

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

Proper Officer: Lydia Bardsley

Also present: SC Cllr D Borrowman, members of the public: 1

Meeting started: 7.30pm

KNOCKIN PARISH COUNCIL MINUTES 13TH JAN 2026

69/25 Apologies for Absence

Apologies had been received from Cllrs Cordey and Jones. These were **NOTED** by the Council.

70/25 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.

71/25 Confirmation of the Minutes

- a) To approve and authorise the [Minutes of the Council Meeting held on 11.11.2025](#).
- b) To approve and authorise the [Minutes of the Extra Ordinary Council Meeting held on 12.12.2025](#)

It was **RESOLVED** to confirm the minutes of the above Council meetings and copies were signed by the Chair as a true record.

72/25 Public Participation

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

Members of the public spoke on the following agenda items:

- North of Bradford Drive planning application – It was confirmed that the consultation period has been extended though it is unknown why. SC Cllr Borrowman informed the PC that the next planning committee meeting is 17th Feb 2026, but very few applications are going to planning committee. The PC's concerns about highways and drainage are being considered by the planning officer. It was **NOTED** that Bradford Drive is not currently adopted, but has been prepared for adoption according to correspondence sent to residents 4 years ago. SC Cllr Borrowman informed the PC that there is a considerable backlog in highways adoptions.
- Speed enforcement – It was **NOTED** that Community Speed Watch scheme is stuck in bureaucracy. Recent police speed checks show significant speeding problem. It was **NOTED** that there are several options for police enforcement, e.g. fines, points on driving licence, courses (instead of points), etc.
- Clerk to add Fix My Street link on PC website for members of the public to report overgrown hedges, etc.
- It was confirmed that Village Hall waste bins should not be used for disposing of rubbish collected in litter picks as this service is paid for by Village Hall charity and refuse is collected less frequently. Litter picking waste can go in the bin by Knockin shop as this is a SC bin. It was **NOTED** that all SC bins can accept dog waste as long as it's bagged and tied.

1 member of the public left the meeting at 19.46.

73/25 Reports

- a) Clerk's Progress Report – Consider matters arising since the last meeting.
 - I. Decaying beech tree (Cricket ground entrance) – Awaiting investigation by SC Trees Dept.
 - II. Sewage smell Church Lane – Awaiting response from StaR Housing

III. Arrangements for informal meeting with neighbouring PCs re. working together –Clerk to pick up again.

IV. Police charter priorities – submitted after last meeting.

b) Play Area and Defibrillators – Receive reports and agree actions

- Defibrillator – The Circuit was updated after previous check on 7th Dec. **NOTED**
- Play area – no report currently.

c) Police Reports – Consider local police reports, newsletters for Nov/Dec, and agree any actions

Police reports and newsletters were **NOTED**.

Speed checks –It was **AGREED** to ask police for enforcement at peak times (weekdays in term time, school run), and if they would suggest a speed camera or another approach. Clerk will ask if speed check data could be shared to progress launch of CSW scheme.

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

SC Cllr Duncan Borrowman gave the following report:

- 20mph limits: There is a general move to make it easier to introduce 20mph limits, but no timeframes as yet. SC will be asking Town and Parish Councils to put together a list of 20mph and 30mph location requests (with accurate coordinates). It was **NOTED** that in general, drivers tend to observe 20mph limits, and that there will be funds for new signage. It was **FURTHER NOTED** that physical traffic calming infrastructure, e.g. speed bumps/tables, chicanes, etc., are no longer needed to enforce 20 mph speed limits.
- Bradford Drive planning application: SC Cllr Borrowman will contact Northern Planning team and ask to push for this to go to Planning Committee. It was **NOTED** that a lot of call-in planning committee requests are being vetoed.
- Training: Cllr Cordey is now booked in for Fundamentals for Cllrs training in March. Clerk has also suggested Code of Conduct training on May 13th.

74/25 Finance and accounts

It was **RESOLVED** to approve the following items: 74/25 a, b, and c.

a) Finance reports Nov (Receipts and Payments and bank reconciliation) and Dec (Receipts and Payments and bank reconciliation)

It was retrospectively **RESOLVED** that the Remembrance Day wreath was to be purchased using s.137, and that the spend was considered commensurate with the community benefit.

b) Bank statements Nov and Dec 2025 - Council to approve

c) Q3 budget monitoring report – Council to note and approve

d) 2026-27 budget – Council to consider and approve budget and band D Council tax equivalent and agree precept for 2026-27

It was **AGREED** that Clerk will ask fellow clerks for ballpark grounds maintenance costs in their parishes, so PC can demonstrate due diligence and value for money.

After consideration, it was **RESOLVED** to set an income budget of £0, and payments budget of £18,130. It was **FURTHER RESOLVED** to request a precept of £18,130. This represents a 2.4% increase on the precept for 2025-26, and equates to a Band D Council tax charge of £124.62 (for the Council's portion of the council tax bill). This represents a 4.3% increase (£5.11 in real money) in band D council tax equivalent. The clerk will complete and submit the precept request to Shropshire Council. [The 2026-27 budget will be available online as an appendix to these minutes.](#)

75/25 Planning

a) To consider planning applications and ratify/agree comments

No new applications received.

