

# CLOPTON PARISH COUNCIL

**Minutes** of the Parish Council Meeting held at Clopton Village Hall at 7:30pm  
On Thursday 15<sup>th</sup> November 2018.

<b>Present:</b> Cllr Angwin (Chair) Cllr Fryatt Cllr Yallop Cllr Raffell	<b>In Attendance:</b> 4 Clopton Residents Miss K Bye (Clerk)	<b>Apologies</b> Cllr Pryke
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<b>CPC080/18 Chairman's Welcome</b> Cllr Angwin welcomed everyone to the meeting	
<b>CPC081/18 County and District Councillor's Report</b>  Ward boundaries final recommendations for the new East Suffolk Council have been drawn up, these will then be submitted to parliament for finalisation. The recommendations state that Clopton will fall into the Carlford and Finn Valley Ward and this ward will be represented by two councillors. For more information see <a href="http://www.lgbce.org.uk">www.lgbce.org.uk</a>  Free parking in council run car parks has been announced to support good causes. This included Armistice day and will also be available for selected Christmas events. SCDC and WDC will offer two-hour blocks of free parking. The dates are yet to be published but will be circulated via Clopton News when we are notified.  The Council aims to secure superfast broadband for remote parts of rural Suffolk. SCDC are committed to reaching the parts of Suffolk that will be missed by the general rollout of superfast broadband. This is estimated to be up to 3% of properties. Funds have been set aside for this. For more information see <a href="https://www.eastsuffolk.gov.uk/community/enabling-better-broadband-in-suffolk-coastal/">https://www.eastsuffolk.gov.uk/community/enabling-better-broadband-in-suffolk-coastal/</a>  Green bin roll out and removal of unwanted brown bins is nearing completion. All unwanted brown bins will be collected. A week before their removal refuse crews will leave a hanger on all grey bins the hanger will explain what to do and when.  Polling stations are under review prior to the May 2019 elections. If you have any comments as to the suitability of the Village Hall as the polling station more information can be found at <a href="https://www.eastsuffolk.gov.uk/elections/review-of-polling-districts-polling-places-and-polling-stations-2018/">https://www.eastsuffolk.gov.uk/elections/review-of-polling-districts-polling-places-and-polling-stations-2018/</a>  Woodbridge skatepark is set to expand. Following the refurbishment of the leisure entre the area behind the leisure centre has become vacant. This has been earmarked to expand the popular skatepark.	<b>Clerk</b>

## CPC082/18 Public Forum/Open Session

**Public Rights of Way – Debach Airfield** – Cllr Raffell has visited the airfield with a local resident to look at the footpath and consider the footpaths in that area. Contact will be made with local landowners to discuss.

Cllr.  
Raffell

**Potholes/parking - Shop Road/Rouse Hall** – The issue of residents parking on the junction between Shop Road and Rouse Hall Estate has been researched.

The Highways association as documented in the minutes for the July meeting have stated that the Parish Council would have to source funding if double yellow lines are required. On further investigation we have been given a rough estimate from the Local Highways Budget Team of £6000 as a possible cost for this.

The Clerk has also been in touch with the police who have said that it is unlikely that they would be in the position to actively police any parking violations even if double yellow lines were installed due to cuts in resources. From 2019 they will no longer hold responsibility for policing parking violations. This responsibility will ultimately move to the council and therefore we have been advised to review this item in 12 months time.

The Clerk will check on the Highways issues logging tool to see if there is an issue logged for the potholes and if not an issue will be logged with highways

Clerk

**30mph Speed Limit Sign Drabbs Lane** – The faded 30 mph sign has now been replaced by Highways as requested by the Clerk.

**Suffolk Coastal Local Plan, first draft – Update** – The consultation period has now passed. All comments are being reviewed and the local plan will be submitted early 2019 for finalisation in 2019.

**Village Hall news update** – The Village Hall committee are very pleased to report that they have secured funding from external sources to cover most of the estimated cost of replacing the high level external woodwork and rainwater goods with PVC.

