

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall at 7:30pm
On Thursday 20th July 2017.

Present: Cllr Angwin (Chair) Cllr Fryatt Cllr Yallop Cllr Raffell	In Attendance: 2 Clopton Residents Mr James Leggett (RDA) Claire (RDA) Mrs T Embury (Clerk)	Apologies Cllr Pryke
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CPC058/17 Chairman's Welcome Cllr Angwin welcomed everyone to the meeting.	
CPC059/17 Public Forum/Open Session <ol style="list-style-type: none"> RDA - Clopton PC welcomed James Leggett (Director) and Claire (Yard Manager) to the meeting. James and Claire spoke about the local history of the RDA from when it was first set up until present day. They are hoping to move into the premises in Clopton towards the end of the year. James confirmed that the new access road off the Monewden Road is now complete and he will check with their project manager that all signage, as agreed in the planning application, is complied with. He confirmed they are happy to liaise with the PC and deal with any future problems if, and when, they may arise. Concerns were raised about the lack of signage and road markings at the junction with Monewden Road and the B1078 Road. Clopton PC will write to SCC Highways to see if this can be addressed. RDA would welcome local people to volunteer at the centre as there are various roles available to suit all age groups. Shop Road potholes - repairs have been carried out by SCC Highways. Shop Road/Rouse Hall - following the CPC meeting in May, Clopton PC sent a letter to every household in Shop Road and Rouse Hall regarding the increase in anti-social behaviour. A local resident reported that the parking situation had not improved and that the general area looked very uncared for. Clopton PC will monitor the situation and liaise with Flagship Housing Association. Defibrillator – at the PC meeting in May the parish council decided not to purchase a defibrillator. A member of the public reported that local residents would like the PC to reconsider this decision. This will be an item on the agenda for the meeting in September. 	<p>Cllr Angwin Clerk</p> <p>Clerk</p>
CPC060/17 District Councillor's Report Financial Year Report 2016/17 The Council were able to increase their reserves by £8.571 million. The capital programme expenditure was £4.1 million, funded by external grants and contributions, capital receipts and capital reserve. East Suffolk House East Suffolk House has been in use since January and the official opening has just taken place. WEEE (Waste Electronic and Electrical Equipment) A new recycling bank for small electrical appliances has been sited in the car park at the rear of Deben swimming pool in Woodbridge. Women on Wheels Two rides will be taking place for women and girls of all ages in support of The Royal British Legion Poppy Appeal. You can register for the event at: - http://www.eastsuffolk.gov.uk/leisure/sportandleisuredevelopment/women-on-wheels New Local Plan Parish Councils will soon receive information about the new Local Plan which will be going out for consultation.	
CPC061/17 Apologies Cllr Pryke	

