

# KNOCKIN PARISH COUNCIL

MINUTES of a meeting of **KNOCKIN PARISH COUNCIL** held in the Assembly Rooms, Knockin on Tuesday 3<sup>rd</sup> May 2016 19.30

Present, Cllr Moseley, Cllr Keay, Cllr Doyle, Cllr Edwards,  
Clerk: P. O'Hagan,  
Cllr. A. Walpole. 1 member of the public present.

- 182/16 ELECTION OF CHAIRMAN** - To elect the Chairman of the Council and to receive the Chairman's Acceptance of Office  
In the absence of Cllr Lawson it was **RESOLVED** that Cllr Doyle would chair the meeting  
  
**RESOLVED that Cllr Donovan be elected as chairman for 2016-17**  
**FURTHER RESOLVED that Cllr Donovan could sign his acceptance of office prior to the next meeting.**
- 183/16 ELECTION OF VICE CHAIRMAN** - To elect the Vice Chairman of the Council and to receive the Vice Chairman's Acceptance of Office  
**RESOLVED that Cllr Keay be elected as vice chairman for 2016-17 and duly signed the acceptance of office.**
- 184/16 TO ACCEPT APOLOGIES FOR ABSENCE**  
**RESOLVED to accept the following apologies for absence**  
Cllr Donovan, Cllr Lawson, Cllr Roberts.
- 185/16 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 dispensation applications. – none received
- 186/16 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 1.3.16**  
**RESOLVED to confirm the minutes of the meetings held on 1.3.16 and they were duly signed as a true record.**
- 187/16 ANNUAL REVIEW OF COUNCIL REGULATIONS AND PROCEDURES**  
a) To review standing orders and financial regulations.  
**RESOLVED to note with no changes**  
b) To review Council representation on the following bodies  
**RESOLVED to appoint the following Councillors and Council representatives to the following bodies.**  
  
ALC Local Area Committee - Chairman  
Neighbourhood Watch - Cllr Lawson  
Emergency planning officer - vacant  
Parish Paths Partnership Officer – Pam Ward  
Local Joint Committee – Chairman vice chairman in reserve

c) Assets register - To review Parish Council's assets register. It was reported that the asset register had been updated from 1.4.15 to include the new goal post. **RESOLVED to note the changes**

d) Complaints Procedure - To review the Council's complaints procedure.

The policy was reviewed and it was;

**RESOLVED that no changes were necessary other than updating the chairman's address.**

e) Freedom of Information Act 2000 and the Data Protection Act 1998. – To review the Council's procedures for handling requests made under these acts

The policy was reviewed and it was;

**RESOLVED that no changes were necessary.**

## **188/16 PLANNING MATTERS**

### **a ) Planning Items for Information –**

16/00015/EIA Address: Land To North Of Knockin Hall Farm , The Avenue, Knockin, Shropshire, SY10 8HQ Proposal: Construction of two poultry sheds and feed bins, ancillary works, access improvements, erection of biomass building and associated landscaping  
Decision: Grant Permission.

**RESOLVED to note.**

### **b) Planning matters for discussion**

6/01457/FUL Industrial Building, The Waen, Knockin, Proposal: Erection of a replacement industrial (B2 & B8 Use) building following demolition of existing industrial (B2 & B8 Use) building

**RESOLVED not to comment**

16/01490/FUL Corner Barn, Knockin Hall Farm , The Avenue, Knockin, SY10 8HQ  
Proposal: Insertion of one roller door and pedestrian entrance to garage

**RESOLVED not to comment**

### **c) To consider applications received after the agenda has been sent out –**

**Neighbourhood Fund Agreement** – The agreement relating to money held by the Parish Council for the neighbourhood fund was signed by the chairman of the meeting.

