

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Wednesday 20th November 2024 at 7.30 pm.

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| Present: Cllr Tiley-Nunn, Cllr Ashard Cllr Lye, Cllr Pitt, Cllr Raffell. | In Attendance: D Gooch (Clerk), 6 Residents, including John Dawson (JD), John Bailey (JB). | Apologies Cllr Bright. |
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| CPC123/24 Chairmans Welcome Cllr Tiley-Nunn welcomed everyone to the meeting. | |
| CPC124/24 Apologies Cllr Bright. This was approved. | |
| CPC125/24 Public Forum/Open Session County Councillor's Report See CC Bryce's Carlford Division October 2024 Parish Newsletter which had been distributed prior to the meeting. District Councillor's Report None. Village Hall JD said the Village Hall committee's October meeting had mostly been BaU, but £4,000 was available (above the reserves required for one year's costs) for improvement works, and was therefore seeking ideas for improvements: - A possible terrace on the field side was being considered; - WiFi for the hall to provide internet access, after interest from hirers. The PC agreed that this was relatively inexpensive, and shouldn't require the Village Hall to pay for a TV license as responsibility resides with the user. - Play equipment was also being considered as the trail was deteriorating, and this was reflected in the recent ROSPA report. JB said there was nothing particularly urgent in the report (and would provide a quote for remediation/repairs), although fencing on the road side was a concern to ensure children were safely enclosed. Cllr Pitt suggested providing speakers so people had access to music; similar to the TV discussion, there shouldn't be any licensing issues for the Village Hall, as responsibility resides with the users. The next Village Hall committee meeting would be January 2025. Other items JD said he'd attended a ' Connecting Communities ' event. This is intended to be "a transport service provided by Suffolk County Council (SCC) designed to help people travel around the county of Suffolk who might not have access to a regular bus service", and particularly important after SCC ceased Clopton's bus service. Villagers don't have access to the coastal service which doesn't go to Ipswich anyway! Clopton's business park is on the '70' route and a large employer in the area, but SCC request a business case for usage, and are unwilling to spend money on bus services. Cllr Lye noted that although it wasn't a substitute for a timetabled bus service, people could ask for a lift on the Facebook page. Clerk to raise the issue with CC Bryce. | Clerk |
| CPC126/24 Declaration of Interests/Dispensation Applications Received None. | |
| CPC127/24 Minutes The Minutes of the Meeting of the Council 16 th October 2024 were approved. Proposer Cllr Lye, Seconder Cllr Raffell. | |
| CPC128/24 Matters arising from the minutes Clerk had submitted the planning application responses for DC/24/2614/FUL and DC/24/3382/FUL from the meeting 16 th October 2024. | |

CPC129/24 Finance**Finance Report –**

At 11th November 2024, the balances at the bank were:

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| Parish Council community account | £4,142.89 |
| The Bomber savings account | £ 185.66 |
| The Premium savings account | £1,758.17 |

Incoming payments: None.

Authorisation of payments –

There are no payments yet to clear at the bank.

Payments totalling £575.30 to be approved at the meeting:

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| SALC Payroll, Invoice 29204 | £ 27.00 |
| CAS One Suffolk Annual Website Hosting INV-4875 | £ 60.00 |
| Royal British Legion memorial wreath | £ 25.00 |
| Village Hall hire extra meeting 16Oct24 | £ 15.00 |
| Clerk pay £423.30 + Expenses £25.00, Oct/Nov 2024 | £448.30 |

Clerk said that:

- Citizens Advice East Suffolk had thanked the PC for its £100 donation.
 - The metal pole for the sign post at the bottom of Birds Hill hadn't been purchased yet (CPC099/24 (v) refers).
 - A request for a donation had been received from Headway Suffolk who are a local charity that offers rehabilitation, support and care to people with an acquired brain injury, stroke, dementia, MS or other neurological condition.
 - A request for a donation had been received from Disability Advice Service (East Suffolk); DAS improves the lives of those with a disability to gain the same rights and quality of life as others by providing practical solutions that address the short and long-term financial issues underlying or worsening the well-being of disabled people.
- After discussion the PC agreed a £50 donation for Disability Advice Service (East Suffolk), noting the impact on the S.137 payments budget,

Bank reconciliation check – The bank reconciliation and supporting bank statements had been distributed to councillors in advance of the meeting. This was approved. The November 2024 financial report was signed.

