



## CREETING ST MARY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall, Creting St Mary on **Thursday, 9<sup>th</sup> May 2024 at 7.47pm.**

### **Present:**

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

In Attendance:                J Blackburn - Clerk  
   District Cllr T Lawrence

### **CSM06/24/25 – ELECTION OF CHAIR**

Cllr Sue Haynes declared the meeting open.

Cllr Palmer proposed that Cllr Haynes be elected as Chair, which was seconded by Cllr Plummer.  
**Decision** – Cllr Haynes was duly elected Chair.

Cllr Haynes completed and signed the Declaration of Office.

### **CSM07/24/25 – ELECTION OF VICE-CHAIR**

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

### **CSM08/24/25 – TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from Cllr Craggs.

### **CSM09/24/25 – TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

### **CSM10/24/25 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

### **CSM11/24/25 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 28<sup>th</sup> MARCH 2024**

**It was AGREED:** That the minutes of the meeting held on 28<sup>th</sup> March 2024 be approved as a true record and signed by the Chair.

### **CSM12/24/25 – 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 £365.24 be approved.

## **CSM13/24/25 – PUBLIC FORUM**

There were five members of the public present. No matters were raised.

## **CSM14/24/25 – TO RECEIVE THE COUNTY COUNCILLOR’S REPORT – CLLR M HICKS**

Cllr Hicks was not present at the meeting. His annual report had been heard at the Annual Parish Meeting held prior to this meeting.

## **CSM15/24/25 – TO RECEIVE THE DISTRICT COUNCILLOR’S REPORT**

Cllr Lawrence briefly went through his report which included the following points:

- Locality Award
- Parking in Needham Market High Street
- Needham Lake Connectivity to the High Street

Cllr Lawrence added that anti-social behavior was happening at Needham Lakes over the weekends, especially with the recent better weather. Litter, noise and vandalism were an issue and was being monitored.

## **CSM16/24/25 - PLANNING APPLICATIONS**

**Ref: DC/24/01574** - Application for Outline Planning Permission (Access and Layout to be considered, details of Appearance, Landscaping and Scale Reserved) Town and Country Planning Act 1990 (as amended) Erection of 2No. self-build energy efficient dwellings and cart lodges and new vehicular access - Land North East of the Mere, All Saints Road, Creeting St Mary

Residents were present and raised their concerns about the application stating that it would be overdevelopment of the site and the access was dangerous with it being on the bend of All Saints Road.

Member agreed with the concerns.

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

**Ref: DC/24/01849** - Full Planning Application - Change of use of existing agricultural building to storage and distribution (B8). Location: Foxes Farm, Norwich Road, Creeting St Mary

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

**Ref: DC/24/02071** - 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 -1900) - Gateway 14 (1900), Land Between the A1120 and A14, Stowmarket, Suffolk

**It was AGREED:** That the Parish Council had no comments to make on the application.

## **CSM17/24/25 - PLANNING DECISIONS**

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

**Ref: DC/24/00798** - Construction of oak extension to porch on northern elevation, including installation of insulated cladding; Installation of new windows and door on western elevation; Installation of roof light and modifications to windows on eastern elevation; Installation of roof light, standing seam zinc roof, and solar panels on existing conservatory on southern elevation, together with modified opening - Poplar Farm, All Saints Road, Creeting St Mary – **Granted**

**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, Creeting St Mary – **Granted**

**Ref: DC/23/05894** - Planning Application. Change of use of land to enable use as a Forest and Field outdoor play area and nature reserve with compost toilet, outdoors washing station, a container for storage and sale of take away refreshments. All aspects of the plans ensure no permanent structures are used. Agricultural Land Currently Used for Animal Grazing - Creeting Hills, Creeting St Mary - **Granted**

### **CSM18/24/25 – DUCK SIGNAGE**

Residents were present to express their concern over the ducks and their safety on All Saints Road near to where the various ponds are located.

They asked the Parish Council if it was willing to provide signage which would bring to the attention of motorists the presence of the ducks.

Members agreed with the concerns and were in favour of supplying signage.

Cllr Piper stated that he would be happy to purchase some signs online and make the required posts.

The Clerk ensured that the signage would be placed in resident's gardens and not on the verge as the verges were the responsibility of the Highways Department and therefore permission would need to be sought, which could be time consuming. Residents agreed.

The Clerk also confirmed with Cllr Piper that he gave any receipts for reimbursement by the Council.

**It was AGREED:** That the Parish Council would provide signage as requested.

### **CSM19/24/25 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS**

#### **a) CLERKS REPORT**

The Clerk reported that she had received receipts for maintenance works at the Church yard totaling £435.00 and had been asked if the Parish Council was happy to make a donation for the works as in previous years – **All Agreed.**

The Clerk reported that in relation to the proposed Zip-wire on Blacksmiths Field, the insurance policy should cover the provision of a Zip-wire and activities on it. She confirmed that she would investigate further and speak with the insurance company on this matter,

The Clerk reported that she had received information from the Clerk at Coddensham Parish Council about a proposed diversion of footpath, which would include part of footpath 57 in Creeting St Mary.

Following a brief discussion members felt that they were not in support of the proposal and were not willing to contribute to any costs.

**It was AGREED:** That the Clerk reply to the email informing them of the above.

#### **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 3<sup>rd</sup> May 2024 was £48,649.78.

c) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Apr)	£423.80
Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	£42.61
Jennie Blackburn	Keys for B'Smiths Field Gate (reimbursement)	£31.50
Great Bricett Parish Council	Ink Cartridge Contribution	£131.00
MJD Agri Services	Concrete base for benches and gate	£4,785.60
Vertas Group Ltd	Grass Cutting (Apr to Jun)	£412.75
NBB Outdoors	Benches (Blacksmiths Field & Lilley's Wood)	£1,224.00
Community Heartbeat Trust	Battery & Pads for Defibrillator	£467.40
James Williamson	Maintenance work to pathway (All Saints Road)	£561.00
SALC	Subscription renewal	£365.24
CFB IT Solutions	Mailbox Hosting (Apr)	£6.00
CFB IT Solutions	Mailbox Hosting (May)	£6.00
Trevor Brown	Internal Audit 2023/24	£350.00

**It was AGREED:** That payments totaling £8,806.90 be approved.

The following receipts were also noted:-

MSDC	Recycling Bins Credit	£112.20
MSDC	Precept 1st instalment	£5,843.00
MSDC	CiL Payment	£17,164.47

d) **ANNUAL GOVERNANCE STATEMENT 2023/24**

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 2024 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) **ASSET REGISTER**

The Asset Register was approved.

h) **CiL REPORT**

The CiL Report was approved and signed by the Chair and Clerk.

**CSM20/24/25 – BASKET BALL EQUIPMENT FOR BLACKSMITHS FIELD**

Cllr Palmer reported that the cost of the Basketball net and surface would depend on the required location. If it was to be placed at the entrance to the field the cost would be £11,099. If it were to be placed closer to the picnic area, then it would cost £13,000 due to the works involved to flatten the area.

Following a brief discussion members agreed that the best place would be closer to the picnic area.

**It was AGREED:** That Cllr Palmer confirm with the contractor to install the basketball net and surface close to the picnic area.

## **CSM21/24/25 – PLAY EQUIPMENT INSPECTION REPORTS**

Cllr Palmer reported that minor issues had been raised in the Inspection reports with them stated as being low risk.

She explained that a missing cap on one part of the climbing frame had caused a possible finger trap and would therefore insert something to ensure this wasn't an issue.

## **CSM22/24/25 – CLOTHES BANK AT VILLAGE HALL**

A resident had approached the Village Hall Management Committee about a Clothes Bank being installed at the Village Hall. The Management Committee asked if it was something that the Parish Council would provide.

Members felt it was not necessary with clothes banks already being at Alder Carr Farm and in Needham Market.

## **CSM23/24/25 – DUNCHES LANE / SURVEY RESULTS**

The Clerk reported that she had received 15 responses to the survey with 14 being in favour of the proposed works and one against.

Members agreed that this be kept on the Agenda for the next meeting for further discussion when Cllr Craggs would be in attendance.

## **CSM24/24/25 – CREETING BOTTOMS SPEED LIMIT**

There was nothing to report.

## **CSM25/24/25 – NOTICEBOARD AT CREETING BOTTOMS**

There was nothing to report.

## **CSM26/24/25 – LILLEY'S WOOD**

There was nothing to report.

## **CSM27/24/25 - REPORTS**

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

**SALC** – Cllr Coton had nothing to report other than the AGM due to take place in July.

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

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

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

## **CSM28/24/25 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL**

No matters were raised.

## **CSM29/24/25 - DATES OF MEETINGS FOR 2024/25**

The following meetings were approved:

Thursday, 20<sup>th</sup> June 2024 – 7.30pm  
Thursday, 18<sup>th</sup> July 2024 – 7.30pm  
Thursday, 12<sup>th</sup> September 2024 – 7.30pm  
Thursday, 24<sup>th</sup> October 2024 – 7.30pm  
Thursday, 28<sup>th</sup> November 2024 – 7.30pm  
Thursday, 23<sup>rd</sup> January 2025 – 7.30pm  
Thursday, 6<sup>th</sup> March 2025 – 7.30pm

**CSM30/24/25 – DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting would be held on Thursday, 20<sup>th</sup> June 2024.

The meeting finished at 8.55pm.

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