

**The minutes of Knighton on Teme Parish Council Annual Meeting
held at 7pm on 18th May, 2023 at the Parish Rooms**

Present: Cllrs D Hubbard, R Lear, J Barnes, R Bolton, J Ruffles

In attendance: Clerk, Ms Rachel Lambert

Members of the Public Present: Mr J Barnes

PC1. Elect a Chairman

Cllr Lear proposed and Cllr Bolton seconded for Cllr Hubbard to remain as Chairman.

PC2. Elect a Vice-Chairman

Cllr Hubbard proposed and Cllr Lear seconded Cllr Ruffles as Vice-Chairman.

PC3: The Chairman signed declaration of office.

PC4. Receive Apologies for Absence

Councillor D Chambers

PC4a: Co-Options

A Co-option application had been received from Mr J Barnes. Mr Barnes was asked to vacate the room whilst co-option was discussed. The Council voted unanimously to co-opt Mr Barnes. A declaration of office was signed and Mr Barnes joined the remainder of the council meeting.

PC5. Declarations of Interest

None to be completed.

PC6. Declarations Personal and Prejudicial Interest

None.

Receive Questions from the Public

None.

PC7. Insurance Renewal 2023-2024

The Clerk provided details of the insurance renewal for 2023-2024 with Zurich Insurance. The Council asked for the defibrillators to be added to the insurance policy. The Council agreed to proceed for a further year.

ACTION: CLERK TO CONTACT ZURICH INSURANCE

PC8. Review of Asset Register

The Council agreed the review of the asset register for 2023-2024. This was signed by the Chairman.

PC9. Risk Assessment

The Council reviewed the risk assessment schedule for 2023-2024. This was signed by the Chairman. The Clerk to email a copy to all councillors. **ACTION: CLERK**

PC10. Minutes of the 16th March 2023 Meeting

The Minutes were adopted and signed by the Chairman.

PC11. Finance

11.1 Agree, check and minute accounts – Cllrs Lear and Ruffles agreed, checked and signed accounts. It was agreed by the council to transfer £3,500 funds from the year end from the current account to the deposit account. To build upon a reserve fund.

Accounts paid since last meeting

a)	Parish Clerk, Salary – March & April 2023	£ 630.74
b)	HMRC – PAYE Payment – Period 11 & 12	£ 220.00
c)	Parish Lengthsman – Jan, Feb, March 2022	£ 864.00

Accounts Unpaid

d)	Parish Clerk, Expenses for March & April 2023	£ 36.20
e)	Ruth Mullett – Internal Audit Fee	£ 200.00
f)	Zurich Municipal – Insurance Renewal 2023-2024	£ 335.76
g)	Avensys – Defib Repairs and Maintenance Costs	£ 926.28
h)	Worcestershire CALC – Annual Fee	£ 393.92
i)	Mrs J Powell, Knighton on Teme Caravan Park, Donation Towards Coronation Celebrations	£ 200.00

11.2 Bank Reconciliation Statement – The council agreed the bank statement and signed by the Chairman.

11.3 Internal Audit Report – The Council had received a copy of the internal Auditors report.

11.4 Complete Section 1 – Annual Governance Statement of Annual Return

The Statements were confirmed as correct for the Chairman’s signature. The Clerk would upload to Parish Council website.

11.5 Approve the Accounting Statements of Section 2 of Annual Return

The Statements were approved and signed as correct by the Chairman and the Responsible Financial Officer.

11.6 Approve Certificate of Exemption AGAR 2022/2023

The Chairman and Clerk signed the Certificate of Exemption Statement to confirm that the Parish Council’s gross income or expenditure did not exceed £25,000 in the year of account ended 31 March 2023.

PC12a. District/County Councillor’s Report.

Cllr Chambers had circulated his report to all members and a copy would be available on the Parish Council website.

PC12b. Local Police Representative

Attached report will be available on the Parish Council website.

PC12c. Public Path Warden

Clerk to make contact with Public Path Warden and establish updates for the Parish. Clerk to contact Countryside Centre for list of footpaths within the Parish.

PC12d. Councillors

Nothing to report.

PC12e. Clerk

The Clerk raised the question on behalf of Lindridge Parish Council, if the Parish Council would consider sharing a joint agreement of the laptop for the Clerk's use. After discussions, members of the council voted to maintain its own dedicated system. The Chairman would report to Lindridge to advise of this.

PC13. Discuss Highways Items

The Chairman advised of recent communications received from Highways with regard to road notices in Newnham Bridge. The Clerk would circulate this.

The sale of the White Gates had now gone through and these had been bought by Powick Parish Council. The Chairman to arrange delivery of these.

It was discussed that the VAS unit when purchased, would be arranged to be moved every two weeks

PC14. Planning

Applications received.

PLANNING REF: M/23/00552/AGR
The Old School House, Knighton on Teme
General Purpose Agricultural Building

PLANNING REF:
Land at OS 6400 6948, Newnham Bridge
Construction of two stable blocks, a polytunnel and a livestock exercise area. Change of use of the land from agricultural to mixed agricultural and equine use.

Determinations Received:

PLANNING REF: M/23/00201/HP
10 Wyrebrook Orchard, Newnham Bridge
Rear Extension – **REFUSED**

Planning applications determined under delegated powers – NONE

PC15. Matters arising from last meeting – None.

PC16. Correspondence for Information –

- a) Annual Report received from Police
- b) Email received regarding verges and pot holes
- c) Email received from Highways – road signs Newnham Bridge
- d) Internal Audit report received
- e) Planning Enforcement – Acknowledge receipt of possible change of use of buildings at Newnham Farm

PC17. Items for Next Agenda

- Bus Shelter at Bickley
- Defibs
- Co-Options

PC18. Date of next meeting:

The next meeting will be on Thursday 6th July 2023 at 7.00pm at the Parish Rooms

The meeting closed at 8.10 pm

Signed (Chairman) Date