

# CLOPTON PARISH COUNCIL

**Minutes** of the Parish Council Meeting held at Clopton Village Hall  
On Tuesday 28<sup>th</sup> May 2024 at 8.00 pm.

<b>Present:</b> Cllr Raffell Cllr Gittoes, Cllr Pitt Cllr Lye, Cllr Bright Cllr Tiley-Nunn,	<b>In Attendance:</b> D Gooch (Clerk) 2 Residents	<b>Apologies</b> CC Bryce, DC Clery, DC Hedgley, Cllr Ashard
---	---	--

<b>CPC042/24 Election of Chairman and Declaration of Acceptance</b> Cllr. Raffell stated that he was standing down as chair, although happy to remain as a councillor. However, no other candidates came forward. <b>Decision</b> – It was agreed that Cllr Raffell would chair the current meeting, and candidates for chair considered at the July meeting. Cllr Raffell signed the Declaration of Acceptance as witnessed by the clerk.	
<b>CPC043/24 Chairmans Welcome</b> Cllr Raffell welcomed everyone to the meeting.	
<b>CPC044/24 Public Forum/Open Session</b> <b>County Councillor's Report</b> None. <b>District Councillor's Report</b> See: <a href="#">DC Dan Clery's April Parish Report to Clopton Annual Parish Meeting</a> , & <a href="#">ESC Leader's Annual Report to Town and Parish Councils May 2024</a> . (The above reports were circulated prior to the meeting, and presented at the earlier Annual Parish Meeting.)	
<b>CPC045/24 Apologies</b> CC Bryce, DC Clery, DC Hedgley, and Cllr Ashard	
<b>CPC046/24 Declaration of Interests/Dispensation Applications Received</b> None	
<b>CPC047/24 Election of other officers</b> Cllr Gittoes had stated that she was standing down, hence there was one councillor vacancy to be filled. The following Officers were elected: <b>Vice Chairman:</b> Cllr Tiley-Nunn. <b>SALC Representative:</b> The Clerk liaises with SALC. <b>Emergency Planning Officer:</b> No candidates came forward - position left open until next meeting. <b>Responsible Finance Officer:</b> D Gooch. Proposer Cllr Raffell, Seconder Cllr Pitt <b>Communications:</b> Della Hughes had said she was happy to continue - the council would like to sincerely thank Della who very kindly maintains the Clopton News list and sends out eNews mailings. Della also sends out the annual Clopton in email form. <b>Events Committee:</b> Cllrs Lye and Pitt said they were happy to continue (after having a break after the last events, which had been quite demanding). Proposer: Cllr Tiley-Nunn, Seconder: Cllr Bright, for the above Officers. (All councillors have signed Declaration of Acceptance of Office.)	
<b>CPC048/24</b> The <a href="#">minutes of the meeting of the Council, Tuesday 16<sup>th</sup> April 2024</a> were approved. Proposer Cllr Lye, Seconder Cllr Tiley-Nunn	
<b>CPC049/24 Matters arising from the minutes</b> Clerk had submitted the planning application responses.	

**CPC050/24 Finance****Finance Report –**

The balances at the bank at 13<sup>th</sup> May were:

Parish Council community account £6,644.49

The Bomber savings account £184.28

The Premium savings account £1,745.09

Incoming payments: HMRC VAT refund 2023/24, £94.00 on 17<sup>th</sup> April, and EAST SUFFOLK 069150, £5,550 Precept payment received on 30<sup>th</sup> April.

Interest payments to Bomber account (nil) and Business premium account (nil) at 13<sup>th</sup> May. The [May 2024 financial report](#) was signed.

**Authorisation of payments –**

There were no payments yet to clear at the bank.

Payments totalling £865.14 to be approved during this meeting:

Clerk's salary Apr/May £423.30

Clerk's expenses Apr/May £ 25.00

Clopton Village Hall £ 90.00 (paid 19/4/2024).

SALC Membership Subs £196.84 (Inv: 28545, paid 19/4/2024)

Heelis & Lodge internal audit £130.00 (Inv: HL9414, paid 19/4/2024)

Proposer Cllr. Bright, Seconder Cllr. Pitt for finance report and payment approvals.

**To approve the end of year accounts 2023 -2023**

The 2023/24 year-end accounts comprising [2023/24 Income & Expenditure](#) , [2023/24 Bank Reconciliation](#) , and [2023/24 Receipts and Payments](#) were circulated prior to the meeting, and were approved.

