

**MINUTES** of the meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Tuesday 4<sup>th</sup> March 2025 at 19.30.

Present – Councillors: Cllrs S Burns (Vice Chairman), H Jones, S Lewis, J Manford, D Roberts (Chairman).

Absent: Cllr M Mosley

**Proper Officer:** Lydia Bardsley

**Also present:** SC Cllr Vince Hunt, Public: 5.

Meeting started: 19.32.

#### 110.24 Apologies for Absence

Cllr Roberts opened the meeting, and welcomed members of the public. Apologies were received from Cllr Mitcham. These were **NOTED**.

#### 111.24 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.

No declarations made.

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

#### 112.24 Confirmation of the Minutes

a) To approve and authorise the signing of the Minutes of the Council meeting held on 07.01.2025. It was **RESOLVED** to confirm the [minutes of the Council Meeting held on 07.01.2025](#) and a copy was signed by the Chair as a true record.

#### 113.24 Public Participation.

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

Members of the public spoke on/asked about the following agenda items:

- Sewage system plans for Knights Grove stage 2 (no updates from Bradford estate)
- Concerns that Bradford Estate were trying to divest their liabilities (not assets) onto Parish, which would be a drain on community. Knockin needs real investment in the parish, e.g. fund a GP for 5 years.
- Community need to think long term and what will children want in future, e.g. something to keep them entertained.
- Flooding concerns for Knights Grove land - Noted that no one had been to water test the field in 18 months.

Cllrs also expressed concern about Bradford Estate proposals and do not want to take on the 'assets' currently being proposed. Cllrs are also concerned that by giving an indication of what projects/community benefit they might want, this may be taken as tacit acceptance of the linked planning proposals for stage 2 of Knight's Grove.

SC Cllr Vince Hunt has been Planning Committee Vice Chair for 8 years, and happy to ably assist and support views of Parish Council. He advised PC to stay away from suggestions that could be conditioned as part of planning permission, e.g. better drainage, or more hedges. These matters would not be a reason to refuse the application as they could be a condition of permission. It was emphasised that there is nothing to object to at present as there is no planning application yet.

Flooding – SC has its own drainage team and will look into schemes to mitigate that and will see if what is being proposed is a reasonable measure. If they think it's acceptable there won't be an argument to object on these grounds.

SC Cllr Vince Hunt believes developers have to provide 15% of affordable housing. Members of the public expressed a preference for lower cost housing so that local children can afford to stay in the area.

5 x members of the public left the meeting at 19.53.

## 114.24 Reports

### a) Clerk's Progress Report – Consider matters arising since the last meeting.

I Sewage treatment plants Knockin (STaR Housing and SC) **NOTED** SC Cllr Vince Hunt will share info on this. Clerk to follow up to ask outcome of visit and cc in SC Cllr Hunt.

II Bus shelter Church Lane – **NOTED** that the damage had been repaired FOC by Evans Enterprises and a thank you letter had been sent. No response from Tanat Valley buses received.

III Ivy on stone wall at cattle drink – reported on Fix My Street and completed – **NOTED**

IV Shared boundary (hedges/trees and fence panels) on Village Hall car park – The resident correspondence was **NOTED** and it was **AGREED** that the hedges, trees and fence panels on the rights hand side of the village hall car park and amenity area were the responsibility of the neighbouring property.

### b) Play Area and Defibrillators – Receive reports

Cllr Jones reported no issues.

AED: Clerk had tried to contact The Circuit on several occasions but had had no response. Clerk had also asked previous guardian to try a request to change guardian through their account but no update on progress yet. Clerk has chased. AED management contract invoice had been paid. It was **AGREED** that Clerk will continue to try to sort out The Circuit.

### c) Police Report – Consider the police reports for Nov/Dec and Jan, and PCC newsletter

The PC noted the recent reports with no concerns raised for Knockin parish.

