

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Wednesday 17th July 2024 at 8.00 pm.

Present: Cllr Raffell, Cllr Pitt Cllr Lye, Cllr Tiley-Nunn	In Attendance: D Gooch (Clerk), 4 Residents, including John Dawson (JD), & Julie Gittoes (JG).	Apologies DC Clery, DC Hedgley, Cllr Ashard, Cllr Bright
---	---	---

CPC071/24 Election of Chairman and Declaration of Acceptance Having chaired the Annual PC meeting on 28th May, Cllr Raffell confirmed he was standing down, and nominated Cllr Tiley-Nunn as his replacement. This was unanimously supported and agreed by the Parish Council with no other candidates coming forward. Cllr Tiley-Nunn duly signed the Declaration of Acceptance and took his place as Chair.	
CPC072/24 Chairmans Welcome Cllr Tiley-Nunn welcomed everyone to the meeting, and noted that Maria Elia was present having expressed an interest in joining the PC, being eligible under s.79 of the Local Government Act 1972 and not disqualified under s.80 of the Local Government Act 1972. Maria Elia was duly co-opted, completed the Declaration of Acceptance of Office and took her place as councillor on the PC.	
CPC073/24 Public Forum/Open Session County Councillor's Report See CC Bryce's Carlford Division June 2024 Parish Newsletter . District Councillor's Report DC Dan Clery's GLI Group May Parish Report had been distributed prior to the meeting. CC Bryce noted the impact of the moratorium during the period leading up to the general election. There were no queries on the reports. i) JD said he'd attended a Meet the Funder event for the Sizewell C Community Fund which has been set-up to provide funds to mitigate the effect of Sizewell. However mitigating the additional traffic from the park-and-ride at Hacheston is out-of-scope of this fund. Separate funding linked to the Deed of Obligation (a legal agreement between Sizewell C, Suffolk County Council and East Suffolk Council for the scheme to limit its impact on local communities during construction) may be available. ii) JG said that the 'Off-the-bus' club would be starting on 11 th September. Cllr Tiley-Nunn asked if the Box Up initiative in CPC086/24 (iv) would be of interest. Cllr Pitt asked CC Bryce if funding could be available from the Locality budget. CC Bryce said set-up funding was possible, and asked to be sent details of what's required, what it will provide, lead name, and bank details. See also CPC081/24.	
CPC074/24 Apologies DC Clery, DC Hedgley, Cllr Ashard, and Cllr Bright.	
CPC075/24 Declaration of Interests/Dispensation Applications Received Cllr Tiley-Nunn declared pecuniary and non-pecuniary interests relating to planning application DC/24/2188/ROC, for which he would leave the meeting while this was discussed (see CPC079 /24).	

Clerk to send 'Box Up' details to JG.

Cllr Pitt to send 'Off-the-bus' set-up proposal details to CC Bryce.

