



**MINUTES OF THE MEETING OF CREETING ST. PETER PARISH COUNCIL**  
**THE CHURCH HALL, THE LANE, CREETING ST. PETER, SUFFOLK, IP6 8QR**

**Monday 20<sup>th</sup> May 2024 – 8.00pm**

Present:

Cllr. Valladares (Chair)  
Cllr. Jardine

Cllr. Mason  
Cllr. Singh (Vice-Chair)

Also in attendance was the Parish Clerk, C Cllr. Welham, D Cllr. Piper and two (2) members of the public.

**001. TO ELECT THE CHAIR OF THE COUNCIL AND DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. Mason nominated Cllr. Valladeres as Chair, seconded by Cllr. Singh. With no other nominations a vote was then taken and all were in favour. Cllr. Valladeres was therefore elected Chair of the Council and signed the Acceptance of Office in front of those present.

**002. TO ELECT THE VICE-CHAIR OF THE COUNCIL AND DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. Valladeres nominated Cllr. Singh as Vice-Chair, seconded by Cllr. Mason. With no other nominations a vote was then taken and all were in favour. Cllr. Singh was therefore elected Chair of the Council and signed the Acceptance of Office in front of those

Signed:.....

Dated:.....

present.

**003. APOLOGIES AND ACCEPTANCE FOR ABSENCE**

Apologies were received and accepted from Cllr. Bridges.

**004. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None.

**005. TO RECEIVE APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> MARCH 2024 FROM THOSE MEMBERS PRESENT AT THE MEETING**

It was **RESOLVED** to adopt the minutes from the meeting on the 25<sup>th</sup> March 2024. All in favour.

**006. PUBLIC PARTICIPATION**

None.

**007. REPORT FROM THE CHAIR**

Cllr. Valladares submitted his report which provided updates on his position as Chair, Gateway 14, Poundfield Precast, governance, traffic calming, the playground and the future of the Parish Council.

**008. REPORT FROM COUNTY COUNCILLOR**

County Cllr. K. Welham noted his report submitted to the earlier Annual Parish Meeting and asked if there were any projects which might benefit from his Locality Budget funding. It was decided to submit a request to cover a signpost on Pond Road, play equipment and a Speed Indicator Device. The Parish Clerk to submit exact details and complete the necessary forms.

**009. REPORT FROM DISTRICT COUNCILLOR**

District Cllr. Piper had nothing further to add from his report given at the earlier Annual Parish Meeting.

**010. FINANCIAL MATTERS**

**010.1 Confirmation of Bank Balances (30<sup>th</sup> April 2023)**

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010.1.1 Current Account (£4,388.55)

The balance was confirmed as being correct.

010.1.2 Play Area Reserve (£4,681.28)

The balance was confirmed as being correct.

010.1.3 Fen Alder Reserve (£2,807.94)

The balance was confirmed as being correct.

010.1.4 Lottery Account (£4,559.40)

The balance was confirmed as being correct.

010.1.5 General Reserve (£2,790.75)

The balance was confirmed as being correct.

**010.2 Bank Account Receipts**

The following amounts were confirmed as being received.

**010.2.1 Bank Interest (£24.50) (4 March 2024)**

**010.2.2 Lottery Funds (£790.00) (26 March 2024)**

**010.2.3 MSDC Precept (1/2) (2024/5) (£3,046.00) (8 April 2024)**

**010.2.4 HMRC VAT Refund (2023/4) (£244.86) (11 April 2024)**

**010.3 Approval of Payments**

It was **AGREED** to make the payments detailed on the report, Cllrs. Valladeres and Mason were authorised to make the online payments, all in favour.

**010.4 Progress of Internal Audit 2023/4 (11 April 2024)**

It was reported that the process has taken place and the report had been received. This would be presented to the June 2024 meeting, but it represented a clean bill of health for the Council.

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Dated:.....

**010.5 Review of Asset Register 2023/4**

The documents were **APPROVED**, all in favour. It was also **AGREED** to explore a depreciation policy for the coming year to be presented to the September 2024 meeting.