### d) Shropshire Councillors Report – To receive a report from Cllr Vince Hunt.

SC Cllr Vince Hunt gave the following report:

- Paddock Lodges Change of Use planning application refusal. Disappointing for neighbours but application was unchanged from previous attempts, and developer is not making any affordable housing contribution and no s.106 agreements, therefore refused.
- First Full Council meeting in Guildhall. Lots of people work from home/hot desk now.
- SC budget statement was shared but it was noted that purdah starts on March 10<sup>th</sup> for the pre-election period.
- Changes to garden waste and Household Recycling Centre systems. There has been an uptick in fly tipping, two people have been fined. The booking system has provided data on people coming over the border to use HRCs.

### e) Councillor Reports – To consider report from Councillors (training courses attended, meetings attended as council representatives).

(incl. Clerk VAT training (18.02.2025), elections briefing (25.02.2025), Fundamentals for Cllrs (11.02.2025))

VAT training: It was **NOTED** that the PC would not be able to reclaim VAT on behalf of the Knockin Village Hall, and that VAT cannot be reclaimed on purchases made by Cllrs.

Elections briefing: Clerk will circulate notes.

Fundamentals for Cllrs: Satisfactory.

## 115.24 Planning

### a) To consider planning applications and ratify/agree comments

- I. **Address:** [Old Post Office Knockin Oswestry, ref: 24/04442/FUL](#) (re-consultation) – Council to agree response  
**Proposal:** Erection of 3no. dwellings, associated garaging and alterations to access  
**Comments deadline:** 05.03.2025

After discussion, it was **RESOLVED** to OBJECT with the following comments:

If it was two houses, PC would have been more minded to support, but 3 new houses would be overdevelopment within a conservation area, and contrary to the character of that part of Knockin. Concerns remain about traffic movements, (will be up to 8 vehicles incl. existing Old Post Office dwelling), and highways safety.

- II. **Address:** [Plot A, Land West Lower House Farm, Knockin, ref: 25/00053/VAR](#) – Council to ratify response  
**Proposal:** Variation of condition no.2 (approved drawings) attached to planning permission ref 23/02651/FUL  
**Comments deadline:** 12.02.2025

It was **RESOLVED** to ratify the following response: This application was considered by Knockin Parish Council under its Scheme of Delegation, where it was agreed to support the proposed variation of conditions proposals with no objections.

- III. **Address:** Proposed Residential Development Land West Of Lower House Farm, Knockin, ref: 25/00085/VAR - Council to ratify response  
**Proposal:** Variation of Condition No. 2 attached to permission 23/02651/FUL dated 20 October 2023 Alteration to house type PLOT B ONLY  
**Comments deadline:** 14.02.2025

It was **RESOLVED** to ratify the following response: This application was considered by Knockin Parish Council under its Scheme of Delegation, where it was agreed to support the proposed variation of conditions proposals with no objections.

### b) To note recent planning decisions and appeals published by Shropshire Council

- I. **Address:** [Vine Tree Cottage, Knockin, ref: 24/04324/TCA](#)  
**Proposal:** Removal of various trees (see plan) within Knockin Conservation Area  
**Decision:** **Consent by right - Trees. NOTED**
- II. **Address:** [Kinnerley Road Lodges, Kinnerley Road, Kinnerley, ref: 24/04473/FUL](#)  
**Proposal:** Proposed change of use of existing holiday lodges (C1/sui generis) to residential dwellings (C3) and associated works  
**Decision:** **Refuse NOTED**
- III. **Address:** Proposed Residential Development Land West Of Lower House Farm, Knockin, ref: 25/00703/DIS  
**Proposal:** Discharge of Conditions 5 (Construction Traffic Management Plan), 6 (Drainage), 8 (Tree Protection), 9 (Head and Cills), 10 (Bat and Bird Boxes), 11 (Lighting), 12 (Roof Details), 13 (External Materials) and 14 (Boundary Treatment) relating to Planning Permission 23/02651/FUL (PLOT B ONLY)  
**Decision:** Pending consideration NB. **No comments invited. NOTED**
- IV. **Address:** [Old Post Office Knockin Oswestry, ref: 24/04442/FUL](#)  
**Proposal:** Erection of 3no. dwellings, associated garaging and alterations to access  
**Decision:** **Pending consideration. NOTED**

SC Cllr Vince Hunt gave his apologies and left the meeting at 20.30.

