

# **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 28<sup>th</sup> May 2024, 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: 22nd May 2024

## **AGENDA**

- 1 Election of Chairman for 2024/25**  
To elect the Chairman for 2024/25
- 2 Declaration of Office – Chairman**  
The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'.
- 3 Election of Vice Chairman for 2024/25**  
To elect the Vice-Chairman for 2024/25
- 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 26<sup>th</sup> March 2024 (herewith)

**10 Review of Standing Orders**

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

**11 Review of Financial Regulations**

To review the Council's Financial Regulations. (draft herewith new issue April 2024)

**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 Calendar of Meetings**

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

**15 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**

**16 Review of representation on or work with external bodies and arrangements for reporting back**

- **Moors Management**

- 17 **Confirmation of arrangements for insurance cover in respect of all insurable risks;**
- 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; (herewith)**
- 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 **Review of the Council's employment policies and procedures;**
- 23 **To consider the Internal Audit Report (herewith)**
- 24 **To approve Section 1 Annual Governance Statement 2024 (herewith)**
- 25 **To approve Section 2 Accounting Statements 2024 (herewith)**
- 26 **To resolve to certify that Knowstone Parish Council is exempt from submitting an Annual Governance and Accountability Return for 2023/4 as neither the gross annual income or expenditure exceeds £25,000**
- 27 **To review the Risk Management Scheme and Internal Control**
- 28 **To consider authorising invoices to be paid between meetings subject to signature by 2 signatories and to set a limit for individual payments.**
- 29 **To receive an update on digital/online banking**
- 30 **To discuss procedure to fill the current parish council vacancy**
- 31 **To agree payment of invoices**
  - A Marshall £175.00 audit fees
  - W Vigus £133.00 website update
  - W Vigus £46.69 minute taking
  - S Tomkins £30.98 planters
- 32 **To authorise the Parish Clerk to check and create essential policies**
- 33 **North Devon District Council, Planning Authority has asked for comments from the Parish Council:**

**Planning 78452 application:Location: Eastacott Farm, East Knowstone, South Molton. Devon EX36 4DZ: Proposal: Prior approval for change of use of agricultural building to 5 dwellings (Class Q (A&B) Response date: 30<sup>th</sup> May 2024**

## **Part B**

- 34 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:
- 35 Recruitment and Staff Issues**  
To ratify the appointment of the Parish Clerk & Responsible Financial Officer. Salary scale, allowance, purchase of mobile phone and sim card to provide office contact. Refurbished phones available from £20 and sim only rolling contract £5 per month.
- 36 To resolve to re-admit members of the press and public**

