



CREETING ST MARY PARISH COUNCIL

Minutes of the **Annual Parish Council meeting** held at the Village Hall, Creeting St Mary on **Thursday, 21st May 2026 at 7.47pm.**

Present:

Councillors: J Palmer (Chair)
M Broodryk
R Coton
L Plummer
H Craggs
K Buckle
J Mitchell

In Attendance: J Blackburn - Clerk
District Cllr R Piper

CSM01/26/27 – ELECTION OF CHAIR

Cllr Jan Palmer declared the meeting open.

Cllr Craggs proposed that Cllr Palmer be elected as Chair, which was seconded by Cllr Plummer.
Decision – Cllr Palmer was duly elected Chair.

Cllr Palmer completed and signed the Declaration of Office.

CSM02/26/27 – ELECTION OF VICE-CHAIR

Cllr Palmer proposed that Cllr Craggs be elected as Vice-Chair, which was seconded by Cllr Broodryk.
Decision – Cllr Craggs was duly elected Vice-Chair.

CSM03/26/27 – TO RECEIVE APOLOGIES OF ABSENCE

Apologies had been received from Cllr Droogmans.

CSM04/26/27 – TO RECEIVE DECLARATIONS OF INTEREST

None had been received.

CSM05/26/27 – TO RECEIVE APPLICATIONS FOR DISPENSATION

None had been received.

CSM06/26/27 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 26th MARCH 2026

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

CSM07/26/27 – TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

i) **SUFFOLK ASSOCIATION OF LOCAL COUNCILS (SALC) – Decision** – Cllr R Coton was appointed representative to SALC.

It was AGREED: That the Annual Subscription for SALC of £393.86 be approved.

CSM08/26/27 – PUBLIC FORUM

No members of the public were present.

CSM09/26/27 – TO RECEIVE THE COUNTY COUNCILLOR'S REPORT

Cllr Hicks was not present at the meeting. His report had been presented to the Annual Parish Meeting prior to this meeting and would be published on the village website.

CSM10/26/27 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT

Cllr Piper's report had been presented to the Annual Parish Meeting prior to this meeting and would be published on the village website.

CSM11/26/27 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERKS REPORT

The Clerk had nothing to report other than what was on the Agenda.

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 15th May 2026 was £58,977.23.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

Jennie Blackburn	Clerk's Pay (May)	£462.54
Jennie Blackburn	Clerk's Office Allowance/Exp (May)	£41.00
Trevor Brown	Internal Audit 2025/26	£350.00

The Clerk reported the following payments to be ratified:

Suffolk Cloud	Website Domain / Mailbox Renewal	£60.00
Vertas Ltd	Grass Cutting	£506.24
East Suffolk Drainage Board	Drainage - Lilley's Wood	£6.14
SALC	Membership Renewal	£393.86
Jennie Blackburn	Clerk's Pay (Apr)	£462.54
Jennie Blackburn	Clerk's Office Allowance/Exp (Apr)	£34.33
HMRC	PAYE to end 5th Apr	£33.49

It was AGREED: That payments totaling £2,350.14 be approved.

The following receipts were also noted:-

MSDC	Precept (1st instalment)	£6,793.50
MSDC	Glass Recycling Bin Credits	£598.88
HMRC	VAT Reclaim 2025/26	£1,139.69

d) ANNUAL GOVERNANCE STATEMENT 2025/26

The Annual Governance Statement was completed by the Council and signed by the Chair and the Clerk.

e) END OF YEAR 31ST MARCH 2026 STATEMENT OF ACCOUNTS

The Statement of Accounts was presented for approval. **Decision** – approved and signed by the Chair and the Clerk.

- f) **TO RECEIVE THE INTERNAL AUDIT REPORT**
The Clerk reported that all had gone well with the Internal Audit with no recommendations being made.
- g) **ASSET REGISTER**
The Asset Register was approved.
- h) **CiL REPORT**
The CiL Report was approved and signed by the Chair and Clerk.
- i) **DIRECT DEBITS**

It was AGREED: That the direct debit of £47 to the ICO (Data Protection) be continued.

CSM12/26/27 - PLANNING APPLICATIONS

None had been received.

CSM13/26/27 - PLANNING DECISIONS

The following decisions were noted:

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 – **Granted**

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

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

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 - **Refused**

CSM14/26/27 - ANNUAL PLAY AREA INSPECTION REPORTS

It was noted that the District Council's Annual Inspections Reports for the Play Equipment and Trim Trail had been received. Most items were satisfactory with low or very low risk issues. Moderate issues had been identified with rotting posts on the tril trail which would be investigated further.

Cllr Plamer reported that Sovereign should also be inspecting the equipment and would quote us for any works required.

