

**MINUTES** of the meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Tuesday 7<sup>th</sup> Jan 2025 at 19.30.

Present – Councillors: Cllrs H Jones, S Lewis, J Manford, M Mosley, D Roberts (Chairman).

**Proper Officer:** Lydia Bardsley

**Also present:** Viscountess Eliza Newport and Steve Farrow (Bradford Estates), Public: 17.

Meeting started: 19.31.

#### 97.24 Apologies for Absence

Cllr Roberts opened the meeting, and welcomed members of the public, and Countess Eliza Newport and Steve Farrow from Bradford Estates. Apologies were received from Cllr Burns and Cllr Mitcham. These were **NOTED**.

#### 98.24 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.

No declarations made.

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

#### 99.24 Confirmation of the Minutes

a) To approve and authorise the signing of the Minutes of the Council meeting held on 05.11.24. It was **RESOLVED** to confirm the [minutes of the Council Meeting held on 05.11.24](#) and a copy was signed by the Chair as a true record.

b) To approve and authorise the signing of the Minutes of the extraordinary Council meeting held on 17.12.24

It was **RESOLVED** to confirm the [minutes of the extraordinary Council Meeting held on 17.12.24](#) and a copy was signed by the Chair as a true record.

#### 100.24 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.

The Chair introduced Viscountess Eliza Newport to the meeting. She gave a presentation and answered questions on the proposals for stage 2 development in Knockin and public space assets.

Key points of the discussion included:

- Site is pre-allocated in Shropshire Local Plan for up to 25 units on the land. They are working closely with SC, and the estate plans to put in a pre-application soon. This is concept stage. Plans are not fully developed yet, some reports and surveys are not yet available.
- They are looking to get feedback from community and PC to help shape plans for an eventual FUL application. Resident concerns are really useful at this stage and feedback will be incorporated into future proposals.

- Architects/designers have visited site and have taken photos to be inspired by local vernacular. Estate is invested in creating something high quality and aims to keep project in house as much as possible. They don't plan to sell to another developer, but want a partner to help bring vision to life.
- Initial flood report completed, can't actually fit full 25 plots on the site as need to allow buffer between weir brook.
- Estate has not held detailed conversations with SC yet about specific mix of houses. SC may want them to move some things around, or have more 3-bed houses, etc.
- Landscaping – aiming for a village feel, climbing plants, hedgerows, almost no man-made fencing.
- Drawings shown are an inspired sketch of what proposed dwellings *could* look like. There is a design meeting with SC in 2-3 weeks, so it is subject to change. Firm designs/drawings won't be available until Estate puts in an FUL application.
- They haven't done a full sewage survey yet, no details on trenching and specific drainage plans at this stage. Current plan would be a private drainage system with mini station, but this is not fully explored yet. Estate are happy to share report once available. Hope to be able to design drainage system properly to avoid bad smells.
- Flooding concerns – Serious concerns were raised by residents (affecting at least plot 20 and plot 11, as well as neighbouring fields) and will be passed on to Bradford estates flood risk team. Extreme weather needs to be taken into account by Estate. SC planning officers will take flood risk into account when considering eventual application and won't grant permission if it's too risky. Estate will have to provide system for how water and drainage will be managed. Estate won't be allowed to build if proposals will negatively impact neighbouring fields.
- Site access – resident concerns about volume of traffic on narrow access lane, and how it will cope with residential, construction, and refuse vehicle traffic, as lane it is not wide enough for vehicles to pass currently. SC Highways will be able to advise on specific requirements, Estate won't be able to do anything that Highways haven't approved.
- Number of dwellings – Shropshire needs housing. 25 units allocated in Local Plan, but not necessarily feasible. Unable to specify what minimum no. of houses is for project to be financially viable. No. of properties will impact requirements for drainage and flood risk.
- No plans to develop field on Kinnerley Rd; Estate are focussing on Local Plan site allocations.
- Timeframes – it may take a year to get through planning process, if permission is granted construction could start in 2026.
- Wildlife/ecology – Field is unused and effectively a wildlife meadow now. Estate must complete Biodiversity Net Gain (BNG) study and will account for existing wildlife and add 10% more. Future BNG plans will depend entirely on what wildlife is found in study.

During the discussions key concerns were raised by residents which included:

- Frequent flooding on field already; water flows over field, can be chest height. Will affect plot 20 and plot 11 and neighbouring fields.
- Bad smells already from the SC managed drainage system, concerns additional houses will exacerbate this.
- Traffic concerns, access and egress
- Ecological impact

Steve Farrow then spoke about historical assets:

- Requirement to deliver public gain, open space etc., as part of proposal. This can be delivered on site, or elsewhere in parish.
- Community assets currently owned by Bradford Estate – Jubilee chair, Old Pound, Sheep dip, and War Memorial. With a s.106 agreement the Estate can potentially gift these to community. There would be some requirement to put structures in better order than they are now, and potential dowry for future maintenance (Estate don't want assets to be considered a burden but a benefit).

