**CLAYDON & WHITTON PARISH COUNCIL**
 Clerk: Cllr Claire Cutler

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MINUTES

CLAYDON AND WHITTON PARISH COUNCIL MEETING

Monday 19th December 2022, 7.00pm held at Claydon and Barham Village Hall, 8 Norwich Road, Claydon, IP6 0DF

**PRESENT**: Cllrs: P Avis, S Price, M Reach, J Whitehead, S Wells ( via phoneline)

**CHAIRPERSON**: Cllr C Studd

**IN ATTENDANCE**: Cllr C Cutler (Acting clerk)

* + 1. **Opening**

Cllr Studd opened the meeting.

* + 1. **Public Forum**

No members of the public present.

* + 1. **Apologies for absence**

Cllr Wells apologised due to ill health but set up a phone link in order to listen to the meeting. This reason for absence was accepted.

* + 1. **Declaration of interest and local non-pecuniary interests.**

None declared

* + 1. **To receive and approve the minutes of the Parish Council meeting on 24th October 2022**

The minutes were approved and were signed as a correct record.

* + 1. **Working Groups**

It was decided unanimously that the parish council would move away from separate Finance and Planning committees, with separate meetings, and move these to working groups where all councillors are members and matters are discussed during the parish council meetings.

Employment committee: Cllrs C Studd and J Whitehead

Due to the resignation of Gail Cornish, representatives from the parish council were reassigned responsibilities within the parish.

* Community Centre – Cllr Cutler
* Crest Nicholson ( Henley Gate) – Cllr Wells
* Valley Ridge – Cllr Wells
* Village Hall- Cllr S Price
* Conservation Area-Cllr C Studd
* Recreation ground – Cllrs P Avis and S Price
* Allotments – Cllr C Studd
* Pre School – To Recreation Ground committee
* In Touch – All Cllrs to make suggestions to Clerk by 5th of the month, Clerk will submit.
	+ 1. **Employment of Parish Clerk**

Since the advertisement for a new clerk and RFO, advertised through SALC and Facebook, there were only two enquiries received and no applications in the 3 month period. Bethany Cutler has been doing the administration, since September, as a volunteer. Bethany Cutler has been offered the position which she has accepted.

Councillors discussed and agreed on her working hours, training, monthly review and pay.

The new clerk will not be RFO so it was discussed about approaching other clerks in the area to see if there is any interest. This will also be advertised. Cllr Cutler will investigate this.

Cllr Avis put forward the suggestion that the new clerk should have her pay backdated to when she started doing the clerk role consistently. Following discussion, it was agreed, by all, that October 1st would be appropriate.

* + 1. **Purchase of laptop and mobile phone for clerk**

The current mobile and laptop were presented to the council and it was agreed that updating was required. Following discussion and examination of previous and current costs, it was decided that Cllr Whitehead ( Finance and acting RFO) would take charge of these purchases and a budget was agreed. £1000 for laptop and printer, £300 for phone. The current phone contract will be cancelled, new contract to be taken out with same number.

* + 1. **To receive written reports and to ask questions**

No reports were received from County Councillor C Chambers or District Counsellor T Passmore.

District Counsellor J Whitehead, reported that our village Community Centre had received £5000 from the Warm Spaces grant. We are waiting to hear how this will be used to benefit the parish.

Recreation ground gave their report verbally.

Cllr Avis gave an update on the new recreation ground equipment. All of the equipment is now fitted and the playground is up and running. The ROSPA has picked up a few minor issues that the company who installed the equipment have been advised of. Final payment is being withheld until this is completed. The Mid Suffolk report has not been received.

Community Payback Scheme has cut back the hedges. The cutting have not been removed but quotes are being sought.

Two new dog bins have been ordered. One to replace the dog bin in the carpark and the other to add to the new development. The invoice was sent and received by finance.

The recreation ground have received complaints regarding trees, that separate the new development and the recreation ground football pitch, as blocking sunlight into their gardens. These have been dealt with by the developer. It is to be noted that the development own these trees and not the recreation ground or parish.

Cllr Price gave an update on the village hall. There had been some leakage from the roof due to plant growth. These have since been cleared and the damage repaired.

* + 1. **Meeting Dates**

Due to the changes to working groups. Meetings will now be bi-monthly and to be full meetings to incorporate Finance, Planning and Employment. Meeting dates were organised up to and including May 2023

-Monday 23rd January

-Monday 13th March

-Monday 15th May AGM

* + 1. **Previous Agreed Actions**

Due to the long period without C Greenan (Previous Clerk), it was decided that one of the first actions for the new clerk was to go through the minutes of meetings for 2022 to audit previous agreed actions and to attempt to complete those actions by January 23rd 2023.

**22-12-12 Items for the next meeting**

Parish emails to be created for Cllrs C Studd, S Price and P Avis

C Greenan still has the Speed gun that was purchased for the village. Cllr Studd will organise collecting.

Parish infrastructure to be investigated.

Plans for the King Charles coronation

Speeding along Station Road

* + 1. **Parish meeting was closed**

**PL- 22-12-01 Planning meeting was opened**

**PL-22-12-02 To receive and approve the minutes from the previous meeting**

Deferred until 23rd January

**PL-22-12-03 PLANNING MATTERS – To receive and comment on applications:**

*DC/22/03922 Whitton Park, Thurleston Lane, Whitton, Suffolk*

***This has been granted***

*DC/22/06117 - Land To The East Of, Ely Road, Claydon, Suffolk*

The council discussed and decided that the adjustment to the newly submitted plans, does not alleviate the parish council’s concern that this is overdevelopment of a small area. There will all be social housing. There is no infrastructure for this level of social housing as well as the social housing incorporated into the development off Barham Church Lane. The council also raised concerns about the inadequate access, traffic issues around Edinburgh Gardens, landscape impact, open space impact and the strain on existing facilities

Planning applications received after the printing of the agenda that were also discussed were:

*DC/22/05809 Land west of Thurleston Lane, Whitton, Change of plans from 5 glamping pods to 5 holiday lodges.*

The council expressed a concern that by changing the status to lodges, it risks the buildings becoming semi-permanent homes. Therefore, the council requested that strict conditions are applied if permission was granted.

**PL-22-12-04 UPDATE ON PLANNING APPLICATIONS**

Report shared

**PL-22-12-05 ITEMS FOR NEXT MEETING**

Cllr Wells to feedback on meeting attended with Suffolk County Council

**PL-22-12-06 Planning meeting closed**

**FL-22-12-01 Finance meeting opened**

**FL-22-12-02** **To receive and approve the minutes from the previous meeting**

Deferred until 23rd January

**FL 19-12-22-03 FINANCIAL MONITORING REPORT**

Cllr Whitehead went through the report from April to November and explained that the opening bank position, plus receipts, less payments, produces a calculation of the closing bank position for each month. This was then compared with the bank statements obtained from the bank's internet website. All was approved.

The balance of accounts on 26th November 2022 was approved:

* 1. Community account: £ 86.548.89
	2. Parish CIL Reserves: £ 169,844.72
	3. RG Car Park Reserve Fund: £ 25,010.76

It was noted that due to changes of account access, there are invoices outstanding ( appended in the minute book). Cllr Whitehead and Cllr Avis will be pursuing this in order to rectify the situation.

1st quarter street cleaning grant was signed by acting clerk: Cllr C Cutler

One outstanding allotment plot payment, will be requested by new clerk

Donations have been approved but not actioned

British Legion donation has been actioned

VAT needs to be claimed for period starting 1st March 2020 – 1st October 2021. Cllr Whitehead will action this.

**FL 19-12-22-04 PRECEPT**

The precept was discussed following a review of the parish accounts. The budget report was noted and appended in the minute book.

**FL 19-12-22-05 BANK ACCOUNTS**

Due to the clerk, Charmain Greenan, leaving and the resignation of Gail Cornish, responsibilities were amended and contact with the bank to change access will be pursued by Cllr Whitehead.

Chairman’s expenses were amended in the minute book.

New arrangements are:

Cheque signatories: Cllrs Studd, Avis and Whitehead

Internet banking: Cllrs Whitehead, Avis and Wells

**FL 19-12-22-06 ITEMS FOR NEXT MEETING**

* Purchase of more dog bins for Whitton rural and Claydon ( Bellway?)
* Donations to be confirmed
* Update on bank account access arrangements
* Purchase of laptop and phone for new clerk
* Councillors agreed meeting dates for 2023 up to and including the AGM in May 2023
* Asset register

Next meeting date is 23rd January 2023

Meeting ended at 9.30pm