

# CLOPTON PARISH COUNCIL

**Minutes** of the Annual Parish Council Meeting held at Clopton Village Hall at 8:15pm  
on Thursday 16<sup>th</sup> May 2013.

<b>Present:</b> Cllr C Angwin (Chair) Cllr J Pryke Cllr T Fryatt Cllr A Yallop	<b>In Attendance:</b> 3 Clopton Residents Mrs. E Brown (Clerk)	<b>Apologies</b> Cllr Compton
--	--	----------------------------------

<p><b>CPC051/13 Election of Chairman and Declaration of Acceptance.</b>                  The Clerk chaired the meeting until the Chairman was elected. Cllr Angwin indicated his willingness to stand as Chairman for the coming year and there were no other nominations. Proposer Cllr Pryke, Seconder Cllr Fryatt. <b>Decision</b> - Cllr Angwin unanimously elected as Chairman for the next year. Cllr Angwin signed the Declaration of Acceptance. During the meeting Cllr Compton was thanked for his many years of work as Chair of the Council and Cllr Angwin was thanked for acting as Chair during Cllr Compton's recent illness.</p>	
<p><b>CPC052/13 Chairman's Welcome.</b>                  Cllr Angwin welcomed the public to the meeting and during the meeting thanked Mr. Dockerill for his contribution and attendance at Parish Council meetings over the years Mr. Dockerill is in the process of moving away from the village.</p>	
<p><b>CPC053/13 Public Forum</b>                  There were no further reports to be given as the County and District Councillor and the Police had presented reports at the Annual Parish Meeting immediately prior to the Annual Parish Council Meeting.</p>	
<p><b>CPC054/13 To Receive Apologies</b>                  Apologies were received from Cllr Compton.</p>	
<p><b>CPC055/13 Declarations of Interest/Dispensation Applications Received</b>                  Cllr Yallop declared an interest for agenda item 8 - Flooding in Shop Lane. The Clerk had received no Applications for Dispensation.</p>	
<p><b>CPC0056/13 Election of Other Officers</b>                  The following Officers were elected:  <b>Vice Chairman:</b> Cllr Pryke. Proposer Cllr Fryatt, Seconder Cllr Yallop.  <b>SALC Representative:</b> Vacant. It is likely that Cllr Fryatt will attend area meetings and will report back to the Council.  <b>Transport:</b> Mr Dawson was thanked for his help in assisting the Council with transport information. Cllr Angwin to confirm with SCC that Mr Dawson is on the list to receive communication from SCC regarding transport. (Mr Dawson to supply Cllr Angwin with the name and email address of the SCC employee he previously contacted.)  <b>Emergency Planning Officer:</b> Cllr Angwin. Proposer Cllr Pryke, Seconder Cllr Fryatt.  <b>Responsible Finance Officer:</b> Mrs. Esther Brown. Proposer Cllr Angwin, Seconder Cllr Fryatt.  <b>Communications:</b> Mrs. Hughes to continue producing the Clopton newsletter on behalf of the Council and where possible to submit invoices with attached shop receipts showing their VAT number to allow Council to reclaim any VAT paid in order to produce the Newsletter.  <b>WJ Steel and Poors Charity:</b> Mrs. Christensen and Mrs. Main to continue as trustees.</p>	<b>Cllr Angwin</b>
<p><b>CPC057/13 To Approve the minutes of the meeting held on 21<sup>st</sup> March 2013</b>                  The minutes were approved and signed as a true record. Proposer Cllr Fryatt, Seconder Cllr Pryke.</p>	
<p><b>CPC058/13 Matters Arising from the Minutes</b></p> <ol style="list-style-type: none"> <li>1. Cllr Angwin informed the meeting that the reclaiming of VAT for expenditure on the Village Hall is a complicated matter and is dependent on which body raises the funds, how the funds are accounted for and whether the works carried out/goods bought are considered an item on which the VAT is reclaimable. The VHMC agreed to go ahead with replacement windows for the Hall even though they knew that the Council would not reclaim the VAT on their behalf. The VHMC may shortly need to arrange the repair of the roof at possibly considerable cost. Cllr Angwin will liaise with the VHMC regarding the reclaiming of VAT.</li> <li>2. a) Council has received a copy of the letter SCC Highways sent to some of the residents in Shop Road regarding the ownership of the drainage pipe and therefore the requirement to keep it clear. One of the residents who received the letter is a solicitor and is responding to</li> </ol>	<b>Cllr Angwin</b>

