

# CLOPTON PARISH COUNCIL

**Minutes** of the Parish Council Meeting held at Clopton Village Hall at 7:30pm  
On Thursday 21<sup>st</sup> September 2017.

<b>Present:</b> Cllr Angwin (Chair) Cllr Fryatt Cllr Yallop Cllr Raffell	<b>In Attendance:</b> County Cllr Vickery 2 Clopton Residents Mrs T Embury (Clerk)	<b>Apologies</b> Cllr Pryke
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<b>CPC077/17 Chairman's Welcome</b> Cllr Angwin welcomed everyone to the meeting.	
<b>CPC078/17 County Councillor's Report</b> <b>Suffolk Highways</b> – a restructure has taken place and the county has been split into three service areas, Rougham, Halesworth and Ipswich (which covers Clopton). The Saxmundham office has now closed and the staff have moved to the Halesworth location. To report a Highways issue or for general Highways enquires the contact telephone number is: - 0345 606 6171. To report a non-emergency Highways problem online, the following link should be used: - <a href="https://highwaysreporting.suffolk.gov.uk/">https://highwaysreporting.suffolk.gov.uk/</a> <b>Suffolk County Council Chief Executive</b> – interviews have taken place but as yet no appointment has been made. Sue Cook will continue as the Acting Chief Executive. <b>Councillor illness</b> – Cabinet member, Councillor James Finch is unwell and Jane Storey the deputy leader will be covering in his absence.	
<b>CPC079/17 District Councillor's Report</b> <b>Broadband</b> – After the roll out of 'faster broadband' has been completed it is anticipated that 2-3% of people will still be unable to access this service. A small team of people have been tasked with the job of locating these areas and looking at how the issues can be solved locally. SCDC and SCC have set money aside for this work. Clopton PC will look at how we can be involved and what information is required. <b>Suffolk Coastal Local Plan</b> Parish Councils have now received information about the new Local Plan. Several potential development sites in and around Clopton have been put forward for consideration as to whether they would be suitable for development. Many factors will decide if each site is suitable or not. A list of the sites will be circulated to the parish councillors and the sites for Clopton will be documented.	<b>Cllr Raffell</b>         <b>Cllr Angwin</b>
<b>CPC080/17 Public Forum/Open Session</b> <b>Junction Monewden Road &amp; B1078 Road</b> - a report was logged with Highways requesting they investigate the road markings which have worn away and concerns were also raised about the lack of signage at this junction. Highways responded indicating that they have taken into account the severity of the issue and how many people this issue may affect. At this time, they do not feel any action is necessary but will continue to monitor the location. Due to the anticipated increase in traffic numbers when the RDA opens, Clopton PC are not satisfied with the response received and will therefore contact Highways once again. <b>Shop Road/Rouse Hall</b> – the Clerk met with Chris Petrie of Flagship Housing Association on site, and Chris made several observations that he will be taking forward. He will initially be writing to residents in Shop Road and Rouse Hall Gardens and a copy of the letter will be sent to Clopton PC. He will also liaise with the surveyor for further information regarding the tree that was cut down at the bottom of Rouse Hall. <b>Finance</b> – A query was raised by a member of the public regarding the Authorisation of Payments section of the CPC Minutes for the meeting held on Thursday 20 <sup>th</sup> 2017 (CPC065/17.2). It was clarified that the money donated to Clopton Church was to be spent on new kneeler kits to be completed by the Clopton Hobbies Group.	<b>Clerk</b>

