in the future. He continued that with new housing planned for Stowupland and the Breheny site in Creeting St Mary it was a good time to review the catchment area. The School Board were in full support of the application to change the catchment area.

#### **CSP78/16/17     PARISH COUNCIL / VILLAGE WEBSITE**

The Clerk explained that the current Suffolk One website, used by the Parish Council, was being taken over by Community Action Suffolk (CAS) from Suffolk County Council with immediate effect. That would mean annual costs to host the website would come into effect. The Parish Council therefore needed to decide what course of action they wanted to take. The Clerk continued that she had attended a training event for Suffolk iCloud, an organisation who had already become host to many Parish Council's in the same position. They had seemed an excellent organisation giving very good technical support and plenty of training should it be needed.

**It was AGREED:** That the Clerk email any quotes she had for other website suppliers so Councillors could decide which way forward they preferred to take. Once quotes had been received Councillors would contact the Clerk within 2 WEEKS of the meeting with their proposals.

#### **CSP79/16/17     CONTRIBUTION TOWARDS THE NEW SHED AT THE CHURCH HALL**

Mrs Alice Matthewson, Parochial Church Council explained that there was space behind the Church Hall for a shed, which could be used for such things as to house the village pack and extra chairs for the hall. County Cllr Gary Green had already promised £256 towards the shed. Cllr Mason informed the Parish Council that he could get a 20% discount for the shed. The measurement would need to be 8 x 4 which meant the shed would be bespoke. The quote he had received was £350 - £400 – 20% which meant that more money would be needed to meet the cost. He also explained that he had contacted Poundfield Products to ask for some of their spare beams to put the shed onto. If a concrete base was put down for the shed to stand on that would mean it would become a permanent fixture where resting it on beams meant it could be moved in the future if needed.

**It was AGREED:** That the Clerk put this item on the next Agenda for a decision to be made.

#### **CSP80/16/17     CLERKS REPORT**

The Clerk reported that she had had confirmation via email that future Precepts for Parish Council's might be capped.

**It was NOTED:** That future Precepts might be capped.

#### **CSP81/16/17     FINANCE – AUTHORISATION OF PAYMENTS**

The Parish Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts on 19<sup>th</sup> November 2016 was £14,204.64. The Clerk reported the following payments be authorised:-

161.18	Jennie Blackburn	Clerk's Salary (October)
58.08	Jennie Blackburn	Clerk's Expenses (October)
161.18	Jennie Blackburn	Clerk's Salary (November)
38.07	Jennie Blackburn	Clerk's Expenses (November)
122.98	Stowmarket Town Council	Grass Cutting
55.64	Mid-Suffolk District Council	Annual Play Inspection
17.00	Royal British Legion	Donation – Poppy Wreath
450.00	Bildeston Parish Council	Laptop/Software

Payments totalling £1,064.13 were authorised. **Clerk to action.**

### **FINANCE - ONLINE BANKING**

**It was AGREED:** That this item be deferred to the next meeting of the Parish Council.

### **FINANCE – DRAFT BUDGET 2017-18**

Cllr Valladares complimented the Clerk on the format of the Draft Budget stating that it was easy to read and understand. He also commented on the figures for ICT and asked that with the change in hosting the new website would that make a difference to the budget, with a possible increase of the Precept? Also, the Street Lighting, would it be worthwhile changing the street lighting to the new LED lights – another possible increase within the budget?

**It was AGREED:-**

- a) That the Clerk look into the ICT part of the budget to see if the new website would incur costs which would need to be amended in the budget; and
- b) That the Clerk put Street Lights onto the Agenda for the next meeting.

### **FINANCE – PENSION ARRANGEMENTS**

The Clerk reported that Councillors were probably aware that auto-enrolment into company pension schemes had been introduced by the Government. The Parish Council's staging date was in 2017 when the Parish Council must write to the Parish Clerk informing the Clerk of the situation with regard to pensions. In practice, the Clerk would write to herself.

The Clerk had a right to join a pension scheme if she wished and the Parish Council must make appropriate arrangements, which would be undertaken in liaison with the Suffolk County Council Pension Scheme.

