

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

**Proper Officer:** Lydia Bardsley

**Also present:** SC Cllr Borrowman, Members of the public: 4

**Meeting started:** 7.15pm

## KNOCKIN ANNUAL COUNCIL MEETING MINUTES 12<sup>TH</sup> MAY 2026

### 01/26 Election of Chairman – To elect the Chairman of the Council

After nomination and a vote, it was **RESOLVED** that Cllr Dave Roberts be elected as Chairman of the Council. The Acceptance of Office declaration was signed and he took the Chair.

### 02/26 Election of the Vice Chairman – To elect the Vice Chairman of the Council

After nomination and a vote, it was **RESOLVED** that Cllr Samantha Burns be elected as Vice-Chairman of the Council. The Acceptance of Office declaration was signed.

### 03/26 Apologies for Absence

None.

### 04/26 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. Cllr Moseley declared an interest in agenda item 10/26b Planning decisions
- b) To consider any applications for dispensation. None received.

### 05/26 Confirmation of the Minutes

- a) To approve and authorise the [Minutes of the Council Meeting held on 10.03.2026.](#)
- b) To approve and authorise the [Minutes of the Extra Ordinary Council Meeting held on 16.03.2026](#)

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

### 06/26 Public Participation

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

Members of the public enquired about the Bradford Drive development. It was **NOTED** that there are no updates.

It was **NOTED** that dog fouling signs are being ignored. Members of the public were advised to report problems to the SC dog warden via the SC website.

### 07/26 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 – In process of arranging meeting with STaR Housing, PC Cllrs, and SC Cllrs
  - III. Workplace pension – Set up and functioning but problems arranging direct debit.
- b) Play Area and Defibrillators – Receive reports and agree actions
  - Defibrillator – No issues reported. **NOTED.** It was **FURTHER NOTED** that very few places have been booked for the AED and CPR Awareness event on 21<sup>st</sup> May.

- Play area – Cllr Jones reported no issues. It was **AGREED** that Cllr Cordey will cover inspections for play area and AED during Cllr Jones' absence.

c) Police Reports – Consider local police reports, newsletters for March-May, and agree actions  
Police reports and newsletters were **NOTED**. It was **NOTED** that contact details for PCSO Kurt Mabe on newsletters/reports may be incorrect.

d) Councillor Reports – To consider reports from Councillors (training and/or meetings attended).  
SC Cllr Duncan Borrowman gave the following update:

- A meeting is being planned with relevant parties to address sewage smell.
- County-wide matters – SC has serious staff shortages in 3 key areas of Planning enforcement, speed limits, and road adoption which has led to backlogs. Some recruitment is happening, and budget is now in place to get more staff hired.

PC Training: It was **NOTED** that Cllr Cordey is booked on Code of Conduct training for May 13<sup>th</sup>.

## 08/26 Financial year-end – Council to approve

- [Year-end Receipts and Payments](#) (Chairman to sign) **APPROVED**
- [Year-end bank reconciliation](#) (non-signatory Cllr to sign) **APPROVED**
- Year-end bank statements (non-signatory Cllr to sign) **APPROVED**
- Year-end budget monitoring report – Council to note **APPROVED**
- [Year-end asset register](#) – Council to approve and agree actions **APPROVED**

It was **NOTED** that the 2024-25 asset value has been re-stated as the register had not been updated with the correct asset value after a new laptop was purchased in 2023. It was **FURTHER NOTED** that the 4x PC-owned streetlights have been inspected by Highline Electrical Ltd for a structural condition report and electrical testing and there are no actions required. Previously outstanding asset inspections were **NOTED** as follows:

- Bench seats x 2 The Avenue – checked by Cllr Moseley, no issues.
- Neighbourhood Watch signs x 3 – checked by Cllr Roberts, no issues.
- Millennium Stone – checked by Cllr Roberts, no issues.
- Osbaston road signs x 3 – checked by Cllr Roberts. It was **NOTED** that the sign by Rolly farm is leaning into the hedge and may be rotted/rusted. Cllr Roberts will investigate further and report back to Council.  
It was **NOTED** that a separate road sign that had been struck by an agricultural vehicle recently was not a PC-owned sign.
- Amenity area fencing – Cllr Roberts to arrange repair.
- Vehicle activated speed sign (Rolly lane) – checked by Cllr Roberts, working well.

It was **NOTED** that the unnamed soldier statue will need to be added to the PC asset register for 2026-27 (not currently in situ yet).

- Year-end VAT reclaim – Council to note

It was **NOTED** that a VAT reclaim for £828.98 had been submitted to HMRC and the refund received in full.

- Regular payments – Council to review and approve standing orders/direct debits **APPROVED**

It was **NOTED** that the NEST pension direct debit has not yet been set up. Clerk is liaising with NEST to get this resolved asap, but in the meantime it was **AGREED** that the Clerk will make pension contributions by debit card and will be reimbursed by the PC.

- Bank mandate – Council to review and agree any changes

It was **RESOLVED** that Cllr Lewis will be added to the bank mandate with online banking access, and Cllr Mitcham will be removed from the mandate following his planned resignation at the end of May.

- Council insurance – Review renewal quotation and cover requirements

After review, it was **RESOLVED** to proceed with the renewal of PC insurance with AJG (Gallagher) for 2026-27 at a cost of £465.38 incl. IPT (no VAT).

- Finance reports April (Receipts and Payments, bank reconciliation, bank statements)

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

## 09/26 2025-26 Annual Governance and Accountability Report (AGAR)

- Internal Auditors Report 2025-26 – **RESOLVED to note**
- 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.

- Annual Governance Statement 2025-26 (section 1 of the AGAR) – To consider and approve

After consideration, it was **RESOLVED** to approve the annual governance statement positively for 2025-26. This was signed by the Chair and the Clerk.

- d) Accounting Statements 2025-26 (section 2 of the AGAR) – To consider and approve

After consideration, it was **RESOLVED** to approve the accounting statements for 2025-26. This was signed by the Chair.

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

- f) Exercise of Public Rights – To note the inspection period dates

The inspection period will be 29<sup>th</sup> June – 7<sup>th</sup> Aug 2026, and the notice for the exercise of public rights will be published accordingly. **RESOLVED to note**

## 10/26 Planning

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

1. [Application ref: 26/01699/TCA, 2 St Marys Close, Knockin](#)

Proposal: Fell 1no. Birch within Knockin Conservation Area

Comments deadline: 18.05.2026

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

The PC notes that the tree will be replaced with another, so there are no concerns.

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

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

1. [Application ref: 25/04892/OUT, Proposed Rural Enterprise Dwelling To The East Of Knockin](#) - Decision: Refuse
2. [Application ref: 25/04441/FUL, Proposed Residential Development Land North East Of Bradford Drive](#) – Decision: Pending consideration

It was **NOTED** that new documents have been added to the planning portal, and that WSP maintain their original objections.

3. [Application ref: 26/00541/TCA, Lower House Farm](#) – Decision – Consent by right (approved)
4. [Application ref: 26/01480/CPL, Land at crossroads, Shotatton](#) – Decision: Pending consideration

## 11/26 Parish matters

- a) Parish assets maintenance/repairs – Council to receive update and agree actions

It was **NOTED** that the following work had been completed:

- Install new notice board on Village Hall
- Relocate old noticeboard from Village Hall to bus shelter
- Refurbish shop noticeboard, varnish frame, etc.
- Replace old Perspex in bus shelter windows.

No further actions at present.

- b) Digital and hardcopy data audit – Council to receive update and agree actions

The Clerk gave an update. As agreed at the last meeting, 8hrs overtime had been completed to work on data audits. Originally, an estimated 10-12 hours would be needed, and work is still to be done. Basic web accessibility checks and statement had been completed but further work was required to address known issues and ensure full compliance.

- c) Shropshire Council streetlight energy contract - Council to review and decide whether to renew

It was **RESOLVED** to renew the above contract with Shropshire Council for 2026-27 at a cost of £203.28+VAT.

- d) Light pollution in Knockin Heath – Council to receive update and agree actions

It was **NOTED** that the issue had been reported to Shropshire Council Environmental Protection Team. Their response and that of Kinnerley PC were **NOTED**. No actions at present.

- e) Councillor resignation – To agree handover of tasks from Cllr Mitcham and any other actions

It was **AGREED** that tasks will be delegated as follows:

- Telescope articles – It was **NOTED** that the June issue is done. Cllr Burns will write the July report, Cllr Lewis will help with the August report, and Cllr Jones will take this task on from Sept onwards. NB. It was **NOTED** that editorial deadline dates change frequently. There is not much to write about in months when the PC does not meet.

SC Cllr Borrowman gave his apologies and left the meeting at 20.02.

- Agendas on notice boards – Cllr Roberts (NB. Cllr Mitcham and Cllr Jones have keys currently).

