Minutes of Woore Parish Council Annual Meeting

**Monday 13th May 2019**

**Held at Woore Victory Hall**

**PRESENT:**

Cllr M. Cowey (Chairman), Cllr G. Irwin (Vice Chairman), Cllr A. Allison, Cllr H. Blake, Cllr M. Blake, Cllr M. Carter, Cllr K. Davies, and Cllr J. Higgin.

**IN ATTENDANCE:**

Ms S. Tyson, Tree and Footpath Warden, Shropshire Cllr R. Aldcroft, Ms S. Pimlott, Clerk to the Council (Retiring) and Mr B. Morris, Clerk to the Council (Incoming).

**PUBLIC:**

No members of the public attended the meeting.

**19061 Election of Chairman**

It was unanimously **resolved** to elect Cllr Cowey as Chairman.

**19062 Election of Vice Chairman.**

It was unanimously **resolved** to elect Cllr Irwin as Vice Chairman.

**19063 Declaration of Acceptance of Office of Chairman.**

The Chairman read and signed the Declaration of Office of Chairman.

**19064 Apologies for absence.**

Cllrs Chell and Ford had sent their apologies for absence, which was for personal reasons. It was unanimously **resolved** to accept these apologies.

**19065 Declarations of Pecuniary Interests.**

No Cllrs declared a pecuniary interest in respect of any Agenda Item. In respect of any future Agenda Items on HS2, the Clerk had, prior to the Meeting, granted dispensations to all Cllrs present in respect of any discussions about HS2 which the Parish Council (PC) might conduct at its Meetings until the next Annual Meeting of the PC in May 2020.

**19066 Open Forum**

Cllr Carter asked whether the PC had received notice of GP bank holiday closures, other than that received in respect of Shropshire GPs. The Clerk confirmed that the PC had not. The discussion then moved onto Health Care Services and where ambulances may come from and which hospitals patients would be taken to. Shropshire Cllr Aldcroft stated there was several ambulance hubs, the nearest being in Staffordshire. Ambulances would be dispatched from the nearest available. The hospital a patient would be taken to would depend on condition and bed availability.

**19067 To approve and sign the Minutes of the Meeting of 11th March 2019.**

It was **resolved** to approve these minutes.

**19068 To approve and sign the Minutes of the Meeting of 8th April 2019**

It was **resolved** to approve these minutes.

**19069** To establish a Committee to make decisions about the planting out and maintenance of the flower beds and planters in the Parish, subject to budget and expenditure limits decided by the PC, and to establish the terms of reference of that committee and to appoint at least three members to it.

It was unanimously **resolved** to establish such a committee and that Cllrs Higgin, Chell, Vice Chairman and Chairman be appointed to this committee.

**19070** It was unanimously **resolved** to appoint the following representatives on the following bodies:

1. Shropshire Association of Local Councils (two members) – Cllrs Carter and Higgin.
2. Local Joint Committee (two members) – the Chairman.
3. Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (two members) – the Chairman and Vice Chairman.
4. Woore Victory Hall (one member) – Cllr H. Blake.
5. Old Woore School Trust (one member) – Cllr Chell.
6. Woore United Charities (two members) – Cllrs Allison and Higgin.
7. HS2 Traffic and Highway Annual Meeting (one member and a deputy) – Vice Chairman (with the Chairman deputising in her absence).

**19071** To appoint one or two members to the Neighbourhood Plan Steering Team.

It was unanimously **resolved** that Cllr M. Blake and the Chairman be appointed to these positions.

**19072** To appoint a member or members to act as the PC’s lead(s) in discussions with Shropshire Council concerning the Parish Place Plan.

It was unanimously **resolved** that the Chairman be appointed to this position.

**19073** To appoint a member or members to act as the PC lead(s) in relation to HS2.

It was unanimously **resolved** that the Chairman, the Vice Chairman, Cllr Allison and Cllr.Chell be appointed to these positions.

**19074** To appoint a member to act as co-editor (along with the Clerk) of the PC’s Newsletter.

It was unanimously **resolved** that Cllr Davies be appointed to this position.

**19075** To appoint a member to act as the PC’s lead in relation to IT matters.

It was unanimously **resolved** that Cllr Davies be appointed to this position.

**19076** To appoint two members as Financial Scrutineers.

It was unanimously **resolved** that Cllrs Allison and Chell be appointed to these positions, with the Chairman to deputise for Cllr Chell in her absence.

**19077** To appoint two members to take responsibility for the PC’s Movable Vehicle Activated Sign.

It was unanimously **resolved** that Cllrs M. Blake and the Chairman be responsible for these signs.

**19078** To appoint members with responsibility for displaying PC Meeting Notices on the A51 at Pipe Gate and the A525 in Woore and for putting up documentation on the Parish Council’s Noticeboards at Pipe Gate, opposite the Village Shop and on St Leonard’s Play Area.

Chairman to continue with this duty the putting up documentation on the PC’s Noticeboards at Pipe Gate, opposite the Village Shop and on St Leonard’s Play Area.

It was unanimously **resolved** that the Clerk should investigate legal requirements for displaying Agendas and Minutes and that notices should be displayed in the notice board opposite the village shop in the interim.

**19079** To appoint Tree Warden(s) and to appoint a member of the PC as its lead in relation to trees.

It was unanimously **resolved** that the current wardens (Sally Tyson and Carol Bedson) be reappointed and that the Chairman be appointed the PC’s lead in relation to trees.

**19080** To appoint Parish Path Warden(s) and to appoint a member of the PC as its lead in relation to paths.

It was unanimously **resolved** that the current wardens (Sally Tyson and Carol Bedson) be reappointed and that Cllr Allison be appointed as the PC’s lead in relation to paths.

**19081** To appoint Mr Jason Jones as the Parish PC’s internal auditor for the financial year 2018-19.

It was unanimously **resolved** to appoint Mr Jason Jones as the PC’s internal auditor for the financial year 2018-19 on the same arrangements as previously.

**19082** To appoint the PC’s Grasscutter and PC’s Lengthsman.

It was unanimously **resolved** to appoint Mr Tony Seabridge as the PC’s Grasscutter and Mr Richard White as the PC’s Lengthsman (Gardener).

**19083 REPRESENTATIVES’ REPORTS**

To receive reports concerning the following matters:

1. **Neighbourhood Plan** – the Chairman handed out copies of the neighbourhood plan and had previously circulated copies of his notes. The referendum is on 30/5/19. Banners had been purchased and displayed. The PC wants to encourage as many people to vote as possible. The larger the turnout and higher the numbers in favour of the plan, then the stronger the plan is. The chairman was looking for volunteers to oversee the count on 30/5/19 and the following volunteered. Cllrs Allison, M. Blake, H. Blake, and Davies.
2. Shropshire Councillor Aldcroft reported that Shropshire Council’s (SC) Highways Department would be fully staffed from 1/6/19, with 12 new members of staff and a restructure of the existing staff to create a new ethos. There would also be an apprenticeship scheme. Also, from 1/6/19 you will no longer be able to call Highways staff directly and all calls would be routed through Customer Services. Concern was expressed about the possibility of losing David Gradwell (SC’s Highways Manager) who knows Woore very well. The Cllr promised to find out what was happening on that front and express our concerns. The Chairman said he was still waiting for a response from Cllr S. Davenport to several points in the letter he sent to him following the accident on A525. The Chairman will resend his letter to Cllr Davenport and copy Cllr Aldcroft in. Cllr M. Blake raised the continuing issue of not being able to obtain speeding information from the two VASs.
3. Victory Hall - Cllr H. Blake reported that the Hall had 2 events coming up shortly, Afternoon Tea in June and a Sixties Evening in September. The AGM for the Hall is on Wednesday 15th May 2019.
4. Movable and Stationary Vehicle Activated Signs – Cllr M. Blake reported that comments had already been made in earlier parts of the agenda, the PC is still waiting for the pole to be installed on Cherry Tree. There are still data problems getting information off the VASs. Market Drayton are believed to have a speed gun. Cllr Aldcroft to find out how often it has been used. Works to create a Puffin Crossing are in abeyance due to the impact of HS2. Concern was expressed over this delay.
5. Tree and Path Wardens – Ms S. Tyson reported that the Tennis Club walk had taken place which was 5 miles and took 2 hours covering various footpaths. Discussion was then held around the Village Green and condition of the hedge and Leylandii. The PC will look to gain free hedging plants to replace those that have been lost and the condition of the Leylandii would be reviewed. A scheme to make improvements to the village green would come to a future meeting of the PC.

