



CREETING ST MARY PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall, Creeting St Mary on
Thursday, 26th March 2026 at 7.30pm.

Present:

Councillors: J Palmer (Chair)
J Mitchell
M Broodryk
R Coton
K Buckle
A Droogmans

In Attendance: J Blackburn - Clerk
County Cllr Matthew Hicks

CSM218/25/26 – TO RECEIVE APOLOGIES OF ABSENCE & APPROVALS

Apologies had been received from Cllr Craggs which was approved.

CSM219/25/26 – TO RECEIVE DECLARATIONS OF INTEREST

Cllr Buckle and Cllr Palmer declared non pecuniary interest in item 10 on the Agenda.

CSM220/25/26 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

CSM221/25/26 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 26th FEBRUARY 2026

It was AGREED: That the minutes of the meeting held on 26th February 2026 be approved as a true record and signed by the Chair.

CSM222/25/26 – PUBLIC FORUM

One member of the public was present. No issues were raised.

CSM223/25/26 – EXTRA FUNDING FOR THE OLD SCHOOL ROOM REPAIRS

Following on from this item's discussion at the previous meeting Glynis Clint was present and reiterated the requirements for The Old School Room to have its roof repaired plus other repairs work to restore and protect a historical building of the village and to enable the space to be a much more useable and enjoyable space for activities and groups.

The Parish Council had checked their Community Infrastructure Levy (CiL) monies and noted than funds would be available to increase their donation previously offered of £5,000.

Members were in support of the project and agreed for extra funding to be made available, subject to the full amount being reached from other funders.

It was AGREED: That an extra £10,000 be donated to the project, which would be a total of £15,000.

CSM224/25/26 - TO RECEIVE THE COUNTY COUNCILLOR'S REPORT – CLLR M HICKS

Cllr Hicks' report had been circulated prior to the meeting and it would be published on the village website.

Cllr Hicks briefly went through his report highlighting the following issues:

- Norwich to Tilbury Pylons – still going ahead despite objections being submitted
- Trial scheme to remove vehicles blocking road surfacing work to begin - £35 fine
- Suffolk County Council's Chief Executive to step down
- £500,000 Culture Project Fund backs 37 creative and community projects across Suffolk

Cllr Hicks reported on the application from the Parish Council for the reduction in speed limit at Creeting Bottoms to 30mph.

Following a telephone call with the Clerk to advise of the position, he again explained that a 30mph would not meet the criteria due to the lack of housing along All Saints Road towards Creeting Bottoms.

The team who were looking at the application had offered a 40mph at Creeting Bottoms which would then run into the 60mph then onto the 30mph where the cottages started.

Members were not in agreement with the plan and stated that if a 40mph limit could be introduced at Creeting Bottoms and continue to the current 30mph location then they would be happy to continue the application. If it was for a short length at 40mph into the 60mph and then the 30mph they felt it would not be worth the cost of £12,000.

Cllr Hicks stated that he would check the plan and put forward the Parish Council's preference.

Cllr Palmer reported that Joshua White, Community Liaison Engineer, had advised the Parish Council that the Highways Lawyers believed Dunches Lane could not be downgraded to a Bridle Way as there was no obvious alternative route to serve as a vehicular link between two other roads without driving some way in either direction. The only option was to apply for a Traffic Regulation Order (TRO) prohibiting vehicles on the route at a cost in the region of £7-8000.

Cllr Palmer raised that with Cllr Hicks and asked as Dunches Lane was recognised as a road, should it not be maintained as such or should Suffolk County Council apply for the TRO as only off road vehicles could use the road in its current state.

Cllr Hicks explained the budget restrictions but said there was a Highways Locality Budget which could be applied for after the Elections.

CSM225/25/26 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT

Cllr Lawrence and Cllr Piper were not present at the meeting. A report had been received prior to the meeting from Cllr Lawrence which would be published on the village website.

CSM226/25/26 - TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERKS REPORT

The Clerk reported that the glass recycling bank would soon be redundant following the receipt of wheelie bins for glass being delivered to all households.

