



CLEOBURY MORTIMER PARISH COUNCIL

Minutes of Parish Council meeting held on MONDAY 4th November 2013, at 7pm in the Market Hall, Cleobury Mortimer.

Present:

Cllr S Thorogood (Chairman) Cllr D Brown (Vice-Chairman), Cllr B Davies, Cllr M Reiner, Cllr G Hainsworth, Cllr D Harley, Cllr J Martin.
Clerk: Mr M Sheehan
Public: 7

The Chairman welcomed everyone to the meeting and asked if anyone would like to speak in the public session.

0.11.0 Democratic 15 minute Public Time

No one wished to speak

0.11.1 Apologies for absence

None

0.11.2 Co Option Update – Cllr S Thorogood

At this point Cllr M Reiner declared an interest with one of the candidates and could not vote.

Voting for new councillors.

Ballot papers with all candidates handed out and the Chairman and Vice Chairman checked the voting slips returned.

The Chairman Declared that Mr Andrew Davies duly Co Opted onto Cleobury Mortimer Parish Council.

The Chairman also Declared that Mr Robert Hayward be duly Co Opted onto Cleobury Mortimer Parish Council.

Signing of declarations.

As Mr Robert Hayward was present he signed the acceptance of office form, witnessed by the Chairman and Clerk and joined the meeting.

Agreed that the Clerk formally write to the unsuccessful candidates.

0.11.3 Declaration of interests:

Disclosable Pecuniary Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.

| Name | Disclosable Pecuniary Interests |
|------------------|---------------------------------|
| Cllr S Thorogood | 0.11.9 Finance: Personal |

0.11.4 To approve the minutes of the Parish Council Meeting 7th OCTOBER 2013

RESOLVED to approve the minutes of the Parish Council meeting held on 7th October 2013 which were duly signed by the Chairman.

0.11.5 Matters arising from the minutes

Clerks Report up to date distributed at meeting

CLERKS REPORT OCTOBER 2013

➤ Dangerous corner past Blount A4117.

Ongoing. Obtaining contact details for owner that has moved away.

➤ Historic Core

Letters sent back to Westminster, waiting for confirmation of Faculty.

➤ New Toilets

Reported Problems with Gents door and also sewage coming out of manhole. Checking manually every night. Over weekend had to eject a group of youths after it was supposed to be closed.



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- Training
With Planning changes there will be more planning training coming up.
- Highways/ Streetlights Issues
All pot holes reported and streetlights dealt with.
- Dangerous tree by primary school
Followed up with Shropshire Council, who acknowledged their 2 yearly checks were out of date. Arranged to visit and consult with concerned residents.
- Damaged Bus Shelter Mawley
Insurance Company sent email that they are still looking at quotes sent and making further Liability enquiries.
- Bus Stops
Meeting on Wed 6th November at 10am with Alice Dilley Shropshire Council and a resident to sort out permanent signs.
- Neighbourhood Watch Meeting
Meeting on Wed 6th Nov 7pm in the Methodist Hall. Please attend if possible.
- Police
The Police always call into the office at least once a week with updates and consultation.
- Manor House
Sent copy of Newsletter to owner and received a positive response. He will keep us up to date.
- Remembrance Day Parade
Please let me know if you are attending. Meet in Talbot Car Park at 10.15am Sunday 10th Nov. Who is laying Wreath?
- CiLCA
Completed with all amendments, final check with ALC 14th Nov in Shrewsbury.

0.11.6 Councillor's reports and items for future agendas

Cllr Reiner raised the following points :-

- Pot Hole in Hurst and Ronhill Lane.
- Poor Grass cutting in Ronhill Lane

Clerk to look into.

Cllr Hainsworth raised the following points:-

- Leaves blocking drains
- Sewage smell in Barnfields area again.

Clerk to look into.

Cllr Davies raised the following for the next agenda:-

- New Toilets
- Light on Car Park

Cllr Martin requested that for the Precept and Budget working group, the whole council should be involved. The following councillors requested to be involved.

