

Minutes of Woore Annual Parish Council Meeting

Monday 15th May 2023, 7.00pm, The Victory Hall, Woore



PRESENT:

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

IN ATTENDANCE:

Mrs H. Jackson, Clerk to the Council.

PUBLIC:

There were 2 members of the public present.

23000 Election of the Chairman & Acceptance of Declaration of Office (LGA 1972 s15(2))

Cllr Goodman proposed Cllr Cowey, seconded by Cllr Higgin, all agreed. The Chairman duly signed the Acceptance of Office form.

23001 Election of Vice Chairperson

Cllr Cowey proposed Cllr Goodman, seconded by Cllr Carter, all agreed. Cllr Goodman duly signed the Acceptance of Office as Vice Chairman form.

23002 Declarations of Acceptance of Office for Chairman & Councillors (LGA 1972 s83)

All Councillors present signed the Acceptance of Office forms. It was agreed by all present that in accordance with section 83(4) of the 1972 Act and due to illness, Cllr M. Blake would be permitted by the Council to sign declarations at a later date fixed by the council, in the presence of the Clerk.

23003 Co-option of Councillors: to acknowledge vacancies and resolve to provide notice for vacancy by co-option.

It was unanimously **resolved** to acknowledge 4 remaining vacancies for Councillors and that notices for all vacancies are currently active and available of the WPC website.

23004 Election of other officers as representatives to external bodies:

It was unanimously **resolved** that the below representatives would be appointed;

- a) Shropshire Association of Local Councils/North Area Committee Representatives (2no members, only one vote at meetings) - current members Cllrs Higgin and Carter to remain in position.
- b) Woore Victory Hall Representative (1no member plus deputy) - current member Cllr Goodman to remain in position.
- c) Old Woore School Trust Representative (1no member) - current member Cllr Higgin to remain in position.
- d) Woore United Charities Representatives (2no members) - current member Cllr Cowey to remain in position with Cllr Higgin also appointed.
- e) Woore Primary School Governors (1no member) – current member Cllr Goodman to remain in position.
- f) Local Joint Committee (2no members) - current member Cllr Cowey to remain in position.
- g) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (2no members). It was agreed that no members would be appointed as meetings are currently not taking place.
- h) HS2 Traffic and Highway Annual Meeting (1no member plus deputy) - current member Cllr Cowey to remain in position.
- i) Shropshire Council & WPC Remote bi-annual Meeting (2no members) - current member Cllr Cowey with Cllr. Goodman also appointed. Next meeting August 2023.
- j) Chairman Network (1no member, Chair only) - current member Cllr Cowey appointed in capacity as Chair.
- k) Clerk Highways Working Party (1no member, Clerk only) - current member being the Clerk; handover to Clerk Elect in due course.

23005 Appointment of Members to act as the Parish Council's lead in relation to the following:

It was unanimously **resolved** that the below representatives would be appointed;

- a) HS2 (2no members) - current members Cllr Cowey and Clerk to remain in position.
- b) Movable Vehicle Activated Signs (2no members) - current members Cllrs Blake and Cllr Cowey to remain in position.
- c) Community Speed Watch (1no member) - current member Cllr Hamilton to remain in position.
- d) IT matters (1no member) – Cllr Goodman appointed.
- e) Tree Wardens (2no member) - current member Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison to remain in position with prior approval sought via the Clerk.
- f) Path Wardens (2no members) - current member Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison to remain in position with prior approval sought via the Clerk.
- g) Internal Controls (Financial Scrutineering) (2no members) - current members Cllr Higgin and Cllr Hamilton to remain in position.
- h) Parish Council Newsletter (1no member) - no appointments currently, Clerk to continue management as and when required.
- i) Defibrillators - no current member, support from volunteer residents and Clerk to continue.
- j) Parish Planting (1no member) - current member Cllr Higgin to remain in position.
- k) St Leonards Way Play Area (working party) – decision to defer until required and to address as wider scheme for all communal areas.
- l) Newcastle Road Land (2no members) - current members Cllr Goodman and Cllr Higgin to remain in position.
- m) Working Party Clerks Hours (3no members) – It was noted that this work is complete and the working party is dissolved.
- n) Fix My Street – no members appointed at this time.

23006 Delegation of Authority: Delegation to the Clerk as follows;

- a) To respond to Planning Applications (in the absence of a scheduled meeting for 'routine' applications). Terms of reference for authority as follows; *'To delegate the power to the Parish Clerk in discussion with the Chairman or Vice Chairman, to make recommendations to Shropshire Council on minor applications and revisions to applications, for which there is insufficient time to call a parish meeting of full council. The exercise of this power should be consistent with established practice and policy of the council, where defined, and shall be reported to the next full council meeting.'*

It was unanimously **resolved** to agree to this authority, with terms as read above.

- b) For telephone/internet banking within the terms of the Financial Regulations.

It was unanimously **resolved** to agree to this authority, as per terms in Financial Regulations section 5.5.

23007 Establishment of Committees: to adopt the following committees and to appoint members as specified in the terms (circulated prior to meeting).

- a) Staffing Committee *to consume working party for Clerks Hours
- b) Finance Committee

Discussion took place with all Councillors contributing. It was agreed to defer any decision until later in the year and to review the necessity at that point in time.

23008 Welcome / Present, Apologies and/or absent

The Chairman opened the meeting and thanked all present for their attendance. The Chair thanked Cllr George Daville for his significant contribution during his time as Councillor, following his resignation prior to the May meeting.

Apologies were received on behalf of Cllr Blake due to illness and from Cllr R. Aldcroft (Shropshire Council) for work commitments. Tree/Path Wardens also gave apologies via the Clerk. It was unanimously **resolved** to accept all apologies. Councillors wished Cllr Blake a speedy recovery.

23009 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.

22010 Requests for Dispensations of DPLs

All Councillors present signed HS2 Dispensations in the presence of the Clerk, noting that Cllr Blake will do so in the presence of the Clerk at a later meeting, following appointment as Councillor.

23011 Open Forum: to last no longer than 15 minutes

A resident raised concerns over an ongoing issue relating to the noise from barking dogs in a nearby property. The PC advised that Shropshire Council should be advised directly.

The Chair thanked all Councillors and volunteers for the fantastic effort made in celebration of the Kings Coronation event and in particular, the Victory Hall for hosting the event free of charge for the weekend.

23012 Approval of the Minutes of the Parish Council Meeting held on 13th March 2023 (Local Government Act 1972, s12p41(1)).

It was unanimously **resolved** to approve the minutes of remote meeting 13th March 2023 (no ordinary PC meeting took place in April).

23013 Matters arising: to cover any matters arising from Minutes referred to in 23012.

- The Clerk requested agreement to seek a quote for the removal of graffiti from various parts of the parish; all Councillors agreed.
- The Clerk noted that a quote had been sought for works relating to the overgrown trees on the Village Green, Audlem Road. A comparative quote is required.
- The Chair wrote to Helen Morgan MP to provide insight into ongoing concerns regarding social housing in rural Shropshire and in particular that money from the sale of social housing is not invested within the area.

23014 Shropshire Council Representative Report: for Cllr R. Aldcroft to provide reports/updates on any relevant matters.

No report was provided prior to the meeting. A report was circulated post meeting and is included herein;

Significant changes within Shropshire Council Portfolio holders

- *Portfolio for Highways - Richard Marshall*
- *Deputy Portfolio with CIL - Chris Scholfield*
- *Cllr Aldcroft - Deputy Portfolio Climate Change, Environment & Transport; Deputy Portfolio Holder Culture and Digital; Chair – Strategic Licensing*

Libraries

Shropshire Council has been awarded £236,950 by Arts Council England to install new equipment that will make library spaces more accommodating and accessible to the wider community.

The funding, from the Libraries Improvement Fund, will be shared between six libraries: Shrewsbury, Oswestry, Ludlow, Bridgnorth, Market Drayton & Whitchurch. It will be used to purchase 1:1 interview pods with supporting technology, enabling private consultations with the public, both face to face or online, for example by offering Shropshire Local customers privacy when discussing their individual needs.