<p>CPC076/24 The Minutes of the Meeting of the Council 28th May 2024, and 12th June 2024 were approved. Proposer Cllr Lye, Seconder Cllr Raffell.</p>															
<p>CPC077/24 Matters arising from the minutes i) Clerk had submitted Form 2 of the AGAR 2022/23 to PKF Littlejohn LLP(31/5/24), and notification of receipt of documents received for exempt status. ii) Clerk has contacted Heelis and Lodge (03/6/24) to request that they carry out the next internal audit (although H&L haven't acknowledged this yet). iii) Clerk had submitted the planning application responses for DC/24/1750/VOC DC/24/1939/FUL. iv) Financial transactions completed.</p>															
<p>CPC078/24 Finance Finance Report – At 09 July 2024, the balances at the bank were:</p> <table border="0"> <tr> <td>Parish Council community account</td><td>£6,090.39</td></tr> <tr> <td>The Bomber savings account</td><td>£ 184.97</td></tr> <tr> <td>The Premium savings account</td><td>£1,751.62</td></tr> </table> <p>Incoming payments: Interest payments £0.69 to Bomber account, and £6.53 to Business premium account, both received on 03 June The July 2024 financial report was signed.</p> <p>Authorisation of payments – There were no payments yet to clear at the bank.</p> <p>Payments totalling £589.10 to be approved at the meeting:</p> <table border="0"> <tr> <td>HMRC Employer's Payslip P30 Q1 2024/25</td><td>£105.80 (Paid 14 June)</td></tr> <tr> <td>Clerks salary Jun/Jul</td><td>£423.30</td></tr> <tr> <td>Clerks expenses Jun/Jul</td><td>£ 25.00</td></tr> <tr> <td>ICO Data Protection Renewal (DD, 23 Jul)</td><td>£ 35.00</td></tr> </table> <p>Proposer Cllr. Raffell, Seconder Cllr. Lye for finance report and payment approvals.</p> <p>Bank reconciliation check - This had been completed by Cllr Raffell.</p>	Parish Council community account	£6,090.39	The Bomber savings account	£ 184.97	The Premium savings account	£1,751.62	HMRC Employer's Payslip P30 Q1 2024/25	£105.80 (Paid 14 June)	Clerks salary Jun/Jul	£423.30	Clerks expenses Jun/Jul	£ 25.00	ICO Data Protection Renewal (DD, 23 Jul)	£ 35.00	<p>Clerk to progress payments</p>
Parish Council community account	£6,090.39														
The Bomber savings account	£ 184.97														
The Premium savings account	£1,751.62														
HMRC Employer's Payslip P30 Q1 2024/25	£105.80 (Paid 14 June)														
Clerks salary Jun/Jul	£423.30														
Clerks expenses Jun/Jul	£ 25.00														
ICO Data Protection Renewal (DD, 23 Jul)	£ 35.00														
<p>CPC079/24 Planning Matters (Note: Cllr Tiley-Nunn left the meeting while Planning Matters were discussed, see CPC075/24. In his absence it was agreed that Cllr Raffell agreed act as Chair.) Planning decisions: None Planning applications considered since 12th June meeting: DC/24/2104/FUL: Horse Arena (Menage), Land Adjoining Hill Farm Drabs Lane Clopton Suffolk. The PC had discussed and agreed to support this application. The PC noted that the existing use of the land is as a farm, and the applicant is the sole owner of all the land to which the application relates. The Horse Arena (Menage) is non-commercial, with no public rights of way affected, vehicle parking or changes to access, external materials being used etc. No trees or hedges affected, and stated as having no impact on biodiversity. Councillors also noted that other horse owners in the parish also have these facilities. DC/24/2188/ROC: Removal of Condition No. 2 of C/13/0405 - Erection of extensions and permanent retention of existing mobile home (approval under temporary planning permission C10/0358) to supervise equestrian business - Occupancy condition. Larkvale Stud, Grundisburgh Road, Clopton, Woodbridge, Suffolk IP13 6QE. Deadline 17th July.</p>															

