

**The minutes of Knighton on Teme Parish Council Annual Meeting
held at 7pm on 19th May, 2022 at the Parish Rooms**

Present: Cllrs D Hubbard, R Lear, J Barnes, R Bolton, J Ruffles

In attendance: Clerk, Ms Rachel Lambert, District Councillor D Godwin, Cllr D Chambers

Members of the Public Present: Gem and Peter Morgan

PC1. Elect a Chairman

Cllr Barnes Proposed and Cllr Ruffles proposed for Cllr Hubbard to remain as Chairman. Declaration of office was signed by Cllr Hubbard.

PC2. Elect a Vice-Chairman

This was deferred to next meeting.

PC3. Receive Apologies for Absence

Cllr Mrs Mapp, Cllr Bradley

PC4. Declarations of Interest

None to be completed.

PC5. Receive Questions from the Public

- Minutes of the Parish Council to be published in the Temespan
- Disappointed that no plans had been set for the Queen's Jubilee Celebrations.
 - The Chairman confirmed that the Parish Council had for several months looked and aimed to support any planned Jubilee celebrations and the only forward planned events were at Knighton-on-Teme Caravan Park and Commonwood Farm. The Parish Council have supported these events, and have also sought funding and secured enough funds to purchase a Royal Mint Coin to gift every child in the Parish area on this historic occasion. Advertising the events has been done through social media, village notice boards and local leaflet drops.

PC6. District/County Councillor's Report.

Cllr Chambers had circulated his report to all members and a copy would be available on the Parish Council website.

A new Highways Liaison Officer was in post and Cllr Chambers would pass details onto the Clerk.

Cllr Chambers confirmed that he would support the cost of the Commemorative Jubilee Medals that would be gifted to all 110 children in the Parish. The Parish Council were appreciative of this gesture.

Questions:

- Some of the white gates had been installed, however, these were not from the stock held by the Parish Council. Seeking advise as to where from. Also raised the question as to where the VAS poles were to be located.

ACTION: Clerk to contact Highways Liaison Officer – White Gates and Location of VAS Poles

District Councillor Godwin – reported attached and available on the Parish Council website.

PC7. Minutes of the 5th April 2022 Meeting

The Minutes were adopted and signed by the Chairman.

PC8. Discuss Safety Issues on A456 – Newnham Bridge

- a) VAS – Cllr Ruffles commented he had researched and found a reputable company which was used by other Parish Councils. Estimate cost £2800 plus VAT. Additional funds were required to raise monies towards the VAS purchase. The Chairman thanked Cllr Ruffles for the work carried out.

ACTION: Write to District Council and Safer Road Partnership for Grants available

- b) White Gates – Confirmed two had appeared and installed. An update was required from Highways.

ACTION: Chairman to contact Highways

PC9. Planning

- a) – No applications received.
b) – Refusal received for application 21/01397/OUT, Station House, Newnham Bridge.
c) - Planning applications determined under delegated powers. None.

FINANCE

PC10. Agree, check and minute accounts

Cllrs Lear and Barnes agreed, checked and signed accounts.

- | | |
|--|---------|
| a) HMRC – PAYE Payment – Period 12 | £ 10.42 |
| b) Worcestershire CALC – Annual Subscription | £370.86 |
| c) Clerk Expenses & Salary – May 2022 | £333.87 |

PC11. Complete Section 1 – Annual Governance Statement of Annual Return

The Statements were confirmed as correct for the Chairman’s signature. The Clerk would upload to Parish Council website.

PC12. Approve the Accounting Statements of Section 2 of Annual Return

The Statements were approved and signed as correct by the Chairman and the Responsible Financial Officer.

PC13. Approve Certificate of Exemption AGAR 2021/2022

The Chairman and Clerk signed the Certificate of Exemption Statement to confirm that the Parish Council’s gross income or expenditure did not exceed £25,000 in the year of account ended 31 March 2022.

PC14. Council Tax Increase

After discussion, confirmed that the increase was Precepted to cover purchases i.e. VAS and new Clerk.

HIGHWAYS

- a Lengthsman Scheme. No invoice for services received as yet for May.
b Cracked drain opposite Mill Lane. Still on-going.
c Water leak at Bickley Lane/Tavern junction. Re-reported, being monitored. Still on-going.
d Overgrown hedges in Jewkes Lane.
e Notice board in Wyrebrook Orchard. Cllr Hubbard and Cllr Bolton to look into a replacement.
f Church Hill – repairs are still outstanding – Follow up with Highways.

PC15. Broadband issues in the parish. Discuss at next meeting.

PC16. Email addresses. Agreed to the upgrade of .GOV email addresses. Clerk to confirm with the Cloudy Group.

PC17. Vacancies for two Parish Councillors. No applications received.

PC18. Councillors Reports

Cllr Barnes reported that several BT lines were broke : Woodgate Green and Opposite the Parish Hall.

ACTION: Inform BT.

PC19. Correspondence for Information –

- a) Email received from MHDC – Revised Code of Conduct – to be discussed at next meeting.
- b) Notification from WCC of road closure for 3 days from 22 June at Woodgates Green.
- c) Email received from Knighton-on-Teme Cricket Club – Request for donation. – After discussion it was agreed to donate £100 and suggest to the Club of other local organisations that may be able to assist with funds.

ACTION: CHAIRMAN TO WRITE

PC20. Date of next meeting:

The next meeting will be on Thursday 14th July 2022 at 7.00pm at the Parish Rooms.

The meeting closed at 8.40 pm

Signed (Chairman) Date