

KNOWSTONE PARISH COUNCIL

The annual meeting of Knowstone Parish Council will be held on **Tuesday 23rd May 2023 at 7.30 p.m. in Knowstone Parish Hall. 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. **Co-option of new member**
 - (i) Consider Co-option of John Stanbury
 - (ii) Co-option acceptance form to be signed by new councillor, if appointed;
5. **Apologies for absence**
6. **Declarations of Interest** (re. matters appearing on this agenda)
7. **Approve Minutes** of the last meeting held on 26th March 2023
8. **Appointment of members to serve on Parish Committees:** Parish Hall, Moors Management Association
9. **Allocation of Roles** amongst members: Footpaths & Beaples Stone, Planning, Highways, Snow Warden, Police liaison, Emergency Plan, Road Warden
10. **Correspondence (not covered elsewhere on the agenda).**

To note receipt of the following:

 - DALC E-bulletin #13 2023 dated 30.03.23;
 - Email dated 3.04.23 from NDC re. Code of Conduct training for Town and Parish Councillors following the elections in May 2023;
 - Devon Climate Emergency April Newsletter dated 3.04.23;
 - Email dated 5.04.23 from Sinclair Dalby Limited re. Proposed Telecommunications Upgrade at MARLEY MOOR FARM, KNOWSTONE, SOUTH MOLTON, EX36 4QT;
 - DALC E-bulletin #14 2023 dated 5.04.23;
 - Email dated 18.04.23 from OPCC re. Councillor Advocate Seminar - Tackling Drugs - May 16, 2023;
 - Email dated 18.04.23 from OPCC re. PCC Response to PEEL report;
 - DALC E-bulletin #16 2023 dated 19.04.23;
 - DALC E-bulletin #17 2023 dated 26.04.23;
 - Parish Online Newsletter dated 3.05.23;
 - DALC E-bulletin #18 2023 dated 3.05.23;
 - North Devon Link Road - A361 - Newsletter No.14 - May 23 from Griffiths;
 - Email dated 5.05.23 from OPCC re. Invitation to the Commissioner's Showcase - May 23, 2023;
 - Email dated 8.05.23 from OPCC re. Councillor Advocate Meeting;
 - Devon Climate Emergency May Newsletter dated 9.05.23;
 - DALC E-bulletin #19 2023 dated 10.05.23;
 - Email dated 15.05.23 from NDC re. Register of Interests form;
 - **Note correspondence received after the preparation of the agenda.**

11. **Public Questions** (*limited to 20 minutes*) **Members of the public are allowed to speak 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. **Review and agree Asset Register**, previously circulated
13. **Finance**
- (a) To agree to settle the following accounts:
- | | |
|--|---------|
| • Wendy Sweet - Clerk's pay (£145.28) & WFH allowance (£48.00) | £193.28 |
| • BHIB insurance renewal | £537.21 |
| • DALC membership renewal | £86.15 |
| • Alison Marshall | £100.00 |
| • John W Morgan Garden Services | £35.00 |
| • S Tomkins – reimbursement for bedding plants for planters | £29.80 |
- (b) To resolve to agree accounts and bank reconciliation for year ending 31st March 2023 (previously circulated).
- (c) To resolve to agree, sign and submit Certificate of Exemption for this year's External Audit, previously circulated.
- (d) To resolve to agree Section 1 of the Annual Audit Return 2022/23 Part 2, previously circulated.
- (e) To resolve to agree Section 2 of the Annual Audit Return 2020/21 Part 2, previously circulated.
14. **Review Internal Audit Report** – previously circulated.
15. **Review and agree Risk Assessment**, previously circulated
16. **Electric Vehicle Charging Point** – update
17. **Planning**
- (a) Applications notified since last meeting - **Ref: 77073** - Conversion of redundant outbuilding to residential unit at West Bowden, Knowstone EX36 4RP
- (b) Applications notified since the preparation of the agenda.
- (c) Other planning matters
18. **Third Party Reports** (if present):
- a) District Councillor
- b) County Councillor
19. **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.
20. **Members Reports**
- a) Highways
- b) Footpaths & Beaples Stone – Cllr Parry
- c) Moors Management Association – Cllr Maidment
- d) Welcome Pack - Cllr Maidment
- e) Emergency Plan – Cllr Parry
- f) Police Liaison – Cllr Vukic
- g) Parish Hall – Cllr Pomfret

21. **Vacancy for Parish Clerk**
22. **Business at the Chairman's discretion** – no decision making to take place during this item
23. **To agree dates & times of meetings** in the coming year

Wendy Sweet

Clerk, Knowstone Parish Council

18th May 2022

Parish Clerk: **Wendy Sweet**, South Riding, Roachill, South Molton, EX36 4EB
(Tel: 01398 341692 / 07786652753 – email: parishclerk@knowstone.org.uk)