



Minutes of Town Council Annual meeting held on Wednesday 14th May 2018 at 7pm in Cleobury Country Centre, Cleobury Mortimer.

Present:

Cllr S Thorogood (Chairman), Cllr D Brown (Vice Chairman), Cllr G Hainsworth, Cllr T Kirkby, Cllr A Goold, Cllr P French, Cllr J Bodenham, Cllr A Smith, Cllr N Tysall.

Clerk: M Sheehan

Public: 6

05.0.18 To elect the Chairman and to receive the Chairman's Declaration of acceptance of Office.

Cllr Thorogood proposed Cllr Brown, seconded by Cllr Hainsworth, no other proposals.

RESOLVED that Cllr Brown be elected Chairman. Declaration of office to be organised by the Clerk.

Cllr Brown thanked Cllr Thorogood for all his efforts in his role as Chair over the years which had been appreciated by all.

Cllr Thorogood stated that the team had grown stronger and had enjoyed his time with all working together as a team.

05.1.18 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of acceptance of Office.

Cllr Bodenham proposed Cllr Goold, seconded by Cllr Kirby, no other proposals.

RESOLVED that Cllr Goold be elected Vice Chairman. Declaration of office to be organised by the Clerk.

05.2.18 Democratic 15-minute Public Time

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 15 minutes (3 minutes per person).

Mrs Quickenden explained about the Community First Responders and had been a volunteer for 6 years with limited training from West Midlands Ambulance services and have to supply their own uniforms and Kit needed as well as a scheme car.

The scheme is self-funding covering events, buying the first car 3 years ago for £1,500 and have now just purchased another vehicle for £3,500 with an interest free loan from a private individual. All self-funding.

Cllr Butler asked if the vehicle was used as a First Responder vehicle before as it would be already equipped and an opportunity not to be missed at that price.

Mrs Quickenden confirmed it had so could not miss the opportunity with Ludlow ambulance going.

Cllr Brown asked what area was covered.

Mrs Quickenden confirmed a 6-mile radius at present around Cleobury Mortimer.

Mr Quickenden confirmed that another First responder has been trained and will start in June. There is a total fund cost of £9,000 but a £6,000 funding gap and they need advice and assistance to be able to provide this voluntary and vital service.

They rely solely on voluntary contributions with little assistance.

Cllr Goold offered to work with them from the Town Council to give advice and support.

05.3.18 Apologies for absence

Cllr Shineton was attending another meeting and the RFO was also at another meeting.

05.4.18 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.

Cllr Bodenham declared an interest in **05.11.18 Financial Matters**

05.5.18 To approve the Minutes of the Town Council Extraordinary Meeting Tuesday 1st May 2018

Council **RESOLVED** to approve the Minutes; duly signed by the Chairman.

05.6.18 Matters arising from the minutes

Clerk's Report.

Clerk's Report for May 2018 meeting

Attended GDPR training workshop at Shire Hall and confirmed we are adhering to the 12 steps. Draft policies drawn up to be adopted. Agenda item.



DBS Check now completed and have certification.
Have confirmation back that I now have a Criminal Justice Secure email as agreed by council.
WW1 bench now fitted by the Wells.
Cable cut on Field security gate, changed with a chain.
Defibrillator now sent away to be serviced.
Moving on with meetings to organise the June Festival. More groups and organisations getting involved.
Working with Cllr Bodenham to get missing items ready for Quality status, now waiting for a presentation date.
Issue with BT again and Standing Orders, working with Dot and Ali to try again to sort out.
Arranged Training, as and when they are both appropriate and convenient.
Parish AGM was very successful.
Looking at IT security and ways of working to help with communication between councillors and staff, while also adhering to the changes with GDPR.
Met with Chris Edwards and confirmed our Invoice is being actioned. Given support for benches to go along footpath by school. Confirmed that the Library may need to be community funded within 3 years, supported until 2022, and need to set up a meeting to discuss further.
Meeting at Ludlow Police station with Police and Ludlow councillors to do with CCTV and used for networking.
Chased Insurance and asked that we have confirmation that we are Insured if new quote not received in time. RFO to confirm with updated asset register.
Attended Training as needed.
Letters sent out to thank those recognised for sorting out the Defibrillator at the Kings Arms.
Consultation on Outdoor Adult Gym equipment now complete and popular list out for tenders.
Xmas light bracket damaged on Building in Church Street. Removed from wall and looking into who damaged it. Also notified Insurance.