Councillors had concerns about how much work is to be done to improve and maintain walls especially around sheep dip. Serious H&S risks as kids play here, and work needs to be done on the walls regardless of the current development proposals or future s.106 agreements.

Residents suggested Estate could offer something beyond assets that already exist, to make Knockin even better, e.g. tarmac the Village Hall car park. Estate welcomed the suggestion and asked for suggestions in next few weeks to feed into SC meetings. Another suggestion was a nature reserve on part of field that floods the most, but this would depend on outcome of flood report.

Estate are happy to continue liaising at various points through the planning process, and could come to another Council meeting again at next round of designs, potentially with highways and drainage consultants.

The Clerk will let Viscountess Newport know when the PC can share suggestions for possible community benefit/public gains linked to the proposed development.

The Council thanked representatives of Bradford Estates for their time and they left the meeting at: 20.26.

The Chairman also thanked the public for their attendance, the PC will keep the community informed.

All members of the public (except 3) left the meeting at 20.27.

Remaining members of the public reiterated concerns about bad smells at the reed beds. The system was working previously, but is now over capacity. This has been reported to SC by the previous clerk.

2 x members of the public left meeting at 20.37.

## 101.24 Reports

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

I Remote meetings consultation response – submitted 17.12.2024 **NOTED**

II Oswestry Post Office proposed closure - Council to ratify decision to support OAC motions for extraordinary meeting of Oswestry TC.

It was **RESOLVED** to ratify the above.

### b) **Play Area and Defibrillators – Receive reports**

Cllr Jones reported no issues.

AED: Clerk will liaise with The Circuit to transfer over management of AED on Circuit to the Parish Council from previous guardian (member of the public). Cllr Jones had shared the relevant equipment information.

### c) **Police Report – Consider the monthly report, agree quarterly police charter priorities, and consider response to Neighbourhood Matters survey.**

The PC noted the recent report with no concerns raised for Knockin parish. It was **RESOLVED** to keep the same police charter priorities as before (1. Speeding, 2. ASB, 3. Thefts (farms), for the next three months. It was **FURTHER RESOLVED** to request monthly reports and quarterly attendance at Council meetings.

Neighbourhood Matters survey: It was **RESOLVED** that Cllr Jones will complete this survey and return to the clerk for submission to the SNT.

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

No report.

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

No reports.

## 102.24 Planning

a) **To consider planning applications and agree comments**

No new applications received

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: **Approved**
- 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.**
- 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.**
- 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: **Approved**
- V. **Address: [The Heathwaen, Kinnerley Road, Kinnerley, Knockin, Ref: 24/04072/FUL](#)**  
Proposal: Extensions and alterations to dwelling  
Decision: **Permission granted**
- VI. **Address: [Vine Tree Cottage, Knockin, ref: 24/04324/TCA](#)**  
Proposal: Removal of various trees (see plan) within Knockin Conservation Area  
Decision: **Pending consideration.**
- VII. **Address: [Kinnerley Road Lodges, Kinnerley Road, Kinnerley, ref: 24/04473/FUL](#)**  
Proposal: Proposed change of use of existing holiday lodges (C1/sui generis) to residential dwellings (C3) and associated works  
Decision: **Pending consideration.**
- VIII. **Address: [Old Post Office Knockin Oswestry, ref: 24/04442/FUL](#)**  
Proposal: Erection of 3no. dwellings, associated garaging and alterations to access  
Decision: **Pending consideration.**

## 103.24 Assets and Administration

a) Asset Inspections– Discuss and agree actions

No concerns with Parish Council assets.

b) Parish Council Website and gov.uk domains – Receive update and agree actions

It was **NOTED** that Parish Domain Helper Service had confirmed that the PC did not need a gov.uk email address to administrate a gov.uk domain as long as it is a Council-owned email address. It was **FURTHER NOTED** that CDDO funding would not be available for a Hugo Fox gov.uk website (as gov.uk registration, maintenance etc. is included in the cost of website provision), funding would only be applicable to associated gov.uk emails. After discussions, it was **RESOLVED** that:

- Website – Clerk to set up an account with Hugo Fox for a new PC website
- Clerk to request that this be a gov.uk website with the following gov.uk domain: knockin-pc.gov.uk
- Clerk to start building basic structure of website along lines of Clive PC example.

c) Bradford estates assets (wall at cattle drink and ivy on bridge) – Receive update on safety concerns and agree actions

No update received. Bradford estates had mentioned earlier in the meeting that they don't believe cattle drink is their asset.

