

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Thursday 16th March 2023 at 7.30 pm.

Present: Cllr Raffell (Elected Chair) Cllr Bright Cllr Gittoes Cllr Lye	In Attendance: Clerk, D Gooch 1 resident 1 member of the public SCC Cllr. Bryce	Apologies Cllr Fryatt (vice Chair) Cllr Pitt
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CPC024/23 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting.	
CPC025/23 Public Forum/Open Session District Councillor's Report Cllr Fryatt was absent and there was no update report for March. Suffolk County Councillor's Report Cllr Bryce apologised for a technical glitch that had prevented the March update report being sent out, but provided the following brief highlights: - The budget consultation confirmed that adult social and children & young people key services should be protected; - The budget was increased by 3.99% which was below the 5% threshold set by HMG; - A new Risk Management Plan would be prepared; - The ANPR pilot rollout (on 20mph & 30mph speed restriction roads) was being extended for a further two years. Example results for Bealings had recorded 1986 photos of speeding vehicles, over a one-week period, including one vehicle at 48mph. Offenders are each contacted by the Police, and warned re their future conduct. A further offence would trigger a second warning letter, then a visit, although offenders were not currently being prosecuted. The APNR pilot was not currently an enforcement tool. See also CPC029/23. Public forum No comments were made in the public forum.	
CPC026/23 Apologies Apologies received from Cllrs Fryatt and Pitt	
CPC027/23 Declaration of Interests/Dispensation Applications Received There were no declarations of interest and no dispensation applications to consider in relation to this agenda.	
CPC028/23 Minutes To approve the minutes of the meeting of the Council, Thursday 19 th January 2023. Link to - 19th January 2023 meeting minutes The minutes were approved and signed as a true record. Proposer Cllr Lye, Seconder Cllr Bright To approve the minutes of the meeting of the Council, Tuesday 7 th February 2023. Link to - 7th February 2023 meeting minutes	

<p>The minutes were approved and signed as a true record. Proposer Cllr Gittoes, Seconder Cllr Lye</p>									
<p>CPC029/23 Matters arising from the minutes None</p>									
<p>CPC030/23 Finance Finance Report – The balances at the bank at 10th March were: Parish Council community account £ 2740.50 The Bomber savings account £ 182.08 The Premium savings account £ 1724.34 Interest payments of £2.14 (Bomber account) and £0.23 (Business premium account) were received on 6th March. Incoming payments: EAST SUFFOLK 057253 £1108.01 (DC grant funding for Otley & Clopton Community First Responders fund), and SCCAPORS 3473972 BGC £750.00 (SCC funding for Coronation Event, see CPC037/23) were received on 10th March. See also CPC034/23. Authorisation of payments – There are no payments yet to clear at the bank. Payments totalling £552.76 to be approved during this meeting are: <table border="0"> <tr> <td>Clerks salary Feb/Mar</td><td>£485.76</td></tr> <tr> <td>Clerks expenses Feb/Mar</td><td>£ 25.00</td></tr> <tr> <td>Clopton Village Hall</td><td>£ 15.00</td></tr> <tr> <td>SALC Payroll Service</td><td>£ 27.00</td></tr> </table> Proposer Cllr. Gittoes, Seconder Cllr. Bright for finance reports and payments approvals. Bank reconciliation check – Cllr. Pitt had checked and approved the bank reconciliation (to 24th Feb) in advance of the meeting.</p>	Clerks salary Feb/Mar	£485.76	Clerks expenses Feb/Mar	£ 25.00	Clopton Village Hall	£ 15.00	SALC Payroll Service	£ 27.00	<p>Clerk to send payments Clerk to produce bank reconciliation to end March for end-of year finance report Clerk to update website documents</p>
Clerks salary Feb/Mar	£485.76								
Clerks expenses Feb/Mar	£ 25.00								
Clopton Village Hall	£ 15.00								
SALC Payroll Service	£ 27.00								
<p>CPC031/23 Planning Matters To receive planning decisions: Ref. No: DC/22/2661/FUL - Erection of agricultural building and access track - Land East of Willow Tree Cottage Clopton IP13 6SQ - supported by Clopton Parish Council – Application Permitted by East Suffolk Council Ref. No: DC/22/4240/FUL Erection of business unit with storage yard - Clopton Commercial Park Debach Airfield Clopton Woodbridge Suffolk IP13 6QT - opposed by Clopton Parish Council - awaiting decision from East Suffolk Council Ref. No: DC/22/5006/FUL Alterations to Access for Highway - 1 Cherry Tree Cottages Grundisburgh Road Clopton Woodbridge Suffolk IP13 6QD - supported by Clopton Parish Council - Application Permitted by East Suffolk Council</p>									

