

KNOWSTONE PARISH COUNCIL - A meeting of Knowstone Parish Council will be held in the Parish Hall, Knowstone on: **Tuesday 24th April 2018 at 7.30pm. All Councillors are summoned: members of the public are welcome.**

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest** (re. matters appearing on this agenda)
3. **Approve Minutes** of the last meeting (held on 27th March 2018)
4. **Matters Arising** from the minutes (not on the agenda)
5. **Correspondence (previously circulated and not covered elsewhere on Agenda):**
 - Note email dated 28.03.18 from PKF Littlejohn LLP with instructions re. External Audit;
 - Note email dated 2.04.18 to Planning Department in support of application ref. 64542;
 - Note letter dated 11.04.18 from HMRC with Council's new VAT reference number;
 - Note receipt of 'Countryside Voice' CPRE's Spring magazine – copy available at meeting;
 - Note email from Ken Miles, Head of Corporate and Community Services, North Devon Council re. Plastic Free North Devon;
 - Note letter dated 14.04.18 from Exe Valley Market Bus thanking Council for cheque;
 - Note email dated 14.04.18 from Knowstone Parish Hall Committee offering to pay for the replacement defibrillator pads;
 - Note letter dated 17.04.18 to Devon CC Highways re. request to fence stone store lay-by;
 - Note email dated 18.04.18 from Wendy Vigus re. metal posts needing repair along A361;
 - Note any correspondence received after the preparation of the agenda
6. **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.**
7. **Finance**
 - a) **Finance Report** – to agree accounts and bank reconciliation to 28.03.18 (previously circulated); review expenditure against budget (final one for 2017/18).
 - b) **Accounts to settle:**

Clerk's salary (£131.30) & expenses (£6.36)	£137.66	£
DALC (Clerk's participation at GDPR seminar)	£48.00 (incl VAT)	
DALC (Annual membership renewal)	£56.40 (incl VAT)	
Cllr Moore – reimbursement for defibrillator pads	£96.48	
F A Phillips (spreading salt & snow ploughing)	£273.00 (incl VAT)	
Data Protection registration (annual renewal) – paid by DD	£35.00	
 - c) **Adopt Financial Regulations** – written motion received from and proposed by Cllr Filmer-Bennett, seconded by Cllr Moore "that this council approves and accepts the draft financial regulations as circulated to all councillors prior to this meeting."
 - d) **Parish Clerk's Review** – written motion received from Cllr Howe: "As a result of my meeting on Tuesday 17th April 2018 with the Clerk for her appraisal in which I expressed great satisfaction with her achievements over the past months (especially bearing in mind the mass of new legislation that has been introduced for local councils) I would like to propose that we offer her a salary increase of 3.1% in line with the Retail Price Index.

8. **Planning**
 - a) Applications received after preparation of the agenda
 - b) Applications notified since last meeting:
9. **Third Party Reports** (if present):
 - a) District Councillor
 - b) County Councillor
10. **General Data Protection Regulations** – written motion received from and proposed by Cllr Filmer-Bennett: “That this council adopts the privacy statement circulated to councillors prior to this meeting and integral to that privacy statement that all councillors use their Council email account for all email correspondence pertaining to Knowstone Parish Council and keep a separate account from their own personal and business email accounts.”
11. **Standing Orders** – written motion received from and proposed by Cllr Moore, seconded by Cllr Filmer-Bennett: “to approve the adoption by Knowstone Parish Council of the 2013 NALC Model Standing Orders, with the attached schedule of amendments to reflect the decisions (where possible) of previous councillors and the amendments recommended by the current KPC Standing Orders Working Group”.
12. **Risk Assessment review** – Cllr Moore
13. **Members Reports**
 - a) Highways - Cllr Filmer-Bennett
 - b) Police – Cllr Moore
 - c) Footpaths & Beaples Stone - Cllr Browse
 - d) PCC - Cllr Howe
 - e) Parish Hall – Cllr Filmer-Bennett
 - f) Emergency Plan - Cllr Browse – *proposed letter to volunteers re. insurance*
 - g) Parish Pound – Cllr Howe
 - h) Moors Management – Cllr Costerton
14. **Arrangements for Annual Parish Meeting**
15. **Casual Vacancy for a Parish Councillor.**
16. **Diary/Forthcoming Community Events:**
To consider upcoming community and/or national events
17. **Members - Matters of Immediate Concern** for inclusion at the next meeting
18. **Date & Time of next meetings:**

