

# **Minutes of Woore Parish Council Meeting**

**Monday 14<sup>th</sup> June 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, Cllr M. Blake & Cllr M. Carter.

## **IN ATTENDANCE:**

Mrs H. Jackson, Clerk to the Council.

## **PUBLIC:**

Ms C. Bedson was in attendance (Tree & Footpath Warden) Mr S. Austin (Airband)

**21021 Acceptance of Declaration of Office and HS2 Dispensation** for Councillors absent from the Annual Parish Meeting, as permitted by the council 17<sup>th</sup> May 2021 items 21003/21011.

The Clerk confirmed that Acceptance of Office forms were signed by Cllr M. Carter and Cllr M. Blake, in her presence, on 19<sup>th</sup> May 2021, as permitted by Councillors at the 17<sup>th</sup> May meeting, in accordance with section 83(4) of the 1972 Act.

## **21022 Welcome / Present, Apologies and/or absent**

Cllr Cowey welcomed everyone to the meeting, noting apologies from Cllr R. Aldcroft for reasons unstated.

## **21023 Declarations of Disclosable Pecuniary Interests or any other interests**

No declarations were received. Cllr M. Blake raised a query relating to trustees of the Village Hall and whether Councillors either acting as representatives for the Parish Council or with family members acting as trustees directly, should declare Pecuniary Interest based on their signing of a charity commission document stating that trustees share responsibility for debts and liabilities of the charity. The Clerk agreed to seek clarification of this and report back.

## **21024 Airband – Presentation and update on broadband infrastructure installation**

Stuart Austin (Airband) conducted a short presentation, explaining that Airband are acting as the in-fill partner for hard-to-reach areas within Shropshire to install full fibre broadband. It was explained that grants were made available from April 2021 for residents and businesses within Shropshire to access free installation and special rates for broadband. Discussion took place with Councillors asking questions pertaining to the route of works, planned disruption and Airband's knowledge of the impending HS2 related works to be conducted on the A525. It was explained that disruption would be minimal and that work was expected to be completed by end of August 2021, likely missing any disruption from HS2 related works. Residents and businesses are recommended to visit the [www.connectingshropshire.co.uk](http://www.connectingshropshire.co.uk) website for further information. The Chairman thanked Mr Austin for his time.

## **21025 Open Forum – to last no longer than 15 minutes.**

No members of the public wished to raise any matters.

Cllr Beeston referred to the condition of the footpath outside the Church, which she believed to be a Highways issue. The Chairman agreed to visit site to review.

Cllr Beeston raised an issue regarding the field behind Grove Crescent, explaining that residents were concerned about several overgrown trees on the land. It was explained that this should be dealt with as a private matter and the Parish Council are therefore unable to get involved.

The Chairman confirmed that this land is designated sensitive gap and in accordance with the Neighbourhood Plan 2018 is protected from development until 2036.

The Chairman congratulated the team at the Falcon Inn on the success of their recent launch event and in particular, their donation of £500 to the Friends of Woore School Charity, expressing thanks to residents for their support of this. It was agreed that the Clerk would write a note of thanks on behalf of the Parish Council.

The Chairman reported the positive response from residents to the recent Parish Council newsletter, expressing thanks to the Clerk for the work undertaken.

The Chairman reported frustration at the recent incidents of graffiti within the Parish, reminding Councillors and members of the public of the importance of reporting incidents directly to the police and that reporting must be done by owners of the property damaged. It was confirmed that Shropshire Council had been made aware of property damaged and cleaning would be conducted in due course.

The Chairman expressed thanks to volunteers who gave their time to the village planting over the last week, noting how lovely the troughs/rings looked but explaining that despite a timely order for planting of the saucers/tubs, delivery was later than expected and now due w/c 14<sup>th</sup> June. In particular, the Kendrick Close ring has been re-painted, showing a significant improvement.

The Chairman and Clerk provided a summary of flooding issues experienced within the Parish and action that has been taken by the Parish Council to support victims in their attempts to engage Shropshire Council to take definitive action to prevent further damages being caused to private property. This included work being scheduled to repair broken drains and blocked ditches on the Dorrington Lane junction and Bearstone Lane road. The Chairman detailed a meeting with John Bellis of Shropshire Council in relation to another incident of near flooding at Flash Farm, narrowly avoided with thanks to the emergency services.

