

LOPEN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in The School Room, Church Street, Lopen 13 May 2019, 7.30 pm

Present : S Crane (Chairman), N Jones,, J Feeney, V Canton

In attendance : L Wilson - Parish Clerk Members of the Public : 5

The meeting commenced at 7.45 pm (following the Annual Village Meeting)

34/19 Acceptance of Office : All Councillors signed their respective forms.

35/19 Chairman election : Councillor Crane' appointment was proposed, seconded, and he accepted re-election for another term.

36/19 Vice Chairman : Councillor Jones' appointment was proposed, seconded, and he accepted the role.

37/19 Apologies : None

38/19 Declaration of Interests : None

39/19 Dispensations : None

40/19 Minutes of Meeting of 17 April 2019 were agreed as a correct record and signed accordingly.

41/19 Member Responsibilities: It was resolved that the following Councillors would take on theses responsibilities :

Highways & Ranger -	Stephen Crane
Planning -	Nick Jones
Footpaths -	Jenny Feeney
Social, Health & Wellbeing:	Valerie Canton

42/19 Road Committee membership : it was resolved that the following Councillors & members would form the road committee - Councillors Nick Jones, S Crane & J Feeney. It would need to be confirmed wehther SLOW representatives Ben Goldsmith & Roger Gurner (not present) wish to continue as members .

Note : Councillor Crane notified those present that he had arranged to meet County Councillor Adam Dance at 6 pm on Monday regarding the Lopen Speed Improvement Scheme (SIS). No one from Highways had agreed to be present, however, Cllr Dance was going to

show Kerry Jones of Highways the route. Cllr Feeney indicated she would also try to attend the meeting.

43/19 Picnic Working Party : It was resolved that the recently formed Picnic working party membership would continue. It comprises Cllr V Canton, Carolyn White, Liz Constable, Jean Morton, Kate Jones, Victoria Bennett, Mike Armstrong and Caroline McKendrick.

44/19 Internal Auditor's Report : The previously circulated report was reviewed and discussed. It was noted that all was approved. The only future consideration was that the Parish Council must implement a full risk review, rather than only for the events such as Footpath Working Days and the Village Picnic. Resolved that a draft template for the Risk Review would be compiled and Councillors could input their thoughts.

Items could include, for example; Absence of Parish Clerk; IT malfunction; Siting of meeting; Where the number of Councillors falls below the required quorum (3).

45/19 : Internal Control Review : It was agreed that existing controls were satisfactory. It was resolved that Cllr Feeney would take on the role of inspecting the financial records on a bi-annual basis, as a minimum.

46/19: Bank Signatory : Due to Ed Moore's resignation as a Councillor, a replacement signatory is required. It was resolved that Cllr Canton would take this role. It was resolved that the Clerk would obtain the necessary mandate from HSBC in time for the next meeting.

47/19 Review of Standing Orders & Financial Statements : The existing SO's and Financial Statements were reviewed only in September 2018 so it was resolved that there was no requirement for further review.

48/19 Review of suppliers : It was resolved that Footprintz (printing of Lopen Eye), SSDC (Ranger Services) & Mower Supplies would continue as before.

49/19 Renewal of memberships : The only membership is of SALC; it was resolved to continue with this. This year has shown a decrease in the annual fee as it is now linked to the parish roll.

50/19 Insurance Renewal : Three previously circulated quotes for the annual insurance were considered. One is substantially more expensive and shows no advantages, so was discarded. Zurich have quoted a slight increase on last year's premium, but a quote from Came & Co is considerably less. As the Clerk wished to check that Came & Co's cover was comprehensive enough and was awaiting details, it was resolved to leave the decision to the Clerk's satisfaction with enquiries, and that the insurance should be renewed subject to a maximum of £320 p.a.

51/19 Review of Asset Register : (Previously circulated). Received and approved.

52/19 Review of GDPR policy/Privacy Statement: It was agreed that the Councillors should review the policy/statement which is on the website and report back in due course.

53/19 Payments : Payments were made as follows :-

SALC annual membership fee	68.34
Phil Smith; Internal Audit Report	91.00
Disbursements' repayment to Clerk, L Wilson	63.69
(Postage, batteries, annual home expenses)	

54/19 Planning : Planning application 19/00669/S73 Frogmary Green AD Plant S73 change to conditions; Lopen response

Cllr Jones reported that David's Lane appears in the plans as providing access for the vehicles as a back route, which would only mitigate things slightly. Lopen PC had already protested vigorously (in writing) against the original planning proposal - in particular regarding the substantial and disproportionate increase in the size of the plant. It's possible that the digestate lagoon proposed may not smell very much - at some point Frogmary had indicated they would cover the lagoon. The Environmental Impact Assessment request had been rejected by Planning; the Councillors agreed this was hard to accept as a correct decision. The Ecologist in the village had even responded to the Council to ask whether they were sure this was the right decision, only to receive quite a "testy" response. Cllr Jones pointed out that Methane caused more environmental damage than CO2. It was resolved that Cllr Jones would prepare and send a response.

55/19 Meeting Dates : Agreed that the next meeting would be Monday 17 June, subject to confirmation that the School Room was available.

56/19 Any Other Matters : Cllr Crane had spoken to the Ranger and arranged to see him the following day to review various tasks.
There had been some fly tipping at Hinton St George.

The Editor of the Lopen Eye asked whether individual Councillors could provide him with detail on any matter they had dealt with by each month's deadline of the 23 of the month. Councillors confirmed they would do this.

It was raised again whether the PCSO had been contacted regarding litter picking by Young Offenders - agreed it would be undertaken.

The meeting concluded at 9 pm

For the purposes of minute taking the meeting was recorded.