

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Wednesday 16th July 2025 at 7.30 pm.

Present: Cllr Tiley-Nunn, Cllr Raffell, Cllr Pitt, Cllr Blois, Cllr Elia, Cllr Bright.	In Attendance: CC Bryce, D Gooch (Clerk), S Charalambous (Clerk-designate), and 5 Residents, including John Dawson (JD), Diana Dawson (DD), and John Bailey (JB).	Apologies DC Clery, DC Hedgley
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CPC051/25 Chairmans Welcome Cllr Tiley-Nunn welcomed everyone to the meeting.	
CPC052/25 Apologies DC Clery, DC Hedgley (both attending a full council meeting in Lowestoft. These were approved.	
CPC053/25 Co-option to fill Councillor vacancy After Cllr's Ashard's resignation the councillor vacancy had been advertised via East Suffolk Council (ESC). ESC confirmed there were no requests for an election received during the 'casual vacancy' period so the Parish Council (PC) was given the go ahead to co-opt to the vacant seat. John Bailey stepped-up to fill the vacancy and was duly co-opted unanimously by the PC (and completed his Declaration of Acceptance of Office form).	
CPC054/25 Public Forum/Open Session i) Resident Diana Dawson (DD) raised an issue regarding the recently fitted fencing around the road side of the Village Hall play area. DD was upset that the fence was in front of daffodils planted last year. The fencing was also in front of trees that the children look after, and complicating access to cut back the hedge. Cllr Bailey who had fitted the fencing prior to joining the PC, said that daffodils were very resilient and will be fine. He added that the fencing was located to allow maximum space for the field/play area, and that the trees had not been damaged, and there was also room for strimming maintenance mentioned by JD (and which JB also offered to help with). DD thought that the fencing wouldn't leave room for the ditch to be cleaned, but Cllr Bailey disagreed. While noting the issues raised, Cllr Pitt said that the safety of the children was of much greater importance. JD said that the RoSPA Safety Inspection report had only noted a small fault that needed fencing. (Clerk note: the report states "Sections of the perimeter hedging has been damaged and sectioned by plastic covering, allowing users to still gain access onto the adjacent roadside. Our inspector recommends installing permanent perimeter fencing around the area to reduce the risk of users entering the road into oncoming traffic".) Cllr Raffell brought the discussion to a close concluding that the PC and Village Hall teams need better communications and liaison when dealing with things like this, and that the PC should move forward with this in mind. ii) JD said that the Village Hall Management Committee (VHMC) had met last week, and noted that decay had been found in the roof batons on the car park side of the VH. A contractor would also be checking the field side of the roof although this is much higher hence scaffolding would be required. Although the cost of the repairs wasn't known yet, it could impact the possible terrace being considered. Cllr Pitt apologised that she'd been unable to arrange a meeting to discuss the terrace but would pursue the site meeting (see CPC063/25 Officer's and Representative's Reports). County Councillor's Report CC Bryce was welcomed by the PC, and said that she was better now and very	Cllr Pitt

<p>busy catching-up with all the Carlford Division parishes. She highlighted:</p> <ul style="list-style-type: none"> ▪ Council reorganisation/devolution stating her personal preference for a single 'One Suffolk' authority (while the District Council favoured three), as she didn't believe that government understand the geographic boundaries which require sensible electorate numbers, and democratic accountability. It was noted that Norfolk and Essex both favoured single authority solutions, while CC Bryce added that One Suffolk would also bring Highways and Planning functions together. ▪ SCC had challenged Government on the emerging Planning and Infrastructure Bill at a national infrastructure conference at The Hold, Ipswich in June. With many Nationally Significant Infrastructure Projects (NSIPs) in the area e.g. Solar farms, Sealink, Sizewell C etc, SCC were seeking to ensure that Government won't water down community engagement. ▪ The proposed HGV training facility at Otley College was not in her report but CC Bryce said that she had made representations over her concerns. ▪ The planning application for the Westerfield Quarry was expected soon as it was currently being validated. Cllr Bryce was firmly against the quarry and would seek to stop it before it starts, although it was believed that TRU Group were confident their proposal would be successful. ▪ Northern Bypass: CC Bryce noted Ipswich Labour MP's comments in favour of a northern bypass, although there was no route 'on the table', and too much political posturing. She said that full council were not all in favour of the bypass, and the Conservatives had amended the motion to consider alternatives, for example improving the A12/A14 junction, public transport, and freight links to/from Felixstowe dock. CC Bryce said that there was currently no funding from Government, and that 15,000 to 20,000 new homes would be needed to fund the road, and this number was well above the current housing target. CC Bryce's position remained as it was in 2019, noting this was one reason she'd become a councillor. <p>See also CC Bryce's Carlford Division June 2025 Parish Newsletter 2025.</p> <p>Cllr Tiley-Nunn flagged two issues for CC Bryce to follow-up:</p> <ol style="list-style-type: none"> When assessing planning application Highways need to look beyond just the access from the site to the nearest highway, as there are frequently significant issues with vehicle access on surrounding highways beyond this point; At the 'ten parishes' meeting CC Paul West, Cabinet Member for Operational Highways, agreed to repair the potholes and edges of roads including minor roads, after the diversion was no longer necessary. Unfortunately, this has not been done. <p>CC Bryce then mentioned that Burgh would like a reduction of the speed limit on the B1079, and would like to know if the appetite exists across all the associated parishes. Cllr Pitt noted that the speed of vehicles using the B1079 was self-limiting due to the nature of the road.</p> <p>CC Bryce said that the PC may receive an invite to a meeting to discuss this.</p> <p>District Councillor's Reports (these were circulated prior to the meeting) See: DC Clery's June 2025 GLI Group – Councillor Update. DC Hedgley's July 2025 Report to Clopton PC.</p>	<p>CC Bryce</p>
<p>CPC055/25 Declaration of Interests/Dispensation Applications Received</p> <ol style="list-style-type: none"> Cllr Bright re planning applications DC/25/1997/FUL, DC/25/1998/LBC, which relate to his property. Cllr Bailey re payment approvals which include J Bailey Landscapes re VH Play area repairs/maintenance. 	
<p>CPC056/25 the Minutes of the Meeting of the Council 21st May 2025 were approved. Proposer Cllr Raffell, Seconder Cllr Bright.</p>	
<p>CPC057/25 Matters arising from the minutes None.</p>	

