

# CLOPTON PARISH COUNCIL

**Minutes** of the Annual Parish Council Meeting held at Clopton Village Hall at 8:15pm  
on Thursday 19<sup>th</sup> September 2013.

<b>Present:</b> Cllr Angwin (Chair) Cllr Pryke Cllr Fryatt Cllr Yallop	<b>In Attendance:</b> 3 Clopton Residents County and District Cllr Bellfield Mrs E Brown (Clerk)	<b>Apologies</b> Cllr Compton.
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<b>CPC097/13 Chairman's Welcome</b> Cllr Angwin welcomed the public to the meeting.	
<b>CPC098/13 County and District Councillor's Report</b> <ol style="list-style-type: none"> <li>1. <b>Back Office Services:</b> BTs contract with SCC for 'back office' services (HR, IT, Finance) will not be extended and these services will be provided 'in house'.</li> <li>2. <b>New Office Accommodation:</b> Waveney DC and SCC are to share a new office in Lowestoft which is expected to save SCC money.</li> <li>3. <b>B1079 Closure:</b> Cllr Bellfield complained to SCC about the poor diversion signs and closure of the B1079 for a weekend following water problems. SCC are raising these issues with Anglian Water.</li> <li>4. <b>Education:</b> Suffolk's A' level results are higher than the national average even though their KS3 and GCSE results are below. SCC hope to improve this by the 'raising the bar' scheme. Improving the quality of School Governor's may also make a difference. SCC are keen for all eligible parents to apply for free school meals as central government currently provides a further £900 per pupil to the school attended.</li> <li>5. <b>Broadband programme:</b> Areas that SCC have contributed financially to will receive their new broadband speed on time. Areas where BT alone is responsible for improving speeds are behind schedule. It is not clear if Clopton is affected by this.</li> <li>6. <b>Spa Pavillion:</b> This is still unsold by SCDC.</li> <li>7. <b>SCDC Office Accommodation:</b> SCDC are looking to move from their Melton Hill office to reduce costs, possibly to near Melton Station. The plan would be for a small office to remain in Woodbridge.</li> <li>8. <b>Woodbridge Waterfront:</b> Plans to rejuvenate Woodbridge waterfront are progressing.</li> <li>9. <b>Core Strategy:</b> The new Local Plan (previously known as the Core Strategy) is now being used by SCDC to decide planning applications.</li> </ol> <p>Following the report suggestions were put forward on how to improve the quality of school governors. Suggestions included, changing the selection process and further education/training of governors.</p>	
<p><i>Cllr Bellfield left the meeting following his report.</i></p>	
<b>CPC099/13 Police Report</b> (attached) Cllr Angwin read the Police report prepared by PCSO Debbie Howgego and will send to Della Hughes for publication on the enews/website. Cllr Angwin has been informed that arrests have been made of persons thought to be involved with previous crimes in the Clopton area. On Wednesday 9 <sup>th</sup> October at 6:30pm Suffolk's Police and Crime Commissioner (PCC) is having a public meeting at Marlborough Hotel, Sea Front, Felixstowe.	<b>Cllr Angwin</b>
<b>CPC100/13 Apologies</b> Apologies for absence were given by Cllr Pryke for Cllr Compton, the Council consented to Cllr Compton's absence. Cllr Pryke also informed the meeting that Cllr Compton is unlikely to be able to continue as a councillor due to his ill health. Council	

