

# CLOPTON PARISH COUNCIL

Minutes of the 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> 2 Clopton Residents Mrs. E Brown (Clerk)	<b>Apologies</b> Cllr Compton Cllr Bellfield
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<b>CPC072/13 Chairman's Welcome.</b> Cllr Angwin welcomed the public to the meeting.	
<b>CPC073/13 Public Forum</b> Topics raised in the Public Forum included: <ol style="list-style-type: none"><li><b>The Bus Service:</b> John Dawson is currently in communication with SCC regarding changes to the service provider and service.</li><li><b>Village Fête 2014:</b> Della to put a suggestion on the village website for a Village Fête to be held during the summer term 2014 (not on the same day as events in Grundisburgh). Some Parish Council funds may be available. Parish Council to discuss at next meeting.</li><li><b>Church Bell Restoration:</b> The bells will begin being re-installed at the end of August ready for a dedication service being held at 3pm on Sunday 8th September.</li></ol>	
<b>CPC074/13 County and District Councillor's Report</b> In the absence of Cllr Bellfield the Clerk gave his County Council report. Following SCC's intent not to renew the contract with BT for the provision of 'back office' services, BT has now offered a better service for a lower price. SCC are considering BT's offer. In the absence of Cllr Bellfield, Cllr Fryatt gave his District Council report. <ol style="list-style-type: none"><li>SCDC has adopted The Core Strategy (to be called The Local Plan) which is providing some guidelines on planning matters. SCDC is now working on ensuring that there is a 5,10 and 15 year land supply for housing growth. It has begun a 'site specifics' review and a review of the 'statement of community involvement' process. SCDC are being more proactive in informing Parish Councils of policy matters.</li><li>East Anglia Wind Farm cabling and the suggested lorry route. At the public hearing the Inspector gave reassurances that he had listened to residents concerns and wanted to find a plan that would work for all parties. The frequency of lorry movements and the times these occur could both be restricted.</li></ol>	
<b>CPC075/13 Police Report</b> There was no police report.	
<b>CPC076/13 To Receive Apologies</b> Apologies were given by Cllr Pryke for Cllr Compton.	
<b>CPC077/13 Dispensation Applications Received/Declarations of Interest</b> Prior to the meeting the Clerk had received an Application for Dispensation from Cllr Yallop regarding flooding in Shop Road -agenda item 6. A partial dispensation was granted for a period of 4 years. Cllr Yallop declared an interest for agenda item 6 - Flooding in Shop Road.	
<b>CPC078/13 To Approve the minutes of the meeting held on 16<sup>th</sup> May 2013</b> The minutes were approved and signed as a true record. Proposer Cllr Pryke, Seconder Cllr Yallop.	
<b>CPC079/13 Matters Arising from the Minutes</b> <ol style="list-style-type: none"><li><b>Reclaiming VAT:</b> Cllr Angwin will circulate a copy of NALC's Legal Topic Note 32 regarding reclaiming VAT to all Cllrs.</li><li><b>Village Hall Insurance:</b> Documents have been read by Cllr Angwin and the Clerk. Documents regarding the Hall appear to be in order. The Clerk would like to see evidence of regular risk assessment of the play equipment and that it is specifically insured. Clerk to contact VHMC.</li><li><b>Flooding in Shop Road:</b> The limited company which maintains the drain and driveway of the houses identified as being responsible by SCC have asked for a camera inspection of the drain to be carried out. A resident has also asked for a professional company to do the 'levels'. There has been insufficient rain to test whether the drain is now working better following the removal of objects. It appears that neighbours informed SCC of who was responsible for the drain concerned. The SCC engineer felt sure that</li></ol>	<b>Cllr Angwin</b>  <b>Clerk</b>

