

CLOPTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Clopton Village Hall at 8:00pm
On Thursday 17th May 2018.

Present: Cllr Angwin (Chair) Cllr Pryke Cllr Fryatt Cllr Yallop Cllr Raffell	In Attendance: 2 Clopton Residents Mrs T Embury (Clerk)	Apologies Cllr Vickery
----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------	----------------------------------

CPC037/18 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 Raffell, Seconder Cllr Fryatt. Decision – Cllr Angwin unanimously elected as Chairman for the next year. Cllr Angwin signed the Declaration of Acceptance.	
CPC038/18 Chairman’s Welcome Cllr Angwin welcomed everyone to the meeting.	
CPC039/18 County & District Councillors’ Reports There were no reports to be given as all reports were presented at the Annual Parish Meeting.	
CPC040/18 Public Forum/Open Session Footpath enquiry – B1079 Road – The Clerk has emailed SCC Highways requesting they investigate the feasibility of providing a footpath along the B1079 Road, either side of the bus layby, between the junction of the B1078 Road and Birds Hill. Photographs were also attached. Highways have logged the request on their ‘reporting system’. The Clerk will continue to monitor the system for progress reports. Public Rights of Way – Debach Airfield – Cllr Angwin has received support from Burgh and Debach parishes. The next stage will be to arrange a meeting with the landowners as a starting point for discussions. Mr Dawson has kindly agreed to assist Cllr Angwin. Potholes/parking – Shop Road/Rouse Hall – The potholes reported using the SCC Fault Reporting System are now logged as awaiting a ‘routine inspection order’. The parking situation was discussed at the Annual Parish Meeting and the Clerk will liaise with the Police for further guidance. Woodbridge Safer Neighbourhood Team have been informed about the parking situation and will visit the area at various times to deal with any offending vehicles. We politely request that where possible, cars be parked in driveways to try to alleviate the problem and reduce the risk of serious accident. Junction Monewden Road & B1078 Road – The faded road markings reported on the SCC Fault Reporting System are now logged as ‘under investigation’. The Clerk will continue to monitor the system for progress reports.	Clerk Cllr Angwin Clerk Clerk
CPC041/18 Apologies Apologies were received from County Councillor Vickery.	
CPC042/18 Declaration of Interests/Dispensation Applications Received There were no declarations of interest and no dispensation applications to consider.	

<p>CPC043/18 Election of Other Officers The following Officers were elected: Vice Chairman: Cllr Pryke. Proposer Cllr Angwin, Seconder Cllr Raffell. SALC Representative: The Clerk liaises with SALC and quarterly meetings to be attended if necessary. Emergency Planning Officer: Cllr Angwin. Proposer Cllr Yallop, Seconder Cllr Pryke. Responsible Finance Officer: Mrs Terri Embury. Proposer Cllr Fryatt, Seconder Cllr Pryke. 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.</p>	
<p>CPC044/18 To approve the minutes of the meeting held on Thursday 22nd March 2018 The minutes were approved and signed as a true record. Proposer Cllr Yallop, Seconder Cllr Raffell.</p>	
<p>CPC045/18 Matters Arising from the Minutes No matters arising.</p>	
<p>CPC046/18 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. 2. Authorisation of payments – A donation of £250.00 was paid prior to the meeting to the Community Heartbeat Trust, for their support and guidance in the purchase of the defibrillator. Payments totalling £609.40 were authorised which included the Clerk’s salary and expenses, the subscription to SALC and the hire of the village hall 208/19. The first precept payment has been received and a Lottery Fund grant towards the defibrillator has also been received in to the bank. Proposer Cllr Yallop, Seconder Cllr Fryatt. 3. NALC Salary Pay Scales 2018-2019 – The NJC salary pay scale for 2018/19 was implemented from 1 April 2018. The Clerk salary is SCP 19 £10.107, an increase of £0.715. Ladywell Accountancy have paid back pay as appropriate. Proposer Cllr Fryatt, Seconder Cllr Pryke. 4. End of Year Accounts – The 2017-2018 Accounts were approved and during their preparation Cllr Angwin and the Clerk carried out an internal financial risk assessment. Changes were made to the Financial Statement half way through the year to highlight the VAT spent/repaid. It was agreed that when purchasing the defibrillator, any monetary shortfall would be taken from the Reserves/Earmarked Funds for Village Projects. Proposer Cllr Raffell, Seconder Cllr Yallop. 5. Annual Return – The Council approved and signed the completion of the Certificate of Exemption, and Sections 1 and 2 of the Annual Return based on the 2017/18 accounts and on the risk assessment reported in minute 4 above. Proposer Cllr Fryatt, Seconder Cllr Yallop. 6. Asset Register – Review carried out, no changes required. 7. Risk Management Document – a review was carried out and changes were made to incorporate the requirements of the Annual Return and the audit procedures, and to cover the new General Data Protection Regulations. 8. Standing Orders – Approved as recommended by SALC. 9. Financial Regulations – Approved as recommended by SALC, with some minor amendments. 10. Code of Conduct – Review carried out, no changes required. 	

