



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

**Wednesday 17<sup>th</sup> May 2023 – 8.00pm**

Present:

Cllr. Valladares (Chair)  
Cllr. Jardine (from item 7)  
Cllr. Bridges

Cllr. Mason  
Cllr. Singh

Also in attendance was the Parish Clerk and C Cllr. Welham.

**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 all those present.

The Chair then proposed that if all were in favour items 2 concerning the election of the Vice-Chair be tabled after item 7 concerning Co-option. All were in favour.

**003. APOLOGIES AND ACCEPTANCE FOR ABSENCE**

All were in attendance.

**004. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Signed: 

Dated: 17. 7. 2023.

Cllr. Valladeres declared an interest in item 11.3 and 15.1 and 15.2 due to his membership and roles of that and his spouse on these organisations.

**005. TO RECEIVE APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20<sup>th</sup> MARCH 2023 FROM THOSE MEMBERS PRESENT AT THE MEETING**

It was **RESOLVED** to adopt the minutes from the meeting on the 20<sup>th</sup> March 2023. All in favour.

**006. PUBLIC PARTICIPATION**

None.

**007. CO-OPTION OF COUNCILLORS**

Lynne Jardine expressed an interest in joining the Council. A vote was then taken with all being in favour. Cllr. Jardine was then co-opted onto the Council and signed the Acceptance of Office and Declaration of Interests 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. Bridges. 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 present.

**008a. REPORT FROM THE CHAIR**

Cllr. Valladares reported on progress on the Gateway 14 site including the replacement footpath, shielding bund, problems with increased traffic flow and communication with the developments. It was possible that there would be a second planning permission submitted shortly.

They also reported on Poundfield and the recent permission granted to extend opening hours, however an application for extending onto former agricultural land was refused.

Also reported was the installation of the new street lights, appointment of a new Clerk and Responsible Financial Officer and positive relationships with principal authorities and Councillors at both District and County levels.

The Chair finished by thanking all Councillors for their help and support in the past year and thanked each of them for standing again for the coming electoral cycle.

Signed: 

Dated: 17.7.2023

**008b. REPORT FROM THE VICE-CHAIR**

Cllr. Singh did not give a report.

**009. REPORT FROM COUNTY COUNCILLOR**

County Cllr. K. Welham reported that at Cabinet the Energy Infrastructure Policy had previously been adopted which was now renamed the Energy and Climate Adaptive Infrastructure Policy which sought to address the 12 NSIPs in the area and water provision in Suffolk.

Also reported was a £60,000 deficit in the Library Service which was largely due to increased costs, including staffing and energy, and a decrease in fines due in part to books being available for borrowing online.

Lastly, it was reported that the establishment of the Suffolk Mental Health Collaborative was a positive step in bringing together all provision in the county.

**010. REPORT FROM DESIGNATED DISTRICT COUNCILLOR**

A written report was received from the recently elected District Councillor Ross Piper. This covered the recent elections which resulted in 24 seats for the Green Party, 6 for the Conservatives and 4 for the Liberal Democrats. Councillors would soon elect their leader and chair. It was also stated that the Cost of Living Support, Community Development and Capital Grants as well as Locality Funding are now open,

**011. FINANCIAL MATTERS**

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

011.1.1 Current Account (£5,475.39)

The balance was confirmed as being correct.

011.1.2 Play Area Reserve (£4,625.56)

The balance was confirmed as being correct.

011.1.3 Fen Alder Reserve (£2,774.53)

The balance was confirmed as being correct.

Signed:  .....

Dated: 17. 7. 2023. .....

011.1.4 Lottery Account (£3,724.56)

The balance was confirmed as being correct.

011.1.5 General Reserve (£2,757.55)

The balance was confirmed as being correct.

### **011.2 Bank Account Receipts (March-April 2023)**

The following amounts were confirmed as being received.

**011.2.1 Receipt of MSDC Precept (1/2) (2023/4) (£2,860.00) (11 April 2023)**

**011.2.2 Receipt of HMRC VAT Refund (2022/3) (£1,132.89) (14 April 2023)**

### **011.3 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.

### **011.4 Bank Account Mandate Issues (Additions and Removals)**

It was **AGREED** to remove all former Councillors from the mandate and also appoint Cllr. Jardine as a third signatory. All in favour.

### **011.5 Bank Account Address Change Update**

It was **CONFIRMED** that this had now been actioned by Cllr. Valladeres.

