

**The Minutes of Knighton on Teme Parish Council Meeting
held at 7pm on 9th November 2023 at the Parish Rooms**

Present: Cllrs D Hubbard, R Lear, J Barnes

In attendance: Clerk, Ms Rachel Lambert, District Councillor D Godwin

Members of the Public Present: None

PC56 Receive Apologies for Absence

Cllr J Bradley

Councillor D Chambers

PC57. Declarations of Interest

None.

PC58. Declarations Personal and Prejudicial Interest

None.

PC59. Receive Questions from the Public

None raised.

PC60. Consider Co-Option Applications

Since the last meeting, a total of 6 co-option applications had been received for the 5 Parish Council vacancies. Members of the Parish Council considered all applications. All applicants were proved to meet the necessary criteria before shortlisting 5 who were most suitable to start with immediate effect.

Ms Julie Cornes, one of the applicants, was called on to enter the meeting where she accepted the position of parish councillor and duly signed Declaration of Acceptance to Office. She was able to immediately take up the role of Parish Councillor where the meeting continued. The offer of parish councillor would be made to the other applicants who on acceptance would be required to sign their Declarations prior to the next meeting and their personal details disseminated for public record.

PC61. Minutes of the 7th September 2023 Meeting

The Minutes were adopted and signed by the Chairman.

PC62. 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. Of note, Cllr Chambers detailed his request to Worcestershire County Council for a footbridge across the river Teme at Tenbury.

District Councillor Godwin reported:

- Data gathering on recent floods and drainage within MHDC was taking place.
- There was a reduction in planning applications currently being received.
- Local planning enforcement items within the Parish were being dealt with.

PC63. Public Path Warden

The vacancy has now been filled by parish resident Lyn Quinn and it is anticipated she will form a good relationship with the parish council and local community. The new Public Path Warden will start training through the Worcestershire Countryside Centre.

PC64. Councillors

Nothing to report.

PC65. Clerk

Nothing to report.

PC66. VAS Sign

The Chairman reported that the new highways funded VAS sign was operational, working well and good reviews. The Parish Council would now purchase a second set of VAS equipment from the previously agreed budget.

PC67. Planning

Applications received.

M/23/01319/HP – Alteration of hipped roofs to gable ends to both sides and front, addition of flat roof dormer to rear roof slope to replace existing.

Ashbourne, Newnham Bridge, WR15 8JE.

The parish council replied having no objections and supporting the application.

M/23/01447/FUL – Proposed change of use of agricultural buildings to business uses – B8 B2 Class Newnham Court, Newnham Bridge, WR15 8JF

The Parish Council had prepared a reply to Planning Services however further consultation time was needed to discuss the application in more depth due to the scale of the change of use application. A request was made and obtained for an extension of the submission date. The matter was discussed with several observations made. The final report would be submitted to MHDC planning.

Determinations Received:

REFERENCE M/23/00619/HP – Erection of two storey and ground floor extension.

Bramley Hollow, Knighton on Teme, WR15 8NA – **APPROVED FROM MHDC PLANNING DEPT.**

It was highlighted at the meeting that the planning decision took a disconcerting amount of time which could well have taken huge living or cost implications to the applicant or any potential contractors. Cllr Godwin briefed the council that MHDC planning were struggling to retain staff and there was a back log of applications that were waiting to be allocated planning officers.

Planning applications determined under delegated powers – NONE

PC68a. Finance - Agree, check and minute accounts – Cllrs Barnes and Lear agreed, checked and signed accounts.

Accounts paid since last meeting

a)	Parish Clerk, Salary – September & October 2023	£ 828.32
b)	Parish Lengthsman – Services for June, July, August, September, October 2023	£ 1440.00
c)	Tenbury Young Farms Club – Donation for Bonfire Event	£ 150.00

Accounts Unpaid

d)	Parish Clerk, Expenses for September & October 2023	£	29.00
e)	Knighton on Teme Parish Rooms – Hire of Hall and Electricity for Defib.	£	65.00
f)	Knighton on Teme Church – Donation (Replacement Chq)	£	150.00

PC68b. Bank Reconciliation Statement –

The council agreed the bank statement and signed by the Chairman.

The application for online banking was signed and the Clerk would submit to the bank.

A previously forwarded and unrepresented cheque to the parish church was reissued.

A donation agreed by all members of the parish council was paid to Tenbury Young Farmers Club towards hosting the charity bonfire evening in Tenbury Wells. It was agreed that TYFC did an outstanding job of hosting the event.

PC68c Discuss Draft Precept 2024-2025

The Clerk presented current expenditure figures of the Councils income and expenditure. The Parish Council discussed in detail items required to be budgeted for in 2024-2025. To be finalised at next meeting:

- New Noticeboard to be erected at Wyrebrook.
- Costing for defibrillator options in the Newnham Bridge area.
- Cost of a double and singular waste bins to ease the litter issue at hot spots in the parish.

PC69. Discuss Highways Items

Due to the ever increasing need for transparency plus new review and auditing measures being undertaken in the lengthsman scheme, it was proposed a regular rota of work to be developed and scheduled for lengthsman duties. The Clerk would also send timely work requests / updates plus up to date timesheets for completion each month. Where possible for the lengthsman is to take photographs of scheduled items for audit purposes.

PC70. Discuss Defibrillators

The Clerk confirmed a date had been finalised for the defib training to be held at the Parish Rooms on Wednesday 7th February 2024 at 7pm. The parish council would sponsor the room hire and individual participant funding of £5pp would be a donation to the First Responders. The event is to be advertised in Temespan.

PC71. Discuss Website/Emails

The Clerk has researched, discussed and has been provided with quotes from two website providers who would also be able to develop the parish councils own website, increasingly important as the current county council web page would soon be closing. Both providers are experienced and provide websites for other parish councils. The clerk is to circulate to members of the council the quotations received for their observations and recommendations as to the best option. Confirmation of the best provider to be decided on at the next meeting.

PC72. Discuss Bus Shelter at Bickley

The Chairman confirmed a new noticeboard had been put into the bus shelter. Suggestions were made and will be implemented in the near future to improve / enhance this parish asset.

At the next meeting with a full complement of parish councillors, the schedule of parish assets would be presented so councillors could choose to adopt one to monitor for use, wear and tear and possibly maintenance if and where possible.

PC73. Matters arising from last meeting

The Chairman confirmed that the Autumn litter pick was again well attended, praising all those taking part that included whole families and children. Numerous bags of rubbish and other larger vehicle parts were collected along the roadside and verges.

PC74. Correspondence for Information –

- a) Resignation letters from R Bolton and J Ruffles
- b) Record of Alcohol Licence for Hanley Vineyard
- c) Reports to Worcestershire County Council – Highways issues
- d) Correspondence re: new VAS sign
- e) Email to Land and Drainage Officer – advice on sewage near to Tavern Lane
- f) Co-option applications received.

PC75. Items for Next Agenda

- Precept 2024-2025

PC76. Date of next meeting:

The next meeting will be 11th January 2024 at Parish Rooms at 7pm, Knighton on Teme.

The chair proposed the possibility of an extraordinary meeting in order to welcome and introduce the incoming members of the parish council.

The meeting closed at 9.15 pm

Signed (Chairman) Date