

KNOWSTONE PARISH COUNCIL - A meeting of Knowstone Parish Council will be held in the Parish Hall, Knowstone on: **Tuesday 18th July 2017 at 7.30pm. All Councillors are summoned: members of the public are welcome.**

AGENDA

1. **Welcome new Councillors**
2. **Apologies for absence** and Declarations of Interest (re. matters appearing on this agenda)
3. **Approve Minutes** of the last meeting
4. **Matters Arising** from the minutes (not on the agenda)
5. **Correspondence**
Received:
To note – letter dated 19th June 2017 received from Peter Heanton-Jones MP
To note – email dated 4th July 2017 received from Grant Thornton, External Auditors with query relating to decrease in value of Asset Register – clerk has responded.
To note - remittance advice from HMRC for VAT repayment of £3043.25.

Sent:
To note – letter of thanks has been sent to KN Group, installers of the fibre optic broadband (17/02)
To note – letter of thanks has been sent to outgoing Parish Clerk (17/22b)
To note – Letter sent to Mid Devon Council re. Wedgewood Buildings (17/07c)
To note – correspondence with NPS re. Sidemoor Picnic Area (17/13)
(All previously circulated to councillors)
6. **Public Questions** (*limited to 20 minutes*) *Standing orders suspended for the duration of public questions & automatically reinstated at the end of public questions when council meeting resumes*
7. **Finance**
 - a) Finance Report presented by RFO
 - b) Accounts to settle:

• Alison Marshal – New Clerk Training	£80.00	
• Clerk's salary & expenses	£211.76	
• DALC renewal	£36.31	VAT £7.26
• FirstAid4Less (wall cabinet for defibrillator)	£287.50	VAT £57.50
 - c) Quarterly review of budget
 - d) To consider purchase of fire proof filing cabinet for Clerk – three quotes obtained:

• Phoenix 2242 90 minute fire proof, Used (ebay)	£432.00
• Sentry 1 hour fire resistant, New (ebay)	£600.00
• Phoenix FS2252k 90 minute fire resistant, New (safe.co.uk)	£804.00

All prices include VAT & delivery
 - e) To consider paying for Clerk's membership of Society of Local Council Clerks at a cost of £60.00
 - f) To consider cost and payment of setting up KPC email addresses for councillors
8. **Training for Councillors** – to consider training as proposed by Alison Marshall and agree a date
9. **Planning**
 - a) Applications received after preparation of the agenda
 - b) Applications notified since last meeting
 - c) Update re. plot adjacent to Enfield House

10. **Third Party Reports** (if present):
 - a) District Councillor
 - b) County Councillor
 - c) Police (South Molton) or if not present Cllr Moore

11. **Members Reports**
 - a) Parish Hall Committee Report – Cllr Moore
 - b) Community Defibrillator & CPR training – Cllr Moore
 - c) Highways - Cllr Howe
 - d) Footpaths & Beaples Stone - Cllr Browse
 - e) Moors Management Association Report - Cllr Stanbury
 - f) PCC Report - Cllr Howe
 - g) Emergency Plan - Cllr Browse

12. **Re-allocation of councillors' roles**

13. **To consider the formation of a Standing Orders Review Sub-committee**

14. **To consider schedule of future meeting dates**

15. **Diary/Forthcoming Community Evens:**
To consider upcoming community and/or national events

16. **Members - Matters of Immediate Concern** for inclusion at the next meeting

17. **Date & Time of next meeting:**

TBA

Wendy Sweet

Clerk Knowstone Parish Council

13th July 2017