

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Thursday 21st September 2023 at 7.30 pm.

Present: Cllr Raffell (Elected Chair) Cllr Ashard, Cllr Bright Cllr Gittoes, Cllr Lye Cllr Pitt, Cllr Tiley-Nunn	In Attendance: DC Cllr Hedgley Clerk, D Gooch 2 residents, 1 member of the public	Apologies SCC Cllr. Bryce DC Cllr Clery
---	---	--

<p>CPC086/23 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting.</p>	
<p>CPC087/23 Public Forum/Open Session</p> <p>District Councillor’s Report DC Cllr Hedgley report included: - DC’s Hedgley and Clery had now agreed to split the responsibilities of attending PC Meetings, and as a result DC Clery would attend subsequent Clopton PC meetings until August 2024, then DC Hedgley would attend for the next 12 months (and so on until the next election). However, the PC is free to consult with either DC at any time. Similarly, the PC can request one or both DCs to attend a particular meeting.</p> <p>- East Suffolk Council’s Warm Welcomes (formerly Warm Rooms) grant applications is now open, following last winter’s successful Warm Rooms scheme which provided warm, friendly spaces across East Suffolk.</p> <p>- There have been recent discoveries of Nitrous Oxide being used by young people in the Kesgrave and Martlesham area. If residents find any canisters, or there are any suspected incidents of young people using Nitrous Oxide in the village, please report them to Suffolk Police who are tracking this issue.</p> <p>Suffolk County Councillor’s Report Highlights if Cllr Bryce’s report included: - Suffolk Trading Standards now have 200 ‘No Cold Calling’ zones in the county. The scheme aims to protect the elderly and vulnerable from unscrupulous cold callers.</p> <p>- An appeal from Suffolk Trading Standards for help to find, Wayne Parker, of Mildenhall, wanted for failing to appear in court for sentencing for fraudulent trading. Parker who presented himself as a livestock owner, was found guilty of obtaining more than £765,000 in credit from suppliers.</p> <p>- Suffolk County Council were disappointed that the National Grid interconnector project (to connect multiple offshore wind farms) has identified an alternative landfall at Walberswick, with cable routing to the north of Southwold.</p> <p>In addition CC Bryce asked to highlight the following items specific to Clopton: - CC Bryce will continue to liaise with highways and try to convene a wider forum of Parishes affected by the HGV movements in and around Clopton, Boulge, Bredfield etc.</p> <p>- The change to the new highways contractor, Milestone, has delayed the Shop Corner road safety improvements. However, it is hoped to be one of the first in the new contracts package, and CC Bryce remains committed to supporting this via the locality highways budget.</p> <p>- Concerns about speeding traffic from a resident living on Otley Road, Clopton, have been taken up with Cllr Paul West, SCC’s Cabinet Member for Highways. However, based on the statistics reviewed in March 2023, SCC’s initial observations are that this</p>	

<p>section of the B1079 would not meet the required criteria as set out in Suffolk's policy for a reduced speed limit. The question is how to progress this issue.</p> <p>- DC Dan Clery's Parish Report is here.</p> <p>Anglian Energy Planning Alliance (AEPA) AEPA would like the PC to "Sign on Letter to Energy Minister Andrew Bowie", about the energy projects proposed for our area including Sizewell C. The letter was read to the PC, and adds to the concerns highlighted in CC Bryce's report re the National Grid interconnector project, and impact on Suffolk communities. The PC agreed to add its signature to the letter to Energy Minister Andrew Bowie.</p> <p>Public forum No comments were made in the public forum.</p>	Clerk
<p>CPC088/23 Apologies Apologies received CC Bryce and DC Cllr Clery.</p>	
<p>CPC089/23 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>CPC090/23 Minutes The minutes of the meeting of the Council, Thursday 20th July 2023 were approved (after minor edits to the SCC report notes) and signed as a true record. Proposer Cllr Pitt, Seconder Cllr Lye.</p>	
<p>CPC091/23 Matters arising from the minutes None</p>	
<p>CPC092/23 Finance Finance Report – The balances at the bank on 12th September 2023 were: Parish Council Community account £5467.05 The Bomber savings account £ 182.95 The Premium savings account £173256 Yorkshire BS Savings account £5205.06 @ 31st March 2023</p> <p>Interest payments of £0.49p (Bomber account) and £4.63 (Business premium account) were received on 4th September. Incoming payments: None</p> <p>Authorisation of payments – Payments totalling £996.17 to be approved during the meeting were: ESC Election uncontested costs (paid prior to the meeting) £ 78.54 Ansvar Insurance (CAS) renewal £309.66 Clerks salary Aug/Sept £388.57 Clerks expenses Aug/Sept £ 25.00 HMRC P30 £194.40</p> <p>Bank reconciliation check – Cllr. Pitt had checked and approved the bank reconciliation (to 12th September) in advance of the meeting.</p> <p>Insurance renewal - Ansvar Insurance (CAS), Charity & Community Essentials (incl £5k Defib/Cab, SID's), Due 1st October, £309.66 (an increase from £299.85). This was agreed by the PC. Proposer Cllr. Gittoes, Seconder Cllr Tiley-Nunn for September financial report , payments approvals, and insurance renewal.</p> <p>'Parish Council Accounts' – The PC were asked if they would like the RFO to use Parish Council Accounts, a simple cashbook accounting system (available on a subscription basis of £75 per year, and runs on Windows) that aims to provide, on a receipts and payments basis, the accounting functions that a small parish council requires: Entering payments and receipts along with analysis; Bank reconciliation; VAT126 preparation; AGAR preparation; Creation of budgets and spending against budgets. The PC agreed the RFO should continue with the current system.</p>	Clerk to send payments

