



## CREETING ST MARY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall, Creeting St Mary on **Thursday, 11<sup>th</sup> May 2023 at 8.30pm.**

### **Present:**

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

In Attendance:                J Blackburn - Clerk  
   District Cllr T Lawrence

### **CSM03/23/24 – ELECTION OF CHAIR**

Cllr Sue Haynes declared the meeting open.

Cllr Craggs 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.

### **CSM04/23/24 – ELECTION OF VICE-CHAIR**

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

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

### **CSM05/23/24 – TO RECEIVE APOLOGIES OF ABSENCE**

No apologies had been received.

### **CSM06/23/24 – TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **CSM07/23/24 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSM08/23/24 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> MARCH 2023**

**It was AGREED:** That the minutes of the meeting held on 9<sup>th</sup> March 2023 be approved as a true record and signed by the Chair.

### **CSM09/23/24 – 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.

**It was AGREED:** That the Annual Subscription for SALC of £351.24 be approved.

## CSM10/23/24 – PUBLIC FORUM

There was one member of the public present.

## CSM11/23/24 – TO RECEIVE THE COUNTY COUNCILLOR’S REPORT – CLLR M HICKS

The County Cllrs report was received at the Annual Parish Meeting prior to this meeting and there was nothing further to report.

## CSM12/23/24 – TO RECEIVE THE DISTRICT COUNCILLOR’S REPORT

As Cllr Lawrence had been newly elected he had nothing to report at the current time.

## CSM13/23/24 – TO RECEIVE THE CLERK’S REPORT AND FINANCIAL MATTERS

### a) CLERKS REPORT

The Clerk had nothing to report other than what was already on the Agenda.

### 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 5<sup>th</sup> May 2023 was £49,076.43.

### c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Apr)	£360.40
Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	£26.00
CFB IT Solutions	Mailbox Hosting (April)	£6.00
CFB IT Solutions	Domain Renewal	£6.00
SALC	Membership Renewal	£351.24
Vertas Group	Grass Cutting (April to June)	£375.23
Swarco	Maintenance Plan (Speed Signs)	£599.46
Trevor Brown	Internal Audit 2022/23	£240.00
CFB IT Solutions	Mailbox Hosting (May)	£6.00
MJD Agri Services	Concrete base for seat (All Saints Road Green)	£1,598.40
J Palmer	Paint & Brushes reimbursement	£73.60
J Palmer	Blacksmiths Field Padlock reimbursement	£9.00
Jennie Blackburn	Clerk's Pay (May)	£360.40
Jennie Blackburn	Clerk's Office Allowance/Exp (May)	£46.69
MSDC	Bin Emptying	701.39
Great Bricett PC	Contribution to ink cartridges	117.24

**It was AGREED:** That payments totaling £4,876.85 be approved.

The following receipts were also noted:-

H Craggs	Reimbursement - Daffodil bulbs	£51.00
MSDC	Recycling Bin Credit	£107.10
MSDC	Precept (1st Instalment)	£5,843.00
MSDC	CiL Payment	£14,572.82

### d) ANNUAL GOVERNANCE STATEMENT

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

- e) **END OF YEAR 31<sup>ST</sup> MARCH 2023 STATEMENT OF ACCOUNTS**  
The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk.
- f) **TO RECEIVE THE INTERNAL AUDIT REPORT**  
The Clerk reported that all had gone well with the Internal Audit with no recommendations being made.
- g) **CiL Report**  
The CiL Report was approved and signed by the Chair and Clerk.

#### **CSM14/23/24 – GENERAL POWER OF COMPETENCE**

**It was AGREED:** That the Parish Council met the conditions of eligibility set out in the Schedule to the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012, thereby enabling it to use the General Power of Competence. This would remain valid until the Annual Meeting following the next Ordinary Election in May 2027.

#### **CSM15/23/24 - PLANNING APPLICATIONS**

None had been received.

#### **CSM16/23/24 - PLANNING DECISIONS**

**It was NOTED:** That the following planning decision had been received:-

**Ref: DC/23/00304** - Householder Application - Erection of single storey side/front extension including attached two bay cartlodge - Meadow View Barn, Kettle Lane, Creeting St Mary – **Granted**

**Ref: DC/22/03020** - Application for Outline Planning Permission (Access Points to be considered, Appearance, Landscape, Layout and Scale to be Reserved) Town and Country Planning 1990 - Erection of up to 7 No single storey dwellings and construction of new vehicular access from All Saints Road (re-submission of DC/21/02507) - Land On The South Side Of, All Saints Road, Creeting St Mary - **Refused**

#### **CSM17/23/24 – TREES AND HEDGROWS OF PLANNING DEVELOPMENTS (DC/23/00696 & DC/22/02924)**

There was nothing to report.

