

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

**HELD ON MONDAY 9<sup>th</sup> MARCH 2020 AT 7PM, DRAFT UNTIL APPROVED AT APRIL MEETING**

PRESENT: Councillors: L. Macklin (Chair), D. Faiers, A Hanks, J. Taylor, M Filler, R. Salter (Clerk) and 4 members of public.

1 invited visitor: Mrs C Wright, Hopton Primary School

		ACTION
1.	Apologies: Cllr R.Capon, County Cllr J Spicer, District Cllr C. Bull and Su Delve, Local Police Volunteer	
2.	Declarations of interest: None	
3.	The draft minutes of the last meeting (13 <sup>th</sup> January) had been pre-circulated; were taken as read and approved.	
4.	<p>The January minutes were reviewed. Update on actions, not covered in the meeting –</p> <p>Cllrs Taylor and Faiers had not been able to meet with the person interested in being a councillor so this is not being progressed further. There are still two vacancies.</p> <p>Village signs action will be carried forward as Cllr Spicer hadn't been able to progress this.</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>Knettishall Flint wall – work has been done to cut back the ivy at its roots. CB had provided an update on possible funding to be covered later in the meeting.</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>JS</p> <p>RC/LM</p> <p>CB</p> <p>JS</p>
5	<p>Update from invited visitor – Mrs Claire Wright, Hopton Primary School. The numbers in the school are good, they are nearly full. This is a similar pattern to other local primary schools. The children are having lots of trips out and then following these up with further learning in class.</p> <p>The children are encouraged to enter competitions and one child had been commended for their entry in a poetry competition and will attend a special ceremony and have their poem published.</p> <p>The children have been working with Thelnetham Village Hall and designed a stained glass window there. They had a 'When I grow up' day where the children could dress up and they had guests come into</p>	

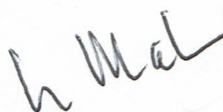
5 L Macklin Chair



R Salter Clerk



	<p>the school to talk about their jobs. It was looking at the whole child so encouraging their hobbies and interests as well.</p> <p>The children continue to visit Home from Home and sing and dance but also read to the people attending.</p> <p>There is a Mothers Day lunch planned and an Easter Service on 3<sup>rd</sup> April at 9.15, all are welcome.</p> <p>A member of public advised that there was going to be a Hopton Street Party on VE Day Fri 8<sup>th</sup> May. It would be centred around the pub and start at 3 with the Nations Toast. There would be lots of activities and in the evening a hog roast and disco.</p>	
6a	Hopton South Development – awaiting outcome of the market testing on the development, it is hoped to receive this in 8-10 days. There has been no progress yet by the Village Hall Committee in terms of surveying the village about what they would like from the village hall.	
6b	DC/20/0301/TCA. All Councillors supported this. RS to send back to West Suffolk.	RS
7	<p>Public Forum –</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>County Councillor Update – via email Cllr Spicer has been up and down Nethergate Street with the community engineer looking at options for some “traffic calming” and speed management. They have decided that the first step should be to get some accurate data on speed of vehicles and where they do speed most. Therefore we will see some traffic counters go down before too long</p> <p>SCC have decided to spend £500,000 this year on a review of “signs and lines” outside schools – effectively re-painting and general improving safety message. Cllr Spicer hopes to meet with the school early next term to check what they think is important to be done as part of this</p> <p>The Boundary Committee for England will start their formal consultation on new boundaries for the county council early in May. She will keep in touch about this.</p> <p>Church Road in Market Weston had been closed for resurfacing</p> <p>District Councillor Actions and Updates – via email The District Council is taking over Civil Parking Enforcement in April. There is possible funding from the Countryside Stewardship Hedgerow and Boundaries Grant and/or Woodland Support towards the</p>	LM




	<p>Knettishall Flint Wall. Cllr Taylor will meet with the landowner to take this forward.</p> <p>Councillors were reminded of the local forum meeting on the 17<sup>th</sup> March.</p> <p>Brown bin subscriptions are due and these are £43 per bin.</p> <p>The District Council had started working on the local plan.</p> <p>Cllr Bull will fund one of the benches – covered in a later agenda item.</p> <p>Coronavirus – Information is likely to feed down from the Government to Local Authorities and then onto the Parish Council. The Parish Council will also monitor the advice from Suffolk Association of Local Councils. The Parish Council has responsibility for health and safety, management and security in these incidents.</p> <p>It was agreed at present to wait for further advice before doing anything, however Cllr Taylor will talk to the GP surgery about preparations and supporting vulnerable people in the village.</p>	<p>JT</p> <p>JT</p>
8	<p>Crooked Corner and Lease – Heads of terms had been written and a notary in Bury St Edmunds will sign it with the landowner and the Parish Council Chair. It will be around £100. This was agreed unanimously.</p> <p>LM would go back to Su to confirm costings for the Community Project, these needed to be made very clear and provided to the Clerk.</p> <p>LM had got some quotes for a bench for this area and the new Shickle bench. 2 benches including delivery, brass plaque and hard base fittings was £804.98. Cllr Bull had agreed to fund one and a village resident wanted to make a donation towards this. The Clerk will follow this up and ask for a cheque to be paid to the Parish Council. A legacy will be used to cover the remaining cost.</p> <p>There had already been one volunteer to help with the project.</p> <p>LM advised she will also apply for Calor Community Funding for the Community Project.</p>	<p>LM</p> <p>LM/SD</p> <p>LM/CB/RS</p> <p>LM</p>
9a	<p>Cllr Hanks outlined the proposal for a feasibility study for a neighbourhood plan. This would allow the village to take control of future developments and is a legal document. After discussion it was agreed that 4-5 sites are already designated and until the Hopton South development has started the plan should be worked on in the background. The Parish Council agreed to the proposal in principle and to do this once the Hopton South development has moved forward.</p>	
9b	<p>Tree Planting – a resident had written to the Parish Council who wanted to do some tree planting. There are a couple of potential locations going forward but there also needed to be ongoing maintenance. The Clerk will write to the resident advising the Parish Council are happy to support this and to contact one of the councillors to discuss further.</p>	<p>RS</p>
9c	<p>Flooding – a member of the public raised about the flooding on Shortgrove Land and Olive's throat. The ditches have been dug out by the landowner and a couple of residents to get the water flowing again. The Parish Council will ask Cllr Spicer to meet with a councillor, landowners and other locals to look at this issue as it has re-occurred again. There is money as part of the development to improve one of</p>	<p>RS/JS</p>

*L Macklin*

*R Salter*

	<p>the footpaths so this could be discussed as well. The boardwalk through the fen has deteriorated significantly as well.</p> <p>There has been no flooding of any properties as far as the Council is aware.</p>											
10	<p>The annual parish meeting was discussed and will be held on Mon 20<sup>th</sup> April. A number of village groups have said they will provide reports and the local Wildlife Trust officers are planning to attend</p> <p>Publicity will be on the website, Facebook, Parish News and posters.</p> <p>There will be refreshments and the Parish Council meeting will follow this meeting with a shortened agenda.</p>	RS										
11a	<p>Clerks Report.</p> <p>i The webmaster Graham is checking over the website to make sure we can meet the Website Accessibility Compliance that comes into force in September 2020.</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> <p>ii The Clerk advised when she is on leave and any Cemetery correspondence will be dealt with by Cllr Filler.</p> <p>lii The code of conduct and safeguarding poster and policy were both re-adopted and will be put on the website. The documents for review for the May meeting are Risk Assessments and Public Participation statement.</p> <p>iv The internal audit paperwork will be passed to the auditor at the end of March. The Clerk requested the internal control document was signed as there wasn't a signed copy on file although accepted at a previous Parish Council meeting. This was completed.</p> <p>v The banks statement and cash book were signed as being in agreement with each other.</p> <p>Payment schedule was agreed and the following cheques were signed</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">R Waugh Salary</td> <td style="text-align: right;">£99.34</td> </tr> <tr> <td>R Salter Salary</td> <td style="text-align: right;">£294.64</td> </tr> <tr> <td>R Salter Travel expenses</td> <td style="text-align: right;">£26.10</td> </tr> <tr> <td>Village Hall</td> <td style="text-align: right;">£400.00</td> </tr> <tr> <td>Vertas Grounds Maintenance</td> <td style="text-align: right;">£431.50</td> </tr> </table>	R Waugh Salary	£99.34	R Salter Salary	£294.64	R Salter Travel expenses	£26.10	Village Hall	£400.00	Vertas Grounds Maintenance	£431.50	RS              RS
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10b	<p>Chairs Report.</p> <p>The Chair advised she has logged the pavement problems on Nethergate Street on the Suffolk County Council website.</p>											
10c	<p>Councillors Reports</p> <p>It was requested a letter be written to thank Roger Phoenix for repairing the village sign. The Clerk will action this.</p> <p>It was requested the Parish Council make a contribution to the VE day street party. Cllr Hanks proposed and Cllr Taylor seconded that £50 would be given towards the gifts for the children of the village participating in the event. and the Parish Council agreed.</p>	RS										
11.	<p>Date of next Parish Council Meeting Monday 20<sup>th</sup> April 2020 at 7pm in the Village Hall.</p> <p>There being no other business the meeting was closed at 20.45 hrs.</p>											

*L Macklin*

*RSaltr*