<p>CPC058/25 Finance July 2025 Financial Report At 8th July 2025, the balances at the bank were: Parish Council community account £8,896.77 Bomber savings account £ 187.64 Premium savings account £1,776.86 Incoming payments: Bomber savings account interest £0.62, and Business Premium savings account interest £5.88, both on 2nd June.</p> <p>Authorisation of payments – There were no payments yet to clear at the bank. Payments totalling £2638.60 to be approved: HMRC Employer's Payslip P30 Q1 2025/26 £ 132.17 ICO Data Protection Renewal (ZA537781) - Direct Debit £ 47.00 VH Play area repairs/maintenance, J Bailey Landscapes £2100.00 Clerk Jun/Jul pay £334.33 + Expenses £25 £ 359.43</p> <p>Bank reconciliation check – The bank reconciliation and supporting bank statements had been distributed to councillors, and checked by Cllr Raffell in advance of the meeting. This was approved, and the July Financial Report signed.</p> <p>Proposer Cllr. Blois, Seconder Cllr. Lye for finance report and payments approvals.</p> <p>Obsolete HP and Samsung printers Clerk said that HP OfficeJet G85 & Samsung ML-2010 printers were in the store room; the HP warranty registration card is dated Aug 2002; Samsung device 2006, and discontinued at least before 2016 (not on Asset Register from at least 2014). The PC agreed these can be disposed of.</p>	<p>Clerk to progress payments</p> <p>Clerk</p>
<p>CPC059/25 Planning Matters Planning decisions since 21st May 2025 meeting: The following were noted by the PC: 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. The PC noted that the application is described as: "Installation of additional window on front elevation of existing single storey outbuilding", where in planning terms 'outbuilding' implies storage and/or non-residential use, but within the planning documents it is described as an Annexe and details an existing toilet/sink with the new window being installed in a separate room (potentially a bedroom). Therefore, perhaps a condition should be in place stating that the 'outbuilding' isn't approved for residential use or as holiday let etc. without the proper planning consents being in place. Nick Clow, ESC: We have agreed with the applicant to change the description of development to: 'Retention of Annexe, external alterations and addition of new window'.</p>	<p>Clerk to reply to</p>

