

## **MINUTES OF WOORE PARISH COUNCIL**

**Monday 12<sup>th</sup> October 2015**

**Held at Woore Victory Hall**

### **PRESENT:**

Cllr M. Blake (Vice Chairman and Chairman of this Meeting)), Cllr H. Blake, Cllr A. Allison, Cllr S. Clifford, Cllr M. Cowey, Cllr H. Lightfoot and Cllr F. Woodcock.

### **IN ATTENDANCE:**

Shropshire Cllr J Cadwallader, Ms C. Bedson and Ms. S Tyson (Tree and Footpath Wardens) and Miss S. Pimlott, Clerk to the Parish Council (the PC).

### **PUBLIC**

Three members of the public, Mr P. Hawkins, Mr C. Jeffries and Mr R. Rigby, attended the meeting.

### **15122 APOLOGIES FOR ABSENCE**

The Chairman (Cllr Moore) and Cllr Ford apologised for being unable to attend for business reasons. Cllr Higgin apologised for being unable to attend for personal reasons. Their apologies were unanimously accepted. In the absence of the Chairman, the Vice Chairman, Cllr M Blake, presided as Chairman at the meeting. References hereafter in these Minutes to the Chairman are to Cllr M Blake.

### **15123 DECLARATIONS OF ANY PECUNIARY INTERESTS**

Cllr Woodcock declared a pecuniary interest in Agenda Item 15129 (1) (the Planning Application 15/03221/REM).

### **15125 and 15126 OPEN FORUMS**

It was proposed that Standing Orders should be suspended for the duration of Mr Mortimer's presentation on the Shropshire Local Plan and Neighbourhood Plans (see below) and for the question and answer session with him following completion of his presentation.

It was further proposed that Standing Orders should be suspended for the "usual" Open Forum relating to other general matters which parishioners might wish to raise with the PC.

Both proposals were unanimously agreed by all the Cllrs. The Chairman declared both the Open Forums open.

### **15124 PRESENTATION**

Mr Andrew Mortimer gave a presentation about the Shropshire Local Plan and the progress of the SAMDev (Site Allocation) Examination. He said that the Inspector conducting the Examination was expected to report on SAMDev in the immediate future. Should the Inspector's report be favourable, and it was hoped that it would be, it was anticipated that Shropshire Council (SC) would resolve to adopt SAMDev before Christmas.

Mr Mortimer went on to describe the purpose of Neighbourhood Plans. Thus far, only Much Wenlock in Shropshire had been designated as a Neighbourhood Area. A number of other areas in Shropshire had started the procedure which might lead to Neighbourhood Plans in their areas. This included Market Drayton, Shifnal and Stoke on Tern.

Mr Mortimer said that, following receipt of the PC's application to become a Designated Neighbourhood Area, he had completed the required Statutory Advertisement. This was now on SC's website and members of the public had until 5.00pm on 9<sup>th</sup> November to make representations about the PC's proposal to be a Designated Neighbourhood Area.

Following the presentation, Cllrs and members of the public raised various issues about the procedure the PC would have to follow to become a Designated Neighbourhood Area and a discussion followed about the advantages and disadvantages of being such an Area. Mr Mortimer also advised about the grants from central government and SC which are available to parish councils seeking Neighbourhood Area status.

At the conclusion of Mr Mortimer's presentation and the question and answer session which had followed it, the Chairman, on behalf of the PC, thanked Mr Mortimer for his presentation.

#### **15126 OPEN FORUM (GENERAL)**

Mr Jeffries raised various issues. He asked when the Audlem Road highway works would be carried out. Mr Jeffries was informed that SC had started the road and path improvements about two or three weeks previously and that they were still continuing. He also raised the issue of the SC bins on the Swan Public House car park. Members of the public were, in his view, using the bins rather than going to the tip. He was also concerned that the general overflow of rubbish would cause vermin. It was agreed that the Clerk would advise SC about the problems with the bins. Mr Jeffries said that he also wanted to know why the PC's website had not been updated since March. The Clerk explained that Cllr Moore, the Chairman and the Clerk had met a week ago to address IT problems, including how to update the website. They were to meet again on 14<sup>th</sup> October and it was hoped that, following that meeting, the problems would be resolved and the Agendas, Minutes of Meetings and related items would appear on the site.