### **011.6 Internal Audit/Annual Return and Meeting Arrangements (June 2023)**

It was **AGREED** to hold a meeting on the 21<sup>st</sup> June to address the results and action plan of the Internal Audit and the requirements of the Annual Governance and Accountability Report. All in favour.

### **011.7 Review of Asset Register 2021/2 and 2022/3**

The documents were **APPROVED**, all in favour.

### **011.8 Review of Insurance Cover**

Signed:  .....

Dated: 17.7.2023. .....

It was unanimously **AGREED** to bring this item to the October meeting of the Council for the annual review. But it was unanimously **AGREED** that the figures submitted by the Responsible Financial Officer were adequate and covered all Council assets and responsibilities.

**011.9 Approval of Draft Financial Agendas and RFO Attendance 2023/4**

The document was discussed and **AGREED** with no changes.

**012. GENERAL MATTERS**

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

The document was reviewed and **ADOPTED** with changes to section 18 regarding procurement requirements and financial levels. All in favour.

**012.2 To review and approve the Financial Regulations**

The document was reviewed and **ADOPTED** with changes to section 11 regarding procurement requirements and financial levels. All in favour.

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

The document was reviewed and **ADOPTED**. All in favour.

**012.4 To review and approve the Social Media, Blogging and Communication Policies**

The documents were reviewed and it was **AGREED** to merge these documents into one Media Communications Policy and present this document to the July meeting of the Council for adoption. All in favour.

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

The document was reviewed and **ADOPTED**. All in favour.

**012.6 To review and approve the Publication Scheme and Data Protection Policy**

The document was reviewed and **ADOPTED**. All in favour.

Signed:  .....

Dated: 17.7.2023 .....

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

The new document was discussed and it was **AGREED** to **ADOPT** the policy with changes to the contact address, all in favour.

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

It was **RESOLVED** to adopt the General Power of Competence for the entirety of the 2023/7 Council Term. The Council now qualifying due to being at least two thirds elected and having a qualified Clerk. All in favour.

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

The dates were confirmed. All in favour.

**013. PLANNING MATTERS**

None.

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

**014.1 Suffolk Association of Local Councils**

It was **AGREED** to appoint Cllr. Valladeres as representative. All in favour.

**015. To agree the following subscriptions**

**015.1 Suffolk Association of Local Councils**

It was **AGREED** to subscribe. All in favour.

**015.2 Community Action Suffolk**

It was **AGREED** to subscribe. All in favour.

**015.3 Information Commissioner's Office**

It was **AGREED** to subscribe. All in favour.

Signed: MJVL

Dated: 17.7.2023.

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

It was **AGREED** that Cllr. Valladeres would approach the current administrator for the lottery to see if the scheme is still viable and report on a way forward at the next Council meeting.

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

It was reported that Section 106 monies were now available for the possible refurbishment of the area and it was **AGREED** to authorise Cllr. Valladeres to complete the necessary paperwork and questionnaire to see what might be available. It was also **AGREED** to then consult with the community and advertise on the website to see what the wishes of the community area for the upgrade.

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

It was reported that speed control in the village was an issue and that speed signs would be a good way forward in the first instance.

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

It was reported that the river path had been cleared well, and that the closed bridge should be put on the portal.

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

No report.

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

It was reported that a meeting had taken place on the 10<sup>th</sup> May 2023 which discussed the upcoming planning application for plot 2000 which incorporated a second unit of 160,000 sq. ft. – this will take about 9 months to complete. This would also involve changes to the access road, but would not be built until an occupier is found. This would be designed for production and manufacturing capabilities.

By the end of 2023 plot 3000 (the Skills Unit) would hopefully be complete. 60% of the landscaping would be done this season with 20% being soft landscaping. However, there remained problems with car parking.

There had been issues with the screening bund regarding the height, though it was thought that the change in administration at Mid Suffolk District Council might help in

Signed: MJN

Dated: 17.7.2023

changing this.

It was **AGREED** for Cllr. Bridges to circulate all Gateway 14 correspondence with the Chair and Parish Clerk and a response to the upcoming planning application would be worked on by all Councillors, possibly involving a site visit.

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

No report.

**017. EXCHANGE OF INFORMATION**

Cllr. Singh requested that litter be placed on a future agenda.

It was also reported that the signs on the bridge were still misdirecting traffic and should be raised with the District Council.

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

This next meeting of the Parish Council will be on 21<sup>st</sup> June 2023 at 7.30pm, in The Church Hall, The Lane.

The meeting then closed at 9.41pm.

Signed: MJVW

Dated: 17.7.2023.