



CLAYDON & WHITTON PARISH COUNCIL

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

Phone/Fax: 07887 459989

E-mail: claywhit@btinternet.com

Website: www.claydonandbarham.onesuffolk.net

MINUTES

CLAYDON AND WHITTON PARISH COUNCIL MEETING

Monday 14th March 2022, 7.30pm held at Claydon and Barham Village Hall, 8 Norwich Road,
Claydon, IP6 0DF

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

CHAIRPERSON: Cllr C Studd

IN ATTENDANCE: C Greenan (clerk), and County Cllr C Chambers

22-03-01. Opening

Cllr Studd opened the meeting.

22-03-02. Public Forum

One member of the public reported on the damage done to his car by a pothole on Church Lane, which caused considerable damage to his car. The clerk checked the Suffolk Highways reporting tool, and the pothole had been reported by many different people and had been inspected by Suffolk Highways, but there were no markings on the road to warn drivers of this very large and deep pothole.

The member of the public also highlighted the dangers on Church Lane, where there is no footpath and the drop at the edge of the road is over 1ft deep and would ground most cars. He noted that pedestrians need a footpath to walk safely in this location.

The member of the public also highlighted that although the current understanding is that the Parish Council owns and maintains the clock as part of the war memorial, and the Village Hall Management Committee maintains and runs the Village Hall, there are no documents to state that this is the arrangement. The clerk was asked to send an email to the Village Hall Management Committee confirming the understanding on this issue. The clerk was also asked to check that the clock is added onto the Parish Council asset list.

The member of the public spoke about the recent exercise from the Village Hall Management Committee to confirm who holds keys for the Village Hall and the other locked areas within the Hall. They highlighted that the Emergency Plan cupboard keys were handed to the new Chair of the Emergency Plan Committee, but that they had not been in contact since this date. The clerk was asked to continue chasing this contact to attempt to establish communication and regain the keys.

So signed by the Chairman _____ Date _____

22-03-03. Apologies for absence

Cllr Wells apologised due to ill health. This reason for absence was accepted.

22-03-04. Declaration of interest and local non-pecuniary interests.

Cllrs Avis, Cornish, Price and Whitehead declared a non-pecuniary interest in the Recreation Ground Management Committee matters as they are on the committee.

22-03-05. To receive and approve the minutes of the Parish Council meeting on 24th January 2022

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

22-03-06. Report on actions from previous minutes

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

Cllr Chambers had requested this but agreed to enquire about progress on the sign.

- b. Cllr Cutler to progress the request to the Community Centre Chair for a copy of their constitution.

Cllr Cutler obtained and circulated these.

- c. Clerk to continue seeking volunteers for a Community Speedwatch group

The clerk received one response to the request for volunteers. A Community Speedwatch group must have a minimum of six volunteers in order to run. The clerk was asked to contact Barham and Great Blakenham Parish Councils to ask if they would like to form a joint Community Speedwatch group.

- d. Clerk to contact Cllr Chambers regarding 30mph markings or signs on Station Road.

Cllr Chambers has requested that 30mph signs and road markings are put in place. He has also requested a site visit with Suffolk Highways to seek further advice on what speed measures may be put in place in this location. This will be paid for from his Highways budget.

Cllr Chambers suggested that the Parish Council consider a speeding survey for Station Road so that the exact nature of the speeding traffic may be understood.

- e. Cllr Passmore to follow up on the request for speeding data from police speed checks on Station Road.

The Chief Constable is going to address the issue of data collection in this location.

- f. Clerk to continue contacting Ipswich Borough Council to request details on their intentions for land they own within Whitton Rural.

Ipswich Borough Council had still not responded to correspondence from the clerk. The clerk was asked to continue attempting contact and to consider an FOI request.

- g. Clerk to contact SCC to arrange a meeting regarding school parking.

The clerk had requested meeting times from Suffolk Highways, but not received a response. The clerk will contact Cllr Chambers for assistance in finding the right person to respond to this. It was felt that Suffolk Highways may wish to discuss this with the School Trust as there is a road next to the primary school, which could be used one way for parking.

- h. Cllr Chambers to raise issue of unlit streetlights with Suffolk Highways and Cllr Paul West.

Cllr Chambers had found out that this a major fault underground. Work has been scheduled for April 2022. Cllr Chambers will ask about the problem with the lights on York Crescent.