Cllrs, Thorogood, Brown, Davies, Martin, Harley, Hainsworth, Hayward.

The Clerk explained there are hard times to come with more being passed down and we need to be well prepared. The Precept and Budget needs to be looked and worked out a lot more closely than previous years.

0.11.7 Unitary Report (Cllr G Butler / Cllr M Shineton)

LJC Update

Cllr Butler informed the Parish Council that a lot of planning officers in the south were taking voluntary redundancy, which has future implications that will need to be looked at.

Second point is that in mid November the draft budget is cuts of £30 million, which is out for consultation so Parishes need to increase reserves when looking at localised precepts.

Cllr Shineton raised the following.

Tenbury Rd Business site is ready to go and Bridgnorth road site going well.

Briefing session on Parish Plans, Neighbourhood plans, need to flag up everything for next five years, eg. Sewage, Housing, Healthcare, employment.

Second draft of Parish Plan ready for adoption.



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Parish Council needs to get some idea of community needs with Grants and Loans available for Business start ups, apprenticeships also redundant buildings grants.
Have reservations about Broadband as have yet to identify 90% and need help to press in for this area. Funding for footpaths available to provide styles.
Money available for Tourism, B&B's.
Need to understand how to work as a wider group, funding together.

0.11.8 Planning applications:

a) Planning Reference: 13/04180/FUL (validated: 15/10/2013)

Address: S H Controls Ltd, Redthorne Offices, Lion Lane, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8QD

Proposal: Erection of extension to existing offices and stores

Applicant: Mr Steve Hampton (Redthorn House, Lion Lane, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8QD)

The Clerk informed the Parish Council that there were no comments on line against the application.

RESOLVED No Objection.

b) Planning permissions/refusals – weekly planning list from SC

c) Any others received after issue of the agenda

Planning Reference: 13/04298/OHL

Address: From Cleobury Mortimer Via Neen Sollars (Shropshire) To Eastham (Worcestershire)

Proposal: Installation of three wire overhead line

Applicant: Western Power Distribution

RESOLVED No Objection to the application as long as the underground cables have been placed wherever possible.

0.11.9 Finance:

a)Account to be paid:

Shropshire Council - Wages

Cheques for payment –

Downes timber & Garden Products - £200 (Troughs)

Npower - £801.97 (Streetlights)

West Mercia Energy - £121.60 (New Toilets)

BT Payment Services Ltd - £108.56 (Office Phone)

SALC - £49.99 (New NALC Councils Guide)

M Sheehan mileage - £51.20 (Training Shrewsbury x 2)

CLlr Thorogood Mileage - £25.60 (Training Shrewsbury)

The Clerk made the Council aware of the following.

Account to be paid:

R Price - £417 (Final Grass cut, Memorial Gate repairs)

SALC - £120 (Training)

Shropshire Council - £248.03 Dog Signs

RESOLVED that the accounts are accepted and all payments are made.

b)Donation Requests

South Shropshire Youth Forum -£1,000

The Clerk informed that only £700 remained in the budget for youth.

RESOLVED to award £500 now and if at the end of the financial year the remaining £200 is still in the account it will be added.

Any others received after issue of the agenda

0.11.10

Correspondence:

Urgent matters received after Agenda needing attention.



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Email from Kate Adams Street Scene (Environmental Crime Reports)

The Chairman read out the following email.

Shropshire Council enforcement officers are now issuing Environmental Crime Reports (ECR's) to members of the public who are witnessed committing an environmental crime. Such as depositing litter, not picking up after their dog, etc.

An Environmental Crime Report (ECR) is a form that an Authorised officer can issue to report an environmental crime that they have witnessed taking place.

In order to minimise the risk of a confrontational situation, the majority of Authorised officers will issue an ECR to an offender at the time that an offence is witnessed, rather than a Fixed Penalty Notice. This means there is no discussion regarding payment of fines and is therefore less confrontational.

After the issue of an ECR, quality control checks, such as checking the offender's name and address details, will be carried out and a Fixed Penalty Notice (FPN) will generally then be issued and served through the post.

If it is decided not to serve an FPN on that occasion, a warning letter explaining the reason why an FPN will not be served will be sent to the offender instead.

This will normally happen within 10 days of the offence occurring, although if further investigation is required into the details of the offence, then the FPN may be served after 10 days.

This decision is made by the Street Scene manager for the area.

We are now at the stage that we would like to invite any Town and Parish Council employees/sub contractors who are interested in being able to issue Environmental Crime Reports to get in touch with us so that we can make arrangements. Training will be given, and full support provided via myself.

I would urge you to encourage your staff or contractors so that we can have as many 'feet on the ground' as possible.

After a short discussion it was the view of the Parish Council that the CSO should be able to do this.

School Car Park resurfacing request for financial assistance.

The Chairman read out the following.

Hi Sean

It is apparent that we will need to resurface the bus/car park at Lacon Childe at the cost of around £20,000. With the normal of every business being reduced budgets money gets very tight. At lacon our priority is providing an excellent education for the children who attend and money being spent of resurfacing does not help the education of our children. So for Lacon Childe School to carry on allowing general use of the car park to the community we need to find funds to resurface and we hope the parish Council can help us with this. We have looked at the users and the School is actually uses it the least. It seems that it has become over the years a community car park for locals, recycling, Teme Leisure, Social Club, Cleobury Business Centre and car parking for local sporting club games (rugby, football etc.). As the school is responsible for the Car Park, we may need to consider in the very near future on closing the car park down and only using part of it for School Staff this would be on the grounds of health and safety. The Car Park would then need to be locked off when not in use. We hope that with your help this will not need to happen. Dennis Hill and I would like to meet up with to discuss this in more detail. We have provisionally put Tuesday 12th November at 5.30pm or later if you prefer in our calendars I hope you will be ok with this. Will we be able to use the Parish Council Venue or do you want me to locate another.

Looking forward to meeting you.

Rob Edwards
Governor Lacon childe.

In a short discussion it was the Parish Council view that Lacon Childe car park is predominantly used by visitors to the School, Library, Cleobury Country, the Leisure Centre and the Sports and Social Club, with other local residents using the car park as a drop off point for recycling.



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It was **RESOLVED** that the Parish Council are happy to participate in any discussions with these local organisations and the Lacon Childe School to hopefully reach a solution, but are not in a position to offer any financial support at this time.

Clerk to reply.

0.11.11 Broadband Support – Cllr D Brown

Update of rollout in Shropshire.

Cllr Brown updated the Parish Council of the Broadband roll out in Shropshire.

RESOLVED to add Cleobury Mortimer Parish Council to the list of Parish and Town Councils supporting Shropshire Council to obtain better Broadband in Shropshire.

0.11.12 Revenue from Parish Council Land Update – Cllr S Thorogood

The Clerk explained that the date was due for the money and interest to go back into the Parish Council Account with minimal interest and asked that the Parish Council consider putting the money back in a bond gaining an interest of 0.85% until March 20th 2014.

RESOLVED to transfer into the bond to gain the most interest. Clerk to organise.

0.11.13 Risk Rating Policy – Cllr D Brown

Cllr Brown explained a risk rating policy of colour coding with red requiring immediate attention.

RESOLVED to adopt the risk rating policy.

0.11.14 Historic Core Project update– Cllr S Thorogood

The Clerk explained that the Church is still waiting for the Faculty to come back.

At this point the Chairman moved up item **0.11.17 Streetlight Upgrades – Cllr B Davies** up to be discussed as Cllr Davies had to leave the meeting due to a prior engagement

0.11.17 Streetlight Upgrades – Cllr B Davies

Cllr Davies requested that the Parish Council look at upgrading the old streetlights due to the continued call out every year to the same streetlights on timers.

The Clerk explained that he looked at it a couple of years previously and there were approximately twelve with timers that incur costs for an engineer every year.

