

# CLOPTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held on 20th. May 2010 in the Village Hall

The meeting commenced at 7.50pm.

**Present:** Councillors R Compton , G Boshier, S Christensen, S Freeman & Angwin, the Clerk, G. Kimmerling and 5 members of the public.

**After Item 1 Election of the Chairman, members of the public were invited to speak.**

Mr. Dawson referred to Item 10 on the Agenda. He had written to the Environment Agency about the problems with the pollution to the ditch beside his property and the copy sent to the Parish Council was for information only. The Environment Agency is actively investigating the problem and he is happy that this is progressing well. The Chairman asked to be kept informed and offered assistance if required.

| Agenda Item  | Discussion/Detail   | Action   |
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| <b>1. Election of Chairman – Cllr. Boshier took the chair for this item.</b>   |   |  |
|  | Cllr. Boshier asked for nominations for Chairman. Cllr. Compton was nominated by Cllr. Freeman and seconded by Cllr. Angwin. There were no other nominations and Cllr. Compton was elected as Chairman for the ensuing year. He signed the Declaration of Acceptance of Office. |  |
| <b>2. Apologies for absence</b>  | Cllr. Taylor & SCC Cllr. Bellfield.   |  |
| <b>3. Declaration of Interests</b>   | None  |  |
| <b>4. Election of Vice Chairman</b>  |   |  |
|  | Cllr. Boshier was nominated by Cllr. Freeman and seconded by Cllr. Christensen. There were no other nominations and Cllr. Boshier was elected as Vice Chairman.   |  |
| <b>5. Election of other officers</b>   |   |  |
|  | The following posts were agreed by all the Parish Council.  |  |
| <b>SALC Representative</b>   | To be shared by all Parish Councillors  |  |
| <b>SORR Representative</b>   | Cllr. Compton.  |  |
| <b>Transport Representative</b>  | Cllr. Freeman .   |  |
| <b>Emergency Planning Officer &amp; Website Designer</b>   | Cllr. Pennington.   |  |
| <b>Hedgerows/Trees and Footpath Representative</b>   | Cllr. Boshier.  |  |
| <b>Village Hall Representative</b>   | Cllr. Taylor  |  |
| <b>W J Steel &amp; Poors Charity</b>   | To be on the next agenda  | Add to agenda  |
| <b>R.F.O.</b> Cllr. Angwin proposed that the Clerk be appointed as Responsible Finance Officer. This was seconded by Cllr. Compton and agreed by the Parish Council. |   |  |
| <b>6. Minutes of Meeting held on March 18<sup>th</sup>. 2010</b>   |   |  |
|  | It was proposed by Cllr. Angwin, seconded by Cllr. Freeman and agreed by the Parish Council to accept the Minutes as a true record. The Chairman then signed these Minutes.   |  |
| <b>7. Matters Outstanding</b>  |   |  |
| a) Traffic mirror  | This has yet to be installed but it was agreed that it is the correct size. Cllr. Compton will store this and will arrange for its installation.  | Cllr. Compton to store mirror and organise installation. |
| b) Clopton Commercial Park   | The Clerk had visited the site delivering Parish plans and thought it was better. Another site visit will be arranged in June.  | Cllr. Compton to arrange a site visit.                   |
| c) Parish Council assets.  | The Asset register had been updated and the insurance increased to show this. The Minutes showed that the seat had been given to the church as a gift. It was agreed that the church should have responsibility for its upkeep.   |  |