- i. Clerk to find out about chimes on the Village Hall clock.

This item was dealt with in the public forum. As no chimes are present, councillors do not intend to look to reinstate the chimes.

- j. Cllr Chambers to highlight issues with broken footpath with Suffolk Highways.

Cllr Chambers has highlighted these issues and will forward the reference numbers to the clerk.

- k. Clerk to send an email to Cllrs Passmore, Whitehead and Chambers regarding healthcare provision for Claydon and Whitton residents.

The clerk had completed this action and it was passed to MP Dr Dan Poulter to further aid in discussions with the CCG.

- l. Clerk to circulate Queen's Green Canopy information to councillors

The clerk had circulated the information and was asked to contact the tree warden for ideas about a suitable tree for the Village Green.

- m. Clerk to check on whether email addresses from One Suffolk would be transferable

These email addresses are transferable and the clerk was asked to organise putting these addresses in place.

- n. Clerk to discuss SID device with Barham PC clerk.

The clerk discussed this with the Barham clerk, but Barham PC had already purchased their own SID. The clerk was asked to send out a tender for SIDS.

22-03-07. Correspondence

- a. Letter thanking the Parish Council for their donation from:
- o East Anglian Air Ambulance
 - o Cruse Bereavement Support

These letters were acknowledged.

- b. Email from resident detailing concerns regarding the increase in traffic for Ridleys Orchard and in particular concerning the junction design of Whitton Church Lane and Old Norwich Road
- c. Email from resident regarding speeding traffic on Old Ipswich Road, particularly construction traffic and the danger this poses to school children, pedestrians, cyclists etc.
- d. Email from resident regarding buses driving unsafely on Old Norwich and Old Ipswich Road, especially when riding horses along the road.

Items b, c and d were considered together.

Councillors recognised the continuing problems in this location and will continue to raise this issue with the police, Suffolk Highways, planning enforcement, Bellway and the bus companies to ensure safety on the road, especially for pedestrians, cyclists and horse riders.

- e. Letter from South Suffolk Learning Trust regarding development of school and community sports facilities at Claydon High School.

Councillors noted the correspondence and were particularly interested to see the community facilities which would be available.

22-03-08. Questions on written reports

- a. County Councillor Chris Chambers

Cllr Chambers' report was noted and is attached in the minute book.

The clerk agreed to share the Warm Homes Suffolk message from Suffolk County Council on social media and the website.

- b. District Councillors John Whitehead and Tim Passmore

Cllrs Whitehead and Passmore's report was noted and is attached in the minute book.

c. Village Hall Management Committee

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

d. Recreation Ground Management Committee

The Recreation Ground Management Committee report was noted and is attached in the minute book.

- CCTV at the Recreation Ground

This could potentially be achieved for less than £1,000, but will need a sim card as there is no wifi in this location. All councillors felt that there were still lots of questions regarding this, but felt it would be helpful for the RGMC to tender for costs and more information regarding how this would operate.

- Charging points in the Recreation Ground Car Park

Cllr Avis has made enquiries, but has not received responses to date.

- Jubilee Fun Day 5th June

Cllr Cornish is arranging a fun day on the Recreation Ground and The Greyhound pub and Community Centre both have events running for the Queen's Jubilee Celebration. It was agreed that an itinerary will be produced showing all the events and celebrations happening in Claydon and Whitton.

With the budget of £1,000. Circus skills, balloon making, a magic show and a face painter have been engaged. Cllr Cornish continues to try to engage a bouncy castle, but volunteers may be needed to supervise.

There will also be the coffee van and a pizza van at the event.

Cllr Cornish will talk to the First Responders regarding if First Aiders would be required or useful.

- Play equipment update including finances

Cllr Cornish updated the council on the grants obtained to fund the Recreation Ground, along with the CIL grant from the Parish Council. There is currently a shortfall of £12, 583. The RGMC requested an additional £8,000 from the Parish Council out of the CIL budget, with a commitment for £12,600 in total if necessary. However, the RGMC continues to search for grants to support this project. Councillors voted unanimously to support this and the clerk was asked to organise the payment of the £8,000 grant.

e. Community Centre

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

Cllr Cutler passed the Parish Council a grant request from the Community Centre, which councillors said would be considered at the Finance Committee on 11th April.

22-03-09. Planning and amenities report

a. Decision Report

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

b. Neighbourhood Plan

No further action had been taken on this item.

