

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

Proper Officer: Lydia Bardsley

Also present: SC Cllr Duncan Borrowman, Members of the public: 0

Meeting started: 7.30pm

KNOCKIN PARISH COUNCIL MINUTES 8TH JULY 2025

19/25 Apologies for Absence

Apologies had been received from Cllr S Burns. These were **NOTED** by the Council.

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. None declared
- b) To consider any applications for dispensation. None received.

21/25 Confirmation of the Minutes

- a. To approve and authorise the signing of the Minutes of the Council Meeting held on 04.03.25.

It was **RESOLVED** to confirm the [minutes of the Annual Council Meeting held on 13.05.25](#) and a copy was signed by the Chair as a true record.

22/25 Public Participation

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

No members of the public:

23/25 Reports

- a) **Clerk's Progress Report** – Consider matters arising since the last meeting.
 - I. Thank you message to Vince Hunt (sent) **NOTED**
 - II. Updated defib on The Circuit (removing duplicate accounts, replacing used pads) **NOTED**
 - III. Decaying beech tree (cricket ground entrance) – reported on Fix My Street **NOTED**
 - IV. Cllr DPIs – **NOTED** that these have all been published on SC website now. Clerk suggested that Cllrs may want to review their DPIs and add in membership of VH committee under sections 11 and 13 of the online form.
 - V. Pension regulator duties – **NOTED** that pension enrolment re-declarations had been completed for Knockin PC and Knockin VH (which is still listed as an employer on TPR website).

- b) **Play Area and Defibrillators** – Receive reports.

Cllr Jones reported on fortnightly inspections, play area is fine in general, the older fencing is deteriorating gradually, but will be fine for another winter. It was **NOTED** that the defib was deployed recently, but was returned to Council and pads replaced. Annual ROSPA inspection – **AGREED** - Clerk to book and query price.

- c) **Police Report** – Consider the reports and newsletters for May/June, and renew Police Charter priorities Police reports and newsletters for May and June, including speed enforcement in Knockin were **NOTED**. It was **FURTHER NOTED** that police charter priorities would now be set/reviewed every 6 months instead of quarterly.

It was **RESOLVED** to keep the following police charter priorities for Knockin:

- 1. Speeding
- 2. Anti-social behaviour
- 3. Thefts (farms)

The Clerk will notify the Police SNT.

- d) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives). No reports from Parish Cllrs.

SC Cllr Borrowman gave the following update from SC:

- Cabinet members report – Local Plan – “Call for sites” invitation, closes 10th July. Sites previously included in draft Plan are not automatically carried over.
- Social housing register under review, 7000 households on waiting list
- SC has added a 3rd in-house pothole team, and there is extra equipment that is more efficient and effective.
- Local issues – Tree issues - don’t use Fix My Street anymore, email trees@shropshire.gov.uk instead.

24/25 Finance and accounts

- a) Bank statements May and June 2025 – Council to approve- **APPROVED**

b) Finance reports May and June 2025 (Receipts and Payments and bank reconciliation) – Council to approve **APPROVED**.

- c) Changing bank mandate – Council to receive update

It was **NOTED** that the submission form for KVH had been received, Clerk will upload and submit. Once complete Clerk will request mandate change for KPC.

25/25 Planning

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

No new applications received at the time of publication of the agenda. It was **NOTED** that a new application had been validated on 4th July and Clerk had requested an extension, but an extraordinary meeting/scheme of delegation comment may be needed.

- 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.

SC Cllr Borrowman informed the PC that the application was discussed by Planning committee, and the density of development was deemed acceptable, revised landscaping was approved, and it was deemed that the loss of a tree was offset by then rest of the landscaping. **NOTED**

26/25 Parish matters

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

It was **NOTED** that all neighbourhood watch signs are still in acceptable condition, and bench seats on the Avenue (B4396) have been checked and are fine, but underused due to overgrown vegetation. It was **AGREED** that Cllr Roberts or Burns will check the memorial bench on Church View.

- b) Parish Council insurance (clock) – Council to receive update and agree actions

It was **NOTED** that Clerk has contacted Marstons to seek clarification on whether the clock is insured already.

