



CREETING ST MARY PARISH COUNCIL

Minutes of the Parish Council meeting held **online via Zoom**, Creting St Mary on **Monday, 22nd March 2021 at 7.30pm.**

Present:

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

In Attendance: J Blackburn - Clerk
 County Cllr M Hicks
 District Cllr M Norris

CSM153/20/21 – PUBLIC FORUM

There were no members of the public present.

CSM154/20/21 – TO RECEIVE APOLOGIES OF ABSENCE

None had been received.

CSM155/20/21 – TO RECEIVE DECLARATIONS OF INTEREST

Cllr Palmer declared a non-pecuniary interest in item 11 on the Agenda.

CSM156/20/21 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

CSM157/20/21 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 22nd FEBRUARY 2021

It was AGREED: That the minutes of the meeting held on 22nd February 2021 be approved as a true record and signed by the Chair.

CSM158/20/21 – TO RECEIVE THE COUNTY COUNCILLOR’S REPORT – CLLR M HICKS

Cllr Hicks’ report was circulated prior to the meeting and would be published on the village website.

He reported the following points:

- **16 new COVID-19 rapid testing centres to open in Suffolk** - It was announced that a further 16 rapid testing centres for COVID-19 were to open in Suffolk, bringing the total number of centres to 28. The sites were planned to open in Beccles, Bungay, Halesworth, Southwold, Aldeburgh, Saxmundham, Debenham, Framlingham, Woodbridge, Eye, Holbrook, Needham Market, Elmswell, Hadleigh, Nayland and Brandon - serving more rural communities across the county. The 28 centres use ‘lateral flow’ testing to identify people who may have coronavirus but who did not have symptoms and could not work from home. It was believed that one in three people with coronavirus did not have symptoms so regular testing was vital in breaking the chain of infection and keeping Suffolk safe. All 28 centres were listed on Suffolk County Council’s (SCC) website, including their addresses and opening times.

- **SCC increased budget to support most vulnerable residents and county's recovery from Covid-19** - On February 11, Suffolk County Council agreed its budget for 2021/22. Following approval of its annual budget, SCC was increasing its planned spending once again in 2021/22 to £597.9million, some £41million (7.4%) more than 2020/21. As part of this, the council would be spending £15.3million to address its ongoing Covid-19 costs, arising from the continuing local response to the pandemic. There were no proposed reductions in council services or personnel in 2021/22. The budget was based on a 12-month financial settlement from government, rather than the 3 or 4 year agreement which was usually offered.

CSM159/20/21 - TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLRS NORRIS

Cllr Norris' report was circulated prior to the meeting which would be published on the village website. He had nothing further to report.

Cllr Plummer asked when the Visitor's Centre at Needham Lake would be opened to which Cllr Norris replied that due to the pandemic the project had been postponed. It was planned that the project would commence soon with an estimated opening during late summer. Extra car parking was part of the plan.

CSM160/20/21 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

The Clerk reported that the speed sign on All Saints Road had been installed and training had been given to the Clerk on retrieving the data. Collecting the data had been a bit hit and miss and so a check of the sign, plus the one on Jacks Green Road was needed.

She also asked members if they wished to take out a Gold Maintenance package for the second speed sign to which members agreed.

It was AGREED: That the Clerk report the faults and that payment of the new sign would be held back until the problem had been solved.
That the Clerk enquire about a Gold Maintenance package for the second speed sign once all was working normally.

b) 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 18th March 2021 was £36,569.02.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Mar)	£289.98
Jennie Blackburn	Clerk's Office Allowance / Expenses (Mar)	£38.92
CFB IT Solutions	Email Hosting (Mar)	£6.00
George Peck	Grassing Cutting (Triangle)	£40.00
Paul Scully	Walkway Chip (for FP)	£25.20
Oltco	VH Patio Resurfacing (deposit)	£4,775.00
Swarco	Speed sign / installation / training (balance)	£3,654.54
NBB Recycled Furniture	Patio Tables	£4,236.00
Jennie Blackburn	Clerk's Pay (Apr)	£289.98
Jennie Blackburn	Clerk's Office Allowance / Expenses (Apr)	£26.33

It was AGREED: That payments totaling £13,381.95 be approved.