22-03-10. Finance Report

a. To note and approve the balance of accounts as at 17 January 2022:

- Community account:	£ 73,156.07
- Parish CIL Reserves:	£ 60,462.48
- RG Car Park Reserves Fund:	£ 25,001.17

The balance of accounts was noted and approved.

b. To note and approve:

- the accounts awaiting payment
- the 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.

c. To consider and resolve on the National Pay Agreement for the clerk from April 2021

The Employment Committee recommended to the Parish Council that the clerk receive the nationally agreed pay review from 1st April 2021. This was unanimously approved by Parish Councillors.

22-03-11. Festival of Suffolk

The clerk was asked to approach a nominated resident to see if they would be happy to be the torch bearer for Claydon.

So signed by the Chairman _____ Date _____

22-03-12. Parking in Claydon

The clerk briefed Parish Councillors on the response from Suffolk Highways regarding a new Traffic. A new Traffic Regulation Order would be required and the Parish Council would need to source funding for the TRO and for the work required to update signs in the location. This would cost between £4,000 and £8,000.

Councillors asked if businesses could simply have a permit that they pass to customers when they arrive to place in their vehicles. The clerk and Cllr Chambers will follow up on this idea.

22-03-13. Speeding in Claydon and Whitton rural

This item was discussed under correspondence.

22-03-14. Items for next meeting

Councillors noted that Cllr Studd had requested an assessment of the trees in the conservation area.

Cllrs agreed that the Annual Meeting of the Parish Council on 23rd May would be moved to the 9th May and the Planning Committee on the 9th May would be moved to 7pm on the same evening.

22-03-15. Dates of next meetings:

- Planning Committee: 21st March 2022
- Finance Committee: 11th April 2022
- Annual Parish Meeting: 25th April 2022
- Annual Meeting of the Parish Council: 23rd May 2022

The meeting closed at 21:30

Report from County Councillor Chris Chambers:

Children's services and adult care at the heart of Suffolk County Council's new budget plans

Suffolk County Council has outlined how it plans to spend money on public services in 2022/23.

- More money to support children with special educational needs and disabilities (SEND)
- Extra resources for adults in need of care
- Additional funds to prevent flooding and fix footpaths

Under the proposals, the council's budget for 2022-23 would rise by 4.5% (from £598.2 to £625.4m). This additional money is generated by a 2.99% increase in Council Tax, and an increase in grants received from the Government.

The council's priorities are to:

- promote and support the health and wellbeing of all people in Suffolk
- strengthen the local economy
- protect and enhance the environment
- provide value for money for the Suffolk taxpayer

Some of the detail of the budget proposals, includes:

- £1.1m increase for the family services budget, specifically to address recommendations made by the recent independent SEND review
- £1m additional funding for Suffolk Highways over the next four years, for example to fund road signs and responsible verge cutting
- £10m to specifically deliver an increasing number of drainage schemes (over the next three years)
- £10m to improve footpath quality and access (over the next three years)
- £12.8m to decarbonise the buildings that we own (by 2030)
- Investments this year to set up future borrowing for bigger schemes, such as SEND and carbon reduction

Regarding Council Tax, the proposed 2.99% increase would be made up of a 1.99% increase in general Council Tax and a 1.00% increase dedicated to funding adult care.

Annual Public Health Report focuses on Mental Health impact of Covid-19

On December 2nd Suffolk County Council endorsed far-reaching recommendations to improve Suffolk people's mental health and wellbeing.

This includes the creation of a dedicated fund of £2.5m and the development of a cross-system group to support community wellbeing in Suffolk.

Suffolk County Council approves extra £20m investment in highway drainage and footpaths

It was announced on December 7th that Cabinet members have committed an extra £20 million over the next three years into further improving Suffolk's highway drainage systems and footpaths.

In recognition of the increasing maintenance demand on these areas, councillors approved the use of £10 million to specifically deliver an increasing number of drainage schemes that deal with problems that affect larger numbers of people, and a further £10 million to improve footpath quality and access.

Suffolk Highways will use the drainage investment alongside funding from the Department for Transport to increase the number of highway flooding sites which are resolved, providing a highway network that is more resilient and accessible during heavy rain and severe weather events.

The footpath investment will be focused on urban areas and busy footpaths in rural areas - providing a safer and more accessible network that supports people accessing local bus services, health care services and local shopping precincts.

