

# CLOPTON PARISH COUNCIL

**Minutes** of the Annual Parish Council Meeting held at Clopton Village Hall at 8:00pm  
On Thursday 9<sup>th</sup> May 2019.

<p><b>Present:</b> Cllr Angwin (Retiring Chair) Cllr Fryatt Cllr Yallop Cllr Raffell (Elected Chair) Cllr Lye Cllr Gittoes</p>	<p><b>In Attendance:</b> 4 Clopton Residents Miss K Bye (Clerk)</p>	<p><b>Apologies</b> Cllr Pitt</p>
--	---	---------------------------------------

<p><b>CPC030/19 Election of Chairman and Declaration of Acceptance</b> Retiring Cllr Angwin welcomed everyone to the vote for the new chairman asking councillors to indicate their willingness to stand as chairman for the coming year. Cllr Raffell indicated his willingness to stand, no other candidates came forward. Proposer Cllr Fryatt, Seconder Cllr Gittoes.</p> <p><b>Decision</b> – Cllr Raffell was unanimously elected as chairman for the next year. Cllr Raffell signed the Declaration of Acceptance as witnessed by the clerk.</p>	
<p><b>CPC031/19 Chairmans Welcome</b> Cllr Raffell welcomed everyone to the meeting He extended the councils gratitude to retiring chairman Cllr Angwin for his 10 years service to the parish council. Thanks was also extended to retiring Cllr Pryke. Cllr Raffell welcomed the new councillors to Clopton Parish Council.</p>	
<p><b>CPC032/19 Public Forum/Open Session</b> A message from retired Cllr Pryke was read out as he was unable to attend in person thanking his co councillors and in particular Cllr Angwin for his dedication to the leadership of the council over the years.</p> <p>A member of public suggested that in future meetings that it would be helpful to have each councillors name visible to help residents. This will be administered for the next meeting.</p> <p>A member of the public expressed concern over the lack of interest within the village for parish council meetings in general and in particular a lack of youthful involvement and suggested that it be considered how to attract more interest from residents. Cllr Fryatt who attends many parish council meetings observed that this is a common problem and in general meetings are only well attended by residents if there is a contentious issue within the village. Clopton rarely has such issues and therefore interest is limited. It was suggested that it should be considered if the agenda could include topics of more general interest as well as the required council business. This will be considered in future meetings.</p>	<p><b>Clerk</b></p>

<p><b>County and District Councillor's Report</b> These reports were covered in the Annual Parish Meeting and minutes.</p> <p><b>Public Rights of Way – Debach Airfield</b> – Although this is not concluded the current proposal is to re-route footpath 5 around the edge of Clopton Commercial Park to minimise walkers contact with vehicles. Another aim for this path is to link up footpaths to enable walkers to get across from Clopton Commercial Park to Debach. Landowners involved have reached an agreement in principle however this now has to go to the county council public rights of way department for approval. If approved how this will be financed is not yet clear.</p>	
<p><b>CPC033/19 Apologies</b> Apologies received and accepted from Councillor Pitt</p>	
<p><b>CPC034/19 Declaration of Interests/Dispensation Applications Received</b> There were no declarations of interest and no dispensation applications to consider in relation to this agenda.</p> <p><b>Register of interests</b> - It was noted that following the election it is a requirement that all councillors must submit an up to date register of interests within 28 days of elections. The Clerk will send details to all councillors</p>	Clerk
<p><b>CPC035/19 Councillors acceptance of office forms received</b> All councillors signed acceptance off office forms with the Clerk as witness.</p>	
<p><b>CPC036/19 Election of other officers</b> The following Officers were elected: <b>Vice Chairman:</b> No candidates stepped forward for this position therefore this item has been deferred. <b>SALC Representative:</b> The Clerk liaises with SALC <b>Emergency Planning Officer:</b> Cllr Raffell. Proposer Cllr Yallop, Seconder Cllr Fryatt. <b>Responsible Finance Officer:</b> Miss Kay Bye. Proposer Cllr Gitoes, Seconder Cllr Fryatt. <b>Communications:</b> The council would like to thank Della Hughes who very kindly maintains the CloptonNews list and sends out eNews mailings, The Parish Council do not hold this contact list, Della also creates and sends out the annual Clopton eNewsletter in email form.</p>	
<p><b>CPC037/19 To approve the minutes of the meeting held on Thursday 21<sup>st</sup> March 2019</b> The minutes were approved and signed as a true record with a note added to explain that the May meeting date had to be changed from 23<sup>rd</sup> May to 9<sup>th</sup> May to accommodate the European Elections in the Village Hall. Proposer Cllr Fryatt, Seconder Cllr Yallop</p>	
<p><b>CPC038/19 Matters Arising from the Minutes</b> <b>Shop Road traffic mirror condition –</b> The traffic mirror has suffered from a considerable bloom on the surface due to sun damage. At the previous meeting it was decided that the whole unit should be replaced. District Cllr Fryatt has agreed to funding up to 90% of the value of this replacement, the remainder will be taken from parish plan earmarked funds. Three pricing options have been given for a like for like replacement for the existing mirror the lowest being £340 plus VAT from <a href="https://www.safeoptions.co.uk/vialux-traffic-mirror-polymir-1000x800mm">https://www.safeoptions.co.uk/vialux-traffic-mirror-polymir-1000x800mm</a></p>	Clerk and Cllr Fryatt

