

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Wednesday 21st May 2025 at 8.00 pm.

Present: Cllr Tiley-Nunn, Cllr Raffell, Cllr Pitt, Cllr Blois (previously Lye), Cllr Elia, Cllr Bright	In Attendance: D Gooch (Clerk)	Apologies DC Clery, DC Hedgley, Cllr Ashard
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CPC032/25 Election of Chairman and Declaration of Acceptance Cllr Tiley-Nunn said he was happy to stand as Chair, with no other candidates coming forward. Proposer Cllr Raffell, Seconder Cllr Pitt. Decision – Cllr Tiley-Nunn was unanimously elected as chairman for the next year. Cllr Tiley-Nunn signed the Declaration of Acceptance as witnessed by the clerk..	
CPC033/25 Chairmans Welcome Cllr Tiley-Nunn welcomed everyone to the meeting.	
CPC034/25 Public Forum/Open Session County Councillor's Report CC Bryce's Annual Town & Parish Newsletter 2025 ; District Councillor's Report See: DC Clery's March 2025 , and DC Clery's April 2025 Parish Reports. DC Hedgley's Report to Clopton APM and APC May 2025 . (The above reports were circulated prior to the meeting.)	
CPC035/25 Apologies CC Bryce, DC Clery, DC Hedgley, and Cllr Ashard	
CPC036/25 Declaration of Interests/Dispensation Applications Received None	
CPC037/25 Election of other officers Cllr Ashard had submitted his resignation, hence there was one councillor vacancy to be filled. With Cllr Raffell stating his intention to stand down after completing his work on the B1078 40mph speed limit (see CPC044/25) there would be a further councillor vacancy later in the year along with the role of Vice Chairman. (The Parish Council (PC) were aware of two potential candidates.) The following Officers were elected: Vice Chairman: Cllr Raffell. SALC Representative: The Clerk liaises with SALC. Emergency Planning Officer: The PC agreed that a specific officer was no longer required, as 'Emergency Preparedness' Guides containing contact information had been distributed to all residents, and the PC website carried the Emergency Plan. Responsible Finance Officer: D Gooch. Proposer Cllr Raffell, Seconder Cllr Pitt Communications: Della Hughes had said she was happy to continue - the council expressed their sincere thanks to Della who maintains the Clopton News list and distributes news items to residents. Events Committee: Cllrs Blois and Pitt said they were happy to continue although there was no likely event planned until next year. Proposer: Cllr Bright, Seconder: Cllr Elia, for the above Officers. (All councillors have signed Declaration of Acceptance of Office.)	Clerk to advertise councillor vacancy.
CPC038/25 the Minutes of the Meeting of the Council 19th March 2025 were approved. Proposer Cllr Blois, Seconder Cllr Elia.	

<p>The Asset Register was circulated for review prior to the meeting, and was approved by the PC. There were no changes although the Clerk noted updating the note "Compliant with the Smaller Authorities' Proper Practices Panel (SAPPP), Fixed assets and equipment, 5.57-5.69 (formally the Joint Panel on Accountability and Governance (JPAG)).".</p> <p>(The Parish council's insurance policy was reviewed and renewed in Sept 2024, Policy Number: ACY 2388026, and is due for renewal 30th Sept 2025.)</p> <p>Review Risk Management Document for year 2025/26</p> <p>The Risk Assessment document was circulated for review prior to the meeting, and approved by the Parish Council - no changes were required.</p> <p>Review Internal Controls</p> <p>The Internal Controls Policy and Report were circulated for review prior to the meeting, and approved by the PC - no changes were required.</p> <p>Review Financial Regulations.</p> <p>The Financial Regulations were circulated for review prior to the meeting, and approved by the PC. Model Financial Regulations had recently been updated by NALC (sections 5.4, 5.7 & 5.11), and the Clerk had followed the guidance notes to adapt and customise them to suit the PC's needs.</p> <p>Financial Regulations approved.</p> <p>(The Clerk noted that the Section 137 expenditure limit for parish and town councils in England had been updated to £11.10 per elector, up from £10.81 in 2024/25.)</p> <p>Review Memberships - SALC, Community Action Suffolk</p> <p>Memberships of Suffolk Association of Local Councils (SALC), and Community Action Suffolk (free of charge), were approved.</p>	
<p>CPC041/25 Non-financial policy for review</p> <p>Review Standing order amendments</p> <p>The Standing Orders circulated for review prior to the meeting, with NALC updates to Model Standing Orders 14 and 18. The Clerk had followed the guidance notes to suit the PC's needs. These were approved by the PC.</p> <p>Review Code of Conduct</p> <p>The Code of Conduct was circulated for review prior to the meeting. This was approved by the PC - no changes were required.</p> <p>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</p> <p>Clerk reported that ICO certification is up to date. Expiry dated 23rd July 2025 (Registration reference: ZA537781).</p> <p>The Clerk has revisited the ICO's "Guide to the General Data Protection Regulation (GDPR)" which explains the provisions of the GDPR to help organisations comply with its requirements, and no changes appear to be required.</p> <p>Policies have been reviewed in May 2025, and are up to date.</p> <p>The Privacy Notice , Data protection impact assessment , and Data Retention policy , were approved by the Parish Council.</p> <p>Note: The Parish Council had previously resolved not to adopt the LGA (Local Government Association) General Power of Competence (CPC 054/23 refers).</p>	
<p>CPC042/25 Planning Matters</p> <p>Planning decisions since 19th March 2025 meeting:</p> <p>The following were noted by the PC:</p>	

