



## CREETING ST MARY PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall, Creeting St Mary on  
**Thursday, 28<sup>th</sup> March 2024 at 7.30pm.**

### **Present:**

Councillors: S Haynes (Chair)  
P Piper  
R Coton  
J Mitchell

In Attendance: J Blackburn - Clerk  
T Lawrence – District Councillor

### **CSM184/23/24 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Craggs, Cllr Palmer, Cllr Plummer and County Cllr Hicks.

### **CSM185/23/24 – COPTION OF COUNCILLOR**

Jo Mitchell had expressed an interest in joining the Parish Council and had shared background information prior to the meeting.

**It was AGREED:** That Jo Mitchell be co-opted onto the Parish Council

### **CSM186/23/24 - TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **CSM187/23/24 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSM188/23/24 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 29<sup>th</sup> FEBRUARY 2024**

**It was AGREED:** That the minutes of the meeting held on 29<sup>th</sup> February 2024 be approved as a true record and signed by the Chair.

### **CSM189/23/24 – PUBLIC FORUM**

No Members of the public were present.

### **CSM190/23/24 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR M HICKS**

Cllr Hicks was not present at the meeting. His report had been circulated prior to the meeting and would be published on the village website.

### **CSM191/23/24 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT**

Cllr Piper's report had been circulated prior to the meeting and would be published on the village website.

Cllr Lawrence was present and reported that he had been given the go ahead by Needham Market Town Council to continue his efforts in lengthening the parking time from 1 hour to 2 hours on the High Street.

## CSM192/23/24 – REPAIR WORKS TO THE VESTRY

Glynis Clint, Parish Representative, was present at the meeting and reported that the Vestry, also known as the Old School Room, roof was in need of major repairs.

Following problems, she explained that whilst the roof had been made water tight further works were needed, which would cost in the region of £10,000.

The room was often used by small groups as it contained a small kitchen and toilet and was a historic part of the village.

She asked if the Parish Council would consider contributing to the works by £5,000.

Whilst Members agreed with the plans and supported the repair works they explained that their current CiL pot of money was low, but more was expected during the following months.

**It was AGREED:** That in principle, £5,000 would be contributed towards the repair works for the roof once further CiL money had been received.

## CSM193/23/24 - TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

### a) CLERKS REPORT

The Clerk reported that whilst checking the defibrillator she had observed that a replacement battery was required and had ordered one. Plus, the pads were due to expire later in the year and so replacement pads had also been ordered.

She confirmed that the defibrillator had been temporarily removed from use until the replacement items had been received.

### 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 25<sup>th</sup> March 2024 was £33,628.24.

### c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Mar)	£381.00
Jennie Blackburn	Clerk's Office Allowance/Exp (Mar)	£34.33
HMRC	PAYE to 5th Apr	£128.40
CFB IT Solutions	Mailbox Hosting (Mar)	£6.00
SALC	Payroll Service	£54.00

**It was AGREED:** That payments totaling £603.73 be approved.

The following receipts were noted:

HMRC	VAT Reclaim (part 2023/24)	£1,079.69
MSDC	Recycling Credit	£112.23

### d) APPOINTMENT OF INTERNAL AUDITOR

**It was AGREED:** That Trevor Brown CPFA be appointed as Internal Auditor for 2023/24.

### e) EXTERNAL AUDIT ARRANGEMENTS FOR 2023/24

**It was AGREED:** That an External Audit for 2023/24 would be required.

f) **INSURANCE FOR VILLAGE HALL**

Cllr Haynes reported that the usual annual contribution of £900 had not yet been received by the Village Hall Management Committee from the Parish Council and asked for its approval.

**It was AGREED:** That £900 be contributed towards the insurance for the Village Hall. **Clerk to action.**

**CSM194/23/24 – POLICIES AND PROCEDURES**

a) **REVIEW OF INTERNAL AUDIT 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**

The Clerk reported that the Financial Regulations were currently being reviewed and amended by National Association of Local Councils (NALC) and amendments would be shared with Clerks in due course. The Clerk would bring it to a future meeting for approval,

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

c) **DOCUMENT RETENTION POLICY**

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

d) **PUBLICATION SCHEME**

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

e) **DATA PROTECTION POLICY**

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

**CSM195/23/24 - PLANNING APPLICATIONS**

**Ref: DC/24/01153** - Application for Reserved Matters following Outline Approval of DC/21/00407 Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended) - Submission of details for Appearance, Landscaping, Layout and Scale for the erection of buildings comprising commercial and employment use, open space and landscaping, car and cycle parking, highway works and other associated works, accompanied by EIA Statement (Gateway 14 - 1600) - Gateway 14 (1600), Land Between The A1120 And A14, Creeping St Peter, Stowmarket

Cllr Piper suggested that a lorry park should be provided for lorry drivers to park and have a break.

**It was AGREED:** That that Parish Council had no objections to the application, but a suggestion should be made for the Planning Authority to consider a Lorry Park. **Clerk to action.**

**Ref: DC/24/01252** - Householder Application - Erection of single storey rear extension and attached garage (following demolition of existing conservatory, kitchen area and garage) (alternative scheme to DC/22/03758) - Orchard Haven, All Saints Road, Creeping St Mary,

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

## **CSM196/23/24 - PLANNING DECISIONS**

No decision were received.

## **CSM197/23/24 – PURCHASE OF EQUIPMENT – BLACKSMITHS FIELD**

Due to the current level of CiL money in the account members discussed the order of priority for equipment to be purchased for Blacksmiths Field. It was felt that the Zip Wire should be ordered and installed and once more funds had been received in April 2024, then the basketball could be purchased. **All Agreed.**

## **CSM198/23/24 - DUNCHES LANE**

There was nothing to report.

## **CSM199/23/24 - SPEED LIMIT – CREETING BOTTOMS**

There was nothing to report.

## **CSM200/23/24 – NOTICEBOARD – CREETING BOTTOMS**

The Clerk reported that she had approached the carpenter suggested by Cllr Ross Piper at the previous meeting and he had come back asking for more information, which included the preferred wood and finish and what the budget would be.

Members briefly discussed the options and felt that the noticeboard should be researched further.

## **CSM201/23/24 – LILLEY’S WOOD – BENCHES**

It was noted that the benches had been delivered.

## **CSM202/23/24 – REPORTS**

**Blacksmiths Field** – Cllr Haynes reported that the benches had been delivered and the concrete bases, and gate, would be installed as soon as the weather was drier. She also reported that Roger Beecroft had agreed to carry out the work on the wildflower area on a three-year rotation.

**SALC** – Cllr Coton reported that a meeting had been held last week via Zoom. Various topics were discussed which included car chargers and that Parish Councils were being encouraged to install such chargers on Parish Council land.

**Footpaths** – Cllr Mitchell confirmed that works to the pathway up towards the Church had been carried out.

**Village Hall** – Cllr Haynes reported that complaints continued about the raised kerb to the right of the entrance to the village hall front car park.

She also reported that the Village Hall Management Committee would be approaching the Parish Council to ask if it would consider contributing £5,000 to the refurbishment of the lounge area, which was expected to cost in the region of £16,000. Members raised the already mentioned current CiL amount and that it would have to be considered in future months once more CiL money had been received.

**Sustainability** – There was nothing to report.

## **CSM203/23/24 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

- Possibility of Clothes Bank at Village Hall – Next Agenda

**CSM204/23/24 – DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting would be held on Thursday, 9<sup>TH</sup> May 2024 at 7.30pm, following the Annual Parish Meeting at 7pm.

The meeting finished at 8.40pm.

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

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