MINUTES of an ordinary meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms Tuesday 10th January 2023 at 19.30.

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

J Manford.

0 members of the public present

Clerk Penny O’Hagan, Jayne Charman

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| **125/23** | **APOLOGIES**  a) To Accept Apologies and reasons for absence  **RESOLVED to accept the following apology for absence Cllr Moseley** |
| **126/23** | **DISCLOSABLE 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 any dispensation applications.  None received |
| **127/23** | **PUBLIC PARTICIPATION** a period of 15 minutes will be set aside for the public to speak on any items on the agenda (this may be extended at the discretion of the chairman)  None present |
| **128.23** | **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 8.11.22**  **RESOLVED to confirm the minutes of the meeting held 8.11.22 and they were duly signed as a true record by the chairman.** |
| **129/23** | **APPOINTMENT of PARISH CLERK –** to approve recommendation of the staffing committee to appoint Jayne Charman as Parish Clerk from 10.1.23  **RESOLVED to appoint Jayne Charman as Parish Clerk for Knockin Parish Council from 10.1.23 and approve a change of the bank mandate to allow Jayne Charman to submit and view the Unity Trust Account** |
| **130/23** | **REPORTS**  a)Police, Shropshire Council, Other reports from councillors and Clerk attending meetings or training courses on the council’s behalf  No reports received  b) Clerks Progress report – for consideration  **RESOLVED to note the report.**  c) Defibrillator and Play Equipment inspections – to receive reports and consider request to display defibrillator access code on outside of the defibrillator cabinet.  Cllr Jones reported that there were no issues with the play equipment  Cllr Lawson reported that the defibrillator has been inspected with no issues. A discussion took place on whether the code should be added to the box and it was  **RESOLVED to**   * **provide information on the defibrillator code in the Telescope magazine but not to add it to the box.** * **to mark the defibrillator with contact details of the Parish Council.** * **arrange training in the village hall on defibrillator use** |
| **131/23** | **PLANNING MATTERS**  **a** **) Planning Items for Information –** none  **b) To consider planning applications received -** none  **c) To consider planning application received after the agenda has been sent out -** none |
| **132/23** | **FINANCE AND ACCOUNTS FOR PAYMENT**  **a) Financial Report –** to consider accounting statement and 3rd quarter budget report (to be presented at meeting)  **RESOLVED to approve the budget report and financial report**  **b) Outstanding Payments for Approval**  To approve the following payments  **RESOLVED to authorise the following payments**  Payments made before meeting   |  |  |  | | --- | --- | --- | | **Payee** | **Amount** | **Chq no** | | HMRC PAYE Clerk 1.10.22-31.12.22 | 217.80 | 10575 |  |  |  |  | | --- | --- | --- | | **Payee** | **Amount** | **Chq no** | | Parish Clerk salary 1.10.22 – 31.12.22 |  | BACS1 |   **c) To consider other invoices received after the agenda has been sent out**  **RESOLVED to authorise the following payment**   |  |  |  | | --- | --- | --- | | **Payee** | **Amount** | **Chq no** | | Unity Trust Bank Balance of Account | 27165.73 | 10576 |   **d) 2023-24 Budget -** to consider draft budget  **RESOLVED to approve the following budget for 2023-24**   |  |  | | --- | --- | | **BUDGET HEADING** | **2023-24 Budget** | | **Net expenditure** |  | | **Fees subscriptions** |  | | internal auditor | 175 | | External Auditor | 200 | | SALC Membership | 220 | | ICO and SRCC, SLCC membership | 100 | | **Administration** |  | | Staffing | 4500 | | Expenses/ admin | 1000 | | Training | 2000 | | Website | 200 | | Insurance | 370 | | GNPR | 0 | | **Assembly Room** |  | | Contribution | 3360 | | **Streetlighting** |  | | Street Lighting maintenance | 750 | | Streetlighting Power | 500 | | **Maintenance/ Repair** |  | | Grass cutting sheep Dip Black Brook | 275 | | Grass Cutting -Amenity Area | 1000 | | Bus Shelter | 150 | | Amenity area Maintenance | 800 | | **Other** |  | | Poppy Wreath | 20 | | Noticeboard | 0 | | Play Equipment | 300 | | S137 Expenditure | 150 | | Election Expenses | 100 | | AED Defibrillator | 150 | | Clock | 300 | | **TOTAL EXPENDITURE** | **£16,620** | | **INCOME** |  | | Precept | £16,620 | | Neighbourhood fund |  | | MSc |  | | **Total income** | **£16,620** |   **e) 2023-24 Precept –** to approve  **Resolved to set a precept for 2023-24 of £16,620** |
| **133/23** | **PARISH MATTERS**  **a) Replacement Jubilee Oak** – to consider  The Clerk explained that she had put in a request for a new tree from Shropshire Council but was waiting confirmation of collection dates.  **RESOLVED to delegate authority to the Clerk to arrange for a replacement tree offered by Shropshire Council**  **b) Clock Servicing** – to approve conditions  **RESOLVED to agree to terms and conditions** |
| **134/23** | **HIGHWAYS**  **a) Pedestrian Refuge –** to receive update on  no update received |
| **135/23** | **CORRESPONDENCE** -To consider list of correspondence received since last meeting – circulated via email  **RESOLVED to the following correspondence**  a) ALC / NALC Updates  b) PCC updates |
| **136/23** | **MEETINGS**  a) To agree date and time of next meeting  **RESOLVED that the next ordinary meeting will be held on Tuesday March 14th 2023 at 19.45 following the Village Hall Committee meeting at 19.00** |

Meeting ended 20.30