

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Thursday 19th January 2023 at 7.30 pm.

<p>Present: Cllr Raffell (Elected Chair) Cllr Fryatt (vice Chair) Cllr Lye Cllr Pitt Cllr Bright</p>	<p>In Attendance: Miss K Bye (Clerk) 4 residents 1 member of the public SCC Cllr. Bryce</p>	<p>Apologies Cllr Gittoes</p>
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<p>CPC001/23 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting.</p>	
<p>CPC002/23 Public Forum/Open Session</p> <p>District Councillor’s Report Here is the link to the January update by Cllr Fryatt East Suffolk Council - District councillors report January 2023</p> <p>Suffolk County Councillor’s Report Here is the link to the January update by Cllr Bryce Suffolk County Council - Councillors January 2023 report</p> <p>Public forum No comments were made in the public forum</p>	
<p>CPC003/23 Apologies Apologies received from Cllr Gittoes</p>	
<p>CPC004/23 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>CPC005/23 To approve the minutes of the meeting of the Council, Thursday 17th November 2022 Link to minutes of 17th November 2022 meeting The minutes were approved and signed as a true record</p> <p>Proposer Cllr Pitt, Seconder Cllr Lye</p>	
<p>CPC006/23 Matters arising from the minutes None</p>	
<p>CPC007/23 B1078/9 Speed issues This item was brought forward in the agenda by discretion of the Chairman so to include Cllr. Bryce in the conversation.</p> <p>A works estimate has been received from SCC Highways for in the region of £3.5k to to replace the 2 ‘junction ahead’ warning signs with much more conspicuous yellow backed signs as well as repainting the 2 SLOW road markings that are on the road beside the signs. The object of this exercise it to make drivers clear that it is a hazardous area. Unfortunately CPC have been unable to secure agreement for a speed limit as SCC do not agree</p>	

<p>that the junctions meet the criteria for a speed limit, this is in part down to a lack of recorded road collision incidents. However improved signage and hazard awareness visibility is a step closer as in order to secure a speed limit it has to be very visibly clear to passing drivers that there are hazards to be aware of in the proposed speed limited area.</p> <p>Residents are reminded that if they have any accidents at these junctions can they please report them to the police.</p> <p>Cllr. Raffell has submitted a grant request for £1,100 to East Suffolk Council from the Community Partnerships road safety funding to be used towards the improved signage. This request has been granted.</p> <p>Cllr. Bryce has indicated that in principle she should also be able to offer a grant towards this and she is going to communicate with the highways team to see if additional safety signage can be added.</p> <p>If required CPC have an earmarked fund for 'village projects' for £380 and the parish council agreed in principle to use this if necessary towards the costs of the signage.</p> <p>Cllr. Bryce will update us on progress and estimated timeframes.</p> <p>Cllr Raffell is to arrange a meeting with residents of Clopton and the surrounding parishes to better understand how decisions are made by SCC, regarding road capacity for HGVs, and for SCC to hear concerns from local residents.</p> <p>Cllr Raffell will liaise with local parishes and confirm a date for a meeting to be held at Clopton Village Hall.</p> <p>Residents can report issues with HGVs in the area on the SCC Website at: https://www.suffolk.gov.uk/roads-and-transport/lorry-management/report-a-heavy-goods-vehicle-incident/</p>	<p>Cllr Bryce</p> <p>Cllr Raffell</p>
<p>CPC008/23 Finance Finance Report – The balances at the bank at 9th January were: Parish Council community account £ 1788.66 The Bomber savings account £ 181.85 The Premium savings account £ 1722.20</p> <p>Interest payments of 10p into the Bomber account and 96p into the business premium account have been received.</p> <p>Authorisation of payments – Payments from the November meeting that have not yet cleared the bank amount to £165.</p> <p>Payments totalling £543.17 to be approved during this meeting are:</p> <p>Clerks salary Dec/Jan £485.77 Clerks expenses Dec/Jan £25.00 plus £32.40 printer ink</p>	<p>Clerk to send payments</p>