Mr R Rigby raised two issues. The first was the outstanding repair of the two manhole covers on the A51 southbound carriage way between Woore and Irelands Cross. This problem had been raised previously. Cllr Woodcock had advised the Council at its meeting on 7<sup>th</sup> September that they were due to be repaired in the next couple of weeks. It was agreed the Clerk would look into this and report back. Mr Rigby also asked why there were no Moveable Vehicle Activated Signs (MVAS) in Ireland's Cross. It was suggested that opposite Lindops the footpath was wide enough for a post to be erected on which an MVAS could be sited. The Chairman agreed that he would look into this proposal and report back in due course.

#### **15127 TO APPROVE & SIGN MINUTES OF THE MEETINGS OF THE MEETING OF 7<sup>th</sup> SEPTEMBER 2015**

The Council resolved to approve the Minutes of the Meeting of 7<sup>th</sup> September 2015.

#### **15128 CLERK'S REPORT ON MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 7<sup>th</sup> SEPTEMBER 2015**

1. Neighbourhood Plan (15112) - The Clerk confirmed what Mr Mortimer in his presentation had said about the procedure being followed for the Parish to be designated a Neighbourhood Area. She said that notices inviting parishioners to make representations about the PC's proposals had been posted on the PC's notice boards.

The Clerk had spoken to the Clerks to Loggerheads and Audlem Parish Councils and to Peter Wilson of Market Drayton Town Council in connection with their applications for designation as Neighbourhood Areas and had asked for details of any consultants assisting in the development of their neighbourhood plans. Audlem had recommended Cheshire Community Action as being very experienced and helpful. Audlem had decided not to pay for administrative or clerical services needed in connection with the proposed Plan. Such services had, instead, been provided by a group of volunteers. A steering group of Councillors and parishioners had been responsible for the production of the Plan. Cheshire East had also been very helpful.

Market Drayton had also employed consultants, Data Orchard from Herefordshire. They too had extensive experience.

The Clerk had asked the Audlem Parish Clerk if she could arrange for one or more members of Audlem's Steering Group to attend a Woore PC and / or Planning Group meeting to provide the PC with information about what they had learnt during the process and what, with hindsight, they would do differently or better. The Audlem Clerk said that she would try to make arrangements for this to occur.

The Clerk was to meet a representative of Market Drayton Town Council on 14<sup>th</sup> October to discuss their experiences to date.

2. Planning Application 15/02992/FUL - Corner House, 3 Syllenhurst Barns. The PC's comments had been posted on SC's Planning website. The application had now been approved by SC.

3. The Clerk had made an FOI Request to SC in respect of SC's discharge of the Section 106 Agreement on Phoenix Field in the terms resolved at the last meeting. The Clerk had received an inadequate response and will be taking the matter up again with SC. Cllr Cadwallader said that he had received a copy of the response and he too thought that the response to the request was inadequate. He had raised this with SC's Data Protection Officer.
4. The PC's Newsletter had been drafted, printed and dropped off at St Leonard's Church. The Clerk circulated some spare copies. Most of the Cllrs had already received their copies with the Parish Magazine. As previously agreed, only 3 newsletters would be published this year and the PC would not be publishing a Winter Newsletter.

## **15129 PLANNING**

### **1.15/03221/REM – Application for approval of Reserved Matters pursuant to 12/04469/OUT – redevelopment of land at Station Road, Pipe Gate.**

Cllr Woodcock left the Hall whilst this matter was being considered. Cllr Ford was the First Cllr for this application. In his absence, the Clerk reported that, prior to the meeting, Cllr Ford had advised her that he had visited parishioners living in the vicinity of the application. None of the parishioners he had seen had objected to the application. It emerged during discussions that, regrettably, a number of Cllrs had not seen the copy of the application which, in the usual way, the Clerk had given to Cllr Ford.

