

## KNOWSTONE PARISH COUNCIL

A meeting of Knowstone Parish Council will be held on **Tuesday 26th April 2022 at 7.30 p.m. in Knowstone Parish Hall. All Councillors are summoned; members of the public are welcome.**

### Prayers

### AGENDA

1. **Apologies for absence**
2. **Declarations of Interest** (re. matters appearing on this agenda)
3. **Approve Minutes** of the last meeting held on 22nd February 2022
4. **Correspondence (not covered elsewhere on the agenda).**  
To note receipt of the following:
  - DALC Newsletter #14 2022 dated 9.03.22;
  - Email from NDC dated 15.03.22 – Code of Conduct Training for Town and Parish Councillors;
  - DALC Newsletter #15 2022 dated 16.03.22;
  - Email from DCC Highways dated 16.03.22 - Roadmap - Highways Parish & Town Council Newsletter - Spring 2022;
  - Email dated 21.03.22 from DCT - Advice on putting together Community Emergency Plans and applying for grants;
  - DALC Newsletter #16 2022 dated 23.03.22;
  - Email dated 24.03.22 from CPRE – March e-bulletin;
  - Email dated 28.03.22 from DALC re. Membership Renewal 22/23;
  - Email dated 30.03.22 from Griffiths – NDLR News Bulletin March 2022;
  - Email dated 30.03.22 from [localplan@torridge.gov.uk](mailto:localplan@torridge.gov.uk) - Have your say on the draft Affordable Housing SPD and new Planning Validation Checklist;
  - Email dated 30.03.22 from Devon & Cornwall Police – Councillor Advocate meeting on 4.05.22;
  - DALC Newsletter #17 dated 30.03.22;
  - Devon Climate Emergency – April Newsletter, dated 6.04.22;
  - DALC E-bulletin #18 dated 6.04.22;
  - Email dated 8.04.22 from CPRE – Campaigns Update April 2022;
  - DALC E-bulletin #19 dated 13.04.22;
  - **Note correspondence received after the preparation of the agenda.**
5. **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.**
6. **Finance**
  - (a) To ratify payments made on 24.03.22:
    - Website Development (website hosting) £234.00
    - Wendy Vigus (minute taking) £43.58
    - CommuniCorp (Jubilee mugs) £266.02
    - DALC (training) £18.00
  - (b) To agree to settle the following accounts:
    - Wendy Sweet - Clerk's pay (Feb/April) £145.46, Working from Home Allowance (9 weeks) £54.00, expenses £3.20 £202.66
    - DALC membership renewal £56.59
    - Wendy Vigus – website updating £57.00
    - Julie Kingdon – contribution towards tree removal across footpath £100.00
    - Alison Marshall (Internal Audit) £100.00

- (c) To agree pay rise for the Clerk of 1.75% per hour (equivalent of 22p per hour) as per The National Joint Council for Local Government Services agreement, backdated to 1.04.21 (total payable £27.21).
- (d) To resolve to agree accounts and bank reconciliation for year ending 31st March 2022 (previously circulated).
- (e) To resolve to complete and submit Certificate of Exemption regarding this year's External Audit.
- (f) To resolve to agree Section 1 of the Annual Audit Return 2020/21 Part 2, previously circulated.
- (g) To resolve to agree Section 2 of the Annual Audit Return 2020/21 Part 2, previously circulated.
7. **Review and agree Risk Assessment**, previously circulated
8. **Review and agree Asset Register**, previously circulated
9. **Queen's Platinum Jubilee** – update
10. **Electric Vehicle Charging Point** – update from Cllr Clarke.
11. **Annual Meeting of the Parish, 17th May 2022** – agree agenda and format
12. **Planning**
- (a) Applications notified since last meeting - None
  - (b) Applications notified since the preparation of the agenda.
  - (c) To agree KPC's response to the Northern Devon People and Place Project consultation as follows – “KPC feels that there is a lack of reference to the involvement of a Parish Council (PC) in the planning application process. In particular KPC believes that more reference could be made to that roles in paragraphs 7.4 and 7.15 of the document” as per Cllr Clarke's email, previously circulated.
  - (d) Other planning matters.
13. **Third Party Reports** (if present):
- a) District Councillor
  - b) County Councillor
14. **Members Reports**
- a) Highways
  - b) Footpaths & Beaples Stone – Cllr Pomfret
  - c) Moors Management Association – Cllr Maidment
  - d) Welcome Pack - Cllr Maidment
  - e) Emergency Plan – Cllr Parry
  - f) Parish Hall
15. **Casual vacancy for a Parish Councillor**
16. **Business at the Chairman's discretion** – no decision making to take place during this item
17. **To confirm date, time and venue of the next meeting** – Tuesday 24th May at 7.30 p.m. (annual meeting of the Parish Council)

*Wendy Sweet*

Clerk, Knowstone Parish Council

20th April 2022

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