- c) Digital and data compliance requirements – Council to consider email and Cloud storage quotes

It was **AGREED** that Council will set up 1 number of email accounts with Cloud Next at a cost of £49.99/year +VAT. It was **AGREED** that Clerk will ask Hugo Fox if they have a private members area of website for sharing files. PC to defer decision on storage,

- d) Parish Council website – Receive update and consider whether to continue hosting for old Web Orchard website for 12 months

It was **NOTED** that the PC’s new Hugo Fox gov.uk website is fully live and all audit and transparency documentation was published there following the May annual council meeting. A redirect has been set up with the PC’s old domain host Fasthosts) so that visitors to the old knockinparish.org.uk website are automatically redirected to the new gov.uk website. The Clerk is awaiting confirmation from the Parish Online Helper Service of how long the PC should keep the old org.uk domain (latest guidance suggests it should be kept in perpetuity, which contradicts earlier guidance). After consideration, it was **AGREED** that Council will end the hosting service contract with Information Solutions with immediate effect. It was **FURTHER AGREED** that Cllr Mitcham will promote the new website in the Telescope and will encourage residents to sign up to news alerts on the website.

- e) Parish noticeboards – Consider possible new locations

It was **AGREED** to obtain quotes for 1 number of noticeboards in the following locations in the parish:

- New one for VH (wall mounted).

RESOLVED Clerk to ask Clerk network and Kinnerley PC for recommendations and obtain quotes for September meeting.

- f) Knockin Post Office closure – Council to note and agree any actions

It was **NOTED** that the Post Office service ceased on week of 17th June 2025. Clerk had circulated a consultation letter on 04.06.2025. It was **NOTED** that SC is having informal discussions around possibly adding a mobile post office inside mobile libraries. No further action at present.

- g) Defib and CPR awareness course – Consider dates for a second course

It was **AGREED** to ask trainer for dates for an evening next spring.

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 02.06.2025
- 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 01.07.2025
- 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)

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

- BACS20, Information Solutions, org.uk website hosting and support, £258.55 (of which £43.09 VAT)

It was **RESOLVED** to reject the above payments (as per minute ref: 26/25d)

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

- Scheme of Delegation -
- Financial Risk Assessment
- ICO Model Publication Scheme (Guide to information)
- Internal Controls.

After review, it was **RESOLVED** to approve and adopt the above policies a), b), c), and d).

29/25 Highways

- a) To consider Highways matters/concerns and agree actions

Kinnerley Road hedges – Clerk to report to SC Trees – Bradford Estate have not cut yet.

Hedges around the benches on The Avenue – Clerk to report to SC Trees.

It was **NOTED** that the Oswestry Rural Safer neighbourhood Team had conducted speed checks in Knockin on 14th June and caught 6 vehicles in one hour at 35+mph. Notices of intended prosecution will be issued. **NOTED**

- b) Community Speed Watch – To receive update from Coordinator and agree actions

Clerk shared an update from the coordinator: hopeful that vetting should be complete by the end of the month.

Next steps: SNT to visit Knockin to review the section of road, then arrange volunteer training.

30/25 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC – Bulletins, News in brief bulletins, NALC Legal Briefings and Newsletters – **NOTED**. **AGREED** to add Martyn’s law to Sept agenda.
- b) Online Declarations of Interest and Updates to Council Membership (11.06.2025) **NOTED**
- c) Shropshire Council [Youth Offer Questionnaire](#) (deadline 18.07.2025) – **AGREED** Cllr Mitcham to draft survey response.
- d) Future of Neighbourhood Plans (SALC update) **AGREED** – PC to send a letter to Helen Morgan MP expressing concern that funding for NPs was being withdrawn.
- e) Call for Information from Shropshire Council to Town and Parishes (response deadline: 18.08.2025)

Sc Cllr Borrowman gave an update and shared info on the Shropshire Together conference on 25th July. **AGREED** that Clerk will email SALC to ask about additional dates for meetings/conferences and can they share discussion notes from Conference. Clerk to also email neighbouring parish clerks at Kinnerley and Melverley to ask if they have any suggestions for joint working.

- f) Trefonen Post Office closure notice **NOTED**
- g) SALC Chairs’ network Meeting invite 10th July **NOTED**

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.***

- Policies for review – Health & safety, Complaints, Code of Conduct
- Noticeboards
- Call for information
- Cloud storage

32/25 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 9th September 2025 at 7.30pm

There being no further business, the Chairman closed the meeting at: 21.33