



## **CREETING ST MARY PARISH COUNCIL**

Minutes of the Parish Council meeting held at the Village Hall, Creeting St Mary on **Monday, 19<sup>th</sup> February 2018 at 7.30pm.**

### **Present:**

Councillors: S Haynes (Chairman)  
J Palmer  
R Coton  
D Stevenson  
P Scully  
N Smart  
H Craggs

In Attendance: County Councillor Matthew Hicks  
District Councillor Suzie Morley  
J Blackburn – Clerk

### **CSM151/17/18 – PUBLIC FORUM**

There were three members of the public present. Two of the people present asked about item 18 on the Agenda – the planting of a tree in memory of the previous clerk. It was explained that it had been a request of the husband of the previous clerk that he be able to plant a small cherry tree near to the bench on the slip road from Jacks Green Road to All Saints Road and that it was not something the Parish Council was supplying.

### **CSM152/17/18 – APOLOGIES OF ABSENCE**

No apologies had been received.

### **CSM153/17/18 – DECLARATIONS OF INTEREST**

Cllr Coton declared an interest in item 10 (Ref: SCC\0003\18).

### **CSM154/17/18 – APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSM155/17/18 – MINUTES OF THE MEETING HELD ON 9<sup>th</sup> JANUARY 2018**

**It was AGREED:** That the minutes of the meeting held on 9<sup>th</sup> January 2018 be approved as a true record and signed by the Chairman.

### **CSM156/17/18 – COUNTY COUNCILLOR'S REPORT – CLLR M HICKS**

Cllr Hicks reported that he had been made Cabinet Member for Broadband and that Fibre Broadband should be available within the village shortly. Openreach had been experiencing a few issues, but as soon as they switched on the service suppliers would then be able to release the service to the residents.

Cllr Hicks then briefly went through his report and made the following points:

- Online safety among younger children - this year's annual Cybersurvey results showed that more parents were delivering messages of online safety to their children from a young age. The survey showed that parental influence was having an impact on risk-taking behaviour, with 62% of children (up from 57% in 2016) saying they always listen to their parent/carers advice and 80%

taught about online safety at school. Since last year there had been a 4% reduction in young people using chatrooms (17% less than 4 years ago) and a 2% reduction in young people meeting up with someone they knew only online. The Suffolk Cybersurvey could be viewed at [www.esafersuffolk.org](http://www.esafersuffolk.org)

- Suffolk Public Health chiefs urge people take asthma seriously - Around 1 in 11 children in the UK were affected by asthma but not all children had their disease well managed. There was no cure for asthma yet but with the right treatment children could lead a normal and active life. Suffolk County Council, Public Health and the Clinical Commissioning Groups of GPs were launching a campaign to raise awareness of the seriousness of asthma. The aim was to encourage parents whose children had asthma to make sure their child had an asthma plan and regular reviews at the surgery. Posters highlighting this public health message would be sent to GP surgeries, children's centres, schools, nurseries, libraries, leisure centres and pharmacies. Whilst asthma was a common childhood condition it was important to raise awareness of managing it well. For further information visit [www.healthysuffolk.org.uk/advice-services/children/take-asthma-seriously](http://www.healthysuffolk.org.uk/advice-services/children/take-asthma-seriously)
- Suffolk to use drone technology to help manage blue light service incidents - 15 February 2018 marked the official launch of the use of two Small Unmanned Surveillance Aircrafts in Suffolk. The technology, commonly referred to as drones had been developed and funded by Suffolk Resilience Forum for use across the county. As part of a multi-agency Air Support Unit, the drones would be used by Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue and Norfolk & Suffolk 4x4 Response. The drones would provide a range of aerial surveillance options to support emergency services and voluntary organisations across a wide range of incidents.

