



CLAYDON & WHITTON PARISH COUNCIL

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MINUTES

CLAYDON AND WHITTON PARISH COUNCIL MEETING

Monday 20 July 2020, 7.30pm held Via Zoom

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

CHAIRPERSON: Cllr C Studd

IN ATTENDANCE: County Cllr J Field, C Greenan (clerk) and three members of the public

07-20-01. Opening

Councillor Studd opened the meeting.

07-20-02. Public Forum

One member of the public noted the state of the footpaths locally. Councillors agreed that in order to encourage residents to use the footpaths and cycle paths that are already in existence, then they would need to be kept clear. The clerk has reported this on the Highways reporting tool.

07-20-03. Apologies for absence

None

07-20-04. Declaration of interest and local non-pecuniary interests.

None

07-20-05. To receive the minutes of the meeting held 18th May 2020

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

07-20-06. Report on Actions From Previous Minutes

- a. Member of the public to liaise with Cllr Field regarding the status of the footpath at The Slade.
Cllr Field is now working on this to regularise the use of the footpath as a bridleway. Parish Councillors supported the work that is happening in this area. The member of the public is going to request approval from Barham Parish Council as well as the footpath crosses both parishes.

So signed by the Chairman _____ Date _____

- b. Planning Application DC 20/01291 discussion of this application with the Planning Officer at MSDC
This application has now been refused.

- c. Continue to follow up issue of unnumbered street light.
The clerk has continued to follow up this issue with Suffolk County Council. Cllr Price has offered a site visit for Suffolk County Council to show them the street light.

- d. PCSO feedback
Although the clerk had been leading on this on behalf of Claydon and Whitton, Barham and Great Blakenham Parish Councils, Cllr Jeremy Lea from Barham Parish Council has contacted Suffolk Constabulary to start discussions regarding a PCSO. As the police wish to only work with one contact, the clerk has had to take a step back. Cllr Lea has said that he is organising a meeting between all interested parties. However, there are no further details as yet.

- e. VHMC Building Survey
There will be another meeting of the Village Hall Management Committee on 21 July, so Cllr Price will ask for further details at this point.

Cllr Price was also requested to investigate whether the locks had been changed at the Village Hall and if users would require new keys.

- f. Posts in Recreation Ground Car Park
Cllrs Whitehead and Price had met with David Garrard from Concertus to examine the bollards at the Recreation Ground Car Park.

David Garrard has been given information about the bollards from the supplier that they are normally used in car parks as there is some concern is that they are not reinforced below the surface.

He now needs to investigate whether the bollards supplied are faulty.

- g. Letter to Dr Dan Poulter regarding work on the A14 bridge
This letter was sent to MP Dr Dan Poulter, but the update from Cllr Field details that this work will be going ahead on the bridge.

- h. Letter of thanks to Claydon and Local Villages Coronavirus Support Group
This letter was sent.

The possible creation of a Good Neighbour Scheme was discussed and was felt to be a good idea that the Parish Council would wish to support.

- i. The temporary car park access at the school has still not been dealt with by Suffolk County Council and no fence has been installed. This is now being used as a car park, although no planning application has been submitted for this. The clerk has previously

spoken to Suffolk County Council regarding this and has been requested to follow up on this.

07-20-07. Correspondence

- a. Resident contact regarding anti-social behaviour in York Crescent
This is near the school crossing.

Discussion whether an extra street light is required or whether the existing lights could stay on all night. Cllr Field volunteered to find out more about these lights.

The new LED lights are very bright directly underneath, but the light does not spread.

The MSDC PCSO has visited the resident in their home.

The clerk was requested to contact the police and share the concerns from this area.

- b. Resident email regarding derelict garages and litter in Edinburgh Gardens
The clerk had previously reported the fly tipping but this has not been cleared to date.

The garage is owned by a landlord and the property is rented through a letting agency.

The clerk was requested to continue reporting any fly tipping.

- c. SALC AGM via Zoom 30 July 2020
The clerk agreed to provide the meeting details to Cllr Studd.

- d. Resident email regarding bagged dog waste in The Slade
Councillors discussed the possibility of a dog waste bin at the other end of The Slade, although the bin would need to be placed somewhere that it can be emptied. The clerk was requested to research whether this was possible.

- e. Resident email regarding horse waste in ditch in Church Lane
This issue is ongoing. MSDC fly tipping team requested the contact details from the clerk, but it is not possible to share this information due to data regulations. The clerk asked the resident to provide the details and MSDC will send an advisory note.

- f. Resident email regarding graffiti under A14 bridge
The clerk has reported this. Councillors noted that this is offensive.

Cllr Field noted that he had attempted to get graffiti removed before, but was not successful.

07-20-08. Questions on Written Reports

- a. County Councillor
Cllr Field's report was noted and is attached in the minute book.

b. District Councillors

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

c. Village Hall Management Committee

The Village Hall Management Committee's report was noted and is attached in the minute book.

Cllr Price agreed to confirm whether the Parish Council required new keys for the Village Hall.

d. Recreation Ground Management Committee

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

e. Community Centre

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

Cllr Avis understands that the Parish Council will shortly receive a letter regarding the AGM from the Community Centre Committee.

Cllr Studd closed the meeting so that a member of the public could speak on this item.

The member of the public detailed a recent Community Centre Committee meeting, which had not been well advertised. There was no notice around the village that any attendees had seen other than on the door of the Community Centre. All residents of Claydon are able to attend this meeting.

There was no election at this meeting, following the failure of the Community Centre to have an election at the AGM. An election must take place every year, at which one third of the members stand down and can either be elected or new members elected.

None of the members knew why there had not been an election. The Clerk had previously supplied a copy of the constitution to the Community Centre Chair.

The meeting was reopened.

The CEO of the Community Centre is currently furloughed and councillors are concerned that she may still be working for the Community Centre.

The CEO has not been on site at the Community Centre due to ill health for 18 months.

Councillors were concerned that if the Community Centre is not operating correctly and is prosecuted, then the Parish Council could also be liable for this.

Councillors felt that a conversation with ACAS or Community Action Suffolk would be helpful to get some advice on how to take this forward.

Councillors felt that the Community Centre does not truly serve the residents of Claydon and that it was not fully inclusive due to the membership requirements.

07-20-09. Planning and Amenities Report

- a. To receive the draft minutes of the meeting held 29th June 2020

The draft minutes were received and are attached in the minute book.

- b. Decision Report

The Decision Report was received and is attached in the minute book.

Parish Councillors also discussed Planning Applications DC/20/02900 and DC/20/02901, both of which concerned a tree that required maintenance work. Parish Councillors had no comments on this as the tree preservation officer had approved of this work.

Ely Road (DC/18/00861) and Church Road (1856/17) planning applications may go to the Mid Suffolk District Council Planning Committee on 19th August, but this date has not been confirmed as yet.

07-20-10. Finance Report

- a. To note and approve the balance of accounts as at 25 June 2020:

- Community account: £88,317.04
- Business Premium Account 1: £917.09
- Business Premium Account 2: £818.43

The balance of accounts was noted and approved.

- b. To note and approve:

- the accounts awaiting payment
- the receipts allocated since the last meeting

The accounts awaiting payment and the receipts allocated were approved and are attached in the minute book. AGE UK Suffolk was removed from the list.

- c. To note the Budgetary Control Report to end of June 2020.

The Budgetary Control Report was noted and is attached in the minute book.

- d. To receive and note the Annual Internal Audit Report

The Internal Audit Report was noted and is attached in the minute book.

- e. To consider, approve by statement and sign the Annual Governance Statement

Councillors unanimously approved the statement and this will be signed by the chair and returned to the clerk.

- f. To consider the Accounting Statement

Councillors considered the Accounting Statement and agreed with the clerk's statements. A copy is attached in the minute book.

- g. To approve the Accounting Statement by resolution

Councillors resolved unanimously to approve the Accounting Statement, and it was signed by the chair to be returned to the clerk.

07-20-11. To consider response to the new model code of contact

Councillors considered the new model code of contact and felt that it was reasonable and that they would be happy for this to go forward.

Councillors are able to respond personally as well as via the clerk for a Parish Council response.

07-20-12. Landscape and wildlife evaluation

Cllr Price had done further research on the reports available from Suffolk Wildlife Trust to provide information on land use in the parish.

The cost of the report would be £1,500 excluding VAT for Claydon and Whitton Parish Council.

If the report included the Barham area, the report would be £3,000. If Barham went ahead at a later date, the price would be £1,800.

Cllr Price agreed to contact Barham Parish Council via their clerk to establish if they would like to join with this evaluation.

This item should be able to be decided on at the meeting in September.

07-20-13. To consider the state of the footpaths in Claydon following resident complaints

This was dealt with under 'Actions from previous minutes (07-20-06).

07-20-14. Items for next meeting

The school is concerned regarding blocked roads as they will be unable to have any cars on the premises in order to promote distancing.

So signed by the Chairman _____ Date _____

The clerk was asked to make contact with the parking enforcement team to help ease congestion on the estate.

Dates of next meetings:

- Parish Council: 14 September 2020
- Finance Committee: 20 July 2020
- Planning Committee: 21 September 2020

07-20-15. To receive and approve the Employment Committee's report on the clerk's annual review and pay scale progression

This item was closed to members of the public.

The Employment Committee recommended to the Parish Council that the clerk receive one increment on the pay scale from 1 July 2020 as performance was satisfactory. This was unanimously approved by Parish Councillors.

Separately, the pay review is still under negotiation at a national level.

So signed by the Chairman _____ Date _____