



WOORE PARISH COUNCIL

www.wooreparishcouncil.gov.uk

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 11th May 2026, commencing at 7.30pm, in order to conduct the following business listed on the agenda below.

Signed: *C Burnard*

Date: 4th May 2026

ANNUAL PARISH COUNCIL MEETING AGENDA

26001 Election of the Chairperson & Declaration of Acceptance of Office (LGA 1972 s15(2))

26002 Election of Vice Chairperson

26003 Declarations of Acceptance of Office for Councillors (LGA 1972 s83)

26004 Co-option of Councillors.

26005 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 Sweeney
- iv) Woore United Charities Representatives (two members) - current member Cllr Higgin.
- v) Local Joint Committee (two members) – no current members
- vi) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (two members) - no current members.

26006 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

26007 Appointment of Members to act as the Parish Council's lead in relation to the following:

- i) Movable Vehicle Activated Signs - current member being Cllr Hamilton
- ii) Community Speed watch Coordinator - current member being Cllr Hamilton
- iii) IT matters - current member being Cllrs Goodman and Austin

- iv) Tree Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Goodman as PC point of liaison.
- v) Path Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Goodman as PC point of liaison.
- vi) Internal Controls (Financial Scrutineering) - current members Cllrs Goodman, Hamilton and Higgin
- vii) Parish Council Newsletter - current member Cllr Goodman (along with Clerk)
- viii) Defibrillators – Current member being the Clerk
- 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 2025/2026

26008 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.

26009 Welcome / Present, Apologies and/or absent

26010 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).

26011 Open Forum: to last no longer than 15 minutes

26012 Approval of the Minutes of the remote Meeting held on 9th March 2026 (Local Government Act 1972, s12p41(1))

26013 Matters arising: to cover any matters arising from Minutes referred to in 26012.

26014 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 2026

iii) To review Council's membership of SALC

26015 Shropshire Council Representative Report: for Cllr T. Dainty to provide reports/updates on any relevant matters.

26016 Committee and Representatives Reports: for Councillors/representatives to provide reports/updates on any relevant matters.

26017 Planning: to adopt response to the following application,

- i) Reference: 26/01305/VAR
 Address: Proposed Dwelling Adjacent The Gables To The South Of, Candle Lane, Woore, Shropshire, .
 Proposal: Variation of condition no. 2 (approved drawings) attached to planning permission 24/04629/FUL

26018 Finance

i) Insurance Renewal: to resolve to acknowledge the Parish Councils public liability insurance policy

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
11.05.2026	Chelsea Burnard	Clerk Salary (April) - Gross Pay Income Tax deduction Expenses - Milk <u>Total</u>		£631.40 -£126.20 £1.20 <u>£506.40</u>	- - - 	LGA 1972 s. 112 (2) LGA 1972 s. 112 (2) LGA 1980 s. 96 LGA 1980 s. 96
11.05.2026	SALC	SALC Affiliation Fees April 2026 – March 2027		£782.97	£0.00	LGA 1972 s. 143
13.04.2026	Chelsea Burnard	Clerk Salary (March) - Gross Pay Income Tax deduction Expenses - Biscuits Milk <u>Total</u>	PAID	£631.40 -£126.20 £3.74 £1.65 <u>£510.59</u>	- - - - 	LGA 1972 s. 112 (2) LGA 1972 s. 112 (2) LGA 1980 s. 96 LGA 1980 s. 96
13.04.2026	Gary Cooper	Lengthsman Duties	PAID	£408.00	£0.00	HA 1980 s.96
13.04.2026	SALC	Councillor Training	PAID	£90.00	£0.00	HA 1980 s.96
Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
16.04.2026	Shropshire Council	Precept 2026/2027	3796328	£31,249.00	-	Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39
23.04.2026	Shropshire Council	2025 Neighbourhood Fund	3797599	£25,453.69	-	Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39

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

26019 Clerk's Report and Correspondence

To receive a summary of Reports and Correspondence for the period from 12th March to 11th May 2026.