



CREETING ST MARY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Village Hall, Creting St Mary on **Thursday, 22nd May 2025 at 7.47pm.**

Present:

Councillors: J Palmer (Chair)
M Broodryk
R Coton
L Plummer

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

CSM32/25/26 – ELECTION OF CHAIR

Cllr Sue Haynes declared the meeting open. She confirmed to members that she her resignation from the Parish Council had been submitted, with effect from this meeting.

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

Cllr Palmer completed and signed the Declaration of Office.

CSM33/25/26 – ELECTION OF VICE-CHAIR

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

CSM34/25/26 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from Cllr Mitchell.

CSM35/25/26 – TO RECEIVE DECLARATIONS OF INTEREST

None had been received.

CSM36/25/26 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

CSM37/25/26 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th APRIL 2025

It was AGREED: That the minutes of the meeting held on 17th April 2025 be approved as a true record and signed by the Chair.

CSM38/25/26 – 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 £379.75 be approved.

CSM39/25/26 – PUBLIC FORUM

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

CSM40/25/26 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT

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

He briefly reported on the re-organisation of local government, with the District Council's preference being two or three Unitary Councils rather than the County Council's choice of just one.

He confirmed that consultations were currently in process.

Cllr Palmer asked about the Scout Hut at Needham Lake to which Cllr Lawrence stated that it was currently being erected. He added that the work at Needham Lake, the management and the Café had all been superb.

He also reported that CCTV had been installed in Needham Market due to anti-social behavior.

CSM41/25/26 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR M HICKS

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

Cllr Hicks reported that the timetable of the cutting of verges was available to view on the County Council's website. He explained that all A & B roads would be cut twice over the summer with C & U roads being cut once. Obviously, the timetable could change due to weather and other unexpected circumstances.

Cllr Hicks did report that the team had received more and more emails asking for verges not to be cut than in previous years.

Other items from his report were mentioned as below:

- Weed Treatment
- Planning & Infrastructure Bill would soon be through – reducing consultation periods for NSIPs (large projects) – everyone should be heard.
- Water Rescue – Be water aware – not to swim in lakes and rivers
- Locality Funding available

Cllr Hicks confirmed that the 30 mph speed reduction at Creting Bottoms was still in progress.

A member of the public raised the issue of the amount of potholes, to which Cllr Hicks stated that all potholes must be reported for them to be attended to. He explained that the pothole had to be a certain width and depth before they would be filled.

CSM42/25/26 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERKS REPORT

The Clerk had nothing to report other than what was 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 15th May 2025 was £60,922.69.

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

The Clerk reported the following payments be authorised:-

| | | |
|------------------|--|---------|
| Mr Treehouse | Zipwire heightening / Annual service | £420.00 |
| Jennie Blackburn | Clerk's Pay (May) | 440.18 |
| Jennie Blackburn | Clerk's Office Allowance/Exp (May) | £51.15 |
| Jennie Blackburn | Pallet collection (signage for return) Reimbursement | £74.35 |
| Trevor Brown | Internal Audit 2024/25 | £350.00 |
| CFB IT Solutions | Mailbox Hosting (May) | £7.20 |
| Suffolk Cloud | Domain for website / mailbox | £45.00 |
| Jennie Blackburn | Plaque for bench | £25.00 |

It was AGREED: That payments totaling £992.88 be approved.

The following receipts were also noted:-

| | | |
|------|--|------------|
| MSDC | Precept - 1st instalment and CiL Payment | £31,092.50 |
| HMRC | VAT Reclaim 2024/25 | £965.76 |

d) **ANNUAL GOVERNANCE STATEMENT 2024/25**

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

e) **END OF YEAR 31ST MARCH 2025 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) **CI L REPORT**

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

i) **FINANCIAL REGULATIONS**

It was AGREED: That the Financial Regulations be approved following amendments.

CSM43/25/26 – STANDING ORDERS

The Clerk reported that the National Association of Local Councils (NALC) had issued amendments to sections 14 (Code of Conduct) and 18 (Procurement) of the Standing Orders.

It was AGREED: That the amendments be approved and adopted.

CSM44/25/26 - PLANNING APPLICATIONS

Ref: DC/25/02101 - Application to determine if prior approval is required for a proposed: Erection, Extension or Alteration of a Building for Agricultural or Forestry use Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Sch 2, Part 6, Class A/B/E - Erection of a cart lodge style, open fronted, agricultural shed to house tractor and implements - Field, St Marys Road, Creting St Mary

The above application was received by the Parish Council on 12th May 2025 and it was asked that any comments be submitted within 7 days.