Tuesday 22nd May 2018 – Annual Parish meeting commencing at 7.30 p.m.

Tuesday 29th May 2018 – Knowstone Parish Council Annual General Meeting

Wendy Sweet

Clerk Knowstone Parish Council

19th April 2018

KPC STANDING ORDERS: APRIL 2018

PROPOSED AMENDMENTS TO THE NALC MODEL STANDING ORDERS DATED 2013

Page no.	Section	Amendment
178	1t	Insert "3" minutes
179	3c	Delete: "OR meeting)."
179	3e	Insert at the beginning of section: "At the request of the chairman, or during the public participation, members of the public"
179	3f	Insert "20" minutes
179	3g	Insert at the beginning of the section: "Each member of the public is allowed to speak once only in respect of business itemised in the agenda, and subject to" Insert "3" minutes
180	3i	Insert: Delete all except: "A person shall raise his hand before requesting to speak"
181	3t	Delete reference to "Wales"
181	3u	Replace "3" with "4"
181	3w	Replace section with "A meeting <i>should</i> not exceed a period of 2 hours but <i>shall</i> not exceed a period of 3 hours"
181	3x	Insert new section: "If prior to a meeting, a councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given".
182	4v	Insert "5" days
183	5e	Delete reference to "Wales"
185	6d	Insert: "7" days, "2" members and "2" members respectively
185	7a	Insert "2" cllrs
186	9b	Insert: "7" clear
186	9d	Insert: "5" clear
188	12d	Insert: "Knowstone Parish Council" and "Knowstone Parish Council"
189	13e	Replace section with "A decision as to whether to grant a dispensation shall be made by the proper officer and that decision is final.
190	13g	Delete: "OR is required)."
190	13i,j,k	Delete reference to "Wales"
190	14a	Delete: "Unitary Council (Wales)(County Borough) OR"
191	14ciii	Delete reference to Wales
191	15bi	Delete this sub section and replace with <i>in bold denoting statutory inclusion</i> "at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the proper officer"
192	15biii	Insert "5" days
192	15bxv	Replace section with: "refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council"
193	17a	Delete: "OR Guide)."
194	18av	Replace: "(£60,000)" with £500
194	18c	Replace: "(£60,000)" with £5000
195	19a	Delete: "OR (the sub committee)"
195	19b	Replace section with: "Subject to the councils policy regarding absences from work, the councils most senior member of staff shall notify the chairman or if he is not available, the vice chairman."
195	19c	In the first line of the section, delete: "(the () sub committee)". In the last line delete "(the ()sub committee)" and add at the end of the section, "the council".
196	19d	Replace section with; "Subject to the councils policy regarding the handling of grievance matters, the councils most senior employee (or other employees) shall contact the chairman or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this

		matter shall be reported back and progressed by resolution of the council”.
196	19e	Replace section with: “Subject to the councils policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by (the employees job title) relates to the chairman or vice-chairman, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council”.
196	19i	Delete: “OR (the sub committee).”
196	20a	Add at the end of the section: “and any subsequent legislation.”
197	20b	Replace: “() committee” with “council”.
197	21b	Insert new section to read: “In accordance with the councils policy in respect of dealing with the press, and or other media, councillors shall not in their official capacity, provide oral or written statements and should preface any comment with “I am not speaking in any official capacity”.”
197	23a	Delete: “OR County Council))”
198	23b	Delete: “OR County Council))”
198	25b	Insert: “2” Councillors