<p>Ref. No: DC/23/0267/P3Q Prior Notification - Change of Use of Agricultural Buildings to Dwellinghouse - Outbuilding 1, located to the northeast of Moat Hall Barn - Moat Hall Barn Martins Lane Clopton Woodbridge Suffolk IP13 6QX - opposed by Clopton Parish Council - awaiting decision from East Suffolk Council</p> <p>Ref. No: DC/23/0268/P3Q Prior Notification (Change of Use of Agricultural Building to Dwellinghouses) - Outbuilding 2, located to the north of Moat Hall Barn - Moat Hall Barn Martins Lane Clopton Woodbridge Suffolk IP13 6QX - opposed by Clopton Parish Council - awaiting decision from East Suffolk Council</p> <p>Ref. No: DC/23/0159/DRC. Alterations to ground floor to include: insertion of 1no. roof lights over kitchen, replacement roof of garage with higher eaves level (forming "Play Room"), re-tiling single storey elements, removal of block work partition in kitchen and revised layout of kitchen / utility room, upgrading thermal elements as necessary, new sliding doors in Study, re-instatement of door on south west elevation, new feature windows and doors in "Play Room", replacement of solid door with glazed door on rear elevation. - Ancient House Shop Road Clopton Woodbridge Suffolk IP13 6QP - awaiting decision from East Suffolk Council</p> <p>To consider planning applications - None</p> <p>Planning Applications received after the agenda was produced - None</p> <p>Other planning matters – None</p>	
<p>CPC032/23 B1078/9 Speed issues</p> <p>Following the SCC Report update (CPC025/23) Cllr. Bryce said that the following road improvements would be progressed and paid for via the Locality Budget at no cost to Clopton Parish Council:</p> <ul style="list-style-type: none"> - White markings re-painted; - Visual rumble strips; - New signs indicating the staggered junctions; - Playground signs. <p>Cllr Bright queried possible village gateways – it was noted that these would be less expensive if the Parish Council took advantage of SCC's offer by applying directly to their Licensing and Enforcement Team for permission to site street furniture within the Highway, subject to approval. At a cost of £150 the Suffolk Highways Street Furniture Licence allows Parishes to source their own street furniture and use their own contractors to install them.</p> <p>Cllr Bryce agreed to pursue ANPR equipment to be deployed in Clopton (on the B1079 to Grundisburgh as this has a 30mph speed restriction).</p> <p>Cllr Raffell provided an update on arranging a meeting, (date TBD), at Clopton Village Hall with SCC Highways department and residents of Clopton and the surrounding parishes. The objective being to better understand how decisions are made by SCC, regarding road capacity for HGVs, and for SCC to hear concerns from local residents. Cllr Raffell has written to adjacent parishes inviting them to participate. To date most parishes have indicated a willingness to attend. The two</p>	<p>Cllr Bryce</p> <p>Chairman</p>

<p>remaining parishes will consider the offer at their forthcoming Council meetings.</p>	
<p>CPC033/23 Village Hall John Dawson on behalf of The Village Hall Management Committee said that some ambitious improvements were planned but since the Village Hall is owned by Clopton Parish Council it was considered that the PC (as freeholders) should manage the project while the Management Committee would deliver it. The Management Committee suggested that it would be beneficial to add a lean-to extension, to span the whole of the main part of the hall, which is 9.6m long and goes out about 4m. The pitch of the roof would depend on the type of roofing. The extension should be insulated, but not heated. The suggestion is to have double doors into the store next to the stage on the kitchen/ toilets side. Inside the store there could be a partitioned section which is locked, for cleaner's equipment, stores, etc, and the greater part open and accessible to hirers for furniture. A smaller section on the field side would be divided off, and only accessible from the outside. The extension would probably look better using different materials from the main hall. If it were to go ahead the storage extension project should be combined with providing a terrace along the field side of the hall. The suggestion is that the terrace should be 4m wide and should run the length of the main hall plus the proposed extension. The Management Committee had also noted that the oil-fired heater was getting old, and that a low carbon replacement should be considered.</p> <p>Previously grant aid had been obtained for Village Hall improvement (e.g. UPVC windows), and grant aid could also be sought for the proposed extension. The PC discussed why there was no CIL funds that could be used, and also reducing the cost if VAT was claimed back.</p> <p>The PC requested that the Management Committee (who meet in April) provide a wish-list and a ballpark estimate of costs. The PC also noted that a sub-committee including non-councillors could be formed to manage the project.</p>	<p>Clerk - CIL issues. Chairman - query VAT reclaim. Village Hall Management Committee</p>
<p>CPC034/23 First Responders for Clopton and Otley Cllr Bright said three of the five people in the group had completed extensive training and were engaged in co-rides with 'full' First Responders, with the training ongoing for the other two. The completion target was mid-summer, with the First Responders covering Otley and Clopton. So far £5000 had been raised; this was needed for equipment packs and communicators @ £700 each, then £200 p.a. Otley and Clopton PCs would each be asked to fund £250pa from 2024/25 onwards. The Parish Council provided agreement in principle, and will include this in the 24/25 budget then look to cover the costs by running a fundraising event.</p> <p>Clopton Parish Council have secured a grant acting as the accountable body for the First Responders group for £1000 from East Suffolk Council's enabling communities funding, our thanks go to East Suffolk Council and Cllr Fryatt for this funding. When received this grant will go towards a responder's kit for the group.</p>	<p>Clerk</p>
<p>CPC035/23 Clerk's Vacancy Kay resigned in Early August 2022 and since then the PC have been</p>	

