

# CLOPTON PARISH COUNCIL

**Minutes** of the Parish Council Meeting held at Clopton Village Hall  
On Thursday 18<sup>th</sup> May 2023 at 8.00 pm.

<b>Present:</b> Cllr Raffell (Elected Chair) Cllr Gittoes Cllr Lye Cllr Pitt Cllr Ashard CC Bryce	<b>In Attendance:</b> D Gooch (Clerk) 3 Residents	<b>Apologies</b> Cllr Bright Cllr Tiley-Nunn DC Hedgley
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<p><b>CPC043/23 Election of Chairman and Declaration of Acceptance</b>                  Cllr. Raffell stated he would stand as chairman for one more year; no other candidates came forward. Proposer Cllr Pitt, 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.</p>	
<p><b>CPC044/23 Chairmans Welcome</b>                  Cllr Raffell welcomed everyone to the meeting.</p>	
<p><b>CPC045/23 Public Forum/Open Session</b>  <b>County Councillor’s Report</b>                  See link: <a href="#">Cllr Elaine Bryce Annual Parish Report 2023</a></p> <p><b>District Councillor’s Report</b>                  See link: <a href="#">District Councillors Report to Clopton Annual Parish Meeting &amp; Annual Parish Council Meeting For May 2023</a></p> <p>The above reports were circulated prior to the meeting, and presented at the earlier Annual Parish Meeting.                  It was noted that DCs Colin Hedgley and Dan Clery would be meeting to agree sharing of responsibilities for the PCs they represent.</p>	
<p><b>CPC045/23 Apologies</b>                  Cllr Bright, Cllr Tiley-Nunn, and District Cllr Hedgley</p>	
<p><b>CPC046/23 Declaration of Interests/Dispensation Applications Received</b>                  None</p>	
<p><b>CPC047/23 Election of other officers</b>                  The following Officers were elected:  <b>Vice Chairman:</b> No candidates came forward - position left open until next meeting.  <b>SALC Representative:</b> The Clerk liaises with SALC.  <b>Emergency Planning Officer:</b> Cllr Raffell. Proposer Cllr Gittoes, Seconder Cllr Lye.  <b>Responsible Finance Officer:</b> D Gooch. Proposer Cllr Raffell, Seconder Cllr Pitt  <b>Communications:</b> The council would like to sincerely thank Della who very kindly maintains the Clopton News list and sends out eNews mailings. Della also sends out the annual Clopton in email form.                  (All councillors have signed Declaration of Acceptance of Office.)</p>	
<p><b>CPC048/23</b> The minutes of the last meeting of the Council were approved                  Link to: <a href="#">16<sup>th</sup> March 2023 Minutes</a>                  Proposer Cllr Lye, Seconder Cllr Pitt</p>	
<p><b>CPC049/23 Matters arising from the minutes</b></p>	

None											
<p><b>CPC050/23 Finance</b>  <b>Finance Report –</b>  The balances at the bank at 18<sup>th</sup> May were:  Parish Council Community account £ 7729.73  The Bomber savings account £ 182.08  The Premium savings account £ 1724.34  (No interest payments since last meeting.)</p> <p>Yorkshire BS Savings account £5205.06 @ 31<sup>st</sup> March 2023</p> <p>Incoming payments: EAST SUFFOLK 058610, £5,550 Precept payment received on 26<sup>th</sup> April.  The VAT claim payment of £114.92 has been submitted on 18<sup>th</sup> May (for the period 1<sup>st</sup> March 2022 to 31<sup>st</sup> March 2023)</p> <p>The May Financial statement was signed.</p> <p><b>Authorisation of payments –</b></p> <p>All payments authorised at the March meeting have been made. All cheques issued have cleared the account.</p> <p>Payments totalling £1681.49 to be approved during this meeting are:</p> <table data-bbox="248 1025 1171 1249"> <tr> <td>Abba KTT Coronation event (D Gooch reimbursement)</td> <td>£995.00</td> </tr> <tr> <td>Clerks salary Apr/May</td> <td>£388.77</td> </tr> <tr> <td>Clerks expenses Apr/May</td> <td>£ 25.00</td> </tr> <tr> <td>SALC Membership renewal</td> <td>£ 187.72 (Invoice No: 26947)</td> </tr> <tr> <td>Heelis &amp; Lodge internal audit</td> <td>£ 85.00 (Invoice No: HL9314)</td> </tr> </table> <p>Proposer Cllr. Lye, Seconder Cllr. Pitt for finance reports and payments approvals.</p> <p><b>To approve the end of year accounts 2022 -2023</b>  The 2022/23 accounts were circulated prior to the meeting, and 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. Pitt  The 2022/23 year end accounts summary were signed off by the Chairman</p> <p><b>To complete the Annual Governance and Accountability Return (AGAR): Sections 1 and 2. (Approve Accounting Statements and Annual Governance Statement).