

**MINUTES** of the Annual meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Tuesday 14<sup>th</sup> May 2024 at 19.30.

Present – Councillors, D Roberts (Chairman), S Burns, D Mitcham.

**Clerk:** Amy Jones

**Also present:** 2 residents

**29.24 Election of Chairman - To elect the Chairman of the Council and to receive the Chairman's Acceptance of Office**

It was **RESOLVED** that Cllr be elected as Chairman of the Council and their Acceptance of Office was signed.

**30.24 Election of Vice Chairman – To elect the Vice Chairman of the Council and to receive the Vice Chairman's Acceptance of Office**

It was **RESOLVED** that Cllr be elected as Chairman of the Council and their Acceptance of Office was signed.

**31.24 Apologies for Absence**

Apologies for absence were received and **ACCEPTED** from Cllr Mosely, Cllr Jones, Cllr Manford.

A minutes silence was held at the start of the Annual Parish Meeting as a mark of respect to Cllr Lawson has very sadly passed away. Cllr Lawson served as a councillor for over 20 years and was a dedicated and enthusiastic councillor.

**32.24 Declarations of interest regarding the agenda**

*Members are reminded that the Council's Code of Conduct requires that any Member, having a financial or other interest (bias or predetermination) in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed. Members are required to leave the room during the discussion and voting on matters in which they have a disclosable interest.*

- a) 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.
- b) To consider any applications for dispensation. None received.

**33.24 Confirmation of the Minutes**

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 05.03.24.

It was **RESOLVED** to confirm the minutes of the Council Meeting held on 05.03.24 and a copy was signed by the Chair as a true record.

**34.24 Public Participation**

To allow public participation in accordance with the Council's Standing Order procedure.

No matters raised.

## 35.24

### Reports

- a) **Clerk's Progress Report** – Consider matters arising since the last meeting. No matters raised not already covered on the agenda.
- b) **Play Area and Defibrillators** – Receive reports. Cllr Jones has informed Cllr Burns who reported that there are no issues with the play equipment and in the short term, is happy to take over the maintenance checks on the defibrillator.
- c) **Police Report** – Consider the monthly report and discuss the Local Policing Charter and agree priorities.

**23/04/24** – broken down car – The Avenue.

No other incidents to report on.

#### **NOTED.**

- e) **Shropshire Councillors Report** – To receive a report from Cllr Vince Hunt. A report was provided in the Annual Parish Meeting. Cllr Hunt has provided an update on the Puffin Crossing which is covered under agenda item 42 and an annual report was noted at the Annual Parish Meeting.
- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives). No reports.

## 36.24

### Annual Review of Council Policies and Procedures

- a) To review standing orders. Reviewed with no amends.
- b) To review financial regulations. It was **RESOLVED** to defer this to the July meeting as, since the meeting papers were issues, an updated version has been published by SALC.
- c) Complaints Procedure - To review the Council's complaints procedure. Reviewed with no amends.
- d) Freedom of Information Act 2000 – To review the Council's procedures for handling requests made under these acts. Reviewed with no amends.
- e) Data Protection Policy, Data Retention Policy, Subject Access Policy, Security Incident Response Policy – to review. Reviewed with no amends.
- f) Internal Controls. Reviewed with no amends.
- g) Financial Risk Assessment (Risk Register). Reviewed with no amends.  
  
Items a, c, d, e, f, g – approved.  
  
Item b to be deferred to the July meeting.
- h) Parish Council representatives on other bodies to nominate – SALC Local Committee, Parish Paths Partnership. SALC Local Committee – Cllr S Burns, Parish Paths Partnership – None

## 37.24

### Planning

- a) To note recent planning decisions published by Shropshire Council
  - I. **Reference: None received.**
- b) Consider the following Planning Applications:
  - II. **Reference: None received.**
- c) **Ratify Comments submitted outside of the Meeting (scheme of delegation)**
  - I. **Reference:** 24/01331/TCA (validated: 02/04/2024)  
**Address:** 3 St Marys Close, Knockin, Oswestry, Shropshire, SY10 8GY  
**Proposal:** Fell 1no Silver Birch within Knockin Conservation Area

**Comment submitted:** Whilst the Parish Council have no objections to the felling of the tree, they would like to suggest that the applicant be asked to plant another tree in a better location, if the application is approved.

II. **Reference:** 24/01511/TCA (validated: 17/04/2024)

**Address:** Porch Cottage, Knockin, Oswestry, Shropshire, SY10 8HJ

**Proposal:** Crown reduction of 1no. Oak (T1) to 6m tall and wide and crown reduction of 1no. Cherry (T2) by 50 percent within Knockin Conservation Area

**Comment submitted:** The Parish Council have no objections to these proposed tree works.

The comments submitted outside of the meeting were noted and **APPROVED**.

**d) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council’s website.** None received.

**e) Neighbourhood Plan** – Receive a report from Cllr Mitcham

Councillor Mitcham provided a resume of the recent information session that he attended. The meeting was poorly attended. The presentation was informative. In principle, Neighbourhood Plan’s bring with them benefits in the way that they give the community a say on future development and it increases the percentage of the CIL PCs receive from 15% to 25%. Only 8 adopted Neighbourhood Plans in Shropshire. Requires a significant amount of work and enthusiasm from residents and councillors, as well as consultancy support. It was **RESOLVED** that the Parish Council are in no position to currently embark on a Neighbourhood Plan and that it be revisited again at a later date.

**f) Pre-application** – The Old Post Office – Discuss.

The proposed development at the back of the Old Post Office was discussed. It was noted that the previous application made in 2005 was refused.

It was **RESOLVED** to submit the following comments to the Bradford Estate:

- Lack of sufficient parking
- Access issue the same as in 2005
- Concerns regarding the size of the site and not being big enough to accommodate 3 new dwellings – an over population of the site.

## 38.24

### Finance and Accounts

a) Approve and ratify the following accounts for payment. The following payments were **APPROVED**.

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
<b>Direct payment</b>	Unity Trust	Service Charge – 3 months (paid 31.03.24)	18.00	0.00	<b>18.00</b>
<b>BACS11</b>	Highline Electrical	S/Light Survey and Inventory (paid 28.03.24)	48.00	9.60	<b>57.60</b>
<b>BACS1</b>	Clerk	April Salary (salary point 20) and Expenses – paid 30.04.24	364.24	0.00	<b>364.24</b>
<b>BACS2</b>	HMRC	April PAYE payments – paid 30.04.24	81.80	0.00	<b>81.80</b>
<b>BACS3</b>	Scottish Power	S/Light Energy – 31.12.24-31.03.24 (paid 16.04.24)	63.09	3.15	<b>66.24</b>
<b>BACS4</b>	Clerk	May Salary – Payment scheduled for 31.05.24 and expenses	348.30	0.00	<b>348.30</b>
<b>BACS5</b>	HMRC	May PAYE payments – payment scheduled for 31.05.24	82.00	0.00	<b>82.0</b>

<b>BACS6</b>	A J Gallagher	Insurance – Agenda item 41.a	447.71	0.00	<b>447.71</b>
<b>BACS7</b>	B. Townson	Internal Audit 23-24 Accounts	150.00	0.00	<b>150.00</b>
<b>BACS8</b>	SALC	Affiliation Fees – 24/25	636.63	0.00	<b>636.63</b>

- b) **Income** – To note income received. Precept - £17,364.00 (24.04.24). **NOTED**.
- c) **Reconciliation** - To approve the bank reconciliation up to and including 30.04.24 and to note that the Bank of Scotland Account has been closed. The reconciliation was **APPROVED** and the closing of the Bank of Scotland Account **NOTED**.
- d) **Appoint an Auditor for 2024/25**. It was **RESOLVED** to appoint Bernard Townson as Internal Auditor for 2024/25.
- e) **Review Direct Debits**. It was **NOTED** that there are currently no Direct Debits set up. However, if the Parish Council agree to sign up to the Shropshire Council joint Energy Scheme, it was **AGREED** that a Direct Debit be set up to pay this quarterly.
- f) **Asset Register** – To note the total asset value up to 31<sup>st</sup> March 2024. (amount included on the Annual Return). **NOTED**.
- g) **Knockin Assembly Rooms** – Year End report to Trustees (Parish Council). **NOTED** and no issues raised.

39.24

#### 2023/24 Financial Year End

##### Consider the following Year End Financial Documents:

- Year End Bank Reconciliation. **APPROVED**.
- Year End Receipts and Payments. **APPROVED**.
- Year End Budget Report and Earmarked Reserves. **APPROVED**.
- Year End VAT Reclaim. **NOTED and approve transfer to Village Hall**.

40.24

#### Receive the Annual Accounts 2023/24

- Internal Auditors Report 2023/24 – To note. Received and **NOTED**.
- Certificate of Exemption – To approve and sign. **APPROVED** and signed by the Chair and Clerk.
- Annual Governance Statement 2023/24 (section 1 of the AGAR) – To consider and approve. **APPROVED** and signed by the Chair and Clerk.
- Accounting Statements 2023/24 (section 2 of the AGAR) – To consider and approve. **APPROVED** and signed by the Chair.
- Explanation of Variances – To note. **NOTED**.
- Exercise of Public Rights – To note the inspection period has been set as 3<sup>rd</sup> June – 12<sup>th</sup> July 2024 and the notice will be published accordingly. **NOTED**.

