

Knockin Parish Council

T: 01691 674742

E: knockinpc@gmail.com

www.knockin-pc.gov.uk

Dear Councillors,

Weds 2nd July 2025

YOU ARE SUMMONED TO ATTEND THE MEETING OF KNOCKIN PARISH COUNCIL TO BE HELD ON **TUESDAY 8TH JULY 2025 AT 7.30PM** IN KNOCKIN VILLAGE HALL, FOR THE TRANSACTION OF BUSINESS AS SET OUT IN THE AGENDA BELOW.

The press and members of the public are very welcome to attend.

Lydia Bardsley

Mrs L Bardsley, Proper Officer

Knockin Parish Council Agenda 8 July 2025

19/25 Apologies for Absence

20/25 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.

21/25 Confirmation of the Minutes

- a) To approve and authorise the [Minutes of the Annual Council Meeting held on 13.05.2025](#).

22/25 Public Participation

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

23/25 Reports

- a) Clerk's Progress Report – Consider matters arising since the last meeting.
 - I. Thank you message to Vince Hunt (sent)
 - II. Updates to defib on The Circuit (removing duplicate accounts, replacing used pads)
 - III. Decaying beech tree (Cricket ground entrance) – reported on Fix My Street
- b) Play Area and Defibrillators – Receive reports
- c) Police Reports – Consider local police reports and newsletters for May/June, and review Police charter priorities
- d) Councillor Reports – To consider reports from Councillors (training and/or meetings attended).

24/25 Finance and accounts

- a) Bank statements May and June 2025 - Council to approve
- b) Finance reports May 2025 and June 2025 (Receipts and Payments and bank reconciliation) - Council to approve
- c) Changing bank mandate – Council to receive update

25/25 Planning

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

No new applications at time of publication of agenda

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

- I. Address: [Vine Tree Cottage, Knockin, ref: 25/01211/FUL](#) and [25/01212/LBC](#) – Pending consideration
- II. Address: [Llynclys To Maesbury Marsh, 25/01396/OHL](#) – No objection OHL
- III. Address: [Old Post Office Knockin Oswestry, ref: 24/04442/FUL](#) (re-consultation) – Permission Granted.

26/25 Parish matters

- a) Asset Inspections – Consider condition reports of outstanding asset checks and agree actions

- b) Parish Council insurance (clock) – Council to receive update and agree actions
- c) Digital and data compliance requirements – Council to consider email and Cloud storage quotes
- d) Parish Council website – Receive update and consider whether to continue hosting for old Web Orchard website for 12 months
- e) Parish noticeboards – Consider possible new locations
- f) Knockin Post Office closure – Council to note and agree any actions
- g) Defib and CPR awareness course – Consider dates for a second course

27/25 Payments

a) [Approve/ratify the following payments:](#)

- BACS13, Clerk, July staffing costs, £509.87 (no VAT)
- BACS14, HMRC, July PAYE/NICs, £56.42 (no VAT)
- BACS15, Shropshire Council, Streetlights energy 2025-26, £235.57 (of which £39.26 VAT) – paid 22.05.2025
- DD, Hugo Fox, website provision (June), £11.99 (of which £2.00 VAT) – paid 02.06.20225
- DD, Unity Trust, monthly account fee (June), £6.00 (no VAT)
- DD, Unity Trust, monthly bank account fee (July), £6.00 (no VAT)
- DD, Hugo Fox, website provision (July), £11.99 (of which £2.00 VAT) – paid 01.07.20225
- BACS16, Knockin Village Hall, Annual Contribution, £3900.00 (no VAT)
- BACS17, Smith of Derby, Bradford Arms clock service, £426.00 (of which £71.00 VAT)
- BACS18, Clerk, Aug staffing costs, £473.29 (no VAT)
- BACS19, HMRC, Aug PAYE/NICs, £56.62 (no VAT)
- DD, Hugo Fox, website provision (Aug), £11.99 (of which £2.00 VAT)
- BACS20, Information Solutions, org.uk website hosting and support, £258.55 (of which £43.09 VAT)

28/25 Council policies – to review, approve, and adopt

- a) Scheme of Delegation
- b) Financial Risk Assessment
- c) ICO Model Publication Scheme (Guide to information)
- d) Internal Controls Policy

29/25 Highways

- a) To consider Highways matters/concerns and agree actions
- b) Community Speed Watch – To receive update from Coordinator and agree actions

30/25 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters
- b) Online Declarations of Interest and Updates to Council Membership (11.06.2025)
- c) Shropshire Council [Youth Offer Questionnaire](#) (deadline 18.07.2025)
- d) Future of Neighbourhood Plans (SALC update)
- e) Call for Information from Shropshire Council to Town and Parishes (response deadline: 18.08.2025)
- f) Trefonen Post Office closure notice
- g) SALC Chairs' network Meeting invite 10th July

31/25 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.***

32/25 Date and Time of Next Meeting

To note/agree the date and time of the next meeting.
Provisionally Tuesday 2nd September 2025

END OF AGENDA