



## **CREETING ST MARY PARISH COUNCIL**

Minutes of the Parish Council meeting held online via 'Zoom' on **Monday, 30<sup>th</sup> March 2020 at 7.30pm.**

### **Present:**

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

Also present:                    County Councillor Matthew Hicks  
    J Blackburn – Clerk

### **CSM211/19/20 – PUBLIC FORUM**

There were three members of the public present.

### **CSM212/19/20 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from District Cllr Norris.

### **CSM213/19/20 – TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **CSM214/19/20 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSM215/19/20 – TO APPROVE THE MINUTES OF THE MEETING HELD ON 24<sup>th</sup> FEBRUARY 2020**

**It was AGREED:** That the minutes of the meeting held on 24<sup>th</sup> February 2020 be approved as a true record and signed by the Chair.

### **CSM216/19/20 – WEBSITE & EMAIL ADDRESSES**

Alastair Rogers, the current website host, was present at the meeting. He explained that due to new guidelines and accessibility requirements for Parish Council websites he felt that he could no longer continue hosting the website. A host who was more familiar with Parish Council procedures would be more beneficial.

Cllr Haynes thanked Alastair for his work over the years with the website.

The Clerk reported that she had circulated various options prior to the meeting, the main one of which would be for Suffolk.icloud to take over the hosting of the site. They were well equipped with the knowledge of what would be needed to adhere to the current guidelines and the Clerk explained that she had used their sites before and that they were very straight forward to use.

Cllr Emmins informed members that he knew a local contact who had created a website recently for this company and was sure he would be able to put together a site for the village, if the requirements needed were given to him.

During a brief discussion members felt that due to timescales and the fact that Suffolk.icloud were already familiar to Parish Council website requirements, they would be the best option in moving forward.

Cllr Emmins also suggested that in relation to Parish Councillors having their own Parish Council email address, instead of using personal email addresses, he could set up 'business' ones free of charge.

**It was AGREED:** That the Clerk inform Suffolk.icloud to take over the hosting of the website.  
That Cllr Emmins set up new email addresses once the Covid-19 situation has calmed down.

### **CSM217/19/20 – TO RECEIVE THE POLICE REPORT**

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

### **CSM218/19/20 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR M HICKS**

Cllr Hicks reported the following:

- Regular Covid-19 updates sent out to the Clerk for circulation
- Government has released £60,000 for Foodbanks
- 'Home but not Alone' initiative – telephone number for vulnerable people which would put them through to someone that can help
- 'Tribe Volunteer' app to register a volunteer group or individual that could help should someone need it within the local area.

Cllr Haynes asked Cllr Hicks whether he could help with the Breheny/Highways situation in relation to a footway planned for Flordon Road.

A local resident present at the meeting, was deeply concerned that Breheny and Highways were taking forward a plan which had not been taken down the correct planning route. The resident stated that he had contacted the District Councillor, who had confirmed that he was unable to take the matter further. The resident explained to Cllr Hicks that the footway was materially different to what had been granted, and would make the already narrow road become more narrow on a bend.

Cllr Hicks confirmed that he would look into the matter.

Cllr Haynes also reported to Cllr Hicks that members had been concerned that Fen Lane was being used when the A140 was shut, as a diversion route by motorists.

Cllr Emmins reported that when it had recently happened so many cars used the lane causing it to become gridlocked. The lane was not appropriate to be used for extra traffic both ways at busy times. A sign would ideally be needed to ensure vehicles used intended diversion routes instead of motorists using their satnavs and driving down narrow country lanes.

Cllr Hicks explained that Suffolk County Council were looking at lorry routes and where they should go during certain incidents. The piece of work would be revisited after the current Covid-19 situation had subsided. He explained that diversion signage was arranged by Network Assurance and he would take the issue up with them in due course.

### **CSM219/19/20 - PLANNING APPLICATIONS**

None had been received.

## CSM220/19/20 - PLANNING DECISIONS

The following decisions were noted:

**Ref: DC/20/00209** - Proposal & Location of Development: Planning Application - Erection of stable block for domestic use - Land North West Of, All Saints Road, Creeting St Mary - **GRANTED**

## CSM221/19/20 – TO RECEIVE THE DISTRICT COUNCILLOR’S REPORT

Cllr Norris was not present at the meeting.

## CSM222/19/20 – TO RECEIVE THE CLERK’S REPORT AND FINANCIAL MATTERS

### a) TO RECEIVE THE CLERK’S REPORT

The Clerk raised the issue of the ‘Helpers list’ from volunteers within the village who would be happy to help anyone in need during the current situation with Covid-19.