<p>In summary of the above, the 3 takeaways from the meeting were: 1) a review/inspection of roads' condition before/after diversion; 2) proper communications e.g. bus routes; 3) local knowledge to determine sign positioning.</p> <p>iii) Road Safety improvements.</p> <p>Following on from the Shop Corner improvements (Slow signs and rumble strips), CC Bryce said funding was available for Josh White, Suffolk Highways, to prepare a speed report, which if it meets the criteria, could result in a 40mph limit being put in place. The PC expressed their strong support. The process, to obtain approval from the police, and County Council cabinet, then legal consultation would possibly take 14 months.</p>	<p>CC Bryce to progress</p>
<p>CPC082/24 Village Hall matters</p> <p>JD said that the next Village Hall meeting was the following week, and he'd like a member of the PC to attend (since although JG was a member of the Village Hall committee, she was no longer a PC councillor). Cllr Raffell confirmed his intention to attend.</p>	
<p>CPC083/24 First Responders for Clopton and Otley</p> <p>Clerk noted that the SARS annual report had been distributed to councillors. The summary of 2023 shows they were mobilised to >128 different Suffolk locations, and first to the scene 25%. SARS also provided free CPR sessions to >1000 people. They need to grow, but receive no central government funding, hence rely on grants and donations.</p> <p>The PC noted it had allocated £250 for First Responders for Clopton and Otley (for the phone) in the 2024/25 budget, and agreed to make this donation now.</p> <p>Clerk said that Cllr Bright had sent an email update (this will be distributed to councillors) confirming there was now an AED training device available to run one or two sessions in the Village Hall for the local residents. Adult and child training aids, an AED and a choke vest that trains people in choking situations, will all be available.</p> <p>Cllr Bright's CFR Update:</p> <ul style="list-style-type: none"> • The group is now large enough to stand alone with 7 qualified and volunteering members with 3 more nearly completed their training. • We also now have a Paramedic sponsor who is there to train and support us which has had a great impact on our training capacity. • Saturday was a great day at the Otley fete where we had the training manikins out and we trained a number of the public on CPR and a the kids loved the new Paramedic car that was acquired for the day. • Callout volumes have been low since in recent weeks, which is good for the residence of the local villages. 	<p>Clerk to progress donation</p>
<p>CPC084/24 Clerk's Report on Urgent Decisions since the last meeting</p> <p>None.</p>	
<p>CPC085/24 Officer's and Representative's Reports</p> <p>- Summary notes from the SALC East Suffolk Area Forum held on 13th June 2024, had been circulated to councillors on 15th June.</p> <p>- SALC AGM (1st July):</p> <p>Clerk had attended this Zoom call noting that there were 60 attendees, representing 54 councils; Sir Edward Greenwell, SALC President chaired the AGM. There was a presentation from Citizens Advice in Suffolk, concluding with a plea for donations. SALC have two board member vacancies. RESERVES: General £223,987; Ear-marked £37,500. SALC also noted they'd run their 1st SALC conference event, and have also produced a new 2-module training course for new councillors.</p> <p>Others</p> <p>Upcoming events/meetings:</p>	

<p>ESC Planning Forum, Thursday 25th July at East Suffolk House, Melton IP12 1RT from 9:30am to 1.00pm.</p> <p>On this occasion the PC had no-one available to attend.</p> <p>However, it was noted that ESC Planning team had failed to ensure a compensation bond was in place for Hopkins Homes' Chapel field (Grundisburgh Vale) development. This would have supported businesses affected when the roads were closed. Unfortunately, there was no ESC Planning presence at the Highways meeting that discussed road closures.</p>	
<p>CPC086/24 Correspondence</p> <p>The following were noted by the Parish Council:</p> <p>i) Closure of W.J.Steel and Poor's Charity no 211366</p> <p>Susan Christensen said that the Charity Commission have advised that the charity has been removed from the Central register of Charities. The remaining funds of £225.90 have been donated to the Suffolk Giving Fund administered by the Suffolk Community Foundation.</p> <p>ii) ESC Emergency Preparedness Guides</p> <p>Clerk said he'd collected the guides from ESC, although while the Register of Electors indicated 127 properties in Clopton, only 100 guides were provided.</p> <p>iii) Sizewell C</p> <ul style="list-style-type: none"> ▪ Meet the Funder events for the Sizewell C Community Fund: <p>See also CPC073/224. These events were provided to allow people to find out more about the Sizewell C Community Fund, what they might fund and how to apply. The fund comprises £23m (around £2m will be made available each year and will be distributed during four funding rounds).</p> <ul style="list-style-type: none"> - Small grants of up to £10,000 a year. Groups can apply for funding for up to three years (a maximum of £30,000). - Large grants. These grants must be for a minimum of £10,000 but have no maximum limit. Again, groups can apply for up to three years of funding. <p>Sizewell C Community Fund criteria document</p> <ul style="list-style-type: none"> ▪ Public consultations for construction site permits. <p>Sizewell C Limited needs environmental permits from the Environment Agency to cover the work and the controls that it needs to put into place for construction, commissioning, operation and decommissioning of any new power station. Consultations are here https://consult.environment-agency.gov.uk/nuclear-consultations/ . Details were distributed via Clopton News (the consultation is open until 6th August).</p> <p>iv) ESC Community Partnership (CP)</p> <ul style="list-style-type: none"> • Related Physical Activity Opportunity <p>Box Up provides free sports and play equipment for rental to local people. Residents register their details, including payment details, and are then able to rent (free of charge) sports equipment for up to four hours. When they're finished with the equipment, they return it to the box. If the kit isn't returned then a charge is paid automatically. The equipment is purchased by ESC in most cases and replaced if necessary, whilst the Box Up systems maintenance is done by the company itself. It's a great opportunity to enable people to try new sports, use equipment they can't necessarily afford themselves, and get outside and more active. Location would need to be based on level of interest and data led to ensure the greatest usage (Lowestoft CP have recently installed two Box Up resources in the town and they're already proving popular).</p> <ul style="list-style-type: none"> • Anti-Social Behaviour Awareness <p>Two-sided poster that explains the key points, and ASB Awareness Week in November.</p> <p>Reporting Anti-Social Behaviour, Telephone Suffolk Police on: 101 or in an Emergency: 999</p> <p>Email East Suffolk Council at: communitysafety@eastsuffolk.gov.uk</p> <p>or phone: 0333 016 2000</p>	<p>Clerk</p>

