

MINUTES of the Annual Meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms  
Tuesday 11<sup>th</sup> May 2021 at 19.30.

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

1 member of the public present.

- 1/21 ELECTION OF CHAIRMAN** - To elect the Chairman of the Council and to receive the Chairman's Acceptance of Office

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

- 2/21 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 Doyle as Vice Chairman of the Parish Council and he duly signed his acceptance of office.**

- 3/21 ACCEPTANCE OF OFFICE** - To note that all councillors declarations of acceptance of office were signed prior to the start of the meeting.

**RESOLVED to note that all councillors present had signed their declarations of acceptance of office prior to the start of the meeting.**

- 4/21 TO ACCEPT APOLOGIES FOR ABSENCE**

None received

Absent Cllr Moseley

- 5/21 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. (councillors will be issued with updated code of conduct and register of interest forms) none declared
2. To consider dispensation applications – none received
3. Register of interests - To note the need to ensure that new registers of interest forms are filled out and returned to the Monitoring Officer within 28 days of the election.

**RESOLVED to note**

- 6/21 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9.3.21 and 23.3.21**

**RESOLVED to confirm the minutes of the ordinary meeting held on 9.3.21 and extraordinary meeting held 23.3.21 and they were duly signed as a true record.**

- 7/21 REPORTS**

a) Police, - previously circulated

Shropshire Council - Cllr Hunt introduced himself and gave a brief report of his background and experience.

Other reports from councillors and Clerk attending meetings or training courses on the council's behalf – none

**RESOLVED to note the reports.**

**8/21 ANNUAL REVIEW OF COUNCIL REGULATIONS AND PROCEDURES**

a) To review standing orders

**RESOLVED to approve the review with no changes.**

b) To review financial regulations.

**RESOLVED to approve the review with no changes.**

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

**RESOLVED to approve the review with no changes.**

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 with no changes.**

f) Data Protection Policy and data retention policy – to review

**RESOLVED to approve the review with no changes.**

g) Parish Council representatives on other bodies to nominate –  
SALC Local Committee - Chairman  
Parish Paths Partnership – Pam Ward

**9/21 PLANNING MATTERS**

**a ) Planning Items for Information** – none received at time of publishing agenda.

**b) Planning matters for discussion** - none at time of publishing agenda

**c) To consider applications received after the agenda has been sent out** – none received.

**10/21 FINANCE AND ACCOUNTS FOR PAYMENT**

**a) Income** – to note income received

**RESOLVED to note the following income**

Precept £13971

Neighbourhood Fund £7003.20

**b) Outstanding Payments for Approval**

**RESOLVED to approve the following payment paid before the meeting (as agreed at the March**

meeting)

Payee	Amount	Chq no
David Roberts reimbursement of Morgans Picnic Benches	399.98	10516

**RESOLVED to approve the following payment**

Payee	Amount	Chq no
ALC Subscription	Tbc	Not presented
ALC Councillor Training	30.00	10523
SP Manweb streetlighting power (1 <sup>st</sup> quarter)	25.20	10518
Knockin Assembly Rooms Grant	4000.00	10522
B Townson Internal Audit	100.00	10519

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

Payee	Amount	Chq no
P O'Hagan reimbursement of Viking Stationery	28.26	10517
Morelock Signs VAS unit	3288.00	10520

**d) 2020- 21 Accounts - To approve the following**

i) 2020-21 Accounts - to note the accounts for the year ending 31 March 2021.  
The year end reconciliation and balances was considered and it was

**RESOLVED to note the year end balances.**

ii) Internal audit report - to consider.

**RESOLVED to accept the report.**

iii) Annual Governance and Accountability Return (AGAR) 2020-21).

- 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, 2020/21 accounting statements.

**RESOLVED to approve part 2 of of the AGAR 2020/21 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 date of publishing AGAR.

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

**e) Parish Council Insurance** – to review council's insurance levels and to consider quote received from Came and Company.

Insurance levels were reviewed and it was

**RESOLVED to authorise the following payment for 2021-22 Parish Council insurance**

Payee	Amount	Chq no
Came and Company	349.36	10521

**11/21 PARISH MATTERS**

**a) Co-option** – to consider any applications for Co-option onto the Parish Council.

The Clerk reported that no applications had been received and that the vacancy would continue to be advertised.

**RESOVLED to note**

**b) Annual Parish Meeting** – to consider any matters raised.

The request received that the Parish Council facilitate the virtual attendance at meetings of the public and Unitary Councillors was considered however due to the difficulties with the equipment that would be required to facilitate this it was

**RESOLVED not to progress this request.**

**c) Neighbourhood Fund** – to discuss use of

**RESOLVED to keep this as a standing agenda item**

**d) General Power of competence** To Resolve that the Parish Council meets the criteria to exercise the General Power of Competence.

**RESOLVED that the Parish Council meets the criteria to exercise the General Power of Competence.**

**e) Scheme of Delegation** -to review

**RESOLVED to approve with no changes.**

**12/21 HIGHWAYS**

**a) Rights of Way** -To receive an update on the Parish Paths Partnership project. – concern was raised about plastic bags filled with dog faeces being left on public rights of way.

The verge by the cricket club was also a problem area.

**RESOLVED that the Clerk would highlight the issue in the next Telescope Magazine.**

**b) Condition of Roads** To consider correspondence from Childs Ercall Parish Council.

**RESOLVED to note.**

**13/21 CORRESPONDENCE** -To consider list of correspondence received since last meeting – circulated via email

a) Crane quality counselling

**RESOLVED to note**

b) Heritage Lottery funding application Small Rural Church Trail letter of support

**RESOLVED to support the initiative**

c) Inspector Greenaway – Policing in the Parish

**RESOLVED to submit the following three priorities for the Parish**

- **More regular speed enforcement patrols in the parish**
- **An increase in the number of Safer Neighbourhood Team Officers covering the rural area,**
- **A more proactive approach engaging with young people in rural areas especially around drug use, driving under the influence of drink, drugs and speeding.**

**The Parish Council did not feel it was possible to quantify the amount of time that they would like a member of the team to have a visible presence in the parish.**

d) Morrison's Seeds of hope Campaign

**RESOLVED to agree to be part of the campaign**

#### **14/21 Meetings**

**a) To agree date and time of next meeting**

**RESOLVED to note that the next meeting would take place on Tuesday 13<sup>th</sup> July at 19.30**

**b) Future meeting dates** – to confirm the dates, times, and place of ordinary meetings of the Council for the year ahead

**RESOLVED that meetings will continue to be held on 2<sup>nd</sup> Tuesday of alternate months May, July, September, November, January and March.**

Meeting ended 20.21