<p>the drain joined the B1078 drain at a 'T' junction and that it did not bend nor go uphill. He also considered the flooding at the Monewden Road junction: This area was considered to 'always flood' and has a very large pipe (approx 20 feet down) running along the B1078 to the B1079. Council felt this probably carried the River Lark and was the responsibility of SCC. At the last SALC Area Meeting there was a talk on managing flood risks. Cllr Angwin to take photographs of all areas in the village that flood at the next opportunity.</p>	<p>Cllr Angwin</p>
<p><b>CPC080/13 Finance</b> (See attached reports)</p> <ol style="list-style-type: none"> <li><b>Clerk's Finance Report</b> - The Clerk reported on the Council's current financial position and movements since the last meeting.</li> <li><b>Authorisation of payments – Decision</b> - Payments totalling £1,315.92 were authorised. Cheques were signed by Cllr Angwin and to be signed by Cllr Compton.</li> <li><b>Internal Audit Review - Recommendation 1:</b> Clerk has already carried out. <b>Recommendations 2 and 3:</b> Cllr Angwin is in the process of carrying out. <b>Recommendation 4:</b> Clerk has already carried out. <b>Recommendation 5:</b> Internal Risk Assessment document to be updated by the Clerk to include an annual review of the effectiveness of the Internal Control and Risk Assessment. Internal Control and Risk Assessment to be carried out prior to the March Parish Council Meeting and minuted accordingly at that meeting. <b>Recommendation 6:</b> Asset Register to be reviewed at the next meeting. External auditor informed in the Annual Return. <b>Recommendation 7:</b> Cllr Angwin and Clerk have already carried out.</li> <li><b>Standing Orders and Financial Regulations – Decision</b> - Council to adopt the SALC models as the basis for Clopton Parish Council's Standing orders and Financial regulations. Cllr Angwin to prepare both documents specific to Clopton Parish Council for the next meeting.</li> <li><b>Asset Register –</b> Clerk to contact other Parish Clerks regarding the correct procedure to follow in the creation of an asset register and to try to ascertain which items currently on the Clopton Parish Council Asset register are the responsibility of other parties e.g. rectangular Clopton signs at the entrance points to the village may be the responsibility of SCC Highways. <b>Decision –</b> Cllr Angwin to contact SCC Highways to inform them of the graffiti and deterioration of speed limit signs along Snipe Farm Road.</li> <li><b>Barclays – Decision –</b> Council agreed to the Clerk being able to access information about the Parish Council Bank Accounts as detailed on the Simple Servicing Authority Form. Form signed by Cllr Angwin and to be signed by Cllr Compton. <b>Decision –</b> Council agreed to remove Ex-Cllr Freeman as an authorised signatory from the accounts and add Cllr Pryke. Mandate form signed by Cllr Angwin and to be signed by Cllr Compton. Cllr Pryke to take it to a Barclays branch along with personal identification. <b>Decision –</b> Council agreed that due to the small number of Cllrs all Cllrs who wished to be authorised signatories could be. Clerk to arrange for the completion of appropriate forms once Cllr Pryke has been made a signatory.</li> <li><b>Henderson Fixed Interest Monthly Income Fund –</b> The funds in this account (with the name of Mr. Roy Compton) are Parish Council funds held for the purpose of maintaining the Clopton War Memorial. <b>Decision -</b> Mrs. Kimmerling and Ex-Cllr Freeman to be removed as joint fundholders and replaced by all Cllrs who are signatories for the Barclays Accounts and the Clerk. Cllr Compton to contact Henderson Global Investors whilst the Clerk is present so that permission can be given for the Clerk to be sent the appropriate forms to make the required changes.</li> </ol>	<p>Cllr Angwin</p> <p>Clerk</p> <p>Cllr Angwin</p> <p>Clerk</p> <p>Cllr Angwin</p> <p>Cllr Pryke</p> <p>Clerk</p> <p>Cllr Compton and Clerk</p>
<p><b>CPC081/13 Planning Matters</b></p> <ol style="list-style-type: none"> <li>Planning Application C13/1259: 1 Market Hill Cottages, Market Hill, Clopton – Erection of a 2 storey rear extension. <b>Decision</b> - Council saw no reason to object to the application. Clerk to inform SCDC planning Dept.</li> <li>Clerk reported that she had now received formal notification that application no C13/0405 Erection of extensions and permanent retention of existing mobile home to supervise equestrian business at Larkvale Stud, Grundisburgh Road Clopton, had been granted subject to various conditions.</li> <li>Cllr Fryatt informed the meeting that a planning application had been submitted for Corner Farm, Shop Road.</li> <li>There were no other planning matters to discuss.</li> </ol>	<p>Clerk</p>
<p><b>CPC082/13 Casual Vacancies on the Council</b></p> <p>Cllr Pryke to approach people he knows in the parish to see if they would consider becoming cllrs. <b>Decision –</b> Residents to be actively invited/encouraged to attend council meetings via the Clopton News. Cllr Angwin to write a short article based on the Good Cllr Guide by NALC/SLCC. Clerk to see if SALC have a presentation about what is involved in being a cllr for use at the next</p>	<p>Cllr Pryke</p> <p>Cllr Angwin</p>