During their preparation an internal Financial Risk Assessment was carried out along with the physical risk assessment.

These accounts have been successfully audited and published on the Clopton web site - Proposer Cllr Bright, Seconder Cllr. Pitt

The 2023/24 year-end accounts summary were signed off by the Chair.

**To complete the Annual Governance and Accountability Return (AGAR): Sections 1 and 2. (Approve Annual Governance Statement, and Accounting Statements).**

The Council approved for signature the Certificate of Exemption which states that during financial year 2023/24 the higher of the parish council's annual income or expenditure did not exceed £25,000. The income was **£6,149.90** and the expenditure was **£6,712.32** hence within criteria.

Section 1 - Annual Governance Statement 2023/24, was circulated for review prior to the meeting, and was approved for signature. The statements confirming that there is a sound system of internal control, including arrangements for the preparation of accounting statement and risk assessment.

(The internal auditor has already completed their report and concluded that internal controls are sound.)

Section 2 - Accounting Statements 2023/24, from the 2023/24 accounts was also circulated for review prior to the meeting, and was approved for signature. Figures correspond with the end of year accounts already reviewed.

Proposer Cllr Lye, Seconder Cllr Tiley-Nunn for AGAR forms.

**Review Asset Register for year 2024/25**

Clerk to  
progress  
payments

Clerk to  
submit  
Form 2 of  
the AGAR  
2023/24

<p>The Asset Register was circulated for review prior to the meeting, and was approved by the Parish Council. There were no changes. (The Parish council's insurance policy was reviewed and renewed in Sept 2023, Policy Number: ACY 2388026, and is due for renewal 30<sup>th</sup> Sept 2024.)</p> <p>-</p> <p><b>Review Risk Management Document for year 2024/25</b> The Risk Assessment document was circulated for review prior to the meeting, and approved by the Parish Council - no changes were required.</p> <p><b>Review Financial Regulations.</b> The Financial Regulations were circulated for review prior to the meeting, and approved by the Parish Council. Model Financial Regulations had very recently been updated by NALC, and the Clerk had followed the guidance notes to adapt and customise them to suit the Parish Council's needs. Financial Regulations approved.</p> <p><b>Review Internal Controls</b> The Internal Controls Policy and Report were circulated for review prior to the meeting, and approved by the Parish Council. A minor change from the previous year's document confirming that online (as well as cheque) payments are authorised by two account signatories.</p> <p><b>Review Memberships - SALC, Community Action Suffolk</b> Memberships of Suffolk Association of Local Councils (SALC), and Community Action Suffolk (free of charge), were approved. The Parish Council also discussed affiliations with East Suffolk Planning Alliance (ESPA), and '20s Plenty', but agreed not to take these further at present.</p>	
<p><b>CPC051/24 Non financial policy for review</b> <b>Review Standing order amendments</b> The Standing Orders and March 2022 Standing Orders Amendment were circulated for review prior to the meeting, with no changes this year. These were approved by the Parish Council.</p> <p><b>Review Code of Conduct</b> The Code of Conduct was circulated for review prior to the meeting. This was approved by the Parish Council.</p> <p><b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b> Clerk reported that ICO certification is up to date. Expiry dated 23<sup>rd</sup> July 2024 (Registration reference: ZA537781). The Clerk has revisited the ICO's "GDPR: A day in the life of ... ; Great Practice Parish Council, Data audit and retention exercise" as a refresher and to check for any new advice, no changes appear to be required. Policies have been reviewed in May 2024, and are up to date. The <a href="#">Privacy Notice</a> , <a href="#">Data protection impact assessment</a> , and <a href="#">Data Retention policy</a> , were approved by the Parish Council.</p> <p><b>Note:</b> The Parish Council had previously resolved not to adopt the LGA (Local Government Association) General Power of Competence (CPC 054/23 refers).</p>	
<p><b>CPC052/24 Planning Matters</b> Planning applications considered since 16<sup>th</sup> April meeting: <b>DC/24/0859/DRC:</b> Discharge of Condition Nos. 6 &amp; 7 of DC/24/0067/VOC - Variation of Condition No 2 of DC/23/2706/VOC - Erection of business unit with</p>	

storage yard - Proposed building to be moved 10.8m to the south, to improve vehicle circulation between units 19 and 20. - We wish to vary the existing condition to replace the following drawing: CCP20-03-Site Plan - Clopton Commercial Park Debach Airfield Clopton Woodbridge Suffolk IP13 6QT.  
**Application Permitted** by East Suffolk Council, 24/4/2024.

