

## HOPTON CUM KNETTISHALL PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING

THE VILLAGE HALL, HOPTON

MONDAY 13<sup>th</sup> MAY 2024 AT 7.15 PM

(Draft until approved and signed)

#### PRESENT:

Councillor Loreen Macklin Horsfall (Chair) (LMH)

Councillor Andrea Hanks (Vice Chair) (AH)

Councillor Robert Capon (RC)

Councillor Su Delve (SD)

Councillor David Faiers (DF)

Councillor Jo Hassan (JH)

Councillor Ben Shotbolt (BS)

Councillor Julian Thompson (JT)

#### IN ATTENDANCE:

Nicholas Spring, Clerk (NS)

County Councillor Joanna Spicer (JS)

District Councillor Carol Bull (CB)

4 members of the public were present.

The meeting closed at 8.55pm

1. Election of Chair and Vice Chair
  - a) Council elected LM as Chair
  - b) Council elected AH as Vice Chair
  - c) Declarations of Office were signed by LM and AH
2. Apologies for absence  
None
3. Members' declarations of interests & requests for dispensations  
AH declared an interest in item 11c (application for a grant by the Hopton History Group). It was agreed that AH could participate in the consideration.
4. Public participation session  
None
5. To consider any matters relating to highways, pavements, footpaths and trees
  - a) It was noted that some members of the public were still using the boardwalk even though it was closed. The County Council would not accept any liability

given the closure notices. JS reported that the boardwalk was due to be replaced using recycled plastic, but it needed to be drier to proceed. b) JS reported that replacing the Knettishall Bridge would cost c.£50,000 and that it was not possible to downgrade the bridleway to a footpath. However, no replacement was likely for the foreseeable future. c) The mowing of Angles Way was noted.

6. Reports from the County and/or District Councillor

CB clarified that as far as pavements were concerned the District Council was responsible for litter, the County Council for maintenance and that encroachment should be dealt with by landowners, with County Council encouragement or enforcement.

CB also reported that she had received assurance that any flooding in Nethergate Street would not be due to the dam which had been created upstream.

7. The minutes of the meeting held on 8<sup>th</sup> April 2024 were approved as accurate.

8. 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 agreed that a few at a time should be reviewed in detail.

9. Planning

- a. To consider the Parish Council's responses to any planning application consultations

None

- b. Sarsons Meadow development update (if any)

It was agreed that the Clerk should endeavour to set up an on-site meeting with the developers for an update including plans for the open space.

10. To receive an update on the purchase of a gov.uk domain  
The domain of hoptoncumknettishall-pc.gov.uk had been purchased. A central government credit of £100 had been given towards the cost.

11. Finances

- a. Council received the monthly Budget Report
- b. Council approved the Payments Schedule
- c. Council agreed to make a grant to the Hopton History Group for £452, made up of £123.00 to provide display panels for use at events and regular meetings, £250.00 to provide a dedicated laptop for archive storage, £79.00 to provide archive folders for historic documents. *(The Council was subsequently advised in writing that “In the event of the group being dissolved any assets remaining after the satisfaction of all debts and liabilities shall be donated to Hopton Parish Council for use by people of Hopton and Local area. Copies of archive material will be lodged with the Records Office and Parish Council”.)*
- d. To review the Council’s banking arrangements  
The Council agreed in principle to open an account with Nationwide to hold its reserves, to take an advantage of better interest rates and because of Nationwide’s commitment to the environment. The Council also agreed in principle to having a debit card for minor expenses. Financial Regulations would need to be updated.

12. Information updates from Councillors

JH reported that she now had plans from four playground providers. The next step would be to publish them on the website and undertake a village survey. JT updated on Climate Action and Housing. BS reported he was progressing the Emergency Plan. AH updated on the quarterly newsletter and asked about the Pop-up Police Surgery. SD would be liaising on this.

13. To review any action points raised at previous meetings and not already considered.

LM to progress the siting of the last two dog bins.

14. Council approved the schedule of meetings 2024-25 including the date of the next meeting Monday 10<sup>th</sup> June 2024.