**CREETING ST PETER PARISH COUNCIL**

 Minutes of the Parish Council meeting held at the Church Hall, The Lane, Creeting St Peter on **Monday, 15th November 2021 at 7.30pm.**

 **Present:**

|  |  |
| --- | --- |
| Councillors:  | M Valladares (Chairman |
|  | R HittD MasonL Jardine |

In Attendance J Blackburn – Clerk

 County Cllr K Welham

 One member of the public

**CSP70/21/22 – PUBLIC FORUM**

One member of the public was present.

**CSP71/21/22 - TO RECEIVE APOLOGIES OF ABSENCE**

Apologies had been received from District Cllr M Norris.

**CSP72/21/22 – CO-OPTION**

The Parish Council received two applications from Russell Stott and Davin Bridges for the vacancy of Parish Councillor.

Mr Bridges had sent an application in via email as to what he had to offer the Parish Council.

Mr Stott briefly explained why he felt he would be an asset to the Parish Council with his knowledge in the Gateway 14 project being a key part.

A vote took place by way of a show of hands.

**It was AGREED:** That Russell Stott be co-opted onto the Parish Council.

**CSP73/21/22 - TO RECEIVE DECLARATIONS OF INTEREST**

None had been received.

**CSP74/21/22 – TO RECEIVE APPLICATIONS FOR DISPENSATION**

None had been received.

**CSP75/21/22 – TO APPROVE THE MINUTES OF THE MEETING HELD ON MONDAY, 4TH OCTOBER 2021**

**It was AGREED:** That the minutes of the meeting held on Monday, 4TH October 2021 be approved as a true record and signed by the Chairman.

**CSP76/21/22 - TO RECEIVE THE POLICE REPORT**

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

**CSP77/21/22 – TO RECEIVE THE COUNTY COUNCILLOR’S REPORT – CLLR WELHAM**

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

He added that he along with others were putting together a case to take to Full Council an enforcement for 20 mph speed limit areas and he felt their case would be effective. He stated that the new Highway Code puts an onus on the Police to enforce all levels of speed limits.

Cllr Mason queried again that Pound Road was currently a 60mph zone straight into a 20mph zone. Cllr Stott felt that the current traffic monitoring that had commenced from Gateway 14 Ltd could be used to support the case of getting the 60mph reduced to a 30mph on part of Pound Road.

Cllr Valladares asked Cllr Welham about the Bus Service Improvement Plan and whether it had any relation to the Connecting Communities Scheme to which Cllr Welham confirmed all the service was being looked into and the extension of hours for the Connecting Communities Scheme was being considered.

**CSP78/21/22 – TO RECEIVE THE DISTRICT COUNCILLOR’S REPORTS – CLLR NORRIS & CLLR PHILLIPS**

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

**CSP79/21/22 - TO RECEIVE THE CLERK’S REPORT AND FINANCIAL MATTERS**

1. **CLERKS REPORT**

The Clerk had nothing to report in addition to items already on the Agenda.

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 9th November 2021 was £20,257.36

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

The Clerk reported the following payments be authorised:-

|  |  |  |
| --- | --- | --- |
| Jennie Blackburn | Clerk's Pay - (Nov) | 193.85 |
| Jennie Blackburn | Clerk's Office Allowance / Expenses (Nov) | £51.45 |
| MSDC | Annual Play Inspection | £60.65 |
| Jennie Blackburn | Clerk's Pay - (Dec) - includes extra hours x 4 | £387.70 |
| Jennie Blackburn | Clerk's Office Allowance / Expenses (Dec) | £34.33 |
| HMRC | PAYE from April 21 - November 21 | £54.00 |

**It was AGREED:** That payments totaling £588.13 be authorised and actioned by the Clerk.

The following receipt was noted:

|  |  |  |  |
| --- | --- | --- | --- |
| SC & RL Booth | Newsletter Advert Cost (Annual) |  | £10.00 |

d) **DRAFT BUDGET FOR 2022/23**

 Cllr Stott queried the budget for street lighting and wondered whether the Precept should be raised in order to get more funds to replace the lighting.

 Cllr Valladares explained that the County Council were replacing all their own streets lights with LEDs and it was worth waiting to see how that would affect Parish Council owned lighting.

 **It was AGREED:** That the Draft Budget be approved.

**CSP80/21/22 – PLANNING APPLICATIONS**

None had been received.

**CSP81/21/22 - PLANNING DECISIONS**

None had been received.

