

# CLOPTON PARISH COUNCIL

**Minutes** of the Parish Council Meeting held at Clopton Village Hall  
On Thursday 19<sup>th</sup> May 2022 at 8.00 pm.

<b>Present:</b> Cllr Raffell (Elected Chair) Cllr Fryatt (Vice Chair) Cllr Gittoes	<b>In Attendance:</b> Miss K Bye (Clerk) 1 Resident	<b>Apologies</b> Cllr Lye Cllr Pitt Cllr Bright Cllr Bryce
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<p><b>CPC032/22 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 Fryatt.</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</p>	
<p><b>CPC033/22 Chairmans Welcome</b>                  Cllr Raffell welcomed everyone to the meeting.</p>	
<p><b>CPC034/22 Public Forum/Open Session</b>  <b>County Councillor’s Report</b>                  See Suffolk County Councillors May report, link below.  <a href="#">Suffolk County Council May report</a></p> <p><b>District Councillor’s Report</b>                  Here is the link to the Annual report by Cllr Fryatt  <a href="#">East Suffolk Council Annual report</a></p> <p><b>Village Sign on B1078 –</b>                  The post is up, unfortunately the sign got a little damaged which needs to be resolved. The council acknowledge this will likely incur additional costs.</p> <p><b>Dog poo bins</b> – As agreed at the last meeting a Fido bin has been ordered for the carpark area of the village hall. This was ordered from East Suffolk Council at £252.09 plus VAT it has been installed on the verge by the gate. Payment for this will come from the Village Hall costs earmarked fund. The invoice has not yet been received.</p> <p><b>Rouse Hall Estate</b> – As agreed at last meeting the Chairman has attempted contact with New Tide homes to discuss issues relating to parking, pathway obstruction by vehicles and the general state of the public areas of the Estate including the sewerage area. Any progress will be reported at next meeting.</p>	<b>Chairman</b>
<p><b>CPC035/22 Apologies</b>                  Cllr Lye, Cllr Pitt, Cllr Bright and County Cllr. Bryce</p>	
<p><b>CPC036/22 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>CPC037/221 Election of other officers</b>  The following Officers were elected:  <b>Vice Chairman:</b> Cllr Fryatt  <b>SALC Representative:</b> The Clerk liaises with SALC  <b>Emergency Planning Officer:</b> Cllr Raffell. Proposer Cllr Fryatt, Seconder Cllr Gittoes.  <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 is a fantastic resource keeping us informed and joined as a community.</p>	
<p><b>CPC038/22</b> The minutes of the last meeting of the Council were approved  <a href="#">Thursday 17th March Minutes - (Click to view)</a>  Proposer Cllr Fryatt, Seconder Cllr Gittoes</p>	
<p><b>CPC039/22 Matters arising from the minutes</b>  None</p>	
<p><b>CPC040/22 Finance</b>  <b>Finance Report –</b>  The balances at the bank at 17<sup>th</sup> May were:  Parish Council community account £ 5218.72  The Bomber savings account £ 181.68  The Premium savings account £ 1720.57    As agreed a transfer of £600 was made from the Premium savings account to the current account after the last meeting as required for the payment of March outgoings.    The VAT claim payment of £462.56 has now been received  The precept amount of £4750 has been received in full in April    May Financial statement was signed.    <b>Authorisation of payments –</b>    All payments authorised at the March meeting have been made. All cheques issued have cleared the account.    Payments totalling £1165.08 to be approved during this meeting are:    Clerks salary Apr/May £442.43  Clerks expenses Apr/May £56.45  SALC Membership renewal £188.65  Clopton Village Hall hire for 2022/23 planned meetings £90  RM Phoenix ltd, fete signage £48  National Farmers Union, fete insurance £339.55    Proposer Cllr. Fryatt, Seconder Cllr. Gittoes for finance reports and payments approvals.    <b>To approve NALC Salary Pay Scales 2022 -2023</b>  Deferred NALC have not published pay scales yet</p>	

**To approve the end of year accounts 2021 -2022**

The 2021/22 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 Gittoes, Seconder Cllr. Fryatt

**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 2021/22 the higher of the parish council's annual income or expenditure did not exceed £25000. The income was £4524.81 and the expenditure was £6083.54 so we are well within criteria.