A number of concerns were raised about the proposals. Firstly, that the submitted proposal included three storey properties. When the application had been made for outline planning permission, the PC had supported the application but raised objection to three storey properties in view of the fact that there were no three storey properties on the adjacent new housing development. In his Development Management Report (the DMR) recommending the outline planning application for approval, SC's Planning Officer had stated: "On discussing these matters with the agents they have confirmed that they are willing to remove the three storey and restrict the development to two storey properties" (Paragraph 6.2.3 of the DMR). Secondly, the proposal included an additional house. The PC decided that it was willing to support the increase in the number of houses, providing that the additional (11<sup>th</sup>) house was an affordable home. Thirdly, concerns were expressed about Footpath 26 which runs along the western boundary of the Site. In the DMR, the Rights of Way Officer had been concerned about the path being enclosed, the limited width of the path and the need to make the path usable to promote its use and connect it into the wider network of footpaths in the surrounding area. The PC wanted an assurance that the current application met the requirements of the Rights of Way Officer in the DMR.

It was resolved that the PC should support the planning application, subject to the three concerns outlined above being addressed satisfactorily, and that the Clerk should notify SC accordingly.

### **2. 15/03914/FUL – Application for approval of a planning application for the erection of a first floor extension, installation of dormer and balcony general alterations.**

Cllr Higgin was the First Cllr on this application. In her absence, the Clerk reported that Cllr Higgin had been to see the neighbours who were affected by the planning application. The immediate neighbours on the London Road did not have any objections to the application. The only concern was that the hedging and garden trees stayed the same to reduce 'seeing into each other's homes'. Cllr Higgin had not managed to see or speak to the neighbour on Gravenhunger Lane. This neighbour had, however, contacted the Clerk after picking up a message left by Cllr Higgin and had indicated that she had no objections. A number of other Cllrs had not seen this application as the time for circulation of the application had been limited. As the application directly affected only immediate neighbours and they had been contacted by Ms Higgin and raised no objection, the PC resolved not to object to the application and that the Clerk should notify SC accordingly.

## **15130 ST LEONARD'S PLAY AREA**

The Clerk advised that she was due to meet SC's Playground Officer on 15<sup>th</sup> October to discuss the requirements set out in the annual RoSPA Safety Report in respect of the play area, the play area inspection services offered by SC and to obtain advice about the safety requirements for the area next to the new adult exercise equipment located behind the Victory Hall. She said that SC did either fortnightly or monthly safety inspections and that, where those inspections identified minor problems, SC would carry out the works at the time of inspection. Where more major works were required, SC

would notify the PC before doing those works. SC charged £10.00 per hour to carry out more major works.

It was resolved that the works which the RoSPA Safety Report had identified as being necessary should be carried out by SC as soon as possible.

The Cllrs asked the Clerk, at her meeting with SC's Playground Officer, to ascertain how often he considered it was necessary to inspect the St Leonard's Play Area equipment and the adult exercise equipment as the Cllrs considered that monthly inspections were probably excessive.

#### **15131 WOORE PARISH WALKING GROUP**

Cllr Allison advised that she had agreed to arrange two Parish Walks at 10.00am on Saturday 17th October and on Saturday 19 December. The walks were to take approximately 3 hours and would start in the centre of Woore. She hoped that this would lead to regular further walks every 2 months. The plan was to get to know the footpath network in and around the Parish and beyond. Cllr Allison said that the PC's Tree and Footpath Wardens had been enormously helpful in identifying the route of the first walk this Saturday.

Details of the walks had appeared in the News section of the Parish Magazine and, as that entry had been free (rather than paid for advertising), a donation from the PC to cover such advertising was no longer being sought.

#### **15132 DONATION TO ST LEONARD'S PARISH CHURCH**

It was agreed that a letter should be sent to the Treasurer of the Parish Church, and copied to Mr K Wood, enclosing copies of the PC's Donation Policy and of the Application Form for a donation.

