



CREETING ST PETER PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Church Hall, The Lane, Creeting St Peter on **Monday, 17th May 2021 at 8.22pm.**

Present:

Councillors: M Valladares (Chairman)
T Taylor
R Hitt
D Mason
L Jardine

In Attendance J Blackburn – Clerk
County Cllr K Welham
District Cllr M Norris
Five members of the public

CSP006/21/21 – ELECTION OF CHAIRMAN

Cllr Valladares declared the meeting open.

Cllr Mason proposed that Cllr Valladares be elected as Chairman, which was seconded by Cllr Taylor.
Decision – Cllr Valladares was duly elected Chairman.

CSP007/21/22 – CHAIRMAN'S DECLARATIONS OF ACCEPTANCE OF OFFICE

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

CSP008/21/22 – ELECTION OF VICE-CHAIRMAN

Cllr Taylor proposed that Cllr Hitt be elected as Vice-Chairman, which was seconded by Cllr Mason.
Decision – Cllr Hitt was duly elected Vice-Chairman.

CSP009/21/22 – CO-OPTION

It was AGREED: That Mrs Lynne Jardine be co-opted onto the Parish Council.

CSP/010/21/22 - TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from the Police.

CSP010/21/22 – TO RECEIVE DECLARATIONS OF INTEREST

Cllr Valladares declared an interest in item 8 of the Agenda.

CSP011/21/22 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

CSP012/21/22 – TO APPROVE THE MINUTES OF THE MEETING HELD ON MONDAY, 15th MARCH 2021

It was AGREED: That the minutes of the meeting held on Monday, 15th March 2021 be approved as a true record and signed by the Chairman.

CSP013/21/22 - TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – Cllr Valladares was appointed representatives for SALC.

CSP014/21/22 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual subscription of £144.04 be paid to the Suffolk Association of Local Councils in order to renew the Parish Council's membership.

CSP015/21/22 – PUBLIC FORUM

No items were raised.

CSP016/21/22 – TO RECEIVE THE POLICE REPORT

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

CSP017/21/22 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR WELHAM

Cllr Welham reported that following a discussion with the Chair and the Clerk as to the outstanding issues within the Parish the following areas would be what he hoped to work on:

- 20mph not being enforced – No buffer zone from 60mph to 20mph
- Improvement to Clamp Farm corner following Gateway 14 development proposals
- Traffic Analysis and Gateway 14
- Gateway 14 – felt there was a step that needed to be gone through before the Planning Committee that needed to be heard about the site.
- Public Transport – Gateway 14 – needed to go into the site not stop at Tesco. Bus route should go through the site, Creeting St Peter and Stowupland.
- Street Lights – would look into Suffolk County Council would take them over
- Trading Standards – Scams were increasing – would look into ways to widen knowledge and information about such scams.

CSP018/21/22 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORTS – CLLR NORRIS & CLLR PHILLIPS

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

CSP019/21/22 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

Office Allowance – The Clerk reported that the suggested amount of office allowance paid to the Clerk (by SALC) had been increased in April 2020 to £26 per month. The Parish Council were currently paying the Clerk £20 per month and the Clerk therefore asked for a rise due to rising costs of electricity, telephone and broadband.

It was AGREED: That the Office Allowance be raised to £26.00 per month.

The Clerk informed members that the Parochial Church Council (PCC) wished to ask Mr Roddy at Poundfield for the £7,000 offered to the village at a previous Parish Council meeting, as the Parish Council could not accept the offer as it would be a conflict of interest.

Mrs Matthewson (PCC) explained that the money could be used to improve the Church Hall and asked for the best way forward, to which Cllr Valladares suggested the PCC contact Mr Roddy directly.