Proposer Cllr. Ashard, Seconder Cllr. Lye for finance report and payments approvals.

NALC Salary Pay Scales 2024-2025

NALC have now agreed the pay rise to Clerks from April 2024, this is a pay rise on the SCP 5 banding, from £12.21 to £12.85/hour (~5.24%). This increase was agreed by councillors.

Initial consideration of the 2025/26 Parish Council budget

It is estimated that the PC will be within budget unless any unforeseen repairs on assets are required prior to year-end.

A draft budget has been circulated to all councillors for consideration; this allows for £6020 expenditure, which is a £210 increase on the current year's budget of £5810, mostly from increases to allow for inflation including the increased Clerks hourly rate.

Clerk anticipated that this budget could be met via income received from the Precept (see below), bank interest income, and VAT reclaim.

The Budget will be finalised at the 15th January meeting.

Initial consideration of 2025/26 Parish Council precept

Clerk said that ESC are charging a "100% premium" for second homes from 1st April 2025 resulting in a 200% charge. It is estimated based on current data that this will result in an additional 4.77 number of Band D equivalent properties for Clopton, hence the tax base for Clopton Parish Council will be 152.53 Band D equivalent properties. Therefore, maintaining the precept at £5,550 (2024/25, this would result in a charge of £36.39 for a Band D property and this charge will show as -4.29% change on the 2025/26 Council Tax bills against the Parish element.

Clerk to
progress
payments

Clerk to
update
SALC
payroll
service.

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| <p>If the Parish Council wished to keep its tax charge the same as 2024/25 (i.e. £38.02) this would show as a 0% change on the 2025/26 council tax bill, and a precept of £5,799.19 requested. (At present, the Government has not indicated that there will be any council tax referendum limits for town and parish councils in 2025/26.)</p> <p>Therefore, based on the initial consideration of the draft budget above, setting the precept as a 0% change on the 2025/26 council tax bill, would result in precept income of £5,799.19, with the difference to the £6020 budget made up by bank interest, VAT reclaim, and reserves if necessary.</p> <p>The precept will be set at the 15th January meeting, and needs to be requested by 27th January.</p> <p>Asset register update</p> <p>Clerk queried if the Zoll AED3 defibrillator should be included on the Asset Register as it was purchased in March 2019 (cost £2320).</p> <p>The PC clarified that the defibrillator wasn't owned by the PC although it had agreed to maintain it, therefore it shouldn't be on the Asset Register. The PC discussed the lifetime of the defibrillator, and tasked the clerk to find out:</p> <p><i>The AED does not require manual calibration, and can last anywhere from 10-15 years, depending on how well it is taken care of including how often it's used, how it's stored, and the environment it's in. The electrodes/pads, and batteries last for 5 years.</i></p> <p>The PC then discussed when the Village Hall may need to be added to the Asset Register. It was understood this was possibly in 2 years' time after confirmation is received from Land Registry.</p> | <p>Clerk</p> |
| <p>CPC130/24 Planning Matters</p> <p>Planning decisions:</p> <p>The following were noted by the Parish Council:</p> <p>i) DC/23/1047/FUL: 32 solar panels to be fitted in an array of 4 rows of 8 panels, mounted on low-level, steel frames sunk into the ground. Rear Of Pear Tree Farm, Grundisburgh Road, Clopton.</p> <p>Application permitted by ESC. (CPC supported the application.)</p> <p>ii) DC/23/3973/FUL: Replacement Dwelling: Hillside Cottage, Drabs Lane, Clopton, Woodbridge, Suffolk IP13 6SP</p> <p>Application permitted by ESC. (CPC supported the application.)</p> <p>iii) DC/24/1545/P4BC: Prior Approval GPDO Part 4 Class BC - Notification and plan for temporary camping for one tent. - The Hollyhocks Manor Road Clopton Woodbridge Suffolk IP13 6SH.</p> <p>Application Withdrawn (CPC was not consulted).</p> <p>iv) DC/24/2573/FUL: Construction of stables and an all-weather riding arena, associated groundwork and fencing. High House Farm, Shop Road, Clopton, Woodbridge, Suffolk IP13 6QP.</p> <p>Application permitted by ESC. (CPC supported the application.)</p> <p>v) DC/24/3160/TPO: Proposal: 1no. Oak (T2 on plan) - Fell.</p> <p>Oak Tree Cottage, Shop Road, Clopton, Woodbridge, Suffolk IP13 6QP.</p> <p>Application permitted by ESC. (CPC had no objection.)</p> <p>Planning applications considered:</p> <p>i) T248-ESC, RoW.018</p> <p>Informal Consultation - Proposed Diversion of part of Clopton Public Footpath 4 (part) – Highways Act 1980 Section 119. (High House Farm, as per DC/24/2573/FUL). Deadline for comments 4th December 2024.</p> <p>With input from residents present, the PC discussed the proposed diversion of part of Clopton Public Footpath 4 at High House Farm, Shop Road (this had been distributed to councillors prior to the meeting).</p> <p>The footpath wasn't walkable yet, but available for inspection without appointment. There were no objections from the PC who agreed to support the application.</p> <p>Planning Applications received after the agenda was produced -</p> <p>None.</p> <p>Other planning matters</p> <p>i) Brownfield Housing</p> | <p>Clerk to submit response</p> |

