

Minutes of Woore Annual Parish Council Meeting

Monday 20th May 2024, 7.30pm, The Victory Hall, Woore



PRESENT:

Cllr M. Cowey (Chairman), Cllr R. Goodman (Vice Chair), Cllr C. Hamilton, Cllr M. Carter, Cllr J. Higgin, Cllr C. Gath and Cllr A. Gath.

IN ATTENDANCE:

Ms C Burnard, Clerk to the Council, Carol Bedson and Sally Tyson (Tree and Path Wardens) and two members of West Mercia Police including PCSO Tara Carruthers.

PUBLIC:

There were no members of the public present.

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

The current Chair stated he was happy to continue on as Chair for another year and asked if any other councillors wanted to put their names forward. No councillors came forward so Cllr C. Hamilton proposed Cllr M. Cowey as Chair, seconded by Cllr R. Goodman all agreed.

The Chairman is to duly sign the Acceptance of Office form.

The Chair pointed out to all councillors that next year, they are all up for election.

23001 Election of other officers as representatives to external bodies:

It was unanimously **resolved** that the below representatives would remain appointed;

- a) Shropshire Association of Local Councils/North Area Committee Representatives (2no members, only one vote at meetings) - current members Cllrs J. Higgin and M. Carter to remain in position.
- b) Woore Victory Hall Representative (1no member plus deputy) - current member Cllr R. Goodman to remain in position.
- c) Old Woore School Trust Representative (1no member) - current member Cllr J. Higgin to remain in position.
- d) Woore United Charities Representatives (2no members) - current members Cllr M. Cowey and Cllr. J. Higgin to remain in position.
- e) Woore Primary School Governors (1no member) – current member Cllr R. Goodman to remain in position.
- f) Local Joint Committee (2no members) - current member Cllr M. Cowey to remain in position.
- g) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (2no members). It was agreed that no members would be appointed as meetings are currently not taking place.
- h) HS2 Traffic and Highway Annual Meeting (1no member plus deputy) - current member Cllr M. Cowey to remain in position with Cllr R Goodman as deputy.
- i) Shropshire Council & WPC Remote bi-annual Meeting (2no members) - current members remain as Cllr M. Cowey and Cllr R. Goodman.
- j) Chairman Network (1no member, Chair only) - current member Cllr M. Cowey appointed in capacity as Chair.
- k) 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:

It was unanimously **resolved** that the below representatives would remain appointed;

- a) Movable Vehicle Activated Signs (2no members) - current members Cllr M. Blake and Cllr M. Cowey to remain in position.
- b) Community Speed Watch (1no member) - current member Cllr C. Hamilton to remain in position.
- c) IT matters (1no member) – Cllr R. Goodman appointed.

- d) Tree Wardens (2no member) - current member Ms S.Tyson and Ms C.Bedson with Cllr M. Cowey as PC point of liaison to remain in position with prior approval sought via the Clerk.
- e) Path Wardens (2no members) - current member Ms S.Tyson and Ms C.Bedson with Cllr M. Cowey as PC point of liaison to remain in position with prior approval sought via the Clerk.
- f) Internal Controls (Financial Scrutineering) (2no members) - current members Cllr J. Higgin and Cllr C. Hamilton to remain in position.
- g) Parish Council Newsletter (1no member) – Cllr R. Goodman to continue in position.
- h) Defibrillators - no current member, support from volunteer residents and Clerk to continue.
- i) Parish Planting (1no member) - current member Cllr J. Higgin to remain in position.
- j) St Leonard's Way Play Area (working party) – Cllr R. Goodman to remain in position until completion.
- k) Newcastle Road Land (2no members) - current members Cllr R. Goodman and Cllr J. Higgin to remain in position.

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.'*

It was unanimously **resolved** to agree to this authority, with terms as read above.

- b) For telephone/internet banking within the terms of the Financial Regulations.

It was unanimously **resolved** to agree to this authority, as per terms in Financial Regulations section 5.5.

24004 Establishment of Committees: to adopt the following committees and to appoint members as specified in the terms (circulated prior to meeting).

- a) Finance Committee

The Chair stated that these meeting between the Clerk, Cllr R. Goodman and The Chair are very beneficial to move financial matters forward in between council meetings.

Cllr M. Carter proposed that these meetings continue with all discussion notes from the meetings be circulated after the meetings. Cllr C Hamilton seconded, all agreed.

24005 Welcome / Present, Apologies and/or absent

The Chairman opened the meeting and thanked all present for their attendance.

Apologies were received on behalf of Cllr M. Blake due to illness and from Cllr R. Aldcroft (Shropshire Council) for work commitments.

It was unanimously **resolved** to accept all apologies.

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).

No declarations were received.