## 116.24 Parish matters

a) Fence panels for amenity area – Receive update and estimates (if available), and agree actions  
It was **NOTED** that the fence panels are non-standard. It was **AGREED** that Cllr Roberts will get prices from 3 suppliers (Dykes, TG Griffiths, and Morgans were suggested) and share on email. It was **NOTED** that the PC can use scheme of delegation to make a purchase between meetings if repairs are urgent.

b) Local elections 2025 – To receive update and agree actions  
Clerk handed out candidate nomination packs to Cllrs. It was **NOTED** that these need to be hand delivered in person by 4pm on 2<sup>nd</sup> April. Notices also need to be displayed on PC website and notice board at certain times.

c) Annual meeting arrangements - Council to agree dates for Annual Parish and Annual Council Meetings

It was **AGREED** to provisionally hold the Annual Parish Meeting on TUES 13<sup>th</sup> May 7.30pm. This can be just a report from Chairman and Council accounts with a very basic agenda.

Annual Council Meeting: The guidance from NALC re. permissible dates for the ACM (7<sup>th</sup>-22<sup>nd</sup> May) was **NOTED**. It was **AGREED** to provisionally hold the ACM on: TUES 13<sup>th</sup> May (to follow on from APM). Clerk to check VH booking calendar as meetings will be in main hall.

d) Asset Inspections– Discuss and agree actions

Clerk had circulated previous asset register. It was **AGREED** which Cllrs would check which asset:.

- Streetlights on Church rd x 3 – Cllr Roberts
- Bench seats on The Avenue adjacent to lay-bys - Cllr Roberts
- Neighbourhood watch signs x 3 (Kinnerley Rd, B4396 W and E ends of village) – Cllr Manford
- Commemorative seat, Church View – Cllr Burns
- Old lamp standards, various locations throughout village - Cllr Manford

All other assets had been checked in accordance with usual frequencies or in recent weeks.

The Clerk would update the asset register and start reviewing insurance requirements ahead of renewal on 1<sup>st</sup> June.

e) Parish Council Website and gov.uk domains – Receive update and agree actions

It was **NOTED** that Clerk had set up an account with Hugo Fox for a new PC website and put in application for a gov.uk domain (knockin-pc.gov.uk) on 22.01.2025. The domain registration process can take 3-6 weeks, no update received so far on progress. Clerk had also started building basic structure of new website, but needed input from Cllrs in terms of content, (text and images).

It was **AGREED** that Cllrs will review current website text and send Clerk some suggestions for new content.

It was also **AGREED** to set up a DD for new Hugo Fox website.

f) Ownership and health and safety concerns re. cattle drink – Receive update and agree actions

Correspondence with SC Historic Environment team was **NOTED**. As there is no land registry entry for the structure, it is assumed Bradford Estate still own the cattle drink structure. No action for PC.

g) Listed building at risk (Old House Knockin) – Consider correspondence from resident and agree any actions

Correspondence from member of the public was **NOTED**. This is being looked into by Historic Environment team who are checking land registry to see if property has been sold and who will proceed accordingly depending on who owner is. It was **AGREED** that no PC action is required at this point.

h) T1 streetlight (Kinnerley Road, opposite Doctor's surgery) not working – receive update and agree actions

It was **NOTED** that the streetlight had been disconnected during recent SPEN works in the area. They had been asked to reconnect the streetlight asap and advise when it is done. If PC receives a bill from Highline the Clerk will pass this to SPEN to settle.

i) Potential ideas for community benefit linked to Bradford Estates stage 2 development proposals – Council to agree actions

It was **AGREED** that no action is to be taken on this point until there is a formal planning application to consider.

j) SALC/SLCC Local Council Survey – To agree a response (deadline 07.03.2025).

The Council reviewed the questionnaire, and it was **AGREED** that the Clerk will submit answers online.

## 117.24 Consultations

a) [Vyrnwy Frankton connection consultation](#) (deadline 16.04.2025)

It was **AGREED** that no response is required.

