

MINUTES of a meeting of **KNOCKIN PARISH COUNCIL** held in the Assembly Rooms, Knockin on Tuesday 14<sup>th</sup> May 2019 after the Annual Parish Meeting.

Present, C. Keay (Chairman), S Edwards, C Doyle , Cllr Hutchinson, D Roberts, M Lawson

0 members of the public present.

- 1/19 ELECTION OF CHAIRMAN** - To elect the Chairman of the Council and to receive the Chairman's Acceptance of Office

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

- 2/19 ELECTION OF VICE CHAIRMAN** - To elect the Vice Chairman of the Council and to receive the Vice Chairman's Acceptance of Office

**RESOLVED to appoint Cllr Roberts as Vice Chairman of the parish council and duly he signed his acceptance of office**

- 3/19 TO ACCEPT APOLOGIES FOR ABSENCE**

**RESOLVED to accept the following apology for absence - Cllr Moseley.**

- 4/19 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 – no applications.

- 5/19 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12.3.19**

**RESOLVED to confirm the minutes of the meetings held on 12.3.19 and they were duly signed as a true record.**

- 6/19 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)  
None present.

- 7/19 ANNUAL REVIEW OF COUNCIL REGULATIONS AND PROCEDURES**

a) To review standing orders

**RESOLVED to approve the review**

b) To review financial regulations.

The Clerk reported that the financial regulations had not been updated since 2014 it would be prudent to undertake a full review of them.

**RESOLVED to undertake a full review of financial regulations at the July 2019 meeting of the council**

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

Cllr Edwards reported that the picnic table on the Amenity Area had now been removed so must be removed from the Asset Register.

**RESOLVED to approve the review subject to the removal of the picnic table from the register.**

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

**RESOLVED to approve the review.**

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. The Clerk reported that she would be attending training on Data Protection at the end of May and would report back to the July meeting.

**RESOLVED to approve the review.**

**8/19 To review Council's Representation on the following bodies**

**RESOLVED to nominate the following councillors to represent the Parish Council on the following bodies;**

ALC Local Area Committee - Chairman

Neighbourhood Watch – Cllr. Lawson

Parish Paths Partnership Office - Pam Ward

Local Joint Committee – Cllr Lawson.

**9/19 Reports**

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

b) Unitary Councillor – not present. The Clerk was asked to contact Matt Lee to request attendance at a future meeting.

c) Police – report given by a representative from Oswestry South SNT given in the Annual Parish Meeting.

**10/19 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**

£11,025 – Parish Precept including £150 Neighbourhood Fund

**RESOLVED to note income received.**

**c) Outstanding Payments for Approval**

**RESOLVED to approve the following payments**

Payee	Amount	Chq no
Scottish Power	25.20	10457
ALC membership	157.38	10458
Internal Auditor B Townson	100.00	10461
Knockin Assembly Rooms	4000.00	10462
P O'Hagan reimbursement toner / stationery	29.34	10459

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

None

**e) 2018- 19 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 which was duly signed by the Clerk and Chairman.**

2. To consider part 2 of the Annual Governance and Accountability Return 2018-19 year end accounts and budget report,

**RESOLVED to note the 2018/19 year end accounts and to approve part 2 of the AGAR which was duly signed by the Clerk and Chairman.**

3. 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	294.17	10460

**11/19 a) Planning Items for Information –**  
none

**b) Planning matters for consideration**

19/01900/FUL: Proposed Residential Development Land North Of Lower House Farm, Knockin, Oswestry, Shropshire, SY10 8PW Proposal: Installation of two 4,000ltr gas tanks.

**RESOLVED not to comment.**

19/01966/TCA To remove 1No Western Red Cedar (T1) and 1No Lawson Cypress tree (T2) and replace with 1No Callery Pear tree within Knockin Conservation Area Lower House Farm Knockin SY10 8HJ.

**RESOLVED not to comment.**

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

None received

**d) Planning Enforcement – for update**

The Clerk reported as requested that she had raised the issue of the UPCV cladding on the remaining log cabin on the land adjacent to Paddock Lodge and was waiting an update from Shropshire Council.

**e) Oswestry Place Plan Meeting – to receive a report from Councillors who attended this meeting.**

Cllr Edwards reported on this meeting and the draft place plan was considered.

**RESOLVED to submit the following comments on the draft**

#### **Local Highways Improvements**

Clarification is needed why potential funding for highway improvements in the parish has been identified as coming from the Neighbourhood Fund and precept and not from developer contributions and CIL Local. The Parish Council firmly believe that Highways improvements in Knockin should be funded through developer contributions and Shropshire Council.

The road through Knockin does not carry local traffic like for instance roads through West Felton and Kinnerley. This road is the main access to Bala and the coast and a huge amount of traffic uses this route. Vehicles turn off the fastest section of the A5 and the speed of traffic does not reduce to reflect that vehicles are no longer on a dual carriageway but on a B road. Therefore the Council considers that the word local needs to be removed from this section. Traffic calming on this stretch of road is not purely a local matter it is essential and the problem has been overlooked for decades.

#### **Play Equipment**

Knockin has no play equipment and if funding for new play equipment in this place plan is to be allocated from the Precept and Neighbourhood Fund this will mean as it currently stands we will not be able to purchase any. Clarification is required as to whether a Parish Council can apply to CIL Local to fund play equipment once this place plan is adopted.

### **12/19 Parish Matters**

**a) Scheme of delegation – to consider adoption of.**

**RESOLVED to approve to be reviewed annually in May each year.**

### **13/19 HIGHWAYS**

#### **a) Entrance Gates** – to consider quotes received for work

A discussion took place on the 2 quotes received and councillors felt that cost was excessive for the supply and installation of 4 gates. She was asked to discuss with Shropshire Council whether the gates could be made locally and if so to what specification would they have to be made.

She was also asked to seek a price for a replacement picnic bench on the Amenity Area.

**RESOLVED to defer a decision on this item to the July meeting.**

#### **b) Proposed Cuts to Public Transport** – to receive report on response sent to consultation by Parish Clerk

The Clerk read out the response objecting to the proposals and outlining the impact that they would have on users of the 576 bus route in particular that she had sent to Shropshire Council which was based on comments received from individual councillors.

**RESOLVED to note the report.**

#### **c) Rights of Way** – for update no update received

### **14/19 CORRESPONDENCE** -To consider list of correspondence received since last meeting – circulated via email.

Lanyon Boulder – letter ref land adjacent to the Amenity Area to the rear of the Assembly Rooms

**RESOLVED not to respond and the land in question was outside of the boundary of the land owned by the Parish Council and would not impact on the Amenity Area.**

Pension Regulator – re-enrolment notification

**RESOLVED that the Clerk be given authority to action this item.**

#### **RESOLVED to note the following items**

Owen Paterson MP – letter ref broadband

SALC / NALC updates - Planning and CIL Training for Shropshire Town and Parish Councillors and Clerks  
- Friday 7th June 2019

Corbet News

Engagement Briefing Note re. "Review of 'A' Board Policy and Process.

VE Day plans for commemoration of the 75<sup>th</sup> anniversary

### **15/19 Meetings**

#### **a) To note date and time of meetings for 2019-20**

**RESOLVED to note the next meeting would be held on. July 9<sup>th</sup> at 7.30 after the assembly Rooms AGM.**

Meeting ended 20.30