It was noted that the following receipt had been received.

d) INTERNAL AUDITOR 2020/21

It was AGREED: That Trevor Brown CPFA (Local Council Financial Services & Internal Audit) be appointed as auditor for the purposes of the 2020/21 audit.

e) EXTERNAL AUDIT ARRANGEMENTS 2020/21

It was AGREED: That an External Audit would need to be carried out due to the Parish Council's income of over £25,000 for 2020/21.

f) CiL REPORT

It was AGREED: That the CiL Report be deferred to the next meeting.

CSM161/20/21 – POLICIES AND PROCEDURES**a) PUBLICATION SCHEME**

It was AGREED: That the Publication Scheme document be reviewed and adopted.

b) DATA PROTECTION POLICY

It was AGREED: That the Data Protection Policy be reviewed and adopted.

c) DOCUMENT RETENTION POLICY

It was AGREED: That the Document Retention Policy be reviewed and adopted.

d) REVIEW OF INTERNAL CONTROL AND RISK MANAGEMENT ARRANGEMENTS

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

e) FINANCIAL REGULATIONS AND STANDING ORDERS

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

CSM162/20/21 – SPEED SIGN – GOLD MAINTENANCE PACKAGE

This was discussed earlier in the meeting at item 8.

CSM163/20/21 - PLANNING APPLICATIONS

Ref: DC/21/01214 - Householder Planning Application - Erection of single storey front extension - 18 St Marys Road, Creeting St Mary

Cllr Scully stated that he was concerned about the neighbour's 'right to a view' from her conservatory if the proposed development took place.

Cllr Norris explained that there was no longer a 'right to a view' unfortunately.

It was AGREED: That the Parish Council had no objections to the application, but would submit a comment in relation to the proximity of the extension to the neighbouring property.
Clerk to action.

Ref: DC/21/01448 - Full Planning Application - Severance of gardens and erection of one pair of two bedroom semi-detached dwellings including a detached double garage (Plot 1) with new vehicular access from Jacks Green Road - 33 and 34 St Marys Gardens, Creting St Mary

During a general discussion the following concerns were raised:

- Overdevelopment of the site
- Out of character of the area
- Limited parking which would result in cars being parked on Jacks Green Road.

It was AGREED: That the Parish Council **OBJECTED** to the application for the above reasons. **Clerk to action.**

Ref: DC/21/01179 - Planning Application - Change of use of land for the keeping of horses - Construction of a 30M x 30M ménage with perimeter post and rail fencing - Land To Rear Of 13, All Saints Road, Creting St Mary

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

Ref: DC/21/01178 - Planning Application - Erection of 1no 4 bedroom chalet bungalow and cart lodge with accommodation above - Land To Rear Of 9, 11 & 13, All Saints Road, Creting St Mary.

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

Ref: DC/21/01403 - Householder Planning Application - Erection of part two/part single storey rear extension and conversion of integral garage - Holly Cottage, All Saints Road, Creting St Mary

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

CSM164/20/21 - PLANNING DECISIONS

It was AGREED: That the following decisions were noted:

Ref: DC/20/05904 - Householder Application - Erection of single storey front, side and rear extension - 33 St Marys Gardens, Creting St Mary - **Granted**

Ref: DC/21/00299 - Householder Application - Erection of part single storey and part two storey extension (following demolition of rear part of building and garage) - Creation of new vehicular access, drive and parking area - Blackwater Hall, St Marys Road, Creting St Mary - **Granted**

CSM165/20/21 – DRIFTWAY / PATHWAY TO PLAY EQUIPMENT

Cllr Palmer had circulated quotes she had received prior to the meeting, for a pathway from All Saints Road to the play equipment on Blacksmiths Field. The quotes were for a 140m x 1.5m wide pathway and the prices ranged between £14,910 and £17,235 excluding VAT. One of the companies had stated that the work would conform to Suffolk County Council specifications.

Cllr Palmer explained that the pathway would be centered along the Drift.

Cllr Haynes raised the issue of a tractor needing access onto the Drift when the hedge would be cut back once or twice a year and whether the pathway would be damaged by the tractor. Cllr Palmer suggested that perhaps if it was 1m wide rather than 1.5m wide so the tractor's wheels would go either side.

