

## **Knightwick and Doddenham Parish Council**

### **Minutes of the Annual Meeting of the Council held at 8:10pm on Monday 16th May 2016 in the Village Hall, Knightwick.**

#### **Present;**

Cllrs: Ms; G Evans, Ms M Horton, Messrs; F Budden, B Munt, G M Brewin (Clerk)  
(There are two vacancies on the newly elected council)

#### **Apologies:**

Cllr Ms K Parkinson

#### **Public Question Time prior to the formal meeting;** None

**Agenda** *The meeting was opened by the current chairman Cllr B Munt.*

1.

To accept nominations and appoint a Chairman.

Mr B Munt was proposed and unanimously agreed. He signed the 'declaration of acceptance of office' and took the chair.

2.

To co-opt councillors to fill two vacancies

Mr D S Steel of The Coach House, Bromyard Road Knightwick had offered himself for co-option. It was unanimously agreed to co-op Mr Steel who signed the 'declaration of acceptance of office' and joined the council.

3.

Apologies for absence and members' declarations of interest.

The apology from Cllr Ms Parkinson was accepted. There were no declarations of interest in agenda items.

4.

To accept nominations and appoint a Vice-Chairman.

Ms G Evans was proposed and unanimously agreed.

5.

To appoint a representative to the Village Hall Management Committee

Mr G Brewin was proposed and agreed.

6.

To appoint a representative to the Knightwick Charity Trustees.

Cllr F Budden was proposed and agreed.

7.

a) Confirm the Minutes of the meeting of 21st March 2016 - Circulated in advance. Agreed and signed by the chair.

b) Confirm the Minutes of the meeting of 22nd April 2016 - Circulated in advance. Agreed and signed by the chair.

c) Confirm the Minutes of the meeting of 3rd May 2016 - Circulated in advance. Agreed and signed by the chair.

8.

Financial Matters:

a) Approve the Council's Accounts 2015-6 - Circulated in advance.

Approved and signed by the Chair.

b) Approve the formal Annual Governance Statement - Circulated in advance.

Approved and signed by the Chair.

c) Approve the formal Annual Statement of Accounts - Circulated in advance.

Approved and signed by the Chair.

b) Approve payment - Council's Insurance Premium - £273.75 - Approved

c) Approve payment - Council's Membership Fee WCALC - £182.79 - Approved

d) Confirm - Clerk's Salary & Hours - 2015-16 (NALC - SCP27 - £12.317/hr, 242hrs/yr) (no change) Confirmed.

e) Confirm - Lengthsman Contract with WCC 2016-7 - £2141 (as for 2015-6). Confirmed

f) Support the application for Discretionary Rural Rate Relief from Business Rates – Mr J Champken Flying Horse – £329.26 – Council's contribution - £41.16 - Agreed

9.

Planning Matters:

Note the clerk's delegated responses to the following applications;

a) 16/00421/LBC Listed Building Consent to clad exterior on two elevations at Highfields Farm  
'No Comment' returned.

Noted

b) 16/00374/HOU Erection of timber shed The Flying Horse, Bromyard Road, Knightwick,  
'The Parish Council of Knightwick and Doddenham objects to this development.

1. The application is retrospective.

2. It is not in keeping with the 16th century timber coaching inn listed building.

3. The plan suggests the building is sited at the far end of the property. In reality there is a 3'6" access at the rear of this - effectively meaning the outbuilding is nearer to the houses than it appears in the plan.

4. The tenant is using this outbuilding to store chemicals for his cleaning business. We are concerned about the environmental and fire hazard impact of this.

5. The storage shed is sited extremely close to a LPG tank. This poses a potential fire hazard'

Noted.

10.

Clerk's report on actions from previous meetings and correspondence received.

The sale of the Village Hall is progressing and he had agreed an expenditure of £200 for a formal valuation as required by the Charity Commission.

A further draft of the Neighbourhood Plan is available and he would attend the meeting at Martley to review this.

11.

Items for the Next Meeting.

Sale of the Village Hall, Neighbourhood Plan.

12.

Confirm the date of the next meeting: 18/07/2016 at 7:30pm In the Talbot Hotel Knightwick.

Confirmed.

Closing the meeting the Chair thanked the clerk for the time and effort he put in as Clerk to the Council.

The meeting closed at 9.12pm

Minutes confirmed ..... 18/07/2016