#### **CSM157/17/18 – DISTRICT COUNCILLOR'S REPORT – CLLR S MORLEY**

Cllr Morley reported the following:-

- The Leisure Centre in Stowmarket had been crowned 'excellent' by an external assessor, Quest, the UK's Quality Scheme for sports and leisure, after undergoing a rigorous inspection and interview process.
- The old Council offices in Needham Market were currently being used by the Suffolk Police Dogs by way of training them to search buildings for particular items etc. This would be on a temporary basis until the offices future was decided.
- Landlords were being asked to take in single lodgers who were struggling to find affordable accommodation. Single people were being matched up with householders with a spare bedroom in a pioneering scheme. More potential landlords were needed to get involved in the initiative to reduce homelessness, which was being run by Babergh and Mid Suffolk District Councils in partnership with Solo Housing.
- The District Council was to invest £2.56m in Stowmarket's Regal Theatre as part of the Stowmarket Improvement Project. The investment, consisting of £1.56m in capital grant from Mid Suffolk District Council, and £1million in a loan to Stowmarket Town Council, would enable two new cinema screens to be added to the Regal. The building in Ipswich Street, Stowmarket, currently had a single auditorium which was used for theatre performances as well as to show films. The new 87 and 57 seat screens, plus the renovation of the existing auditorium and foyer, were predicted to increase attendance at the Regal Theatre by approximately 40% from around 63,000 people a year to 114,800. The increase in visitor numbers are expected to generate between an extra £500,000 and £1m annually for the local economy.

#### **CSM158/17/18 – POLICE REPORT**

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

## CSM159/17/18 – CLERK’S REPORT AND FINANCIAL MATTERS

### i) CLERK’S REPORT

The Clerk’s report was circulated prior to the meeting and had given the Parish Council an update on items from the previous meeting.

The Clerk updated the Parish Council on the new Data Protection legislation that would take effect from May 2018. In order to comply she felt it would be beneficial to purchase a lockable filing cabinet in order to keep what few personal documents were kept by the Parish Council.

**It was AGREED:** That the Clerk purchase a lockable filing cabinet.

The Clerk reported that the Community Payback team would be returning to complete the job list on 13<sup>th</sup> March.

The Clerk brought to the attention of the Parish Council, the Highways Survey that had been circulated to all Parish Councils in relation the Parish Councils taking over minor tasks within their parish such as cleaning signs. The Parish Council felt it was not a way forward and that taking over such tasks could incur health and safety risks etc.

**It was AGREED:** That there be a nil response to the survey.

### ii) CLERK’S 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 8<sup>th</sup> February 2018 was £24,556.62 (of which £2,966.71 was CiL money, £620.55 was being held for future History Days and an additional £5982.51 being earmarked for Blacksmiths Field.

### iii) PAYMENTS AND RECEIPTS

The Clerk reported the following payments be authorised:-

19.02.18	100830	Jennie Blackburn	Clerk's Salary (Feb)	£253.31
19.02.18	100831	Jennie Blackburn	Clerk's Expenses (Feb)	£30.08
19.02.18	100832	Jennie Blackburn	CiLCA Registration reimbursement	£83.34
19.02.18	100833	Vertas Ltd	Grass Cutting	£268.67

**It was AGREED:** That payments totaling £635.40 be authorised and actioned by the Clerk.

### iv) NEW BANK ACCOUNTS

The Clerk updated the Parish Council on the new bank accounts which were now open and ready to use. She stated that the quickest way forward was to transfer all the money from the old account, via a cheque, to the new account. Once the above authorised payments had cleared she would then close the old account. All agreed. **Clerk to action.**

### v) INTERNAL AUDITOR

**It was AGREED:** That Trevor Brown CPFA, Local Council Financial Services & Internal Audit, be appointed as the Internal Auditor for 2017/18.

### vi) 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, in principal, should be undertaken every 5 years, but would not be needed this year.

vii) **PUBLICATION SCHEME POLICY**

The Publication Scheme Policy was reviewed.