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| <p>Public Sector Network Newsletter, October 2024, states that the Prime Minister has announced that £68M Brownfield Land Release Fund will go directly to 54 councils to cover the cost of decontamination, clearing disused buildings or improving infrastructure to make way for new homes.</p> <p>The PC noted this was unlikely to be applicable to Clopton.</p> <p>ii) Clopton 'Housing Needs' Survey</p> <p>Cllr Tiley-Nunn asked the PC if they considered it a good idea to conduct a 'housing needs' survey. The survey would seek to identify if residents' children et al were able to find housing, and/or residents who were looking to downsize. The PC noted that it didn't know if any land was available for housing.</p> <p>The PC agreed to proceed with the survey which could be delivered by mail drop, or via an online tool, for example, survey monkey. Completing the survey would be voluntary.</p> <p>iii) DC/24/2614/FUL</p> <p>Two residents present sought to answer queries raised by the PC re this planning application, and confirmed that the proposed development was for private, and not commercial use. They added that Suffolk Highways had visited the site, and set out the visibility splay requirements for access to/from the road. The application is currently 'awaiting decision' from ESC.</p> | <p>Cllr Tiley-Nunn</p> |
| <p>CPC131/24 Governance</p> <p>Vice-Chair role</p> <p>With two members of the PC absent, it was agreed to defer this item to the PC meeting on 15th January 2025.</p> <p>Village Hall Parish Council Representative role</p> <p>Cllr Raffell agreed to continue in this role, although he was planning to retire from the PC in Spring 2025, hence a replacement would then be required.</p> | <p>Clerk</p> |
| <p>CPC132/24 Traffic and Road Safety issues</p> <p>Road safety improvements</p> <p>A resident queried why only the section of Shop Road from Rouse Hall Gardens to the B1078 had been resurfaced when there were potholes further down Shop Road. They added that speeding vehicles at the junction of Shop Road and B1078 were a safety issue. Clerk agreed to email Joshua White, Suffolk Highways, and CC Bryce to query progress revisiting the speed limit issue on this section of the B0178.</p> <p>Clerk would also send the resident details on how to report the potholes to Suffolk Highways.</p> <p>Other items:</p> <p>i) Road Safety Week</p> <p>The PC noted ESC's Road Safety Week commenced 17th November. Cllr Tiley-Nunn added that two Highways people visited but left without fitting the road safety banner.</p> <p>ii) SALC Highways Fora</p> <p>'Flooding & Drainage' and 'The highways maintenance programme'</p> <p>Cllr Tiley-Nunn had attended the 'Flooding & Drainage' forum in October, which included 1 hour 50mins of slides, but only questions submitted via email. Overall, there'd been little benefit attending.</p> <p>No PC representative had been available to attend the highways maintenance programme forum on 13th November.</p> <p>iii) Anglian Energy Planning Alliance (AEPA) update</p> <p>AEPA's T&PCs meeting on 3rd September had an update on East Suffolk Energy Projects' Traffic Monitoring being carried out by a group of local councils.</p> <p>30 monitoring points have been agreed across this area and SZC has agreed to include two in the Southwold and Walberswick areas (tbd).</p> <p>Monitoring will take place in the "neutral" months of October and March/April, with the October monitoring starting on 7th and you will undoubtedly see the equipment as you travel the area. The timing of the monitoring is designed to tie in with reporting at the Transport Forums (there should be some indication of progress at the November meetings). This progress will provide the baseline data before the energy projects really start into construction.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>CPC133/24 VE Day 80 (Thursday 8th May 2025) event</p> <p>Cllrs Lye and Pitt said they intended to plan an event, possibly on the airfield, and they'd</p> | |