council meeting.	<b>Clerk</b>
<b>CPC083/13 Clerk's Position</b> The Clerk has withdrawn her resignation and agreed to continue.	
<b>CPC084/13 Church Lane</b> Church Lane is currently classed as a 'U' road by SCC. Mr Rofix has written to SCC to say that he believes historical evidence shows it to be a footpath. SCC Senior Legal Officer has confirmed that it is a 'U' road. Mr Rofix feels that not all the evidence has been assessed. Cllr Angwin informed the meeting (and previously Mr. Rofix) that the Parish Council has no remit on the classification of existing Rights of Way and thus for reasons of impartiality is unable to support Mr. Rofix since it does not know the collective residents' view on the matter. However Council has an interest to ensure that all evidence is looked at before a decision is reached by SCC. <b>Decision</b> - Cllr Angwin to write to SCC to a) ensure that all available evidence is considered and b) to request that the Parish Council is kept informed of developments especially as they should be notified if rights of way are to be reclassified.	<b>Cllr Angwin</b>
<b>CPC085/13 Rouse Hall Estate</b> Ditches in the area have been cleared to the Environmental Agency's satisfaction. Cllr Angwin contacted Flagship housing association due to a leaking drain cover they have not provided the information requested, Cllr Angwin to contact them again. Residents encouraged to report to the Council any drain/sewerage problems on the estate.	<b>Cllr Angwin</b>
<b>CPC086/13 Wildlife Area by Concrete Road</b> Following a discussion. <b>Decision</b> – Project to be reconsidered at a later date. Proposer Cllr Angwin, Seconder Cllr Pryke.	
<b>CPC087/13 Neighbourhood Plan</b> Following a discussion. <b>Decision</b> – Development of an NP to be postponed.	
<b>CPC088/13 Parish Council v Parish Meeting</b> Legal Topic Note 3 produced by NALC covers this. Cllr Angwin summarised some of the differences between a Parish Meeting and a Parish Council. Parish Meetings are designed for villages with a smaller number of electors than Clopton and rely on volunteers to complete the legally necessary tasks and run effectively. <b>Decision</b> – Clopton to continue as a Parish Council.	
<b>CPC089/13 SCDC</b> <ol style="list-style-type: none"> <li><b>Core Strategy Briefing Sessions:</b> Cllr Angwin to attend, Clerk to 'rsvp' to invite.</li> <li><b>Air Quality Consultation:</b> <b>Decision</b> – Council not to respond.</li> <li><b>Safeguarding Policy:</b> <b>Decision</b> – Clerk to forward documents to VHMCC with a request to put in place a safeguarding policy if they have not done so already. <b>Decision</b> – Council adopted the Safeguarding Policy of Rippingale Parish Council, Clerk to print it onto Clopton Parish Council paper.</li> <li><b>Suffolk Coastal Community Awards:</b> Cllr Pryke proposed nominating Sylvia Freeman for a lifetime achievement award. Cllr Pryke to complete the nomination form.</li> <li><b>Technology task Group:</b> Cllrs to inform Cllr Fryatt of any ideas that would improve communication between SCDC and Parish Councils. The planning department is hoping to improve its service with the e-planning system.</li> </ol>	<b>Cllr Angwin/ Clerk</b>  <b>Clerk</b>  <b>Clerk Cllr Pryke</b>  <b>All Cllrs</b>
<b>CPC090/13 Community Led Local Development Event</b> <b>Decision</b> – No representative of Clopton Parish Council to attend.	
<b>CPC091/13 Clerk's Report on Urgent Decisions since the last meeting</b> <ol style="list-style-type: none"> <li>Following receiving correspondence from residents regarding the siting and volume of 'bird scarers' Council will request that farmers/landowners abide by the NFU guidelines in the Spring edition of the Clopton News.</li> <li>Due to the perceived increase in crimes in the vicinity Cllr Angwin to write to The Police and Crime Commissioner, Tim Passmore on behalf of the Council to find out what action is being taken to combat this.</li> </ol>	<b>Cllr Angwin</b>
<b>CPC 092/13 Officer's and Representative's Reports</b> <ol style="list-style-type: none"> <li><b>Transport Report.</b> See Bus service comment in 'The Public Forum'.</li> <li><b>Speedwatch.</b> The current co-ordinator of the Clopton Community Speedwatch Group wishes to retire. Cllr Angwin to talk to Mr. Malcolm Gooch regarding how to find a replacement.</li> </ol>	<b>Cllr Angwin</b>
<b>CPC093/13 Correspondence</b> <ol style="list-style-type: none"> <li><b>Mobile Police Station:</b> A new van has been purchased for use as a mobile police station</li> <li><b>Suffolk Wildlife Trust Event:</b> To be advertised in the Clopton news.</li> <li><b>Home Start Suffolk Coastal AGM:</b> A council representative was invited to attend.</li> </ol>	

<ol style="list-style-type: none"> <li>4. <b>Jayne Cole:</b> SALC announced her resignation and Jayne sent a farewell message to parish councils.</li> <li>5. <b>Water Consultation by the Environment Agency:</b> Details sent to Clopton news as it is for individuals to respond to.</li> <li>6. <b>Parish Poll Reforms from NALC/SALC:</b> Council not to respond as has not held a poll recently.</li> <li>7. <b>SCDC and SHLAA's.</b> Council informed that SCDC are reviewing their 'site specifics'.</li> </ol>	
<p><b>CPC094/13 Matters for the next meeting</b></p> <ol style="list-style-type: none"> <li>1. Village Fête 2014.</li> <li>2. Asset Register.</li> <li>3. Discussion and possible adoption of amended Standing orders and Financial Regulations.</li> <li>4. Adoption of Safeguarding Policy</li> </ol>	
<p><b>CPC095/13 Matters for future meetings</b></p> <ol style="list-style-type: none"> <li>1. Internal Control and Risk Assessment Review (March 2014 Meeting)</li> </ol>	
<p><b>CPC096/13 Dates of next Meetings</b></p> <p>The date of the next meeting is Thursday 19<sup>th</sup> September at 7:30pm. The date of the following meeting is on Thursday 21<sup>st</sup> November 2013 at 7:30pm. The November meeting will be held in the small room in the Village Hall as the main room is being used for a diocesan meeting.</p>	
<p><i>Meeting closed at 9.05pm</i></p>	
<p>Chairman: ..... Date: .....</p>	