Woore Parish Council

**7th May 2019**

I hereby give notice that the **ANNUAL MEETING** of **WOORE PARISH COUNCIL** will be held on **MONDAY 13th MAY 2019** at **7.30pm** in the **WOORE VICTORY HALL.**

S.H. Pimlott, Clerk to Woore Parish Council

North Barn, Coole Lane, Nantwich CW5 8AB Tel: 01270 624359

**ANNUAL PARISH COUNCIL MEETING AGENDA**

**19061** To elect a Chairman.

**19062** To elect a Vice Chairman.

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

**19064** To receive apologies and reasons for absence.

**19065** Declarations of Pecuniary Interests.

**19066 Open Forum - to last no longer than 15 minutes.**

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

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

**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 Council, and to establish the terms of reference of that committee and to appoint at least three members to it.

**19070** To appoint representatives on the following bodies:

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

**19071** To appoint one or two members to the Neighbourhood Plan Steering Team – current members being Cllrs M. Blake and Cowey.

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

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

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

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

**19076** To appoint two members as Financial Scrutineers – current scrutineers being Cllrs Allison and Chell.

**19077** To appoint two members to take responsibility for the Parish Council’s Movable Vehicle Activated Sign – current members being Cllrs M. Blake and Cowey.

**19078** To appoint members with responsibility for displaying Parish Council 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.

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

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

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

**19082** To appoint Mr Tony Seabridge as the Parish Council’s Grasscutter and Mr Richard White as the Parish Council’s Lengthsman.

**19083 REPRESENTATIVES’ REPORTS**

To receive reports concerning the following matters:

1. Neighbourhood Plan - Chairman
2. Shropshire Councillor R Aldcroft
3. Victory Hall - Cllr H. Blake
4. Movable and Stationary Vehicle Activated Signs – Cllr M. Blake
5. Tree and Path Wardens – Ms S. Tyson & Ms C. Bedson

**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**.
2. **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**.

**19085 PARISH PLACE PLAN**

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

**19086 REVIEW OF PARISH COUNCIL’S INVENTORY OF LAND AND ASSETS**

To review the above.

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

To consider and, if appropriate, to resolve to confirm the above.

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

To resolve to authorise the Clerk to carry out the above reviews and to report back to the Parish Council.

**19089 CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION**

To resolve to authorise the Clerk to undertake the course to obtain the above qualification funded by the Parish Council, 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**

To resolve that, between the date of this Annual Meeting and the next Annual Meeting on 11th May 2020, the Parish Council 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 Parish Council to consider its budget for the financial year 2020-2021.

**19091 CLERK’S REPORTS**

To receive reports from the Clerk concerning outstanding actions.

**19092 PAYMENT OF ACCOUNTS**

To approve the following cheques for payment:

1. S.H. Pimlott (for April and May 2019)
2. Salary (net of income tax of £217.86) £871.40
3. Expenses £55.32
4. Mileage (net of income tax of £1.76) £26.84
5. Sundry £696.52

 **TOTAL £1650.08**

1. HMRC £219.62
2. SALC (affiliation fees & course fee) £511.90
3. Zurich Insurance (annual premium) £1408.63
4. Tony Seabridge (grasscutting) £504.00
5. Westholme Nurseries (winter flowering saucers) £300.00

 **19093 CLERK’S CORRESPONDENCE**

To receive a summary of correspondence for the period from 9th March 2019 to 10th May 2019.

 **DATES OF NEXT MEETINGS**

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

 Signed: 

 Clerk to Woore Parish Council

 Dated: 7th May 2019