

MINUTES of the meeting of **KNOCKIN PARISH COUNCIL** held in Knockin Assembly Rooms on Tuesday 10th Sept 2024 at 19.30.

Present – Councillors: D Roberts (Chairman), D Mitcham, Hugh Jones, Monica Mosley. Cllr Sheilagh Lewis was co-opted during the meeting and took her seat on the Council at 19.45.

Proper Officer: Lydia Bardsley

Also present: Shropshire Cllr Vince Hunt.

Meeting started: 19.35.

63.24 Apologies for Absence

Apologies were received from Cllrs Burns and Manford. These were **NOTED**.

64.24 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.

65.24 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 09.07.24](#) and a copy was signed by the Chair as a true record.

66.24 Public Participation

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

No comments raised.

67.24 Casual vacancy

Council to consider applications received and co-opt a new member.

1 application had been received.

After a discussion and vote it was **RESOLVED** to co-opt Mrs Sheilagh Lewis on the Council. She duly signed the declaration of acceptance of office and took her seat on the Council.

68.24 Reports

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

1. Rights of Way - Proposed diversion of Footpath 2 (part) -PC comments have been submitted (no objections) **RATIFIED**. Public footpath overgrown behind Bradford Arms – Reported to Outdoor Partnership. Footbridge collapse and personal injury – bridge closed off following accident and now repaired by SC. Confirmed this is not a PC asset or liability, and injured party has been put in contact with necessary people in SC if they wish to pursue a claim.

b) Play Area and Defibrillators – Receive reports

Cllr Jones reported that checks had been completed. No issues with play area in his opinion. Goal posts have been checked following RoSPA report and feel very sturdy. It was **NOTED** that Ray Parry had rectified this issue last year so Cllrs were surprised this was still on RoSPA inspection report. Splinters on play equipment are not an issue anymore. Cllrs Mitcham and Jones will arrange a date to remove rust and repaint goal posts. Cllr Jones had fitted defib pads after July meeting, everything else in order. He confirmed that the defibrillator does not have a label with contact details for return after deployment. ACTION: Arrange label.

c) Police Report – Consider the monthly report.

The PC noted the recent report on combatting rural crime. It was **AGREED** that Cllr Jones will forward Neighbourhood matters alerts to rest of Council. SC Cllr Vince Hunt also has a good relationship with Inspector Greenaway-Evans, so can pass on any issues.

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

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

- He apologised for missing the July meeting. Other Parish Council meetings may clash in future, so he may not be able to attend every Knockin meeting.
- Ofsted revisited SC 18months ago for provision for looked after children, there were a number of criticisms. They came back end of July and are satisfied with progress made. Positive experience for looked after children and unaccompanied asylum seekers.
- Green bins – Not a statutory function for SC to provide this service. It has been provided for free for years, whereas neighbouring counties do charge for it. It will be done through MiPermit system and is open now to apply for a permit and bin sticker. Annual charge is £56 per bin. Staff won't empty garden waste bin if you don't have a sticker. Can't put garden waste in general bins. SC Cllr Hunt has come across problems registering permit for a second bin, and has raised complaint to portfolio holder.
- Food waste collections will stop, this will have to go in general waste bin. Food waste collections will come back in 2026 when it becomes a statutory requirement.
- Household recycling centre booking system, there has been some push back against this. Kent had similar criticisms but now seen as a positive experience. Operatives have chance to help visitors more. Veolia already have the booking system elsewhere so no extra cost to SC.
- Veolia operate ERF (Energy Recovery Facilities, where they burn rubbish at high temperatures to generate electricity). Capacity of energy used in Shropshire is about 60%, remainder is sold to other counties. Members of the public outside of Shropshire have been using Shropshire recycling centres, there will now be a reciprocal agreement with neighbouring counties.
- HRC opening hours – Were going to close 1 day a week, now Veolia will cover bill to keep them open 7 days a week for next 6 months.
- There will be a phone number for those who can't use online booking system, but SC Cllr Hunt is not sure that this is working properly currently.
- Footpath bridge matter – already covered in Clerk report.
- Garages on Church Lane (belong to STAR housing). They have been checked, roofs etc. are safe, and General manager says they've been cleaned up but he had not been down to check in person.
- Cllrs asked what SC is going to be looking at next for savings. There is money in general reserves, and in 2-3 years' time it is hoped that things shouldn't be quite as tight as they are now. Moving out of Shirehall will save money; currently costs £5m/yr to run building with heating, windows need replacing, building not fire compliant, etc. Proposal is to go back to Guildhall (currently used by Chester University).
- North West Relief Road is still going ahead for now. Other areas really want it (Baschurch, Ruyton XI Towns etc), but Cllr Hunt does understand why others don't want it.

- e) Councillor Reports – To consider reports from Councillors (training courses attended, meetings attended as council representatives).
No reports.

69.24 Council Policies and Procedures

- a) Code of Conduct – Council to review and approve

It was **RESOLVED** to approve the Code of Conduct (no amends).

70.24 Planning

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

I. Address: Land West Lower House Farm Knockin Shropshire, ref: [24/02833/DIS](#)

Proposal: Discharge of Condition 4 (Surfacing) of planning permission 23/02651/FUL.

Decision: Discharge Conditions Approved

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

II. Address: 2 St Marys Close, Knockin, ref: [24/02162/FUL](#)

Proposal: Two storey side extension with installation of roof lights.

Decision: Permission granted.