</b>  The Council approved for signature the Certificate of Exemption which states that during financial year 2022/23 the higher of the parish council's annual income or expenditure did not exceed £25000. The income was £10,801.19 and the expenditure was £8538.95 so well within criteria.</p> <p>Section 1 the annual governance statement for 2022/23 was reviewed and approved for signature. The statements are confirming that there is a sound system of internal control, including arrangements for the preparation of accounting statement and risk assessment.</p>	Abba KTT Coronation event (D Gooch reimbursement)	£995.00	Clerks salary Apr/May	£388.77	Clerks expenses Apr/May	£ 25.00	SALC Membership renewal	£ 187.72 (Invoice No: 26947)	Heelis & Lodge internal audit	£ 85.00 (Invoice No: HL9314)	<p style="text-align: center;"><b>Clerk to progress payments</b></p>
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<p>Policies have been reviewed and approved</p> <p><b>CPC052/23 Planning Matters</b>  Planning applications considered since 16<sup>th</sup> March meeting:  DC/23/1124/FUL Erection of garage and carport - 1 Cherry Tree Cottages Grundisburgh Road Clopton Woodbridge Suffolk IP13 6QD - <b>Supported by Clopton Parish Council – Pending Consideration</b> by East Suffolk Council</p> <p><u>DC/23/1047/FUL 32 solar panels to be fitted in an array of 4 rows of 8 panels, mounted on low-level, steel frames sunk into the ground. Rear Of Pear Tree Farm , Grundisburgh Road, Clopton, Woodbridge, Suffolk, IP13 6QE - <b>Supported by Clopton Parish Council - Awaiting Decision</b> from East Suffolk Council</u></p> <p>To receive planning decisions.  DC/22/4240/FUL Erection of business unit with storage yard - Clopton Commercial Park Debach Airfield Clopton Woodbridge Suffolk IP13 6QT - <b>opposed by Clopton Parish Council - Awaiting Decision</b> from East Suffolk Council</p> <p><u>DC/22/4334/FUL Use of land for the siting of 3no. cabins for use as holiday lets - Airfield Farm Cottage Clopton Road Monewden Suffolk IP13 7DF – No comments submitted by Clopton Parish Council. <b>Application Permitted</b> by East Suffolk Council</u></p> <p>DC/23/0267/P3Q Prior Notification - Change of Use of Agricultural Buildings to Dwellinghouse - Outbuilding 1, located to the northeast of Moat Hall Barn - Moat Hall Barn Martins Lane Clopton Woodbridge Suffolk IP13 6QX - <b>opposed by Clopton Parish Council – Application Withdrawn</b></p> <p><u>DC/23/0268/P3Q Prior Notification (Change of Use of Agricultural Building to One Dwellinghouse) - Outbuilding 2, located to the north of Moat Hall Barn - Moat Hall Barn Martins Lane Clopton Woodbridge Suffolk IP13 6QX - <b>opposed by Clopton Parish Council – Application Withdrawn</b></u></p> <p>DC/23/0159/DRC Discharge of Condition No. 3(i), 3(ii), 3(iii) and 3(iv) of DC/19/4673/LBC - Alterations to ground floor to include: insertion of 1no. roof lights over kitchen, replacement roof of garage with higher eaves level (forming "Play Room"), re-tiling single storey elements, removal of block work partition in kitchen and revised layout of kitchen / utility room, upgrading thermal elements as necessary, new sliding doors in Study, re-instatement of door on south west elevation, new feature windows and doors in "Play Room", replacement of solid door with glazed door on rear elevation. - Ancient House Shop Road Clopton Woodbridge Suffolk IP13 6QP – <u>No comments submitted by Clopton Parish Council - <b>Application Permitted</b> by East Suffolk Council</u></p> <p>DC/23/1327/DRC Discharge of Condition Nos. 3(i) &amp; 3 (iii) of DC/19/4673/LBC - Alterations to ground floor to include: insertion of 1no. roof lights over kitchen, replacement roof of garage with higher eaves level (forming "Play Room"), re-tiling single storey elements, removal of block work partition in kitchen and revised layout of kitchen / utility room, upgrading thermal elements as necessary, new sliding doors in Study, re-instatement of door on south west elevation, new feature windows and doors in "Play Room", replacement of solid door with glazed door on rear elevation - Details responding to Conservation Officer - clarification regarding oak posts and eaves level, removal of previously requested roof light - Ancient House Shop Road Clopton Woodbridge Suffolk IP13 6QP – <u>No comments submitted by Clopton Parish Council - <b>Application Permitted</b> by East Suffolk Council</u></p>	
