

Knowstone Parish Council – Minutes of the Annual Meeting of the Parish Council held on 28th May 2024 at 7.30pm at Knowstone Village Hall.

Present: Cllrs Pomfret (Chair), Clarke, Maidment, McGregor and Stanbury.

In attendance Mrs J Mills, Parish Clerk,
2 Members of the public

Prayers were led by Cllr Pomfret

- 24/05/001 Election of Chairman for 2024/25**
It was **resolved** to appoint Cllr Pomfret as Chairman
Proposed: Cllr Maidment. Seconded: Cllr Clarke, (all in favour)
- 24/05/002 Declaration of Office – Chairman**
The Chairman read and signed the prescribed 'Declaration of Acceptance of Office'.
- 24/05/003 Election of Vice Chairman for 2024/25**
It was **resolved** to appoint Cllr Parry as Vice-Chairman
Proposed: Cllr Pomfret. Seconded: Cllr Stanbury, (all in favour)
- 24/05/004 Apologies**
Apologies were received from Cllr Parry
- 24/05/005 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed
- 24/05/006 Public Participation**
In accordance with Standing Order 3 (f) members of the public are permitted to make representations and ask questions, the period set aside shall not exceed 15 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.
A member of the public raised the question of how many local people use the website and whether an information drop could be made annually, this will be an agenda item at the next meeting.
A further question was raised about accessing the defibrillators in the parish and the possibility of training for local people, again this will be on the next agenda.
- 24/05/007 County Councillor Report**
No report received from the County Councillor.

- 24/05/008 District Councillor Report**
The District Councillor advised that some recycling had been forgotten, please report on the website. He spoke about the Rural England Prosperity Fund (round 2) which is now available through North Devon Plus. It will fund a number of projects supporting productivity and prosperity in places that need it most. Further information is available at <https://northdevonplus.co.uk> Members were also advised that permitted development rights are now substantially increased.
North Devon Council has now purchased two electric vehicles.
- 24/05/009 Minutes**
It was **resolved** to approve as a correct record and sign the Minutes of the Parish Council meeting held on Tuesday 26th March 2024
Proposed: Cllr Pomfret, Seconded: Cllr McGregor (all in favour)
- 24/05/010 Review of Standing Orders**
It was **resolved** to accept the Standing Orders as presented
Proposed: Cllr Pomfret, Seconded: Cllr Stanbury (all in favour)
- 24/05/011 Review of Financial Regulations new issue April 2024)**
It was **agreed** to defer the review to the next meeting.
- 24/05/012 To Review of Members' Code of Conduct.**
It was resolved to accept the current Code of Conduct .
Proposed: Cllr Maidment, Seconded: Cllr Stanbury, (all in favour)
- 24/05/013 To Review the Council's Asset Register (herewith).**
It was **resolved** to accept the current Asset Register as presented.
Proposed: Cllr Pomfret, Seconded: Cllr Maidment (all in favour)
- 24/05/014 Calendar of Meetings**
It was **resolved** to accept the proposed calendar of meetings
Proposed: Cllr Pomfret, Seconded: Cllr Stanbury, (all in favour)
- 24/05/015 To review delegation arrangements (see financial regulations) to include appointment of Councillors with specific responsibilities**
Delegation (Financial Regulations) will be considered when the review is completed. It was agreed to appoint as follows.
Footpaths and Beaples Stone Cllr Parry
Planning Cllr Clarke
Highways Cllr McGregor
Snow Warden Cllr Stanbury
Police Liaison further advice to be sought
Emergency Planning Cllr Parry
Welcome Pack Cllr Maidment
- 24/05/016 Review of representation on or work with external bodies and arrangements for reporting back**
Moors Management
It was noted that Cllr Stanbury is the Chair and Cllr Maidment is the Parish Council Representative and reports to council meetings