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

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

No new planning applications received. The Clerk reminded the Council that there is a Scheme of Delegation that sets out the procedure to follow for applications that are notified in between meetings, and that moving forwards the Council should not have an agenda item for unspecified planning applications as this is not lawful.

ACTION: Clerk will circulate Scheme of Delegation to check everyone happy with the process for officer delegation. SC Cllr Hunt informed the PC that he has some say on what goes to planning committee, so please contact him if PC has any concerns with planning applications.

SC Cllr Hunt gave his apologies and left the meeting at 20.24.

71.24 Finance and Accounts

- a) Approve/ratify the following payments:

- BACS19, Scottish Power (corrected invoice), streetlight energy 31 March to 1 June, £45.32 (of which £2.16 VAT) – paid 02.08.2024
- BACS20, Clerk, Aug staffing costs, £500.20 (no VAT) – paid 06.09.2024
- BACS21, HMRC, Aug PAYE/NICs, £122.00 (no VAT) – paid 06.09.2024
- BACS22, Playsafety Ltd, amenity area annual RoSPA inspection, £93.60 (of which £15.60 VAT)
- BACS23, Clerk, Sept staffing costs, £397.70 (of which £0.00 VAT) – to be paid 27.09.2024
- BACS24, HMRC, Sept PAYE/NICs, £95.40 (no VAT) – to be paid 27.09.2024
- BACS25, Clerk, Oct staffing costs, £379.72 (of which £0.94 VAT) – to be paid 25.10.2024
- BACS26, HMRC, Oct PAYE/NICs, £95.60 (no VAT) – to be paid 25.10.2024
- BACS27, Shropshire Council, streetlight energy (1st June – 21st March 2025), £187.32 (of which £31.22 VAT)
- BACS28, Smith of Derby, Bradford Arms Clock service, £387.60 (of which £64.60 VAT)

ACTION: Clerk to query if this is the annual service charge, and what is difference between this and the previous invoice, was previous invoice a one-off.

- b) To resolve to set up direct debit to pay future streetlight energy bills to Shropshire Council

It was **RESOLVED** to set up a direct debit for the streetlight energy bills. Cllrs Roberts and Mitcham signed the mandate form.

- c) Receipts and payments up to 30 Aug 2024 – Council to approve and sign
- d) Bank statements July and Aug 2024 – Council to approve and sign
- e) Reconciliation up to 30 Aug 2024 - Council to approve and sign

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

- f) Signatories – Receive update on bank mandate and agree actions.
It was **NOTED** that the mandate had finally been update and the Clerk and Cllr Mitcham had registered for online banking.
- g) Community Resource – Council to consider membership (£35 annual fee)
It was **RESOLVED** to join Community Resource. Clerk will arrange payment.

72.24 Assets and Administration

- a) Asset Inspection and Maintenance contracts.

Other contracts: Grounds maintenance – add to Nov meeting agenda. Clerk to talk to contractor and check if there is a contract/agreement in place.

- b) Parish Council Website – Consider recommendations and information on other website providers
It was **AGREED** that Clerk will recirculate recommendations, and add to Nov agenda.

- c) Amenity area – Note RoSPA report and agree actions

The RoSPA report was **NOTED**. It was **AGREED** that Clerk will query the goal posts issue and tell Playsafety that Ray Parry came back and rectified.

73.24 Highways

- a) To consider Highways matters/concerns and agree actions

Following concerns were raised:

- Kinnerley Rd past medical centre, increasing amount of heavy lorries. Particularly dangerous by medical centre due to parked cars. Size of lorries is a concern as it is not a wide road, and it is difficult for vehicles to get through.
Cllr Mitcham will email SC Cllr Vince Hunt and cc Clerk in.
- Ask Cllr Manford for an update on CSW in November

- b) To note Fix My Street update (verge cutting Knockin to Kinnerley Road)

Verges have been cut. **NOTED**.

74.24 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- b) Presentation notes from Cabinet Office briefing on gov.uk domains (02.08.2024)
- c) NALC Chief Executive Bulletins
- d) Community Speed Watch newsletter (17.07.2024)
- e) SALC Oswestry Area Committee meeting 29.07.2024, draft mins, and presentation from Community Resource Rural Housing Enabler (08.08.2024)
- f) GP collective action to take place across Shropshire, Telford and Wrekin (06.08.2024)
- g) Shropshire Council Place Plan Review (06.08.2024)
- h) HeartStart Defib and CPR courses (09.08.2024)

After discussion it was **AGREED** that Cllr Mitcham will promote in Telescope and encourage interested people to get in touch by end of Oct. PC can pick a date and plan at Nov meeting if enough interest.

- i) Shropshire Council – Town & Parish Council survey on services (deadline 16.09.2024)

After discussion it was **AGREED** no action needed.

j) Combatting crime in rural communities, Oswestry RS Safer Neighbourhood Team (12.08.2024)

NOTED earlier during the meeting (agenda item 68.24c).

k) CPRE planning training, 28.09.2024 (27.08.2024)

It was **AGREED** no action needed.

l) Parish-wide meeting with Helen Morgan MP, 20.09.2024 (30.08.2024)

It was **NOTED** that no one can attend and there were no items to raise at meeting.

m) Shropshire Council garden waste subscriptions (03.09.2024)

AGREED that Cllr Mitcham will add info to the Telescope and Clerk to add to website.

n) Broadband infrastructure in Shropshire

All NOTED

75.24 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

76.24 Date and Time of Next Meeting

To note the date and time of the next meeting. Tuesday 5th Nov, 7.30pm.

There being no further business the meeting was closed by the Chairman at 21.20