

**The minutes of Knighton on Teme Parish Annual Parish Council Meeting
held at Knighton on Teme Parish Room at 7.30pm on 13th May, 2015**

Present: Cllrs Miss R Collie, Mrs P Davies, Messrs C Bevan, J Powell, J Barnes, J Rugman

In attendance: Clerk, Mrs Karen Yates, Cllr K Pollock, CSO V Snape, 1 member of the public

Cllr J Rugman chaired the meeting.

All members signed a declaration of acceptance of office

- 1) **Election of Chairman** – J Rugman was proposed by P Davies, seconded by C Bevan, accepted and agreed. A declaration of acceptance of office was signed.
 - 2) **Election of Vice-Chairman** – C Bevan was proposed by J Powell, seconded by R Collie, accepted and agreed.
 - 3) **Apologies:** K Redfern, Cllr C Dell
 - 4) **Register / Declarations of Interest** - none. All members were given a new register of interest form to complete
- Dispensations** – none

Public Question Time

CSO Snape gave a brief report to the meeting, crime in our area remains low, some break-ins have occurred with items and dogs being stolen. She suggested that even a cheap and cheerful alarm could be an effective deterrent due to the noise they make.

The safer neighbourhood team as they are now known still work from Tenbury station, and are setting up a networking group. Details are on the West Mercia website and via twitter – www.twitter.com/MalvernCops

The Chairman thanked CSO Snape for attending, she left the meeting.

Concerns regarding the water meter on the crossroads by the Parish Rooms were raised and the lorries cutting up the verge. Severn Trent to be contacted.

A request for unsuitable signs except for access either end of Church Road will be made to Highways.

- 5) **District/County Councillor's Report.** K Pollock gave a brief outline of his report, the annual budget of the Council is £330m. Due to a mild winter, less gritting has taken place, online reporting has improved. A request for more foster carers has gone out due to the high numbers of children in care. Tenbury public realm work is nearly finished, a 20mph limit through the town to be proposed. Broadband coverage aimed at 95% over the next 2 years, Cllr Pollock to support our inclusion. Concerns were raised about the raised table by The Crow in Tenbury which is a shared zone for pedestrians and traffic.
- 6) **Minutes:** Minutes of the meeting held on 7th April, 2015 were approved.
- 7) **Correspondence:**
 - a) Items of correspondence noted.
 - b) Recording Policy – a draft Recording Policy had been circulated to all members in light of Cllr Dell's comments at the last meeting and new regulations that came in last year. J Barnes proposed its adoption, seconded by R Collie, agreed.

8) **Planning**

- a) There were no applications
- b) There were no determinations
- c) Application determined under delegated powers: none.

9) **Finance.**

- a) To approve the accounts & audit statements for year ending 31/3/15 including risk schedules and fixed assets. Copies were circulated to all members, Alan Dale has completed the internal audit, no queries were raised. Agreed and approved by all members.
- b) Financial Regulations – minor modifications to financial regulations were circulated to all members, approved and agreed. Quarterly reconciliations will be introduced.
- c) Insurance renewal-1/6/15. Renewal and quotations were circulated to all members. AON have quoted £382.46. Zurich have quoted £283.15, no change in policy details. It was agreed by all to insure with Zurich for 1 year, then review.
- d) CALC subscription – agreed at £259.55.
- e) Transparency Code – from April, agendas, corresponding papers and draft minutes need to be placed on the website. From July, certain expenditure items need to be published. Annually, financial information is required to be published. All agreed to comply.

10) **Highways**

- a) Lengthsman Scheme. Invoices for March and April totalling £408 were agreed. The drain below Tavern Lane to be reported to Highways. Item f – Ian to cut back to the fence as much as he can and suggest a solution to this verge.
- b) Litter pick review – 19 people attended, much less litter than last time. A report to go into Teme Span. Suggest March next year.
- c) Loose dogs on footpaths – a draft notice was circulated, but needs further revision for the next meeting. R Collie has some signs from WCC for landowners to use.
- d) State of road outside Caravan Park – some patching has been done, but not satisfactorily. To be re-reported.
- e) State of road at Tanhouse Lane/give way sign. Some work has been done, under further review.
- f) Overgrown verge between Talbot and Old Post Office – dealt with earlier.

11) **Vacancy for a Councillor.** Vacancy to be advertised. A letter of thanks to be sent to Richard.

12) **General Power of Competence(GEPOC).** Following a discussion, this was noted but not adopted at this time.

13) **Councillors' reports and items for future agenda.** Fallen tree at Maes Court, the owner to be contacted in the first instance.

14) **Date of next meeting:** 7.30pm on Tuesday 2nd June, 2015.

There being no other business, the meeting closed at 9.35pm.

Signed

Chairman

Date