Over 10,000 new LED streetlights installed across Suffolk

On December 17th Suffolk's LED replacement programme reached a new milestone, with over 10,000 streetlights upgraded with new, sustainable LEDs.

Bouygues Energies & Services, the contractor leading the programme has successfully installed 10,799 new lanterns and counting as part of the project to replace all 43,400 streetlights in the county. These lanterns use less energy and produce a more natural and focused light than the traditional orange glow of streetlights.

The project, which is due to complete by the end of 2022 will also allow opportunity for other streetlight owners within Suffolk such as Parish and District Councils to upgrade their streetlights as part of this process.

This upgrade supports Suffolk County Council's ambitions for becoming a carbon-neutral organisation by 2030. The benefits include; supporting a reduction in carbon emissions by saving energy and reducing light pollution, as well as providing clearer images on CCTV, traffic cameras and dashcam footage for the benefit of public safety.

Aside from the reduction in energy usage and minimising light pollution, the project will also bring down ongoing maintenance costs for the authority. The County Council expects to reduce its annual electricity costs on the streetlights by around 76%, saving more than £1.7 million a year.

Chris Chambers - County Councillor for the Gipping Valley Division
Mob : 07595310290 E-mail : chris.chambers@suffolk.gov.uk

Mid Suffolk District Councillors' Report – January 2022

Outcomes Framework

At a Cabinet Meeting at the beginning of January, the Council's Outcomes Framework was agreed. This will ensure we spend our money on the agreed outcomes for our residents and customers. Parish councillors and residents may find it interesting to see these six strategic priorities set out for clarity.

- All our residents and other customers are able to access high quality services and support.
- Families lead active, healthy, safe and independent lives; with children having the best start in life and adults managing their own health and wellbeing.
- We enjoy, value, enhance and protect our environment.
- Our places are known for strong growth in innovation and creativity; for being highly connected and sustainable with the best skilled workforce across the East
- All our communities are attractive, successful and connected places for people to live and work.
- All our residents live in affordable and high-quality homes that enable them to build settled, safe and healthy lives.

All these are high level strategic outcomes and at this Cabinet meeting we have now established a number of intermediate outcomes below every one of these, each having clearly measurable parameters. This report is not the place to go into all of these but all the detail are clearly set out in our Cabinet papers available on our website.

Further Substantial Funding for the Strategic Priorities coming from Reserves

As part of the budget setting for 2021/22 Members agreed to establish, or set aside four 'pots' of money, each of £1million, for investment in the economy, housing, wellbeing and communities to utilise, in part, the high level of Reserves accumulated at the Council. Over the summer, cross-party working groups were established to determine recommendations to Cabinet for that expenditure. Some of these are one-off projects and some are of the nature of 'pilot-schemes' designed to test and trial new initiatives. If these pilots are successful then they will most likely be adopted for the longer term in our base budgets. In total 51 initiatives have been developed, ranging from four-figure to six-figure spends over the next two years.

Budget 2022/23

Draft budgets for the new financial year 2022/23 have now been published. They have been through the Overview & Scrutiny Committee stage in early January and now go forward for further discussion in Cabinet in early February before being put before Full Council for a recorded vote at the end of February. The local government settlement from central government is only announced just before Christmas and there was a surprise of an additional £971,000 beyond the anticipated funding, including higher New Homes Bonus. We also now have significant income coming in from our CIFCO investments and other investment funds and these have proved to be very robust even during this Covid pandemic. The draft budget papers indicate that the Council will freeze its precept per Band D dwelling at the same level as 2021/22. This still leaves the Council in a position where its income exceeds its expenditure enabling transfers to augment reserves.

In our ring-fenced Housing Revenue Account which covers our council housing stock, the proposal will be, in line with government guidelines, to increase the council house rents by CPI + 1%. There are ambitious plans to enhance and retrofit our dwellings as part of our Climate Net Zero aspirations with an aim that all houses will be rated EPC level 'C' or better.

Tim Passmore & John Whitehead

(our contact details are on parish noticeboards and on the MSDC's website)

VILLAGE HALL REPORT FOR CLAYDON PARISH COUNCIL

A new year. The village hall clock shines out the time after dark. Things are looking up. Reasons to be cheerful.

