

## Minutes of Woore Annual Parish Council Meeting



Monday 13<sup>th</sup> May 2026, 7.30pm, The Victory Hall, Woore

### **PRESENT:**

Cllr R. Goodman (Chair), Cllr C. Hamilton, Cllr M. Austin, Cllr A. Gath, Cllr J. Higgin, Cllr M. Carter, Cllr A. Morrall and Cllr H Sweeney.

### **IN ATTENDANCE:**

Ms C. Burnard (Clerk to the Council), Cllr Tom Dainty (Shropshire Council)

### **PUBLIC:**

There were four members of the public present, two of whom will be co-opted in agenda item 26004.

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

Cllr R. Goodman put forward her proposal for remaining as Chairperson of Woore Parish Council. All were in agreement.

### **26002 Election of Vice Chairperson**

No Councillors put themselves forward for the vacancy so the Chair decided that should she be unable to fulfil her role, the Councillors can vote in an interim chair for the period necessary.

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

The Clerk will ensure all due forms are completed in due course.

### **26004 Co-option of Councillors.**

Cllr J. McDouall and Cllr S. Connor both read out their acceptance of office forms, and the Clerk witnessed their signings. They both took a seat as a Councillor.

The Clerk and Chair will ensure all the paperwork is completed.

### **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) – member Cllr Carter only.
- ii) Woore Victory Hall Representative (two members) - members being Cllr Goodman and Cllr A. Gath.
- iii) Old Woore School Trust Representative (one member) – Cllr H. Sweeney
- iv) Woore United Charities Representatives (two members) - members Cllrs J. Higgin and M. Austin.

The following two items were investigated by the Clerk after the meeting and it was deemed they were included under the Shropshire Association of Local Councils and were therefore no longer relevant.

- i) Local Joint Committee
- ii) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum.

### **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

As with last year, it was decided that these committees would be formed as and when they are needed. However, the Chair did suggest, that now Woore Parish Council is at a full quorum of Councillors, that in May 2027, they look into forming a committee for finance and planning.

**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 (with Cllrs Connor and McDouall currently undergoing training)
- iii) IT matters - current member being Cllrs Goodman and Austin
- iv) Tree Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllrs Goodman and Morral as PC point of liaison.
- v) Path Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllrs Goodman and Morral as PC point of liaison.
- vi) Internal Controls (Financial Scrutineering) - current members Cllrs Hamilton, Higgin and Austin
- vii) Parish Council Newsletter - current member Cllr Goodman (along with Clerk)
- viii) Defibrillators – Current members being Cllr McDouall and the Clerk
- ix) Parish Planting - current member Cllr Higgin only.
- x) St Leonards Way Play Area (working party) - dissolved
- xi) Newcastle Road Land – Cllrs Austin and Gath were appointed as representatives.
- xii) Internal Auditor - to resolve to appoint Bernard Thomson as Internal Auditor for year 2025/2026
- xiii) Chairmans Meetings – the Chair will continue attending these once a quarter
- xiv) Christmas – Cllr Higgin will remain the member and will look into securing an artificial tree for 2026.
- xv) Northern Power Rail Representative – Cllrs Gath and Connor

**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.**

It was unanimously agreed to allow the Clerk to submit comments on behalf of Councillors for applications.

**26009 Welcome / Present, Apologies and/or absent**

Apologies were received from Sally Tyson (Tree and Path Warden) due to illness.

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

**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).

**None were received.**

**26011 Open Forum: to last no longer than 15 minutes.**

Cllr M. Carter asked if the Clerk could print off an information sheet regarding how to check the defibs are operational. The Clerk will source one from online that could be put into the newsletter.

Cllr J. McDouall raised a concern about a Tree on Audlem Road. Cllr S. Connor raised a concern about some overhanging trees near Moat/Candle Lane. The Chair will reach out to Shropshire Council Trees department. The Chair also mentioned that the woodland in Dorrington has been sold recently, and the neighbouring properties are wishing to protect some trees which she is working on with Shropshire Council. The path by the vicarage, remains closed. The Chair shared the following update – *“The Diocese have completed their works which have been inspected by Building Control, however it has been decided that the neighbouring wall is also unsafe and so must be repaired before the footpath can be reopened. To save*

*further closures it has been recommended that they complete this work as soon as possible under the current closure. This means that all works must be completed ready for the Footpath to be reopened on the 20th August 2026 at the very latest. Building Control have been in contact with the neighbouring landowners and have reiterated that this work needs to be carried out as soon as possible so that the route can be reopened as soon as it is safe to do so."*

Cllr M. Carter asked about the Coopers Arms. The Chair replied that there were no updates, the sale is still pending with no planning applications for change of use having been received.

**26012 Approval of the Minutes of the meetings held on 9<sup>th</sup> March 2026** (Local Government Act 1972, s12p41(1))

It was unanimously **resolved** to approve the minutes for the meeting

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

The Chair asked Councillors if they were still receiving any spam emails. Councillors were pleased to report that they seem to have stopped.

The Falcon Inn is now occupied and operational which is great for the community.

