

**The minutes of Knighton on Teme Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 5th April, 2016**

Present: Cllrs Mrs K Redfern, Messrs C Bevan, R Lear, D Hubbard, J Rugman, J Barnes

In attendance: Clerk, Mrs Karen Yates,
Mr J Rugman chaired the meeting.

1) **Apologies:** R Collie, J Powell, K Pollock, C Dell

2) **Register / Declarations of Interest**

Dispensations – none

Public Question Time

3) **District/County Councillor's Report.**

Cllr Pollock had circulated a report to all members, this will be posted on our website.

4) **Minutes:** Minutes of the meeting held on 1st March, 2016 were approved.

5) **Correspondence:**

a) Items of correspondence noted.

b) Good Councillor Guide. It was noted that we should prepare an equality policy, the Clerk will draft one. Members interests to be checked that they are correctly shown on ours and the district council website.

c) The county council are seeking views on improving services – noted.

6) **Planning**

a) There were no planning applications.

b) There were no determinations.

c) Development at Bickley Lane. The enforcement team have visited the site and confirmed a number of breaches have taken place, the owner to be contacted. It was noted that the properties are now for sale, details to be passed to Malvern.

d) Neighbourhood Planning seminar – feedback. Cllr Hubbard attended this presentation, details were circulated to members. It was agreed that the SWDP now in place provides the necessary planning documents required to guide development. Our parish is classed as open country with no identified housing numbers allocated, as such a neighbourhood plan is not needed.

e) Draft affordable housing SPD – documents to be circulated to members for comment.

f) Traveller and Travelling Showpeople site allocations plan consultation – to be circulated for comment.

7) **Finance.**

a) Clerks salary £229.32. Agreed.

b) Automatic enrolment – pension update and next steps. We need to start our declaration of compliance by 1st May, Chairman & Clerk to arrange.

8) **Highways**

- a) Lengthsman Scheme. Year end account figures and future practice. The county council informed us that we could only claim £130.75 of our February claim for £180. This will result in £49.25 having been paid but not claimed. Following discussions with the Chairman, it was decided to contact Ian and advise no work would be available for March, which he was quite happy with due to his commitments with lambing. It was agreed that next year, a proforma system will be used so that all payments can be received back before the end of the year.
A reminder about cutting back grips further, and a look at the drain below Tavern Lane to be forwarded to Ian.
- b) Wildlife verges – 10 packs of seeds have been received, packs were circulated along with guidance to be used by members/volunteers in public spaces and monitor, to report back in October. J Hogan and R Hughes will also be given packs.
- c) Dog fouling along A456 from Bickley Lane. No significant increase of late, to be monitored.
- d) Litter pick – 78kg of litter to date, more reports to come. The Chairman to draft a report for circulation. All agreed that meeting socially afterwards was a good idea. Review in September for possible Autumn pick.
- e) Blocked gully at High Hall – an update will be sought. The Clerk advised that a new reporting system is in place which has not been able to keep past reports.
- f) Pothole outside bus shelter. This appears to be verge degradation as there are no specific potholes, no further action.
- g) A456 litter. A litter pick has been carried out by Malvern with numerous bags of rubbish collected. All agreed this was promptly dealt with.

9) **Survey / review of community needs.** No feedback had been received following adverts in Teme Span, it was agreed to review this in November.

10) **Councillors' reports and items for future agenda.**

Road below the caravan park has deteriorated again, it is hazardous to pedestrians and cyclists with no pavements. To be reported.

11) **Date of next meeting:** 7.45pm on Tuesday 3rd May, 2016. The annual parish meeting will take place at 7.30pm.

There being no other business, the meeting closed at 8.30pm.

Signed
Chairman

Date