

**The minutes of Knighton on Teme Parish Council Annual Meeting
held virtually at 7.10pm on 4th May, 2021**

Present: Cllrs R Lear, K Redfern, D Hubbard, L Shorney, J Barnes, R Bolton, E Mapp, J Ruffles, J Bradley

In attendance: Clerk, Mrs Karen Yates, Cllr K Pollock

Mrs K Redfern chaired the meeting.

- 1 **Election of Chairman** – K Redfern was nominated by D Hubbard, seconded by J Barnes, accepted and agreed. A declaration of acceptance of office was signed.
- 2 **Election of Vice Chairman** – D Hubbard was nominated by K Redfern, seconded by R Bolton, accepted and agreed.
- 3 **Apologies.** Welcome to new member John Ruffles, a declaration of acceptance of office was signed.
- 4 **Register / Declarations of Interest.**
Dispensations E Mapp declared an interest in items 7 and 10a

Public Question Time

5 District/County Councillor's Report.

Cllr Pollock had circulated his report to all members. It was pleasing to report that lockdown is easing and Covid19 cases remain low in our area. Elections are taking place and this will be the last meeting Ken attends, he gave thanks to members and the Clerk. The Chairman conveyed thanks on our behalf for Ken's support and wished him well in retirement.

6 **Minutes:** Minutes of meeting held on 6th April, 2021 were approved.

7 Safety along A456, Newnham Bridge.

a To re-consider/agree sites to place sign following site meeting on 20th April with Highways
K Redfern met with Hannah Davies from Highways regarding siting the speed signs previously agreed to purchase. We can only site one temporary sign for 2 weeks at a time which could be rotated to the other side of the road by the Lengthsman. The road safety team have further confirmed that our area does not warrant permanent signs. Hannah confirmed highways would bear the cost of erecting signs where needed if existing signs cannot be used. It was thought that owning a sign would be more beneficial than renting one.

b To re-consider/agree costs and sign to purchase or rent.

Following further discussions at 7a and 7c, it became clear that members would have preferred permanent speed signs at the identified locations. It was generally agreed that gates would be a good idea.

It was agreed by a majority of 7 to purchase 1 VAS sign and site it temporarily for two weeks at a time on a rotational basis. K Redfern to liaise with Hannah about the exact positioning of the site towards Tenbury, as it was agreed by a majority of 5 members that this site should be where the green stick is to catch more traffic. Clerk to confirm costs for the next meeting.

c To consider/agree purchasing white village gates as per quotation received £924.

White gates were suggested during the meeting with Highways as there is a much cheaper option available now, 6 1m gates could be purchased for approx. £924.

It was agreed by a majority of 6 to purchase 6 1m gates. Clerk to confirm costs for the next meeting. It was suggested daffodils be planted around the gates.

8 Planning

a The following planning application was received:

21/00334/LB Newnham Court Barns, Admirals Barn, Newnham Bridge. Replacement of existing ineffective damp-proofing system in cellar with cavity drainage membrane system

and sump. Insertion of fire escape window into light well. Sub-division of cellar to form 2 storage rooms, wc and gym/studio. No objections.

b There were no determinations.

c Planning applications determined under delegated powers. None

d Commonwood Villa. Enforcement consider that little harm is being caused at present by the containers and no further action is planned at this point, however they will not be allowed to stay permanently and this will be monitored.

e Possible unauthorised planning adjacent to Stoney Cross Villa, Bickley Lane. No response had been received from the landowners, a site 330 notice is being served requesting specific information. Enforcement advised that they saw little activity on site during their visit. It was agreed to reply stating that we are aware there has been a septic tank delivered and installed.

f Planning courses attended by Chair and Vice Chair-feedback. Good courses with experienced tutor. Local authorities are not required to have enforcement officers, it is a voluntary decision. Parish Councils are advised not to liaise with applicants, but to discuss planning matters with officers. Much focus on neighbourhood planning, but it is not for our parish. Developers seem to be able to reap the most from the planning system as enforcement system is weak – decisions are made on proportionality when a planning breach occurs.

9 Finance

a Clerks salary May-£265.46. Agreed.

b Zoom – May meeting - £14.39. Paid. Agreed.

c Insurance renewal - £312.76. Agreed.

d WorcsCalc membership - £366.40. Agreed.

e Audit and accounts for 2020-2021. Currently with Internal Auditor.

10 Highways

a Lengthsman Scheme. April a/c £288. Agreed. Work in Newnham Bridge nearly complete.

b Cracked drain opposite Mill Lane – to be passed to County Councillor.

c Width/restricted access sign on Church Hill. Hannah from Highways visited and agreed this is a problem, measurements were taken, she will raise it with management, 8-12 weeks feedback. Landowner has been notified.

d Potholes outside Wayside/Field Farm – reported.

e State of road between Jewkes Lane junction and caravan park – to be passed to County Councillor.

f Blocked drain outside High Hall – to be passed to County Councillor

g Broken sign in verge on A456 – reported.

h Water leak at Bickley Lane/Tavern junction to re-report as it has been tarmacked over and this is now loose due to heavy rain. Leaks outside Church and Jewkes Lane completed.

i Proposed snack van in A456 layby-concerns of extra litter. This was seen on Facebook. K Redfern to ask Hannah at Highways if this needs to be reported to them and/or Planning. It was suggested prior to purchasing a litter bin, this could be included into any permissions required. Safety was questioned as it is frequently used by lorries.

j Dislodged Severn Trent cover in Bickley Lane – Clerk advised that this has not been reported to Severn Trent via their website as it requests addresses and could not proceed further - to be reported to Highways.

11 **Broadband issues in the parish.** It has been confirmed that the grant fund is open again, BT have been contacted to advise that we intend to apply again and to forward their quote as soon as possible.

12 Dogs:

Walkers/Landowner responsibilities on footpaths incl. dog fouling. The flyer went out in Temespan.

No response from local papers, Malvern have suggested the Green Dog Walkers Scheme but did not mention the Dog Warden – they will be asked again.

Blocked footpaths reported previously are being dealt with by our Footpath Officer.

Litter bins – bins have been agreed to be sited at Jewkes Lane/Maes Court junction, outside Station Close and a larger bin in the A456 layby. Hannah agreed to the sites, bins to be placed on existing posts.

Malvern have agreed to adding them to the emptying rota. Clerk to confirm costs at the next meeting for the large bin whilst awaiting further information on the snack bar. Two smaller bins to be purchased at £204 + VAT + delivery. Agreed.

13 **GDPR** – propose to review and adopt existing policies. No changes have been required since the last review, it was proposed by K Redfern, seconded by D Hubbard to adopt all existing policies. Agreed.

14 **Councillors’ reports and items for future agenda.** Drain above Tavern Lane to be reported as water runs past it due to raised tarmac. Drains outside The Talbot require jetting. Road sweeper to be requested through Newnham again to clear the gutters from Worcester to Tenbury. Litter bins need emptying again as they are full and have possibly been missed off the last round.

To consider extending the 30mph limit past Wyrebrook Orchard.

To review current tree preservation order listing.

Contact Severn Trent as water is running out of Aston Bank Farm towards Woodside.

15 **Date of next meeting:** 7pm on Tuesday 1st June, 2021.

Face to face meeting to resume, risk assessments to be drawn up to ensure everyone stays safe

There being no other business, the meeting closed at 21.09pm.

Signed (Chairman) Date