#### **21026 Approval of the Minutes** of the Meeting held on 17th May 2021

It was **resolved** by majority to approve the minutes of remote meeting 17<sup>th</sup> May 2021, with Cllrs Blake and Carter abstaining due to absence at the meeting on 17<sup>th</sup> May.

#### **21027 Matters arising:** to cover any matters arising from Minutes referred to in 21026.

The Chairman referred to concern regarding the height of the wall at the development on London Road (Maple/Sycamore Houses) and explained that an update would be provided from the Enforcement Officer for Shropshire Council, in due course.

The Chairman explained the importance of updating the Woore Place Plan and noted that the Clerk will be making contact with various organisations for their involvement in this in due course.

The Chairman provided an update on the query over ownership of the Manor bed, noting that efforts to find previous reference to ownership in Parish Council minutes would be made and that contact with Shropshire Council legal team was also being chased.

The Clerk referred to action taken in response to correspondence received from Childs Ercall Parish Council and agreed action to write to Lezley Picton and Steve Charmley concerning the condition of rural roads throughout the Parish. The Clerk highlighted comments from Lezley Picton, noting the following statement;

*The highways network presents the Council with a significant challenge. This is the case for all highway authorities across the country for which surveys show that 21% of all council-maintained roads in England are considered to be in "poor" condition.*

*Our highways team, through asset management led prioritisation, have been able to maintain the Shropshire network in a slightly better condition, with only 15.3% of the network being considered in "poor" condition but this still represents over 500km of road network in need of significant repair. This should be considered in the context of the funding that the Council receives for highway maintenance from government, as Shropshire Council only receives £8,921 per mile, compared to the national average of £10,925. It is nationally recognised however, that even the national average investment is significantly below the level required to maintain the country's local highways, even at its current levels.*

*Unfortunately, the current level of funding that the service receives is insufficient to intervene on all roads at a time where preventative maintenance would reduce the number of potholes, resulting in the year-on-year deterioration of several miles of network, to a stage where significantly more costly measures are needed. The challenge we face is that a significant number of roads have gone beyond the point of intervention and now requires major investment to bring the highway network back up to an acceptable condition.*

*In our manifesto for the recent local elections, we promised investment into highway maintenance, and we are working closely with the highways team on the level of investment that could be available and the timescales for rolling out such investment. Until I have confirmation of funding, I am unable to give any specific commitments on how this may influence programmes of repair across the county, but I do give you my word that we are working really hard to resolve this matter. We are very much aware of the outstanding backlog of carriageway defects, and we have agreed to put additional resources in place to try and reduce the backlog over the coming months.*

It was noted that a meeting is scheduled to take place in Woore on 22<sup>nd</sup> July 2021 to include Lezley Picton, Steve Charmley, Rt Hon Owen Paterson and Woore Parish Council representatives to continue this discussion and to raise other matters of importance including speeding within the Parish and HS2 mitigations.

**21028 Committee and Representatives Reports:** for Councillors/representatives to provide reports/updates on any relevant matters.

Village Hall - Cllr Beeston noted potential works to be carried out to the frontage of the Victory Hall and discussion regarding funding/grants available took place including HS2 funding streams.

Paths & Trees - The Chairman noted that there was no response to date from Shropshire Council regarding the condition of the public footpath through the Church yard. The Tree Warden remarked at disappointment over the planning departments decision on the recent removal of branches on a tree with an active TPO.

MVAS & CSW - Discussion took place regarding lack of progress with the Community Speed Watch (CSW) initiative and most Councillors expressed an opinion, with all in agreement that the objective should be to focus on the approx. 25% of vehicles not complying with speed limits, which from WPC data amounts to circa 21,000 over a 10-month period. It was unanimously **resolved** for the Clerk to write to Police & Crime Commissioner John Campion and Inspector Claire Greenaway of West Mercia Police to request support for moving the CSW forward and to address the wider issue of speeding within the Parish.

**210129 Shropshire Council Representative Report:** for Cllr R. Aldcroft to provide reports/updates on any relevant matters.

No report was provided in advance of the meeting.

