

## **Cleobury Mortimer Parish Council**

**Parish Council meeting held on Monday 11<sup>th</sup> June 2012 at 7pm in the Market Hall, Cleobury Mortimer.**

**Present:**

Cllrs S Thorogood (Chairman), M Reiner, B Davies, J Griffiths, G Butler, G Hainsworth.

Clerk: Mr M Sheehan

Locum Clerk: Mrs F Morris

Public: 16

The Chairman welcomed Councillors and members of the public to the meeting and explained that Locum Clerk Mrs Freda Morris would be Clerking the meeting as part of Matt Sheehan's phased return to work.

**0.06.0 Democratic 15 minute Public Time:**

Shropshire Cllr Madge Shingleton explained that an application from South Shropshire Youth Forum had been made to the LJC and also to the Parish Council. Outlying parishes had also contributed to this group which is under threat if funds are not forthcoming. This group meets on a Friday night and is a strand which does keep trouble at bay by occupying the youth. Richard Morley will be attending the LJC tomorrow night with youth to provide further information, as requested and he is more than happy to attend a Parish Council meeting. This is an item to be discussed later on the agenda. Chairman thanked Cllr Shingleton.

Clare Todd reported that Cleobury Country and Cleobury Chamber of Trade have been working together with Peter Roper (from Positive Ground, Cleobury Mortimer) to deliver a monthly Business Networking meeting. These have become very successful with over 20 businesses attending each meeting since its launch in February.

One of the things that has come out of these sessions is that several of the businesses wanted to start up a loyalty/discount card scheme with each trader offering a small discount on certain items purchased with an aim at keeping the trade in the town. A saver card will be given to shoppers and once purchases have been made the cards are stamped by the trader. When the card is at least 50% full this can be handed into Cleobury News to be entered into a quarterly prize draw.

What is needed is support to get this scheme off the ground which is likely to cost in the region of £1000 to produce saver cards/posters/stamps/stickers for shop windows etc. An application has been put to the LJC requesting a grant of £500 and Clare was seeking support from the Parish Council.

This is an item to be discussed later on the agenda. Chairman thanked Clare for attending the meeting.

Gwen Siddaway expressed thanks, in particular to Madge Shingleton, for the fantastic Olympic Torch event. She pointed out that the event was well organised and thoroughly enjoyed by all who attended this.

Michelle also agreed with the comments made by Gwen but felt that she had to attend the meeting tonight regarding the comments in the shop window (everyone knew this to be Mumfords). She attended the Olympic Torch event with visitors and felt very ashamed at the inappropriate comments displayed in the shop window and felt that something should be done to stop this.

A round of applause was given by the public.

Chairman thanked Michelle for attending the meeting and pointed out that this was to be dealt with later on the agenda.

**0.06.1 Apologies for absence:**

Cllrs D Brown (work), K Reynolds (babysitting in Weston Super Mare). **RESOLVED to accept these apologies.**

Cllr K Woodfield was hoping to attend the meeting so may arrive later. It was discovered that an email had been sent giving apologies which had not been opened by the Clerk prior to the meeting.

**0.05.2 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”.

Name	Personal	Prejudicial
Cllr G Butler	0.06.6 b application for tree works. 0.06.07 New toilets 0.06.9 Parking review	0.06.07 New toilets 0.06.13 correspondence – Shop and Save scheme
Cllr M Reiner	0.06.9 Parking review	
Cllr J Griffiths	0.06.9 Parking review	
Cllr B Davies	0.06.13 Shop and Save Scheme	

### **0.06.3 To approve the minutes of the meeting dated 9<sup>th</sup> May 2012:**

It was proposed by Cllr Hainsworth and seconded by Cllr Reiner that the minutes be approved. Cllr Griffiths queried the reason for absence for Cllr Reynolds as stated in the minutes. Locum Clerk pointed out that this confirms what was said at the meeting.

Cllr Griffiths also asked the Chairman regarding an email sent out regarding Cllr Reynolds reason for not attending the last meeting being queried.

After discussions it was explained that an email had been circulated asking for an item to be placed on the agenda for tonight’s meeting regarding ‘apologies for absence’.

Cllr Butler proposed that the meeting moved on; this was seconded by Cllr Hainsworth. Cllrs Davies and Griffiths abstained from voting. **RESOLVED to move on with the meeting.**

### **0.06.4 Matters arising from the minutes}**

#### **a) Memorial Gardens update:**

Chairman pointed out that following the letter to Mr Jordan the Clerk had talked to Mr Jordan who promised to go back and talk to him regarding the work but this did not happen. Under emergency powers and due to the Olympic Torch event being held the work was carried out by Mr Price to 2 of the posts but others need doing.

It was proposed by Cllr Butler that a quote to repair the other posts be obtained from Mr Price, this was seconded by Cllr Hainsworth. It was also **RESOLVED that a letter be drafted to be sent Mr Jordan giving him 7 days to respond with a date to make the railings fit for purpose and if this is not forthcoming Mr Price will be instructed to carry out the work and the invoice for the work will be sent to Mr Jordan. It was confirmed that the work by Mr Jordan was not carried out to the original required specifications.**

#### **b) email correspondence reply from Mrs Griffiths:**

Mrs Griffiths had been asked to direct any further correspondence to the Chairman but nothing had been received.

