

**MINUTES** of the meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Tuesday 9<sup>th</sup> July 2024 at 19.30.

Present – Councillors: D Roberts (Chairman), S Burns, J Manford, D Mitcham, Hugh Jones, Monica Mosley.

**Proper Officer:** Lydia Bardsley

**Also present:** 1 member of the public.

#### 48.24 Apologies for Absence

Apologies were received from SC Cllr Vince Hunt. These were **NOTED**.

#### 49.24 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. None declared.
- b) To consider any applications for dispensation. None received.

#### 50.24 Confirmation of the Minutes

To approve and authorise the signing of the [Minutes of the Annual Meeting of the Council held on 14.05.24](#).

It was **RESOLVED** to confirm the minutes of the Council Meeting held on 14.05.24 and a copy was signed by the Chair as a true record.

#### 51.24 Recruitment of Clerk

To ratify the Recruitment Panel's appointment and note that the contract of employment has been signed. Agree probationary period.

It was **RESOLVED** to ratify the appointment of the new clerk and that the probationary period would be 13 weeks from the start date.

#### 52.24 Public Participation

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

No comments raised.

#### 53.24 Reports

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

1. Matters arising from the APM – Smell of sewerage from the Pumping Station (Church View), reported to Severn Trent (ref: 2005677301) and condition of the garages on Church Lane, STAR Housing are investigating. Someone has been out today.

- b) Play Area and Defibrillators – Receive reports.

Cllr Jones reported that checks had been completed and there were no issues. He has received new pads for the defibrillator so will fit these in the morning.

- c) **Police Report** – Consider the monthly report and note the Local Policing Charter priorities. The latest police report was **NOTED** which included:
- Staff changes - Kurt Mabe and Stuart Carroll now covering Oswestry Rural South
  - No policing issues reported for Knockin specifically.

The police charter priorities submitted in June for Knockin were: Speeding, and anti-social behaviour, however the police newsletter has Speeding, Thefts from farms, and Speeding listed as priorities for Knockin.

PCC survey - It was **AGREED** that Cllr Jones would fill out a draft survey response and circulate to rest of Council for approval over email and submission before the deadline of 5<sup>th</sup> August, and ratification at Sept PC meeting.

- e) **Shropshire Councillors Report** – To receive a report from Cllr Vince Hunt.  
No update received.
- d) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).  
No reports.

#### 54.24 Council Policies and Procedures

- a) To review financial regulations.

After consideration it was **RESOLVED** to adopt the new model Financial Regulations as amended.

- b) Consider adopting a Defibrillator Maintenance and Inspection Policy  
It was **AGREED** no policy is needed. Cllr Jones will check if the defibrillator has a label with contact details for return after deployment.

#### 55.24 Planning

- a) To note recent planning decisions published by Shropshire Council
- I. **Site Address: Kinnerley Road Lodges, Kinnerley Road, Kinnerley, Shropshire.**  
**Description of development:** Proposed change of use of existing holiday lodges (C1/sui generis) to residential dwellings (C3) and associated works  
**Application reference:** [23/05025/FUL](#)  
**Planning Inspector ref:** APP/L3245/W/24/3343394  
**Appeal reference:** 24/03270/REF (deadline for representations 25.07.2024)

It was **RESOLVED** that no action is needed.

- II. **Site address: Ivy House Farm, Knockin, Shropshire**  
**Description:** Discharge of conditions 8 (Boundary Walls/Fences), 9 (Car Parking), 11 (External Lighting), 12 (Bird Boxes) and 13 (Swallow Nesting) of planning permission 10/05252/FUL  
**Application reference:** [24/02395/DIS](#)  
**Decision:** Discharge Conditions Approved

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

- b) Consider the following Planning Applications:
- II. **Reference:** [24/02162/FUL](#) (validated: 04/06/2024)  
**Address:** 2 St Marys Close, Knockin, Oswestry, Shropshire, SY10 8GY  
**Proposal:** Two storey side extension with installation of roof lights.

