

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

Proper Officer: Lydia Bardsley

Also present: Members of the public: 0

Meeting started: 7.36pm

KNOCKIN PARISH COUNCIL MEETING MINUTES 7TH JULY 2026

18/26 Apologies for Absence

Apologies were received from Cllr Burns. This was **NOTED** by the Parish Council.

19/26 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.**

Cllrs Roberts, Moseley, and Jones declared an interest in agenda item 25/26a Planning application (ref: 25/04441/FUL).

- b) **To consider any applications for dispensation.**

Applications for dispensation were received from Cllrs Roberts, Moseley, and Jones. After consideration of the public interest, the need for the Council to be well informed of all aspects of the application, and the need for the meeting to be quorate, the Clerk approved the dispensation requests to allow Cllrs Roberts, Jones, and Moseley to participate in agenda item 25/26a Planning application (ref: 25/04441/FUL).

20/26 Confirmation of the Minutes

- a) To approve and authorise the [Minutes of the Annual Council Meeting held on 12.05.2026](#).

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

21/26 Public Participation

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

No members of the public present.

22/26 Casual vacancy

Council to receive update on outcome of vacancy notice and agree process for co-opting a new councillor.

It was **NOTED** that no election had been called for the vacant seat following the resignation of Cllr David Mitcham, therefore the Council must fill the seat via co-option as soon as feasibly possible. It was **AGREED** to advertise the vacancy in the Telescope and on the PC website with a deadline of 9pm on Sun 30th August, with a view to co-opting a new member at the September Council meeting.

23/26 Reports

- a) Clerk's Progress Report – Consider matters arising since the last meeting.
- I. Decaying beech tree (Cricket ground entrance) – Chased SC Trees Dept – awaiting response.
 - II. Workplace pension – Direct debit issue resolved.
 - III. Audit – all audit and year-end tasks completed, period for exercise of public rights commenced
- b) Play Area and Defibrillators – Receive reports and agree actions
- Defibrillator no issues–**NOTED**.
 - Play area – Cllrs Cordey reported there is nothing to note. The annual RoSPA inspection from PlaySafety Ltd was **ALSO NOTED** with no concerns or actions identified, other than repairing the fencing.

c) Police Reports – Consider local police reports, newsletters for May-June and agree actions
Police reports and newsletters were **NOTED**. It was **NOTED** that there had been an RTC fatality in the parish very recently.

d) Councillor Reports – To consider reports from Councillors (training and/or meetings attended).
No SC report received.

PC Training: It was **NOTED** that Cllr Cordey attended Code of Conduct training on May 13th. Cllr Burns also attended AI training on 08.06.2026, and a briefing note had been shared and the slides can be made available.

24/26 Finance and accounts – Council to approve

a) Finance reports May (Receipts and Payments May, bank reconciliation May, bank statements May)
After review, it was **RESOLVED** to **APPROVE** the above reports.

b) Finance reports June (Receipts and Payments June, bank reconciliation June, bank statements June)
After review, it was **RESOLVED** to **APPROVE** the above reports.

c) Q1 budget monitoring report – Council to receive and agree any actions
After review, it was **RESOLVED** to **APPROVE** the above report.

d) Bank mandate – Council to receive update and agree any actions
It was **NOTED** that information was still needed from Cllrs to generate the mandate form so there was no progress on this item. After discussion, it was **AGREED** that Cllr Cordey will be added to the bank mandate as well as Cllr Lewis.

25/26 Planning

a) To consider planning applications and ratify/agree comments

1. [Application ref: 25/04441/FUL, Proposed Residential Development Land North East Of Bradford Drive](#) – Re-consultation following new information
Proposal: Erection of 18no dwellings (including 2no affordable) and all associated works
Council comments deadline: 09.07.2026 (deadline for public 03.07.2026)

It was **AGREED** that the Clerk will ask STaR Housing if the PC can share their letter with planning officer re. Sewage Treatment Plant (STP) issues.

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

- None of the Council's concerns have been addressed (refer to previous objections dated 06.01.2026 and 26.03.2026.)
- Fire engine emergency access would be nearly impossible.
- 29 houses currently connected to STP by Church Lane. STP is not functioning well with unpleasant odours, and only has 5-10 years of life left. A solution to this problem (and agreement re. who will pay for improvements) needs to be established via s.106 agreement first, before another 18 houses can potentially be connected to the existing STP, as it is already unable to cope with the existing number of houses.
- Bradford Drive narrow access road, insufficient turning circle.
- Flooding – concerns not resolved and new diagrams unclear.