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<p><b>Planning Applications received after the agenda was produced -</b> DC/23/1740/CLP Certificate of Lawful Use (Proposed) - Erection of three loading canopies. Debach Enterprises Debach Airfield Clopton Woodbridge Suffolk IP13 6QT. Determination date 30/6/2023. <b>Pending Decision</b> by East Suffolk Council. However, there was no request for consultee comments.</p> <p><b>Other planning matters</b> The following were note by the Council:</p> <p><b>i) Planning – joint statement from SALC and East Suffolk Council</b> Following circulation of the SALC planning survey summary report on behalf of town and parish councils, East Suffolk and SALC have recently met and have agreed that opportunities exist to potentially work more closely together to enable ESC to develop solutions to further improve processes which will address some of the key findings of the survey. SALC provided a subsequent update saying they have a meeting scheduled with Chris Bally, new CEO at ESC on 25th May, before a meeting with the ESC planning to discuss training and development on 31st May. <a href="#">Read more here on the SALC website.</a></p> <p><b>ii) East Suffolk Planning Policy Team</b> have issued a planning policy update on the Community Infrastructure Levy Charging Schedule. This sets out the amount of money certain kinds of developments are required to pay to fund new and improved infrastructure. A draft Charging Schedule was published in December 2021 which proposes new rates (a single East Suffolk CIL Charging Schedule to replace the two in place for the former Suffolk Coastal and former Waveney areas). An independent Examiner has now issued his Report and Recommendations, which concludes that, subject to three modifications, the Charging Schedule is recommended to be approved.</p> <p><b>iii) East Suffolk Planning Alliance (ESPA)</b> Formed (initially by the Grundisburgh Action Group and Parish Council) Feb 2023 as it was perceived that the relationship between council the communities that they are supposed to represent had broken down. ESPA aim to submit consolidated, unified and direct responses around contentious planning issues to ESC. - to support the Development of Locally Led Planning Policy driven by Neighbourhood Planning Partnerships - to Help Deliver The Right Homes In The Right Places With The Right Infrastructure Chair Raffell is the Council's attendee.</p> <p>The above were noted by the Council.</p>	
<p><b>CPC053/23 Internal Auditors report</b> The Audit report has been received, there was one comment re a note that would make the Box 9 AGAR value clearer (as it comprises the Asset Register value plus the value of the Janus Henderson Investment Fund). CPC would like to appoint Heelis and Lodge to carry out the next audit for financial year 2023/24</p>	<b>Clerk</b>
<p><b>CPC054/23 LGA (Local Government Association) General Power of Competence</b> An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). CPC resolved not to adopt the General Power of Competence.</p>	
<p><b>CPC055/23 B1078/9 Speed issues</b></p> <ul style="list-style-type: none"> <li>• B1078 Position of proposed rumble strips Re the road safety improvements on the B1078 at Clopton corner -</li> </ul>	

<p>after concerns raised by residents it's been confirmed that the current proposal is for visual rumble strip markings. The proposed rumble strips on the west to east side of the road between Manor Road and Shop Road, will be relocated further west and be installed either side of the Slow marking further down the hill (these are supposed to be quiet anyway compared to "normal" rumble strips).