Highways

A further 30 stretches of road in Shropshire are set to be resurfaced in the 2023/24 financial year, as Shropshire Council and its partners Kier and WSP continue their programme of work to improve the county's roads. The sites have been identified via a combination of local engineering judgement and asset management data as being in need of resurfacing.

HAF

Over the school Easter holidays, hundreds of eligible children and young people from across Shropshire enjoyed being active and taking part in a range of fun activities as part of the Shropshire Holiday Activities and Food programme.

Shropshire Council worked in partnership with local schools, voluntary and community organisations and childcare providers to run the HAF programme at 57 locations from across the county.

Schools

20mph school's sign consultation roles out across the county during May. There are options depending on the risk assessments for each site.

Motoring

New Powers come into force for Shropshire Council is now able to monitor and fine motorists for various road traffic offences.

The boundary review recommends little change in the division other than Market Drayton West with currently 2 County Councillors, will become MD North and South with one SC councillor in each division.

Northwest Relief Road – Environment have come up with some more objections which will delay thing by a couple of weeks only.

Walking and Cycling Active Travel Routes

Options have gone out to Towns and some parishes for comments and suggestions; still have a bid in for Gravehunger Lane to become part of this scheme.

Market Drayton Market

Is a cause of deep concern now, in particular the indoor market hall. Neither market is getting a decent footfall or anywhere near the number of stalls that used to come. A classic chicken and egg situation. Meetings with LSD, Shropshire Council and the Town Council are to take place on Wednesday of this week.

Transport Review

Transport group news has been circulated to parish councils, if any further information is needed, please contact Cllr Aldcroft.

The Chair noted that notice had been provided from Shropshire Council that Woore Primary & Nursery School is included in the 20mph scheme for delivery of works later in 2023.

23015 Housekeeping

a) To review and agree adoption of the following existing policies / protocols:

It was unanimously **resolved** to adopt all of the following policies / protocols;

- Standing Orders
- Financial Regulations
- Complaints Policy
- Risk Assessment
- Risk Assessment Face-to-face Meetings
- Return-to-work Risk Assessment
- Defibrillator Operation & Maintenance Policy
- Grants/Donations Policy
- Planning Application Policy & Procedure
- Bullying & Harassment
- Remote Meeting Protocol
- Protocol for Councillors & Clerks
- Business Resilience Scheme
- Code of Conduct
- GDPR Policies including;

- Email Acceptable Use
- Personal Data Management and Data Processing
- Privacy
- Retention and Disposal
- Security Incident Response

b) Civility & Respect Pledge - to pass a resolution to sign up to the civility and respect pledge

It was unanimously **resolved** to adopt the Civility & Respect Pledge, with the Clerk reading the contents of the pledge in full. Pledge to be submitted and made available online post meeting.

23016 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: 23/01007/VAR (validated: 07/03/2023)
 Address: Redthorn House, Newcastle Road, Woore, Crewe, Shropshire, CW3 9SN
 Proposal: Variation of Condition No.s 4 (tree protection) and 5 (Arboricultural statement) attached to planning permission 22/02127/FUL dated 09 September 2022

It was unanimously **resolved** to support the application with comments submitted via delegated powers 30th March as follows;

Woore Parish Council SUPPORTS this 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.

- ii. Reference: 23/01049/FUL (validated: 09/03/2023)
 Address: 3 Crossways, Pipe Gate, Market Drayton, Shropshire, TF9 4HT
 Proposal: Rear extension to dwelling

It was unanimously **resolved** to support the application with comments submitted via delegated powers 30th March as follows;

Woore Parish Council SUPPORTS this 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: 23/01199/FUL (validated: 20/03/2023)
 Address: Long Meadow Farm, Pipe Gate, Market Drayton, Shropshire, TF9 4HD
 Proposal: Demolition of dwellinghouse and garage, and erection of a replacement farmhouse, garage, and associated works.

It was unanimously **resolved** to support the application with comments submitted via delegated powers 14th April as follows;

Woore Parish Council SUPPORTS this application.

Ecology: No significant issues with existing buildings and proposed development.

Proposed Development: Significant increase in size, from Bungalow to substantial two storey, 5-bedroom house with imposing elevations. It is noted that the new development will be set into the ground by 1 metre, to compensate for visual impact. (Ridge height will be 2.4m higher).