It was **RESOLVED** to SUPPORT with the following comments:

The plans seem to be line with alterations made to nearby properties, and the Council is not aware of any objections from neighbours at the time of the meeting. Therefore there are no objections from councillors.

- c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.

None received.

## 56.24 Finance and Accounts

- a) Approve and ratify the following accounts for payment. The following payments were APPROVED.

- Unity Trust, quarterly service charge, £18.00 (paid by DD 30.06.2024)
- BACS10: Clerk, June salary and expenses, £337.20 (final payment paid 28.06.2024, P45 issued)
- BACS11: New Clerk, June Salary (pro-rata, start date 17.06.24) and expenses, £166.55 – paid 28.06.24
- BACS12: HMRC, June PAYE and NIC payments, £119.60 – paid 28.06.24
- BACS13: Web Orchard, Website hosting & support contract – £246.24 (of which £41.04 VAT)
- BACS14: Knockin Village Hall, Annual donation (as per the 24/25 agreed budget), £3711.00
- BACS15: Smith of Derby, Bradford Arms clock, on site checks, set up etc., £210.00 (of which £35.00 VAT)
- BACS16: Whittington Parish Council, Donation for printing costs, £42.00
- BACS17: New clerk, July Salary and expenses, £348.50 – to be paid 26.07.24
- BACS18: HMRC, July PAYE and NIC payments, £81.80 – to be paid 26.07.24

It was **NOTED** that the Clerk is querying the following invoice as SC had confirmed the switch had completed on June 1<sup>st</sup> so there should be no Scottish Power charge for that month.

- Scottish Power, Streetlight energy Q1, £63.09 (of which £3.15 VAT)

- b) Income – To note income received and to note refund from SALC for overcharge on SALC Affiliation Fees.

- VAT refund - £3718.50 (03.05.24)
- SALC refund - £423.46 (24.06.2024)

### **NOTED.**

- c) Reconciliation - To approve the bank reconciliation up to and including 30.06.24

The reconciliation was **APPROVED**.

- a) Q1 budget monitoring report – To note

It was **RESOLVED** to **NOTE** the above report. It was **FURTHER NOTED** that the PC had been budgeting funds for elections reserves since at least 2019-20 but that the balance of this reserve had not been increased accordingly each year, i.e. the funds had been going into general reserves instead. Taking into account the £100 that was budgeted for 2024-25, the Elections reserve total is now recorded as £1600.

- d) Signatories – Discuss and agree required updates to the bank mandate.

It was **RESOLVED** that the following people would be **added** to the bank mandate with online banking access:

- Lydia Bardsley (Clerk) – View, Submit
- Cllr Mitcham – View and authorise

The Council will look at changing to dual signatory approval once the above signatories have been added to the mandate.

It was **FURTHER RESOLVED** that the following people would be **removed** from the bank mandate:

- Amy Jones (former Clerk)
- Cllr Lawson (if still on the account)

- e) External Audit – To note confirmation of exemption status.

This was **NOTED**.

## 57.24 Assets and Administration

### a) Asset Inspection and Maintenance contracts.

Brandford Arms Clock – no actions.

### b) Streetlight Energy – To receive an update on switch to Shropshire Council’s Joint Energy Scheme and agree actions.

Shropshire Council have confirmed switch went ahead successfully on June 1<sup>st</sup>. As per minute ref: 56.24a Clerk is querying last invoice from Scottish Power as it includes a charge for the month of June. **NOTED.**

### c) Parish Council Website – Note information on gov.uk domains and discuss

It was **RESOLVED** that the Clerk will ask Whittington Clerk for suggestions for recommendations for website providers. Add as Sept agenda item. Clerk will check dates of chairs’ network briefing on gov.uk domains and share with Cllrs.

