



## WOORE PARISH COUNCIL

[www.wooreparishcouncil.org](http://www.wooreparishcouncil.org)

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Dear Councillor:

You are hereby summoned to attend a **Meeting** of the **Parish Council of Woore**, to be held on **20<sup>th</sup> May 2024**, commencing at **7:30pm**, in order to conduct the following business listed on the agenda below.

Signed *C. Burnard*

Chelsea Burnard (Clerk to Woore Parish Council)

Date: 13<sup>th</sup> May 2024

### **ANNUAL PARISH COUNCIL MEETING AGENDA**

#### **24000 Election of the Chairman & Acceptance of Declaration of Office (LGA 1972 s15(2))**

#### **24001 Election of other officers as representatives to external bodies:**

- a) Shropshire Association of Local Councils/North Area Committee Representatives (2no members, only one vote at meetings) - current members being Cllrs Higgin and Carter
- b) Woore Victory Hall Representative (1no member plus deputy) - current member being Cllr Goodman
- c) Old Woore School Trust Representative (1no member) - current member being Cllr Higgin
- d) Woore United Charities Representatives (2no members) - current members being Cllr Cowey and Cllr. Higgin.
- e) Woore Primary School Governors (1no member) – current member being Cllr Goodman
- f) Local Joint Committee (2no members) - current member being Cllr Cowey only
- g) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (2no members) - no current members until notice that role is active.
- h) HS2 Traffic and Highway Annual Meeting (1no member plus deputy) - current members being Cllr Cowey and Cllr Goodman.
- i) Chairman Network (1no member, Chair only) - current member being Cllr Cowey
- j) Clerk Highways Working Party (1no member, Clerk only) - current member being the Clerk

#### **24002 Appointment of Members to act as the Parish Council's lead in relation to the following:**

- a) Movable Vehicle Activated Signs (2no members) - current members being Cllrs Blake and Cllr Cowey
- b) Community Speed Watch (1no member) - current member being Cllr Hamilton
- c) IT matters (1no member) - no appointments currently
- d) Tree Wardens (2no member) - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- e) Path Wardens (2no members) - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- f) Internal Controls (Financial Scrutineering) (2no members) - current members being Cllr Higgin and Cllr Hamilton.
- g) Parish Council Newsletter (1no member) being Cllr Goodman
- h) Defibrillators - no current member (supported by volunteer residents and Clerk)
- i) Parish Planting (1no member) - current member Cllr Higgin

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- j) St Leonards Way Play Area (working party) – Cllr. Goodman (supported by Clerk only)
- k) Newcastle Road Land (2no members) - current members being Cllr Goodman and Cllr Higgin.

**24003 Delegation of Authority:** Delegation to the Clerk as follows;

- a) To respond to Planning Applications (in the absence of a scheduled meeting for 'routine' applications). Terms of reference for authority as follows; *'To delegate the power to the Parish Clerk in discussion with the Chairman or Vice Chairman, to make recommendations to Shropshire Council on minor applications and revisions to applications, for which there is insufficient time to call a parish meeting of full council. The exercise of this power should be consistent with established practice and policy of the council, where defined, and shall be reported to the next full council meeting.'*
- b) For telephone/internet banking within the terms of the Financial Regulations.

**24004 Establishment of Committees:** to adopt the following committees and to appoint members as specified in the terms

- a) Finance Committee

**24005 Welcome / Present, Apologies and/or absent**

**24006 Declarations of Disclosable Pecuniary or any other Interests**

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. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer. Members are reminded to declare any gifts and/or hospitality. (LGA 1972 s94).

**24007 Requests for Dispensations of DPIs**

**24008 Open Forum: to last no longer than 15 minutes**

**24009 Approval of the Minutes** of the Parish Council Meeting held on 11<sup>th</sup> March 2024 (Local Government Act 1972, s12p41(1)).

**24010 Matters arising:** to cover any matters arising from Minutes referred to in 23153

**24011 Shropshire Council Representative Report:** for Cllr R. Aldcroft to provide reports/updates on any relevant matters.

**24012 Housekeeping**

- a) To review and agree adoption of the following existing policies / protocols:
  - Standing Orders
  - Financial Regulations
  - Complaints Policy
  - Risk Assessment
  - Risk Assessment Face-to-face Meetings
  - Return-to-work Risk Assessment
  - Defibrillator Operation & Maintenance Policy
  - Grants/Donations Policy
  - Planning Application Policy & Procedure
  - Bullying & Harassment
  - Remote Meeting Protocol
  - Protocol for Councillors & Clerks
  - Business Resilience Scheme
  - Code of Conduct

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- GDPR Policies including;
  - Email Acceptable Use
  - Personal Data Management and Data Processing
  - Privacy
  - Retention and Disposal
  - Security Incident Response
  - Civility & Respect Pledge

**24013 Planning:**

- a) Applications: to adopt comments submitted via delegated powers in response to the following applications and as approved by Councillors prior to the meeting;
- i. Reference: 24/01319/FUL (validated 08/04/2024)  
Address: Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR  
Proposal: Single storey extension to rear elevation
  - ii. Reference: 24/01528/FUL (validated 18/04/2024)  
Address: 4 Westlands, Dorrington Lane, Woore, Shropshire CW3 9RS  
Proposal: Proposed single storey extension inc. front porch
  - iii. Reference: 24/01510/FUL (validated 25/04/2024)  
Address: Long Meadow Farm Pipe Gate Market Drayton Shropshire TF9 4HD  
Proposal: Demolition of dwellinghouse and garage, and erection of a replacement farmhouse, garage, and associated works.
- b) **Decisions:** to acknowledge all planning decisions made between 11<sup>th</sup> March 2024 and 19<sup>th</sup> May 2024.

**24014 Committee and Representatives Reports:** for Councillors/representatives to provide reports/updates on any relevant matters.

- a) All reports as required

**24015 Public Path Diversion Order:** To inform all councillors of changes to public footpath 02363/36/1

**24016 New Benches for Parish:** Cllr R Goodman to discuss new benches with costings.

**24017 Grant Application (Woore Produce Show)**

**24018 Finance:**

- a) Insurance Renewal: to renew the insurance policy with Zurich Insurance, in line with the recommendations of the RFO, including decreased cover proposal.
- b) WPC Asset Register 2024/25: to review and adopt as presented by the RFO.
- c) SALC Affiliation: to review and renew the Council's membership of SALC
- d) Invoices/payments & receipts: to resolve to approve the below detailed expenditure:

Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
08.04.2024	Chelsea Burnard	Clerk Salary (April): Gross Pay NI deduction Income Tax deduction	1965 PAID	£530.64 -£106.00 £0.00 £47.44		LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2)

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