CPC093/23 Planning Matters

To receive planning decisions

- i) Diversion of Clopton Public Footpath No 5 (reply from MSDC)
The application to divert the footpath was submitted under Section 257 of the Town and Country Planning Act 1990 (the Act). This legislation gives a council power to divert a public footpath where it is necessary to divert the footpath to allow development to take place in accordance with a planning permission which has been granted, or which will be granted, under Part 3 of the Act. "The issues you (the PC) refer to (with the footpath further towards Debach) are beyond the development site on land not within the control of the applicants. Therefore, they are outside the scope of this application".
- ii) [DC/23/1982/FUL](#), Retention of studio building - Moat Hall Martins Lane Clopton Woodbridge Suffolk IP13 6QX. **Application Permitted** by ESC (email 22/8/2023).
- iii) [DC/23/2602/CLE](#), Certificate of Lawful Use (Existing) - Retention of building without compliance with a condition requiring its removal. - Moat Hall Barn Martins Lane Clopton Woodbridge Suffolk IP13 6QX. **Application Permitted** by ESC (email 22/8/2023).
- iv) [DC/23/2706/VOC](#) Variation of Condition Nos. 2 and 4 of DC/22/4240/FUL - Erection of business unit with storage yard - Minor Layout Changes - Clopton Commercial Park Debach Airfield Clopton Woodbridge Suffolk IP13 6QT. **Application Permitted** by ESC (email 13/9/2023).

To consider planning applications

- i) [DC/23/2693/FUL](#) (Bredfield) Proposal: Demolition of the existing commercial buildings on site and the erection of 7no dwellings and 14no commercial units on land of the former forge site. Site address: The Forge, Woodbridge Road, Bredfield, Woodbridge, Suffolk IP13 6AG Although this relates to Bredfield, there is the potential for it to impact Clopton through additional traffic, which may include heavy goods vehicles, using the B1079. Cllrs Raffell and Tiley-Nunn attended the Bredfield PC meeting, 16th August, and said it was a lively meeting although the applicant wasn't present. The application was similar to the previous one, re entry and exit points, density etc. It was noted that the Local Plan does show the site for development, though the detail is open to interpretation. The main concerns are re road access though most are on Suffolk Council's lorry route. However, HGV traffic is one-way which passes through Clopton. CC Bryce has submitted an objection concerning the HGV traffic (and DC Hedgley said he'd noted the PC's concerns). NB. The deadline for comments has expired, although the PC was not on the consultee list anyway.

Planning Applications received after the agenda was produced

- i) [DC/23/2012/FUL Re-consultation](#); Proposal: Use of land for stationing of 2 shepherds huts for holiday use together with office/store. Land At , Manor Road, Clopton, Suffolk, IP13 6SH. Deadline for comments 4th October. Clerk said that the application update included the letter presented to the PC at the 20th July meeting, answering the concerns noted by the PC. The update noted that "The PC committee listened and were happy to remove their objection to our application and support it, however felt that as they were past the deadline they were unable to submit their amendment. Their decision will be noted in the minutes of the meeting and if allowed they are happy to submit a further response". The PC again discussed the application and there were mixed views concerning possible disruption and noise. However, the PC unanimously agreed Cllr Raffell's proposal that the PC submit a response that they have no objection.

