

Minutes of Woore Parish Council Meeting

Monday 11th October 2021, 7.30pm, Victory Hall, Woore



PRESENT:

Cllr M. Cowey (Chairman), Cllr K. Davies, Cllr D. Beeston, Cllr. J. Higgin, Cllr M. Blake, Cllr M. Carter, Cllr. C. Hamilton, Cllr. G. Daville and Cllr. R. Goodman.

IN ATTENDANCE:

Mrs H. Jackson, Clerk to the Council.

PUBLIC:

There were 4 members of the public in attendance, including Woore Parish Tree and Path Wardens.

21080 Welcome / Present, Apologies and/or absent

The meeting opened with a 1-minute silence to mark the passing of Charles Hoy, a stalwart of the Parish Council, having served over 10 years as a Councillor and as Chairman on two occasions. Mr Hoy was also an active representative of the Old Woore School Fund, Woore United Charities and St. Leonards Church. A memorial for Mr Hoy will be held at Woore Victory Hall, Thursday 28th October at 2.00pm and all Councillors gave their condolences to Mrs Hoy and her family and friends at this difficult time.

Cllr Cowey welcomed everyone to the meeting. Apologies were received from Cllr R. Aldcroft who has given notice that he was on jury duty.

21081 Declarations of Disclosable Pecuniary Interests or any other interests

No pecuniary interested were declared.

21082 Open Forum – to last no longer than 15 minutes.

A resident expressed concern over the Audlem Road/A51 junction and limited visibility in the Nantwich direction, when the parking bay is in use. It was noted that previous discussions about pollution caused by potentially installing traffic lights at this junction and the impact on preserving the rural character of the village should be second to concerns over safety. The Chairman noted that HS2 safety audits were expected to cover this junction and that the working party would ensure this issue is raised with HS2 as part of the mitigation discussions. It was noted that although there may not have been many reports of accidents, the function of road planning should be preventative in terms of safety.

Cllr Daville raised concerns over the condition of the seating on the Village Green, noting that the paint is in poor condition and the item is very rusty. He advised that this should be proactively maintained rather than letting the problem worsen.

Cllr Beeston requested further details of the Queens Jubilee celebration plans for 2022, which the Clerk agreed to share post meeting.

The Chairman noted numerous residents' enquiries regarding planning application 21/00065/FUL and a possible enforcement issue relating to the removal of hedges and erection of a fence on the border with the A51. Discussion took place and it was **resolved** that the Parish Council would write to the Case Officer for Shropshire Council, requesting action be taken to address these concerns.

21083 Approval of the Minutes of the Meeting held on 9th August 2021 (deferred from 20th September meeting due to absenteeism) and 20th September 2021 (Local Government Act 1972, s12p41(1)).

It was **resolved** by majority to approve minutes from both meetings, held 9th August and 20th September.

21084 Matters arising: to cover any matters arising from Minutes 20th September, referred to in 21083.

The Chairman provided an update on the following issues;

- An environmental agency representative is due to visit the site in Pipe Gate where a resident reported an issue with the dumping of soil. An update will be provided by the resident in due course.
- No update has been received regarding the numerous flooding issues within the Parish, despite attempts by the Clerk to request a response.
- 2no public footpath issues have been raised on Fix My Street.
- No confirmation has been received from Shropshire Council on the adoption of streetlighting at the Hedgerows/Grove development. Cllr Aldcroft has been asked to escalate this, along with the lack of street signage which was a condition of planning approval.
- A further email to Tim Rogers, Shropshire Council, concerning the drainage issue within the Parish was sent by the Clerk on 4th October. No response has been received.
- Shropshire Council have confirmed in writing, ownership of the Manor Bed that runs from the bus stop to the Audlem Road junction. It was noted that there are trees within the Manor property that currently have registered TPOs and therefore, any HS2 works should consider this.

21085 Committee and Representatives Reports: for Councillors/representatives to provide reports/updates on any relevant matters.

- a) **MVAS & Community Speed Watch Scheme:** To receive a report on the training and launch of the community speed watch scheme.

Cllr Blake referred to the MVAS report circulated to Councillors and all relevant parties prior to the meeting. It was noted that an example of 75mph was reported to the Police, who have previously responded to state that this could be an emergency services vehicle. Discussion took place. It was noted reports for the 2no VAS were also received from Shropshire Council and were available on the WPC website.

