

**KNOWSTONE PARISH COUNCIL** - The Annual meeting of Knowstone Parish Council will be held in the Parish Hall, Knowstone on: **Tuesday 29th May 2018 at 7.30pm. All Councillors are summoned: members of the public are welcome.**

### **ANNUAL MEETING AGENDA**

- I. Election of Chairman
- II. Election of Vice Chairman
- III. Declaration of Acceptance of Office
- IV. Consider Co-option of additional member(s) and if appropriate agree timetable to co-opt
- V. Appointment of members to serve on Parish Committees:  
PCC, Village Hall, Moors Management Association
- VI. Allocation of Roles amongst members: Footpaths, Planning, Highways, Snow warden, other(s)

### **AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest** (re. matters appearing on this agenda)
3. **Approve Minutes** of the last meeting (held on 24th April 2018)
4. **Correspondence**
  - Note letter received on 25.04.18 from Peter Heaton-Jones MP with surgery dates poster and inviting the Council to take part in the Woodland Trust's plant a tree scheme;
  - Note email dated 25.04.18 from Devon Highways turning down Knowstone Parish Council's request to fence in stone store lay-by;
  - Note email dated 8.05.18 from Mr N Arnold, Chairman of Batsworthy DCF fund, unable to attend Annual Meeting of the Parish as Guest Speaker;
  - Note email and letter dated 8.05.18 from the Local Government Boundary Commission for England – final recommendations published;
  - Note email dated 11.05.18 from SLCC with news bulletin informing that amendment to Data Protection Bill which will exempt Parish Councils from the requirement to appoint a Data Protection Officer has been accepted;
  - Note emailed dated 14.05.18 from T Satterly, Economic Development, DCC re. capital grant programme to which organisation and entrepreneurs can apply;.
  - Note emailed dated 17.05.18 from ICO confirming renewal and receipt of payment;
  - Note any correspondence received after the preparation of the agenda.
5. **Public Questions** (*limited to 20 minutes*) **Members of the public are invited to speak only on a topic that is on this agenda; please contact the clerk for any other matter to be considered for inclusion on the agenda at a future meeting of the council.**
6. **Finance:**
  - a) To resolve to agree accounts for year ending 31st March 2018 (previously circulated)
  - b) To resolve to complete and send off Certificate of Exemption regarding this year's External Audit.
  - c) To resolve to sign off Section 1 of the Annual Audit Return
  - d) To resolve to sign off Section 2 of the Annual Audit Return
- e) **Accounts to settle:**
  - Alison Marshal – Internal Audit £100.00
  - Clerk's salary (£186.21) & expenses (£13.34) £199.55
- f) Note receipt of £2,053.25 from North Devon Council, being 50% of precept 18/19 (£1825.50), Parish Grant 18/19 (£199.00) and Grant Assist (£28.75).

g) To review insurance quotes, as previously circulated, and to resolve to appoint Council's insurer with effect from 1st June 2018.

- BHIB Insurance brokers (Aviva) £399.85 (5% discount if commit to 3 years)
- Came & Company (Inspire/AXA) £344.74 (5% discount if commit to 3 years)
- Norris & Fisher (Ageas) £320.38

h) Review Council's banking arrangements

i) Review Internal Audit findings

## 7. **Planning**

a) Applications received after preparation of the agenda

b) Applications notified since last meeting

c) Note full planning approval granted to Highfield for extension, ref. 64542.

## 8. **Third Party Reports** (if present):

a) District Councillor

b) County Councillor

## 9. **Risk Assessment** – Cllr Moore

## 10. **Members Reports**

a) Highways – Cllr Filmer-Bennett

(i) Road Warden scheme – written motion from Cllr Filmer-Bennett: "It is proposed that this council proceed to joining the road warden scheme as provided by Devon County Council Highways Department, This will enable the council to carry out minor works, organise road closures and organise litter picking with the appropriate training, safety regulation and equipment."

b) Footpaths & Beaples Stone – Cllr Browse

c) Moors Management Association Report – Cllr Costerton

d) Police Report – Cllr Moore

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g) Emergency Plan – Cllr Browse

## 11. **Progress on signage to stop HGV articulated lorries coming through East Knowstone**

## 12. **Casual Vacancy for a Parish Councillor**

## 13. **Diary/Forthcoming Community Events:**

To consider upcoming community and/or national events

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

## 15. **Date & Time of next meeting:** Tuesday 26 June 2017 at 7.30pm.

*Wendy Sweet*

Clerk Knowstone Parish Council

24th May 2018

Parish Clerk: **Wendy Sweet**, South Riding, Roachill, South Molton, EX36 4EB  
(Tel: 01398 341692 – email: [parishclerk@knowstone.org.uk](mailto:parishclerk@knowstone.org.uk))

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