

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Thursday 18th November 2021 at 7.30 pm.

| Present: | In Attendance: | Apologies |
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| Cllr Raffell (Elected Chair) Cllr Gittoes Cllr Fryatt (Vice Chair) Cllr Lye Cllr Bright Cllr Pitt | Miss K Bye (Clerk) 2 Residents SCC Cllr Bryce | |

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| <p>CPC096/21 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting.</p> | |
| <p>CPC097/21 Public Forum/Open Session County Councillor's Report See Suffolk County Councillors full report, link below.</p> <p>http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/Suffolk-County-councillor-November-2021-report.pdf</p> <p>An update on the temporary traffic lights at Otley Bottom, SCC has applied to the Environment Agency for consent to proceed with the works timescales unfortunately are not yet available. Cllr. Bryce continues to pursue this.</p> <p>B1078 speed issues. See B1078 section below</p> <p>District Councillor's Report Here is the link to the September update by Cllr Fryatt</p> <p>http://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/November-District-Councillor-Report.pdf</p> <p>Village Sign on B1078 – The village sign has been removed and repainted. Mr Green who is a Clopton resident runs Autoplant Ltd a commercial plant and agricultural repairs company in Bentwaters Parks, Rendlesham. He removed the sign using his lorry mounted crane and his team have done an amazing job cleaning and repainting the sign, it looks brilliant. We can't thank Mike enough for volunteering to take this on.</p> <p>As agreed a quote has been obtained for an oak post, the lowest price found is £157 inclusive of VAT. The post will need some carpentry and we are seeking a local to assist. The councillors have agreed to the expenditure for the post and for any carpentry.</p> | |

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| <p>Items raised by members of the public:</p> <ul style="list-style-type: none"> - Phone box needs a clean. This will be carried out by representatives of the parish council. - There was a recent crash on the B1078 and road rage incident against a cyclist. The Clerk to send a reminder to residents to let us know of any accidents or near misses and also to inform the police of any accidents as police figures are what SCC use to assess risk. | <p>Clerk Clerk</p> |
| <p>CPC098/21 Apologies None received</p> | |
| <p>CPC099/21 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>CPC0100/21 To approve the minutes of the meeting held on Thursday 16th September 2021 The minutes were approved and signed as a true record</p> <p style="text-align: center;">Link to September 2021 meeting minutes</p> <p style="text-align: center;">Proposer Cllr Pitt, Seconder Cllr Lye</p> | |
| <p>CPC101/21 Finance Finance Report – The balances at the bank at 8th November were: Parish Council community account £ 1202.70 The Bomber savings account £ 181.68 The Premium savings account £ 2520.45</p> <p>November 2021 financial statement was approved to be signed</p> <p>Authorisation of payments – All payments authorised at the September meeting have been made. Cheques to the value of £100 are still to clear the account.</p> <p>Payments totalling £547.07 to be approved during this meeting are:</p> <ul style="list-style-type: none"> • Clerks salary Aug/Sept £435.07 • Clerks expenses Aug/Sept £25 • Community Action Suffolk – Hosting fee to be reimbursed to K Bye £60 <p>Proposer Cllr. Gittoes, Seconder Cllr. Fryatt for finance reports and payments approvals.</p> <ul style="list-style-type: none"> • To discuss payment card for Clerks Parish Council use – No progress Clerk has not had a meeting with bank yet • Update on past Zoom VAT error The Clerk has discovered that although Zoom invoices show a VAT amount because they are a US based company and we do not have a VAT number we are unable to claim back VAT on any of the Zoom invoices. This means that our financial reporting has been incorrectly | <p>Clerk</p> |

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| <p>showing that we will claim £12 VAT on Zoom invoices for invoices issued in last financial year and this financial year.</p> <p>The Clerk has alerted this to our internal auditor in preparation for the next audit. The Clerk will make a VAT claim minus the Zoom VAT element.</p> <ul style="list-style-type: none"> • Bank reconciliation check – Cllr. Pitt has checked and approved the bank reconciliation in advance of the meeting. • Initial consideration of 2021/22 Parish Council budget. <p>It is estimated that we will be over budget by between £700 and £800</p> <p>This is due to the Birketts solicitor’s invoice of £1606 for the lease falling into this financial year. As discussed in previous meetings we had not budgeted for the expenses associated with the new lease for the village hall. This amount is being taken from the general reserves.</p> <p>We anticipate however to be under budget on a number of items to the tune of around £450 and the VAT claim will include the VAT on the Birketts invoice which increases the VAT claim by £320.</p> <p>A draft budget has been circulated for consideration at this meeting. This allows for a small percentage increase in the usual annual payments it also includes a payment of £180 to go into a new earmarked fund for Village Hall expenses this has been set up as a fund to save for the next lease renewal in 2045 and as a buffer for any unexpected costs associated with the Village Hall.</p> <p>£313.85 from General reserves are to allocated for the Jubilee celebrations and the existing earmarked fund for future fetes of £186.18 will be available also for this event.</p> <p>The budget draft allows for £4777 expenditure</p> <p>Budget needs to be finalised at January meeting and the precept will be set at the January meeting.</p> | |
| <p>CPC102/21 Planning Matters</p> <ul style="list-style-type: none"> • Planning Decisions – To receive planning decisions - DC/21/3303/OUT- Clopton Commercial Park Debach Airfield Clopton IP13 6QT – Awaiting decision from East Suffolk Council however they have informed us that they are of the mind to refuse this application it has gone to committee meeting and we await the decision. <p>DC/21/4614/FUL – 1 Market Hill Cottages Market Hill Clopton Woodbridge Suffolk IP13 6SB Construction of first floor addition to rear of property – CPC supported this application, awaiting decision by East Suffolk Council.</p> | |