Cllr Hamilton provided an update on developments with the CSW, noting a training session for 5no volunteers took place on 30th September at the Village Hall, with further training required for 2no volunteers. The first CSW session had taken place with 3no volunteers (required minimum), to which there was a very positive response. 35no speeding offences were recorded on Newcastle Road alone in just 50 minutes, with one recorded at over 50mph in a 30mph zone. It had been requested that the percentage of residents be disclosed by the Police. It was noted that the scheme is looking for the support of more volunteers.

The Chairman reminded the meeting that there is a consultation beginning in January 2022 for one continuous speed limit of 30mph throughout the Parish (with the exception of 20mph outside the school), as part of the HS2 mitigations, as well as 5no additional VAS and gateways to all entrances.

- b) All other reports as required

Trees & Paths:

The Chairman thanked wardens for their support in attending previously reported footpaths for clearance. Wardens and Councillors reported issues with 3no footpaths (A51-Bearstone Stud, A51 Pipe Gate and the field behind Northlands) with issues of overgrown hedges and lose steps/ handrails and posts respectively. A further issue of overgrown hedges on the footpath that joins the A51 and St Leonards Way play area was reported and it was agreed that the Clerk would write to owners either side to request their support to have it trimmed.

It was reported that a TPO had been received for a Monkey Puzzle Tree on property on Newcastle Road, granted 8th October. The Clerk reported that she is currently in the process of producing a record of all TPOs within the Parish.

Wardens reported that the issue relating to the Bridleway in Dorrington was progressing, with recent correspondence confirming that Shropshire Council in fact own the road in question, evidence of which would be made available to the Clerk.

Cllr Daville reported that a report for all issues raised on the Fix My Street portal is now available on the Parish website for viewing/tracking all issues reported to Shropshire Council and would be made available monthly.

Village Hall: Cllr Beeston noted that a provisional date had been suggested for HS2 one-to-one sessions with residents and local businesses. It was agreed that the Clerk would chase the HS2 engagement team for confirmation of this date to advertise appropriately. It was noted that the following events were scheduled;

21st October – Film night

29th October – Community Café

16th October – WI Big Breakfast

February 2022 – Valentines Quiz, date TBC.

21086 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.

21087 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. **21/04147/FUL** (23rd September 2021)
Address: Oak Farm, Dorrington Lane, Woore, Crewe, Shropshire
Proposal: Conversion of existing outbuilding into habitable space installation of decking and pergola and replacement vehicular entrance gates.

Lead Councillor refereed to a report circulated prior to the meeting and discussion took place. It was unanimously **resolved** to submit the following comments on behalf of Woore Parish Council;

*Woore Parish Council supports this application, taking cognisance that as suggested in the application, materials are in keeping with the main Grade II listed building and noting also its support of the verbal agreement between the applicant and neighbour that the plan will be altered to accommodate moving the rooflights from one side to the other in response to concerns from the neighbour as to the direction they currently point. *support is subject to consultee comments.*

ii. **21/04148/LBC** (23rd September 2021)

Address: Oak Farm, Dorrington Lane, Woore, Crewe, Shropshire

Proposal: Conversion of existing outbuilding into habitable space installation of decking and pergola and replacement vehicular entrance gates effecting a Grade II listed building.

As this application is linked to that in 21087(i), it was unanimously **resolved** that the following comment would be submitted for this application also.

*Woore Parish Council supports this application, taking cognisance that as suggested in the application, materials are in keeping with the main Grade II listed building and noting also its support of the verbal agreement between the applicant and neighbour that the plan will be altered to accommodate moving the rooflights from one side to the other in response to concerns from the neighbour as to the direction they currently point. *support is subject to consultee comments.*

b) Decisions: to acknowledge all planning decisions made between 20th September 2021 and 11th October 2021.

The following was reported:

Reference: **20/02060/OUT** (validated: 29/05/2020)

Address: Land West London Road, Irelands Cross, Woore, Shropshire

Proposal: Outline application for the erection of up to ten dwellings (all matters reserved)

Decision: Grant Permission

It was noted that despite previous permission for this site being granted, time had now lapsed on that permission and as such, the most recent application would now fall under guidance of the Woore Neighbourhood Plan. As this is reserved matters only, the application would proceed to the next stage with no right to appeal for anyone other than the applicant.

Reference: **21/03532/FUL** (validated: 06/08/2021)

Address: Sandyford Farm, Audlem Road, Woore, CW3 9RN

Proposal: Conversion of existing brick barn to form 1no dwelling; demolition of agricultural buildings and erection of a timber garage block.

