

**The minutes of Knighton on Teme Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 2nd January, 2018**

Present: Cllrs C Bevan, J Rugman, R Lear, J Powell, J Barnes

In attendance: Clerk, Mrs Karen Yates, Cllr C Dell, 1 member of the public.

Mr J Rugman chaired the meeting.

1) **Apologies:** D Hubbard, C Albert, K Redfern, R Collie, K Pollock

2) **Register / Declarations of Interest** – none

Dispensations – none

Public Question Time

The applicant relating to the plans at 6a advised the meeting that information regarding the public right of way had been submitted incorrectly and no changes were being made to the existing footpath.

3) **District/County Councillor's Report.** Cllr K Pollock had circulated his report to all members.

Cllr C Dell supported the idea of creating passing places along Aston Bank, plans to abolish the northern area planning committee were still being discussed, Libra Office is a free download software available to use. Cllr Dell agreed to report back on data protection issues that Malvern may be considering and could be of help to us. There seems to be little information circulating on what is being considered locally. Advice on dog bins and emptying costs will also be looked at. Cllr Dell left the meeting.

4) **Minutes:** Minutes of meeting held on 5th December, 2017 were approved.

5) **Correspondence**

- a) General Data Protection Regulation – preparation and training. The Chairman had prepared an action list including keeping up to date with changes in the law. Members were reminded to look through their PC documents (hard copies and electronic) and delete any personal data not required, if unsure, pass to the Clerk to keep or delete. Clerk is going through all electronic data, a list to be prepared for the next meeting for discussion. Further information awaited on training, best practice models to use, DPO status, storage of historic/redacted information and keeping data safe – PC email and members use of email.
- b) Smartwater. The Chairman had drafted a notice to go out to residents advising of this scheme. It was agreed to gather feedback first to determine the level of support and part fund it by £500 should the level of support be enough. Notice to be redrafted and Mr Simpson to be kept informed.

6) **Planning**

- a) There was one planning application:
17/01917/FUL Land at (OS 6419 6943), Tavern Lane, Newnham Bridge
Agricultural building for storage of farm machinery, feed and bedding material for pig husbandry on site. No objections.
- b) There were no determinations.
- c) Planning applications determined under delegated powers: none.
- d) The Tavern-possible unauthorised development. An update will be sought for the next meeting.

7) **Finance**

- a) Clerks salary January-£235.40. Agreed.

- b) Draft budget 2018-2019. A further draft budget had been circulated. This was amended to £500 for the Smartwater funds, leaving a carry forward figure of £3301. It was proposed by J Rugman, seconded by C Bevan to adopt the draft budget, the precept remaining at £4520. All agreed.
- c) Grants were awarded as agreed within the budget. £150 each to Temespan, Knighton on Teme PCC, CAB, Lindridge Pre-school.
- d) A meeting to be arranged with our Internal Auditor.
- e) MS Office – to be placed on the next agenda.

8) **Highways**

- a) Lengthsman Scheme. Account for December-£180. Agreed.
- b) Drain below Tavern Lane – passed to drainage contractor for clearance.
- c) Passing places on Aston Bank. This has been noted.
- d) Dog fouling – a response will be sought from Cllr Dell regarding emptying of bins.
- e) BT rattling lid on A456. It was reported that the area around the lid is breaking up further, this will be reported if nothing further is heard.

- 9) **Councillors' reports and items for future agenda.** Pothole to be reported on the bend of the A456 before Talltrees. An overhanging hedge by the Boathouse on the A456 to be reported. A pothole to be reported along A456 travelling towards Tenbury adjacent to the bridge.

- 10) **Date of next meeting:** 7.30pm on Tuesday 6th February, 2018.
There being no other business, the meeting closed at 8.50pm.

Signed

Date

Chairman