

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Thursday 20th July 2023 at 7.30 pm.

<p>Present: Cllr Raffell (Elected Chair) Cllr Ashard Cllr Bright Cllr Lye Cllr Pitt Cllr Tiley-Nunn</p>	<p>In Attendance: Clerk, D Gooch 3 residents, 1 member of the public SCC Cllr. Bryce DC Cllr Hedgley</p>	<p>Apologies Cllr Gittoes DC Cllr Clery</p>
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<p>CPC069/23 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting.</p> <p>CPC070/23 Public Forum/Open Session</p> <p>Suffolk County Councillor's Report Cllr Bryce discussed her meeting with Cllr Raffell earlier in the week to discuss escalating our request for SCC Highways to meet with Clopton and adjacent Parish Councils to discuss, HGV Traffic and the designated Lorry routes through our villages". The current issue with diversion routes was also discussed. Brief highlights from Cllr Bryce's June 2023 Town and Parish Newsletter : - 80,000 properties across rural Suffolk will benefit in a £100 million investment as part of the government's £5 billion Project Gigabit project to roll out gigabit-capable broadband across the UK. - Suffolk Fire Service are bringing back fire control to Suffolk. Previously (since 2011) Suffolk has shared a control room with Cambridgeshire. CC Bryce said that there was funding available in her locality budget, and various requests being received.</p> <p>CC Pitt asked if anything could be done about the mirror on Shop Road which had been moved, e.g. a larger mirror. CC Bryce noted that mirrors on roads are not approved by Suffolk County Council, however she was working to improve road markings and signage in the village.</p> <p>District Councillor's Report DC Cllr Hedgley July 2023 report included: - Grants for up to £3,000 being available to help provide school uniform to families in need. - The report included various links, for example information re waste collection days, recycling points, reporting fly-tipping incidents etc. - DC Hedgley noted some anticipated changes to the planning process, particularly the referral process which he considered was currently unfair, for example councillors not being permitted to speak at planning hearings. The Scrutiny committee had agreed to present changes that would hopefully be accepted by the full committee.</p> <p>Cllr Tiley-Nunn asked why a police crime reference was required by the council when requesting a replacement for a stolen wheelie bin. (After the meeting DC Cllr Hedgley confirmed that a crime reference was no longer required, and provided a link to East Suffolk Council's process to obtain a replacement wheelie bin.)</p>	
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<p>- DC Cllr Dan Clery's July 2023 Parish Report is here. Public forum No comments were made in the public forum.</p>																			
<p>CPC071/23 Apologies Apologies received from Cllr Gittoes and DC Cllr Clery.</p>																			
<p>CPC072/23 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>CPC073/23 Minutes The minutes of the meeting of the Council, Thursday 18th May 2023, and Thursday 8th June 2023 were approved and signed as a true record. Proposer Cllr Pitt, Seconder Cllr Lye.</p>																			
<p>CPC074/23 Matters arising from the minutes i) Form 2 of the AGAR 2022/23 submitted (23/5/23) to PKF Littlejohn LLP; and notification of receipt of documents received for exempt status (14/6/23). See CPC050/23. ii) Development pathway for councillors Cllr Ashford (05 & 12/6/23) and Cllr Tiley-Nunn (31/7 & 7/8/23) booked. See CPC050/23 iii) The Clerk has contacted Heelis and Lodge to request that they carry out the next internal audit, and they have agreed to this. iv) CAS Website Accessibility Audit completed (see CPC067/23).</p>																			
<p>CPC075/23 Finance Finance Report – The balances at the bank at 13th July were: Parish Council Community account £6151.16 The Bomber savings account £ 182.46 The Premium savings account £1727.93 Yorkshire BS Savings account £5205.06 (@31/3/2023)</p> <p>Interest payments of £0.38p (Bomber account) and £3.59 (Business premium account) were received on 5th June. Incoming payments: £114.92 HMRC VAT reclaim (24/5/23); £285 Coronation event (13/6/23).</p> <p>Authorisation of payments – The internal audit fee to Heelis & Lodge (Invoice No. HL9313, CQ. 745, £85, 18th May) is yet to clear at the bank.</p> <p>Payments totalling £902.57 to be approved during this meeting are:</p> <table data-bbox="287 1608 1165 1915"> <tr> <td>Clopton Village Hall</td> <td>£105.00</td> </tr> <tr> <td>(6 bi-monthly meetings, plus extra meeting 08/6/23)</td> <td></td> </tr> <tr> <td>CAS Website Accessibility Audit</td> <td>£108.00</td> </tr> <tr> <td>SALC Training Inv:27361 S Ashard</td> <td>£ 72.00 incl VAT</td> </tr> <tr> <td>SALC Training Inv:27504 I Tilley-Nunn</td> <td>£ 72.00 incl VAT</td> </tr> <tr> <td>ICO Data Protection Renewal</td> <td>£ 35.00 (due 23/7/23)</td> </tr> <tr> <td>Clerks salary Jun/Jul</td> <td>£388.57</td> </tr> <tr> <td>Clerks expenses Jun/Jul</td> <td>£ 25.00</td> </tr> <tr> <td>HMRC P30</td> <td>£ 97.00</td> </tr> </table> <p>Bank reconciliation check – Cllr. Pitt had checked and approved the bank reconciliation (to 13th July in advance of the meeting).</p>	Clopton Village Hall	£105.00	(6 bi-monthly meetings, plus extra meeting 08/6/23)		CAS Website Accessibility Audit	£108.00	SALC Training Inv:27361 S Ashard	£ 72.00 incl VAT	SALC Training Inv:27504 I Tilley-Nunn	£ 72.00 incl VAT	ICO Data Protection Renewal	£ 35.00 (due 23/7/23)	Clerks salary Jun/Jul	£388.57	Clerks expenses Jun/Jul	£ 25.00	HMRC P30	£ 97.00	<p>Clerk to send payments</p>
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Proposer Cllr Tiley-Nunn, Seconder Cllr. Bright for [July Financial Report](#) and payments approvals.

