

Minutes of the Annual Meeting of the Parish Council of  
Creetingham, Monewden & Hoo  
held in the Village Hall, Monewden 01 October 2014

Present: Brian Martin; Richard Chenery; Alan Peat; George Ralli; Caroline Saxby;

In attendance: Carol Smy (Clerk)

No members of the public attended. No items were brought to the attention of the Parish Council in the time allocated to the Public Forum

**14.1 Chairman's welcome**

14.2 Apologies for Absence were received from: Alister Gourlay; Stephen Tuckwell; Peter Bellfield; PCSO Christian Hassler

14.3 No Dispensations had been requested

14.4 To Agree and Sign the Minutes of the Last Meeting – 21 May 2014 – these were approved unanimously and duly signed

14.5 No Declarations of Interest were received

14.6 Vacancy - Chris Barker resigned from the Council in July following his move to Otley. There had been no request for an election and the vacancy had been advertised although no one had come forward. It was agreed the Clerk should forward another notice for posting on the Creetingham board. CB was portfolio holder for Highways and it was agreed to postpone, for the time being, appointing a successor to this role. Clerk to action

14.7 Standing Orders and Code of Conduct – following a change to legislation it was now permissible for councillors or members of the public to record proceedings during Council meetings. Standing Orders had been amended to reflect this. Members agreed unanimously to approve the changes and the document was signed.

In view of the timing of this amendment Members were content to move the review date to May 2015.

The Code of Conduct had also been amended to remove the unnecessary restriction around the granting of dispensations, current thinking on councillor interests and precept setting and a restriction on councillors with Council Tax arrears. Members agreed unanimously to adopt the revised Code and the document was duly signed.

**14.8 Councillors' Reports:**

14.8.1 Environment – nothing to report

14.8.2 Finance:

14.8.2.i Approval of Accounts for Payment

Cheques requiring approval:

300082	£ 36.00	BDO LLP	audit fee 2013/14
300083	£ 28.15	Stradbroke PC	share of costs of Clerk's conference and pension briefing
300084	£ 46.20	The Post Office (HMRC)	PAYE
300085	£318.09	CA Smy	Clerk's salary & expenses
300086	£ 46.20	The Post Office (HMRC)	PAYE
300087	£159.00	The Broker Network Ltd	Annual insurance premium
300088	£ 80.00	Monewden Village Hall	Hall rental for meetings 2013/14

**14.8.2.ii Financial Report**

14.8.2.ii.a The accounts for the period ended 30 September 2014 were:

Current Account: £1,838.75

There were no unrepresented cheques. Balance at 30 September 2014: £1,838.75

14.8.2.iii Signatures required for changes to bank signatories. The Council voted unanimously to agree the resolutions noted on the application form from Cooperative Bank plc to amend the account signatories to replace Nicholas Saxby with Caroline Saxby and Margaret Skeet with Richard Chenery. Will await decision on replacement for CB before completing the mandate.

14.8.2.iv Annual Audit – concluded. There were 'issues arising' which related to the asset register. This was incomplete and required updating to include various pieces of information that the Clerk was not privy to such as dates of purchase and price paid.

14.8.2.v Budget for 2015/16:

14.8.2.vi Letter from Brandeston Parish Council seeking this Council's approval for the use its allocation of the Play Space funds by Brandeston for its new tennis court. From the tone of the letter it would seem the full amount was required. Members agreed they would prefer to have the money go to Brandeston rather than lose it but felt it wise to have access to the money should a need be identified in the future. The Clerk was asked to

ascertain the date by which the funds would be lost, the amount required by Brandeston to complete its project and the total amount available to Cretingham, Monewden and Hoo. Clerk to action

14.8.3 Health & Education – no report

14.8.4 Highways - all reported potholes had been repaired. Footpath 3a at Cretingham was to be closed for repair from 01 Oct 14 for 21 days. Notices would be posted on the board

14.8.5 Planning –

14.8.5.1 Applications for consideration:

DC/14/2894/FUL demolition of existing bungalows. Erection of two x 4 bedroom detached dwellings with associated detached car ports

*The Council had no comment to make on the above application*

14.8.5.2 Applications awaiting SCDC Decision:

DC/14/1532/FUL construction of swimming pond *Monewden Hall, Friday Street, Monewden*

DC/14/1614/FUL erection of detached house and three bay garage  
*Land to the rear of East View Lodge, The Street, Cretingham*

DC/14/1615/FUL erection of detached cartlodge/garage *East View Lodge, The Street, Cretingham*

DC/14/1616/FUL erection of detached cartlodge/garage *East View Lodge, The Street, Cretingham*

DC/14/2345/FUL erection of a timber framed conservatory *2 Sandy Lane, Hoo*

DC/1/2519/LBC demolition of existing chimney and erection of new extension to existing dwelling  
*Poplar Farm, Cretingham*

DC/14/2622/FUL proposed detached outbuilding to form domestic store *Whin Cottage, Hoo*