<p>their digital presence, data protection, and IT systems (previously covered under Assertion 3) Note: Assertion 10 will appear on the 2025-26 AGAR.</p> <p>To warrant a positive response to this assertion, the authority needs to have taken the following actions:</p> <p>1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.</p> <p>1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.</p> <p>1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).</p> <p>NB. One Suffolk provide a .gov.uk domain name for just £25 per year, and email address at £2 per mailbox per month (10GB mailboxes with anti-spam and anti-virus protection)</p> <p>The PC agreed that the clerk should proceed with the website migration, preferably to a .gov domain, and similarly a new email address, initially for the Clerk.</p> <p>IT Policy -</p> <p>The 2025 edition of the Practitioners Guide contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities (excluding parish meetings) to have an IT Policy (1.54). The Government Digital Service has provided a template IT policy that has been personalised for Clopton PC. This applies to the Annual Governance and Accountability Return for the financial year ending 31 March 2026.</p> <p>Clerk had prepared a draft IT Policy and councillors agreed that the Chair and Clerk should edit this to produce a version for approval at the next meeting.</p>	<p>Clerk to progress website and email migration to a compliant domain.</p> <p>Chair/Clerk</p>
<p>CPC061/25 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 still awaiting a final decision from Suffolk Highways. He had contacted Joshua White, Highways to discuss progress but yet to receive a reply. However, he was hopeful of a positive result, noting that Sizewell C was a possible source of funding. CC Bryce accepted an action to chase this with Highways.</p>	<p>CC Bryce</p>
<p>CPC062/25 First Responders for Clopton and Otley</p> <p>Cllr Bright said: "Otley & Clopton Community Responders Group continues to respond within our local villages. We are now a team of 5 active responders and have one volunteer awaiting training with the ambulance service to join us and another new volunteer now beginning their journey through the interview process. This last year has seen members trained in the use of blood sugar monitoring equipment which has now been issued by EEAST for each of our 4 kits. The NMA device is a vital part of each kit enabling the responder to take the call from Ambulance control desk, accept the call and then navigate to the casualty, it can send updates and indeed any safety warning. An annual licence is due for each device within the Group and we are very grateful to the Clopton PC for their support with this.</p> <p>We are indeed very grateful for the support of our community and are now awaiting delivery of our 5th kit to include another NMA. [Neil Seymour (Team Leader). Tessa Holmes (Gatekeeper) Cally Field. Katy Hayward Farmer & Laura Hodson.]"</p>	
<p>CPC063/25 Officer's and Representative's Reports</p> <p>Village Hall Representative: In addition to JD's update earlier in the meeting, (see: CPC054/25 Public Forum/Open Session, item ii), Cllr Raffell said he had an action to obtain a costing for the proposed terrace, although there's a possible issue if the memorial benches need to be moved. Cllr Tiley-Nunn said that the roof would need to be repaired before any work on a terrace. Cllr Bailey said he was happy to</p>	

<p>provide a quotation. Cllr Pitt agreed a provisional date of 30th July, 7.30pm outside the Village Hall for the site meeting.</p> <p>The PC noted the following meetings:</p> <ul style="list-style-type: none"> - 1st July, SALC 2025 AGM, in Bury St Edmunds. - 2nd July, Local Climate Action for Town and Parish Councils, and environment and climate action groups who wish to tackle climate change but don't know where to start (£45 for non-members of Rural Community Council of Essex (RCCE)). - 10th July, 10-3pm, Community Action Suffolk's Rural Housing Week Event 2025 Paid event (£15.00 per person, including tea, coffee and a light lunch), John Peel Centre for Creative Arts, Stowmarket, IP14 1ET. <p>Upcoming events/meetings:</p> <ul style="list-style-type: none"> - 24th July 2025, 2-4pm EP Passenger Group, MS Teams. - 5th Aug (2-4pm), ESC Community Partnerships <p>DC Clery encourages all parish councils to send someone along since the partnerships working best with participation of people from across the district. Cllr Raffell said this could be very important for Northern bypass concerns.</p> <ul style="list-style-type: none"> - 27th October 9am – 2pm, East Suffolk Community Partnerships Forum 2025: Innovation to Impact, East Coast College, Lowestoft, NR32 2PJ. 	
<p>CPC064/25 Correspondence</p> <p>The following were noted by the Parish Council:</p> <ul style="list-style-type: none"> i) Clopton Section 19 Investigation – Storm Babet evidence collection had been collated, and returned to SCC - Flood and Water Management Team. ii) Suffolk Community Awards With nominations now closed, the Awards ceremony is 23rd September at the Museum of Food, Stowmarket, and hosted by former BBC Radio Suffolk breakfast presenter, Mark Murphy MBE. iii) East Suffolk Council (ESC) Draft Food and Health & Safety Service Plan 2025-26. This was submitted to ESC' Cabinet on 8th July 2025 to consider adoption. iv) Felixstowe Seafront Development Strategy Planning Group of the Suffolk Coastal Disability Forum met with representatives working on the Felixstowe Seafront Development Strategy. An online survey on the proposals for improving the sea front was available. v) Local Government Reorganisation in Suffolk <p>See: Local Government Reorganisation in Suffolk – Summary for SCC Residents. Briefings for Chair and Clerks were provided earlier in the month.</p>	
<p>CPC065/25 Matters to be brought to the attention of the Council for the next meeting</p> <p>Clerk-designate Sophia Charalambous is due to start 1st August, with handover from the current clerk during August.</p>	
<p>CPC066/25 Dates of future Parish Council meetings:</p> <p>The PC agreed with the Chair's request to move the next meeting back one week to 24th September. (Cllr Bright apologised as he wouldn't be able to attend.)</p> <ul style="list-style-type: none"> • Wednesdays: 24th 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>	