

Knowstone Parish Council

Parish Clerk: Mrs Jane Mills, BA (Hons) FSLCC
Email: parishclerk@knowstone.org.uk

To: Cllrs Pomfret, Parry, Clarke, Maidment, McGregor and Stanbury

You are hereby summoned to attend the Annual Meeting of Knowstone Parish Council, which will be held on **Tuesday 27th May 2025, 7.30pm** at Knowstone Parish Hall for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

M J Mills

Mrs Jane Mills BA (Hons) FSLCC
Parish Clerk

Date of issue: 21st May 2025

AGENDA

- 1 Election of Chairman for 2025/26**
To elect the Chairman for 2025/26
- 2 Declaration of Office – Chairman**
The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'.
- 3 Election of Vice Chairman for 2025/26**
To elect the Vice-Chairman for 2025/26
- 4 Apologies**
(Please make any apologies known to the Clerk by email before 5pm on the day of the meeting)
- 5 Declarations of interest**
To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests should be declared at the beginning of the meeting and prior to the item being discussed.

6 Public Participation

In accordance with Standing Order 3 (f) members of the public are permitted to make representations and ask questions (3 minutes per person), the period set aside shall not exceed 20 minutes. It should be noted that answers will generally not be given at the meeting where the questions are delivered, each member of the public is entitled to speak once.

7 County Councillor Report

To receive a report from the County Councillor.

8 District Councillor Report

To receive a report from the District Councillor.

9 Minutes

To approve as a correct record and sign the Minutes of the Parish Council meeting held on Tuesday 25th March 2025 (herewith)

10 Review of Standing Orders

To review the Council's Standing Orders. (recent updates herewith)

11 Review of Financial Regulations

To review the Council's Financial Regulations. (recent updates)

12 Members' Code of Conduct

To review the Members' Code of Conduct. (herewith)

13 Assets Register

To receive the Council's Assets Register (herewith).

14 Confirmation of arrangements for insurance cover in respect of all insurable risks;

15 Calendar of Meetings

To consider the frequency of meetings up to and including the next annual meeting. (herewith)

16 To review delegation arrangements (see financial regulations) to include appointment of Councillors with specific responsibilities

- **Footpaths & Beaples Stone**
- **Planning**
- **Highways**
- **Snow Warden**
- **Police Liaison**
- **Emergency Plan**
- **Welcome Pack**

- 17 **Review of representation on or work with external bodies and arrangements for reporting back**
 - **Moors Management**
- 18 **Review of the Council's and staff subscriptions to other bodies**
 - **DALC, SLCC, CPRE and Parish Online**
- 19 **Review of the Council's complaints procedure;**
- 20 **Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (see also standing orders 11, 20, and 21)**
- 21 **Review of the Council's policy for dealing with the press and public;**
- 22 **Internal Audit Report (herewith)**
- 23 **To approve Section 1 Annual Governance Statement 2025 (herewith)**
- 24 **To approve Section 2 Accounting Statements 2025 (herewith)**
- 25 **To resolve to certify that Knowstone Parish Council is exempt from submitting an Annual Governance and Accountability Return for 2024/5 as neither the gross annual income or expenditure exceeds £25,000**
- 26 **To review the Risk Management Scheme**
- 27 **To review Internal Control Policy**
- 28 **To consider a summer newsletter**
- 29 **To agree payment of invoices**
- 30 **North Devon District Council, Planning Authority has asked for comments from the Parish Council:
Planning Application 80157
Location Lower Barn East Hill Farm Knowstone South Molton Devon EX36 4RY
Erection of a double garage and separate garden store**