

**To the Members of Knighton on Teme Parish Council.**  
**You are summoned to attend the Annual Meeting of the Parish Council.**  
**To be held on Thursday 14<sup>th</sup> May 2026 at Knighton on Teme Parish Hall at 7.00pm**

**AGENDA**

1. Elect a Chairman
2. Accept a declaration of office from elected Chairman
3. Elect a Vice- Chairman.
4. Receive apologies and approve reasons for absence
5. Register of interest forms to be completed by anyone with new/additional information.
6. 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.

7. Consider the adoption of the minutes of 26<sup>th</sup> March 2026 meeting

8. Appoint Knighton on Teme representative for:

- a. Worcestershire CALC
- b. Parish Hall Committee
- c. Lengthsman and Highways
- d. Finance

9. Finance

- 9.1 Agree, check and minute accounts

Accounts Paid since last meeting

- |                                                |         |
|------------------------------------------------|---------|
| a) Parish Clerk, Salary – March and April 2026 | £858.80 |
| b) HMRC – PAYE Payments for Month 1            | £104.41 |

Accounts Unpaid

- |                                                |         |
|------------------------------------------------|---------|
| a) Insurance renewal for 2026-2027             | £418.72 |
| b) Ruth Mullett – Internal Audit Services      | £200.00 |
| c) Knighton on Teme Parish Rooms, Hire of Hall | £ 50.00 |
| d) Worcestershire CALC – Annual Fee            | £446.50 |

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

- 9.2 To approve monthly bank reconciliation statement
- 9.3 To receive Internal Auditor's Report
- 9.4 To approve signing of Certificate of Exemption AGAR (2025/2026)
- 9.5 To approve Section 1 of the Annual Governance and Accountability Return for financial year to 31<sup>st</sup> March 2026.
- 9.6 To approve Section 2 of the Accounting Statements of Annual Return
- 9.7 To Minute the Notice of Public Rights of the Annual Governance and Accountability Return
- 9.8 To update progress of new bank account with Unity Trust
  
10. Insurance Renewal for the period to 1 June 2027. Confirm that cover for the period is adequate (for audit purposes)
  
11. Asset Register – Review of Asset Register
  
12. Risk Assessment – To consider Risk Assessment for 2026/2027
  
13. Review and Adoption of NALC's Model Standing Orders 2025
  
14. Review of Financial Regulations
  
15. Receive progress reports for information from:
  - a. District Councillor/County Councillor
  - b. Local Police Representative
  - c. Councillors
  - d. Clerk – Discuss payroll services from SALC
  
16. Highways Reports
  
17. To Discuss Speed Issues within the Parish
  
18. Planning
  - 18.1 Applications Received:

M/26/00626/FUL – Extension to building to form ancillary storage in connection with existing Class E(g) business use. Newnham Farm, WR15 8JF
  
  - 18.2 Determinations Received:

M/26/00416/PIP – Permission in Principle for the proposed erection of a single dwelling. Land at OS 6377 6921, Newnham Bridge. **REFUSED BY MHDC PLANNING**

M/26/00186/LB – Demolition of modern extensions. Construction of linked extension and dormer windows to cottage. Repairs to cottage, including timber, window and external wall panel repairs. Internal works include replacement of cement plaster with lime, introduction of insulation, breaking up of concrete floor and replaced with limecrete floor – Variation of condition 2 ref 17/00660/LB Aston Bank Cottage, Knighton on Teme **APPROVED BY MHDC PLANNING**
  
  - 18.3 Planning applications determined under delegated powers – NONE
  
19. Report on matters arising from last meeting.
  
20. Correspondence for information.
  - a) Internal Audit review report for 2025-2026
  - b) Insurance Renewal for 2026-2027
  - c) Parish Lengthsman Renewal from Worcestershire County Council

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- d) Reporting of fly tipping
- e) Email received of grass verges in the Parish
- d) Letter to Parish Lengthsman to agree to increase in service rate
- e) Letter received from Citizens Advice Bureau – donation request
- f) Letter received from Dame Harriett Baldwin – Overview of Activities for the Year
- g) Letter to MHDC and Lengthsman Scheme – update with change of banking details

21. Items for future agendas.

22. Items for Teme Span and next meeting date.

The Proper Officer for the Council.....Rachel Lambert

Date.....4<sup>th</sup> May 2026.....