




WOORE PARISH COUNCIL

www.wooreparishcouncil.org

Helen Jackson, 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 **17th May 2021**, commencing at **7:30pm**, in order to conduct the following business listed on the agenda below.

Signed 
Helen Jackson (Clerk to Woore Parish Council)

Date: 11th May 2021

ANNUAL PARISH COUNCIL MEETING AGENDA

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

21002 Election of Vice Chairperson

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

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

21005 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 Beeston
- iii) Old Woore School Trust Representative (one member) - no current member
- iv) Woore United Charities Representatives (two members) - current member being Cllr Higgin only.
- 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.
- vii) HS2 Traffic and Highway Annual Meeting (one member plus deputy) - no current members.

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 – if acknowledged as required

Date of next Ordinary Meeting of Woore Parish Council: 14th June 2021

21007 Appointment of Members to act as the Parish Council's lead in relation to the following:

- i) HS2 - current member being Cllrs Cowey only. To resolve to appoint WPAG representative.
- ii) Movable Vehicle Activated Signs - current members being Cllrs Blake and Cowey.
- iii) Community Speedwatch (started Dec 2020) - current member being Cllr Hamilton
- iv) IT matters - current member being Cllr Davies
- v) Tree Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- vi) Path Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- vii) Internal Controls (Financial Scrutineering) - current members Cllrs Davies and Higgin
- viii) Parish Council Newsletter - current member Cllr Davies (along with Clerk)
- ix) Defibrillators - no current member
- x) Parish Planting - current member Cllr Higgin only.
- xi) St Leonards Way Play Area (working party) - current member Clerk only.
- xii) Newcastle Road Land - to resolve to form working party and appoint members.
- xiii) Internal Auditor - to resolve to appoint Sue Hackett as Internal Auditor for year 21/22.

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.

21009 Welcome / Present, Apologies and/or absent

21010 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).

21011 Requests for Dispensations of DPLs

21012 Open Forum: to last no longer than 15 minutes

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

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

21015 Housekeeping

- i) To review and agree adoption 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

iii) To review Council's membership of SALC

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

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

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.

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

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.
- 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
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 <u>£1,005.84</u>	£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.	£0.00	LGA 1972 s.140

Date of next Ordinary Meeting of Woore Parish Council: 14th June 2021

Date	Recipient	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 st April 2021	£54,374.89
Total Income 2020/21	£98,193.54
Total Expenditure 2020/21	£60,081.68
Bank Balance as of 31 st March 2021	£128,250.84
Unpresented cheques	£38,311.70
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

21020 Clerk's Report and Correspondence

To receive a summary of Reports and Correspondence for the period from 12th April 2021 to 11th May 2021.

DATE OF NEXT ORDINARY PARISH COUNCIL MEETINGS

14th June 2021, 7.30pm and 12th July 2021, 7.30pm