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| d) Speed Restrictions on B1078  | E-mail from Luke Barber, SCC, saying he would review the raw speed data if possible to see if slow vehicles or those coming in or out of junctions were skewing the data. The speed limit panel noted the very poor visibility but have no funds for remedial measures. There have been no recorded injury accidents in the last 3 years.<br>SALC has contacted Highways as well at the Parish Council's request. Cllr. Compton felt it was good that SCC would look at the speed data again & that they recognised the problems. |  |
| e) Village sign   | An estimate of £140 to paint the top of the sign has been given.  | Cllr. Compton to chase this.                   |
| f) Hedgerow Survey  | Cllr. Bosher has been trained as an organiser and will be contacting volunteers shortly. He has until the end of 2011 to complete the survey.   | Cllr. Bosher to organise hedgerow survey.      |
| <b>8. Finance</b>   |   |  |
| a) Annual Accounts for year ended 31 March 2010   | The Clerk had prepared the End of Year Accounts to 31/03/10. Cllr. Christensen proposed that the Accounts be adopted. This was seconded by Cllr. Angwin & agreed by the Parish Council. The Chairman signed these accounts.   | .  |
| b) 2009/10 Audit arrangements   | The Annual Governance Statement as part of the Audit process was read out by the Chairman and agreed by the Parish Council. The accounts had been approved by an internal auditor.  | Clerk to send completed forms to the Auditors. |
| c) Financial Statement as at 20/05/10   | Copies given to all Parish Councillors. The Clerk explained that the balances shown were for 1/04/10 and did not show the first instalment of the precept which had been received.  |  |
| d) Approve Invoices for Payment   | Reece Safety products – mirror (paid 5.5.10) £381.88<br>Sfk. ACRE Services – add. Insurance (paid 5.5.10) £38.23<br>G. Kimmerling – Clerk's salary £278.72<br>G Kimmerling Clerk's expenses £ 7.80<br>SALC – subs £142.00<br>Sfk. ACRE – subs £ 25.00<br>R Compton – repairs to noticeboards £ 56.00<br>It was proposed by Cllr. Angwin, seconded by Cllr. Compton and agreed by the Parish Council to pay these invoices.<br>Chqs. Were dated 20.05.10 & signed by Cllrs. Freeman & Christensen.                                 |  |
| <b>9. Planning</b>  |   |  |
| i) Applications   | <b>C10/0613 7, Shop Road</b><br>Erection of air sourced heat pump.<br>Approved by the Parish Council.   |  |
|   | <b>C10/2010 Newson Farm, Church Lane</b><br>Erection of Garden studio with storage above (demolition of existing timber building and corrugated tin garage/shed)<br>Approved by the Parish Council.   |  |
| ii) Planning Decisions  | None received   |  |
| iii) Additional applications/decisions  | None received.  |  |
| <b>Complaint against SCDC regarding the quality of the Planning Service.</b><br>The Corporate Services Scrutiny Committee has gathered information from Parish & District Councils. As not all councils were informed of this in time, the report will go to the Scrutiny Committee on June 21 <sup>st</sup> . The Clerk had sent comments from Clopton.  |   |  |
| <b>10. Pollution of B1078 Roadside Ditch.</b> No action to be taken.  |   |  |
| <b>11. Parish Plan Update.</b>  |   |  |
| 130 copies of the Parish Plan were delivered to all properties in Clopton plus Business questionnaires to Debach airfield. 89 household questionnaires were returned, plus 12 business and 15 youth – a very good response. These are with Sfk. ACRE for analysis. 20 people have also offered help in the village & Cllr. Compton will write to these people.<br>Cllr. Compton said the Clerk had delivered and collected most of the Questionnaires and asked her to leave the room to allow the Parish Council to discuss payment.<br><i>The Clerk left the meeting.</i> |   | Cllr. Compton to write to volunteers.          |

It was proposed by Cllr. Angwin, seconded by Cllr. Freeman & agreed by the Parish Council to pay the Clerk £200 for her time and travel in delivering the Parish Plans.

*The Clerk returned to the meeting.*

The Clerk thanked Cllrs Compton & Christensen for their help with the Parish Plan.

| <b>12Correspondence</b>              |  |  |
|--------------------------------------|--|--|
| New Build at Sizewell Power Station. | Mr. Fryatt had sent an E-mail which said that the Highway Authority were seeking, by way of a 106 agreement, that the applicant undertakes repairs to any damage caused by additional traffic. It was felt this approach could be adopted for all future major construction works. |  |
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**Meeting closed at 8.40pm.**

**Signed** \_\_\_\_\_ **(Chairman)** **Date** \_\_\_\_\_