

# **Minutes of Woore Annual Parish Council Meeting**

**Monday 17<sup>th</sup> May 2021, 7.30pm, Victory Hall, Woore**



## **PRESENT:**

Cllr M. Cowey (Chairman), Cllr K. Davies (Vice Chairman), Cllr J. Higgin, Cllr C. Hamilton, Cllr D. Beeston & Cllr G. Daville.

## **IN ATTENDANCE:**

Mrs H. Jackson, Clerk to the Council.

## **PUBLIC:**

Mr Roberts and Mr Gath were in attendance.

### **21001 Election of the Chairman & Acceptance of Declaration of Office (LGA 1972 s15(2))**

Cllr Beeston proposed Cllr Cowey, seconded by Cllr Davies, all agreed. The Chairman duly signed the Acceptance of Office form.

### **21002 Election of Vice Chairperson**

Cllr Higgin proposed Cllr Davies, seconded by Cllr Beeston, all agreed. Cllr Davies duly signed the Acceptance of Office form.

### **21003 Declarations of Acceptance of Office for Chairman & Councillors (LGA 1972 s83)**

All Councillors present signed the Acceptance of Office forms as required. It was agreed by all present that in accordance with section 83(4) of the 1972 Act, Cllr M Carter and Cllr M. Blake would be permitted by the Council to sign declarations before the next meeting fixed by the council, 14<sup>th</sup> June 2021, in the presence of the Clerk.

### **21004 Co-option of Councillor: to acknowledge vacancies and resolve to provide notice for vacancy by co-option.**

It was unanimously **resolved** to acknowledge 2 remaining vacancies for Councillors and to provide notice for both vacancies with immediate effect. It was agreed that the Clerk would complete a description for the role and make this available via the WPC website.

### **21005 Election of other officers as representatives to external bodies:**

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

- i) Shropshire Association of Local Councils/North Area Committee Representatives (two members, only one vote at meetings). Cllr Higgin will continue in this role. Cllr Carter's current position as second member was deferred until the June meeting.
- ii) Woore Victory Hall Representative (one member plus deputy). Cllr Beeston will continue in this role, it was agreed that deputy was currently required.
- iii) Old Woore School Trust Representative (one member). It was noted that the current representative is Cllr Beeston and she will continue in this role.
- iv) Woore United Charities Representatives (two members). Cllr Higgin will continue in this role and Cllr Daville was appointed as second member.
- v) Local Joint Committee (two members). Cllr Cowey will fulfil this role and no other member was currently required.

- vi) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (two members). This was deferred until the June meeting.
- vii) HS2 Traffic and Highway Annual Meeting (one member plus deputy). Cllr Cowey will fulfil this role. Appointment of a deputy was deferred until the June meeting.

**21006 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

Discussion took place and the Clerk provided detailed terms of reference for each committee. A decision was deferred until the June meeting.

**21007 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 be appointed;

- i) HS2 - Cllr Cowey and Cllr Daville will jointly fulfil this role, with a third position available to any WPAG representative as available.
- ii) Movable Vehicle Activated Signs - This was deferred until the June meeting due to absence of current appointed members.
- iii) Community Speed watch (started Dec 2020) - Cllr Hamilton will fulfil this role.
- iv) IT matters - Cllr Davies will fulfil this role.
- v) Tree Wardens - Sally Tyson and Carol Bedson had provided confirmation to the Clerk prior to the meeting of their agreement to continue in this role and were therefore appointed, with Cllr Cowey as PC point of liaison.
- vi) Path Wardens - Sally Tyson and Carol Bedson had provided confirmation to the Clerk prior to the meeting of their agreement to continue in this role and were therefore appointed, with Cllr Cowey as PC point of liaison.
- vii) Internal Controls (Financial Scrutineering) - Cllrs Higgin and Davies will continue in this role.
- viii) Parish Council Newsletter - Cllr Davies will continue in this role with support from the Clerk.
- ix) Defibrillators - The Clerk will fulfil this function with support from Cllr Daville to cover absence.
- x) Parish Planting - Cllr Higgin will continue in this role with support from the Clerk.
- xi) St. Leonards Way Play Area (working party) - This was deferred until the June meeting.
- xii) Newcastle Road Land - This was deferred until the June meeting.
- xiii) Internal Auditor - Sue Hackett will continue as appointed Internal Auditor for the 2021-2022 financial year.

**21008 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 **resolved** to agree to this authority, with terms to be provided post meeting by the Clerk and agreed at the June meeting.

**21009 Welcome / Present, Apologies and/or absent**

Cllr Cowey welcomed everyone to the meeting, noting apologies from Cllr Blake and Cllr Carter for personal reasons. Cllr Daville was welcomed to the Parish Council. Parish Councillors who did not stand for election were thanked for their contributions and hard work.

