

## Minutes of

### CRETINGHAM, MONEWDEN AND HOO PARISH COUNCIL MEETING

held on Tuesday March 12 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; Brigit Parker; Jonathan Lettin; Michael Oliver

Cllr Vince Langdon-Morris – East Suffolk District Council

**Public:** None

**54. Apologies** – to accept apologies for absence - none

**54.1 Declarations of Interest and to accept any dispensations** – none received

**54.2 To consider confirming the Minutes of the Parish Council Meeting on 16th January 2024** – agreed and signed by the Chair

**54.3 Public forum** - to receive and note comments from members of the public present, through the Chairman only – none present

**54.4 Matters for debate**

**54.4.1** To discuss and agree reserves policy – the policy distributed by email was approved and adopted unanimously. It was agreed to earmark the following sums for the 2024/25 budget – Charitylands - £2,206.95, CIL - £2,017.93, Unscheduled election costs £2,000, Laptop for future Clerk £1,000 and 2 Signposts - £6,910

**54.4.2** Road signs & Village Signs – Cllr Peat advised that a Monewden resident, Anna Rose had offered to contribute the cost of a replacement sign at the bottom of Travelers Lane. Under S139 the Council is able to accept donations. It was agreed that the Council would order 3 new signs – one at bottom of Travelers Lane Monewden, another at the North end of Monewden and a third at Kittles Corner Cretingham. Cllr Peat has obtained rough estimates from the sign producer and installer of £3,455 per sign. The Councillors will arrange photos of our recent signs to be sent to Alister to accompany an article in the Parish Magazine. This article will include reference to the funding from East Suffolk and Suffolk County Council. The values of the village signs need to be revised – Clerk will look at replacement costs for current village signs and report back.

**54.4.3** To discuss website accessibility policy – Cllr Gourlay is working on this and has until October to have a policy in place. Cllr Parker offered to assist with the creation of a suitable policy

**54.4.4** To consider Internal Audit Councillor Review by Cllr Chenery – Cllr Chenery has completed the review. This was accepted by the Council.

**54.4.5** To review and agree CIL Report 2023-24 – the report was sent to Councillors by email and accepted by all Councillors.

**54.4.6** To discuss donation for financial year – it was agreed to donate £150 to the Otley First Responders

**54.4.7** To discuss possibility of providing a defibrillator – a Monewden resident had raised this and the Council had discussed this previously. It was agreed that a good use of our funds would be donate to the Otley First Responders who have defibrillators as part of their kit.

**54.4.8** To discuss date of next meeting – it was agreed to amend this to 21<sup>st</sup> May so that the Clerk can attend

**54.5 To hear reports from:**

SCC - none

East Suffolk Council – Cllr Langdon-Morris advised there had been meetings with farmers to discuss managing the fields during flooding. Following Storm Babet there have been many grants for both homeowners and businesses. There is a Resilience Working Group creating an emergency plan following the flooding. Cllr Langdon-Morris is still working on returning the Royal Mail Sorting Office from Saxmundham back to Framlingham. He is stressing the excess carbon produced following the change in location. The Be Well Bus is returning to the area.

Councillors – our new police representative is Christian Hassler based in Halesworth

**54.6 Planning applications and Notifications**

*To consider any planning applications received by the date of the meeting where reasonable and practical to do so – all emailed to councillors prior to meeting*

**DC/24/0569/P3Q**

Land And Buildings At Kiln Farm Chimers Lane Hoo Woodbridge Suffolk IP13 7QF  
Prior Notification: The renovation of the existing Piggery into a single dwelling. The council has no objections.

**DC/24/0417/FUL** - Kingfishers Swan Lane Cretingham Suffolk IP13 7BA

Erection of wildlife structure to provide nesting habitat for barn owls, kestrels, bats, and small nesting birds. It was agreed that the structure was very tall and the size and design was inappropriate for the location. It was noted that the ecological department at East Suffolk did not think the structure would work and suggested bird and bat boxes be put around the site rather than the large structure suggested.

**DC/24/0588/FUL** -East View Lodge The Street Cretingham Woodbridge Suffolk IP13 7BG -

Retrospective Application - Construction of a garage. The Council has no objections.

**DC/24/0684/VOC** -Park Cottage Park Lane Monewden Suffolk IP13 7AL - Variation of Condition Nos.

2 and 4 of DC/21/5421/FUL - Erection of a one and a half storey three bay garage and carport with a logstore to the rear and games room above. - Condition 2 changed to update the plan reference numbers to the updated proposals- raise the ridge height by 500mm to 5.5m and the addition of a dormer window on the west-facing elevation to allow for more headroom inside the first floor so that the space is more suitable for use as a home office as the applicants now both work from home part-time. The previously submitted plans had a ridge height of 5m which provided suitable headroom as a games room for occasional use but for the updated use of a home office would be a little oppressive to be in every day. - Condition 4 changed to add in the use of the building as a home office as the applicants now work from home part-time. The Council has no objections.

**DC/24/0892/HDG** - To remove two sections of hedgerow (A-B 150m. and C-D 330m.) on land to east of Hoo Green Cottages and Elm Tree Farm, and south of Hoo Green. The Council has no objections.

**54.6.1 Planning Application decisions made since January meeting -**

DC/23/4896/FUL Two storey extension at Two Acres, The Street, Cretingham **Application permitted**

**54.7 Correspondence since last meeting** circulated to Councillors by email

Green events at East Suffolk  
Loft Installation offer  
Suffolk Devolution events  
CAS newsletter  
ESC Leaders Bulletin  
VCSE Funding Opportunities  
New Planning Committee member call in process  
SALC East Suffolk Forum  
Storm Babet flooding update  
ESC parish report  
Information on grants  
Funding opportunities

**54.8 Financial matters and payments due:**

**Balance in account on 9 Feb - £18,978.29 including £2,206.95 for Charitylands**

One cheque for £2,275.20 outstanding which had been cashed at the time of the meeting. Amount in bank as of meeting date is £16,703.09. The accounts were emailed to councillors and Cllr Peat confirmed he had checked they were correct against the bank statements.

To approve any payments due – none due.

Budget and actual expenditure comparison – emailed to councillors

**54.9 Items to go forward to next Agenda –**

Cretingham Townland Trust – a representative to be asked to attend our next meeting  
Road signs  
Website accessibility policy

The meeting ended at 8.45pm. The next meeting is at 7.30 on May 21st, 2024 in Monewden Village Hall preceded by Parish Meetings at 7.00pm.

**Signed**

**Dated**