<p>advertising for a replacement with Kay remaining in post until the position was filled. David Gooch has accepted the position and took over from Kay on 1st March 2023. The post is for 5 hours per week and the salary is in accordance with the current NJC Salary Point SCP5.</p> <p>The new Clerk's appointment was approved; Proposer Cllr Gittoes, Seconder Cllr Bright.</p>	
<p>CPC036/23 Councillor recruitment and 2023 election On Thursday 4th May local elections will be carried out including Parish Councillor elections. Clopton Parish Council currently have 6 councillors, there is one vacancy for a 7th councillor unfilled. Cllr. Fryatt sadly will not be able to stand again as parish councillor. Cllrs Gittoes and Raffell were both considering not standing again as parish councillors, but were prepared to continue.</p> <p>Prior the last election the previous Clerk carried out a leaflet drop to all residences informing residents of the Elections and asking if anyone was interested in standing as a councillor, and an email was also sent via Clopton news to solicit any interest from potential new councillors. Following the leaflet drop and email, two people had come forward to express their interest. A further person was also interested although not yet a resident.</p>	Clerk
<p>CPC037/23 Coronation Event On behalf of the Events team, Cllr Lye provided an update: The Coronation Event will be held 6.30pm to 10pm on Friday 5th May at the Village Hall. Cllr Bright has provided a flyer. Clopton's celebrity chef is running the BBQ, an Abba tribute group, and a singer will be providing entertainment. The PC approved £750 funding for the event, and thanked Cllr Bryce for the corresponding amount received (payment 'SCCAPORS BACS 3473972 BGC' to Barclays Community account received 10th March refers). £200 funding had also been received from Home Instead, while Cllr Lye had donated the £50 deposit required. (The PC will provide the float required.)</p> <p>Suffolk County Council have said that over the four-day Bank Holiday weekend fees will be waived for street parties and other local authority led public events in celebration of the coronation (applications by Sunday 2nd April 2023).</p> <p>The PC discussed requesting Manor Road to be one-way during the event as this would ease the traffic flow and enable additional parking.</p>	Clerk
<p>CPC038/23 Clerk's Report on Urgent Decisions since the last meeting An invitation had been received to attend the second meeting of the East Suffolk Planning Alliance (ESPA) at Grundisburgh Village Hall on Saturday, 25th March 2023. The ESPA was formed to submit, consolidated, unified and direct responses around contentious planning issues to East Suffolk Council (ESC) and its planners. Cllr Raffell if available he would attend as the PC has its own planning concerns re the additional storage at the Commercial Park</p>	Chair
CPC039/23 Officer's and Representative's Reports - None	
<p>CPC040/23 Correspondence KeepBritainTidy.org: The Great British Spring Clean 2023, have asked for support for this year's mass action campaign, which takes place from 17</p>	

March to 2 April. Cllr Gittoes agreed to organise Clopton's participation, noting that the previous litter-pick was last October, and there was a definite requirement.	Cllr Gittoes
CPC041/23 Matters to be brought to the attention of the Council for the next meeting - None	
CPC018/23 Dates of future meetings agreed <ul style="list-style-type: none"> 18th May 2023, 7.00 p.m, Village Hall, Annual Parish Meeting 8.00 p.m, Village Hall, Parish Council Meeting 20th July 2023, 7.30pm, Village Hall, Parish Council Meeting. 21st September 2023, 7.30pm, Village Hall, Parish Council Meeting. 16th November 2023, 7.30pm, Village Hall, Parish Council Meeting. 18^h January 2024, 7.30pm, Village Hall, Parish Council Meeting. 21st March 2024, 7.30pm, Village Hall, Parish Council Meeting 	
<ul style="list-style-type: none"> Meeting closed at 9:10pm 	
Chairman: <i>P M Appel</i>	
Date: <i>14/5/23</i>	