

# CLOPTON PARISH COUNCIL

**Minutes** of the Annual Parish Council Meeting held Online at 7.30 pm  
On Thursday 5th May 2021.

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

<p><b>CPC043/21 Election of Chairman and Declaration of Acceptance</b> Cllr. Raffell stated his willingness to stand as chairman for the coming year however it is his intention not to stand in future years, no other candidates came forward. Proposer Cllr Lye, 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 via online video feed.</p>	
<p><b>CPC044/21 Chairmans Welcome</b> Cllr Raffell welcomed everyone to the meeting.</p>	
<p><b>CPC045/21 Public Forum/Open Session</b> <b>County Councillor’s Report</b> As covered in the APM, see link <a href="#">Link to Suffolk County Council’s yearly round up for Parish Councils</a></p> <p><b>District Councillor’s Report</b> As covered in the APM, see link <a href="#">Link to East Suffolk Councils yearly round up for Parish Councils</a> In addition Sizewell C have stated that they will be publishing an outline of a scheme for traffic on the B1078/9 Cllr Fryatt is involved in this project and is pressing for some form of assurance regarding the impact on traffic in our village.</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>Village Sign on B1078</b> – A resident has been extremely kind and assessed the sign and has a made a suggestion to take it down, repaint it and replace the post with a metal post. CPC are very grateful for this assistance. It was however agreed that if possible visually a wooden post would be preferred although there will of course be costs associated with this, a rough estimate had been obtained for around £800 for the hardwood post but more specific</p>	

quotes will be obtained in due course. The Chairman will discuss this with the resident involved	
<b>CPC046/21 Apologies - None</b>	
<b>CPC047/21 Declaration of Interests/Dispensation Applications Received</b> There were no declarations of interest and no dispensation applications to consider in relation to this agenda.	
<b>CPC048/21 Election of other officers</b> The following Officers were elected: <b>Vice Chairman:</b> This item has been deferred. <b>SALC Representative:</b> The Clerk liaises with SALC <b>Emergency Planning Officer:</b> Cllr Raffell. Proposer Cllr Pitt, Seconder Cllr Fryatt. <b>Responsible Finance Officer:</b> K Bye. Proposer Cllr Raffell, Seconder Cllr Gittoes. <b>Communications:</b> The council would like to sincerely thank Della 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 keeping us informed and joined as a community during lockdown.	
<b>CPC049/21 To approve the minutes of the meeting held on Thursday 18<sup>th</sup> March 2021</b> The minutes were approved and signed as a true record Proposer Cllr Fryatt, Seconder Cllr Lye	
<b>CPC050/21 Matters Arising from the Minutes</b> Village Hall blocked ditch – Anglian Water have resolved this issue Clerks voiced intention to resign – This is under review	
<b>CPC052/21 Finance</b> <b>Finance Report –</b> The balances at the bank at 30 <sup>th</sup> April were: Parish Council community account £ 5289.70 The Bomber savings account £ 181.68 The Premium savings account £ 2520.33 The Yorkshire Building Society account £5095.99 Year end and May 2021 financial statements were all approved and signed.  <b>Authorisation of payments –</b> The full year's precept and the one off grant to supplement to precept have been received from East Suffolk Council, this amounts to an income of £4500  All payments made from last meeting have cleared the bank. Payments totalling £977.28 to be approved during this meeting are:  <ul style="list-style-type: none"> <li>• Clerks salary April/May £435.07</li> <li>• Clerks expenses April/May £68.76</li> <li>• Mr Peter Raffell Zoom reimbursement £14.39</li> <li>• SALC Membership Subscription £189.06</li> <li>• SALC Training fee for Cllr. Bright £180</li> <li>• Heelis and Lodge Audit fee £90</li> </ul> Proposer Cllr. Pitt, Seconder Cllr. Bright for finance reports and payments approvals.	

**To approve NALC Salary Pay Scales 2021 -2022**

Deferred NALC have not published pay scales yet

**To approve the end of year accounts 2020 -2021**

The 2020/21 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 and will be published on the Clopton web site - Proposer Cllr Lye, Seconder Cllr. Pitt

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

The Council approved for signature the Certificate of Exemption which states that during financial year 2020/21 the higher of the parish council's annual income or expenditure did not exceed £25000. The income was £4508.28 and the expenditure was £3997.75 well within the limits.