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| <p>Planning Applications received after the agenda was produced - No additional applications have been received</p> <p>Other planning matters – The council have decided that they would like to speak in support of planning application DC/21/3303/OUT- Clopton Commercial Park Debach Airfield Clopton IP13 6QT at the Committee hearing. The Chairman will prepare and present CPCs supportive views.</p> | <p>Chairman</p> |
| <p>CPC103/21 2022 Jubilee The Jubilee event committee have met and have agreed that Clopton will take part in the nationwide Beacon lighting on Thursday June 2nd at 9.15pm.</p> <p>A Village Fete will then be held on Friday 3rd June during the day, this will likely include music, catering and fun races/competitions.</p> <p>Local business have been contacted with some pledging support already for this event.</p> | <p>Jubilee Committee</p> |
| <p>CPC104/21 B1078/9 Speed issues The Chairman and Clerk have met with Cllr Bryce who is supportive of the attempt to obtain a speed limit for Clopton Corner which encompasses the Shop Road and Manor Road junctions onto the B1078. Information from SCC Highways is such that currently the junction does not meet the criteria for a speed limit, however SCC Highways are now suggesting that it may be beneficial to repaint the slow markings on the road and increase signage to show that it is a hazardous section of road.</p> <p>The East Suffolk Council Community partnerships is focusing on road safety and there are grants available. Any traffic calming measures will have to be funded via the parish council therefore we have asked Cllr. Bryce to gain a cost associated with the above measures so that we can hopefully apply for a grant.</p> <p>This is ongoing.</p> | <p>Chairman</p> |
| <p>CPC105/21 B1078/9 Speed issues SCC are carrying out a lorry route review and have asked parish councils to report to them up to 3 sections of roads on which lorries cause issues. The Clerk has circulated an email asking for resident's feedback and has received responses outlining 3 areas of concern.</p> <p>Drabbs Lane - This is supposed to be the exit route for Debach Airfield traffic to the A12 at Woodbridge. There is a weight restriction on northbound lorries however this has been observed to be ignored several times a day. The size and weight of the Lorries is cause damage to the road and verges.</p> <p>B1079 full stretch throughout the village – A number of residents have reported a serious problem with HGV Lorries at points of this road through the village. The road width is inadequate in places meaning that when two large vehicles meet along sections of this stretch of road one has to reverse back down the main road where visibility is seriously restricted by bends. This is an issue that occurs multiple times every day, day or night.</p> | <p>Clerk/ Chairman</p> |

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| <p>This road is a danger to pedestrians and cyclists as there no space to get out of the way of a large vehicle. There is constant damage to the verges, curbs and drainage. The weight has damaged the road surface.</p> <p>B1078 Clopton corner Large HGVs pass along this section of road more than 10 times a day (often many more, probably 50)</p> <p>The main issue is road safety to pedestrians and other road users and intimidation of these other users. Some of the pedestrian users are school children using the bus stops at this location. This problem is acute at the end of the school day when children alight on the south side of the road and mostly have to cross to the north side where they live. The intimidation is also for drivers emerging from the very poorly sighted Shop Road and Manor Road junctions.</p> <p>Allied issues are damage to the road surface, damage to verges caused by over-running when large vehicles have to pass and poor air quality.</p> <p>The traffic is present over extended working days, typically 6am to 9pm, mainly on weekdays.</p> <p>Many of the large HGVs using this section of road are clearly not adhering to the prescribed lorry route for the Debach airfield site which can be characterised as "in from the A12 via Bredfield, out via Drabbs Lane and Grundisburgh".</p> <p>CPC will complete the SCC survey and gain endorsement as required from Cllr. Bryce before submitting these responses.</p> | |
| <p>CPC106/21 Village Hall Lease Renewal The lease has been exchanged and completed.</p> | |
| <p>CPC107/21 Clerk's Report on Urgent Decisions since the last meeting</p> <ul style="list-style-type: none"> • None | |
| <p>CPC108/21 Officer's and Representative's Reports</p> <ul style="list-style-type: none"> • None | |
| <p>CPC109/21 Correspondence All relevant correspondence has been circulated by email</p> | |
| <p>CPC110/21 Matters to be brought to the attention of the Council for the next meeting – Village Hall lights</p> | |
| <p>CPC111/21 Dates of future meetings</p> <ul style="list-style-type: none"> • 20th January 2022, 7.30pm, Village Hall, Parish Council Meeting. • 17th March 2022, 7.30pm, Village Hall, Parish Council Meeting. | |
| <p><i>Meeting closed at 8:50pm</i></p> | |
| <ul style="list-style-type: none"> • Chairman: • Date: | |