

# **Minutes of Woore Parish Council Meeting**

**Monday 9<sup>th</sup> November 2020, 7.30pm**

**Remote meeting ID 175 694 9422**



## **PRESENT:**

Cllr M. Cowey (Chairman), Cllr. G. Irwin (Vice Chairman), Cllr K. Davies, Cllr J. Clarke, Cllr. M. Blake, Cllr J. Higgin, Cllr M. Carter

## **IN ATTENDANCE:**

Cllr Roy Aldcroft, Shropshire Council, Ms S. Tyson, Tree and Footpath Warden and Mrs H. Jackson, Clerk to the Council.

## **PUBLIC:**

Colin Hamilton was in attendance.

## **20092 Apologies for absence**

No Councillors were absent from the meeting.

## **20093 Declarations of Pecuniary Interests**

No Councillor declared a pecuniary interest.

## **20094 Open Forum – To last no longer than 15 minutes**

None of the members of Public in attendance wished to raise any matters in the Open Forum.

No Councillors raised any matters.

The Chairman thanked Althea Allison and Kate Chell for their hard work and contributions to the Parish Council over the years and wished them a happy retirement from duties following their resignations.

## **20095 To approve and sign Minutes of Remote Meeting held on 12<sup>th</sup> October 2020**

The resolution to accept the minutes of 12<sup>th</sup> October 2020 was passed by the majority, with Cllr Carter abstaining due to absence at the 12<sup>th</sup> October meeting.

## **20096 Matters Arising**

No Councillors wished to raise any matters in the meeting.

## **20097 Representatives Reports**

To receive reports concerning the following matters:

- (a) Movable and Stationary Vehicle Activated Signs – Cllr M. Blake

Cllr Blake advised that the MVAS continue to collect data and this has been circulated as per the usual process. The Chairman advised that Shropshire Council had visited to repair the VAS and that the data had been provided, although this was corrupted and unreliable. Cllr. Blake advised that Shropshire Council provided the VAS within the Parish at significant investment of circa £10k and it is therefore in everyone's interest to fix and correct this issue with haste. It was **resolved** that the Chairman would write to Shropshire Council requesting that the data issue be investigated before the next data set it sent, which was agreed as every four months ongoing.

Cllr Blake reminded Councillors that volunteers are required if the Parish Council is to consider further investment in speed monitoring equipment, specifically handheld devices. There was much discussion as to the pros and cons of this approach. It was **resolved** that the Clerk would post a communication to residents via social media to encourage volunteers to step forward to support efforts in monitoring speed within the Parish.

- i. To resolve position for data counter on loan.

The Chairman advised that the data counter currently on loan had been removed due to issues with the battery life and it was **resolved** that no further action would be taken to retain this data counter at this stage.

- (b) Tree and Path Wardens – Ms S. Tyson & Ms C. Bedson

Sally Tyson reported receipt of a Tree Preservation Order for a blue atlas tree within the Parish. She confirmed that Carol Bedson had visited the site and understood that the order had been applied for by the owner of the property and that its granting was a positive outcome for all.

- i. To appoint a new Pathways representative or to resolve to postpone until Co-option.

It was **resolved** to await full Council before the appointment of a representative be made.

- (c) Village Hall – Cllr J. Higgin

It was reported that the Village Hall AGM is scheduled for 19<sup>th</sup> November 2020.

- (d) Woore United Charities – Chairman

Cllr. Higgin reported that the meeting 26<sup>th</sup> November 2020 had been cancelled but that £50 donations to a number of residents had been awarded, including a donation to the school.

- i. To appoint WPC representative or to resolve to postpone until Co-option.

It was **resolved** to await full Council before the appointment of a representative be made.

- (e) Woore Old School Fund – Chairman

- i. To appoint WPC representative or to resolve to postpone until Co-option.

It was **resolved** to await full Council before the appointment of a representative be made.

- (f) Shropshire – Councillor Mr R. Aldcroft

Cllr Aldcroft reported that confirmation had been received from Government that there would be no elections prior to 6<sup>th</sup> May 2021.

He reported that planning regulations are changing and that consultation had begun 9<sup>th</sup> November 2020 for the Statement of Community Involvement, ending February 2021.