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| <p>speak to Richard about this. JB offered to help, and it was hoped to get 'Emma' on board too.</p> | <p>Cllrs Lye and Pitt</p> |
| <p>CPC134/24 First Responders for Clopton and Otley None.</p> | |
| <p>CPC135/24 Officer's and Representative's Reports See CPC132/24, Other items, (ii) re the SALC 'Flooding & Drainage' forum. Others None. Upcoming events/meetings: East Suffolk Area Forum, 28th November 2024, 7pm online See also CPC136/24 ii) below.</p> | |
| <p>CPC136/24 Correspondence i) Proposed Revocation of the Air Quality Management Area in Stratford St. Andrew A new air quality report for the Air Quality Management Area (AQMA) located in Stratford St. Andrew recommends and proposes that this AQMA should now be revoked (as recommended by Defra). <SNIP> Since 2015, NO2 concentrations within the AQMA have shown a downward trend, with the last exceedance of the objectives seen in 2016 and the lowest recorded level to date in 2023 being 26.2 micrograms per metre cubed - well below the objective level of 40. Deadline for comments is Friday 6th December. The PC noted the timing of proposed revocation came at the same time as Sizewell C traffic was increasing. ii) ESC Community Partnership - Volunteering Outcome Proposal Discussion and Development Microsoft Teams Meeting, 27th November 2024, 10:00–11:30. This is to discuss the volunteering priority and explore it in more detail. No PC representative available to attend. iii) Management of Hedgerows (England) Regulations 2024 The PC noted the DEFRA consultation (following the previous Protecting Hedgerows in England consultation 20 Sept 2023) the regulatory approach and use of civil sanctions for hedgerow management. As set out in their Agricultural Transition Plan, DEFRA are replacing EU-scheme based regulation and enforcement. The Management of Hedgerows (England) Regulations 2024 ('the Regulations') set out the rules for hedgerow management together with the approach to enforcement and the civil sanctions which may apply. This consultation seeks views on the approach to the use of civil and criminal sanctions, and closes 10th December 2024. iv) Litter Pick The PC formally recorded its thanks to Julie Gittoes and Ali Brand for arranging this year's litter pick on Sunday 17th November. JD noted that the people who took part seemed to have enjoyed it on sunny morning, and quite a lot of rubbish was collected. v) Recycle Electricals ESC are commencing kerbside collections for residents' small electrical items left on top of their wheeled bins on their usual bin collection day. The items will be taken away for recycling. The collections will be rolled out over the next few months, and by May 2025, all areas will receive these collections.</p> | |
| <p>CPC137/24 Dates of future Parish Council meetings:</p> <ul style="list-style-type: none"> • Wednesdays: 15th January 2025, & 19th March 2025. 7.30pm in the Village Hall. | |
| <p><i>Meeting closed at 8:58pm</i></p> | |
| <p>Chairman:</p> <p>Date:</p> | |