

**The minutes of Knighton on Teme Parish Council Meeting
held at 7pm on 7th September 2023 at the Parish Rooms**

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

In attendance: Clerk, Ms Rachel Lambert

Members of the Public Present: Ms J Cornes and Mr S Perry

PC36 Receive Apologies for Absence

Councillor D Chambers

PC37. Declarations of Interest

None.

PC38. Declarations Personal and Prejudicial Interest

None.

PC39. Receive Questions from the Public

None raised. The chair explained how the meeting would be conducted and allowed the two members of the public to introduce themselves.

PC40. Minutes of the 6th July 2023 Meeting

The Minutes were adopted and signed by the Chairman.

PC41. 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.

PC42. Public Path Warden

Vacancy currently being advertised.

PC43. Councillors

Nothing to report.

PC44. Clerk

Since the last meeting, a further two co-option applications had been received, in total four applications for three vacancies. Two of the candidates were present as members of the public. They were asked to introduce themselves to the parish council and both gave a brief résumé.

After much discussion a majority vote was carried that councillors should have time to consider all applicants fairly and equally together for suitability to be voted into position at the next meeting. A time limit of two weeks was also agreed for any further applications and if so, these would be presented in time for councillors to assess prior to voting.

PC45. VAS Sign

The Chair gratefully confirmed that County Councillor D Chambers had agreed to fund a VAS speed sign for the A456 at Newnham Bridge, highways would source and install the unit in due course. The Parish Council would fund a second sign for use in the other direction and a strategy would be created for its use and data. Highways to be liaised with regarding best purchasing opportunity.

The question of 30mph roundels on A456. The Chair/Clerk to follow up with highways.

PC46. Planning

Applications received.

Planning Enforcement Acknowledgement Receipt – M/ENF/23/0077 – Newnham Farm, Newnham Bridge.

Determinations Received:

REFERENCE M/23/00988/AGR – General Purpose Agricultural Building, The Old School, Knighton on Teme. WR15 8LT **MALVERN HILLS DISTRICT COUNCIL PLANNING SERVICES REPORT - PRIOR APPROVAL NOT REQUIRED**

REFERENCE: M/23/00221/FUL – Construction of two stable blocks, a polytunnel and an equestrian exercise area. Change of use of the land from agricultural to mixed agricultural and equine use. Land at OS 6400 6948, Newnham Bridge.

MALVERN HILLS DISTRICT COUNCIL PLANNING SERVICES REPORT - APPROVED

Planning applications determined under delegated powers – NONE

PC47. Finance - Agree, check and minute accounts – Cllrs Barnes and Ruffles agreed, checked and signed accounts.

Accounts paid since last meeting

a)	Parish Clerk, Salary – July & August 2023	£ 828.32
b)	Parish Lengthsman – Services for May 2023	£ 288.00

Accounts Unpaid

c)	Parish Clerk, Expenses for July & August 2023	£ 36.25
d)	MHDC – Cost of uncontested elections	£ 50.00

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

The Clerk request to apply for online banking services. This was agreed by council members.

PC48. Discuss Highways Items

A Parish Council request had been made to highways for Little London be included in their gritting programme, Highways declined the request as it did not qualify on their assessment.

Complaints had been received regarding the council cutting conservation verges in the parish. In order to give instruction to highways, it was agreed the conservation verges at Bickley were to be reidentified and submitted to Highways ahead of next years verge grass cutting to avoid these areas being cut. Visibility and state of the marker posts was in question, these are to be assessed and if necessary repaired or replaced. Cllr Bradley volunteered to make and fit new posts if necessary. **ACTION: TASK PARISH LENGTHSMAN TO FOLLOW UP AND MAINTAIN CLEAR VISIBILITY WHERE NEEDED.**

Question was raised regarding the signs along the A456 in Newnham Bridge that need to be cleaned and cut back any vegetation obscuring visibility. **ACTION: TASK PARISH LENGTHSMAN TO FOLLOW UP.**

Cllr Bradley commented on action being required on hedges being cut back in areas of Knighton on Teme specifically Jukes Lane where vehicles avoiding overgrowing hedges were damaging the edge of the highway which is now in need of repair. **ACTION: CLLR BRADLY TO SUBMIT PHOTOS OF HEDGE AND ROAD FOR SUBMISSION TO HIGHWAYS**

A follow up request to Highways in relation to a new further letting sign at Newnham Bridge and whether this is permitted.

The Clerk was asked to contact Regulatory Services and confirmed the licence application at Newnham Farm had been granted. The licensing service gave instruction to enquire with Malvern Hills Planning regarding any changes of use.

The Chair raised the question of where the last set of village white gates should be located. Councillors gave their preferred locations which will be investigated for suitability.

The Chair confirmed the forthcoming litter pick was to take place on Sunday 23rd October. Further details are available in the Temespan or via the clerk.

PC49. Discuss Defibrillators

The Clerk confirmed that the two defibrillators had now been added to the Insurance Policy. No additional insurance charges for this financial year.

The Clerk had also noted an annual date for the servicing of the defibs.

The Clerk would confirm a defib training date to be held in near future at the Parish Rooms.

PC50. Discuss Website/Emails

The Clerk to confirm current costs of setting up website/emails – to be carried forward to the next meeting.

PC51. Discuss Bus Shelter at Bickley

It was agreed that improvement was needed at the old bus shelter which has been identified as the significant centre of the parish area. A noticeboard would be fitted inside the shelter, the Chair would supply the materials, construct then install the new notice board. It was also agreed that the outside should be painted / treated to increase longevity and improve its appearance.

The Chair asked members of the Parish Council to volunteer to manage/take ownership one of the various assets around the Parish so they could be maintained and reported on where necessary. The clerk would circulate a list for councillors to choose and adopt an asset.

The Council were asked to consider the inclusion of a bus shelter at Wyrebrook, as there were currently 21 children who catch school buses from this area.

PC52. Matters arising from last meeting – None.

PC53. Correspondence for Information –

- a) Various correspondence to Highways regarding outstanding items such as Highway signs, VAS, removal of signage from verges
- b) Update Zurich Insurance to add Defibrillators.
- c) Contacting regulatory services – alcohol licence at Newnham Farm
- d) Reports to WCC – potholes at Bickley

PC54. Items for Next Agenda

- Draft Precept
- Defibs
- Co-Options
- Autumn Litter Pick

PC55. Date of next meeting:

The next meeting will be 2nd November 2023 at Parish Rooms at 7pm, Knighton on Teme.

The meeting closed at 8.50 pm

Signed (Chairman) Date