

MINUTES of an ordinary meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Tuesday 9th January 2024 at 19.30.

Present – Councillors, D Roberts (Chairman), M Lawson, M Mosely, J Manford, D Mitcham.

3 members of the public present (left the meeting at 20.06)

Clerk: Amy Jones

01.24 Apologies for Absence

Apologies for absence received from Cllrs H Jones, S Burns and Shropshire Councillor Vince Hunt.

02.24 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.

03.24 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 06.11.23.

It was **RESOLVED** to confirm the Minutes of the Full Council Meeting held on 06.11.23 and a copy was signed by the Chair as a true record.

04.24 Public Participation

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

Members of the public spoke on the following matters on the agenda:

- 23/05025/FUL - Kinnerley Road Lodges – Noise disturbance is currently a serious issue at the Lodges, currently being used as holiday lodges. The noise is generally worse during the winter months with parties, loud music and rubbish. Residents asked the PC whether a conversion to residential properties would alleviate this issue.

05.24 Reports

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

The Clerk reported that the goal posts have now been fixed free of charge. An email was sent to the Bradford Estates Office about the Jubilee Chair but no response has been received. **NOTED.**

- b) **Play Area and Defibrillators** – Receive reports. No issues to report. **NOTED.**

- c) **Police Report** – Consider. The speed survey was **NOTED.** The survey reported an average speed of 30.8mph, however, 45% of vehicles were travelling at over 30mph. The survey was carried out over a period of 25 minutes and at a time of day/year when the road would be quieter than normal.

- d) **Shropshire Councillors Report** – To receive a report from Cllr Vince Hunt. Cllr Hunt is following up on the Puffin Crossing with Cllr Picton and will provide an update when available. **NOTED.**

- e) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives). Cllr Mitcham attended the Public Meeting with the Police and Crime Commissioner in Kinnerley. A resume of the session was **NOTED**.

06.24

Planning

- a) To note recent planning decisions published by Shropshire Council

- I. **Reference:** 23/03685/FUL (validated: 23/08/2023)
Address: Ivy House Farm, Knockin, Oswestry, Shropshire, SY10 8HN
Proposal: Conversion of former farm buildings into three dwellings
Decision: Withdrawn
NOTED.

- b) Consider the following Planning Applications:

- I. **Reference:** 23/05025/FUL (validated: 29/11/2023)
Address: Kinnerley Road Lodges, Kinnerley Road, Kinnerley, Shropshire
Proposal: Proposed change of use of existing holiday lodges (C1/sui generis) to residential dwellings (C3) and associated works.
It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:
The Parish Council are not in support of the application, however, the proposals may benefit the neighbouring properties and create a less disruptive neighbourhood.
- II. **Reference:** 23/05487/TCA (validated: 15/12/2023)
Address: Sycamore Lodge, Ivy House Farm, Knockin, Oswestry, Shropshire, SY10 8HN
Proposal: A crown reduction by up to 6 meters of 1no. Walnut tree within Knockin Conservation Area
It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:
The Parish Council have no comments to make on this application.

- c) **Ratify the following planning comments submitted outside of a meeting:**

- I. **Reference:** 23/05027/FUL and 23/05028/LBC (validated: 23/11/2023)
Address: Ivy House Farm, Knockin, Oswestry, Shropshire, SY10 8HN
Proposal: Conversion of redundant farm buildings into three dwellings
Comment submitted 04.12.23 – SUPPORT – re-iterating the comments made on the application when it was previously submitted: Knockin Parish Council support the application for the following reasons:
It is a good use of existing buildings.
The development will improve the site.
The proposed smaller properties would be welcomed in the parish.
NOTED and RATIFIED.

- 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.

07.24

Finance and Accounts

- a) Approve and ratify the following accounts for payment. **APPROVED.**

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)

300032	Clerk	December – paid before the meeting	369.38		369.38
300033	HMRC	December – paid before the meeting	85.60		85.60
DD	Unity Trust Bank	Quarterly Bank Charges – payment taken 31.12.23	18.00		18.00
BACS1	Clerk	January Salary – to be paid 31.01.23	TBC		345.38
BACS2	HMRC	January PAYE Payments – to be paid once Jan Payroll has been run	TBC		80.60
BACS3	Whittington PC	Donation towards printing costs Donation towards recent Clerks Training	25.00 30.00		25.00 30.00
BACS4	Scottish Power	S/Light Energy 30.09 – 31.12	64.15	3.21	67.36

b) **Income** – To note income received. **No income received.**

c) **Reconciliation** - To approve the bank reconciliation up to and including 02.01.2024 (3rd Quarter). **APPROVED** and the Clerk to look into opening a savings account with Unity Trust.

d) **Budget Report** – Consider the 3rd Quarter Budget Report. Considered and **APPROVED**. No issues or queries raised.

