

# Knockin Parish Council

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7<sup>th</sup> May 2024

Dear Councillors,

YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 14<sup>TH</sup> MAY AT 7.30PM** IN THE KNOCKIN ASSEMBLY ROOMS, FOR THE TRANSACTION OF BUSINESS AS SET OUT IN THE AGENDA BELOW.

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



Mrs A Jones, Clerk to the Council

## Parish Council AGENDA

- 29.24 Election of Chairman - To elect the Chairman of the Council and to receive the Chairman's Acceptance of Office
- 30.24 Election of Vice Chairman – To elect the Vice Chairman of the Council and to receive the Vice Chairman's Acceptance of Office
- 31.24 Apologies for Absence
- 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.
  - b) To consider any applications for dispensation.
- 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.
- 34.24 Public Participation  
To allow public participation in accordance with the Council's Standing Order procedure.
- 35.24 Reports
- a) **Clerk's Progress Report** – Consider matters arising since the last meeting.
  - b) **Play Area and Defibrillators** – Receive reports.
  - c) **Police Report** – Consider the monthly report and discuss the Local Policing Charter and agree priorities.
  - e) **Shropshire Councillors Report** – To receive a report from Cllr Vince Hunt.
  - f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).
- 36.24 Annual Review of Council Policies and Procedures
- a) To review standing orders.
  - b) To review financial regulations.

- c) Complaints Procedure - To review the Council's complaints procedure.
- d) Freedom of Information Act 2000 – To review the Council's procedures for handling requests made under these acts
- e) Data Protection Policy, Data Retention Policy, Subject Access Policy, Security Incident Response Policy – to review
- f) Internal Controls
- g) Financial Risk Assessment (Risk Register)
- h) Parish Council representatives on other bodies to nominate – SALC Local Committee, Parish Paths Partnership.

37.24

## Planning

- a) To note recent planning decisions published by Shropshire Council
  - I. **Reference: None received at date of the agenda.**
- b) Consider the following Planning Applications:
  - II. **Reference: None received at date of the agenda.**
- 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.
- d) **Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.**
- e) **Neighbourhood Plan** – Receive a report from Cllr Mitcham
- f) **Pre-application** – The Old Post Office - Discuss

38.24

## Finance and Accounts

- a) Approve and ratify the following accounts for payment:

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
DD	Unity Trust	Service Charge – 3 months (paid 31.03.24)	18.00	0.00	18.00
BACS11	Highline Electrical	S/Light Survey and Inventory (paid 28.03.24)	48.00	9.60	57.60
BACS1	Clerk	April Salary (salary point 20) and Expenses – paid 30.04.24	364.24	0.00	<b>364.24</b>
BACS2	HMRC	April PAYE payments – paid 30.04.24	81.80	0.00	<b>81.80</b>
BACS3	Scottish Power	S/Light Energy – 31.12.24-31.03.24 (paid 16.04.24)	63.09	3.15	<b>66.24</b>
BACS4	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) **Income** – To note income received. Precept - £17,364.00 (24.04.24)

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.

d) Appoint an Auditor for 2024/25

e) Review Direct Debits

f) **Asset Register** – To note the total asset value up to 31<sup>st</sup> March 2024. (amount included on the Annual Return)

g) **Knockin Assembly Rooms** – Year End report to Trustees (Parish Council).

## 39.24 2023/24 Financial Year End

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

- a) Year End Bank Reconciliation
- b) Year End Receipts and Payments
- c) Year End Budget Report and Earmarked Reserves
- d) Year End VAT Reclaim

## 40.24 Receive the Annual Accounts 2023/24

- a) Internal Auditors Report 2023/24 – To note
- b) Certificate of Exemption – To approve and sign
- c) Annual Governance Statement 2023/24 (section 1 of the AGAR) – To consider and approve
- d) Accounting Statements 2023/24 (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 has been set as 3<sup>rd</sup> June – 12<sup>th</sup> July 2024 and the notice will be published accordingly.

## 41.24 Assets and Administration

- a) 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)
- b) Asset Inspection and Maintenance contracts – discuss
- c) Streetlight Energy – To consider the Joint Energy Agreement quote from Shropshire Council
- d) Annual Parish Meeting – Consider any matters raised
- e) Parish Council Website - Discuss

## 42.24 Highways

To receive an update on the Puffin Crossing.

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

Discuss.

## 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 Llynclys 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

**Discuss:**

1. CONSULTATION: Shropshire Council Gambling Act 2005 Policy Statement 2025 – 2028 – Deadline 9<sup>th</sup> June
2. Freedom Fund – Applications open
3. Garden Waste Consultation – Shropshire Council (closes 20<sup>th</sup> May)
4. Consultation into future of School Library Service – closes 9<sup>th</sup> June  
- <https://www.shropshire.gov.uk/get-involved/school-library-service/>
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>

45.24 **Staffing and Recruitment**

Receive the Clerk's resignation and discuss recruitment.

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.***

47.24 **Date and Time of Next Meeting**

To note the date and time of the next meeting.