

MINUTES of an ordinary meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms Tuesday 22<sup>nd</sup> March 2022 at 19.30.

Present - S Felkin, M Lawson , D Roberts (Chairman), S Burns, M Moseley  
Vince Hunt – Shropshire Council

**62/22 APOLOGIES**

a) To Accept Apologies and reasons for absence

**RESOLVED to accept the following apologies for absence J Manford, C Doyle.**

**63/22 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 any dispensation applications.

None received

**64/22 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

**65/22 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 11.1.22**

**RESOLVED to confirm the minutes of the meetings held on 11.1.22 and they were duly signed by the chairman as a true record.**

**66/22 REPORTS**

a) Police – none received

Shropshire Council – Cllr Hunt gave a report on recent initiatives at Shropshire Council.

Concern was raised about the damage caused to the landowners fences following trees falling on The Avenue during the storm before Christmas and the fact that the trees had not been cleared from land despite numerous requests. It was reported that the lodges at Paddock Lodge were still being occupied

Other reports from councillors and Clerk attending meetings or training courses on the council's behalf – none.

b) Clerks Progress report – for consideration

**RESOLVED to note the Clerk's progress report**

**67/22 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 received.

**68/22 FINANCE AND ACCOUNTS FOR PAYMENT**

a) **Financial Report** – to consider accounting statement

**RESOLVED to note the reconciliation statement**

b) **Outstanding Payments for Approval**

**RESOLVED to approve the following payments**

Payee	Amount	Chq number
P O'Hagan Salary 1.1.22-31.3.22		10543
HMRC 1.1.22-31.3.22	171.00	10544
Clerks expenses to 31.3.22	243.15	10545
Clerks reimbursement Scottish Power Bill	25.83	10546
SALC – reissued chq as chq541 lost	50.00	10547

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

d) **Direct debit** – To consider setting up a direct debt for Scottish power invoices

**RESOLVED to approve the establishment of a direct debit payment for Scottish Power Electricity invoices.**

e) **Internal audit**

i) Effectiveness of Internal Audit – to review

**RESOLVED to that the internal audit audit for 2020-21 was effecting for the following reasons**

Heading	Question	Answer	Detail
Scope of Internal Audit	Has the scope of the internal audit been discussed with the internal auditor to ensure that the audit covers all the relevant risk areas?	Yes	Covered as part of internal audit discussions March 2021
Independence	Is the internal auditor sufficiently independent, unbiased and objective?	Yes	
Competence	Does the internal auditor have sufficient knowledge to be able to carry out the audit?	Yes	Experienced auditor of Town and Parish Councils

<b>Relationships</b>	<b>Are the relevant responsibilities of members, Clerk/RFO and internal auditor defined?</b>	<b>Yes</b>	<b>Yes</b>
<b>Planning and reproofing</b>	<b>Is the body aware of a timetable of when the internal audit or audits will take place and when a report, if any, will be reported?</b>	<b>Yes</b>	<b>Council follows the guidelines Governance and Accountability for Smaller Authorities in England 2021</b>
<b>Review of 2020-21 process</b>	<b>Was the Council satisfied with the presentation of report and action plan of items arising from the 2020-21 internal audit?</b>		<b>Yes</b>

ii) Internal auditor - to appoint for 2021-22

**RESOLVED to appoint Bernard Towson as internal auditor for 2021-22**

**f) Finance Policies**

i. Financial Risk Assessment – to review  
The risk assessment was reviewed and it was

**RESOLVED to approve the financial risk assessment with no amendments**

ii) Internal Controls – to review  
Internal controls were reviewed and it was

**RESOLVED to approve the Parish Council's internal controls with no amendments.**

**g) Bank signatories – to agree to nominate two further bank signatories**

**RESOLVED to add Cllr Burns and Cllr Lawson as bank signatories.**

**69/22 PARISH MATTERS**

**a) Neighbourhood Fund – to discuss quotes received for play equipment for the Amenity Area.**

Three quotes received were considered and it was

**RESOLVED**

**To award the contract to Ray Parry Playgrounds for the supply, delivery and installation of the following play equipment on Knockin Amenity Area**

- **One timber swing c/w 1 flat and 1 cradle seat inclusive of grass mat safer surfacing**
- **One double deck unit 03 c/w 1200mm high stainless-steel slide, inclusive of , grass**

**mat safer surfacing.**

Prior to the placing of the order it was agreed to arrange a meeting with Ray Parry and the Parish Clerk, Cllr Roberts, Cllr Burns to agree the most suitable location for the equipment.

**b) Village Walls and tree removal – for update.**

Disappointment was expressed about the tone of the responses received from The Bradford Estate on this matter. A general discussion took place and councillors stated that they were at a loss as to understand who the owner of wall was

**RESOLVED**

- **not to proceed with the application to remove the tree until ownership of the wall has been ascertained.**
- **to raise the issue of the conditions of the wall adjacent to the Highway with Shropshire Council Highways.**

**c) Platinum Jubilee – to agree date for village meeting to discuss event and tree planting.**

It was reported that the tree had been planted and a plaque was due to be fixed. A discussion took place on plans for the Jubilee weekend

**RESOLVED**

- **to provide access to the village hall and amenity area free of charge on Sunday 5<sup>th</sup> June to enable a community picnic to be held**
- **that Cllr Burns would be the main contact for organisation of the picnic and that details will be included in the May Telescope newsletter.**

**d) Governance Review – to consider.** A full discussion took place on this matter and options open to the Parish Council. The view was expressed that if the Parish were to combine with a neighbouring council then this could have a detrimental effect on some the assets in the parish, like the Village Hall, that were supported financially by the Parish Council. The Clerk confirmed that no approach had been made by neighbouring Councils.

**RESOLVED not to progress with a governance review at this time.**

**e) Code of Conduct – to consider adoption of**

**RESOLVED to adopt the LGA code of conduct with no amendments.**

**70/22 HIGHWAYS**

**a) Rights of Way** -To receive an update on the Parish Paths Partnership project – none received.

**b) Footway Request Kinnerley Road – to consider correspondence on this matter**

It was reported that no update had been received on this request.

**71/22 CORRESPONDENCE** -To consider list of correspondence received since last meeting – circulated via email

**RESOLVED to note the following items**

- a) ALC / NALC Updates
- b) PCC Updates

**72/22 MEETINGS**

- a) To agree date and time of next meeting

**RESOLVED that the next meeting will be held Tuesday 10<sup>th</sup> May with the Annual Parish Meeting starting at 19.00 and Annual Parish Council meeting at 19.30**

**Meeting ended 20.40**

DRAFT