



# CLAYDON & WHITTON PARISH COUNCIL

Clerk: Mrs C Greenan, 129 Poplar Hill, Stowmarket, IP14 2AX

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The Parish Councillors of CLAYDON AND WHITTON PARISH COUNCIL are summoned to attend the ANNUAL MEETING of the Parish Council on Tuesday 4<sup>th</sup> May 2021 commencing at 7.30pm via Zoom. Meeting ID: 811 3681 0091, Passcode: 194933

Join Zoom Meeting

<https://us02web.zoom.us/j/81136810091?pwd=WTdaNG10bWdIQVlVWd2dWNXA1Rjgydz09>

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

05-21-01.	OPENING	CHAIR
05-21-02.	ELECTION OF CHAIRPERSON FOR THE ENSUING YEAR	ALL
05-21-03.	APPOINTMENT OF VICE-CHAIRPERSON FOR THE ENSUING YEAR	CHAIR
05-21-04.	PUBLIC FORUM – Maximum of 15 minutes <ul style="list-style-type: none"> <li>Questions / Comments from the public</li> </ul>	CHAIR
05-21-05.	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
05-21-06.	DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS <ul style="list-style-type: none"> <li>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</li> <li>To receive requests for dispensations</li> </ul>	ALL
05-21-07.	MINUTES <ul style="list-style-type: none"> <li>To receive and approve the minutes of the Parish Council meeting on 1<sup>st</sup> March 2021 (enclosed and available on the website: <a href="http://claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2021-03-01-Minutes.pdf">http://claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2021-03-01-Minutes.pdf</a>)</li> </ul>	CHAIR
05-21-08.	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none"> <li>Clerk to reopen request to Mid Suffolk District Council for a dog bin on The Slade</li> <li>Speedwatch to be considered on a future agenda once applications are open.</li> <li>Cllr Field to work on obtaining a road sign for the Recreation Ground.</li> <li>Clerk and councillors to discuss street lighting on the Junction 52 roundabout with Highways England</li> <li>Clerk to investigate a street artist to work on the A14 underpass on Station Road</li> <li>Clerk to obtain dog fouling notices from Mid Suffolk District Council</li> </ul>	CLERK / ALL
05-21-09.	CORRESPONDENCE – To receive and comment on correspondence <ul style="list-style-type: none"> <li>Tree, hedge and wildflower planting for parishes from Mid Suffolk District Council (enclosed and previously shared electronically)</li> </ul>	CLERK / ALL

	<ul style="list-style-type: none"> <li>• Telephone call from a resident regarding inconsiderate and illegal parking on St Peter's Avenue</li> <li>• Email from SALC regarding the Welcome Back Fund (previously shared)</li> </ul>	
05-21-10.	<p>TO RECEIVE WRITTEN REPORTS AND ASK QUESTIONS.</p> <ul style="list-style-type: none"> <li>• County Councillor John Field</li> <li>• District Councillors John Whitehead and Tim Passmore</li> <li>• Village Hall Management Committee</li> <li>• Recreation Ground Management Committee</li> <li>• Community Centre</li> </ul>	CHAIR / ALL
05-21-11.	<p>TO RECEIVE AND NOTE THE PLANNING AND AMENITIES REPORT</p> <ul style="list-style-type: none"> <li>• Draft minutes from meeting of Planning Committee 8<sup>th</sup> March 2021 (to follow)</li> <li>• Decision Report (to follow)</li> </ul>	PA / ALL
05-21-12.	<p>TO RECEIVE AND NOTE THE FINANCE REPORT</p> <ul style="list-style-type: none"> <li>• To appoint the Responsible Finance Officer for 2021/22</li> <li>• To note and approve the balance of accounts as at 23 April 2021: <ul style="list-style-type: none"> <li>- Community account: £104,662.46</li> <li>- Business Premium Account 1: £917.26</li> <li>- Business Premium Account 2: £818.58</li> </ul> </li> <li>• To note and approve: <ul style="list-style-type: none"> <li>- the accounts awaiting payment</li> <li>- the receipts allocated since the last meeting</li> </ul> </li> </ul> <p>(for detail see Paper 1)</p> <ul style="list-style-type: none"> <li>• To note the Budgetary Control Report to end of April 2021. (To follow)</li> <li>• To note the end of year accounts due to be sent to the Internal Auditor (Paper 2)</li> <li>• Came and Company Insurance Renewal (Renewal Invitation attached)</li> <li>• Grant application from NHW Jubilee Close for signs (previously circulated). Request for £125.36 +VAT.</li> </ul>	ALL / RFO
05-21-13.	<p>TO CONSIDER AND RESOLVE ON CLAYDON AND WHITTON PARISH COUNCIL STANDING ORDERS</p> <ul style="list-style-type: none"> <li>• Current standing orders are available on the website here: <a href="http://onesuffolk.net">Standing-Orders-Revised-18-May-2015.pdf (onesuffolk.net)</a></li> <li>• Updated model standing orders are available here: <a href="http://nalc.gov.uk">Templates (nalc.gov.uk)</a></li> </ul>	CHAIR / ALL
05-21-14.	<p>APPOINTMENT OF COMMITTEES</p> <ul style="list-style-type: none"> <li>• Finance and General Purposes Committee <ul style="list-style-type: none"> <li>○ Cheque Signatories</li> </ul> </li> <li>• Planning and Amenities Committee <ul style="list-style-type: none"> <li>○ Neighbourhood Planning Group</li> <li>○ Snoasis Parish Alliance</li> <li>○ Footpaths</li> <li>○ Allotments</li> <li>○ Fly Tipping</li> </ul> </li> <li>• Employment Committee</li> <li>• Conservation area</li> <li>• Emergency plan</li> </ul>	CHAIR / ALL
05-21-15.	<p>APPOINTMENT OF REPRESENTATIVES TO OUTSIDE COMMITTEES</p> <ul style="list-style-type: none"> <li>• Local Historian</li> <li>• Village Hall MC</li> <li>• SALC</li> <li>• Recreation Ground</li> <li>• Community Centre MC</li> </ul>	CHAIR / ALL

	<ul style="list-style-type: none"> <li>• Viridor</li> <li>• SUEZ</li> <li>• River Gipping Trust</li> </ul>	
05-21-16.	<p>TO CONSIDER AND DECIDE ON CLERK TRAINING</p> <ul style="list-style-type: none"> <li>• To discuss the CiLCA qualification for the clerk. Further details may be found here: <a href="#">Certificate in Local Council Administration virtual 'modules' – SALC</a></li> <li>• Potential costs include: <ul style="list-style-type: none"> <li>○ Training: £275</li> <li>○ Qualification: £410</li> <li>○ Study materials: £248.47</li> <li style="padding-left: 20px;">= £933.47</li> <li>○ Plus 400 hours of clerk's time (average of 4 per week)</li> </ul> </li> </ul>	CHAIR / ALL
05-21-17.	ITEMS FOR NEXT MEETING	CHAIR / ALL
05-21-18.	<p>DATE OF NEXT MEETINGS</p> <ul style="list-style-type: none"> <li>• Planning Committee: 4<sup>th</sup> May 2021</li> <li>• Parish Council: 28<sup>th</sup> June 2021</li> <li>• Finance Committee: 12<sup>th</sup> July 2021</li> </ul>	CHAIR / ALL

Charmaine Greenan, Parish Clerk, 27 April 2021

<b>Account For Payment</b>	<b>Cheque / SO / DD / BACS</b>	<b>VAT £</b>	<b>Total £</b>
Vertas	BACS	82.25	493.52
SALC S Wells training	BACS	30.00	180.00
<b>Accounts Paid 13 April 2021 – 23 April 2021</b>	<b>Cheque / SO / DD / BACS</b>	<b>VAT £</b>	<b>Total £</b>

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

<b>Receipts 13 April 2021 – 23 April 2021</b>	<b>Amount £</b>
MSDC LCTRS Grant	729.00
Barham PC (NHW signs 50%)	31.08

Claydon and Whitton Parish Council Reconciliation Statement as at 31.03.21

<b>Balance as per bank statement 31.03.21:</b>	30201901	£	81,291.59
	40285951	£	917.26
	50201898	£	818.58
	<b>TOTAL</b>	<b>£</b>	<b>83,027.43</b>

Summary of Accounts as at 31.03.21

<b>01.04.20 Balance B/F</b>	30201901	£	76,242.55	<b>Expenditure</b>	30201901	£	44,304.42
	40285951	£	916.84		40285951	£	-
	50201898	£	818.21		50201898	£	-
	<b>TOTAL</b>	<b>£</b>	<b>77,977.60</b>		<b>TOTAL</b>	<b>£</b>	<b>44,304.42</b>
<b>Income</b>	30201901	£	51,747.54	<b>31.03.21 Balance</b>	30201901	£	81,291.59
	40285951	£	0.42		40285951	£	917.26
	50201898	£	0.37		50201898	£	818.58
	<b>TOTAL</b>	<b>£</b>	<b>51,748.33</b>		<b>TOTAL</b>	<b>£</b>	<b>83,027.43</b>

Cashed cheques from 2019/20	£	2,927.76
Uncashed cheques	£	533.68

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<b>TOTAL INCOME</b>	<b>£ 129,725.93</b>	<b>£ 129,725.93</b>
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This statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its income and expenditure during the period.

**Signed:**

Chair:

Date:

Clerk:

Date:

