Minutes of the **Annual Meeting of** **Kinnerley Parish Council** on **19th May 2025 at Kinnerley Parish Hall**.

**Present:** Cllrs Nick Barclay, Mandy Chapman, Mark Cuthbert-Jones, Charles Green (Chairman), Richard Greening, Desmond Hudson, Lorraine Jones, Alan Lewis, Dan Widdon

1. **Election of Chairman for 2025/26 -** Cllr Charles Green was unanimously elected
2. **Election of Vice Chairman for 2025/26 -** Cllr Desmond Hudson was unanimously elected
3. **Declarations of Acceptance of Office –** signed by the Chairman and Vice Chairman.
4. **To note Apologies for Absence and welcome new councillor, Cllr Dan Widdon -** Council noted apology from Cllr Maurice Jones and welcomed Cllr Dan Widdon. Council also noted the departure of Cllr James Peto and thanked him for his service to the community of the Parish.
5. **Declarations of Interest and Dispensations -**

There were no declarations of interest from councillors on items on the agenda or requests for dispensation.

1. **Minutes of Parish Council meeting –** Council approved the minutes of the Parish Council meeting held on 28th April 2025
2. **Public participation session -**

There were no members of the public present

1. **Parish matters -**
2. **Reports –** Cllr Duncan Borrowman (Shropshire Council), not present, it was noted that Cllr Borrowman would provide written reports for those meetings he was unable to attend
3. **Reports –** Police – Council agreed new priorities:

1 Speeding

2 Fraud including digital, phone calls and scams

3 Theft other

1. **Report from Clerk – To be taken as read, and agree any next steps** Council noted the report and noted the need for reminders to be sent on a number of items
2. **To re-affirm Standing Orders, Financial Regulations and Risk Assessment** – Council approved the policies listed
3. **To adopt the General Power of Competence –** Council agreed to adopt the General Power of Competence
4. **To receive any reports from Working Groups** –
5. Council noted the report from the working group on adult gym equipment and the plans to bring forward proposals.
6. Council noted the report from the Kinnerley Shop Working Group which included the preparation of proposals to the Parish Council, and approved the proposed revised terms of reference
7. It was agreed to set up a meeting of the HR Working Group.
8. **Councillors to report any Highways or other Parish Matters –**
9. Council approved the proposed name of Millstone Way for the development associated with the barn conversions behind Kinnerley Shop
10. Noted the need for road narrows signs in the vicinity of Trafford Lodge
11. Noted the need for the hedge on Kinnerley Road to be trimmed
12. Noted concerns regarding a retaining wall and gateway at Dovaston Bank
13. **To consider and determine responses to planning applications – see appendix A** noted on appendix A
14. **Appointment of representatives:**
15. Council confirmed the appointment of representatives to serve on outside bodies.

|  |  |  |
| --- | --- | --- |
| **Name**  | **Organised by** | **Representative** |
| Oswestry Area Committee | SALC | Cllr Charles Green & Cllr Desmond Hudson |
| Kinnerley Parochial Charities | Robert Brown | Cllr Lorraine Jones |
| Maesbrook Village Hall Committee | Chair – Cathy Preston | Cllr Mandy Chapman |
| Kinnerley Parish Hall Committee | Chair – Jeremy Lee | Cllr Richard Greening |
| CIL working Group | KPC | Chair and representatives of each ward (Cllrs Mark Cuthbert-Brown, Desmond Hudson, Dan Widdon)  |
| Flood Protection Working Group | KPC | Cllrs Nick Barclay, Mark Cuthbert-Brown, Charles Green, Lorraine Jones |
| Kinnerley Shop Working Group | Chair: Steve Irvin | Cllrs Desmond Hudson; Richard Greening;  |
| Fitness Equipment Working Group | KPC | Cllrs Richard Greening |
| HR Committee | KPC | Cllrs Nick Barclay, Charles Green, Desmond Hudson |

1. Consider and agree any additional representations: None
2. **Financial Matters:**
3. Council noted receipts – £2,848.35 (VAT 23-24); £375 (Hiscox for tree work); £26,995 (precept 25-26)
4. Council noted bank reconciliation as shown on appendix B
5. Council approved payments as shown on appendix B
6. Council agreed to include Cllr Desmond Hudson as a signatory
7. **Dates and times of ordinary meetings –** Council confirmed the dates and times of ordinary meetings of the Council for 2025/2026 (Proposed list of dates enclosed – appendix C)
8. **Items for next meeting – not for debate or discussion:**

Review of financial accounts for the year ended 31 March 2025 and approval of the associated AGAR

1. **Date and time of next meeting –** 23rd June 2025, 7pm – KPH

Ian Cruise-Taylor

Parish Clerk

Kinnerley Parish Council

**Appendix A**

* 1. **Planning Decisions for information:**

**none**

* 1. **Planning Applications/Appeals for consideration and decision:**
1. 25/01592/DIS: Post Office And Stores Kinnerley SY10 8DF: [Discharge of Conditions 7 (Boundary Treatment), 9 (External lighting), 10 (Ecology), 12 (Roof Light), 13 (Window and Door Details), 15 (Roof), 16 (Roof), 17 (Flues) and 18 (Garden and Bin Store) of planning permission 23/02248/FUL](https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?keyVal=SV8I3CTDHIM00&activeTab=summary)

**Decision – no comment**

**Appendix B**

1. **Payments approved**

|  |  |  |
| --- | --- | --- |
| Pritchards | inv 1 of 7 gnds m'nance | 815.14 |
| KPH | room hire inv 886 | 60.00 |
| HMRC | tax | 340.40 |
| Clerk | salary | 510.84 |
| Shropshire Council | Electricity | 319.16 |
| AJG | Insurance | 841.33 |
| Unity | bank charges | 6.00 |
|  |  | 2892.87 |

ii **Bank Reconciliation to 30th April 2025**

|  |
| --- |
| Financial year ending 31st March 2026 |
|  |  |  |
| Date:  | 30/04/2025 |  |
|  |  |  |
|  |  | **£** |
| **CASH BOOK** |  |  |
| Opening balance 1 April 2025 |  | 80,707.45 |
| Add: Receipts to date |  | 30,218.35 |
| Less: Payments to date |  | -1,645.75 |
|  |  |  |
| Closing balance per accounts to date |  | **109,280.05** |
|  |  |  |
| Balance per Unity Trust bank statements as at 30/04/25 |  |
| Current account |  | 14,145.80 |
| Instant access account |  | 95,134.25 |
|  |  | 109,280.05 |
| Less: any unpresented cheques |  |  |
|  |  |  |
|  |  |  |
|  |   |  |
|  |  | 0.00 |
| Add: any un-banked cheques |  |  |
|  |   |  |
|  |  | 0.00 |
| Total reconciled balances |  | **109,280.05** |

**Appendix C**

Meeting dates 25-26

**Usually Fourth Monday each month. Current agreed start time is 7pm.**

|  |  |  |
| --- | --- | --- |
| **Month** | **Date** | **Location and notes** |
| June | 23rd | Kinnerley Parish Hall (KPH) |
| July | 28th | KPH |
| August |  | No meeting |
| September | 22nd | KPH |
| October | 27th | Maesbrook Village Hall (MVH) |
| November | 24th | KPH |
| December |  | No meeting |
| January | 26th | KPH |
| February | 23rd | MVH |
| March | 23rd | KPH |
| April | 27th | KPH includes Annual Parish Meeting |
| May | 18th\* | KPH – Annual Council Meeting |
| \*Not fourth Monday due to Bank Holiday |

**Please note that the venues for meetings may change subject to their availability and other factors.**