



## WOORE PARISH COUNCIL

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

Helen Jackson, Clerk to Woore Parish Council  
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Dear Councillor:

You are hereby summoned to attend a **Meeting** of the **Parish Council of Woore**, to be held on **23<sup>rd</sup> June 2023**, commencing at **6:00pm**, in order to conduct the following business listed on the agenda below.

Signed 

Helen Jackson (Clerk to Woore Parish Council)

Date: 19<sup>th</sup> June 2023

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

#### **23023 Welcome / Present, Apologies and/or absent**

#### **23024 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).

#### **23025 Requests for Dispensations of DPIs**

#### **23026 Open Forum: to last no longer than 15 minutes**

**23027 Approval of the Minutes** of the Parish Council Meeting held on 15<sup>th</sup> May 2023 (Local Government Act 1972, s12p41(1)).

**23028 Matters arising:** to cover any matters arising from Minutes referred to in 23017.

**23029 Shropshire Council Representative Report:** for Cllr R. Aldcroft to provide reports/updates on any relevant matters.

#### **23030 Planning:**

- a) Applications: to adopt comments submitted via delegated powers in response to the following applications and as approved by Councillors prior to the meeting;
  - i. Reference: **23/02029/FUL** (validated: 01/06/2023)  
Address: Woore County Primary School, London Road, Woore, Crewe, Shropshire, CW3 9SQ  
Proposal: Single storey extension to provide general purpose (GP) room, storeroom and disabled WC.
  - ii. Reference: **23/02076/FUL** (validated: 31/05/2023)  
Address: 1 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR  
Proposal: Single-storey extension to the main unit and garage extension.

Date of next Ordinary Meeting of Woore Parish Council: 10<sup>th</sup> July 2023

- iii. Reference: **23/02077/LBC** (validated: 31/05/2023)  
 Address: 1 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR  
 Proposal: Single-storey extension to the main unit and garage extension.

- b) Decisions: to acknowledge all planning decisions made between 15<sup>th</sup> May 2023 and 23<sup>rd</sup> June 2023.

**23031 Committee and Representatives Reports:** for Councillors/representatives to provide reports/updates on any relevant matters.

- a) All reports as required

**23032 Section 137 Grant Application:** to consider the application for a grant of £250.00 from Woore District Vegetable & Produce Show towards the 2023 show.

**23033 Woore Place Plan:** the Chair to provide an update on the review of the Woore Place Plan.

**23034 HS2:** the Chair to provide an update on the review of the Woore Place Plan.

**23035 Finance:**

- a) Internal Scrutineering FY22-23: the Clerk to provide an update.  
 b) VAT Return FY22-23: the Clerk to provide an update.  
 c) 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
19.06.2023	Helen Jackson	Clerk Salary (May month): Gross Pay Holiday Pay (accrued) Bank Holiday Pay (3no) NI deduction Income Tax deduction Mileage Expenses Sundry *stamps, printer ink	1912 PAID	£768.47 £127.98 £100.24 £0.00 -£17.40 £0.00 £45.42 £31.18  (£1055.89) <u>£1,061.39</u>	£5.50	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
01.06.2023	St. Leonards Church	EOY Parish Chair Report in Magazine	1913	£115.00	£0.00	LGA 1972 s.142 (1A)
12.06.2023	Bernard Townsend	FY22_23 Internal Audit	1914	£200.00	£0.00	LGA 1972 s.111
18.06.2023	Victory Hall	Room hire Q2 2023 Storage charge Q1 2023	1915	£194.00	£0.00	LGA 1972 s.134 (4)
23.06.2023	Jilly Higgin Expenses	Kings Coronation Event – supplies	1916	£483.90	£0.00	LGA 1972 s.137
17.05.2023	Zurich	WPC Insurance 01.06.23 – 31.05.24	1917	£538.92	£64.67	LGA 1972 s.111

01.06.2023	SSE	Streetlight electricity supply – final arrears following adoption by SC	1918	£125.61	£25.12	PCA 1957 SS.3(1) & 7, HA 1980 s.301
03.05.2023	Sue Hope	Kings Coronation Event – volunteer expenses relating to supplies	1919	£72.92	£0.00	LGA 1972 s.137
<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>
24.05.2023	Shropshire Council	Environmental Maintenance Grant  <i>*shortfall missed from original application approved</i>	Ref: 2305222	£80.00	n/a	n/a
05.06.2023	HMRC	VAT Return	Ref: FY 22-23 claim	£1,581.93	n/a	n/a

d) Bank reconciliation:

- i. For the Council to receive end of month bank reconciliation for May 2023.

e) Annual Return for Year Ended 31st March 2023

- i. To receive the Internal auditor's report and acknowledge any findings therein
- ii. To approve the 2022-23 year end accounts
- iii. To complete and approve the Annual Governance Statement
- iv. To complete and approve the Annual Accounting Statement for 2022-23
- v. To approve the period for exercise of public rights
- vi. To approve the return of the Annual Governance and Accountability Return 2022- 23 to the External Auditor

**23036 Clerk's Report and Correspondence**

To receive a summary of Reports and Correspondence for the period from 15<sup>th</sup> May to 19<sup>th</sup> June 2023.

*\*The following item will be discussed during a closed session and members of the public will be asked to leave.*

**23037 Recruitment:** the Chair and Vice Chair to provide an update on recruitment relating to the Clerk and RFO role.

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**DATE OF NEXT ORDINARY PARISH COUNCIL MEETINGS**

10<sup>th</sup> July 2023, 7.30pm and 21<sup>st</sup> August 2023, 7.30pm