



# CLAYDON & WHITTON PARISH COUNCIL

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Claydon and Whitton Parish Council  
Annual Parish Meeting 6-7pm Monday 11 May 2026  
Annual General Meeting 7pm followed immediately by Parish Meeting  
Claydon Community Centre, Church Lane  
Claydon, IP6 0DF

## AGENDA of AGM MEETING

|    |   |             |
|----|---|-------------|
| 01 | OPENING AGM 7pm<br>ELECTION OF CHAIRMAN   | All         |
|    | <ul style="list-style-type: none"><li>Election of Chairman for the ensuing year and to receive the Declaration of Acceptance of Office</li></ul>  |             |
| 02 | TO RECIEVE THE ANNUAL REPORT FROM THE PREVIOUS CHAIRMAN   | Chair       |
| 03 | APOLOGIES FOR ABSENCE   | All         |
|    | <ul style="list-style-type: none"><li>To receive and agree any apologies</li></ul>  |             |
| 04 | APPOINTMENT OF VICE-CHAIRMAN  | All         |
|    | <ul style="list-style-type: none"><li>Appointment of vice-Chairman for the ensuing year and to receive the Declaration of Acceptance</li></ul>  |             |
| 05 | APPINTMENT OF COUNCILLORS   | All         |
| 06 | APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES  | All         |
|    | <ul style="list-style-type: none"><li>Village Hall Management Committee</li><li>Recreation Ground</li><li>Community Centre Management Committee</li><li>Police and Parish forum</li><li>Port-One</li><li>Gipping Valley Joint Neighbourhood Plan</li><li>Allotments</li></ul> |             |
| 07 | APPOINTMENT OF COMMITEES  | All         |
|    | <ul style="list-style-type: none"><li>Employment Committee</li><li>Bank Signatories</li></ul>   |             |
| 08 | APPROVAL OF POLICIES AND PROCEDURES   | Clerk / All |
|    | <ul style="list-style-type: none"><li>Dignity at work policy – Re-adopt</li><li>Complaints procedure – Re-adopt</li><li>Code of Conduct – Re-adopt</li><li>Standing orders – Re-adopt</li><li>Asset register – Updated</li></ul>  |             |
| 09 | FINANCE   | Clerk / All |
|    | <ul style="list-style-type: none"><li>Financial standing orders</li><li>Insurance review – to be completed by Clerk</li><li>Approve Schedule of Payments for forthcoming year</li></ul>   |             |
| 10 | OPENING OF PARISH MEETING<br>DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS  | All         |
|    | <ul style="list-style-type: none"><li>To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature inc. gifts of hospitality exceeding £25</li></ul>  |             |

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|----|--|--------------------------------|
| 11 | To receive requests for dispensations<br>MINUTES   | All                            |
|    | Minutes of the 13 April Parish Council Meeting   |                                |
| 12 | PLANNING MATTERS   | Clerk /<br>All                 |
|    | <ul style="list-style-type: none"> <li>• <b>DC/26/01630</b> - Proposal: Application for Listed Building Consent - Install secondary glazing behind existing windows. Location: The Rooks, Old Paper Mill Lane, Claydon, Ipswich Suffolk IP6 0AL</li> </ul>   |                                |
| 13 | PUBLIC FORUM   |                                |
|    | Pre-School re Planning & updates – to attend at 7.30pm   |                                |
| 14 | REPORTS  | All                            |
|    | <ul style="list-style-type: none"> <li>• County Councillor</li> <li>• District Councillor Dave Penny</li> <li>• Village Hall – report provided</li> <li>• Recreation Ground - report provided</li> <li>• Community Centre – report provided</li> <li>• Land acquisition – wildlife / allotment – consider application for POLBEF funding as for biodiversity – application window extended to 30.6.26</li> </ul> |                                |
| 15 | CORRESPONDENCE   | Clerk /<br>All                 |
|    | <ul style="list-style-type: none"> <li>• Request received via email regarding parking restriction to 30 mins on Norwich Road, Claydon</li> <li>• Suffolk Enhanced Bus Partnership Passenger Forum – invitation for Claydon to nominate a representative for the Passenger Group</li> </ul>   | All                            |
| 17 | FINANCE  |                                |
|    | <ul style="list-style-type: none"> <li>• Final Draft Accounts for 2025/26 – subject to audit</li> <li>• April 26 Accounts</li> <li>• CIL Funding – ideas for use of this funding</li> <li>• Internal Audit – confirmed for w/c 25/5/26</li> <li>• Approve donation to Village Hall of £300 – to cover use by PC and misc items</li> </ul>  | Clerk<br>Clerk<br>All<br>Clerk |
| 18 | ITEMS FOR NEXT MEETING   | All                            |

Next meeting is Monday 13 July 2026 – 7.30pm