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

It was **RESOLVED** to note the following decisions:

1. Address: [Proposed Residential Development Land North East Of Bradford Drive Knockin, ref: 25/04441/FUL](#) – Decision: Pending consideration

76/25 Parish matters

a) New Parish noticeboard – Council to receive update

It was NOTED that the new noticeboard has been delivered and is awaiting installation. Cllr Mitcham will speak to the handyman to get an estimate and availability to relocate old noticeboard from Village Hall to the bus shelter, and to install the new noticeboard on the wall of the VH building.

b) Refurbishing existing noticeboard - Council to ratify decision to engage handyman and receive update

Replacement acrylic panes had been ordered and delivered. It was RESOLVED to ratify the decision to engage Armand Ballard as a handyman to install the new panes and refurbish the noticeboard frame (noticeboard outside shop). The estimated cost is £40 and is to be paid out of CIL NF earmarked reserve.

c) Remembrance Tommy soldier silhouette – Council to consider quotes and agree supplier

Estimates were considered and it was RESOLVED to order 1qty of Unknown Tommy male silhouette and 1qty of Unknown Woman in war silhouette from RBVE (Royal British Veterans Enterprise, formerly RBLI) at a cost of £175 each. These will be installed next to the war memorial. It was NOTED that a member of public will pay for the female silhouette. It was FURTHER RESOLVED to purchase these items using Local Government Act, 1972, s.137, and that the expenditure is commensurate with public benefit. The Clerk will double check the s.137 per elector limit for 2025-26.

77/25 Payments

a) Approve/ratify the following payments:

- BACS33, Clerk, Reimbursement for 2qty acrylic sheets for noticeboard (incl. adhesive + sealant), £52.89 (of which £8.82 VAT) – paid 27.11.2025. RATIFIED
- DD, Unity Trust, monthly account fee (Dec), £6.00 (no VAT) – to be paid 31.01.2026
- BACS34, Clerk, Jan staffing costs (incl. agreed overtime), £668.24 (no VAT)
- BACS35, HMRC, Jan PAYE/NICs, £139.34 (no VAT)
- BACS36, Clerk, Feb staffing costs, TBC
- BACS37, HMRC, Feb PAYE/NICs, £TBC
- DD, Unity Trust, monthly account fee (Jan), £7.00 (no VAT) – to be paid 28.02.2026
- DD, Hugo Fox, monthly website provision Jan, £11.99 (of which £2 VAT) – paid 04.01.2026
- DD, Hugo Fox, monthly website provision Feb, £11.99 (of which £2 VAT) – to be paid 04.02.2026
- DD, Hugo Fox, monthly website provision March, £11.99 (of which £2 VAT) – to be paid 04.03.2026
- BACS38, Shropshire Council, contested local election recharge, £1157.19 (no VAT)
- BACS39, Greenbarnes Ltd, AF30 Aluminium Noticeboard Double Bay A2 + AF30 Aluminium Noticeboard A2 Portrait + delivery, £1160.63 (of which £193.44 VAT)
- BACS40, AED Donate, annual maintenance contract, £149.99 (of which £25.00 VAT)

It was RESOLVED to ratify and/or approve the above payments.

78/25 Council Policies – to review, approve, and adopt

- a) Subject Access Policy
- b) Security Incident Response Policy – amend to clarify it is for data breach and what this is.
- c) Privacy Notice

It was RESOLVED to approve the above policies a, b, and c.

79/25 Highways

a) To consider Highways matters/concerns, incl. 20mph speed limits and agree actions

After discussion, it was AGREED that Cllrs will put together a list of locations for requested 20mph limits.

- Rolly Lane to Sheep Dip on main road (between two speed cameras)
- Kinnerley Rd Cricket ground back to Knockin where it meets the B4396

Clerk will confirm exact w3w refs with Cllrs.

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

No update received. Clerk will ask for an update for March.

Clerk will ask police if recent speed check data can be passed to CSW lead within police to expedite getting scheme up and running.

80/25 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Weekly Briefings (24.11.2025, 08.12.2025, 15.12.2025, 06.01.2026, 12.01.2026), Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters.

It was **AGREED** that Cllr Mitcham and/or Cllr Burns will try to attend Digital Voice switchover webinar on 22nd Jan 2026.

- b) Unity Trust fees and charges (27.11.2025)
- c) Letter from SC re. School Library Service (04.12.2025)
- d) Severn Trent Councillor Newsletter (22.12.2025)
- e) SALC Chairs Network meeting invite, 15.01.2026 (06.01.2026)

All **NOTED**.

81/25 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.***

- Asset checks
- Defibrillator training event and promotion
- Council insurance

82/25 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 10th March 2026 at 7.30pm

There being no further business, the Chairman closed the meeting at: 21.01