

To members of Knighton on Teme Parish Council

You are duly summoned to attend the annual meeting of Knighton on Teme Parish Council to be held at 7.45pm on **Tuesday 3rd May, 2016** at Knighton on Teme Parish Room.

Agenda

- 1 **Election of Chairman**
- 2 **Election of Vice-Chairman**
- 3 **Apologies:** To consider the acceptance of apologies for absence from Councillors.
4. **Declarations of Interest:**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(3) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

- d) To consider written requests from Councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.

Public Question Time (7.45pm – 8.15pm)

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. A Councillor with a disclosable pecuniary interest in a particular issue may address the Council on the issue during public question time subject to the Councillor requesting prior dispensation from the Clerk.

5 County/District Councillors Reports – C Dell / K Pollock

- 6 **Minutes:** To consider the adoption of the minutes of the last meeting (previously circulated).

7 Correspondence

- a) Correspondence – noted overleaf
- b) Draft Equality Policy for circulation at meeting

- c) Broadband concerns – discussion on comments received

8 Planning

- a) Applications received: none
- b) Determinations received
- c) Development at Bickley Lane, rear of Old Post Office – update re: planning issues
- d) CIL consultation – feedback from presentation on 25th April/response

9 Finance

- a) Clerks salary £229.32
- b) Automatic enrolment – declaration of compliance
- c) Audit & accounts for y/e 31/3/2016.
Approval of annual governance statement, accounting statements, asset register, risk schedule
- d) CALC subscription - £286.25 for approval
- e) Zurich Insurance renewal - £292.88 for approval

10 Highways

- a) Lengthsman - account for April / contracts for new year
- b) Wildlife verges – addition to verges policy
- c) Blocked gully at High Hall-update requested
- d) State of road below caravan park-reported
- e) State of road outside Talbot Cottages-reported

11) Councillors' reports and items for future agenda

For reporting minor matters of information and to raise items for future agendas.

- 12) **Date of next meeting** - To confirm the date of the next meeting scheduled for 7/6/2016 – 7.30pm.

Mrs Karen Yates,
Clerk to the Council,
26th April, 2016

Correspondence – May 2016

Standards Committee-request for PC representatives