

MINUTES of the Annual Meeting of **KNOCKIN PARISH COUNCIL** held virtually via the Zoom meeting platform on Tuesday 12th May 2020 at 19.30.

Present - S Edwards (Chairman), C Doyle, M Lawson, A Hutchinson, C Keay, D Roberts.
M Moseley (from 20.25)

1 member of the public present.
Cllr Lee

1/20 ELECTION OF CHAIRMAN - To elect the Chairman of the Council

RESOLVED to appoint Cllr Edwards as Chairman of the Parish Council and she duly signed her acceptance of office.

2/20 ELECTION OF VICE CHAIRMAN - To elect the Vice Chairman of the Council

RESOLVED to appoint Cllr Roberts as Vice Chairman of the Parish Council and he duly signed his acceptance of office.

3/20 TO ACCEPT APOLOGIES FOR ABSENCE – none received

4/20 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.

5/20 TO CONFIRM THE MINUTES OF THE ORDINARY MEETING HELD ON 10.3.20 and EXTRAORDINARY MEETING HELD 21.3.20

RESOLVED to confirm the minutes of the ordinary meeting held on 10.3.20 and extraordinary meeting held 21.3.20 and they were duly signed as a true record.

6/20 VIRTUAL MEETING PROTOCOLS – to approve adoption of

RESOLVED to approve adoption of the protocols.

7/20 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 raised the following issues

- Whether the owners of Paddock Lodge had permission for a holiday let in its grounds.
- The need for another VAS at the other end of the village
- A complaint was also raised about the noise from the holiday lodges next to Paddock Lodge before lockdown.

8/20 ANNUAL REVIEW OF COUNCIL REGULATIONS AND PROCEDURES

a) To review standing orders

RESOLVED to approve the review.

b) To review financial regulations.

RESOLVED to approve the review.

c) Assets register - To review Parish Council's assets register.

RESOLVED to approve the asset register review.

d) Complaints Procedure - To review the Council's complaints procedure.

RESOLVED to approve the review with no changes.

e) Freedom of Information Act 2000 – To review the Council's procedures for handling requests made under these acts

RESOLVED to approve the review.

f) Data Protection Policy and Data Retention Policy – to review

RESOLVED to approve the review.

9/20 To review Council's Representation on the following bodies

RESOLVED that

- **Cllr Edwards will continue to represent the Council on the Oswestry Area Local Committee for 2020-21.**
- **Pam Ward would continue as the parish representative for the Parish Paths Partnership.**

10/20 Reports

a) To receive reports from meeting attended by councillors on behalf of the council – none attended.

b) Unitary Councillor – Cllr Lee gave a brief update on the work of Shropshire Council during the lockdown period, concerns were raised about items that have not been progressed by Shropshire Council including the installation of solid white lines up The Avenue and the Parish Council's CIL local application.

c) Police – no report

11/20 FINANCE AND ACCOUNTS FOR PAYMENT

a) Monthly Financial Statement – to approve

RESOLVED to approve the monthly financial state and bank reconciliation.

b) Income – to note income received

Parish Precept £11878

Neighbourhood Fund £17309.32

RESOLVED to note the income.

c) Outstanding Payments for Approval

RESOLVED to approve the following payments.

Payments made prior to the meeting	Amount	Chq no.
Highline electrics (LED conversion)	660.00	10485
Payee	Amount	
Scottish Power	25.45	10487
ALC membership	N/A	
Internal Auditor B Townson	100	10488
Knockin Assembly Rooms	£4000.00	10489

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

none

e) 2019- 20 Accounts - To approve the following

1. To agree responses to the annual governance statement of the Annual Governance and Accountability Return

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.

2. To consider part 2 of the Annual Governance and Accountability Return 2019-20 year end accounts and budget report,

RESOLVED to note the 2019/20 year end accounts and to approve the signing of part 2 of the AGAR by the Clerk and Chairman.

3. To consider internal auditors report

To consider internal auditors report – In line with AGAR recommendations this item was considered before item e1.

RESOLVED to note the report.

4. To declare that the Parish Council meets the requirements as laid out in the Annual Governance and Accountability Return to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

RESOLVED to declare that the Parish Council meets the requirements of the AGAR to certify itself exempt from a limited assurance review under section 9 of the Local Audit Regulations 2015.

f) Parish Council Insurance – to review councils insurance levels and to consider quote received from Came and Company .

RESOLVED to approve quote received from Came and Company for Parish Council insurance

Payee	Amount	Chq no
Came and Company	340.64	10490

- 12/20** a) **Planning Items for Information** – none at time of printing
b) **Planning matters for consideration** - none at time of printing
c) **To consider any planning application received after the publishing of the agenda** none

13/20 PARISH MATTERS

a) **Neighbourhood Fund** – to receive suggestions for expenditure of
A discussion took place on this item and councilors considered that it would be most appropriate to seek the views of residents on projects that they would like to see developed with the funds before any decision is made.

RESOLVED to defer the matter till September. Cllr Lawson left the meeting at 20.15

b) **Bradford Arms Clock** – for update

The Clerk reported that she had written to Marstons outlining that in the Parish Council's opinion as owners of the building they were responsible for the upkeep on the clock housing about the ownership of the clock housing but had not received a reply, however the renovation work carried out by Marstons had included some repairs to the housing of the clock.

RESOLVED to note and not pursue this matter further.

14/20 HIGHWAYS

a) **Entrance Gates** – for update

It was reported that these had been delivered and were awaiting installation although the date of this was unknown due to the current lockdown situation.

RESOLVED to note

b) **CIL Local Application** – for update

Monica Moseley entered the meeting at 20.25

It was reported that the Clerk was waiting for a response to her email about the application from the Parish Council.

- 15/20 CORRESPONDENCE** -To consider list of correspondence received since last meeting – circulated via email.

RESOLVED to note the following items

SALC Updates

Covid 19 information (various sources)

- 16/20 Meetings** To note date and time of meetings for 2020-21

RESOLVED to note the meeting dates for 2020-21 and to note that the next meeting will be held on Tuesday 14th July 2020 at 19.30 and that the Assembly Rooms AGM would be held on Tuesday 9th June both using the zoom virtual meeting platform.

Meeting ended 20.30