



## **CREETING ST PETER PARISH COUNCIL**

Minutes of the Parish Council meeting held at the Church Hall, The Lane, Creeting St Peter on **Monday, 18<sup>th</sup> March 2019 at 7.30pm.**

### **Present:**

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

In Attendance District Cllr Keith Welham  
J Blackburn - Clerk

### **CSP101/18/19 – PUBLIC FORUM**

There was one member of the public present.

### **CSP102/18/19 – APOLOGIES OF ABSENCE**

Apologies had been received from County Cllr Green.

### **CSP103/18/19 – DECLARATIONS OF INTEREST**

The Clerk declared an interest in item 18 on the Agenda.

### **CSP104/18/19 – APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSP105/18/19 – MINUTES OF THE MEETING HELD ON MONDAY, 21<sup>ST</sup> JANUARY 2019 AND THE PLANNING MEETING HELD ON 6<sup>TH</sup> DECEMBER 2018**

**It was AGREED:** That the minutes of the meeting held on Monday, 21<sup>st</sup> January 2019 and the Planning Meeting on 6<sup>th</sup> December 2018 be approved as a true record and signed by the Chairman.

### **CSP106/18/19 – COUNTY COUNCILLOR'S REPORT**

Cllr Gary Green was not present at the meeting and a report had not been received.

### **CSP107/18/19 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

#### **a) CLERK'S REPORT**

The Clerk reported that she had received a letter from Stowmarket Town Council which stated that they would no longer be carrying out grass cutting at the Play Area, which was due to staffing and financial cuts.

**It was AGREED:** That the Clerk seek quotes from other contractors for grass cutting at the play area and also put an advert in the next Newsletter asking for anyone in the village, who had a sit on mower, that would be willing to cut the grass. Once sought, quotes should be emailed round to Councillors.

b) **FINANCIAL REPORT AND BUDGET MONITORING 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 11<sup>th</sup> March 2019 was £15,580.49. Members noted the Budget Monitoring report.

c) **PAYMENTS AND RECEIPTS**

The Clerk reported the following payments be authorised:

100731	Jennie Blackburn	Clerk's Pay (Mar)	£175.18
100732	Jennie Blackburn	Clerk's Office Allowance / Expenses (Mar)	£35.08
100733	Tom Harrison	Fencing Repairs at Nature Reserve	£30.00
100734	Suffolk County Council	Street Lighting	£463.05
100735	CSP PCC	Hall Hire	£145.00

**It was AGREED:** That payments totaling £848.31 be authorised and actioned by the Clerk.

It was noted that no receipts had been received since the last meeting.

d) **INTERNAL AUDITOR 2018/19**

**It was AGREED:** That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2018/19 audit.

e) **EXTERNAL AUDIT ARRANGEMENTS 2018/19**

**It was AGREED:** That the same arrangements applied for external audit arrangements as last year, that the Parish Council did not need an external audit and therefore be classed as exempt.

**CSP108/18/19 – POLICIES AND PROCEDURES**

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

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

b) **FINANCIAL REGULATIONS AND STANDING ORDERS**

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

c) **PUBLICATION SCHEME**

**It was AGREED:** That the Publication Scheme be approved and adopted.

**CSP109/18/19 – PLANNING APPLICATIONS**

None had been received.

**CSP110/18/19 - PLANNING DECISIONS**

None had been received.

### **CSP111/18/19 – DEFIBRILLATOR**

The Clerk reminded members that they should be following the Rota for the essential weekly checking of the defibrillator. Once a check had been carried out the person who carried out the check should notify the Clerk that everything was as it should be, or that there was an issue.

It was noted that the cabinet light was temperamental as to whether it was on or off and what needed to be done about it. The Clerk stated that she would liaise with the Community Heartbeat Trust over the matter.

### **CSP112/18/19 – A14 LAYBY ISSUE**

It was noted that the issue with lorry drivers parking in the layby and using an area of ground close to the burial walk at the church as a toilet was ongoing.