Sections 1 and 2 of the Annual Return were reviewed and approved for signature based on the 2021/22 accounts and on the risk assessment reported in minute above.

Proposer Cllr Fryatt, Seconder Cllr Gittoes.

**Review Asset Register for year 2022/23**

- All councillors have been emailed the asset register which was reviewed and approved by the Council. The new Fido bin has been added to the Asset register as this is now in place.
- The Parish council's insurance policy was reviewed and renewed in Sept 2021
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**Review Risk Management Document for year 2022/23**

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. No changes have been required this year.

Cllr Pitt has prior to this meeting reviewed for sign off the 2022/23 internal controls report which includes the new data protection elements.

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

- Suffolk Association of Local Councils renewal price is £188.65 renewal payment is due for financial year 2022/23. 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.

**Training for new councillor**

No training has as yet been requested.

<p><b>CPC041/22 Non financial policy for review</b>  <b>Review Standing order amendments</b>  All councillors have been emailed the new March 2022 Standing Orders procurement amendments as advised by SALC. These have been approved for adoption at this meeting.</p> <p><b>Review Code of Conduct</b>  A new code of conduct has been issued by LGA and endorsed by SALC. All councillors have been emailed the policy. The new Code of conduct has been reviewed and approved at this meeting for adoption.</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 22  During May 2022 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 May 2022 and are up to date.  Policies have been reviewed and approved</p>	
<p><b>CPC042/22 Planning Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Planning Decisions</b> – To receive planning decisions -  DC/22/0937/FUL - The Oaks, Workshop Snipe Farm Road Clopton Suffolk IP13 6SL  Demolition of 2no existing buildings and replacement with 2no new buildings in same locations. – CPC supported this application.  Awaiting decision from East Suffolk Council.</li> </ul> <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>CPC043/22 Internal Auditors report</b>  The Audit report has been received, there have been no recommendations for changes of improvements.  CPC would like to appoint Heelis and Lodge to carry out the next audit for financial year 2022/23</p>	<b>Clerk</b>
<p><b>CPC044/22 B1078/9 Speed issues</b>  See Annual Parish Meeting minutes</p>	
<p><b>CPC045/22 Village Hall</b>  See Annual Parish Meeting minutes</p>	
<p><b>CPC046/22 2022 Jubilee</b>  Beacon lighting event on Thursday June 2<sup>nd</sup> from 7.30pm til late  A Village Fete Friday 3<sup>rd</sup> June from 2pm to 5.30pm</p> <p>Insurance has been arranged to cover the Beacon lighting, Fete inclusive of the bouncy castle and dog show.</p> <p>Signs are up.</p> <p>More attractions have been booked including Norma's tea rooms which will provide refreshments and cake.  A local representative for the Beacon torch relay is being sought.</p>	

<b>CPC047/22 Possible Litter pick</b> – Cllr Gittoes will set this in motion in due course.	
<b>CPC048/22 Website</b> - It has been suggested that the website could be used for classified adverts. Because it is a Parish Council owned site we have had to check whether this is possible by law. SALC advice is that it is a complex area and only certain business can feature on Parish council websites such as local authorities, Charities, and local tourist related businesses. Profit cannot be made from such adverts. Given the complexity the Council have decided not to go ahead with this suggestion.	
<b>CPC049/22 Clerk’s Report on Urgent Decisions since the last meeting</b> <ul style="list-style-type: none"> <li>The covering for the Anglian Water equipment at the bottom of Catts Hill has again been dislodged by Lorries. The Clerk will report this to Anglian Water.</li> </ul>	<b>Clerk</b>
<b>CPC050/22 Officer’s and Representative’s Reports</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
<b>CPC051/22 Correspondence</b> All relevant correspondence has been circulated by email	
<b>CPC052/22 Matters to be brought to the attention of the Council for the next meeting</b> – None	
<b>CPC053/22 Dates of future meetings agreed</b> <ul style="list-style-type: none"> <li>28th July 2022, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>15<sup>th</sup> September 2022, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>17<sup>th</sup> November 2022, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>19<sup>h</sup> January 2023, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>16<sup>th</sup> March 2023, 7.30pm, Village Hall, Parish Council Meeting</li> </ul>	
<i>Meeting closed at 8:40pm</i>	
<ul style="list-style-type: none"> <li>Chairman: .....</li> <li>Date: .....</li> </ul>	