

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

Proper Officer: Lydia Bardsley

Also present: Members of the public: 1

Meeting started: 7.30pm

KNOCKIN PARISH COUNCIL MINUTES 10TH MARCH 2026

89/25 Apologies for Absence

Apologies were received from SC Cllr Duncan Borrowman. These were **NOTED**.

90/25 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.
- b) To consider any applications for dispensation. None received.

91/25 Confirmation of the Minutes

- a) To approve and authorise the [Minutes of the Council Meeting held on 13.01.2026](#).
- b) To approve and authorise the [Minutes of the Extra Ordinary Council Meeting held on 02.02.2026](#)

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

92/25 Public Participation

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

No comments.

93/25 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 – Chased STaR Housing. Matter has been forwarded to strategic asset management team for urgent action. Clerk to request a progress update by 2 weeks before next PC meeting and ask SC Cllr Borrowman who we need to contact in SC to escalate this matter.
 - III. Arrangements for informal meeting with neighbouring PCs re. working together. Meeting took place 9th March, will be reported under item 93/25d.

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

- Defibrillator – No issues. The Circuit was updated on 2nd March after previous check. **NOTED**
- Play area – Cllr Jones reported no issues.

c) Police Reports – Consider local police reports, newsletters for Dec/Jan and Feb, agree charter priorities and any actions

Police reports and newsletters were **NOTED**. Clerk to invite police to next meeting and also Coffee and Chat (second Tues of month). The police response re. speeding was also **NOTED**. It was **AGREED** to keep the same Police Charter priorities as previously.

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

- No report received from SC Cllr Duncan Borrowman.
- Clerk gave a report on Cyber Security workshop. It was **NOTED** that this applies to Cllrs as well as Clerk.
- Cllr S Lewis had attempted to attend Oswestry Area Committee meeting (02.03.2026) but was not able to access building.

- Training: Cllr Cordey gave an update on Fundamentals for Cllrs training March 3rd, which was useful. He is also booked on Code of Conduct training for May 13th.
- Informal meeting between parishes (Kinnerley & Meverley) – SC is supposed to be providing T&PCs with a list of services for potential devolution. Other areas have taken on some non-statutory services from SC, e.g. Shrewsbury Town Council has taken on all the parks, this has led to significant increases in precepts. There is the possibility of tapered funding from SC. List of services has not been shared yet, but roadside verges one possibility. There is nothing to be done for next financial year as SC are still in contracts and Town & Parish Councils have already set budgets for 2026-27, so this would be looking for 2027-28. PCs would need to look carefully at legal liability, SC may retain some of liability but some may be devolved. There is supposedly a new charter statement, Clerk to check this and circulate to Council. All PCs keen to keep lines of communication open with each other while we await further information. Clerk to circulate draft mins from the informal meeting.

94/25 Finance and accounts

It was **RESOLVED** to approve the following items: 94/25 a, b, and c.

- a) Finance reports Jan (Receipts and Payments and bank reconciliation) - Council to approve
- b) Finance reports Feb (Receipts and Payments and bank reconciliation) - Council to approve
- c) Bank statements Jan and Feb 2026 - Council to approve
- d) Council insurance – Review questionnaire and cover requirements

After discussion it was **AGREED** to ask Gallagher to amend contents cover requirements to reflect asset register valuations, but it was **AGREED** not to insure the clock for now as PC has not been able to establish if it is already covered by Marston's building insurance.

95/25 Planning

- a) To consider planning applications and ratify/agree comments
 1. **Address:** [Lower House Farm, Knockin, ref: 26/00541/TCA](#)
Proposal: Fell 1no. Cypress tree (T1) within Knockin Conservation Area
Comments deadline: 11.03.2026

After discussion, it was **RESOLVED** to SUPPORT with no objections and note that extra trees have already been planted on site.

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

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

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

To be considered at a separate Council meeting on Monday 16th March. Cllrs will inform residents of impacted areas.

96/25 Parish matters

- a) Parish assets maintenance/repairs – Council to receive updated quote from handyman for noticeboards refurbishment and installation and agree actions

It was **RESOLVED** to accept the handyman quote for £100 and to proceed with asset repairs/maintenance as follows:

- Install new notice board on Village Hall
- Relocate old noticeboard to bus shelter
- Refurbish shop noticeboard, varnish frame, etc.
- Replace old Perspex in bus shelter windows (PC to supply Perspex) – it was agreed handyman can remove old materials now in preparation.

- b) Bus shelter perspex - Council to consider quotes for replacement and agree actions

It was **AGREED** to order 2 qty sheets of Perspex from Plastic People (£153.56 incl shipping, of which £25.59 VAT). If purchase cannot be made by invoice then PC will reimburse Clerk in between meetings.

- c) Asset inspections – Council to discuss and agree actions

It was **AGREED** that Cllrs will check remaining assets as follows and report back before 31st March:

- Streetlights x 4 – Cllr Roberts
- Bench seats x 2 The Avenue – Cllr Moseley
- Neighbourhood Watch signs – Cllr Roberts

- Commemorative seat Church View – Cllr Jones
- Noticeboards: Old one outside village hall and new one (once installed) – Cllr Mitcham
- Millennium Stone – Cllr Roberts
- Osbaston road signs x 3 – Cllr Roberts
- Amenity area fencing – Cllr Roberts to arrange repair
- Vehicle activated speed sign (Rolly lane) – Cllr Roberts

d) Defibrillator/CPR training event – Council to finalise arrangements

It was **AGREED** Clerk to confirm 7.00pm start with trainer. It was **FURTHER AGREED** Clerk will amend poster, circulate, and publish on website. Cllr Burns will bring hot drinks, and it was **NOTED** that chairs and table for projector will be needed.

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

The Clerk gave an update on background, how much work has already been completed and how much is left to do (estimated 10-12 hours). It was also **NOTED** that there is still some work to be done on web accessibility checks and statement but that it should be finished in time for internal audit and AGAR at year end. After discussion, it was **AGREED** to pay Clerk overtime for 8 hours overtime to continue work on the data audit.

f) Annual Meeting arrangements – Council to agree dates for Annual Parish and Annual Council Meetings

It was **AGREED** to arrange the Annual Parish Meeting for May 12th (same night as Annual Council Meeting). APM to start at 7.00pm. It was **AGREED** to have a normal APM agenda.

g) Civility & Respect Pledge – Council to pass resolution to sign up to the Civility & Respect Pledge

After consideration, it was **RESOLVED** to sign up to the pledge, taking into account policies that are due to be approved under item 98/25.

h) Light pollution in Knockin Heath – Council to note concerns raised and agree any actions

It was **AGREED** that Clerk will contact environmental health at SC to raise concerns.

i) Remembrance Tommy soldier silhouettes – Council to receive update and agree actions

It was **AGREED** that the PC will order 1 soldier statue with Lest We Forget text (right facing), and member of the public will purchase their own statue separately.

97/25 Payments

a) Approve/ratify the following payments:

- DD, Unity Trust, monthly account fee (Feb), £7.00 (no VAT) – to be paid 31.03.2026
- DD, Unity Trust, monthly account fee (March), £7.00 (no VAT) – to be paid 30.04.2026
- BACS36, Clerk, Feb staffing costs (incl. completed overtime), £587.15 (no VAT) – to ratify
- BACS37, HMRC, Feb PAYE/NICs, £106.36 (no VAT) – to ratify
- BACS41, Cllr D Mitcham, printing costs reimbursement, £25.00 (of which £4.17 VAT, not reclaimable)
- BACS42, Clerk, March staffing costs (incl. agreed overtime), £666.65 (no VAT)
- BACS43, HMRC, March PAYE/NICs, £136.45 (no VAT)
- BACS44, Highline Electric Ltd, £133.43 (of which £22.24 VAT)
- BACS45, RBVE, 1 qty Commemorative "Unknown soldier" statue, £200.00 (incl. shipping (of which £33.34 VAT)

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

98/25 Council Policies – to review, approve, and adopt

- Disciplinary and Grievance Procedures (new models)
- Training Policy (NEW)
- Equal Opportunities Policy
- Cllr – Clerk Protocol (NEW)
- Dignity at Work Policy (NEW)

It was **RESOLVED** to approve the above policies a, b, d, and e. It was **RESOLVED** to adopt the Clive PC template for Equal Opportunities Policy.

99/25 Highways

- a) To consider/receive updates on Highways matters/concerns, incl. 20 mph speed limits and speed cameras, and agree any actions
 - 20mph limits –It was **NOTED** that the locations map Cllr Mitcham shared previously was for suggestions for repositioning current 30mph speed signs, i.e. to extend the 30mph zone past Cricket Club due to bend in road and pedestrian access. 20mph speed limit requests – It was **NOTED** that this is just preparation in case SC decide they want to do 20mph zones, not to actually submit to SC yet.
 - Speed cameras – Cllrs considered the information shared by other Clerks. It was **AGREED** not to pursue this project for time being. PC will instead focus on getting Community Speed Watch group up and running as the Pontesbury speed camera project only sends out letters anyway.
 - b) Community Speed Watch – To receive update from Coordinator and agree actions
- Police had informed the PC that volunteers had been vetted. Local CSW Coordinator had reached out to police coordinator re. organise training but had had no response despite chasing. Clerk to ask SNT contact (Kurt Mabe) to chase.

100/25 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Weekly Briefings (19.01.2026, 26.01.2026, 02.03.2026), Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- b) SALC Broadband and Mobile Connectivity Briefing slides and recording (27.01.2026)
- c) Public Footpath Diversion Order (Footpath 2 (Part) (29.01.2026)
- d) Oswestry Area Committee meeting 02.03.2026 invite (23.02.2026)
- e) Proposed Highways Diversion Order Item WM/S247/6227 (06.03.2026)

It was **AGREED** the above item (100/25e) will be considered at the Extra Ordinary meeting on 16th March.

All other items **NOTED**.

1 member of the public left the meeting at 21.17.

101/25 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

102/25 Staffing matters

Council to consider proposals in Confidential Staffing Report and agree actions

It was **RESOLVED** to set up a NEST workplace pension and enrol the Clerk as per the recommendations in the confidential report.

103/25 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.**

- Council insurance
- Year-end and AGAR

104/25 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 the Annual Council Meeting and will be held on Tuesday 12th May 2026 at 7.30pm.

There being no further business, the Chairman closed the meeting at: 21.25