Highways/ Streetlights Issues

Confirmed second batch of concrete streetlights to be changed, Tenbury Road, Tenbury Mead, Steeple Close, St Mary's Place and Langland Road for the School sign. After 18th June 2018.
All streetlights for CCTV has now been done ready for cameras to be fitted
Talbot Car Park upgrade is still being planned. Dentist equipment now cleared 4th June 2018.
Have given support for resident in claiming for damage due to Pot Holes by confirming that I reported their concerns.
New Bend sign proving difficult and contractor obtaining more quotes as need to be confident will last min of 10 years. Hope to fit late June, early July 2018
Meeting with Phil James and Alice Croft to look at our proposals for extending the Disabled bays and traffic issues.

➤ Police/ Crime / Parking Enforcement

Continued to deal with Planning enforcement on issues at Furlongs, New Road site.
Emailed Parking enforcement to come early evenings to look at enforcement outside the Manor House and have been and issued a ticket.
Have contacted Wyre Forrest Council for their process in new Dog Fouling laws and subsequently had a meeting with them. From this I had a meeting with Shropshire Council about the concerns and of any action that can be done. Agenda item.
Have invited Gary Shephard, Watch Scheme Review Officer to speak at next Crime Group meeting 21st May.

Dates to note

Crime Reduction meeting – Monday 21st May 2018 11am Sports & Social Club

Cleobury Festival – Saturday 23rd June 2018 11am – 4pm

Market Town Clerks Meeting- 10am on Thursday 24th May in the Bridgnorth Room at Shirehall

Child Protection Training - Monday 25th June 7pm Cleobury Country Training Room.

05.7.18 Councillors' reports and items for future agendas

Cllr French discussed the purchase of no waiting cones and gave out three quotes for the councillors to look at before discussing later on Agenda.

Cllr Bodenham confirmed that 447 questionnaires had been received for the Neighbourhood plan so far with a finish date of 25th May, which expected 3-400 replies back. Have a revised budget as saved £1,500 in 1st phase and same in second phase. Looking to give feedback and have the consultant put a plan together for end of June.

Cllr Kirkby raised concerns of craters in the roads and chasing up. Clerk to chase. The chevron signs at the new bridge are missing with only one left. Clerk to contact Highways.

Cllr Goold reported that he and Cllr Brown had taken a look at the signage around the parish boundary, noting issues. The Primary school was overwhelmed by the Expo and the support. The outdoor Nursery and Green was also looked at. There was an issue with waste from a drain cover down the Talbot yard that was addressed straight away with Severn Trent. The closure of Police stations is a concern with Bridgnorth and Stourbridge Police station up for sale. Kidderminster safe at present.

Cllr Tysall referred to plastic stand at Expo and requested it to be put on next agenda to discuss introducing separate bins. Parking outside the Manor House is still a real issue. Clerk to organise parking enforcement again.

At this point there was a discussion about having bollards and private enforcement and agreed to put parking enforcement on the next agenda.

05.8.18 Unitary Council Reports (Cllr G Butler / Cllr M Shingleton)

Cllr Butler gave out figures from a report found on Shropshire Councils website about the Potholes and with the bad weather making things worse. In 2016, 1005 were reported and in same first quarter of 2018 5,274 have been reported. 12th July looking at reporting process and possibility of an app to download to take a photo and send with GPS location. There are 40 teams across Shropshire with 10 teams in the south. The budget has been split with 1/3 to North, 1/3 to central and 1/3 to south, but in south we have double the number of roads. To review winter services and more funding for lengths man.

To look at enforcement with retrospective planning and conditions imposed. There is a lack of Central Government investment in maintaining our roads with most going into HS2 etc. September to review local development plan, which provides window of opportunity if Parish Councils have a site with exceptions and no neighbourhood plan.

Next LJC meeting 26th June at Kinlet with Future fit talk and CCG invited to defend our NHS. Highways to talk on Potholes.

05.9.18 Annual Review of Council procedures and Committees

- a) To review councillors' roles and make appointments to committees, working groups, and representatives to outside bodies. Flag man, Tree Warden.

This was discussed and following changes agreed.

