



CLAYDON & WHITTON PARISH COUNCIL

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The Parish Councillors of CLAYDON AND WHITTON PARISH COUNCIL are summoned to attend the COUNCIL MEETING of the Parish Council on Monday 13th July 2020 commencing at 7.30pm via Zoom. Please contact the clerk for the meeting ID and password

Members of the public are welcome to attend.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends this meeting and objects to being filmed should advise the Clerk who will request that they are not included within the filming.

AGENDA of PARISH COUNCIL MEETING

07-20-01.	OPENING	CHAIR
07-20-02.	PUBLIC FORUM – Maximum of 15 minutes <ul style="list-style-type: none"> • Questions / Comments from the public 	CHAIR
07-20-03.	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
07-20-04.	DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS <ul style="list-style-type: none"> • To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature inc. gifts of hospitality exceeding £25 • To receive requests for dispensations 	ALL
07-20-05.	MINUTES <ul style="list-style-type: none"> • To receive and approve the minutes of the Parish Council meeting on 18th May 2020 (enclosed and available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2020-05-18-Minutes-Draft.pdf) 	CHAIR
07-20-06.	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none"> • Member of the public to liaise with Cllr Field regarding the status of the footpath at The Slade. • Planning Application DC 20/0129 discussion of this application with the Planning Officer at MSDC • Continue to follow up issue of unnumbered street light. • PCSO feedback • VHMC Building Survey • Posts in Recreation Ground Car Park • Letter to Dr Dan Poulter regarding work on the A14 bridge • Letter of thanks to Claydon and Local Villages Coronavirus Support Group 	CLERK / ALL
07-20-07.	CORRESPONDENCE – To receive and comment on correspondence <ul style="list-style-type: none"> • Resident contact regarding anti-social behaviour in York Crescent • Resident email regarding derelict garages and litter in Edinburgh Gardens • SALC AGM via Zoom 30 July 2020 • Resident email regarding bagged dog waste in The Slade 	CLERK / ALL

	<ul style="list-style-type: none"> Resident email regarding horse waste in ditch in Church Lane Resident email regarding graffiti under A14 bridge 	
07-20-08.	<p>TO RECEIVE WRITTEN REPORTS AND ASK QUESTIONS.</p> <ul style="list-style-type: none"> County Councillor John Field District Councillors John Whitehead and Tim Passmore Village Hall Management Committee Recreation Ground Management Committee <ul style="list-style-type: none"> Café at the Recreation Ground Community Centre 	CHAIR / ALL
07-20-09.	<p>TO RECEIVE AND NOTE THE PLANNING AND AMENITIES REPORT</p> <ul style="list-style-type: none"> To receive the draft minutes of the meeting (attached and on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2020-06-29-Planning-Meeting.pdf) Decision Report (Paper 1) 	PA / ALL
07-20-10.	<p>TO RECEIVE AND NOTE THE FINANCE REPORT</p> <ul style="list-style-type: none"> To note and approve the balance of accounts as at 26 June 2020: <ul style="list-style-type: none"> - Community account: £88,317.04 - Business Premium Account 1: £917.09 - Business Premium Account 2: £818.43 To note and approve: <ul style="list-style-type: none"> - the accounts awaiting payment - the receipts allocated since the last meeting (for detail see Paper 2) To note the Budgetary Control Report to end of June 2020. (Paper 3) To receive and note the Annual Internal Audit Report (Paper 4) To consider, approve by statement and sign the Annual Governance Statement (Enclosed) To consider the Accounting Statement (Enclosed) To approve the Accounting Statement by resolution 	RFO
07-20-11.	<p>TO CONSIDER RESPONSE TO NEW MODEL CODE OF CONTACT</p> <ul style="list-style-type: none"> Further details can be obtained here: https://www.nalc.gov.uk/news/entry/1500-nalc-calls-on-government-to-introduce-sanctions-to-support-the-proposed-code-of-conduct?utm_source=Members&utm_campaign=53d4c29919-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-53d4c29919-361940462&mc_cid=53d4c29919&mc_eid=b5df9a4189 	CHAIR / ALL
07-20-12.	LANDSCAPE AND WILDLIFE EVALUATION	S PRICE
07-20-13.	TO CONSIDER THE STATE OF THE FOOTPATHS IN CLAYDON FOLLOWING RESIDENT COMPLAINTS	
07-20-14.	ITEMS FOR NEXT MEETING	CHAIR / ALL
07-20-15.	<p>DATE OF NEXT MEETINGS</p> <ul style="list-style-type: none"> Parish Council: 14 September 2020 Finance Committee: 20 July 2020 Planning Committee: 21 September 2020 	CHAIR / ALL
07-20-16.	<p>CLOSED TO MEMBERS OF THE PUBLIC</p> <ul style="list-style-type: none"> To receive and approve the Employment Committee's report on the Clerk's annual review and pay scale progression 	CHAIR / ALL

Charmaine Greenan, Parish Clerk, 6th July 2020

DECISION REPORT

DECISION MADE BY MSDC

DC/20/01291

[Application for Outline Planning Permission. \(Access, Layout and Scale to be considered\) Erection of 1no woodland lodge home, following removal of existing trailer home. Erection of 10No glamping pods.](#)

Land At Thurleston Lane Whitton Ipswich Suffolk IP1 6TH

REFUSED

DC/20/02177

[Application for works to trees protected by Tree Preservation Order MS80 - T001 - Conifer - Reduce the extended branches in the upper crown and reshape. T002 - Sycamore - Remove 2 stems T003 - Chestnut - Prune back extended branch T006 - Shrub - Prune back to edge of path T007 - Yew - Reduce crown T008 - Cherry - Monitor roots G007 - Various - Coppice to stump level, remove Sycamore hanging branch, dismantle Chestnut to stump level.](#)

Land At Alasdair Place Claydon Ipswich Suffolk IP6 0ET

GRANTED

AWAITING DECISION BY MSDC

1856/17

[Outline planning application \(with all matters reserved except for access and spine road\) for phased development for the erection of up to 269 dwellings and affordable housing, together with associated access and spine road including works to Church Lane, doctor's surgery site, amenity space including an extension to the Church grounds, reserved site for Pre-School and Primary School and all other works and infrastructure \(amended description\).](#)

Land North West Of Church Lane Barham Suffolk

DC/18/00861

[Outline Planning Application \(with means of access to be considered\) - Erection of up to 73 dwellings, public open space and supporting site infrastructure including access.](#)

Land To The East Of Ely Road Claydon Suffolk

DC/20/00674

[Full Planning Application - Erection of 9no. dwellings including associated works, car parking and garaging](#)

Land North East Of Exeter Road Claydon Suffolk

DC/20/01175

[Application for Outline Planning Permission. \(Access to be considered\) Extension to Port One Business and Logistics Park \(as permitted under ref. 2351/16 and varied by ref. 1755/17\), together with associated works including drainage lagoons, ecology mitigation and landscaping](#)

Land Adj Port One Business And Logistics Park Blackacre Hill Bramford Road Great Blakenham Suffolk IP6 0RL

DC/20/02212

[Householder Application - Erection of a rear first floor extension \(over existing single storey extension\) and erection of an additional single storey rear extension.](#)

49 Hazel Rise Claydon Suffolk IP6 0DR

DC/20/02238

[Full Planning Application - Widening and resurfacing of an existing farm access onto Blakenham Farms land from the Old Ipswich Road North of Progress Works and erection of field gate \(retention of\)](#)

Access Gateway To Land Old Ipswich Road Claydon Suffolk

DC/20/02298

[Householder Planning Application - Re-positioning fencing and gate.](#)

11 Edinburgh Gardens Claydon Ipswich Suffolk IP6 0DS

DC/20/02518

[Planning Application. Erection of modular B1\(a\) office unit providing support to the existing operational activity of the site](#)

Claydon Business Park Great Blakenham Suffolk

Finance Report

Account For Payment	Cheque / SO / DD	VAT £	Total £
Cardiac Science	Cheque	TBC	1740.00
Information Commissioner's Office	DD		35.00
Alan Baldry	Cheque		130.00
Suffolk Family Carers	Cheque		150.00
Earl Haig Poppy Fund	Cheque		150.00
Suffolk Accident Rescue Service	Cheque		150.00
Mid Suffolk CAB	Cheque		1000.00
AGE UK	Cheque		150.00
Avenues East	Cheque		150.00
Lighthouse Women's Aid	Cheque		150.00
Home Start	Cheque		150.00
East Anglian Air Ambulance	Cheque		150.00
Headway	Cheque		150.00
Claydon First Responders	Cheque		200.00
Cruise Bereavement Care	Cheque		150.00
24 July A Worby	Cheque		298.34
31 July M Worby	Cheque		383.68
21 August A Worby	Cheque		298.34
28 August M Worby	Cheque		383.68

Further accounts may be paid that reach the clerk before the date of the meeting

Receipts 25 April – 26 June 2020	Amount £
Allotments Cheques	52.50

Budget to Actual

Income	2020/21 Estimate	25/06/2020 Actual	Difference
	£	£	£
Allotments Rents	70	52.50	17.50
MSDC Street Cleaning Grant	4,400		- 4,400.00
Wayleave	20		- 20.00
Contribution for grass cutting from Barham P.C	340		- 340.00
RGMC - 40% Contribution from Barham P.C.	0		-
Emergency Plan Costs	0		-
Advertising - Bus Timetables	0		-
Community Infrastructure Levy	0		-
VAT		1,960.87	1,960.87
Precept	41,360	20,680.00	- 20,680.00
Total Income	46,190	22,693.37	- 23,496.63

Recurring Expenditure	2020/21 Estimate	25/06/2020 Actual	Difference
	£	£	£
Administrative Expenses			
Chairman's Allowance	330	300.00	30.00
Parish Clerk's Employment Cost	17,100	3,964.68	13,135.32
Parish Clerk's Mileage Costs	500	141.30	358.70
Parish Clerk's Telephone & Broadband Costs	500	147.88	352.12
Stationery, Postage, Books and Adverts	600	194.67	405.33
Room Hire	500	84.00	416.00
Audit Fee	200		200.00
Preparation of Accounts for Audit	130		130.00
Conferences & Training	750		750.00
Insurance	950	989.48	- 39.48
Other Expenses			-

Public Lighting
Churchyard Maintenance
Subscriptions
Donations
Maintenance Grants - Recreation Ground
Maintenance Grants - Village Hall
Improvement Grants
Street Cleaning Costs
Emptying Dog Litter Bins
Grass Cutting (Recreation Ground)
General Repairs
Maintenance of Trees & Vegetation
Village Policing & Security
Bus Timetables
Emergency Plan Costs
Neighbourhood Plan
Data Protection

	1,300	1,667.16	- 367.16
	500		500.00
	900	764.03	135.97
	2,850		2,850.00
	2,170		2,170.00
	0		-
	1,100		1,100.00
	9,000	2,764.04	6,235.96
	1,000	956.87	43.13
	1,540	391.68	1,148.32
	700		700.00
	930		930.00
	2,000		2,000.00
	100		100.00
	0		-
	0		-
	40		40.00
	45,690.00	12,365.79	33,324.21

Non-recurring Expenditure
Purchase of Dog Bins & Intsallation
Purchase of Litter Bins
Provision for General Reserve
Local elections
Total Non-recurring Expenditure

2020/21 Draft Estimate	25/06/2020 Actual	Difference
£	£	£
0		
0		
500		
0		
500		

Total Expenditure

46,190		
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Net Expenditure

41,360		
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DRAFT ESTIMATES OF GRANTS & DONATIONS 2020/21

Organisation/Charity	2020/21 Estimate	25/06/2020 Actual	Difference
	£	£	£
<u>Grants to Village Organisations</u>			
Recreation Ground Maintenance	3,000		
Village Hall Maintenance	0		
<u>Grants to Charities/Other Organisations</u>			
Suffolk Family Carers	150		
Earl Haig Poppy Fund	150		
Suffolk Accident Rescue Service	150		
Mid Suffolk C.A.B.	1,000		
Age UK	150		
Avenues East	150		
Lighthouse Womens Aid	150		
Home Start	150		
East Anglian Air Ambulance	150		
Headway	150		
CPRE	150		
Claydon First Responders	200		
Cruise Bereavement Care	150		
	5,850		

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/06/20

DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

ALAN GEORGE BALDREY TOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

11/06/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).