

**KNOWSTONE PARISH COUNCIL** - The **Annual meeting** of Knowstone Parish Council will be held in the main Hall of the **Parish Hall**, Knowstone on: **Tuesday 25th May 2021 at 7.30pm**. **All Councillors are summoned: members of the public are welcome.**

***Please observe the following COVID guidelines:***

- *Use hand sanitizer provide in Hall lobby;*
- *Go straight into the hall and take a seat; do not congregate in the Hall lobby;*
- *Exit the hall via the door at the rear of the main hall;*
- *Wear a mask at all times other than when speaking during the meeting;*
- *Maintain 2m social distancing at all times;*
- *Do not attend this meeting if displaying COVID symptoms, have tested positive for COVID or have returned from abroad in the last 14 days.*

**Prayers**

**AGENDA**

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Declaration of Acceptance of Offices**
4. **Training** - to agree to book appropriate training for new Chairman and Vice Chairman
5. **Apologies for absence**
6. **Declarations of Interest** (re. matters appearing on this agenda)
7. **Approve Minutes** of the last meeting (held on 27th April 2021)
8. **Appointment of members** to serve on Parish Committees: Parish Hall, Moors Management Association, PCC
9. **Allocation of Roles** amongst members: Footpaths & Beaples Stone, Planning, Highways, Snow Warden, Police liaison, Emergency Plan, Road Warden
10. **To note receipt of the following correspondence**
  - DALC Newsletter #20 2021 dated 28.04.21 – High Court judgement on virtual meeting provision;
  - DALC Newsletter #21 2021 dated 6.05.21 – training events and website bookings;
  - Email dated 7.05.21 from Mr K Dykes re. change in defibrillator monitoring;
  - DALC Newsletter #22 2021 dated 7.05.21 – The end of remote meetings;
  - DCC 'connectme' – special edition – Election update dated 11.05.21;
  - Email dated 11.05.21 from Mick Harrison, OPCC – Alison Hernandez re-elected;
  - DCC Highways Newsletter dated 14.05.21;
  - Email dated 17.05.21 from DALC re. website access;
  - 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) Accounts to settle:
    - Wendy Sweet – pay £137.40
    - DALC – Good Councillor training £36.00 (incl VAT)

- Zoom subscription renewal (via Clerk) £71.94 (incl VAT)

- b) Note receipt of £2,038.00 from NDDC – 1<sup>st</sup> half year precept instalment
- c) Review Council's banking arrangements; agree two additional cheque signatories.

13. **Litter Pickers**

- (i) To agree to purchase 6 litter pickers @ £14.50 each (including VAT) from Keep Britain Tidy website and one pack of 10 hi-viz jackets @ £25.99 from Amazon.
- (ii) To agree to hold litter picking days within the Parish on 29th and 30th May, 4th, 5th, 6th, 19th and 20th June

14. **Civic Pride**

- (i) Working Group meeting 12th May – report back
- (ii) Subject to receiving the appropriate permission from the Highways Department, to agree to purchase planters to be placed in front of village signs within the Parish, options as follows:
  - (a) recycled plastic trough – as per example at The Old Well, Tiverton - £29.95 each;
  - (b) wooden trough - £85 each (The Old Well), wooden trough on legs (Homebase) £90 each.
- (iii) To agree to purchase compost, plants and bulbs to a maximum value of £500.
- (iv) To agree to purchase and place plaques on planters – Welcome to ....., plus Knowstone website address.

15. **Planning**

- a) Applications received after preparation of the agenda - None
- b) Applications notified since last meeting – None
- c) Applications determined since last meeting
- d) Other planning matters

16. **Third Party Reports** (if present):

- a) District Councillor
- b) County Councillor

17. 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)
- Parish Online.

18. **Members Reports**

- a) Highways – Cllr Barrett
- b) Footpaths & Beaples Stone – Cllr Pomfret
- c) Moors Management – Cllr Maidment
- d) Police Report
- e) Welcome Pack – Cllr Maidment
- f) Parish Hall
- g) PCC Report
- h) Emergency Plan – Cllr Parry

19. **Business at the Chairman's discretion** – no decision making to take place during this item

20. **To agree dates & times of meetings** in the coming year

Wendy Sweet  
Clerk, Knowstone Parish Council

19th May 2021

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