There will also be a 1-acre new woodland planted in the SE corner of the overall Farm boundary. There are no surrounding properties overlooking the development, so no letters were distributed.

The nearest houses are situated on Bearstone Road some 1Km distant. There is a proposed existing and enhanced tree screen which will hide the house mass from the distant view of properties on Bearstone Road. Woore Parish Plan - final statement in Policy HOU1 " Outside these settlements the parish is designated as open countryside, where new development will be strictly controlled in line with the development plan and national policies. The proposed development, therefore, complies with national and

local planning policies.

- 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.

iv. Reference: 23/00614/FUL (validated: 04/03/2023)

Address: Onneley Works, Newcastle Road, Woore, Crewe, Shropshire, CW3 9RU

Proposal: Erection of two storey front extension to form a reception area, training room and additional office space.

It was unanimously **resolved** to support the application with comments submitted via delegated powers 25th April as follows;

The proposed development complies with the Woore Neighbourhood Development Plan 2016 - 2036 Policy ECON1- Rural Economy:

- a) *The development of new small businesses and the expansion of existing businesses*
- b) *Development proposals in the open countryside which support the rural economy and agriculture where they contribute positively to the environment*

Woore Parish Council SUPPORTS this 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.

v. Planning Reference: 22/03559/FUL

Development Proposed: Mixed residential development of ten dwelling (to include one self build), creation of four vehicular accesses (onto London Road), all ancillary works

Location: Land West London Road, Woore, Shropshire

It was unanimously **resolved** to object to the application with comments submitted via delegated powers to the Northern Planning Committee 26th April. Full details circulated to Councillors in advance of the meeting.

- b) Applications: to adopt comments in response to the following applications, as shared by Lead Councillors prior to the meeting;

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

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

Proposal: Proposed annexe for dependant relative

It was unanimously **resolved** to support the application with comments submitted via the Clerk post meeting.

Woore Parish Council SUPPORTS this application.

Having reviewed the proposal, it involves the removal of an existing garage and replacement with a timber framed dwelling/annex. The applicant has confirmed there is no impact on a nearby Graded building and SC conservation has no objection. The applicant's agent has confirmed the applicant is happy for a condition confirming the annex and main residence to be one registered property for purposes if sold. Within the application, the applicant's agent answers yes to a question regarding contamination, that if confirmed requests a contamination assessment be provided. This does not appear to be present, so it is unclear if this is needed or not? There is also mention in the planning statement regarding outbuildings. If all required documentation required to make an informed decision on the planning application has been provided and the applicant complies with SC consultee comments and any required conditions, it is proposed to support the application.

The Parish Council would like to note that as of a visit made to the site 14th May 2023, no notifications of planning application were visible on display.

- 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.

- Woore Parish Council would like to highlight the disproportionate number of approved applications within the Parish, when considering Woore Neighbourhood Plan, 'Policy HOU1 Scale and Location of New Housing', which states, '...around 30 additional dwellings from 2016-2036 will be delivered, incorporating small scale residential developments of up to ten dwellings per development.'

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

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

It was unanimously **resolved** to support the application with comments submitted via the Clerk post meeting.

Woore Parish Council **SUPPORTS** this application and feel the justifications in the Design and Access Statement provided by United Utilities create no issues.

Comments to include on all applications:

- 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: 23/01546/FUL (validated: 11/04/2023)

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

Proposal: Formation of new front dormer windows to second floor and new rear window.

It was unanimously **resolved** to object to the application at this time, with comments submitted via the Clerk post meeting.

Woore Parish Council **OBJECTS** to this application.

Having started to review the submission and consultee comments (no public comments), SC Ecologist has requested documentation and states it is needed to allow determination for the planning application. In light of this missing documentation SC Ecologist has confirmed is needed, the proposal is to object to the application at this time until all documentation has been provided and a proper review can be carried out.

