

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall at 7:30pm
On Thursday 18th July 2019.

Present: Cllr Raffell - Chairman Cllr Fryatt Cllr Yallop Cllr Lye Cllr Gittoes Cllr Pitt	In Attendance: 4 Clopton Residents Miss K Bye (Clerk)	Apologies
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CPC054/19 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting	
CPC055/19 Public Forum/Open Session County and District Councillors reports <ul style="list-style-type: none"> • County Councillor was not present • District Councillors report <ul style="list-style-type: none"> - Planning application process amendment – The procedure for requesting that an application be referred to the planning committee has changed, the parish must now request a referral and give the planning reasons in their initial response. The Ward member no longer has the right to request a referral. Wording has been suggested to be included in our planning responses. - Sizewell C has against expectations published a stage 4 of the consultation, this will discuss some of the more contentious points. Those that impact our immediate area directly are: Transport – and the impact a road only solution will have on the A12 Park and Ride – looking at the impact the Wickham Market park and ride site will have on the B1078 as traffic under 4 tonnes will be using the B1078. The consultation will run from 18th July to 27th September and councillors and members of the public are encouraged to attend consultation events. Events most local to us are: Wickham Market VH 25th July noon to 3.00pm. Hacheston Village Hall 25th July 5.00pm to 8.00pm Woodbridge Community Hall 26th July 2.00pm to 8.00pm - Economic Development and Regeneration Team – East Suffolk council have a team that offers support to all local businesses. It will provide resources on starting and running a business. Visit www.eastsuffolkmeansbusiness.co.uk or telephone 03330162000 	

<ul style="list-style-type: none"> • Public Rights of Way Debach Airfield Update – No further progress to date to report 	<p>Chairman</p>
<ul style="list-style-type: none"> • Other Public rights of way - A member of public has reported that the field behind Clopton Church has been ploughed and reseeded but the footpath that runs from the Church to Drabbs Lane has not yet been reinstated. The parish council will make contact as appropriate to get this rectified. 	<p>Chairman</p>
<ul style="list-style-type: none"> • Debach Airfield Licensing variation application – A licensing variation has been requested for Debach Airfield 'to add the exhibition of films on the Saturday and Sunday early mornings of the Event 00.00 to 04.00'. As the application does not list a specific date the council are wary of the possibility that this could be for multiple events therefore take the unanimous view that if it is for one specific event then CPC will not object however if it is for multiple weekends CPC will object. The Clerk to seek clarification of the dates intended and respond accordingly. 	<p>Clerk</p>
<ul style="list-style-type: none"> • Speed limit for the Shop Road/Manor Road Junctions – A member of public raised this as a concern, however this is already marked as an agenda item to be raised in the next meeting. 	
<ul style="list-style-type: none"> • Northern Bypass Consultation – <ul style="list-style-type: none"> - It was agreed that a specific meeting must be called to discuss the consultation of the Proposed Northern Bypass. - The County Councillor representing our area will be asked to attend this meeting. The clerk will request dates that the County Councillor has available before calling the meeting. - The meeting date will be circulated by email in the Clopton eNews group and also by door to door leaflet drop to ensure all residents are aware and encouraged to attend. A clearer map than that on the consultation document will be included to give a more obvious idea of the path of the potential outer route. - Residents are asked to attend with their immediate concerns noted down to help them during the discussion. - Local organisations such as the Suffolk Wildlife Trust to be invited to put forward their opinion on the impact of such a project 	<p>Clerk</p>
<p>Some initial concerns and observations were raised as summarised below:</p>	
<ul style="list-style-type: none"> - The route does not address traffic needs. - It is unclear what SCCs main reason is for proposing this bypass. - East Suffolk local plan already fills the housing requirement without infill housing created within the bypass project. - Actual Orwell bridge closure statistics do not seem to justify a project of this magnitude. - The building of a new bypass and the housing associated with such a project are directly in opposition to the climate emergency status that has been declared by SCC. - Although there is a small mention of alternative transport solutions having been considered and seemingly dismissed - such as public 	

