

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Thursday 18th January 2024 at 7.30 pm.

Present: Cllr Raffell (Elected Chair) Cllr Lye, Cllr Tiley-Nunn, Cllr Bright, Cllr Gittoes, Cllr Pitt	In Attendance: Clerk, D Gooch + 2 residents	Apologies DC Clery, Cllr Ashard.
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CPC 001/24 Chairmans Welcome Cllr Raffell welcomed everyone to the meeting.	
<p>CPC 002/24 Public Forum/Open Session County and District Councillor's Reports See: DC Clery's December 2023 report</p> <p>D-Day 80th Anniversary event for 6th June 2024 The PC discussed various options for an event, but it seemed there was less enthusiasm as this was fairly soon after the last event. Some key people who help with the event organisation were also unavailable. However, it was thought that Richard, from the airfield, may do something even if the PC doesn't. However, options discussed were an event like last years' BBQ and band, and/or maybe a bar and burger van; a swing band befitting the era was one idea although something more contemporary may attract a wider audience. It was also noted that there would be several caravans in the village that weekend. It was agreed to ask Richard what facilities are available at the airfield, have some further thoughts, then discuss at the next meeting.</p> <p>Public Forum John Dawson (JD) provided a Village Hall update (see also CPC011/24): - The New Years dance was sold out and the profit, ~£300, added to the fund for Village Hall improvements; - Regular hirings continue although the hall isn't well utilised; - JD had spoken to a Community Action Suffolk (CAS) contact who provided helpful advice re the East Suffolk Council (ESC) grant scheme, assessment criteria which includes 'net zero' which is in-line with the Village Hall objectives. ESC like to see Community Hubs hosting various activities, and businesses. For first stage grants, only two Village Hall bids had been successful, and the learning point was to prepare a good case rather than a speedy bid submission. Groundwork, a charity who support local communities, were a possible option to complete an energy survey; - JD said the committee was at its minimum level of 5 members (max 15), and needed more people. The committee met 4 times/year (next meeting Weds 24 Jan) with the AGM in April.</p>	
CPC 003/24 Apologies DC Clery, and Councillors Ashard had sent their apologies.	
CPC 004/24 Declaration of Interests/Dispensation Applications Received There were no declarations of interest and no dispensation applications to consider in relation to this agenda.	
CPC 005/24 Minutes The minutes of the meeting of the Council, Thursday 30 th November 2023 were approved (after a minor amendment to the draft). Proposer Cllr. Lye, Seconder Cllr. Pitt.	