</p> <ul style="list-style-type: none"> <li>• Possible Repayment of ESC Grant Funding Cllr Raffell and CC Bryce discussed a change in what the ESC Grant Funding could be used for, rather than the PC repaying it. (See also Chairman's report to the <a href="#">Annual Parish Meeting</a>)</li> <li>• Cllr Raffell said he'd requested a meeting with Suffolk Council/Highways to hear residents' views on HGV routes (and several Parish Councils had been invited). Suffolk Highways had agreed the request – date TBD</li> </ul> <p>Invites had been received to:</p> <ul style="list-style-type: none"> <li>- Road Safety Forum, Microsoft Teams, 12 June 2023 10:00 – 12:00 Cllr Raffell agreed to represent the Council</li> <li>- 20's Plenty for Suffolk (This is an organisation campaigning to make 20 mph the default speed limit where people and motor vehicles mix, with 30 mph being an exception.)- Briefing and Webinar Invitation (Thursday June 22nd, 13.00 - 14.00). Cllr Ashford agreed to represent the Council.</li> </ul>	<p><b>Cllr Raffell</b></p> <p><b>Clerk to forward meeting invitations</b></p>
<p><b>CPC056/23 First Responders for Clopton and Otley</b> No report/update</p>	
<p><b>CPC057/23 Litter Pick (from 16<sup>th</sup> April)</b> The Council thanked Cllr Gittoes for arranging the successful litter pick.</p>	
<p><b>CPC058/23 Coronation Event (from 5<sup>th</sup> May)</b> Despite the rain, the event had been very successful, with a profit of £1381 (breakdown to be provided).</p>	
<p><b>CPC059/23 Clerk's Report on Urgent Decisions since the last meeting</b></p> <p>i) Community benefits for electricity transmission network infrastructure consultation - deadline 25 May 2023 The British Energy Security Strategy intends to have a fully decarbonised electricity system by 2035, and net zero by 2050. In the nearer term, the government has an ambition for up to 50GW of offshore wind and to progress up to eight new nuclear reactors by 2030, and an expectation for a fivefold increase in solar deployment, up to 70GW, by 2035. Communities that host this network infrastructure play a vital role in supporting the delivery of our energy, and given the scale and rate of change required for the transformation of the electricity network, now is the right time to <a href="#">review how community benefits are delivered</a>, and introduce measures to ensure communities feel they are positively benefitting from hosting electricity transmission network infrastructure. A resident requested details of the consultation.</p> <p>ii) Website Accessibility It is mandatory requirement that all local government organisations allow people with visual impairment to easily access their websites. One Suffolk's core templates now meet the minimum of the international WCAG 2.1 AA accessibility standard. However, our website may be non-compliant. One Suffolk offering a service (£108 inc VAT) to review all our webpages, fix any issues seen, and provide a short report based on their findings. The Council agreed to engage One Suffolk to review Clopton's webpages.</p> <p>iii) Community Action Suffolk (CAS) CAS have prepared a <a href="#">report</a> on how the cost of living crisis is affecting the VCFSE</p>	<p><b>Clerk to forward</b></p> <p><b>Clerk</b></p>

<p>(Voluntary, Community, Faith and Social Enterprise) sector. They're now completing Round 3 of the Cost-of-Living Impact Survey and need a councillor to complete a 5-10 minute survey by 31st May. Cllr Lye agreed to complete this survey.</p>	<p><b>Cllr Lye</b></p>
<p><b>CPC060/23 Officer's and Representative's Reports</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>CPC061/23 Correspondence</b> Clerk had received a request to host a link to <a href="https://www.dentistnearme.uk">https://www.dentistnearme.uk</a> on our website to help your audience find nearby dental clinics. The Council considered that people would use a search engine to find an NHS or private dentist, and decided against hosting this link.</p>	<p><b>Clerk</b></p>
<p><b>CPC062/23 Matters to be brought to the attention of the Council for the next meeting</b> – None</p>	
<p><b>CPC063/23 Dates of future meetings agreed</b></p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> July 2023, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 21<sup>st</sup> September 2023, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 16<sup>th</sup> November 2023, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 18<sup>h</sup> January 2024, 7.30pm, Village Hall, Parish Council Meeting.</li> <li>• 21<sup>st</sup> March 2024, 7.30pm, Village Hall, Parish Council Meeting</li> </ul>	
<p><i>Meeting closed at 9:20pm</i></p>	
<p>Chairman: .....</p> <p>Date: .....</p>	