## 118.24 Finance and Accounts

### a. Approve/ratify the following payments:

- DD, Unity Trust, monthly account fee (Feb), £6.00 (no VAT) – to be paid 31.03.2025
- DD, Unity Trust, monthly bank account fee (March), £6.00 (no VAT) – to be paid 30.04.2025
- BACS42, Clerk, March staffing costs, HOA, mileage, expenses, £413.78 (no VAT) – to be paid 31.03.2025
- BACS43, HMRC, March PAYE/NICs, £99.60 (no VAT) – to be paid 31.03.2025

It was **RESOLVED** to approve the above payments.

It was **NOTED** that April payroll could not be prepared until after start of new financial year due to changes in NIC thresholds etc., so April salary and HMRC payment will be calculated in the new tax year and ratified at the May meeting.

- b. Receipts and payments up to 28.02.2025 – Council to approve (Chairman to sign)
- c. Bank statements Jan and Feb 2025 – Council to approve (non-signatory Cllr to sign)
- d. Reconciliation up to 28.02.2025 - Council to approve (non-signatory Cllr to sign)

It was **RESOLVED** to approve and sign the above items b, c, and d.

## 119.24 Defibrillator/CPR training – Council to receive update and agree actions

It was **NOTED** that 9 people had expressed an interest so far incl. 2 from outside of Knockin Parish, and that the trainer can take up to 16 people. It was **NOTED** that Cllr Jones may not be able to attend.

The following was **AGREED**:

- Cllr Burns will bring tea and coffee.
- Cllr Manford will share an extra post on local Facebook page to promote
- Cllr Burns will be there on the day to meet trainer and set up. Clerk to email trainer and Cllr Burns to arrange meet time
- Cllr Burns will tidy up and lock up at end
- Clerk will liaise with trainer to check course info and aim to send out to attendees by 15<sup>th</sup> March.

## 120.24 Highways

- a) To consider Highways matters/concerns and agree actions (incl. hedge cutting, drains at Jubilee chair and Morton bridge, diversion along Kinnerley rd)
  - Blocked drains reported by Jubilee chair and Morton bridge.
  - Reported hedges in need of cutting alongside sewage works at Maesbury road junction with A483. Work has been done.
  - Hedges on Kinnerley Rd –Cllrs shared details to help Bradford estates focus their efforts in the right location.
- b) Planned surface dressing work B4396 - Whipland Cross Roads to Rolly Junction

No concerns.

- c) Community Speed Watch – To receive update from Cllr Manford and agree actions

Cllr Manford gave an update:

Vetting forms for volunteers have been submitted, and police officers have checked most of the IDs. The vetting process can take a long time to complete.

## 121.24 Correspondence

**To note/discuss correspondence received and agree actions:**

- a) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- b) Chairs' Network meeting invite for 12.03.2025 (16.01.2025)

- c) Project Gigabit Stakeholder updates (16.01.2025 and 21.02.2025)
- d) SALC training dates (23.01.2025 and 06.02.2025)
- e) SC updates re. Avian flu outbreak (22.01.2025, 26.01.2025, and 27.01.2025)
- f) SC Fly tipping briefing note (28.01.2025)
- g) Oswestry Area Committee meetings and provisional dates (29.01.2025 and 04.02.2025)
- h) Roadworks: [Woolston Bank \(15.05.2025\) \(Scottish Power\)](#)
- i) Changes to Planning application submission costs (25.02.2025)
- j) Oswestry Area Committee meeting 10<sup>th</sup> March request for agenda items

**ALL NOTED**

**122.24 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.***

- Request from Bradford Arms – Would PC support a stile/gate to access amenity area from back of pub? PC would not want any glass in amenity area, and parents would need to supervise children. It was **AGREED** Clerk will liaise with insurers.
- Council insurance renewal (1<sup>st</sup> June).
- Election of chairman and vice chairman
- Annual policy review
- Internal audit – Bernard Townson has confirmed happy to do this.
- Year-end accounts and AGAR

**123.24 Date and Time of Next Meeting**

To note the date and time of the next meeting. Annual Council meeting provisionally 13th May after Annual Parish Meeting (latter to start at 7.30pm).

There being no further business, the meeting was closed by the Chairman at 21.38