<p>SCC Highways. Since the removal of a football and other debris from the pipe the road has not flooded.</p> <p>b) Since the last meeting Cllr Compton has written to SCC Highways and land owners regarding other areas of flooding in Clopton. In order to help the flooding situation in Manor Road Cllr Yallop has improved the waters access from the road to the ditch along the side the Village Hall field. Further work may cause damage to the hedge and therefore requires liaison with the VHMC. Snipe Farm road probably requires work by hand to again improve drainage from the road to the ditch. The Monewden Road junction can be impossible to pass and requires SCC to carry out the work. <b>Decision</b> - Cllr Angwin to take photographs during the next period of flooding and send to Tony Buckingham at SCC Highways.</p>	<b>Cllr Angwin</b>
<p><b>CPC059/13 Looms Lane Operators ('O') Licence Applications</b></p> <p>Cllr Fryatt provided the meeting with information regarding the granting of 'O' Licences. Overall the number of HGV movements in the area should be broadly unchanged as although new licences have been granted for Looms Lane (total of 8 vehicles and 8 trailers for 2 companies) some vehicles and trailers have left the Clopton Commercial Park site. It is the Traffic Commissioner who grants 'O' licences, (they are granted if there is access to the public highway) and there are no planning regulations which can prevent this.</p>	
<p><b>CPC060/13 Neighbourhood Plan</b></p> <p>Summary of the discussion concerning the development of an NP for Clopton.</p> <p>Burgh Parish Meeting had an initial NP Development session facilitated by Suffolk Acre. Key areas identified were traffic issues and the desire for only a small increase in house numbers. Debach is to carry out a similar exercise.</p> <p><b>Development of an NP</b></p> <ol style="list-style-type: none"> <li>1. Parish Councils can claim up to £7k from SCDC to assist with the development of NPs.</li> <li>2. An NP takes time and effort to develop and covers more than housing issues.</li> <li>3. Areas covered by an NP include the development in and overall design of a location and the environment.</li> </ol> <p><b>Housing development and an NP:</b></p> <ol style="list-style-type: none"> <li>1. Some planning applications are granted even if individuals have reasonable grounds for objection as SCDC policies do not allow for the grounds given to be reasons for refusing planning permission. An NP could change this.</li> <li>2. SCDC is currently developing its Local Plan, if Clopton is considered an 'other village' then there would be development restrictions within the LP.</li> <li>3. An NP will not allow the the protection of the village as it is but can reduce the amount of development that will occur.</li> </ol> <p><b>Clopton and an NP:</b></p> <ol style="list-style-type: none"> <li>1. SCDC would decide if Clopton covers a large enough area to warrant its own NP, it may be required to join with neighbouring Parish Councils/Meetings in order to be large enough.</li> <li>2. Clopton's '5 year plan' could be the basis of deciding which areas in the village would need to be covered by an NP and also the Village Design Statement prepared by Cllr Angwin.</li> <li>3. If Clopton's only area of concern is the prevention of housing development then it may not require an NP if development is restricted in the Local Plan. An NP could reduce the number of new houses allowed by the LDF.</li> <li>4. The development of an NP takes much time and would require much assistance from the residents, the village needs to decide whether they would like to develop an NP. Council to ascertain whether the residents would like to develop an NP.</li> </ol>	
<p><b>CPC061/13 Parish Council Risk Assessment</b></p> <p>The Council reviewed and completed the Parish Council Risk Management Document. VHMC to forward their insurance and risk assessment documents to the Clerk to ascertain that adequate insurance and risk assessment is carried by the VHMC. The Asset Register to be reviewed in the coming year.</p>	<b>Clerk</b>
<p><b>CPC062/13 Finance (See attached reports)</b></p> <ol style="list-style-type: none"> <li>1. <b>2012-2013 Budget</b> - The budget prepared by the Chair and Clerk was approved. Proposer Cll Pryke, Seconder Cllr Yallop. It was also approved that the budget could be published.</li> <li>2. <b>Clerk's Finance Report</b> - The Clerk reported on the Council's current financial position and movements since the last meeting. Cllr Angwin informed the meeting that money held in the Bomber group Account was an earmarked fund and the money could be spent on the purchase of items for the benefit of the war memorial e.g. flags.</li> <li>3. <b>Authorisation of payments – Decision</b> - Payments totalling £647.77 were authorised. Cheques were signed by Cllr Angwin and to be signed by Cllr Compton.</li> <li>4. <b>End of Year Accounts</b> - The 2012-2013 accounts were approved and signed by the Chair. Proposer Cllr Yallop, Seconder Cllr Pryke. On 18<sup>th</sup> April 2013, during their</li> </ol>	

