



WOORE PARISH COUNCIL

www.wooreparishcouncil.org

Chelsea Burnard, Clerk to Woore Parish Council

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Dear Councillor:

You are hereby summoned to attend a Meeting of the Parish Council of Woore, to be held on 19th May 2025, commencing at 8.00pm, in order to conduct the following business listed on the agenda below.

Signed: *C Burnard*

Date: 12th May 2025

PARISH COUNCIL MEETING AGENDA

25001 Election of the Chairman & Acceptance of Declaration of Office (LGA 1972 s15(2))

25002 Election of Vice Chairperson

25003 Declarations of Acceptance of Office for Chairman & Councillors (LGA 1972 s83)

25004 Co-option of Councillor: to acknowledge vacancies and resolve to provide notice for vacancy by co-option.

25005 Election of other officers as representatives to external bodies:

- i) Shropshire Association of Local Councils/North Area Committee Representatives (two members, only one vote at meetings) - current members being Cllrs Higgin and Carter
- ii) Woore Victory Hall Representative (one member plus deputy) - current member being Cllr Goodman
- iii) Old Woore School Trust Representative (one member) – Cllr Higgin
- iv) Woore United Charities Representatives (two members) - current members Cllrs Cowey and Higgin.
- v) Local Joint Committee (two members) - current member being Cllr Cowey only.
- vi) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (two members) - no current members.

25006 Establishment of Committees and Terms of Reference and to appoint at least three members, for the following:

- i) Staffing Committee
- ii) Finance Committee
- iii) Planning Committee – if acknowledged as required

25007 Appointment of Members to act as the Parish Council's lead in relation to the following:

- i) Movable Vehicle Activated Signs - current members being Cllrs Hamilton and Cowey.

- ii) Community Speedwatch (started Dec 2020) - current member being Cllr Hamilton
- iii) IT matters - current member being Cllr Goodman
- iv) Tree Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- v) Path Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- vi) Internal Controls (Financial Scrutineering) - current members Cllrs Hamilton and Higgin
- vii) Parish Council Newsletter - current member Cllr Goodman (along with Clerk)
- viii) Defibrillators - no current member (currently the clerk and a local volunteer)
- ix) Parish Planting - current member Cllr Higgin only.
- x) St Leonards Way Play Area (working party) - current member Clerk only.
- xi) Newcastle Road Land - to resolve to form working party and appoint members.
- xii) Internal Auditor - to resolve to appoint Bernard Thomson as Internal Auditor for year 2024/2025

25008 Delegation of Authority: Delegation to the Clerk to respond to Planning Applications (in the absence of a scheduled meeting for 'routine' applications). Terms of reference for authority to be agreed.

25009 Welcome / Present, Apologies and/or absent

25010 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).

25011 Open Forum: to last no longer than 15 minutes

25012 Approval of the Minutes of the Meeting held on 14th April 2025 (Local Government Act 1972, s12p41(1))

25013 Matters arising: to cover any matters arising from Minutes referred to in 25012.

25014 Housekeeping

i) To review and agree adoption of the following policies / protocols:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Policy
- Risk Assessment
- Defibrillator Operation & Maintenance Policy
- Grants/Donations Policy
- Privacy Policy
- Planning Application Policy & Procedure
- Bullying & Harassment
- Remote Meeting Protocol
- Protocol for Councillors & Clerks
- Martyn's Law

ii) Confirmation of meeting dates/venue for 2025

iii) To review Council's membership of SALC

25015 Shropshire Council Representative Report: for Cllr T. Dainty to provide reports/updates on any relevant matters.

25016 Committee and Representatives Reports: for Councillors/representatives to provide reports/updates on any relevant matters.

25017 Planning: to adopt already submitted response to the following application, as circulated to Councillors prior to meeting;

i) Reference: 25/01393/FUL (Validated 17.04.2025)

Address: 4 Westlands, Dorrington Lane, Woore, Crewe, Shropshire

Proposal: Proposed Double Storey Side Extension and Single Storey Rear Extension inc. front extension and canopy feature.

ii) Reference: 25/00963/FUL (Validated 01.05.2025)

Address: Proposed Dwelling North West of Brookside Farm, Dorrington Lane, Woore, Shropshire

Proposal: Erection of Three Bedroom Affordable House.

25018 Finance

i) Insurance Renewal: to resolve to acknowledge the automatic renewal in line with existing schedule, agreed as 3-year term.

ii) 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
19.05.2025	Chelsea Burnard	Clerk Salary (April) - Gross Pay Income Tax deduction Expenses - Milage Claim <u>Total</u>		£435.04 -£108.80 £18.27 <u>£344.51</u>	- - - 	LGA 1972 s. 112 (2) LGA 1972 s. 112 (2) LGA 1972 s. 112
19.05.2025	Shaping Cloud	Microsoft 365 Licenses March 25 – Feb 2026		£601.92	£0.00	LGA 1972 s. 111
19.05.2025	SALC	ALC Affiliation Fees April 2025 – March 2026		£745.66	£0.00	LGA 1972 s. 143
19.05.2025	Cllr R Goodman	HugoFox Monthly Charge		£11.99	£0.00	LGA 1972 s. 111
19.05.2025	Zurich Insurance	Business Liability Insurance June 2025 – May 2026		£633.18	£0.00	LGA 1972 s. 111
Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
16.04.2025	Shropshire Council	Precept 2025/2026	2504233	£30,249.00		Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39

iii) Bank reconciliation: for the Council to receive and accept the audited year end bank reconciliation.

Opening Balance as of 1 st April 2024	£132,083.80
Total Income 2024/2025	£90,354.73 (Includes £50,126.51 of CIL Fund)
Total Expenditure 2024/2025	£36,364.34
Bank Balance as of 31 st March 2025	£186,074.19
Unpresented cheques	£340.00
Closing Balance 2024/2025	<u>£185,754.19</u>

25019 Clerk's Report and Correspondence

To receive a summary of Reports and Correspondence for the period from 15th April 2025 to 19th May 2025.
