

# HOPTON-CUM-KNETTISHALL PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

THE VILLAGE HALL, HOPTON

MONDAY 22<sup>nd</sup> MAY 2023 AT 7PM

(Draft until approved and signed)

### PRESENT:

Councillor Andrea Hanks (Vice Chair) (AH)

Councillor Su Delve (SD)

Councillor David Faiers (DF)

### ABSENT:

Councillor Loreen Macklin Horsfall (Chair) (LMH)

Councillor Robert Capon (RC)

Councillor Jo Hassan (JH)

Councillor Ben Shotbolt (BS)

Councillor Joolz Thompson (JT)

### IN ATTENDANCE:

Nicholas Spring (Parish Clerk) (NS)

County Councillor Joanna Spicer (JS)

District Councillor Carol Bull (CB)

Two members of the public were present.

The meeting closed at 8.25pm

Nicholas Spring

Parish Clerk

[hoptonpc@outlook.com](mailto:hoptonpc@outlook.com)

1. Election of Chair and Vice Chair
  - a) LMH was elected as the Chair
  - b) AH was elected as the Vice Chair
2. Declarations of Acceptance of Office  
The councillors present signed their acceptances of office.
3. Apologies for absence  
Received from: LMH, RC, JH & JT
4. Members' declarations of interests & requests for dispensations  
None
5. Public participation session  
The following matters were raised: where to find the details of the Sarsons Meadow development; coverage of village matters in the Benefice magazine; footpaths; the accuracy of road closure signs; and the village's Coronation event.
6. Reports from the County and/or District Councillor  
JS reported that the footpath cutting programme should be underway. She had requested information from Highways as to when Olives Throat would be upgraded and would report back; she would also enquire about the Knettishall right of way. JS drew attention to the County Council planning application for fencing around the primary school swimming pool area and also a new boundary fence. The Parish Council had no objection. Finally JS reported that she would enquire as to what the approximate cost of village gateways would be so that

the Parish Council could consider the idea. A site visit would also enable the location of the Vehicle Activated Signs to be looked at.

CB drew attention to the Town and Parish Forum at West Suffolk House on 11<sup>th</sup> July (18.45-20.30)

CB also reported that in West Suffolk the voter ID requirement had been well understood and that 99.9% attending polling stations in the district had been able to vote.

7. To approve as accurate the minutes of the meeting held on 24<sup>th</sup> April 2023  
The minutes were approved and signed.
8. To review any action points highlighted in the minutes  
The minutes were approved with one correction - the District Council not the County Council was responsible for the naming of the roads on the new development.
9. Policies and Procedures

The Council reviewed and re-adopted the following policies and procedures:

- a) Standing Orders
- b) Financial Regulations
- c) Risk Assessment
- d) Grant Awarding Policy
- e) Data Protection Policy
- f) Privacy Notice
- g) Document and Electronic Data Retention Policy
- h) Freedom of Information Policy
- i) Freedom of Information Publication Scheme
- j) Complaints Procedure

It was noted that the Hopton Facebook page was not run by the Parish Council and that reference to it should be removed from the Freedom of Information Policy.

It was also noted that according to the Financial Regulations, quarterly bank reconciliations should be approved by a councillor who was not a signatory to the bank account. This would be done going forward.

10. Reports from

- a. The Chair
- b. Councillors

AH reported that LM was keen to set a timeframe for the updating of the Emergency Plan. Clerk to contact BS. SD volunteered to help. CB suggested contacting Barningham PC who had recently updated their plan.

AH also reported on the village's Coronation Picnic which had been enjoyed by those who had attended. It was agreed to look at presenting commemorative Coronation mugs to children in the village up to the age of 11 before the end of the summer term.

AH enquired about helping to fund the external lighting of the Church. The Clerk advised that the Church should be asked to submit a request for a grant towards this.

It was agreed that the Council should pay for tree warden training and this would be on the June payments schedule.

SD reported on further work on the Crooked Corner. She also informed the Council that there was going to be a review of the Police Volunteers Scheme and she would be raising the issue that all the planned police walks in Hopton had been cancelled.

11. Planning
  - a. To consider the Parish Council's responses to any planning application consultations  
The Council had agreed earlier in the meeting that it had no objection to the application for new fencing at the primary school.
  - b. Sarsons Meadow development update (if any)  
None
12. Finances
  - a. Council to receive the monthly Budget Report  
The Report was noted.
  - b. Council to approve the Payments Schedule  
The Schedule was approved.
13. Date of next meeting: Monday 12<sup>th</sup> June 2023