

**The Minutes of Knighton on Teme Parish Council Annual Meeting
held at 7pm on 9th May, 2024 at the Parish Rooms**

Present: Cllrs D Hubbard, J Barnes, S Perry, Cllr Ms J Cornes, Cllr Ms L Quinn

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

Members of the Public Present: None

PC1. Elect a Chairman

The Council unanimously proposed Cllr Hubbard to remain as Chairman.

PC2. Elect a Vice-Chairman

Cllr Perry Proposed and Cllr Barnes Seconded Cllr Ms Cornes as Vice-Chairman.

PC3: The Chairman signed declaration of office.

PC4. Receive Apologies for Absence

Cllrs R Lear, J Bradley, Cllr Mrs Mapp, Cllr Mrs Spilsbury, Councillor D Chambers

PC4a: Co-Options

None.

PC5. Declarations of Interest

None to be completed.

PC6. Declarations Personal and Prejudicial Interest

None.

Receive Questions from the Public

None.

PC7. Insurance Renewal 2024-2025

The Clerk provided details of the insurance renewal for 2024-2025 with Zurich Insurance. The Clerk confirmed that Zurich had entered into a 3 year LTA, which provided a discount over the next three years. 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 2024-2025. It was agreed that Councillors would take account of particular assets distributed around the Parish and to report any upkeep or damages to the Council. Clerk to distribute asset register to all members. This was signed by the Chairman.

PC9. Risk Assessment

The Council reviewed the risk assessment schedule for 2024-2025. This was signed by the Chairman. The Clerk to email a copy to all councillors. **ACTION: CLERK**

PC10. Minutes of the 7th March 2024 Meeting

The Minutes were adopted and signed by the Chairman.

PC11. Finance

11.1 Agree, check and minute accounts – Cllrs Hubbard and Barnes agreed, checked and signed accounts. The Clerk would attain additional signatories for the bank account.

Accounts paid since last meeting

| | | |
|----|---|----------|
| a) | Parish Clerk, Salary – March & April 2024 | £ 828.32 |
| b) | HMRC – PAYE Payments for Month 11 & 12 | £ 74.40 |
| c) | Parish Lengthsman – January/February/March 2024 | £ 864.00 |

Accounts Unpaid

| | | |
|----|---|----------|
| d) | Parish Clerk, Expenses for March & April 2024 | £ 35.80 |
| e) | Wybone Limited – Double Bin | £ 750.58 |
| f) | Ruth Mullett – Internal Audit Fee | £ 200.00 |
| g) | Zurich Municipal – insurance renewal | £ 359.18 |
| h) | Worcestershire CALC – Renewal Fee and Councillor Training | £ 507.25 |

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 2023/2024

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 2024.

11.7 Notice of Public Rights of the Annual Governance and Accountability Return

The Clerk confirmed that the Notice of Public Rights of the Annual Governance and Accountability Return would be made available to electors via Parish Noticeboards and Parish Council Website notifying that the accounts for year ended 31st March 2024 could be viewed between 3rd June – Friday 12th July 2024.

PC12a. District/County Councillor’s Report.

District Councillor Godwin had nothing significant to report but commented that

- Planning as a whole district was down in numbers.
- Current planning enforcement for the development at Newnham Farms, currently still at decision level.
- Police and Crime Commissioner had been re-elected for a third term.
- The Fire Service were mainly dealing with flood associated recoveries rather than fires.

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

PC12b. Local Police Representative

None Available.

PC12c. Public Path Warden

Currently a voluntary vacancy for the role within the Parish.

PC12d. Councillors

- Pot holes from Little London to Milson on Shropshire/Worcestershire boundary. Clerk to report.
- Commented on speed of vehicles through Church Lane
- Hedge to the left exiting from Stipers Hill onto A456 causing visibility obscuring
- The Talbot Inn was believed to be under offer following being advertised as a public house / hotel

Cllrs Mrs Spilsbury

- Open gardens in the Parish on 22 June 2024 10-4pm. Currently up to 14 gardens to be open.
- REMI Jazz at Parish Rooms on 6th June 2024.
- Wyre Forest Big Band 25th August plus Summer Fete at The Green with music in the afternoon.
- Parish Rooms have submitted a Lottery Bid application.

Cllr Hubbard

- Would liaise with local groups in view of new financial year funding initiatives.

Cllr Ms Quinn

- Commented they had personally reported to Worcestershire County Council of the flooding on the road and verge at Woodgate Green. The Land and Drainage Officer for Malvern Hills had visited the site and reported that the road at this location had a low spot and this was the possible cause for the flooding. The Clerk would follow up and establish what was the current situation.

PC12e. Clerk

The Clerk commented that a review and update of the Councils Standing Orders and Financial Regulations were due. It was agreed to carry forward to the next meeting.

The Clerk also commented that the Parish Lengthsman Scheme had a new online dashboard to complete via Worcestershire County Council. The Lengthsman had been made aware of updated reporting of works carried out. The Clerk to discuss with the Lengthsman the providing of a report to the Council meetings of updates on works carried out within the Parish. Establish routine jobs required within the year.

PC13. Discuss Highways Items

The Chairman provided an overview to the Council of recent communications held with Worcestershire Highways reporting team of the reports given in connection to particular items relating to overgrown hedgerows and ditches not being accessible, need to keep clear. The Chairman expressed that all communications should be via the Clerk and that no reporting should be carried out by Council members; this would ensure accountability of recording of such matters. After some discussions, Cllr Ms Quinn departed from the meeting.

PC14. Planning

Applications received.

None

Determinations Received:

PLANNING REF: M/23/01299/HP – Erection of a first floor rear extension and single storey rear extension with roof balcony over to replace existing conservatory. 1 Canal Cottage, Newnham Bridge.
APPROVED FROM MALVERN HILLS DISTRICT PLANNING

PLANNING REF: M/24/00131/HP – Erection of a two storey rear extension. 10 Wyrebrook Orchard, Newnham Bridge.
APPROVED FROM MALVERN HILLS DISTRICT PLANNING

Planning applications determined under delegated powers – NONE

PC15. Matters arising from last meeting –

- Clerk to continue with training of new website.
- Possible donations discussed and to be confirmed at next meeting:
 - Temespan
 - Knighton on Teme Church
 - Parish Rooms
 - Tenbury Transport
 - Knighton on Teme Cricket Club
 - Kyrebrook Daycare Centre
 - The Regal

PC16. Correspondence for Information –

- a) Internal Auditors Report
- b) Report Feedback received from submitted reports to WCC
- c) Insurance renewal documentation
- d) Information on revised Lengthsman Scheme reporting
- e) Letter of thanks received from Tenbury Young Farmers Club for Donation
- f) Email from WCC exploring mobile infrastructure

PC17. Items for Next Agenda

- Standing Orders and Financial Regulations
- Donations

PC18. Date of next meeting:

The next meeting will be on Thursday 4th July 2024 at 7.00pm at the Parish Rooms

The meeting closed at 9.00 pm

Signed (Chairman) Date