

CLOPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Clopton Village Hall
On Wednesday 20th May 2026 at 7:30 pm.

Present: Cllr Ian Tiley-Nunn, Cllr John Bailey, Cllr Gary Bright, Cllr Susana Blois, Cllr Amanda Pitt, Cllr Nikki Cole, District Cllr Dan Clery.	In Attendance: S Charalambous (Clerk) and 6 members of the public.	Apologies Cllr Maria Elia, County Cllr Elaine Bryce.
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CPC024/26 Election of Chairman and Declaration of Acceptance Cllr Ian-Tiley Nunn was elected as the Chairman by the Parish Councillors and signed a Declaration of Acceptance.									
CPC025/26 Chairmans Welcome and apologies Cllr Ian Tiley-Nunn welcomed everyone to the meeting. Cllr Maria Elia was unable to attend; this was pre-approved. County Cllr Elaine Bryce sent her apologies. She is unable to attend any meetings until she signs her Declaration of Acceptance before the Monitoring Officer.									
CPC026/26 Public Forum/Open Session County and District Councillor reports. District Councillor Dan Clery summarised his report stating that he is awaiting the outcome of the 'One Suffolk approach' due to the new party in power and is uncertain if this will go ahead or the proposed '3 Suffolk' approach would proceed instead. A new App is available to download from East Suffolk Council to help residents keep up to date with correct bin collection dates, information on local recycling centres and updates on any delays of collections. <u>Dan Clery's full report can be read here.</u>									
CPC027/26 Declaration of Interests/Dispensation Applications Received None.									
CPC028/26 Councillors Acceptance of Office forms received The Declaration of Acceptance was signed be Cllr Ian Tiley-Nunn and the Vice Chair Cllr John Bailey.									
CPC029/26 Election of Other Officers Officers elected: Vice Chair: Cllr John Bailey Emergency Planning Officer: Cllr Susana Blois Responsible Financial Officer (RFO): Sophia Charalambous & Cllr Gary Bright Events Committee Member: Cllr Amanda Pitt									
CPC030/26 Minutes The minutes of the Parish Council Meeting held on <u>Wednesday 18th March 2026</u> were approved.									
CPC031/26 Matters arising from the minutes. None.									
CPC032/26 Finance Bank Balances as of 31/03/2026 <table> <tr> <td>Community Account</td><td>£9,010.69</td></tr> <tr> <td>Business Account</td><td>£1,792.49</td></tr> <tr> <td>Bombers Account</td><td>£189.29</td></tr> <tr> <td>Yorkshire Account</td><td>£5,704.82</td></tr> </table>	Community Account	£9,010.69	Business Account	£1,792.49	Bombers Account	£189.29	Yorkshire Account	£5,704.82	
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To approve the end of year accounts 2025-2026: <u>May 2026 Financial Report</u> <u>2025/26 Income & Expenditure</u> <u>2025/26 Receipts and Payments Summary</u> To complete the: Annual Governance and Accountability Return Sections 1 and 2. This was approved and signed by the Chairman and Clerk. To review the following documents: The documents were distributed to the Parish Councillors to review prior to the meeting. • <u>Asset Register</u> – Approved. • <u>Risk Management Document</u> – Approved. • <u>Internal Controls</u> - Approved. • <u>Financial Regulations</u> – Approved. • Review Memberships – SALC membership was approved. <u>Section 137 expenditure limit for parish and town councils in England</u> This was acknowledged by the Parish Councillors. • To receive and approve payments since last meeting and authorise payments. <table><tr><th>Date</th><th>Payment</th><th>Total</th><th>VAT</th></tr><tr><td>26.03.26</td><td>Clopton PCC (Locality Fund)</td><td>£120.00</td><td>£0.00</td></tr><tr><td>26.03.26</td><td>Clopton PCC (Locality Fund)</td><td>£120.00</td><td>£0.00</td></tr><tr><td>26.03.26</td><td>SALC Payroll H2 2025/26, Inv 30861</td><td>£27.00</td><td>£4.50</td></tr><tr><td>26.03.26</td><td>Clerk Pay March S Charalambous</td><td>£185.08</td><td>£0.00</td></tr></table> Bank reconciliation check – <u>2025/26 Bank Reconciliation</u> The bank reconciliation and supporting bank statements have been distributed and checked. This was approved by the Parish Councillors.	Date	Payment	Total	VAT	26.03.26	Clopton PCC (Locality Fund)	£120.00	£0.00	26.03.26	Clopton PCC (Locality Fund)	£120.00	£0.00	26.03.26	SALC Payroll H2 2025/26, Inv 30861	£27.00	£4.50	26.03.26	Clerk Pay March S Charalambous	£185.08	£0.00	Clerk: To upload updated approved policies and documents to the website.
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CPC033/26 Non-financial policies for review To review and approve the following policies: • <u>Standing Orders</u> – NALC. This was approved. • <u>Code of Conduct</u> – Approved. Review of the Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation: <u>Privacy Notice on website</u> – To be amended and reviewed at the next meeting. <u>Data protection impact assessment</u> – Approved. <u>Link to Data retention policy</u> – Approved. The policies were distributed prior to the meeting and approved by the councillors at the meeting.	Cllr Nikki Cole: To review and update the Privacy Notice for approval at the next appointment.																				
CPC034/26 Planning matters • To consider planning applications received i) DC/26/1256/FUL: Erection of a warehouse and canopy. Expiry 15th May 2026 No comments. ii) DC/26/1478/FUL: Construction of 1 self-build residential dwelling																					

