

# Knockin Parish Council

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Dear Councillors,

Weds 7<sup>th</sup> May 2025

YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 13<sup>TH</sup> MAY 2025 AT 7.30PM** IN KNOCKIN VILLAGE HALL, FOR THE TRANSACTION OF BUSINESS AS SET OUT IN THE AGENDA BELOW.

The press and members of the public are very welcome to attend.

*Lydia Bardsley*

Mrs L Bardsley, Proper Officer

## ANNUAL COUNCIL MEETING AGENDA 13 MAY 2025

- 01/25 Election of Chairman - To elect the Chairman of the Council
- 02/25 Election of Vice Chairman – To elect the Vice Chairman of the Council
- 03/25 ACCEPTANCE OF OFFICE - To note that all completed declarations of acceptance of office have been received prior to the start of the meeting
- 04/25 Apologies for Absence
- 05/25 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.
  - b) To consider any applications for dispensation.
- 06/25 Confirmation of the Minutes
- a. To approve and authorise the signing of the [Minutes of the Council Meeting held on 04.03.2025](#).
- 07/25 Public Participation  
To allow public participation in accordance with the Council's Standing Order procedure.
- 8/25 2024-25 Financial year-end
- a) [Year-end Receipts and payments](#) – Council to approve (Chairman to sign)
  - b) Year-end Bank statement – Council to approve (non-signatory Cllr to sign)
  - c) [Year-end Bank Reconciliation](#) - Council to approve (non-signatory Cllr to sign)
  - d) [Year-end budget monitoring report](#) – Council to note
  - e) [Year-end asset register](#) – Council to review and agree asset values for insurance
  - f) Year-end VAT reclaim 2024-25 – Council to note
  - g) Regular payments – Council to review and approve standing orders/ direct debits for 2025-26
  - h) Review bank mandate – Council to agree any changes
  - i) April 2025 finance reports (Receipts and Payments, bank reconciliation, bank statement)
- 9/25 2024-25 Annual Governance and Accountability Report (AGAR)
- a) Internal Auditors Report 2024-25 – To note
  - b) Certificate of Exemption – To approve and sign
  - c) Annual Governance Statement 2024-25 (section 1 of the AGAR) – To consider and approve
  - d) Accounting Statements 2024-25 (section 2 of the AGAR) – To consider and approve
  - e) Explanation of Variances – To note
  - f) Exercise of Public Rights – To note the inspection period will be Tues 1<sup>st</sup> July – 11<sup>th</sup> Aug 2025

## 10/25 Reports

- a) Clerk's Progress Report – Consider matters arising since the last meeting.
  - I. T1 streetlight (Kinnerley Road, opposite Doctor's surgery) – now working (Highline invoice sent to SPEN)
  - II. Community Resource membership – Resolve to cancel membership before renewal (Sept).
- b) Play Area and Defibrillators – Receive reports
- c) Police Reports – Consider local police reports for March/April, and agree/renew Police charter priorities
- d) Councillor Reports – To consider reports from Councillors (training and/or meetings attended).

## 11/25 Planning

- a) To consider planning applications and ratify/agree comments
  - I. Address: [Vine Tree Cottage, Knockin, ref: 25/01211/FUL](#) and [25/01212/LBC](#) - Council to agree response  
Proposal: Replacement of existing windows with matching hardwood units (all elevations). Conversion of existing stable and barn abutting the building (not of significant historical interest) into living accommodation and associated works, including minor internal alterations to existing property  
Comments deadline: 07/05/2025 (Determination deadline 22.05.2025)
  - II. Address: ref: [Llyncllys To Maesbury Marsh, 25/01396/OHL](#) - Council to agree response  
Proposal: 11kV Overhead Electricity Distribution Line Rebuild  
Comments deadline: 14.05.2025
- b) To note recent planning decisions and appeals published by Shropshire Council
  - I. Address: [Plot A, Land West Lower House Farm, Knockin, ref: 25/00053/VAR](#) - Grant permission  
Proposal: Variation of condition no.2 (approved drawings) attached to planning permission ref 23/02651/FUL
  - II. Address: [Proposed Residential Development Land West Of Lower House Farm, Knockin, ref: 25/00085/VAR](#) - Grant permission
  - III. Address: [Old Post Office Knockin Oswestry, ref: 24/04442/FUL](#) (re-consultation) - Pending consideration.

