

## **Minutes of Woore Annual Parish Council Meeting**

**Friday 23<sup>rd</sup> June 2023, 6.00pm, The Victory Hall, Woore**



### **PRESENT:**

Cllr M. Cowey (Chairman), Cllr R. Goodman, Cllr C. Hamilton and Cllr. M. Carter.

### **IN ATTENDANCE:**

Mrs H. Jackson, Clerk to the Council.

### **PUBLIC:**

There was 1 member of the public present, Tree and Pathways Warden Sally Tyson.

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

Apologies were received on behalf of Cllr Blake due to continued illness and from Cllr J. Higgin due to personal commitments. No apologies were received prior to the meeting from Cllr R. Aldcroft (Shropshire Council). It was unanimously **resolved** to accept all apologies.

#### **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).

No declarations were received.

#### **22025 Requests for Dispensations of DPLs**

No requests were made.

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

A member of the public raised the road sign at Irelands Cross junction which has been knocked over for the third time in recent years. The Chair noted this would be reported to Shropshire Council. Noted also was the 2nd streetlights still out of order at Crossways. Concern was raised that the lights came on during the thunderstorms last week and this could indicate an electrical fault. Councillors raised also the growing number of resident complaints over the brightness of the LED replacement bulbs. The Chair advised that Shropshire Council had responded to request concerns be directed to the streetlights team via the Fix My Street portal [www.fixmystreet.com](http://www.fixmystreet.com).

The Chair noted that summer planting was now complete throughout the parish, with thanks to the Clerk, Cllr Higgin, volunteers and Westholmes Nurseries.

It was noted that the MVAS was not restored in position at Crossways.

The Parish Council was approached by a resident regarding land Newcastle Road, with interest to whether this could be used for additional burial ground. Councillors noted that it is the responsibility of Shropshire Council to liaise with the Church regarding additional requirements for burial grounds.

The Chair noted that the Friends of Woore School Summer Fete will take place on the school grounds, Saturday 8<sup>th</sup> July, 12noon-2pm.

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

It was unanimously **resolved** to approve the minutes of remote meeting 15<sup>th</sup> May 2023.

**23028 Matters arising:** to cover any matters arising from Minutes referred to in 23027.

The Chair noted that graffiti on the children's play area and various other points throughout the parish still needed addressing.

It was noted that the resident struggling with noise complaints concerning dogs barking reported significant issues and no response from Shropshire Council. The Clerk agreed to contact Cllr Roy Aldcroft as Ward Councillor.

Cllr Carter noted a visit to Audlem Road Village Green to review the tree surgeon quotes. Further work and secondary quote to be sourced.

The Chair noted that Helen Morgan MP has thanked the Parish Council for its contribution to her comments in Parliament reference social housing in rural Shropshire.

The Clerk noted concerns with the new Lengthsman contract, specifically lack of communication with the provider. The Chair/Clerk to provide update in due course.

The Chair noted disappointment at communications with Shropshire Council regarding CIL payments for FY22-23, specifically, payments relating to developments for Land on Audlem Road. The Chair agreed to action this.

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

No report was provided prior to the meeting.

#### **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.

It was unanimously **resolved** to support the application with comments submitted via delegated powers 14<sup>th</sup> June as follows;

*Woore Parish Council SUPPORTS this application. There is no amenity impact to neighbouring properties, and it is a long awaited well needed extension for the sustainability and improvement of the school and therefore a benefit to Woore Parish as a whole.*

*- All comments are subject to consultee comments.*

*- Woore Parish Council request that it is notified of all changes to planning conditions relating to this planning application and subsequent applications relating to it.*

- 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.

It was unanimously **resolved** to support the application with comments submitted via delegated powers 14<sup>th</sup> June as follows;

*Woore Parish Council SUPPORTS applications 23/02076/FUL and 23/02077/LBC provided the proposed development meets the requirements of Listed Building Consent then Woore Parish Council supports the Application.*

*- All comments are subject to Consultee Comments.*

*- Woore Parish Council request that it is notified of all changes to planning conditions relating to this Planning Application and subsequent applications relating to it.*

- 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.

