



CLAYDON & WHITTON PARISH COUNCIL

Clerk: Mrs C Greenan, 129 Poplar Hill, Stowmarket, IP14 2AX

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MINUTES

CLAYDON AND WHITTON PARISH COUNCIL MEETING

Monday 4 May 2021, 7.30pm held Via Zoom

PRESENT: Cllrs P Avis, G Cornish, C Cutler, S Price, J Whitehead, S Wells

CHAIRPERSON: Cllr C Studd

IN ATTENDANCE: C Greenan (clerk), Cllr Field (Suffolk County Council from item 05-21-13) and three members of the public

05-21-01. Opening

Councillor Studd opened the meeting.

05-21-02. Election of Chairperson for the ensuing year

Chris Studd was unanimously elected as Chair for the year and will sign the acceptance of office.

05-21-03. Appointment of Vice-Chairperson for the ensuing year

Gail Cornish was unanimously elected as Vice Chair for the year and will sign the acceptance of office.

05-21-04. Public Forum

One member of the public highlighted that there had been lots of problems with fly tipping on Church Lane in Claydon, which they had reported appropriately many times, but wanted the Parish Council to be aware. Councillors noted that fly tipping continued to be a problem in the parish, particularly in Church Lane, Paper Mill Lane, Thurleston Lane and Old Norwich Road.

05-21-05. Apologies for absence

None

05-21-06. Declaration of interest and local non-pecuniary interests.

None

05-21-07. To receive the minutes of the Parish Council meeting on 1st March 2021

So signed by the Chairman _____ Date _____

The minutes were approved and will be signed as a correct record.

05-21-08. Report on actions from previous minutes

- a. Clerk to reopen request to Mid Suffolk District Council for a dog bin on The Slade

MSDC are unable to fulfil this request.

Clerk to contact the developer at Exeter Road regarding allowing space for and providing a dog bin at the edge of the development near the Recreation Ground.

- b. Speedwatch to be considered on a future agenda once applications are open.

Applications are still not open, so the clerk will put this on a future agenda once applications are open.

- c. Cllr Field to work on obtaining a road sign for the Recreation Ground.

Councillors to request update from Cllr Field on his arrival.

- d. Clerk and councillors to discuss street lighting on the Junction 52 roundabout with Highways England

Highways England are working in partnership with Suffolk Highways on these lights. Unfortunately, this has not been resolved.

- e. Clerk to investigate a street artist to work on the A14 underpass on Station Road

This action is outstanding.

- f. Clerk to obtain dog fouling notices from Mid Suffolk District Council

This action is outstanding.

05-21-09. Correspondence

- a. Tree, hedge and wildflower planting for parishes from Mid Suffolk District Council

Councillors suggested wild flower planting near the village sign, and the clerk will submit this for approval to MSDC.

- b. Telephone call from a resident regarding inconsiderate and illegal parking on St Peter's Avenue

Councillors have not seen evidence of any illegal parking, despite visiting a various times and have decided not to progress this any further at this point. However, if further evidence is provided then the resident and the council can report this to the police.

- c. Email from SALC regarding the Welcome Back Fund

This was noted and councillors will consider if there are any appropriate uses for this fund in the village.

- d. Email from Claydon and Barham Good Neighbour Scheme regarding a location for the Big Lunch

Councillors recommended the Recreation Ground and the clerk will contact the Good Neighbour Scheme to provide contact details for the Recreation Ground Management Committee for organisation of this event.

05-21-10. Questions on Written Reports

As councillors had received reports during the last week, no further reports were requested or supplied. No report was received from the Community Centre. The clerk was asked to phone the chair of the Community Centre board and request an update.

05-21-11. Planning and amenities report

- a. Draft minutes from meeting of Planning Committee 8th March 2021

The minutes were noted and are attached in the minute book.

- b. Decision Report

The decision report was noted and is attached in the minute book.

05-21-12. To receive and note the finance report

- a. To appoint the Responsible Finance Officer for 2021/22

The clerk was appointed unanimously to be Responsible Finance Officer for 2021/22.

- b. To note and approve the balance of accounts as at 23 April 2021:

- Community account: £104,662.46
- Business Premium Account 1: £917.26
- Business Premium Account 2: £818.58

The balance of accounts was noted and approved.

- c. To note and approve:

- the accounts awaiting payment
- accounts paid since the last meeting
- the receipts allocated since the last meeting

The accounts awaiting payment, accounts paid and the receipts allocated were approved and are attached in the minute book.

- d. To note the Budgetary Control Report to end of April 2021

The report was noted and is appended in the minute book.

