

Knighton on Teme Parish Council

<https://knightonontemepc.gov.uk>

Parish Councillors are summoned to attend the meeting of the Parish Council
on Thursday 8th January 2026 at 7.00pm at the Parish Rooms

AGENDA

1. Receive **apologies** and approve reasons for absence
2. **Register of interest forms** to be completed by anyone with new/additional information.
3. Declare personal or prejudicial interest in any agenda item.

Declarations of Interest:

- a. Register of Interests: Councillors are reminded of the need to update their register of interests.
- b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

Public Question Time

The time allocated is at the discretion of the Chairman, please refer to the Parish Council's Standing Orders; Section 3(f) of no more than 30 minutes. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman; please see Parish Council's Standing Orders, Section 3(g) to note a member of the public has maximum of 3 minutes of time to clearly state their subject. Members of the public may not take part in the meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. A Councillor with a disclosable pecuniary interest in a particular issue may address the Council on the issue during public question time subject to the Councillor requesting prior dispensation from the Clerk.

4. To Consider Parish Councillor Application for Co-Option

4.1 To Sign Declaration of Office

5. Chairman's Announcements

6. Minutes: To consider the adoption of the minutes of the previous meeting (previously circulated).

7. Receive progress reports for information from:

- a. Councillors
- b. Clerk – Unity Trust Bank
- iLCA
- c. Letter of Engagement of Internal Auditor for 2025/2026

8 Planning

- a Applications received: NONE
- b Determinations received: NONE
- c Planning applications determined under delegated powers- NONE.

Rachel Lambert, Parish Clerk & RFO

Annexe at Whiteleys, Frith Common, Tenbury Wells, Worcs, WR15 8JX

9 Finance

9.1. Agree Bank Reconciliation

9.2 Payments

Accounts paid since last meeting

a)	Parish Clerk, Salary – November & December 2025	£ 951.40
b)	HMRC – PAYE Payments for Month 8 & 9	£ 23.42
c)	Parish Lengthsman – Sept/Oct/November 2025	£ 864.00

Accounts Unpaid

d)	Parish Clerk, Expenses for November & December 2025	£ 29.00
e)	Cloud Next – Annual Renewal of GOV.UK Domain & Annual Renewal of Premium Hosting (knightonontemepc.gov.uk)	£179.98

9.3 Adopt Budget for Precept 2026/2027

10. Lengthsman and Footpaths

To receive any progress reports and consider any actions.

11. Highways

Discuss any highways items within the Parish

12. Report on matters arising from last meeting

13. Correspondence for information

- a) Application received for co-option of casual vacancy of Parish Councillor
- b) Reports to Highways
- c) Update received from MHDC Planning of current position of BESS Application
- d) Letter received from MHDC – Council Tax Precept 2026-2027
- e) Letter received from Internal Auditor – Ruth Mullett – Letter of Engagement 2025/2026

14. Items for future agendas

15. Items for Teme Span and next meeting date

The Proper Officer for the Council..... *R M S Lambert* Date 2nd January 2026