<p>i) DC/24/0859/DRC Discharge of Condition Nos. 6 & 7 of DC/24/0067/VOC - Variation of Condition No 2 of DC/23/2706/VOC - Erection of business unit with 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 ESC.</p> <p>ii) DC/24/0067/VOC Variation of Condition No 2 of DC/23/2706/VOC - Erection of business unit with 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 ESC.</p> <p>iii) DC/23/3902/DRC Discharge of conditions 8, 9 & 12 of DC/19/3497/FUL (Erection of business units) - Locations of Fire hydrants, External lighting & Air conditioning units submitted. - Clopton Commercial Park Debach Airfield Clopton Suffolk IP13 6QT. Application Permitted by ESC.</p> <p>iv) DC/23/1928/LBC Listed Building Consent - Partial demolition of barn and works to make good including laying foundation slabs in the floor of the barn. Moat Hall, Martins Lane, Clopton, Woodbridge, Suffolk IP13 6QX. Application Permitted by ESC.</p> <p>Planning applications received since 19th March 2025 meeting:</p> <p>i) DC/25/1627/FUL: Extension of barn (retention of). The Larch House, Clopton Green, Clopton, Woodbridge, Suffolk IP13 6QL. Deadline for comments 23/5/2025.</p> <p>The PC discussed the application, and after discussion agreed to object on the basis that the application is incorrect in that it's for retention of an extension for storage use; the basis of the objection being that the extension to be retained is being used in part or whole of a commercial premises/operation and as such either the application should be re-submitted in the correct format or should ESC be minded to permit the application then a condition of such permission should include 'that the retained extension shall not be used for commercial purposes until such time as a further application for change of use is submitted and approved'.</p> <p>ii) DC/25/1628/FUL: Erection of Sauna (retention of). The Larch House, Clopton Green, Clopton, Woodbridge, Suffolk IP13 6QL. Deadline for comments 23/5/2025.</p> <p>The PC discussed the application and agreed they should respond with no further comment.</p> <p>Planning Applications received after the agenda was produced:</p> <p>None.</p> <p>Other planning matters</p> <p>Housing Needs: no update, see Meeting Minutes 19th March 2025, CPC023/25.</p>	<p>Clerk to submit response</p>
<p>CPC043/25 Internal Auditors report</p> <p>The Auditors Annual Internal Audit Summary 2024/25 and Internal auditor's full report 2024/25 had been received, with no recommendations, and circulated to the PC prior to the meeting. The PC were pleased with the outcome, being satisfied with the effectiveness of the audit, and agreed to invite Heelis and Lodge to carry out the next audit for financial year 2025/26.</p>	<p>Clerk</p>
<p>CPC044/25 Road Safety</p> <p>i) B1078 Speed Limit (the stretch past Manor Road and Shop Road junctions)</p> <p>Cllr Raffell said that after meetings and correspondence with SCC Cabinet Members he was awaiting a final decision from Suffolk Highways. However, he was hopeful of a positive result, noting that Sizewell c was a possible source of funding.</p>	

