

Minutes of

CRETINGHAM, MONEWDEN AND HOO PARISH COUNCIL MEETING

held on Tuesday January 16 2024 at 7.30pm at Monewden Village Hall

Present: Cllrs: Alister Gourlay (Chair); Brian Martin; Alan Peat; Richard Chenery; Caroline Saxby (Acting Clerk) Andrew Branton;

Cllr Vince Langdon-Morris – East Suffolk District Council

Public: Mr and Mrs Eustace and Mrs Martine Sills

53. Apologies were accepted from Cllrs Michael Oliver and Brigit Parker;

53.1 Declarations of Interest and to accept any dispensations – None received

53.2 Councillor vacancy for Cretingham – to consider co-option of Jonathan Lettin to the Council – the co-option of Jonathan Lettin as Councillor for Cretingham was unanimously approved. Cllr Lettin signed his Declaration of Acceptance of Office

53.3 Monewden Airfield – The Chair invited Mr and Mrs Eustace to speak. Mr Eustace reported that the description of noisier aircraft at the airfield in the minutes of the last Parish Council meeting is in his view incorrect as there have been no new aircraft at the airfield. Chair explained that as a council we have a duty to report on concerns to the council and that we had received concerns from parishioners prior to the last meeting.

53.4 To consider confirming the Minutes of the Parish Council Meeting on 12 September 2023 – these were agreed and signed by the Chair

53.5 Public forum - to receive and note comments from members of the public present, through the Chairman only – Mrs Martine Sills discussed her idea for a book swap and was prepared to run this – she and her son would prepare the telephone box in Monewden with a few shelves and run a book swap inviting donations of good books to the book swap.

53.6 Matters for debate

53.6.1 Proposed use of Monewden Telephone Box as Book Swap – this was agreed unanimously by all Councillors with thanks to Martine for her proposal

53.6.2 Review of Risk Assessment and Financial Risk Assessment – copies of these policies had been emailed to Councillors prior to the meeting. It was agreed to adopt these policies.

53.6.3 Review of Internal Control and Internal Audit – Cllr Chenery agreed to carry out the internal review by the next meeting in March. Copies of the policies were emailed to Councillors before the meeting and were adopted by unanimous agreement

53.6.4 Review of Standing orders, Financial Regulations and Asset Register – these were emailed to Councillors. The asset register includes the new signs. There was a question over the value of the village signs. Clerk agreed to do a rough review of the potential cost to replace the signs. The Standing Orders, and Financial Regulations were adopted by the Council.

53.6.5 Review of Model Councillors Code of Conduct – this was emailed to Councillors and it was agreed to adopt the policy

53.6.6 Budget/Precept setting for 2024/25 – the budget was emailed to Councillors. A motion to increase the precept by 4% to £2,983.00 for 2024/25 was proposed by Cllr Chenery and Seconded by Cllr Peat and approved. The extent of the reserves was discussed and it was agreed that the Council would look at adopting a reserves policy at the next meeting. Councillors will also consider options for the reserves to be discussed at the March meeting.

53.6.7 Appointment of SALC as Internal Auditor for 2023/24 – this was unanimously approved

53.6.8 Donations for this financial year – it was agreed to postpone this until the next meeting

53.6.9 Replacement Road signs – Cllr Peat advised that the posts had been put up on the day of the meeting and the fingers would be put on the next day. It was agreed that we would publicise the new signs in the Parish Magazine and credit SCC and ESDC following their contributions.

53.6.10 Noticeboards – the Hoo Notice Board has been repaired by Cllrs Chenery and Peat

53.6.11 Charitylands Tree planting and Rent invoices – Cllr Martin is still working on the tree planting idea, the grants are still available. It was agreed to increase the rent on the Charitylands land by 10% as the rent had been flat for the last few years.

53.6.12 Footpaths – The Chair mentioned that he had still not heard from SCC re the closed footpath in Cretingham

53.6.13 Consider asking Suffolk Highways to install a depth measure at the bridge crossing the Deben in Cretingham and asking Brandeston PC to ask for similar measure at the Potash Bridge. It was agreed that this was a good idea and Cllr Gourlay will take this forward.