24007 Requests for Dispensations of DPIs

None received.

24008 Open Forum: to last no longer than 15 minutes

The Chair welcomed West Mercia Police to speak first. PCSO Tara Carruthers informed Councillors that due to the submission of the Police Charter, they have been out in the Parish dealing with Woore's priorities. She

added that the police have a visit booked in the Woore Primary School to monitor parking and educate parents if necessary.

West Merica Police know that speeding is still an issue and PCSO Tara Carruthers has requested the Road Safety team come to the Parish for an assessment on safety measures going forward. Unfortunately the response stated that due to the Community Speed Watch, no additional measures will be provided. This is also because, year on year, the average speed of cars is decreasing. The Police officers thanked the CSW for their efforts. Cllr C. Hamilton asked that, due to not being able to provide any officers, whether the Safer Roads team would be able to provide more signs or other street furniture. PCSO Tara Carruthers replied that she asked this and the team feel that nothing further needs to be provided. PCSO Tara Carruthers added that West Mercia Police will still be attending the Parish as the Safer Road teams are separate to the Police. The Chair reminded Councillors that the Parish Council have yet to receive confirmation from either Shropshire Council nor West Mercia Police as to where to place the new Speed Indicators Devices. After the application for funding was unsuccessful, the Parish Council will be funding the new devices from their precept monies and if necessary, will seek advice from the providers as to where best to place them for maximum impact.

The Chair also added that any residents or commuters that have dashcam footage of poor drivers need to upload their footage to Operation Snap and not social media.

The Chair raised one last point to the Police officers. He wanted it noting that recently there has been some gatherings of cars on the Coopers Arms carpark and requested that the officers patrol.

Cllr R. Goodman informed Councillors that the WI Tree on the village green is unfortunately dead. The WI wish to purchase a new tree and plant it in a spot nearby slightly further back. Cllr R. Goodman asked is this was okay as the land is owned by the Parish.

It was unanimously **resolved** to agree to this.

The Chair read out an email regarding training for Defib usage for councillors. He requested all councillors to inform the Clerk if they can attend either of the two training sessions.

The Chair has received several emails from residents regarding the road surface and raised manholes on London Road. All of these will be reported on Fix My Street ASAP. The Chair reminded all Councillors and residents to report issues like these to Fix My Street to ensure Shropshire Council remain active in the Parish.

The Chair also noted that a lot of the road signs are becoming a bit dirty and being entombed by overgrown hedges. We believe these can fall under the remit of the Lengthsman and he requested that Cllr J. Higgin and the Clerk work together to pass these jobs onto the Lengthsman.

The Chair provided an update on the fibre broadband upgrade for the Parish. As of 20th May 2024, the scheme still needs 49 more pledges to reach the 100% mark however because it is now over 70%, Openreach has confirmed that the initial surveys have now started. The surveys are a key element of the build programme and will help to determine the type of infrastructure deployed, preferred routes and whether any tree cutting will be needed.

A spokesperson for Openreach has been invited to the June 2024 Parish Council Meeting to provide further information as the surveys are likely to be completed by then with work hopefully able to start in July.

The Chair provided an update on the recent issue where a sewage tanker left a mess in the layby on Audlem Road. Shropshire Council have confirmed they will tidy up the area and recharge United Utilities.

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

It was unanimously **resolved** to approve the minutes of remote meeting 11th March 2024 (no ordinary PC meeting took place in April 2024).

24010 Matters arising: to cover any matters arising from Minutes referred to in 24009.

The Chair pointed out that the defib located at the Chetwode Arms is still out of action. The volunteer resident is continuing to try and resolve this (however they are currently on holiday so there are no updates.)

Cllr J. Higgin informed councillors that a volunteer has started to tidy up the weeds in the Manor Bed, however the fencing is still in disrepair and is unlikely to be repaired by the owner. The fencing is not to be interfered with by the Parish Council as it is not their property.

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

No report was provided prior to the meeting however Cllr R. Aldcroft emailed the Chair to inform councillor's that the consultation on recycling centres is closing shortly and that no decision has been made regarding the green bin charges.

Cllr R. Aldcroft reminded all residents, that in light of the general election in July, to please ensure they take photo ID with them to vote. Postal votes do not require ID.

Cllr R. Aldcroft held the first of his monthly surgeries on 17th of May 2024 and the next two will be on 21st June and 19th July between 12pm and 2pm at the village hall. He hopes to see any residents with concerns he can assist with at the surgeries.

Shropshire Council are aware of the exposed pit in the road by Flash Farm out towards Bridgemere. Hopefully a resolution can be found.