- 24/05/017 Confirmation of arrangements for insurance cover in respect of all insurable risks;**
It was confirmed that insurance is paid to date and the clerk will check future renewals.
- 24/05/018 Review of the Council's and staff subscriptions to other bodies.**
Council Subscriptions are paid up to date. CPRE renewal will be discussed when due.
It was **resolved** to contribute £52 to the membership of the Council and Clerk to SLCC.
Proposed: Cllr Pomfret, Seconded: Cllr Clarke, (all in favour)
- 24/05/019 To review of the Council's complaints procedure;**
It was **resolved** to accept the Council's complaints policy as presented.
Proposed: Cllr Pomfret Seconded: Cllr Maidment(all in favour)
- 24/05/020 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)**
It was agreed to defer this item to enable the Clerk to check and update
- 24/05/021 Review of the Council's policy for dealing with the press and public;**
It was agreed to defer this item to enable the Clerk to check and update
- 24/05/022 Review of the Council's employment policies and procedures;**
It was agreed to defer this item to enable the Clerk to check and update
- 24/05/023 To consider the Internal Audit Report**
It was **resolved** to accept the Internal Audit Report.
Proposed: Cllr McGregor Seconded: Cllr Maidment(all in favour)
- 24/05/024 To approve Section 1 Annual Governance Statement 2024**
It was **resolved** to accept Section 1 Annual Governance Statement.
Proposed: Cllr Stanbury Seconded: Cllr Clarke (all in favour)
- 24/05/025 To approve Section 2 Accounting Statements 2024**
It was **resolved** to accept Section 2 Accounting Statements 2024
Proposed: Cllr McGregor Seconded: Cllr Clarke (all in favour)
- 24/05/026 To resolve to certify that Knowstone Parish Council is exempt from submitting an Annual Governance and Accountability Return for 2023/24 as neither gross annual income or expenditure exceeds £25,000**
It was **resolved** to certify that Knowstone Parish Council is exempt from submitting an Annual Governance and Accountability Return for 2023/24as neither gross annual income or expenditure exceeds £25,000
Proposed: Cllr Pomfret Seconded: Cllr Clarke (all in favour)
- 24/05/27 To review the Risk Management Scheme and Internal Control**
It was agreed to defer this item

- 24/05/28 To consider authorising invoices to be paid between meetings subject to signature by 2 signatories and to set a limit for individual payments.**
It was **resolved** to agree payment between meetings subject to the above and no limit per payment
Proposed: Cllr McGregor Seconded: Cllr Clarke (all in favour)
- 24/05/029 To receive an update on digital/online banking**
Cllr Pomfret advised that online banking is now up and running, the bank will be contacted to add additional signatories and allow access to the Parish Clerk.
- 24/05/030 To discuss procedure to fill the current parish council vacancy**
Members were advised of the procedures, the District Council has been advised of the current vacancy and notices posted on the noticeboards.
- 24/05/031 To agree payment of invoices**
A Marshall £175.00 audit fees
W Vigus £133.00 web update
W Vigus £46.69 minute taking plus £13.20 planters
S Tomkins £30.98 planters
It was **resolved** to agree payments as listed to include £13.20 invoice received after publication of the agenda.
Proposed: Cllr Pomfret Seconded: Cllr McGregor (all in favour)
- 24/05/032 To authorise the Parish Clerk to check and create essential policies**
It was **resolved** to authorise the Parish Clerk to check and where necessary create essential policies
Proposed: Cllr Stanbury, Seconded: Cllr Stanbury(all in favour)
- 24/05/033 Planning 78452 application: Location: Eastacott Farm, East Knowstone, South Molton,**
Proposal: Prior approval for change of use of agricultural building to 5 dwellings Class Q (A & B)
It was **resolved** to Suspend Standing Orders to enable a member of the public to speak
Proposed: Cllr Clarke Seconded: Cllr Pomfret (all in favour)
It was **resolved** to re-instate Standing Orders
Proposed: Cllr Clarke Seconded: Cllr Pomfret (all in favour)
It was further **resolved** that Members support this development, provided the development control officer is satisfied that the demolition of 322 square metres is reasonably necessary and not considered substantial demolition
Proposed: Cllr Clarke Seconded: Cllr Pomfret (all in favour)

Part B

- 24/05/034** **To resolve:** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting as the following item involves the likely disclosure of confidential information: It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting as the following item involves the likely disclosure of confidential information
Proposed: Cllr Pomfret, Seconded: Cllr Maidment (all in favour)
- 24/05/035** **Recruitment and Staff Issues**
To ratify the appointment Parish Clerk & Responsible Financial Officer.
To include Salary scale, allowance, purchase of a mobile phone and sim card to provide office contact
The Clerk left the meeting.
It was **resolved** to ratify the appointment of the Parish Clerk & Responsible Financial Officer on LC2 (SCP 18-23) and to purchase a sim card and office phone. Travel for meetings is also approved.
Proposed: Cllr Pomfret, Seconded: Cllr Stanbury (all in favour)
- 24/05/036** **To resolve to re-admit members of the press and public**
It was **resolved** to re-admit members of the press and public
Proposed: Cllr Pomfret Seconded: Cllr Maidment (all in favour)

There being no further business the meeting closed at 8.50pm

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