

MINUTES of an ordinary meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms Tuesday 27th June 2023 at 19.30.

Present – Councillors S Burns, H Jones, M Lawson, D Roberts (Chairman), D Mitcham, J Manford, M Moseley
0 members of the public present

Clerk Penny O’Hagan

161/23 TO ACCEPT APOLOGIES FOR ABSENCE

None declared

162/23 APPOINTMENT OF LOCUM CLERK

To appoint Penny O’Hagan as locum clerk and agree terms of work

RESOLVED to appoint Penny O’Hagan as locum clerk on NCP scale 17 an ongoing basis until a new locum can be found or a new Clerk is recruited. Time sheets to be submitted to the Chairman

163/23 DISCLOSABLE PECUNIARY INTERESTS

1. Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. (councillors will be issued with updated code of conduct and register of interest forms)

2. To consider dispensation applications.

None received

164/23 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9.5.23

RESOLVED to confirm the minutes of the meeting held 9.5.23 and they were duly signed as a true record by the chairman.

165/23 REPORTS

Police – Police report was presented

CLlr Mitcham outlined the Freedom Fibre presentation he attended.

No other reports presented

RESOLVED to note the reports.

166/23 PLANNING MATTERS

a) Planning Items for Information

23/01562/FUL – erection of two storey side extension following demolition of existing attached garage – 1 St. Mary’s Close, Knockin, Oswestry, SY10 8GY – granted

b) Place Plan Review – to discuss

RESOLVED not to comment

c) To consider applications received after the agenda has been sent out - none

167/23 FINANCE AND ACCOUNTS FOR PAYMENT

a) Income – to note income received - none received

b) Outstanding Payments for Approval

RESOLVED to approve the following payments

Payee	Amount	BACS / chq no
Clerk Final Salary		
Clerk final expenses	59.60	300009
HMRC Payments		
Web Orchard Website	228	300011

c) To consider other invoices received after the agenda has been sent out

Payee	Amount	BACS / chq no
Knockin Assembly rooms Contribution	£3360	300012
Frank Manford	£99.83	300013
B Townson	£150	300014
Knockin Cricket Club	£50	300015
Samantha Burns	£13.54	300016

d) 2022- 23 Accounts - To approve the following

i) 2022-23 Accounts - to approve the accounts for the year ending 31 March 2023.

RESOLVED to approve the accounts for 2022-23

ii) Internal audit report - to consider.

RESOVLED to accept the internal auditors report

iii) Annual Governance and Accountability Return (AGAR) 2022-23.

- To consider the Parish Council's response to questions on part 1 of the Annual Governance and Accountability Return - The Annual Governance Statement.

RESOLVED to answer yes to questions 1-9 on the Annual Governance statement and approve the signing of the Annual Governance Statement by the Clerk and Chairman.

To consider and approve part 2 of the AGAR, 2022/23 accounting statements.

RESOLVED to approve part 2 of the AGAR 2022/23 year end accounts and to approve the signing of part 2 of the AGAR by the Clerk and Chairman.

- To approve explanation of variances and confirmation of dates of electors rights

RESOLVED to approve the explanation of variances and date of publishing the AGAR

e) Risk and internal controls review

i) To review the Parish Council's Financial Risk Assessment

RESOLVED to approve the review

ii) To review the Parish Councils internal controls

RESOLVED to approve the review

168/23 PARISH MATTERS

a) Replacement Bus shelter – to discuss

A discussion took place on whether to replace or repair the shelter. It was explained that if a new shelter was to be purchased it would need to be appropriate for a conservation area. The Clerk presented a quote for a wooden replacement shelter.

RESOLVED to contact local carpenters to see if they could repair the existing shelter or build a bespoke the bus shelter and report back to the September meeting.

b) Recruitment of Parish Clerk – to discuss

A discussion took place on this item and it was

RESOLVED to consider the recruitment process at the September meeting of the Council.

c) Boundary Review Consultation – to discuss

RESOLVED not to comment on this consultation.

d) Replacement laptop – to consider quote received

RESOLVED to delegate authority to the Locum Clerk to spend up to £750 on a replacement laptop.

169/23 HIGHWAYS

a) Pedestrian Refuge – for update.

The Clerk was asked to get an update on the next meeting

170/23 CORRESPONDENCE -To consider list of correspondence received since last meeting – circulated via email - None received

171/23 Meetings

a) To agree date and time of next meeting

RESOLVED to delegate authority to the Clerk to make this decision based on her availability.

Meeting ended 20.30

