

CLAYDON & WHITTON PARISH COUNCIL

A Meeting of Claydon & Whitton Parish Council was held in Claydon Village Hall on Monday 9 November 2015 at 7.30 pm

Present: Cllrs CJ Studd (Chairman), G Cornish, A Dunford, N Gutteridge, L Kitchen, M Le-May, G Risbridger, J Whitehead, JRG Williams, Cllr J Caston (MSDC), Cllr J Field (SCC) and seven members of the public.

1. **CO-OPTION OF PARISH COUNCILLOR**

Linda Kitchen was co-opted as a Parish Councillor with immediate effect and she signed the Declaration of Acceptance of Office and received all the necessary documents.

2. **PUBLIC FORUM**

Stella Coombes reported that a farmer from Swilland is driving right over the grass verge on the left hand side as you come down Claydon Church Lane. Contact will be made with the farmer.

Gary Sturgeon's planning consultant spoke regarding the proposed bungalow which he wishes to build in the rear garden of 20 Station Road. The proposed bungalow would have one parking space but the existing property in Station Road would have no off-road parking. He explained that, in his opinion, parking on the highway would cause no problems, there is a shortage of low cost properties in Claydon and this bungalow would help with the current housing shortage.

3. **APOLOGIES**

F Blastland (unwell) and G Wood (unwell). These reasons for absence were accepted.

4. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 14 September 2015 were approved and signed.

5. **MEMBERS DECLARATION OF INTEREST**

None

6. **CORRESPONDENCE**

(a) **SALC Website of the Year 2015**

Claydon's website had been entered for the 2015 award.

(b) **Queen's 90th Birthday Celebrations**

Claydon will be holding a Gala Day on 9 July 2016 which will include a celebration of the Queen's 90th Birthday.

(c) **Bottle Bank**

Fly Tipping has occurred in the area of the bottle bank in the Greyhound Car Park and a note will be placed in the "In Touch" magazine and on the website pointing out that this area is specifically for recycling glass in the bins provided and if fly tipping continues this facility could be removed.

7. **PLANNING & AMENITIES REPORT**

(a) **P/A No. 3406/15**

**Severance of rear garden and erection of detached bungalow with vehicular and pedestrian access from existing access from St Peter's Close
20 Station Road, Claydon**

The only change to the original plans submitted was that a footpath had been included around the bungalow and it was agreed that this application should be refused for the same reasons as previously, as follows:-

This application does not comply with the National Planning Policy Framework with regard to Highway conditions.

(THE PROVISION OF ADEQUATE SPACE FOR THE PARKING AND TURNING OF CARS AND SERVICE VEHICLES WITHIN THE CURTILAGE OF THE SITE.)

This removes from 20 Station Road the present facility for off-street parking.

Severance of the rear garden was made in 2014.

(b) P/A No. 3777/15

Retention of change of use of amenity land to residential garden land.

48 Station Road, Claydon

The parish council are opposed to this retrospective application because it is felt that the fence is too high and creates an unsafe footway. A 1 metre high fence would be better. If cleaned up this area could have been used as amenity land for children and adults. Ownership of this area of land will be ascertained.

8. FINANCE REPORT

(a) Draft minutes of meeting held 19 October 2015

Copy appended in the minute book.

(b) Employment Committee Meeting held 9 November 2015

A meeting was held prior to this meeting to discuss additional payments to the parish clerk if additional work is carried out over and above the norm. During the last year there have been a number of instances which have incurred many more hours being worked than paid for.

The recommendation of the Employment Committee is that additional hours should be paid at the standard hourly rate authorised in advance, if possible, by at least two members of the Employment Committee. Additional hours will be recorded on a sheet and authorised by at least two members of the Employment Committee. Any dispute will go to the Employment Committee or Finance Committee.

Cllr Gutteridge proposed that the above recommendation be agreed by the parish council. This was seconded by Cllr Dunford and unanimously agreed.

(c) Annual Return 2014/15

The clerk reported that the Annual Return for 2014/15 had been completed by BDO and was approved and accepted by the parish council.

(d) Precept 2016/17

Cllr Gutteridge reported that this had been discussed during the last finance committee meeting. However, information was still required on some significant budget items. A further finance meeting is being held early December when it is hoped to have more information. A report will be made to the January 2016 meeting with a recommended precept figure.

(e) PCSO Funding

Cllr Dunford had no further information and will be attending a meeting organised by the Police and Crime Commissioner and acting Chief Constable on 10 December 2015 when parishes will hear what the plans are for the future. She will report back with information as soon as received.

(f) River Gipping Trust

A copy of Cllr Dunford's report is appended in the minute book.

The Finance Committee felt we should support the River Gipping Trust and recommended that we pay a life membership of £100 to support this project. The member who would represent the parish council at RGT meetings would be the parish council chairman or his/her representative.

Cllr Dunford proposed that we support the River Gipping Trust. This was seconded by Cllr Le-May and unanimously agreed.

9. QUESTIONS ON WRITTEN REPORTS

(a) Police

No report available as PCSO Brill is unable to check on the crime figures due to system changes.

- (b) County Councillor
A copy of John Field's report is appended in the minute book.
- (c) District Councillor
A copy of James Caston's and John Whitehead's joint report is appended in the minute book.
Cllr Caston explained that Locality Fund money is available and he would be sending application forms to the clerk for any organisation would wishes to apply. Applications must be received by 8 January 2016.
- (d) Village Hall
A copy of Geoff Roger's report is appended in the minute book.
Cllr Dunford attended the Management Meeting on 15 September 2015.
- (e) Recreation Ground
Cllr Cornish is endeavouring to form a committee and arrange a meeting. A note will be placed in the January 2016 edition of the "In Touch" magazine making it clear what has been done and pointing out that in order to go forward help is required.
- (f) Suez Meeting – 15 September 2015
No report available
- (g) Viridor Meeting – 13 October 2015
Cllr Whitehead's report appended in the minute book.

10. **FREEDOM OF INFORMATION ACT**

The Model Publication Scheme, which was approved at the September meeting, is now on the website and the Declaration Form which explains what is available and how it can be obtained has now been drawn up. Cllr Dunford proposed we adopt this. This was seconded by Cllr Williams and unanimously agreed. This will now be placed on the website alongside the Model Publication Scheme.

11. **NEIGHBOURHOOD PLAN**

The clerk reported that we are still awaiting replies from adjacent parishes.

12. **CONSERVATION AREA**

Nothing further to report.

SCC would be contacted regarding the trees which are overhanging the road on the approach to the village.

13. **CLAYDON CHURCH LANE**

Nothing further to report.

14. **CLAYDON & BARHAM COMMUNITY CENTRE**

Cllr Cornish reported that the half year figures were breaking even which was encouraging. The Gala Day is planned for 9 July 2016.

15. **SUCH OTHER BUSINESS THAT IN THE OPINION OF THE CHAIRMAN SHOULD BE CONSIDERED AS A MATTER OF URGENCY**

Cllr Dunford stated that the Emergency Plan meeting is being held on Monday 16 November at the High School commencing at 7 pm when Basic Life Skills training would be given by Dick Bound.

The meeting closed at 8.55 pm

Chairman