



## **CREETING ST PETER PARISH COUNCIL**

Minutes of the Annual Parish Council meeting held at the Church Hall, The Lane, Creeting St Peter on **Monday, 15<sup>th</sup> May 2017 at 7.30pm.**

### **Present:**

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

In Attendance District Councillor K Welham  
County Councillor G Green  
V Taylor – Tree Warden  
J Blackburn - Clerk

### **CSP06/17/18 – ELECTION OF CHAIRMAN**

Cllr Peacock declared the meeting open.

Cllr Mason proposed that Cllr Peacock be elected as Chairman, which was seconded by Cllr Lawson.  
**Decision** – Cllr Peacock was duly elected Chairman.

### **CSP07/17/18 – CHAIRMAN'S DECLARATIONS OF ACCEPTANCE OF OFFICE**

Cllr Peacock signed the Declaration of Acceptance of Office and then took the Chair for the remainder of the meeting.

### **CSP08/17/18 – ELECTION OF VICE-CHAIRMAN**

Cllr Hitt proposed that Cllr Valladares be elected as Vice-Chairman, which was seconded by Cllr Lawson.  
**Decision** – Cllr Valladares was duly elected Vice-Chairman.

### **CSP09/17/18 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies were received from the Police.

### **CSP10/17/18 – TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **CSP11/17/18 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSP12/17/18 – TO APPROVE THE MINUTES OF THE MEETING HELD ON MONDAY, 20<sup>TH</sup> MARCH 2017**

**It was AGREED:** That the minutes of the meeting held on Monday, 20<sup>TH</sup> March 2017 be approved as a true record and signed by the Chairman.

## **CSP13/17/18 - TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

- i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – Cllr Peacock and Cllr Valladares were appointed representatives for SALC.
- ii) **STOWMARKET & DISTRICT ROAD SAFETY COMMITTEE – Decision** – Cllr Mason and Cllr Valladares were appointed representatives for Stowmarket & District Road Safety Committee.

## **CSP14/17/18 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS**

**It was AGREED:** That the annual subscription of £131.62 be paid to the Suffolk Association of Local Councils in order to renew the Parish Council's membership.

**It was NOTED:** That the annual subscription for Community Action Suffolk was now free of charge.

## **CSP15/17/18 – PUBLIC FORUM**

There were no members of the public present.

## **CSP16/17/18 – TO RECEIVE THE POLICE REPORT**

The Police were not present at the meeting and a report had not been received.

## **CSP17/17/18 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR WELHAM**

**It was NOTED:** That the District Councillor submitted a report to the Annual Parish Meeting that was held prior to this meeting and therefore had nothing to add.

## **CSP18/17/18 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR GREEN**

**It was NOTED:** That the County Councillor submitted a report to the Annual Parish Meeting that was held prior to this meeting. He added that he was pleased to have kept his seat at the recent elections and to remain working with the Parish Council.

## **CSP19/17/18 – STOWMARKET EAST – TO RECEIVE A PRESENTATION FROM PAUL KNOWLES (BUILDING PARTNERSHIPS LTD)**

**It was NOTED:** That Mr Knowles had not turned up for the meeting. The Clerk would liaise with his secretary to arrange another date with him.

## **CSP20/17/18 - TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

- i) **END OF YEAR 31<sup>ST</sup> MARCH 2017 STATEMENT OF ACCOUNTS**  
The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk
- ii) **ANNUAL GOVERNANCE STATEMENT**  
The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.
- iii) **TO RECEIVE THE CLERK'S FINANCIAL REPORT**  
The 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 15<sup>th</sup> May 2017 was £14,557.77.
- iv) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**  
The Clerk reported the following payments be authorised:-

|                  |                          |         |
|------------------|--------------------------|---------|
| Jennie Blackburn | Clerk's Salary (May)     | £168.87 |
| Jennie Blackburn | Clerk's Expenses (April) | £48.07  |
| Jennie Blackburn | Clerk's Expenses (May)   | £32.83  |

|                             |                                |         |
|-----------------------------|--------------------------------|---------|
| East Suffolk Drainage Board | Drainage                       | £1.77   |
| Suffolkbiz                  | Suffolk icloud website hosting | £100.00 |
| Earthworks                  | Boardwalk Repairs              | £276.00 |
| Pestfix                     | Pidgeon Spikes (Play Area)     | £19.33  |
| SALC                        | Annual Subscription            | £131.62 |
| Information Commissioner    | Data Protection Annual Fee     | £35.00  |

**It was AGREED:** That payments totaling £813.49 be authorised and actioned by the Clerk.

The following receipts were also noted:-

|                              |                          |           |
|------------------------------|--------------------------|-----------|
| SALC                         | Transparency Funding     | £231.53   |
| Mid-Suffolk District Council | Precept (1st Instalment) | £2,450.00 |

It was also noted that the sum of £168.87, Clerk's Salary for April be ratified.

### **CSP21/17/18 – PLANNING APPLICATIONS**

No Planning Applications had been received.