### d) Printing arrangements – Discuss sharing printer with Clive Parish Council and agree actions

It was **RESOLVED** that Knockin PC will share printer with Clive PC (subject to formal approval from Clive PC) and will take it in turns to purchase consumables, and Knockin will purchase the next toner cartridge when needed (expected Dec 2024).

### e) Amenity area – Note information from Shropshire Council re. PSPO and impact on dog training

It was **NOTED** that SC had confirmed that the county-wide PSPO (which excludes dogs from fenced-in play areas) would not prevent the dog training classes from taking place on the Knockin Amenity Area. SC was also interested in doing some PR around the dog training classes in Knockin to promote responsible dog ownership.

It was **AGREED** that Cllr Mitcham will add some text to Telescope newsletter to communicate new PSPO and exemption for dog training on Amenity Area. It was **NOTED** that fouling is a bigger issue than out of control dogs.

## 58.24 Highways

To receive an update on the Puffin Crossing.

It was **NOTED** that the installation is now complete and functioning very well.

There was some discussion on speeding and Community Speed Watch groups. It was **AGREED** the Clerk will circulate info on Community Speed Watch, and Cllr Manford is happy to lead on this. Cllr Mitcham will include some information on this in the Telescope newsletter.

## 59.24 Correspondence

### To note correspondence received:

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

#### b) NALC Chief Executive Bulletins

#### c) PCC Newsletter – May 24

#### d) Shropshire Council – Lezley Leaders Update – May 24

#### e) Shropshire Lieutenancy Newsletter

#### f) Special PCC newsletter - June 2024

#### g) B4396 Llyncllys Crossroads to Osbaston - Multevo Carriageway Repairs - Road Closure in place from Monday 8th July to Thursday 11th July 2024 between the hours of 09:30 – 16:00.

It was **NOTED** that road closure signage was unclear and had caused some confusion about which roads were actually closed and when.

#### h) Meet the Leader (Whittington) – 10.07.2027

#### i) West Mercia PCC newsletter – June 2024

#### j) NALC Legal bulletin – June 2024

#### k) Shropshire Council – Lezley Leaders Update – July 24

- l) SC Street Scene grass-cutting update 09.07.2024
- m) Oswestry Area Committee meeting (provisionally rescheduled for 29.07.2024)

#### Discuss

- n) West Mercia PCC Town and Parish Council survey (deadline 05.08.2024)

As per item 53.24c Police report it was **AGREED** that Cllr Jones would fill out a draft survey response and circulate to rest of Council for approval over email and submission before the deadline of 5<sup>th</sup> August, and ratification at the Sept meeting.

#### **All NOTED**

#### 60.24 Vacancy for a Councillor

Receive an update from the Clerk on the outcome of the Vacancy Notice and agree the process for co-opting a new councillor.

No by-election was called so the Council can co-opt. It was **AGREED** that application forms should be received by the clerk no later than 9pm Friday 30.08.2024. Eligible applications will be considered at the Sept PC meeting on 10.09.2024. Clerk will email application form and vacancy notice to Cllrs to review first. Cllr Mitcham will draft information to go in Telescope newsletter. Clerk will send application form to a member of the public who had expressed an interest.

#### 61.24 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.***

- **Bradford estates** – overgrown hedges on Kinnerley Rd near unoccupied properties. Cllr Roberts will give them a call to ask them to maintain the hedges.
- **Car parked on pavement opposite Doctors.** This has been moved now, but need to monitor as another vehicle is now parked there.
- **Footbridge crossing on public footpath, damaged stiles etc** – Cllr Manford will report issues via Outdoor Recreation website. Clerk will send link to SC mapping systems and outdoor Partnership website to all Cllrs for reference.

#### 62.24 Date and Time of Next Meeting

To note the date and time of the next meeting. Tuesday 10<sup>th</sup> Sept, 7.30pm.  
Cllr Burns gave apologies for this meeting.

There being no further business the meeting was closed by the Chairman at 21.10