41.24

#### Assets and Administration

- Review the Parish Council's Insurance. Consider the renewal quote (renewal date 1<sup>st</sup> June) and consider a Long Term (3 year) agreement. Approve payment (£447.71). It was **RESOLVED** to approve the quote from Gallagher's and to enter into a 3 year LTA.
- Asset Inspection and Maintenance contracts – discuss. The new tenants at the Bradford Arms are interested in getting the clock working again. Clerk to seek quote from the company who have previously serviced the clock to see if they can come out and do a demonstration to councillors on how to start it up.
- Streetlight Energy – To consider the Joint Energy Agreement quote from Shropshire Council. Scottish Power have notified the parish council that they will be ceasing their unmetered supply service. The quote from Shropshire Council was considered and it was **RESOLVED** to join the Joint Energy Scheme which will bring with it a saving.

d) Annual Parish Meeting – Consider any matters raised.

- Smell of sewerage in Church Lane – PC to make contact with Severn Trent.
- Garages down Church Lane – owned by Shropshire Council. In a very poor state of repair. PC to make contact with Shropshire Council for clarification around maintenance due to safety concerns.

e) Parish Council Website – Discuss. It was **RESOLVED** to defer discussions to the July meeting.

42.24

### Highways

To receive an update on the Puffin Crossing.

It was **NOTED** that installation is nearly complete and Cllr Hunt was thanked for his input and support in seeing this project to fruition.

43.24

### D-Day 80 – 6<sup>th</sup> June 2024

Discuss.

No plans in place as the run was not feasible for this year.

44.24

### Correspondence

#### To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
2. NALC Chief Executive Bulletins
3. PCC Newsletter
4. North Shropshire Project Gigabit update
5. Road Closure in place from Tuesday 2nd April to Thursday 4th April between the hours of 09:30am – 16:00pm. B4396 Llyncllys Crossroads to Osbaston - Multevo Carriageway Repairs
6. Road Closure in place from Thursday 4th April to Friday 5th April between the hours of 09:30am – 16:00pm. B4397 Knockin Avenue - Multevo Carriageway Repairs
7. North Shropshire Monthly Newsletter from Simon Baynes
8. Invitation to Local Councils, Shropshire - Shrewsbury and Telford Hospital NHS Trust (SATH) plans on hospital transformation in the County - 16th April, North Shropshire, 18:30-19:30
9. Lezley Leader Update
10. Community Governance Review
11. Local SNT Newsletter – April
12. Shropshire Project Gigabit Stakeholder Update - April 2024
13. Bradford Estates – Newsletter
14. Green GEN Vyrnwy Frankton Project - approach to land access for environmental surveys.
15. Presentation on Neighbourhood Plans - Wednesday, 24th April at 7.30 in the new hall at West Felton Primary School
16. Road Closure - Road Closure: B4396 Llyncllys to the B4396 junction, Knockin. 8<sup>th</sup>- 11th July 2024. Purpose: Multevo carriageway repairs. Road to be closed in phases TBC.
17. Community Speedwatch Newsletter – May
18. Lezley's Leader Update – May

#### **NOTED.**

#### **Discuss:**

1. CONSULTATION: Shropshire Council Gambling Act 2005 Policy Statement 2025 – 2028 – Deadline 9<sup>th</sup> June. **NOTED**, no response required
2. Freedom Fund – Applications open. **NOTED**.
3. Garden Waste Consultation – Shropshire Council (closes 20<sup>th</sup> May). **NOTED** and Residents encouraged to respond personally.
4. Consultation into future of School Library Service – closes 9<sup>th</sup> June  
- <https://www.shropshire.gov.uk/get-involved/school-library-service/>

**NOTED** and people encourage to respond as individuals

5. Shropshire Local Plan Examination: Further Consultation Focusing on Additional Material Prepared in Response to the Planning Inspectors Interim Findings – consultation closes 11<sup>th</sup> June - <https://www.shropshire.gov.uk/get-involved/draft-shropshire-local-plan>  
Information sessions are being provided on 22<sup>nd</sup> May. It was **RESOLVED** that Cllr Mitcham report back on email, following the session, to inform fellow councillors whether a response is required.

45.24 **Staffing and Recruitment**

Receive the Clerk's resignation and discuss recruitment.

It was **NOTED** that the Clerk's final working week will be the w/c 17<sup>th</sup> June and the week following this will be taken as annual leave owing. The recruitment panel have been delegated responsibility to appoint a new Clerk.

46.24 **Council Reports / Areas of Concerns / Items for future Agendas**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. ***Councillors are respectfully reminded that this is not an opportunity for debate or decision making.***

- ***Defibrillator Training – Cllr Burns to follow up an arrange for the Autumn.***

47.24 **Date and Time of Next Meeting**

To note the date and time of the next meeting. Tuesday 9<sup>th</sup> July, 7.30pm.

**Meeting closed by the Chairman at 20.23**