

**The minutes of Knighton on Teme Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 3rd April 2018**

Present: Cllrs R Lear, J Rugman, C Bevan, J Barnes, K Redfern

In attendance: Clerk, Mrs Karen Yates.

- 1) **Apologies:** J Powell, 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.
- 4) **Minutes:** Minutes of meeting held on 7th March, 2018 were approved following a minor correction.
- 5) **Correspondence**
 - a) General Data Protection Regulation – preparation and training. The Clerk advised that the training course she attended at Hereford was very good, concentrating on being proportionate to PC's. Several templates were supplied and permission given to pass them on. Several documents had been drafted, to be placed on the next agenda for approval. A folder to be started for GDPR. There is no rush to get everything in place by the end of May, but an action plan stating progress to date needs to be in place. A mobile phone has been purchased and the new PC email set up, these are currently being circulated to contacts. PC email addresses for all members to be set up and security purchased for the laptop. HMRC to be contacted to request advice about separating the employer database for PAYE from the Clerk's other PC. Further guidance is awaited on the DPO from NALC/CALC as is training, meanwhile outside quotes are being gathered as a comparison.
 - b) Smartwater. Flyers have been distributed with Temespan – thanks to their team for their help. Boxes have been placed around the parish for the return of forms. We await the replies, if there are enough a day will be arranged with WMP to give out the packs, a top 10 of most stolen items will be requested from WMP. Thought to be given to how the free kits will be given out, we will not know what the take up is until the open day. MHDC was contacted regarding funding, there may be some available in the next financial year.
 - c) LG Ethical Standards consultation. Noted.

K Redfern left the meeting.

6) Planning

- a) There was one planning application:
18/00355/FUL Newnham Court Barns, Newnham Bridge.
Change of use of agricultural land to domestic garden and associated landscaping. No objections.
- b) The following determination was approved:
17/01565/HP. Woodlings Barn, Newnham Bridge. Two storey side extension to barn conversion with front wall. Approved.
17/01823/LB 2 Little London, Knighton on Teme. Erection of two storey rear extension and associated works to the listed building. Approved.
- c) Planning applications determined under delegated powers: none.

7) **Finance**

- a) Clerks salary April-£231.79 Agreed.
(£6.80 due to HMRC for NI contributions, above amount includes £3.61 employers amount already paid).
- b) The accounts will be handed to the Internal Auditor on 19th April. The Clerk advised that the audit documents have been downloaded from the external auditors website – PKF Littlejohn. These will be completed and handed to the internal auditor on 19th April. Accounts need to be approved by 11th June. As no queries were raised during last years audit and the threshold amount is under £25K, we are subject to an exemption audit.
- c) Mobile phone - £19.99. Approved, to comply with new GDPR regulations.

8) **Highways**

- a) Lengthsman Scheme. No account for March.
 - b) Dog fouling – Cllr Pollock has kindly given us £200 towards the costs of dog bins. Quotes to be presented at the next meeting and locations confirmed. Highways to be contacted as it may be necessary to obtain their permission to place on the highway.
 - c) BT rattling lid on A456. completed.
 - d) Pothole on bridge in Newnham – completed.
 - e) Litter pick – there was much less rubbish than previously seen, the exception being between the Talbot towards Worcester.
- 9) **Councillors’ reports and items for future agenda.** Blocked drain at Monks Bridge-to be reported.
- 10) **Date of next meeting:** 7.30pm on Tuesday 1st May, 2018.
There being no other business, the meeting closed at 8.40pm.

Signed

Chairman

Date