53.6.14 Councillor Portfolio holder for services and amenities to be appointed (current portfolio holders – highways – Cllr Branton environment – Cllr Oliver, planning – Cllr Martin, finance – Cllr Peat, services and amenities – no current holder, police – Cllr Chenery). Cllr Lettin agreed to take on the services and amenities portfolio.

53.6.15 Councillor training – Clerk will send Cllr Lettin details on courses for new councillors

53.7 To receive reports from:

East Suffolk District Council – Cllr Langdon-Morris was present and referred us to his monthly reports on the work of the District Council. He also discussed work following the flooding in Framlingham and surrounding areas. There is a consultant being employed to look at the bigger picture regarding the flooding situation. Framlingham is looking at setting up a Resilience Working Group. ESDC is debating taking services back in house for things like ditch clearing. Cllr Gourlay thanked Cllr Langdon-Morris for his contribution to our new signs.

Suffolk County Council – none received

Councillors Reports - none received

53.8 Planning applications and Notifications

To consider any planning applications received by the date of the meeting where reasonable and practical to do so

Application DC/23/4896/FUL at Two Acres, The Street, Cretingham was discussed and there were no objections.

53.8.1 Decisions made since September meeting –

DC/23/4380/FUL | The renovation of the existing barn and stable wing into a 2 storey, 3 bed dwelling. | Land And Buildings At Kiln Farm Chimers Lane Hoo Woodbridge Suffolk IP13 7QF

Application refused 22/12/23

DC/23/3872/FUL | Erection of 2 no grain silos as camping kitchens. Creation of a shower/ wc block with plant room and laundry. Parking spaces for campers. | Cretingham Golf Club Swan Lane Cretingham Woodbridge Suffolk IP13 7BA

Application permitted

DC/23/3757/FUL | Construction of a detached garden room | Shrub Cottage The Street Cretingham Woodbridge Suffolk IP13 7BG

Application permitted

53.9 Correspondence since last meeting circulated to Councillors by email

SCC Storm Babet information

Volunteering Opportunities for nature lovers

Framlingham Info Leaflet

SALC conference 2023

Mental Health Report

District Councillors Monthly bulletins

SPOT Wellbeing sessions

Parish update 2023

East Suffolk Polling District and Policing policy review

Planning Control and Coastal Management Newsletter

Control of Dogs Renewal of 3 Public Space Protection Orders

Consultation on East Suffolk Street Trading Policy

Financial Aid for flood affected homes

Suffolk Enhanced Passenger Interest Group Information

Easton Neighbourhood Plan Consultation

Draft Healthy Environments and Draft Rural Development supplementary planning documents

Post Office in Framlingham move in location

VCSE Funding Opportunities

53.10 Financial matters and payments due:

Balance in account on 8 Dec 2023 - £16,795.89 including £2,041.95 for charitylands.

The accounts and budget had been forwarded to Councillors prior to the meeting. Cllr Peat confirmed that he had checked the accounts to the current bank statement and agreed that they were correct.

The summary of budget to actual expenditure was also emailed to Councillors prior to the meeting.

The following cheques were approved:

100066 – Business Services at CAS for insurance - £325.83

100067- Holmes for installation of signs £2,275.20

100068 – Rk Chenery Building Servies for refurbishment of Hoo notice board £97.50

100069 – Alister Gourlay for reimbursement of web hosting £60.00

Receipts – 29/9/23 - £1,500 received from East Suffolk District Council for the signposts
21/11/23 £1,896 received from SCC for installation of signposts

53.11 Dates for meetings in 2024 - January 16th, March 12th, May 14th, Sept 17th 2024

53.12 Items to go forward to next Agenda – Reserves policy, Website Accessibility Policy, Donations

The meeting ended at 8.45. The next meeting is at 7.30 on March 12, 2024 in Monewden Village Hall

Signed

Dated