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

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

1. [Application ref: 25/04441/FUL, Proposed Residential Development Land North East Of Bradford Drive](#) – Decision: Under re-consultation
2. [Application ref: 26/01480/CPL, Land at crossroads, Shotatton](#) – Decision: Certificate Not Lawful
3. [Application ref: 26/01699/TCA, 2 St Marys Close, Knockin](#) – Decision: Consent by Right – Trees

c) [Shropshire Local Plan Scoping consultation](#) (deadline: 15.07.2026)

Council to receive update from Oswestry Area Committee meeting, consider information, and agree consultation response.

After discussion, it was **AGREED** that Cllrs Jones and Cordey will draft a response and circulate on email for feedback. Clerk will submit the final version online and a copy will be available as an appendix to the minutes.

26/26 Parish matters

- a) Parish Council representatives on other bodies (e.g. SALC Area Committee, Parish Paths Partnership, etc.) – Council to nominate and agree

It was **RESOLVED** to appoint Cllr representatives as follows:

- SALC Area Committee meetings: Cllr Burns and Cllr Lewis
 - Parish Paths partnership: None (remove for next year)
 - Other groups: CSW – Cllr Lewis
- b) Parish assets maintenance/repairs – Council to receive update on amenity area fencing and Osbaston sign and agree actions

Amenity area fencing: It was **NOTED** that ground is too hard at the moment.

Osbaston signpost: It was **NOTED** that this has been fixed so it is not leaning anymore, and no other repairs are required.

- c) Bradford Arms clock – Council to agree to cease servicing public clock

It was **RESOLVED** to cease paying for the servicing of the public clock on the Bradford Arms.

- d) Sewage smell Church View – Council to receive update and agree actions

Cllrs had met with SC Cllrs, and STaR Housing reps on 17.06.2026, the following was **NOTED**:

- The Sewage Treatment Plant (STP) is owned by SC, but not installed by them. It is managed in accordance with an EA permit.
- Church Lane treats sewage from adjoining 29 dwellings (there may be some unauthorised connections), and discharges into the Weirbrook.
- STP is in reasonable state of repair, could remain productive for another 10 years with minor repairs and maintenance, but may not be economical to repair if something significant fails.
- STP is an open system, residents in proximity experience unpleasant smells. Increased water levels put pressure on the system and may exacerbate odours.
- STW have confirmed there is capacity in the pipe network, but have not yet confirmed capacity to connect the existing 29 dwellings to a separate STW-owned STP 300m away from SC-owned plant. STaR are chasing STW regularly on this point.
- A s.106 agreement will be needed to make this connection if there is capacity in the STW STP.
- If there is insufficient capacity, then the Church Lane STP will remain in operation until a replacement is needed. If a connection to STW network is not possible then an eventual replacement will be a closed system.

Questions were raised about the costs of replacing/upgrading the existing STP. STaR have said they would be happy to pay for the 10 STaR residents, but would accept a quid pro quo contribution from the other private residents.

It was **FUTHER NOTED** that the reed bed still needs to be emptied so there is already a charge for running the STP.

This was considered to be a very positive meeting and the two SC Cllrs who attended were very helpful.

It was **AGREED** that Clerk will ask STaR if their letter can be shared with Planning Officer.

- e) Cricket ground tree – Council to receive update and agree actions

Clerk has chased the Trees dept for an update, no response received yet.

- f) CPR & AED awareness course – Council to receive feedback and any agree actions

Positive feedback from the training event was **NOTED**. It was **AGREED** to pass on thanks to trainer. Attendee

numbers were about the same as previous event. It was **AGREED** to wait another 12 months before looking at

another event. It was **AFURTHER AGREED** that in future, expired AED pads will be donated to Wrexham Rural First Responders for training purposes.

- g) Battery energy storage systems – Council to consider briefing note and agree any actions

It was **AGREED** no action required.