The estimated project cost is £5653. The grants obtained are:

£2000 from the Big Lottery Fund

£1653 from Suffolk Community Foundation

£1500 from Suffolk Coastal District Council, Enabling Communities Budget, authorised by Councillor Fryatt

This leaves £500 to be found from the Village Hall Management Committee

The work is planned for the Spring.

**Planning Applications** – A Clopton resident raised the topic that some planning applications may not be getting the public interest that they perhaps should. It has been proposed that the Clerk will circulate via the Clopton News email a link to the online location of all planning applications within the village as they come up with a brief description of the application and location within the village. It is worth mentioning that the public can access all planning applications via the online planning portal. It is also possible for individual users to set up an automatic alert to inform them when a new application has been submitted. The online portal can be found at <https://publicaccess.eastsuffolk.gov.uk/online-applications/>

Clerk

<p><b>CPC083/18 Apologies</b> Apologies were received from Cllr Pryke.</p>	
<p><b>CPC084/18 Declaration of Interests/Dispensation Applications Received</b> There were no declarations of interest and no dispensation applications to consider.</p>	
<p><b>CPC085/18 To approve the minutes of the meeting held on Thursday 26<sup>th</sup> July 2018 and the minutes of the extraordinary meeting held on Wednesday 10<sup>th</sup> October 2018</b> The minutes were approved and signed as a true record. Proposer Cllr Fryatt, Seconder Cllr Yallop</p>	
<p><b>CPC086/18 Matters Arising from the Minutes</b> The replacement polycarbonate sheets for the notice boards have been ordered and will be installed upon arrival. The price for the material for this repair is £163.46 in total, Cllr. Raffell has volunteered to install it. It is hoped that this superior material will prevent further damage. Should further damage occur the notice board in question may have to be removed.</p>	
<p><b>CPC087/18 Finance</b></p> <ol style="list-style-type: none"> <li>1. <b>Finance Report</b> – The Council’s current financial position and movement since the last meeting was reported.</li> <li>2. <b>Authorisation of payments</b> – Payments totalling £904.57 were authorised Those payments were: <ul style="list-style-type: none"> <li>- Clerks Salary for the months of September, October and November - £485.76</li> <li>- Clerks expenses incurred for the months of September, October and November - £68.75</li> <li>- Community Action Suffolk – Clopton One Website hosting fees - £60.00</li> <li>- SALC – Clerks Training - £111.60</li> <li>- Plastic Sheets – Polycarbonate sheets for repairs - £163.46. This was an online purchase which had been paid in advance by the Clerk and so was reimbursed to the Clerk.</li> <li>- Clopton Village Hall - Hire of hall for additional October meeting - £15.00</li> </ul> <p>In the interim between the July and November meetings payments of £580.76 were authorised and made. Those payments were:</p> <ul style="list-style-type: none"> <li>- Clerks Salary for the months of July and August - £199.29</li> <li>- Clerks Expenses for the months of July and August - £39.14</li> <li>- Community Action Suffolk – Parish Insurance Policy, this was at a reduced rate based on a commitment of 5 years renewal - £244.13</li> <li>- The Poppy Appeal – Wreath for Armistice day - £25.00</li> <li>- Ladywell Accountancy – Annual Payroll Services - £45.00</li> <li>- HMRC Clerks Tax - £28.20</li> </ul> <p>Proposer Cllr Yallop, Seconder Cllr Raffell.</p> </li> <li>3. <b>Initial consideration of 2019/20 Parish Council Budget</b> – The draft budget has been created for the financial year 2019/20. In summary the estimated income for the next financial year is £3721.36, this is based on the precept remaining at £3700. The estimated expenditure is £3711.10. The defibrillator will incur an annual support fee of £165 and this will be taken from the earmarked reserves for parish projects.  It is anticipated that expenditure for the current financial year will be within budget.</li> <li>4. <b>Precept for 2019</b> – It was proposed that the precept for 2019 should remain unchanged at £3700. The precept for Clopton has been set at this amount for the past 6 years.</li> </ol>	