<p>CPC 006/24 Matters arising from the minutes</p> <p>i) Emergency Plan: Cllr. Raffell said he'd reviewed other PC's plans, and noted that an emergency plan wasn't mandatory, however the recent storm and floods had brought this into focus, at least to have a list of equipment that people were prepared to lend. Cllr. Pitt agreed to be the contact point/liason person who could then request help via the Facebook and/or WhatsApp groups. Cllr. Raffell would circulate a note asking what equipment people might be prepared to share in an emergency.</p> <p>ii) Road Safety:</p> <ul style="list-style-type: none"> - Clerk had received a reply from DC David Penny, Ward Member for Hemingstone, who share CPC's goal to get a speed reduction on their stretch of the B1078. D Penny said he'd put in FOI requests to SCC for all speed and traffic surveys and measures enacted in the last decade (including the AECOM report from 2016 highlighting stretches of road that needed to be considered for a speed reduction), with some areas recommended for a 50mph limit, reduced from 60mph. Hemingstone also used resources like Crashmap which records accidents that have been reported to the police, and police records. An ongoing activity includes an online survey for residents, and residents recording or photographing as many incidents as possible (most don't involve the police so are not officially recorded). - Clerk had reported several potholes in Shop Road to Suffolk Highways (SCC Problem Report 00438879, 20th Dec), and the reporting process publicised via the notice boards and Clopton News. Cllr. Pitt offered to share this via the Facebook group too. 	<p>Cllr Raffell</p>														
<p>CPC 007/24 Finance</p> <p>Financial Report –</p> <p>The balances at the bank on 31st December 2023 were:</p> <table border="0"> <tr> <td>Parish Council Community account</td> <td style="text-align: right;">£4023.85</td> </tr> <tr> <td>The Bomber savings account</td> <td style="text-align: right;">£ 183.59</td> </tr> <tr> <td>The Premium savings account</td> <td style="text-align: right;">£1738.59</td> </tr> <tr> <td>Yorkshire BS Savings account</td> <td style="text-align: right;">£5205.06 @ 31st March '23</td> </tr> </table> <p>Incoming payments: Bank Interest: £6.03 Bus Prem a/c, £0.64 Bomber Gp a/c</p> <p>Authorisation of payments –</p> <p>Payments totalling £785.02 approved during this meeting were:</p> <table border="0"> <tr> <td>Community Heartbeat Trust annual support</td> <td style="text-align: right;">£198.00</td> </tr> <tr> <td>Clerk's salary Dec/Jan (incl NALC pay rise backpay)</td> <td style="text-align: right;">£562.02</td> </tr> <tr> <td>Clerk's expenses Dec/Jan</td> <td style="text-align: right;">£ 25.00</td> </tr> </table> <p>Bank reconciliation check – The bank reconciliation (to 31st December) and supporting bank statements had been circulated prior to the meeting. This was approved by the PC. Proposer Cllr. Gittoes, Seconder Cllr. Pitt for finance reports and payments approvals.</p> <p>To agree 2024/25 Parish Council budget.</p> <p>The PC discussed the budget, which had been updated after the January meeting. Cllr. Bright reminded the PC re the agreement to provide £250 (matched by Otley) for the First Responders. This takes the budget expenditure to £5810 compared to £5775 anticipated income if the Precept was set at the same, £5550, amount as 23/24. The projected 23/24 budget underspend of ~£200 was also noted, and would move to general reserves.</p>	Parish Council Community account	£4023.85	The Bomber savings account	£ 183.59	The Premium savings account	£1738.59	Yorkshire BS Savings account	£5205.06 @ 31st March '23	Community Heartbeat Trust annual support	£198.00	Clerk's salary Dec/Jan (incl NALC pay rise backpay)	£562.02	Clerk's expenses Dec/Jan	£ 25.00	<p>Clerk to progress payments</p>
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<p>The budget therefore allows for the following expenditure: £5550 from the Precept, £150 anticipated bank interest, £75 anticipated owed VAT, and £35 from general reserves.</p> <p>To set the 2024/25 Parish Council precept. Based on budget above, and in consideration of the cost-of-living increases faced by residents, the PC agreed to retain the 24/25 Precept at £5,550, the same level as 23/24. Proposer Cllr. Lye, Seconder Cllr. Gittoes for 24/25 Budget, and Precept.</p>	<p>Clerk to complete and return the 24/25 Precept request.</p>
<p>CPC 008/24 Planning Matters To receive planning decisions None. To consider planning applications None. Planning Applications received after the agenda was produced None.</p> <p>Other planning matters</p> <p>i) Query re Prior Approval granted for: DC/23/3662/P3Q - (Change of Use of Agricultural Building to four Dwellinghouses) - Outbuilding 1, located to the northeast of Moat Hall Barn - Moat Hall Barn Martins Lane Clopton Woodbridge Suffolk IP13 6QX. Clerk had sent an email to Case Officer Steve Milligan ESC (14th Dec) reiterating CPC's objections that Martins Lane has dangerously poor visibility onto the B1078, and stating "Although the Highway Authority did not object to the application, CPC request confirmation that they also considered visibility splay requirements at the junction where vehicles need to join the B1078". The email was forwarded to Suffolk Highways and a response awaited. Reminder sent 11th January 2024.</p> <p>ii) ESC Planning Delivery Dashboard available ESC's dashboard allows people to find out where new homes have been built, uses in town centres, progress on sites allocated for development in Local Plans and much more. The Planning Delivery Dashboard supports the Authority Monitoring Report 2022/23 by looking at how Local Plans are performing.</p>	
<p>CPC 009/24 Governance Emergency Plan See CPC006/24 (Matters arising from the minutes). Grants and Charitable Donations Policy The PC agreed that the draft policy was fit-for-purpose, and was approved.</p>	<p>Clerk to publish Charitable Donations Policy</p>
<p>CPC 010/24 Traffic and Road Safety issues Cllr. Raffell said he'd accompanied Josh White, Suffolk Highways, to look at the various issues around the village. The PC discussed the signage issues arising from the road closure due to the water main repairs undertaken by Anglian Water (on multiple occasions). Highway Assurance provide the signage including the diversions, but this wasn't always timely, hence causing chaos as people attempted to use the single lane Birds Hill as an alternative route. The PC noted that Drabbs Lane was a sensible diversion as this has two lanes, if diversion signs were in place promptly. See also CPC006/24 (Matters arising from the minutes).</p>	
<p>CPC 011/24 Village Hall (VH) i) See CPC002/24.</p>	

