

Knightwick and Doddenham Parish Council

Council Members are summoned to a Meeting of the Parish Council at 19:00 hrs. on Monday 20th March at the Talbot Hotel, Knightwick.

Public Question Time prior to the formal meeting;

Members of the public may wish to raise matters of concern prior to the formal agenda.

Reports; In the run-up to an election external councillors are not expected to attend.

Formal Agenda

1. Apologies for absence and members' declarations of interest

2. a) Confirm the minutes of the Meeting of the Council on Monday 16th January 2023

(circulated in advance)

b) Confirm the minutes of the Meeting of the Council on Monday 13th March 2023

(circulated in advance)

3. Appointment of the new Clerk to the Council and RFO.

- a) Complete the acceptance of appointment documentation for Mr R Timney
- b) Confirm the Clerk's Job Description – *(circulated in advance)*
- c) Confirm the RFO's Job Description – *(circulated in advance)*
- d) Authorise Mr R Timney to have full access to the council's bank account,
- e) Authorise Mr R Timney to have full access to HMRC employment details and access to the council's HMRC accounts.

4. Financial Matters

- a) Note the following payments made as delegated actions since the last meeting:
13/01/23 R A Wilks Parish Lengthsman Exp £120.00
02/3/23 R A Wilks Parish Lengthsman Exp £210.00
- b) Note the council's bank balance is £17395.91 at 28/2/23 (Inc £13.575 Village Hall Charity)

5. Planning Matters

- a) Note the clerk's delegated response to;
Application No. M/23/00105/HP. Location: Suckley Station House, Suckley Road,
Demolition of conservatory and construction of single storey swimming pool annexe
'This council has no objections to this application.'
- b) Respond to:
Application No. M/22/01857/FUL. Location: The Stables, Bannersbrook Farm, Darbys Green
Two redundant and metal clad barns to be rebuilt to provide residential accommodation for the applicant's family and letting.

6. Clerk to report.

Correspondence, Lengthsman, Outstanding items.

7. Items for the next meeting

This will be the Annual Meeting of the Parish Council for which the agenda is prescribed. It will be preceded by the Annual Parish Meeting at 19:00. the Agenda for which will be viz;

1. *Welcome and Annual Report by the Chair of the Parish Council*
2. *Reports: County and District Councillors*
3. *Annual Statement of Accounts of the Parish Council*
4. *Parish Charities*

8. Confirm the date of the next meeting: Monday 15th May 2023 – proposed.