CPC076/23 Planning Matters

To receive planning decisions:

- i) Ref. No: 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. – **Application Permitted** by East Suffolk Council. Supported by Clopton PC.

To consider planning applications

The PC considered items ii) & iii) together as they both relate to the same planning development at Moat Hall, Martins Lane, Clopton.

- ii) [DC/23/1928/LBC](#): Listed Building Consent - Partial demolition of barn and works to make good including laying foundation slabs in the floor of the barn. Moat Hall, Martins Lane, Clopton, Woodbridge, Suffolk IP13 6QX.

The covering letter from East Suffolk Council stated that:

“By way of background, planning permission and listed building consent was granted in 2018 for Conversion of agricultural buildings to form a new dwelling and artist’s studio under reference DC/18/4094/LBC and DC/18/4093/FUL. However, in the course of implementing the approved development, the applicant did not follow the approved drawings and instead of converting part of the barn had partially demolished the structure and was intending to rebuild. This has invalidated the planning permission and listed building consent.

Following a site meeting, the applicant has been advised by the Council that the barn can no longer be converted to a dwelling and that an application for listed building consent should be made for the partial demolition that has been undertaken and the works necessary to stabilise and retain the building. This is what this application now proposes. The building is no longer proposed to conversion for a dwelling, it is to be retained and used for ancillary storage.”

Due date 24 July 2023.

- iii) [DC/23/1982/FUL](#): Proposal: Retention of studio building. Moat Hall, Martins Lane, Clopton, Woodbridge, Suffolk IP13 6QX Planning permission and Listed Building Consent was granted in 2018 for conversion of agricultural buildings to form new dwelling and artist studio under reference DC/18/4094/LBC and DC/18/4093/FUL.

The 'DESIGN AND ACCESS STATEMENT/HERITAGE STATEMENT' states:

“The smaller barn, now studio, appears to be built to the approved plans, although it is a new structure rather than a conversion. Its retention would not have a negative impact on the setting of Moat Hall Farm or the listed barns, however this would be subject to a new planning application as well as the original consent has been invalidated through demolition of the barn. The use of the barn would be granted solely for the purposes of ancillary and nature to that of the main dwelling and should be applied for as such. There are no separate uses which would be deemed appropriate in this location.”

