



<p>- Westerfield Quarry. CC Bryce also noted that she had some locality budget money available.</p> <p><b>District Councillor's Reports</b> (these were circulated prior to the meeting) See DC Clery's <a href="#">August 2025 ESC GLI Parish Report</a>, <a href="#">ESC Leader's Bulletin</a> and <a href="#">DC Hedgley's September 2025</a> report.</p>																			
<p><b>CPC070/25 Declaration of Interests/Dispensation Applications Received</b> None.</p>																			
<p><b>CPC071/25</b> the <a href="#">Minutes of the Meeting of the Council Wednesday 16<sup>th</sup> July 2025</a> were approved. Proposer Cllr Raffell, Seconder Cllr Pitt.</p>																			
<p><b>CPC072/25 Matters arising from the minutes</b> None.</p>																			
<p><b>CPC073/25 Finance</b> <b><a href="#">25/26 insurance cover</a></b> The insurance cover had been circulated to councillors prior to the meeting. The PC were content with its adequacy, and approved the renewal (wed 1<sup>st</sup> October), noting the increase in cost to £407.46 25/26 ( £352.30 24/25).</p> <p><b>September 2025 Financial Report:</b> At 16th September 2025, the balances at the bank were:</p> <table border="0"> <tr> <td>Parish Council community account</td> <td>£6258.17</td> </tr> <tr> <td>Bomber savings account</td> <td>£ 188.26</td> </tr> <tr> <td>Premium savings account</td> <td>£1782.76</td> </tr> </table> <p>Incoming payments: Bomber savings account interest £0.62, and Business Premium savings account interest £5.90, both on 08 Sept.</p> <p><b>Authorisation of payments –</b> There were no payments yet to clear at the bank, however, an invoice was expected from CAS One Suffolk for provision of gov.uk email address, and web site domain migration (hosting invoice normally end Oct). Payments totalling £1703.36 to be approved were:</p> <table border="0"> <tr> <td>SALC 30362: Councillor Basics - Session 1 &amp; 2, £66.00 +VAT,</td> <td>£ 79.20</td> </tr> <tr> <td>(1st &amp; 20th October 2025, Cllr Elia)</td> <td></td> </tr> <tr> <td>Insurance renewal wed 1<sup>st</sup> Oct</td> <td>£407.46</td> </tr> <tr> <td>Clerk, S Charalambous Aug/Sept pay £476.06 + Expenses £25</td> <td>£501.06</td> </tr> <tr> <td>Clerk, D Gooch Aug pay + NJC rise backpay 25/26</td> <td>£196.39</td> </tr> <tr> <td>HMRC P30 Q2 (to be paid between 6<sup>th</sup> &amp; 20<sup>th</sup> October)</td> <td>£519.25</td> </tr> </table> <p><b>Bank reconciliation check –</b> The bank reconciliation and supporting bank statements had been distributed to councillors, and checked by Cllr Pitt. This was approved, and the September Financial Report signed.</p> <p><b>Review of <a href="#">updated 25/26 Internal Controls</a></b> Clerk noted the changes relate to Assertion 10 compliance comprising IT Policy, Website WCAG 2.2 compliance, and email management. This was approved by the PC.</p> <p><b>SALC Payroll service price increase</b> SALC had highlighted recent changes and increased administrative requirements introduced by HMRC, which have significantly increased the volume of compliance tasks, reporting obligations, and correspondence required, and therefore the price increase which was noted by the PC.</p> <p><b>NJC salary award for 2025-2026</b> The PC noted that NALC have just published the pay agreement for 25/26 which applies from 1st April. SCP7 increases from £13.26 to £13.69/hr (the minimum substantive grade/pay for Clerk role). Clerk noted that this would impact the budget.</p> <p><b>Bank Mandate changes</b></p>	Parish Council community account	£6258.17	Bomber savings account	£ 188.26	Premium savings account	£1782.76	SALC 30362: Councillor Basics - Session 1 & 2, £66.00 +VAT,	£ 79.20	(1st & 20th October 2025, Cllr Elia)		Insurance renewal wed 1 <sup>st</sup> Oct	£407.46	Clerk, S Charalambous Aug/Sept pay £476.06 + Expenses £25	£501.06	Clerk, D Gooch Aug pay + NJC rise backpay 25/26	£196.39	HMRC P30 Q2 (to be paid between 6 <sup>th</sup> & 20 <sup>th</sup> October)	£519.25	<p><b>Clerk to progress payments</b></p>
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<p>Cllr Pitt, Cllr Bright, and Clerk Charalambous had now been added. A further change would be required to remove ex-Clerk Gooch. Proposer Cllr.Raffell, Seconder Cllr. Elia for finance report and payments approvals.</p>	