**It was AGREED:** That the Clerk amend the policy and it be returned to the next meeting for approval.

viii) **RECORDS MANAGEMENT POLICY**

**It was AGREED:** That the Records Management Policy be adopted and was signed and dated by the Chairman.

**CSM160/17/18 - PLANNING APPLICATIONS**

**Ref: SCC\0003\18** – Proposal - Provision of new portable building for use as additional classroom accommodation – Location - Creeting St Mary Primary School, All Saints Road, Creeting St Mary, Ipswich, Suffolk

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

**Ref: DC/18/00612** – Proposal - Outline Planning Application (All Matters Reserved) - Erection of 1 no. dwelling – Location - Land Known As 'Five Acres', All Saints Road, Creeting St Mary, IP6 8PS

A brief discussion took place in relation to the planning application where the following concerns were raised:

- the property would be close to the road and would affect the aesthetic of that road, as well as concerns about access from that point.
- the proposed site was agricultural land, although it was being used as amenity land.
- there was no planning need or justification made for a dwelling on the site.
- planning rules did not permit isolated dwellings in the countryside unless there were very exceptional needs.
- the site was not an infill site in planning rules, being not within or attached to an existing settlement.
- there was no indication of highway access - a possible access being particularly hazardous.

**It was AGREED:** That the Parish Council objected to the application, with four objections, due to the points made above, and 3 abstentions.

**Ref: DC/17/03147** – Proposal - Full Planning Application - Proposal for 'Mixed use Development' comprising the erection of 3 No. Detached residential dwellings and garages; Erection of 6 No. Small Industrial Units (B1) and 1 No. main Industrial Unit (B2) all with new vehicular accesses, associated parking, landscaping and boundary treatments – Location - Land On East Side, Flordon Road, Creeting St Mary, Suffolk (Reason(s) for re-consultation: Please see revised Site plan - 1579/17/02 C, Flood Risk Assessment and Land Contamination Questionnaire, all dated 14/02/2018).

Members did not understand why this had been sent back for further comments of the Parish Council. It had been confirmed that nothing had changed apart from a 3ft vision splay at the entrance to the site. With that in mind the Parish Council agreed that their past objections remained and that the Clerk notify the District Council of this. Should any further information arise then the Parish Council would hold an Extraordinary Meeting to discuss the application further.

## **CSM161/17/18 – PLANNING DECISIONS**

The following Planning decisions were noted:

**Ref: DC/17/06098** - Proposal & Location of Development: Application for Listed Building Consent - Internal repairs and alterations - 3 All Saints Road, Creeting St Mary, Ipswich, Suffolk IP6 8NF – **GRANTED**

**Ref: DC/17/06270** – Proposal - Reserved Matters Application relating to submission of details under Outline Planning Permission 0090/17 - Erection of a single-storey dwelling - Site To The North Of The Willows, Flordon Road, Creeting St Mary, IP6 8NH – **APPROVED**

**Ref: DC/17/06258** – Proposal - Householder Planning Application - Erection of one and one half storey rear extension (following removal of existing balcony and stairs) and insertion of window to side elevation - 1 All Saints Road, Creeting St Mary, Ipswich, Suffolk IP6 8NF – **GRANTED**

## **CSM162/17/18 - TREE CHARTER AND THE PROVISION OF TREES**

At a previous meeting of the Parish Council, District Councillor Morley reported that the District Council had signed up to a Tree Charter and would provide trees for public land, but needed suggestions as to the best occasions when trees could be provided.

**It was AGREED:** That at the current time, the Parish Council had no suggestions but would return at a later stage should trees be needed.

## **CSM163/17/18 - SPEEDING THROUGH THE VILLAGE**

A brief discussion took place as to which roads in the village were the worst for speeding and what could be done to alleviate such speeding.

**It was AGREED:** That the Clerk look into costs of moveable, flashing, speeding signs and report them back to a future meeting.