27/26 Payments

- a) Approve/ratify the following payments:

- BACS13, Clerk, June staff costs, £522.40 (no VAT) - **RATIFIED**
- BACS14, HMRC, June PAYE/NICs, £99.14 no VAT) - **RATIFIED**
- DD, NEST, June pension contributions (Emp'ee & Emp'er), £42.51 (no VAT) - **RATIFIED**
- BACS15, Clerk, July staffing costs, £522.40 (no VAT) – **APPROVED**
- BACS16, HMRC, July PAYE/NICs, £99.14 (no VAT) – **APPROVED**
- DD, NEST, July pension contributions (Emp'ee & Emp'er), £42.51 (no VAT) - **APPROVED**
- BACS17, Cloud Next, Gov.uk email accounts, £59.98 (of which £9.99 VAT) - **APPROVED**
- BACS18, Shropshire Council, Joint Energy Scheme (streetlights), £243.94 (of which £40.66 VAT) – **RATIFIED**

It was **NOTED** that a Direct Debit has been previously set up for this account, so in future no separate BACS payment will be needed.

- DD, Hugo Fox, June website provision, £11.99 (of which £2 VAT) - **RATIFIED**
- DD, Unity Trust, monthly account fee (May), £7.00 (no VAT) – **RATIFIED**
- DD, Hugo Fox, July website provision, £11.99 (of which £2 VAT) - **RATIFIED**
- DD, Unity Trust, monthly account fee (June), £7.00 (no VAT) – **APPROVED**
- BACS19, Knockin Village Hall, annual contribution, £3500.00 (no VAT) - **APPROVED**
- BACS20, SALC, Training invoice 3292 (Code of Conduct), £30 (no VAT) - **APPROVED**
- BACS21, SALC, Training invoice 3360 (Introduction to AI), £45 (no VAT) - **APPROVED**
- BACS22, PlaySafety Ltd, annual RoSPA inspection, £99.60 (of which £16.60 VAT) - **APPROVED**

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

28/26 Council Policies – to review, approve, and adopt

- a) Scheme of Delegation
- b) ICO Model Publication Scheme and Guide to Information

It was **RESOLVED** to approve the above policies a) and b).

29/26 Highways

- a) To consider/receive updates on Highways matters/concerns, and agree any actions
 - Cricket Club. It was **NOTED** that the Clerk has contact the Cricket Club about parking on the verges, but no response received. It was **AGREED** that the Clerk will attempt to contact the Club Captain about parking concerns.
 - Speed of buses on Kinnerley Rd. The response from Tanat Valley buses was **NOTED**. No action at present.
 - Traffic lights at pedestrian crossing – Lights changing to red with no pedestrians present. It was **AGREED** to report this on Fix My Street.
- b) Community Speed Watch – To receive update from Coordinator and agree actions

It was **NOTED** that 5 volunteers have now received training and a speed watch is being arranged for 13th July 2026.

30/26 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Weekly Briefings (18.05.2026, 27.05.2026, 01.06.2026, 22.06.2026, 29.06.2026), Bulletins, News in brief bulletins, NALC Legal Briefings (26.05.2026) and Newsletters **NOTED**
- b) Invite to Chairs Network Meeting on 29.07.2026 (27.05.2026)
- c) Severn Trent – Infrastructure improvements in Knockin (05.06.2026)

It was **AGREED** no action required.

- d) Local bus service retendering programme (18.06.2026) **NOTED**
- e) Knockin radio telescope, resident concerns (19.06.2026)

It was **NOTED** that the radio telescope does not appear to have been maintained in recent years. It was **AGREED** to write to Helen Morgan to support keeping it there, but it does need maintenance and in particular cleaning and painting. If it is to be decommissioned in future, then it should be taken down so that it does not fall into disrepair and become unsafe.

- f) [Road works: B4396 Morton Ley farm to Whip Lane Crossroads, 29.06.2026 – 10.07.2026](#)

It was **NOTED** that SC road closure signage doesn't show where the road is actually going to be closed, and it was not clear that there was no access to Lloyds Animal Feeds. Cllrs also raised concerns about the positioning of signage, and impact on highways safety, e.g. signs placed on bends or jutting out into the road. This has meant drivers had to drive around signage into the path of oncoming traffic to avoid striking signage.

- g) Knockin Village Hall – Independent examiners' report to Trustees

The independent examiner's report for Knockin Village Hall for the year 2025-26 was **RECEIVED** and **NOTED**. No concerns were raised during the audit and all is in good order.

- h) Knockinparish.org.uk domain

It was **NOTED** that the old website domain registration (www.knockinparish.org.uk) with Fasthosts has expired and will be deleted in the next few days (including the old website). **NOTED**

31/26 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.***

- Co-option for vacant seat
- Dog fouling posters – Cllr Cordey has some posters from the school already laminated so these are ready to be displayed.
- Bradford Estate planning application

32/26 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 8th Sept 2026 at 7.30pm.

There being no further business, the Chairman closed the meeting at: 21.08