CREETING ST PETER PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at the Church Hall, The Lane, Creeting St Peter on **Thursday, 9th May 2019 at 8pm.**

Present:

Councillors:	M Valladares (Chairman M Peecock T Taylor
In Attendance	District Councillor M Norris District Councillor S Phillips J Blackburn – Clerk Five members of the public

CSP11/19/20 – ELECTION OF CHAIRMAN

Cllr Valladares declared the meeting open.

Cllr Taylor proposed that Cllr Valladares be elected as Chairman, which was seconded by Cllr Peecock. **Decision** – Cllr Valladares was duly elected Chairman.

CSP12/19/20 – CHAIRMAN'S DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr Valladares signed the Declaration of Acceptance of Office and then took the Chair for the remainder of the meeting.

CSP13/19/20 – CO-OPTION

Dan Mason and Richard Hitt had submitted an interest in becoming Parish Councillors.

It was AGREED: That Dan Mason and Richard Hitt be co-opted onto the Parish Council.

CSP14/19/20 – ELECTION OF VICE-CHAIRMAN

Cllr Mason proposed that Cllr Hitt be elected as Vice-Chairman, which was seconded by Cllr Peecock. **Decision** – Cllr Hitt was duly elected Vice-Chairman.

CSP15/19/20 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies were received from County Cllr Gary Green and District Cllr Keith Welham.

CSP16/19/20 – TO RECEIVE DECLARATIONS OF INTEREST

None had been received.

CSP17/19/20 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

CSP18/19/20 – TO APPROVE THE MINUTES OF THE MEETINGS HELD ON MONDAY, 18TH MARCH 2019 AND TUESDAY, 23RD APRIL 2019

It was AGREED: That the minutes of the meetings held on Monday, 18th March 2019 and Planning Meeting on Tuesday, 23rd April 2019 be approved as a true record and signed by the Chairman.

CSP19/19/20 - TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – Cllr Valladares and Cllr Peecock were appointed representatives for SALC.

CSP20/19/20 – AUTHORISATION OF ANNUAL SUBSCRIPTIONS

It was AGREED: That the annual subscription of £135.64 be paid to the Suffolk Association of Local Councils in order to renew the Parish Council's membership.

CSP21/19/20 – PUBLIC FORUM

It was suggested that the Parish Council reviewed their ways in how they communicated with the public in relation to planning applications, events, important information etc.

The Clerk stated that the normal routes of communication were through the website and noticeboards, but other ways such as a mailing list for villagers could be explored.

Ginny Taylor, the Tree Warden, raised an issue in relation to the hedgerows on footpaths around the Poundfield site and that soil waste had been put underneath the hedges. She was concerned about this at it would not be good for future growth of the hedgerows as it would result in decontamination.

It was felt that Poundfield Management should be invited to an event, such as a pub night, where discussions could take place between them, the Parish Council and villagers, in an informal setting, in order to build a good relationship moving forward.

It was AGREED: That communication be put onto the next Agenda for further discussion.
That Cllr Hitt would liaise with G Taylor and write a letter to Poundfield in relation to the hedgerow problem.
That the Clerk invite Poundfield Management to a future Pub Night also to a future meeting of the Parish Council in order to discuss with them issues of a business nature.

CSP22/19/20 – TO RECEIVE THE POLICE REPORT

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

CSP23/19/20 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR GREEN

It was NOTED: That the County Councillor was not present at the meeting but he had submitted a report to the Annual Parish Meeting that was held prior to this meeting.

CSP24/19/20 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORTS – CLLR NORRIS & CLLR PHILLIPS

It was NOTED: That the District Councillors had submitted reports to the Annual Parish Meeting that was held prior to this meeting.

CSP25/19/20 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

The Clerk reported, for the Minutes, that despite her successfully gaining the Certificate in Local Council Administration (CiLCA), the Parish Council unfortunately did not meet all the criteria to adopt the General Power of Competence. That was due to there not being two thirds of its Parish Councillors being elected at the recent Elections in May.

The Clerk also reported that she would be circulating a new Rota for checking of the defibrillator. She reminded members of the importance of regularly checking the piece of equipment and asked that it be checked every week and to let her know after each check.

i) **END OF YEAR 31ST MARCH 2019 STATEMENT OF ACCOUNTS**
The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk

ii) **ANNUAL GOVERNANCE STATEMENT**
The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

iii) **INTERNAL AUDITOR'S REPORT**
The Internal Auditor's Report was received and no recommendations had been made.

iv) **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 8th May 2019 was £17,632.55.

v) **TO AUTHORISE PAYMENTS AND NOTE RECEIPTS**
The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (May)	£193.08
Jennie Blackburn	Clerk's Office Allowance / Expenses (May)	£70.88
Earl Stonham PC	Printer Toners (5th payment)	£91.39
Trevor Brown	Internal Audit	£103.80
ICO	Data Protection Renewal	£40.00
SALC	Annual Subscription	£135.64
East Suffolk IDB	Drainage (FAC)	£1.88
Suffolk Cloud	Website Hosting	£100.00
Parish Magazine Printing	Newsletter Printing	£39.95
Jennie Blackburn	Clerk's office Allowance / Expenses (June)	£28.33
Chapple Signs	Keep Out sign for FAC	22.00

It was AGREED: That payments totaling £826.95 be authorised and actioned by the Clerk.

The following receipts were also noted:-

Lottery Monies	Lottery Ticket Sales	£500.00
MSDC	Precept (1st Instalment)	£2,650.00
HMRC	Vat Reclaim 2018-19	£250.37

CSP26/19/20 – PLANNING APPLICATIONS

No Planning Applications had been received.

CSP27/19/20 - PLANNING DECISIONS

No planning decisions had been received.

CSP28/19/20 – PLAY AREA

Cllr Mason reported that he had been liaising with possible new contractors in relation to cutting the field and around the play equipment and he would seek a quote, which he would circulate to the Parish Council.

He stated that the wooden steps up to the slip were becoming an issue and would possibly need replacing in the future. Also, bark chippings would be a good idea around the see-saw.

CSP29/19/20 – FEN ALDER CARR NATURE RESERVE

The Clerk reported that she had recently been notified that the chain and padlock on the entrance gate to the Nature Reserve had been taken. She confirmed she had replaced the chain with a larger, longer one as well as a larger padlock with a key, rather than a coded one.

CSP30/19/20 – **MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

- Broadband – was is in the village or not?
- Snowasis – Grants available
- Speeding through village
- Visibility – The Lane junction - hedging

CSP31/19/20 – FUTURE MEETING DATES

It was noted that the Parish Council would meet on the following dates:

Monday, 15th July 2019 at 7.30pm
Monday, 16th September 2019 at 7.30pm
Monday, 18th November 2019 at 7.30pm
Monday, 13th January 2020 at 7.30pm
Monday, 16th March 2020 at 7.30pm

CSP32/19/20 - DATE OF NEXT MEETING

It was AGREED: That the next meeting be held at the Church Hall on Monday, 15th July 2019 at 7.30pm.

The meeting finished at 9.10pm.

Chairman: …… Dated: ……