

## KNOWSTONE PARISH COUNCIL

A meeting of Knowstone Parish Council will be held on **Tuesday 25th July 2023 at 7.30 p.m. in Knowstone Parish Hall. All Councillors are summoned; members of the public are welcome.**

### Prayers

### AGENDA

1. **Declaration of Acceptance of Office by Vice Chairman**
2. **Apologies for absence**
3. **Declarations of Interest** (re. matters appearing on this agenda)
4. **Approve Minutes** of the last scheduled meeting held on 23rd May 2023 (Annual meeting).
5. **Correspondence (not covered elsewhere on the agenda).**  
To note receipt of the following:
  - DALC E-bulletin #21 2023 dated 22.05.23;
  - DALC E-bulletin #23 2023 dated 31.05.23;
  - Devon Voice CPRE Newsletter – Spring 2023 (hard copy available at meeting);
  - Email from Griffiths dated 31.05.23 - North Devon Link Road Traffic Bulletin;
  - Email from Moors Management dated 6.06.23 - Two Moors Way - Knowstone - Regional route works;
  - Parish Online Newsletter #40 dated 14.06.23;
  - Email dated 22.06.23 - Webinar reminder: 20's Plenty for Devon info webinars;
  - DALC E-bulletin #24 2023 dated 7.06.23;
  - DALC E-bulletin #25 2023 dated 14.06.23;
  - DALC E-bulletin #26 2023 dated 21.06.23;
  - DALC E-bulletin #27 2023 dated 28.06.23;
  - DALC E-bulletin #28 2023 dated 5.07.23;
  - DALC E-bulletin #29 2023 dated 10.07.23;
  - Email dated 10.07.23 from OPCC re. Councillor Advocate Seminar on Road Safety 17th July (online);
  - **Note correspondence received after the preparation of the agenda.**
6. **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.**
7. **Finance**  
(a) To agree to settle the following accounts:

• Wendy Sweet - Clerk's pay (£), WFH allowance (£36.00) & expenses (£26.52)	
• W Sweet – reimburse for defib pads	£99.45
• C Whatcott, reimburse for plants purchased for planter	£17.70
• N Tapia, reimburse for plants purchased for planter	£26.45
• M Smith, reimburse for EV Charging sign and paint to mark EV bay	£68.46
• Wendy Vigus, website updating and plants for E Knowstone planter	£210.50
8. **Internal Audit Report**  
Discuss points raised by Internal Auditor and agree action to be taken:
  - cyber security added to insurance policy if not already in place;

- clearer explanation regarding difference in budget and precept requested,
- extraordinary meetings are called by chairman/2 councillors so agenda signed by them not the clerk;
- separate Freedom of information policy / publication scheme as indicated in the council's S/O's,
- Privacy policy to be renamed Privacy and GDPR policy,
- Standalone Complaints Policy recommended,
- Consider internet banking for making payments instead of using cheques.

## 9. **Planning**

(a) Applications notified since last meeting;

(i) **Ref: 77079** - Listed building consent for conversion of redundant outbuilding to residential unit at West Bowden Knowstone EX36 4RP

(ii) **Ref: 77264** - Prior approval for conversion of agricultural building to dwellinghouse Class Q(a)(b) at Old Winged Barn at Great Wadham Barton Knowstone EX36 4RS

(iii) **Ref: 77272** - Prior approval for conversion of agricultural building to dwellinghouse Class Q(a)(b) at Modern Barn at Great Wadham Barton Knowstone EX36 4RS

(b) Applications notified since the preparation of the agenda.

(c) Other planning matters

## 10. **Third Party Reports** (if present):

a) District Councillor

b) County Councillor

## 11. **Members Reports**

(a) Highways – Cllr Dey

(b) Footpaths & Beaples Stone – Cllr Pomfret

(c) Moors Management Association – Cllr Maidment

(d) Welcome Pack - Cllr Maidment

(e) Emergency Plan – Cllr Parry

(i) Purchase of a generator for the hall plus associated fitting - update.

(f) Parish Hall – Cllr Pomfret

(g) Police Liaison – Cllr Vukic

(h) Snow Warden – Cllr Stanbury

(i) Discuss possible purchase of grit bin for Crosside Hill as per correspondence with C/Cllr Yabsley and Highways Officer.

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

## 13. **To confirm date, time & venue of the next meeting** – Tuesday, 26th September 2023 at 7.30 p.m. in the Parish Hall

*Claire Hole*

Clerk, Knowstone Parish Council

19th July 2023

Parish Clerk: **Claire Hole**, Coombeshead, Withleigh, Tiverton, Devon EX16 8JF  
(Tel: 01884 254548 07503550579 – email: [parishclerk@knowstone.org.uk](mailto:parishclerk@knowstone.org.uk))