- PC bank signatory – Cllr Lewis (as per item 08/26h.)

## 12/26 Payments

- a) Approve/ratify the following payments:
  - BACS01, Clerk, April staff costs, £543.59 (of which £0.83 VAT) - **RATIFIED**
  - BACS02, HMRC, April PAYE/NICs, £99.14 no VAT) - **RATIFIED**
  - BACS03, Clerk, Reimbursement for April NEST pension contributions (emp'ee AND emp'er), £42.51 (no VAT) - **RATIFIED**
  - DD, Hugo Fox, April website provision, £11.99 (of which £2 VAT) - **RATIFIED**
  - DD, Hugo Fox, May website provision, £11.99 (of which £2 VAT) - **RATIFIED**
  - DD, Unity Trust, monthly account fee (March), £7.00 (no VAT) – **RATIFIED**
  - DD, Unity Trust, monthly account fee (April), £7.00 (no VAT) – **APPROVED**
  - BACS04, SALC, Training invoice 3072 (Fundamentals for Cllrs), £45 (no VAT) - **RATIFIED**
  - BACS05, Armand Ballard, Repairs to noticeboards x 2 and bus shelter, £100 (no VAT) - **RATIFIED**
  - BACS06, SALC, Affiliation fees 2026-27, £256.43 (no VAT) - **APPROVED**
  - BACS07, Clerk, May staffing costs, £522.40 (no VAT) – **APPROVED**
  - BACS08, HMRC, May PAYE/NICs, £99.14 (no VAT) – **APPROVED**
  - BACS09, Clerk, Reimbursement for May NEST pension contributions (emp'ee AND emp'er), £42.51 (no VAT) **APPROVED**
  - BACS10, Bernard Townson, Internal audit 2025-26, £150.00 (no VAT) - **APPROVED**
  - BACS11, AGJ (Gallagher), Insurance premium 2026-27, £465.38 (no VAT) - **APPROVED**
  - BACS12, Highline, Streetlight condition survey and electrical testing, £72.00 (of which £12 VAT) - **APPROVED**

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

## 13/26 Council Policies – to review, approve, and adopt

- a) Standing Orders
- b) Financial Regulations
- c) Financial Risk Assessment
- d) Internal controls policy

It was **RESOLVED** to approve the above policies a, b, c, and d. The Chairman signed a copy of the Financial Risk assessment.

## 14/26 Highways

- a) To consider/receive updates on Highways matters/concerns, and agree any actions
  - Cricket Club. It was **AGREED** the Clerk will contact Club to ask users not to park on grass verges outside entrance.
  - Speed of buses on Kinnerley Rd. It was **AGREED** that the Clerk will contact Tanat Valley to raise concerns.
- b) Community Speed Watch – To receive update from Coordinator and agree actions

It was **NOTED** that the local coordinator has chased and contacted SNT as well, but no update. Clerk has also asked SNT to follow this up.

## 15/26 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Weekly Briefings (27.04.2026, 04.05.2026), CIL Neighbourhood Fund update (19.03.2026) Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters **NOTED**
- b) Neighbourhood Governance (01.04.2026)

It was **NOTED** that the English Devolution and Community Empowerment Bill has now received Royal Assent and several government concessions were made beforehand:

- Local authorities will be legally required to engage with parish and town councils about their representation on new neighbourhood governance arrangements.
- Regulations under the Act will allow parish and town councils to be represented on neighbourhood governance structures.

- The government has confirmed it will work with NALC to shape how engagement with parish and town councils works in practice.
- A pledge to review community governance guidance before the Summer Recess and a commitment to publish a neighbourhood governance framework

It is unclear at present if further action is required from Town & Parish Councils. **NOTED**

c) [Police merger consultation \(deadline 15.06.2026\)](#)

It was **AGREED** that no response is required.

d) [SC Devolution Asset transfer Policy \(11.03.2026\)](#) **NOTED**

e) WMCALCS Briefing Note: Battery Energy Storage Systems (BESS)

The updated campaign pack was **NOTED**. Agreed to defer for now.

## 16/26 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.***

- Casual vacancy
- Sewage smell
- Cricket ground tree
- Appointment of Cllr representatives

## 17/26 Date and Time of Next Meeting

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

It was **RESOLVED** that the next meeting will be held on Tuesday 7<sup>th</sup> July 2026 at 7.30pm.

**There being no further business, the Chairman closed the meeting at: 20.19**