CSM15/26/27 - FIREWORK NIGHT – INSURANCE / COST OF FIREWORKS

Firework Night was discussed and it was reported that the Clerk had received a quote for the fireworks which was £1,429.46 (inc VAT). The quote included an extra few packs of fireworks plus 360 sparklers at a cost of £80, which would be funded by the Social Club. Fireworks consisted of noise, low noise and no noise.

The Clerk had liaised with the insurance company as to a quote for the event and had estimated an attendance figure of up to 2,000. It was felt that his figure was too high and it was suggested the Clerk amend the figure to up to 1,500. **Clerk to action.**

Should additional fireworks be purchased it was agreed that those would be noise.

Cllr Craggs asked that when the Clerk order to fireworks to ask for them to be boxed and labelled 'N' 'LN' and 'NN' so they could be mixed accordingly to make a better display.

CSM16/26/27 - UPDATE ON THE REPAIR WORK TO THE GRATE – VILLAGE HALL FRONT CAR PARK

Cllr Palmer reported that the grate should be repaired next month.

CSM17/26/27 - UPDATE ON THE PLANTING OF MORE DAFFODILS

Some residents had shown an interest in planting daffodil bulbs along the frontage of their homes so those would be included during the next planting session at the end of September / beginning of October.

Cllr Craggs stated that 2,000 bulbs would cost £148.

It was AGREED: That Cllr Craggs purchase 2,000 bulbs. **Cllr Craggs to action.**

CSM18/26/27 - UPDATE ON THE FLASHING SIGN(S)

Cllr Palmer reported that the flashing sign near the Village Hall had been at the manufacturers for some time now and it has been reported back to her that there had been a fault with the initial unit tray, which had been incorrectly wired.

The sign was due to be delivered back to the village on Wednesday of next week fully working and ready to be reinstalled.

CSM19/26/27 - LILLEY'S WOOD

There was nothing to report.

CSM20/26/27 - DUNCHES LANE

There was nothing to report. Cllr Piper stated he would chase Enforcement.

CSM21/26/27 - UPDATE ON THE 40MPH AT CREETING BOTTOMS

It was noted that this was ongoing.

CSM22/26/27 - REPORTS

Blacksmiths Field – Cllr Palmer had circulated her report prior to the meeting which would be published on the village website.

SALC – Cllr Coton reported that the Annual General Meeting was due to take place early July.

Footpaths – Cllr Mitchell reported that all footpaths were fine although foliage had started to become overgrown.

Village Hall – Cllr Broodryk reported the following:

- A meeting of the Village Hall Management Committee (VHMC) had taken place on 13th April 2026.
- Guttering replacement had been completed.
- The VHMC had asked when the grate in the front car park would be repaired, to which Cllr Broodryk would inform them June.
- Potholes required attention on the driveway to the rear car park at the hall
- Centenary of the Hall – 20th June 2026 – day of celebration

- A new PA System was being considered with the Social Club contributing £2,000.
- Decorating project had been put on hold.
- Floor required re-oiling

Members discussed the potholes at the rear car park and it was agreed that the Clerk seek a quote from the Harrisons. **Clerk to action.**

Cllr Broodryk reported that in answer to the Parish Councils request for help towards the printing of the Newsletter, the VHMC had refused.

She finished by stating that the next meeting was due to be held on 1st June 2026 and the AGM due to take place on 26th June 2026.

A general discussion took place in relation to the suggestions of an Oak tree being planted on the grassed triangle at Jacks Green.

Cllr Palmer stated that the new sign had been installed in the centre of the green so a tree there would not be advisable.

Parents had in the past asked for tree(s) to be planted on Blacksmiths Field to produce shade adjacent the picnic tables, so trees there would be better placed.

Cllr Craggs suggested that should an Oak tree be planted, the centre of the wildflower meadow would be an idea. If trees were required for shade, then faster growing trees would be more suitable.

Cllr Plummer asked Cllr Broodryk when the lights were going to be up-graded outside the hall, to which Cllr Broodryk stated that she would ask.

CSM23/26/27 - MATTERS TO BE BROUGHT TO THE ATTENTION OF THE COUNCIL

- Inappropriate message had been put on one of the noticeboards, which had been removed.
- Cllr Buckle had agreed to install the dog bin on Flordon Road, at the entrance to the walkway to Alder Meadow, once ordered and received.

CSM24/26/27 - DATES OF MEETINGS FOR 2026/27

The following meetings were approved:

- Thursday, 25th June 2026 – 7.30pm
- Thursday, 10th September 2026 – 7.30pm
- Thursday, 22nd October 2026 – 7.30pm
- Thursday, 26th November 2026 – 7.30pm
- Thursday, 7th January 2027 – 7.30pm
- Thursday, 18th February 2027 – 7.30pm
- Thursday, 25th March 2027 – 7.30pm

CSM25/26/27 – DATE OF NEXT MEETING

It was AGREED: That the next meeting would be held on Thursday, 25th June 2026.

The meeting finished at 8.40pm

Chairman: Dated: