

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

**Absent:** M Moseley

**Proper Officer:** Lydia Bardsley

**Also present:** Members of the public: 2

**Meeting started:** 7.47pm

## **KNOCKIN PARISH COUNCIL MINUTES 9<sup>TH</sup> SEPT 2025**

### **33/25 Apologies for Absence**

Apologies had been received from SC Cllr Duncan Borrowman and Cllr Lewis. These were **NOTED** by the Council.

### **34/25 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.

### **35/25 Confirmation of the Minutes**

- a) To approve and authorise the signing of the Minutes of the Council Meeting held on 08.07.25

It was **RESOLVED** to confirm the [minutes of the Council meeting held on 08.07.25](#) and a copy was signed by the Chair as a true record.

### **36/25 Public Participation**

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

Members of the public asked about the following matters:

- Bradford estates development - no update available.
- Sewage smell on Church view. **AGREED** Clerk will chase to see if there has been an update since review.
- Community Christmas dinner – Discussed under Knockin Village Hall Committee agenda.
- Parking for doctors surgery. It was **AGREED** the Clerk will write to practice manager about submitting this as an infrastructure project under Oswestry Place Plan.

### **37/25 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.

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

Cllr Jones gave the following update: Defibrillator – No issues, The Circuit has been updated, and Clerk has moved management over to new gov.uk email address.

Play area – The RoSPA inspection report (25.07.2025) was **NOTED**. It was **RESOLVED** that Cllr Roberts will action repairs to post & rail fencing. It was **RESOLVED** to remove the waste bin entirely.

- c) Police Reports – Consider local police reports, newsletters for July/Aug, Financial update, and West Mercia Police survey (deadline 14.10.2025) and agree any actions

Police reports were **NOTED**. It was **AGREED** that Cllr Burns will look at completing the survey.

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

Cllr Mitcham attended the Oswestry Area Committee meeting 08.09.2025. This will be dealt with under agenda item: 40/25g Shropshire Council Call for Information and Memorandum of Understanding.

SC report from SC Cllr Borrowman was **NOTED**.

### 38/25 Finance and accounts

It was **RESOLVED** to approve the following items: 38/25 a, b, and c.

- a) Q1 budget monitoring report – Council to note and approve
- b) Bank statements July and Aug 2025 - Council to approve
- c) Finance reports July (Receipts and Payments and bank reconciliation) and Aug (Receipts and Payments and bank reconciliation) - Council to approve
- d) CIL Annual Monitoring report – Council to complete and approve

The following CIL Neighbourhood Fund projects were **AGREED**:

- Enhancements to amenity area £6000
- Additional 3 -bay notice board £1500

Clerk will email the completed form to Cllr Roberts and SC Cllr Borrowman to sign.

Suggested infrastructure projects for future – Possible fencing for amenity area and additional items for amenity area, resurface Village Hall car park. Clerk will check what is permitted and what other Councils can do.

- e) Changing bank mandate – Council to receive update

Submission form has been completed and uploaded, no requests for new signatures so assumed to be progressing as normal.

### 39/25 Planning

- a) To consider planning applications and ratify comments
  1. Address: [Hillside View, Osbaston Knockin, ref: 25/02307/FUL](#) – Council to ratify (support)
  2. Address: [The Old Rectory, Knockin, ref: 25/02869/TCA](#) – Council to ratify (support)
  3. Address: [Juniper Cottage, Knockin, ref: 25/02046/TCA](#) – Council to ratify (support)
  4. Address: [Land Adj. Old School House, Knockin, ref: 25/02912/TCA](#) - Council to ratify (support)

It was **RESOLVED** to ratify the above planning comments (1-4) that had been submitted in between meetings, full comments can be viewed on the planning portal via the respective weblinks.

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

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

1. Address: [Vine Tree Cottage, Knockin, ref: 25/01211/FUL](#) and [25/01212/LBC](#) – Grant permission
2. Address: [Hillside View, Osbaston Knockin, ref: 25/02307/FUL](#) – Pending consideration
3. Address: [Living Accommodation At, Knockin Shop And Post Office, ref: 25/02828/CPE](#) – Pending consideration (no comments invited)
4. Address: [Land Adj. Old School House, Knockin, ref: 25/02912/TCA](#) – Consent by right - Trees
5. Address: [Juniper Cottage, Knockin, ref: 25/02046/TCA](#) – Consent by right - Trees
6. Address: [The Old Rectory, Knockin, ref: 25/02869/TCA](#) – Consent by right - Trees

### 40/25 Parish matters

- a) Parish Council insurance (clock) – Consider update (if available) and agree actions

No response received from brewery on question of whether clock is already covered under buildings insurance.

It was **AGREED** to wait to see if Clerk hears anything from brewery.

- b) Council gov.uk email – Council to receive update and agree actions

It was **NOTED** that Clerk's gov.uk email address had been set up and is active. Clerk is going through process of updating contact details with various organisations/contacts, and an auto-reply has been set up on the Gmail account to advise of new email address. It was **AGREED** that there is no need for a separate email account for Knockin Village Hall yet.

- c) Council Cloud storage quotes – Council to consider quotes and agree actions

After consideration, it was **RESOLVED** to set up a free storage plan with One Drive on a trial basis.

- d) Parish noticeboards – Council to consider quotes and agree supplier/actions

2 x members of public left the meeting at 20.26.

After consideration, it was **RESOLVED** to get new quotes for a noticeboard big enough for 12x sheets of A4.

Cllr Mitcham will refurbish old noticeboard at shop and will send measurements to Clerk to quote for replacement Perspex next meeting.