The Clerk confirmed that following liaison with the Chair outside of the meeting over this matter she did not wish to pursue joining the Pension Scheme. However, in view of the time (and potentially employer contributions) that this would save the Parish Council, it was proposed that the Parish Council sanctioned an incremental progression of the Clerk from Scale Point 18 to Scale Point 19 with effect from 1<sup>st</sup> January, 2017.

**It was AGREED:** That the Clerk would action an 'opt out' decision once the staging date arrived and that she would go up an incremental step to Scale Point 19 with effect from 1<sup>st</sup> January 2017.

**CSP82/16/17**

### **NEIGHBOURHOOD PLAN**

Cllr Valladares stated that he knew of another Parish who had gone ahead with a Neighbourhood Plan, which had just been ignored.

Cllr Welham stated that a nearby Parish were moving towards a Referendum and he knew that they would be happy to come along to a future meeting to discuss it with Councillors.

**It was AGREED:** That this item be deferred to the next meeting of the Parish Council.

**CSP83/16/17**

### **PLANNING APPLICATIONS / DECISIONS**

No Planning Applications or Decisions had been received.

**CSP84/16/17     PLAY AREA**

Cllr Mason reported that all was ok with the Play Area. Mr Robert Porch, a farmer, had offered to roll the ground at the Play Area site for free. He added that the planned Memorial tree had not yet been planted as it was not the right time of year to plant it. Once the ground area had been rolled and the location of the tree prepared then the tree would be planted.

**CSP85/16/17     FEN ALDER CARR NATURE RESERVE**

The Clerk read an email in relation to the Insurance Policy for who and what was covered should the Parish Council have volunteers to help maintain the site. The Policy stated that any volunteer would be covered for injury as long as they had been given clear instructions, used the correct tools needed and also be on site at the same time as a member of the Parish Council.

Cllr Welham suggested that the Parish Council look into a 'Schedule of Volunteers' and check it was covered within the policy.

The Clerk informed members of a quote received from Earthworks Ltd to replace the boardwalk with a more durable recycled material in order to reduce ongoing costs. The quote was between £62,584 plus VAT and £95,354 plus VAT depending on the length and route of the boardwalk.

Cllr Mason talked about the possibility of Otley College using the site as a training area.

**It was AGREED:-**

- a) That the Clerk look into putting together a Schedule of Volunteers and check within the insurance policy that they are covered;
- b) That the Clerk request more quotes for the replacement of the boardwalk; and
- c) That Cllr Mason liaise with Otley College about the usage of the site.

**CSP86/16/17     FOOTPATH - PETERHOUSES**

Cllr Welham advised the Parish Council to contact James Finch, Councillor for Highways and Transport, with regards to a footpath along Peterhouses.

**It was AGREED:** That the Clerk liaise with James Finch over this item. That this item be deferred to the next meeting of the Parish Council.

**CSP87/16/17     MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

- a) Cllr Mason asked that the following be made Agenda items at the next meeting of the Parish Council:-

Boundary Change;

Area 51 (The Copse) – the area was full of litter and there was no fence – a way forward with the area needed to be discussed and decided.

Also Cllr Mason asked about the current position of Cross Keys and its downpipe. Cllr Peacock explained that she had spoken to the new owner of Cross Keys who had been shocked that the previous owner had been approached about this issue and had not done anything about it. He had confirmed to Cllr Peacock that he was going to have a soakaway put underneath the adjacent driveway, work that would commence in February 2017 and work that the owner was going to seek compensation for.

Cllr Mason informed members that there was a Tree Warden within the village. He would speak with her and report back to the next meeting.

Cllr Mason also informed members that he was going to report the farmer, Mr Bloom, owner of the field alongside Peterhouses, as following his pruning of the hedge the road had been left in a terrible state, a potential driving hazard. Branches were sticking out from the hedge, enough to hit a car as it went past, branches were on the doorsteps of the adjacent houses, leaves and debris had been left all along that area. There had been many complaints from residents.

**CSP88/16/17     DATE OF NEXT MEETING**

The date of the next meeting was confirmed as Monday, 23<sup>rd</sup> January 2016 at 7.30pm.

Meeting closed at 10.05pm.

Chairman ..... Date .....