

MINUTES of a meeting of **KNOCKIN PARISH COUNCIL** held in the Assembly Rooms,
Knockin on Tuesday 8th May 018 19.45

Present, C. Keay (Chairman), A Hutchinson, S Edwards, C Doyle

0 members of the public present.

- 1/18 ELECTION OF CHAIRMAN** - To elect the Chairman of the Council and to receive the Chairman's Acceptance of Office

RESOLVED to elect Cllr Keay as Chairman of Knockin Parish Council for 2018-19 and he duly signed his acceptance of office which was witnessed by The Clerk

- 2/18 ELECTION OF VICE CHAIRMAN** - To elect the Vice Chairman of the Council and to receive the Vice Chairman's Acceptance of Office

RESOLVED to elect Cllr Edwards as Vice Chairman of Knockin Parish Council for 2018-19 and she duly signed the acceptance of office which was witnessed by The Clerk.

- 3/18 TO ACCEPT APOLOGIES FOR ABSENCE**

**RESOLVED to accept the following apologies for absence
Cllr Lawson Cllr Moseley, Cllr Roberts**

- 4/18 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.

Cllr Keay and Edwards declared a bias interest in item 11b 18/01655/REM Address: Proposed Residential Development Land West Of Homestead, Kinnerley Road, Knockin, Shropshire as they live adjacent to the land.

2. To consider dispensation applications – none received

- 5/18 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 13.3.18 and 10.4.18.**

RESOLVED to confirm the minutes of the meetings held on 13.3.18 and 10.4.18 and they were duly signed as a true record.

- 6/18 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.

- 7/18 ANNUAL REVIEW OF COUNCIL REGULATIONS AND PROCEDURES**

a) To adopt updated standing orders

RESOLVED to adopt the updated Standing Orders.

b) To review financial regulations.

RESOLVED to approve the review

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

RESOLVED to approve the review

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

8/18 General Data Protection Regulations

a) To consider report from Parish Clerk and recommendations contained within.

RESOLVED

- 1) To endorse the action plan set out and notes the detail set out in the NALC Toolkit
- 2) That the Council addresses the appointment of a Data Protection Officer once options are further clarified
- 3) That the Clerk is appointed Data Protection Compliance Officer.

b) To adopt updated Data Retention Policy

RESOLVED to adopt the updated Data Retention Policy

c) To receive a report on the Parish Council's data audit

The Clerk reported that the data audit was a dynamic document that would be updated when necessary. The Council reviewed how the data held by the Parish Council was kept and it was

RESOLVED to

- Password protect the Parish Council laptop
- Move files from storage cupboard in committee room to computer room in the Assembly Rooms for greater protection as this room is alarmed.
- Adopt the data audit.

d) To adopt privacy policies and forms associated with the GDPR.

RESOLVED to adopt policies and forms associated with the GDPR

9/18 To review Council 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.
Emergency planning officer – position obsolete.
Parish Paths Partnership Office - Pam Ward.
Local Joint Committee – Cllr Lawson.

10/18 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

The Clerk reported that the precept has been paid and that the VAT for the year 2017-18 had been claimed.

RESOLVED to note.

c) Outstanding Payments for Approval

RESOLVED to approve the following payments

| Payee | Amount | Chq no. |
|-------------------------------------|---------------|----------------|
| Scottish Power | 25.20 | 10428 |
| ALC membership | 157.10 | 10427 |
| Internal Auditor B Townson | 100.00 | 10430 |
| Knockin Assembly Rooms Contribution | £4000.00 | 10429 |

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

None received

e) 2017- 18 Accounts - To approve the following

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

The Annual Governance Statement was considered and it was

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 and approve part 2 of the Annual Governance and Accountability Return 2017-18 year end accounts and budget report,

The 2017-18 year end accounts and budget report were considered along with Part 2 of the Annual Governance and Accountability Return was presented and it was;

RESOLVED to note the 2017/18 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 (This item was considered before item 10/18e1.

The internal auditors report was considered and it was

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 | 285.60 | 10431 |

11/18 a) Planning Items for Information –

RESOLVED to note the following items

17/05870/FUL Sunnybank, Knockin, Oswestry, SY10 8HN

Proposal: Erection of single storey rear extension and formation of rear vehicular access – awaiting decision.

18/01104/TCA PROPOSED TREE WORKS: To remove 5 no mature Lawson Cypress trees within Knockin Conservation Area, Old House, Knockin, SY10 8HJ – approved.

