

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall at 7:30pm
On Thursday 21st November 2019.

Present:	In Attendance:	Apologies
Cllr Raffell - Chairman Cllr Fryatt Cllr Yallop Cllr Lye Cllr Gittoes Cllr Pitt	Miss K Bye (Clerk)	

CPC095/19 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting	
CPC096/19 Public Forum/Open Session County and District Councillors reports <ul style="list-style-type: none"> • County Councillor was not present • District Councillors report – See link for full report http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/District-Councillors-report-Nov-2019.pdf Topics in report are: <ul style="list-style-type: none"> - Ipswich Northern Route, ongoing it is likely that no decision will now be made until new year due to election. - East Suffolk to battle climate change. - Community partnerships a new grants program is being put together with involvement from parish councils (see officers reports) - Tetra pack is no longer able to go into recycling bins, they can however be taken to the dump. - Dog owner prosecuted and fined in excess of £1000 for dog fouling, a reminder that this is a prosecutable offence in the East Suffolk District. - Runners at Rendlesham raise funds for charity. <p>Public Rights of Way Debach Airfield Update – Cllr Raffell has had confirmation that SCC rights of way officer will be taking up the footpath issue within Clopton due to the anomalies of the path routing. They will be raising it in a January meeting and we await feedback.</p> <p>Also on public rights of way it was raised that Church Lane is very overgrown and the designated path itself is unpassable for walkers and horses. CPC will raise this with rights of way to see if they will carry out winter clearance. If not CPC will consider organising a working party to get it cleared.</p>	<p style="text-align: right;">Chairman</p> <p style="text-align: right;">Chairman</p>
CPC097/19 Apologies All councillors present	
CPC098/19 Declaration of Interests/Dispensation Applications Received	

<p>There were no declarations of interest and no dispensation applications to consider in relation to this agenda.</p>	
<p>CPC099/19 Election of Vice Chairman – It was agreed to defer this item</p>	
<p>CPC100/19 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 19th September 2019 (Parish Council meeting) Proposer Cllr Lye, Seconder Cllr Pitt - Thursday 24th October 2019 (Meeting to discuss Speeding issues on local roads). Proposer Cllr Gittoes, Seconder Cllr Lye 	
<p>CPC101/19 Matters arising from the minutes</p> <ul style="list-style-type: none"> • Shop Road mirror – The mirror has been purchased and put up, it is much improved. We have completed the grant procedure by providing photos and feedback. Project complete. • Councillor training – Cllr Gittoes and Cllr Lye are booked in onto the January training. Cllr Pitt tbc • Notice board replacement pane – Perspex received Cllr. Raffell to install. • Data protection policy – It has been suggested that the Clerk take over part of the Clopton eNews group in order to send out Parish Council specific emails. Once this has been handed over the Clerk will review data protection policies with this aspect included. • Contact details change to Cllr Raffell & Clerk for Janus Henderson unit trust – The unit trust correspondence is now delivered to the Clerk and the Clerk and Chairman are listed as approved contacts with the previous Clerk and Chairman removed as contacts. Action complete • Implement formal internal controls procedure - Internal controls report reviewed and signed off by Cllr Pitt. Next review due May 2020 • Update on Anglian Water discussion re burst water main on B1078 <ul style="list-style-type: none"> - Anglian Water are aware of the problems we are having with that water main. It is a high priority water main because of the high level of water pressure they have to put on the pipe in order to provide sufficient water pressure to properly service the Catts Hill and Shop Road areas as well as Debach. <p>Anglian Water will need to replace the PVC water main that was probably installed in the 1960s. It is a matter of funding and priority. In fact, it is however, quite high up the list of priorities.</p> <p>In the mean time they are looking at inserting an additional valve in the water pipe along Catts Hill so that they can isolate the troublesome pipe if/when it bursts in future, more easily.</p> <p>This interim work is already planned but will not happen until after Christmas.</p> <p>The Chairman and Clerk have details of the person to contact should another leak occur.</p> 	<p>Chairman</p> <p>Clerk</p>
<p>CPC102/19 Finance</p> <ul style="list-style-type: none"> • To receive The November 2019 Financial statement 	

- The Clerks summary of the financial statement is as follows –
- Payments of £1268.06 as authorised at the last meeting have been made and have cleared the bank. With the exception of Cheque 100657 for £15
 - Receipts of £1850 for the 2nd part of the precept has been received and £5 for the last five years rent for the village Hall from the Village Hall committee.
 - The balance at the bank at 14th November for the Parish Council community account was therefore £2091.62
 - All the savings accounts remain unchanged from last meeting.

It was highlighted by the Clerk that errors had been made on the September financial statement. There was a typo on the payment for the insurance to the amount of 10p although the cheque was correctly written and the Election fee had not been deducted on paper from the earmarked funds section. These typos have been corrected and the amended statement as signed by the chairman will be issued to the auditor along with the original incorrect one for full transparency.

- **To receive and approve payments since last meeting and authorise cheques.**

Payments received are Precept payment for £1850 and Village Hall nominal rent payment for past five years at £5

Payments for Approval	
Clerks Salary and expenses Oct/Nov	£517.46
Ladywell Accountancy (payroll)	£48.00
Hall hire (October B1078 meeting)	£15.00
Heelis and Lodge (Audit)	£80.00
Onesuffolk Website fees (Cheque to K Bye as personally paid online)	£60.00
Perspex (Cheque to K Bye as personally paid online)	£54.08
TOTAL	£774.54

Paid Prior to Meeting	
Royal British Legion (wreath)	£25.00
TOTAL	£25.00

Proposer Cllr Pitt, Seconder Cllr Lye

- **Bank reconciliation check** – Cllr Pitt has checked and approved the current account bank reconciliation prior to this meeting.
- **Initial consideration of 2019/20 Parish Council budget.**
 - It is estimated that we will be over budget by £257.50 at the end of March 2020. This is due to being over budget on Clerks hours (up from 4 to 5 hours a week mid budget term), ICO certification, Training and Hall hire, we are under budget on insurance, repairs and section 137 payments.

<p>- A draft budget for FY2020/21 has been circulated for consideration at this meeting. Apart for a small percentage increase in the usual annual payments it shows a budget increase from last year of:</p> <p>£706 for increased Clerks hours which are now set at 5 hours a week. £165 for the defibrillator annual support fee £30 for the allowance of two extra hall hires £40 for ICO certification £50 sundries – for any possible events held</p> <p>The budget draft allows for £4543 expenditure</p> <ul style="list-style-type: none"> • Precept for 2020/21 –The draft budget requires that the precept be set at £4500 which is an £800 increase on previous years. The precept was last increased in April 2014. The council agree that in future it may be better to increase the precept by smaller annual increments however in this instance there must be an increase of this size to cover the increased essential costs associated with the Parish Council. <p>The council agreed that this is a sound budget draft on which to base the request for precept at £4500. Proposer Cllr Pitt Seconder Cllr Yallop</p>	
<p>CPC103/19 Planning Matters</p> <ol style="list-style-type: none"> 1. Planning Decisions – DC/19/3497/FUL Erection of business units at Clopton commercial park is still pending decision 2. To consider planning applications received after the agenda was produced. – None 3. Other planning matters - None 	
<p>CPC104/19 Sizewell C – Consultation - Clopton response has been sent which in summary stated concerns over the inevitable additional traffic through the village and it was requested that speed limits be imposed. Full response can be viewed here http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/Clopton-Parish-council-Sizewell-C-stage-4-consultation-response.pdf</p>	
<p>CPC105/19 B1078/79 Speed issues</p> <ul style="list-style-type: none"> • Update following meeting – Minutes have been issued, http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/CPC-2019.10.24-Minutes.pdf An email invitation to residents of Clopton and immediate surrounding villages to join a working group has been sent. So far two Clopton residents and 1 Burgh resident expressed their possible willingness to be involved at the meeting itself but we need more to make this viable. The Clerk will send a reminder out in due course. <p>Two possible initial approaches were suggested:</p> <ul style="list-style-type: none"> - To set up a data tracking web site to allow residents to input any incidents to help to build up a body of evidence. - To carry out a local consultation to assess local opinion in more detail <p>These suggestions will be considered and one or both may be actioned in due course by the working group.</p>	<p>Clerk</p>

<p>CPC106/19 Litter Pick - The litter pick was carried out on October 12th by around 20 local volunteers. Approximately 30 bags in total were filled. We also collected the fly tipping from the known site and delivered it to the dump plus a mattress that appeared on Catts hill. East Suffolk Council supported this event by providing the equipment and removing the litter collected. Thanks to the Village Hall committee for the use of the Hall on this rainy day. We hope to arrange another in Spring.</p>	<p>CPC March Agenda</p>
<p>CPC107/19 Clerk’s Report on Urgent Decisions since the last meeting The Clerk had no urgent decisions to report</p>	
<p>CPC108/19 Officer’s and Representative’s Reports</p> <ul style="list-style-type: none"> • East Suffolk community partnerships workshop – The Clerk and Chairman attended this workshop. The aim of the workshop was to narrow down the main topics of concern for the designated area for grant funding. The topics chosen were reduced social isolation, Environmental care, supporting communities in healthy living, road safety. Further meetings and workshops will follow. Concerns about this process are that the area in which Clopton is grouped includes Kesgrave and Martlesham which are larger population areas and that the outcomes may be weighted more towards these less rural areas. • Remembrance service – This event was well attended with around 60 attendees, a short service and the wreath laying were carried out at the war memorial followed by a social gathering reception including refreshments at the airfield museum. • SALC meeting – A good days training attended by Cllr Lye outlining the procedures about planning. The overall take home was that it is desirable for there to be more engagement with communities in the planning process with planners, developers and residents working together. Information was also given on what parishes can reasonably expect to ask regarding planning applications. 	
<ul style="list-style-type: none"> • CPC109/19 Correspondence (for information) <ul style="list-style-type: none"> - Clerk and Councils Direct for circulation. - Minutes, accounts statement, play equipment report from Village Hall committee. Minutes were read out. 	
<ul style="list-style-type: none"> • CPC110/19 Matters to be brought to the attention of the council for the next meeting – <ul style="list-style-type: none"> - Should there be an event organised for the 75th anniversary of D Day - To discuss County Councillors position regarding the Ipswich Northern Route and CPCs stance on this. 	
<p>CPC111/19 Dates of future meetings</p> <ul style="list-style-type: none"> • Thursday 16th Jan 2020, 7.30pm, Village Hall, Parish Council Meeting. • Thursday 19th Mar 2020, 7.30pm, Village Hall, Parish Council Meeting. 	
<p><i>Meeting closed at 8.40pm</i></p>	
<p>Chairman: Date:</p>	