**CSP82/21/22 – VILLAGE LOTTERY**

The Clerk reported that she had been in liaison with Mrs Sawyer who collected the Lottery money from residents who had stated that due to 10 extra numbers being added to the Lotto and also the fact that some residents had left the village/lottery game it had resulted in many rollovers. On occasions some residents had received a prize of £75. She asked whether that was acceptable to which the Clerk had confirmed that it was.

The Clerk asked that the annual Gambling Act Form that had been completed be approved and signed by the Chairman.

**It was AGREED:** That the Gambling Act form be signed by the Chairman.

**CSP83/21/22 – FOOTPATHS**

Cllr Jardine confirmed that the River path had been cut and also that the Farm Managers had confirmed to her that the footpaths would be reinstated adjacent to Creeting Hall.

Cllr Mason expressed his concern about the soil being moved to the Flint Hall land and concerns were still present that the site was to be used for a motorbike track.

Cllr Welham explained that if a certain amount of soil being left at the site was reached then they would be in breach of getting too much material from Environmental and Waste Disposal teams at Mid Suffolk.

Cllr Valladares stated that he would look into it and speak with the District Council.

**CSP84/21/22 – POUNDFIELD**

Cllr Jardine reported to members that an Enforcement Notice had still not been issued to Poundfield.

She felt that a meeting in person with Planning Enforcement would be beneficial in order to move this forward.

**It was AGREED:** That Cllr Jardine contact Enforcement to arrange a meeting.

**CSP85/21/22 – GATEWAY 14**

Cllr Stott gave an update on Gateway 14 and stated that he had attended a meeting of the Cedars Park Residents Association to update them on the project.

The next stage that would be seen was the service road with a Stopping Up Order that was currently being consulted on. He urged the Parish Council to submit their comments on this. The Order was to close Mill Lane and install the new link road. He explained that there were concerns that a bend included in the design would be hidden with the way the new layout was proposed.

He had also attended a meeting with the Stowupland Eco Future Group and Gateway 14 Ltd which had been a positive meeting.

He added that landscaping would be used to create conservation projects, Elm trees would be planted all to improve the biodiversity of the site and all buildings would be built to be able to take solar panels.

**CSP86/21/22 – LORRY ROUTE CONSULTATION**

Cllr Valladares reported that this consultation would not impact on the parish as such and Mill Lane wasn’t part of the network.

He asked that if members felt a submission on behalf of the parish was required to let him and the Clerk know.

**CSP87/21/22 - PLAY AREA**

Cllr Mason reported that he was still awaiting quotes for the slide. He recommended that either the slide be rotated to face a more appropriate direction or ideally replaced despite the Play Area Inspection report that stated it needed no action.

Cllr Jardine suggested using the village WhatsApp group to ask for volunteers to help with any possible refurbishment. She would also publish on Facebook. Cllr Mason agreed to message the village via WhatsAPP.

It was noted that the Play Area Inspection Report had been received with no recommendations for immediate action made.

**CSP88/21/22 – FEN ALDER CARR NATURE RESERVE**

The site remained closed and there was nothing to report.

**CSP89/21/22** – **MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

* Water leak remained an issue with Highways and Anglian Water claiming not their responsibility
* Street Light outside No 12 Peterhouses still not working and also two on The Lane – Clerk to action.
* Broadband – no communication been received on future upgrade – Cllr Stott explained that he had been liaising with them as cabling is present but it just needs extending and connecting.
* Queen’s Platinum Jubilee – Parish Council to work with Parochial Church Council – Put on next Agenda – **Clerk to action.**
* Need a new Tree Warden
* Walking and Cycling Survey to soon be circulated

**CSP90/21/22 – RESIGNATION OF PARISH CLERK**

Cllr Valladares expressed his thanks on behalf of the Parish Council to the Clerk for all her work over the past 6 years. He confirmed that the Clerk’s notice period was 6 weeks.

A general discussion took place as to a process for advertising for a new Clerk and that whilst 6 weeks was not a long time in order to find a replacement Clerk, a Locum Clerk would be an option if needed.

The Clerk informed members that she would spend time ensuring all files and documents were in order and would put together some handover notes with all required information for the new Clerk to ease the transition process.

The Clerk would draft an advert for the post and email to all members for approval. She would also circulate the contract and job description.

**CSP91/21/22 – DATE OF NEXT MEETING**

**It was AGREED:** That the next meeting be held at the Church Hall on Monday, 17th January 2021 at 7.30pm.

The meeting finished at 9.35pm.

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