<p>transport, rail and cycling/walking there is no evidence in the consultation to back up that assertion.</p> <ul style="list-style-type: none"> - Real thought and imagination should be put first and foremost into other more environmentally friendly transport solutions. - It seems there is no appetite within SCC to look into public transport as a solution as it has been recently announced that it will be axing its subsidy on some rural bus services saving in the region of £340,000. 	
<p>CPC056/19 Apologies All councillors present</p>	
<p>CPC057/19 Declaration of Interests/Dispensation Applications Received There were no declarations of interest and no dispensation applications to consider in relation to this agenda.</p>	
<p>CPC058/19 Election of Vice Chairman – It was agreed to defer this item to the next meeting</p>	
<p>CPC059/19 Minutes</p> <ul style="list-style-type: none"> • To approve the minutes of the last meetings of the Council <ul style="list-style-type: none"> - Thursday 23rd May 2019 (Annual Parish Council meeting) The minutes were approved and signed as a true record Proposer Councillor Pitt, Seconder Councillor Fryatt - Tuesday 4th June 2019 (Meeting to discuss planning application) The minutes were approved and signed as a true record Proposer Councillor Fryatt, Seconder Councillor Pitt 	
<p>CPC060/19 Matters arising from the minutes</p> <ul style="list-style-type: none"> • Shop Road mirror – Funding has been sought The form has been filled in and signed by the District Councillor, it is now with the enabling communities team for processing. The funding amount sought by CPC is £340 the VAT element of the mirror will be covered by CPC. • Councillor training – A councillor has attended the new councillors short training workshop as provided by SALC and felt this was a valuable session. The cost for this was £25 plus VAT. <p>Two, possibly three councillors have expressed an interest in attending the full two day councillor training provided by SALC, they will check dates. Weekday training sessions are priced at £110 plus VAT per person. If all three attend this training it will take CPC in excess of the £300 training budget for the year. The council have agreed unanimously at this full meeting to this increased expenditure as it is a good investment in the council.</p> <ul style="list-style-type: none"> • Notice board replacement pane – Update Perspex received, will be fixed in due course • ICO certification – Update As advised by the auditor the Clerk has sought advice from NALC and Information Commissions Office. As previously identified there is no need to register a data protection officer. There is however need to register with ICO the data protection fee which is £40 per annum. This 	<p>Clerk</p> <p>Councillors</p> <p>Chairman</p> <p>Clerk</p>

<p>in the first instance will be paid online by the Clerk who will claim it back as expenses. This is an unbudgeted for expense that has been unanimously approved by the Councillors at this full meeting. As part of this process the Clerk will also review the data protection policies in due course.</p> <ul style="list-style-type: none"> • Contact details change to Cllr Raffell & Clerk for Janus Henderson unit trust The previous Chairman has written to Janus Henderson Investors regarding the change of registered details and we are awaiting their response and instructions. • Add an additional Councillor as cheque signatory and remove out of date signatory records. The mandate has been updated and signed and will be processed by the bank in due course • Implement formal internal controls procedure A draft document has been created by the Clerk and approved by the auditor, this will be reviewed by the councillors and discussed at the next meeting. 	<p>Clerk</p> <p>Clerk and Chairman</p>
<p>CPC061/19 Finance</p> <ul style="list-style-type: none"> • To receive the financial report from the RFO including balances at the bank - It was reported that <ul style="list-style-type: none"> - Payments of £632.27 authorised at the last meeting have cleared the bank - The balance at the bank at 8th July for the Parish Council community account is therefore £1635.16 - The Business Premium savings account balance is £2515.79 having received £1.25 interest - The Bomber Group savings account for war memorial maintenance balance is £181.36 having received 9p interest - The Yorkshire community savings account balance is £5063.62 - The Janus Henderson fixed interest unit trust for the war memorial value at 31st March 2019 was £1387.15 • To receive and approve payments since last meeting and authorise cheques. Payments totalling £460.38 as listed on the finance report were authorised. Those payments were: Clerks salary and expenses £363.70 Hall hire £15 Councillor Training £27.60 Perspex £54.08 this cheque was written to the Clerk as the purchase was made by Clerks creditcard online <p>Proposer Cllr Fryatt, Seconder Cllr Gitoes</p>	