#### **15133 REPRESENTATIVES' REPORTS**

- **The Tree and Path Wardens** - had no items to report
- **MVAS** - The Chairman reported that he was waiting to hear from SC in connection with the Parish's request that SC provide an additional pole in the Parish to deploy MVAS. The Chairman advised he would report back to the PC on progress in April 2016.
- **SC Cllr J Cadwallader** reported that the NHS Project Shropshire Future Fit had drawn to a halt due to commissioning problems. He also confirmed Mr Mortimer's comments that the Council anticipated adopting the Local Plan and SAMDev before Christmas. Cllr Cadwallader advised the PC to ensure that they and parishioners should check SC's websites, Twitter and Facebook pages as they were being increasingly used to publicise various services and opportunities offered by SC. He volunteered to forward the relevant links to the Clerk.
- **Woore Victory Hall** - Cllr Helen Blake advised that the Chairman of the Victory Hall had expressed unhappiness about the fence around the adult exercise area not having been completed and about the grass not having been cut. Cllr Blake said that, prior to today's meeting, she had noticed that the grass had now been cut. The Clerk explained that she had not wanted to have the fencing completed prior to the tennis club's fencing being erected so as to ensure that both areas of fencing matched in. The tennis club's fencing had now been done. The Clerk said that she also wanted to ensure that there was free access to the exercise area so as to allow for any improvements required to the adjacent gravelled site. She would be discussing this with SC's Playground Officer on 15<sup>th</sup> October. Cllr Lightfoot suggested it would be a good idea to provide a gate from the Victory Hall car park to the tennis club so that tennis club members could park at the Victory Hall. She understood that the tennis club would be agreeable. Following a discussion, it was agreed that the Clerk should write to both the Victory Hall and tennis club to obtain their views in connection with this proposal.

#### **15134 GOVERNANCE PROCEDURES**

It was resolved to adopt the Donation Policy and Donation Application Form in respect of all future applications for donations. Cllr Clifford reminded the meeting that, in those years when Parish Council elections occurred, the PC could only spend a pro rata amount of the total annual budget allocated for donations. The PC could not fetter the discretion of a newly elected PC.

### **15135 REMEMBRANCE SUNDAY**

It was resolved that the Clerk should purchase the usual wreath on behalf of the PC. It was further resolved that the Chairman and Cllr Moore should decide between themselves which of them would represent the PC in laying the wreath.

### **15136 CHRISTMAS TREE**

It was resolved that the Clerk should purchase a Christmas tree and arrange its erection and decoration with the assistance of Tony Seabridge.

### **15137 CONCLUSION OF AUDIT OF THE PC'S ACCOUNTS 2014-2015**

The Clerk advised that the external Auditors, Mazars LLP, had completed their audit. Notices to that effect and copies of the certified Annual Return would be posted on the PC's Notice Boards shortly as required by the relevant regulations.

The Cllrs thanked the former Clerk, John Parkes, for his efforts in assisting in the finalisation of the Audit.

### **15138 PAYMENT OF ACCOUNTS**

1. S.H. Pimlott	
I. Salary	£360.49
II. Expenses	£328.40
. Inland Revenue	£72.10
3. Shropshire Association of Local Councils	£20.00
4. Delmar Print (Autumn Newsletter)	£119.00
5. University of Gloucester (Registration Fee)	£20.00
6. Mazars (Audit fees)	£240.00

The Council unanimously resolved to pay the above accounts.

### **15139 CLERK'S CORRESPONDENCE**

The correspondence circulated by the Clerk prior to the meeting and referred to in the Agenda was noted.

Date of Next Parish Council Meeting: Monday 9th November 2015 at 7.15 pm

The Meeting closed at 10.15 pm.