**19084 PLANNING**

To consider and, if appropriate, to resolve on a response to the following planning applications:

1. **19/01844/FUL** being an application for conversion of existing education room and part of adjacent barn to form farm workers dwelling (re-submission) at **Dorrington Hall Farm, Dorrington Lane, Woore CW3 9RR**.

It was unanimously **resolved** that the PC should support the application, subject to the Applicant meeting the requirements of SC and its consultees.

1. **19/01846/LBC** being an application for listed building consent in respect of works to Grade II listed building to include the installation of two interior doorways and interior staircase and retention of conversion works at **Dorrington Hall Farm, Dorrington Lane, Woore CW3 9RR**.

It was unanimously **resolved** that the PC should support the application, subject to the Applicant meeting the requirements of SC and its consultees.

**19085 PARISH PLACE PLAN**

To resolve to approve the draft revised Parish Place Plan as prepared by the Chairman.

The Chairman expressed the need to make the plan as comprehensive as possible. He had responded to the initial request due to the short timescales. The meeting was asked whether it was happy with the plan. He has asked that the sewerage system is surveyed following the large increase in houses in the Parish without a review. Health Care is another issue highlighted that could see improvements made as part of the plan.

It was **unanimously** resolved to approve the draft revised parish place plan

**19086 REVIEW OF PC’S INVENTORY OF LAND AND ASSETS**

The contents of the inventory were noted by the meeting.

**19087 CONFIRMATION OF THE ARRANGEMENTS OF THE PC’S INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The Clerk reported that the PC has received a lower price than the original quotation, but that there were issues with the schedule that needed to be resolved before the PC could agree the cost. It was unanimously **resolved** that the confirmation of the arrangements of the PC’s insurance cover in respect of all insured risks shall be delegated to the Clerk and Proper Officer and Chairman of the PC.

**19088 REVIEW OF THE PC’S FINANCIAL REGULATIONS AND COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION**

It was **unanimously** resolved to authorise the Clerk to carry out the above reviews and to report back to the PC.

to authorise the clerk.

**19089 CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION**

It was **unanimously** resolved to authorise the Clerk to undertake the course to obtain the above qualification funded by the PC, to include the payment of the Course Fee and the Training Courses provided by Shropshire Association of Local Councils to support those clerks studying for the Course.

**19090 PARISH COUNCIL MEETINGS**

It was **unanimously** resolved that, between the date of this Annual Meeting and the next Annual Meeting on 11th May 2020, the PC should meet at the Victory Hall at 7.30 pm on the second Monday of each calendar month, except in August 2019 and April 2020, such meetings to include one in December 2019 in order to permit the PC to consider its budget for the financial year 2020-2021.

**19091 CLERK’S REPORTS**

The Clerk reported as follows:

1. That she had completed and submitted to SC the Expression of Interest (EOI) required by it. The purpose of that EOI was to assist SC in deciding whether or not to grant the PCC CIL monies towards the future cost of the infrastructure works required to bring the new Open Space off the Newcastle Road up to standard. These works included the provision of drainage, fencing, new gates and improving the route of access. The EOI had sought £24,000. SC’s decision on the Application should be made by the end of May 2019.