Due date 24 July 2023.

(NB. DC/23/2602/CLE Received: Mon 03 Jul 2023, Pending Consideration (email 12 Jul 2023))

<p>produce high quality, affordable, sustainable homes with local communities involved throughout the process) and the variety of forms it can take.</p> <p>The PC commented that Clopton had very few small houses either for people to get on to the housing ladder, or for older people to downsize to. The village lacked both housing stock, and facilities.</p> <ul style="list-style-type: none"> • East Suffolk Council (ESC) Planning Forum Cllr Ashard/Clerk: ~100 people attended the forum including ESC presenters and staff. Attendees were updated on ESC planning policies, processes, teams, and the various documents in preparation. Cllr Ashford observed that this was complex, and internally driven. The Community Infrastructure Levy (CIL) online dashboard was also highlighted. Clerk noted attendee dissent in the Q&A session particularly re the planning referral process, and the seeming lack of influence of PC on planning decisions. • Community Infrastructure Levy East Suffolk Council has adopted a new East Suffolk Charging Schedule. New charges vary from £0 to £300 per square metre, depending on the type of development and location. The new charges apply from 1st August 2023. 	
<p>CPC077/23 Policy Amendments</p> <p>i) Risk Management update</p> <p>To reflect the PC’s use of online banking, Clerk proposed the following update to the Risk Management document:</p> <p>Item 11 “Loss of cash or funds” proposed amendment in red: “Bank reconciliation by PC every 2 months – 2019 addition reconciliation checked by councillor prior to meeting. Approval of all invoices and S137 payments by PC before payment. Cheques signed by 2 authorised signatories, and online banking by dual authorisation.</p> <p>Under new Transparency Code information will be recorded publicly (online in minutes) in anticipation of impending changes to the audit requirements. Spot check of accounts by PC member every 6 months”</p> <p>ii) Financial Regulations (S11.1 b)</p> <p>Clerk advised the PC re the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) Regulations 2022 which came into force on 21st December 2022, and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities. The contract value limits are to be calculated inclusive of VAT (effective from 1st January 2022).</p> <p>The following update to the Financial Regulations was therefore recommended: “Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts (Amendment) Regulations 2015 2022 (“the Regulations”) which is valued at £25,000 £30,000 or more, the council shall comply with the relevant requirements of the Regulations.”</p> <p>The PC agreed the changes recommended above in (i) and (ii).</p>	<p>Clerk to update documents</p>
<p>CPC078/23 B1078/9 Speed issues</p> <p>Cllr Raffell provided a brief update on the latest Road Safety forum, although this discussed processes and there was little to report. Kesgrave were prominent but have different issues to Clopton.</p>	

