

## HOPTON AND COTON PARISH COUNCIL

### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 21st JULY AT 7.30 P.M. (FACE TO FACE) IN HOPTON AND COTON VILLAGE HALL

**Present:** Cllr. Gilbert (Chair), Cllr. Spennewyn (Vice Chair), Cllr. Mrs. Brown-Bullivant, Cllr. Mrs. Wood, Cllr. Brindley and Cllr. Lamond.

**Also in attendance.** J. Blount (Clerk), Mr. A. Egan (Assistant Clerk) and nine members of the public.

**Public participation.** Questions were asked about the need for the signatories of the recent petition to be known and also about the absence of principal councillors. The Chairman said that replies would be provided by email.

#### **21/168 Apologies.**

Resolved that apologies be accepted from Cllr. Rogers.

**21/169 Declarations of interest.** No declarations were made.

**21/170 Requests for dispensations under the Localism Act 2011.** There were none.

**21/171 Minutes of the Annual Meeting of the Council (5.5.21), the ordinary meeting of the Council (5.5.21) and the Extra-ordinary meeting of the Council (13.7.21).**

**Resolved that the Minutes of the Annual 2021 Parish Council meeting be accepted as a true record.**

**Resolved that the Minutes of the Ordinary Parish Council meeting of 5<sup>th</sup> May 2021 be accepted as a true record.**

**Resolved that the Minutes of the Extra-ordinary Parish Council meeting of the 13<sup>th</sup> July 2021 be accepted as a true record.**

**21/172 Clerk's report.** The Clerk enquired if everyone had received a copy of the Clerk's Notes. Nobody said that they had not received them.

**21/173 Update by Borough Councillor.** No update; probably due to the Borough Councillor concerned being given late notice of the meeting.

**21/174 Update by County Councillor.** Councillor Francis sent his apologies. On holiday.

**21/175 Update on previous Council decisions, resolutions or issues.** Encompassed in Clerk's report.

**21/176 Viewing of deeds for Village Hall Grounds and the Village Green.** The Clerk reported that he had not had time to assemble these documents.

**Resolved to carry this forward to the next meeting.**

**21/177 Neighbourhood Plan Working Group New Terms of reference.**

**Resolved to carry this forward to the next meeting.**

**21/178 Agenda item for the next meeting of the Trent Valley Collaboration Group meeting in September.**

**Resolved that Cllr. Spennewyn and clerk attend with Cllr. Lamond in reserve. No agenda items proposed.**

**21/179 Release of petition.**

**Resolved that the proposal of the Vice Chairman be approved as follows:-  
The petition submitted to the Council be released, minus names, and the council then consider the position.**

**21/180 Arrangements for replacing clerk moved to confidential part of meeting.**

**21/181 Condition report on Hopton and Coton Village Hall provided by the Hopton Community Hub Trustees.**

**Resolved to hold this item until Cllr. Rogers was available.**

**21/182 Changes to dates of future ordinary Parish Council meetings.**

**Resolved to change the date of future ordinary Parish Council meetings to the second Wednesday of the month.**

**21/183 Highways issue 4243400 (inspection of pipework between two gullies)  
Awaiting response from County Council.**

**21/184 Proposed boundary changes.**

**Resolved to carry this forward to the next meeting.**

**21/185 Fairness of HS2 petitioning process.**

**Resolved that the clerk research this item for the next meeting.**

**21/186 Parish Council website.**

**Resolved to carry this forward to the next meeting.**

**21/187 Update from the Bovis Homes Estate.**

Cllr. Mrs. Wood and Cllr. Spennewyn reported on discussions with companies involved on St. Mary's Gate Estate. Mrs. Joanne Morrison (Director, Bovis Homes) has produced a scheme of work to improve the estate which residents will consider. It will include trees on the estate and the relaying of Bayswater Square. Cllr. Mrs. Wood and Cllr. Spennewyn were critical of the management company for its lack of response to communication although the company has now agreed that it would 'look at it'.

**21/188 Recommendations from the Neighbourhood Plan Working Group.**

**It was resolved that:**

- a) the lack of Neighbourhood Planning Officer/enforcement officer be raised at the Parish Forum meeting in September.**
- b) the public engagement events to be arranged for September on dates to be agreed following discussion with Bovis Homes.**
- c) the Clerk issue a press release when the date of the public engagement was decided.**
- d) the draft notice/flyer design was confirmed.**
- e) Colwich Parish Council be asked to distribute the flyer.**
- f) the Clerk encourage village organisations to take advantage of the events.**
- g) draft text of banners and comment forms was confirmed.**
- h) the Clerk purchase anti-virus spray, cloths, social-distancing notices, warning tape for guy-ropes, paper cups and plates, cable-ties and gaffer tape.**
- l) the consultant be asked to provide a narrative report on the consultation and engagement events which the Parish Council could publish within eight weeks of the final event.**
- j) the webmaster update the web site.**
- k) the Clerk to provide Members with a brief for a loop video/social media video.**
- l) the Clerk be delegated to progress the video issue following Members' comments.**
- m) the Clerk produce A0+ sketch maps of the parish and provide marker pens to facilitate discussions at the events.**
- n) the Clerk discuss provision of toilet facilities with Hearts and Flowers Cafe.**
- o) the Clerk arrange local PCSOs attendance at both events.**
- p) the Clerk to arrange light refreshments.**

## **21/189 Order of events for the public consultation events.**

**Resolved that:**

**Prior to events:**

**Consult village hall/church/BKV/etc groups on their requirements.**

**Consultant put out press release ASAP when dates are decided.**

**Consultant to design flyer and get enough printed for each house in the parish. They will be delivered by Colwich Parish Council.**

**Consultant to get 6ft x 1.5ft banners printed and displayed – one at each site.**

**Consultant to purchase incidentals for events including anti-virus sprays.**

**Assistant Clerk to liaise with consultant to update website.**

**Consultant to design, print and erect notice board posters.**

**Video presentation be abandoned due to lack of time.**

**Consultant produce A0+ sketch maps to facilitate discussions with residents.**

**Consultant arrange provision of portaloos.**

**Consultant arrange PCSO attendance at both events.**

**Borrow display boards from local Parish Councils.**

**On event days:**

**Bayswater Square.**

**Noon. Consultant collect tent, display boards, chairs and tables from Village Hall**

**Put up tent with assistance.**

**Install generator inside cage behind sub station.**

**Fix cable to fence and then via tree to tent.**

**Put posters on display boards.**

**Put out literature.**

**Put out comment box and comment forms with pens.  
Put up flags and bunting.  
2pm Lay out food and boil water for drinks.  
Take photos for press/Lottery fund.  
6pm Take down tent and return to village hall with chairs and tables.  
Take rubbish and spare coffee, tea, biscuits, sweets and sugar to village hall for next meeting.**

**Village Hall event:  
As above but without first 4 and last 2 items. Consultant to attend 1pm until close.  
Return borrowed display boards with thanks.**

**Resolved.  
That the Council press on with arranging a door-to-door survey of the Parish.**

**21/190 Update from Hopton Community Hub Committee.  
No meeting had taken place so there was no update.**

**21/191 Update from the New-Build Working Group.  
No meeting had taken place so there was no update.**

**Resolved to exclude the press and public from consideration of items 21/180, 21/192, 21/193, 21/194, 21/195 and 21/180 under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**21/196 Date for next Parish Council meeting.**

**Resolved that the next meeting be held on Wednesday 11<sup>th</sup> August at 7.30pm in Hopton and Coton Village Hall (Face-to-Face)**

The meeting closed at 10pm.