

Knightswick and Doddenham Parish Council

Minutes of the Annual Meeting of the Council held at 19:00hrs on Monday 24th May 2021 at the Talbot Hotel, Knightswick.

Present;

Chair, Cllr B Munt

Cllrs: Ms G Evans, Ms M Horton, Ms K L Parkinson, M J C Bellamy, F Budden, D Steel, G M Brewin (Clerk)
C. Cllr Ms K Hanks, C. Cllrs Ms S Rouse, P Whatley

Apologies: Cllr P Edwards

Visitors: none

Prior to the formal meeting the Annual Parish Meeting was held.

The formal meeting commenced at 19:22. The meeting was opened by the current chairman Cllr B Munt.

Agenda

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.

In accepting the nomination of Chair of the council for another year Cllr Munt expressed his thanks for the support of councillors over the past year, he welcomed newly-elected County Councillor Ms K Hanks and thanked District Councillors Sarah Rouse and Peter Whatley for their continuing support over the past year. He also thanked the clerk Geoffrey Brewin for his help and guidance over the difficult year especially with the pandemic restrictions. He asked the clerk to convey to the staff of Knightswick Surgery the council's appreciation of their work throughout the pandemic noting particularly the performance of the on-going vaccination process.

2

Apologies for absence and members' declarations of interest.

The apologies from Cll. P Edwards was accepted.

There were no declarations of interest in agenda items.

3.

To accept nominations and appoint a Vice-Chairman.

Ms G Evans was proposed and unanimously agreed.

4.

To appoint a representative to the Knightswick Charity Trustees

Cllr F Budden was proposed and agreed.

5.

Confirm the Minutes of the meeting of 15th March 2021 - Circulated in advance.

Cllr Budden requested that the minutes be clarified with the following changes:

5a "...did not accept...could not be minuted." instead of "could not understand why"

5b "referred to audit." instead of "subject to 'audit'."

5c "before the requested discussion could take place" to be added so to read "...was terminated by the Chair before the requested discussion could take place..." The rest of that sentence will obviously have to be altered or re-started to suit.

These were agreed and the clerk asked to revise and resubmit the minutes for approval at the next meeting.

6.

Financial Matters:

- a) Approve the Council's Accounts 2020-21 - Circulated in advance. - Approved
- b) Approve the Council's Exemption Certificate - (Page 3 Annual Return) - Approved
- c) Approve the formal Annual Governance Statement - (Page 5 Annual Return) - Approved
- d) Approve the formal Annual Statement of Accounts - (Page 6 Annual Return) - Approved
- e) Approve payment - Council's Insurance Premium - £349.94 - Approved
- f) Approve payment - Council's Membership Fee WCALC - £248.95 inc vat - Approved
- g) Confirm - Clerk's Salary & Hours - 2021-22 (NALC - SCP27 - £13.51/hr), 242hrs/yr (£272.45/mth)
Confirmed
- h) Confirm - Lengthsman Contract with WCC 2021-22 - £2141 (as for 2020-). Confirmed.
- i) Review the council's Statement of Fixed Assets *Circulated in advance*. No change agreed.
- j) Confirm that the council continues to hold the residual proceeds of the sale of the Village Hall (currently £13575) in trust for 'other charitable purposes or objects for the benefit of the inhabitants of the area'.
Confirmed.

**7.
Planning Matters: None**

**8.
Confirm the adoption the General Power of Competence viz**

This Council declares that it meets the criteria set by the Secretary of State under the Localism Act 2011 (s8) in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. viz:

- i. At least two-thirds of total number of councillors must have been elected
- ii. The Clerk holds CiLCA 2012 or other relevant qualification.

And therefore confirms the adoption of the General Power of Competence as set out in the above act.
Confirmed.

**9.
Clerk's report on actions from previous meetings and correspondence received**

The clerk advised members of on-going correspondence with WCC Highways over the status of the A44 Lay-by and flooding at Doddenham.

He would ask for a notice in Footprints seeking possible recipients of donations from the Village Hall Charity fund.

**10.
Items for the Next Meeting**

- a) Support for the Knightwick Surgery Patient Participation Group for improvements to the roadway and parking on the old A44.
- b) Improvements to water quality on the River Teme at Knightwick.

**11.
Confirm the date of the next meeting: 19/07/2021 at 7:00pm In the Talbot Hotel Knightwick.**
Confirmed.

The meeting closed at 19:52

Minutes confirmed 19/07/2021