*The Council recommended approval for the above*

14.8.5.3 SCDC Decisions Made:

DC/14/0589/FUL continued use of former agricultural building and yard area as an arboricultural and forestry yard for machinery storage and firewood storage and processing *Corner Farm, The Street, Cretingham*

DC/14/1089/FUL proposed erection of 4 affordable houses together with new vehicular access and associated external works  
*Land adjacent 6 Oak Corner, Brandeston Road, Cretingham*

DC/14/1186/FUL erection of two-storey extension to existing detached dwelling (revised scheme DC/13/2929/FUL)  
*The Mill House, The Street, Monewden*

*Approval granted for the above*

14.8.5.4 Other Planning Matters:

14.8.5.4.i charging for pre-applications has been imposed wef 01 October 2014 across SCDC and Waveney DC

14.8.6 Police - see item 14.11.3

14.8.7 SALC/Community Action Suffolk – nothing to report. The SALC AGM was scheduled for 12 November 2014 and nominations were sought for the Board. Members had no suggestions at this time.

14.8.8 Services & Amenities – no report

14.9 Correspondence

14.9.1.i an email was received concerning the telephone kiosk in Hoo; correspondent wished to purchase. AP was to discuss smartening up the kiosk and possible uses with JW. The Clerk was asked to write to the correspondent explaining that the telephone box was not for sale at this time.

14.9.1.ii email from SARS (Suffolk Accident Rescue Service) requesting grant

14.9.1.iii letter requesting a grant from Leiston, Saxmundham & District CAB (there seemed to have been an administrative mix up as the Council was thanked for its donation of last year with no mention of the one sent in this FY)

14.9.2.iv letter from Vitalise requesting a grant

14.9.2 Tabled Items: TLC (three editions); Community Action Suffolk information pack; CAB annual report;

14.10 Clerk's Report

14.10.1 The Clerk wished to thank the Council for agreeing to change the date of the October meeting to accommodate her holiday

14.10.2 The Clerk wished to attend the SLCC National Conference from 09/11 October. The PC agreed unanimously to contribute to the cost?

14.10.3 The Clerk found some documents referring to the amalgamation of the Parish Councils and the land at Oak Corner when she was doing a little light housekeeping; it was agreed these should be deposited at the Records Office.

14.10.4 The Boundary Commission had completed its review of Suffolk Coastal and the full report was made available on line (details circulated to Members)

14.10.5 The Clerk had recently moved house. There was a much greater distance (and time) involved in travelling to meetings now and so the Clerk wondered if the Council would prefer to source a replacement who lived closer. Alternatively, members were asked to consider a travel allowance? Payment of the difference in miles would be acceptable. Members kindly stated they would wish to keep the Clerk but asked that a breakdown of finances for the past year be produced prior to agreeing to the payment of excess mileage if this would place too great a burden on the precept. Clerk to action

#### 14.11 Reports from County and District Councillors and PCSO

14.11.1 Cllr Bellfield emailed his apologies for absence due to ill-health. He hoped to resume normal service in the New year and sent his usual Christmas greetings.

14.11.2 Cllr Snell – no report

14.11.3 Police – the period covered by the written report was from 01 January to 31 August 2014. There had been 2 reported crimes in Cretingham: burglary with intent where an outbuilding had been entered but nothing was taken (17 June) and a theft of 4 x 2s from a building site (04 July). Monewden had experienced six crimes: theft of a mobile ‘phone (12 March); burglary of dwelling (2) – theft of jewellery and computer items (17 April) and 2 vehicles stolen, later recovered, (12 August); burglary of other building – theft of quad bike (03 June); motorbike stolen and later recovered (12 August) and interference with a motor vehicle (16/28 August) where a vehicle was entered but nothing was taken. There were also six crimes committed in Hoo: interference with a motor vehicle (12 June) where a vehicle was entered but nothing was taken; 2 x burglaries of ‘other building’ (16 June) outbuilding entered with nothing taken and (13 August) where cycles were stolen and then recovered; there were two incidents of interference with a motor vehicle where the vehicles were entered but nothing was taken (13 & 17 August); a burglary with intent took place (18 August) where an outbuilding was entered but nothing was taken. A reminder was issued about signing up for Police Direct and the Suffolk SafeKey initiative and information was available through the Suffolk Constabulary website or by dialling 101.

14.12 Monewden Airfield – there had been a change of ownership and it had been mooted that the airfield would be used for private, not club, flying

14.13 Land at Oak Corner – nothing to report

14.14 Affordable Housing – nothing to report

#### 14.15 Matters of Information brought by Members

14.15.1 Provisional dates for 2015 meetings (tbc with bookings secretary): 15 Jan, 18 Mar, 20 May, 21 Oct

14.15.2 The state of the Deben at Cretingham was mentioned, including a fallen tree and other detritus; the Clerk was asked to report to the Environment Agency Clerk to action

14.15.3 Hi speed broadband might be possible for Monewden as the church tower was suitable for a mast although nothing further had been heard about this.

#### 14.16 Items for Agenda January 2015

14.16.1 2015/16 budget proposals and precept to be agreed

There being no further business the meeting closed at 21.15hrs

Signed:  
Chairman

21 January 2015