She had sent a copy of the EOI to all Cllrs on 22nd March.

1. She had received the CIL monies (£16,611.26) for the 2019-20 financial year, being a proportion of the CIL charges collected by SC in the 2018 calendar year.
2. That she had arranged with SC for it to carry out a tree survey of the trees on St Leonards Play Area and the Village Green (at a price of £275.00) and for SC’s Playgrounds Officer to attend St Leonards Playground on Wednesday 15th May 2019, so that he could carry out the works that he, the Chairman and Clerk had agreed with him at their last meeting. This included the replacement of the two bucket seats and chains for the young children’s swings (at a price of £185.00).
3. That she had arranged for a streetlight on the Northlands to be repaired by EON.
4. That she has been trying to agree a definitive streetlight map / plan for the Parish which will identify the lights owned by SC and those which are the responsibility of the PC. Progress has been slow. The SC has now accepted that it is responsible for the light outside Bulkeley Hall on the A525 and all the lights on the “old” Grove Crescent. The new lights on Grove Crescent will be adopted by SC as its responsibility. SC has provided evidence to show that the lights on the St Leonard’s Close development are the PC’s. There remain a number of lights where responsibility remains unclear. The lights finally determined as being owned by the PC will require a structural survey. The PC agreed at its January Meeting that the PC should, following the results of such a survey, agree a programme for the replacement of those lights.
5. That she has obtained quotes for the PC’s electricity supply for its streetlights. Fortunately, the cheapest quote appears to be from its current supplier, Npower. The proposal is that the PC will contract with Npower at a fixed price for two years. A review will need to be carried out, at the time the lights are surveyed, of the hours the lights are lit in order to reduce light pollution and electricity costs.
6. That she has booked 3 places on SALC’s Planning Course for the Chairman, Cllr Carter and the new Clerk.
7. That the PC had received its precept from SC for the financial year 2019-20 (£30,727).
8. That the new Clerk’s formal appointment had been from 1st May, but he had informally been working with her since 15th April. Emails had been copied to the new Clerk as from around 1st May in order to acquaint him with current business. The new Clerk would take over in total from tomorrow but she, as the old Clerk, will continue to be involved in the transition until the end of May. She had prepared some briefing notes for the new Clerk and would be preparing further ones over the next couple of weeks. In due course, these will be circulated to Cllrs for their information.
9. That she had completed the PC’s accounts entries for the 2018-19 financial year and had passed these to the new Clerk for him to complete the year end accounts and the documentation required by the internal and external auditors.

**19092 PAYMENT OF ACCOUNTS**

It was unanimously **resolved** to approve the following cheques for payment, except for the Zurich one which is subject to minute number 19087.

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| 1. | S.H. Pimlott (for April and May 2019) |  |
|  | i Salary (net of income tax of £217.86) | £871.40 |
|  | ii Expenses | £55.32 |
|  | iii Mileage (net of income tax of £1.76) | £26.84 |
|  | Iv Sundry | £696.52 |
|  | **TOTAL** | **£1,650.08** |
| 2. | HMRC | £219.62 |
| 3. | SALC (affiliation fees & course fee) | £511.90 |
| 4. | Tony Seabridge (grasscutting) | £504.00 |
| 5. | Westholme Nurseries (winter flowering saucers) | £300.00 |
| 6. | GFX Factory (banners) (added on night) | £200.00 |

**19093 CLERK’S CORRESPONDENCE**

The Clerk reported that all correspondence for the period from 9th March 2019 to 10th May 2019 had already been copied to Cllrs.

The meeting closed at 10:20 p.m.

**DATES OF NEXT MEETINGS**

10th June 2019, 8th July 2019, 9th September 2019, 14h October 2019,11th November 2019 (all @ 7.30 pm)