



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

Monday 20th March 2023 – 7.30pm

Present:

Cllr. Valladares (Chair)
Cllr. Jardine (Vice-Chair)
Cllr. Bridges

Cllr. Mason
Cllr. Singh

Also in attendance was the Parish Clerk, Responsible Financial Officer, C Cllr. Welham and three (3) members of the public.

The Chair opened the meeting and announced that if all were in favour items 57.1 and 57.2 be taken immediately after item 51. All were in favour.

048. APOLOGIES AND ACCEPTANCE FOR ABSENCE

All were in attendance.

049. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. Jardine declared an interest in item 57.3 pertaining to a planning application.

050. TO RECEIVE APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23rd JANUARY 2023 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes from the meeting on the 23rd January 2023. All in favour.

Signed: 

Dated: 17.5.2023

051. PUBLIC PARTICIPATION

One member of the public gave an update on the Poundfield site including areas of concern which had now been addressed such as lighting, planting and the double S bend at Clamp Farm.

One member of the public then left the meeting at 7.43pm.

057. PLANNING MATTERS

057.1 To approve the Planning Scheme of Delegation

The policy was **ADOPTED**, all in favour.

057.2 Grove Farm, Mill Lane, IP6 8QG DC/23/00899

The application was considered and it was **RESOLVED** to unanimously **SUPPORT** the application in principle subject to the following conditions being addressed and enforced.

1. Clarification over the designation of the land in question as industrial.
2. Clarification over the area in question already raised under application DC/20/05244 being investigated by a planning enforcement officer.
3. No extra lighting involved in the development.
4. Resulting working hours on the site not extending those agreed already with the area already in use.
5. The application being subject to a satisfactory drainage survey being completed by the Suffolk County Council or appropriate qualified officer.
6. No height of any structure or operating machinery or processes to exceed 4m in height.
7. Screening with planting to protect the view from the footpath.

052a. REPORT FROM THE CHAIR

Cllr. Valladares reported that he had attended the Mid Suffolk District Council Town and Parish

Signed:.....

Dated: 17.5.2023.....

Liaison Meeting in Stowmarket on the 7th February. This addressed weaknesses in planning enforcement and it was hoped that performance would improve.

Also reported was a conversation where officers from the District Council regarding potential s.106 spending of around £190,000 which is to be shared with Stowmarket Town Council. This would be addressed later on in the agenda. It was also reported that the Parochial Church Council might also be able to make a bid for the Church Rooms which the Parish Council could choose to support.

There was also news on the footpath to Gateway 14 which is in need of an upgrade. £109,000 has been set aside to widen it to 3 meters to bring it to bridleway standard and to allow a stronger bridge to be built to support it. These works will be carried out by Suffolk County Council.

Concerns over the signposting following the opening of Gateway Boulevard and the closure of Mill Lane between Clamp Farm and Cedars Park, but it was hoped that new signs would be in place by the end of April as well as chevron signs indicating the flow of traffic.

The Chair finished by stating that he had recently begun the process of moving and so might not be standing in the upcoming elections.

052b. REPORT FROM THE VICE-CHAIR

Cllr. Jardine did not give a report and also reported that she was not sure if she would be standing in the upcoming elections.

053. REPORT FROM COUNTY COUNCILLOR

County Cllr. K. Welham reported on the approval of the Suffolk County Council budget for 2023/4 which would lead to a 3.99% increase, which was compiled of 2% rise in the Social Care Precept and a general 1.99% increase. It was hoped that this would lead to a £1m spend in recruiting and retaining front line staff in adult social care.

Cabinet had also discussed the Suffolk Archives being moved to Bury St. Edmunds on Western Way as well as the Fire & Rescue Service new risk management plan.

It was also reported that the Household Support Fund had been extended which would enable local authorities to continue supporting residents through the cost of living crisis.

Finally it was reported that a new highways contract had been awarded to Milestone Infrastructure which will begin on the 1st October 2023 and include Rights of Way, drainage, hedges, construction of new roads and snow clearing.

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Dated: 17.5.2023

054. REPORT FROM DESIGNATED DISTRICT COUNCILLOR

It was reported that the district council had approved a council tax freeze plus £2m for energy saving measures.

There was also plans for a skills and innovation centre at Gateway 14 following the approval of a business case.

Also reported were projects such as a £12m depot to future proof services for residents and a new service to turn more than 1,000 empty houses into homes and a scheme to target rough sleeping in the area.

Finally, it was reported that a new culture and heritage visitor economy was being developed and £2.2m had been secured to improve tenant's quality of life in private rented homes.

055. FINANCIAL MATTERS 2022/3

055.1 Confirmation of Bank Balances (28th February 2023)

055.1.1 Current Account (£7,563.33)

The balance was confirmed as being correct.

055.1.2 Play Area Reserve (£4,682.22)

The balance was confirmed as being correct.

