

Knockin Parish Council

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3rd July 2024

Dear Councillors,

YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 9TH JULY AT 7.30PM** IN THE KNOCKIN VILLAGE HALL, FOR THE TRANSACTION OF BUSINESS AS SET OUT IN THE AGENDA BELOW.

The press and members of the public are very welcome to attend.

Lydia Bardsley

Mrs L Bardsley, Clerk to the Council

Parish Council AGENDA

48.24 Apologies for Absence

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.
- b) To consider any applications for dispensation.

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.](#)

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.

52.24 Public Participation

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

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.

- b) Play Area and Defibrillators – Receive reports.
- c) Police Report – Consider the monthly report and note the Local Policing Charter priorities.
- d) Shropshire Councillors Report – To receive a report from Cllr Vince Hunt.
- e) Councillor Reports – To consider reports from Councillors (training courses attended, meetings attended as council representatives).

54.24 Council Policies and Procedures

- a) To review new model financial regulations (deferred from the May meeting)
- b) Consider adopting a Defibrillator Maintenance and Inspection Policy

55.24 Planning

- a) To note recent planning decisions and appeals 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)
 - 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.
- c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council’s website.

56.24 Finance and Accounts

- a) Approve and ratify the following accounts for payment:

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
DD	Unity Trust	Service Charge – 3 months (paid 30.06.24)	18.00	0.00	18.00
BACS10	Clerk	June Salary and Expenses – paid 28.06.24 (Final Payment – P45 issued)	337.20	0.00	337.20
BACS11	New Clerk	June Salary (pro-rata, start date 17.06.24) and expenses – paid 28.06.24	166.55	0.00	166.55
BACS12	HMRC	June PAYE and NIC payments – paid 28.06.24	119.60	0.00	119.60
BACS13	Web Orchard	Website hosting & support contract	205.20	41.04	246.24
BACS14	Knockin Village Hall	Annual donation to the Parish Council (as per the 24/25 agreed budget)	3711.00	0.00	3711.00
BACS15	Smith of Derby	Bradford Arms clock, on site checks, set up etc	175.00	35.00	210.00
BACS16	Whittington Parish Council	Donation for printing costs	42.00	£0.00	42.00
BACS17	New Clerk	July Salary and expenses – to be paid 26.07.24	348.50	£0.00	348.50

BACS18	HMRC	July PAYE and NIC payments – to be paid 26.07.24	81.80	£0.00	81.80
BACS19	Scottish Power	Streetlight energy Q1	63.09	3.15	66.24

- b) Income – To note income received and to note refund from SALC for overcharge on SALC Affiliation Fees.
- c) Reconciliation - To approve the bank reconciliation up to and including 30.06.24.
- d) Q1 budget monitoring report – To note
- e) Signatories – Discuss and agree required updates to the bank mandate.
- f) External Audit – To note confirmation of exemption status.

57.24 Assets and Administration

- a) Asset Inspection and Maintenance contracts – discuss
- b) Streetlight Energy – To receive an update on switch to Shropshire Council’s Joint Energy Scheme and agree actions
- c) Parish Council Website – Note information on gov.uk domains and discuss
- d) Printing arrangements – Discuss sharing printer with Clive Parish Council and agree actions
- e) Amenity area – Note information from Shropshire Council re. PSPO and impact on dog training

58.24 Highways

To receive an update on the Puffin Crossing.

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 09:30am – 16:00pm.
- h) Meet the Leader (Whittington) – 10.07.2027
- i) West Mercia PCC newsletter – June 2024
- j) NALC Legal bulletin – June 2024

Discuss:

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.

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.**

62.24 Date and Time of Next Meeting

To note the date and time of the next meeting.
Tuesday 10th September.