A lump sum of £401 would be given to the Parish Council at the end of its use.

b) TO RECEIVE THE CLERK'S FINANCIAL REPORT

The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts on 18th March 2026 was £56,924.69.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (Mar)	£458.14
Jennie Blackburn	Clerk's Office Allowance/Exp (Mar)	£34.33
Red Cow Ltd	Hay Cut & Removal (Blacksmiths Field)	£648.00
Terrasite	Provision & Installation of Bollards - Blacksmiths Field	£1,032.00
T & R Harrison	Flailing of Hedges - Flordon Road	£200.00
SALC	Payroll Service - 6 months	£54.00
Gary Warr	Installation of Village Sign (inc. provision of post)	£1,600.00

There were no payments to be ratified.

It was AGREED: That payments totaling £4,059.96 be approved.

d) **BANK RECONCILIATION**

It was AGREED: That the Bank Reconciliation be approved.

e) **BUDGET MONITORING REPORT**

It was AGREED: That the Budget Monitoring Report be approved.

f) **INTERNAL AUDITOR – 2025/26**

It was AGREED: That Trevor Brown CPFA be appointed as Internal Auditor for 2025/26.

g) **EXTERNAL AUDIT ARRANGEMENTS – 2025/26**

It was AGREED: That the Parish Council would need an External Audit for 2025/26.

h) **INSURANCE FOR VILLAGE HALL**

It was AGREED: That the usual amount of £900 be donated plus 20% - a total of £1,080.
Clerk to action.

CSM227/25/26 – POLICIES AND PROCEDURES

a) **REVIEW OF INTERNAL AUDIT CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

It was AGREED: That the Internal Audit Control and Risk Management Arrangements were reviewed and approved.

b) **UNAUTHORISED EXNCAMPMENTS POLICY**

It was AGREED: That the Unauthorised Encampments Policy be approved and adopted.

c) **FREEDOM OF INFORMATION POLICY**

It was AGREED: That the Freedom of Information Policy be approved and adopted.

d) **HEALTH & SAFETY POLICY**

It was AGREED: That the Health & Safety Policy be approved and adopted.

e) **EQUALITY, DIVERSITY & INCLUSION POLICY**

It was AGREED: That the Equality, Diversity & Inclusion Policy be approved and adopted.

f) **COMPLAINTS PROCEDURE**

It was AGREED: That the Complaints Procedure be approved and adopted.

CSM228/25/26 - PLANNING APPLICATIONS

Ref: DC/26/00209 - Householder Application. Erection of a pool house designed specifically for disabled applicant - Four Winds, Sally Woods Lane, Creeting St Mary

It was AGREED: That the Parish Council had no objections. **Clerk to action.**

Ref: DC/26/00782 - Householder Application -Erection of a rear single storey extension and first floor extension over existing garage - Nottac, Creeting Hills, Creeting St Mary

It was AGREED: That the Parish Council had no objections. **Clerk to action.**

Ref: DC/26/00780 - Planning Application - Erection of 1no single storey dwelling (following removal of existing buildings) to replace scheme previously approved under DC/23/02399 - Land and Buildings adjacent To Creeting Hills Farm, Creeting St Mary

It was AGREED: That the Parish Council had no objections. **Clerk to action.**

Ref: DC/26/00916 - Full Planning Application - Demolition of existing house and outbuildings and erection of replacement Self Build dwelling and detached garage including revised entrance feature and external works - Willow Farm House, The Lord's Highway, Creeting St Mary

It was AGREED: That the Parish Council had no objections. **Clerk to action.**

Ref: DC/26/01146 - Householder Application - Conversion of existing garage to living accommodation - Holly Cottage, All Saints Road, Creeting St Mary

It was AGREED: That the Parish Council had no objections. **Clerk to action.**

CSM229/25/26 - PLANNING DECISIONS

None had been received.