<ul style="list-style-type: none"> • Clerks salary to be discussed This item has been included as requested by the Chairman. Timesheet evidence over a nine week period has shown that in what is a typically quiet time in the councils year the Clerk has carried on average 5.58 hours work a week not including very quick tasks. Currently the Clerk is paid for 4 hours a week. For a true representation of the hours required timesheeting should be carried out over a full year to include the busier months. <p>It has been unanimously agreed by CPC at this full meeting to increase the Clerks paid working hours up from 4 to 5 working hours a week which represents an increase of 1 paid hour per week effective immediately. This additional cost will during the current financial year come from the reserves. During the next budget review it will be considered if it is appropriate to further increase the Clerks paid working hours. The next precept will be adjusted accordingly.</p> <p>The Chairman will inform Ladywell Accounting.</p>	Chairman
<p>CPC062/19 Planning Matters</p> <ol style="list-style-type: none"> 1. Planning Decisions – <ul style="list-style-type: none"> - DC/19/1350/FUL 2 Waterways Cottages application for an extension and double garage, has been permitted - DC/19/1705/FUL The Oaks application for a steel building for production of golf mats and floor tiles, has been permitted - DC/19/1973/OUT Clopton commercial park application for extension to business park is still in decision pending. - APP/010/2019 Erection of 1 – 3 residential dwellings, Snipe Farm Road – Appeal dismissed May 2019. 2. Planning Applications received after the agenda was produced - No additional applications have been received 3. Other planning matters – See notes on procedure change in minute reference CPC055/19 District Councillors report 	
<p>CPC063/19 Litter Pick - Report on local interest following email suggestion</p> <p>There has been little local interest in the East Suffolk Council plastic action scheme as circulated by the Clerk, however this scheme does ask for more than a one off voluntary commitment. There is another scheme, the Love East Suffolk scheme, through which East Suffolk Council can provide groups with litter-picking equipment including sacks, as well as removing any collected litter. Litter pick sticks, bag hoops and tabards can also be hired, subject to availability, for a refundable deposit of £25.00. CPC see this as a good initiative to clean up our verges as well as enable a community based activity. A councillor offered to host a get together following the litter pick to include refreshments such as hot dogs. The Clerk will circulate this idea to gauge local interest.</p> <p>It has been noted that there are at least two sites in Clopton of fly tipped items that have remained for some time. The Clerk will attempt to contact</p>	Clerk

the landowners in question to ask if on this one occasion they would like the parish council to facilitate the removal of the items dumped.	
CPC064/19 Clerk's Report on Urgent Decisions since the last meeting The Clerk had no urgent decisions to report	
CPC065/19 Officer's and Representative's Reports No reports received	
CPC066/19 Correspondence (for information) Clerk and Councils Direct handed over for circulation EDF Sizewell C Stage 4 Consultation document and USB drive	
CPC067/19 Matters to be brought to the attention of the Council for the next meeting CPC would like to consider possible future aims for the council – One definite aim is to try to push for speed limit on Shop Road/Manor Road Junction. CPC would welcome additional ideas from residents as well as councillors at the September meeting.	
CPC068/19 Dates of future meetings <ul style="list-style-type: none"> • Thursday 19th Sept 2019, 7.30pm, Village Hall, Parish Council Meeting. • Thursday 21st Nov 2019, 7.30pm, Village Hall, Parish Council Meeting. • Thursday 16th Jan 2020, 7.30pm, Village Hall, Parish Council Meeting. • Thursday 19th Mar 2020, 7.30pm, Village Hall, Parish Council Meeting. 	
<i>Meeting closed at 9:10pm</i>	
Chairman: Date:	