## **21010 Declarations of Disclosable Pecuniary or any other Interests**

No declarations were received.

## **21011 Requests for Dispensations of DPLs**

All Councillors present signed HS2 Dispensations in the presence of the Clerk, noting that Cllrs Blake and Carter will do so in the presence of the Clerk before the next meeting of the Council, 14<sup>th</sup> June.

## **21012 Open Forum: to last no longer than 15 minutes**

A member of the public raised concerns over the disregard for planning conditions surrounding the retention of the hedge and height of the wall at the 2 new houses being built on London Road. The Chairman provided a history to the application including the Parish Councils appeal at the Northern Planning Committee. He advised that following another resident complaint, an enforcement officer will be attending site and providing an update in due course.

A member of the public advised that the WPAG wish to hand over all HS2 document storage to the Parish Council. The Chair noted that he would follow this up with WPAG members on behalf of the Parish Council HS2 Working Party.

Cllr Daville reported that there had been multiple patches to reported potholes on the main roads through the Parish, by Shropshire Council, but that some were unsatisfactory and were already showing signs of deterioration. The Chairman advised that there would be discussion later in the meeting regarding the condition of highways.

The Chairman acknowledged the vast improvements made to the Pavilion at the Cricket Club and congratulated all concerned on the wonderful attendance at recent events for children of the Parish.

The Chairman advised that the Parish Place Plan would be circulated to Councillors over the coming weeks and requested that the Clerk write to all local community organisations/bodies to request their involvement.

**21013 Approval of the Minutes** of the remote Meeting held on 12<sup>th</sup> April 2021 (Local Government Act 1972, s12p41(1)) and to adopt the draft minutes of the Annual Parish Meeting held remotely on 21<sup>st</sup> April 2021 (LGA 1972 12 (para 23)).

- (a) It was resolved by majority to approve the minutes of remote meeting 12<sup>th</sup> April 2021, with Cllrs Daville and Higgin abstaining due to absence at the meeting on 12<sup>th</sup> April.
- (b) It was resolved by majority to approve in principle the draft minutes of the remote Annual Parish Meeting 21<sup>st</sup> April 2021, with Cllr Davies abstaining due to absence at the meeting on 21<sup>st</sup> April. Minutes will be formally approved at the 2022 Annual Parish Meeting.

**21014 Matters arising:** to cover any matters arising from Minutes referred to in 21013.

The Chairman advised that there has been no response from Shropshire Council regarding adoption of streetlights on the Grove development, despite multiple requests from the Parish Council.

The Chairman noted Ian Kilby's response to Woore Parish Council, acknowledging that the Planning Office are aware of the Woore Neighbourhood Plan and of the weight it carries.

The Chairman and Clerk provided an update on the completion of the audit of Pavements undertaken by Shropshire Council Street Scene, followed by the sweeping of all pavements. It was noted that damage to one area of pavement in Pipe Gate had been reported by a resident and subsequently actioned for repair and that a hand sweep was also scheduled to take place.

The Chairman reported that contact had been made with Shropshire Council regarding ownership of the manor house flower bed, recognising that it is proposed by HS2 to be removed. The Clerk advised that the Lengthsman had been authorised to add the clearing up of this bed to his regular duties in May due to its poor state.

The Chairman referred to correspondence received from Childs Ercall, detail for which was circulated to Councillors prior to the meeting by the Clerk. Cllr Daville agreed to lead a response to Shropshire Council in support of Childs Ercall's endeavours for Shropshire Council to acknowledge the poor state of rural roads in Shropshire. It was agreed that the correspondence would be sent by the Clerk. It was noted that the letter would be sent for the attention of the newly elected Leader and Portfolio Holder for Highways.

### **21015 Housekeeping**

- i) It was unanimously **resolved** to adopt all of the following policies / protocols;
- Standing Orders (to acknowledge that this will be reviewed within 6 month period)
  - 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

- ii) Confirmation of meeting dates/venue for 2021

The Clerk confirmed future meeting dates as follows;

Monday 14 <sup>th</sup> June 2021	7.30pm
Monday 12 <sup>th</sup> July 2021	7.30pm
Monday 9 <sup>th</sup> August 2021	7.30pm
Monday 13 <sup>th</sup> September	7.30pm
Monday 11 <sup>th</sup> October	7.30pm
Monday 8 <sup>th</sup> November	7.30pm
Monday 13 <sup>th</sup> December	7.30pm

- iii) To review Council's membership of SALC

It was unanimously **resolved** to renew affiliation with Shropshire Association of Local Councils for the cost of £554.37 for 12 months.

