

**The minutes of Knighton on Teme Parish Council Annual Meeting  
held at Knighton on Teme Parish Room at 7.35pm on 3<sup>rd</sup> May, 2016**

**Present:** Cllrs Mrs P Davies, Messrs C Bevan, R Lear, D Hubbard, J Barnes,  
J Powell,

**In attendance:** Clerk, Mrs Karen Yates, Cllr K Pollock  
Mr C Bevan chaired the meeting.

- 1) **Election of Chairman.** J Rugman was proposed by R Lear, seconded by D Hubbard, accepted and agreed.
- 2) **Election of Vice-Chairman.** C Bevan was proposed by P Davies, seconded by R Lear, accepted and agreed.
- 3) **Apologies:** R Collie, J Rugman, K Redfern, C Dell
- 4) **Register / Declarations of Interest** - none  
**Dispensations** – none

**Public Question Time**

- 5) **District/County Councillor's Report.**  
Cllr Pollock had circulated a report to all members, this will be posted on our website. Austerity continues with public views being sought as to where money should be spent. Local roads are considered to be in good order, a few exceptions such as the road below the caravan park are being followed up. Broadband concerns were raised as was the early verge cutting. Cllr Pollock left the meeting.
- 6) **Minutes:** Minutes of the meeting held on 5<sup>th</sup> April, 2016 were approved.
- 7) **Correspondence:**
  - a) Items of correspondence noted.
  - b) Draft Equality Policy. Copies were circulated at the meeting for review at the next meeting.
  - c) Broadband concerns. Emails from residents regarding the time taken to upgrade the parish fully to acceptable speeds were discussed. Various suggestions from local residents were suggested, it was agreed to circulate information as widely as possible to encourage residents to fill in a survey online, notices will be placed in Teme Span, the website and on notice boards. The Parish Council will also respond to the Project Manager at WCC to support this action as soon as possible.
- 8) **Planning**
  - a) There were no planning applications.
  - b) There were no determinations.
  - c) Development at Bickley Lane. The Enforcement Officer has replied stating that properties for sale with ongoing planning issues should have any discrepancies highlighted within the searches. An update will follow.

- d) CIL consultation. In conjunction with developer contributions, Cllr Hubbard outlined issues that arose from a seminar he attended. Noted.

9) **Finance.**

- a) Clerks salary £229.32. Agreed.  
b) Automatic enrolment – A Declaration of Compliance has been started, to be reviewed and completed following our staging date of 1<sup>st</sup> August.  
c) Audit and Accounts for year ending 31<sup>st</sup> March, 2016. It was agreed to approve the annual governance statement and the accounting statements. It was also agreed to approve the asset register and risk schedule.  
d) CALC subscription agreed at £286.25.  
e) Zurich insurance renewal agreed at £292.88.

10) **Highways**

- a) Lengthsman Scheme. Account for April approved at £192. Contracts for Ian and Worcestershire Council were agreed.  
b) Wildlife verges – a request to the verges policy from a resident to discourage driving on grass verges when passing was considered and noted. It is unlikely that the County Council will consider passing places in the current economic climate. Free tree packs are available to groups to plant on open spaces. It was agreed to submit a request to plant along verges.  
c) Blocked gully at High Hall – Ongoing problems with the reporting system has not made it possible to request an update, to be sought for the next meeting.  
d) State of road below the caravan park. A further advisory has been raised for patching, although a date cannot be given.  
e) State of road outside Talbot Cottages, reported.

11) **Councillors' reports and items for future agenda.**

Potholes to be reported above Tavern Lane junction. Drain below Tavern Lane continues to block, to re-request this issue. There is a blocked drain along the A456 approaching Wyrebrook Orchard. There is a sinking gully outside Callow Stocking at Longlength.

12) **Date of next meeting:** 7.30pm on Tuesday 7<sup>th</sup> June, 2016.

There being no other business, the meeting closed at 8.35pm.

Signed .....  
Chairman

Date .....