

**To members of Knighton on Teme Parish Council**

You are duly summoned to attend the annual meeting of Knighton on Teme Parish Council to be held at 7.45pm on **Tuesday 2<sup>nd</sup> May, 2017** at Knighton on Teme Parish Room.

**Agenda**

- 1 Election of Chairman**
- 2 Election of Vice Chairman**

Welcome to Mrs Cheryl Albert – newly co-opted Parish Councillor

- 3 Apologies:** To consider the acceptance of apologies for absence from Councillors.
- 4. Declarations of Interest:**
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(3) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

- d) To consider written requests from Councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.

**Public Question Time (7.30pm – 8pm)**

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. A Councillor with a disclosable pecuniary interest in a particular issue may address the Council on the issue during public question time subject to the Councillor requesting prior dispensation from the Clerk.

**5 County/District Councillors Reports – C Dell / K Pollock**

- 6 Minutes:** To consider the adoption of the minutes of the last meeting (previously circulated).

## **7 Correspondence**

- a) Correspondence – noted overleaf
- b) BT Kiosk adoption – update on ownership and insurance

## **8 Planning**

- a) Applications received:
- b) Determinations received:
- c) Planning applications determined under delegated powers: none
- d) Development at Bickley Lane, rear of Old Post Office – Enforcement Officer feedback

## **9 Finance**

- a) Clerks salary £235.40
- b) Change of bank signatory - update
- c) To approve the annual governance statement for 2016-17
- d) To approve the accounting statements for 2016-17
- e) Risk assessments schedule – for approval
- f) Asset Register – for approval
- g) CALC subscription - £310.83 for approval
- h) Insurance renewal for approval - £300.67

## **10 Highways**

- a) Lengthsman - accounts for April - £150 + VAT
- b) Wildlife verges: – to consider progress of survey of parish verges
- c) BT loose manhole cover along A456- reported
- d) Potholes by Old Rectory - reported
- e) Potholes by Boathouse along A456-reported
- f) Station House – review of meeting to cut back hedges
- g) Drain below Tavern Lane – reported
- h) Blocked drains by Boathouse along A456-reported
- i) Pothole by Wrens Nest(Shropshire)-reported

## **11 Councillors' reports and items for future agenda**

For reporting minor matters of information and to raise items for future agendas.

## **12 Date of next meeting - To confirm the date of the next meeting scheduled for 6/6/2017 – 7.30pm.**

Mrs Karen Yates,  
Clerk to the Council, 25<sup>th</sup> April, 2017

**Correspondence – May 2017**