

**The minutes of Knighton on Teme Annual Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 7th May, 2019**

Present: Cllrs K Redfern, R Bolton, D Hubbard, J Barnes, E Mapp

In attendance: Clerk, Mrs Karen Yates, Cllr D Godwin.

Mrs K Redfern chaired the meeting.

1 **Election of Chairman** – J Barnes nominated K Redfern, seconded by R Bolton, accepted and agreed. A declaration of acceptance was signed.

2 **Election of Vice Chairman** – K Redfern nominated D Hubbard, seconded by J Barnes, accepted and agreed.

3 **Apologies:** R Lear

4 **Register / Declarations of Interest** - none

Dispensations – none

Public Question Time

5 **District/County Councillor's Report.**

6 **Minutes:** Minutes of meeting held on 2nd April, 2019 were approved.

7 **Review GDPR policies.** These were circulated at the meeting, no changes were made. It was proposed by K Redfern, seconded by J Barnes to adopt these policies-all agreed.

8 **Planning**

a There was one planning application:

19/00488/LB Admirals Barn, Newnham Court Barns. Installation of stove and flue. No objections.

b There were no determinations.

c Planning applications determined under delegated powers: none

d Station House. No response had been received from our email, as there is currently no local list in place, it would appear that this would only be considered during the planning process. It was agreed to contact planning to ask if they are going to visit the site, or to place any kind of preservation order on it. This will be copied to Cllr D Godwin. It was further agreed to contact Land Registry to seek the landowner regarding the state of the downpipes.

e Ongoing planning concerns at Tavern Lane. Planning enforcement had replied following our complaint to the Leader and Chief Executive of Malvern Hills DC. They confirm responsibility for the use of the track and the tree protection fence. The fence has been reinstated and remains in place. Highways have been informed regarding the use of the track and drainage concerns and a reply is awaited. The Enforcement Officer has agreed to meet us, a suggestion made by Cllr Dell before he left post. It was agreed to wait for a response from Highways and then arrange a meeting. This will be communicated to Planning Enforcement.

HSE replied following a complaint to the Chief Executive asking if our complaint had been dealt with effectively. A reply will be made asking who is dealing with the risk of debris down the bank, the damage that has already been done and the stability of the whole bank – gardens are flooding below and there is an immediate concern for residents safety.

It was also agreed to contact the housing association to make them aware of what we have done and ask them what they are doing to ensure the safety of their residents. We would be happy to meet a representative on site.

f WCC Enforcement Plan consultation document. This was noted.

9 Finance

- a Clerks salary May £259. Agreed.
- b McAfee anti-virus renewal - £21.95. Agreed.
- c Request to support Parish Rooms grant to improve thermal efficiency. Grant application has gone in.
- d Remembrance bench – Quotes are being finalised.
- e Audit and Accounts for y/e 31/3/19. These are with the Internal Auditor.
- f CALC membership for 2019-2020 - £351.74. Agreed.

10 Highways

- a Lengthsman Scheme. Invoice for April - £240 + VAT. Agreed.
Blocked drain outside Field Farm – the landowner at Bickley Farm to be contacted.
- b Pothole outside Wrens Nest, Shropshire. A complaint will be made to the Chief Executive as no response has been received.
- c Overgrown hedges at Woodgates Green – awaiting feedback.
- d Sunken verge in Jewkes Lane – the Drainage Engineer is looking at a solution to this.
- e Blocked drains along the A456 have been reported. Six more drains will be reported following the patching work as they are still blocked.
- f Wildlife verges – Highways have confirmed they are seeking contracts for the verges, being a different process and removing the cuttings increase costs.
- g BT manhole cover – completed.

11 Glass recycling in the parish. The Parish Room Committee have withdrawn the offer of siting a recycling unit in the car park due to safety concerns. The Council to be advised of this and asked how they intend to provide this facility in the parish.

12 Vacancies for 2 Parish Councillors. Co-option notices to be advertised.

13 Councillors' reports and items for future agenda.

14 Date of next meeting: 7.30pm on Tuesday 4th June, 2019.

Cllr Douglas Godwin joined the meeting as newly elected District Councillor. Talks are ongoing at Malvern to get administration in place after the Conservatives lost overall control. He thanked Cllr Dell for his time in office. He agreed to help with our concerns regarding development at Tavern Lane and Station House.

There being no other business, the meeting closed at 9.10pm.

Signed (Chairman)

Date