**CREETING ST PETER PARISH COUNCIL**

 Minutes of the Parish Council meeting held at the Church Hall, The Lane, Creeting St Peter on **Monday, 27th November 2017 at 7.30pm.**

 **Present:**

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| Councillors:  | M Peecock (Chairman |
|  | D Mason |
|  | R HittM Valladares |

In Attendance District Cllr Keith Welham

 PC Stefan Henriksen - Police

 J Blackburn – Clerk

**CSP75/17/18 – PUBLIC FORUM**

There were no members of the public present.

**CSP76/17/18 – APOLOGIES OF ABSENCE**

Apologies had been received from Cllr S Lawson and County Cllr G Green.

**CSP77/17/18 – DECLARATIONS OF INTEREST**

None had been received.

**CSP78/17/18 – APPLICATIONS FOR DISPENSATION**

None had been received.

**CSP79/17/18 – MINUTES OF THE MEETING HELD ON WEDNESDAY, 27TH SEPTEMBER 2017**

**It was AGREED:** That the minutes of the meeting held on Wednesday, 27th September 2017 be approved as a true record and signed by the Chairman.

**CSP80/17/18 – DISTRICT COUNCILLOR’S REPORT**

District Councillor Keith Welham’s report had been circulated prior to the meeting. It stated the following:-

* A possible merger between Mid Suffolk District Council and Babergh District Council
* The closure of Needham Market Council offices and the move to Endeavour House
* The consultation for the Boundary Review was due to close on 11th December. Cllr Welham added that whilst it would not affect Creeting St Peter, there had been an issue with the electorate of Haughley, which meant that another Boundary Review could be called.
* Mid Suffolk District Council was borrowing (initially) £25 million to invest in property, expecting to make a profit to fill gaps in funding.

Cllr Welham also reported that the issue with footpaths in relation to the end houses at Peterhouses in Creeting St Peter was being looked into.

**CSP81/17/18 – POSSIBLE GRAVEL EXTRACTION PLAN**

Following concerns raised by local residents to the Poundfield Site possibly looking into gravel extraction within the surrounding fields, Cllr Peecock explained that until something was ‘formally’ put to the Parish Council they were unable to make any comments or consider any action.

Cllr Welham stated that he would look into this further at the District Council in order to ascertain more information.

**CSP82/17/18 – POLICE REPORT**

PC Stefan Henriksen was present at the meeting and the Parish Councillors thanked him for attending. He reported that there were no current issues within the parish, but two main issues for the Police were the lead from church rooves being stolen and also the number of purses being stolen from people bags. People were being distracted whilst their purses/wallets were taken whilst they were not aware. He asked that everyone be vigilant and ensure their bags were properly closed at all times.

He reminded the Parish Council that information on the area could be accessed via the Police’s website at <https://www.suffolk.police.uk>

Whilst PC Henriksen was present Councillors asked him about speeding along Pound Road and what possible solutions were available. A brief discussion followed about a ‘Speed Indication Display’ (SID), which was an effective way to reduce speed. He advised that in the first instance Suffolk Highways should be approached in order to have some speeding strips across the road to monitor the average speed of passing motorists through the village. From that data it could then be decided as to what action needed to be taken.

Cllr Welham advised that his other parish, Stowupland, had received funding from their County Councillor to purchase a SID which was moved between three different locations. A scheme that was working very well.

The Parish Council felt a SID would be something to look into in the future.

**CSM83/17/18 - TO RECEIVE THE COUNTY COUNCILLOR’S REPORT – CLLR GREEN**

Cllr Green was not present at the meeting and had not submitted a report.

**CSP84/17/18 - TO RECEIVE THE CLERK’S REPORT AND FINANCIAL MATTERS**

The Clerk had nothing to report.

i) **CLERK’S REPORT**

 The Clerk had nothing to report as all information came under items already on the Agenda.

ii) **FINANCIAL REPORT AND BUDGET V ACTUAL 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 21st November 2017 was £19,487.36.

iii) **PAYMENTS AND RECEIPTS**

The Clerk reported the following payments be authorised:-

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| 100662 | Jennie Blackburn | Clerk's Salary (Nov) | £168.87 |
| 100663 | Jennie Blackburn | Clerk's Expenses (Nov) | £54.33 |
| 100664 | Stowmarket Town Council | Grass Cutting | £125.16 |
| 100665 | Jennie Blackburn | Clerk's Salary (Dec) | £168.87 |
| 100666 | Jennie Blackburn | Clerk's Expenses (Dec) | £28.33 |

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**It was AGREED:** That payments totaling £545.56 be authorised and actioned by the Clerk.