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
- Civility & Respect Pledge - to pass a resolution to sign up to the civility and respect pledge
- GDPR Policies including;
 - Email Acceptable Use
 - Personal Data Management and Data Processing
 - Privacy
 - Retention and Disposal
 - Security Incident Response

It was unanimously **resolved** to agree to the above policies and procedures with the Clerk to update the documents and upload to the website. The Chair requested that the Clerk checks to ensure the current Standing Orders are still the correct version and advise at the next PC Meeting.

23016 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: Norley, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR
Proposal: Single storey extension to rear elevation

It was unanimously resolved to **support** the application with comments submitted via delegated powers 22nd April 2024 as follows;

“Woore Parish Council supports Planning Application 24/01319/FUL providing it complies with the original Granting of Permission and Conditions of 10/03443/FUL and also subject to other Consultee Comments.”

- 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

It was unanimously resolved to **support** the application with comments submitted via delegated powers 12th May 2024 as follows;

“Woore Parish Council SUPPORTS this application.

**All comments are subject to consultee comments.*

**Woore Parish Council request that it is notified of all changes to planning conditions relating to this planning application and subsequent applications relating to it.”*

- 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.

It was unanimously resolved to **support** the application with comments submitted via delegated powers 12th May 2024 as follows;

“Woore Parish Council SUPPORTS this application.

We would like to make the applicant and their agent aware that Woore Parish has a neighbourhood plan, which was agreed subsequent to Shropshire’s current plan and that Woore Neighbourhood Plan Policy HOU1 states “Outside these settlements the parish is designated as open countryside, where new development will be strictly controlled in line with the development plan and national policies.”. We note there is no mention of the WNP in the Planning Design and Access Statement currently on the planning portal.

**All comments are subject to consultee comments.*

**Woore Parish Council request that it is notified of all changes to planning conditions relating to this planning application and subsequent applications relating to it.”*

b) **Decisions:** to acknowledge all planning decisions made between 11th March 2024 and 20th May 2024.

No planning decisions reported.

24017 Committee and Representatives Reports: for Councillors/representatives to provide reports/updates on any relevant matters.

a) All reports as required;

Community Speed Watch – Cllr C. Hamilton noted that the driver caught by the speed watch team doing over 70mph has been dealt with by the proper authorities.

Victory Hall – Cllr R. Goodman noted that the annual meeting had taken place, coffee afternoons were taking place, film nights would continue in June/July months.

The Chairmans meeting was held on 15th May2024 . There was a presentation on rural and affordable housing. These slides will be circulated once received but the lack of affordable housing is now being taken very seriously by Shropshire Council. Most of the meeting was taken up with discussion about the financial issues within the county council.

24018 Public Path Diversion Order: To inform all councillors of changes to public footpath 02363/36/1.

The Parish council support the proposal regarding the public footpath diversion order issued on 02363/36/1 for the Irelands Cross to Dorrington connection.

24019 New Benches for Parish: Cllr R. Goodman to discuss new benches with costings.

Cllr R. Goodman informed Councillors that two three-seater benches have been costed (one bench for the King and one bench for Queen Elizabeth the second). These benches will be located outside the village hall. These benches will be made by IN Fabrications and for the two three-seaters the cost is £1,289 (for both)

including the fitting and the artwork.

It was unanimously **resolved** to approve the purchasing of the two benches,

24020 Grant Application (Woore Produce Show)

The Woore Produce show have submitted a grant application for £270 to cover the cost of hiring the village hall and insurances for their annual produce show.

It was unanimously **resolved** to approve the grant application.

24021 Finance:

- a) Insurance Renewal: to renew the insurance policy with Zurich Insurance, in line with the recommendations of the RFO, including decreased cover proposal

The Clerk presented the details of the insurance renewal. The auto renewal with Zurich has come in at £712.50 which is overbudget and materially higher than originally quoted with signing up for the 3-year contract.

As an alternative quote, Zurich has offered to reduce the legal expenses cover to £100,000 and remove the debt recovery insurance to bring the quote down to £634.29.

SALC has confirmed that £100,000 legal coverage is sufficient and there is no need for debt recovery as the Parish Council does not have any customers.

It was unanimously **resolved** to approve reduced coverage at the reduced premium.

- b) WPC Asset Register 2024/25: to review and adopt as presented by the RFO.

The Clerk sent out the register to all councillors for review.

Cllr R. Goodman noted that during the new financial year, the new benches mentioned in 24019 and the new playground equipment at St Leonard's play area will need to be added.

- c) SALC Affiliation: to review and renew the Council's membership of SALC at a cost of £670.34

It was unanimously **resolved** to renew affiliation with Shropshire Association of Local Councils for the cost of £670.34 for 12 months.

- d) Invoices/payments & receipts: to resolve to approve the below detailed expenditure:

It was unanimously **resolved** to approve the following payments as presented, including those already paid. It was unanimously **resolved** that Cllrs Cowey, Goodman and Hamilton would continue in the role of cheque signatories.