It was unanimously **resolved** to support the application with comments submitted via delegated powers 14<sup>th</sup> June as follows;

*Woore Parish Council SUPPORTS applications 23/02076/FUL and 23/02077/LBC provided the proposed development meets the requirements of Listed Building Consent then Woore Parish Council supports the Application.*  
*- All comments are subject to Consultee Comments.*  
*- Woore Parish Council request that it is notified of all changes to planning conditions relating to this Planning Application and subsequent applications relating to it.*

It was noted that further comments for application **23/01546/FUL** had been submitted as below, following reconsultation received 17<sup>th</sup> May 2023.

*WPC are now Supporting the application now that Shropshire Council has confirmed all the information has been provided and conditions/informatives have been recommended to ensure the protection of wildlife and to provide ecological enhancements under NPPF, MD12 and CS17.*  
*- All comments are subject to consultee comments.*  
*- Woore Parish Council request that it is notified of all changes to planning conditions relating to this planning application and subsequent applications relating to it.*

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

Reference: **23/01546/FUL** (validated: 11/04/2023)

Address: Bearstone Farm, Bearstone, Market Drayton, Shropshire, TF9 4HG

Proposal: Formation of three dormer windows to the front roof slope and one window to the rear elevation, to support second floor living accommodation.

Decision: Grant Permission

Reference: **23/01560/FUL** (validated: 12/04/2023)

Address: Fields Barn, Bearstone, Market Drayton, Shropshire, TF9 4HG

Proposal: Proposed annexe for dependant relative

Decision: Grant Permission

Reference: **23/01615/FUL** (validated: 25/04/2023)

Address: Bearstone Water Treatment Works, Bearstone Road, Norton In Hales, Shropshire, TF9 4HH

Proposal: Planning Application for Welfare Cabin

Decision: Grant Permission

Reference: **23/01748/FUL** (validated: 27/04/2023)

Address: 4 Farmfields Rise, Woore, Crewe, Shropshire, CW3 9SZ

Proposal: Erection of a single storey side extension

Decision: Grant Permission

Reference: **23/01657/FUL** (validated: 28/04/2023)

Address: 2 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR

Proposal: Installation of three conservation style roof lights

Decision: Refuse

Reference: **23/01659/LBC** (validated: 28/04/2023)

Address: 2 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR

Proposal: Installation of three conservation style roof lights affecting a grade II listed building

Decision: Refuse

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

#### Victory Hall

Committee meeting took place on 19th June

- This was the first meeting of the new Committee following the AGM in May

- There is a new treasurer (Kieron Ryan) who is getting to grips with the handover from John Parkes, bank mandate also being sorted out (this was completed on 20th June)
- Bookings / payments being monitored, Yoga is now the highest revenue regular hire
- Film Nights – 15th July, 9th September, 14th October (none for August), there may be a quiz instead of a film in December.
- Community Café – 23rd June, 21st July, 22 Sept, 27th October (none August)
- Hall is reserved for any D Day 80th anniversary events around 8th June 2024 (to be discussed at next meeting)
- November 2025 will be the Hall's 75th anniversary so should be celebrated (the 70th was in covid)
- HS2 Grant – new subcommittee formed, the application will be completed asap
- Inventory to be done over the summer
- New stage curtains to be priced up (from donations given last year which were provided for specific purposes)
- If the Parish Council were to purchase a Coronation bench at some point, the Hall would be happy to "host" it / them
- Next meeting 17th July

### Footpaths

Discussion took place regarding numerous overgrown hedges within the Parish. The Clerk agreed to write to home owners.

### Community Speed Watch

Cllr Hamilton noted that 2 new volunteers have now been fully trained. Coordination of volunteer availability has been difficult in recent weeks but activity continues.