<p><b>CPC081/17 Apologies</b> Cllr Pryke</p>	
<p><b>CPC082/17 Declaration of Interests/Dispensation Applications Received</b> There were no declarations of interest and no dispensation applications to consider.</p>	
<p><b>CPC083/17 To approve the minutes of the meeting held on Thursday 20<sup>th</sup> July 2017</b> The minutes were approved and signed as a true record. Proposer Cllr Yallop, Seconder Cllr Raffell.</p>	
<p><b>CPC084/17 Matters Arising from the Minutes</b> No matters arising.</p>	
<p><b>CPC085/17 Finance</b> (<i>see attached reports</i>)</p> <ol style="list-style-type: none"> <li>1. <b>Finance Report</b> – Cllr Angwin reported on the Council’s current financial position and movement since the last meeting.</li> <li>2. <b>Authorisation of payments</b> – Payments totalling £813.59 were authorised which included the Clerk’s salary and expenses, HMRC Clerk’s tax, Ladywell Accountancy Services annual fee, Community Action Suffolk for the insurance renewal, Poppy Appeal for the wreath, Mr P Raffell for repairs to the noticeboard in Shop Road and Mrs D Hughes for producing the Clopton Annual newsletter. Proposer Cllr Fryatt, Seconder Cllr Yallop.</li> <li>3. <b>Insurance renewal</b> – The insurance renewal was approved at a cost of £280.70. Proposer Cllr Yallop, Seconder Cllr Raffell.</li> <li>4. <b>Transparency Fund</b> – The application for funding of £331.70 was granted. The Clerk is to request Ladywell pay a total of £140.85 for extra hours worked during the last 6 months in order to remain compliant with the Transparency Code. Approved by Council.</li> <li>5. <b>VAT Claim</b> – A VAT repayment of £490.06 has been received.</li> <li>6. <b>External Auditor BDO Report</b> – Clopton PC received a clean audit which was approved and accepted by the Council.</li> <li>7. <b>Initial consideration of 2018/19 Parish Council budget</b> – The Chairman and the Clerk will review the expenditure before the next meeting with a view to the precept remaining unchanged for a further year. This will be an item on the agenda for the next meeting and following discussions a decision will be made.</li> </ol>	<p><b>Clerk</b></p> <p><b>Cllr Angwin Clerk</b></p>
<p><b>CPC086/17 Planning Matters</b></p> <ol style="list-style-type: none"> <li>1. Planning Decisions – DC/17/2255/FUL Birds Hill Cottage, Birds Hill <ul style="list-style-type: none"> <li>- Permitted.</li> <li>DC/17/2937/FUL Elmwood, Drabbs Lane <ul style="list-style-type: none"> <li>- Permitted.</li> <li>DC/17/3232/LBC Manor Cottage, Manor Road <ul style="list-style-type: none"> <li>- Refused.</li> <li>DC/17/3483/FUL Bally Hoo Cottage, Clopton Green <ul style="list-style-type: none"> <li>- Permitted.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>2. The following planning applications were received: - <ul style="list-style-type: none"> <li>• DC/17/3232/LBC Manor Cottage, Manor Road Proposed extension to existing cottage. Clopton PC objected as the proposal contravenes the SCDC Development Management Policy DM21-Design: Aesthetics.</li> <li>• DC/17/3483/FUL Bally Hoo Cottage, Clopton Green Construction of a 3 bay cart lodge with storage over. Clopton PC has no objection.</li> </ul> </li> <li>3. Other planning matters – None.</li> </ol>	

<p><b>CPC087/17 Defibrillator</b>  The cost of purchasing an external defibrillator is approximately £1300.00 and there are other associated costs with the upkeep and maintenance of the machine. There is a possibility that some funds could be available from the District Councillor's budget. The defibrillator would need to be sited where there is an electrical supply as the box must be heated to avoid the batteries freezing during cold weather. Clopton PC will look at the possibility of adopting the phone kiosk on the B1078 Road and ascertain if this would be a suitable site to place a defibrillator.</p>	<p><b>Clerk</b></p>
<p><b>CPC088/17 Community Emergency Planning</b>  Clopton PC are still considering the feasibility of providing a generator at the VH and a third quote of £692.00 has been received. Clopton PC will discuss with the village hall committee the feasibility of the hall being used as a relief centre and this will then be debated and finalised at the next CPC meeting.</p>	<p><b>Cllr Angwin</b></p>
<p><b>CPC089/17 Parish Council Noticeboards</b>  One of the broken panes has been replaced with a thick polycarbonate sheet and will be monitored to see if it can withstand any further vandalism.</p>	
<p><b>CPC090/17 Clerk's Report on Urgent Decisions since the last meeting</b>  The Clerk had no urgent decisions to report.</p>	
<p><b>CPC091/17 Officer's and Representative's Reports</b>  District Cllr Fryatt attended the SaViD meeting held in Burgh. They are looking for suitable sites to place the Speed Indicator Device, but on completion of the Site Suitability Checklist it was found that Clopton did not meet the criteria required and were therefore unable to take part.</p>	
<p><b>CPC092/17 Correspondence (for information)</b>  The Local Councillor.  Clerk and Councils Direct for circulation.  RDA – email enquiring if there are any Clopton PC grants available.  Clerk to respond as Clopton PC do not have any grants.</p>	<p><b>Clerk</b></p>
<p><b>CPC093/17 Matters to be brought to the attention of the Council for the next meeting</b>  Defibrillator.  Electricity point at village hall.  Shop Road sign.</p>	
<p><b>CPC094/17 Dates of future meetings</b>  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>	