Expiry 1st June 2026 A member of the village raised concerns for this planning application and noted they were still undecided if they were for or against the plans. They quoted the National Planning Framework as there are no documents in the plans regarding the impact on the listed building. They noted that the site plan permitted is not accurate as the trees/shrubberies are no longer present. The Parish Councillors reviewed all of the documents and discussed the proposal plans profusely. They suggested the member of the village requests that the current site plan be reviewed and updated with the correct trees and vegetation. The councillors have no comments. To consider planning applications received after the agenda was produced Other planning matters – Affordable Housing The Call for Sites scheme was discussed. All but 4 sites that were submitted as a PRE-APP in Clopton were rejected. The 4 sites that would meet the planner's approval are not available (due to their potential value for market housing); therefore, no affordable housing is an option for Clopton at this point.	
CPC035/26 Internal Auditor's report To review AGAR – Internal Audit This was approved and signed by the Chairman and Clerk. To review effectiveness of internal audit. To assign an internal auditor for FY 2026/27. Heelis & Lodge have been appointed as the internal auditor for the financial year 2026/2027.	
CPC036/26 Traffic and Road Safety issues None.	
CPC036/27 First Responders for Clopton and Otley Cllr Gary Bright read out a report from the First Responders stating they are currently a group of 6 active responders with a further 2 completing the training process. They offer their sincere thanks to Clopton Parish Council donation which has helped them to invest in a training Automatic External Defibrillator. They plan to introduce the HeartStart training, which will be offered to members of the community, where residents will be able to learn lifelong skills. A total of 2,500 hours of voluntary work has been carried out by the responders over the last year. The full report can be read online here. The Parish Councillors agreed a donation of £250.	Clerk: To set up the agreed donation of £250 for approval in the online banking system.
CPC036/28 Village Event/Fete The Councillors updated the attendees with the current plans for the village fete which will be taking place on Saturday 18th July 2026. The First Responders will be attending, as well as various stall holders with food, a dog show and live music.	Clerk: To follow up on the funds in the float from the previous fete in 2023 and ringfence the fund for the fete in July 2026.
CPC036/29 Officer's and Representative's Reports Village Hall Representative Peter Raffell shared key points of the report from John Dawson, Chairperson for the Village Hall Committee. The full report can be read here.	
CPC036/30 Correspondence (for information) None.	

CPC036/31 Matters to be brought to the attention of the Council for the next meeting The Village Hall boiler: Peter Raffell spoke on behalf of the Village Hall Committee as the village hall requires a new boiler after a recent small fire. An initial quote has been received for the first option to replace the oil boiler and a fit a new Eco-friendly heat pump with air conditioning. The quote was for £6,000+ which was agreed is far too expensive and unnecessary. The second option to replace the boiler only is estimated between £2500 - £3000. The new Thriving Spaces Fund was recommended to research which has a total of £1.5M to be spent across East Suffolk on various approved projects. The Parish Councillors agreed that the usage costs of the Eco-Friendly boiler with air conditioning and oil fuelled boiler should be compared. It was suggested future plans for solar panels on the roof of the village hall could be considered if looking into the heat source pump option, if a heat source pump is suitable for the village hall. This will be discussed further at the next PC meeting in July.	
CPC036/32 Dates of future Parish Council meetings: 22nd July 2026, 23rd September 2026, 25th November 2026. At 7.30pm in the Village Hall	
<i>Meeting closed at 9.24 pm</i>	
Chairman: Date:	