At the Annual Town Council meeting on 14th May 2018 the following Councillors' roles and appointments to Committees were reviewed and approved for 2018-2019:

Market Hall Committee	Cllr G Hainsworth, Cllr Brown, Cllr T Kirkby (Reserve Cllr A Smith)
Finance Working Group	Cllr D Brown, Cllr P French, Cllr G Hainsworth, Cllr J Bodenham Mrs D McBride (RFO)
Emergency Working Group	Cllr A Goold, Cllr T Kirkby, Cllr N Tysall
Employment Working Group	Cllr D Brown, Cllr J Bodenham, Cllr P French
Disciplinary Procedures Working Group	Cllr G Hainsworth, Cllr T Kirkby
Grievance Working Group	Cllr P French, J Bodenham
Policy Review Working Group	Cllr A Smith, Cllr G Hainsworth, Cllr A Goold, (Reserve: Cllr P French) Mrs D McBride and Mr M Sheehan
Complaints Working Group	Cllr D Brown, Cllr N Tysall, Cllr A Goold (Reserves: Cllr G Hainsworth and Cllr P French)

Future Neighbourhood Plan Task and Finish Group

Cllr N Tysall, Cllr P French, Cllr J Bodenham and Cllr G Hainsworth

Risk Management Cllr A Goold, Cllr J Bodenham and Mr M Sheehan(Clerk)

Community Led Groups:

WW1 Group	Cllr P French, Cllr D Brown, Royal British Legion & Public
Crime Reduction Group	M Sheehan(Clerk) Cllr A Goold, V Turner (SC) Police & Public
Playing Fields/Sports Group	Cllr A Smith, M Sheehan(Clerk) Reps from Rugby, Cricket & Football
Park / playpark/outdoor gym / Dog exercise area Group	Cllr J Bodenham, M Sheehan (Clerk) & Public
Dementia Friendly Town working Group	Cllr J Bodenham & Public
Stroke Aware Town working group	Cllr J Bodenham & Public
Plastics reduction Working Group	Cllr N Tysall, Mr C Smith & Public

Representatives to Outside Bodies:

Childe School Endowment Fund Cllr D Brown

Parish Hall Committee Cllr G Hainsworth

Shropshire Association of Local Councils Cllr A Goold (Reserve: Cllr P French)

South Shropshire Sports and Leisure Committee Cllr A Goold and Cllr T Kirkby

Cleobury Patients Voice Cllr P French

Cleobury Mortimer Youth Partnership Cllr T Kirkby, Cllr A Goold

Local Joint Committee Cllr D Brown (Reserve: Cllr G Hainsworth)

Non-Councillor Appointments:

Flag Man	Mr George Print	
Tree Warden		Mr C Smith

- b) To set dates and venue for Town Council meetings for the forthcoming year. Already set and on website.
- c) To review Standing Orders, Social Media Policy, (other policies to review at a later meeting).

RESOLVED to adopt Standing Orders, Social Media Policy. To be put on Council website

- d) To adopt policies and notices for GDPR compliance, as listed.
 - I. Email Contact Privacy Notice
 - II. Hirers Privacy Notice
 - III. Neighbourhood Plan Privacy Notice
 - IV. Councillor Privacy Notice
 - V. Purchase of Exclusive Rights Privacy Notice
 - VI. Privacy consent form
 - VII. General Privacy Notice
 - VIII. Subject Access Policy
 - IX. Personal Data Management and Audit Policy April 2018

RESOLVED to adopt all in bulk for GDPR. To be put on Council website.

05.10.18 Planning Matters:

Planning References:



05.11.18 Financial Matters

a) Accounts to be paid:

Shropshire Council - Wages

Cheques for payment: -

Viking – toilet and office supplies - £349.75

Alan Guest – grass cutting - £918.00

B & G A Davies Catering – Meeting refreshments - £120.00

West Mercia Energy – toilet electric (March) - £83.18

Morris, Bufton & Co – maintenance equipment - £162.40

SALC – Good Councillor Guide books and Appraisals training - £37.80

R Price – grass cutting - £530.00

J Bodenham – Annual Meeting expenses - £148.09

Cleobury Country – room hire and refreshments - £96.00

HR Solutions – IT support - £75.00

M Sheehan – re-imbursments and travel expenses - £191.00

Lacon Childe School – Playing Field/Skate Park grass cutting 2017 - £1,650.00

Prysmian – 7 x replacement streetlight columns - £9240.00

The Clerk informed the Council of the following extra payments:-

AJ Bates – Fitting of WW1 benches - £432.00

Market Hall – WW1 meetings - £16.00

Came & Company Ins - £1,635.59

b) Payments Received

Cemetery Fees - £375.00

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

05.12.18 Parking Issues Update – Cllr Smith, Cllr Goold

Cllr Goold has had discussions with the school and hope to have some proposals for the next meeting.