## 21030 Planning

### i) Applications:

- a. To adopt already submitted response to the following application, as circulated to Councillors prior to meeting;

21/02411/TPO (13th May 2021)

Address: Farcross, London Road, Woore, Crewe, Shropshire

Proposal: Cut back to property boundary 3 lower branches of 1no Blue Atlas Cedar protected by the Shropshire Council (Fairfield, London Road, Woore) TPO 2020 (Ref: SC/00463/20).

It was unanimously **resolved** to adopt previously submitted comments in objection to the planning application as follows;

*Woore Parish Council objects to the removal of the 3 lower branches of the Blue Atlas Cedar tree which is covered by a Tree Protection Order situated at Fairfield, Newcastle Road, Woore. The removal of these branches will unbalance the tree and destroy its appearance. Woore Parish Council fully support the comments submitted by the Owner of the property where the tree is located, on the 16th May 2021. The tree was in situ prior the development of the property and consideration of this should have been factored in when submitting the Plans and Elevations for the development at Farcross.*

It was noted that following submission of comments, permission had been granted by Shropshire Council planning department. Discussion took place and all Councillors noted disappointment at this decision. It was **resolved** to write to the planning department to request clarification as to how/why this is possible when a TPO exists, with reasoning for the decision. It was noted that there is no right for Woore Parish Council to appeal.

- b. To consider and, if appropriate, to resolve on a response to the following planning application;

21/02241/FUL (24th May 2021)

Address: Proposed development, Station Yard, Pipe Gate, Market Drayton, Shropshire

Proposal: Erection of four detached dwellings with detached garages; formation of estate roads; Application under Section 73A of the Town and Country Planning Act 1990 for the formation of access road and infrastructure (sewer).

Lead Councillor referred to a report circulated prior to the meeting. It was unanimously **resolved** to object to the application with the following comments;

*Woore Parish Council object to this application on the basis of the proposed house design and lack of information, as detailed below. The proposed development is supported by HOU2 of the Woore neighbourhood plan (WNP). However, the proposal does not comply with HOU3 Design of the WNP- the proposed property designs are not in-keeping with their surrounding and it is suggested designs more sympathetic with their surroundings are put forward. Furthermore, there is insufficient information provided on which to make an informed decision - no design and access statement, no planning statement, only considers top part of plot - should detail proposal for blue area, proposed parking and proposed garage. The Ecological report is draft - unsure if the report is correct or not from the comments within, given it's status. Not aware there is any detail of how they intend to remedy works done to date without consent - of particular concern is the remediation strategy and lack of evidence of engagement/involvement/consent of Environmental health, building control and service providers and how this may or may not have the potential to affect the health of future residents of this site. The Parish Council are also still concerned about the sewerage network capacity as well as surface water drainage in Woore Parish, this was reported as critical in 2012/13 Place Plan with no work carried out to upgrade the systems and they wish Shropshire Council Planning Officers to take this into consideration.*

- ii) Decisions: to acknowledge all planning decisions made between 17th May 2021 and 14th June 2021.

The Clerk noted that work was completed to document planning decisions dating back to December 2018, to provide an ongoing reference for CIL payments. Refer to Appendix 1.0 for record. Moving forward these will be noted individually at each meeting.

### **21031 Election of other officers as representatives to external bodies:**

To review the following vacant positions following deferral from previous meeting.

The following was unanimously **resolved**;

- i) Shropshire Association of Local Councils/North Area Committee Representatives. Cllr Carter to continue in this role.
- ii) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum. No representative to be appointed until notice that this role is active.
- iii) HS2 Traffic and Highway Annual Meeting. Cllr Daville to be appointed as deputy.

### **21032 Appointment of Members to act as the Parish Council's leads:**

To review the following vacant positions following deferral from previous meeting.

The following was unanimously **resolved**;

- i) Movable Vehicle Activated Signs - Cllr Blake to continue in this role.
- ii) St. Leonards Way Play Area (working party) - to defer any appointment of representatives until such time it is required.
- iii) Newcastle Road Land - to defer any appointment of representatives or working party until such time it is required.

### **21033 Establishment of Committees and Terms of Reference**

To discuss requirement for the following committees following deferral from previous meeting and if appropriate, agree terms of reference.

- Staffing Committee
- Finance Committee
- Planning Committee

Following much discussion between the Clerk and Councillors it was unanimously **resolved** not to adopt any Committees at this point in time and instead to utilise working parties where necessary.

