



## C WOORE PARISH COUNCIL

[www.wooreparishcouncil.org](http://www.wooreparishcouncil.org)

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Dear Councillor:

You are hereby summoned to attend a **Meeting** of the **Parish Council of Woore**, to be held on **9<sup>th</sup> May 2022**, 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: 4<sup>th</sup> May 2022

### **ANNUAL PARISH COUNCIL MEETING AGENDA**

**22000 Election of the Chairman & Acceptance of Declaration of Office** (LGA 1972 s15(2))

**22001 Election of Vice Chairperson**

**22002 Declarations of Acceptance of Office for Chairman & Councillors** (LGA 1972 s83)

**22003 Co-option of Councillor:** to acknowledge vacancies and resolve to provide notice for vacancy by co-option.

**22004 Election of other officers as representatives to external bodies:**

- a) Shropshire Association of Local Councils/North Area Committee Representatives (two members, only one vote at meetings) - current members being Cllrs Higgin and Carter
- b) Woore Victory Hall Representative (one member plus deputy) - current member being Cllr Beeston
- c) Old Woore School Trust Representative (one member) – current member being Cllr Beeston
- d) Woore United Charities Representatives (two members) - current members being Cllr Daville and Cllr Cowey
- e) Local Joint Committee (two members) - current member being Cllr Cowey only
- f) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (two members) - no current members until notice that role is active.
- g) HS2 Traffic and Highway Annual Meeting (one member plus deputy) – current member being Cllr Cowey

**22005 Appointment of Members to act as the Parish Council's lead in relation to the following:**

- a) HS2 - current members being Cllr Cowey, Cllr Daville and Clerk
- b) Movable Vehicle Activated Signs - current members being Cllrs Blake and Cllr Cowey
- c) Community Speed Watch - current member being Cllr Hamilton
- d) IT matters - current member being Cllr Davies
- e) Tree Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- f) Path Wardens - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- g) Internal Controls (Financial Scrutineering) - current members Cllr Davies and Cllr Higgin

Date of next Ordinary Meeting of Woore Parish Council: 13<sup>th</sup> June 2022

- h) Parish Council Newsletter - current member Cllr Davies (along with Clerk)
- i) Defibrillators - no current member (supported by volunteer residents and Clerk)
- j) Parish Planting - current member Cllr Higgin only
- k) St Leonards Way Play Area (working party) - current member Clerk only
- l) Newcastle Road Land – no current member
- m) Internal Auditor - to resolve to appoint Sue Hackett as Internal Auditor for year 22/23.

**22006 Delegation of Authority:** To resolve to delegate to the Clerk the response to Planning Applications (in the absence of a scheduled meeting for 'routine' applications). Terms of reference for authority as follows; *'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.'*

#### **22007 Welcome / Present, Apologies and/or absent**

#### **22008 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).

#### **22009 Requests for Dispensations of DPIs**

#### **22010 Open Forum: to last no longer than 15 minutes**

**22011 Approval of the Minutes** of the remote Meeting held on 11<sup>th</sup> April 2022 (Local Government Act 1972, s12p41(1)) and of Meeting held on 14<sup>th</sup> March 2022 (item 21167 deferred at 11<sup>th</sup> April meeting).

**22012 Matters arising:** to cover any matters arising from Minutes referred to in 22011.

#### **22013 Housekeeping**

- a) To review and agree adoption of the following existing policies / protocols:
  - Standing Orders (to acknowledge that this will be reviewed within 6 month period)
  - Financial Regulations
  - Complaints Policy
  - Risk Assessment
  - Risk Assessment Face-to-face Meetings
  - Defibrillator Operation & Maintenance Policy
  - Grants/Donations Policy
  - Planning Application Policy & Procedure
  - Bullying & Harassment
  - Remote Meeting Protocol
  - Protocol for Councillors & Clerks
  - Business Resilience Scheme
- b) To review and agree adoption of the following new policies / protocols:
  - Code of Conduct April 2022
  - GDPR Policies April 2022 including;
    - Email Acceptable Use
    - Personal Data Management and Data Processing
    - Privacy

