

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

Proper Officer: Lydia Bardsley

Also present: Steve Farrow, Bradford Estate, members of the public: 7

Meeting started: 7.30pm

KNOCKIN PARISH COUNCIL MINUTES 11TH NOV 2025

47/25 Apologies for Absence

Apologies had been received from SC Cllr Duncan Borrowman (meeting clash but may join later). These were **NOTED** by the Council.

48/25 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.

49/25 Confirmation of the Minutes

- a) To approve and authorise the signing of the [Minutes of the Council Meeting held on 09.09.25](#)

It was **RESOLVED** to confirm the minutes of the Council meeting held on 09.09.25 and a copy was signed by the Chair as a true record.

50/25 Public Participation, incl. update from Bradford Estates representatives

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

Steve Farrow from Bradford Estates gave an update and answered questions, as summarised below:

- Bradford Estates development (land North East of Bradford Drive) - Apologies that development lead couldn't attend meeting.
- Huge amount of work has been done to revise the scheme based on feedback received at previous meeting the Estate attended in Jan. Design & Access statement was shared with the PC and public.
- Lots of technical work and surveys completed around surface water and drainage. (Pg 11)
- Proposed layout revised from 25 to 18 units of 2-4 bed houses as a result of feedback, surveys, etc.
- Biggest impact on site was surface water, area north of plan shows concentrated flooded area, design has been revised accordingly. No development proposed on areas of high flooding. (Pg 9 – surface water survey results.)
- Public concerns about flooding in north west corner where properties are proposed. The drainage scheme accounts for that.
- Parking: min 2 spaces per property, 44 spaces allocated.
- Road width has been increased to 5m to meet standard requirements. Reduced number of properties will reduce no. of cars and impact on existing road network.
- Will be a footpath for new development, but no footpath on existing development.
- Capacity concerns about existing drainage on Knights Grove. Sewage for new development will pump directly into mains, pumping station expected to be underground. Residents not reassured that new development plans for sewage will function as planned, given that reed beds sewage station at Church Lane is pumped 4 times a year and sewage smell persists and has not been resolved.

- There will be holding capacity on site to manage surface water for subsequent release into Weir Brook. Public concerns about what happens when Weir Brook floods and whether drainage impact on community on the whole has been considered.
- Steve Farrow will check how construction traffic will access site and pass answer on to Clerk. Public were concerned how 40ft articulated lorries will get through Bradford Drive which is narrower. Delivery vans and cars can't pass currently. 6- to 8-wheel vehicles may be able to get on site. SC Highways will be consulted, if proposals don't meet requirements, permission won't be granted.
- Steve Farrow will obtain info on gas storage and whether there will be streetlighting.
- 2 unit 2-bed properties proposed for affordable/social housing units, to be managed by a housing association. PC requested clarification on whether these properties are Affordable or social housing. If affordable they need to be affordable in perpetuity.
- Steve Farrow assured attendees that everything has been designed to meet current requirements, properties designed to fit Knockin and the local vernacular, and so that people will want to live there.
- Timeframes – Estate expects to submit FUL planning application in next few weeks, but delivery timeframes will depend on planning permission.

The Chairman thanked Steve Farrow and he left the meeting at 19.58.

It was NOTED that:

- Melverley drainage board – The drainage board Clerk will send written confirmation that the land can't be developed as it is too boggy. Only way to manage water would be to divert underground to reach another brook which would need permission from a different landowner.
- Serious concerns about width of Bradford Drive (narrower than Church Lane) which would be access route to new development site. It was NOTED that Bradford Drive development was designed by Shinglers not Bradford estate developers and is an adopted road.
- Members of the public asked PC to find out how sewage is going to be removed from site, and how developers will ensure no sewage smell.
- It was NOTED that until official plans are live on the SC planning portal neither PC nor members of the public can make any decisions or comments. There will be a public meeting for considering the planning application when it goes live.

5 members of the public left the meeting at 20.11.

51/25 Reports

- a) Clerk's Progress Report – Consider matters arising since the last meeting.
 - I. PC Cloud Storage - One Drive account set up and in use.
 - II. Decaying beech tree (Cricket ground entrance) – Awaiting investigation by SC Trees Dept.
 - III. Sewage smell Church Lane – Awaiting response from StaR Housing
 - IV. Arrangements for informal meeting with neighbouring PCs re. working together – In progress
 - V. Remembrance Day service – Wreath ordered, delivered, and laid.

- b) Play Area and Defibrillators – Receive reports incl. annual ROSPA inspection and agree actions

Cllr Jones reported the following:

- Defibrillator, everything in order. NOTED
- Play area – all in order. Bin has been removed, and fencing improvements are to be done. NOTED
- c) Police Reports – Consider local police reports, newsletters for Sept/Oct, agree priorities and any other actions

Cllrs have asked member of the public for further details about possible drug dealing behind VH but not received any details. It was NOTED that Knockin Church, plus Maesbury, Kinnerley, Melverley Churches had been broken into recently. Not sure anything valuable was taken from Knockin Church, except a small safe holding parish records.

It was AGREED Clerk will ask police for outcome of October speed check and ask if they can attend next meeting. It was NOTED that PCSO hours have been reduced so this may not be possible.

Police reports and newsletters were NOTED. It was RESOLVED to submit the following Police charter priorities:

- Speeding
- Anti-social behaviour

- Thefts (general)

Police contact frequency: PC to request contact every other month to coincide with PC meetings.

- d) Councillor Reports – To consider reports from Councillors (training and/or meetings attended).

No reports received.

52/25 Finance and accounts

It was RESOLVED to approve the following items: 52/25 a, b, and c.

- a) Q2 budget monitoring report – Council to note and approve
- b) Bank statements Sept and Oct 2025 - Council to approve
- c) Finance reports Sept (Receipts and Payments and bank reconciliation) and Oct (Receipts and Payments and bank reconciliation) - Council to approve
- d) CIL projects – Receive update on what can be funded with Neighbourhood Fund

Clerk reported that the following projects had been funded by CIL Neighbourhood Fund in other Town & Parish Councils:

- Neighbourhood Plans (non-legally binding advice given to West Felton PC)
- New noticeboards
- Village gateways (Longden PC)
- New path across play area (Longden PC)
- Play area improvements, new equipment etc
- Bins
- Maintenance of assets (e.g. War memorial)

Fellow Clerks suggest contacting Place Plan officer if in any doubt as to whether a project would be acceptable or not.

- e) Changing bank mandate – Council to receive update

It was NOTED that the KPC Unity Trust account has been updated:

- Contact details updated to use new gov.uk email address
- Cllr Jones has been added as signatory
- All old signatories (former Cllrs and staff) have been removed
- Signing authority mandate updated to any 2 signatures
- External online payment authority updated to triple mandate (1 to submit, any other two to approve)

It was NOTED that there are now 32- and 95-day notice savings accounts in Unity Trust.

53/25 Planning

- a) To note new Planning Guidance Note from SC NOTED
- b) To consider planning applications and ratify/agree comments

No applications received

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

It was RESOLVED to note the following decisions:

1. Address: [Hillside View, Osbaston Knockin, ref: 25/02307/FUL](#) – Grant permission
2. Address: [Living Accommodation At, Knockin Shop And Post Office, ref: 25/02828/CPE](#) – Certificate – Lawful
3. Address: [The Heathwaen, Kinnerley Road, Kinnerley, ref: 25/03568/DIS](#) - Discharge conditions approved
4. Address: [Vine Tree Cottage Knockin, ref: 25/03643/DIS](#) – Discharge conditions approved

It was NOTED that prep work has started on Old House renovation. Works vehicles have been parking in VH car park which may become an issue. Cllrs to monitor.

54/25 Parish matters

- a) Footpath 2 (pt) Knockin Diversion Order 2025 – To ratify response

It was RESOLVED to ratify the following response: This footpath diversion order was considered under Knockin Parish Council's scheme of delegation and the agreed comment will be ratified at the next meeting of Knockin Parish Council. The Parish Council has no objections to the above diversion order.

b) New Parish noticeboards – Council to consider quotes and agree supplier/actions

After consideration of the quotes, it was RESOLVED to order noticeboards from Greenbarnes at a cost of £1160.63 (of which £193.44 VAT), with the following spec:

- 1 qty 2-bay AF30 aluminium noticeboard (ref: AF30/DA2)
- 1 qty single-bay AF30 aluminium noticeboard (ref: AF30/A2)
- Frame powder coated green
- Backing material - pinboard
- Fixing - wall mounted
- No headboard required

Clerk will make enquiries and place order. It was AGREED the PC will use CIL Neighbourhood Fund to purchase these items.

c) Replacement glass for existing noticeboard - Council to consider quotes and agree supplier/actions

After consideration of the quotes, it was RESOLVED to order 2 x replacement Perspex sheets from Cutmy.co.uk (plus sealant and adhesive) at a cost of £52.89 of which £8.82 VAT.

d) Proposal to permit medical centre staff to use Village Hall car park – Consider and agree actions

After discussion, it was RESOLVED to decline request for Medical Centre staff to park at the VH for the following reasons:

- Concerns about liability and responsibility for damage to parked vehicles
- Compliance with fire safety (parking certain distance away from building)
- Car park should be used for VH users, 6-10 cars will use up most of parking space for events.
- Not a long term solution to the medical centre parking and access problem.

