

## **HOPTON CUM KNETTISHALL PARISH COUNCIL**

### MINUTES OF THE PARISH COUNCIL MEETING

THE VILLAGE HALL, HOPTON

12<sup>th</sup> MAY 2025 AT 7.20 PM

(Draft until approved and signed)

#### PRESENT:

Councillor Andrea Hanks (Vice Chair) (AH)

Councillor Su Delve (Vice Chair) (SD)

Councillor David Faiers (DF)

Councillor Jo Hassan (JH)

Councillor Ben Shotbolt (BS)

Councillor Julian Thompson (JT)

#### NOT PRESENT:

Councillor Robert Capon

#### IN ATTENDANCE:

Nicholas Spring, Clerk (NS)

County Councillor Joanna Spicer (JS)

District Councillor Carol Bull (CB)

One member of the public was present.

1. Election of Chair and Vice Chair
  - a) Council elected Andrea Hanks as Chair
  - b) Council elected Su Delve as Vice Chair
  - c) Declarations of Office were signed by AH and SD
2. Apologies for absence - RC
3. Members' declarations of interests & requests for dispensations if any - none
4. Reports from the County and/or District Councillor – this item was considered at the same time as item 5
5. To consider any matters relating to highways, pavements, footpaths and trees not already considered
  - It was agreed that the Westcotec VAS should be sent off for assessment. Including couriering, this would cost £100.

- It was further agreed in principle that a new VAS should be purchased. CB would enquire whether the Sarson Meadow S106 money allocated for a new bus stop could be diverted for this.
- Save Our Buses: JS reported that a revised route for the 73 & 73A was being prepared for September. The Council agreed to contribute towards the cost of publicity materials.
- CB reported that the Thelnetham chicken farm planning application was due to be determined at the June committee meeting of WSDC. JT agreed to request to speak at this meeting on behalf of the Parish Council to highlight traffic issues.
- It was agreed that the Parish Council should cover the cost of an additional 240ltr bin at the Village Hall for the rubbish it collected. This would amount to circa £186 (£7.02 per lift, 22 times a year). The Village Hall would be asked to organise this and invoice the Parish Council periodically.
- NS has contacted WSDC about the siting a litter bin at the turning into Holme Close and would submit a street furniture application.

6. Public participation session  
None

7. Council approved as accurate the minutes of the meeting held on 14<sup>th</sup> April 2025

8. Policies and Procedures

Council 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

9. Planning

- a. To consider the Parish Council's responses to any planning consultations received since the last meeting - none
- b. Sarsons Meadow development update, if any – none

10. Finances
  - a. Council received the monthly Budget Report
  - b. Council approved the Payments Schedule

11. Information updates from Councillors

DF reported that benches had been cleaned but one needed repairing which he would attend to.

JT reported on his visited to Lavenham community housing.

BS agreed to approach the proprietor of the village shop to request permission for a new noticeboard which would be used to publicise village events.

SD commented on the non-emptying of the green bin at the cemetery. DF to follow up.

AH reported on the VE Day 80 village tea party which had gone very well. She also informed of the deadline for the next newsletter. JT to write a piece about he buses for this edition. She also reported that the Parish Council records in the VH attic needed sorting out as they had been removed from the filing cabinets.

Finally, thanks were expressed to the outgoing Chair.

12. To review any action points raised at previous meetings and not already considered - none
13. Date of the next meeting: Monday 9<sup>th</sup> June 2025