## 104.24 Finance and Accounts

a. Approve/ratify the following payments:

It was **RESOLVED** to approve/ratify the following payments:

- DD, Unity Trust, Oct account fee, £6.00 (paid 30.11.2024) – **RATIFIED**
  - DD, Unity Trust, Nov account fee, £6.00 (paid 31.12.2024) – **RATIFIED**
  - BACS36, Clive Parish Council, SLCC contribution (previous payment attempt did not go through), £73.00 – paid 03.01.2025 - **RATIFIED**
  - DD, Unity Trust, Dec account fee, £6.00 – due 31.01.2025
  - BACS37, Clerk, Jan staffing costs HOA, mileage, expenses, £419.18 (no VAT) – to be paid 31.01.2025
  - BACS38, former clerk, Backpay owed from National salary award, £38.76 (no VAT)– to be paid 31.01.2025
  - BACS39, HMRC, Jan PAYE/NICs, £ 109.20 (no VAT) – to be paid 31.01.2025
  - BACS40, Clerk, Feb staffing costs, HOA, mileage, expenses, £408.38 (no VAT) – to be paid 28.02.2025
  - BACS41, HMRC, Feb PAYE/NICs, £99.60 (no VAT) – to be paid 28.02.2025
  - DD, Unity Trust, monthly bank account fee (Jan), £6.00 (no VAT) – to be paid 28.02.2025
  - BACS42, AED Donate, annual maintenance contract, £149.99, (of which £25 VAT) – awaiting invoice but cost confirmed.
- b. Receipts and payments up to 31 Dec 2024 – Council to approve and sign
- c. Bank statements Nov and Dec 2024 – Council to approve and sign
- d. Reconciliation up to 31 Dec 2024 - Council to approve and sign

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

e. Q3 budget monitoring report – Council to receive and note

The Q3 budget monitoring report was **NOTED**.

f. Draft budget 2025-26 – Council to consider and finalise budget and agree precept request for 2025-26

After discussion and some revisions, it was **RESOLVED** to set an income budget of £0, and a payments budget of £17,712. It was **RESOLVED** to request a precept of £17,712. This represents a 2% increase on the 2024-25 precept, and equates to a 2.07% increase in band D council tax equivalent (£2.43 increase in real money). The Clerk will complete and submit the precept request forms to Shropshire Council.

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

It was **NOTED** that Wrexham Rural First Responders had confirmed a training date of Saturday 22<sup>nd</sup> March 2025, from 10am-12pm at Knockin Village Hall. They have their own AV equipment and will just need chairs and a table for

a projector. There is no charge for the training but they would like to put out a bucket for donations to Wrexham Rural First Responders.

It was **AGREED** that Cllr Jones will put something in Telescope to promote this event and encourage residents to book a place.

The Clerk will check with trainer about flyer/poster and Cllr Manford will put flyers through doors.

## 106.24 Highways

- a) To consider Highways matters/concerns and agree actions
  - Drains blocked by Jubilee chair and Morton bridge.
  - Hedges need cutting alongside sewage works at Maesbury road junction with A483.
- b) Community Speed Watch – To receive update from Cllr Manford and agree actions

Cllr Manford gave an update:

7 volunteers so far, including himself and Cllrs Moseley, Jones, and Lewis. Cllr Manford is happy to stay as coordinator, and will do a flyer drop to encourage more residents to join. Cllr Jones has written some text to promote in the Telescope.

Cllr Manford will send details off to Oswestry SNT and will contact volunteers to arrange questionnaires, background checks, survey road locations. The police are very much in support of a CSW group in Knockin. Cllr Manford has invited volunteers for an informal meet up Weds 15<sup>th</sup> Jan.

## 107.24 Correspondence

**To note/discuss correspondence received and agree actions:**

- a) West Mercia Police PCC newsletter (23.12.2024)
- b) SALC training dates (20.12.2024)
- c) Shropshire project gigabit Stakeholder update (16.12.2024)
- d) Knockin Precept request form (12.12.2024)
- e) Shropshire Council draft budget 2025-26 consultation (deadline 26.01.2025) (12.12.2024)
- f) Defibrillator management (correspondence from resident) (17.12.2024)
- g) Update from Oswestry Town Council on Willow Street Post Office (12.12.2024)
- h) Oswestry Area Committee meeting invite 06.01.2025
- i) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- j) Roadworks: Unnamed road Kinnerley 27-29.01.2025 (verge excavation and drain repairs)
- k) RAF Shawbury response re. low flying and community projects (25.11.2024)
- l) Chairs' Network meeting invite 15.01.2025 (14.11.2024)
- m) SC Fly tipping briefing note (11.11.2024)
- n) November govt budget Employers' NI update (SALC) (06.11.2024)
- o) Freedom Fibre webinar invite 12.11.2024 (07.11.2024)

**ALL NOTED**

## 108.24 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.***

- Fence panels in amenity area need replacing. Cllr Roberts will see if he can pick up some panels.
- Cllr Jones will put something in Telescope re. Bradford Estate presentation at meeting.

## 109.24 Date and Time of Next Meeting

To note the date and time of the next meeting. Tuesday 4<sup>th</sup> March, 7.30pm.

There being no further business, the meeting was closed by the Chairman at 21.17