18/00209/COU Change of use of existing holiday barn to separate dwelling, Holiday Barn Old Forge House Knockin SY10 8HJ awaiting decision.

18/01510/FUL Cafe and Premises, Shotatton, Ruyton Xi Towns, SY4 1JH Proposal: Erection of extension to existing cafe building with associated landscaping and parking area (re-submission) awaiting decision.

18/00468/FUL Address: Shepherds Lodge, Knockin Hall Farm, Knockin, Oswestry, Shropshire, SY10 8HQ, Proposal: Erection of a porch. granted

b) Planning matters for consideration

18/01655/REM Address: Proposed Residential Development Land West Of Homestead, Kinnerley Road, Knockin, Shropshire

Proposal: Application for approval of reserved matters (appearance, layout, scale and landscaping) pursuant to 15/03929/OUT for the erection of three detached dwellings with detached garages

Cllr Edwards and Cllr Keay left the room and took no part in discussions

Non quorate resolution

The two remaining councillors agreed to submit the following comments

Councillors would wish Shropshire Council to be mindful of the comments submitted by the Parish Council in relation to the outline planning permission application submitted in 2015 in

that the council has concerns that the height of the proposed dwellings may have a negative impact on the streetscene as they will be elevated above the other properties in the village.

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

None received

d) Local Plan Review Timetable – to note.

The Clerk reported that Shropshire Council was planning to consult on the next state of the Local Plan Review in the Autumn.

RESOLVED to note

12/18 Parish Matters

a) Governance review- for update

The Clerk reported that due to year end and the need to update the council's policies ready for the introduction of the GDPR she had not been able to progress this item.

RESOLVED to defer to the July meeting.

b) Defibrillator/Case – for update.

The Clerk reported that the case had now been installed and wired up to the assembly rooms. A discussion took place on the ongoing maintenance costs of the item which councillors considered may be high because the machine was second hand and would not come with a warranty or guarantee.

RESOLVED to request a maintenance contribution of £400 from the fundraisers to cover the running of the machine for the next 4 years.

c) Future of Village Post Office – for discussion.

Cllr Keay highlighted concerns of the local community that the post office could be closed in the village if the shop were to close. A discussion took place on what plans should be in place should the village shop close and whether it could be run in the village hall.

As no official information had been received by the Parish Council in time for the meeting it was

RESOLVED to defer any further discussions on this item until more information is available from The Post Office.

d) Police and Crime Commissioner Annual Survey – for consideration

The Police and Crime Commissioner Annual Survey was considered and the responses to the questions were agreed.

RESOLVED that the Clerk be authorised to submit the agreed responses to the questionnaire.

13/18 HIGHWAYS

a) Rights of Way – for update. The report submitted by Pam Ward was considered and noted.

b) Road Safety Concerns – to consider any new road safety concerns including letter concerning Shottaton Crossroads.

A discussion took place on the fact that despite submitting road safety concerns to Shropshire Council as per the Road Safety Policy over the last 4 years none of the concerns raised had been acted on so councillors felt there was little merit in submitting any future concerns.

The following issues were discussed

Dog fouling in the grass verge by the cricket pitch – the Clerk stated that she would be able to erect some notices in this area reminding dog owners to pick up dog faeces.

Shottaton Crossroads – Councillors agreed with the issues raised in the letter but stated that the matter had recently been raised with the Minister of Transport who had visited the site but it was unlikely there would be any changes in the short term.

RESOLVED that the Clerk be instructed to write to Shropshire Council to ascertain how much the overall Road Safety Budget and why no request submitted by the Parish Council for consideration had ever been successful despite the parish having one of the main routes to mid Wales running through its centre.

c) Environmental Maintenance Grant consultation – for consideration

The proposals put forward in the consultation were considered and councillors were opposed to the suggestion that any grant application should be match funded as this would not be possible for small councils who could only raise money through the precept once a year.

RESOLVED that the Clerk be authorised to submit the agreed responses to the questionnaire.

14/18 CORRESPONDENCE -To consider list of correspondence received since last meeting – circulated via email.

RESOLVED to note the following items.

SALC / NALC updates

Corbet News

Star Community Chest Information

Shropshire Council Rural Youth Activity Fund

15/18 Meetings

a) To note date and time of meetings for 2018-19

The Clerk circulated meeting dates for 2018-19 which were noted.

Meeting ended 21.00

Chairman.....