**011. GENERAL MATTERS**

**011.1 To review and approve the Standing Orders**

The document was **APPROVED** with no changes, all in favour.

**011.2 To review and approve the Equal Opportunities Policy**

The document was **APPROVED** with no changes, all in favour.

**011.3 To review and approve the Media Communication Policy**

The document was **APPROVED** with no changes, all in favour.

**011.4 To review and approve the Reporting at Meetings Policy**

The document was **APPROVED** with no changes, all in favour.

**011.5 To review and approve the Publication Scheme**

The document was **APPROVED** with no changes, all in favour.

**011.6 To discuss and approve the Complaints Policy**

The document was **APPROVED** with no changes, all in favour.

**011.7 To review and approve the Planning Scheme of Delegation**

The document was **APPROVED** with no changes, all in favour.

**011.8 To resolve to use the General Power of Competence**

It was **RESOLVED** to continue using the General Power of Competence as qualified by employing a qualified Clerk and being at least two-thirds elected. All in favour.

**011.9 To approve the 2023/4 Calendar of Meetings**

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Dated:.....

The meeting dates for the coming year were confirmed as 17<sup>th</sup> June 2024, 15<sup>th</sup> July 2024, 16<sup>th</sup> September 2024, 18<sup>th</sup> November 2024, 20<sup>th</sup> January 2025, 17<sup>th</sup> March 2025 and the Annual Parish Council Meeting on 19<sup>th</sup> May 2025 which would also include the Annual Parish Meeting immediately before.

**011.10 To agree a response to the Norwich to Tilbury Pylons Project**

It was **AGREED** to delegate authority to Cllr. Jardine to use a response template and circulate to all Councillors before submitting, all in favour.

**011.11 To agree a response to the MSDC Hackney Carriage/Private Hire Policy Consultation**

Cllr. Valladeres stated that in his opinion there were several issues with the provision of taxis in the village. People living in the village were left with no option apart from their own cars to travel to work with no local transport or taxis allowing for shared travel. This was agreed by the larger Council. D Cllr. Piper agreed to submit these concerns in behalf of the Parish Council and was thanked.

**011.12 To agree an increase to the SAM camera cost**

The cost of £4,588 was **AGREED** and it was further **AGREED** to go with any reasonable cost with this provider and to complete this project as soon as possible to avoid this eventuality. It was finally **AGREED** to approach C Cllr. Welham for £2,294 for the project and D Cllrs. Piper and Lawrence for £1,147 each to fund the project. The Parish Clerk to proceed as soon as possible.

**011.13 To discuss GDPR compliant email addresses**

It was **AGREED** to purchase a .GOV email address and domain for the Parish Clerk and Parish Council. The indicated cost was £30. Cllr. Valladeres to progress, all in favour.

**011.14 To consider the playground report and agree an action plan**

It was **AGREED** to delegate responsibility to Cllr. Valladeres to produce a form to engage with the local children asking them what they would like to see in the play area and use this as the basis, along with the inspection report, to form an action plan and obtain funding. This to be presented to the July meeting. All in favour.

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**011.15 To discuss the Fen Alder Carr site**

Cllr. Valladeres gave a brief history of the site's ownership and the state of the broken boardwalk and social issues which had been experienced since the Parish Council took on the lease from Suffolk County Council. It was hoped that the new administration at Mid Suffolk District Council might offer a fresh perspective and ideas on how this amenity might be brought back for the benefit of the public.

D Cllr. Piper agreed to meet with local land owners and Councillors in the next month to discuss a viable way forward. An update to be given to the July meeting of the Parish Council.

**012. PLANNING MATTERS**

**012.1 Gateway 14 (1900), Land between the A1120 and A14, Stowmarket, Suffolk, DC/24/02071**

It was **AGREED** to **OBJECT** to the application for the following reasons, all in favour:

- Lack of visual amenity and screening for local residents.
- The level of ambient lighting and the impact on local residents.
- Colouring of the cladding used being too bright and not blending into the surrounding area and scene.

**013. To appoint representatives on outside bodies**

**013.1 Suffolk Association of Local Councils**

It was **AGREED** to appoint Cllr. Valladeres to represent the Parish Council at the Suffolk Association of Local Councils.