Suffolk Highways had granted permission for the Parish Council to plant some hawthorn hedging in order to alleviate the problem. The Wildlife Group, who were meeting this week, would be able to obtain some saplings and would be able to plant them in the required location. It was confirmed that the Parish Council would meet the costs of the saplings. It was felt that chicken wire would also help the saplings to establish themselves and also stop the culprits from entering the site.

### **CSP113/18/19 – PLAY AREA**

The Clerk reminded Cllr Mason to continue checking the play equipment on a regular basis and to let her have all report sheets as soon as was possible.

Cllr Peacock was concerned about the mushrooms that were sprouting up all around the bark areas of the play equipment. It was felt that come the warmer months the mushrooms would die off.

**It was AGREED:** That the mushroom growth would be monitored.

### **CSP114/18/19 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR WELHAM**

Cllr Welham's report was circulated prior to the meeting. It stated that:

- **Budget Proposals and Council Tax for 2019/20** - The final budget proposals for the next financial year had been agreed with an increase in Council Tax of 2%. The Council also agreed further borrowing of around £25 million to invest in commercial properties; this was in addition to £25 million borrowed and invested in commercial properties such as a car showroom, industrial units, a coffee shop, a restaurant and a M&S store in places like Harlow, Milton Keynes, Peterborough and Brentwood. The total was now £100 million shared equally between Babergh and Mid Suffolk.
- **MSDC Funded PCSOs** - Funding for two PCSO posts had been agreed and the first had been appointed and was operating around Mid Suffolk. District Councillors could make referrals to MSDC to request a PCSO visits a particular area within their ward. There would not be an immediate response, and each visit may be for a short length of time. However, a visit to view an area of concern would help to raise an issue, especially where it may have been ongoing.
- **Development of Facilities at Needham Lake**- MSDC had approved funding of £600,000 for a new Visitor Centre development at Needham Lake. It would provide enhanced catering facilities, an information centre and public conveniences and was planned to be open by Summer 2020.

Cllr Welham also reported members that he had been informed that the District Council had now reached their 5-year land supply.

Members of the Parish Council thanked Cllr Welham for all he had done for the parish and that he would be greatly missed.

## **CSP115/18/19 - FEN ALDER CARR NATURE RESERVE**

The Clerk reported that she had been contacted recently to be informed that someone had damaged the entrance fencing at the Nature Reserve. She confirmed that she had had the fence mended and the cost of which was contained within the payments at this meeting.

## **CSP116/18/19 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

- Ongoing water issue on Pound Road.
- Broadband
- Snowasis
- Shed at the Church Hall was up and running – key lock to be arranged
- Light outside 12 Peterhouse was still faulty
- Dog fouling on footpaths
- Letter received from Parochial Church Council about possible contributions towards maintenance of the church, to which the Clerk informed the PCC that the Parish Council could not help in that area.

Cllr Lawson informed members that she would not be standing again for Parish Councillor at the next elections on 2<sup>nd</sup> May. She had been on the Parish Council for 20 years and felt it was time for others to take her place.

Members thanked her for her time and contributions towards the parish over the years. She would be greatly missed.

## **CSP117/18/19 - DATE OF NEXT MEETING**

The next meeting was due to be held at the Church Hall on Tuesday, 7<sup>th</sup> May 2019 at 7.30pm. This would be the Annual Parish Meeting followed by the Annual Parish Council meeting.

## ***EXCLUSION OF PRESS AND PUBLIC***

## **CSP118/18/19 - CONFIDENTIAL ITEM – STAFFING MATTER**

The Clerk left the room whilst the item was discussed and voted upon.

Members of the Parish Council considered the grading of the Clerk's post with reference to the national pay scales. It was noted that the Clerk had passed her Certificate in Local Council Administration.

**It was AGREED:** That the Clerk's post be confirmed at SCP 22

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The meeting finished at 8.50pm.

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