

Present – Councillors: D Roberts (Chairman), S Burns, P Cordey, H Jones, D Mitcham, M Moseley, S Lewis.

Proper Officer: **Lydia Bardsley**

Also present: SC Cllr Duncan Borrowman, residents: 0

Meeting started: 7.25pm

KNOCKIN ANNUAL COUNCIL MINUTES 13TH MAY 2025

01/25 Election of Chairman - To elect the Chairman of the Council

It was **RESOLVED** that Cllr David Roberts be elected as Chairman of the Council and their Acceptance of Office was signed. Cllr Roberts took the Chair and welcomed everyone to the meeting.

02/25 Election of Vice Chairman – To elect the Vice Chairman of the Council

It was **RESOLVED** that Cllr Burns be elected as Vice Chairman of the Council and their Acceptance of Office was signed.

03/25 ACCEPTANCE OF OFFICE - To note that all completed declarations of acceptance of office have been received prior to the start of the meeting

RESOLVED to note that all Cllr declarations of acceptance of office had been signed and witnessed prior to the start of the meeting.

04/25 Apologies for Absence

None

05/25 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.

06/25 Confirmation of the Minutes

- a. To approve and authorise the signing of the Minutes of the Council Meeting held on 04.03.25.

It was **RESOLVED** to confirm the [minutes of the Council Meeting held on 04.03.25](#) and a copy was signed by the Chair as a true record.

07/25 Public Participation

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

No matters raised.

08/25 2024-25 Financial year-end

- a) Year-end Receipts and payments– Council to approve (Chairman to sign) **RESOLVED to approve**
- b) Year-end Bank statement – Council to approve (non-signatory Cllr to sign) **RESOLVED to approve**
- c) Year-end Bank Reconciliation - Council to approve (non-signatory Cllr to sign) **RESOLVED to approve**
- d) Year-end budget monitoring report – Council to note **RESOLVED to note**
- e) Year-end asset register – Council to review and agree asset values for insurance

It was clarified that the War memorial is a Bradford estate asset and should not be on the PC asset register, though the PC has done some maintenance in the past. A member of the public has expressed an interest in helping maintain it. SC Cllr Borrowman suggested the PC contact Oswestry town council who have just replaced clock on Bailey Head. They could put PC in touch with suppliers to get an idea of cost of replacing clock somewhere else in village if needed.

After discussion it was **RESOLVED** to amend the asset register as follows:

Bradford Arms clock to be insured for replacement for a value of £8000, giving a total asset value (for insurance purposes) of £43500. The amended asset register was **APPROVED**.

It was **AGREED** the Clerk will liaise with Gallagher to request an amendment to the insurance schedule. The **PC agreed in principle to increase insurance premium up to a max of £550 in line with 2025-26 budget.**

Cllr Moseley gave her apologies and left the meeting at 19.42

It was **NOTED** that the Amenity area picnic bench has been repaired.

- f) Year-end VAT reclaim 2024-25 – Council to note **RESOLVED to note**
- g) Regular payments – Council to review and approve standing orders/ direct debits for 2025-26 **RESOLVED to approve** the following regular direct debit payments (no standing orders):
 - ICO registration , approx. £55 (annual). Usually due November.
 - Shropshire Council, joint energy scheme (streetlights), approx. £196.31 plus VAT (annual). Due: TBC
 - Unity Trust, bank account fee, £6 (monthly). Due: Last day of each month
 - Hugo Fox, website provision and domain hosting, £9.99+VAT (monthly). Due: 16th of each month
- h) Review bank mandate – Council to agree any changes

After discussion it was **RESOLVED** that Cllr Hugh Jones will be added to the mandate and set up with online banking.

It was **FURTHER RESOLVED** that the mandate will be amended so that two signatories will be required to authorise any payments that have been set up by the Clerk, in accordance with standing orders and financial regulations.

- i) April 2025 finance reports (Receipts and Payments, bank reconciliation, bank statement)

It was **RESOLVED** to approve the above reports.

09/25 2024-25 Annual Governance and Accountability Return (AGAR)

- a) Internal Auditors Report 2024-25 –**RESOLVED to note**
- b) Certificate of Exemption – To approve and sign

It was **RESOLVED** that the Council meets the eligibility criteria for exemption from external audit. The certificate was signed by the Clerk and Chairman.

- c) Annual Governance Statement 2024-25 (section 1 of the AGAR) – To consider and approve

After consideration, it was **RESOLVED** to approve the annual governance statement for 2024-25. This was signed by the Chair and the Clerk.

- d) Accounting Statements 2024-25 (section 2 of the AGAR) – To consider and approve

After consideration, it was **RESOLVED** to approve the accounting statements for 2024-25. This was signed by the Chair.

- e) Explanation of Variances –**RESOLVED to note**

- f) Exercise of Public Rights – To note the inspection period will be Tues 1st July – 11th Aug 2025 – **RESOLVED to note**

The notice for the exercise of public rights will be published accordingly.

