

**The minutes of Knighton on Teme Parish Council Annual Meeting
held at Knighton on Teme Parish Room at 7.45pm on 2nd May, 2017**

Present: Cllrs Messrs D Hubbard, C Bevan, J Rugman, R Lear, J Barnes, J Powell

In attendance: Clerk, Mrs Karen Yates, Cllr C Dell

Mr C Bevan chaired the meeting.

- 1) **Election of Chairman.** J Barnes proposed J Rugman, seconded by R Lear, accepted and agreed. A declaration of office was signed, J Rugman took the Chair.
- 2) **Election of Vice-Chairman.** D Hubbard proposed C Bevan, seconded by J Rugman, accepted and agreed.
Members were asked to think about rotating the Chairmanship for next year.
- 3) **Apologies:** R Collie, K Redfern, C Albert. Cllr K Pollock
- 4) **Register / Declarations of Interest** – none
Dispensations – none

Public Question Time

- 5) **District/County Councillor's Report.** C Dell advised his ward budget of £500 is available to groups and welcomed funding requests. Council tax is payable at local paypoint outlets in Tenbury, but no longer at the library. Local road closures were highlighted. Cllr Dell suggested we await the pilot results of the verges scheme being carried out in the county, the idea of working together with other parishes suggested by the Chairman was a good one.
- 6) **Minutes:** Minutes of meeting held on 4th April, 2017 were approved.
- 7) **Correspondence:**
 - a) Items of correspondence noted.
 - b) BT Kiosk adoption. BT have advised that the kiosk is now in our ownership and have forwarded a maintenance document for information as well as a sign to put on the kiosk advising the public. The document to be circulated to all members, to be placed on the next agenda with thoughts for improving and maintaining its current state as well as thoughts for its future use. Initial thoughts included book/plant sales, noticeboard, maps. A brief note to be drafted ready for the next meeting prior to requesting ideas. The Clerk advised that our insurance covers it for public liability, but not for damage. It was agreed that if permanent damage to the kiosk occurs, it would not be replaced.
- 8) **Planning**
 - a) There were no planning applications

- b) The following determinations were advised:
 - 17/00217/FUL The Waddings, KoT. Erection of steel framed building for welfare and general husbandry carried out on livestock. Approved.
 - 15/01267/106 Land at Post Office Lane, NB
 - Application to modify affordable housing tenure and trigger points for payments of education and recreation contributions. Approved.
- c) Planning applications determined under delegated powers: none.
- d) Development at Bickley Lane. The enforcement officer had replied stating that he planned to visit the site but enforcement action is unlikely whilst works are ongoing. Further concerns were raised about the rubbish that is still on site. Along with neighbours, we remain disappointed that nothing has been done, this will be relayed to planning.

9) **Finance.**

- a) Clerks salary £235.40 agreed.
- b) Change of bank signatory – completed.
- c) To approve the annual governance statement for 2016-17. It was proposed by C Bevan, seconded by D Hubbard to approve the annual governance statement, all agreed.
- d) To approve the accounting statements for 2016-17. It was proposed by R Lear, seconded by J Barnes to approve the accounting statements, all agreed.
- e) Risk assessments schedule – It was proposed by J Barnes, seconded by D Hubbard to approve the risk assessment schedule, all agreed.
- f) Asset Register – It was proposed by J Powell, seconded by C Bevan to approve the asset register, all agreed.
- g) CALC subscription - £310.83, agreed.
- h) Insurance renewal for approval - £300.67, agreed. Confirmation regarding public liability for the kiosk and a breakdown of asset costs will be requested.

10) **Highways**

- a) Lengthsman Scheme. Account for April £180.
- b) Wildlife verges. A reply has not yet been received to our request for a preliminary walk around the parish to establish sites. Cllr Pollock had forwarded details of a pilot scheme in the county being undertaken. Sample data of verges had been taken in 2016, this will be looked into further. Cllr Pollock was not supportive of the quote we had received and it will be difficult to secure funding. It was agreed to contact Worcestershire Wildlife Consultancy again to decline their quotation due to costs, but to get back in contact should a more viable project arise. It was agreed to also contact Highways to find out more information on their current scheme and statutory rights vs landowners. A project could be more viable if we were able to work with other parishes.
- c) BT loose manhole cover - reported
- d) Potholes by Old Rectory – completed.
- e) Potholes by Boathouse-A456 – reported.
- f) Station House – still awaiting a reply regarding overgrown vegetation. Someone had contacted us regarding the state of the property and their interest in purchasing it – details will be forwarded.

- g) Drain below Tavern Lane – reported.
- h) Blocked drains by Boathouse-A456 - completed.
- i) Pothole by Wrens Nest (Shropshire) – reported.

11) **Councillors’ reports and items for future agenda.**

There is a pothole between the caravan park and the speed limit signs which will be reported.
A request will be made on progress regarding patching on this road.
Tavern steps grassed area needs strimming, to advise Ian.

12) **Date of next meeting:** 7.30pm on Tuesday 6th June, 2017.

There being no other business, the meeting closed at 8.50pm.

Signed
Chairman

Date