In the previous 7-day period there have been cases of confirmed COVID and that all but 1 division in Shropshire had now reported cases.

Shropshire Council have confirmed plans to provide free school meals over the Christmas period, despite them not being provided at a national level.

All major towns within Shropshire will be removing parking charges for 23<sup>rd</sup>/24<sup>th</sup> December in a bid to encourage high street shopping.

Shirehall continues to clear offices in a move towards closing the site prior to sale.  
Further details of funding for COVID related support have been issued to the Clerk for distribution.

### **20098 Planning**

The order of discussions was altered to allow for Cllr Aldcroft to advise on the proposed planning application procedure before leaving the meeting.

- (b) To resolve to adopt the Planning Application Policy & Procedure as circulated prior to the meeting.

Cllr Blake requested that Cllr Aldcroft explain how other Parish Councils manage the procedure for planning application reviews. Much discussion took place regarding this and most Councillors offered an opinion. The importance of ensuring that Councillors are not in direct contact with applicants when reviewing an application was emphasised and Councillors agreed that the planning application procedure must support this. Additionally, there was consensus that a thorough review of applications may only be possible in some cases by site visit and that this can be conducted without contact with the applicant. It was suggested that the policy be amended to remove Councillors direct contact details and instead use the Clerk as the point of contact in all cases.

The Chairman reminded Councillors that the Neighbourhood Plan carries a great deal of weight and that this remains the most important point of reference in reviewing any planning application.

After much discussion it was **resolved** that the procedure would be reviewed offline, taking these amendments into consideration and circulated to Councillors for approval at the December meeting.

Councillor R. Aldcroft left the meeting.

- (a) To consider and, if appropriate, to resolve on a response to the following planning applications;
  - i. 20/03698/FUL dated 8<sup>th</sup> October for the installation of access gates, formation of visibility splay and boundary wall, landscaping detail (modification to previously approved) at Land adjacent Warren Heights, London Road, Woore, CW3 9RG.

Cllr Carter referred to a report circulated to all Councillors prior to the meeting.

It was unanimously **resolved** to object to the application on the grounds that the developer did not comply with their original approved plans relating to the maintenance of the hedges. Detail of the full submission can be found in Appendix 1.0.

- ii. 20/03846/FUL dated 6<sup>th</sup> October for the conversion of existing double garage to living accommodation, erection of first floor extension above existing garage, balcony and erection of detached double garage with room above at Whispering Ash, 1 Ash Mount, Woore, CW3 9RJ.

Cllr Carter was removed (muted) from contributing to discussions due to a pecuniary interest. The Chairman reminded all Councillors of the importance of ensuring this is declared at the beginning of the meeting as per the correct procedure.

Cllr Davies referred to a report circulated to all Councillors prior to the meeting.

It was **resolved** by majority to support this application on the basis that consultee comments and any required ecology and drainage reports are completed/taken into account. This plan conforms to the parish neighbourhood plan guidelines.

## **20099 HS2**

(1) To receive an update from the Chairman on Traffic Calming/Mitigation discussions/next steps  
Cllr Carter re-joined the meeting.

The Chairman reminded Councillors that all correspondence relating to HS2 had been circulated prior to the meeting. On the day of the Parish Council meeting a further meeting had taken place between the Chairman, Owen Patterson MP, Andy Moreton (Shropshire Council) and Inspector Claire Greenaway (Safer Neighbourhoods Team). Steve Davenport (Shropshire Council Highways) had failed to respond to the invitation.

The Chairman explained that West Mercia, who had not been involved to date, were supportive of the Parish Councils efforts regarding traffic mitigations and that Inspector Greenaway's introduction to the Parish Council had so far had a positive impact on these discussions.

