

MINUTES OF THE MONTHLY PARISH MEETING OF HOPTON CUM KNETTISHALL PARISH COUNCIL


HELD ON MONDAY 13th JULY 2020 AT 7PM, DRAFT UNTIL APPROVED AT SEPTEMBER MEETING

PRESENT: Councillors: L. Macklin (Chair), D. Faiers, R. Capon, A Hanks, J. Taylor (limited access), M Filler, R. Salter (Clerk), Cllr C. Bull & County Cllr J. Spicer and 0 members of public.

		ACTION
1.	Apologies: None	
2.	Declarations of interest: None	
3.	<p>The draft minutes of the last meeting (9th March) had been pre-circulated; were taken as read and approved.</p> <p>Due to being on zoom and trying to keep the meeting shorter all outstanding actions not covered in the meeting will be carried forward to the September meeting –</p> <p>RC to try and locate the key for the speed device and how data can be downloaded. LM will contact the lady in the village who it is thought has this.</p> <p>Longridge – ongoing sale of the property. CB will contact the buyer. He was expected to attend this meeting but hadn't.</p> <p>Bus stop money - it was requested that Cllr Spicer find out if the money could retrospectively be used for the development of Crooked Corner. Cllr Spicer to see if this is feasible. Carried forward.</p> <p>There was a query from a member of public about the pond on the right hand side of the road towards Garboldisham. The bank had been built up to try and prevent any vehicles being able to go off the road into the pond. The rest of the area round the pond is being left to grow naturally.</p> <p>Concern was raised that all the banks were very steep and if someone fell in they would struggle to get out, especially a child. This is privately owned land but LM would talk to the landowner and discuss options.</p> <p>Website document storage for confidential documents – The Parish Council is going to be using a secure online area for any correspondence, will be rolling this out with Graham over the next couple of months.</p>	
4.	<p>No public were at the meeting.</p> <p>County Cllr Spicer advised that a traffic counter had been up in Nethergate Street for the last two weeks.</p> <p>She has been looking at village signs and asked for confirmation that the Parish Council will contribute to these if needed. This was agreed.</p> <p>Work on the B1111 will start on Wednesday for about a week.</p> <p>There have been reports of anti social behaviour and traffic issues at Knettishall Heath. The ranger from the Wildlife Trust has written to Cllr Spicer and they plan to get a meeting arranged with Cllr Bull, Cllr Macklin, Cllr Taylor and the Clerk.</p>	



<p>There have been several footpath issues raised and Cllr Spicer will get an update from the Rights of Way officer. There was a useful on site meeting at Olive's Throat. The boardwalk is damaged and has been reported, Cllr Capon confirmed that the rights of Way officer had advised someone would be checking it today.</p> <p>Greyhound Lane to Nethergate Street is not on the cutting schedule, if walked it should not need to be cut, and not currently the highest priority.</p> <p>Hopton School needs some essential maintenance over the summer holidays. They have worked really hard through lockdown and have good admission numbers for September.</p> <p>District Cllr Bull provided the following report -</p> <p>Civil Parking Enforcement This came in officially on 6th April and means that illegal parking is now the responsibility of the Local Authority rather than the police. Against the background of the Coronavirus lockdown in the first weeks the approach was softly, softly with warning notices being issued and or while penalty notices only being issued for parking on double yellow lines or where the parking compromised pedestrian safety or emergency vehicle access. June was the first full month when PCNs have been issued for all contraventions. Their remit does not cover dangerous or obstructive parking, vehicles parked on pedestrian crossing or zig zag lines or moving vehicle violations. These remain the responsibility of the police.</p> <p>Knettishall Heath Country Park During lockdown the park has suffered from a notable increase in fly tipping. The council have helped with removals where they can when they are close to the roadside. I am in conversation with one of the Rangers Samantha Norris and I am hoping to help her with funding towards a project they have in mind to deter fly tipping and other problems they have experienced during lockdown.</p> <p>Grey Cottage Concerns have been raised about possible planning contraventions and these are being investigated. I am being updated by officers regularly.</p> <p>New Dwelling at New Common Road A recent application for two dwellings on this site has been refused on similar grounds to the first application for four houses which was also refused by officers and at appeal. Basically it was felt such a development would be harmful to the settlement pattern and character of the village.</p> <p>Corona Virus This has had a huge impact on all our lives and I could write at length about issues that have arisen. I will however keep it short and say that thanks are due to the Parish Council for the work they have done to support this community and indeed this must extend to many, many others in the village who have helped out in ways too numerous to mention. I would also mention the work and staff of the District Council in continuing to run its normal services to the very best of its ability and also take on a huge amount of extra work required of it by Government : payment of small Business Grants; other discretionary grant schemes including those to village halls; the Home but not Alone initiative.</p>	<p>JS</p>
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	Cllr Bull asked if there was an update from Pigeon on the Hopton South development. Cllr Filler advised that they had offers on the land and a decision was expected in the Autumn. Building work won't start till at least Spring 2021.	
5	The meeting confirmed the continuation of Cllr L. Macklin as Chairperson and reappointed Rowena Salter as the RFO.	
6	<p>The Annual Return (AGAR) pages 3,5 & 6 for year ended 31st March 2020 were completed.</p> <p>The RFO went through the questions and qualifying criteria at Section 1 of the Annual Governance Statement.</p> <p>These were answered as follows for each question: 1. Yes, 2. Yes, 3. Yes, 4. Yes, 5. Yes, 6. Yes, 7. Yes, 8.yes, 9. n/a unanimously agreed.</p> <p>This will be signed by Chair and RFO. The Section 2 Accounting Statements were unanimously agreed and will be signed by Chair and RFO.</p> <p>As both gross income and gross expenditure were below the threshold of £25,000 and all other conditions of the Certificate of Exemption had been met; it was resolved that the Council qualifies to certify itself exempt from external audit. This was unanimously agreed.</p> <p>The completed AGAR will be submitted.</p> <p>The Internal Audit Recommendations and Actions Plan had been previously circulated and was unanimously agreed. This will be published on the website.</p>	RS
7	Exercise of Public Rights time period and publication. RS outlined the Exemption notice dates for inspection of accounts is 16 th July - 26 th August. This will be published on the website and noticeboards.	RS
	Knettishall Flint wall – Cllr Taylor advised the landowner's solicitors had said they were not eligible for the Countryside Stewardship grant due to it being a cement wall but the Council did not agree with this. LM will seek advice.	LM
8a	<p>Clerks Report.</p> <p>i The Disciplinary and Complaints policies has been circulated and were agreed unanimously. The next policies to consider are HPC Employees Code of Conduct and Grievance Policy and HPC Grant Awarding Policy</p> <p>ii Bank Balances at 14th June 2020: Community Current Account: £15,478.15 Business Premium Account (savings): £45558.18</p> <p>iii Whilst in lockdown we agreed the following responses to Planning Applications – DC/20/0797/HH Supported DC/20/0548/OUT Not supported. The Parish Council is unable to support the application at this time as it does not meet the planning criteria as laid out by the Planning Inspector in his decision of 5 September 2019. DC/20/0920/TCA Supported. The Parish Council supports this decision but does recommend that consideration is given to lowering the tree rather than felling it.</p> <p>iv The webmaster Graham is stepping back from the website. The Clerk has agreed to do this if no one else comes forward. The Clerk will clarify</p>	



	<p>how much work is likely to be involved. A request for help will be put in the Parish News.</p> <p>v There is a requirement to purchase a printer for the Clerk. A suitable printer has been found £59.99 plus £12 gives 3 years replacement cover.</p> <p>vi The July payment schedule had been pre-circulated and signed off by email, as had payments for April, May and June 2020.</p>	
8b	<p>Chairs Report.</p> <p>There had been lots of correspondence about footpaths and a few reports of noise. The situation seems to have improved for these. Footpath no 7 should be cut by the County Council soon.</p> <p>The 2 benches have been ordered and wording needs to be agreed for the engraving on both benches.</p> <p>Crooked Corner and Lease – a notary needs to be found in Bury St Edmunds so the lease can be signed.</p> <p>LM will confirm costings for the Community Project with Su Delve.</p> <p>The volunteers in the village have been stood down, Cllr Macklin & Cllr Taylor continue to do a weekly prescription run. It has been good to see how the village has supported each other.</p> <p>Suffolk County Council Highways are offering different volunteer options which the Council could consider. The Clerk will circulate details for Councillors to consider and discuss at the next meeting.</p>	<p>LM</p> <p>LM</p> <p>LM</p> <p>ALL/RS</p>
8c	<p>Councillors Reports</p> <p>Cllr Faiers advised the pub was now open with clear signs and sanitisers.</p> <p>The resurfacing of the High Street had been done really well.</p> <p>Cllr Hanks advised she had been approached by a resident regarding dog fouling around the Mill Rd/Common Rd footpath. The Council agreed it would start by putting some signs up in this area. Cllr Bull will send the contact details to the Clerk to get some signs ordered.</p>	CB/RS
11.	<p>Date of next Parish Council Meeting Monday 14th September 2020 at 7pm in the Village Hall.</p> <p>There being no other business the meeting was closed at 20.05 hrs.</p>	