



## CREETING ST MARY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall, Creeting St Mary on **Tuesday, 11<sup>th</sup> May 2020 at 7.30pm.**

### **Present:**

Councillors: S Haynes (Chair)  
J Palmer  
R Coton  
H Craggs  
P Scully  
N Smart  
L Plummer

In Attendance: J Blackburn - Clerk  
County Cllr M Hicks  
R Brittain

### **CSM01/20/21 – ELECTION OF CHAIR**

Cllr Sue Haynes declared the meeting open.

Cllr Scully proposed that Cllr Haynes be elected as Chair, which was seconded by Cllr Smart.

**Decision** – Cllr Haynes was duly elected Chair. The Declaration of Acceptance of Office would be completed and signed at a later date, due to current restrictions.

### **CSM02/20/21 – ELECTION OF VICE-CHAIR**

Cllr Haynes proposed that Cllr Craggs be elected as Vice-Chair, which was seconded by Cllr Plummer.

**Decision** – Cllr Craggs was duly elected Vice-Chair.

### **CSM03/20/21 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Emmins and District Cllr Norris.

### **CSM04/20/21 – TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **CSM05/20/21 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSM06/20/21 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 30<sup>TH</sup> MARCH 2020**

**It was AGREED:** That the minutes of the meeting held on 30<sup>th</sup> March 2020 be approved as a true record and signed by the Chair.

### **CSM07/20/21 – TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

- i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – Cllr R Coton was appointed representative to SALC.
- ii) **COMMUNITY ACTION SUFFOLK (CAS) – Decision** – It was noted that a rep was not needed for CAS.

## **CSM08/20/21 – PUBLIC FORUM**

There were no members of the public present.

## **CSM09/20/21 – TO RECEIVE THE POLICE REPORT**

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

## **CSM10/20/21 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR M HICKS**

Cllr Hicks reported that in relation to the Breheny site and their current plans regarding a footpath, the County Council were not in a position to assist with that and any changes to the permission granted would require the application to go back to Mid Suffolk District Council.

He also reported that his annual report, which had been circulated and which had been written prior to the current Covid-19 situation, had changed in some parts.

He thanked all volunteers across the county who were playing a big part in helping look after the vulnerable during the difficult current situation with Coronavirus. Help offered had been very positive mostly by way of helping people with shopping and the collection of medical prescriptions.

The County Council had been working very closely to assist with the obtaining of PPE provisions and ensured that resources were maintained two weeks in advance.

He added that Recycling centres were due to open the following week, with members of the public having to book online should they need to visit the sites.

## **CSM11/20/21 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLRS NORRIS & CLLR PHILLIPS**

Cllr Norris & Cllr Phillips were not present at the meeting but a report had been circulated prior to the meeting and would be made available on the website.

## **CSM12/20/21 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

The relevant documents had been circulated prior to the meeting. Due to the current restraints because of Coronavirus, signatures would be obtained, safely, following the meeting.

### **i) END OF YEAR 31<sup>ST</sup> MARCH 2020 STATEMENT OF ACCOUNTS**

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

### **ii) ANNUAL GOVERNANCE STATEMENT**

The Annual Governance Statement was completed by the Council and signatures obtained following the meeting by the Chair and the Clerk.

### **iii) TO RECEIVE THE INTERNAL AUDIT REPORT**

The Clerk reported that all had gone well with the Internal Audit with the following recommendations being made:

*Recommendation 1: It is recommended that the Council should review and readopt the Local Code of Conduct during the year 2020/21 in order to comply with good governance practice*

*Recommendation 2: It is recommended that the Fidelity Guarantee insurance cover is again examined in the light of the increased balances held by the Council. The Council should ascertain whether there is any significant additional cost of increased insurance cover and then make a judgement bearing in mind the potential financial and reputational risks arising from the current level of cover.*

iv) **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 5<sup>th</sup> May 2020 was £49,196.13.

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

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Apr)	£291.72
Jennie Blackburn	Clerk's Office Allowance / Expenses (Apr)	£26.33
Portable Space	Container	£2,346.00
Gipping Press	Newsletter printing	£224.26
CFB IT Solutions	Email account (Apr)	£6.00
CFB IT Solutions	Email account (May)	£6.00
Earl Stonham PC	Contribution towards Ink Cartridges	£113.18
MSDC	Bin Emptying 2020/21	£456.08

