

CLOPTON PARISH COUNCIL

PARISH COUNCIL MEETING

Wednesday 16th July 2025 at 7.30 pm Clopton Village Hall

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. Chairman's Welcome

2. Apologies

- To receive councillor's apologies for absence.

3. Co-option to fill Councillor vacancy

4. Public Forum/Open Session

- County and District Councillor's Reports
DC Clery's [GLI Group's June 2025 Parish Report](#)
- Other items

5. Declaration of Interests/Dispensation Applications Received

6. Minutes

- To approve the [Minutes of the Meeting of the Council Wednesday 21st May 2025](#).

7. Matters arising from the minutes

8. Finance

- To receive the July financial report from the RFO including balances at the bank.
- To receive and approve payments since last meeting and authorise payments.
- Bank reconciliation check
- Obsolete HP and Samsung printers

9. Planning matters

- To receive planning decisions
 - i) DC/24/4101/FUL: Erection of a new two storey building and associated external works at Clopton Commercial Park, for 9no. new business units. CPC supported the application. Application permitted by ESC.
 - ii) DC/25/0961/FUL "Retrospective Application - Convert existing cartlodge to ancillary annexe. Hillside Cottage, Drabs Lane, Clopton, IP13 6SP." Application permitted by ESC. CPC had no comment.
 - iii) DC/25/1628/FUL "Erection of Sauna (retention of). The Larch House, Clopton Green, Clopton, IP13 6QL. Application permitted by ESC. CPC had no comment.
 - iv) DC/25/1627/FUL: Extension of barn (retention of). The Larch House, Clopton Green, Clopton, IP13 6QL. Application permitted by ESC. CPC objected although ESC provided clarification to prove the application was permissible.
 - v) DC/25/2059/FUL: Installation of additional window on front elevation of existing single storey outbuilding. Corner Farm, Shop Road, Clopton, Woodbridge, Suffolk IP13 6QP. CPC: No Objection. ESC awaiting decision.
 - vi) DC/25/1997/FUL, DC/25/1998/LBC: Demolition of rear extension, erection of single storey rear extensions - revised scheme to approved DC/24/4271/FUL addition of plant room to allow fitting of air source heat pump to reduce carbon footprint of building. Manor Cottage, Manor Road, Clopton, IP13 6SH. CPC: No Objection. ESC awaiting decision.
- To consider planning applications received
 - i) [DC/25/2448/FUL](#): Construction of part two storey/part single storey rear extension & single storey front extension. 3 Otley Road, Clopton, IP13 6QQ. Deadline 17 July 2025.

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- To consider planning applications received after the agenda was produced
- Other planning matters.
 - i) Planning Forum for Town and Parish Councils: Wednesday 16 July at East Suffolk House, Melton, IP12 1RT from 9:30am to 12:30pm.

10. Governance

- 10.1 To Review Councillor Roles
- 10.2 PC Remote Meeting Options
- 10.3 Smaller Authorities' Proper Practices Panel (SAPPP) - Email Data Compliance
- 10.4 IT Policy

11. Traffic and Road Safety issues

- 11.1 B1078 Speed Limit

12. First Responders for Clopton and Otley

13. Officer's and Representative's Reports

- 13.1 Village Hall Report (PC representative)
- 13.2 Rural Community Council of Essex (RCCE) - an independent charity working to help rural communities achieve a thriving and sustainable future.
- 13.3 SALC AGM
- 13.4 Community Action Suffolk's Rural Housing Week Event 2025

Others

Upcoming events/meetings:

- i) ESC Community Partnerships

14. Correspondence (for information)

- 14.1 Clopton Section 19 Investigation – Storm Babet evidence collection
- 14.2 Suffolk Community Awards.
- 14.3 East Suffolk Council (ESC) Draft Food and Health & Safety Service Plan 2025-26
- 14.4 Felixstowe Seafront Development Strategy
- 14.5 Local Government Reorganisation in Suffolk

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

16. Dates of future meetings:

- 17th September 2025, 19th November 2025, 21st January 2026, & 18th March 2026.
All at 7.30pm in the Village Hall

Signed..... Clerk to Clopton Parish Council

Date.....