

**The minutes of Knighton on Teme Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 6th February, 2018**

Present: Cllrs J Rugman, R Lear, J Barnes, D Hubbard, C Albert, K Redfern,

In attendance: Clerk, Mrs Karen Yates.

Mr J Rugman chaired the meeting.

1) **Apologies:** C Bevan, J Powell, R Collie, 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.

A request for possible financial support towards Smartwater will be made.

4) **Minutes:** Minutes of meeting held on 2nd January, 2018 were approved.

5) **Correspondence**

a) General Data Protection Regulation – preparation and training. The Clerk had drafted a list of all files held, with a proposal for either keeping or deleting them. This was agreed. Further files held by the Chairman will be sorted and kept if required. A training session is being held on 6th March, Cllr Redfern and the Clerk to attend. The next PC meeting will be held on Wednesday 7th March. A useful toolkit is being prepared by NALC.

Queries regarding archiving/redacting old data, email practice and personal information in files ie annual reports as well as other issues to be raised.

b) Smartwater. The Chairman had re-drafted the notice advertising how residents can obtain a kit, how many would be interested in purchasing one / require financial assistance for one if available, and where to send requests to. This will first be sent to Mr Simpson for information and advice. It is thought that forms will be circulated via Teme Span, this will be checked, about 300 will be required. Those interested can send them back in the post to the Clerk, or leave them at various places within the parish.

6) **Planning**

a) There was one planning application:

17/01822/HP Associated Ref:17/01823/LB

2 Little London, KoT. Erection of two storey rear extension and associated repairs. No objections.

b) There were no determinations.

c) Planning applications determined under delegated powers: none.

d) The Tavern-possible unauthorised development. The enforcement team advise that no breach of planning has occurred.

7) **Finance**

a) Clerks salary February-£235.40. Agreed.

b) A meeting with the Internal Auditor has been requested.

c) MS Office – request for purchase - £119.99. Agreed.

d) 3rd quarter accounts for approval. Agreed.

e) Data protection renewal - £35. Agreed.

8) **Highways**

- a) Lengthsman Scheme. Account for January-£180. Agreed.
- b) Dog fouling – to be placed on the next agenda.
- c) BT rattling lid on A456. This has been marked, although markings have worn off. This is becoming a real hazard, another similar lid is causing the same problems on the other side of the road between the Forge and the Talbot.
- d) Pothole on bend at Monks Bridge – reported.
- e) Pothole on bridge in Newnham – reported.

- 9) **Councillors' reports and items for future agenda.** The top part of the footpath on Tavern steps has become dangerous, wearing away. The Clerk will inform the Footpath Officer.
NALC guidance on church grants was noted.
Spring litter pick to be placed on the next agenda, date set for Sunday 25th March, 2018.
A456 has a lot of litter along the verges, highways to be contacted.

- 10) **Date of next meeting:** 7.30pm on Wednesday 7th March, 2018.
PLEASE NOTE CHANGE OF DATE DUE TO TRAINING
There being no other business, the meeting closed at 8.30pm.

Signed

Date

Chairman