

MINUTES of the meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Tuesday 5th Nov 2024 at 19.30.

Present – Councillors: Cllrs S Burns (presiding), S Lewis, Hugh Jones, J Manford, D Mitcham, Monica Mosley.

Proper Officer: Lydia Bardsley

Also present: Shropshire Cllr Vince Hunt.

Meeting started: 19.38.

77.24 Apologies for Absence

Cllr Burns took the chair and opened the meeting. Apologies were received from Cllr Roberts. These were **NOTED**.

78.24 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.**

Cllr Mitcham declared an interest in item: 82/24b (iv) Planning decision for Proposed Dwelling Adjacent The Old Stables, Kinnerley Road, Knockin. As no Council discussion or decision is required for this item, it was **NOTED** that it may not be necessary for Cllr Mitcham to leave the room for this item.

b) **To consider any applications for dispensation.** None received.

79.24 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Council meeting held on 09.07.24.

It was **RESOLVED** to confirm the [minutes of the Council Meeting held on 10.09.24](#) and a copy was signed by the Chair as a true record.

80.24 Public Participation (incl. presentation from Bradford Estates on Knockin phase 2 development and Public space).

To allow public participation in accordance with the Council's Standing Order procedure.

It was **NOTED** that Bradford Estates had postponed their presentation until January 2025. No other members of the public present.

81.24 Reports

a) **Clerk's Progress Report – Consider matters arising since the last meeting.**

1. Remembrance Day (wreath purchase and commemorative arrangements)

It was **RESOLVED** to ratify the use of power of Local Govt. Act, 1972, s.137 for purchase of wreath and that this spend is commensurate with the benefit to the local community. **NOTED** that Cllr Burns will lay the wreath on behalf of the Council, and that it would be the first time that former Cllr Lawson would not be doing this.

2. Amenity area goal posts

Cllrs Jones and Mitcham had completed two coats of paint on the goal posts. Safety inspector had also confirmed there are no more concerns about structural stability or installation of the goal posts, and no further action is required. **NOTED.**

3. Website server updates

Clerk informed PC of some server updates that had been completed at request of Info Solutions. **NOTED**

4. SLCC membership (possible split with Clive PC)

After discussion, it was **RESOLVED** to make a contribution of £73 to Clive Parish Council towards SLCC membership for Clerk.

b) Play Area and Defibrillators – Receive reports

Cllr Jones reported no issues with play equipment. It was **AGREED** that the Clerk will keep paper records of PC inspections along with annual RoSPA inspection paperwork.

Defib label with Clerk contact details **Complete.**

c) Police Report – Consider the monthly report.

The PC noted the recent report with no concerns raised for Knockin parish. It was **NOTED** that the Clerk had submitted the following as police charter priorities:

1. Speeding, 2. Anti-social behaviour, and 3. Rural crime.

Clerk will check SNT has received previous priorities and will ask if it would be possible to have a police representative at meetings in future.

d) Shropshire Councillors Report – To receive a report from Cllr Vince Hunt.

The Chairman welcomed SC Cllr Vince Hunt who gave the following update:

- Briefing on new booking system for (household recycling centres (HRCs) had been circulated which he had found very useful. Kent Council report is enlightening, and shows system is very successful despite initial pushback. Recycling increased substantially there as operatives have more time to assist residents.
- Highlighted that residents must bring proof of address to HRC appointments to show they live in county area, due to problems with people coming across county border to use this service. Questions were raised about people from outside Shropshire helping elderly relatives or doing house clearances if they themselves don't live in the county. Cllr Burns will liaise with Cllr Hunt about the process for this.
- SC currently in process of vacating Shirehall over 3 phases. The move will save around £100k.
- SC in very difficult financial situation. £0.88 out of every pound spent goes towards adult and social care, leaving very little left over for other areas.
- £925m of govt funding has been allocated to improve bus services across country. If SC bid is successful, county might get significant funding towards Sunday buses, etc.
- Local Plan Review – Inspector hearings are on hold for now.
- Cllr Hunt is on Northern Planning Committee – Cllrs can do a 21-day call-in if PC disagrees with officer decision and there is a reason in planning policy why application needs to be heard by committee. Committee does have pre-planning meeting where they go through all applications in the north Shropshire area. It's rare that they refuse a request for decision by committee.
- Cllr Hunt also advised that the PC can make suggestions for conditions to mitigate impact if they think an application it does not support will be approved by Planning authority.
- Cllr Hunt apologised that he can't attend remembrance event in Knockin as he has already committed to other memorial events.

The Chair thanked Cllr Hunt for the report and he gave his apologies and left the meeting at 20.11.

e) Councillor Reports – To consider report from Councillors (training courses attended, meetings attended as council representatives).

Cllr Lewis and Burns gave an update on SALC Oswestry Area Committee meeting.

- Everything in SC was effectively on hold until govt budget announced.

- Clerk will pass on feedback to OAC chair, as meeting was not an especially positive experience.

82.24 Planning

a) To consider planning applications and agree comments

- I. **Address:** [The Heathwaen, Kinnerley Road, Kinnerley, Knockin, Ref: 24/04072/FUL](#)
Proposal: Extensions and alterations to dwelling
Comments deadline: 27.11.2024

After discussion and a vote, it was **RESOLVED** to SUPPORT with the following comments:

It was noted that the applicants have altered previous plans to take into account pre-application advice. It was felt that the proposals will improve the property.

b) To note recent planning decisions and appeals published by Shropshire Council

- I. **Address:** [Ivy House Farm, Knockin, ref: 24/03899/DIS](#) (no comments invited)
Proposal: Discharge of Conditions 6 (EPS Licence) and 7 (Bat Report) relating to Planning Permission 16/03099/VAR
Decision: Pending consideration

NOTED

- II. **Address:** [Ivy House Farm, Knockin, ref: 24/03863/DIS](#) (no comments invited)
Proposal: Discharge of condition 3 (External materials), condition 4 (Archaeology WSI), condition 5 (EPS Bat licence), condition 10 (Bird box info) and condition 13 (External lighting) for the conversion of redundant farm buildings into three dwellings) relating to 23/05027/FUL.
Decision: Pending consideration.

NOTED

- III. **Address:** [Ivy House Farm, Knockin, ref: 24/03855/DIS](#) (no comments invited)
Proposal: Discharge of condition 3 (Roof construction details), condition 4 (photo survey), condition 5 (Wall and floor upgrade details), condition 6 (Service installations), condition 7 (Roofing materials), condition 8 (Roof windows), condition 9 (Repointing and mortar info), condition 10 (Brick bond and brick type) and condition 11 (Window and external door details) for the conversion of redundant farm buildings into three dwellings relating to 23/05028/LBC.
Decision: Pending consideration.

NOTED

- IV. **Address:** [Proposed Dwelling Adjacent The Old Stables, Kinnerley Road, Knockin, ref: 24/03879/DIS](#) (no comments invited)
Proposal: Discharge of Conditions 3 (Drainage), 7 (Brickwork Bond and Type) and 8 (Joinery) relating to OS/09/15915/FUL
Decision: Pending consideration

NOTED

83.24 Assets and Administration

a) Asset Inspections– Discuss and agree actions

Nothing to note.

b) Bradford Arms clock service agreements – To consider quote for 3 yr service agreement

After discussion, it was **RESOLVED** not to take out a multi-year service agreement with Smith of Derby for the Clock, and just keep an annual service agreement for £355+ VAT/year.

c) Grounds maintenance contracts - Discuss and agree actions

The jobs list from GMS Knockin was **NOTED**. It was **AGREED** there is no need to formalise the arrangement at present. It was **FURTHER NOTED** that GMS had mentioned ivy covering bridge at Cattle drink at Weir (w3w ref: robe.perfumed.sway) and whether the PC want this removed. It was **NOTED** that this is not a PC asset, it is Bradford estate's responsibility. It was **AGREED** that Clerk will contact Steve Farrow at Bradford Estates to raise these concerns again. It was **FURTHER NOTED** that

the tree affecting the wall is not a millennium tree planted by the PC, it is an old tree that has been there a long time.

- d) Parish Council Website, gov.uk domains, and emails – Consider quotes and decide whether to move to a new website, with gov.uk domain, and/or emails

After consideration of the various options and estimates, it was **RESOLVED** to:

- Website – set up new website with Hugo Fox at a cost of £9.99 per month +VAT. Cllr Burns will ask a member of the public with marketing experience to take some photos and possibly some videos for the new website.
- Cllr emails: It was **AGREED** to carry on using existing emails for now and not set up gov.uk email accounts.
- Gov.uk domains – It was **AGREED** the Clerk will ask Hugo Fox for a price for just 1 email account (believe this is needed for a gov.uk domain). If not too expensive PC will apply for a gov.uk domain with Hugo Fox (domain name TBC).

84.24 Finance and Accounts

a. Approve/ratify the following payments:

- BACS29, Shropshire Community Resource membership fee, £35.00 (no VAT) – paid 17.09.2024
- DD, ICO annual registration fee, £35.00 (no VAT) – to be paid 04.11.2024
- BACS30, Clerk, Nov staffing costs incl. National Salary Award backpay, HOA, mileage, expenses, £583.39 (of which £12.78 VAT) – to be paid 29.11.2024
- BACS31, HMRC, Nov PAYE/NICs, £ 117.40 (no VAT) – to be paid 29.11.2024
- BACS32, Cllr D Mitcham, expenses reimbursement, £68.78 (of which £4.15 VAT)
- BACS23, Clerk, Dec staffing costs, £407.10 (no VAT) – to be paid 27.12.2024
- BACS24, HMRC, Dec PAYE/NICs, £99.40 (no VAT) – to be paid 27.12.2024
- DD, Unity Trust, monthly bank account fee (Oct), £5.40 (no VAT)
- BACS25, GMS Knockin, Annual grass cutting and maintenance, £1608, (of which £268.00 VAT)
- BACS26, Clive Parish Council, contribution towards SLCC membership fee, £73.00 (no VAT) (as per agenda item 81.24a).

b. Receipts and payments up to 31 Oct 2024 – Council to approve and sign

c. Bank statements Sept and Oct 2024 – Council to approve and sign

d. Reconciliation up to 31 Oct 2024 - Council to approve and sign

It was **RESOLVED** to approve and sign the above items b, c, and d.

e. Q2 budget monitoring report – Council to receive and note

The Q2 budget monitoring report was **NOTED**.

f. Draft budget 2025-26 – Council to consider and amend/provisionally approve

It was provisionally agreed to budget £3900 as a contribution to Knockin Village Hall. After discussion it was **RESOLVED** that Clerk will revise the draft budget to give an overall precept increase of 4% and re-circulate, with any surplus either to go in General Reserves, or as an additional one-off grant to VHC for specific improvements e.g. painting/curtains etc., or some other community benefit grant or group. This will be reviewed and finalised in Jan 2025.

85.24 Government consultations – Council to agree response

a) [Remote attendance and proxy voting at Local Council meetings](#) (deadline 19.12.2024)

After consideration it was **AGREED** Clerk will draft responses and circulate to Cllrs for approval prior to submission.

86.24 Defibrillator/CPR training – Council to receive update and agree actions

It was **NOTED** that no one had registered their interest in this training at present. It was **AGREED** that Clerk will ask trainer for availability in March 2025.

87.24 Highways

a) To consider Highways matters/concerns and agree actions

Update on existing concerns:

- Kinnerley Rd past medical centre: SC Cllr Hunt had contacted Highways after last meeting, Cllr Mitcham will follow up.

b) Community Speed Watch – To receive update from Cllr Manford and agree actions

Cllr Manford had not heard back from Oswestry SNT police speed representative yet but will chase. Police will have to check chosen locations to ensure they meet criteria, and Knockin must have speeding as a priority on local policing charter. CSW groups need at least 6 volunteers to conduct speed checks, with at least 3 vols at a time. Road has to be straight and 30/40mph.

88.24 Correspondence

To note/discuss correspondence received and agree actions:

a) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters

b) RAF Shawbury Helicopter Liaison Group newsletter (13.09.2024) – Concerns about very low flying over houses. **AGREED** Clerk will ask RAF Shawbury liaison for Clive PC whether anyone could attend a PC meeting in Knockin. Clerk will also ask about possible volunteers to help with community projects, e.g. painting Village Hall.

c) Oswestry Rural police newsletter (14.09.2024), Local Police Charter priorities (02.10.2024) and PCC newsletter (08.10.2024 and 04.11.2024)

d) Lezley's Leader update (30.09.2024)

e) Meverley Bridge update (04.10.2024)

f) Shropshire Council Exploring Further Options update (08.10.2024)

g) SALC AGM 30.10.2024 invite (14.10.2024)

h) SC Flooding information request (17.10.2024)

i) SC news re. pension credit and winter fuel allowance (17.10.2024)

j) Parish-wide meeting re. SC finances, draft mins and SC responses to questions (15.10.2024 and 18.10.2024)

k) SC Fix My Street update (22.10.2024)

l) SALC Oswestry Area Committee meeting 21.10.2024 invite and draft minutes (26.10.2024)

m) New recycling centre booking system (28.10.2024)

n) Community Resource – Warmer Winter Appeal 2024 (05.11.2024)

All NOTED

89.24 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.***

- Websites, gov.uk domains
- Finalise budget and precept
- Presentation from Bradford Estates re. Knockin Phase 2 proposals and heritage assets
- Wall next to tree – It was **NOTED** that this is not a parish asset and Bradford Estates need to be notified so they can address the safety concerns.

90.24 Date and Time of Next Meeting

To note the date and time of the next meeting. Tuesday 7th Jan, 7.30pm.

Next meetings: 4th March, 6th May, 1st July, 2nd Sept, 4th Nov 2025.

There being no further business the meeting was closed by the Chairman at 21.33