The Clerk reported that an additional invoice had been received for the cost of some Data Protection Training. £8.80 was approved.

**It was NOTED:** The Budget v Actual report as to where the Parish Council was with its budget and actual spend.

iv) **DRAFT BUDGET 2018-19**

 The Draft Budget had been circulated prior to the meeting. The Clerk briefly went through one or two parts of the budget. The Clerk confirmed that the Budget would be put on the website for transparency. Cllr Valladares felt that it would also be beneficial for residents to have the Budget included in the March Newsletter.

**It was AGREED:** That the Draft Budget 2018-19 be approved.

That the Budget be included in the March Newsletter.

**CSP85/17/18 – GAMBLING ACT RETURN**

The Gambling Act Return was checked and signed by the Chair. **Clerk to Action.**

**CSP86/17/18 – NEIGHBOURHOOD WATCH CO-ORDINATOR**

There was nothing to report.

**CSP87/17/18 – NOTICEBOARD**

The Chair confirmed the current state of the noticeboard in the village and that a site visit had been undertaken by herself and the Clerk.

The Clerk reported that she had researched new Noticeboard and had received a quote for the most suitable Noticeboard, which was a three paneled one, which would have the Parish Council’s name at the top. It would be able to house two panels for Parish Council notices/information and village information and the third panel would house a new footpath map. The cost of the Noticeboard would be £1,650 (ex VAT) and £750 had been received towards the cost from the County Councillor’s Locality Budget. The rest of the money would come from the lottery account, which was set aside for ‘community assets’. It was felt that some sort of hard standing would be beneficial in front of the noticeboard.

**It was AGREED:** That the Clerk order the Noticeboard and that it be placed on the Village Green next to the village sign and new Defibrillator.

That the old noticeboard be donated to anyone who would like it.

**CSP/88/17/18 - DEFIBRILATOR**

A new quote had been received for the Defibrillator and a newly produced Solar Paneled Housing Unit. The Parish Council had already received funding for these items but had been informed that £200 could be deducted from the cost if they agreed to be a ‘test site’ for the Community Heartbeat Trust (CHT), seeing that the solar paneled housing units were a new innovation.

**It was AGREED:** That the Creeting St Peter Defibrillator be a ‘test site’ for the CHT.

**CSP89/17/18 - PLANNING APPLICATIONS**

No Planning Applications had been received.

**CSP90/17/18 - PLANNING DECISIONS**

No Planning Decisions had been received.

**CSP91/17/18 – ADDITIONAL DONATION TO PAROCHIAL CHURCH COUNCIL**

A request had been received from Creeting St Peter Parochial Church Council (PCC) for an additional sum of £90 towards the churchyard maintenance that had recently taken place. It was noted that earlier in the year the PCC had been given £170, half of the predicted costs for the works (£340) but the works had actually cost £520.

**It was AGREED:** That the sum of £90 be paid to the PCC.

**CSP92/17/18 – DATA PROTECTION LEGISLATION**

The Clerk reported that new Data Protection Legislation was being introduced to all organisations, no matter what size, with relevant measures being in place by May 2018. The legislation was pre-Brexit with another Data Protection Act coming into force post Brexit.

She explained that a Data Protection Officer needed to be appointed and that £250 had been added into the budget to cover any costs incurred. She felt that the impact on the Parish Council would be minimal due to the very small amount of personal data kept by the Parish Council.

**CSP93/17/18 - PLAY AREA**

Cllr Mason reported that the surface under the seesaw was increasingly becoming worse. Following a brief discussion, it was felt that the matting needed to be replaced with wooden edging and bark.

Cllr Mason also reported that dog fouling on the site had decreased.

**It was AGREED:** That the Clerk seek quotes for the works and report back to the next meeting.

**CSP94/17/18 – NATURE RESERVE**

There was nothing to report other than the works to the entrance would be undertaken over the next month or two once the Locality Budget funding from the District Councillor had been received.

**CSP95/17/18 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

* Footpath 1A on the grass verges along the roadway from Creeting Lakes towards the village seemed to contain a large amount of dog mess.
* A smaller noticeboard would be useful inside the Church Hall.
* Creeting St Peter Boundary with Stowmarket.
* Fibre Broadband due early 2018.

**CSP96/17/18 - DATE OF NEXT MEETING**

The next meeting was due to be held at the Church Hall on Monday, 15th January 2017 at 7.30pm.

The meeting finished at 9.12pm.

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