<p>felt that Cllr Compton had been a 'servant to Clopton for many years' and that he would be missed.</p>	
<p><b>CPC101/13 Declarations of Interest/Consideration of Dispensations</b> There were no declarations of interest and no dispensation applications to consider.</p>	
<p><b>CPC102/13 To Approve the minutes of the meeting held on 18<sup>th</sup> July 2013</b> The minutes were approved and signed as a true record. Proposer Cllr Fryatt, Seconder Cllr Yallop.</p>	
<p><b>CPC103/13 Matters Arising from the Minutes.</b></p> <ol style="list-style-type: none"> <li>1. <b>VAT:</b> Cllr Angwin informed the meeting of how CPC can legitimately reclaim VAT on expenditure to the Village Hall and its grounds. This explanation to be sent to SALC.</li> <li>2. <b>Village Hall:</b>The VHMC will arrange regular risk assessment of the play equipment and include safeguarding in their hire agreement.</li> <li>3. <b>Casual Vacancies:</b> Neither Cllr Angwin nor the Clerk have been approached by residents regarding the casual vacancies. A4 Poster from SALC to be circulated to encourage residents to consider being a councillor.</li> <li>4. <b>Flooding:</b> Insufficient rain has meant that photo's of affected areas have yet to be taken.</li> <li>5. <b>Snipe Farm Road Speed Signs:</b> The damage has been reported to SCC Highways.</li> <li>6. <b>Church Lane:</b> Cllr Angwin understands that parties' solicitors are in discussion. SCC have not responded to council's letter.</li> <li>7. <b>Rouse Hall Estate:</b> The leaking drain has been inspected but with no significant rainfall it is not known if the issue has been resolved.</li> <li>8. <b>Suffolk Coastal Community Awards:</b> Sylvia Freeman has been short listed for the Suffolk Coastal Community Awards, Lifetime Achievement. She will attend the awards dinner with Cllr Pryke.</li> </ol>	<p>Cllr Angwin</p> <p>Clerk</p>
<p><b>CPC104/13 Finance (See attached reports)</b></p> <ol style="list-style-type: none"> <li>1. <b>Clerk's Finance Report</b> - The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance of accounts on 31<sup>st</sup> July 2013 was £6,695.71.</li> <li>2. <b>Pay Scales: Decision</b> - Council agreed to implement the 2013-2014 pay scales with effect from 1 April 2013, as recommended by NALC and SLCC. Proposer Cllr Pryke, Seconder Cllr Fryatt.</li> <li>3. <b>PC Asset Register:</b> Clerk explained that the asset register should contain the purchase price of all assets or if that is unknown the current value and that this will remain unchanged until disposal. <b>Decision</b> – Asset register to be updated after the assets have been inspected.</li> <li>4. <b>Insurance Renewal: Decision</b> - Insurance to be fixed for 5 years, reducing premium by 10%. Proposer Cllr Angwin, Seconder Cllr Pryke.</li> <li>5. <b>Authorisation of payments – Decision</b> - Payments totalling £XXXX (Clerk, Della, insurance) were authorised. Proposer Cllr Pryke, Seconder Cllr Fryatt.</li> <li>6. <b>External Audit:</b> Clerk has received no requests for further information and therefore expects that the external audit has been completed without difficulty.</li> <li>7. <b>Clerk's CPD: Decision</b> – Clerk to purchase SLCC's 2013 Clerk's Manual (for the benefit of cllrs also) and to attend SALC's Councillor's Course in December. Bursary to be applied for for 50% of course fees.</li> <li>8. <b>Barclay's Bank:</b> Cllr Angwin to contact Barclays to ascertain whether Cllr Pryke is now able to sign cheques.</li> <li>9. <b>Henderson Account:</b> Clerk to contact Henderson to be sent the forms required to change the trustees/signatories and correspondence adress of the account.</li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Angwin</p> <p>Clerk</p>
<p><b>CPC105/13 Planning Matters</b></p> <ol style="list-style-type: none"> <li>1. The following planning decisions have been received:-</li> </ol>	