<p>preparation, Cllr Angwin and the Clerk had carried out an internal financial risk assessment.</p> <p>5. <b>Annual Return</b> - The Annual Return Sections 1 and 2 were completed and signed by the Chair.</p>	
<p><b>CPC063/13 Planning Matters</b></p> <p>1. Cllr Fryatt informed the meeting that Larkvale Stud had been granted permission to erect extensions and the permanent retention of existing mobile home to supervise equestrian business. A condition of the consent was for the planning application C12/2026 Proposed permanent dwelling at Larkvale Stud to be withdrawn. One of the conditions given with the consent is that the mobile home must have a worker residing in it connected with Larkvale Stud. Cllr Pryke informed the meeting that he had received no response to the letter he wrote to the River Lark Drainage Board.</p> <p>2. There were no other planning matters to discuss.</p>	
<p><b>CPC064/13 Councillor Training</b></p> <p>Cllr Angwin and Cllr Pryke would like to attend SALC's Councillors Training course in June .<b>Decision</b> – Both Councillors to attend, Clerk to book places. Expenditure of £196 agreed. Proposer Cllr Yallop, Seconder Cllr Fryatt.</p>	<b>Clerk</b>
<p><b>CPC065/13 Wildlife Area by Concrete Road</b></p> <p>Cllr Angwin to rearrange the meeting about this after the regrettable mix up regarding the start time of the previous meeting.</p>	<b>Cllr Angwin</b>
<p><b>CPC066/13 Electoral Review.</b></p> <p>This was discussed at the APM earlier in the evening. Cllr Fryatt informed the meeting that the Commissioner feels that it is not necessary for District Cllrs to attend Parish Council Meetings. <b>Decision</b> - The Council will not respond to the consultation.</p>	
<p><b>CPC 067/13 Officer's and Representative's Reports</b></p> <p>There were no reports.</p>	
<p><b>CPC068/13 Clerk's Report on Urgent Decisions since the last meeting</b></p> <p>There were no urgent decisions made since the last meeting.</p>	
<p><b>CPC069/13 Correspondence</b></p> <p>The Clerk has passed onto Cllr Angwin (Emergency Planning Officer) information on flooding received from Jane Burch at SCC.</p>	
<p><b>CPC070/13 Matters for the next meeting</b></p> <p>1. Review of Internal Auditor's Report.</p> <p>2. Suggestions to the SCDC Technology Task Group regarding ways to assist SCDC and Parish Council's Liaise. Cllr Fryatt is a member of the task Group.</p> <p>3. To discuss the co-option of residents onto the Parish Council.</p>	
<p><b>CPC071/13 Matters for future meetings</b></p> <p>1. Review of Asset Register.</p>	
<p><b>CPC072/13 Date of next Meeting</b></p> <p>The date of the next meeting is Thursday 18<sup>th</sup> July at 7:30pm</p>	
<p><i>Meeting closed at 9.15pm</i></p>	
<p>Chairman: ..... Date: .....</p>	