<p>Since the production of the finance report an invoice for the defibrillator annual support fee of £165 plus VAT from Community Heartbeat Trust has been received. This expenditure has been budgeted for and represents year 5 of our 5 year minimum support period. Therefore a cheque has been written for signing for this, the March financial report will reflect this payment.</p> <p>The council will need to decide prior to 15th February 2024 whether they wish to renew the defibrillator service agreement with Community Heartbeat Trust.</p> <p>Proposer Cllr. Pitt, Seconder Cllr. Lye for finance reports and payments approvals.</p> <p>Bank reconciliation check – Cllr. Pitt has checked and approved the bank reconciliation in advance of the meeting.</p> <p>Initial consideration of 2023/24 Parish Council budget. The draft budget as discussed at the November meeting allows for a £760 increase in precept part made up from the increased Clerks hourly rate as well as other increased costs such as insurance.</p> <p>£350 from the precept will go to the future Fete expenses earmarked fund, which is to act as a float for arranging future events.</p> <p>£180 from the precept will go into the earmarked fund for Village Hall expenses that has been set up as a fund to save for the next lease renewal in 2045</p> <p>The budget draft allows for £5556 planned expenditure</p> <p>Earmarked Funds expenditure A suggested expenditure of £80 has been allocated to be accessed from the Election earmarked fund for the May 2023 elections, this is based on the assumption that it will be uncontested. These funds are already available and will not make up part of the precept request.</p> <p>The current events earmarked fund of £151 plus the proposed budgeted addition of £350 from the precept will act as a float for future events and councillors agreed that this £501 earmarked fund will be made available for the proposed coronation event in 2023.</p> <p>The budget draft plans for the following planned expenditure: £5550 from the precept £6 from general reserves £151 from existing future events earmarked fund. £80 from existing election earmarked fund</p> <p>The budget was approved - Proposer Cllr Lye, Seconder Cllr Pitt</p>	<p>Clerk to update March finance report</p> <p>Clerk to add to January 2024 agenda</p> <p>Events committee</p> <p>Clerk to update website documents</p>
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<p>To set 2023/24 Parish Council precept. Based on the draft budget it is suggested that a precept of £5550 be requested by 27th January. Councillors agreed to requesting this precept amount.</p> <p>The precept request was approved - Proposer Cllr Fryatt, Seconder Cllr Bright</p>	<p>Clerk to action prior to deadline</p>
<p>CPC009/23 Planning Matters To receive planning decisions:</p> <p>Ref. No: DC/22/2661/FUL - Erection of agricultural building and access track - Land East of Willow Tree Cottage Clopton IP13 6SQ - supported by Clopton Parish Council - awaiting decision from East Suffolk Council</p> <p>Ref. No: DC/22/2420/FUL - Intensification and expansion of the site's existing HGV operating centre to occupy the full extent of Hill Farm. - Hill Farm Drabs Lane Clopton Woodbridge Suffolk IP13 6SP - opposed by Clopton Parish Council – Refused by East Suffolk Council</p> <p>Ref. No: DC/22/3796/FUL Two bay oak framed cart lodge - Corner Farm Shop Road Clopton Woodbridge Suffolk IP13 6QP - supported by Clopton Parish Council – Permitted by East Suffolk Council</p> <p>Ref. No: DC/22/3376/FUL Single story annex extension 1 Cherry Tree Cottages Grundisburgh Road Clopton Woodbridge Suffolk IP13 6QD - supported by Clopton Parish Council – Permitted by East Suffolk Council</p> <p>Ref. No: DC/22/4147/FUL Construction of part single storey, part two storey extensions following demolition and part demolition of existing outbuildings. revised application following previous approval DC/21/5338/FUL - loft conversion and dormer omitted from scheme. - 2 Otley Road Clopton Woodbridge Suffolk IP13 6QQ - supported by Clopton Parish Council – Permitted by East Suffolk Council</p> <p>Ref. No: DC/22/4240/FUL Erection of business unit with storage yard - Clopton Commercial Park Debach Airfield Clopton Woodbridge Suffolk IP13 6QT - opposed by Clopton Parish Council - awaiting decision from East Suffolk Council</p> <p>To consider planning applications DC/22/5006/FUL Alterations to Access for Highway - 1 Cherry Tree Cottages Grundisburgh Road Clopton Woodbridge Suffolk IP13 6QD</p> <p>As the proposed plans offer the residents improved visibility onto what is known to be a difficult road the parish council unanimously support this application.</p> <p>Planning Applications received after the agenda was produced - None</p> <p>Other planning matters – None</p>	<p>Clerk to respond to East Suffolk Council</p>

CPC010/23 Village Hall Village hall committees have met in January and those minutes have been circulated via Clopton news	
CPC011/23 First responders for Clopton and Otley – The training is extensive and ongoing. East Suffolk council have indicated that a grant to help support this venture is a possibility, Clopton Parish Council agree to be the main applicant for this grant and hold the money for the group. A local construction firm have very kindly donated the costs towards one of the required first responders kits.	Chairman/Clerk
CPC012/23 Clerk’s Vacancy – An applicant has been offered the position and details need to be finalised, this is ongoing.	Chairman/Clerk
CPC013/23 Councillor recruitment and 2023 election – Clopton Parish Council currently have 6 councillors, there is one vacancy for a 7 th councillor unfilled. On Thursday 4 th May local elections will be carried out including Parish Councillor elections. Cllr. Fryatt sadly will not be able to stand again as parish councillor. Cllr Raffell is considering not standing again as parish councillor. Prior the last election the Clerk carried out a leaflet drop to all residences informing residents of the Elections and asking if anyone was interested in standing as a councillor. As with last year an email will be sent in due course via Clopton news to see if there is any interest from potential new councillors, following that if necessary another leaflet drop will be considered.	Chairman/Clerk
CPC014/23 Clerk’s Report on Urgent Decisions since the last meeting None	
CPC015/23 Officer’s and Representative’s Reports - None	
CPC016/23 Correspondence All relevant correspondence has been circulated by email	
CPC017/23 Matters to be brought to the attention of the Council for the next meeting <ul style="list-style-type: none"> - Coronation event planning update - Dates to be set for meetings from May 2023 to March 2024 	Clerk to include on March agenda
CPC018/23 Dates of future meetings agreed <ul style="list-style-type: none"> • 16th March 2023, 7.30pm, Village Hall, Parish Council Meeting • <i>Meeting closed at 8:30pm</i> 	
Chairman: Date:	