

Summons to Councillors to Attend Creeting St Peter Parish Council

Dear Councillor:

You are summoned to attend the Parish Council meeting which will be held at:

**The Church Hall, Creeting St Peter**

**on**

**Monday, 20<sup>th</sup> May 2024 at 8pm.**

Members of the public from the village are welcome to attend this meeting.

A handwritten signature in black ink, appearing to be 'Mark Knight', written in a cursive style.

Mark Knight – Parish Clerk

15<sup>th</sup> May 2024

The Church Hall, The Lane, Creeting St. Peter, Suffolk, IP6 8QR  
Tel: 07841 878341 [www.creetingstpeter.suffolk.cloud/parish-council](http://www.creetingstpeter.suffolk.cloud/parish-council)  
email: pc.creetingstpeter@gmail.com

## ANNUAL PARISH COUNCIL MEETING

Notice of meeting to be held on Monday 20<sup>th</sup> May 2024 at 8pm in  
The Church Hall, The Lane, Creeting St. Peter, Suffolk, IP6 8QR  
for the purpose of transacting the following business.

### AGENDA

#### The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

#### WELCOME

1. To elect the Chair of the Council and Declaration of Acceptance of Office
2. To elect the Vice-Chair of the Council and Declaration of Acceptance of Office
3. Apologies and acceptance for absence
2. **Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda.**  
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – ***Please contact the office should any item need clarification***)
  - (b) Parish Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **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.**
4. **Public Participation** (as permitted by Standing Orders)

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the Chairman of the meeting).

5. **Report from Chair**
6. **Report from County Councillor.**
7. **Report from District Councillor.**
8. **Financial Matters**
  - 8.1 **Confirmation of Bank Balances (19 April 2024)**
    - 8.1.1 **Current Account (£4,388.55)**
    - 8.1.2 **Play Area Reserve (£4,681.28)**

- 8.1.3 Fen Alder Reserve (£2,807.94)
- 8.1.4 Lottery Account (£4,559.40)
- 8.1.5 General Reserve (£2,790.75)

## **8.2 Bank Account Receipts**

- 8.2.1 Bank Interest (4 March 2024) £24.50
- 8.2.2 Lottery Funds (26 March 2024) £790.00.
- 8.2.3 MSDC Precept (1/2 2024/5) (8 April 2024) £3,046.00.
- 8.2.4 VAT refund 2023/4 (11 April 2024) £244.86.

## **8.3 Approval of Payments and Online Authorisation.**

## **8.4 Progress of Internal Audit 2023/4 (29 April 2024)**

## **8.5 Review of Asset Register (31<sup>st</sup> March 2024)**

## **9. General Matters**

- 9.1 To review and approve the Standing Orders.
- 9.2 To review and approve the Equal Opportunities Policy.
- 9.3 To review and approve the Media Communications Policy.
- 9.4 To review and approve the Reporting at Meetings Policy.
- 9.5 To review and approve the Publication Scheme.
- 9.6 To review and approve the Complaints Policy.
- 9.7 To review and approve the Planning Scheme of Delegation
- 9.8 To confirm the use of the General Power of Competence.
- 9.9 To approve the 2024/5 Calendar of Meetings.
- 9.10 To agree a response to the Norwich to Tilbury Pylons Project
- 9.11 To agree a response to the MSDC Hackney Carriage/Private Hire Policy Consultation.
- 9.12 To agree an increase to the SAM camera cost.
- 9.13 To discuss GDPR compliant .gov email addresses.
- 9.14 To consider the playground report and agree an action plan.
- 9.15 To discuss the Fen Alder Carr site.

## **10. Planning Matters**

- 10.1 Gateway 14 (1900), Land between The A1120 and A14, Stowmarket, Suffolk. DC/24/02071

## **11. To appoint representatives on outside bodies**

- 11.1 Suffolk Association of Local Councils

## **12. To agree the following subscriptions**

- 12.1 Suffolk Association of Local Councils
- 12.2 Community Action Suffolk
- 12.3 Information Commissioner's Office

## **13. To appoint the following Portfolio Holders and to receive reports**

- 13.1 Play Areas.
- 13.2 Highways Issues.
- 13.3 Footpaths.
- 13.4 Defibrillator.
- 13.5 Gateway 14.
- 13.6 Streetlights.
- 13.7 Norwich to Tilbury Pylons Project

14. **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.**
15. Staffing matters.
16. Exchange of information
17. **Time and Venue of next Council meeting to be confirmed as above.**

## **CLOSE**

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

**THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING**

Mark Knight Clerk to the Council

dated 15<sup>th</sup> May 2024