Decision: Grant Permission

Reference: **21/03377/FUL** (validated: 08/07/2021)

Address: Bridgemere Nurseries, Bridgemere Garden Centre, London Road, Woore, Shropshire, CW5 7QB

Proposal: Application under Section 73A of the Town And Country Planning Act 1990 for an engineering operation to increase the existing water reservoir capacity (part retrospective).

Decision: Grant Permission

Reference: **21/03821/FUL** (validated: 04/08/2021)

Address: 23 St Leonards Way, Woore, CW3 9SS

Proposal: Erection of dormer to front elevation and works to enlarge existing dormer on rear elevation.

Decision: Grant Permission

Reference: **21/03961/FUL** (validated: 12/08/2021)

Address: The Orchard, Northlands, Woore, CW3 9SH

Proposal: Proposed loft conversion with Juliet balcony and removal of chimney, erection of entrance porch.

Decision: Grant Permission

Reference: **21/04043/HHE** (validated: 17/08/2021)

Address: Long Meadow Farm, Pipe Gate, Market Drayton, Shropshire, TF9 4HD

Proposal: Erection of a single storey rear extension to a detached dwelling, dimensions 8.00 metres beyond the rear wall, 3.75 metres maximum height and 2.50 metres high to eaves
Decision: Grant Permission *no comment was required from WPC for this application as a permitted development order.

Amendments to the following applications were reported:

Reconsultation due to Amendment on application **21/02985/REM**

Address: Proposed Residential Development Land to The South of Audlem Road, Woore, Shropshire.

Proposal: Approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline permission 20/05302/OUT comprising 4no detached dwellings.

It was noted that WPC objected to this application in July 2021 and again in September 2021 with concerns over drainage and detail surrounding the plans, trees etc. It was unanimously **resolved** for Lead Councillors to be assigned and for comments to be submitted via delegated powers, circulated to Councillors as per terms of reference.

Reference: **21/02241/FUL** (validated: 24/05/2021)

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).

It was unanimously **resolved** for Lead Councillors to be assigned and for comments to be submitted via delegated powers, circulated to Councillors as per terms of reference.

21088 HS2:

- a) To receive an update from the Chairman on Traffic Calming/Mitigation discussions/next steps and HS2 Consultation.
- b) To receive an update from the Chairman on actions from the meeting with Owen Paterson, Lezley Picton, Steve Charmley and Roy Aldcroft, 22nd July 2021

The Chairman addressed all of the above, noting that correspondence was received from Steve Smith, Shropshire Council, 5th October noting lack of response from Shropshire Council and further correspondence from Steve Brown, Shropshire Council, to which the working party would respond within 7 working days.

It was noted that correspondence from Mott MacDonald had been received by some landowners within the Parish providing notice of entry for surveys on behalf of HS2 and explaining that surveys ranging from tree valuation, counting various species, heritage surveys, possession of land, sound & vibration, utilities (including test pits) & watercourse investigations would be taking place. It was noted that progress is being made by HS2 and that this letter had not been shared with the HS2 Engagement Team in advance as should be the procedure.

21089 WPC IT Review 2021: To receive a report from Vice Chairman Cllr Davies on next steps for a review of IT requirements and to identify priorities following Councillor's feedback.

Cllr Davies referred to a report circulated prior to the meeting and discussion took place, with all Councillors contributing. A proposal for Microsoft Office 365 Business Basic licensing was presented at the cost of £456per annum plus VAT, with additional requirements for the Clerk to be agreed in due course. It was unanimously **resolved** that a figure of £1000 would be provisionally budgeted for an upgrade of IT facilities for financial year 2022/23, with usual other IT related costs being outside of this budget.

21090 Remembrance Sunday: To consider the Parish's preparations for Remembrance Sunday.

It was unanimously **resolved** to donate £100 to the British Legion to mark Remembrance Sunday under Section 137. Cllr Cowey and Cllr Blake agreed to represent the Parish Council at the St Leonards Church service on Sunday 14th November 2021.

21091 Local Authority School Governor: To appoint a representative for the role of LA School Governor at Woore Primary School, in preparation for Cllr Cowey stepping down from the Governor role in March 2022.

Cllr Goodman expressed an interest in the role of Governor, referring to previous experience in the role of Parent Governor and on other related committees. It was unanimously **resolved** to appoint Cllr Goodman with effect from the date of Cllr Cowey's retirement from the position, not yet confirmed.