The hall calendar is looking a bit more healthy. We welcome a new baby massaging session called Bendy Beans on Tuesday mornings, Gipping School of Dance have classes on Tuesday, Wednesday and Friday, Slimming World continues as our major commercial 'customer', and table tennis is batting its way back onto the fixtures list. We even had an enquiry for a wedding reception in November but I'm not sure they will confirm. Fingers crossed.

The BMM panto was postponed from its original schedule, with the first night due this Friday 21 January. Now the show hits the boards on March 11, 12, 18 and 19. More fingers crossed that Covid will not scupper that particular Pirate boat.

On the maintenance side, we have the rafters to bolster and new lock proposals for the front door to evaluate. Always something to do, for which we thank our Parish Councils for their continuing financial support.

I think that's about it.

Geoff Rogers
Chairman, Village Hall Management Committee,
18 January 2022



Claydon and Barham Recreation Ground Committee
CB.RecreationGround@outlook.com

Chairman: P. Avis

REPORT for PARISH COUNCIL

January 2022

This Month we have many activities, therefore we will need to update verbally at the meeting.

Existing Play equipment has been refurbished by Playdale, with the exception of the Drum and Bigger Swings. The refurbishment company stated the Drum was not economical to repair and the Swings need to be replaced. The Drum refurbishment will be investigated by Stuart and Peter to see what the real issues are and formulate a plan to restore. The Swings have been moved into the larger project.

Extension of the Play Equipment to be incorporated into the existing area. We have secured a grant from SITA for £45k and we are applying to other bodies for the remainder, which is in the order of £35k. This is subject to change as there are global increases to various materials therefore the cost is subject to change, increase that is. In order for us to proceed we would like the Parish Council to 'Under Write' the monies for us to allow the work to continue, whilst we progress the Grants.

The Pavilion has not been used for changing or showers, due to Covid-19/Omicron rules. It is not known at what point this will change. There are a few more items to be addressed, such as internal lights, external doors and the broken glass in one of the windows. The coated steel roof is showing signs of its age, the paint coating is peeling off. Guttering needs to be replaced on the side facing the Car Park.

There is still concern over the water leak from the pavement into the Pavilion and as yet we have not ascertained where this is.

The BMX track has yet to be created, the instigator for this has had injury issues and of course the pandemic. We are continuing to progress this.

The football pitch is being used and the smaller area to the right-hand side is also used for the younger teams. We will carry out some more groundwork later in the season.

The Coffee Station are attending the Recreation Ground twice a week and sometimes at Football sessions. They are happy with the progress and have indicated they are going to continue.

We have a new enterprise starting in January, Choose Refills, one afternoon a week on a Wednesday, which they will coincide with the Coffee Station.

Community centre report 14/3/22

The community centre committee have been busy organising staff, policies and all of the workings that go with expanding a community hub.

There have been a few recent committee changes with the chairman (Roly) stepping down as chairman, being voted on a vice chairman and then most recently stepping down as vice chairman to Treasurer.

Paul Soames was voted as chairman and following the most recent meeting (7th March), is now taking the title of bar manager. This is to give the customers someone to speak to. The current employed manager (Michelle), will be having her role altered to an admin based role as she will be taking over the bookings and website previously done by John Stracken, who has stepped down from the committee. A new job description, for Michelle, is being created.

Darren Stracken also stepped down which leaves the committee with 7 (4 AGM). The committee are actively looking for more volunteers.

The committee have had a lot of costs going out as they update the building. A grant request for £2464 to cover the upgrade of the CCTV system has been requested from the parish council. I will be putting this forward.

The café is doing well and has expanded into offering food for events. At the most recent meeting, it was decided to review the centre costs in order to ensure that the café is contributing the correct amount of money to cover it's running costs.

A discussion was held about the Jubilee weekend. The community centre will be offering a BBQ and disco on the Friday evening and a BBQ and singer on the Saturday evening. Both events will be free and open to everyone. I said that I will speak to the parish council about putting a village itinerary together for the weekend and making sure that the community centre arrangements are listed.

All of the policies are currently being updated as well as the committee creating a display board where photos of all of the committee members are put on display for the members to see along with their job title.

The articles of association were requested and have been forwarded to the parish council.

