

Hopton cum Knettishall Parish Council
11th June 2018 - 7pm – Hopton Village Hall
Minutes – Draft until approval

Present: Parish Councillors: M. Cleveland, Mrs. J. Plackett (Chair), Mrs. J. Mills, D. Faiers, Mr. M. Filler, Dr. J. Taylor.
 County Councillor: Mrs. J. Spicer. Clerk: Mrs. C. Dowson (Reporting) and 3 members of the public.

1. **Apologies** and approval for Absence – Borough Cllr. C. Bull and Cllr. R. Capon.
2. **Declarations of Interest** and requests for dispensations – none.
3. **Minutes of the meeting held on 14th May 2018** – these were approved subject to one amendment: Cllr. M. Filler will take on the responsibility for website liaison.
4. **Action points highlighted in the Minutes of 14th May 2018** – it was noted that the footpaths have been cut by the County Council.
5. **Update on Hopton Development** - Cllr. Filler noted that there was nothing to report.
6. **Public forum**
 - a. **Public forum** – a resident from Shortgrove Lane raised various issues about the very poor condition of Shortgrove Lane and raised his concern that the County Council is not carrying out its responsibilities regarding its maintenance. Cllr. Spicer offered her apologies and understood the frustration of residents. The budget for Highways at the county is now very limited. After discussion it was agreed that:
 - Cllr. Spicer will clarify why the expected “blitz” on potholes in Hopton has not been completed and will highlight the very poor condition of Shortgrove Lane to the Highways Department.
 - The Residents and the Bowls Club would consider how to take the matter forward with Highways. (It was noted that permissions may be needed from the Highways Department regarding public liability and it is very unlikely that any reimbursement for costs can be made).
 - b. **Borough Councillor**
 - Cllr. Plackett read out a short report about the ongoing progress of the new authority – they are presently working on the budget setting and constitution.
 - Cllr. Faiers noted the road sweeper recently only swept one side of the main road – clerk will write to Cllr. Bull.
 - c. **County Councillor**
 - It was noted that yellow markings illustrate the potholes on Knettishall Road, but work has yet to be carried out.
 - Cllr. Spicer also highlighted the progress of the school transport consultation which will now be introduced over a seven year period.
7. **Casual Vacancy for a parish councillor.** One application has been received and it was unanimously agreed to welcome Loreen Machlin. The clerk has asked for a copy of Loreen’s CV which will be sent to all councillors.

Action - Clerk

8. **Website.** Cllr. Filler has spoken to Graham Keen who will be happy to take the website forward and update some areas. It was agreed that the website should continue to hold community and parish council information and should include interesting information about the area and its history.
9. **Data protection.** Cllr. Filler noted that all unnecessary files have now been destroyed, the clerk has completed an audit and a cheque has been prepared for the ICO subscription for £40. More information regarding a data protection policy for small parish councils is awaited from Suffolk Association of Local Councils.
10. **Safeguarding policy.** Cllr. Taylor has attended a training course and explained the key issues. It was agreed that Cllr. Taylor should prepare a short Safeguarding Policy for approval at the July meeting.

Action: JT

11. **Correspondence for information** forwarded to Parish Councillors since the previous meeting:

- Highways presentation from the joint parish forum
- Email from S. Turner regarding overgrown footpaths.
- Email regarding new community policing arrangements.
- Request for funding from Suffolk Accident Rescue Service
- Information regarding the County Council's school transport consultation

12. **Clerk's report:**

Business Current Account b/f 1.4.18	£ 12,552.03
Business Savings Account b/f 1.4.18	£ 45,371.38
<u>TOTAL</u>	<u>£ 57,923.41</u>
Petty cash b/f	£ 23.51

13. **Chairman's report** – Cllr. Plackett proposed that there should be no meeting in August and this was unanimously agreed.
14. **Reports from Parish Councillors** – nothing to report.
15. **Cemetery Report** – noted there was one burial in May: Mr. Stephen Page (21st May).
16. **Planning** - Application no. DC/18.1002/TCA – 1 no. blue spruce – fell. Land adjacent to The Limes, High Street, Hopton. It was agreed that there is no objection to this planning application.
17. **Payments** – the following cheques were signed: Mrs. C. Dowson, salary June: £194.03, Mr. R. Waugh, salary June: £115.16, HMRC – PAYE: £5.00, Vertas grass cutting – April to June: £273.82, Information Commissioner's Office (data protection) subscription: £40 and Mrs. D. Dunning internal audit: £50
18. **Date of next meeting** – Monday, 9th July 2018. Meeting closed at 7.55pm.