The three parcels of land that the Chair wishes to change the correspondence address for is still ongoing.

The matter is with the land registry.

Cllr M. Carter asked if the new properties on Audlem Rod (Irelands Cross Development) will be paying CIL money to the Parish Council. The Chair replied they would be, but she was unsure when this money will be received.

The Village Hall is still receiving quotations for the new roof. Once decided a full grant application will be submitted to the Parish Council.

The Chair reminded Councillors that the Bowls Club still have an outstanding grant application for £10,400 for a new green irrigation system. A discussion was had with Councillors discussing the other uses for the money and whether it would be better spent elsewhere for greater benefit to the residents. It was noted that the Bowls Club did not send a representative to the annual parish meeting in April but that the Bowls Club is open to all residents should residents wish to join. Ultimately, it was agreed on to grant £2,500 with one Councillor abstaining to vote. It is hoped that this money will lead to improved community engagement from the Bowls Club going forward.

The Chair is pleased to update Councillors that Cllr M. Austin is now a signatory on the Parish Council bank account. As this has now successfully been set up, she hopes to set up Cllr A. Gath over the coming weeks.

This means that Cllr M. Austin can now sign cheques.

**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

All policies were agreed and the Clerk will update over the coming weeks.

ii) Confirmation of meeting dates/venue for 2026

Dates agreed as follows -

8<sup>th</sup> June, 13<sup>th</sup> July, 10<sup>th</sup> August – Provisional meeting (to be held only if necessary.), 14<sup>th</sup> September, 12<sup>th</sup> October, 9<sup>th</sup> November, 14<sup>th</sup> December, 11<sup>th</sup> January 2027, 8<sup>th</sup> February, 8<sup>th</sup> March.

All to be held at Woore Victory Hall

iii) To review Council's membership of SALC

It was unanimously agreed to continue the Parish Councils membership of SALC.

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

Cllr Tom Dainty informed Councillors that Shropshire Council have been very busy this past month since the budget was passed. Shropshire Council are continuing to take contracts away from Keir (who were subcontracting these out) and bring them back in house. This subcontracting meant it was very difficult for the council to monitor the services being provided. In the process of bringing these services back in house, there has been some teething issues where bin collections and grass cuttings have been missed. Cllr Tom Dainty hopes these issues are now over, with lessons learnt for future handovers.

In terms of grass cuttings, Shropshire Council have booked their in house team to cut each area of grass once a month. Cllr Tom Dainty hopes to see this frequency increase over the coming years. He hopes to provide a timetable of when the Woore areas will be cut shortly.

Over the previous few years, Shropshire has seen a massive increase in fly tipping and there have been no convictions. The current council are actively looking at changing this and are working closely with a council that has very high conviction rates in the south of the country to learn how they go about convicting the litterers.

Shropshire Council are looking at implementing a local plan, including a flood plan, after their previous version expired over a decade ago which will serve as an extra layer of protection against planning applications.

Shropshire Council have repaired 1,353 potholes since the 1<sup>st</sup> May. Cllr M. Carter asked how this figure compares to May 2025 and Cllr Tom Dainty will investigate and report back.

Cllr S. Connor asked Cllr Tom Dainty about the Road Warden Scheme which is being piloted in the county. This scheme will allow parish and town councils (and even trained local residents) to carry out minor highway repairs and maintenance themselves. Cllr S. Connor asked that if the pilot scheme is successful, would Shropshire residents receive a reduction in their council tax as less funding will need to be allocated to road repairs. Cllr Tom Dainty replied that these repairs will not be included in Shropshire repair figures and there won't be a reduction in council tax any time soon. This is due to how small the expenditure percentage is for road repairs - most expenditure (76%) of Council tax goes towards social care.

Cllr Tom Dainty asked Woore Parish Council if they would be prepared to produce a map of where the bins are in the parish, including dog poo bins. This information will aid their new bin collectors. He also suggested that while mapping the current bins, Woore Parish Council use their CIL funds to purchase some new bins where they feel they are necessary. If installed before the new bin collectors start, Cllr Tom Dainty will ensure that they are included in the new collection rounds.

One final note from Cllr Tom Dainty was that the county council has recently partnered with McDonald's to provide packaging that is trackable back to branch and then back to the customer. It is hoped that this initiative will prevent people dropping their takeout order litter on route through the parish as traceable litter will result in a litter dropping fine of up to £1,000.

Cllr A. Morral asked where Woore was in the list of priority for pothole repairs as he believed it was the A roads and B roads first and then all other minor roads were at the bottom. Cllr Tom Dainty replied that it's not quite worked out that way and he hopes for more common sense to be implemented in the logistics of the repairs.

Cllr A Gath asked if Shropshire Council have any control over the road repairs performed by utility companies after they have dug up the road. Cllr Tom Dainty replied that they are able to quality assess these repairs and are issuing fines to the utility companies should the repair be deemed unsatisfactory.

Cllr J. McDouall informed Cllr Tom Dainty that due to the degradation of the roads, the loose stones are now on the pavement and she feels its making those patches of pavement uncomfortable to walk on and

possibly unsafe if stones are sent flying when cars drive past.