Claire Cutler



CLAYDON & WHITTON PARISH COUNCIL

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MINUTES

CLAYDON AND WHITTON PARISH COUNCIL PLANNING COMMITTEE

Monday 13th December 2021, 7.30pm at Claydon and Barham Village Hall

PRESENT: Cllrs S Price, C Studd

CHAIRPERSON: Cllr P Avis

IN ATTENDANCE: C Greenan (clerk) and one member of the public.

PL-12-21-01. Opening

Cllr Avis opened the meeting.

PL-12-21-02. Public Forum

No members of the public wished to comment.

PL-12-21-03. Apologies for Absence

Cllrs G Cornish and J Whitehead apologised due to attending another meeting.

Cllr C Cutler apologised due to isolation.

Cllr S Wells apologised due to an emergency.

These reasons for absence were accepted.

PL-12-21-04. Declarations of Interest

None

PL-12-21-05. To receive the minutes of the meeting held 1st November 2021

The minutes of the meetings were approved and were signed as a correct record.

PL-12-21-06. Actions from Previous Minutes

The clerk had received confirmation from the developer at Exeter Road that they would fit the proposed dog bin if it is ordered around May or June 2022. Councillors were pleased to note that the footpath is staying open.

PL-12-21-07. Planning Matters

DC/21/05997

[Householder Application - Conversion of garage to create additional living accommodation and erection of first floor extension above. Erection of porch extension and changes to fenestration and rendering.](#)

31 Newell Rise Claydon Suffolk IP6 0AQ

Councillors had no objections to this application.

DC/21/06575

[Householder Application - Erection of two storey extension \(replacing existing conservatory\).](#)

31 Edinburgh Gardens Claydon Suffolk IP6 0DT

Councillors supported this application.

DC/21/06674

[Householder Application - Erection of single storey side extension and part two storey/part single storey rear extension.](#)

7 Fir Tree Lane Claydon Suffolk IP6 0RB

Councillors were concerned that as there is already a building in the garden, this may be an over-development of the plot.

DC/21/06689

[Householder application - Construction of dropped kerb and new vehicular access](#)

92 Norwich Road Claydon Suffolk IP6 0DG

Councillors were concerned about the safety of this proposal given its proximity to several busy junctions (the Co-op, Woolner Close and York Crescent).

PL-12-21-08. Update on Planning Applications

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

PL-12-21-09. Items for next meeting

None

PL-12-21-10. Date of next meeting

7th February 2022

The meeting closed at 19:55

DECISION REPORT

DECISION MADE

1856/17

[Outline planning application \(with all matters reserved except for access and spine road\) for phased development for the erection of up to 269 dwellings and affordable housing, together with associated access and spine road including works to Church Lane, doctor's surgery site, amenity space including an extension to the Church grounds, reserved site for Pre-School and Primary School and all other works and infrastructure \(amended description\).](#)

Land North West Of Church Lane Barham Suffolk

GRANTED

DC/21/01220

[Application for approval of reserved matters following grant of Outline Planning Permission DC/18/00233 dated 09/07/2019. Appearance, Landscaping, Layout and Scale for Residential development of up to 190 homes including affordable homes, pre-school facility, with areas of landscaping and public open space, new access from Loraine Way and pedestrian and cycle links](#)

Land East Of The Street And Loraine Way Bramford Ipswich IP8 4NS

GRANTED

DC/21/05196

[Planning Application - Installation of Air Source Heat Unit.](#)

Scout Hut Rear Of 29 Kirby Rise Barham Suffolk IP6 0AU

GRANTED

DC/21/05997

[Householder Application - Conversion of garage to create additional living accommodation and erection of first floor extension above. Erection of porch extension and changes to fenestration and rendering.](#)

31 Newell Rise Claydon Suffolk IP6 0AQ

GRANTED

AWAITING DECISION BY MSDC

DC/21/01457

[Submission of details under Reserved Matters following Outline Approval 0085/17 Town and Country Planning 1990 - Appearance, Scale, Layout and Landscaping for 20No dwellings\(including 7 affordable\).](#)

Land North Of Pesthouse Lane Barham Suffolk

DC/21/04358

[Application for approval of Reserved Matters following approval of Outline Planning Permission DC/20/03891 dated: 17/02/2021 - Appearance, Landscaping, Layout, and Scale in relation to the Construction of Phase 8 Units 1 and 2 Class B8 Warehouse buildings including ancillary office space, production areas \(Class E\(g\)\) and car parking deck](#)