### **CSP22/17/18 - PLANNING DECISIONS**

**It was NOTED:** The following planning applications had been granted:-

**Ref: 1410/17** - Non-material amendment sought following grant of planning permission 0926/16: [Erection of two storey rear extension (following demolition of existing single storey extension)] to increase thermal and noise insulation, to visually tie in the extension with existing building Location: 4 Peterhouse, Pound Road, Creeting St Peter IP6 8QP

### **CSP22/17/18 – TO RECEIVE AN UPDATE ON SOCIAL MEDIA COMMUNICATIONS**

**It was NOTED:** That any communication to be put onto Social Media would need to go through the Chair AND the Clerk beforehand.

**It was AGREED:** That the Chair and the Clerk format / amend the current Social Media Policy and bring it to a future meeting for approval.

### **CSP23/17/18 – ROAD SATEFY AND PARKING ALONG POUND ROAD**

It was reported that a family with four cars was living in one of the Council properties along Peterhouses. The property did not have a garage or driveway so the cars could only be parked along the road causing visual and obstruction problems. The owner of the property had laid a driveway only to be told to take it up so the problem continued. The installation of a footpath, it felt, would keep pedestrians safer along Peterhouses. It was also reported that a caravan had been in situ at another property close by for a number of years. The caravan was becoming an eye sore and was parked on Highway land.

**It was AGREED:** That County Cllr Green and District Cllr Welham would see what they could do about the problem.

### **CSP23/17/18 – TO RECEIVE AN UPDATE ON NEIGHBOURHOOD WATCH**

Cllr Mason confirmed that Corinne Rigby, a resident in the village, had agreed to become the Neighbourhood Watch Coordinator.

**It was AGREED:** That the Clerk forward relevant email addresses and information in order for her to commence in her new role.

#### **CSP24/17/18 – TO RECEIVE AN UPDATE ON THE TELEPHONE BOX / NOTICEBOARDS**

The Clerk updated members on the position with the Lottery Funding for the Defibrillator. Funding had been awarded but she was still awaiting the confirmation from the Community Heartbeat Trust for the Adoption of the box to go through.

It was reported that the hedge along the side of the field where the telephone box and noticeboard was needed cutting as the branches were overhanging and looked very untidy. It was questioned as to whether the farmer/owner of the field should cut the roadside or whether that was the responsibility of someone else.

**It was AGREED:** That the Clerk contact the farmer in order to rectify the untidiness of the hedge.

#### **CSP25/17/18 – TO RECEIVE AN UPDATE AND DECIDE ANY ACTION REQUIRED - PLAY AREA**

**It was NOTED:** That to rectify the problem of the surface around the see-saw, it needed a defined edge and filled with bark chippings in order to make it a safer surface and to get rid of the weeds.

**It was AGREED:** That the Clerk get quotes for the works including the bark chippings.

Cllr Mason reported that there was a strip of land to the left of the entrance to the play area and it was unclear as to who owned it. The Parish Council did not maintain the strip of land so it was full of nettles. If the Parish Council did own it Cllr Mason suggested selling it to the owners of the two properties it was adjacent to in order to raise funds to improve the play area site.

**It was AGREED:** That the Clerk ascertain who owned the strip of land.

**It was AGREED:** That Cllr Mason asked Porch Builders/Farmers to roll the play area to produce a flatter surface for the site.

#### **CSP26/17/18 – TO RECEIVE AN UPDATE AND DECIDE ANY ACTION REQUIRED – FEN ALDER CARR NATURE RESERVE**

Virginia Taylor, Tree Warden, reported what was discussed at the last meeting of the Wildlife Committee. She reported that places such as Otley College did not have anybody who could use the site for research. A brief discussion took place where the constant repair of the Boardwalk was discussed. Members questioned whether, as owners of the site, they could close the site, opening it only for certain occasions. The Clerk informed members that even if the site was closed a stile remained which meant the public could still go into the site so the Parish Council would still need to maintain the Boardwalk/site.

**It was AGREED:** That the site be closed.  
That the Clerk put a sign on the gate to that effect.  
That the Clerk ascertain if there were any stipulations as to keeping the site open when it was transferred over to the Parish Council's ownership.

#### **CSP27/17/18 – MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

Cllr Lawson reported that many potholes remained along Pound Road / Peterhouses.

Cllr Hitt reported that some of the bridges and stiles along the footpath along the River Gipping were in a poor state. Virginia Taylor stated that the bridges had since been mended but the stiles still needed attention. It was noted that the Rights of Way Officer was Francesca Clerk / Keith Verlander.

Cllr Mason reported the following:-

- There had been some fly-tipping (old tyres) at the old MoD Pumping Unit site;
- Poundfield lorries were still driving through Creeping St Mary village, which they should not be doing;
- A large quantity of human feces and toilet paper had been found along the path at the rear of the church, close to a lay-by on the A14. He believed it was the lorry drivers who were sitting on the fence to go to the toilet resulting in the fencing being broken in many places. Also, bottles of 'yellow liquid' had also been found which had been disposed of from the lay-by; and
- A resident near to the village green had informed him that cars had been parking on the green.

#### **CSP28/17/18 - DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting be held at the Church Hall on Monday, 3<sup>rd</sup> July 2017 at 7.30pm.

The meeting finished at 9.40pm.

Chairman: ..... Dated: .....