The Chairman provided a very brief update on the mitigations including the following;

- Proposed bus stop - will not work, requires alternative
- Pelican crossing - this has been hit by a vehicle proving width of road not adequate
- Crossing attendant - police supported this
- Falcon car park - Shropshire to contact HS2 regarding approach to admiral for leasing
- Zebra crossing - will remove all parking due to guidelines for positioning, potential to be re-sited
- Parking A525 - major issue for passing wagons, could lead to double yellow lines
- Continuous footpath - difficulty due to infrastructure, overhead cables, ditches and time constraints. Irelands cross and Woore safe crossing points need reviewing.
- Pipe gate crossing point - identified and supported by all present, TBC what
- Speed limit 30mph A51 - consensus of all present that this should be implemented
- Speed limit 20mph outside school – consensus of all but noted that the police cannot prosecute

The Chairman told Councillors he would provide updates regarding all discussions in due course.

The Chairman referred to the HS2 Community and Business Funds and Local Business Opportunities (CEF / BELF) remote meeting 10<sup>th</sup> November, advising that local sporting organisations, the school, Church, village shop and the Village Hall had been notified via the Clerk and that details had been shared via the website and social media.

(2) To receive an update from the Vice Chairman

The Vice Chairman advised that the HOL are currently tabling amendments to the hybrid bill and may consider one relating to construction traffic effects on communities. The Vice Chair informed that she will be attending the HS2 Extraordinary meeting of the Highways Sub-Group later this month and encouraged Councillors to share any agenda items by Friday 13<sup>th</sup> November for inclusion in that meeting.

## **200100 Crime Prevention**

The Chairman reminded Councillors of concerns raised at previous meetings regarding rising levels of crime within the Parish and referred to reports circulated prior to the meeting.

He referred to the Smartwater scheme and proposed that this be considered for budgetary planning for 21/22. It was explained that this is part of continuing discussions with West Mercia Police regarding crime prevention, including the re-introduction of a Neighbourhood Watch scheme.

The Clerk provided an explanation of Smartwater and of how the funding is structured, including 25%-part funding from the PPC. It was resolved that the costing for Smartwater would be included in budget proposals for approval at the December meeting.

### **20101 Streetlighting**

The Chairman advised of the huge investment of hours that has been made in resolving the issue of streetlighting ownership within the Parish and referred to a report circulated prior to the meeting. He explained that the Parish Council have received a letter from Birch Debt Solutions regarding the arrears on the NPower account and that it is now currently outside of contract with the electric supplier, resulting in higher pricing. The Chairman emphasised the importance of addressing maintenance/repair concerns to all streetlighting as a matter of priority.

The Chairman provided an update on discussions with Jason Hughes, Shropshire Council, confirming that Shropshire Council had agreed to adopt lighting on The Northlands and Kendrick Close, leaving all other streetlighting as the responsibility of Woore Parish Council.

The Clerk explained that based on an inventory conducted by The Chairman, the total number of streetlights is 24, not 34 as we are currently being billed.

The Chairman noted that further planning applications for estates within the Parish should enforce that all lighting should be at highways specification to ensure that they can be adopted by Shropshire Council when management company responsibility expires.

Much discussion took place and most Councillors contributed. It was **resolved** by majority that the arrears with NPower will be paid w/c 9<sup>th</sup> November to ensure no further administration fees are incurred and that The Clerk pursue an accurate inventory to update Western Power and NPower, with an aim to securing a better contract for electricity supply and maintenance/repair moving forward.

### **200102 Winter Planting**

It was unanimously **resolved** to instruct Westholmes Nurseries to plant 12 tubs at the agreed price of £25 each plus VAT.

### **20103 Christmas Tree**

It was unanimously **resolved** that the Parish Council fund the provision of a Christmas Tree outside the Church and that the Clerk contact Mucklestone Nurseries and Tony Seabridge to arrange this.

### **20104 Policies & Procedures**

This item was deferred until the December meeting.

### **20105 Budget & Precept 21/22**

The Chairman referred to a reference document circulated to Councillors prior to the meeting and emphasised the importance of budgets being finalised at the December meeting. He encouraged all Councillors to refer to the document as a guide and submit proposals for the budget to the Clerk within the next fortnight, for inclusion in the budget. The budget must be approved for the precept to be submitted no later than the end December/early January.

### **20106 RFO Report**

It was unanimously resolved to appoint Cllr J. Higgin as Financial Scrutineer following the resignation of Kate Chell.