Land At Blackacre Hill Bramford Road Great Blakenham Suffolk

DC/21/04497

[Application for a Lawful Development Certificate for an Existing Use or Operation or activity including those in breach of a planning condition. Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991. Town and Country Planning \(General Management Procedure\) \(England\) Order 2015 - Continued use of land for the siting a residential caravan.](#)

Caravan At Stable Cottage Thurleston Lane Whitton Suffolk IP1 6TH

DC/21/06575

[Householder Application - Erection of two storey extension \(replacing existing conservatory\).](#)

31 Edinburgh Gardens Claydon Suffolk IP6 0DT

DC/21/06674

[Householder Application - Erection of single storey side extension and part two storey/part single storey rear extension.](#)

7 Fir Tree Lane Claydon Suffolk IP6 0RB

DC/21/06689

[Householder application - Construction of dropped kerb and new vehicular access](#)

92 Norwich Road Claydon Suffolk IP6 0DG

Charmaine Greenan

17 January 2022

Accounts for payment / paid / allocated

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
C Greenan Expenses	BACS	-	41.35
Accounts Paid 4 January 2022 – 17 January 2022	Cheque / SO / DD / BACS	VAT £	Total £
11-01 C Studd Allowance	BACS	-	330.00
11-01 Vertas	BACS	82.25	493.52
11-01 Playquip	BACS	2162.40	1,2974.40
11-01 CPRE	BACS	-	150.00
11-01 C Greenan	BACS	-	41.35
11-01 A Worby	BACS	-	302.94
11-01 M Worby	BACS	-	392.04
11-01 P Avis (Mansion House)	BACS	-	126.00

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

Receipts 4 January 2022 – 17 January 2022	Amount £



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MINUTES

FINANCE COMMITTEE MEETING OF CLAYDON AND WHITTON PARISH COUNCIL

Monday 10th January 2022, 7.30pm held at Claydon and Barham Village Hall, Norwich Road,
Claydon, IP6 0DF

PRESENT: Cllrs G Cornish, S Price

CHAIRPERSON: Cllr J Whitehead

IN ATTENDANCE: C Greenan (clerk)

FI-22-01-01 Opening

Councillor Whitehead opened the meeting.

FI-22-01-02 Public Forum

No members of the public were present.

FI-22-01-03 Apologies for absence

Cllr Avis due to isolation and Cllr Studd due to ill health.

These reasons for absence were accepted.

FI-22-01-04 Declaration of interest and local non-pecuniary interests.

Cllrs G Cornish, S Price and J Whitehead declared a non-pecuniary interest in items relating to the Recreation Ground as they are members of the Recreation Ground Management Committee.

FI-22-01-05 Members' declaration of council tax arrears

None.

FI-22-01-06 To receive the minutes of the meeting held 13th December 2021

The minutes of the meetings were approved and were signed as a correct record.

FI-22-01-07 Report on Actions From Previous Minutes

- a. Clerk to investigate street lighting costs and changes required

The clerk has been informed that further information will be provided in January.

- b. Clerk to continue checking if Recreation Ground bins may be added to the collection round

Clerk to continue progressing this action.

- c. Cllr Whitehead to investigate insurance for the Recreation Ground Car Park

Cllr Whitehead will discuss this with the insurance company when renewal is due in March 2022.

- d. Clerk to provide Councillors with a breakdown of the Clerk's Salary budget line

This was provided and councillors were satisfied that this breakdown represented the costs to the Parish Council.

- e. Clerk to make CIL payment to RGMC

This was paid.

- f. Clerk and Cllr Whitehead to review grant request form

The clerk has obtained sample grant request forms from other councils and will propose a new request form for the next Finance Committee.

- g. Clerk to provide information on website engagement

This action is ongoing.

FI-22-01-08 Bank Reconciliation

The bank reconciliation was noted, approved and signed.

The failed payment was noted and the clerk will investigate the payment of this.

FI-22-01-09 Approval of Accounts

The balance of accounts on 4 January 2022 was approved:

- | | |
|------------------------------|--------------|
| a. Community account: | £ £79,985.20 |
| b. Parish CIL Reserves: | £ 61,272.92 |
| c. RG Car Park Reserve Fund: | £ 25,000.55 |

The accounts for payment were discussed as Cllr Cornish had investigated with HMRC whether the Parish Council may make payments on behalf of the Recreation Ground rather than paying them a donation. HMRC confirmed that the Parish Council may make payments on behalf of the Recreation Ground. Therefore, Cllr Whitehead provided the clerk with a cheque for £10,000 to be paid back to the Parish Council and the clerk will put through the payment to Playquip for the refurbishment and new equipment for the Recreation Ground.