Sections 1 and 2 of the Annual Return were read out, reviewed and approved for signature based on the 2020/21 accounts and on the risk assessment reported in minute above.

Proposer Cllr Pitt, Seconder Cllr Lye.

**Review Asset Register for year 2021/22**

- All councillors have been emailed the asset register which was reviewed and approved by the Council no changes have been required.
- The Parish council's insurance policy was reviewed and renewed in Sept 2020
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**Review Risk Management Document for year 2021/22**

All councillors have been emailed the Risk Assessment document which was reviewed and approved by the Council no changes have been required.

**Review Financial Regulations.**

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

**Review Internal Controls**

All councillors have been emailed the internal controls policy and report. The controls have been amended for this financial year as per SALCs advice to include a data protection section. The new policy and report has been reviewed and approved.

Cllr Pitt has prior to this meeting reviewed for sign off the 2021/22 internal controls report which includes the new data protection elements.

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

- Suffolk Association of Local Councils renewal price is £189.06 renewal payment is due for financial year 2021/22. This renewal has been approved

<p>- Community Action Suffolk membership is free of charge and therefore the Clerk has already signed up for the next year.</p> <p><b>Training for new councillor</b> Cllr. Bright. Is planning on attending the SALC series of training modules for Councillors, this will be a total cost of £150 plus VAT and will be completed over the next few months. This is within our budget allowance and expenditure has been approved at this meeting.</p>	
<p><b>CPC053/21 Non financial policy for review</b> <b>Review Standing order amendments</b> All councillors have been emailed the Standing Orders. Last amended and reviewed by council in September 2020. No changes have been made since September 2020</p> <p><b>Review Code of Conduct</b> All councillors have been emailed the policy. There have been no amendments to the document since last review May 2020. Code of conduct reviewed and approved. A revised code of conduct is expected during 2021 and we shall follow SALCS advice on that.</p> <p><b>Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b> All councillors have been emailed the policies ICO certification is up to date. Expiry dated 23<sup>rd</sup> July 21 During April 2021 the Clerk has gone through the ICO parish council data retention and audit workbook exercise as a refresher and to check for any new advice, no changes appear to be required. Policies have been reviewed during April 2021 and are up to date. Policies have been reviewed and approved</p>	
<p><b>CPC054/21 Planning Matters</b> <b>Planning Decisions –</b> - <b>DC/21/0030/FUL</b> - Erection of American type barn with 3 x internal stables and ancillary storage. Hoo Lodge Drabs Lane Clopton Suffolk IP13 6SW – East Suffolk Council have granted permission for this application.</p> <p><b>DC/21/0637/CLE</b> - Certificate of Lawful Use (Existing) - Small section of amenity land adopted as garden. Newson Farm Church Lane Clopton Suffolk IP13 6SG – East Suffolk Council have granted permission for this application.</p> <p><b>DC/21/0938/FUL</b> - Alterations to Existing Barn to form Summer House. - Catts Hill Farmhouse Clopton Green Clopton Suffolk IP13 6QL – East Suffolk Council have granted permission for this application.</p> <p><b>Planning Applications received after the agenda was produced -</b> No additional applications have been received <b>Other planning matters – None</b></p>	
<p><b>CPC055/21 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 assistance from the Clerk.</p>	

CPC would like to appoint Heelis and Lodge to carry out the next audit for financial year 2021/22	<b>Clerk</b>
<b>CPC056/21 B1078/79 Speed issues</b> – Cllr Raffell has produced a draft document stating a case for a 40 mph limit at the B1078 Shop Road/Manor Road Junctions which has been circulated to CPC members, he is going to forward this draft to the new County Councillor to request their assistance in this matter.	
<b>CPC057/21 Village Hall</b> The 25 year lease of the village hall to the village hall committee is soon to be circulated for signature.	
<b>CPC058/21 Clerk’s Report on Urgent Decisions since the last meeting</b> The Clerk had no urgent decisions to report	
<b>CPC059/21 Officer’s and Representative’s Reports</b> - None	
<b>CPC060/21 Correspondence</b> All relevant correspondence has been circulated by email	
<b>CPC061/21 Matters to be brought to the attention of the Council for the next meeting</b> - None	
<b>CPC062/21 Dates of future meetings</b> <ul style="list-style-type: none"> <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>	
<i>Meeting closed at 8.30pm</i>	
Chairman: ..... Date: .....	