<ul style="list-style-type: none"> <li>• <b>C13/1259.</b> 1 Market Hill Cottages. Erection of a 2 storey rear extension – <b>Permission granted.</b></li> <li>• <b>C13/0246.</b> The Meadow, Hill Farm Drabbs, Lane. Use of land for stationing mobile home for residential use for occupation by an agricultural worker – <b>Permission refused.</b> The subsequent appeal was rejected.</li> </ul> <p>2. There were no new planning applications.</p> <p>3. <b>C13/1328.</b> Corner Farm, Shop Road, Erection of part 2 storey and part single storey extension. Cllr. Angwin reported that revised plans with a lower roof ridge height which would remove objections to the proposal, have been submitted to SCDC who are now considering the application.</p>	
<p><b>CPC106/13 Electoral Review</b>  SCDC have suggested that Bredfield joins the ward containing Melton and Grundisburgh and Culpho join Otley ward. The Commission will take the views of any member of the public via their website (<a href="http://consultation.lgbce.org.uk">http://consultation.lgbce.org.uk</a>). It is likely that that CPC District Cllr will cover a wider area and more PCs, though this will make little difference to CPC. <b>Decision</b> – CPC not to respond to the consultation.</p>	
<p><b>CPC107/13 Village Asset Inspection</b>  Cllr Angwin and Clerk to inspect the village assets before the next meeting.</p>	<b>Clerk/  Cllr  Angwin</b>
<p><b>CPC108/13 Safeguarding Policy</b>  <b>Decision</b> – Council to adopt safeguarding policy drafted by the Clerk. Proposer Cllr Angwin, Seconder Cllr Fryatt.</p>	
<p><b>CPC109/13 SALC Newsletter of the Year Competition.</b>  <b>Decision</b> – Clopton News to be submitted in the smaller newsletter category.</p>	<b>Clerk</b>
<p><b>CPC110/13 Speeding traffic on the B1078</b>  Following discussion</p> <ul style="list-style-type: none"> <li>• Cllr Angwin to contact Mr. Ashard regarding speeding outside his property.</li> <li>• Cllr Fryatt to forward details of how the Localism Agenda/Sustainability Act might be used to draw up a proposal to reduce the dangers of Shop Road/B1078 junction.</li> <li>• Cllr Fryatt to forward details of how Debach extended their 30mph zone to see if Clopton could use a similar format to have a lower speed limit at Clopton Corner.</li> </ul>	<b>Cllr  Angwin</b>  <b>Cllr  Fryatt  Cllr  Fryatt</b>
<p><b>CPC111/13 Standing Orders and Financial Regulations</b>  Clerk requested some changes to the documents circulated by Cllr Angwin. <b>Decision</b> – Council to adopt the Standing Orders, including the clerks changes, and Financial Regulations. Proposer Cllr Angwin, Seconder Cllr Fryatt.</p>	
<p><b>CPC112/13 Village Fête 2014</b>  It was felt that a village fête may increase cohesion amongst the residents especially following the successful Jubilee Celebration and Christmas Party in previous years. It was felt that a committee would need to be formed. Cllr Angwin to prepare an article for the next edition of the Clopton Newsletter. Date yet to be decided but would not be the same weekend as as other events in nearby villages. Della Hughes offered to find out dates of other events in the vicinity.</p>	<b>Cllr  Angwin</b>
<p><b>CPC113/13 Clerk's Report on Urgent Decisions since the last Meeting</b>  <b>Market Hill Village sign and Hedgerow:</b> The sign has been reported to SCC however a temporary fix has been made by Cllr Yallop. The Clerk inspected the hedgerow and felt it not to be encroaching on the road as reported by a resident.</p>	
<p><b>CPC114/13 Speedwatch</b>  The Police Speedwatch Co-ordinator has yet to respond to Council's letter. The Suffolk PCC is also looking into the matter. Bealings are interested in joining the scheme and Malcolm Gooch (Speedwatch Group Co-ordinator) is attending a</p>	

<p>meeting there next week to discuss. If Bealings join the Group then there may be sufficient funds to purchase a 2<sup>nd</sup> speed camera.</p>	
<p><b>CPC115/13 Officer's and Representative's Reports</b>  <b>Core Strategy Briefing:</b> Cllr Angwin reported that at the SCDC Briefing individuals from larger councils asked how the Local Plan was used by SCDC for deciding the approval of significant developments which the local community had strongly opposed. SCDC's response was inadequate, which led to SCDC being unable to competently show how the new LP could be used to assist PCs in commenting on planning applications.  <b>SALC Area Meeting:</b> Topics covered at the meeting included:</p> <ul style="list-style-type: none"> <li>• The Sustainability Communities Act.</li> <li>• Flagship Housings requirement to know what social housing is required in rural areas in the future and that the planning departments policy of 1 affordable home for every 3 built may not provide appropriate housing in appropriate places. Flagship would be pleased to hear from PCs who have established a need for social housing in their area.</li> <li>• Boundary Commission consultation.</li> </ul>	
<p><b>CPC116/13 Correspondence</b>  The Clerk circulated correspondence (Local Plan, The Local Councillor, Clerk and Councils Direct) to the Cllrs.  <b>Suffolk Constabulary:</b> Suffolk Constabulary informed CPC that Sgt Cullum has joined the Woodbridge SNT along with PC Jo Clark.  <b>CAB:</b> CAB have sent a request for Council to consider a donation to them in next years budget.  Cllr Fryatt informed the meeting that there is money available for activities related to WW1. Clerk to ask Doris Mann/Heritage Group if they would like more information.</p>	<b>Clerk</b>
<p><b>CPC117/13 Matters for the next meeting</b></p> <ol style="list-style-type: none"> <li>1. Budget matter – CAB donation</li> <li>2. Asset Register following inspection of assets.</li> </ol>	
<p><b>CPC118/13 Date of next Meeting</b>  Council agreed to make the date of the next meeting Thursday 28<sup>th</sup> November due to another booking in the Hall. New date to be circulated via enews/website. Clerk to arrange with VH bookings coordinator.</p>	<b>Clerk</b>
<p><i>Meeting closed at 9.10pm</i></p>	
<p>Chairman: ..... Date: .....</p>	

## CHANGE OF DATE:

**The next Parish Council Meeting will be held on**

**Thursday 28<sup>th</sup> November 2013**

**at 7:30pm**

**in the Village Hall.**