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

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MINUTES

CLAYDON AND WHITTON PLANNING AND FINANCE COUNCIL MEETING

Monday 15th July 2024, 8pm held at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

**PRESENT**: Cllrs: S Price, S Wells

 RFO: D Patel

**CHAIRPERSON**: Cllr C Cutler

**Opening**

**01 – Apologies for absences**

Cllr Studd and Cllr Avis - Accepted

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

No declaration of interest.

**03 – Minutes**

Planning and Finance from 4th of March – Accepted

Extraordinary Minutes from 3rd of June – Accepted with changes made to correction of spelling.

**04 - Public Forum**

Member of the public 01 – Complaint about parking at St. Peters Court. Member of the public has been reporting parking on a dropped curb and a regular curb causing a blind spot to Mid-Suffolk. The Parish Council has contacted Highways regarding yellow lines and a meeting is to be discussed and arranged. Cllr Wells advised that neither the police nor Ipserv cannot do anything as technically the parking is not illegal nor enforceable.

Member of the public 02 – Has requested to be co-opted onto the Parish Council, has been a parish councillor in the past. He gave further details about himself including his experience dealing with lorry watch and his knowledge about traffic and Highways. Clerk gave application that was completed. Chair explained that co-option is done at a full parish meeting which is held in September. Member of the public 02 has suggested contacting the county council about lorry watch in Claydon to stop lorries coming through when they should not. The clerk has been asked to obtain information on Traffic Regulation order for the environmental weight limit/restriction.

**05 – Reports**

SCC – Not available.

District Cllr – Not available.

**06 – Claydon Pre-school**

Cllr Wells deferred until next meeting.

**07 – Planning matters**

* DC/24/01993 - Erection of single storey rear extension (following demolition of existing) and replacement roof to garden room. – Accepted

 **08 – Correspondence**

* Dog Bins – It was found that the bin in question is not a dog bin but a regular bin attached to a post at the bus stop. Clerk to research the price of purchasing a new one.
* Grass verge – Highways contacted by clerk, and advice given to resident who asked. Land is not owned by the parish.
* Lorry Traffic on Station Road – Resident complaint about lorries and speeding on station road, resident is to be contacted by clerk and asked about joining a potential lorry/speed watch group. This is an ongoing issue which has been reported.
* Police surgery – A police surgery with the local community officer will take place on the 28th of September from 1pm to 3pm at the Claydon and Barham village hall.
* Painting of Barham & Claydon village signs – Clerk to contact Barham to get more information.
* Donation to scouts – The Claydon scouts requested a grant up to £1000. Cllr Wells suggested that the scout group are asked to let us know the shortfall needed and we will agree this amount to be paid. Cllr price proposed, Cllr Wells seconded.
* Grant from Community centre – Request for the cost of new play equipment. This had been suggested as a possibility at the last meeting and agreed on principle. Council agreed to transfer the grant request but less the VAT. Cllr Cutler proposed, Cllr Price agreed
* Village hall roof - 3 quotes have been considered by the village hall committee to fix the flat roof over the bathroom, new felting quote and a quote if the underlining structure need doing. £2232 including VAT. Village Hall to send us the invoice so the Parish Council can pay it. Cllr Cutler proposes and Cllr Wells seconds.

**09 – Policy review**

* Internal control policy – adjustment made to pg.2 the council does not possess a debit card and the use of one prohibited. Neither do they use a cheque book.
* Internal banking policy – To be reviewed at the next Parish meeting.
* Retention documents – accepted
* Financial regulations – To be updated now that clerk has received the new NALC regulations.
* Review of internal/external auditors’ comments
* Confirm Clerk as data protection officer – Confirmed.

**10 – Asset register**

Update of allotment land – The clerk has contacted the relevant authority to hopefully get the land transferred over to the Parish Council. The clerk is still waiting for a response.

**11 – SID’s device update**

The Parish Council has purchased 1 of 2 SID devices previously agreed. Concerns were raised about the size of the SID device and possible damage/risk to walkers. It was agreed to put this SID device in location 2 ( Claydon Church Lane) and order a smaller device for location 1 ( Station Road).

**12 – Finance report**

Internal Audit Review

* Internal Audit report will be uploaded to the website.

Queries raised:

* Audit report - NALC new orders have been released. Clerk to update ready for next meeting.
* Internal document has been put on the website – pg.8
* Definition of annual report to be clarified.
* Pg.22 – Why? Is that point partly met.
* The internal review has been reviewed. Notes and adjustments made for external review.

**13 – Items for next meeting**

Churchyard update.

Meeting ended at 10pm