### **20107 Meeting Dates 2021**

It was unanimously resolved to adopt the following meeting dates and noted that meetings would remain remote until further guidance is received.

<b>DATE</b>	<b>TIME</b>	<b>MEETING</b>
11th January 2021	7.30pm	Parish Meeting
8th February 2021	7.30pm	Parish Meeting
8th March 2021	7.30pm	Parish Meeting
12th April 2021	7.30pm	Annual Parish Meeting *COVID guidelines permitting, to be held between March and June
10th May 2021	7.30pm	Annual General Meeting *Provisional *within 14 days of Elections, 6th May 2021
14th June 2021	7.30pm	Parish Meeting
12th July 2021	7.30pm	Parish Meeting
9th August 2021	7.30pm	Parish Meeting
13th September 2021	7.30pm	Parish Meeting
11th October 2021	7.30pm	Parish Meeting
8th November 2021	7.30pm	Parish Meeting
13th December 2021	7.30pm	Parish Meeting

### **20108 Clerk's Reports and Correspondence**

The Clerk reported that all correspondence for the period from 12th October to 3<sup>rd</sup> November 2020 had been circulated to Councillors. The Clerk explained that the date the agenda is circulated is now used as the closing date for Clerk's correspondence to ensure that nothing is missed in the run up to the meeting, as workload is currently very heavy.

### **20109 Payment of Accounts**

It was unanimously **resolved** to approve the following items for payment:

<b>Date</b>	<b>Recipient &amp; Purpose</b>	<b>Amount</b>	<b>Power of Expenditure</b>
12.10.20	H.M.Jackson (September)		
	i Salary	£792.60	LGA 1972 s.112(2)
	iii Expenses	£45.42	LG (FP)A 1963 s.5
	iv Mileage	£0.00	

	v Sundry	£28.36	LG(FP)A 1963 s.5 LG A 1972 s 111
	<b>TOTAL</b>	<b>£866.38</b>	
27.10.20	R.White (Lengthsman duties)	£30.00	LG (MP) A 1976 s.19 (3)
26.10.20	SALC (Clerks Knowledge training)	£75.00	LGA 1972 s.111
09.06.20	H.Martin (PAID 09/06/20 not on minutes) (Internal Audit)	£100.00	LGA 1972 s.111
25.10.20	Royal British Legion – Poppy Appeal donation (PAID)	£50.00	LGA 1972 s.137**
16.10.20	Keele Printing (HS2 update leaflet for residents, delivery charge)	£0.90	LGA 1972 s.142(1A)

The meeting closed at 9.50pm.

## DATE OF NEXT PARISH COUNCIL MEETING

14<sup>th</sup> December 2020 and 11<sup>th</sup> January 2021 (both @ 7.30pm)

Signed.....(Chair)

Dated 14<sup>th</sup> December 2020

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>20095</b>  <b>Prop:</b> <b>Davies, K.</b>  <b>Second:</b> <b>Blake, M.</b>	To approve the Minutes of Remote Meeting held on 12 <sup>th</sup> October 2020.	Cowey	X		
		Irwin	X		
		Davies	X		
		Blake, M	X		
		Higgin, J	X		
		Clarke	X		
		Carter			

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>20098 a)ii.</b>  <b>Prop:</b> <b>Davies, K.</b>  <b>Second:</b> <b>Irwin, G.</b>	To support application 20/03846/FUL on the basis that consultee comments and any required ecology and drainage reports are completed/taken into account. This plan conforms to the parish neighbourhood plan guidelines.	Cowey	X		
		Irwin	X		
		Davies	X		
		Blake, M	X		
		Higgin, J	X		
		Clarke	X		
		Carter			

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>20101</b>  <b>Prop:</b> <b>Irwin, G.</b>  <b>Second:</b> <b>Cowey, M.</b>	That the arrears with Npower will be paid w/c 9 <sup>th</sup> November to ensure no further administration fees are incurred and that The Clerk pursue an accurate inventory to update Western Power and NPower with an aim to securing a better contract for electricity supply and maintenance/repair moving forward.	Cowey	X		
		Irwin	X		
		Davies	X		
		Blake, M		X	
		Higgin, J	X		
		Clarke	X		
		Carter			X