<p><b>CPC088/18 Planning Matters</b></p> <ol style="list-style-type: none"> <li>1. Planning Decisions – DC/18/3287/FUL The Bays, Monewden Road <ul style="list-style-type: none"> <li>- Application Permitted.</li> <li>DC/18/4081/PIP OS 2158, Snipe Farm Road</li> <li>- Application Refused.</li> </ul> </li>   <li>2. Planning Applications received after the agenda was produced – DC/18/4481/FUL Hillside Cottage, Drabbs Lane. Application for the construction of a garden room. The council have no objections that they wish to submit in relation to this application. The clerk will inform the Planning Officer</li>   <li>3. To decide whether councillors should view the planning portal rather than paper copy applications – The Chairman has proposed that as there is an online facility available for the viewing and tracking of all planning applications that it would be a more efficient approach for the councillors to view applications online rather than via a paper copy. The councillors have agreed to this approach. The Clerk will inform all councillors of a new application when it is received and will email to them the link to enable them to view the application online. The clerk is to produce a written procedure.</li>   <li>4. Other planning matters – As discussed in the public session of this meeting the Clerk will circulate a link for the residents attention for all new planning applications from now on via the Clopton news email.</li> </ol>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>CPC089/18 Defibrillator</b></p> <p>The following funding for this project has been received:  £1000 has been received from District Councillor Fryatt’s Community Enabling Budget.  £1725 has been received from the Lottery Fund  Crown paints have donated the paint for the makeover of the telephone kiosk where the defibrillator will be housed.</p> <p>A local resident has been commissioned to clean and repaint the kiosk, this has been completed and the kiosk is now looking very smart. This work will be charged to the council.</p> <p>It has been decided to opt for a managed solution with Community Heartbeat Trust, this is a 5 year relationship. CHT will supply and be responsible for the machine and the main liabilities associated, including but not limited to: Insurance, policies and procedures, contract with the ambulance service etc. After the period of 5 years a decision will be made to continue with another managed term or to purchase the unit for the sum of £1.</p> <p>Clopton Parish will be responsible for paying an annual support fee, which at the present time is £165, for the duration of the managed solution period. Any replacement consumables such as batteries would need to be purchased by Clopton Parish Council from Community Heartbeat Trust.</p> <p>Clopton Parish are also required to check the Defibrillator weekly and update records accordingly. At this time it is anticipated that the Clerk will take on this task.</p> <p>Community Heartbeat Trust will be running a training session for villagers on the use of the defibrillator. The Clerk will book the hall and circulate the details via the Clopton News. We hope to see a number of residents attending this session.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

<p><b>CPC090/18 Clerk's Report on Urgent Decisions since the last meeting</b>  The Clerk had no urgent decisions to report other than those cheques as listed in the finance section which were issued between the July and November meetings.</p>	
<p><b>CPC091/18 Officer's and Representative's Reports</b>  The councillors have decided that Clopton will no longer be involved with SAVID Suffolk safer village driving. Speedwatch is not being carried out in many villages and the opinion is that SAVID has not been effective in Clopton.</p>	
<p><b>CPC092/18 Correspondence</b> (for information)  Clerk and Councils Direct and other items of correspondence of possible interest to councillors for circulation including the Village Hall minutes.</p>	
<p><b>CPC093/18 Matters to be brought to the attention of the Council for the next meeting</b>  To consider applying to identify the war memorial as a historical asset. The Clerk is to research prior to the next meeting the criteria for such a listing.</p>	Clerk
<p><b>CPC094/18 Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• Thursday 17<sup>th</sup> January 2019, 7:30pm, Village Hall, Parish Council Meeting.</li> <li>• Thursday 21<sup>st</sup> March 2019, 7:30pm, Village Hall, Parish Council Meeting.</li> </ul>	
<p><i>Meeting closed at 08:31pm</i></p>	
<p>Chairman: ..... Date: .....</p>	