

**KNOWSTONE PARISH COUNCIL** - The Annual meeting of Knowstone Parish Council will be held in the Parish Hall, Knowstone on: **Tuesday 30 May 2017 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, Planning Sub Committee, Moors Management Assoc.
- VI. Allocation of Roles amongst members: Footpaths, Highways, Snow warden, other(s)

### **AGENDA**

1. **Apologies for absence** and Declarations of Interest (re. matters appearing on this agenda)
2. **Approve Minutes** of the last meeting
3. **Matters Arising** from the minutes (not on the agenda)
4. **Correspondence**
5. **Public Questions** (*limited to 20 minutes*)
6. **Finance:**
  - a) Finance Report presented by RFO
  - b) Approve Annual Accounts and Report to External Auditor
  - c) Accounts to settle:

• Alison Marshal – Internal Audit & Transparency Code	£130.00
• AON Insurance	£449.48
• Wendy Sweet (final 50% of agreed fee)	£ 62.50
• ICO annual fee (data protection)	£ 35.00
• Outgoing Clerk's final salary payment & expenses	£180.10
• Clerk's salary & expenses	£190.28
  - d) Discuss & review Internal Audit findings
7. **Planning**
  - a) Applications received after preparation of the agenda
  - b) Applications notified since last meeting
  - c) To consider concerns raised by Mr D Morgans relating to possible increased traffic through Roachill as a result of a proposed new workshop at Wedgewood Buildings
8. **Third Party Reports** (if present):
  - a) District Councillor
  - b) County Councillor

## 9. **Members Reports**

- a) KPC Standing Orders review: (TM)
- To resolve to change Standing Order section number 1x so that the minimum number required for a quorum is increased from 3 to 4.
  - To resolve to change Standing Order section number 2e so that reference to Wales is deleted.
  - To resolve to change Standing Order section number 4a so that 7 clear days is reduced to 5.
  - To resolve to change Standing Order section number 5a xii from “reason” to “good reason”.
  - To resolve to change Standing Order section number 7b by adding “all existing councillors should be retrained after 8 years (ie after 2 terms in office)”.
  - To resolve to change Standing Order section number 28b by adding “councillors should preface any comments with ‘I am not speaking in any official capacity’”.
  - To resolve to change Standing order section number 30a v by reducing £1000 to £500.
  - To resolve to change Standing order section number 30b by reducing £1000 to £500.
  - To resolve to change Standing order section 32b by reducing 3 councillors to 2.
- b) Training for Councillors and Parish Clerk  
To agree one-to-one training by Alison Marshall for Parish Clerk at a cost of £80 (MPS)
- c) Village Hall Committee Report (TM)
- d) Community Defibrillator – to resolve to undertake further research including cost comparisons (TM)
- e) Sidemoor Picnic Area – to resolve to formally contact Devon County Council to express KPC’s interest in taking over the lease for the site and to form a sub-committee to investigate options for the site’s usage, running costs and business management requirements (MPS)
- f) Highways  
To discuss concern of HGV route raised by a parishioner (RGH)
- g) Footpaths & Beaples Stone (TB)
- h) Moors Management Association Report (JRS)
- i) Police Report (TM)
- j) PCC Report (RGH)
- k) Air Ambulance – local and/or night time landing sites (JRS)
- l) Emergency Plan (TB)

## 10. **Diary/Forthcoming Community Evens:**

To consider upcoming community and/or national events

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

## 12. **Date & Time of next meeting:**

Tuesday 18 July 2017 at 7.30pm. (may have to be changed due to planned building work in the hall)

Wendy Sweet  
Clerk Knowstone Parish Council

23rd May 2017

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