<p>ii) Otley Bottom Flooding Paul West, SCC Cabinet Member for Operational Highways and Flooding, replied that in December 2024 most of the annual cleansing of gullies had been completed, and he was following-up re clearing the ditch. However, SCC had determined that repairs/improvements are required which cannot be done within their usual routine maintenance activities. SCC are working through sites in priority order where properties have a record of flooding. Therefore, with the complexity of investigation and planning drainage works, it is unlikely that any permanent work would be undertaken in the next 12 months. Paul West added that neither SZC or other NSIPs use the B1078 at Otley Bottoms as an access route for HGV, nor significant impact from the proposed HGV training centre at Otley, given the low volume of anticipated daily HGV movements. Any impact from Westerfield quarry proposal would be assessed if/when a formal planning application is submitted.</p> <p>iii) Other items None.</p>	
<p>CPC045/25 First Responders for Clopton and Otley Cllr Bright said that it had been a quiet a couple of months for the First Responders which was good news. The team currently had 5 certified members with a further 2 in training. Cllr Bright asked about financial support from the PC who had agreed to fund the licence for Responder's NMA - the device that enables calls to be received from the EEAS Control room. Clerk confirmed £250 was included in the 25/26 budget. The PC agreed that this payment should be actioned.</p>	Clerk
<p>CPC046/25 Village Event/Fete Clerk said an email offer had been received for a quiz night to support St Elizabeth Hospice. They provide the questions - just find a date and invite your group members, family and friends or the local community to take part. After discussion the PC asked the clerk to send the details to Cllr Elia.</p>	Clerk
<p>CPC047/25 Officer's and Representative's Reports Village Hall Representative: No update as John Dawson's had provided a comprehensive update at the earlier Annual Parish meeting.</p> <p>The PC noted the following upcoming meetings:</p> <ul style="list-style-type: none"> - 3rd June 2025, 2pm, Rural and Community Led Housing. (Webinar covering Introduction to rural and community led housing; Housing Needs Survey; Planning process; Funding.) - 17th June, SALC East Suffolk Area Forum, Online 7pm 1st July (Tuesday), SALC AGM 2025 & 75th Anniversary Celebration, at The Athenaeum, Bury St Edmunds. 15th July, Suffolk Coastal Disability Forum (SCDF) meeting is Tues 15th July 2025, 2-4pm. 	
<p>CPC048/25 Correspondence The following were noted by the Parish Council:</p> <p>i) Devolution update Suffolk County Council are holding a briefing on Local Government Reorganisation on 3rd June. More details are here: https://www.salc.org.uk/information-page-devolution.</p> <p>ii) James Paget Hospital has released the vision for 'Future Paget' design for its new hospital. These outline plans have been produced to help show our staff, our patients, and our communities the size, scale and location of our new hospital, and to gather feedback ahead of submitting an outline application that seeks to establish planning parameters for the site to Great Yarmouth Borough Council later in 2025.</p> <p>iii) Community Governance Review (CGR)</p>	

<p>This relates to increasing or decreasing the number of councillors on their parish council. The last review was carried out in 2022, but no significant changes in Clopton to merit any changes.</p> <p>iv) Local Nature Recovery Strategy Consultation Engagement with Parish Councils</p> <p>A toolkit for recovering nature in Suffolk has been created - mapping places and actions that would help to link up and restore our/the county's isolated wildlife.</p>	
<p>CPC049/25 Matters to be brought to the attention of the Council for the next meeting</p> <p>None.</p>	
<p>CPC050/25 Dates of future Parish Council meetings agreed</p> <ul style="list-style-type: none"> • Wednesdays: 16th July 2025, 17th September 2025, 19th November 2025, 21st January 2026, & 18th March 2026. All 7.30pm in the Village Hall. 	
<p><i>Meeting closed at 9:10pm</i></p>	
<p>Chairman:</p> <p>Date:</p>	