10/25 Reports

- a) **Clerk's Progress Report** – Consider matters arising since the last meeting.
 - I. T1 streetlight (Kinnerley Road, opposite Doctor's surgery) – now working (Highline invoice sent to SPEN) **NOTED**
 - II. Community Resource membership – Resolve to cancel membership before renewal (Sept). **RESOLVED**

- b) **Play Area and Defibrillators** – Receive reports.

Cllr Jones reported that all is fine and he has added benches to regular inspection list. Fencing is main issue at the moment, but is being replaced shortly. It was **NOTED** dog mess is still an issue. There is signage and notices in Telescope.

- c) **Police Report** – Consider the reports for March/April, Newsletter April and agree/renew Police Charter priorities

Police reports for Knockin for March and April, and the Oswestry and Ellesmere police newsletter were all **NOTED**. Cllr Jones is signed up to neighbourhood matters, and suggested other Cllrs do the same.

It was **RESOLVED** to agree the following police charter priorities for Knockin:

1. Speeding
2. Anti-social behaviour
3. Thefts (farms)

The Clerk will complete the contact form and return to the Police.

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

11/25 Planning

- a) To consider planning applications and ratify/agree comments

- I. Address: [Vine Tree Cottage, Knockin, ref: 25/01211/FUL](#) and [25/01212/LBC](#) - Council to agree response
Proposal: Replacement of existing windows with matching hardwood units (all elevations). Conversion of existing stable and barn abutting the building (not of significant historical interest) into living accommodation and associated works, including minor internal alterations to existing property
Comments deadline: 07/05/2025 (Determination deadline 22.05.2025)

After consideration it was **RESOLVED** to SUPPORT with the following comments:

The proposals will make improvements, therefore no objections.

- II. Address: ref: [Llynclys To Maesbury Marsh, 25/01396/OHL](#) - Council to agree response
Proposal: 11kV Overhead Electricity Distribution Line Rebuild
Comments deadline: 14.05.2025

After consideration it was **RESOLVED** no comment necessary.

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

- I. Address: [Plot A, Land West Lower House Farm, Knockin, ref: 25/00053/VAR](#) - Grant permission
Proposal: Variation of condition no.2 (approved drawings) attached to planning permission ref 23/02651/FUL
- II. Address: [Proposed Residential Development Land West Of Lower House Farm, Knockin, ref: 25/00085/VAR](#) - Grant permission
- III. Address: [Old Post Office Knockin Oswestry, ref: 24/04442/FUL](#) (re-consultation) - Pending consideration.

SC Cllr Borrowman advised the PC that there will need to be a whole new Northern Planning Committee following the elections. PC requested that SC Cllr Borrowman call the above application in so that it will be considered by Planning Committee.

12/25 Parish matters

- a) General power of Competence – To Resolve that the Parish Council meets the criteria to exercise the General Power of Competence.

RESOLVED that Knockin Parish Council meets the criteria for GPC.

- b) Fence panels for amenity area – Note estimates received and ratify decision to purchase from Morgans

It was **RESOLVED** to ratify the decision to purchase 10 qty feather edge panels (6' x 4') from Morgans at a price of £378.00 (of which £63.00 VAT). Cllrs will arrange collection and installation. This purchase will be made using GPC (or LGA 1894 s.8 (1)(i)).

- c) Asset Inspections – Consider condition reports and agree actions

It was **NOTED** that the following assets still need to be checked by the following Cllrs:

- Bench seats x 2 on the Avenue (noted that bushes are overgrown here) – Cllr Roberts to check
- Neighbourhood watch signs (East and West end of village) – Cllr Roberts to check
- Commemorative seat Church View – Cllr Burns to check

d) Council insurance – Review renewal quote under LTA from AJG and approve payment

The proposed scheduled was reviewed and it was **RESOLVED** to request an increase in asset cover to a total of £43500. It was **RESOLVED** to provisionally approve the payment, with the understanding that the aforesaid changes may result in an increase in premium price. In this case, the Clerk will circulate the new price over email with the option for Cllrs to approve this before the renewal date of June 1st.

e) Parish Council Website – Receive update and agree actions

It was **NOTED** that the new Hugo Fox website is nearly ready to activate. Once active, Clerk will add web addresses for the new website to AGAR forms. Cllr Mitcham will add an update for the Telescope advising of the new website.

f) Digital and data compliance requirements – Council to note changes and consider email quotes

It was **NOTED** that the new website has been designed with website accessibility in mind, and once active will conduct checks to ensure compliance.

The Council reviewed costs for email accounts. It was **AGREED** to defer to next meeting and check up to date prices. It was **AGREED** that the Clerk will draft an IT policy for the Council and the Council will aim to adopt this at the next Council meeting.

g) Streetlights – Council to review agreement for Shropshire Council Joint Energy Scheme and agree to continue

It was **RESOLVED** to continue the agreement with Shropshire Council for streetlight energy.

h) Access to amenity area from Bradford Arms – Council to consider proposal to install access gate

Information from the Council's insurers was considered. After discussion it was **AGREED** that unfortunately PC cannot support this due to safety and liability implications. Cllr Burns will speak to tenants.

i) Parish Council representatives on other bodies (e.g. SALC Area Committee, Parish Paths Partnership, etc.) – Council to nominate and agree

SALC Area Committee (2 reps): Cllr Burns and Cllr Lewis

Parish Paths Partnership: None

j) Defib and CPR awareness course – Receive update on course held on 22.03.2025

Cllr Burns gave the following update. It was an excellent course, well attended, and very worthwhile. It was **AGREED** the PC will try to organise another session in the evening (ideally spring for lighter evenings).

It was **AGREED** that Clerk will pass on feedback and liaise with the trainer about another course.

13/25 Payments

a) Approve/ratify the following payments:

- BACS01, Clerk, April staffing costs, £483.39 (no VAT) –paid 24.04.2025
- BACS02, HMRC, April PAYE/NICs, £56.42 (no VAT) – paid 24.04.2025
- DD, Hugo Fox, website provision (April), £11.99 (of which £2.00 VAT) – paid 01.04.20225
- DD, Unity Trust, monthly account fee (March), £6.00 (no VAT) – paid 30.04.2025
- DD, Unity Trust, monthly bank account fee (April), £6.00 (no VAT) – to be paid 31.05.2025
- DD, Unity Trust, monthly bank account fee (May), £6.00 (no VAT) – to be paid 30.06.2025
- DD, Hugo Fox, website provision (May), £11.99 (of which £2.00 VAT) – paid 01.05.20225
- BACS03, SALC, training inv. 2592 (Fundamentals for Cllrs), £40.00 (no VAT)
- BACS04, SALC, training inv. 2600 (Intro to VAT, split with Clive PC), £17.50 (no VAT)
- BACS05, SALC affiliation fees, £238.43 (no VAT)
- BACS06, Clerk, May staffing costs, HOA, mileage, expenses, £478.69 (no VAT) – to be paid 30.05.2025
- BACS07, HMRC, May PAYE/NICs, £56.62 (no VAT) – to be paid 30.05.2025
- BACS08, Clerk, June staffing costs, HOA, mileage, expenses, £483.19 (no VAT) – to be paid 27.06.2025
- BACS09, HMRC, June PAYE/NICs, £56.62 (no VAT) – to be paid 27.06.2025
- BACS10, Morgans of Oswestry, fence panels x 10, £378 (of which £63 VAT)
- BACS11, Bernard Townson, internal audit 2024-25, £150 (no VAT).

It was **RESOLVED** to approve the above payments.

- BACS12, Gallagher, Council insurance, £450.02

It was **RESOLVED** to provisionally approve the payment for the proposed renewal price (£450.02) on the understanding that this price may increase with PC changes to the schedule.

14/25 Annual Review of Council Policies – to review, approve, and adopt

- a) Standing orders (new NALC model). Reviewed and adopted with no amends.
- b) Financial regulations. Reviewed and adopted with no amends.
- c) Complaints Procedure - Deferred
- d) Freedom of Information Act 2000 - Deferred
- e) Data Protection Policy, Data Retention Policy, Subject Access Policy, Security Incident Response Policy - Deferred
- f) Internal Controls. - Deferred
- g) Financial Risk Assessment (Risk Register). - Deferred

It was **RESOLVED** to approve and adopt policies a) and b). Items c, d, e, f, and g will be deferred.

15/25 Highways

- a) To consider Highways matters/concerns and agree actions
Nothing to report
- b) Community Speed Watch – To receive update from Coordinator and agree actions

Clerk shared an update from the coordinator: DBS checks are delaying getting volunteers trained, so no progress update.

16/25 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- b) Community Resource membership price update
- c) Shropshire Elections notices
- d) SC Update to Disclosable Pecuniary Interests and Other Registerable Interests
- e) Roadworks: [Osbaston \(10-23.05.2025\) surface dressing \(Keir\)](#) – Works already completed
- f) Roadworks: [Woolston Bank \(15.05.2025\) \(Scottish Power\)](#)

ALL NOTED.

17/25 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.***

- Policies for review -Internal controls, Financial risk assessment, Complaints
- Email communication – Cllrs were reminded to please use 'Reply all' so everyone gets all the info.
- Clerk to look into online storage options for meeting papers like One Drive, Dropbox, etc.
- Ask Hugo Fox if option for private storage area for Cllrs to view documents.
- Suggestion for more noticeboards in village (if parishioners don't use the shop they won't see notices). Possibly end of Knights Grove, or in bus shelter. Could move cork noticeboard inside bus shelter and get replacement for outside Village Hall.
- Clerk to send a thank you to Vince Hunt for his support and contributions to the PC whilst a Shropshire Cllr.

18/25 Date and Time of Next Meeting

To note/agree the date and time of the next meeting.

It was **RESOLVED** that the next Council meeting will be: Tuesday 8th July 2025 at 7.30pm

There being no further business, the Chairman closed the meeting at: 21.21