CSM230/25/26 – VILLAGE HALL

a) **REPLACEMENT OF GUTTERING**

Cllr Broodryk reported that the recently repaired guttering on the hall had been a temporary repair and it needed permanent replacement at a cost of £5,800. The Village Hall Management Committee (VHMC) had asked if the Parish Council would contribute.

Members felt that the Village Hall had their own reserves for such items and therefore agreed that a donation should not be made.

b) **REPAIR WORKS TO THE GRATE – FRONT CAR PARK**

Cllr Palmer reported that quotes for approximately £6,000 and £4,000 had been received to repair the broken grate at the front car park of the Village Hall.

The contractors had suggested that the whole channel needed attention.

Cllr Palmer explained that another quote had been received for approximately £800 where the contractor had suggested that the channel be dug lower with the grate then lying lower down which would stop vehicles from breaking it when driving over it.

Members asked if the lower quote included a warranty. Cllr Palmer stated that she would liaise with the contractor and find out more information.

It was AGREED: That the information be shared and decision made via email. **Cllr Palmer to action.**

CSM231/25/26 – NEWSLETTER

The Clerk reported that the Social Club had offered a contribution towards the Newsletter – 50/50 of the annual deficit of £565 = £282.

Members asked Cllr Broodryk if she could raise the issue at the next VHMC committee meeting in April and see if the Hall would be willing to contribute towards the costs. **Cllr Broodryk to action.**

The Clerk reported that invoices were due to be sent out in April so income should start to be received.

It was AGREED: That the Newsletter be kept at 6 editions and not reduced to 4.

CSM232/25/26 - DAFFODILS

Cllr Craggs had liaised with other members of the Parish Council in relation to additional daffodil bulbs being purchased and planted in the Autumn. **All AGREED**

CSM233/25/26 – FIREWORKS FOR CENTENERAY CELEBRATIONS

Cllr Plummer reported that the Village Hall was 100 years old this year and various celebrations were being planned.

It had been suggested that the Firework Display in November be larger than ever to celebrate the milestone.

A general discussion took place around the amount of fireworks, the cost and insurance for the event, for up to 2,000, all of which the Clerk would need to investigate prior to the event and share information with members. Once information had been gathered the amount of fireworks could then be agreed. **Clerk to action.**

CSM234/25/26 – PREVENTION OF TRAVELLERS – BLACKSMITHS FIELD

It was reported that the bollards had been installed at Blacksmiths Field.

CSM235/25/26 – FLASHING SCHOOL SIGN UPDATE

Cllr Palmer reported that a contractor's quote of £300 had been accepted by Mallatite in order to take down the sign near to the Village Hall to send off for investigative works / replacement.

CSM236/25/26 – VILLAGE SIGN UPDATE

It was reported that the Village Sign works had been completed.

CSM237/25/26 – LILLEY'S WOOD – UPDATE

There was nothing to report.

CSM238/25/26 – DUNCHES LANE

Cllr Palmer reported that a meeting had taken place with William Barnes and the Enforcement Officer, who during the site visit had been made aware of the issues with drainage. Due to her concerns she would aranged for another Officer to visit the site.

Cllr Palmer also reported that one of the residents of the adjacent bungalows had expressed concern that following the initial works to Dunches Lane people had driven down the lane in vehicles.

CSM239/25/26 – SPEED LIMIT – CREETING BOTTOMS - UPDATE

This item was discussed earlier in the meeting.

CSM240/25/26 - REPORTS

Blacksmiths Field – Cllr Palmer’s report had been circulated prior to the meeting. She had nothing more to report.

SALC – There was nothing to report.

Footpaths – There was nothing to report.

Village Hall – Cllr Broodryk reported that the next VHMC meeting was due to be held on 13th April.

CSM241/25/26 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

No matters were raised.

CSM242/25/26 – DATE OF NEXT MEETING

It was AGREED: That the next meeting would be held on Thursday, 21st May 2026 (Annual Parish Council Meeting).

The meeting finished at 9pm.

Chairman: Dated: