

**Knowstone Parish Council – Minutes of the Annual Parish Council Meeting
held on 27th May 2025 at 7.30pm at Knowstone Village Hall.**

Present: Cllrs Pomfret (Chair), Parry, Clarke, Maidment, McGregor and Stanbury

Jane Mills, Clerk to the Council
Cllr Hopley DCC Councillor
3 Members of the public

Prayers were led by Cllr Pomfret

2505/01 Election of Chairman for 2025/26

It was **resolved** to elect Cllr Pomfret as Chairman for 25-26
Proposed: Cllr Stanbury, Seconded: Cllr McGregor (all in favour)

2505/02 Declaration of Office – Chairman

The Chairman read and signed the prescribed 'Declaration of Acceptance of Office'.

2505/03 Election of Vice Chairman for 2025/26

It was **resolved** to appoint Cllr McGregor as Vice-Chairman for 25-26
Proposed: Cllr Stanbury. Seconded: Cllr Pomfret (all in favour)

2505/04 To agree the Agenda as published

It was **resolved** to agree the Agenda as published after bringing forward the planning application to follow the County and District Reports
Proposed: Cllr Pomfret. Seconded: Cllr Parry (all in favour)

25/05/05 Apologies

All Members Present

25/05/06 Declarations of interest

To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members were reminded that all interests should be declared at the beginning of the meeting and prior to the item being discussed.
There were no declarations

25/05/07 Public Participation

In accordance with Standing Order 3 (f) members of the public are permitted to make representations and ask questions, the period set aside shall not exceed 15 minutes. It should be noted that answers will generally not be given at the meeting where the questions are delivered, each member of the public is entitled to speak once.

A member of the public asked about the planned roadworks and the Clerk to the Council was able to confirm that Devon Highways will be carrying out patching works on the Road from Tuckers Moor Cross to Moortown Cross, South Molton, between Monday 30th June – Friday 11th July 2025 (weekdays only), and they will leave the road accessible to residents outside of our working hours.

They will support access for businesses during the scheme, further information on the direction of work and access queries can be answered by their Contractor, with operatives on site able to assist during the scheme.

- 25/05/08 County Councillor Report** (deferred to minute no 25/05/19 as the County Councillor was attending another earlier council meeting and would be late arriving)
- 25/05/09 District Councillor Report** (The District Cllr was unable to attend)
- 25/05/10 North Devon District Council, Planning Authority has asked for comments from the Parish Council:
Planning Application 80157
Location Lower Barn East Hill Farm Knowstone South Molton Devon EX36 4RY**
Erection of a double garage and separate garden store
It was **resolved** to suspend Standing Orders to enable a member of the public to speak.
Proposed: Cllr Pomfret. Seconded: Cllr Parry (all in favour)
It was **resolved** to reinstate Standing Orders
Proposed: Cllr Pomfret. Seconded: Cllr Parry (all in favour)
It was **resolved** to support this application, a similar application had been considered in March and was approved by NDC. This proposal is more in keeping and sympathetic, and better than the previously approved application.
Proposed: Cllr Clarke. Seconded: Cllr Stanbury (all in favour)
Action Point: submit planning response
- 25/05/11 Minutes**
It was **resolved** to approve as a correct record and sign the Minutes of the Parish Council meeting held on Tuesday 25th March 2025
Proposed: Cllr Pomfret, Seconded: Cllr McGregor (all in favour)
- 25/05/12 Review of Standing Orders** To review the Council's Standing Orders.
It was **resolved** to adopt the latest reviewed Standing Orders
Proposed: Cllr Pomfret Seconded: Cllr Maidment (all in favour)
- 25/05/13 Review of Financial Regulations**
It was **resolved** to accept the most recent Financial Regulations
Proposed: Cllr Parry, Seconded: Cllr Clarke (all in favour)
- 25/05/14 Members' Code of Conduct**
It was **resolved** to accept the Members' Code of Conduct as presented
Proposed: Cllr Pomfret. Seconded: Cllr McGregor (all in favour)
- 25/05/15 Assets Register** .
It was **resolved** to accept the Council's Assets Register as presented
Proposed: Cllr Pomfret Seconded: Cllr Parry (all in favour)

25/05/16 Confirmation of arrangements for insurance cover in respect of all insurable risks;

It was agreed that the Clerk to the Council should discuss with the insurers the figures for cover and amend accordingly

Action Point: Contact insurers to discuss insured items

25/05/17 Calendar of Meetings

It was **resolved** to accept the Calendar of Meetings as presented
Proposed: Cllr Pomfret Seconded: Cllr Maidment (all in favour)

