**CREETING ST MARY PARISH COUNCIL**

Minutes of the Annual Parish Council meeting held at the Village Hall, Creeting St Mary on **Tuesday, 18th May 2021 at 7.20pm.**

**Present:**

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

|  |  |
| --- | --- |
| In Attendance: | J Blackburn - Clerk |
|  | District Cllr M Norris |

**CSM05/21/22 – ELECTION OF CHAIR**

Cllr Sue Haynes declared the meeting open.

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

**Decision** – Cllr Haynes was duly elected Chair. The Declaration of Acceptance of Office was completed and signed.

**CSM06/21/22 – ELECTION OF VICE-CHAIR**

Cllr Plummer proposed that Cllr Craggs be elected as Vice-Chair, which was seconded by Cllr Plummer. **Decision** – Cllr Craggs was duly elected Vice-Chair.

**CSM07/21/22 – CO-OPTION OF NEW COUNCILLOR**

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

**CSM08/21/22 - TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Emmins, Cllr Craggs and the Police.

**CSM09/21/22 – TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Haynes declared an interest in item 14 on the Agenda (DC/21/02632).

**CSM10/21/22 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

**CSM11/21/22 - TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 22nd March 2021 and 6th April 2021**

**It was AGREED:** That the minutes of the meetings held on 22nd March 2021 and 6th April 2021 be approved as a true record and signed by the Chair.

**CSM12/21/22 – TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

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

**CSM13/21/22 – PUBLIC FORUM**

There were two members of the public present.

**CSM14/21/22 – TO RECEIVE THE POLICE REPORT**

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

**CSM15/21/22 – TO RECEIVE THE COUNTY COUNCILLOR’S REPORT – CLLR M HICKS**

Cllr Hicks was not present at the meeting. His report had been circulated and noted at the Annual Parish Meeting held earlier this evening.

**CSM16/21/22 – TO RECEIVE THE DISTRICT COUNCILLOR’S REPORT – CLLRS NORRIS & CLLR PHILLIPS**

Cllr Norris’ report had been heard at the Annual Parish Meeting held before this meeting. He had nothing further to report.

**CSM17/21/22 – TO RECEIVE THE CLERK’S REPORT AND FINANCIAL MATTERS**

1. **CLERKS REPORT**

The Clerk report that in April 2020 office allowance for Parish Clerks had been raised to £26 per month as recommended by SALC. She asked if members would agree to raise her office allowance to this amount.

**It was AGREED:** That the Clerk’s Office Allowance be raised to £26 a month with immediate effect.

1. **ANNUAL GOVERNANCE STATEMENT**

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

1. **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.

1. **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: The Information Commissioner’s Office should be advised of the Council’s current contact address in order that any enquiries regarding data protection matters would be routed correctly to the Clerk/RFO.***

***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.***

1. **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 11th May 2021 was £39,848.19.

1. **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**

The Clerk reported the following payments be authorised:-

|  |  |  |
| --- | --- | --- |
| Jennie Blackburn | Clerk's Pay (Apr) | £299.78 |
| Jennie Blackburn | Clerk's Office Allowance / Expenses (Apr) | £26.33 |
| HMRC | PAYE (2020-21) | £13.80 |
| Jennie Blackburn | Clerk's Pay (May) | £299.78 |
| Jennie Blackburn | Clerk's Office Allowance / Expenses (May) | £46.64 |
| SALC | Annual Subscription | £341.00 |
| CFB IT Solutions | Mailbox Host (Apr) | £6.00 |
| CFB IT Solutions | Mailbox Host (May) | £6.00 |
| Vertas Group Ltd | Grass Cutting | £314.28 |
| Suffolk Cloud | Updating of website for 1 year | £120.00 |
| Earl Stonham Parish Council | Ink Cartridges contribution | £115.79 |
| L Dorian Ltd (Oltco) | VH Patio resurfacing (balance) | £4,775.00 |
| Trevor Brown | Internal Audit 2020/21 | 203.80 |
| MSDC | Bin Emptying | 469.69 |

