

**MINUTES OF THE MONTHLY PARISH MEETING OF HOPTON CUM KNETTISHALL PARISH COUNCIL  
HELD ON MONDAY 14<sup>th</sup> SEPTEMBER 2020 AT 7PM VIA VIDEO CONFERENCING, APPROVED AT  
OCTOBER MEETING**

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

		<b>ACTION</b>
1.	Apologies: Mrs Claire Wright, Hopton Primary School	
2.	Declarations of interest: None	
3.	The draft minutes of the last meeting (14 <sup>th</sup> July) had been pre-circulated; were taken as read and approved.	
4.	<p>Previous actions were reviewed -</p> <p>DF has the handheld speed device. The VAS speed device cannot be moved. JS agreed to find a contact for the Parish Council to talk to about this.</p> <p>Longridge – work has started on this. CB will follow up before the next meeting.</p> <p>Bus stop money – CB will follow up with the S106 officer regarding this in case it is a specific allocation.</p> <p>There has been no further progress with the Hopton South Development.</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. 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 had been looked into and there is a bank to enable access out of the pond if needed.</p> <p>Website document storage for confidential documents – The Parish Council is going to be using a secure online area for any correspondence. Action with RS/LM to get access sorted and then rollout to all Councillors.</p> <p>Knettishall Flint Wall – JT will follow up with the owner to see if any other revenue was found for repairs to the wall.</p>	<p align="center"><b>JS</b></p> <p align="center"><b>CB</b></p> <p align="center"><b>CB</b></p> <p align="center"><b>RS/LM</b></p> <p align="center"><b>JT</b></p>
5	<p>No one from the school was able to attend the meeting.</p> <p>Update from Su Delve – all Police Volunteers are currently stood down.</p>	
6	<p>Planning -</p> <p>Neighbourhood Plan – it was agreed that with the planning regulations white paper due out soon the neighbourhood plan be put on hold till it was clearer what changes may occur. CB advised the local plan was still ongoing as well.</p>	

	<p>Biodiversity Report – this is ongoing piece of work but could be added to a neighbourhood plan in the future. AH would like to include a historical element to the report.</p> <p>Councillors expressed their support for this piece of work and how helpful it was. It was suggested that there was something at the end to pull it together such as recommendations or observations. It was also suggested that an area be setup on the website for villagers' observations of wildlife, flora and fauna. AH will continue to progress this piece of work.</p> <p>DC/20/1506/TCA – it was agreed the Parish Council had no objection to this.</p>	<p><b>AH</b></p> <p><b>RS</b></p>
7	<p>No public were at the meeting.</p> <p>Suffolk County Councillor Joanna Spicer advised that 2 new village signs had been agreed with the Parish Council and she was funding those, approx. £1000. Vegetation on the entry into the village from Knettishall needed to be cut back to ensure the sign could be seen and Cllr Spicer had arranged this. The signs were ordered in early August and should be in place within 14 weeks.</p> <p>The speed survey on Nethergate Street had not shown much excessive speeding and less lorries than anticipated. It was suggested and agreed that the signs are installed and then this is revisited in the next financial year.</p> <p>The Footpaths officer had advised that all grass cutting had been completed. From the 1<sup>st</sup> October clearance of vegetation will start taking place including Olive's Throat. The B1111 culvert will be checked.</p> <p>The banks of the ditch will also be worked on by County Farms in October.</p> <p>The boardwalk repairs had been completed.</p> <p>District Councillor Carol Bull advised that a digger had been stolen on Bardwell Road. Civil Parking Enforcement Officers had visited Hopton recently. The school essential building works were ongoing but the school had worked hard to provide schooling for their children.</p> <p>The owner of Grey Cottage has been contacted by Enforcement and advised a planning application is required for his caravan. Other structures on the site may also need planning applications too.</p> <p>An update was provided on the Knettishall Heath meeting with Suffolk Wildlife Trust (SWT), Suffolk Police and local councillors. Suffolk County Council Highways still need to meet with SWT regarding the highway proposals. Cllr Bull advised she is supporting SWT with bins and body cameras. SWT are looking at Public Space Protection Orders (PSPOs). One is in place for dog fouling but they are also considering one for public drinking if this is not already covered by a byelaw. SWT are also considering car parking charges but will consult before this is put in place. It was suggested that a local speed watch could take place using the handheld speed device the Parish Council own. LM suggested and it was agreed that the Parish Council write to SWT to thank them for the meeting and offer their support through providing the handheld speed device and other support if needed.</p> <p>LM also suggested that the Parish Council could offer practical support to the school if needed and Cllr Bull agreed to pass this offer onto the school.</p>	<p><b>RS</b></p> <p><b>CB</b></p>

*RSalter*

*L Macklin*



8	<p>Crooked Corner Benches have been ordered.</p> <p>The contract is written, and the Parish Council have been advised that an independent 3<sup>rd</sup> party can witness the signing of the contract. It was unanimously agreed to ask Mrs June Plackett to sign as a witness of the signing of the contract.</p> <p>It was agreed to order the gravel when needed from Rolling Stone. Another quote had been received and the difference was £50 so the Council agreed it was better a company in the village should be used. It was agreed installation of the bench and moving of the planters should take place as soon as possible. LM will co-ordinate a few volunteers to progress this. Planting and gravel will need to wait for the Spring.</p>	<p>LM</p> <p>LM</p>
9	<p>It was agreed not to progress the Suffolk Highways Volunteer Scheme at present. It was agreed that we should contact the volunteers we already have in case we need to call on them through the winter.</p>	<p>RS/MF</p>
10a	<p>Clerks Report.</p> <p>i The HPC Employees Code of Conduct and Grievance Policy and HPC Grant Awarding policies had been circulated and were agreed unanimously. The next policies to consider are HPC Health &amp; Safety Policy and HPC Recruitment Policy</p> <p>ii Bank Balances at 14<sup>th</sup> August 2020: Community Current Account: £14,762.88 Business Premium Account (savings): £45558.18</p> <p>iii Since the last meeting the Council had agreed The Quiet Lanes initiative was not appropriate for any of the roads in our Parish. Planning Application DC/20/1212/HH was supported.</p> <p>iv Risk Assessment. There was a query regarding the section Supply &amp; contracts in the risk assessment and if it needed amending to include a risk of a contract being raised without informing the Council and RFO as per the financial regulations. RS to seek clarification from Councillors on this.</p> <p>v Training courses request from the Clerk for the following was agreed. Intro to CILCA, the Clerk qualification. £25 The following modules of the Clerk training, £25 each plus VAT, to be taken later in the year. Module 2 (covers Powers and Duties, Standing Orders, Meetings &amp; The Transparency Code) Module 4 (covers Councillors, Standards and Code of Conduct, Casual Vacancies, Complaints, Policies and Procedures) Module 6 (covers Information Management, Freedom of Information, Dealing with the media, Annual Calendar, Useful tips and summary)</p> <p>vi The August &amp; September payment schedules had been pre-circulated and signed off by email.</p> <p>vii The Parish Council Insurance renewal was agreed, at a cost of £287.55. It was also agreed to increase the values of the seats on the asset register as one bench is being replaced and one new one added. The value will be raised to £2000.</p>	<p>RS</p> <p>RS</p> <p>RS</p>
10b	<p>Chairs Report. There were no additional items to be raised.</p>	
10c	<p>Councillors Reports. There were no additional items to be raised.</p>	

11.	Date of next Parish Council Meeting Monday 12 <sup>th</sup> October 2020. There being no other business the meeting was closed at 20.30 hrs.	
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*R Salter*

*L. Macklin*