

MINUTES of an Ordinary Meeting of **KNOCKIN PARISH COUNCIL** held virtually via the Zoom meeting platform on Tuesday 9<sup>th</sup> March 2021 at 19.30.

Present - C Doyle, M Lawson, C Keay, D Roberts (Chairman), , S Felkin, M Moseley.

1 member of the public present.

**67/21 TO ACCEPT APOLOGIES FOR ABSENCE**

None Absent –A Hutchinson

**68/21 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. None declared
2. To consider dispensation applications. None received

**69/21 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12.1.21**

**RESOLVED to confirm the minutes of the ordinary meeting held on 12.1.21 and approval was given them to be signed as a true record at a later date.**

**70/21 PUBLIC PARTICIPATION SESSION** – a period of 15 minutes will be set aside for the public to speak on any items on the agenda (this may be extended at the discretion of the chairman).

A member of the public introduced himself as the Liberal Democrat candidate for Knockin in the upcoming Shropshire Council elections. He raised questions about climate change and offered help with undertaking household carbon calculations.

**71/21 REPORTS**

Police – none received

Shropshire Council – none received

Other reports from councillors and Clerk attending meetings or training courses on the council's behalf – The Clerk reported she had recently attended an election briefing for Parish Clerks.

**RESOLVED to note the report.**

**72/21 PROGRESS REPORT** - to consider Clerks progress report

**RESOLVED to note the report.**

**73/21 PLANNING**

**a) Planning Items for Information** - none at time of publishing

**b) Planning matters for consideration**

21/00883/TCA To fell 1no eucalyptus tree within the Knockin conservation area Logan Cottage Church Lane Knockin Oswestry Shropshire SY10 8HJ

**RESOLVED to support the application.**

**c) To consider any planning application received after the publishing of the agenda.**

None received

**d) Planning Correspondence – to consider**

The Clerk updated on correspondence she had received concerning the planning application at Paddock Lodge and informed Councilors that the Planning Department were currently awaiting a resubmission of plans.

**RESOLVED to note the report and await the re-consultation.**

**74/21 FINANCE AND ACCOUNTS FOR PAYMENT**

**a) Financial Statement– to approve**

**RESOLVED to approve the report**

**b) Income – none to date**

**c) Outstanding Payments for Approval**

**RESOLVED to approve the following payments**

Payee	Amount	Chq number
P O'Hagan Salary to 31.3.21		10513
HMRC 31.3.21	£175.60	10512
P O'Hagan reimbursement of Scottish Power payment paid via visa following loss of original cheque in the post	£25.83	10514
Clerks expenses 2020-21	7.32	10514

**d) To consider other invoices received after the agenda has been sent out.**

None received

**e) Risk Assessment and Internal Controls – to review**

The Financial Risk Assessment and internal controls were reviewed and it was

**RESOLVED to approve the internal controls and risk assessment with no amendments**

**f) Internal Audit to review the effectiveness of the internal audit procedure and appoint the Parish Council's Internal Auditor**

The effectiveness of the internal audit procedure was reviewed and it was

**RESOLVED to note the following effectiveness internal audit review and appoint Bernard Townson as internal auditor for the 2020-21 financial year**

Heading	Question	Answer	Detail
Scope of Internal Audit	Has the scope of the internal audit been discussed with the internal auditor to	Yes	Covered as part of internal audit

	ensure that the audit covers all the relevant risk areas?		discussions March 2021
Independence	Is the internal auditor sufficiently independent, unbiased and objective?	Yes	
Competence	Does the internal auditor have sufficient knowledge to be able to carry out the audit?	Yes	Experienced auditor of Town and Parish Councils
Relationships	Are the relevant responsibilities of members, Clerk/RFO and internal auditor defined?	Yes	Yes
Planning and reproving	Is the body aware of a timetable of when the internal audit or audits will take place and when a report, if any, will be reported?	Yes	Council follows the guidelines Governance and Accountability for Smaller Authorities in England 2019
Review of 2019-20 process	Was the Council satisfied with the presentation of report and action plan of items arising from the 2019-20 internal audit?		Yes

## 75/21 PARISH MATTERS

a) **Jane Edwards Chair** – to consider whether to replace (deferred from January meeting)

### RESOLVED

- not to replace the bench as there are two other seats in the area.
- to allocate £500 towards the purchase of one or two picnic tables to be located on the amenity area and to delegate authority to the Parish Clerk in consultation with the Chairman to purchase this item.

b) **Parish Council Elections 6.5.21** – for update

The Clerk provided a report for the recent election briefing she had attended and explained that the date of the May meeting would need to be held 14 days after councillor came into office.

RESOLVED to note.

c) **Local Governance Review**

RESOLVED to note and await further information after the elections.

d) **Return to face to face meetings** – to discuss.

The Clerk explained that unless the Government extended the legislation to allow virtual meetings to be held beyond 7<sup>th</sup> May the next Parish Council meeting would be a face to face meeting and provision would need to be made for this. She anticipated that it may be possible to hold a hybrid meeting with Councillors only in attendance and members of the public being able to listen via zoom. Masks would need to be worn throughout and a risk assessment would be produced prior to the meeting.

**RESOLVED to note the report.**

**76/21 HIGHWAYS**

**a) Vehicle Activated Sign** – to discuss quotes received.

3 quotes were presented for a VAS unit and the Clerk explained that Shropshire Council had agreed to install it although she was awaiting confirmation of this

**RESOLVED**

- **to award the contract for the purchase of a VAS unit to Morelock Signs Ltd which although not the cheapest quote was considered to be the best sign for the area as it was similar to other units in neighbouring parishes.**
- **To discuss with Shropshire Council whether it was possible to swap the existing VAS Unit at the Wolfshead end of the village to the Rolly Lane Location so that the new sign can be installed in its place as it was considered it would be more effective in this location.**

**77/21 CORRESPONDENCE** -To consider list of correspondence received since last meeting

**RESOLVED to note the following items**

- a) SALC/NALC – updates
- b) SALC Survey
- c) Census

**78/21 MEETINGS**

a) To set date and time of May meeting

**RESOLVED to set the date of the May meeting as Tuesday 11<sup>th</sup> May 2021**

Meeting ended 20.30