**Planning Applications received after the agenda was produced -**

DC/24/1750/VOC: "Variation of Condition No. 2 of DC/23/2012/FUL - Use of land for stationing of 2 shepherds huts for holiday use together with office/store - To agree amended plans to show the office store provided in two separate buildings rather combined accommodation. Land At , Manor Road, Clopton, Suffolk, IP13 6SH".

The PC agreed to object with the following response:

i) The office and store provided in two separate buildings (rather than combined in a single building), are each a significantly larger area (office 3.99m W x 2.99m D, workshop 4.91m W x 5.29m D) than the original (combined) building which had an area of 4m x 2m. Indeed, the floor area of the proposed office is slightly larger than each Shepherd Hut which has a footprint of 4.26m x 2.13m and the workshop is almost 3 times the floor area. The Block Plan drawing is also misleading showing workshop & store buildings both smaller than the Shepherd Huts. Furthermore, what is the justification for two large buildings, an office and a workshop, to serve a holiday use site of this size with two Shepherd Huts?

ii) Condition 9 of the permission granted by ESC for DC/23/2012/FUL states "The workshop hereby permitted shall be used ancillary to the site only, for storage; maintenance and administration works. Reason: To restrict the site to that solely of operating the single business use."

Since DC\_24\_1750\_VOC describes "amended plans to show the office store provided in two separate buildings rather combined accommodation", this condition is no longer valid, and the restriction can't be applied.

iii) The application is a significant deviation from Condition 2\* of the permission granted by ESC for DC/23/2012/FUL.

\* "The development hereby permitted shall be completed in all respects strictly in accordance with Topographical Survey (PLS-NP-FT-TS-00) received 18.09.23 site plan and proposed elevations received 22.05.23, for which permission is hereby granted or which are subsequently submitted to and approved by the Local Planning Authority and in compliance with any conditions imposed by the Local Planning Authority. Reason: For the avoidance of doubt as to what has been considered and approved".

iv) The application form (signed on 10/05/2024) further states 'No' to the question "Has the development already started?". However, both office and store buildings are already in place, therefore surely a retrospective planning application, rather than a variation of condition needs to be submitted.

**Clerk to  
submit  
response**

**Other planning matters**

The following were noted by the Parish Council:

**i) Planning Policy Updates:**

East Suffolk Council (ESC) has adopted:

- the [Rural Development Supplementary Planning Document](#), providing new guidance for developments in rural areas;
- [Custom & Self-Build Supplementary Planning Document](#), providing guidance about the information that should be provided with custom and self-build planning applications

**ii) New Local Validation List and Guidance**

ESC Strategic Planning Committee has adopted the Local Validation List and Guidance as of 1st May 2024.

The Town and Country Planning Act 1990 enables Local Planning Authorities to set their own Local Validation requirements for applications through a 'Local