**21034 Delegation of Authority:** To agree terms of reference for Clerks Authority to respond to Planning Applications, as adopted at 17th May 2021 meeting item 21008.

It was unanimously **resolved** to adopt the following terms of reference;

*To delegate the power to the Parish Clerk in discussion with the Chairman or Vice Chairman, to make recommendations to Shropshire Council on minor applications and revisions to applications, for which there is insufficient time to call a parish meeting of full council. The exercise of this power should be consistent with established practice and policy of the council, where defined, and shall be reported to the next full council meeting.*

**21035 HS2:** to receive an update from the Chairman on Traffic Calming/Mitigation discussions/next steps and HS2 Consultation.

The Chairman provided an update for the meeting on behalf of the HS2 working party, noting that a report had been received from the Minister regarding mitigation measures, although drafted by HS2 themselves. A response would be drafted with SC and Owen Paterson's agreement. The Chairman

expressed concern once again that SC appear to have handed over decision making to Staffordshire Council and confirmation of this has yet again been requested in writing. HS2 Minister Andrew Stephenson's comments following the Phase 2a Consultation are still pending. The working party are to begin ongoing, monthly meetings with HS2 and SC, to be chaired by Rt Hon Owen Paterson, the priority being to address lack of ownership by SC of mitigations concerning speed limits within the Parish.

The Chair noted upcoming webinars to be hosted by the HS2 Engagement Team, on 23<sup>rd</sup> June 12.30pm and 24<sup>th</sup> June 6pm, designed for residents to understand the current routes/plans for works and to ask any questions they may have. Additionally, slots are also available for one-to-ones for businesses/organisations looking to find out more about HS2 funding/grant schemes. The Chairman encouraged Councillors and residents to attend and the Clerk agreed to publicise on social media.

The Chairman noted the meeting set for 22<sup>nd</sup> July at the Victory Hall, Woore, where Rt Owen Paterson would be in attendance with Lezley Picton and Steve Charmley of Shropshire Council and agreed to circulate the agenda in advance, with attendance by the HS2 working party.

Cllr Carter left the meeting for personal reasons.

### 21036 Finance:

i) Invoices/payments & receipts: to resolve to approve the below detailed expenditure:

It was unanimously **resolved** to approve the following payments as presented.

Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
17.06.21	Helen Jackson	Clerk Salary (May): Gross Pay Holiday Pay (2no bank hol.) NI deduction Income Tax deduction Expenses Sundry	1791	£1067.33 £8.19 £33.42 £5.40 £45.42 £41.71 £1,123.83	£4.44	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
31.05.21	Richard White	Lengthsman	1792	£120.00	£0.00	HA 1980 s.96(5)
21.05.21	The Print Room	WPC Newsletter printing	1793	£185.00	£0.00	LGA 1972 s.142 (1A)
24.05.21	Design Marc	WPC Newsletter design	1794	£45.00	£0.00	LGA 1972 s.142 (1A)
05.05.21	SSE	Streetlight energy supply	D/D (Paid)	£53.05	£3.24	PCA 157 ss.3(1) & 7, HA 1980 s.301
11.05.21	SDH Accounting	Internal Audit year end 31st March 2021	1795	£180.65	£0.00	LGA 1972.s.111
28.05.21	Keele SU	Document printing HS2	1796	£10.08	£0.00	LGA 1972 s.111
07.06.21	Tony Seabridge	Grounds Maintenance April & May plus Village Green branches cut back	1797	£800.00	£160.00	HA 1980 s.96
29.05.21	Westholme Nurseries	Summer planting – geraniums & compost only	1798	£293.75	£58.75	LGA 1972 s.137
14.06.21	HMRC	Employee/r PAYE (NI/Tax)	1799	£38.82	£0.00	LGA 1972 s.112(2)

Date	Payee	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
25.05.21	Npower	Credit for overcharge on streetlight energy supply prior to contract end		£26.01	£1.31	PCA 157 ss.3(1) & 7, HA 1980 s.301

- ii) Asset Register: to approve and adopt the asset register for year ending 31st March 2021 and restated figure for year ending 31st March 2020.