Comments to include on all applications:

- 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.
- Woore Parish Council would like to highlight the disproportionate number of approved applications within the Parish, when considering Woore Neighbourhood Plan, 'Policy HOU1 Scale and Location of New Housing', which states, '...around 30 additional dwellings from 2016-2036 will be delivered, incorporating small scale residential developments of up to ten dwellings per development.'

iv. 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

It was unanimously **resolved** to support the application at this time, with comments submitted via the Clerk post meeting.

Woore Parish Council **SUPPORTS** this application there are no new windows overlooking of neighbouring property and would not seem to create an issue to the neighbours property and only single storey, all would seem to comply.

Comments to include on all applications:

- 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.

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

23006

Address: 2 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR
Proposal: Proposed installation of 3 roof windows (conservation style roof windows to match existing roof windows)

It was unanimously **resolved** to support the application at this time, with comments submitted via the Clerk post meeting.

Woore Parish Council SUPPORTS this application subject to there being no objection from Consultees on Listed Building Consent reference Planning Application 23/01659/LBC.

Comments to include on all applications:

- 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.

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

Address: 2 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR
Proposal: Proposed installation of 3 roof windows (conservation style roof windows to match existing roof windows)

It was unanimously **resolved** to support the application at this time, with comments submitted via the Clerk post meeting.

Woore Parish Council SUPPORTS this application subject to Consultees comments regarding Listed Building Consent.

Comments to include on all applications:

- 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.

c) **Decisions:** to acknowledge all planning decisions made between 13th March 2023 and 15th May 2023.

The following decisions were reported;

Reference: **23/01007/VAR (validated: 07/03/2023)**

Address: Redthorn House, Newcastle Road, Woore, Crewe, Shropshire, CW3 9SN
Proposal: Variation of Condition No.s 4 (tree protection) and 5 (Arboricultural statement) attached to planning permission 22/02127/FUL dated 09 September 2022
Decision: Permission granted 13th April

Reference: **23/01049/FUL (validated: 09/03/2023)**

Address: 3 Crossways, Pipe Gate, Market Drayton, Shropshire, TF9 4HT
Proposal: Rear extension to dwelling
Decision: Permission granted 17th April

Reference: **23/01199/FUL (validated: 20/03/2023)**

Address: Long Meadow Farm, Pipe Gate, Market Drayton, Shropshire, TF9 4HD
Proposal: Demolition of dwellinghouse and garage, and erection of a replacement farmhouse, garage, and associated works.
Decision: Withdrawn 4th May 2023

Reference: **23/00614/FUL (validated: 04/03/2023)**

Address: Onneley Works, Newcastle Road, Woore, Crewe, Shropshire, CW3 9RU
Proposal: Erection of two storey front extension to form a reception area, training room and additional office space.
Decision: Permission granted 2nd May

Reference: **22/03559/FUL**

Development Proposed: Mixed residential development of ten dwelling (to include one self build), creation of four vehicular accesses (onto London Road), all ancillary works
Location: Land West London Road, Woore, Shropshire
Decision: Permission granted 2nd May 2023 via Northern Planning Committee

The Chair noted disappointment that Ward Councillor R. Aldcroft did not support the Parish Council in its objection as this is a clear breach of the Neighbourhood Plan.

Reference: **23/01199/FUL (validated: 20/03/2023)**

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

Proposal: Demolition of dwellinghouse and garage, and erection of a replacement farmhouse, garage, and associated works.

Decision: Withdrawn

23017 Lengthsman Contract: to approve a proposal for replacement of services for Lengthsman contract (David Moreton, ADA Gardening Services) noting any amendments for financial year 2023/24.

The Clerk referred to a report circulated prior to the meeting. It was unanimously **resolved** to appoint David Moreton (ADA Gardening Services) as Lengthsman for the Parish with immediate effect and on the arrangement of 2 hours per month at £20 per hour. The terms of the arrangement were agreed, with the Clerk to liaise on a monthly basis moving forward. The Clerk agreed for the Cherry Tree planter area to be on the list for the month's duties.

23018 Summer planting: to approve a proposal for summer planting requirements at a cost of £1,250 inclusive of VAT.

The clerk referred to a report circulated prior to the meeting and discussion took place. It was unanimously **resolved** to approve the following;

27 planters

- 14 planters - Woore village
- 13 planters - Pipe Gate

Planter fills to include mix of usual summer bedding, planted by Westholme and delivered in position on agreed date.