**21016 Committee and Representatives Reports:** for Councillors/representatives to provide reports/updates on any relevant matters.

Village Hall - Cllr Beeston advised that the Annual General Meeting is to be held face-to-face in the hall on 19<sup>th</sup> May 2021, 7.00pm. Cllr Beeston advised of the hard work of the village hall volunteer team over the last 12 months and for the efforts towards multiple refurbishments projects in the hall.

Paths & Trees - The Clerk advised that another TPO (Tree Preservation Order) had been received and that the Chairman was currently reviewing this with support of tree and path wardens for comment.

Community Speed watch - Cllr Hamilton advised that recent figures for speeding as reported by Cllr Blake (MVAS statistics) were worryingly high and that no progress was being made regarding the community speed watch initiative. It was agreed that Cllr Hamilton would contact the Police team for an update and request advice as to how to proceed given the feedback already received stating that speeds are too high to safely implement a community speed watch programme.

The Clerk advised that PC Alan Ambrose had written to the Parish Council suggesting that he attend a future meeting to discuss any areas of concern with Councillors. It was agreed that the Clerk would engage in determining how this could work.

**21017 Shropshire Council Representative Report:** for Cllr R. Aldcroft to provide reports/updates on any relevant matters.

The Chairman advised that Cllr Aldcroft had been re-elected as Shropshire Council Representative for Market Drayton East including Norton-in-Hales and Woore. Cllr Aldcroft was absent from the meeting and no report was provided.

**21018 Planning:** to adopt already submitted response to the following application, as circulated to Councillors prior to meeting;

- i) 21/01589/VAR dated 15th April for Removal of Condition No.6 (occupancy) attached to planning permission 14/01444/FUL dated 16/05/2014, Holiday Let at Flash Farm House, Nantwich Road, Woore, Shropshire, CW3 9RH.

It was **resolved** by majority to support the application subject to consultee comments with Cllr Daville abstaining as he was not party to the review.

**21019 HS2:** to receive an update from the Chairman on Traffic Calming/Mitigation discussions/next steps and HS2 Consultation.

The Chairman noted that a response to the Phase 2a Consultation has been received with comment from HS2 Minister Andrew Stephenson and that a further response from the Minister was expected in June. There has been no further response regarding mitigations but a 30-minute meeting with Rt Hon Owen Paterson is scheduled for 18<sup>th</sup> May. It was noted that the meeting with the Minister also included multiple HS2 representatives and the report was not directly from the Minister, as was requested on passing of the amendment. He reminded Councillors that the HS2 Minister had been invited to visit Woore in person before the meeting but had not yet accepted the offer. It was noted that Shropshire Star had published coverage of the consultation response with comment from Woore Parish Council. Discussion took place with most Councillors making comment.

The Chairman expressed disappointment that the safety audit for Woore only focused on crossing points and barriers at the school, ignoring all other mitigation measures and noted that a response to this had been sent.

The Chairman noted that the HS2 Community Engagement Team had advised of various works taking place 3 miles from Woore and that residents had been informed via social media how to access further information relating to this work should they so wish.

#### **21020 Finance**

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

It was unanimously **resolved** to renew Parish Council insurance cover for the second year, in line with the existing schedule and as per the 3-year term agreement.

ii) 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 Davies and Cowey would continue in the role of cheque signatories and that Cllr Blake will be required to confirm his agreement at the June meeting.

Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
17.04.21	Helen Jackson	Clerk Salary (April): Gross Pay Holiday Pay (2no bank hol.) NI deduction Income Tax deduction Expenses Sundry	1790	£856.10 £6.69 £7.89 -£37.20 £45.42 £59.76  £1,005.84	£8.56	LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LG (FP)A 1963 s.5 LG (FP)A 1973 s.5 LG A 1972 s.111 LGA 1972 s.137
09.04.21	Richard White	Lengthsman	1786	£30.00	£0.00	HA 1980 s.96(5)
19.04.21	E.ON	Streetlight repair St. Leonards	1787	£143.02	£28.60	PCA 1957 ss.3(1) & 7, HA 1980 s.301
29.04.21	SALC	Affiliation fee	1788	£554.37	£0.00	LGA 1972 s.143
06.04.21	SSE	Streetlight energy supply	D/D (Paid)	£50.19	£3.10	PCA 157 ss.3(1) & 7, HA 1980 s.301
13.04.21	BHIB Insurance	PC Insurance renewal	1789	£841.76	£0.00	LGA 1972 s.140
Date	Payee	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
23.04.21	Shropshire Council	Precept		£30,727.00		Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39
05.05.21	Shropshire Council	Neighbourhood Fund Payment		£5562.10		