<p>CPC047/18 Planning Matters</p> <ol style="list-style-type: none"> 1. Planning Decisions – None received. 2. The following planning applications were received: - <ul style="list-style-type: none"> • DC/18/1684/PN3 High House Farm Barn, Shop Road Prior notification of change of use of Agricultural Building to Dwelling. Clopton PC had no objections. • DC/18/1601/VOC Catts Hill Farm, Clopton Green Variation of Condition no.2 of DC/16/3212/FUL. Clopton PC had no objections. • DC/18/1765/VOC Green Farm, Clopton Green Variation of Condition no.3 of DC/17/0261/LBC. Clopton PC had no objections. 3. Other planning matters: - None. 	
<p>CPC048/18 Internal Auditor's Report A very straight forward report. Recommendation made: With changes to the General Data Protection Regulations (GDPR) from 25 May 2018, the Council should register with the Information Commissioner's Officer (ICO) as a Data Controller. Following notification from NALC LO5-18, 'Under GDPR, there is no requirement for a data controller to register with the ICO. Clopton PC decided not to register with the ICO.</p>	
<p>CPC049/18 Defibrillator The Lottery Funding application was successful and a grant of £1725.00 has been received. Cllr Fryatt has kindly agreed to donate £1000.00 from his Community Enabling Budget and will forward the relevant forms to Cllr Angwin to enable the Council to apply for the funding. When all the monies have been received, the Community Heartbeat Trust will order the equipment and Clopton PC can proceed with the project.</p>	<p>Cllr Fryatt Cllr Angwin Clerk</p>
<p>CPC050/18 General Data Protection Regulations (GDPR) Changes to the Data Protection legislation come into being on 25 May 2018. Clopton PC are now well on the way to compliance and the Clerk and Cllr Angwin will work together to finalise and document the outstanding issues. It remains to be clarified whether the appointment of a Data Protection Officer is necessary in that, although it is a statutory requirement for all public bodies, a dispensation is being sought from the government for parish councils. If the dispensation is agreed, then the services of the DPO centre would no longer be required.</p>	<p>Cllr Angwin Clerk</p>
<p>CPC051/18 Broadband Openreach has completed the installation of fibre cables along the B1079 and at the Charsfield end of Drabbs Lane. The B1079 has now been changed over and is operational. It is not known whether parts of the village will still be without fibre broadband when the roll-out is complete, so Clopton PC will continue to monitor the situation.</p>	<p>Cllr Raffell</p>
<p>CPC052/18 Clerk's Report on Urgent Decisions since the last meeting The Clerk had no urgent decisions to report.</p>	
<p>CPC053/18 Officer's and Representative's Reports All reports were presented at the APM.</p>	
<p>CPC054/18 Correspondence (for information) Clerk and Councils Direct for circulation. Community Action Suffolk membership details.</p>	
<p>CPC055/18 Matters to be brought to the attention of the Council for the next meeting None.</p>	

