**CLAYDON & WHITTON PARISH COUNCIL**   
 Clerk: Bethany Cutler

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MINUTES

CLAYDON AND WHITTON PARISH COUNCIL MEETING

Monday 13th May 2024, 7:30pm held at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

**PRESENT**: Cllrs: C Cutler, S Price, S Wells, P Avis

RFO: D Patel

**CHAIRPERSON**: Cllr C Studd

**Opening**

**01 – Election of Chairman**

Cllr Avis Proposes that Cllr Studd be elected as Chairman and Cllr Cutler seconds.

**02 – Appointment of Vice-chairman**

Cllr Wells Proposes that Cllr Cutler be elected as Vice-chairman and Cllr Studd seconds

**03 – Declaration of interest and local non-pecuniary interests**

No declaration of interest.

**04 – Minutes**

Minutes from 15th of April Extraordinary meeting.

**05 - Public Forum**

No public.

**06 – Appointment of committees**

• Finance Committee – All Councillors.

- Cheque Signatories – Cllr Avis and Cllr Price.

• Planning Committee – All Councillors.

• Employment Committee – Cllr Cutler, Cllr Wells and Cllr Studd.

**07 – Appointment of representatives to outside bodies**

• Village Hall Management Committee – Cllr Price.

• Recreation Ground – Cllr Avis and Cllr Price.

• Community Centre Management Committee – Cllr Cutler

• Police – Cllr Wells.

• Media – Cllr Wells.

• Port-one – Cllr Avis.

**08 – Co-option of new parish councillors**

No new Parish Councillors

**09 – Standing orders**

Motion to amend Standing orders discussed and agreed.

Amended:

* Meetings shall not exceed 2 hours is to be changed to add an extra 30 minutes maximum when voted on.
* Verbal reports can be given in place of written reports.
* Change the wording of the employment section to give more privacy to employees.

**10 – Finance report**

Community bank account £85,570.3. Business premium account £295,614.15, recreation ground account £25,357.42.

CIL account £299,838.13. Premium account – £25,000.

**11 – Opening of Parish meeting**

Cllr Price was proposed that the Clerk would do land searches of unoccupied land around Claydon and Whitton, Cllr Studd seconded.

**12 – Correspondence**

Grant form from community centre – Parish Council have received a quote from the community centre requesting the costs of the electrics and electrical checks. Cllr Avis noticed that no.5 consumer unit was not on the quote. Council agreed to pay the electrical company directly including any extra costs.

**13 – Items for next meeting**

No Items.

**14 – Date for next meeting**

Meeting booked for 3rd of June to discuss AGAR

**Meeting closed at: 9:40pm**