<p>Re HGVs, there is a lot of disquiet across the villages around Clopton, although Suffolk Highways seemed to be back pedalling on the proposed meeting* where it was hoped to better understand how decisions are made by SCC, regarding road capacity for HGVs, and for SCC to hear concerns from local residents. (* The meeting is supported by CC Bryce.)</p> <p>20's Plenty Cllr Ashard attended the 20's Plenty webinar on 22 June. In summary, this recapped the safety and environmental advantages of the campaign, which were very persuasive would be very appealing to Clopton residents to address excess speed. The PC agreed to defer the discussion on the 20's Plenty campaign until the next meeting.</p>	<p>Clerk to forward 20's Plenty information to PC.</p>
<p>CPC079/23 Village Hall John Dawson on behalf of The Village Hall Management Committee mentioned the freshly painted stage and dado rail etc. which were now much brighter. This was funded raised from various recent events e.g. Coronation event. The larger improvements planned (e.g store room, heating, etc. as mentioned at previous meetings) would require a higher level of funding via grants etc.</p>	
<p>CPC080/23 First Responders for Clopton and Otley Cllr Bright said 5 people in the group were now fully trained, and able to provide full cover on most days. A further 3 Responders had commenced their training. Two full kits (equipment packs and communicators) had been received, with a further 3 ordered thanks to generous funding from Clopton, Otley, & Grundisburgh.</p>	
<p>CPC081/23 Clerk's Report on Urgent Decisions since the last meeting None</p>	
<p>CPC082/23 Officer's and Representative's Reports Road Safety Forum: see CPC078/23; (No councillor was able to attend the Disability Forum (11th July 2023), or SALC AGM (19th July 2023).)</p>	
<p>CPC083/23 Correspondence</p> <p>i) Asset of Community Value (sometimes known as Right to Bid) briefings This is a piece of legislation that aims to enable communities to bring important sites, buildings and businesses in to community ownership. ES Council offer a 90 minute webinar, Thursday September 28th, 13:00; Monday December 11th, 12:00; or Wednesday March 13th, 15:00 (email 6/6).</p> <p>ii) D-Day 80 D-Day 80 (SALC email 19/6/2023) is being organised to commemorate the 80th Anniversary of the D-Day landings on 6th June next year. Encouraging local communities to take part by lighting a Beacon at 9.15pm on 6 June 2024, representing the 'light of peace' that emerged from the darkness of war. There are various types of Beacons (e.g. bonfire, brazier, gas-fuelled) that can be used for this special commemoration/celebration event, and information (including on Certificate of Grateful Recognition) available here: www.d-day80beacons.co.uk . The PC were keen to take part, and register their involvement, noting they already have a beacon).</p> <p>iii) Hedgehogs R Us Highway Project</p>	<p>Clerk to register PC involvement in D-Day 80.</p>

<p>A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.</p> <p>The PC had been asked to consider buying a box of 50 hedgehog highway surrounds (£150 + £7.50 P&P incl information leaflets & window sticker) and make them available for residents. Money is donated to Hedgehog Conservation for every box sold.</p> <p>The PC agreed this was unnecessary as hedgehogs roamed freely in the village.</p> <p>iv) Digital Champion Volunteers</p> <p>A charity organisation called Communities Together East Anglia, are running a Digital Workshop project in local communities in Suffolk to help individuals who are or feel digital excluded.</p> <p>The workshops allow people to bring their own device (smart phone, laptop, or tablet/iPad) along and receive assistance from a Digital Champion Volunteer on how to use their device (browse the internet, do online shopping, email, take photos etc.) and help increase their skills and confidence. The workshops are free to access and as stated run by volunteers that are either supported through an organisation in that location or through ourselves at Community Together East Anglia.</p> <p>Communities Together East Anglia are asking people in their local communities to step forward and become Digital Champions. Volunteer will be given access to Digital Unite training platform and join the Suffolk Digital Champions where they can share their experiences, collaborate, etc.</p> <p>tracey.walsh@communitiestogether-ea.org</p> <p>This was noted by the PC although no-one was able to volunteer.</p> <p>v) Energy Projects Update</p> <p>See email from 17th July sent to councillors, from Anglian Energy Planning Alliance; SIZEWELL C, OFFSHORE WIND & INTERCONNECTOR PROJECTS, & the Community Benefits consultation et al.</p> <p>The above was noted by the PC.</p> <p>vi) ESC Greenprint forum events</p> <p>See email from 14th July 2023 sent to councillors, listing the various events. The above was noted by the PC.</p>	
<p>CPC084/23 Matters to be brought to the attention of the Council for the next meeting</p> <p>Clerk asked the PC if a Safeguarding Policy covering vulnerable people when using PC facilities, or engaged on PC activities was required.</p> <p>After discussion the PC agreed that a Safeguarding Policy was not currently necessary.</p>	
<p>CPC085/23 Dates of future meetings agreed</p> <ul style="list-style-type: none"> • 21st September 2023, 7.30pm, Village Hall, Parish Council Meeting. • 16th November 2023, 7.30pm, Village Hall, Parish Council Meeting. • 18^h January 2024, 7.30pm, Village Hall, Parish Council Meeting. • 21st March 2024, 7.30pm, Village Hall, Parish Council Meeting 	
<ul style="list-style-type: none"> • <i>Meeting closed at 9:20pm</i> 	
<p>Chairman:</p> <p>Date:</p>	