

LOPEN PARISH COUNCIL

DRAFT Minutes

Meeting 9th December 2019

Present: S Crane (chairman), N Jones, V Canton, C Marsh

In attendance; J Collins (Clerk)

Members of the public: 3

Meeting commenced at 7.05pm

Public Forum:

Items discussed

1. New residents welcome packs - CM agreed to take this on
2. Village newsletter - number of copies printed. - agreed member to speak to LM.
3. Minutes raised from September 100/19
 - a) Should be SID not SIS.
 - b) Not minuted that RG was not at the meeting with Gary
 - c) Raised that RG. has not been formally asked if he is happy to be on the committee as minuted. Chairman asked RG and RG confirmed he is happy to be on the committee

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| 118/19 | Apologies - J Feeney - via email, Adam Dance via email, Crispin Raikes- via email. |
| 119/19 | Declaration of interests - none |
| 120/19 | Dispensations - none |
| 121/19 | Minutes from last meeting - 28th October 2019. - same change from NC to NJ under 111/19 - agreed and signed |
| 122/19 | Action from previous meeting |
- 1.SID - Action -NJ to contact Justin. Items discussed to be reviewed at next meeting - **discuss under item 128/19**

2. Code of conduct template to be viewed and agreed, if suitable to complete.
outcome- find template on SALC and complete.- **discuss under item 129/19**

3. Consent templates to be viewed and agreed, if suitable, for JC to complete.
outcome - councilors to let JC know if any comments. **discuss under item 129/19**

4. Hewkins - update. promise to start planting ASAP and noise complaints raised
and outcome they try not to start before 6.45 to limit this, however how formal
limitations on site, agreed that The Council will keep an eye on this

123/19 Finances -invoices and payments made.

1. Coles computing - last meeting cheque made payable to Coles Computer.
This cheque has been returned asking to be made payable to his name, not the
company name. No info on invoice to say this. Cheque number 100552 for
£25.00

2.Mike Constable - strimmer petrol and line - total £21.09 cheque number
100553

3. chairman signed change of address form for statements to be sent to Jane.

124/19 Planning considered 19/03098/FUL- demolition of builders shed/yard and
erection of a 4 bed house.

The council does not object to the application in principal, as The Council recognized that the
existing shed/yard is of no architectural merit, However, The Council does have a number of
concerns.

1. parking and access
2. scale relative to plot size/loss of light/overlooking
3. rainwater run off
4. sustainability

125/19 Budget for 2020/2021 - spreadsheet discussed, noted that stationery needs
increasing and lawnmower will need replacing soon (options discussed). Also
discussed to add in monthly running costs, tidy up spreadsheet to show only
current year and new year. It was agreed for NJ, SC and JC to meet to review
and to bring to January meeting.

126/19 VE day celebrations - Celebrations held discussion and it was agreed a committee should be set up. CM will represent The Council on this committee.

127/19 SSDC Christmas tree recycling - agreed not suitable due to timescale and no suitable central location.

128/19 SID -Action feedback and update.- emails from NJ and RG were discussed.

points discussed

1. SIS meeting

2. Arranging a meeting with SALC, SCC, PCs and TCS

3. location- move Tuesdays.

4. Batteries

5. Data

129/19 Policies - Packs made up and handed to councilors

All policies below agreed and adopted in meeting, and will be reviewed yearly.

1. Code of Conduct

2. Policy on audio/visual recording and photography at meetings

3. Financial Regulations

4. Privacy Notice for residents and public

5. Privacy Notice for Staff and councilors

6..Consent

7.Equal Opportunities Policy

8. Risk Assessment Schedule

130/19 Any other matters to note

-Data protection policy and complaints policy to be reviewed at the next meeting

131/19 Next meeting date. 20th January 2020.

Note: Agenda order may be varied at the meeting.
For the purpose of the minutes, the meeting will be tape recorded.