Planting @£30 per planter fill

Total £810.00 – additional compost to be ordered as required.

It was agreed that a new location will be sought for the manor bed tub as this was not watered last summer. It was noted that Cllr Higgin will contact volunteers in Pipe Gate to discuss the issue of replacing spring bulbs in advance of Spring 2024.

23019 Committee and Representatives Reports: for Councillors/representatives to provide reports/updates on any relevant matters.

a) All reports as required;

Community Speed Watch – Cllr Hamilton noted in excess of 30 vehicles captured speeding on the last session.

Victory Hall – Cllr Goodman noted that the annual meeting had taken place, coffee afternoons were taking place, film nights would continue in June/July months.

Chairman's Networking – The Chair noted that Solar Farms was the topic of discussion at the most recent meeting.

Shropshire Council Remote Meetings – The Chair noted that the meetings had moved to bi-annual at the request of Shropshire Council; the next meeting being August 2023.

MVAS – It was noted that the batteries are currently removed and the MVAS would stay in their current location for the time being due to Councillor illness.

23020 HS2: to receive an update on all HS2 matters as required.

The Chair noted the decision regarding the Schedule 17 lorry route application was scheduled to be released 19th May but was delayed. Further information to follow.

23021 Finance:

- a) Insurance Renewal: to resolve to acknowledge the appointment of a 3-year term policy with Zurich Insurance, in line with the recommendations of the RFO, at fixed sum of £603.59.

The Clerk presented the details of the insurance renewal and it was unanimously **resolved** to confirm a change of supplier as of 1st June 2023, for the sum of £841.76. It was noted that the agreement is for a three year fixed term.

- b) WPC Asset Register 2023/24: to review and adopt as presented by the RFO.

The Clerk referred to the asset register circulated prior to the meeting. No Councillor made comment and it was unanimously **resolved** to adopt the proposed register as is. Refer to Appendix 1.0.

It was suggested that land register tags be added to the register if possible for future reference.

- c) SALC Affiliation: to review and renew the Council's membership of SALC at a cost of £653.38.

It was unanimously **resolved** to renew affiliation with Shropshire Association of Local Councils for the cost of £653.38 for 12 months.

- d) 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. It was unanimously **resolved** that Cllrs Blake, Cowey, Goodman and Hamilton would continue in the role of cheque signatories.

The Chair referred to the CIL fund payment and a breakdown of which developments this relates to. It was noted that there was a query over this was the Chair will investigate.

The Clerk noted that Coronation costs were approximately £300 over budget and that a donation of surplus food was made to the Friends of Woore School.

Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
17.04.2023	Helen Jackson	Clerk Salary (April): Gross Pay Holiday Pay (accrued Oct-Mar) Bank Holiday Pay (nil) NI deduction Income Tax deduction Mileage Expenses Sundry *stamps, printer ink, Annual meeting refreshments	1906 PAID *Cancelled cheque, reissued 1907	£813.87 £379.08 £0.00 -£17.39 -£56.60 £0.00 £45.42 £30.25 (£1,194.63) <u>£1,197.93</u>	£3.30	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
15.05.2023	Helen Jackson	Clerk Salary (May): Gross Pay Holiday Pay (accrued) Bank Holiday Pay (2no) NI deduction	1911	£677.68 £0.00 £67.77 £0.00		LGA 1972 s.112 (2) LGA 1972 s.112 (2)