Other planning matters

None

**Clerk to submit
planning
application
response.**

<p>CPC094/23 Governance</p> <p>i) Vice-Chair Role Cllr Raffell said he would eventually stand down as Chair, hence the other councillors needed to consider who might replace him. The PC discussed the Chair's duties, and roles that could be divided between councillors. Councillors agreed to give this consideration ahead of the next meeting.</p> <p>ii) NALC consultation to update the model Financial Regulations NALC are seeking views on the technical aspect of the regulations (deadline 5 November 2023). The PC had no specific views on the technical aspect of the regulations that they wished to feedback.</p>	<p>Clerk to add to next meeting agenda</p> <p>Councillors</p>
<p>CPC095/23 Traffic and Road Safety issues</p> <p>20's Plenty The 20's Plenty campaign discussion had been deferred from the previous meeting. A 20's Plenty campaign update had been circulated to the PC on 20th September. The PC understood that the campaign applied to 30mph zones that could be reduced to 20mph, and noted that several villages were wanting to reduce their speed limit accordingly. There was general support for this although it wasn't clear how this could be implemented in Clopton, where the issues were different since, for example, the speed limit on the B1078 past Shop Road is 60mph. It was also noted that the speed limit in Ashbocking was now 40mph throughout – a speed limit that would be a benefit if applied to parts of Clopton. A member of the public commented that a 20mph limit on all roads wouldn't be viable for businesses like his, who rely on vans. The PC voted against joining the 20's Plenty campaign, with a concern that the campaign could divert funding from initiatives of higher priority to Clopton.</p> <p>Road Safety Week Clerk mentioned the offer to purchase 30mph Wheelie bin stickers (these are screen printed onto white self-adhesive weatherproof vinyl. Size: 220 x 300mm), bulk pack of 100 available for £120 from smartwheelie.co.uk. The PC agreed to decline the offer.</p> <p>Road Closures by Anglian Water Cllr Tiley-Nunn had flagged the constant road closures near the Clopton Crown by Anglian Water. The concern is that they're not resolving the problem and this has an impact on the community we represent, hence the PC should write to them. The PC discussed that the work completed in March hadn't been too disruptive, but the last two road closures were awful. It was noted that the council is responsible for diversions, with Anglian Water using a third party to deploy signage. The main issues were that the water main keeps bursting as only patch repairs are being completed. In addition, there are differing diversion requirements for HGVs compared to other vehicles. The PC agreed to write a letter of complaint as the signage was inadequate, and vehicles have damaged verges as they're forced to turnaround, having often ignored the diversion signs.</p> <p>B1079 Grundisburgh Road, Burgh/Clopton works Suffolk Highways are planning to carry out road texturing work along B1079 Grundisburgh Road, Burgh/Clopton. The works are programmed to take place between 29 and 30 September 2023. The roads will be closed overnight between 7pm and 6am. For the duration of the road closure, traffic will be diverted via B1079, B1078, A12, B1079 and vice versa. Updates on the One.Network website. This works were noted by the PC.</p> <p>Other Cllr Raffell reported that he was still waiting, after 3 weeks, for a reply from Josh White, Community Liaison Engineer, Suffolk Highways, re getting the signage replaced. (See also CC Bryce's note re Shop Corner speed improvements (CPC087/23))</p>	<p>Cllr Raffell</p>

<p>CPC096/23 Village Hall John Dawson (JD) on behalf of The Village Hall Management Committee provided an overview of the 'Consideration of Low-Carbon heating for the hall to replace the present oil-fired system' circulated to the PC. JD said the oil boiler was ~20 years old and due for replacement. The heat pump replacement being considered would likely qualify for a grant that can be applied for. Grants, of up to £30k, are available for energy efficiency projects that help meet the 'net zero' target, and can cover 80% of the costs. A further 10% can be 'in kind' e.g. through volunteer work, hence very attractive. An air-to-air system could provide heating in winter and air conditioning in hot summer weather (noting that improvements to the insulation would also be required). JD commented that the hot summers meant it was increasingly likely that vulnerable people would require a cool refuge that could be provided by the Village Hall. The PC agreed to support this initiative in principle, and also suggested considering a solar panel + battery installation.</p>	
<p>CPC097/23 First Responders for Clopton and Otley An update and newsletter from Suffolk Accident Response Service (SARS) www.sars999.org.uk had been circulated. "SARS have been very grateful for the support of our local councils in recent years. SARS receives no central government funding and your grants have helped us buy vital equipment to support our clinical operations across Suffolk. In the last year, SARS were mobilised to incidents in over 130 different locations across our region and many Suffolk villages and towns saw multiple attendances from volunteer SARS clinicians. In 32% of these incidents, SARS volunteer clinicians were the first emergency medical resource on scene. The PC agreed to consider further support for SARS at the next meeting.</p>	<p>Clerk to add to agenda</p>
<p>CPC098/23 Clerk's Report on Urgent Decisions since the last meeting None</p>	
<p>CPC099/23 Officer's and Representative's Reports The following meetings and events were noted by the PC Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership, 21st July 2023 (next meeting Monday 2 October 2023 at Adastral Park, Martlesham Heath, now POSTPONED) Road Safety Forum meeting, Monday, 14th August 2023 (This is a preliminary planning meeting for Road Safety Week which runs between 19th and 25th November 2023.) Following Road Safety Forum meeting is 21st September (today) Community Partnership Outcome Proposal Workshop, 5th September 2023 Agenda included 'Road and Traffic Safety'. SALC East Suffolk Area Forum, 21st September (this conflicts with the PC meeting). Upcoming events/meetings: SALC Climate forum 25th September, 1pm (online), with Julian Thompson, CEO from Community Climate Action. 20s Plenty, 27th September @7.30pm (see 10.1) Asset of Community Value (Right to Bid) Information Session, 28th September 2023 (Clerk to attend) Community Action Suffolk: Introduction to Community-Led Housing with Q&A session (Zoom call), Thursday October 5th 11.00-12.00 am.</p>	
<p>CPC100/23 Correspondence i) Highway Grit Bin Refills Suffolk Highways had notified the PC that they'd be refilling grit bins by the end of August ready for the winter season, noting that it's the PC's responsibility to manage and maintain approved highway grit bins within their parish. The Asset Register shows a Salt bin (# 006) locate at junction Shop Rd / Rouse Hall Estate. Cllr Gittoes agreed to check this, while Cllr Lye would check if there's a bin on Birds Hill.</p>	<p>Cllrs Gittoes, Lye</p>