## **189/16 FINANCE AND ACCOUNTS FOR PAYMENT**

### **a) Income – to note income received**

**RESOLVED to note the income**

Precept £9455

Neighbourhood fund £75.53

**b) Outstanding Payments for Approval**

Payee	Amount	Chq No
Web Orchard (website)	1044.00	10309
ALC Subscription	161.86	10307
SP Manweb streetlighting power (1 <sup>st</sup> quarter)	25.45	10308
B. Townson internal audit	100.00	10311

**c) To consider other invoices received after the agenda has been sent out – none received**

**d) 2015- 16 Accounts - To approve the following**

1. To consider the annual governance statement of the annual return

**RESOLVED to answer yes to questions 1-8 and yes to section 9. The Annual Governance statement was then duly signed by the Clerk and Chairman**

2. To consider 2015-16 year end accounts and budget report, **RESOLVED to approve the accounting statement presented and part 1 of the Annual Return was signed by Clerk and Chairman of the meeting.**

3. To consider internal auditors report and to discuss internal audit procedures for 2015-16. The internal auditors report was considered and noted.

**e) Parish Council Insurance – to review council’s insurance levels and to consider quote received from Came and Company.**

The insurance levels were reviewed with no changes being made. As the Parish Council is currently in a long term agreement with Came and Company it was

**RESOLVED to approve the quote but not enter into a further long term agreement.**

Payee	Amount	Chq no
Came and Company	276.49	10310

**190/16 PARISH MATTERS**

**a) Environmental Maintenance Grant – to consider applying for the grant for 2016-17.**

**RESOLVED to approve the application for a £100 grant.**

**b) Defibrillator Purchase – for update.** The Clerk reported that there was already a defibrillator at the doctors surgery and discussions were taking place about whether this will be placed on the outside of the building.

**c) Website – for update** Clerk updated on the website and stated that it was currently being built and that it should be ready to go live by the end of May.

**191/16 HIGHWAYS**

**a) Rights of Way -To receive an update on the Parish Paths Partnership project. – no update.**

**b) Bollards – for update.** It was reported that Arthur Walpole in line with the wishes of the Parish Council from the beginning has requested that these be removed by Shropshire Council Highways.

**c) Vehicle Activated Signs –for update.** It was reported that this has now been installed and working well.

**d) Road Safety Concerns** – for update on previously raised concerns and the to consider new road safety concerns to be submitted to Shropshire Council for the parish. No update on previously reported concerns however the Clerk did report that the Parish Council’s request for the installation of double white lines to prevent overtaking on The Avenue had been turned down due to the fact due to strict guidance on the installation of double white lines it is unlikely that The Avenue would meet the criteria and therefore Shropshire Council are unwilling to pursue this request.

**192/16 CORRESPONDENCE** -To consider list of correspondence received since last meeting – circulated via email.

**RESOLVED to note the following correspondence.**

Post 16 transport assistance

SALC Information Bulletins

SALC training Appraisals, Discipline and Grievance training - Thursday 12th May 2016

Public Speaking training event - Tuesday 14th June 2016, 5.30pm - 7.30pm at Shirehall, Shrewsbury

Be a Better Councillor training - Wednesday 6th July at Dawley House Telford and Monday 13th June at Shirehall, Shrewsbury

Chairmanship Skills, Part 1 training - Tuesday 28th June 2016, 5.30pm - 7.30pm at Shirehall, Shrewsbury

Diversion of Footpath 7 (part) and Footpath 19 (part) under the provisions of the Highways Act 1980 s119

Shropshire Rural Hub Newsletter April 2016

Healthwatch Shropshire Offers New Service to Support NHS Complaints

Outdoor Partnerships Newsletter - Spring 2016 (JT)

Email from Shropshire Council re. introduction of new recycling collection service

Annual Town and Parish Emergency Planning Briefing 2016\_INVITATION 1.6.16 18.30-20.30 Shire Hall

**193/16 Meetings**

**a) To agree date and time of next meeting**

**RESOLVED that the next meeting will be on 4.7.16**

**b) Future meeting dates** – to confirm the dates, times and place of ordinary meetings of the Council for the year ahead. A discussion took place on the need to change meeting days as Tuesdays were difficult for the new chairman.

**RESOLVED to change meeting dates to the first Monday of every other month.**