<p>CPC062/17 Declaration of Interests/Dispensation Applications Received There were no declarations of interest and no dispensation applications to consider.</p>	
<p>CPC063/17 To approve the minutes of the meeting held on Thursday 18th May 2017 The minutes were approved and signed as a true record. Proposer Cllr Yallop, Seconder Cllr Raffell.</p>	
<p>CPC064/17 Matters Arising from the Minutes Speed Indicator Device (SID) – before Parish Councils can proceed with a SID device they are requested to complete a Site Suitability Checklist. Following completion of this list it was found that the stretches of 30mph roads within Clopton did not meet the criteria required.</p>	
<p>CPC065/17 Finance <i>(see attached reports)</i></p> <ol style="list-style-type: none"> 1. Finance Report – Cllr Angwin reported on the Council’s current financial position and movement since the last meeting. A change has been made to the VAT figures as a further £80.00 can be claimed from a payment previously made to Birketts LLP. The previous figure of £410.06 has now been increased to £490.06. 2. Authorisation of payments – Payments totalling £744.20 were paid prior to the meeting as following discussions, the fete committee decided that it was appropriate to reduce the amount of money held for future fete expenses. Therefore, a sum of £450.00 was donated to the Clopton Parochial Church Committee and £200.00 has been transferred to the Fete Disbursement reserves. £94.20 was also paid to HMRC prior to the meeting for the Clerk’s tax. Payments totalling £325.20 were authorised which included the Clerk’s salary and expenses. Proposer Cllr Raffell, Seconder Cllr Yallop. 3. End of year accounts following audit – Changes have been made to the end of year accounts to reflect the increase in VAT as stated in CPC065/17.1 above. 4. The Pensions Regulator – A change in the law requires employers to provide a workplace pension scheme to qualifying staff. The Clerk, as the only employee, does not meet the criteria and did not choose to request to join the scheme. Government guidelines have been followed and the online Automatic Enrolment Declaration has been completed within the specified timeframe. 5. Transparency Funding – funding application – The Clerk is to produce a bid of £331.70 for funding to cover the £50.00 annual fee charged by CAS for the Clopton website and for the additional hours worked in order to remain compliant with the Transparency Code for Smaller Authorities. 6. VAT Claim – The Clerk is to submit a VAT claim of £490.06 	Clerk
<p>CPC066/17 Planning Matters</p> <ol style="list-style-type: none"> 1. Planning Decisions – DC/17/1165/VOC RDA, Shop Farm, Shop Road <ul style="list-style-type: none"> - Permitted. DC/17/1892/FUL Gooderhams, Snipe Farm Road <ul style="list-style-type: none"> - Permitted. DC/17/1987/LBC The Old Rectory, Grundisburgh Road <ul style="list-style-type: none"> - Permitted. 2. The following planning applications were received: - <ul style="list-style-type: none"> • DC/17/2255/FUL Birds Hill Cottage, Birds Hill Conversion of garage to living accommodation. Clopton PC objected as this constitutes a new building in the countryside and the PC could not see that it sat within the requirements of either Policy DM3, DM13, DM6 or Permitted Development. • DC/17/2464/FUL Land adjacent to Unit 14, Clopton Commercial Park Erection of workshop/office building. Clopton PC supported the application but requested strong controls/conditions/clarifications regarding usage and management of operations. • DC/17/2937/FUL Elmwood, Drabbs Lane, Clopton Single storey front garage extension. Clopton PC has no objection. 	

<p>3. Other planning matters – Suffolk Coastal & Waveney District Councils are working towards the availability of planning applications/information being available to parish councils online. The Clerk has applied for registration and set up a generic email address which will be available to all Clopton Parish Councillors as soon as the system is up and running.</p>	
<p>CPC067/17 Auditor’s Report A very straight forward report. Recommendations carried out as stated in CPC065/17.1 above.</p>	
<p>CPC068/17 Freedom of Information Policy Clopton PC has adopted a Model Publication Scheme with effect from 20th July 2017. The Policy will be published on the Clopton website.</p>	Clerk
<p>CPC069/17 Community Emergency Planning Clopton PC are still considering the feasibility of providing a generator at the VH and are still awaiting a third quote.</p>	Cllrs Angwin Raffell
<p>CPC070/17 Parish Council Noticeboards Cllr Raffell has looked into the cost of repairs and the various ‘vandal proof’ options available. It was agreed that a polycarbonate sheet, 10mm in thickness, would be purchased at a cost of £55.02. This would repair one of the broken panes and would be used as a trial to see if it could withstand any further vandalism.</p>	Cllr Raffell
<p>CPC071/17 Future planning for Royal Family (books of condolence) Parish Councils have been requested via the Diocese to agree with the local Clergy on the siting of books of condolence in the event of the death of a senior member of the Royal Family. For the parish of Clopton, it has been agreed that Clopton church would be most appropriate.</p>	
<p>CPC072/17 Clerk’s Report on Urgent Decisions since the last meeting The Clerk had no urgent decisions to report.</p>	
<p>CPC073/17 Officer’s and Representative’s Reports Clopton PC has received a copy of the Village Hall finance report and the committee are happy with the position.</p>	
<p>CPC074/17 Correspondence (for information) Clerk and Councils Direct for circulation. Citizens Advice – Annual Report 2016/17.</p>	
<p>CPC075/17 Matters to be brought to the attention of the Council for the next meeting Defibrillator.</p>	
<p>CPC076/17 Dates of future meetings Thursday 21st September 2017, 7:30pm, Village Hall, Parish Council Meeting. Thursday 16th November 2017, 7:30pm, Village Hall, Parish Council Meeting. Thursday 18th January 2018, 7:30pm, Village Hall, Parish Council Meeting. Thursday 15th March 2018, 7:30pm, Village Hall, Parish Council Meeting.</p>	
<p><i>Meeting closed at 08:52pm</i></p>	
<p>Chairman: Date:</p>	