		Income Tax deduction Mileage Expenses Sundry *stamps, printer ink		-£33.00 £0.00 £45.42 £15.24 (£773.11) <u>£775.86</u>	£2.75	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
15.03.2023	Shaping Cloud	Office 365 licenses	1899 PAID	£490.80	£0.00	LGA 1972 s.111
15.03.2023	Shaping Cloud	Office 365 licenses *missed VAT element for cheque 1899	1904 PAID	£0.00	£98.16	LGA 1972 s.111
19.04.2023	St Leonards Church	Church magazine advertisement/newsletter	1900 PAID	£32.00	£0.00	LGA 1972 s.142 (1A)
09.03.2023	Victory Hall	Room hire Q1 Jan-Mar 2023	1901 PAID	£136.00	£0.00	LGA 1972 s.134 (4)
09.03.2023	Victory Hall	Room hire Q4 Oct-Dec 2022	1902 PAID	£120.00	£0.00	LGA 1972 s.134 (4)
30.03.2023	SALC	Training – Recruitment - Cllr Cowey	1903 PAID	£30.00	£0.00	LG A 1972 s.111
17.03.2023	John Sparkes	Kings Coronation Event – village displays, flags, poles, crowns etc.	1905 PAID	£1,223.72	£71.27	LGA 1972 s.137
03.05.2023	SALC	SALC Affiliation fees 2023-24	1908	£653.38	£0.00	LGA 1972 s.143
29.03.2023	Severn C Products Ltd	Kings Coronation Keyring - School gift for children	1909	£285.40	£57.08	GA 1972 s.137
09.05.2023	Gemma Tinsley	Kings Coronation Event – musician	1910	£120.00	£0.00	GA 1972 s.137
Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
12.04.2023	Shropshire Council	Environmental Maintenance Grant <i>*£80 shortfall to be paid at later date.</i>	Ref: 3468553	£1,400.00	n/a	n/a
18.04.2023	Shropshire Council	Precept	Ref: 3469638	£31,537.00	n/a	Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39
09.05.2023	Shropshire Council	CIL Neighbourhood Fund	Ref: 3471015	£17,393.60	n/a	n/a

e) Bank reconciliation:

- i. for the Council to receive and accept the pre-audited year end bank reconciliation for financial year 2022/2023.

The Clerk presented the Audited End of Year 2022/2023 reconciliation as follows;

WOORE PARISH COUNCIL

DRAFT RECIEPTS & PAYMENTS ACCOUNT

1st April 2022 - 31st March 2023

BALANCE B/F 1ST APRIL 2021 **2022-2023**
105623.79

INCOME

Precept 31249.00
Bank Interest 534.10
CIL / Neighbourhood Fund 0.00
VAT received 2142.81
Grants 1480.00
Misc 300.00
35705.91

EXPENDITURE

Salaries 10266.51
Expenses 545.04
Lighting Maintenance 0.00
Lighting Energy 2568.93
Subscriptions 614.11
Section 137 Grants 1973.33
Insurance 841.76
Bank/Audit Fees 441.97
Grounds Maintenance/Planting 4136.09
Room hire 260.00
Training 256.18
Clerk's out of pocket expenses 839.87
Neighbourhood Plan expenditure 0.00
Miscellaneous 1897.07
VAT 1680.09
26320.95

BALANCE C/F 1ST APRIL 2023 **115008.75**

BANK BALANCES 31ST MARCH 2023 **115723.49**

Less unrepresented cheques 714.74
Less unresolved balance 0.00

CLOSING BALANCE 31ST MARCH 2023 **115008.75**

Split as follows;

Recreational fund 10106.00
CIL Neighbourhood fund 52063.24
General fund 52839.51

Prepared by H. JACKSON

Clerk to Woore Parish Council, 31st March 2023

RFO Notes:

- VAT refund overpayment of £855.16, to be returned (HMRC error)
- VAT claim 22_23 outstanding at point of calculations
- Electricity supply invoice due for period 2/3/23 to 1/4/23 outstanding SSE due to contract end 1/4/23

ii. For the Council to receive end of month bank reconciliation for April 2023.

The Clerk noted that these figures would be provided at the June meeting.

23022 Clerk's Report and Correspondence

To receive a summary of Reports and Correspondence for the period from 13th March to 10th May 2023.

The Clerk noted that all correspondence to date had been circulated.

It was noted that items for the June agenda include;

- Internal audit, scrutineering & AGAR
- Place Plans
- Planning
- Clerk Recruitment

The meeting closed at 9.28pm.

DATE OF NEXT PARISH COUNCIL MEETING

Parish Council Meeting 23rd June 2022, 6.00pm and Parish Council Meeting 10th July 2022, 7.30pm.

Signed.....(Chair)

Dated 23rd June 2023