#### **c) Election of Committees/Organisations:**

Locum Clerk suggested that the Council elect a Personnel committee, Disciplinary and Grievance Committee and a Complaints committee.

Cllr Butler proposed that the other groups be called ‘working groups’ which have to report back to the PC; this was seconded by Cllr Reiner. **RESOLVED to accept this – all Cllrs agreed.**

Cllr Davies pointed out that she was not the SALC representative.

Cllr Griffiths does not receive any notifications regarding meetings of South Shropshire Sports and Leisure – Clerk will investigate.

Complaints committee – Cllrs Brown, Thorogood and Butler – reserve Cllr Hainsworth and Davies.

Personnel committee – Cllrs Brown, Thorogood and Butler – reserve Cllr Hainsworth and Davies.

Disciplinary and Grievance committee – Cllrs Reiner, Hainsworth and Griffiths – reserve Cllr Davies.

**RESOLVED that these committees be appointed.**

Locum Clerk pointed out that ‘terms of reference’ should be drawn up for these committees.

**d) Apologies for absence – APC meeting 9<sup>th</sup> May 2012:**

This had been dealt with earlier but Clerk, Matt Sheehan had sent in a letter explaining what he had been told regarding the absence from the PC meeting of Cllr Reynolds at the Royal British Legion meeting on the same night as the PC meeting. Matt had also had to explain how the PC work with regards to funding requests as Matt is now Treasurer of the British Legion.

Cllr Davies pointed out that she had proposed to give money to all hostelrys for the Queens Jubilee Celebrations and felt that Cleobury had put on a very poor show compared to the Olympic Torch event.

It was confirmed that the PC agreed to give £100 to the British Legion and a cheque will be written for this tonight.

Cllr Davies asked if a card had been sent to the Queen as per her request. Locum Clerk confirmed that she had not done this as she did not recall this request being made – Cllrs confirmed that they did not recall the request either. Locum Clerk pointed out that it was not too late to send a card and this will be arranged.

Chairman felt that the item regarding the apologies for absence should be added to next month's agenda.

Locum Clerk suggested that as the apologies had been accepted that a line is drawn under this item and the Council move on.

Cllr Butler supported this suggestion and proposed that the PC move on; this was seconded by Cllr Reiner. Vote – 3 for, 1 against with 2 abstentions (Cllrs Davies and Griffiths). **RESOLVED that the Council move on.**

**e) Olympic Torch event:**

This was a big event for Cleobury Mortimer and Cllr Hainsworth amplified the thanks to Madge Shingleton and how the event was extremely well organised.

**f) Any other matters arising:**

Cllr Griffiths asked if the money had been received from the sale of the Mullers Land.

It was confirmed that £5000 had been received with the remainder when the sale is complete. Cllr Griffiths felt that this had gone on long enough and this should have been completed. Cllr Butler pointed out that this had been delayed due to planning permission etc.

Completion should be within 12 months and until then the land is still owned by the PC.

Cllr Davies asked if interest was being paid on this money – PC still have use of the land.

Chairman pointed out that he had received a call today confirming that the new road is now in use and land fenced off.

The land had been used as a coach park for the Torch event and car park for the Fringe event. It was suggested that perhaps this land could be put to use – planning permission/business rates would then apply.

At this point the Chairman proposed that as PC Sewell was unable to attend the meeting that item 0.06.22 be brought forward; this was seconded by Cllr Butler.

Cllr Griffiths why alter the agenda around? It was confirmed that it was possible to do this.

**RESOLVED to bring the item forward.**

0.06.22            Cllr Butler – Motion: **“This Parish Council agrees to take action against individuals who have made insults against the Council and Councillors and instructs the Police to take the appropriate action”**

Cllr Butler asked that the motion should read ‘Council and/or Councillors’. **RESOLVED to accept this alteration. Cllr Butler asked Locum Clerk if an interest should be declared by Cllr Griffiths. Locum Clerk pointed out that Cllr Griffiths had been advised last month that she felt that he had a prejudicial interest but her advice had been ignored.**

**No interest was declared.**

Cllr Butler explained that posters have been put up in a shop window including names and had asked the Police if anything could be done as this is ‘bringing the town down’. The Police confirmed that if these are displayed in a public place and are deemed insulting (name and specifics) action can be taken.

Councillors are volunteers and Cllrs will not please everyone all the time.

Cllr Butler pointed out that members ask if there are problems. Public should be encouraged to stand for election next April.

Cllr Butler pointed out that the PC are employers and have a duty of care to their employees; i.e. Clerk, Cemetery Manager and Market Hall Manager.

Cllr Butler proposed that this motion is moved; this was seconded by Cllr Thorogood.

Cllr Davies felt that this was a high handed attitude to take.

Cllr Griffiths pointed out that people could put up what they want and made reference to a conversation the Chairman had with his wife on the day of the Olympic Torch event. Chairman disputed the comments made and confirmed what he had said, this was supported by Cllr Hainsworth as he was present during this conversation, this was disputed by Cllr Griffiths as his wife had said that he was not present. Cllrs Thorogood and Hainsworth confirmed that they were both present.