**It was AGREED:** That payments totaling £3,469.57 be ratified.

The following receipts were also noted:-

MSDC	Precept (1st installment)	£4,996.50
MSDC	CiL monies	£7,073.24

**CSM13/20/21 - PLANNING APPLICATIONS**

**Ref: DC/20/01380** - Application to determine if Prior Approval is required for a Proposed Change of Use of Agricultural Buildings to Dwellinghouses (Class C3) and for building operations reasonably necessary for conversion. Town & Country Planning (General Permitted Development) Order 2015 as amended Schedule 2, Part3 Class Q - Conversion of agricultural building to form 1no. Dwelling - Field Adjacent Hill View, Green Lane, Creeting St Mary, Suffolk

**It was AGREED:** That the Parish Council have no objections to the application. **Clerk to action.**

**Ref: DC/20/01714** - Full Planning Permission - Erection of 1no. dwelling Location: Shangri La, Creeting Bottoms, Creeting St Mary, Ipswich Suffolk IP6 8PH

Whilst members felt the plot was too small, they had not objections to the application.

**It was AGREED:** That the Parish Council had no objections to the application. **Clerk to action.**

**CSM26/20/21 - PLANNING DECISIONS**

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

**Ref: DC/20/01017** - Full Planning Application - Use of land for the siting a mobile home for a farm manager (resubmission of DC/19/05701) - Suffolk Farmhouse Cheeses, Whitegate Farm, Norwich Road, Creeting St Mary Ipswich Suffolk IP6 8PG - **GRANTED**

**CSM14/20/21 – PURCHASE OF PLAY EQUIPMENT AND REPLACEMENT OF SWINGS**

Rob Brittain, representative from the Play Equipment Committee, was present at the meeting. He explained that further equipment had been the next planned phase for Blacksmiths Field, which would include a fitness trail and gym equipment.

Quotes had been obtained from three companies of which the most appropriate quote was for £18,697.50, which was significantly less than the other two received. The quote included the replacement of the swings, bridge and surface bark.

He added that whilst there were some funds available he asked if the Parish Council were in a position to help with the costs involved, such as CiL monies.

Cllr Palmer explained about the essential repairs to the current equipment and stated that the fitness class that use the hall could use the fitness trail during the summer months, so would be used by a variety of people. She felt that the work needed to commence asap.

**It was AGREED:** That the Parish Council pay for the repairs and additional equipment using the CiL monies available. **Clerk to action.**

**It was AGREED:** That the Clerk order the equipment from Sovereign.

### **CSM15/20/21 - TRAFFIC CALMING MEASURES**

**It was AGREED** That this item be deferred to the next meeting.

### **CSM16/20/21 – COMMUNITY SPEEDWATCH TEAM**

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

### **CSM17/20/21 – CONTAINER**

The container had arrived on site and was ready for use. Shelving was considered which Cllr Haynes stated the Village Hall Management Committee may provide and pay for. A petition was also considered to keep various items separate. A solar panel was still recommended to light the entrance.

Rob Brittain reported that he had considered starting up a Table Tennis Club for local children, in the summer as there was a demand for such a club. The container would be useful to store the table tennis tables in should it be acceptable.

### **CSM18/20/21 – DONATION OF LAND**

The Clerk explained that she had been in touch with local solicitors who would be dealing with the transfer of the land from the current owners to the Parish Council, with the Parish Council paying all costs.

The Parish Council would maintain the land, putting together a working group who would help with any maintenance needed.

Cllr Craggs felt that it would be appropriate for a formal document to be put together with the solicitors which stated what the land was to be used for. Then as the years went and members of the Parish Council changed, the document would remain clear.

**It was AGREED:** That the Clerk liaise with the Solicitor in relation to such a document.

### **CSM19/20/21 - REPORTS**

**Blacksmiths Field** – Cllr Palmer had nothing further to report.

**SALC** – Cllr Coton had nothing to report.

**Footpaths** – Cllr Scully reported that that grass on the footpath between Alder Carr entrance and the bridge had been cut back six-seven feet.  
Cllr Palmer stated that footpath 5A needed to be cut back, but was passable.

**Village Hall** – There was nothing to report.

**Sustainability** – Cllr Craggs reported that Dunches Lane should be having work carried out on it during the Spring but due to the current situation with Coronavirus that work would likely be postponed.

**CSM20/20/21 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

- Camper Van noted to be parked behind the church on many occasions – police aware
- Drone siting around All Saints Road – Police aware so it sitings carried on, notify the police and they would send someone over to have a look.

**CSM21/20/21 - DATES OF MEETINGS FOR 2020/21**

**It was AGREED:** That dates would be set at a later date.

**CSM22/20/21 – DATE OF NEXT MEETING**

**It was AGREED:** That the Clerk would set the next meeting in due course.

The meeting finished at 9.05pm.

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