**RECORD OF VOTING FOR WOORE PARISH COUNCIL MEETING HELD ON 12<sup>TH</sup> OCTOBER  
2015**

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15122</b>	Resolved to accept the apologies of the absent Parish Councillors.	Blake M	<b>X</b>		
<b>Prop: Clifford</b>  <b>Second: M. Blake</b>		Allison	<b>X</b>		
		Blake H	<b>X</b>		
		Clifford	<b>X</b>		
		Cowey	<b>X</b>		
		Lightfoot	<b>X</b>		
		Woodcock	<b>X</b>		

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15125 &amp; 15126</b>	Resolved to suspend Standing Orders for the Public Forums.	Blake M	<b>X</b>		
<b>Prop: Woodcock</b>  <b>Second: M. Blake</b>		Allison	<b>X</b>		
		Blake H	<b>X</b>		
		Clifford	<b>X</b>		
		Cowey	<b>X</b>		
		Lightfoot	<b>X</b>		
		Woodcock	<b>X</b>		

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15127</b>	Resolved to adopt the minutes of the meeting of 7 <sup>th</sup> September 2015.	Blake M	<b>X</b>		
<b>Prop: Woodcock</b>  <b>Second: Clifford</b>		Allison	<b>X</b>		
		Blake H	<b>X</b>		
		Clifford	<b>X</b>		
		Lightfoot			<b>X</b>
		Woodcock	<b>X</b>		

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15129(1)</b>	Resolved that the PC should support the planning application, subject to the three concerns outlined in the Minutes being addressed satisfactorily, and that the Clerk should notify SC accordingly.	Blake M			<b>X</b>
<b>Prop: Clifford</b>		Allison	<b>X</b>		
<b>Second: Lightfoot</b>		Blake H	<b>X</b>		
		Clifford	<b>X</b>		
		Cowey	<b>X</b>		
		Lightfoot	<b>X</b>		

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15129(2)</b>	Resolved not to object to the application and that the Clerk to notify SC accordingly.	Blake M			<b>X</b>
<b>Prop: Clifford</b>		Allison	<b>X</b>		
<b>Second: Lightfoot</b>		Blake H	<b>X</b>		
		Clifford	<b>X</b>		
		Cowey	<b>X</b>		
		Lightfoot	<b>X</b>		
		Woodcock			

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15130</b>	Resolved that the works which the RoSPA Safety Report in respect of the St Leonard's Play Area had identified as being necessary should be carried out by SC as soon as possible.	Blake M	<b>X</b>		
<b>Prop: Clifford</b>		Allison	<b>X</b>		
<b>Second: Lightfoot</b>		Blake H	<b>X</b>		
		Clifford	<b>X</b>		
		Cowey	<b>X</b>		
		Lightfoot	<b>X</b>		
		Woodcock	<b>X</b>		

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15134</b>  <b>Prop:</b> <b>Clifford</b>  <b>Second:</b> <b>Woodcock</b>	Resolved to adopt the Donation Policy and Donation Application Form in respect of all future applications for donations.	Blake M	X		
		Allison	X		
		Blake H	X		
		Clifford	X		
		Cowey	X		
		Lightfoot	X		
		Woodcock	X		

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15135</b>  <b>Prop:</b> <b>Clifford</b>  <b>Second:</b> <b>Woodcock</b>	Resolved that the Clerk should purchase the usual wreath on behalf of the PC and that the Chairman and Cllr Moore should decide between themselves which of them would represent the PC in laying the wreath.	Blake M	X		
		Allison	X		
		Blake H	X		
		Clifford	X		
		Cowey	X		
		Lightfoot	X		
		Woodcock	X		

Agenda Item	Motion	Cllr	For	Against	Abstain
<b>15136</b>  <b>Prop:</b> <b>Clifford</b>  <b>Second: M.</b> <b>Blake</b>	Resolved that the Clerk should purchase a Christmas tree and arrange its erection and decoration with the assistance of Tony Seabridge.	Blake M	X		
		Allison	X		
		Blake H	X		
		Clifford	X		
		Cowey	X		
		Lightfoot	X		

		Woodcock	X		
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Agenda Item	Motion	Cllr	For	Against	Abstain
15138	Resolved to pay the accounts listed in the Agenda.	Blake M	X		
Prop: M. Blake  Second: Clifford		Allison	X		
		Blake H	X		
		Clifford	X		
		Cowey	X		
		Lightfoot	X		
		Woodcock	X		

Signed: .....

**Malcolm Blake,**  
**Chairman of the Meeting held on 12<sup>th</sup>**  
**October 2015**

Dated: .....

