

Present – Councillors: S Burns (Vice Chairman), P Cordey, S Lewis, M Moseley.

Proper Officer: Lydia Bardsley

Also present: Members of the public: 5

Meeting started: 7.33pm

KNOCKIN PARISH COUNCIL MEETING MINUTES 8TH SEPT 2026

33/26 Apologies for Absence

Apologies were received from Cllr Hugh Jones, Cllr Dave Roberts (Chairman), and SC Cllr Duncan Borrowman. These were **NOTED** by the Parish Council.

34/26 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 Burns and Moseley declared an interest in agenda item 40/26a (2) Planning application (ref: 25/04441/FUL).

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

None.

35/26 Confirmation of the Minutes

- a) To approve and authorise the [Minutes of the Knockin PC Meeting held on 07.07.2026](#).

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

36/26 Public Participation

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

A member of the public spoke on agenda item 41/26d, At risk building, and gave an update on Old House. The building has a number of significant problems and is at risk of structural collapse in the next 12 months. No work has taken place in 18 months. SC Historic Environment team has been made aware, but officers are not in a position to disclose information on the status of the building or ownership. The member of the public has recommended that the SC Historic Environment team issues a repairs notice requiring the owners to undertake repairs. Alternatively, SC could do the repairs themselves and then invoice the owner, or it could issue a compulsory purchase order. SC does not have the resources for the latter 2 options. The member of the public suggested that Knockin PC could also serve a notice via Secretary of State requiring SC to serve a repairs notice on the owners. SC prefers to negotiate with owners, but the member of the public felt pressure is needed to ensure works start soon. In the meantime, he suggested that Knockin PC write to SC to share concerns about the condition of the building and request action, and if necessary, this can be followed by a request to the Secretary of State. It was **NOTED** that the building should be "weathered" as a bare minimum, e.g. tarpaulins, before the winter to buy a bit of time. It was **FURTHER NOTED** that the Land Registry could not confirm ownership at this time, and there is no record of a transfer at present. It was not known who is the current contact at Bradford Estate.

37/26 Co-Option for vacant seat on Council

Council to consider applications received and co-opt a new member to fill the vacant seat on the Council

After consideration of the applications received, it was **RESOLVED** to co-opt Mr Gursarwan Singh on to the Parish Council. 2 members of the public left the meeting at 19.50.

It was resolved to bring forward agenda item 41/26d, At risk building, Old House Knockin.

41/26 Parish matters

- d) At risk building, Old House, Knockin – Consider update and request to submit formal application to Secretary of State to require Shropshire Council to take formal action

After consideration, it was **RESOLVED** to write to Ruth Hitchin (Senior Conservation and Design Officer in SC Historic Environment Team) to request that weathering be put in place by 15.10.2026. If there is no action by 28th Oct this matter will go on the Nov meeting agenda and PC will instruct the Clerk to apply to the Secretary of State to serve notice to SC to take action to preserve the building. It was **RESOLVED** to also write to Bradford Estate with the same request, as according to the Land Registry no transfer of ownership has taken place.

In case there has been a change of ownership, it was **FURTHER RESOLVED** to write a letter to go through the letterbox of the building to ask the owners to contact the PC Clerk to discuss concerns about the weather-tightness of the building and general state of repair of the building.

It was **RESOLVED** to resume the normal order of agenda items. 1 member of the public thanked the PC and gave their apologies and left the meeting at 20.00.

38/26 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. Set up Council profile and confirm contact details for SAAA digital audit portal – Completed
 - III. Order replacement fire assembly point sign – Completed. Cllr Burns will arrange installation.
- b) Play Area and Defibrillators – Receive reports and agree actions
- Defibrillator - Cllr Jones reported over email that there were no issues. Cllr Cordey will liaise about doing checks in Cllr Jones' absence. **NOTED.**
 - Play area – Cllr Jones reported over email that there were no issues. **NOTED**
- c) Police Reports – Consider local police reports/newsletters and agree actions

Police reports and newsletters were **NOTED**. Cllrs reported that there have been more road accidents in and around the parish recently, and the PC is still very concerned about traffic and speeding.

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

No SC report received.

PC Training: It was **NOTED** that the next Code of Conduct/Standards training date is Tues 24.11.2026. The Clerk will check Cllr Singh's availability for this training.

