

MINUTES of an ordinary meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Monday 6th November 2023 at 19.30.

Present – Councillors, D Roberts (Chairman), S Burns (Vice Chair), H Jones, M Lawson

0 members of the public present

1 representative from the Police – left the meeting at 19.42

Shropshire Councillor Vince Hunt

Clerk: Amy Jones

- 1 **APPOINTMENT OF PARISH CLERK** – to formally approve the appointment and terms of appointment of Amy Jones as Parish Clerk from 1.11.23
It was **RESOLVED** to formally appoint Amy Jones as Parish Clerk and a copy of the approved contract is to be held on file.
- 2 **TO ACCEPT APOLOGIES FOR ABSENCE**
Apologies for absence received and **APPROVED** from Cllr James Manford, Cllr David Mitcham and Cllr Monica Mosely.
- 3 **DISCLOSEABLE 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. **None received.**
- 4 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4.9.23**
It was **RESOLVED** to confirm the minutes of the meeting held on 4.9.23 and a copy was signed by the Chair as a true record.
- 5 **REPORTS**
 - a. **Police, Shropshire Council**
Police
Highway incident between Knockin and Nescliffe due to the high level of rainfall. Highways have been spoken to assist with the issue.

Traffic speeds through Knockin were discussed and speed checking using the handheld speed camera will be taking place shortly and a report will sent to the PC for information.
NOTED.
Cllr Vince Hunt
 - Puffin Crossing – followed up with Head of Highways and has been passed back to the Officer who advised that the design stage is now complete and they are waiting for a price and availability for the electrical works (power to the feeder pillar and new/upgraded street lighting) from a third party supplier. As soon as this has been received they will be able to programme the work. The matter of the significant delay has been raised with the Leader of Shropshire Council.
 - Morton Bridge Closure – 21st November – 1st December. Daytime road closure will be in place.
 - North West Relief Road – Granted permission.

NOTED.

b. Other reports from Councillors and Clerk attending meetings or training courses on the council's behalf

None received.

c. Reports from defibrillator and amenity area inspections

a. **Defibrillator – New** Battery has been received from the maintenance company but will be replaced in March as the current one is still valid. **NOTED.**

b. **Play Area** – No issues with equipment but perimeter fencing requires attention – to be considered as part of the 2024/25 budget. Following up on the Annual ROSPA Report: Goal Post – it was agreed at the last meeting that Ray Parry would assess it and provide a quote. **RESOLVED** that the Clerk follow this up with Ray Parry and this be included on the January Agenda for consideration.

6 PLANNING MATTERS

a. Planning Items for Information - to discuss the following planning decision

Reference: 23/03685/FUL

Development Proposed: Conversion of former farm buildings into three dwellings

Location: Ivy House Farm, Knockin, Oswestry, Shropshire, SY10 8HN

Decision: Permission granted

NOTED.

23/02651/FUL - The proposed erection of 2no. dwellings and associated garages and formation of access | Proposed Residential Development Land West Of Lower House Farm Knockin: It was **NOTED** that the application has previously been granted. The Parish Council expressed their surprise and disappointment that the plans have been approved with no regard to the Parish Council's comments on Highways/Access concerns.

b. Planning Applications for consideration – none received

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

7 FINANCE AND ACCOUNTS FOR PAYMENT

a. Income – to note any income received – none at time of printing agenda. The Clerk reported that without current access to the accounts, an accurate account of the current financial position is not available. Once access has been obtained, a bank reconciliation will be issued to Councillors.

Payments made before the agenda was sent out

Payee	Chq no	Amount
Scottish Power	300023	£66.49
Smith of Derby Clock Service	300024	£352.80
Information Commissioners Office Annual Fee	300025	£40.00

b. Outstanding Payments for Approval

Payee	Amount
Graham Taylor Grasscutting (300029)	£1128.00
PK Littlejohn Audit (300026)	£252.00
Poppy Wreath (300027)	£20.00
P O'Hagan Locum Clerk Duties 17.6.23-31.10.23 and expenses (300028)	£1339.00

A Jones – Clerk Salary and expenses (mileage and £10 per month HOA (November – to be paid 30.11.23) (300030)	£320.28
HMRC – Payment payments for November (300031)	£75.20

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

Payments via cheques 300030 and 31 as listed above

It was **NOTED** that the Local Government Pay Agreement for 2023/24 has been issued and the new hourly rate will be applied to the December Salary onwards and backdated for November as payroll has already been completed for November. December Salary and HMRC payments to be reported at the January meeting as a ‘payment made outside of a meeting’.

Councillors discussed printing resources and it was **RESOLVED** that Knockin PC propose making a quarterly donation to Whittington PC to have access to their printer / scanner / paper. Clerk to discuss this with Whittington PC and report back.

It was **RESOLVED** to sign the Unity Trust Banking Forms to add the Clerk as a Key Contact with access to Internet Banking for viewing and submitting payments online for approval. This will enable future payments to be made by BACS.

d. 2022-23 AGAR – to note the completion of the external auditors report on the AGAR and that the completion of the AGAR had been advertised in accordance with the regulations.

NOTED.

e. Clerks Salary – to discuss method of payment - **dealt with under items b and c.**

f. Budget Report – to consider budget report to 31.10.23

NOTED and no issues raised. The Training budget can be reduced in 2024/25 as the new Clerk is CILCA qualified.

8 PARISH MATTERS

a) Contracts with Contractors and Suppliers – to consider commissioning a review of formal contracts which are in place and of where they are not and should be. (at request of Cllr Mitcham). This was discussed and it was **RESOLVED** that the Clerk produce a report for the January meeting detailing what contracts are in place, which are not and where they are required. Where required, a contract specification needs to be produced and then businesses invited to quote accordingly. Concerns were raised regarding the cost of the electricity for the 4 Parish Council owned Streetlights and it was **FURTHER RESOLVED** that the Clerk seek a quote for from Shropshire Council to joint their Joint Energy Scheme.

b) Parish Council’s Maintenance Responsibilities – to discuss (at request of Cllr Mitcham) – It was **RESOLVED** that the Clerk put together an Asset Inspection Schedule to sit alongside the Asset Register for consideration at the January meeting.

9 HIGHWAYS

Pedestrian Crossing – To discuss Progress

RESOLVED to write to the Leader of Shropshire Council to express the Parish Council’s disappointment at the delay as installation has been pushed back from April to November and now there is still no indication of a start date.

10 CORRESPONDENCE – To consider list of Correspondence received since the last meeting

a. We don’t buy crime – **RESOLVED** not to proceed at this time.

b. Jubilee Chair – **RESOLVED** to note the request and write to the Bradford Estate to alert them to the fact that it requires some maintenance. Clerk to inform the resident that the matter is being followed up with the Bradford Estate as owners of the Jubilee Chair.

The following additional matters were **NOTED**:

c. Bus Shelter – will be completed end of Nov / early Dec.

d. Road Closure: Morton Bridge - Tuesday 21 November to Friday 1 December Weekdays only between 9 30am and 4pm. For safety reasons the road will have traffic signals outside of our working hours.

11 Meetings

To agree dates and times of future meetings

The following dates were **AGREED** and set for 2024 (7.30pm start):

Tuesday 9th January

Tuesday 5th March

Tuesday 14th May (this will be preceded by the Annual Parish Meeting at 7.00pm)

Tuesday 9th July

Tuesday 10th September

Tuesday 12th November

It was **RESOLVED** that where the meeting date falls too late to be able to submit a report for the Telescope newsletter, a short report be submitted, informing residents of the date that a meeting took place and that a copy of the draft minutes from the meeting can be found on the Parish Council website.

Councillors requested that a sincere thank you be passed to Penny O’Hagan for supporting the council as a locum through their period without a Clerk.

Meeting closed by the Chairman at 20.57