CLOPTON PARISH COUNCIL

**Minutes** of the Annual Parish Council Meeting held at Clopton Village Hall at 8.30pm

On Thursday 21st May 2015.

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| **Present:**  Cllr Angwin (Chair)  Cllr Fryatt  Cllr Yallop  Cllr Raffell | **In Attendance:**  Mrs T Embury (Clerk) | **Apologies**  Cllr Pryke  PCSO Marie Smith |

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| **CPC041/15 Election of Chairman and Declaration of Acceptance**  Cllr Angwin indicated his willingness to stand as Chairman for the coming year and there were no other nominations. Proposer Cllr Fryatt, Seconder Cllr Raffell.  **Decision** – Cllr Angwin unanimously elected as Chairman for the next year.  All Councillors present signed the Declaration of Acceptance. |  |
| **CPC042/15 Chairman’s Welcome**  Cllr Angwin welcomed everyone to the meeting. |  |
| **CPC043/15 Public Forum/Open Session**  There were no reports to be given as the County and District Councillor and the Police reports were presented at the Annual Parish Meeting.  **Ancient House hedge**  Clopton PC spoke to the occupier of the property and they have agreed to trim the hedge back.  **Village sign Market Hill**  The missing Clopton village sign along Market Hill was reported to Highways Department and is under investigation. |  |
| **CPC044/15 Apologies**  Apologies were received from Cllr Pryke and PCSO Marie Smith. |  |
| **CPC045/15 Declaration of Interests/Dispensation Applications Received**  There were no declarations of interest and no dispensation applications to consider. |  |
| **CPC046/15 Election of Other Offices**  The following Offices were elected:  **Vice Chairman**: Cllr Pryke. Proposer Cllr Fryatt, Seconder Cllr Yallop.  **SALC Representative**: Cllr Fryatt will attending meetings and report back to the Council.  **Emergency Planning Officer**: Cllr Angwin. Proposer Cllr Raffell, Seconder Cllr Yallop.  **Responsible Finance Officer**: Mrs Terri Embury. Proposer Cllr Angwin, Seconder Cllr Fryatt.  **Communications**: Mrs Della Hughes to produce the Clopton Annual 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 information sheet.  **WJ Steel and Poors Charity**: Mrs Christensen was re-appointed as the Nominative Trustee for a term of four years. |  |
| **CPC047/15 To approve the minutes of the meeting held on 19th March 2015**  The minutes were approved and signed as a true record.  Proposer Cllr Yallop, Seconder Cllr Raffell. |  |
| **CPC048/15 Matters Arising from the Minutes**  No matters arising. |  |
| **CPC049/15 Finance** *(see attached reports)*   1. **Finance Report** – Cllr Angwin reported on the Council’s current financial position and movement since the last meeting. 2. **Authorisation of payments** - Payments totalling £1264.08 were authorised.   Cllrs were also asked to approve the transfer of £25.00 from the Speedwatch Expenditure to the Speedwatch Ear-marked funds to cover Clopton PC’s payment to Speedwatch for the annual levy. Proposer Cllr Raffell, Seconder Cllr Yallop.   1. **CPC money** - Cllrs discussed opening an Instant Access Government Bond as the CPC cash in the two main bank accounts is earning very little interest. This was approved and the account will be opened by the RFO and Cllr Raffell, acting in trust for Clopton PC. The interest being paid directly to Clopton PC. Proposer Cllr Angwin, Seconder Cllr Fryatt. 2. **Speedwatch Finances** – Westerfield PC are looking to take over as the sponsoring council for Speedwatch. It was proposed that the Speedwatch Reserves currently held by Clopton PC would be transferred to Westerfield PC by way of a cheque. Proposer Cllr Angwin, Seconder Cllr Yallop. 3. **End of Year Accounts** – The 2014-2015 Accounts were approved and during their preparation Cllr Angwin and the Clerk carried out an internal financial risk assessment. Proposer Cllr Fryatt, Seconder Cllr Raffell. 4. **Annual Return** – The Council approved and signed the completion of Sections 1 and 2 of the Annual Return based on the 2014/2015 Accounts and on the risk assessment reported in minute 5 above. Proposer Cllr Angwin, Seconder Cllr Yallop. 5. **Internal Auditors** – Heelis and Lodge were approved as Internal Auditors for 2014-2015. Proposer Cllr Angwin, Seconder Cllr Raffell. 6. **Risk Management Document** – Review carried out. Change to Item 11. To take into account changes under the new Transparency Code. 7. **Standing Orders** – Approved as recommended by SALC. 8. **Financial Regulations** – Approved as recommended by SALC, with some minor amendments.   11. **Village Fete Funding** – Approval has already been given for up to £200 to be donated to the fete this year on the understanding that the fete retains an agreed amount from any profits made this year in order that the fete becomes self-funding in future. | **RFO**  **Cllr Raffell** |
| **CPC050/15 Planning Matters**  1. The following planning application was received:-   * DC/15/1614/FUL The Rectory, Birds Hill, Clopton.   Proposed erection of rear two storey extension.  Details were circulated to Cllrs for consideration.  2. Other planning matters – none. | **Cllrs** |
| **CPC051/15 Code of Conduct**  Approved as recommended by SALC. |  |
| **CPC052/15 Speedwatch**  After due debate, Clopton PC decided that the future development of Speedwatch would be better served by another parish with more resources taking over as the sponsoring council. The interest of the other participating councils was duly solicited and we were informed that Westerfield PC were keen to undertake this role. Councillors approved the transfer of Speedwatch to Westerfield PC. Clerk to arrange for finances to be transferred via cheque and it was proposed that the Speedwatch equipment remains on Clopton PC asset register and insurance policy until the insurance renewal date of 30/09/15. Proposer Cllr Angwin, Seconder Cllr Yallop.  A Speedwatch sign was stolen whilst in use by Great Bealings PC. The cost of a replacement sign is £147.00. Clerk to arrange for an insurance claim to be made and Gt. Bealings will pay the insurance excess of £100.00. | **Clerk**  **Clerk** |
| **CPC053/15 Clerk’s Report on Urgent Decisions since the last meeting**  The Clerk had no urgent decisions to report. |  |
| **CPC054/15 Officer’s and Representative’s Reports**  Reports were presented at the Annual Parish Meeting. |  |
| **CPC055/15** **Correspondence** (for information)  Clerk and Councils Direct for circulation. |  |
| **CPC056/15 Matters to be brought to the attention of the Council for the next meeting**  Review of Internal Auditors Report. |  |
| **CPC057/15 Dates of future meetings**  Thursday 16th July 2015, 7:30pm, Village Hall, Parish Council Meeting.  Thursday 17th September 2015, 7:30pm, Village Hall, Parish Council Meeting.  Thursday 19th November 2015, 7:30pm, Village Hall, Parish Council Meeting.  Thursday 21st January 2016, 7:30pm, Village Hall, Parish Council Meeting.  Thursday 17th March 2016, 7:30pm, Village Hall, Parish Council Meeting. |  |
| *Meeting closed at 9:15pm* |  |
| Chairman: ........................................ Date: ..................... |  |

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