<p><b>CPC074/25 Planning Matters</b> <b>Planning decisions since 16<sup>th</sup> July 2025 meeting:</b> The following were noted by the PC: i) DC/25/1997/FUL, and 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. Application permitted by ESC. CPC had no objection. ii) DC/25/2448/FUL: Construction of part two storey/part single storey rear extension &amp; single storey front extension. 3 Otley Road, Clopton, IP13 6QQ. Application Permitted by ESC. CPC had no objection. iii) 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. Application Permitted by ESC. CPC had no objection, although recommending a condition. iv) DC/24/0915/FUL: Change of use of agricultural building to mixed commercial use (Class E and B8). Loomswood Farm, Debach, IP13 6JW. Application refused by ESC. CPC objected due to the impact of the increase in traffic on the local road system.</p> <p><b>Planning applications received since 16<sup>th</sup> July 2025 meeting:</b> i) DC/25/3074/DRC Discharge of condition Nos. 1B, 7 and 8 of DC/24/4101/FUL - Erection of a new two storey building and associated external works at Clopton Commercial Park, for 9no. new business units. - Biodiversity Net Gain - Fire Hydrants - landscaping scheme - Clopton Commercial Park Debach Airfield Clopton IP13 6QT. For information only. Application Permitted by ESC (email 09/9).</p> <p><b>Planning Applications received after the agenda was produced:</b> None.</p> <p><b>Other planning matters</b> i) SCC/0093/25SC Westerfield Quarry Land east of Westerfield/Witnesham Road (B1077), Westerfield, Ipswich, Suffolk, IP6 9AJ Extraction and processing of sand and gravel with restoration to original ground levels, erection of associated infrastructure, solar photovoltaics and access to the public highway. CPC's Objection had been submitted in-line with the comments received. ii) To consider joining CPRE CPRE are a countryside charity who help councillors make planning decisions particularly in the light of changes to planning rules and policy being discussed in the House of Lords as part of the Planning and Infrastructure Bill. The PC decided not to join CPRE (which costs from £5/month, £60/ year).</p>	
<p><b>CPC075/25 Governance</b> <b>Update on Website and Email Migration –</b> As required by the <a href="#">Practitioners' Guide 2025</a> which states every authority to "have a generic email account hosted on an authority-owned domain, Assertion 10 compliance for audit), "councils must process data securely, which may be more difficult to achieve if it is being processed through personal email accounts". Official correspondence should reflect the professionalism of the council. Emails sent from gov.uk addresses are less likely to be sent to spam or blocked and more likely to be read and responded to quickly. With an official email address, changes</p>	

<p>in council staff or members are easier to manage. Compliance with the council's legal obligations around data protection is more straightforward; etc. Website migration support accessibility requirements etc.</p> <p>One Suffolk, completed the provision of the new email address, <a href="mailto:clerk@cloptonparishcouncil.gov.uk">clerk@cloptonparishcouncil.gov.uk</a>, and migration to the new website address <a href="https://cloptonparishcouncil.gov.uk/clopton-parish-council/">https://cloptonparishcouncil.gov.uk/clopton-parish-council/</a> end July.</p> <p><b>IT Policy</b></p> <p>The Clerk had updated the draft document reviewed at the July meeting and circulated it to councillors. CPC agreed to issue the IT Policy.</p> <p><b>Councillor training</b></p> <p>Cllr Elia's training had been booked for 1<sup>st</sup> &amp; 20<sup>th</sup> October. Cllr Bailey said he had extensive previous experience as a councillor and would not need this training.</p> <p><b>Audit Update</b></p> <p>Clerk said that "SF0092: Receipt of documents – notification of exempt status, 2025" was received from PKF Littlejohn's SBA team on 05 August 2025, therefore "there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation".</p> <p>At this point Cllr Raffell confirmed his resignation as the campaign for the 40mph speed limit was now complete. Cllr Tiley-Nunn spoke on behalf of all the PC saying that Cllr Raffel would be sorely missed, and thanking him for all the work he's done for the village over the last 10+ years including his time as Chair of the PC.</p> <p>Clerk agreed to Clerk to update ESC to trigger a councillor vacancy notice.</p>	<b>Clerk</b>
<p><b>CPC076/25 Traffic and Road Safety issues Road Safety</b></p> <p><b>i) B1078 Speed Limit</b> (the stretch past Manor Road and Shop Road junctions)</p> <p>Cllr Raffell said that a final decision from Suffolk Highways had been received and the 40mph speed limit approved. As anticipated Sizewell C had agreed to provide the funding. The speed limit would take time to be implemented, following Suffolk Highways' processes.</p> <p>Cllr Raffell noted that the help received from the 'Off the Bus club, and also the survey completed by JD. Councillors thanked Cllr Raffell for all his work leading the campaign for a 40mph limit.</p> <p><b>ii) Sizewell Proposed Road Safety Improvements</b></p> <p>The PC noted, but agreed to respond re the following improvements:</p> <p><b>1) Extension of a 30mph Speed Limit</b></p> <ul style="list-style-type: none"> <li>- <b>B1078 BORDER COT LANE, WICKHAM MARKET</b> - 30mph in either direction from 191.5 metres East of Valley Road, then easterly for 699 metres of the point where the existing 30mph starts.</li> <li>- <b>B1078 IPSWICH ROAD, CHARSFIELD</b> – 30mph in either direction, starting 236 metres east of its junction with Church Road then easterly for 501 metres to the point where the existing 30mph starts, west of junction with The Street.</li> </ul> <p><b>2) Implementation of a 40mph Speed Limit</b></p> <ul style="list-style-type: none"> <li>- <b>B1078 CHARSFIELD ROAD, CLOPTON</b> - 40 mph in either direction from 262 metres west of the junction with Manor Road, then easterly for 734 metres.</li> </ul> <p><b>3) Implementation of a 50mph Speed Limit</b></p> <ul style="list-style-type: none"> <li>- <b>B1078 HIGH STREET, CODDENHAM</b> – 50mph in either direction for the length of the B1078, from the end of the existing 30mph speed limit in Coddendam, 300 metres east of the junction with Cooper Road, then easterly along the B1078 to a point where an existing 40mph speed limit commences, 200 metres west of the junction with B1077 The Green.</li> </ul> <p>(An extension to the 40mph speed limit on the B1078 at Ashbocking was also noted. Overall it was hoped this would slow traffic, hence improve safety.)</p>	
<p><b>CPC077/25 First Responders for Clopton and Otley</b></p>	

No update received as Cllr Bright was absent.	
<p><b>CPC078/25 Officer's and Representative's Reports</b></p> <p>i) Village Hall Representative: This was mostly covered in CPC069/25 (i) although Cllr Raffel said that an order had been placed for the broadband wireless. Cllr Bailey said he'd prepared a quote for the proposed Village Hall patio area which was: £11,160+VAT for block paving, or £13,160+VAT if slabs were used, noting the area to be covered was ~100M<sup>2</sup>. Cllr Raffell commented that if the PC led this work it would be able to claim back VAT, whereas the VHMC wouldn't be able to. Cllr Tiley-Nunn said that the PC would now need a new Village Hall representative. After discussion it was agreed to defer this to the next meeting.</p> <p><b>The PC noted the following upcoming events/meetings:</b></p> <p>i) SALC East Suffolk Area Forum - 25th September, 7pm See: <a href="https://threecouncilsforsuffolk.org/">https://threecouncilsforsuffolk.org/</a> and <a href="https://onesuffolkcouncil.co.uk/one-suffolk-one-council-one-stronger-future/">https://onesuffolkcouncil.co.uk/one-suffolk-one-council-one-stronger-future/</a> Chris Bally, East Suffolk CEO, Suffolk County Council, and Ipswich Borough Council representatives re Devolution and Local Government Reorganisation.</p> <p>ii) ESC Community Partnership, 13th October (&amp; 3<sup>rd</sup> December, venue TBD), 2-4pm, Martlesham Parish Rooms, Felixstowe Road, Martlesham, IP12 4PB.</p> <p>iii) ESC Community Partnership Annual Forum 2025, 27th October, East Coast College, Lowestoft.</p> <p>iv) Suffolk Coastal Disability Forum (SCDF), Tuesday 21st October 2025, 2pm-4pm, Zoom.</p>	<b>Clerk</b>
<p><b>CPC079/25 Correspondence</b></p> <p>The ongoing updates re Local Government Reorganisation in Suffolk were noted by the PC.</p>	
<p><b>CPC080/25 Matters to be brought to the attention of the Council for the next meeting</b></p> <p><b>Countryside overgrowth:</b> Cllr Pitt said she'd cut back an area of significant overgrowth which was preventing people's access, but said maintenance was the Council's responsibility while noting that they were unlikely to keep the overgrowth cutback. MG said he'd be happy to help; Cllr Pitt welcomed MG's help as the area would otherwise become impassable.</p> <p><b>2026 Event:</b> Cllrs Pitt and Lye said that they hoped to have time to organise an event for 2026. Cllr Bailey also offered his help.</p>	
<p><b>CPC081/25 Dates of future Parish Council meetings:</b></p> <ul style="list-style-type: none"> <li>• Wednesdays: 19<sup>th</sup> November 2025, 21<sup>st</sup> January 2026, &amp; 18<sup>th</sup> March 2026. All 7.30pm in the Village Hall.</li> </ul>	
<p><i>Meeting closed at 8.45 pm</i></p>	
<p>Chairman: .....</p> <p>Date: .....</p>	