<p>ii) Capital Grant Funding available for community spaces East Suffolk Council are now accepting applications from local voluntary and social enterprise groups, as well as some small to medium sized businesses, for a £15,000-30,000 share in the newly launched Rural Business and Community Hub Fund (RBCHF). The fund is part of the Government's wider Rural England Prosperity Fund (REPF) and aimed at organisations that provide, or wish to provide, a multi-purpose community hub or for-public-benefit facility offering access to a range of quality, cost-effective services. The PC noted this is the grant funding potentially available for the Village Hall heat pump (see CPC096/23 Village Hall).</p> <p>iii) Sizewell C update The latest project update had been circulated to councillors (email 30th Aug). This included an improved Works Tracker site, creation of a Freight Management Facility, ecological survey and bats survey associated with road changes required, and commuting routes respectively. An area which includes part of the Sandlings is also being closed temporarily for safety reasons. There are also a series of briefings at various PC meetings.</p> <p>iv) Citizens Advice East Suffolk (CAES) Annual Report 2022/23 The CAES report had been circulated to councillors. The email included an appeal for a donation to support CAES, which the PC agreed to consider at the next meeting (there was no donation from the PC in 22/23).</p> <p>v) Pre-engagement Library Consultation Suffolk County Council (SCC) have agreed to go out to tender for the library service and to undertake a public consultation on the future of the service to inform the scope of the contract. Beforehand, SCC are seeking stakeholders views on:</p> <ul style="list-style-type: none"> • future service needs • Community outreach • how to make the public consultation inclusive to those with Protected Characteristics (Disability, race, age, sexual orientation, religion or belief, pregnancy and maternity, gender reassignment, marriage, or civil partnership) <p>SALC is hosting an event to listen to people's views. The pre-engagement session is on Tuesday 26 September at 7 pm. The PC understood (confirmed by Cllr Gittoes) that the mobile library visits Clopton monthly (Thursdays 13.20-13.45) at the Rouse Hall/Shop Road junction (next visits 12th Oct, 9th Nov, 7th Dec, 4th Jan). Clerk agreed to write to SCC confirming that the mobile was a highly valued resource.</p>	Clerk
<p>CPC041/23 Matters to be brought to the attention of the Council for the next meeting Clerk confirmed that initial consideration of the 24/25 Budget (to include consideration of donations to CAES, and SARS), and 24/25 Precept would be on the agenda. Similarly, planning for the D-Day 80 event to commemorate the 80th Anniversary of the D-Day landings on 6th June.</p>	Clerk to prepare agenda
<p>CPC042/23 Dates of future meetings agreed</p> <ul style="list-style-type: none"> • 23rd November 2023, 7.30pm, Village Hall, Parish Council Meeting. (The PC agreed to delay the meeting due to Clerk availability on the 16th) • 18^h January 2024, 7.30pm, Village Hall, Parish Council Meeting. • 21st March 2024, 7.30pm, Village Hall, Parish Council Meeting 	Clerk to arrange Village Hall booking
<p><i>Meeting closed at 9:15pm</i></p>	
<p>Chairman:</p> <p>Date:</p>	