**It was AGREED:** That payments totaling £7,037.89 be approved.

The following receipts were also noted:-

|  |  |  |
| --- | --- | --- |
| MSDC | Locality Budget Funding (Website) | £330.00 |
| MSDC | Precept (1st instalment) and CiL Payment | £12,254.69 |
| MSDC | Grant (one off) | £203.00 |

1. **CIL REPORT**

**It was AGREED:** That the CiL report be approved and signed by the Chair and Clerk.

**CSM18/21/22 - PLANNING APPLICATIONS**

**Ref: DC/21/02509** - Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Erection of 5No dwellings, associated landscaping and new vehicular access to All Saints Road - Land North East of Broadgates, All Saints Road, Creeting St Mary

Following a general discussion, the following concerns were raised by both members of the public and the Parish Council:

* **Overdevelopment** - Creeting St Mary had recently seen applications approved for 52 houses at the Breheny site (possibly rising to 70), 43 houses on Jacks Green Road and developments of between 3 and 5 houses at sites along All Saints Road – a concerning overdevelopment issue which adding yet another 5 houses to would completely overwhelm an already insufficient infrastructure.
* **Public Services** – There were currently no public services, no footaths, no shops. Clearly an unsustainable area for yet more development.
* **Countryside** – The application went against the Joint Local Plan which stated “no development in countryside locations”, which this location was. Development would destroy a visual amenity.
* **Traffic** – more development along All Saints Road would contribute to larger amounts of traffic**.** All Saints Road was already becoming a cut through to the A140 and traffic issues were increasing. More housing would just exaccerbate the problem.
* **Infill** – The application was not ‘infilling’. It seemed to be the joining of clusters, where houses were being built on a larger scale and in multiple numbers, which members felt was unacceptable

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

**Ref: DC/21/02298** - Full Planning Application - Erection of six dwellings (in lieu of the approval of three dwellings forming part of planning permission DC/19/00301) - Land North East of, Flordon Road, Creeting St Mary

Following a brief discussion, it was felt that the application was overdevelopment of the area in an unsustainable village.

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

**Ref: DC/21/02178** - Application for Listed Building Consent - Conversion of and extension to barn to form 1No dwelling (alterations as per covering letter/report) - Creeting House, All Saints Road, Creeting St Mary

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

**Ref: DC/21/02099** - Planning Application - Erection of agricultural storage building (part retention of) - Riverside Barn, Kettle Lane, Creeting St Mary

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

**Ref: DC/21/02618** - Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Severance of garden and erection of 3No dwellings with detached garages and vehicular access - Oaklands, Flordon Road, Creeting St Mary

Members felt the application was overdevelopment of the area. An area with no footpaths and the development would increase the traffic on an already narrow and dangerous road.

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

**Ref: DC/21/02632** - Application for Advertisement Consent - Erection signage for village hall - Creeting St Mary Village Hall, All Saints Road, Creeting St Mary

Members were concerned that whilst they approved the signage, it would be installed too close to the roadside causing poor visibility for vehicles leaving the site.

**It was AGREED:** That the Parish Council had no objections to the application but did recommend the sign being installed in a position that did not obscure visibility. **Clerk to action.**

**Ref: DC/21/02628** - Submission of Details (Reserved Matters) under Outline Planning Permission DC/18/01760 dated: 03/07/2018 - Appearance, Landscaping, Layout and Scale for Erection of detached dwelling and garage - Land Adjacent Red House Farm, All Saints Road, Creeting St Mary

Members were concerned that the proposed house had changed from a single story building to a two storey much larger property, which was overdevelopment of the area. As the land was higher on that side of the road it was felt it would impose over adjacent properties.

