

CLOPTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 17th. May 2012 in the Village Hall

The meeting commenced at 8.00pm.

Present: Councillors R Compton , S Freeman, C Angwin, L. Pennington & J Pryke, the Clerk, G. Kimmerling and 5 members of the public.

After Item 1 – Election of Chairman, there was an open session to allow members of the public to speak.

Mr. Dawson expressed concern that there had not been an extraordinary meeting to discuss the planning application C12/0373, Land & buildings north of Moat Hall, Martins Lane. There are two footpaths which cross this area and he had sent his comments to SCDC. The Parish Council had recommended refusal for this application.

Agenda Item	Discussion/Detail	Action
1. Election of Chairman – Cllr. Angwin took the chair for this item.		
	Cllr. Angwin asked for nominations for Chairman. Cllr. Compton was nominated by Cllr. Pryke and seconded by Cllr. Pennington. There were no other nominations and Cllr. Compton was elected as Chairman for the ensuing year. He signed the Declaration of Acceptance of Office and took the Chair.	
2. Apologies for absence	SCC Cllr. Bellfield, P.C. Debbie Howgego, Mr. Hayhow & Mrs. Christensen.	
3. Declaration of Interests	Item 9 Planning. Cllr. Pennington – C12/0373- neighbours.	
4. Election of Vice Chairman	Cllr. Angwin was nominated by Cllr. Pennington and seconded by Cllr. Freeman . There were no other nominations and Cllr. Angwin was elected as Vice Chairman.	
5. Election of other officers	The following posts were agreed by the Parish Council.	
SALC Representative	To be shared by all Parish Councillors	
SORR Representative	Cllr. Compton.	
Transport Representative	Cllr. Freeman .	
Emergency Planning Officer	Cllr. Angwin	
Hedgerows/Trees and Footpath Representative	No representative	
Web Site & Communications	Cllr. Pennington & Della Hughes	
W J Steel & Poors Charity	Mrs. Christensen	
R.F.O. Cllr. Compton proposed that the Clerk be appointed as Responsible Finance Officer. This was seconded by Cllr. Angwin and agreed by the Parish Council.		
6. Minutes of Meeting held on March 15th. 2012		
	It was proposed by Cllr. Angwin, seconded by Cllr. Pennington and agreed by the Parish Council to accept the Minutes as a true record. The Chairman then signed the Minutes.	
7. Matters Outstanding		
a) Wildlife areas.	Cllrs. Compton, Angwin, Freeman & Pryke had visited Charsfield & the Clerk had visited Hacheston wildlife areas for ideas. The Councillors had also visited the pond area by the concrete road. Mr. Taylor is willing to consider a wildlife area here. Otley College will be approached for help.	
b) Queen’s Diamond Jubilee celebrations	Cllr. Freeman said two flyers had been distributed to all households and the information is on the website. There hasn’t been a great deal of interest so far but it is hoped people will come to the tea party on June 2 nd .	
c) Speedwatch	Cllr. Compton said that Malcolm Gooch will not be leaving his post as Speedwatch co-ordinator.	
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8. Finance		
a) Annual Accounts for year ended 31 March 2012	The Clerk had prepared the End of Year Accounts to 31/03/12. These had been approved by the Internal Auditor.	
	All Parish Councillors had a copy of the Bank Reconciliation and Variances. Proposed by Cllr. Anwin, seconded by Cllr. Pennington and agreed by the Parish Council to approve the Year End Accounts. These were signed.	Accounts to be available to the public from 11/06/12 to 06/07/12
b) 2011/12 Annual Audit Return	The Annual Governance Statement, as part of the Audit process, was read out by the Chairman and agreed by the Parish Council and signed.	Clerk to send completed forms to the Auditors by July 13 th .
c) Financial Statement as at 17/05/12	Copies given to all Parish Councillors. The Clerk explained that the balances shown were for 1/04/12 and did not show the first instalment of the precept or any interest received.	
d) Earmarked Funds	The Clerk had produced an amended copy of the ear-marked funds held by the Parish Council. This was approved.	
e) Approve Invoices for Payment. Copy of Financial Statement given to all Councillors.	<p>The Clerk explained that the last Tax payment had not been received by HMRC by DDR so she had to send a cheque for £55.80 which shows in these figures. Because HMRC cannot accept 2 monthly payments by DDR she is paying by cheque in future with a nil return for alternate months.</p> <p>G. Kimmerling – Clerk’s salary £223.07 HM Revenue & Customs –Clerk’s tax £ 55.60 G Kimmerling Clerk’s expenses £ 6.52 Robin Prior – internal audit £ 20.00 Disability Advice Service 137 payt. £ 30.00 Clopton PCC – bell frame repairs 137 payt. £250.00 SALC –subs £150.00 Speedar Ltd. for battery(VAT £6.40) £ 38.39</p> <p>All chqs. Signed by Cllrs. Angwin & Compton & dated 17/05 Paid prior to the meeting:- 8/05/12 – R.Compton for printing £ 35.00 8/05/12 – G. Kimmerling for Jubilee celebration (cash given to S. Freeman) £150.00 10/05/12 HM Revenue & Customs – Clerk’s tax £55.80 All chqs. Signed by Cllrs. Compton & Freeman. It was proposed by Cllr. Angwin, seconded by Cllr. Pennington and agreed by the Parish Council to pay these invoices.</p>	
9. Planning		
i) Applications	<p>C12/0373 Moat Hall, Martins Lane Demolition of redundant farm buildings & erection of two units of self contained holiday accommodation (1 with disabled persons annex) 4 parking spaces, shared swimming pool & garden facilities. Parish Council recommended REFUSAL before the meeting as substantial re-development & does not meet the criteria for new housing in the countryside.</p> <p>C12/0761 Catts Hill Farmhouse, Clopton Green Remove internal partition, remove infill & doors from stud partition, form new double doors & form new WC. Externally replace defective window with new & replace window with French doors. APPROVED</p> <p>C12/0897 Maple Tree Barn, Grundisburgh Road. Alterations & additions to facilitate erection of single storey rear extension & insertion of 1 window & internal alterations. APPROVED.</p>	
ii) Planning Decisions		
	None received	Page 119

iii) Additional applications/decisions		
	None received.	
10 Village Design Statement		
Cllr. Angwin explained that under the Planning Regulations there is a gap until the LDF is adopted. A Village Design Statement can be used as guidance and SCDC have to take this into consideration in planning applications. Cllr. Angwin has produced a draft VDS using the Village Plan questionnaire as the basis and had submitted this to SCDC for recommendations 5 weeks ago. They have not read this yet. Once SCDC has given feedback, the VDS will be submitted to the village for their decision. The Chairman thanked Cllr. Angwin for all his work on this.		
11 Correspondence		
	None received.	

Meeting closed at 9. pm.

Signed _____ (Chairman) Date _____