## **CSM164/17/18 – NOTICEBOARD**

The Clerk reported that she had not yet heard back from Highways as to permission to move the noticeboard from Jacks Green Road to the grass verge of the slip road onto All Saints Road, adjacent to the new bench.

She also reported that a resident in the village had contacted her to offer free pieces of wood that could be used to make a new noticeboard for Jacks Green Road.

Members also confirmed that a new couple living in the village had expressed an interest in volunteering to make things for the village, and so they would be asked about producing a new noticeboard.

## **CSM165/17/18 – GRIT BIN**

Following a brief discussion:

**It was AGREED:** That the Clerk request a small 200L grit bin for Green Lane from Suffolk County Council Highways.

## **CSM166/17/18 - COMMUNITY SURGERY**

Cllr Stevenson updated members on the two Community Surgeries that had taken place in January and February. Two members of the public were seen on both occasions who had raised various issues such

as The Centenary of Remembrance, the village green opposite the village hall and District and Councillor reports being made available to residents via the website. Overall, it was felt that the surgeries had been a success. Once the third one, due to be held in March, had taken place it would be discussed as to whether the surgeries would be continued and how they would be funded.

#### **CSM167/17/18 - SECOND DEFIBRILLATOR**

**It was AGREED:** That the Clerk seek quotes for a defibrillator, with a view to installing it in the red telephone box on Jacks Green Road, and report them back to a future meeting.

#### **CSM168/17/18 - WOODEN POSTS AROUND THE VILLAGE GREEN**

The Clerk reported that she had not yet heard back from Highways, who own the green, as to whether wooden posts could be inserted to stop people parking / driving on the grass. **Clerk to chase.**

#### **CSM169/17/18 – MEMORIAL TREE**

The Clerk reported that she had not yet heard back from the Highways Department as to whether a small cherry tree could be planted, at the request of a resident who would provide the tree, adjacent to the new bench on Jacks Green Road. **Clerk to chase.**

#### **CSM170/17/18 - REPORTS**

**Blacksmiths Field** – Cllr Palmer had circulated her report prior to the meeting. She asked members whether they felt the den building materials were in close proximity to one of the owl boxes and whether the materials needed to be relocated. Members felt the owl box ought to be monitored to ensure nesting owls did not abandon the nest due to children making too much noise when building a den, and also whether the box was actually being used in the first instance.

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

**Footpaths** – Cllr Scully updated the Parish Council on the outstanding issues with the footpaths and explained that he had reported seven broken signs/posts. He confirmed that the plaque for a late resident had now been bought and was ready for installing onto the gate by the owner. There had been an incident on Bridleway 32A (Creeping Hills), where a member of the public had attempted to follow the route (*which ran from Creeping Hills lane, across the A14 to Sandy Lane, Flordon Road*). Having traversed the first part she climbed over a stile and apparently fell on the other, A14, side. She complained to the landowner across whose land 32A ran and he reported the incident. It was explained to him that that Bridleway had previously been reported to Suffolk County Council (SCC) asking them to extinguish the route (and others) as they were very unsafe paths to attempt to walk. Cllr Scully stated he had not received any response from SCC despite many attempts. He raised the issue with District Cllr Morley at the previous Parish Council meeting to see if she could be of any help.

**Village Hall** – Cllr Smart reported that the sound-proofed doors had been installed between the lounge and main hall but works still needed to be fully completed. It was felt that once completed the doors should be tested to ensure that they were indeed sound-proof.

**Sustainability** – Cllr Craggs had nothing to report.

#### **CSM171/17/18 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

Cllr Haynes stated that she would put an advert into the Newsletter for more Councillors as the Parish Council were short of two people.

#### **CSM172/17/18 - DATE OF NEXT MEETING**

The next meeting be held at the Village Hall on Monday, 26<sup>th</sup> March 2018 at 7.30pm.

The meeting finished at 10.07pm

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