

**The minutes of Knighton on Teme Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 1st December, 2015**

Present: Cllrs Mrs K Redfern, Mrs P Davies, Messrs C Bevan, J Rugman, J Barnes, D Hubbard

In attendance: Clerk, Mrs Karen Yates

Cllr J Rugman chaired the meeting and welcomed newly co-opted member Duane Hubbard to the Parish Council, a declaration of office was signed.

1) **Apologies:** J Powell, R Collie, R Lear, Cllr K Pollock.

2) **Register / Declarations of Interest**
Dispensations – none

Public Question Time

3) **District/County Councillor's Report.**

4) **Minutes:** Minutes of the meeting held on 3rd November, 2015 were approved.

5) **Correspondence:**

a) Items of correspondence noted.

6) **Planning**

a) There was one planning application:

15/01580/HOU. Hopview, Newnham Court, NB. Oak framed double garage and store. Recommend approval.

b) There were no determinations

c) Applications determined under delegated powers: none.

7) **Finance.**

a) Draft budget / precept – 2016-2017. The draft budget circulated at the last meeting was discussed. It was agreed to make the following changes and carry this forward for a final decision in January. The precept to remain the same at £4520. The contingency for the next two years to be reduced to zero due to ample reserves. The external audit is changing in 2017, and costs are expected to rise. £150 to be set aside for audit fees. The Parish Rooms Committee to be contacted regarding payment of electricity costs previously agreed towards the defibrillator.

b) Grants were agreed, subject to agreement of the budget, at £150 each to Teme Span, Lindridge Pre-school, CAB and Knighton on Teme PCC. To be confirmed at the next meeting.

c) Clerks salary (£687.96) and expenses (£15.50) were agreed.

d) Photocopies were agreed at £38.22.

8) **Highways**

a) Lengthsman Scheme. Invoice for November £216 approved.

- b) Wildlife verges – The Plantlife document on roadside verges was previously circulated, the Chairman had drafted a guidance note which was based upon the document and our own best practice to date working with all concerned. It was proposed by K Redfern, seconded by C Bevan to adopt this guidance note. It will also be circulated to R Hughes, J Hogan and W Muggleton at WCC. Worcestershire Wildlife Consultancy to be further contacted following our initial email to them.
 - c) Tan House Lane – The white lines have not been re-painted due to them being visible when the chippings are not covering them. It was agreed to ask Ian to monitor this and clear any chippings to ensure they remain visible.
 - d) Review of visibility at Tavern Lane junction. Following concerns of reduced visibility and increasing traffic in this area, it was agreed to write to both landowners either side of the junction requesting they cut back the hedge.
- 9) **Survey / review of community needs** – a revised draft was circulated for comment. It was agreed to place this in Teme Span, the next issue will be February.
- 10) **Councillors' reports and items for future agenda.** Drain below Tavern Lane is blocked again – to be reported.
- 11) **Date of next meeting:** 7.30pm on Tuesday 5th January, 2016.

There being no other business, the meeting closed at 8.55pm.

Signed
Chairman

Date