## 12/25 Parish matters

- a) General power of Competence – To Resolve that the Parish Council meets the criteria to exercise the General Power of Competence.
- b) Fence panels for amenity area – Note estimates received and ratify decision to purchase from Morgans
- c) Asset Inspections – Consider condition reports and agree actions
- d) Council insurance – Review renewal quote under LTA from AJG and approve payment
- e) Parish Council Website – Receive update and agree actions
- f) Digital and data compliance requirements – Council to note changes and consider email quotes
- g) Streetlights – Council to review agreement for Shropshire Council Joint Energy Scheme and agree to continue
- h) Access to amenity area from Bradford Arms – Council to consider proposal to install access gate
- i) Parish Council representatives on other bodies (e.g. SALC Area Committee, Parish Paths Partnership, etc.) – Council to nominate and agree
- j) Defib and CPR awareness course – Receive update on course held on 22.03.2025

## 13/25 Payments

- a) Approve/ratify the following payments:
  - BACS01, Clerk, April staffing costs, £483.39 (no VAT) –paid 24.04.2025
  - BACS02, HMRC, April PAYE/NICs, £56.42 (no VAT) – paid 24.04.2025
  - DD, Hugo Fox, website provision (April), £11.99 (of which £2.00 VAT) – paid 01.04.20225
  - DD, Unity Trust, monthly account fee (March), £6.00 (no VAT) – paid 30.04.2025
  - DD, Unity Trust, monthly bank account fee (April), £6.00 (no VAT) – to be paid 31.05.2025
  - DD, Unity Trust, monthly bank account fee (May), £6.00 (no VAT) – to be paid 30.06.2025

- DD, Hugo Fox, website provision (May), £11.99 (of which £2.00 VAT) – paid 01.05.20225
- BACS03, SALC, training inv. 2592 (Fundamentals for Cllrs), £40.00 (no VAT)
- BACS04, SALC, training inv. 2600 (Intro to VAT, split with Clive PC), £17.50 (no VAT)
- BACS05, SALC affiliation fees, £238.43 (no VAT)
- BACS06, Clerk, May staffing costs, HOA, mileage, expenses, £478.69 (no VAT) – to be paid 30.05.2025
- BACS07, HMRC, May PAYE/NICs, £56.62 (no VAT) – to be paid 30.05.2025
- BACS08, Clerk, June staffing costs, HOA, mileage, expenses, £483.19 (no VAT) – to be paid 27.06.2025
- BACS09, HMRC, June PAYE/NICs, £56.62 (no VAT) – to be paid 27.06.2025
- BACS10, Morgans of Oswestry, fence panels x 10, £378 (of which £63 VAT)
- BACS11, Bernard Townson, internal audit 2024-25, £150 (no VAT)
- BACS12, Gallagher, Council insurance, £TBC

## 14/25 Annual review of Council policies – to review, approve, and adopt

- Standing orders (updated NALC Model)
- Financial regulations
- Code of Conduct
- Scheme of Delegation
- Complaints Procedure
- ICO Model Publication Scheme (Guide to information)
- Data Protection Policy, Data Retention Policy, Subject Access Policy, Security Incident Response Policy
- Internal Controls
- Financial Risk Assessment
- Health & Safety policy

## 15/25 Highways

- To consider Highways matters/concerns and agree actions
- Community Speed Watch – To receive update from Coordinator and agree actions

## 16/25 Correspondence

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

- SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- Community Resource membership price update
- Shropshire Elections notices
- SC Update to Disclosable Pecuniary Interests and Other Registerable Interests
- Roadworks: [Osbaston \(10-23.05.2025\) surface dressing \(Keir\)](#)
- Roadworks: [Woolston Bank \(15.05.2025\) \(Scottish Power\)](#)

## 17/25 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.***

## 18/25 Date and Time of Next Meeting

To note/agree the date and time of the next meeting.  
Provisionally Tuesday 1<sup>st</sup> July 2025

END OF AGENDA