<p>ii) Della Hughes said she was resigning (at the April AGM latest) from her VH bookings clerk role, although a replacement hasn't come forward yet. Part of this role has involved the maintaining of the VH pages on the Clopton website. The hall bookings system and the VH pages are closely linked - with online booking applications and a hall bookings calendar. It's hoped that whoever takes over as bookings clerk will also cover the VH work on the website, noting that the PC pays One.Suffolk for the website hosting. (Clerk has access to the site and updates the Parish Council pages but Della has been updating all other pages and VH events since 2012).</p> <p>Cllr. Pitt offered to ask for a volunteer on the Facebook group.</p> <p>On behalf of the PC, Cllr. Raffell thanked Della for her work over her many years as bookings clerk. Della said she would continue to operate the Clopton News email service as before.</p>	<p>Cllr. Pitt</p>
<p>CPC 012/24 First Responders for Clopton and Otley</p> <p>Cllr. Bright said that core team of 5 people were all trained, and provided cover most days. A new person from Ashbocking was joining while 3 new people were going through the process. A total of 9 people should be in place by April. The team had 4 kits with a 5th on order on from the NHS.</p> <p>The First Responders were also looking to provide training e.g. life support for the community.</p>	
<p>CPC 013/24 Clerk's Report on Urgent Decisions since the last meeting</p> <p>Clerk said that some defibrillator maintenance had been required since the Main electrodes/pads' expiry date was 22nd Dec 2023, and the spare pads (now fitted) expiry date was 8th March 2024, hence 2 new sets had been ordered. Similarly, the batteries expiry date was 20th March 2024 therefore a new set had also been ordered. (These are covered by the Community Heartbeat Trust annual support which was due for renewal end January 2024 see CPC007/24 Finance.)</p>	
<p>CPC 014/24 Officer's and Representative's Reports</p> <p>None.</p> <p>Upcoming events/meetings:</p> <ul style="list-style-type: none"> - SALC Chairperson/Mayor forum, 29 January 2024 at 1.00 pm - Green Issues, Greenprint events: <ul style="list-style-type: none"> i) Friday 26 January 10:00-15:00. Action for Nature – a heathland conservation task, Upper Hollesley Common ii) Wednesday 28 February, 18:00-21:00, Evening Forum: “Nourishing Local and Sustainable Food”, Saxmundham Market Hall. Greenprint Forum event registration - My East Suffolk - “Bringing Ideas to Life” the East Suffolk Community Partnership Annual Forum, 22nd March 2024 at the Trinity Park Conference Centre (for Town & Parish Chairs) 	
<p>CPC 015/24 Correspondence</p> <p>i) NALC Legal Briefing - L02-23 - Removal of legal restriction on expenditure on church buildings etc.</p> <p>S. 82, Levelling Up and Regeneration Act 2023 came into effect on 26th December 2023, removing the restriction the Local Government Act, 1894 previously had on parish councils from incurring expenditure on buildings, grounds etc. relating to the Church or ecclesiastical charities.</p> <p>ii) East Suffolk Local Validation Requirements</p> <p>The “Local Validation List” (to replace the existing Local Validation Requirements 2020) explains which documents are required to accompany a planning or planning related application before it is</p>	

<p>iii)</p>	<p>validated by East Suffolk Council. Deadline for comments is 5pm, Friday 2nd February 2024. (Distributed to councillors 9th December 2023.)</p> <p>PCC proposes increase in precept to fund Constabulary in 2024/25</p> <p>The Police & Crime Commissioner (PCC) requested councils to share this information with residents. In late January the PCC, Tim Passmore needs to make a decision about the policing element of the council tax precept. They plan to ask the Police and Crime Panel to support their proposal to raise the policing element of the precept by £13 a year (for a Band D property) to enable it to maintain the standard service that the public expect. Residents were welcomed to share their thoughts and click here to take part in the survey or for more details click here to visit the website. The survey is open to at 9am on Thursday 25th January 2024. (The PCC proposal above had been distributed via Clopton News.)</p>	
	<p>iv)</p> <p>Sizewell C Development Consent Order (DCO)</p> <p>The DCO was triggered on 15th January 2024 which gives the green light for the construction phase of Sizewell C. A £250m package for local communities will be available in phases over construction period to deliver a lasting legacy for the region. Community Forums will be launched to enable local communities to have a say during the construction phase.</p>	
	<p>CPC 016/24 Matters to be brought to the attention of the Council for the next meeting</p> <ul style="list-style-type: none"> • The crossroads signpost at the bottom of Birds Hill has been knocked over, and needs repair/replacement. • Cllr. Raffell repeated his intention to resign, particularly since he was no longer a resident, although the rest of the PC urged him to remain. 	
	<p>CPC 017/24 Dates of future meetings agreed</p> <ul style="list-style-type: none"> • 21st March 2024, 7.30pm, Village Hall, Parish Council Meeting The PC agreed to move its meetings to Wednesday evenings in the Village Hall as there was less demand. Therefore, FY 24/25 dates will be: • 22nd May 2024, 17th July 2024, 18th September 2024, 20th November 2024, 15th January 2025, & 19th March 2025. 	<p>Clerk to book Village Hall</p>
	<p><i>Meeting closed at 8.55pm</i></p>	
<p>Chairman:</p> <p>Date:</p>		