<p>Validation List', that reflects the specifics of their area including Local Planning Policies. The List, Guidance and Index are published <a href="#">here</a>.</p> <p>iii) <b>SALC Planning Webinars</b> A series of four, 1 hour briefing webinars which are designed to enable councillors and officers understand planning law, their roles and responsibilities, how decisions are made, neighbourhood planning, Community Infrastructure Levy (CIL), Section 106 Agreements, conservation, listed buildings, trees and enforcement. There is also a dedicated session covering Levelling Up and Regeneration Act 2023 (LURA) and Biodiversity Net Gain (BNG). 4th June at 11 am, 12th June at 10 am, 17th June at 11 am, &amp; 26th June at 10 am (£35 +VAT per council, per session).</p> <p>iv) <b>Rural and Community Housing 2024</b> Zoom session hosted by Community Action Suffolk on 'An Introduction to Rural and Community-Led Housing' with Q&amp;A session; Tuesday June 4th 11.00-12.00 am. Community-led housing aims to produce high quality, affordable, sustainable homes with local communities involved throughout the process. Booking <a href="#">here</a>.</p>	
<p><b>CPC053/24 Internal Auditors report</b> The <a href="#">Internal auditor's summary 2023/24</a> and <a href="#">Internal auditor's full report 2023/24</a> has been received, with a recommendation that "In accordance with the legislation of keeping minutes in loose leaf format the presiding chair should initial each page in addition to signing and dating the last page". CPC would like to appoint Heelis and Lodge to carry out the next audit for financial year 2024/25.</p>	Clerk
<p><b>CPC054/24 Road Safety</b> A letter had been received from Kelvin Silburn, Riding For The Disabled (RDA), complaining about state of the road surface in Shop Road which they use for carriage driving and horse riding. The PC agreed that the road surface was in a poor state with several potholes, although others (at the B1078 end) had been repaired. The PC agreed to advise RDA to contact Suffolk Highways as the condition of the road is their responsibility.</p>	Clerk
<p><b>CPC055/24 Bus Service Cancellation</b></p>	
<p><b>CPC056/24 First Responders for Clopton and Otley</b> Cllr Bright said that Otley PC had made a donation of £250. The PC noted it had allocated £250 for the phone in the 2024/25 budget.</p>	
<p><b>CPC057/24 Clerk's Report on Urgent Decisions since the last meeting</b> None.</p>	
<p><b>CPC058/24 Officer's and Representative's Reports</b> None.</p>	
<p><b>CPC059/24 Correspondence</b> The following were noted by the Parish Council: i) Sizewell C Launch of the £23m Sizewell C Community Fund. Details of the awards panel membership finalised. Next steps are to finalise the grants criteria and put an equitable and accessible application process in place to make it as easy as possible for groups to bid for money. They will then publicise the criteria and application process on our website at <a href="http://www.suffolkcf.org.uk/the-sizewell-c-community-fund/">www.suffolkcf.org.uk/the-sizewell-c-community-fund/</a> and begin inviting bids for funding. They hope to start awarding money in the late summer and autumn. The PC commented that the park &amp; ride would have a big impact on Clopton, hence a bid for funding would be made. (The May project update had also been distributed to councillors.) ii) SALC East Suffolk Area Forum 7pm, 13<sup>th</sup> June, &amp; AGM 1<sup>st</sup> July (both online). iii) Crisis Communications for Local Councils New course, booked via SALC. Tuesday 11th June 9.30 - 11.30am, Zoom</p>	

<p>iv) 2024 CAS Conference: "Outcomes for All", Bringing Commercial and Communities Together. Wednesday 19th June, Kesgrave Community Centre, Cost £45.00.</p> <p>v) Safeguarding Essentials Conference (CAS) Wellbeing, Resilience and Partnership, Wednesday 26th June, 9.30am - 12.30pm, via Zoom. (Cost: £23pp VCFSE, £30pp others.)</p> <p>vi) <a href="#">Suffolk Community Awards</a> (CAS, SALC, &amp; SCC) Nominations were now open to recognise and celebrate all those who have improved the quality of life for a community in Suffolk. The PC asked the Clerk to check if there was a suitable category for the First Responders to be nominated.</p> <p>vii) Community Pantries and Uniform Banks ESC are currently open for applications for grants for Community Pantries and Uniform Banks <a href="#">UK Shared Prosperity Fund » East Suffolk Council</a> this round closes end June. <a href="#">Uniform Bank grant scheme » East Suffolk Council</a> this round closes end July.</p> <p>viii) ESC Community Partnership Information Sharing A shared Teams folder that PCs can use, and includes a range of information and opportunities to contribute to the Community Partnership inside and out of the meeting:</p> <ul style="list-style-type: none"> <li>• Collated data to consider before meetings and within your own Parishes.</li> <li>• Documents to input feedback and emerging trends that are shared with the membership</li> <li>• Examples of the successes and provision made by the Community Partnership so far</li> <li>• Weekly funding opportunity documents from our East Suffolk Funding team</li> <li>• Online outcome proposal form templates that are up to date and easily accessible</li> <li>• Space for Parishes to contribute ideas, comments and views easily and in one place.</li> </ul> <p>ix) Safety of Lithium-ion Batteries and e-bikes and scooters A request had been received asking to support this campaign from Ron Bailey, a researcher for Lord (Don) Foster, who has been campaigning on this issue in the House of Lords, and also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity. The PC discussed this, but didn't see that their support or otherwise would have any impact.</p>	Clerk
<p><b>CPC060/24 Matters to be brought to the attention of the Council for the next meeting</b> None.</p>	
<p><b>CPC061/24 Dates of future Parish Council meetings agreed</b></p> <ul style="list-style-type: none"> <li>• Wednesdays: 17<sup>th</sup> July 2024, 18<sup>th</sup> September 2024, 20<sup>th</sup> November 2024, 15<sup>th</sup> January 2025, &amp; 19<sup>th</sup> March 2025. All 7.30pm in the Village Hall.</li> </ul>	
<p><i>Meeting closed at 9:20pm</i></p>	
<p>Chairman: .....</p> <p>Date: .....</p>	