**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.

Councillors referred to a grant application circulated prior to the meeting by the Clerk. Discussion took place. It was **resolved** unanimously to support the application for £250 towards the 2023 show costs.

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

The Chair noted a meeting with Lucy Roberts, Shropshire Council Place Plan Officer is to take place at the Victory Hall, 2.00pm 28<sup>th</sup> June. Chair, Vice Chair and Clerk to attend, update to be provided in due course. The Chair has communicated with most local groups/organisations on their priorities for the Place Plan.

**23034 HS2:** the Chair to provide an update on all matters related to HS2.

The Chair noted that Shropshire Council has granted approval of the lorry routes and a subsequent response to the Shropshire Star had been provided on behalf of Woore PC noting the Parish Councils disappointment. Land acquisitions continue despite the halt on all HS2 related groundworks.

### **23035 Finance:**

a) Internal Scrutineering FY22-23: the Clerk to provide an update.

The Clerk noted this was complete thanks to Cllrs Hamilton and Goodman, who stepped in on behalf of Cllr Higgin to cover personal commitments. Councillors noted nothing of significance to report, full reports circulated to all Councillors ahead of the meeting and provided to the Internal Auditor for comment.

b) VAT Return FY22-23: the Clerk to provide an update.

The Clerk noted that a payment of £ 1,581.93 had been made by HMRC for VAT period 1<sup>st</sup> April 22-31<sup>st</sup> March 23. HMRC yet to respond regarding overpayment. Clerk to note refund of £855.16 will be requested at some point and should be considered for contingency in FY 23-24 financials.

c) Invoices/payments & receipts: to resolve to approve the below detailed expenditure:

It was unanimously **resolved** to approve the following payments as presented, including those already paid.

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) 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
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
Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
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.

The Clerk presented bank reconciliation for May month end.

e) Annual Return for Year Ended 31st March 2023

- i. To receive the Internal auditor's report and acknowledge any findings therein

The Clerk presented the internal audit prior to the meeting and Councillors unanimously **resolved** to note the report, with no further actions.

- ii. To approve the 2022-23 year end accounts

Having previously resolved at the May meeting (min ref: 23021e.i) that it was accurate, the Council unanimously **resolved** to approve, sign and date the reconciliation.

- iii. To complete and approve the Annual Governance Statement

Council considered the governance review and unanimously **resolved** to approve, sign and date the statement.

- iv. To complete and approve the Annual Accounting Statement for 2022-23

Council considered the accounts and unanimously **resolved** to approve, sign and date the accounting statements.

- v. To approve the period for exercise of public rights

It was unanimously **resolved** to set the following dates: Wednesday 28<sup>th</sup> June 2023 to Tuesday 8<sup>th</sup> August 2023. The Clerk would publish the relevant notices on the website at least the day before 28<sup>th</sup> June 2023.

- vi. To approve the return of the Annual Governance and Accountability Return 2022- 23 to the External Auditor

It was unanimously **resolved** to approve the Annual Governance and Accountability Return 2022-23 for submission to the External Auditor PKF Littlejohn by the Clerk.

### **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 Clerk noted that all correspondence to date had been circulated.

*\*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.

Discussion took place during closed session and reference was made to the working party (Cllrs Cowey, Higgin and Goodman) recommendation made to Councillors via email prior to the meeting, following the interview of 2 candidates for the position of Clerk and RFO. It was unanimously **resolved** to support the working party's recommendation for the appointment of the Woore Parish Council Clerk and RFO, subject to references and DBS check, as of 3<sup>rd</sup> July 2023. Clerk to carry out necessary actions.

---

The meeting closed at 7.19pm.

### **DATE OF NEXT PARISH COUNCIL MEETING**

Parish Council Meeting 10<sup>th</sup> July 2022, 7.30pm and 21<sup>st</sup> August (PROVISIONAL ONLY)

Signed.....(Chair)

Dated 10<sup>th</sup> July 2023