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 Expenses - No Parking signs Refreshments for APM Stamps	1965 PAID	£530.64 -£106.00 £0.00 <u>£47.44</u> 14.39.00 £7.54 £24.00 <u>£472.08</u>	 £0.00 £1.51 £0.00	LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s. 137 LGA 1972 s.137 LG (FP)A 1963
08.04.2024	SALC	Training for Clerk	1966 PAID	£85.00	£0.00	LG A 1972 s 111
25.05.2024	SALC	SALC Affirmation Fees 2024/25	1967	£670.34	£0.00	LG A 1972 s.143

20.05.2024	Chelsea Burnard	Clerk Salary (April): Gross Pay NI deduction Income Tax deduction Expenses - Underpaid Postage	1968	£530.64 -£106.20 £0.00 £1.50 <u>£425.94</u>	£0.00 £0.00	LGA 1972 s.112 (2) LGA 1972 s.112 (2) LG (FP)A 1963
Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
24.04.2024	Shropshire Council	Precept	Ref: 3591548	£31,250.00	n/a	Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39
21.05.2024	Shropshire Council	CIL Neighbourhood Fund	Ref: 3571682	£50,126.51	n/a	n/a

e) Bank reconciliation:

- i. for the Council to receive and accept the pre-audited year end bank reconciliation for financial year 2023/2024.

The Clerk presented the provisional End of Year 2023/2024 reconciliation as follows;

Woore Parish Council
Year ended 31 March 2024
Management Accounts Pack



	Budget Spend	
	Year to Date	Year to Date
Income		
Shropshire Council	31,249.00	50,510.60
VAT	0	1,581.93
Interest	0	1,611.22
Total Income	31,249.00	53,703.75
Expenditure		
Church magazine	(1,200.00)	(297.00)
Clerk salary	(16,200.00)	(7,829.66)
Computer costs	(1,000.00)	(1,276.00)
Coronation costs	(3,500.00)	(3,512.22)
Grant	(3,500.00)	(675.00)
Grounds keeping & Repairs	(5,000.00)	(15,687.12)
Insurance	(1,000.00)	(603.59)
legal and professional costs	(2,600.00)	(4,968.00)
Room hire	(1,000.00)	(812.00)
Streetlight electricity	(10,400.00)	(150.73)
Health and Safety	-	(296.94)
Training	(800.00)	(210.00)
Accounting/Audit Fees	(600.00)	(452.00)
Neighbourhood Plan Expenditure	(1,500.00)	-
Remembrance Day	(2,000.00)	(442.74)
Christmas	(600.00)	(100.00)
Speed Group Costs	(350.00)	-
Misc. Expenses	(3,500.00)	-
Subscriptions	(650.00)	(688.38)
Total Expenditure	(55,400.00)	(38,001.38)
Surplus / (Deficit)		15,702.37

RFO Notes –

- VAT claim 23_24 outstanding at point of calculations
- Allocations may change once audited.

ii. For the Council to receive end of month bank reconciliation for April 2023.

Closing Bank Balance at 21st May 2024			
Current Account		100.00	
Business Reserve Account	211,119.50		211,219.50
Less unrepresented Cheques			
Cheque 001959		(200.00)	
Cheque 001966		(85.00)	
			210,934.50
Split as follows			
Closing Balances			
Recreational fund		3,966.75	
CIL Neighbourhood Fund	119,583.35		
General Fund	87,384.40		210,934.50
			-

24022 Clerk's Report and Correspondence: To receive a summary of Reports and Correspondence for the period from 11th March to 20th May 2024.

The Clerk informed all councillors of an application that had been submitted via delegated powers by the Clerk as advised by the Chair and Vice Chair. This grant is called the Environmental Maintenance Grant and is paid by Shropshire Council to the Parish Council for the maintenance of any land owned by Shropshire Council that is maintained by the Parish Council.

This application was submitted via delegated powers due to the Parish Council not having a ordinary meeting in April.

The Clerk informed the councillors of the figures submitted and the sum requested from Shropshire Council. It was unanimously **resolved** to approve the grant application.

A concerned resident raised one final point about a road traffic incident that happened in the south of the parish a few weeks ago. They just wanted it noting that the response time from the emergency services was alarmingly slow for the seriousness of the incident. Unfortunately, this is not something the Parish Council can assist with but the Councillors will update residents if any changes to emergency service resources are made at county level.

The meeting closed at 10pm.

DATE OF NEXT PARISH COUNCIL MEETING

Parish Council Meeting 10th June 2024, 7.30pm and Parish Council Meeting 8th July 2024, 7.30pm.

Signed.....(Chair)