

CLOPTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Clopton Village Hall at 8.00pm
On Thursday 19th May 2016.

Present:	In Attendance:	Apologies
Cllr Angwin (Chair) Cllr Pryke Cllr Fryatt Cllr Yallop Cllr Raffell	4 Clopton Residents Mrs T Embury (Clerk)	

CPC041/16 Election of Chairman and Declaration of Acceptance Cllr Angwin indicated his willingness to stand as Chairman for the coming year and there were no other nominations. Proposer Cllr Fryatt, Seconder Cllr Pryke. Decision – Cllr Angwin unanimously elected as Chairman for the next year. Cllr Angwin signed the Declaration of Acceptance.	
CPC042/16 Chairman's Welcome Cllr Angwin welcomed everyone to the meeting.	
CPC043/16 Public Forum/Open Session There were no reports to be given as the District Councillor and the Police reports were presented at the Annual Parish Meeting. Broadband Provision Within the Village FibreWiFi is now available within the parish. Some customers have already been installed and the company have informed us there is a waiting list to be connected. Cllr Raffell reported that some prospective customers who wished to sign up were unable to receive a signal due to the topography. Cllr Raffell is making further enquiries.	Cllr Raffell
CPC044/16 Apologies None.	
CPC045/16 Declaration of Interests/Dispensation Applications Received There were no declarations of interest and no dispensation applications to consider.	
CPC046/16 Election of Other Offices The following Offices were elected: Vice Chairman: Cllr Pryke. Proposer Cllr Angwin, Seconder Cllr Fryatt. SALC Representative: Cllr Fryatt will attend meetings where possible and report back to the Council. Emergency Planning Officer: Cllr Angwin. Proposer Cllr Raffell, Seconder Cllr Yallop. Responsible Finance Officer: Mrs Terri Embury. Proposer Cllr Angwin, Seconder Cllr Fryatt. Communications: Mrs Della Hughes to produce the Clopton Annual Newsletter on behalf of the Council and where possible will submit invoices with attached shop receipts showing their VAT number to allow Council to reclaim any VAT paid in order to produce the information sheet. WJ Steel and Poors Charity: Mrs Christensen to continue as Trustee.	
CPC047/16 To approve the minutes of the meeting held on Thursday 17th March 2016 The minutes were approved and signed as a true record. Proposer Cllr Yallop, Seconder Cllr Pryke.	

CPC048/16 Matters Arising from the Minutes

No matters arising.

CPC049/16 Finance (see attached reports)

1. **Finance Report** – Cllr Angwin reported on the Council's current financial position and movement since the last meeting.
2. **Authorisation of payments** - Payments totalling £903.95 were authorised which included the Clerk's salary and expenses, payment to Mrs Hughes for website training for the Clerk, SALC subscription, Section 142 payments to DAS and CAS, Village Hall hire and to Mrs Main and Mr Angwin for fete expenses.
Proposer Cllr Fryatt, Seconder Cllr Yallop.
3. **End of Year Accounts** – The 2015-2016 Accounts were approved and during their preparation Cllr Angwin and the Clerk carried out an internal financial risk assessment. Proposer Cllr Fryatt, Seconder Cllr Raffell.
4. **Annual Return** – The Council approved and signed the completion of Sections 1 and 2 of the Annual Return based on the 2015/2016 Accounts and on the risk assessment reported in minute 3 above. Proposer Cllr Angwin, Seconder Cllr Yallop.
5. **Internal Auditors** – Heelis and Lodge were approved as Internal Auditors for 2015-2016. Proposer Cllr Pryke, Seconder Cllr Raffell.
6. **Asset Register** – Review carried out, no changes required.
7. **Risk Management Document** – Review carried out, no changes required.
8. **Standing Orders** – Approved as recommended by SALC.
9. **Financial Regulations** – Approved as recommended by SALC, with some minor amendments.
10. **Review Code of Conduct** – Review carried out, no changes required.
11. **Village Fete Funding** – The fete is being funded using the £205 retained from last year's profits and £386.02 from the proceeds of the jumble sale. Following the fete this year an agreed amount from any profits made, will again be retained in order that the fete remains self-funding.

CPC050/16 Planning Matters

1. Planning Decisions – DC/16/0803/FUL The Brambles, Clopton – Permitted.
2. The following planning applications were received:-
 - DC/16/1683/FUL Catts Hill Farm, Clopton Green
Conversion of existing barn to residential as approved under DC/15/2526/PN3 and change of use of surrounding land.
Clopton PC had no objections.
 - DC/16/1704/CLE Shop Farm House, Shop Road, Clopton
App for Lawful Development Certificate for an existing use. Domestic use and occupation of outbuilding as an ancillary annexe living accommodation.
Clopton PC had no objections providing it is not used for holiday letting or any rental use.
 - DC/16/1881/PN3 High House Farm Barn, Shop Road, Clopton
Proposed change use of agricultural building to dwelling house.
Clopton PC had no objections.
3. Other planning matters – SCDC has appointed a Housing Enabling Officer to work with communities and developers to address the shortage of affordable homes locally. Suffolk Coastal may effectively become a developer, buying land to build affordable homes on, building them and then selling them. These are not likely to be big developments, perhaps 4-6 properties in a parish to sell to local people. Clopton PC will liaise with the Housing Enabling Officer and try to ascertain whether there is a need within the parish for this type of housing in order to meet the requirements of the community.

<p>CPC051/16 Transparency Fund Transparency Funding is available again for 2016/2017 to reimburse Parish Councils for the additional costs associated with complying with the new legislation. The Clerk will look into the costs involved for Clopton PC and report back to Council.</p>	<p>Clerk</p>
<p>CPC052/16 Deeds to the Village Hall Clopton PC can find no record of the Village Hall deeds after 1995. Therefore, the PC will apply to the Land Registry for a Voluntary First Registration.</p>	<p>Cllr Angwin Clerk</p>
<p>CPC053/16 Traffic Speed B1078 Road Despite further enquiries Clopton PC have still only managed to obtain the Executive Summary document and not the full 150 page report relating to the recent study that was carried out on the B1078 Road. The Summary did not relate to Clopton specifically so Cllr Fryatt will try to obtain a copy of the report on behalf of Clopton PC.</p>	<p>Cllr Fryatt</p>
<p>CPC054/16 Clerk's Report on Urgent Decisions since the last meeting</p> <ol style="list-style-type: none"> 1. The Clerk received an email from the Outdoor Playing Space Funding Scheme. The 'Sport Pot' is shared between Otley and Clopton Parishes. Otley Bowls Club have made an application for funding for the repair of the clubhouse roof. Clopton PC had no objections and supported the application. 2. Clopton PC received a complaint about the build-up of rubbish in the garden of a Flagship Housing Association Property. The Flagship Community Manager has been informed and will attend to speak with the tenant and ensure the rubbish is removed. 	
<p>CPC055/16 Officer's and Representative's Reports Reports were presented at the Annual Parish Meeting.</p>	
<p>CPC056/16 Correspondence (for information) Clerk and Councils Direct for circulation.</p>	
<p>CPC057/16 Matters to be brought to the attention of the Council for the next meeting Review of Internal Auditors Report.</p>	
<p>CPC058/16 Dates of future meetings Thursday 21st July 2016, 7:30pm, Village Hall, Parish Council Meeting. Thursday 15th September 2016, 7:30pm, Village Hall, Parish Council Meeting. Thursday 17th November 2016, 7:30pm, Village Hall, Parish Council Meeting.</p>	
<p><i>Meeting closed at 8.50pm</i></p>	
<p>Chairman: Date:</p>	