39/26 Finance and accounts – Council to approve

- a) Finance reports July ([Receipts and Payments July](#), [bank reconciliation July](#), bank statement July)
- b) Finance reports Aug ([Receipts and Payments Aug](#), [bank reconciliation Aug](#), bank statements Aug)

After review, it was **RESOLVED** to **APPROVE** the above items a) and b).

- c) Bank mandate – Council to receive update and agree any actions (incl. removal of former councillors from mandate)

It was **NOTED** that Cllrs Cordey and Lewis have now been added to the Knockin PC bank mandate. It was **RESOLVED** to remove former Cllr David Mitcham from the bank mandate, and the necessary forms were signed.

40/26 Planning

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

1. [Application ref: 26/02593/FUL, Land At The Crossroads, Shotatton](#) – RATIFY

Proposal: Proposed installation of 2no. EV chargers, feeder pillar and substation, serving 4no. car parking bays together with re-surfacing of existing car park area

Comments deadline: 12.08.2026

It was **RESOLVED** to ratify the following comment which is also available to view on the Shropshire Council planning portal: **MAKE REPRESENTATION**: The Parish Council has no objections to the proposals.

2. [Application ref: 25/04441/FUL, Proposed Residential Development Land North East Of Bradford Drive](#) - RATIFY

Proposal: Erection of 18no dwellings (including 2no affordable) and all associated works

Comments deadline: 20.08.2026

It was **RESOLVED** to ratify the following **OBJECTION** comment which is also available to view on the Shropshire Council planning portal:

Councillors feel the new information provided still lacks clarity and does not address all the concerns raised by the Council. As per the Council's previous objection comment of 9th July, unless our concerns can be addressed satisfactorily, Knockin Parish Council will maintain its objections to this application.

It was **NOTED** that the consultation deadline has been extended again until Sept, but no new information appears to be on the planning portal.

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: Pending consideration
2. [Application ref: 26/02593/FUL, Land At The Crossroads, Shotatton](#) – Decision: Pending consideration

41/26 Parish matters

- a) [West Mercia Police Town & Parish Council survey](#) (deadline 14.10.2026)

It was **RESOLVED** that Cllr Cordey would review the survey and circulate a proposed response over email.

- b) Dog fouling posters – Receive update and agree actions

It was **AGREED** that Cllrs will put up dog fouling posters in the following locations:

- Gate at end of Knight's Grove (Cllr Burns)
- Middle of School Field on kissing gates. (Cllr Moseley)
- Sheep Dip field (Cllr Moseley)
- Bus shelter (Cllr Cordey)
- PC noticeboard (Cllr Cordey)

- c) Bradford Arms Clock – Receive update re. unplanned service and invoice and agree actions

It was **NOTED** that a service had been undertaken and an invoice issued without being booked by either the PC or the Bradford Arms. It was **AGREED** that Cllr Burns will share correspondence from the Bradford Arms with the Clerk, for the PC to raise a query with Smiths of Derby.

- d) At risk building, Old House, Knockin – Consider update and request to submit formal application to Secretary of State to require Shropshire Council to take formal action

This item was considered earlier in the meeting, after agenda item: 37/26 Co-Option for vacant seat on Council

- e) Parish assets maintenance/repairs – Council to receive update on amenity area fencing and agree actions

It was **AGREED** to defer this item to the next Council meeting.

- f) Knockin Village Hall Trustees Annual Report and Accounts 2025-26 – Council to approve

It was **RESOLVED** to approve the Knockin Village Hall Trustees Annual Report and Accounts for 2025-26.

42/26 Payments

- a) Approve/ratify the following payments:

