

# **Knightwick and Doddenham Parish Council**

Council Members are summoned to a Meeting of the Parish Council at:

**19:00 hrs. on Monday 13<sup>th</sup> November at the Talbot Hotel, Knightwick.**

**Members of the public** may wish to raise matters of concern prior to the formal agenda.  
**Reports; District and County Councillor Reports**

## **Formal Agenda**

### **1. Apologies for absence and members' declarations of interest**

### **2. Confirm the minutes of the Meeting of the Council on Monday 18<sup>th</sup> September 2023** *(circulated in advance)*

### **3. Financial Matters**

a. Note the following **payments** made under the delegated actions procedure;

Clerk	30/10/2023	Salary SO	£209.36
HMRC	20/10/2023	PAYE for Q2	£52.20
Clerk	26/09/2023	Salary SO	£261.56

Note the following **income**.

MHDC	27/09/2023	Precept 2 <sup>nd</sup> payment	£750
R. Timney	29/09/2023	PAYE over payment	£52.20

**Current balance at bank £15,515.28**

- b. Note payroll services provided by PAYEease for £10 per month with no set up charge – reviewed at end of financial year.  
c. Establish budget setting process for 2024 / 25 financial year and initial thoughts.

### **4. Planning Matters**

**a) M/23/01252/HP. Associated Ref:M/23/01253/LB Location: Knightwick Manor, Suckley Road, Knightwick, Worcester, WR6 5QE**

**Description of Proposal: Reinstatement of 5 dormer windows to east elevation, 3 dormer windows to south elevation, 1 dormer window to west elevation and 2 dormer windows to north elevation. Reinstatement/Insertion of sash windows 2 sash windows to the south elevation.**

**b) M/23/01253/LB. Associated Ref:M/23/01252/HP Location: Knightwick Manor, Suckley Road, Knightwick, Worcester, WR6 5QE**

**Description of Proposal: External alterations and additions including reinstatement of 11 dormer windows, reinstatement of entrance door surround, reinstatement and replacement of windows at ground and first floor, new lead covered canopy over external door inside (north facing) elevation, replacement of rainwater goods, removal of contemporary chimney stack, replacement of rooflight in single storey rear wing and various internal alterations.**

### **5. Clerk to report.**

Correspondence, Lengthsman, Outstanding items

**6. Footpaths and villages tour number 2.**

**7. Highways and Flooding.**

**8. New parish council notice boards.**

**8. Recruitment of new councillors.**

Update and Cooption of appropriate applicants.

**9. Items for the next meeting**

**10. Confirm the date of the next meeting: Monday 15<sup>th</sup> January 2023 – proposed.**



Richard Timney, Clerk to the Council, 6/11/2023