

MINUTES OF WOORE PARISH COUNCIL

MONDAY 19th JANUARY 2015

HELD AT WOORE VICTORY HALL

PRESENT

Cllr Clifford, Cllr Allison, Cllr H Blake, Cllr M Blake, Cllr Ford, Cllr Hammersley,
Cllr Lightfoot, Cllr Moore and Cllr Woodcock
The Clerk Mr J E Parkes
SC Cadwallader

15000 APOLOGIES FOR ABSENCE

No apologies received.

15001 DECLARATIONS OF INTEREST

There were no declarations of interest made.

15002 OPEN FORUM

The Chair proposed to suspend standing orders for the duration of item 15002, this was supported and the Chair declared the Open Forum open and the following parishioners made comments :-
Mr R Rigby expressed concern regarding the blockage of drainage gullies on the A51,
Cllr Cadwallader to investigate.

Mr A Gadd enquired of Cllr Cadwallader whether the panning application 14/03637/OUT (five dwellings Audlem Rd) would be heard by SC planning committee on 20th January. Cllr Cadwallader advised the meeting had been cancelled and has been rearranged for the 20th February

Mr C Jeffries enquired of the 'Speedwatch' scheme and that any initial response was required to come from the PC, agenda item February meeting.

Mr C Hawkins reported that the old and faded 'Tourist Information' sign in The Square needs replacing/removing, Cllr Cadwallader to investigate.

Mr A Melvyn expressed concern regarding the proposed planning application 14/05206/OUT (54 dwellings Newcastle Rd) which he considered were in excess of the local plan and would be detrimental to the Parish in general.

Mrs M Joyce asked whether there was a representative from planning consultants 'Berrys' in attendance, the Chairman confirmed that Ms A Henson was present and whilst she could not speak, she could respond to questions from parishioners/Cllrs, no questions were asked.

15003 TO CONFIRM & SIGN MINUTES OF MEETING 8th DECEMBER 2014

Resolved to adopt minutes of meeting 8th December 2014.

15004 TO DISCUSS MATTERS ARISING FROM THOSE MINUTES

14100 MATTERS ARISING

14075 STREET LIGHTS

Faulty light in Grove Crescent is unable to be repaired and will need replacing, agenda item 15009

14090 RECREATION

Benches now fitted and 50% payment received from Woore WI

14102 TREE & PARISH WARDENS REPORT

The application for TPO on two trees on site at Irelands Cross had not been made, confirm TPO now in course and awaiting documentation from SC which will now be for three trees.

14106 SPEED SIGNS & NOTICE BOARDS

MEETING NOTICE BOARDS

Notice boards now erected

15005 TO CONFIRM & SIGN MINUTES OF SPECIAL MEETING 15th DECEMBER 2014

Resolved to adopt minutes of meeting 15th December 2014, subject to the deletion of the word 'who' from agenda item 14114

15006 TO DISCUSS MATTERS ARISING FROM THOSE MINUTES

14111 ADOPTION OF ACCOUNTS

Letter of thanks sent to Mr J Higley, see Clerks Correspondence.

14112 INTERIM ACCOUNTS & BUDGET FORECAST

Letters forwarded as requested, see Clerks Correspondence.

14113 NEIGHBOURHOOD PLAN FUNDING

Letter sent to Prof Jacobs, see Clerks Correspondence February

14114 APPOINTMENT OF NEW CLERK

See agenda item 15008

15007 PLANNING MATTERS

14/05206/OUT – application for 54 dwellings on land north of Newcastle Rd, Woore
Cllr M Blake was first Cllr and advised that he visited fifteen houses, none of which were in favour of the development and that eight would be making comments directly to SC. Cllrs were very concerned regarding the inaccuracies in the application, lack of meaningful public transport, pressure on local school places, drainage/sewage disposal from the site, threat to local wildlife and lack of provision of environmental survey. Cllr Allison considered the 'Planning and Design Access Statement' lacked veracity in respect of the points raised above and that concern had been raised many times previously regarding rapid expansion of the Parish. Cllr Woodcock is also very concerned that the Parish is unable to absorb the large numbers of additional residents in a short space of time. Cllrs resolved to object to the application on the grounds that further developments are not appropriate at this time. The proposed SAMDev allocation has already been exceeded, and if approved this application would lead to a 100% excess over that target figure. This is shown by Shropshire Council's evidence to the Inspector considering the SAMDev in December 2014:-

Strategic Housing Market Assessment, West Midlands, June 2008 page 182-

- (i) A shortage of smaller dwelling units in the form of terraces and apartments
- (ii) A shortage of social rented housing
- (iii) Major affordability pressures"