08.24

2024/25 Budget

a) To consider the draft budget prepared by the Clerk. The draft budget was considered and discussed.

b) To agree the budget for 2024/25.

It was **RESOLVED** to **APPROVE** the 2024/25 budget as follows:

(All figures are net (excluding vat))

It was **RESOLVED** to set an expenditure budget of: £17364.00

It was **RESOLVED** to estimate income (excluding the precept) at £0.00

Net Revenue Expenditure - £17364.00

Expenditure from Earmarked Reserves - £0.00

Expenditure from General reserves - £0.00

c) To set the parish precept for 2024/25

It was **RESOLVED** to **APPROVE** a precept of £17,364.00 (4.48% increase on the precept) which equates to a 1.76% increase on the Band D Council Tax Charge (£2.02).

09.24 Assets and Administration

- a) Consider the Asset Inspection Schedule prepared by the Clerk and review the Asset Register.

The Asset Register was reviewed and it was noted that the new play equipment had not been added so the Clerk will ensure this is up to date.

The Asset Inspection and Maintenance Schedule was discussed and the following matters **AGREED** in relation to areas requiring consideration:

- Trees – it was agreed by Councillors that because the trees are only small at present, a tree inspection is not required until they are larger in size.
 - Streetlights - A condition inspection (survey) to be undertaken by Highline Electrical of all lights owned by the Parish Council (4 LED lanterns on brackets). This will also generate an inventory which can then be used to seek alternative energy quotes. Mandatory Requirement - An electrical inspection of all streetlights to be carried out every 5 years. **AGREED** that the Clerk order this to be carried out and then seek a quote from Shropshire Council Joint Energy Scheme for the electricity supply to the Streetlights.
 - Clock - Has been on an Annual Service programme. It was **AGREED** that a Service is no longer required while the clock is not working. To monitor and review Annually.
 - Defibrillator - Clerk to check that the Defib is registered on 'The Circuit' National Defib database.
 - Grasscutting – The current contractor has cut the grass in the Amenity Area and surrounding areas for over 20 years – there is no formal contract. It was **AGREED** that a Contract Specification be agreed after speaking with the current contractor and then local companies could be invited to quote for the work – 5 year contract 1st April 2024 – 31st March 2029. Other areas of grass to also be looked at for possible inclusion (i.e. area around the Hall) that would help with the overall visual appearance of the village. Cllr Roberts to speak to the current contractor regarding the current specification to which the work is carried out.
- b) Review existing maintenance contracts – Covered under Item 9.a.
- c) Review and update the Scheme of Delegation – **APPROVED**.
- d) Consider adopting the Health and Safety Policy Statement – **APPROVED**.

10.24 Highways

To receive an update on the Puffin Crossing following the letter sent to the Leader of Shropshire Council (November 2023).

The Clerk reported that the letter was acknowledged and the matter was being followed up with Officers. No further updates provided. Cllr Vince Hunt is following up. **RESOLVED** to seek an update for the March meeting.

11.24 D-Day 80 – 6th June 2024

Ideas to mark this were discussed and suggestions included a possible joint venture with the Cricket Club and a 5k Trail Run. **RESOLVED** to defer to the March meeting to allow for more details and information to be gathered.

12.24 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 December Newsletter
4. North Shropshire Project Gigabit progress update 30.11.23 – 1pm

5. Shropshire Council 24/25 Budget Consultation
6. Parish Boundary Review – Update (Knockin unaffected)
7. Lord-Lieutenant's Newsletter

NOTED.

To consider:

The Old Post Office, Knockin – Discuss email from a resident. The points were raised and discussed. There is nothing happening at present that the Parish Council is aware of but the PC takes note of the interest in the site and will update the resident as information transpires. It was **RESOLVED** that a representative from the Bradford Estate be invited to a future meeting to discuss their plans and future plans for the village.

13.24 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.***

- New Bus Shelter – does it need painting inside – it was agreed that it is not required.

14.24 Date and Time of Next Meeting

To note the date and time of the next meeting.
Tuesday 5th March – 7.30pm.

Meeting closed by the Chairman at 20.59