#### **CSM18/23/24 – PLAY EQUIPMENT INSPECTION REPORTS & SURFACES**

Cllr Palmer reported that the recent Play Area Equipment and Trim Trail Equipment Inspections reports had stated there were low risk or very low risk indicators to all equipment, with minimal works needed.

The reports had stated that the signage should contain emergency contact details in case they would be needed following any incidents.

The Clerk reported that the signage already in situ was appropriate and stated that the Parish Council Clerk should be contacted if needed. Contact details were easily accessible on the village website and noticeboards and therefore the signage did not need to be amended.

**It was AGREED:** That the signage remain as it was.

Cllr Palmer reported that £1,000 would need to be spent on replacement bark and wondered whether the surface could be replaced with a soft surface, which she researched and found that the cost of which could be in the region of £36,000.

She stated that the whole area had been weeded, the corner of the play area had begun to rise, which she had repaired and paint had been ordered for the rocker.

### **CSM19/23/24 – SKATE PARK UPDATE**

Phil Piper, resident, explained that he had not yet submitted an article to the newsletter in relation to a possible skate park in the village. He reported that he had put the information on Facebook for feedback to which 20 residents were in favour with 2-3 objections. A general discussion took place and it was suggested that the article in the Newsletter was the best way forward to ensure all residents had been consulted on a possible skate park to which their opinions could be relayed back to the Parish Council.

Cllr Haynes suggested the piece of land adjacent Blacksmiths Field could be considered for the skate park and she would liaise with the landowner to see if it was a possibility.

### **CSM20/23/24 – PROVISION OF PLAY EQUIPMENT FOR SPECIAL NEEDS CHILDREN**

Following a request from outside the village for some play equipment for special needs children, a general discussion took place.

Members were aware that such equipment would need considerable maintenance and regular inspections and before considering further information needed to be sought.

**It was AGREED:** That the Clerk liaise with Jade Grand-Scrutton, the contact at Mid Suffolk District Council who dealt with the Play Area Inspections, to ask if there were any contractors who specialised in the installation of special needs play area equipment.

That the Clerk liaise with the Insurance Company as to what would be needed to insure such equipment.

### **CSM21/23/24 – VILLAGE HALL FRONT CAR PARK RESURFACING**

Cllr Haynes reported that three quotes for the resurfacing of the front Village Hall car park had been received with the quotes being £12,960, £19,830 and £7,167.82.

**It was AGREED:** That further advice would be sought from William Barnes as to the works to be undertaken. Once that advice had been sought, the successful quote be accepted,

### **CSM22/23/24 – BOOK SWAP CABINET**

Cllr Palmer reported that a suggestion had been made about providing a book swap cabinet outside the Village Hall. Cllr Haynes stated that she would raise it with the Village Hall Management Committee and report back to a future meeting of the Parish Council.

### **CSM23/23/24 – DOG BIN (CREETING HILLS)**

Cllr Haynes reported that a request had been received for an additional dog bin at Creeting Hills adjacent to Kay's Gate.

**It was AGREED:** That a dog bin be provided for Creeting Hills.

That a request form be submitted to Suffolk County Council for the bin location to be approved. **Clerk to action.**

### **CSM24/23/24 - REPORTS**

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

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

**Footpaths** – Cllr Scully reported that the pool of water at St Mary’s Road / Flordon Road had been reported.

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

**Sustainability** – Cllr Craggs reported that he wished to purchase more spring flower bulbs for next year, to which members agreed. He stated that he had provided dates and a request for volunteers via social media.

**CSM25/23/24 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

- Muddy footpath – Breheny/Flordon Road – when would it be completed?

**CSM26/23/24 - DATES OF MEETINGS FOR 2023/24**

Thursday, 15<sup>th</sup> June 2023 (7.30pm)  
Thursday, 20<sup>th</sup> July 2023 (7.30pm)  
Thursday, 14<sup>th</sup> September 2023 (7.30pm)  
Thursday, 19<sup>th</sup> October 2023 (7.30pm)  
Thursday, 30<sup>th</sup> November 2023 (7.30pm)  
Thursday, 18<sup>th</sup> January 2024 (7.30pm)  
Thursday, 29<sup>th</sup> February 2024 (7.30pm)  
Thursday, 28<sup>th</sup> March 2024 (7.30pm)

**CSM27/23/24 – DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting would be held on Thursday, 15<sup>th</sup> June 2023.

The meeting finished at 9.35pm.

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