

**The Minutes of Knighton on Teme Parish Council Meeting
held at 7pm on 7th March 2024 at the Parish Rooms**

Present: Cllrs D Hubbard, R Lear, J Barnes, J Bradley, S Perry, Cllr Ms J Cornes, Cllr Ms L Quinn, Cllr Mrs J Spilsbury

In attendance: Clerk, Ms Rachel Lambert

Members of the Public Present: None

PC102 Receive Apologies for Absence

Cllr Mrs E Mapp

PC103. Declarations of Interest

None.

PC104. Declarations Personal and Prejudicial Interest

None.

PC105. Receive Questions from the Public

None raised.

PC106. Minutes of the 11th January 2024 Meeting

The Minutes were adopted and signed by the Chairman.

PC107. District/County Councillor's Report.

No reports issued.

PC108. Public Path Warden

The Clerk to advertise the voluntary role.

PC109. Councillors

PC110. Clerk

Clerk reported that the defibrillator training received positive feedback and another date would be advised later in the year and to possibly co-join with another local parish council.

PC111. Planning

Applications received.

M/24/00131/HP – 10 Wyrebrook Orchard, Newnham Bridge, Tenbury Wells, WR15 8JD

Erection of a two-storey rear extension.

The Parish Council discussed and had no objections to the application.

Determinations Received: NONE.

Planning applications determined under delegated powers – NONE

The Parish Council had received many concerned emails from residents of the current pending planning application at Newnham Farms. The Parish Council has continued to maintain up to date information with Planning Services of this.

PC112a. Finance - Agree, check and minute accounts – Cllrs Lear and Barnes agreed, checked and signed accounts.

Accounts paid since last meeting

a)	Parish Clerk, Salary – January & February 2024	£ 828.32
b)	Cloud Next Limited – Domain Registration for website	£ 251.98
c)	Replacement cheque to Teme Valley North PCC	£ 150.00
d)	HMRC – PAYE Payments for Month 9 and 10	£ 12.20
e)	Parish Lengthsman – November & December 2023	£ 576.00
f)	ICO – Annual Fee	£ 35.00

Accounts Unpaid

g)	Parish Clerk, Expenses for January & February 2024	£ 29.00
h)	Eyelid Productions – Build Website	£ 750.00
i)	Knighton on Teme Parish Rooms – Hire of Hall	£ 75.00
j)	Parish Clerk – Amend salary review from 1 st April 2023	£ 249.60
k)	A H Caldicott & Sons – Works carried out to Parish Rooms	£ 3976.19

PC113b. Bank Reconciliation Statement –

The council agreed the bank statement and signed by the Chairman.

The Clerk brought to the attention of the forthcoming internal audit requirements. The Council agreed for this to be carried out by Ruth Mullett. The Chairman and Clerk signed agreement.

PC114. Discuss Highways Items

- Concern raised of the overgrown hedging near to Woodgates Green has meant that the ditches have also not been maintained and during the wet weather has created flood issues. The Clerk to contact SW Land Drainage Partnership for advice
- The Clerk had received informative leaflet of useful contact details in case of floods. Clerk to distribute.
- Cllr Bradley had submitted blocked drains within the Parish to the Clerk for reporting to Highways. Clerk had actioned prior to the meeting.
- Highways had been made aware of HGV usage of Church Lane, which is not accessible to HGV's. Damage had been caused to verges and gate post. Awaiting a reply from Highways.
- Verge sticks at Bickley. It was agreed that Cllr Bradley would obtain the materials to produce new verge sticks. The Parish Lengthsman would be asked to install.
- Concerns raised from residents of the witnessed speed of vehicles that exit from the 30mph zone below the Old School House. After discussion, the Clerk to contact Highways to investigate whether the 30mph zone could be moved further up so that there was less impact on those residents' properties that are in the 40mph zone.

PC115. Discuss Website/Emails

The Clerk confirmed that the website had been created. The Clerk to undertake training in order to administer the website. The Clerk confirmed that .GOV emails had been generated and would be distributed to councillors to start using. The Clerk asked for photos of the parish to be sent through and these could be uploaded to the new website.

PC116. Matters arising from last meeting

The Chairman confirmed the second VAS unit had been installed and was fully functioning.

The Chairman confirmed that a Spring litter collection would be happening On Saturday 23rd March. Details in Temespan.

The Clerk confirmed that the Parish Lengthsman administration would be changing from April. Training for Clerks was currently happening. Clerk to report at next meeting on update of this.

PC117. Correspondence for Information –

- a) Emails received from local residents regarding planning application at Newnham Farms.
- b) Reported items to WCC – drainage issues – various
- c) Letter to residents within Parish to advise of hedge cutting
- d) Confirmation from MHDC of Precept for 2024-2025
- e) Liaison with website build company

PC118. Items for Next Agenda

- Website
- Audit Return

PC119. Date of next meeting:

The next meeting will be the Annual Parish Meeting and Annual Meeting on 9th May 2024 at Parish Rooms at 7pm, Knighton on Teme.

The meeting closed at 8.30 pm

Signed (Chairman) Date