



CREETING ST PETER PARISH COUNCIL

Minutes of the Parish Council meeting held at the Church Hall, The Lane, Creeting St Peter on **Monday, 19th March 2018 at 7.30pm.**

Present:

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

In Attendance District Cllr Keith Welham
County Cllr Gary Green
V Taylor – Tree Warden
J Blackburn – Clerk

CSP120/17/18 – PUBLIC FORUM

There were no members of the public present.

CSP121/17/18 – APOLOGIES OF ABSENCE

No apologies had been received.

CSP122/17/18 – DECLARATIONS OF INTEREST

Cllr Valladares declared an interest on item 17 of the Agenda, due to his wife being a Trustee for Community Action Suffolk.

CSP123/17/18 – APPLICATIONS FOR DISPENSATION

None had been received.

CSP124/17/18 – MINUTES OF THE MEETING HELD ON MONDAY, 15TH JANUARY 2018

It was AGREED: That the minutes of the meeting held on Monday, 15th January 2018 be approved as a true record and signed by the Chairman.

CSP125/17/18 – POLICE REPORT

Due to a lack of resources, the Police were not present at the meeting and a report had not been submitted.

CSP126/17/18 - DISTRICT COUNCILLOR'S REPORT

Cllr Welham's report had been circulated prior to the meeting. It stated the following:

- District Council Ward Boundary Review – a fresh set of draft proposals have been publicized by the Boundary Commission for consultation, which would run until 30th April. The Commission would take account of comments and then publish their final proposals in August. The new ward boundaries would come into effect at the District Council elections.

Cllr Welham added that the Boundary Review proposals put Creeting St Peter with Needham Market.

- Merger with Babergh – Little had been heard in the last month. Hopefully, in the light of Babergh's decision to hold a public vote on the proposal to merge, Mid-Suffolk District Council (MSDC) would also hold a public vote.
- Regal Cinema, Stowmarket – MSDC have agreed a grant of £1.56M and a loan of £1.0M to Stowmarket Town Council towards the cost of redeveloping the Regal Cinema. Also, up to £15,000 for remodelling the car park which was likely to result in a loss of up to 10% of its parking spaces.
- NatWest Bank, Stowmarket – MSDC have purchased the building which, for many years, has housed the NatWest bank, and before that the National Provincial bank. There were a number of potential uses for the building, including the possibility of it forming a front entrance to the John Peel Centre.
- Community Infrastructure Levy (CIL) – MSDC have developed and would soon publish a detailed CIL expenditure framework. This would set out how and when a Parish Council could put forward suggestions for expenditure of the MSDC element of CIL and when they could bid for an amount of the MSDC element to jointly fund a project promoted by the Parish Council. This was unlikely to have any effect on Creeping St Peter unless new homes were built in the village.

CSM127/17/18 - TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR GREEN

Cllr Green reported the following:

- The 20mph speed limit for the village had been approved and the process was moving along.
- The Road Safety Panel meetings would no longer be held.
- The Home to School Transport had been under review with the consultation period now ended.

CSP128/17/18 - TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

The Clerk updated members about the new Data Protection legislation that was being brought in and had to be complied with by 25th May 2018. To ensure compliance a Data Protection Officer needed to be appointed by the Parish Council and she confirmed that a small amount of money had been put aside within next year's budget for any associated costs. She stated that at the current time neither a Councillor nor the Clerk/RFO could be appointed as the Data Protection Officer due to a conflict of interest but that could change and she would therefore keep members updated once she had received further confirmation.

In the first instance, the Clerk reported that as long as a lockable cupboard was used for the small amount of personal data kept by the Parish Council and the laptop used by herself was password protected compliance was being met.

The new Noticeboard was still yet to be delivered but the Clerk had been assured that it should be ready within the next few weeks.

The Clerk reported that she had received a notification of new rates for the hire of the church hall for meetings. The new rate included an extra £10 per meeting to allow for the heating used and would be charged from October to March.

It was AGREED: That the new Hall Hire rates, with effect from April 2018, be approved.

b) 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 14th March 2018 was £17,628.46. Members noted the Budget Monitoring report.

c) **PAYMENTS AND RECEIPTS**

The Clerk reported the following payments be authorised:

100678	Jennie Blackburn	Clerk's Salary (Mar)	£168.87
100679	Jennie Blackburn	Clerk's Expenses (Mar)	£48.55
100680	Jennie Blackburn	CiLCA Registration Reimbursement	£83.33
100681	Community Heartbeat Trust	Defibrillator & Steel Solar Cabinet	£2,934.00
100682	T & R Harrison	FAC Entrance Works	£350.00
100683	Suffolk County Council	Street Lighting	£418.16
100684	Jennie Blackburn	Clerk's Salary (Apr)	£168.87
100686	Jennie Blackburn	Clerk's Expenses (Apr)	£28.33
100687	Parochial Church Council	Hall Hire 2017/18	£90.00
100688	SALC	Planning Workshop - Clerk	£10.00
100689	Community Heartbeat Trust	Post for Defib Cabinet	£198.00

It was AGREED: That payments totaling £4,498.11 be authorised and actioned by the Clerk.

d) **INTERNAL AUDITOR**

It was AGREED: That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2017/18 audit.

e) **EXTERNAL AUDIT ARRANGEMENTS**

The Clerk reported that she had attended a recent briefing on external audit arrangements for 2017/18. The company that had taken over from BDO was PKF Little John. It was explained that local Councils with a turnover of under £25,000 could certify themselves as being exempt from an external audit. Parish Councils could have an external audit if they felt they needed one, such as any financial problems during the year, or if a member of the public had complained about the Parish Council's conduct for example, but a Parish Council under this threshold was not subject to an external audit.