Members were pleased with the response received at a time when everyone needed to come together and help each other.

Cllr Emmins reported that a telephone company who he had done business with recently were offering to set up a central telephone number that people could contact if they needed help.

Whilst it was a good idea members felt that it may cause confusion as the helper list, WhatsApp group and a central number set up by Suffolk County Council were already working.

Cllr Emmins also reported of another way to help people during the current crisis was to set up a village ‘chat room’ where parishioners went to chat to other parishioners.

### 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 20<sup>th</sup> March 2020 was £51,932.20.

### c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Mar)	£291.72
Jennie Blackburn	Clerk's Office Allowance / Expenses (Mar)	£35.44
SALC	Training (Cllr Plummer)	£144.00
CFB IT Solutions	Laptop	£804.00
CFB IT Solutions	Email domain / set up	£30.00

**It was AGREED:** That payments totaling £1,305.16 be authorised and actioned by the Clerk.

The following receipt had been received:

MSDC	Recycling Bin Credit	£91.46
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### d) EXTERNAL AUDIT ARRANGEMENTS 2019/20

**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.

e) **CiL REPORT**

**It was AGREED:** That the CiL Report be noted with the current sum of CiL monies being £31,053.27.

**CSM223/19/20 – 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.

**CSM224/19/20 – CONTAINER FOR BOSCH TOOLS**

Members discussed the purchase of a container for the tools that had been donated to the village. It was felt that the container just needed to be as it was and painted green in order to help it blend into its surroundings. An electricity supply it was felt, would not be needed at this stage, but could be added at a later date.

Cllr Palmer explained that she knew of a school that had a container which was not lined and didn't have a power supply but was perfectly adequate to store various items. It had a solar panel attached which enabled a light to come on whenever the door was opened to which other members agreed.

In relation to installing an alarm on the container the locking system was such that it would need a particularly noisy piece of apparatus to break into it, so it was felt an alarm would not be needed.

Members also felt that the use of the container and what should be stored in it should be carefully managed.

**It was AGREED:** That Cllr Palmer look into a solar panel for the container.

**CSM225/19/20 – TRAFFIC CALMING MEASURES / FEN LANE**

This item was discussed earlier with Cllr Hicks, although the Clerk added that the second location for a VAS machine/post was still awaiting installment.

**CSM226/19/20 – POND**

It was noted that the pond had been cleared of debris following recent storms. As ownership of the pond was not official and it had not seemed to have been included in recent planning applications either side of it, the Parish Council would take it upon themselves to maintain the pond. Advice from a solicitor would be beneficial as to claiming ownership.

**It was AGREED:** That the Clerk contact SALC to ascertain the correct way forward with this as well as the 'Wildwood' land also.

**CSM227/19/20 – SOCIAL MEDIA**

Cllr Plummer had sent round a trial survey via Survey Monkey to enable members to see what could be done if information needed to be collated from parishioners, on such topics such as traffic calming.

Cllr Haynes stated that information on the surveys could go into the next edition of the Newsletter to see what response people gave to such surveys.

In relation to traffic calming Cllr Plummer felt that a Community Watch Scheme would be a beneficial way forward.

**It was AGREED:** That the Clerk add *Community Speedwatch* onto the next Agenda

**CSM228/19/20 – Best Garden’ Cup and possible reintroduction of the competition**

**It was AGREED:** That this item be deferred to a future meeting.

**CSM229/19/20 – FUTURE MAINTENANCE OF BLACKSMITHS FIELD**

Cllr Haynes reported that the plan for Blacksmiths Field was to cut it twice each year and do a ‘pull’ in order to lose the Ragwort. William Barnes had offered to help with this.

Cllr Craggs suggested that the clippings be removed as they would reduce the virility of the soil which wouldn’t be good for the flowers of a meadow.

**CSM230/19/20 – REPORTS**

**Blacksmiths Field** – Cllr Palmer reported that she had circulated quotes received to replace the swings and installation of a Trim Track. She would forward on other quotes once received.

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

**Footpaths** – Cllr Scully had nothing to report.

**Village Hall** – Cllr Haynes had nothing to report.

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

**CSM231/19/20 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

There was nothing further to report.

**CSM232/19/20 - DATE OF NEXT MEETING**

**It was AGREED:** That the Clerk would confirm a future date via email.

The meeting finished at 9pm.

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