Cllr French explained the differenced between the quotes for the cones.

Proposed to buy 26 cones from the Telford supplier at a cost of £4.40 each. **RESOLVED**. To keep cost down Cllr French will collect.

05.13.18 Streetlight Issue Eagle Lane – Cllr Bodenham

New information regarding movement of streetlight.

Cllr Bodenham confirmed that this issue had been discussed before but the landowner has now presented an offer that he will pay half of the cost if the council would pay half. Does the council now feel different about paying towards the cost of removal of around £700?

20.22pm RESOLVED to Suspend Standing Orders.

Mr Poyner explained that there was a gateway there before and the streetlight has been moved at some time in the past.

The Clerk confirmed that he had done extensive research with long serving councillors and the previous Clerk, which takes it back to at least over 20 years and cannot find out who moved it and when.

Mr Poyner confirmed that moving the gate would make it easier to unload cattle.

20.30pm RESOLVED to Reinstate Standing Orders.

Points noted. Dealing with public money, the gate was where Mr Poyner said in past, and not disputed.

Proposed to pay half of costs, voted 4 for 5 against. **RESOLVED** to not pay towards moving the streetlight.

05.14.18 Teambuilding / Training – Cllr Brown

Externally done with Councillors and staff

Cllr Brown explained to the Council that it would be good to have an external training exercise with all councillors and staff, to help with teambuilding and working together. **RESOLVED** Cllr Brown and Clerk to look into and organise.

05.15.18 The Wells – Cllr French

To discuss long term action to refurbish the Wells.

Cllr French explained that the council keeps looking at this and we need to look at this long term, possibly with CIL funding, to give the whole Wells a refurbishment, and needs a working group. **RESOLVED** that Cllrs French and Hainsworth are the working group. Clerk to assist.

05.16.18 Dog mess, Public Protection Orders – Cllr Brown

Discuss additions to Public Protection Orders and actions to combat dog fouling issues.

Cllr Brown asked the Clerk to explain recent meetings to find out options.



The Clerk visited Wyre Forrest Council to find out how they implemented a new Public protection Order about having to carry dog mess bags that can impose a fine for noncompliance if challenged. This needs to be done County wide with Shropshire Council and would require a letter to Shropshire Council requesting that this be looked at. The Clerk then visited Shropshire Council enforcement team, to see what they thought and gain advice as to what can be done locally with the issues of dog fouling on the playing field and the issue of dogs not on a lead.

As it is an open area then dogs cannot be excluded like the play area, however the under his remit with Shropshire Council the Clerk can approach people who do not seem to have their dog under control and request it be put on a lead. Failure would result in a report sending to Shropshire Council and the possibility of a fine. The Clerk confirmed that in a public place a dog has to be under control and not necessarily on a lead. The Council agreed that the Clerk contact the other Clerks in the County to see what interest there is for carrying dog mess bags and report back.

05.17.18 Parish AGM Update – Cllr Bodenham

Cllr Bodenham reported that the Expo at the Primary school had 80 visitors with 75 at Lacon with 35 stall holders and was a great success.

Proposed to have two £1,000 grant funding made available subject to usual conditions. **RESOLVED** 1 abstained.

05.18.18 Quality status Update – Cllr Bodenham

This will be going ahead with a presentation set for 31st May at Shire Hall in front of a panel. We hope to be successful with Cllrs Bodenham, Brown and Clerk attending.

05.19.18 Councillors Surgeries – Cllr Brown

Cllr Brown suggesting having councillor surgeries at the Market Hall again quarterly when Farmers Market is on. To gain dates

05.20.18 To confirm date of the next Parish Council meeting.

The next Parish Council meeting to be June 4th 2018.

Meeting Closed at 20.50pm

Cheques written:

Shropshire Council - Wages

Cheques for payment: -

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Signed: Chairman



Date: 4th JUNE 2018