The accounts for payment and that have been paid were noted and approved. The receipts allocated since the last meeting were noted and approved.

The accounts for payment, accounts paid and receipts allocated are appended in the minute book.

FI-22-01-10 Budget Control Report

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

FI-22-01-11 Community Infrastructure Levy (CIL)

The CIL balance was noted and is appended in the minute book.

FI-22-01-12 Reserves Report

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

FI-22-01-13 Grant Requests

- a. St Elizabeth Hospice.

Councillors considered and decided on making a donation to St Elizabeth Hospice for the next financial year.

FI-22-01-14 Budget for 2022/23

Councillors considered the budget for 2022/23 and a final draft is appended in the minute book for approval by the Parish Council meeting on 24th January.

FI-22-01-15 Items for next meeting

Consideration of a Public Works Loan Board loan for the Parish Council to undertake the remainder of the work on the Recreation Ground once all grant opportunities have been exhausted.

Date of next meeting:

Parish Council: 24th January 2022

Planning Committee: 7th February 2022

Finance Committee: 11th April 2022 (tbc)

Meeting closed at 20:30

Narrative on proposed Parish Council Budget 2022/23

EXPENDITURE

The majority of expenditure heading show only modest changes to allow for inflationary pressures now that CPI is pushing 5% and RPI 7%. The exceptions to this general rule are as follows:-

Clerk's Employment Costs – allows for nationally negotiated LGA pay rise and spine increment plus national insurance changes.

Clerk's mileage – allows for some additional mileage as we come out of lockdown.

Training – significant boost to budget to allow for already scheduled training in the Spring plus additional monies set aside to train new councillors.

Public Lighting – we are hopeful of some LED savings but all energy utility costs are under pressure and increased tariffs anticipated.

Donations – see list of individual donations

General Repairs – a modest budget included for 22/23 under this heading.

Purchase of Dog Bins & Litter Bins - £100 has been included under each of these 'non-recurring' headings as some additional installations may be required.

Contingency – In past years, the Council has precepted money for 'PCSO' or 'Neighbourhood Plans' but a lack of commitment from neighbouring councils has meant that these initiatives have not come to fruition. This year we are proposing to set aside £3,900 under this new heading "Contingency/In-Year Discretionary Projects". In most years, we receive funding requests during the year, or new proposals are brought forward by councillors. These can be funded by Reserves but this year we can set this additional contingency aside from our in-year funds whilst still not needing to raise our 'Band D' precept demand. As we emerge from Covid and as we have seen a number of community lead projects come to the fore during the pandemic it will be useful to have this discretionary fund available.

INCOME

The Council is anticipating the same modest income from its allotments and a modest increase in the MSDC Street Cleaning Grant. The one-off LCTRS Grant in 2021/22 (£729) is not being repeated in 22/23.

The Net Expenditure predicted (expenditure less income) is £42,401. With the Band D Equivalent tax-base increasing from 777.01 dwellings in 21/22 to 793.90 in 22/23 this allows the Parish Precept to be set at the same level for 22/23 - £53.41 for a Band D property – as it was in 21/22. The Parish Council costs a Band D resident an unchanged amount of just over £1.00 per week.

RECOMMENDATION FROM FINANCE COMMITTEE

The Parish Precept for 22/23 of £53.41 per Band D property, unchanged from the current year, be agreed by the Parish Council at its meeting on 24th January 2022 and the relevant precept forms be completed and returned to MSDC within the deadline for submission.

Cllr John Whitehead – Chair of Finance Committee

PROPOSED MEETING DATES 2022/23

Annual Parish Meeting: 25th April 2022

Annual Meeting of the Parish Council: 23rd May 2022

Other Meetings: 20th June 2022
12th September 2022
24th October 2022
23rd January 2023
13th March 2023

Planning Meetings: 9th May 2022
13th June 2022
8th August 2022
26th September 2022
14th November 2022
19th December 2022
6th February 2023
27th March 2023

Finance Meetings: 11th April 2022 (committee room)
25th July 2022
10th October 2022
9th January 2023