## **CPC039/19 Finance**

### **1, Finance Report** – It was reported that

The balance at the bank at year end 31<sup>st</sup> March for the Parish Council community account was £432.43

The first precept payment of £1850 was received on 30<sup>th</sup> April 2019

A £15 cheque for hall hire that was written before the year end has now cleared the account.

Therefore the balance at the bank for May 2019 for the Parish Council community account is £2267.43

Year end (March 31<sup>st</sup> 2019) savings account figures were

The Business Premium savings account - £2514.54

The Bomber Group savings account for war memorial maintenance - £181.27

The Yorkshire community savings account - £5063.62

The Janus Henderson fixed interest unit trust for the war memorial value at 31<sup>st</sup> March 2019 was £1387.15

The budget as set last year predicts an income of £3815.20 and an expenditure of £3567.10 There is also a budgeted expenditure of £315 for elections costs and Defibrillator annual support which will be a planned reserves expenditure

### **2, Authorisation of payments** – Payments totalling £632.27 as listed on the finance report were authorised. Those payments were:

Clerks salary for April and May £338.70

Clerks Expenses for April and May £25

Village Hall hire for six meetings £90

SALC Membership £178.57

Proposer Cllr Fryatt, Seconder Cllr Lye.

Additional cheque signatory Cllr Gittoes to be added. Cllrs Angwin and Pryke to be removed. Existing signatories are Cllr Raffell and Cllr Yallop

Clerk and  
Cllr Gittoes

### **3, To approve NALC Salary Pay Scales 2019 -2020**

The Clerks contract states that CPC pay in accordance with NALC approved payscales. The new pay scales were issued by NALC last year.

A cost of living raise was applied in April of 43 pence per hour. Bringing the hourly rate up to £9.77

As of April 2020 the Clerk will be eligible for an increase up to the next pay scale, at the current rate this is an increase up to £9.96 per hour

### **4, To approve the end of year accounts 2018 -2019**

The 2018/19 accounts were approved, in the course of their preparation the Clerk and Cllr. Angwin carried out an internal Financial Risk Assessment along with the physical risk assessment. These accounts have been successfully audited.

<p><b>5, To complete the Annual Governance and Accountability Return: Sections 1 and 2. (Approve Accounting Statements and Annual Governance Statement).</b></p> <p>The Council approved and signed the completion of the Certificate of Exemption. Sections 1 and 2 of the Annual Return were read out, reviewed and approved based on the 2018/19 accounts and on the risk assessment reported in minute 4 above.</p> <p>Proposer Cllr Yallop, Seconder Cllr Fryatt.</p> <p><b>6, Review Asset Register</b></p> <ul style="list-style-type: none"> <li>- The review has been carried out for the financial year 2019/20 no changes have been required as there have been no alteration to assets.</li> <li>- The Parish council's insurance policy was reviewed and renewed in Nov 18 at which time CPC opted for a reduced price for 5 years guaranteed renewal with Community Action Suffolk as the insurance provider.</li> </ul> <p><b>7, Review Risk Management Document for year 2019/20</b></p> <p>The risk management document has been reviewed by the Clerk and Cllr. Angwin. It remains in the main unchanged however a provision has been added to annually review data protection policies.</p> <p><b>8, Review Financial Regulations.</b></p> <p>All councillors have been emailed the financial regulations. They remain unchanged since they were published by NALC In 2016 therefore no changes need to be approved.</p> <p><b>9, Review Memberships - SALC, Community Action Suffolk</b></p> <ul style="list-style-type: none"> <li>- Suffolk Association of Local Councils provide a knowledge base for all aspects of local council function. Clerk and Councillors have access to written advice and can make specific queries. The Clerk refers to SALC as part of her day to day work. The renewal price is £178.57 renewal payment is due for financial year 2019/20. This renewal has been approved</li> <li>- Community Action Suffolk membership is free of charge and therefore the Clerk has already signed up for the next year.</li> </ul> <p><b>10, Consider training for new Councillors</b></p> <p>SALC courses for new councillors were reviewed. Cllr Gittoes will attend the new councillor briefing in June, price £23 plus VAT. Councillor Lye is unable to attend, Councillor Pitt will be asked if she would like to attend. At the next meeting more in depth training will be considered.</p>	<p>Cllr Gittoes</p>
<p><b>CPC040/19 Non financial policy for review</b></p> <p><b>1, Review Standing order amendments dated July 2018</b></p> <p>Three amendments made by NALC in July 2018 were reviewed and approved. The main standing order document was approved in May 2018 All councillors have received main document and amendments.</p> <p><b>2, Review Code of Conduct</b></p> <p>All councillors have reviewed the policy. There have been no amendments to the document since last review.</p> <p><b>3, CPC not currently eligible for general power of competence</b></p> <p>Clopton Parish Council do not at this point fulfil the criteria which requires two thirds of councillors to be elected AND to have a clerk certified to CILCA level. Clopton does not have a CILCA certified Clerk. It is not considered necessary at this time.</p>	

<p><b>4, Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b></p> <p>Since the return of the audit it has been noted by the auditor that the council should take advice from SALC on it’s decision at the meeting in May 2018 – Minute reference CPC48/18 not to register with the ICO for Data Protection. * Due to the Auditors recommendation this item requires further investigation</p>	
<p><b>CPC041/19 Planning Matters</b></p> <ol style="list-style-type: none"> <li>1. Planning Decisions – No new decisions have been published</li> <li>2. Planning Applications received after the agenda was produced - No additional applications have been received</li> <li>3. Other planning matters – Planning application DC/18/4081/PIP has been sent to appeal. We still await the decision from this appeal.</li> </ol>	
<p><b>CPC042/19 Internal Auditors report</b></p> <p>The internal audit has been returned. There are only two recommendations highlighted to consider.</p> <ul style="list-style-type: none"> <li>- Recommendation (1) the council should take advice from SALC on it’s decision at the meeting in May 2018 – Minute reference CPC48/18 not to register with the ICO for Data Protection.</li> <li>- Recommendation (2) It is a requirement to appoint an internal auditor and record the decision in the minutes of the meeting.</li> </ul> <p>Per recommendation (2) CPC have expressed their intention at this meeting to appoint Heelis and Lodge as the internal auditor for CPC for FY 2019/20</p>	<b>Clerk</b>
<p><b>CPC043/19 Clerk’s Report on Urgent Decisions since the last meeting</b></p> <p>The Clerk had no urgent decisions to report</p>	
<p><b>CPC044/19 Officer’s and Representative’s Reports</b></p> <p>All reports were presented at the APM</p>	
<p><b>CPC045/19 Correspondence</b> (for information)</p> <p>Clerk and Councils Direct handed over for circulation</p>	
<p><b>CPC046/19 Matters to be brought to the attention of the Council for the next meeting</b></p> <ul style="list-style-type: none"> <li>• Perspex sheet broken on village hall notice board</li> <li>• Implement formal internal controls procedure</li> <li>• Contact details change to Cllr Raffell &amp; Clerk for Janus Henderson unit trust.</li> </ul>	<b>Clerk</b>
<p><b>CPC047/19 Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• Thursday 18<sup>th</sup> July 2019, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• Thursday 19<sup>th</sup> Sept 2019, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• Thursday 21<sup>st</sup> Nov 2019, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• Thursday 16<sup>th</sup> Jan 2020, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• Thursday 19<sup>th</sup> Mar 2020, 7.30pm, Village Hall, Parish Council Meeting.</li> </ul>	
<i>Meeting closed at 9:36pm</i>	
<p>Chairman: .....</p> <p>Date: .....</p>	