The Chair asked if a road sweeper could remove these stones. Cllr Tom Dainty replied that they do have some pavement sweepers that he could look into getting to do a lap of Woore. The Chair said that would be ideal, and added that if not, she could get the lengthsman to sweep up the loose stones.

Cllr C Hamilton asked if whether the potholes that have been white lined are no longer claimable against should a car get damaged by hitting it. Cllr Tom Dainty replied that no, the white lines purely mean that the pothole has been assessed as ready for repair by the road men.

Cllr C. Hamilton asked if there has been any movement on the scheme that would see parish and town councils taking on extra responsibilities and sharing contracts between neighbouring parishes in order to save money but not see services cut. Cllr A Gath replied that will be a catch-up meeting on this project on 17<sup>th</sup> June but the feeling was still very untrusting because councils did not want to see their residents paying twice for services nor did they want to be liable for repairs and services without proper training.

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

There has been no SALC meeting, nor Chair meeting recently.

Cllr R. Goodman has no village hall report to provide.

Cllr M. Austin informed Councillors that the trees planted in March on then land off Newcastle Road are growing really well. The Chair added that there were some additional saplings due to be delivered in November. Cllr M. Austin is going to research how best to care for the saplings now they have taken root.

Cllr C. Hamilton shared that he has two new speed watch trainees currently in the system and is eager to have them fully trained and out.

### **26017 Planning:**

a) to agree on the comments for the following planning applications.

i) Reference: 26/01305/VAR/26/01288/FUL

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

Comments submitted as follows -

*“Woore Parish Council note the comment in the Planning Statement and request that this application, should it be granted, would not adversely affect the CIL monies due to Woore Parish Council, in comparison to the original approved proposal.*

*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.”*

The Chair informed Councillors that the below application has been received since the agenda was sent out and she wished to allocate a lead councillor to provide comments for review -

Reference – 26/01639/FUL

Address – Nantwich Road, Woore, Shropshire

Proposal – Proposed Agricultural Storage Building

It was agreed that Cllr M. Carter and Cllr J. Higgin would work together to provide comments for review.

b) Decisions: to acknowledge all planning decisions made between 9th February and 8<sup>th</sup> March 2026.

None

The Chair informed Councillors that there has now been an official enforcement case opened on the development at Irelands Cross. She will keep all Councillors updated on the progress of the case if any updates are provided.

## 26018 Finance

i) Insurance Renewal: to resolve to acknowledge the Parish Councils public liability insurance policy. The Clerk informed Councillors that after retrieving four quotes from providers, the cheapest was their current provider, Zurich.

In the previous financial year, the Parish Council paid £633 for public liability insurance. For this financial year, they have quoted £705 or £649 if we lock in with this provider for three years.

This coverage includes the MAV's which needed the coverage increased to cover the three new devices as well as the same coverage for the gym equipment, defibs, computers and street furniture. On top of this the policy also covers the Parish Councils for employers liability and legal expense cover.

It was unanimously agreed to remain with Zurich and lock the price in for 3 years at £649.

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  <b>Total</b>		£631.40 -£126.20  £1.20  <b>£506.40</b>	- -  -  	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  <b>Total</b>	PAID	£631.40 -£126.20  £3.74 £1.65  <b>£510.59</b>	- -  - -  	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
<b>Date</b>	<b>Recipient</b>	<b>Reason for Receipt</b>	<b>Cheque Number</b>	<b>Net Amount</b>	<b>VAT Amount</b>	<b>Power of Expenditure</b>
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

The Clerk added that there will be two additional cheques for May, one being Gary Copper, the parish lengthman for £160 as his invoice was received after the agenda was published and the previously agreed cheque for Zurich for the insurance policy.

It was unanimously agreed to approve the cheques including the additional cheques.

iii) Councillors to receive bank reconciliation for April 2026.

<b>Closing Bank Balance at 30th April 2026</b>			
Current Account	100.00		
Business Reserve Account	225,942.87	<b>226,042.87</b>	
Less unpresented Cheques			
		<b>226,042.87</b>	
<b>Split as follows</b>			
<b>Closing Balances</b>			
CIL Neighbourhood Fund	114,845.52		
General Fund	111,197.35	<b>226,042.87</b>	-

### 26019 Clerk's Report and Correspondence

The Clerk informed Councillors that she has applied for the Environmental Maintenance Grant again. In previous years the maximum amount was £1,500 however this was decreased once all the applications were received from parishes and Woore has received only £750. Cllr Tom Dainty added that the new Shropshire Council believe in this grant and have allocated more funds to this scheme than the previous council.

Cllr A Gath asked what this grant would cover and the Chair replied that it'll cover the grass cutting and the legthman's duties carried out on Shropshire Council owned land.

The Clerk has received a concern from a resident about the defib at the village shop being inaccessible due to some stock crates being positioned in front of it. The Clerk will speak to the shop to ask if there is an alternative location for the stock crate.

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The meeting closed at 9pm.

DATE OF NEXT PARISH COUNCIL MEETING  
8<sup>th</sup> June 2026 and 13<sup>th</sup> July 2026