**PARISH COUNCIL MEETING**

**Wednesday 21st May 2025, Clopton Village Hall  
(to follow Annual Parish Meeting, which starts at 7pm)**

**A G E N D A**

**Members of the public will have the opportunity to speak regarding any items on this agenda or raise issues for future consideration at the discretion of the Chairman.**

1. **Election of Chairman and Declaration of Acceptance**
2. **Chairman’s Welcome**
3. **Apologies**

* To receive councillor’s apologies for absence.

4. **Public Forum/Open Session**

* County and District Councillor’s Reports
* Other items

5.  **Declaration of Interests/Dispensation Applications Received**

6. **Councillors Acceptance of Office forms received**

7. **Election of Other Officers** • Officers to be elected: -  
 Vice Chairman

SALC Representative

Emergency Planning Officer

Responsible Finance Officer (RFO)

Events Committee Membership

8. **Minutes**

* To approve the [Minutes of the Meeting of the Council 19th March 2025](https://clopton.onesuffolk.net/assets/Uploads/CPC-minutes/CPC-2025.03.19-Minutes.pdf).

9. **Matters arising from the minutes**

10. **Finance**

* To receive the May financial report from the RFO including balances at the bank.  
  [May 2025 Financial Report](https://drive.google.com/file/d/1j89qCjUJRXpRJysND36_V1rSMyhhFN1X/view?usp=sharing)
* To receive and approve payments since last meeting and authorise payments.
* To approve the end of year accounts 2024-2025:  
   [2024/25 Income & Expenditure](https://drive.google.com/file/d/1y0854V1IqgJAzvYYuU5GuR0NS60hcdoq/view?usp=sharing)

[2024/25 Bank Reconciliation](https://drive.google.com/file/d/19sk20F9gzcdba7Z2eyvvxkdh1iIlJ2WC/view?usp=sharing)

[2024/25 Receipts and Payments Summary](https://docs.google.com/document/d/1l0ckUZjha7xIRE5yVXK4xF_IyBpOY0TL/edit?usp=sharing&ouid=105221276645981731530&rtpof=true&sd=true)

* To complete the: Annual Governance and Accountability Return Sections 1 and 2.  
  (Approve Accounting Statements and Annual Governance Statement)
* Review [Asset Register](https://drive.google.com/file/d/1XiykKGpF8rOeJ-gJ3r9kSoj-ib4HUZcT/view?usp=sharing) - please view prior to meeting.
* Review [Risk Management Document](https://drive.google.com/file/d/1Y7TgbJ8nFqXFHKZFdlS9udmyprBVIham/view?usp=sharing) – please view prior to meeting
* Review [Internal Controls](https://drive.google.com/file/d/1aou601tx-by9HVjeVbJAfTYTJVvVGOTh/view?usp=sharing) - please view prior to meeting
* Review [Financial Regulations](https://docs.google.com/document/d/1DUb3VhRrshJtetKuqxuSsI5mxedzSvWR/edit?usp=sharing&ouid=105221276645981731530&rtpof=true&sd=true) – - please view prior to meeting

(This includes the sections updated by NALC: 5.4, 5.7 & 5.11.)

* Review Memberships
* [Section 137 expenditure limit for parish and town councils in England](https://www.nalc.gov.uk/e/t/c/A5050016-DABD-4143-B918486EE12C2DCF/?link=05C58911-765B-4D1F-A72CFCCAA3859750)

11. **Non-financial policies for review**Please review these prior to the meeting:

* Review [Standing Orders](https://docs.google.com/document/d/1N_6YXqTVET0KqJa0qls0EKbj4aT_XLpz/edit?usp=sharing&ouid=105221276645981731530&rtpof=true&sd=true) – NALC update Model Standing Orders 14 and 18.
* Review [Code of Conduct](https://clopton.onesuffolk.net/assets/Uploads/Parish-Council-Documents/Local-Government-Association-Model-Councillor-Code-of-Conduct-2020-WEB.pdf) – no changes this year.
* Review of the Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation:   
  [Privacy Notice on website](https://clopton.onesuffolk.net/assets/Uploads/Data-Protection-/General-Privacy-Notice-May-2024.pdf) – no changes this year.

[Data protection impact assessment](https://drive.google.com/file/d/1Y7TgbJ8nFqXFHKZFdlS9udmyprBVIham/view?usp=sharing) – no changes this year.

[Link to Data retention policy](https://drive.google.com/file/d/18ryFgKENjuwBYt1Y0jcv4huAWH4KCE-e/view?usp=sharing) – no changes this year.

12. **Planning matters**

* To receive planning decisions  
  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.

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.

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.

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.

* To consider planning applications received  
  i) [DC/25/1627/FUL](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SUV1BOQXIT400): Extension of barn (retention of). The Larch House, Clopton Green, Clopton, Woodbridge, Suffolk IP13 6QL. Deadline for comments 23/5/2025.  
  ii) [DC/25/1628/FUL](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SUV1BXQXIT600): Erection of Sauna (retention of). The Larch House, Clopton Green, Clopton, Woodbridge, Suffolk IP13 6QL. Deadline for comments 23/5/2025.
* To consider planning applications received after the agenda was produced
* Other planning matters  
  - Housing Needs update

13. **Internal Auditor’s Report**

* To review Auditors Report ([Annual Internal Audit Summary 2024/25](https://clopton.onesuffolk.net/assets/Uploads/Clopton-Parish-Council-Accounts-2024-25/CPC-Int-Audit-Rep-24-25-Summary.pdf) and [Internal auditor’s full report 2024/25](https://clopton.onesuffolk.net/assets/Uploads/Clopton-Parish-Council-Accounts-2024-25/Clopton-PC-2024-2025-Int-Audit.pdf)).   
  To review effectiveness of internal audit. To assign an internal auditor for FY 2025/26.

14. **Traffic and Road Safety issues**

* B1078 Speed Limit
* Otley Bottom Flooding
* Other items

15. **First Responders for Clopton and Otley**

16. **Village Event/Fete**

17. **Officer's and Representative's Reports**

* Village Hall Representative
* Others  
  27th March 2025 SALC East Suffolk area forum  
  27th March 2025 Sizewell C Community Forum  
  8th April 2025 Suffolk Highways Forum  
  10th April 2025 AEPA, Energy Projects meeting

15th April 2025 Suffolk Coastal Disability Forum  
11th May 2025 East Suffolk Communities Energy Partnership (ESCEP) Meeting, re cumulative impact of the various energy NSIPs (e.g. windfarms, Sizewell, Solar).

* Upcoming events/meetings:

2nd June, Suffolk County Council Briefing on Local Government Reorganisation.  
3rd June 2025, 2pm, Rural and Community Led Housing. Webinar covering Introduction to rural and community led housing; Housing Needs Survey; Planning process; Funding.  
1st July (Tuesday), SALC AGM 2025 & 75th Anniversary Celebration, at The Athenaeum, Bury St Edmunds.

18. **Correspondence** (for information)

* Devolution update
* James Paget Hospital has released the vision for ‘Future Paget’ design for its new hospital.
* Community Governance Review (CGR)

19. **Matters to be brought to the attention of the Council for the next meeting**

20. **Dates of future meetings:**

* Wednesday 16th July 2025, 17th September 2025, 19th November 2025, 21st January 2026, & 18th March 2026.  
  At 7.30pm in the Village Hall

Signed................................ Clerk to Clopton Parish Council Date....................