SAMDev, Shropshire Council March 2014 page 153

"Woore has provided for significant housing growth through the North Shropshire Local Plan, with housing development on two significant sites providing 75 homes. There is therefore limited potential for development of approximately 15 dwellings over the period to 2026 which will be delivered through limited infilling, conversions and small groups of houses which may be acceptable on suitable sites within the villages"

The objection is that this application is not acceptable because it is

- Significantly more development than the evidence base would indicate is appropriate for the area
- The development is not being delivered through limited infilling, conversions or small groups of houses

SAMDev Housing Delivery Technical Background Paper, Shropshire Council July 2014 page 29

This is a reference to Appendix C "Community Hub and Community Cluster Settlements Housing Guidelines." The "balance met by windfall" figure for Woore is -42 (a negative value). This indicates that at the date of the report (July 2014) Woore had already over achieved the "SAMDev Final Plan policy housing requirement (2011-26)" figure of 15

The nature of this application is not such as to warrant drawing further on the windfall provisions for 2010-2026, and it would further eat into the green intervals between areas of settlement in the Parish which this Council seeks to maintain.

The Council also draws attention to the following points :

- Prior Environmental and reptile survey needs to be undertaken, this should include the wetland beyond the Eastern boundary of the site, on which Great Crested Grebes, Mandarin and Tufted Ducks, and (in Winter) Pink-footed Geese are reported to be present.
- Application greatly overstates availability of village services and facilities, including local school capacity, health and public transport.
- Concern regarding flooding/watercourses on proposed site.

PLANNING INFORMATION ON PC WEBSITE

Cllr Moore outlined his analysis taken from SC Planning records, of the number of properties built or potentially to be built in the Parish since 2000. Copies circulated to Cllrs who thanked him and agreed that the report should be placed on the PC website.

15008 APPOINTMENT OF CLERK

The Clerk reported that following a meeting with Karen Roper at SALC and subsequently with the PC Chairman regarding the appointment of a new Clerk. In particular the job description, salary ranges & scales, contracted hours and how Woore PC Clerk's workload compared with similar Councils was made to Cllrs (see minutes) page 1447. Cllrs discussed the report and were in agreement that it should be the basis of the terms and condition etc for the new Clerk, when appointed, Cllrs resolved to accept. The Chairman reported that one application for the post of Clerk had been received and Cllrs agreed that the interview process proceed notwithstanding there being only one applicant. The recommendation of SALC is that a small sub committee of say, 2/3 Cllrs form the interview panel, with their recommendation to be confirmed at a full PC meeting. Cllr Woodcock was of the opinion that all Cllrs should have the opportunity to attend the interview. Cllrs resolved that Cllrs Clifford, Hammersley, M Blake and Woodcock form the panel who will interview the candidate on the 2nd February. Chairman to advise applicant and seek references.

15009 PRECEPT 2015 2016

The Clerk reported that following the receipt of CIL monies (circa £1k) and payment of exercise equipment at the Victory Hall, the balance of the Recreation Fund would be approx £17, 337 resulting in unrestricted year end balances of approx £10k. Cllrs discussed the Precept for 2015-2016, the Clerk advised that based on 'Band D taxbase' of 556.81 dwellings (539.85 2014-2015) this would yield a Precept of £20,920 (£20,282, 2014-2015) with no general increase in annual Council Tax charge. Cllrs discussed the projected expenditure see (minutes) pages 1448/9 at £25,700 and agreed that it would be appropriate to set a Precept of £20,920 (twenty thousand nine hundred and twenty pounds) for the year 2015-2016, the deficiency being found from 2014-2015 carry forward figure. The Chairman reminded Cllrs that we were committed to £3k in respect of the neighbourhood plan, which ought to be met in full from government grants. If this failed, any shortfall could be covered by borrowing from the recreation fund and addressed next year. Cllrs resolved to replace the broken lamp standard in Grove Crescent at a cost of £1,029.17 (ex VAT) by Eon energy, Clerk to arrange.

15010 PAYMENT OF ACCOUNTS

J E Parkes	Work/expenses undertaken	£730.61
HMRC	PAYE Apl 2013-Nov 2014	£1,449.28
EON	Balance owed in respect of VAT	£110.94
Mazars	Audit Fee	£180.00
Npower	Lighting – energy	***£358.27