It was AGREED: That an external audit would not be needed as long as all financial information be published on the website for transparency.

CSP129/17/18 – POLICIES AND PROCEDURES

a) **DATA PROTECTION POLICY**

It was AGREED: That the Data Protection Policy be adopted and be reviewed in 2020.

b) **REVIEW OF INTERNAL CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

It was AGREED: That the Internal Audit Control and Risk Management Arrangements were reviewed and approved.

c) **FINANCIAL REGULATIONS AND STANDING ORDERS**

It was AGREED: That the Financial Regulations and Standing Orders be approved and adopted.

CSP130/17/18 – NEWSLETTER PRINTING

The Clerk reported that following the re-location of Mid-Suffolk District Council offices from Needham Market to Ipswich it had been more difficult to get the Parish Newsletter printed as Mid-Suffolk used to provide this service locally. She explained that she had sought quotes from local printing firms but the most cost effective one being that of a company based in Cornwall who specialised in printing Parish Magazines all over the country. The cost for this service would be £32.95.

It was AGREED: That the Parish Magazine Printing Company would be used for future printing of the newsletter.

CSP131/17/18 - PLANNING APPLICATIONS

No Planning Applications had been received.

CSP132/17/18 - PLANNING DECISIONS

No Planning Decisions had been received.

CSP133/17/18 – NEIGHBOURHOOD WATCH

Due to the Neighbourhood Watch Co-Ordinator post not yet being filled wording would be included in the next Newsletter to advertise the position.

Members felt that it would be a good idea to ask for any local residents who run a business locally whether they would like to advertise their services in the Newsletter for a small fee.

It was AGREED: That Cllr Peacock would forward wording to the Clerk for a new Neighbourhood Watch Co-Ordinator to include in the next edition of the Newsletter.

That the Clerk advertise in the Newsletter whether any local residents would wish to advertise their local services in the Newsletter.

CSP134/17/18 – ROAD SAFETY ISSUES

Cllr Valladares reported that due to the closure of the Road Safety Committee that himself and Cllr Mason were members of, any road safety issues should be reported straight to the PCSO making the Parish Council more assertive with any issues outstanding or issues that needed attention.

Cllr Hitt confirmed he had sent a draft letter to the Clerk in order to bring the issue of speeding along Mill Lane at Clamp Farm to the attention of the Highways Department in order to work towards a resolution to the problem.

Cllr Green informed members that should they need to discuss any Highways issues with him a separate meeting could be arranged between himself, the District Councillor and the Clerk/member of the Parish Council.

It was AGREED: that once membership was arranged Cllr Green and Cllr Welham be contacted to arrange a date for such a meeting to take place.

CSP135/17/18 – NOTICEBOARD FOR CHURCH HALL

Cllr Mason gave the Clerk details of the noticeboard for the Church Hall so it could be ordered.

CSP136/17/18 – PARISH COUNCILLOR PORTFOLIOS

A brief discussion took place in relation to portfolios for the Parish Councillors. It was felt that the current format for Councillors and their responsibilities was working well and so to leave it as it was.

CSP137/17/18 – COMMUNITY ACTION SUFFOLK

A general discussion took place in relation to what Community Action Suffolk (CAS) had to offer, such as an oil club, funding opportunities, volunteering and active lives.

CSP138/17/18 – PLAY AREA

The surface under the see-saw still needed attention but before quotes were sought volunteers would be called for to help dig around the see-saw and bark laid. Volunteers would be sought through the next edition of the newsletter.

CSP139/17/18 – FEN ALDER CARR NATURE RESERVE

Cllr Peacock updated members on a recent meeting that took place at the Nature Reserve between the Parish Council, Suffolk County Council and the Water Management Alliance (Eastern). The meeting allowed options on how to provide a walkway through the site for members of the public that would lower the maintenance costs for the Parish Council.

A fully bunded walkway would potentially cause problems as in the long-run the site would lose its Fenn status should the water flow be compromised. Therefore, it was felt a part-bunded walkway around the edge of the site could be a possible way forward with part of the coppice being cleared. Reed screens would also be introduced for members of the public to use in order to watch the wildlife. This option would considerably reduce the costs currently involved.

The Parish Council needed to seek funding for such works to take place, something which would be time-consuming and it was not thought that the site would be re-opened for a number of months.

One idea raised was to seek a professional woodsman who could coppice the site to keep it well-managed for the return of the wood to be used for charcoal. Virginia Taylor, Tree Warden, stated she would ask about this at the next Tree Wardens Forum and report back to the Parish Council.

CSP140/17/18 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

- Unused van on The Lane remains a problem.
- Blocked drain on The Lane outside Lace Dean remains an issue during wet weather.
- Broadband – The green box on Pound Road is not yet wired up for broadband.

CSP141/17/18 - DATE OF NEXT MEETING

The next meeting was due to be held at the Church Hall on Monday, 21st May 2018 at 7.30pm. This will be the Annual Parish Meeting followed by the Annual Parish Council Meeting.

The meeting finished at 9pm.

Chairman: Dated: