

Cleobury Mortimer Parish Council

Annual Parish Council meeting of Cleobury Mortimer Parish Council held on Wednesday 9th May 2012 at 7pm in the Maker Hall, Cleobury Mortimer.

Present:

Cllrs S Thorogood (Chairman), M Reiner, G Hainsworth, K Woodfield, G Butler, D Brown, J Griffiths, B Davies

Public: 12

Locum Clerk: Mrs F Morris

0.05.0 Democratic 15 minute Public Time:

Jenny McCrorie confirmed that she had met with Cllr Hainsworth and discussed and noted the access problems as highlighted at the last meeting and pointed out that 2 other areas needed considering – New Road and by the Vets.

Jenny also highlighted the CoCo application for funding that was on the agenda for tonight and gave an outline into this project. Information was also distributed to Councillors.

Bavita Williams and Steve Barnes from Cleobury Mortimer Primary School attended to listen regarding the letter sent in concerning the school play area/field.

Jim Reynolds asked that under the item included in ‘correspondence’ One Way traffic in Childe Road that before anything goes ahead that talks are held with the Fire Brigade. Chairman pointed out that no decisions will be made at tonight’s meeting and his point will be noted.

Steve Todd thanked Chairman, Sean Thorogood, for all his work over the last year and the steering groups. This was greeted with applause.

Chairman thanked Steve Todd for his kind words but also pointed out that he had also been helped by other Councillors and they also received applause.

0.05.1 Election of Chairman:

Cllr Thorogood was proposed by Cllr Hainsworth and seconded by Cllr Reiner. No further nominations received. **RESOLVED that Cllr Thorogood be elected as Chairman.**

Cllr Thorogood thanked all Councillors and encouraged everyone to get involved and that both young/old support was needed.

0.05.2 Chairman’s Declaration of Acceptance of Office:

This was duly signed by the Chairman and witnessed by Locum Clerk.

0.05.3 Election of Vice-chairman:

Cllr Griffiths proposed Cllr Reiner, this was seconded by Cllr Hainsworth. **RESOLVED that Cllr Reiner be elected as Vice-Chairman.**

Cllr Reiner thanked Cllrs for their confidence in electing him.

0.05.4 Vice-Chairman’s Declaration of Acceptance of Office:

This was duly signed by Cllr Reiner and witnessed by Locum Clerk.

0.05.5 To elect any committees as required:

Cllr Butler proposed that a committee is elected to oversee Employment and Disciplinary and Grievance and re-elect working group members and that this is brought back to the next meeting with a list of present committees. This was seconded by Cllr Brown. **RESOLVED to deal with this at the next meeting.**

0.05.6 Apologies for absence:

Cllr K Reynolds (holiday) – The reason for absence was queried as Cllr Reynolds had been seen during the day, but it was understood that he was going away during the evening. **RESOLVED to accept this apology.**

0.05.7 Declaration of interests:

“To receive declarations of Interest of personal and prejudicial interest on any item on the agenda in accordance with Section 50-52 of the Local Government Act & The Local Authorities (Model Code of Conduct) England Order 2001”.

Cllr Butler asked for advice from the Locum Clerk as he had property on the High street regarding the item 5.13 Parking Review and also suggested that Cllr Griffiths might have the same interest as he owned property.

Locum Clerk advised that she considered this to be ‘personal’ for item 5.13 but item 5.23 emails from Mrs Griffiths that Cllr Griffiths interest would be prejudicial as the emails were from his wife. No interests were declared by Cllr Griffiths at this point. Locum Clerk pointed out that it was up to the Cllrs to decide what declarations they should declare.

| Name | Personal interest | Prejudicial Interest |
|--------------|--|--|
| Cllr Butler | 5.13 Parking Review 5.19 Primary School | 05.11 Plans – Carrot Tops and 18 Church Street 5.12 Toilets 5.23 emails from Mr Harper and Mrs Griffiths |
| Cllr D Brown | 5.17 Nightingale Nursing Fund | |
| Cllr Davies | 5.19 Primary School | |
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0.05.8 To approve the minutes of the meeting dated 2nd April 2012:

Locum Clerk pointed out that she had amended item 0.04.02 to read ‘play park’ and not ‘skate park’ on page 1.

This amendment was accepted and it was **RESOLVED that the minutes be signed as a true record. Chairman signed the minutes.**

0.05.9 Matters arising from the minutes:

a) Memorial Gardens update:

Chairman reported that following the last meeting he had emailed Mr Mumford and read out the reply. It appears that the anchor bolts used were not as per the specification.

Locum Clerk asked if this work was inspected before the account was paid – it was pointed out that you could not see the bolts as they were inside the coping stones.

After discussions it was **RESOLVED to write to Mr Jordan to ask that this work is put right within 7 days due to the Olympic Torch celebrations due to be held on the 24th May.**

It was also agreed that any future projects/work carried out should be overseen by a professional.

Cllr Davies queried money spent on Lawyers as the job could be done with these costs.

Locum Clerk queried using local Lawyer for advice and costs involved when Legal advice is free through SALC. It was confirmed that the Parish council are not billed for advice received.

b) Reply from Robtec:

Chairman read out reply and photographs of the problems were circulated to Cllrs. After discussions it was **RESOLVED to write back and suggest that the stone wall along the Tenbury Road is re-pointed to prevent the mortar being removed and thrown across the road.**

c) Any other matters arising:

Cllr Hainsworth confirmed that he had walked round the town with Jenny McCrorie and had taken photos on the way round. Other people had also been asked about the lack of dropped kerbs and the 2 areas previously noted had been added. This will be brought back to the next meeting.

Cllr Davies asked that this information is also given to the Shropshire Council Access Group at Ludlow.

0.05.10 Councillor's reports and items for future agendas:

Cllr Butler asked that 'New precept – how distributed' be put on the next agenda.

Cllr Brown asked to re-discuss 'Regular Market in town' as a small local business working from home would like to see Cleobury Mortimer go back to its roots as a 'Market Town'.

Cllr Griffiths expressed concern that an item in Neen Savage Vital Link made reference to Cleobury Mortimer Parish Council exporting brown field sites to Neen Savage.

Cllr Butler confirmed that this was not the case and that the PC had supported their own industrial site in Tenbury Road.

Cllr Davies asked that as it was 6 months since it was last discussed that 'skips' be put on the June agenda.

Cllr Butler was pleased to report that the CCTV would be live by the end of the month.

0.05.11 Planning applications:

a) Application under Section 73a of the Town and Country Planning Act for the erection of a single storey extension to the studio barn conversion to provide additional living accommodation as well as the retention of three roof lights to the front roof slope of the barn and the addition of a single opening roof light to the rear roof slope of the barn (Retrospective) (amended scheme following refusal of app. No: 11/05485/FUL) – 18 Church Street, Cleobury Mortimer (applicant Mr G Butler, application number 12/01617/FUL).

Cllr Butler declared a prejudicial interest as the applicant and left the room.

Cllr Thorogood confirmed that he had looked at this application on line.

Cllr Davies declared a personal interest at this point and pointed out that as the applicant was a fellow Councillor the PC usually refer such plans back to SC for their decision. It was **RESOLVED that these will be referred back to SC for their decision.**

Cllr Butler was called back into the room.

b) Work to one Oak tree within Cleobury Mortimer Conservation Area – 1 Cottage Gardens, High Street, Cleobury Mortimer (applicant Mrs M Fellows, application number 12/0111/TCA)

Cllr Davies expressed concern that this was an oak tree and asked how much work was planned on the tree.

The application does not state whether this was removal or just cutting back. It was **RESOLVED to ask what work was planned and request Arboriculturist report.**

c) Replacement of glazing to east and west elevations with weather louvres – Telephone Exchange, High Street, Cleobury Mortimer (applicant Mr R Edwards, application number 12/01187/FUL)

No objections to these plans. **RESOLVED that the Clerk returns these as ‘no objections raised.**

d) Any others received after issue of the agenda

1. Works to include removal of two internal walls and chimney breast affecting a Grade II Listed Building – Carrot Tops, 28 High Street, Cleobury Mortimer (applicant Mr G Butler), application number 12/01451/LBC

Cllr Butler declared a prejudicial interest as the applicant and left the room.

As the applicant was a Councillor it was **RESOLVED that the plans are returned to SC for their decision.**

Cllr Butler was called back into the room.

2. Replace existing timber floor over cellar with beam and block concrete floor affecting a Grade II Listed Building – Spar Stores, 1 Church Street, Cleobury Mortimer (applicant Mr T Singh), application number: 12/01451/LBC

After discussions and no objections raised it was **RESOLVED to return the plans as ‘no objections raised’.**

e) Permissions granted: Erection of a 3 bay timber garage with first floor storage space area – East Lodge, Mawley. App: 12/8868/FUL

f) Any other plans received after issue of the agenda – none received.

0.05.12 New Toilets – to discuss proposal from Shropshire Council:

Cllr Butler declared a prejudicial interest as member of funding/transfer of toilets from SC and left the room.

Chairman gave a brief outline and read letters from Steve Brown at SC. Despite being promised the plans these had still not been received. Chairman read out letter he had composed confirming the grant. After further discussions it was **RESOLVED to send letter to**

Steve Brown and request plans within 7 days as the PC cannot go out to tender without these.

Eagle Lane toilets:

A request to purchase these from the PC had been received.

Cllr Davies asked if the PC had agreed to sell these. It was confirmed 'NO' – these had not officially been signed over to the PC as yet. If the PC decided to sell these then this would have to go out to tender.

It was **RESOLVED to add this to the next agenda.**

Cllr Butler was called back into the room.

0.05.13 Parking Review:

Cllr Butler declared a personal interest as he owns property on the High Street.

Cllr Butler pointed out that the Parish Plan Group would be sending out a survey to all residents and a supplementary questionnaire would also be included regarding parking in order that everyone who uses/lives on the High Street will have a chance for an input.

Cllr Brown asked if neighbouring Parish councils would be consulted on an informal basis for their views.

Cllr Davies pointed out that this had already been done.

Cllr Butler confirmed that other PC's had been asked. It was **RESOLVED to ask the Parish Plan to include the questionnaire with their survey.**

0.05.14 Parish Council policies for adoption (copies emailed/posted to all Cllrs):

Bullying and Harassment policy

Disciplinary and Grievance policy/procedures

Unacceptable Behaviour policy

It was proposed by Cllr Butler to accept all policies as circulated, this was seconded by Cllr Brown, all agreed. **It was RESOLVED that these policies be accepted and Chairman signed all policies.**

Standing Orders:

These had been circulated with the agenda and Councillors had met early to go through these with the Clerk. All amendments had been agreed and Clerk will produce these in a final version to be included on next month's agenda. Chairman thanked Clerk for all her work on this matter.

0.05.15 CoCo Funding Application (reference letter sent from Jenny McCrorie)

Chairman confirmed that following all the information provided the request is that the PC support the CoCo for the 1st years rental of the Market Hall room for £3700.

Cllr Hainsworth felt that the PC support the Youth/Economy but nothing for the vulnerable of the Community and although this was a lot of money this is a 'one off grant' and not yearly and is also securing the trading position of the Market Hall. After further discussions it was **RESOLVED to support this request of £3700 for one year's rental of the Market Hall.**

0.05.16 Play park Grass cutting:

It was reported that Roger Price who carried out the mowing of the Churchyard quoted £50 to cut the play area whilst he is in the area. Chairman authorised this to be cut twice.

RESOLVED to accept this.

Further discussions took place regarding this grass cutting and it was suggested that perhaps Alan Guest could be asked to quote to cut the whole lot when cutting the playing field. It was felt that it might be more beneficial if the PC took over cutting the whole area. It was also reported that the field is available for rent for events.

It would cost a lot more to cut the whole area than just the £50 for the play area. It is understood that there is a deed in place with the Primary School.

It was suggested that item **0.05.19 Cleobury Mortimer Primary School** letter be brought forward and dealt with under this item. **RESOLVED to accept this.**

Chairman read the letter out where it states that dog fouling is a major issue.

Cllr Butler suggested that a 'user group' is set up to tackle the dog fouling problem.

Football and Cricket Clubs used to maintain the sports field and as this is a valuable area it should be able to be maintained.

Proposed by Cllr Butler to suspend Standing Orders in order for the Headteacher to speak, this was seconded by Cllr Hainsworth. **RESOLVED Standing Orders suspended at 8.20pm.**

Bavita Williams thanked the PC for allowing her to speak and confirmed that the school do use the field probably 5/6 times a year. A risk assessment has to be carried out each time which is high maintenance as it takes hours to clean up the dog fouling.

Steve Barnes pointed out that the school is currently paying for the mowing of the field and the hedgecutting – ownership is at present being checked. At present it is costing the school approximately £3000.

School would like the PC to contribute 2/3rds of this amount and they want the community to use the field.

Rachel Neaves - Think of long term plan.

Bavita - long term /immediate that an area of the field is fenced off for the school to use all the time.

Chairman thanked speakers.

RESOLVED to re-instate Standing orders 8.30pm.

It was felt that the issues at present are:

£50 to cut play park.

£3000 maintenance of the field.

PC taking responsibility in interim when the dog fouling is under control and this is a usable facility.

Cllr Davies pointed out that Kidderminster Harriers charge children money to attend football days there but the Harriers do not pay for the use of the field.

Cllr Griffiths suggested that this should be put on the next agenda with a suggestion that perhaps the Cricket Club groundsman might be prepared to mow the grass.

Cllr Butler suggested a 'working group' is set up to include Football and Cricket clubs members, Rachel Neave and PC member.

Cllr Brown suggested in the interim that Justin Parker should be asked regarding ownership.

It was **RESOLVED that the Parish Council agree to fund short term the play park mowing for the rest of the growing season and that a working group is formed.**

Bavita was asked to set up a 'working group' – Cllr Hainsworth and Davies offered to join this from the PC to include members of the Football and Cricket Clubs/Governors and bring back to the PC any proposals from this group.

0.05.17 Nightingale Nurses signs at entrance to Cleobury re: football days:

Email received asking for permission to erect signs on entrances into town. The PC agreed that they did not have a problem with this but as the Caravan Park pay to advertise their signs should not be hidden. Signs could be erected on the opposite side of the road or ask the Caravan Park if they have a problem for the temporary signs being erected.

0.05.18 One day coach parking on Parish Council land – Olympic Torch event:

This request was for the land at the Mullers site. It was **RESOLVED that this was acceptable as the land has not yet been signed over. Pick up points have been arranged along the High Street.**

0.05.19 Cleobury Mortimer Primary School:

Dealt with earlier.

0.05.20 Finance:

Letter to Lloyds TSB re: documents held – required to update Asset Register. Clerk had typed out a letter authorising Matt Sheehan to collect the documents from the Bank and also to cancel the safe custody fees. It was **RESOLVED that as it was unsure when Matt would be back to work that Locum Clerk collect these – letter amended and signed by Councillors.**

It was also queried where these documents would be kept. It was RESOLVED that Justin Parker be handed the documents to provide a summary of the Council assets and to retain the documents in the interim.

A fireproof safe costs in the region of £800.

Account to be paid: Lime Tree pleaching. Locum Clerk pointed out that this account was being chased. It was **RRESOLVED that Cllrs sign the cheque and Clerk request an invoice for the balance of the account due to SC.**

SALC – affiliation renewal - £752.32

Npower Ltd – £773.91

Market Hall account re: Use of toilets by general public - £100

Market Hall account re: annual rent for office - £1500

Lacon Childe School – hire for public meeting - £30

Came and Co insurance renewal - £752.32

RESOLVED to pay all these accounts.

SC – Payroll date confirmation/Locum Clerk payment:

List of dates for payroll needed signing by chairman.

Locum Clerk also added onto the payroll and timesheet signed by Chairman and sent in to SC for payment at the end of May. **RESOLVED that the Chairman sign this form and confirmed Locum Clerk being added onto payroll was acceptable.**

Year end bank reconciliation produced by Clerk (Matt) – this was copied by Locum and circulated to all members. It was **RESOLVED that this be accepted and the Chairman signed the document.**

Letter received from Nightingale Nursing asking for funding.

Cllr Brown declared a personal interest as Secretary of this group.

After some discussions and explanations by Cllr Brown as to the working of this group it was unclear to some Cllrs as to what the money would be used for as it does not specify an amount/reason for the request. Some Cllrs stated that £1000 had been included in the precept for this fund but this was unclear.

It was **RESOLVED that a reply is sent to the Chairman asking for an amount and what the money will be used for.**

0.05.21 Parking Review:

Duplicated agenda item – discussed earlier.

0.05.22 Jubilee celebrations – Cllr Brown:

Cllr Brown pointed out that she had been approached by a couple of residents who would like to provide refreshments in/outside on Jubilee Day but did not have the funds to hire tables etc. Tables are available from the Market Hall if not already in use.

Letter received from British Legion requesting £250 for refreshments.

After discussions it was **RESOLVED that the PC support applicants who come forward with requests with a ceiling of £100 up to a maximum of £500 total expenditure to the PC.**

Cllr Butler agreed to put this on facebook and posters will also be put up.

0.05.23 Correspondence:

Letter from RBL re: Diamond Jubilee parade – dealt with earlier.

Lower Severn Flood forum notes – noted receipt.

Letter from Mr and Mrs Barson re: proposals for a one way for Childe Road, Cleobury Mortimer – dealt with under parking review.

SC – Code of Conduct – copy of Members Interests forms for Cllrs Davies, Thorogood, Brown and Reiner – noted receipt

Email from Vicky Angel re: house in Furlongs Road – Cllr Brown had also received this email. It is understood that this is owned by a housing group.

Email from Matt Muir re: cost of electric – this is being dealt with by Clerk (Matt).

Cllr Hainsworth gave details of community fuel Buying Scheme – oil 56.5p through scheme instead of 66p - leaflet/posters available for anyone interested.

Locum suggested that for the following two items:

‘That the Committee need to resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992 the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined by the Acts.

It was **RESOLVED to exclude the Public and Press for the remainder of the agenda items.**

It was **RESOLVED that Cllr Shineton be allowed to stay for the discussion of the Olympic Torch due to her involvement with the event.**

Email re: Olympic Torch

Emails from Mr Harper

Emails from Mrs Griffiths and copy letter sent to MP P Dunne

See separate 'Confidential' minutes.

0.05.24 To confirm date of next meeting:

11th June 2012

There being no other business the meeting closed at 10.10pm

Cheques written:

SALC – affiliation renewal - £752.32

Npower Ltd – £773.91

Market Hall account re: Use of toilets by general public - £100

Market Hall account re: annual rent for office - £1500

Lacon Childe School – hire for public meeting - £30

Came and Co insurance renewal - £752.32

Signed:

Date:

These minutes were approved at the Parish Council meeting dated 11th June 2012