

**The minutes of Knighton on Teme Annual Parish Council Meeting  
held at Knighton on Teme Parish Room at 7.45pm on 1<sup>st</sup> May, 2018**

**Present:** Cllrs R Lear, J Rugman, J Barnes, K Redfern, D Hubbard, C Albert

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

- 1 **Election of Chairman.** R Lear proposed J Rugman, seconded by J Barnes. D Hubbard proposed K Redfern, seconded by C Albert. Both candidates attracted the same number of votes. A secret ballot was held, the same result occurred. K Redfern withdrew her vote, J Rugman was elected Chairman. A declaration of office was signed.
- 2 **Election of Vice-Chairman.** D Hubbard nominated K Redfern, seconded by J Barnes, all agreed. C Bevan had tendered his resignation. The Chairman thanked him for his service to the Parish Council, latterly as Vice Chairman. J Powell had also tendered his resignation, both will be thanked for their service.

3 **Apologies:**

- 4) **Register / Declarations of Interest** – none  
**Dispensations** – none

**Public Question Time**

Concerns were raised by a member of the public about preserving the platform and associated structures at The Station House as part of the local heritage. An application for Listed Building status had been made and formally rejected with reasons given. The Clerk was asked to seek information or advice from the District Councillor and MHDC Planning Department as to how the matter might be taken forward.

- 5 **District/County Councillor's Report.** Cllr K Pollock had circulated his report to all members. Broadband speeds at some locations in the area are still a concern. Openreach have a scheme operating on switches located in the property and externally nearby. They supply pipework etc., if you lay it. They will then connect it. Cllr Pollock advised a universal scheme is planned by 2020 for all to receive speeds of at least 10mps. Other schemes exist with private companies.

Item 7b was brought forward.

Smartwater returns had been collected from all boxes in the parish. Of 230 delivered, only 31 had been returned – 13% of households. 28 responses indicated they would join the scheme, 3 would not. 23 required a free kit, 8 would not. Overall, this was a disappointing result and will not be taken further at this time due to lack of support. It may be re-visited in the future.

Cllr K Pollock left the meeting.

- 6 **Minutes:** Minutes of meeting held on 3<sup>rd</sup> April, 2018 were approved.

7 **Correspondence**

- a General Data Protection Regulation – preparation and training. The Clerk advised that she had attended further training at Hereford, templates were supplied. It was proposed that the following policies/notices/forms circulated at the meeting be adopted: General Privacy notice, Staff/members/role holders privacy notice, Privacy policy, Subject access policy, Subject access request forms(3), Consent form and Personal data management and audit policy. Agreed. Data continues to be sorted, email contacts continue to be notified. The basic tool PAYE software has been re-installed on the laptop, consent for personal data is required from Clerks other parish. Member email addresses to be reviewed as they are not working correctly. CALC are holding a training session, however, it was felt sufficient training has been attended.

There is an amendment to the GDPR going through Parliament to exempt parish council's from acquiring a DPO. Further information is awaited on this.

b See above.

## 8 Planning

- a There were no planning applications:
- b The following determination was read out  
18/00225/HP The Fuggles, Newnham Court. Proposed Garden Room. Withdrawn.
- c Planning applications determined under delegated powers: none.

## 9 Finance

- a Clerks salary April-£235.40 Agreed.
- b Smartwater boxes expenses – J Rugman - £10.40. Agreed.
- c Accounts/audit for year ending 31/3/2018. The accounts are with the auditor, to be approved at the next meeting.
- d Insurance renewal for 2018-2019 - £301.81. Agreed. Further information will be sought regarding data protection/privacy and what is covered.
- e CALC subscription - £324.29. Agreed.
- f Norton anti-virus software - £14.99. Agreed.

## 10 Highways

- a Lengthsman Scheme. April account - £160 + VAT. Agreed.
- b Dog fouling – Locations for 3 bins were agreed at the entrance to Oxnalls Farm, bus shelter, end of Jukes Lane by the post box. Permission to be sought from Highways if required. Costs to be confirmed at the next meeting.
- c Blocked drain at Monks Bridge - reported.
- d Speeding concerns through Newnham Bridge. A resident had contacted us regarding traffic concerns through the village. Highways have been contacted to see what options are available to us, such as flashing speed signs, gates, road markings/signage etc. A speed survey will be requested. The Safer Camera Partnership will also be contacted to request their advice.

**11 Vacancy for a Councillor.** Following R Collie's resignation, notices have been posted. We have to wait until 9<sup>th</sup> May until further co-option notices can be posted.

**12 Councillors' reports and items for future agenda.** The seat by the caravan park has broken, this will be looked into. Drains below the church are blocked, water holds outside Woodgates Green, both to be reported to Ian.

**13 Date of next meeting:** 7.30pm on Tuesday 5<sup>th</sup> June, 2018.  
There being no other business, the meeting closed at 9.22pm.

Signed .....

Date .....

Chairman