- DD, Unity Trust, monthly account fee (July), £7.00 (no VAT) – **RATIFIED**
- DD, Hugo Fox, Aug website provision, £11.99 (of which £2 VAT) - **RATIFIED**
- DD, Hugo Fox, Sept website provision, £11.99 (of which £2 VAT) - **RATIFIED**
- BACS23, Clerk, Aug staff costs, £527.60 (no VAT) - **RATIFIED**
- BACS24, HMRC, Aug PAYE/NICs, £99.34 no VAT) - **RATIFIED**
- DD, NEST, Aug pension contributions (Emp'ee & Emp'er), £42.51 (no VAT) - **RATIFIED**
- BACS25, Clerk, Sept staffing costs, £652.85 (of which £5.78 VAT) – **APPROVED**
- BACS26, HMRC, Sept PAYE/NICs, £140.78 (no VAT) – **APPROVED**
- DD, NEST, Sept pension contributions (Emp'ee & Emp'er), £50.84 (no VAT) - **APPROVED**
- BACS27, Clerk, Oct staffing costs, £537.43 (no VAT) – **APPROVED**
- BACS28, HMRC, Oct PAYE/NICs, £106.12 (no VAT) – **APPROVED**
- DD, NEST, Oct pension contributions (Emp'ee & Emp'er), £43.89 (no VAT) - **APPROVED**
- BACS29, SLCC, annual membership (split with Clive PC), £90.00 (no VAT) - **APPROVED**
- DD, Unity Trust, monthly account fee (Aug), £7.00 (no VAT) – **APPROVED**
- DD, Unity Trust, monthly account fee (Sept), £7.00 (no VAT) – **APPROVED**
- DD, Hugo Fox, Oct website provision, £11.99 (of which £2 VAT) - **APPROVED**

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

43/26 Council Policies – to review, approve, and adopt

- a) Health & Safety Policy
- b) Code of Conduct
- c) IT Policy

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

It was **NOTED** that new legislation for Data Protection and complaints procedures is now in effect, so an updated Complaints Procedure will be considered at the next Council meeting.

44/26 Highways

- a) To consider/receive updates on Highways matters/concerns, and agree any actions
 - Cricket Club. It was **NOTED** that the Clerk had attempted to contact the Club Captain about parking concerns and no response was received. It was **AGREED** to close this item.
 - Traffic lights at pedestrian crossing – It was **NOTED** that this had been reported on Fix My Street and investigated but no faults were discovered. **NO FURTHER ACTION.** Cllrs were reminded that there is a link to Fix My Street on the PC website for reporting issues directly with SC.
- b) Community Speed Watch – To receive update from Coordinator and agree actions

It was **NOTED** that 4 /5 sessions had been held since the end of July, with a number of vehicles captured going over 35mph (one at 50mph), but the number of speeding vehicles dropped in later sessions. 5 volunteers have been trained and police checked, and another 2 are awaiting training.

45/26 Correspondence

To note/discuss correspondence received and agree actions:

- a) SALC / NALC Briefings (27.07.2026, 03.08.2026, 17.08.2026, 24.08.2026, 31.08.2026) **NOTED**

The update on the new [National Planning Policy Framework](#) was **NOTED.**

- b) Shropshire Council, Devolution of services and powers query, (20.07.2026)

It was **RESOLVED** that there were no services Knockin PC would like to take on from SC. The PC would need extra public liability insurance, and there are also time and money constraints, limited staff resources, and concerns about what a small PC can achieve given Knockin PC is already the sole trustee of Knockin Village Hall.

- c) SOAR PhD study (Supporting Older adults with common mental health problems Access care in Rural areas) (02.08.2026)

It was **AGREED** to request 3 posters/flyers for noticeboards and to add a note to the next Telescope article.

- d) Look Up Look Out, Electrical safety message (05.08.2026)

It was **AGREED** to share the safety message on the Knockin PC website, Telescope newsletter, via posters on noticeboards, and to send the info to Bradford Estate as well.

- e) Mental Health Strategy Mapping (12.08.2026)

It was **AGREED** to respond that the Village Hall may be available to host mental health support drop-in sessions, but there would need to be a charge to cover utilities and cleaning costs.

- f) Emergency calls outs to streetlight assets (18.08.2026)

It was **AGREED** to add labels to streetlights to make clear that they are PC-owned and queries/faults should be emailed to the Clerk.

- g) NALC, NJC pay awards 2026-27 (24.08.2026) **NOTED**
- h) Shropshire Local Transport Plan pre-consultation briefing invite 10th Sept (02.09.2026) **NOTED**
- i) Shropshire Council, Christmas Lighting Displays 2026 (04.09.2026) **NOTED**

46/26 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.**

- Bradford Estate planning application
- Q2 budget monitoring report

47/26 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 3rd Nov 2026 at 7.30pm.

There being no further business, the Chairman closed the meeting at: 20.53