**014. To agree the following subscriptions**

**013.1 Suffolk Association of Local Councils**

It was **AGREED** to remain a member of this organisation.

**013.2 Community Action Suffolk**

It was **AGREED** to remain a member of this organisation.

**014.3 Information Commissioner's Office**

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Dated:.....

It was **AGREED** to remain a member of this organisation.

**015. TO APPOINT THE FOLLOWING PORTFOLIO HOLDERS AND TO RECEIVE REPORTS**

**015.1 Play Areas: Cllr. Mason was appointed as portfolio holder.**

No further report for this meeting further to item 11.14.

**015.2 Highways: Cllr. Singh was appointed as portfolio holder.**

No report.

**015.3 Footpaths: Cllr. Jardine was appointed as portfolio holder.**

Cllr. Jardine reported that the Save the River Gipping Group had replaced two bridges and had one left to do. C Cllr. Welham stated that this would be in the Suffolk County Council agenda over the summer.

It was further reported that the river footpath which crossed the meadow from Creeting Hall to Flint Hall had been cut back. Cllr. Jardine agreed to produce a map of the rights of way and give to Mr. Rob Bloom who has agreed to cut the path.

It was further reported that a stile had been broken on one of the footpaths, whilst it was confirmed as being the responsibility of the land owner, this should still be reported to the Public Rights of Way Team at Suffolk County Council.

Finally, it was reported that the new footpath of the Gateway 14 development does not comply with the agreed terms, this needs to be at least 3 meters wide with a fence.

**015.4 Defibrillator: Cllr. Mason was appointed as portfolio holder.**

Cllr. Mason state that it was difficult submitting reports for the device, but that this had recently been resolved.

**015.5 Gateway 14: Cllr. Bridges was appointed as portfolio holder.**

It was reported that the bend issue still had not been resolved, it had been shallowed out, but the radius had not been changed and was still 8 meters. This has resulted in it only being set back with a new yellow line. It was agreed that this is still a safety issue and needed new tracking information and perhaps a purchase of the land to straighten the land from Clamp Farm to Gateway 14.

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Drainage in the area was a problem with too much water going off the site and onto Clamp Farm. Further investigation had established that no drainage pipe had in fact been installed as promised so any flood water is not going into the River Gipping as planned and any pollution is not being caught by the balancing pond, but is draining straight into the river.

Issues are also being experienced with the planting with dead trees not being replanted and the ones that have been planted have since died. Elizabeth Meadow is in good condition, but there is no public access at this time.

Finally, it was reported that the lighting scheme was still on 24 hours a day, it was **AGREED** to ask D Cllr. Piper to approach the District Council for more information on this.

**015.6 Streetlights: Cllr. Valladeres was appointed as portfolio holder.**

No report.

**015.7 Norwich to Tilbury Pylons Project: Cllr. Jardine was appointed as portfolio holder.**

No report for this meeting further to item 11.10.

**016. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.**

It was so **RESOLVED** to enter into a confidential session, all in favour. LI members of the public left at 9.42pm.

**018. EXCHANGE OF INFORMATION**

Cllr. Mason raised concern on cars with dump valves on the A14, this was agreed to be reported to the police.

Cllr. Mason also stated that there had been an accident on Mill Lane on the 25<sup>th</sup> April as well as 8<sup>th</sup> May, it was agreed to minute this as well as being reported to the police so a record can be accurately kept.

Cllr. Mason asked if a speed camera could be placed in the village with a 20 mph zero tolerance approach.



Cllr. Jardine reported she had invited Poundfield representatives to the meeting, but they were not available. It was reported as being quiet on the site, but a joint litter pick in the area would be beneficial if sites could be agreed.

**019. DATE OF NEXT PARISH COUNCIL MEETING**

This next meeting of the Parish Council will be on 17<sup>th</sup> June 2024 at 7.30pm, in The Church Hall, The Lane.

**017. Staffing matters**

It was **AGREED** to appoint a new Responsible Financial Officer on a pro tem basis until a way forward can be resolved. All in favour.

The meeting then closed at 9.49pm.

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