Clerk to advise that the PC will put this forward as Place Plan infrastructure project and ask if Medical Centre will support this.

2 x members of the public left the meeting at 20.52.

55/25 Payments

a) Approve/ratify the following payments:

- DD, Unity Trust, monthly account fee (Aug), £6.00 (no VAT) - paid 30.09.2025
- BACS26, Clerk, reimbursement for Remembrance wreath, £24.49 (of which £4.08 VAT) – paid 07.10.2025
- DD, Unity Trust, monthly account fee (Sept), £6.00 (no VAT) – paid 31.10.2025
- DD, ICO registration fee, £47 (no VAT) – paid 04.11.2025
- DD, Hugo Fox, monthly website provision Nov, £11.99 (of which £2 VAT) – paid 04.11.2025
- BACS27, SLCC, annual membership fee (split with Clive PC, £76.00 (no VAT)
- BACS28, Clerk, Nov staffing costs (incl. Sept & Oct overtime), £680.43 (no VAT)
- BACS29, HMRC, Nov PAYE/NICs, £142.42 (no VAT)
- BACS30, Clerk, Dec staffing costs, £703.98 (no VAT)
- BACS31, HMRC, Dec PAYE/NICs, £157.47 (no VAT)
- DD, Unity Trust, monthly account fee (Oct), £6.00 (no VAT) -due 30.11.2025
- BACS32, GMS Knockin, Grounds maintenance 2025, £1542 (of which £257 VAT)
- DD, Hugo Fox, website provision (Dec), £11.99 (of which £2.00 VAT) – due 01.12.2025
- DD, Unity Trust, monthly account fee (Nov), £6.00 (no VAT) -due 31.12.2025

It was RESOLVED to ratify/approve the above payments.

56/25 Council Policies – to review, approve, and adopt

a) Complaints Policy (revised)

RESOLVED to approve.

b) Data Protection Policy

It was RESOLVED to adopt the alternative template provided by Clive PC.

c) Record Management Policy (revised), incl. Documents for Retention or Disposal Appendix

RESOLVED to approve.

57/25 Highways

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

Complaints from residents re. speeding and drivers jumping red light at pedestrian crossing were NOTED.

- b) Community Speed Watch – To receive update from Coordinator and agree actions

Background checks are still in progress, no timeframe for when they will be completed and scheme can start. NOTED

58/25 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Weekly Briefings (27.10.2025, 03.11.2025), Bulletins, News in brief bulletins, NALC Legal Briefings (03.11.2025) and Newsletters

- b) SC elections recharge notification and breakdown of costs (22.10.2025)

It was NOTED that the elections charge had been queried and confirmed to be correct. It was FURTHER NOTED that there is enough money in the Elections reserve, but the charge was considerably more than the previously recommended per elector budget for elections cost. Cllr Moseley gave her apologies and left the meeting at 21.02.

- c) SALC & NALC affiliation fees 2026-27 – To note rates agreed at SALC AGM 2025 (29.10.2025)

Affiliation fee correction NOTED.

- d) Membership updates and DPI forms (04.11.2025)

Cllrs had been advised to update DPIs to include membership of VH Committee.

All NOTED.

59/25 Exclusion of Press and Public

Council to resolve, under the Public Bodies (Admissions to Meetings) Act 1960 and in accordance with Standing Order 3.d to exclude the press and public on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. RESOLVED.

60/25 Staffing matters

Council to consider proposals in Confidential Staffing Report and agree actions

After discussion it was RESOLVED to ratify recommendations a) and b) in the confidential staffing report. It was FURTHER RESOLVED to approve recommendation c) in the confidential staffing report.

61/25 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 – Subject Access Policy, Security Incident Policy
- KPC budget and precept 2026-27
- Tommy soldier silhouette statue – Clerk to look into costs.
- Dispensation requests for Cllrs affected by development
- 20mph speed limits

62/25 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 13th January 2026 at 7.30pm
Cllr Cordey gave apologies for this meeting.

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