It was AGREED: That Cllr Palmer would seek a quote for a 1m wide path and Cllr Haynes would confirm the width of a tractor.

CSM166/20/21 – DONATION OF LAND

Cllr Craggs informed members that he and Cllr Emmins had not yet been able to meet at the site in order to carry out a Risk Assessment. He asked that if such a document could be forwarded to him he would visit the site and carry out of the necessary assessment.

He added that he had spoken to the village primary school who were interested in having a look at the site with a view to visit it with the children.

Cllr Haynes asked members if the two picnic tables from the village hall could be used for Lilley's Wood to which members agreed.

The Clerk reported that whilst the transfer of the land had been made to the Parish Council, she had yet to receive the official documents.

A general discussion took place in relation to vehicular access, the need for signage and benches and boundaries were confirmed.

It was AGREED: That the Clerk produce a Risk Assessment document and send to Cllr Craggs for completion.

CSM167/20/21 – COMMUNITY SPEEDWATCH

The Clerk confirmed that she had been informed that Community Speedwatch teams could resume their duties on 29th March. As the village team were newly set up training would be given very soon and she had forwarded to volunteers a video to watch.

She would update members as soon as she received any more information.

CSM168/20/21 - REPORTS

Blacksmiths Field – Cllr Craggs informed members that he had a meeting planned with Vertas Group Ltd in relation to the grassed areas they cut in the village. He would ask them if they could cut a pathway through the meadow to the pond for easier accessibility.

Cllr Palmer felt that was a good idea and with the addition of a picnic table at the pond she felt the area would become more popular with visitors. A pathway through the meadow would also be good for any visiting children to experience a meadow rather than walk around the edge of one.

Cllr Palmer reported that dog fouling was on the increase as was litter left around the football goals. She explained that she had put a notice into the next newsletter asking for dog walkers to clear up appropriately after their dogs but felt that a sign at the entrance to the field would also be beneficial.

SALC – Cllr Coton reported that the notes of the meeting held on 18th March had been circulated to all Councils. He added that rural bus services had also been discussed along with two consultations papers that would soon be circulated. Diversity and Equality and The Suffolk Guide of Practice.

Footpaths – Cllr Scully reported that due to the poor condition of footpath 5a he had purchased some woodchip and had laid it along improving its surface and make it more useable.

Village Hall – Cllr Haynes reported that the Village Hall Management Committee (VHMC) had plans to purchase two signs for the entrance area to the village hall. One of which would be positioned by the tyre and the other would be positioned near to the Drift. One of the signs could be installed without planning permission but the second one would need planning permission. Cllr Haynes stated that the VHMC had asked if the Parish Council would fund the permission application to which members felt that if the hall wanted the second sign, then they should fund the permission. Members felt that a double

sided sign could be the answer but Cllr Haynes informed members that the VHMC had not been keen on the idea.

Cllr Palmer raised concern that the signs could impact on the visibility of anyone leaving the village hall in a car.

Cllr Haynes raised the plan of installing two shallow steps up the grassed verge to the bottle bank. She explained that the area on which the bottle bank stood would be concreted to ease sweeping of any excess glass. Then the rest of the grassed area could be landscaped. Members felt that a site visit should be held in order to discuss further.

It was AGREED: That the VHMC seek planning permission themselves for the second sign.
That a site meeting be held at the front of the village hall on Monday, 29th March 2021 at 4pm. Weather permitting.

Sustainability – Cllr Craggs reported that over 400 trees and 150 metres of hedgerow had been planted around the parish. He had also planted some wild cherries and hazel bushes.

Cllr Craggs also reported that works to Dunches Lane was planned to be carried out in May 2021. The water from the lane would be taken by a gully across the Lords Highway into the nearby stream.

CSM169/20/21 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

- Needham Market Railway bridge had been reduced in height down to 7ft 6. There was a cause for concern into the accessibility for emergency vehicles not being able to fit underneath the bridge. Cllr Norris explained that it was a concern of his also and he was looking into the matter.
- Suggested bench between St Mary’s Gardens and Needham Market. **Clerk to put on next Agenda.**

CSM170/20/21 - DATE OF NEXT MEETING

It was AGREED: That the next meeting be held on Tuesday, 18th May 2021 (APM & APCM).

The meeting finished at 9.20pm.

Chairman: Dated: