

# CLOPTON PARISH COUNCIL

**Minutes** of the Parish Council Meeting held Online at 7.30 pm  
On Thursday 18<sup>th</sup> March 2021.

<p><b>Present:</b> Cllr Raffell (Elected Chair) Cllr Gittoes Cllr Pitt Cllr Fryatt</p>	<p><b>In Attendance:</b> Miss K Bye (Clerk) SCC Cllr. Reeder 2 Residents</p>	<p><b>Apologies</b> Cllr Lye</p>
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<p><b>CPC026/21 Chairmans Welcome</b> Cllr Raffell welcomed everyone to the meeting.</p>	
<p><b>CPC027/21 Public Forum/Open Session</b> <b>County Councillor’s Report</b> Here is a link to the February SCC newsletter for Parishes which covers aspects reported on by Cllr Reeder</p> <p><a href="http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/February-2021-SCC-Monthly-Parish-Newsletter.pdf">http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/February-2021-SCC-Monthly-Parish-Newsletter.pdf</a></p> <p>The elections for Suffolk County Councillors will take place in May this year, at that point Cllr Reeder will no longer be standing in as our SCC representative, a new representative specific to our area will be voted in. CPC thank Cllr Reeder for his support over the last year that he has stood in as our representative.</p> <p><b>District Councillor’s Report</b> Here is the link to the March update by Cllr Fryatt</p> <p><a href="http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/March-21-District-Councillors-Report.pdf">http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/March-21-District-Councillors-Report.pdf</a></p> <p><b>Public Rights of Way</b> <b>Clopton Commercial Park/Airfield</b> – This is ongoing no additional progress has been made.</p> <p><b>Footpath 18</b> – An Otley resident has informed us that Footpath 18 has a mesh fence at the boundary between Potash Farm land and the neighbouring farm land. CPC representatives have walked this footpath and can confirm that there is an accessible gap in the Potash Farm boundary, the neighbouring land however has a low fence that is around 2’ maybe 2’6” high there is no means of traversing this fence other than stepping over it. Having checked the footpaths reporting tool this has already been reported. It is the responsibility of the landowner to make sure that paths are not obstructed and the responsibility of Suffolk County Council to enforce that. However CPC will send an email to SCC to reinforce the existing online incident report.</p>	

<p><b>Village Sign on B1078</b> – The Village sign is showing signs that it will likely require a replacement post. Quotes will be obtained for the work to be discussed at the next meeting, in the interim it is possible that the sign may be temporarily taken down. It was also suggested that we should perhaps consider if it would be better to re site the sign further into the Manor road corner, this will be considered.</p>	
<p><b>CPC028/21 Apologies</b> Apologies received from Cllr Lye</p>	
<p><b>CPC029/21 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>CPC030/21 Election of vice chairman</b> Deferred</p>	
<p><b>CPC031/21 To approve the minutes of the meeting held on Thursday 19<sup>h</sup> November 2020</b> The minutes were approved and signed as a true record <a href="#">Thursday 7th January 2021 minutes (click to view)</a> Proposer Cllr Pitt, Seconder Cllr Gittoes <a href="#">Thursday 21st January 2021 minutes (click to view)</a> Proposer Cllr Gittoes, Seconder Cllr Fryatt <a href="#">Thursday 18th February 2021 minutes (click to view)</a> Proposer Cllr Gittoes, Seconder Cllr Pitt</p>	
<p><b>CPC032/21 Matters Arising from the Minutes</b> As discussed at last meeting SALC will take over our payroll responsibilities as at 1<sup>st</sup> April, they have been sent all the information that they require and the first payslip will be produced prior to the May meeting.</p>	
<p><b>CPC033/21 Finance</b> <b>Finance Report –</b> The balances at the bank at 12<sup>th</sup> March were: Parish Council community account £ 1278.56 The Bomber savings account £ 181.68 The Premium savings account £ 2520.33</p> <p>March 2021 financial statement was approved to be signed</p> <p><b>Authorisation of payments –</b> Payments of £474.47 as authorised at the January meeting have been made. Of those payments cheques amounting to £28.78 have not yet cleared the bank.</p> <p>An interest payment of 6 pence was paid into the business premium account. No interest was paid into the Bomber account</p> <p>Payments totalling £658.08 to be approved during this meeting are:</p> <ul style="list-style-type: none"> <li>• Clerks salary Feb/Mar £435.08</li> <li>• Clerks expenses Feb/Mar £25</li> </ul>	

<ul style="list-style-type: none"> <li>Annual Support fee for the defibrillator £198 – This has already been paid in between meetings as it was due. This annual payment was agreed by the council when the defibrillator was purchased.</li> </ul> <p>Proposer Cllr. Gittoes, Seconder Cllr. Pitt for finance reports and payments approvals.</p> <p><b>Bank reconciliation check</b> – Cllr. Pitt has checked and approved the bank reconciliation in advance of the meeting.</p>	
<p><b>CPC034/21 Planning Matters</b>  <b>Planning Decisions</b> – Application DC/20/5052/OUT for two new houses with cart sheds on Snipe Farm Road has been rejected by East Suffolk Council</p> <p>Application DC/20/4914/FUL Erection of double garage. Manor Farm Barn Manor Road has been permitted by East Suffolk Council</p> <p>Application DC/19/4673/LBC Alterations to ground floor. Ancient House, Shop Road has been permitted by East Suffolk Council</p> <p><b>Planning Applications received after the agenda was produced -</b>  No additional applications have been received</p> <p><b>Other planning matters</b> – None</p>	
<p><b>CPC035/21 Co - option of new councillor</b>  Gareth Bright has observed as a member of public two council meetings and is keen to join as a Parish Councillor. The vacancy has been available since the last Election and has been duly advertised, no other candidates have come forward and therefore as advised by East Suffolk Council we are pleased to be able to co-opt Gary as a councillor for Clopton Parish Council.</p> <p>Following this meeting and before his first meeting a councillor he must sign and the Clerk must witness his Declaration of Acceptance of Office and he will be required to fill in the register of interest.</p> <p>There is one more councillor vacancy available and any candidates are welcome to make contact.</p>	
<p><b>CPC036/21 B1078/9 Speed issues</b>  Cllr Raffell has prepared a report in an attempt to justify a speed limit at the Shop Road/Manor Road junction as this is the area of most risk to children and other local residents.</p>	
<p><b>CPC037/21 Village Hall Lease Renewal</b>  25 year Lease to be exchanged soon.</p>	
<p><b>CPC038/21 Clerk's Report on Urgent Decisions since the last meeting</b>  Village Hall ditch blockage – The pipe that runs under the concrete road which is the drainage point for the water from the village hall ditch has become blocked following work carried out by Anglian Water in January. The Clerk and Landowner of the concrete road have been working together and have now secured agreement by Anglian Water who have visited the site and are investigating further with a view to resolving the issue. In the meantime the Village Hall committee have safety taped off the ditch to alert members of public to the hazard.</p>	

<b>CPC039/21 Officer's and Representative's Reports</b> None	
<b>CPC040/21 Correspondence</b> All relevant correspondence has been circulated by email	
<b>CPC041/21 Matters to be brought to the attention of the Council for the next meeting</b> Kay has expressed her intention to resign her position of Clerk, she is willing to work if required up to the September meeting but would like to have handed over the role prior to the winter months. CPC will advertise in due course locally and if there is no interest locally will ask SALC to advertise the position over a larger area.	
<b>CPC042/21 Dates of future meetings</b> <b>Currently all meetings are held via Zoom as per Covid restrictions. The Annual Parish Meeting may need to be postponed until an in person meeting can be arranged.</b> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> May 2021 – 7.00 p.m, Annual Parish Meeting *TBC* – 8.00 p.m, Parish Council Meeting * Start time TBC*</li> <li>• 22<sup>nd</sup> July 2021, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 16<sup>th</sup> September 2021, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 18<sup>th</sup> November 2021, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 20<sup>th</sup> January 2022, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 17<sup>th</sup> March 2022, 7.30pm, Village Hall, Parish Council Meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Meeting closed at 8:50pm</i></li> </ul>	
Chairman: .....	
Date: .....	