Date of next Ordinary Meeting of Woore Parish Council: 13<sup>th</sup> June 2022

- Retention and Disposal
  - Security Incident Response
- c) To review Council's membership of SALC

#### 22014 Planning:

- a) **Applications:** to adopt comments to be submitted in response to the following applications and as circulated to Councillors prior to the meeting;
- i. Reference: **22/01789/OUT** (validated: 12/04/2022)  
Address: Station Yard, Pipe Gate, Market Drayton, Shropshire  
Proposal: Outline application (all matters reserved) for the residential development of (up to) ten dwellings (resubmission)
- b) **Working Party:** to appoint a working party for the review/submission (via delegated powers) in response to the following application;
- i. Reference: **22/01865/PA3MA** (validated: 20/04/2022)  
Address: Barn India, Newcastle Road, Woore, Crewe, Shropshire, CW3 9RE  
Proposal: Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3)
- c) **Decisions:** to acknowledge all planning decisions made between 11<sup>th</sup> April 2022 and 9<sup>th</sup> May 2022.

**22015 Proposed Road Closure A51:** to adopt a formal response to Shropshire Council Highways in relation to proposed road closure of A51 for works relating to infrastructure of new developments Land South of Oak Cottage, Woore.

**22016 Committee and Representatives Reports:** for Councillors/representatives to provide reports/updates on any relevant matters.

- a) All reports as required

**22017 Shropshire Council Representative Report:** for Cllr R. Aldcroft to provide reports/updates on any relevant matters.

**22018 HS2:** to receive an update from the HS2 working party on Traffic Calming/Mitigation discussions/next steps and HS2 Consultation.

**22019 Queens Platinum Jubilee:** to receive an update from Cllr. Beeston on Jubilee celebration arrangements and to resolve to approve any outstanding associated expenditure up to and not exceeding the value of £3,000 as budgeted (considering expenditure already undertaken).

#### 22020 Finance

- a) Insurance Renewal (third year of term): to resolve to acknowledge the automatic renewal in line with existing schedule, agreed as 3-year term at fixed sum of £841.76.
- b) 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
09.05.22	Helen Jackson	Clerk Salary (April): Gross Pay Holiday Pay (accrued) Bank Holiday Pay (2no) NI deduction	1845	£740.70 £0.00 £70.54 £0.00		LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2)

Date of next Ordinary Meeting of Woore Parish Council: 13<sup>th</sup> June 2022

		Income Tax deduction Mileage Expenses Sundry *stamps, printer ink, Clerk mobile phone		£0.00 £0.00 £45.42 £23.53  (£880.19) <u>£884.76</u>	£4.57	LG (FP)A 1963 s.5 LG (FP)A 1973 s.5 LG A 1972 s.111 LGA 1972 s.137
12.04.22	SALC	Affiliation fee	1846	£614.11	£0.00	LGA 1972 s.143
25.04.22	BHIB Insurance	WPC Insurance renewal	1847	£841.76	£0.00	LGA 1972 s.140
26.04.22	Eventbrite	Neighbourhood Plan Renewal Training	1848	£86.18	£17.24	LG A 1972 s.111
25.04.22	Richard White	Lengthsman 3hrs duties. 3.5 hrs additional (manor bed)	1849	£97.50	£0.00	HA 1980 s.96(5)
<b>Date</b>	<b>Recipient</b>	<b>Reason for Payment</b>	<b>Cheque Number</b>	<b>Net Amount</b>	<b>VAT Amount</b>	<b>Power of Expenditure</b>
22.04.22	Shropshire Council	Precept		£31,249.00		Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39

- i) Bank reconciliation: for the Council to receive and accept the audited year end bank reconciliation for financial year 2021/2022.

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

To receive a summary of Reports and Correspondence for the period from 11<sup>th</sup> April 2022 to 4<sup>th</sup> May 2022.

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### **DATE OF NEXT ORDINARY PARISH COUNCIL MEETINGS**

13<sup>th</sup> June 2022, 7.30pm and 11<sup>th</sup> July 2022, 7.30pm