25/05/18 To review delegation arrangements (see financial regulations) to include appointment of Councillors with specific responsibilities

- a. **Footpaths & Beaples Stone** Cllr Pomfret (temporary)
- b. **Planning** Cllr Clarke
- c. **Highways** Cllr McGregor
- d. **Snow Warden** Cllr Stanbury
- e. **Police Liaison and Road Safety** Cllr Pomfret
- f. **Emergency Plan** Cllr Pomfret, Cllr Maidment, & the Clerk to the Council
- g. **Welcome Pack** Cllr Maidment

It was agreed to appoint the above Cllrs

25/05/19 County Councillor Report

The County Cllr arrived at the meeting, with apologies but had attended a council meeting elsewhere before attending at Knowstone.

He advised he has been attending a lot of training. , he is happy to receive information about any problems. He is looking into the problems with white lining and signage.

Members raised the issues regarding the sale of the picnic areas, and concerns about potholes. Cllr Hopley is now on the Highways Committee, which will be looking into contracts. Please email him with any problems.

25/05/20 Review of representation on or work with external bodies and arrangements for reporting back Moors Management

It was **resolved** to re-appoint Cllr Maidment

Proposed: Cllr Pomfret Seconded: Cllr McGregor (all in favour)

25/05/21 Review of the Council's and staff subscriptions to other bodies DALC, SLCC, CPRE and Parish Online

It was noted that the above subscriptions will continue

25/05/22 Review of the Council's Complaints Procedure

It was **resolved** to adopt the Council's Complaints Procedure

Proposed: Cllr Pomfret, Seconded: Cllr McGregor

25/05/23 Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (see also standing orders 11, 20, and 21)

It was **resolved** to adopt the Freedom of Information Policy and Data Protection Policy

Proposed: Cllr Pomfret, Seconded: Cllr McGregor

- 25/05/24 Review of the Council's Policy for dealing with the press and public**
It was **resolved** to adopt the Council's Policy for dealing with the press and public
- 25/05/25 Internal Audit Report**
It was **resolved** to accept the Internal Audit Report.
Proposed: Cllr Pomfret, Seconded: Cllr McGregor (all in favour)
- 25/05/26 To approve Section 1 Annual Governance Statement 2025**
It was **resolved** to approve Section 1 of the Annual Governance Statement 2025
Proposed: Cllr Pomfret, Seconded: Cllr McGregor (all in favour)
- 25/05/27 To approve Section 2 Accounting Statements 2025**
It was **resolved** to approve Section 2 Accounting Statements 2025
Proposed: Cllr McGregor, Seconded: Cllr Maidment (all in favour)
- 25/05/28 To resolve to certify that Knowstone Parish Council is exempt from submitting an Annual Governance and Accountability Return for 2024/5 as neither the gross annual income or expenditure exceeds £25,000**
It was **resolved** to certify that Knowstone Parish Council is exempt from submitting an Annual Governance and Accountability Return for 2024/5 as neither the gross annual income or expenditure exceeds £25,000
Proposed: Cllr McGregor, Seconded: Cllr Pomfret (all in favour)
Action Point: Submit Exemption Certificate, publish documents on web
- 25/05/29 To review the Risk Management Scheme**
It was **resolved** to accept the Risk Management Scheme
Proposed: Cllr Pomfret, Seconded: Cllr Maidment (all in favour)
- 25/05/30 To review Internal Control Policy**
It was **resolved** to accept the Internal Control Policy
Proposed: Cllr McGregor, Seconded: Cllr Stanbury (all in favour)
- 25/05/31 To consider a summer newsletter.**
It was agreed to proceed with a summer newsletter
Action Point: Prepare newsletter
- 25/05/32 To agree payment of invoices**
It was **resolved** to pay the invoices as listed

Bank charges	£4.25
Accts Prog	£14.40
Bank charges	£5.25
Accts Prog	£14.40
Staff	£133.30
Staff	£199.75
Travel & Exp	£112.00
HMRC	£33.20

HMRC	£ 50.00
Sub ICO	£47.00
Insurance	£717.18
Audit fees	£190.00
Sub Parish online	£36.00
Sub DALC	£115.22
Planters	£11.00
Refreshments Electors Mtg	£17.15
Repyt of gift incorrectly sent to PC	<u>£5000.00</u>
Total	£6700.10
Proposed: Cllr Parry, Seconded: Cllr McGregor (all in favour)	

There being no further business the meeting closed at 20.56

SignedDated.....