Agreed to put on January Agenda.

0.11.15 Crime Prevention – Cllr S Thorogood

Cllr Thorogood explained to the Council that in some smaller communities there are rewards given for convictions which may be worth looking at.

It was agreed to have Crime on every Agenda and the Police to supply a crime report.

8.25pm Cllr Davies was excused and left meeting.

0.11.16 Christmas Lights/Father Christmas Update – Cllr S Thorogood

The Chairman informed the Council that Roger Skellhorn was sorting out Father Christmas, Andy Gould had organised all the volunteers for 24th November to put up the lights, Alan Guest and his Cherry picker was helping.

RESOLVED to supply sandwiches and coffee.

Cllr Hainsworth and Cllr Harley to complete Risk Assessment.

0.11.17 Streetlight Upgrades – Cllr B Davies

Covered earlier.

0.11.18 CCTV – Cllr S Thorogood

The Chariman read out a response to his questions regarding CCTV.

Cllr Thorogood,

I have spoken to the CCTV Monitoring Centre who undertake the monitoring of the camera in Cleobury Mortimer and do the downloads. It appears that they have had the request for images of the incident you have referred to but there is fault with the recorder and this was sent away for repair yesterday. Once the recorder has been returned staff will be able to check the footage in respect of the incident. Apologies for the delay in dealing with this matter.



In response to your other request in regard to the Parish Council carrying out its own surveillance this would entail staff at the Parish Council being registered and trained to enable them to do the monitoring and would also mean a secure room would have to be created with limited access so that the viewing and downloading of images is restricted to a few people. I wouldn't encourage the suggestion that images are streamed on to laptops as this means that the system could be viewed by anyone, at anytime and in any situation which means that it becomes less secure.

The Home Office published the Surveillance Camera Code of Practice in June 2013 which set out 12 guiding principles in respect of CCTV:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

I hope this helps and I'm happy to discuss this further.

RESOLVED to move forward in training two councillors and Clerk with future of controlling CCTV locally.

0.11.19 Memorial Gardens Update – Cllr J Martin

Cllr Martin said the Troughs had arrived, letters were sent out for sponsors and had five positive replies to sponsor a Trough from Guides, Scouts, Simply Fresh, Lacon Childe and the British Legion. The Clerk explained that Roger Price had kindly offered to fill them up with soil when needed. Clerk and Cllr Martin to follow up.



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0.11.20 Budget and Precept Update - Clerk

Training Update / RFO

The Clerk confirmed that the training on the 24th was very informative for all involved and had confirmed that the Parish Council will be under pressure in the future with funding being cut by the County Council and the possibility of more things like the toilets upkeep, being passed down. A new way of thinking when calculating the Budget and Precept is required to forecast for any eventualities. Past ways of looking at it would not now be good enough.

The County Council knows that Parish Councils are not capped and can therefore ask for more money to fill the gaps that they are passing down.

We need to start looking into it now ready for the New Year when we have to inform the County Council of the Precept requirement.

It was agreed that all councillors be involved in the meetings, with an invitation to the Unitary Councillors to inform us of what may be coming our way in the future.

0.11.21 Confirm date next Parish Council meeting - Clerk

a) *Next P.C. meeting 2nd DECEMBER 2013*

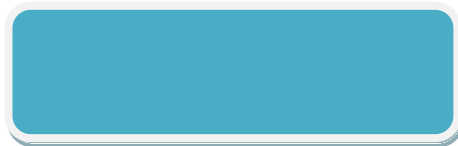
Agreed by Councillors.

Cheques written:

Downes timber & Garden Products - £200 (Troughs)
Npower - £801.97 (Streetlights)
West Mercia Energy - £121.60 (New Toilets)
BT Payment Services Ltd - £108.56 (Office Phone)
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SALC - £120 (Training)
Shropshire Council - £248.03 Dog Signs

Meeting Closed at 8.50pm

Signed: Chairman



Date: 2nd DECEMBER 2013