

**KNOWSTONE PARISH COUNCIL** - The **Annual meeting** of Knowstone Parish Council will be held in the Parish Hall, Knowstone on: **Tuesday 14th May 2019 at 7.30pm. All Councillors are summoned: members of the public are welcome.**

Prayers

### AGENDA

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Declaration of Acceptance of Offices**
4. **Apologies for absence**
5. **Declarations of Interest** (re. matters appearing on this agenda)
6. **Approve Minutes** of the last meeting (held on 23rd April 2019)
7. **Co-Option of additional members**
  - (i) Consider Co-option of additional member(s) – David Barrett, John Pomfret, John Stanbury  
Brief statement to be made by each prospective councillor;
  - (ii) Co-option acceptance forms to be signed by new councillors;
  - (iii) To agree attendance on appropriate training course for new councillors.
8. **Appointment of members** to serve on Parish Committees: PCC, Parish Hall, Moors Management Association
9. **Allocation of Roles** amongst members: Footpaths & Beaples Stone, Planning, Highways, Snow Warden, Police liaison, Emergency Plan
10. **Correspondence**
  - Note receipt of DALC Newsletter #8 dated 25.04.19 – Post Election Training Courses;
  - Note receipt of letter from Fremington PC re. Planning and New Councillor Training;
  - Note receipt Rural Bulletin 30 April 2019;
  - Note receipt of email dated 1.05.19 from OPCC re. community engagements events;
  - Note receipt of email dated 1.05.19 from NDDC re. Emptying of Dog Bins – Consultation re. proposed fees;
  - Note email dated 1.05.19 from Natural Devon – Get involved in 2019
  - Note email dated 1.05.19 from DALC with new contact details;
  - Note email dated 2.05.19 from Came & Company – Council Matters Spring 2019;
  - Note email dated 3.05.19 from DCC, Devon Local Flood Risk Management Strategy Update – April 2019 Strategy Newsletter;
  - Note email dated 3.05.19 from DCC, Nominations invited for Community Transport Awards;
  - Note any correspondence received after the preparation of the agenda.
11. **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.**
12. **Finance:**
  - a) Review Accounts to date, previously circulated
  - b) Accounts to settle:
    - Wendy Vigus – website updating £51.00

- c) Note receipt of remittance advice from NDDC re. precept & grants payment of £2038.37
  - d) Review Council's banking arrangements
13. **Planning**
- a) Applications received after preparation of the agenda
  - b) Applications notified since last meeting
14. **Third Party Reports** (if present):
- a) District Councillor
  - b) County Councillor
15. Review & adopt Standing Orders & Financial Regulations
16. Review the Council's and staff subscriptions to other bodies:
- DALC (Devon Association of Local Councils)
  - SLCC (Society of Local Council Clerks)
  - CPRE (Council for the Protection of Rural England)
17. Agree to create a complaints process for the Council to be reviewed and adopted at a future meeting
18. Review the Council's procedures for handling request made under the Freedom of Information Act 2000
19. Review the Council's policy for dealing with the press/media.
20. **Members Reports**
- a) Highways – Cllr Filmer-Bennett
  - b) Footpaths & Beaples Stone
  - c) Police Report – Cllr Moore
  - d) Parish Hall – Cllr Howe
  - e) PCC Report – Cllr Howe
  - f) Emergency Plan – agree representative of KPC to attend North Devon Community Resilience Forum on Thursday 13<sup>th</sup> June at Bishops Nympton Village Hall.
21. **Business at the Chairman's discretion** – no decision making to take place during this item
22. **To confirm date & time of Annual Meeting of the Parish** – 28<sup>th</sup> May, 7.00 for 7.30 p.m.
23. **To agree dates & times of meetings** in the coming year

*Wendy Sweet*

Clerk Knowstone Parish Council

8th May 2019

Parish Clerk: **Wendy Sweet**, South Riding, Roachill, South Molton, EX36 4EB  
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