- e) Defib and CPR awareness course – Council to receive update and agree actions

Date of next awareness session booked for Thurs 21<sup>st</sup> May 2026, start at 7pm, set up from 6.30pm. It was **AGREED** that Cllr Mitcham will mention date in Telescope newsletter.

- f) Defib delegation – Council to resolve to delegate authority to Clerk to order replacement defib consumables as needed

**NOTED** that as part of PC's annual maintenance contract with AED Donate, some consumables needed are ordered and sent FOC anyway. **RESOLVED** to delegate authority to Clerk to arrange replacement of any defib consumables under this maintenance contract as needed. It is believed that the defib battery has been replaced once since original contract.

- g) Shropshire Council Call for information and Memorandum of Understanding – Receive update from Shropshire Together Conference, neighbouring PCs, and agree actions

Documents previously circulated were **NOTED**. Cllr Mitcham gave the following update from the Oswestry Area Committee meeting.

Aims:

- Resetting relationship with T&PCs
- Partnerships between SC and T&PCs and among local councils
- Devolution/delegation of assets/services to local councils.

Environmental maintenance – Contractors and sub-contractors take a lot of profit, so this is a possible area of saving. Memorandum of Understanding (MOU) – Apparently don't need an MOU if T&PCs want to take on a service.

It was **AGREED** that PC does not have capacity currently to take on new services, but PC will engage with Kinnerley and Molverley PCs and attempt to arrange an informal meeting between PC reps to discuss possible ideas.

Cllr Mitcham will add a note in Telescope to give info in general terms and engage with community.

It was **AGREED** that the PC will not sign the MOU for the time being.

## 41/25 Payments

- a) Approve/ratify the following payments:

- BACS20, Cloud Next Ltd, Gov.uk email accounts x 25 (annual fee), £59.98 (of which £9.99 VAT) – paid 13.08.2025
- BACS21, RoSPA Playsafety, amenity area annual inspection, £318.00 (of which £53 VAT) – paid 29.07.2025
- DD, Unity Trust, monthly account fee (Aug), £6.00 (no VAT) -paid 31.08.2025
- DD, Hugo Fox, monthly website provision Sept, £11.99 (of which £2 VAT) – paid 01.09.2025
- BACS22, Clerk, Sept staffing costs (incl. National Salary Award backpay, £561.69 (no VAT)
- BACS23, HMRC, Sept PAYE/NICs, £90.54 (no VAT)
- BACS24, Clerk, Oct staffing costs, £486.22 (no VAT)
- BACS25, HMRC, Oct PAYE/NICs, £62.24 (no VAT)
- DD, Unity Trust, monthly account fee (Sept), £6.00 (no VAT) -due 30.09.2025
- DD, Hugo Fox, website provision (Oct), £11.99 (of which £2.00 VAT) – due 01.10.2025
- BACS26, SLCC, annual membership fee (split with Clive PC, £80 (no VAT) – awaiting invoice

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

## 42/25 Council Policies – to review, approve, and adopt

- a) Health & Safety – **AGREED** to give copies of H&S policy to contractors e.g. decorators, VH cleaner, GMS Knockin
- b) Complaints Policy – Clerk to circulate Clive PC policy for consideration as a template.
- c) Code of Conduct
- d) IT Policy (new)

After review, it was **RESOLVED** to approve and adopt the above policies a), c), and d). Knockin PC will review Clive PC example for Complaints Policy and consider at next meeting.

## 43/25 Highways

- a) To consider Highways matters/concerns and agree actions  
SC are chasing estate re. Kinnerley road hedges, but no work is happening yet.
- b) Community Speed Watch – To receive update from Coordinator and agree actions  
No updates received.

#### 44/25 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters  
b) GGEN Vyrnwy Frankton surveys (31.07.2025)  
c) Launch of Shropshire and Telford & Wrekin Local Nature Recover Strategy (consultation deadline 15.10.2025)

**AGREED** no action needed.

- d) Shropshire Good Food Trail closing celebration 31.08.2025 (20.08.2025)  
e) NALC Blog Assertion 10 (Digital and data compliance) (20.08.2025)

It was **NOTED** that:

- Gov.uk email – set up and in use **Complete**
  - Website accessibility – PC needs to review guidelines and do a check on new website and draft an accessibility statement
  - Website info as required by FOI and transparency code – Clerk to review requirements and check compliance
  - Lots of work to be done on GDPR regs and data audit, incl. in hardcopy record storage.
  - IT policy – Adopted now but need to be put in practice and reviewed for compliance.
- f) Nature recovery conference programme Oct 3<sup>rd</sup> Ellesmere  
g) Middle Marches Community Land Trust – White Grit appeal (21.08.2025)  
h) Chairs Network Meeting invite for 11.09.2025 (27.08.2025) Chair not available.  
i) Christmas lights displays 2025 (02.09.2025) **NOTED** no Christmas lights or displays so no permits required.  
j) Leader of SC newsletter (02.09.2025)

All **NOTED**.

#### 45/25 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 – Data protection policy, Document retention policy, Complaints
- Remembrance service – Clerk to order wreath to send to Cllr Roberts, Cllr Mitcham to ask person who cleans memorial if he wants to lay wreath on PC's behalf. Cllr Burns will attend remembrance service all being well. Clerk to check correspondence with Church to see who organises bugler.

#### 46/25 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 11<sup>th</sup> November 2025 at 7.30pm

**There being no further business, the Chairman closed the meeting at: 21.35**