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

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MINUTES

CLAYDON AND WHITTON PARISH COUNCIL AGM MEETING

Monday 12th May 2025, 7:30pm held at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

**PRESENT**: Cllrs: C Cutler, S Heald, S Price, S Wells.

RFO: D Patel

**CHAIRPERSON**: Cllr C Studd

**Opening**

**01 – Election of Chairman**

Cllr Cutler proposes Cllr Chris Studd to be Chairman, seconded by Cllr Price and full Council in agreement.

**02 – To receive the annual report from the previous Chairman**

Cllr Studd would like to say thanks to the Cllrs, Clerk and RFO. Thankyou to County and district Cllrs and well done to the Council for improving the community, such as purchasing Sid’s devices, continues support of the recreation ground and community centre.

**03 – Apologies for absences**

Cllr Cornish, Cllr Avis – Accepted.

**04 – Appointment of Vice-chairman**

Cllr Wells proposes Cllr Cutler to be Vice-Chairman, seconded by Cllr Price and full Council in agreement.

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

No declaration of interest.

**06 – Minutes**

Minutes from 14th of April – Accepted.

**07 - Public Forum**

2 members of the public have raised concerns about the potholes outside of the entrance of Quoits field and the Greyhound parking lot. They have raised that it has become hard for to residents and enter and exit their homes and the Greyhound parking lot. The members of the public also raise that they have had other residents complain about access to the Pharmacy and the lorries access to the bottle bank. Members of the public have brought a quote for a company to fill in the potholes and Cllrs have requested that the Clerk do further research and find another quote for comparison. The Council have assured the members of the public that they will pay for the filling of the pothole.

**08 – Appointment of committees**

* Employment committee – Cllr Studd, Cllr Cutler and Cllr Wells have been appointed.
* Cheque signatories – Cllr Price and Cllr Avis have been appointed with potential for Cllr Cornish to also be appointed.

**09 – Appointment of Representatives to outside bodies**

* Village Hall Management Committee – Cllr Price has been appointed.
* Recreation Ground – Cllr Price, Cllr Avis and Cllr Cornish have been appointed.
* Community Centre Management Committee – Cllr Cutler has been appointed.
* Police and Parish forum – Cllr Wells has been appointed.
* Port-One – Cllr Avis has been appointed.
* Henley Gate – Cllr Wells has been appointed.

**10 – Standing orders**

* Standing orders – Accepted
* Asset register – Accepted with changes to be made to have the recreation ground equipment removed.

**11 – Approval of policies and procedures**

* Dignity at work policy – New – Postponed.
* Complaints procedure – New – Postponed.
* Data protection and information policy – Review – Accepted, Cllr Cutler proposed, and Cllr Studd seconded.
* Code of Conduct – Accepted

**12 – Finance**

* Financial standing orders – Accepted, Cllr Cutler proposed, and Cllr Studd seconded.
* Insurance review – Last year cost £1632 - Accepted with clerk to request changes to the pre-renewal questionnaire.
* Approve Schedule of Payments for forthcoming year – Only scheduled payments area Vodaphone for £20 a month and future street cleaning contract, last year cost £893.10 every 4 weeks – Agreed.
* Accounts –
* Community account - £12,709.47
* CIL - £259,912.66
* Parish Account - £101,912.66

**13 - OPENING OP PARISH MEETING**

**14 – Claydon pre-school**

Cllr Cutler has been in contact with both Suffolk County Council and Claydon pre-school, she is currently waiting on receiving answers to her questions regarding the lease but emphasizes these are just the last few questions.

**15 – Planning matters**

* No planning matters.

**16 – Correspondence**

* Quoits Field – Clerk to contact two pothole companies, one that the members of the public brought in and a second to keep to standing orders.
* Bus Shelter – Ipswich Road – One cleared clerk is to investigate an application to receive a new bus shelter.
* NSK quote for removal of bus shelter – NSK is to clear the bus shelter, quote received.
* Recreation ground grant request – Recreation ground has asked for a one-off payment to purchase the CCTV attachment and then a monthly fee. Council has agreed to pay for the one-off fee but has agreed that the monthly subscription should come out of the grant money Claydon Parish Council give annually, Cllr Cutler proposed, and Cllr Heald seconded.

**17 – Lorry and speed management**

No update currently.

**18 – Recreation ground projects**

* Gate to playground – recreation ground is still investigating.
* Earth cycle track – update – Everything has gone well, and residents are starting to use it.
* Grant – CCTV equipment purchased to install the required technology to make the CCTV WI-FI accessible. Cllr Price has put forward the grant of £80 and the council have agreed to pay, the monthly subscription fee will be paid for by the recreation ground from their annual grant from Claydon and Whitton Parish council.

**19 – Projects**

* Update of allotment land – Proposal to pay for valuation of land to be done for £1200, proposed by Cllr Studd and seconded by Cllr Price.
* Sid’s device – Due to regular destruction of property, Council has discussed and agreed for Clerk to investigate getting a deterrent or to extend the pole upwards, Cllr Studd proposed, and Cllr Price seconded.
* Bus shelter – Old Ipswich Road – No update on ownership.
* Website – Council has had a look at the new website and has agreed for it to go live.

**20 – Street cleaning**

Previous Street cleaners, the Worbys, have unfortunately been unable to meet the new contract criteria, the Parish Council would like to extend their thanks for their previous years of work.

Two other companies have come forward with quotes that are matching the criteria. Cllr Cornish has raised in her report that she believed the more expensive quote will meet the needs of the village, however, Cllr Heald questioned why the Parish should choose them. Due to question raised, the contract decision has been moved to next meeting that Cllr Cornish can attend so she can answer the questions in person.

**21 – Items for next meeting**

* Donations
* CIL money spending.

Meeting closed at 9:30pm