

# CLOPTON PARISH COUNCIL

**Minutes** of the Annual Parish Council Meeting held Online at 7.30 pm  
On Thursday 21st May 2020.

<b>Present:</b>	<b>In Attendance:</b>	<b>Apologies</b>
Cllr Raffell (Elected Chair) Cllr Lye Cllr Gittoes Cllr Pitt Cllr Fryatt	Miss K Bye (Clerk) SCC Cllr. Reeder	

<p><b>CPC018/20 Election of Chairman and Declaration of Acceptance</b> Cllr. Raffell stated his willingness to stand as chairman for the coming year, no other candidates came forward. Proposer Cllr Gittoes, Seconder Cllr Lye.</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 via online video feed.</p>	
<p><b>CPC019/20 Chairmans Welcome</b> Cllr Raffell welcomed everyone to the meeting.</p> <p>Due to the current Covid 19 crisis and social distancing rulings the Annual Parish Meeting is unable to go ahead. However the Annual Parish Council Meeting is allowed to be carried out online.</p> <p>Cllr. Raffell informed the council of Cllr. Yallop's recent decision to retire as a Clopton Parish Councillor. CPC extend their gratitude to Cllr. Yallop for his valued service and dedication to Clopton over his many years as Councillor.</p> <p>Cllr. Reeder was introduced to CPC, he is acting temporarily as Clopton's Suffolk County Councillor as Cllr. Vickery is currently not in a position to do so. Cllr. Reeder represents the Oulton Ward and has been allocated to represent both Clopton and Otley from Cllr. Vickery's Ward.</p>	
<p><b>CPC020/20 Public Forum/Open Session</b> <b>County Councillor's Report</b> Cllr. James Reeder introduced himself. He is a Conservative Councillor based North of Lowestoft. He serves the Oulton Ward and is also the Cabinet Member for Public Health and prevention at Suffolk County Council.</p> <p>Cllr. Reeder has been in contact with the Clerk since the onset of the Covid 19 lockdown and has advised and supported the Clerk in relation to the set up of the Clopton Community Helpline. SCC have been working with local communities to ensure that residents get the support that they need from the network of local community groups and the 'home but not alone' scheme. It was noted that local communities have pulled out all the stops and have been invaluable during this crisis.</p>	

During the lockdown SCC have strived to continue with the existing services as best possible and other work is still going on such as road maintenance, schools for key workers and vulnerable children. A large number of staff have been redeployed within SCC to deal with the current situation. The next focus for SCC will be moving forwards. Following on from the Covid 19 situation there are plans to continue working with the vulnerable people who have been identified during this time to help to assist them in the future, people such as the homeless.

As well as the bringing together of Communities another positive result from this difficult situation is multi agencies have been forced to accelerate plans to work together.

Here is a link to the April SCC newsletter for Parishes

<http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/SCC-April-2020-Parish-Newsletter.pdf>

### **District Councillor's Report**

SCC and East Suffolk Council have been working together during the crisis.

There are 5800 members of the public who are shielded and vulnerable, the Councils have been working to ensure they all have what support they need.

There have been 11000 'home but not alone' cases and well as the countless cases that the various local community groups have assisted with.

Grants for local businesses of up to £52m have been allocated during this time.

Planning committee procedures had to be re-evaluated during the Covid 19 crisis to enable planning applications to continue being processed. Committees are now able to meet online.

- Garden Waste removals were temporarily ceased however have now resumed.
- Recycling centres have reopened however they are working an appointment only system and you must book an appointment online before arriving at the recycling centre. Please follow this link to book an appointment  
<https://www.suffolkrecycling.org.uk/where-to-recycle/recycling-centres/suffolk-recycling-centres-booking-page>
- Bulky waste removals have now resumed.
- Free parking has now ceased.

### **Public Rights of Way**

**Clopton Commercial Park** – A footpath diversion order for the Clopton Commercial Park section will be paid for as part of the recent planning application granted. This will deal with the section crossing the commercial park. However there is an issue with land ownership on another section of the proposed diversion. This is ongoing.

<p><b>Church Lane</b> - The green lane running from Birds Hill to the Church has been cleared with the help of Kevin from Red Stag training who very kindly volunteered his time and expertise. CPC are very grateful to Red Stag Training.</p> <p><b>Covid 19 – Clopton community helpline</b> CPC has set up a Clopton Community Helpline for residents if they need assistance. This is manned by parish council representatives and can be contacted on <a href="mailto:cloptoncommunityhelp@gmail.com">cloptoncommunityhelp@gmail.com</a> or <b>0333 335 5208</b>. Leaflets were delivered door to door before lockdown. Our thanks go to the Council members who have been carrying out this service.</p> <p><b>Otley Village Store</b> – CPC would like to extend their thanks to Otley Village Store who have done an amazing job supporting villagers and our Community helpline volunteers with shopping and Post Office Services. CPC will send a letter of appreciation to Otley Stores.</p>	
<p><b>CPC021/20 Apologies</b> Councillor Yallop’s resignation received No other apologies received</p>	
<p><b>CPC022/20 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>CPC023/20 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 Lye, Seconder Cllr Pitt. <b>Responsible Finance Officer:</b> K Bye. Proposer Cllr Pitt, Seconder Cllr Gittoes. <b>Communications:</b> The council would like to thank Della Hughes who very kindly maintains the CloptonNews list and sends out eNews mailings and the annual Clopton eNewsletter. Clopton eNews has been a fantastic resource during lockdown, thanks to Della for keeping us all informed and united during this time. Please note that there is also a Clopton Village Facebook Page which residents can join.</p>	
<p><b>CPC024/20 To approve the minutes of the meeting held on Thursday 16<sup>th</sup> January 2020</b> The minutes were approved and signed as a true record Proposer Cllr Fryatt, Seconder Cllr Lye</p> <p>There was no meeting held in March 2020 due to lockdown</p>	
<p><b>CPC025/20 Matters Arising from the Minutes</b> Data protection ICO workbook - The clerk has been through the ICO published workbook and policies are up to date. 75<sup>th</sup> anniversary of VE Day – Unfortunately due to lockdown this was unable to be actioned East Suffolk community partnerships – Cllr Fryatt attended the first meeting. The three areas that will be reported were discussed.</p>	

## **CPC026/20 Finance**

### **Finance Report –**

The balances at the bank at 15<sup>th</sup> May were:

- Parish Council community account £2537.45
- The Bomber savings account £ 181.60
- The Premium savings account £ 2519.18
- The year end balance of the Yorkshire Building Society account was £5088.94

March, Year end and May 2020 financial statements were all approved and signed.

### **Authorisation of payments –**

Payments of £460.71 as authorised at the January meeting have been made and have cleared the bank.

Payments of £798.30 that had to be authorised in March during the lockdown period have been made and cleared the bank. These were:

Clerks salary Feb/Mar £423.38

Clerks expenses Feb/Mar £25

SALC training fee £132

Community Heartbeat Trust defibrillator annual support £198

Burgh schoolroom fees for B1078/9 meetings £20

A VAT repayment of £244.46 was received in March

Interest payments into the savings accounts were received in March, 6 pence for the bomber savings account and 88p for the Premium savings account. The interest rates have been reduced.

Interest payment of £25.32 was received in March for the Yorkshire account.

The first 50% of the precept £2250 was received in April

Payments totalling £659.71 approved during this May meeting were:

Clerks salary Apr/May £423.38

Clerks expenses Apr/May £52

SALC Membership fee £184.33

Also received after distributing the financial statements was the invoice for Audit at £50 which has been approved.

Proposer Cllr. Gittoes, Seconder Cllr. Lye for finance reports and payments approvals.

### **To approve NALC Salary Pay Scales 2020 -2021**

Deferred NALC have not agreed pay scales yet

### **To approve the end of year accounts 2019 -2020**

The 2019/20 accounts were approved, in the course of their preparation an internal Financial Risk Assessment was carried out along with the physical risk assessment. These accounts have been successfully audited.

Proposer Cllr Fryatt, Seconder Cllr. Gittoes

**To complete the Annual Governance and Accountability Return: Sections 1 and 2. (Approve Accounting Statements and Annual Governance Statement).**

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 2019/20 accounts and on the risk assessment reported in minute above.

Proposer Cllr Pitt, Seconder Cllr Lye.

**Review Asset Register**

- The review has been carried out for the financial year 2020/21. The value of the traffic mirror has been updated based on the cost price of the mirror installing in 2019.
- The Parish council's insurance policy was reviewed and renewed in Sept 2019
- 

**Review Risk Management Document for year 2020/21**

The risk management document has been reviewed and approved by the Council. An addition has been made to reflect the community account reconciliation that is now checked by a councillor prior to meetings.

**Review Financial Regulations.**

All councillors have been emailed the financial regulations. They remain unchanged since September 2019. Financial regulations reviewed and approved.

**Review Memberships - SALC, Community Action Suffolk**

- Suffolk Association of Local Councils renewal price is £184.33 renewal payment is due for financial year 2020/21. This renewal has been approved
- Community Action Suffolk membership is free of charge and therefore the Clerk has already signed up for the next year.

**CPC027/20 Non financial policy for review**

**Review Standing order amendments**

All councillors have been emailed the Standing Orders. They remain unchanged since the last review May 2019. Standing orders reviewed and approved.

**Review Code of Conduct**

All councillors have been emailed the policy. There have been no amendments to the document since last review May 2019. Code of conduct reviewed and approved.

**Review Internal Controls 2020/21**

All councillors have been emailed the policy. There have been no amendments to the document since last review Sept 2019. Cllr Pitt has reviewed the 2020/21 Internal controls report prior to this meeting. Internal Controls reviewed and approved.

**Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**

All councillors have been emailed the policies  
ICO Certification is up to date

<p>The ICO work pack has been completed and policies and procedures are up to date. Policies have been reviewed and approved</p>	
<p><b>CPC028/20 Planning Matters</b> <b>Planning Decisions –</b> - DC/19/4673/LBC Listed Building Consent and associated DC/19/4672/FUL Alterations to ground and second floors. Awaits decision from the planning department. Clopton Parish Council submitted no issues with this application. - DC/19/3497/FUL Erection of business units at Clopton Commercial Park has been permitted. Clopton Parish Council objected to this application on grounds of additional heavy goods traffic. These traffic implications were overruled. <b>Planning Applications received after the agenda was produced -</b> No additional applications have been received <b>Other planning matters –</b> DC/20/1616/LBC Listed building consent and associated DC/20/1615/FUL Demolition of existing rear extension and replacement with new rear extension. Demolition of existing garage and replacement with new outbuilding to be used as an annexe. Manor Cottage Manor Road. Clopton Parish Council have no objections to this application</p> <p>CPC have been approached by James Bailey Planning to inform us that there is an intention to file a change of use planning application for one of the barns off Birds Hill Cottage. The intention is to allow a family member to relocate their boat restoration business. With no real detail it is not possible to consider this application until additional detail is received especially in relation to Class of use, noise and working hours.</p> <p>CPC are going to investigate the pro and cons of embarking on production of a Neighbourhood Plan.</p>	
<p><b>CPC029/20 Internal Auditors report</b> The Audit report has been received, there have been no recommendations for changes of improvements and the auditor has recorded that they are pleased with the quality of the documentation.</p> <p>CPC would like to appoint Heelis and Lodge to carry out the next audit for financial year 2020/21</p>	<p><b>Clerk</b></p>
<p><b>CPC030/20 Ipswich Northern Route –</b> The proposal for the Ipswich Northern route has been abandoned due to lack of support as evidenced by the consultation. The East Suffolk Council Local Plan is running a consultation at present which proposes to remove all references of the Ipswich Northern Route from the Local Plan final draft.</p>	
<p><b>CPC031/20 B1078/79 Speed issues –</b> Two meetings have been held prior to lockdown with representatives from Clopton, Burgh and Debach. Work is ongoing</p>	
<p><b>CPC032/20 Spring Litter Pick –</b> Postponed, this item is differed to a later meeting where an Autumn litter pick will be discussed</p>	
<p><b>CPC033/20 Village Hall</b> Village hall insurance policy has been renewed. Year end figures have been received - Thanks to the hard work of volunteers doing many tasks including grass mowing the Hall has, after exceptional items, made a profit of about £1000 last year.</p>	

<p>The minutes of the February village hall committee have been received</p> <p>The 25 year lease of the village hall to the village hall committee is due for renewal by 11<sup>th</sup> October this year. The old lease is outdated and is in need of update and discussions with the Village Hall committee should go ahead to enable this item to be dealt with.</p>	
<p><b>CPC034/20 W.J.Steel and Poor's Charities</b> – The current nominative trustee's term is up this year, she very kindly is willing to continue for another four year term. CPC are delighted to reappoint.</p>	
<p><b>CPC035/20 Clerk's Report on Urgent Decisions since the last meeting</b> The Clerk had no urgent decisions to report</p>	
<p><b>CPC036/20 Officer's and Representative's Reports</b> None</p>	
<p><b>CPC037/20 Correspondence</b> All relevant correspondence has been circulated by email</p>	
<p><b>CPC038/20 Matters to be brought to the attention of the Council for the next meeting</b> An additional cheque signatory to be selected. The recruitment of additional councillors</p>	
<p><b>CPC039/20 Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> Jul 2020, 7.30pm, Village Hall (or Online), Parish Council Meeting.</li> <li>• 17<sup>th</sup> Sept 2020, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 19<sup>th</sup> Nov 2020, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 21<sup>st</sup> Jan 2021, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 18<sup>th</sup> March 2021, 7.30pm, Village Hall, Parish Council</li> </ul>	
<p><i>Meeting closed at 9:00pm</i></p>	
<p>Chairman: .....</p> <p>Date: .....</p>	