*** Paid by direct debit

Resolved to pay accounts

14111 CLERK'S CORRESPONDENCE

1) Letter to SC 9th Dec re SAMDev submission, circulated, no further action

1445

- 2) Letter from/to Mr F Riseley re tree on Audlem Rd/Beech Avenue, circulated, await further developments.
- 3) Advice from SALC re Sect 137 expenditure 2015-2016, circulated, no further action.
- 4) Letter of thanks to Mr J Higley, 7th Dec, circulated, no further action.
- 5) Message from Police & Crime Commissioner re precept, circulated, no further action.
- 6) Email to/from Eon re faulty light, Grove Crescent, agenda item 15009
- 7) Letter from/to Woore Cricket Club 18th Dec re grant, agenda item 15009 circulated, agenda item AGM 11th May 2015
- 8) Letters from/to Village Pride & Neighbourhood Watch, 8th Nov re grants, agenda item 15009, agenda item AGM 11th May 2015
- 9) Copy letter from Woore Primary School 4th Mch 2014 re grant, agenda item 15009 circulated, agenda item AGM 11th May 2015
- 10) Letters from/to SALC/others re Local Government Support Grant, circulated, no further action.
- 11) Email from/to Mr D Chell parishioner 6th Jan re PC Notice Boards, circulated, no further action.

DATE OF NEXT MEETING

9th FEBRUARY 2015

MEETING CLOSED AT 8.55. P.M.

1446

CLERK TO WOORE PARISH COUNCIL

The current terms and conditions of the Clerk are now over ten years old and were formulated under a more 'basic' scheme of rules operating at that time, these have been amended over the years The recommendations are as follows:-

1) THE PROFILE OF THE COUNCIL

Woore PC falls into a Profile 2' council - 'small/medium' 6/12 meetings pa, annual budget circa £25k, some devolved functions, plus many statutory functions.

2) NATIONAL SALARY AWARD FOR LOCAL COUNCIL CLERKS

This document sets out in detail the national pay scales for Clerks according to the profile of the Council. Our profile falls in the ranges of (Local Councils-LC) LC1 benchmark 20 £18,638pa to LC2 benchmark 27 £23,188pa, these are full time salaries and would be pro rata for part time Clerks. The hourly rate is £9.687 for LC1-20 to £12.052 for LC2-27.

3) CALCULATION OF CLERK'S MONTHLY CONTRACTED HOURS

Currently our Clerk works 39 hours per calendar month which relates to a Council in the 'Profile 1' category. The current recommended monthly hours for a 'Profile 2' Council is 42.50 and if the new Clerk was appointed at the bottom of the salary range, it would equate to a gross monthly salary of £411.69 (£4,940 pa). Subject to satisfactory annual appraisals it would be expected that the salary would rise by one spinal point pa. When appointing a new Clerk, account can be taken of experience and any CILCA examination success.

The above recommendations/observations would place the employment of future Clerks on a recognised and nationally accepted basis. With regular reviews/appraisals of work volumes, job description and performance the PC will be able to monitor developments in the future. All of the above would be included in a 'Model Contract of Employment' which is available and was used when making the last appointment in 2013. The Clerk will also be provided with a detailed and chronological list of regular duties and job description.

January 2015.

WOORE PARISH COUNCIL
PROJECTED EXPENDITURE

1ST APRIL 2015 - 31ST MARCH 2016

	<u>2015/16</u>	<u>2014/15</u>
Lighting and Maintenance	*3,500	2,150
Grass cutting	2,500	3,250
Subscriptions	500	400
Insurance premiums	1,200	1,200
Donations (sec 137 payments)	5,000	4,000
Salaries (top scale allowed for)	6,000	5,000
Postage/stationery/expenses	3,000	2,500
Lengthsman	800	900
Bank/audit fees	300	200
Newsletter charges	300	300
Defib. Maintenance costs	100	100
Capital items	**(2,000)	***(12,000)
Sundry	1,000	1,000
Expenses in respect of new new/old Clerk	1,500	1,000
<u>TOTAL</u>	<u>£25,700</u>	<u>£34,000</u>

*Includes £1k for replacement lamp standard in Grove Crescent

**Exercise equipment costs to come from Recreation Fund, not included Precept total.

***Playground equipment/benches to come from Recreation Fund but included in current expenditure.

For information - Precept received	2013/2014	£19,500
	2014/2015	£20,282

19th January 2015

1448

PRECEPT CALCULATION 2015 – 2016

BANK BALANCES

Projected bank balance 31 st March 2015		<u>£27,500</u>
Comprising of :-		
Recreation Fund (see sheet A)	£17,337	
Unrestricted Funds	£10,163	<u>£27,500</u>

PRECEPT

2014-2015

On a Council tax 'band D' taxbase of 539.85 properties (£37.57pa per dwelling) yielded £20,282.

Precept charged £20,282

2015-2016

On a Council tax 'band D' taxbase of 556.81 properties (£37.57pa per dwelling) would yield £20,920.

Any increase/decrease of £1k in precept total would increase/decrease annual Council Tax charge by £1.80pa per 'band D' household

Projected expenditure for 2015-2016 is estimated at £25,700, projected unrestricted funds available wef 1st April 2015 - £10,163.

January 2015.