It was unanimously **resolved** to adopt the asset register as presented by the Clerk, dated June 2021, with disposal of all items listed on the asset register approved. It was noted that the ongoing issue of streetlight ownership required addressing and that a meeting would be held internally to agree action to take.

- iii) Bank reconciliation: for the Council to receive and accept the May month end bank reconciliation.

Current Account: £100.00  
Reserve Account: £123,396.97  
£123,496.97  
Unpresented cheques: £3022.01  
Balance 14<sup>th</sup> June 21: £120,494.96

\*Clerk identified an overpayment of £20.00 in Clerk's salary to be adjusted in the following month.

Monies available following precept and CIL payments as follows;  
Recreational fund: £11,436.00  
CIL fund: £52,063.24  
General fund: £65,276.61

The Clerk provided a report detailing expenditure against budget and monies available including reserves for year 2021-22.

- iv) To appoint a third cheque signatory following deferral at 17th May meeting item 21020(ii).

It was unanimously **resolved** to appoint Cllr M. Blake to continue as third cheque signatory.

- v) Annual Return for Year Ended 31st March 2021

a. To receive the Internal auditor's report and acknowledge any findings therein

The Clerk presented the internal audit prior to the meeting and Councillors **resolved** to note the report, with no further actions.

b. To approve the 2020-21 year end accounts

Having previously resolved at the May meeting (min ref: 21020iii) that it was accurate, the Council **resolved** to approve, sign and date the reconciliation.

c. To complete and approve the Annual Governance Statement (Section 1)

Council considered the governance review and **resolved** to approve, sign and date the statement.

d. To complete and approve the Annual Accounting Statement for 2020-21

Council considered the accounts and **resolved** to approve, sign and date the accounting statements.

e. To approve the period for exercise of public rights

It was **resolved** to set the following dates: Monday 21<sup>st</sup> June 2021 to Friday 30<sup>th</sup> July 2021. The Clerk would publish the relevant notices on the website at least the day before 21<sup>st</sup> June 2021.

f. To approve the return of the Annual Governance and Accountability Return 2020-21 to the External Auditor

It was **resolved** to approve the Annual Governance and Accountability Return 2020-21 for submission to the External Auditor PKF Littlejohn by the Clerk.

### **21037 Clerk's Report and Correspondence**

To receive a summary of Reports and Correspondence for the period from 17<sup>th</sup> May 2021 to 8<sup>th</sup> June 2021.

- At request of the Clerk, Cllr Davies summarised responses to the Police and Crime Commissioner survey circulated to Councillors prior to the meeting and agreed to respond on behalf of WPC. It was agreed for the Clerk to respond to the Community Charter highlighting the following priorities for Woore Parish;
  - Speeding in the Parish (including frustrations with lack of progress with the community speed watch initiative)
  - Rural crime (e.g., thefts from external buildings / sheds / garages etc.)
  - Police response to residents when crimes are committed (lack of face-to-face / telephone contact when a crime is committed)
- No response to date to the current vacancies for co-option. The Clerk to extend the notice period in accordance with procedure.
- Following the work that has been conducted on the Parish defibs within the last 12 months, the Parish Council is delighted to have been gifted a new defibrillator and cabinet. The Clerk will report in due course where this will be placed but anticipated replacement of existing defib and cabinets due to age. The Clerk noted that both defibs are within 1-2 years from replacement age and this is therefore wonderful news.
- All defibrillator checks have been made to date and the Clerk reported all are currently working and emergency ready with no deployments since last recorded.
- Two streetlight repairs were reported as completed.
- Bins within the centre of Woore had been emptied following reports that they were missed.

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The meeting closed at 10.10pm.

### **DATE OF NEXT PARISH COUNCIL MEETING**

12<sup>th</sup> July 2021, 7.30pm and 9<sup>th</sup> August 2021, 7.30pm

Signed.....(Chair)

Dated 12<sup>th</sup> July 2021



Agenda Item	Motion	Cllr	For	Against	Abstain
21026	Approval of the Minutes of the remote Meeting held on 17 <sup>th</sup> May 2021 (Local Government Act 1972, s12p41(1))	Cowey M	X		
		Davies K	X		
Prop: Higgin, J Second: Davies, K		Higgin J	X		
		Beeston D	X		
		Hamilton C	X		
		Daville G	X		
		Carter, M			X
		Blake, M			X