It was AGREED (via email): That the Parish Council had no objections to the application. **Clerk actioned.**

CSM45/25/26 - PLANNING DECISIONS

The following decision was noted:

Ref: DC/25/00724 - Full Planning Application - Erection of single storey detached two bedroom self-build dwelling including parking, with new vehicular access from Jack's Green Road - 18 St Marys Gardens, Creeping St Mary – **Granted subject to Conditions**

CSM46/25/26 - SIDE BORDER OF FRONT CAR PARK – VILLAGE HALL

It was noted that the marestail had been growing back, which was a problem.

Members agreed that this area needed to be properly managed and it was felt that the laying of a black plastic weed surpresent membrane would be the best option with shingle on the top.

Members discussed the spare bags of sand, left from the installation of the pathway from All Saints Road to the play equipment, and whether they could be used.

Sue Haynes stated that the Village Hall Management Committee (VHMC) had reported that there were ruts forming in the rear car park and had suggested the bags of sand be used for those.

It was AGREED: That a weed surpresent be laid over the area, with either shingle or sand on the top.

CSM47/25/26 – FLASHING SCHOOL SIGNAGE

Cllr Plamer reported that the initial signage bought had been too large for their planned locations so they had been returned.

She had researched other companies and had recived a quote from Mallatite for signs, which had been a smaller size, at a cost of £4,598.38.

Cllr Palmer explained that the agreed location, on the bend near the church, would not be appropriate as the signage would be solar powered. That location was underneath many trees and therefore would not get the level of sun needed to power the sign. Therefore, she suggested further along All Saints Road past the church. A school sign was currently in situ and she suggested the new sign replaced the one already there.

The Clerk reported that she would have to liaise with the Licensing Team who had issued the approval and license for the sign and seek their permission to carry out the replacement.

It was AGREED: That the Parish Council purchase two flashing signs to the sum of £4,598.38.
That the Clerk liaise with the Licensing Team.

CSM48/25/26 – DUNCHES LANE

A general discussion took place where it was agreed that stage one of the works to Dunches Lane had made a huge improvement.

It was noted however, that the top part was still prone to becoming boggy.

It was reported that William Barnes was compiling a further report and so once that had been received the next stage could be considered.

CSM49/25/26 – SPEED LIMIT – CREETING BOTTOMS

Cllr Hicks reported earlier in the meeting that the speed limit was in progress.

CSM50/25/26 – NOTICEBOARDS

The Clerk reported that whilst it had been agreed for a noticeboard at Creeting Bottoms and also at the entrance to the Breheny development, the noticeboard on St Mary's Gardens was rotting.

Details were asked to be confirmed as to what the noticeboards be made of, locked or unlocked and how large they needed to be.

It was AGREED: That a noticeboard for St Mary's Gardens be added to the list of ones to be purchased.

That the noticeboards be aluminium, unlocked and each side to fit 6 x A4. **Clerk to action.**

CSM51/25/26 – LILLEY'S WOOD

There was nothing to report.

CSM52/25/26 - REPORTS

Blacksmiths Field – Cllr Palmer reported that the wooden edging around the play equipment had broken away. She explained that the edging was not now needed due to the grass keeping the bark in place. **All agreed.**

SALC – Cllr Coton had nothing to report.

Footpaths – There was nothing to report.

Village Hall – Sue Haynes reported that now she had resigned from the Parish Council a representative was needed to attend the VHMC meetings. They took place four times a year. Cllr Broodryk stated that she would be happy to consider it following receipt of further details.

CSM53/25/26 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

No matters were raised.

CSM54/25/26 - DATES OF MEETINGS FOR 2025/26

The following meetings were approved:

Thursday, 3rd July 2025 – 7.30pm

Thursday, 4th September 2025 – 7.30pm

Thursday, 16th October 2025 – 7.30pm

Thursday, 27th November 2025 – 7.30pm

Thursday, 15th January 2026 – 7.30pm

Thursday, 26th March 2026 – 7.30pm

CSM55/25/26 – DATE OF NEXT MEETING

It was AGREED: That the next meeting would be held on Thursday, 3rd July 2025.

The meeting finished at 8.40pm

Chairman: Dated:

DRAFT