21092 Woore Parish Council Risk Assessment: To adopt with immediate effect, the Risk Assessment and Business Resilience Scheme as circulated prior to the meeting.

It was unanimously **resolved** to adopt the Woore Parish Council Risk Assessment and Business Resilience Scheme with immediate effect.

21093 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	Amount (Ex. VAT)	VAT Amount	Power of Expenditure
12.10.21	Helen Jackson	Clerk Salary (Sep): Gross Pay Holiday Pay NI deduction Income Tax deduction Expenses Sundry	1812	£853.22 £0.00 £6.75 -£38.00 £45.42 £64.02 (£993.91)	£5.44	LGA 1972 s.112 (2) 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
24.09.21	Richard White	Lengthsman	1813	£60.00	£0.00	HA 1980 s.96(5)
02.09.21	SSE	Streetlight energy supply	D/D (Paid)	£48.86	£3.03	PCA 157 ss.3(1) & 7, HA 1980 s.301
01.10.21	Tony Seabridge	Grounds Maintenance-01/09/21-30/09/21 inc. grasscutting and spraying	1815	£400.00	£80.00	HA 1980 s.96

ii) Bank reconciliation: for the Council to receive and accept the month end bank reconciliation

The Clerk provided a report as follows;

Current Account: £100.00

Reserve Account: £116,854.17

Unpresented cheques: £2,539.04

Balance 11th October 21: £114,435.13

*Note £20 difference applies to overpayment identified from previous month, yet to be adjusted

Split as follows;

Recreational fund: £11,351.00

CIL fund: £52,063.24

General fund: £51,020.89

iii) Quarterly Financial Review: to report on the findings of the Q1/Q1 2021-2022 internal financial review and to discuss any necessary actions.

It was noted that the internal financial review was complete, with thanks to Cllrs Davies and Higgin for their input. Pleasingly, there are no issues to report with all recommendations following the internal audit and introduction of financial regulations now implemented.

iv) VAT Claim: to report on outstanding VAT to be claimed to date for Q4 2020/2021 and Q1 2021/2022.

The Clerk presented the yearly VAT reclaim amount to date as £855.16, noting that a claim of £194.24 from Q4 of the previous financial year is yet to be claimed following loss of documents by HMRC. A total claim for both amounts will be made imminently.

v) ICO Registration: to acknowledge the payment of £35 made in advance of the meeting, for the ICO registration fees in line with GDPR requirements and the set-up of a direct debit for future annual payments.

It was noted that the registration was submitted and payment of £35.00 made in line with GDPR requirements, with a direct debit (annual) set up to be claimed under Clerk expenses.

21094 Clerk's Report and Correspondence

To receive a summary of Reports and Correspondence for the period from 20th September to 4th October 2021.

The Clerk noted that all correspondence for the period had been circulated, nothing the below;

- North Shropshire Area Committee meeting, 18th October, meeting attendee confirmed as Cllr Carter.
- GDPR policy review underway, with adoption of policies deferred until January 2022.
- A report to document known areas of graffiti is currently underway, Councillors are encouraged to report any they have knowledge of.
- Streetlighting energy supply contract is up for renewal 31st December 2021. A response from Shropshire Council legal team is pending in relation to ownership of streetlighting within the Parish. It was agreed that the Clerk would chase for an update.

The meeting closed at 9.56pm.

DATE OF NEXT PARISH COUNCIL MEETING

8th November 2021, 7.30pm and 13th December 2021, 7.30pm

Signed.....(Chair)

Dated 8th November 2021

Agenda Item	Motion	Cllr	For	Against	Abstain
21083	Approval of the Minutes of the Meeting held on 9th August 2021 (deferred to 20th September meeting due to absenteeism) (Local Government Act 1972, s12p41(1)).	Cowey, M	X		
		Davies, K			X
Beeston, D		X			
Hamilton, C				X	
Blake, M				X	
Carter, M		X			
Goodman				X	
Higgin, J		X			
Daville, G		X			
Prop: Cowey, M Second: Beeston, D					

Agenda Item	Motion	Cllr	For	Against	Abstain
21083	Approval of the Minutes of the Meeting held on 20th September 2021 (Local Government Act 1972, s12p41(1)).	Cowey, M	X		
		Davies, K	X		
Beeston, D		X			
Hamilton, C		X			
Blake, M		X			
Carter, M		X			
Goodman		X			
Higgin, J				X	
Daville, G				X	
Prop: Cowey, M Second: Davies, K					