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

Opening Balance as of 1 <sup>st</sup> April 2020	£54,374.89
Total Income 2020/21	£98,193.54
Total Expenditure 2020/21	£60,081.68
Bank Balance as of 31 <sup>st</sup> March 2021	£128,250.84
Unpresented cheques	£35,762.40
Unresolved Balance	£1.69
Closing Balance 2020/21	<u>£92,486.75</u>

Split as follows:

Recreational fund:	£11,436.00
CIL fund:	£46,501.14
General fund:	£34,549.61

It was unanimously **resolved** to accept the year end bank reconciliation figures following completion of the internal audit, acknowledging a small variance on the figures presented at the Annual Parish Meeting. The Clerk provided an explanation for the variance.

The Clerk advised Councillors that reserves are currently above the recommended amount in accordance with expenditure and that attention is required to ensure this is addressed. It was acknowledged that a review of the Place Plan is overdue and assignment of reserves to projects is imperative.

The Clerk provided an update on issues relating to the application for online banking and discussion took place. It was agreed that a letter of complaint would be sent by the Clerk on behalf of the Parish Council requesting an explanation for the cause of the issues.

The Clerk advised that the asset register is currently under review with the auditor and that Councillors would be invited to make comment on an updated register in due course and that restated figures for previous and current years fixed assets would require explanation on the AGAR.

### **21021 Clerk's Report and Correspondence**

The Clerk advised that all correspondence for the period from 12<sup>th</sup> April 2021 to 11<sup>th</sup> May 2021 had been circulated to Councillors with further updates as follows;

- St. Leonards Church have requested access to St. Leonards play area via removal/replacement of the fence, to remove a deceased tree in the church yard. It was agreed that the Clerk would respond to confirm agreement in line with assurance of various points as discussed.
- It was noted that the Country Stores/Volunteers of Woore plaque would be hung on Thursday 20<sup>th</sup> May and thanks was given to resident Gary Mayhew for his assistance with the hanging.
- Thanks was given to residents Chris Jefferies and Paul Hawkins for their efforts to repair the planting saucers prior to summer bedding being planted at the end of May.
- Open letter to all Councillors from Sue Baxter, National Association of Local Councils was read to Councillors, noting thanks to Councillors following elections, for giving up their time to make a change in their communities.
- The Parish newsletter will be available for distribution w/c 24<sup>th</sup> May, with thanks to St. Leonards Church volunteers for their help with distribution.
- Further reports of crime / attempted crime in the Parish. Noted correspondence with PC Alan Ambrose to promote further the mobile police van visits and to ensure residents are aware of the importance of reporting crime through the correct channels.
- Reporting of highways issues - SALC meeting 3<sup>rd</sup> June with Mark Barrow, Shropshire Council, to hear Shropshire Council's response to the growing list of complaints from Clerks regarding numerous issues with the online reporting tool.
- Resident correspondence to inform the Council that both the Head boy and Head girl of Madeley Secondary School live within the Parish of Woore. Councillors agreed that the Clerk should write on their behalf to congratulate them for their achievements.
- Multiple residents' issues reported in May including 2 streetlight repairs (both Shropshire Council owned lights), damaged road signs and branches on the Audlem road.

The meeting closed at 9.55pm.

### DATE OF NEXT PARISH COUNCIL MEETING

14<sup>th</sup> June 2021, 7.30pm and 12<sup>th</sup> July 2021, 7.30pm

Signed.....(Chair)

Dated 14<sup>th</sup> June 2021

Agenda Item	Motion	Cllr	For	Against	Abstain
21013 (a)	Approval of the Minutes of the remote Meeting held on 12th April 2021 (Local Government Act 1972, s12p41(1))	Cowey M	X		
		Davies K	X		
Prop: Davies, K Second: Hamilton, C		Higgin J			X
		Beeston D	X		
		Hamilton C	X		
		Daville G			X

Agenda Item	Motion	Cllr	For	Against	Abstain	
21013 (b)	To adopt the draft minutes of the Annual Parish Meeting held remotely on 21st April 2021 (LGA 1972 12 (para 23)).	Cowey M	X			
		Davies K			X	
Prop: Cowey, M Second: Beeston, D		Higgin J	X			
		Beeston D	X			
		Hamilton C	X			
		Daville G	X			

Agenda Item	Motion	Cllr	For	Against	Abstain	
21018	To support application 21/01589/VAR subject to consultee comments.	Cowey M	X			
		Davies K	X			
Prop: Cowey, M Second: Davies, K		Higgin J	X			
		Beeston D	X			
		Hamilton C	X			
		Daville G			X	