<p>v) Greenprint Events Various events have been forwarded for distribution via Clopton News.</p> <p>vi) Barclays Bank Clerk said that Barclays had contacted him re their ‘Select Cashback’ business credit card, providing 1% cashback, no annual fees, and includes FreshBooks accounting plan, to help simplify business admin tasks. The PC confirmed there was interest in this.</p> <p>vii) Appeal for donations from Citizens Advice East Suffolk Citizens Advice said (via email, 15th July) that last year they supported 8,530 clients with over 35,125 issues and we secured over £2.3m of financial outcomes for clients – benefits claimed or reinstated, refunds on utility bills, and debt relief orders and this is of benefit to the community that we all live and work in. “We believe residents of Clopton are well served by our new Woodbridge office.” Clerk said that no donation was made in 23/24 although £125 was in Budget for Section 137 payments (£25 paid for RBL wreath), & same budget this year. NB. There is a separate £250 budget line item for First Responders (see CPC083/24). The PC agreed to discuss a possible donation to Citizens Advice Suffolk at the next meeting (see also CPC 085/24).</p> <p>viii) Quiet Lanes Suffolk Survey This 10-minute survey is for anyone at local parish council level who has been involved in the implementation of Quiet Lanes between 2021–2023 as part of the ‘Quiet Lanes Suffolk’ (QLS) project? During the QLS project, volunteers engaged with representatives from 129 parish councils (> a quarter of all parishes in Suffolk), and 382 Quiet Lanes were designated totalling 480.55km, the largest extent of Quiet Lanes in any county. The survey findings will help the main funding bodies (East Suffolk Council, Babergh and Mid Suffolk District Councils and Suffolk Country Council) measure the impact of the project. The PC confirmed that there were no quiet lanes in Clopton.</p> <p>ix) Suffolk Police and Crime Commissioner's July 2024 update (Received via email, 17 July, 4.34pm) - The Accountability and Performance Panel is a public meeting (at Police HQ on Friday 19th July at 9.30am) where the PCC holds the Chief Constable to account for the performance of the Constabulary and where issues are discussed and where appropriate, decisions are made. The first 15 minutes of the meeting is allotted to public questions. - Informal Street Meets in July and August so that Suffolk’s PCC Tim Passmore can listen to the concerns of the community. - Applications for The PCC’s Fund – annual £300k pot dedicated to projects that contribute to Suffolk’s Police and Crime Plan 2022-2025.</p>	
<p>CPC087/24 Matters to be brought to the attention of the Council for the next meeting None.</p>	
<p>CPC088/24 Dates of future Parish Council meetings:</p> <ul style="list-style-type: none"> • Wednesdays: 18th September 2024, 20th November 2024, 15th January 2025, & 19th March 2025. All 7.30pm in the Village Hall. 	
<p><i>Meeting closed at 9:00pm</i></p>	
<p>Chairman:</p> <p>Date:</p>	