The Clerk also updated members on the water leak on Pound Road. Anglian Water were due to carry out further testing.

i) **ANNUAL GOVERNANCE STATEMENT**

The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

ii) **END OF YEAR 31ST MARCH 2021 STATEMENT OF ACCOUNTS**

The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk

iii) **EXEMPTION CERTIFICATE**

The Exemption Certificate was approved and completed by the Council and signed by the Chair and the Clerk.

iv) **INTERNAL AUDITOR'S REPORT**

The Internal Auditor's Report was received and no recommendations had been made.

v) **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 10th May 2021 was £20,519.45.

vi) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay - Apr	195.45
Jennie Blackburn	Clerk's Office Allowance / Expenses (Apr)	£28.33
HMRC	PAYE (2020-21)	£53.20
Jennie Blackburn	Clerk's Pay - May	£192.25
Jennie Blackburn	Clerk's Office Allowance / Expenses (May)	£40.89
East Suffolk Drainage Board	FAC Drainage	£9.04
ICO	Data Protection Renewal Fee	£40.00
SALC	Subscription Renewal	£144.04
Earl Stonham Parish Council	Ink Cartridges contribution	£115.79
Trevor Brown	Internal Audit 2020/21	103.80
MSDC	Bin Emptying	201.12

It was AGREED: That payments totaling £928.46 be authorised and actioned by the Clerk.

The following receipts were also noted:-

MSDC	Precept (1st instalment)	£2,588.00
MSDC	Grant (one off)	£54.00

CSP020/21/22 – PLANNING APPLICATIONS

Ref: **DC/21/02485** - Householder Application - Erection of single storey front and rear extensions, insertion of new windows and alterations to existing fenestration. Erection of side gate with brick piers - Willow House, Pound Road, Creeting St Peter

Following a brief discussion –

It was AGREED: That the Parish Council supported the application. **Clerk to action.**

CSP021/21/22 - PLANNING DECISIONS

Ref: DC/20/05244 - Planning Application - Change of use of agricultural land to form extension to existing industrial premises - Poundfield Products, The Grove, Mill Lane, Creeting St Peter - **Granted**

Ref: DC/21/01357 - Householder Planning Application - Erection of front porch extension (following demolition of existing). Application of external thermal render to front elevation and gable end - 4 Peterhouse, Pound Road, Creeting St Peter - **Granted**

CSP022/21/22 – PLAY AREA

Cllr Mason confirmed that he had three check forms to hand into the Clerk. He also reported that when the grass had been cut recently the cuttings had been left around the embankment to the slide, which made it slippery for children to climb up. The Clerk confirmed that she would contact the contractor and ask that the cuttings be blown away from that area.

CSP023/21/22 – FEN ALDER CARR NATURE RESERVE

Cllr Taylor reported that he and Mrs Taylor (Tree Warden) visited the site to check its condition. The Boardwalk was completely rotten in places with some areas impassable.

He also explained that a 20 bore cartridge was found along with a dead pheasant so it was clear that whilst the site was shut to the public people had been entering and shooting the birds.

Despite its poor state the site had become an active area for various wildlife.

CSP024/21/22 – MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

- Speeding through the village
- Potholes
- Road defects – Mill Lane – forward reference number to Cllr Welham
- Street Lights – ongoing works - £10,000 approx. to replace them.
- Piece of land at the end of Peterhouses – could we approach landowner and use for a Community Area and access to Allotments?
- Redefining footpaths – Flint Hall, Creeting Hall and one to Plot 51.
- River Gipping Tow Path – Poundfield to Creeting Hall – stile had gone.

CSP025/21/22 – FUTURE MEETING DATES

It was noted that the Parish Council would meet on the following dates:

Monday, 19th July 2021
Monday, 20th September 2021
Monday, 15th November 2021
Monday, 17th January 2022
Monday, 21st March 2022

CSP026/21/22 - DATE OF NEXT MEETING

It was AGREED: That the next meeting be held at the Church Hall on Monday, 19th July 2021 at 7.30pm.

The meeting finished at 9.23pm.

Chairman: Dated: