

**The minutes of Knighton on Teme Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 7th November, 2017**

Present: Cllrs Messrs D Hubbard, C Bevan, J Rugman, R Lear, J Powell, C Albert.

In attendance: Clerk, Mrs Karen Yates, Cllr C Dell.

Mr J Rugman chaired the meeting.

1) **Apologies:** R Collie, K Redfern, J Barnes, K Pollock

2) **Register / Declarations of Interest** – none
Dispensations – none

Public Question Time

3) **District/County Councillor's Report.** Cllr K Pollock had circulated his report to all members. Cllr Dell advised that he had seen a for sale sign at Station House, apart from sale particulars, no further information was known. Concerns regarding planning issues at the Tavern development are being looked at, a copy to be sent to Cllr Dell. Concerns were raised about dog fouling and the provision of bins, Cllr Dell to advise if Malvern empty them and if there is a charge for this. Thanks were given, Cllr Dell left the meeting.

4) **Minutes:** Minutes of meeting held on 3rd October, 2017 were approved.

5) **Correspondence**

a) General Data Protection Regulation – preparation and training.

The Clerk and D Hubbard attended the course held at Tenbury, copies of the presentation to be sent to all members. All data has to be kept securely, it was suggested that new council email addresses be set up for each member, as well as for the PC, care to be taken when forwarding emails, instead start a new email or cut and paste information. Software is required on the planning laptop before information can be transferred over. An update will be sought from CALC regards further information, risks/insurance to be reviewed. A full audit of electronic and hard copy systems to commence, deleting data that we do not need and filing the rest securely. All policies and procedures to be reviewed.

6) **Planning**

a) The following planning application had been received:

17/01565/HP Woodlings, Newnham Court, NB. Two storey side extension to barn conversion with front wall. No objections.

b) The following determination was read out:

17/00659/HP & 17/00660/LB. Aston Bank Cottage, KoT

Demolition of modern extensions, construction of linked extension and dormer windows to cottage. Repairs to the cottage, including timber, window and external wall panel repairs. Internal works include replacement of cement plaster with lime, introduction of insulation, breaking up of concrete floor and replaced with limecrete floor. Approved.

c) Planning applications determined under delegated powers: none.

d) The Tavern-possible unauthorised development. A staircase has been installed giving access to roof space and rooflights added, both of which were not on the plans. Discussions are ongoing and a reply awaited.

7) Finance

- a) Clerks salary November-£235.40, agreed.
- b) Draft budget 2018-2019. Following the data protection course, 10 hours were added to the Clerks hours between now and March, a further 15 hrs were agreed between April-May. Insurance to be increased to £400 for next two years. £1050 to be set aside for data protection expenses. A further draft budget to be placed on the next agenda.
- c) Data protection course fee - £30. Agreed.
- d) Internal auditor enquiries. Graham Worton had replied from a firm in Ludlow advising he could audit our accounts for £250 + VAT. This would equate to about the same amount as CALC's suggested auditor in Gloucester when taking into account mileage. It was agreed to contact him to arrange a meeting and confirm him as our internal auditor.

8) Highways

- a) Lengthsman Scheme. Account for October-£180. Agreed.
- b) Station House – some clearance work has been done, the property is now on the market.
- c) Telephone Kiosk – notices and books have been left, being used successfully.
- d) Autumn Litter Pick – Sunday 5th November. No one turned up on the day. There was not much litter in Jukes Lane, nor up towards the telephone kiosk. Further litter picks by some residents are being done. The Clerk picked a bag of litter from Wyrebrook Orchard and Stipershill junctions. It was noted that Temespan had not included the advert.
- e) Pothole in Church Hill – reported.
- f) Pothole outside Old Rectory – completed.
- g) Pothole on A456 outside Monks Bridge. Some have been filled in at this spot, but others remain, to be reported.

9) Councillors' reports and items for future agenda.

Drain below Tavern Lane is blocking again, water does clear but slowly, to be reported. The loose BT cover at Newnham Bridge has been filled in but still rattles, to be reported. There is another one by the Talbot – to be advised.

10) Date of next meeting: 7.30pm on Tuesday 5th December, 2017.

There being no other business, the meeting closed at 8.45pm.

Signed

Date

Chairman