- e. To note the end of year accounts in preparation for the internal audit

This was noted and approved and is appended in the minute book.

- f. To approve the Came and Company Insurance renewal

Parish Councillors approved the insurance renewal unanimously for the three year offer.

- g. To consider the grant application request of £125.36 from NHW Jubilee Close for signs.

Parish Councillors agreed to fund one NHW street sign and a sticker for each house. The clerk was asked to pay for the signs for delivery to the NHW group.

The clerk was also asked to ensure that NHW groups and Parish Council support is detailed in the In Touch report from the Parish Council.

05-21-13. Claydon and Whitton Parish Council Standing Orders

Parish Councillors reviewed the Standing Orders and agreed to set up a working party to work on this and bring this item back to a future Parish Council meeting. Cllr Cornish volunteered to work on this with the clerk.

05-21-14. Appointment of Committees

- a. Finance and General Purposes Committee

Cllrs Whitehead, Avis, Cornish, Price and Studd.

- o Cheque Signatories
Cllrs Avis, Cornish and Whitehead

- b. Planning and Amenities Committee

Cllrs Avis, Cornish, Cutler, Price, Studd, Wells

- o Neighbourhood Planning Group
Cllr Cornish
- o Snoasis Parish Alliance (Valley Ridge)
Cllrs Avis, Cutler and Wells
- o Footpaths
Cllr Price
- o Allotments
Cllr Studd

- Fly Tipping
All councillors

c. Employment Committee

Cllrs Cornish, Studd and Whitehead

d. Conservation area

The clerk was asked to confirm with Fenella Blastland that she is still happy to act as Conservation lead.

e. Emergency plan

Cllrs Cornish and Wells agreed to work on the Emergency Plan.

05-21-15. Appointment of Representatives to Outside Committees

- a. Local Historian
Gill Chapman
- b. Village Hall MC
Cllr Price
- c. SALC
Cllrs Studd and Cornish
- d. Recreation Ground
Cllrs Avis, Cornish and Price
- e. Community Centre MC
Cllr Cutler
- f. Viridor
Cllr Whitehead
- g. SUEZ
Cllr Studd
- h. River Gipping Trust
Cllr Studd

05-21-16. To consider and decide on clerk training

The CiLCA qualification, study and study materials for the clerk were approved. The clerk was asked to join SLCC to save money on some of the materials and gain further support for the clerk.

So signed by the Chairman _____ Date _____

05-21-17. Items for next meeting

Cllr Studd has a meeting with the Chair of Barham Parish Council in the next week, which councillors felt would be an opportunity to build a relationship.

Councillors discussed the need to encourage more local residents to become councillors. The clerk was asked to post advertisements for the role and councillors were asked to discuss the opportunities for councillors with any local networks.

Cllr Wells thanked councillors for the welcome he had received to the Parish Council.

05-21-18. Dates of next meetings:

- Planning Committee: 4 May 2021 8.30pm
- Parish Council: 28th June 2021
- Finance Committee: 12th July 2021

The meeting closed at 21:15

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
Vertas	BACS	82.25	493.52
SALC S Wells training	BACS	30.00	180.00
Accounts Paid 13 April 2021 – 23 April 2021	Cheque / SO / DD / BACS	VAT £	Total £

Further accounts may be paid that reach the clerk before the date of the meeting

Receipts 13 April 2021 – 23 April 2021	Amount £
MSDC LCTRS Grant	729.00
Barham PC (NHW signs 50%)	31.08

Claydon and Whitton Parish Council Reconciliation Statement as at 31.03.21

Balance as per bank statement 31.03.21:	30201901	£	81,291.59
	40285951	£	917.26
	50201898	£	818.58
	TOTAL	£	83,027.43

Summary of Accounts as at 31.03.21

01.04.20 Balance B/F	30201901	£	76,242.55	Expenditure	30201901	£	44,304.42
	40285951	£	916.84		40285951	£	-
	50201898	£	818.21		50201898	£	-
	TOTAL	£	77,977.60		TOTAL	£	44,304.42
Income	30201901	£	51,747.54	31.03.21 Balance	30201901	£	81,291.59
	40285951	£	0.42		40285951	£	917.26
	50201898	£	0.37		50201898	£	818.58
	TOTAL	£	51,748.33		TOTAL	£	83,027.43

Cashed cheques from 2019/20	£	2,927.76
Uncashed cheques	£	533.68

TOTAL INCOME	£ 129,725.93	£ 129,725.93
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This statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its income and expenditure during the period.

Signed:

Chair:

Date:

Clerk:

Date:

