

## KNOWSTONE PARISH COUNCIL

A meeting of Knowstone Parish Council will be held on **Tuesday 27th July 2021 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 June 2021
4. **Correspondence (not covered elsewhere on the agenda).**

To note receipt of the following:

  - Email dated 24.06.21 from Mick Harrison, OPCC – Road Safety Matters;
  - Email dated 25.06.21 from Mick Harrison, OPCC – Invitation for OPCC Cllr Advocates to help shape the next Police and Crime Plan;
  - DALC Newsletter #30 2021 dated 25.06.21 – Get prepared for summer!
  - DALC Newsletter #31 2021 dated 25.06.21 - Latest News;
  - Email dated 30.06.21 from Mick Harrison, OPCC – Prime Minister praises Alison Hernandez for doing ‘the right thing’ with Councillor Advocates Scheme;
  - Devon CPRE’s June E-bulletin dated 30.06.21;
  - DALC Newsletter #33 2021 dated 2.07.21 – Latest News;
  - DALC Newsletter #34 2021 dated 5.07.21 – Events Bulletin;
  - Email dated 6.07.21 from NDC – Parish Councillors’ Guide to Rural Affordable Housing;
  - DALC Newsletter #35 2021 dated 7.07.21 – Events Bulletin;
  - Email dated 7.07.21 from Mick Harrison, OPCC – Scam calls with matching numbers;
  - DALC Newsletter #36 2021 dated 9.07.21 – Latest News;
  - Email dated 9.07.21 from Mick Harrison, OPCC – Catalytic Converter Thefts in North Devon / Torridge;
  - Email dated 12.07.21 from NDC Lead Officer Planning Policy – Biosphere Nature Plan;
  - Email dated 12.07.21 from Devon Communities Together – The second Devon Wide Local Councillor Climate Emergency Network;
  - Email dated 12.07.21 from Mick Harrison, OPCC - £350,000 unveiled to make Devon & Cornwall safer this summer
  - DALC Newsletter #37 2021 dated 12.07.21 – Annual Report 2020/21;
  - DALC Newsletter #38 2021 dated 16.07.21 – End of Covid-19 Restrictions;
  - DALC Newsletter #39 2021 dated 16.07.21 – Latest News;
  - Email dated 20.07.21 from DCC - Parish and Town Council Wildlife Network Newsletter;
  - DALC Newsletter #40 2021 dated 21.07.21 - Special heatwave bulletin
  - **To note any 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 agree to settle the following accounts:
    - Wendy Sweet (Clerk’s pay £126.37 & expenses £3.87) £130.24
    - Wendy Sweet (reimbursement for plants & compost) £119.39 (incl VAT)

- Cllr D Maidment (reimbursement for plants & compost) £80.60 (incl VAT)
  - SLCC (annual membership renewal) £80.00
  - Wendy Vigus (updating website, March – June 2021) £76.00
7. **Civic Pride** – update
  8. **Review and adopt NALC Model Financial Regulations 2019** – previously circulated.
  9. **Review and agree amendments to Standing Orders**, as listed in the attachment to this agenda
  10. **Planning**
    - (i) Applications notified since last meeting - None
    - (ii) Applications notified since the preparation of the agenda.
    - (iii) Other planning matters
  11. **Third Party Reports** (if present):
    - a) District Councillor
    - b) County Councillor
  12. **Members Reports**
    - a) Highways – Cllr Barrett
    - b) Footpaths & Beaples Stone – Cllr Pomfret
    - c) Moors Management Association – Cllr Maidment
    - d) Welcome Pack - Cllr Maidment
    - e) Emergency Plan – Cllr Parry
      - (i) Review and agree EP questionnaire, previously circulated.
    - f) Parish Hall – Cllr Barrett
    - g) PCC Report – Cllr Barrett
  13. **Casual vacancy for a Parish Councillor**
  14. **Business at the Chairman’s discretion** – no decision making to take place during this item
  15. **To confirm date, time and venue of the next meeting** – Tuesday 24th August 2021 at 7.30 p.m. in the Parish Hall

Wendy Sweet  
 Clerk, Knowstone Parish Council

22nd July 2021

Parish Clerk: **Wendy Sweet**, South Riding, Roachill, South Molton, EX36 4EB  
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## **Knowstone Parish Council - Proposed amendments to Standing Orders**

### **Section 3 – Meetings generally**

Point 't' – add a subsection to read: “the grant of dispensations (if any) to councillors and non-councillors with voting rights;”

### **Section 5 – Ordinary Council meetings**

Point 'j' – subsection 'xvii' – amend to read: “Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);

Add the following subsections:

“Review of the Council’s employment policies and procedures;”

“Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.”

### **Section 12 – Draft minutes**

Change point 'e' to point 'f' and amend to read: “Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.”

### **Section 15 – Proper officer**

Point 'b', subsection 'viii' – amend to read: “assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council’s relevant policies and procedures;”

Add a subsection to read: “liaise, as appropriate, with the Council’s Data Protection Officer (if there is one);”

Subsection 'x' – amend to read: “assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);”

### **Section 18 – Financial controls and procurement**

Replace existing point 'c' with the following (mandatory) clause:

**A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

### **Section 19 – Handling staff matters**

Amend point 'g' to read: “In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).”

Delete points 'h' and 'i'.