

MINUTES of a meeting of **KNOCKIN PARISH COUNCIL** held in the Assembly Rooms,  
Knockin on Tuesday 9<sup>th</sup> May 2017 19.45

Present, C. Doyle, C. Keay (Chairman), A. Hutchinson,  
Clerk: P. O'Hagan,

- 1/17 ELECTION OF CHAIRMAN** - To elect the Chairman of the Council and to receive the Chairman's Acceptance of Office.

**RESOLVED to appoint Cllr Keay as chairman of the parish council**

- 2/17 ELECTION OF VICE CHAIRMAN** - To elect the Vice Chairman of the Council and to receive the Vice Chairman's Acceptance of Office.

**RESOLVED to elect Cllr Doyle as Vice Chairman.**

- 3/17 ACCEPTANCE OF OFFICE** - To note that all councillors declarations of acceptance of office were signed prior to the start of the meeting.

**RESOLVED to note that all declarations of acceptance of office of councillors present had been signed prior to the start of the meeting.**

- 4/17 TO ACCEPT APOLOGIES FOR ABSENCE**

**RESOLVED to accept the following apologies for absence  
M. Lawson, S Edwards.**

- 5/17 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. (councillors will be issued with updated code of conduct and register of interest forms) – none declared.

2. To consider dispensation applications. – none received.

- 6/17 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7.3.17**

**RESOLVED to confirm the minutes of the meetings held on 7.3.17 and they were duly signed as a true record.**

- 7/17 ANNUAL REVIEW OF COUNCIL REGULATIONS AND PROCEDURES**

a) To review standing orders and financial regulations.

Standing orders and financial regulations were reviewed

**RESOLVED not to make any changes to either document.**

b) To review Council representation on the following bodies

**RESOLVED to nominate the following councillors to represent the council on the following**

## **bodies**

ALC Local Area Committee - Chairman  
Neighbourhood Watch – Cllr Lawson  
Emergency planning officer – position now obsolete  
Parish Paths Partnership Officer – Pam Ward  
Local Joint Committee – Cllr Lawson

c) Assets register - To review Parish Council's assets register.

The Assets register was reviewed with no changes requested.

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

The complaints procedure was reviewed and it was;

**RESOLVED to consider this procedure at a future meeting once more information on a model procedure was available from SALC.**

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.

**RESOLVED not to make any changes or amendments.**

## **8/17 PLANNING MATTERS**

**a ) Planning Items for Information** – none received at time of publishing agenda.

**b) Planning matters for discussion** - none at time of publishing agenda

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

17/01656/FUL (validated: 08/05/2017) Address: The Heathwaen, Kinnerley Road, Kinnerley, Oswestry, Shropshire, SY10 8DA Proposal: Erection of partly open fronted garage/workshop building with first floor ancillary accommodation, external staircase and balcony at first floor level.

**RESOLVED not to object to the application.**

## **9/17 FINANCE AND ACCOUNTS FOR PAYMENT**

**a) Income** – to note income received  
Precept £10,000.

**b) Outstanding Payments for Approval**

**RESOLVED to approve the following payments;**

Payee	Amount	Cheque Number
ALC Subscription	158.34	10399

SP Manweb streetlighting power (1 <sup>st</sup> quarter)	25.45	10398
Knockin Assembly Rooms Grant	£4000.00	10401

**c) To consider other invoices received after the agenda has been sent out**

**RESOLVED to approve the following payment;**

Payee	Amount	Cheque Number
B. Townson Internal Audit	100.00	10400

**d) 2016- 17 Accounts - To approve the following**

1. To consider internal auditors report and to discuss findings

The internal auditors report was considered and it was;

**RESOLVED to note the report.**

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

The annual governance statement was considered and it was

**RESOLVED to answer yes to questions 1-9 on the Annual Governance statement which was duly signed by the Clerk and Chairman.**

3. To consider 2016-17 year end accounts and budget report

The 2016-17 year end accounts were considered and it was;

**RESOLVED to note the accounts.**

4. To approve part 2 of the Annual Return

Part 2 of the annual return was presented and it was;

**RESOLVED to approve part 2 of the annual return which was duly signed by the Clerk and Chairman.**

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

**RESOLVED to approve the quote received and enter into a 3 year long term agreement with AXA via Came and Company insurance brokers.**

Payee	Amount	Cheque Number
Came and Company	280.00	100402

**10/17 PARISH MATTERS**

**a) Co-option** – to consider any applications for Co-option onto the Parish Council

Councillors considered an application received from David Roberts for the vacancy and it was;  
**RESOLVED to co-opt David Roberts onto the Parish Council**

**b) Annual Parish Meeting** – to consider any matters raised – none raised.

**c) BT Public Payphones** – To note update with regard to proposed removals by BT. It was reported that the phone box opposite the doctors surgery was to be removed by BT due to its lack of use. However no information had been provided by BT as to when the box would be removed.

#### **11/17 HIGHWAYS**

**a) Rights of Way** -To receive an update on the Parish Paths Partnership project.  
An email received from Pam Ward concerning the partnership project was considered and noted.

**b) 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  
It was reported that no update had been received in time for the meeting but that the Clerk would request a full update in time for the next meeting. No other community concerns were raised or considered.

#### **12/17 CORRESPONDENCE** -To consider list of correspondence received since last meeting – circulated via email

##### **RESOLVED to note the following items**

SALC Bulletins

Corbet News

Connecting Shropshire broadband updates

NALC Chief Executive's Bulletin

Healthwatch, Shropshire - Press Release

Fundamentals for Councillors Training Wednesday 17th May 2017 and Thursday 29th June 2017 both events 5.30pm - 7.30pm at Shirehall, Shrewsbury.

Social Media training session - 5th June 2017, 2pm - 4pm at Shirehall, Shrewsbury

#### **13/17 Meetings**

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

**RESOLVED to note next meeting 11<sup>th</sup> July 2017**

**b) Future meeting dates** – to confirm the dates, times and place of ordinary meetings of the Council for the year ahead.

**RESOLVED** to change the date of bi monthly meetings to the 2<sup>nd</sup> Tuesday of every other month.

Meeting ended 20.30