055.1.3 Fen Alder Reserve (£2,771.09)

The balance was confirmed as being correct.

055.1.4 Lottery Account (£3,719.94)

The balance was confirmed as being correct.

055.1.5 General Reserve (£2,754.13)

The balance was confirmed as being correct.

055.2 Receipt of HMRC VAT Refund (2021/2) £70.71 (27 February 2023)

The above amount was confirmed as being received.

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Dated: 17.5.2023

055.3 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.

055.4 Review & Approval of Implementation of Internal Audit Recommendations

The document was discussed and all points were **APPROVED**, the Parish Clerk and Responsible Financial Officer were delegated authority to proceed with the recommendations which were detailed in the next section.

055.5 Bank Account Correspondence Address Change Update

The Responsible Financial Officer requested an update regarding progress in this regard and Cllr. Valladeres confirmed he had been in touch with the bank.

055.6 Approval of AGAR Form 2 Completion

It was **AGREED** to proceed with Form 2 the Certificate of Exemption. This form will be signed by the RFO and The Chair at a future meeting in good time for deadlines to be met.

055.7 Review & Approval of Internal Control Review (2022/3)

The document was **APPROVED**, all in favour. Thanks were extended to Cllr. Singh who helped extensively with the process.

055.8 To appoint lead staff on the following Internal Audit learning points

It was unanimously **AGREED** to appoint the following members of staff to address the following points from the Internal Audit report:

055.8.1 Approval of Asset Register

The Parish Clerk was requested to address this point and place it on the May agenda after a discussion with the Chair.

055.8.2 Updating of Standing Orders

The Parish Clerk was requested to address this point and place it on the May agenda.

Signed: 

Dated: 17.5.2023

055.8.3 Publication of Minutes 2022/3

The Parish Clerk was requested to address this point and update this ahead of the coming internal audit process.

055.8.4 Contracts of Employment (1 September 2022)

The Parish Clerk was requested to address this point and create contracts for both members of staff which would be co-signed by the Chair.

055.8.5 Declaration of Member's Acceptance Form

It was **AGREED** to change the date of one of the acceptance forms to the correct one on which it was signed, all in favour.

056. GENERAL MATTERS

056.1 Review & adoption of Financial Regulations

It was **AGREED** to **REVIEW** and **APPROVE** this document at the Annual Parish Council Meeting in May, all in favour.

056.2 To discuss and adopt the Financial Risk Assessment

The policy was **APPROVED**, all in favour.

056.3 To discuss and adopt the GDPR Statement

The policy was **APPROVED**, all in favour.

056.4 To discuss and adopt the Privacy Policy

The policy was **APPROVED**, all in favour.

056.5 To confirm a date for the May 2023 Annual Parish Council meeting

It was **CONFIRMED** to hold both the Annual Parish Council meeting and the Annual Parish Meeting on the 17th May 2023 from 7.30pm.

056.6 To set a date for an additional Parish Council meeting in June 2023

It was **AGREED** to support this idea in principle with exact dates being confirmed for all meeting in the next civic year at the May meeting.

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Dated:.....17.5.2023.....

056.7 To discuss possible projects for s.106 spending

Much discussion took place regarding this matter, it was **AGREED** that projects concerning the play area, Fenn Alder Nature Reserve and speed mitigation measures were all good projects to be discussed by the incoming Council in May.

056.8 To discuss purchasing GDPR compliant email addresses

Costs were considered, but ultimately it was thought that the upgrade to a .gov domain were prohibitive.

057.3 Creting Hall Farm, Mill Lane, IP6 8QZ DC/23/01138

Cllr. Jardine left the room at 8.35pm.

The application was considered and it was **RESOLVED** to **SUPPORT**. All in favour.

Cllr. Jardine rejoined the meeting at 8.37pm.

058. TO RECEIVE REPORTS FROM PORTFOLIO HOLDERS

Cllr. Bridges reported on the recent meeting with Gateway 14 representatives regarding work on the A14. The footpath from Gateway 14 to McDonalds would be extended but electricity would not be put in until July 2023 as Suffolk Highways had objected to a generator. This work would take about six weeks.

Screening would be in place by November 2023 and security and CCTV would be commissioned. After work is complete then this responsibility would fall to a management company. Gateway Boulevard would be adopted, whilst other roads would not.

Cllr. Singh reported on speeding issues in the village which could also be part of the s.106 process.

059. EXCHANGE OF INFORMATION

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

060. DATE OF NEXT PARISH COUNCIL MEETING

This next meeting of the Parish Council will be on 17th May 2023 at 7.30pm, in The Church Hall, The Lane.

Signed:.....

Dated:.....17.5.2023.....

It was also **NOTED** that this would be immediately preceded by the Annual Parish Meeting at 7pm in the same location.

The meeting then closed at 9.14pm.

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Dated:.....