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

**CSM19/21/22 - PLANNING DECISIONS**

**It was NOTED:** The following planning applications had been received:-

**Ref: DC/21/00563** - Householder Application - Erection of a two storey rear extension (partly over an existing single storey extension), rebuilding the existing garage, and relocating the existing front porch - Lodge Cottage, All Saints Road, Creeting St Mary - **Granted**

**Ref: DC/21/00660** - Householder Application - Erection of two storey rear extension (following demolition of single storey rear extension) - Erection of detached annex building - The Owl House, Coddenham Green, Creeting St Mary – **Granted**

**Ref: DC/21/00728** - Householder Application - Erection of single storey rear extension; Construction of rear dormer and front catslide roof in conjunction with loft Conversion - The Hawthorns, 14 All Saints Road, Creeting St Mary – **Granted**

**Ref: DC/21/00592** - Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/17/02339 dated 21/08/17 - Conversion and extension of redundant agricultural barn into single dwelling unit - Creeting House, All Saints Road, Creeting St Mary - **Granted**

**Ref: DC/21/00933** - Householder Planning Application - Erection of single storey pitched roof extension to front elevation - Westward, 11 St Mary’s Road, Creeting St Mary - **Granted**

**Ref: DC/21/00446** - Application for Outline Planning Permission (All Matters Reserved) Town and Country Planning Act 1990 - Severance of garden and erection of 1No. single storey dwelling and creation of new access - Land Adjacent to Deerbolt Cottage, All Saints Road, Creeting St Mary – **Refused**

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

**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, Creeting St Mary - **Granted**

**CSM20/21/22 – MAINTENANCE COSTS OF CHURCHYARD**

The Clerk reported that she had been asked by Glynis Clint of the Parochial Church Council (PCC) as to whether the Parish Council would consider contributing more funds towards the church yard maintenance should it be needed.

Members stated that they would be happy to look at quotes for any works and consider at that time whether they would be prepared to contribute more.

**CSM20/21/22 – VILLAGE PLANTING**

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

**CSM21/21/22 – FOOTPATH FROM ALL SAINTS ROAD TO PLAY AREA**

Cllr Palmer reported that the D.A.B. quote for the pathway was for £22,680 (inc. VAT) and the pathway would be to Suffolk County Council standard. She added that Breheny did not offer a quote when asked and the third quote was work not of the required standard.

The Clerk was asked to check Community Infrastructure Levy (CiL) funds, plus other planned works for the funds and to then confirm to Cllr Palmer to go ahead with the pathway quote with D.A.B.

**It was AGREED:** That the quote from D.A.B be accepted.

**CSM22/21/22 – COMMUNITY SPEEDWATCH**

There was nothing to report.

**CSM23/21/22 – LILLEY’S WOOD – UPDATE AND RISK ASSESSMENT**

**It was AGREED:** That the Risk Assessment for the site be approved.

That this item be put onto the next Agenda for an update.

**CSM24/21/22 - REPORTS**

**Blacksmiths Field** – Cllr Palmer reported that the goal posts may soon need replacing as they were slightly unstable and one has a bolt missing. A local resident who donated the nets had stated that he would seek a quote for new posts.

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

**Footpaths** – Cllr Scully reported that FP54 (Creeting Hills through to Sally Wood’s Lane) was in a bad condition. The fence was down and had been for some time. Also, FP 31 (Ravensbridge to Jacks Green Road) near the Mulch Farm was unusually very muddy.

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

**Sustainability** – Nothing to report.

**CSM25/21/22 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

* Container cages were under construction.
* Local residents’ cars were being parked in the Village Hall Car Park – sign needed ‘For Patrons Only’ and letter to be sent to home owners
* When the window boxes at the Village Hall were planted, little signs be made to state “Provided by Roots and Shoots” and “Thanks to the WI”
* FP signs amended
* Location of Bench in St Mary’s Road area.

**CSM26/21/22 - DATES OF MEETINGS FOR 2021/22**

**It was AGREED:** That the Clerk circulate meeting dates for 2021/22

**CSM27/21/22 – DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting would be held on Monday, 28th June 2021.

**EXCLUSION OF PUBLIC**

RESOLVED:That by virtue of the provision of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the rest of the meeting on the grounds that publicity would be prejudicial to the public interest because the matter related to professional advice received by the Parish Council.

ADVICE

The Clerk provided an update on advice sought through the Suffolk Association of Local Councils relating to the disclosure of information on a parish matter. The matter had been dealt with by the Clerk, in consultation with the Chair, in accordance with the advice received.

The meeting finished at 9.15pm.

Chairman: ………………………………………………… Dated: ……………………………………………