During the heated discussion Cllr Griffiths accused Cllr Thorogood of being corrupt. Cllr Thorogood asked Cllr Griffiths to justify his accusation but no reply was given.

Cllr Davies stated once again that she did not want to involve the Police.

A vote was taken – 3 for, 2 against and 1 abstained. **MOTION carried.**

This was greeted with a prolonged applause from members of the public.

#### **0.06.5 Councillor's reports and items for future agendas:**

Cllr Reiner reported a pothole in the road at the end of Ronhill Crescent/Furlongs Road.

Cllr Davies reported the untidy state of the wells (but the water is running again) and also the beds in the churchyard have not been kept tidy.

After discussions it was **RESOLVED to ask Dave Short to provide a quote to maintain the wells on a quarterly basis and church gardens.**

Cllr Hainsworth that the brambles are growing over the pavement on the Tenbury Road (land owned by E-on). Clerk will speak to E-on regarding this.

#### **0.06.6 Planning applications:**

a) Erection of red brick east boundary wall not exceeding 2m to match existing west boundary wall – The Manor House Nursing Home, High Street, Cleobury Mortimer. Application number: 12/01686/FUL – Applicant; Mr Zahid Iqbal.

The fence is down an open to vandalism.

Proposed by Cllr Hainsworth that no objections raised to these plans; seconded by Cllr Butler. **RESOLVED to accept plans – Cllr Griffiths abstained from voting.**

b) Crown reduce by 30%, mid crown thin and crown raise to 2.5m one Yew tree; crown reduce by 40% mid crown thin and crown raise to 3m 2 no. Yew trees within Cleobury Mortimer Conservation Area – 2 Beechcote Lodge, the Hurst, Cleobury Mortimer. Application number: 12/02055/TCA – Applicants: Mr and Mrs J Barson

No objections were raised – proposed by Cllr Davies, seconded by Cllr Reiner. **RESOLVED to accept plans.**

Locum Clerk pointed out that the application received last month for work to the oak tree had been queried. No objections had been raised by the arboriculturist and the tree had no merit in placing a TPO on it.

c) Any others received after issue of the agenda – no further plans received.

d) Planning permissions/refusals – weekly planning list from SC circulated to members via email.

#### **0.06.7 New Toilets – to discuss proposal from Shropshire Council:**

**Cllr Butler declared a personal/prejudicial interest as Cabinet Member of Shropshire Council and left the room.**

Chairman confirmed that a meeting had taken place at 5.30pm this evening. Cllrs Davies, Griffiths and Reiner pointed out that they knew nothing about this meeting. Chairman confirmed that they had been sent an email regarding this. Cllr Griffiths pointed out that he does not use email. Locum Clerk pointed out that it had all been agreed through the PC that each Councillor had a Cleobury Mortimer.org.uk email address and after checking with ALC confirmed that it is up to the Councillor to check emails. If they choose not to open up the emails then perhaps they could call into the office to check any correspondence etc on a regular basis. Chairman pointed out that it is very costly to send out all items as hard copies.

Chairman explained that SC has a budget of £90,000 to provide toilets for Cleobury Mortimer. If any of the £90k is not spent this has to be returned to SC.

A working party has previously been set up regarding this scheme (Cllrs Reynolds, Griffiths and Reiner) and this can still carry on.

It was apparent from the meeting with SC that high quality toilets can be provided within this budget and SC have been requested to provide a figure /% to the PC to manage and carry out the work. This will take all work in overseeing the work/managing the budget off the PC.

Plans have been promised by the 6<sup>th</sup> July for the PC to consider. The PC will still be able to go out to tender for this work.

It was **RESOLVED to suspend Standing Orders for a member of the public to comment (8.12pm) – Cllr Griffiths abstained from voting.**

Alan McCrorie pointed out that the tenders will have to adhere to the procurement law/audit trails/set criteria etc before being sent out and the procurement process could take 7 months.

It was felt that the PC did not want to fall into the same problems with the toilets as per the Memorial Gardens and needs the project to be managed closely.

**Chairman thanked Mr McCrorie for this information and the meeting was reconvened at 8.15pm.**

After further discussions it was **RESOLVED to alter the date of the next meeting to 9<sup>th</sup> July in order for this item to be discussed when the plans are to hand.**

#### **0.06.8 SC – Transfer documents – Public Conveniences, Eagle Lane, Cleobury Mortimer:**

This was a standard transfer document used by SC to all other Parish and Town Councils who have taken over toilets. Until the toilets are signed over nothing can be done with these – if these are sold 50% of money has to be handed to SC.

It was **RESOLVED that the document is signed and returned to SC.**

#### **0.06.9 Parking Review:**

The questionnaire is still being compiled to go out with the Parish Plan in September. It was **RESOLVED to ask Jim Reynolds to insert this and the change of the date for the next PC meeting into the July Cleobury Clarion.**

#### **0.06.10 Parish Council Standing Orders for adoption (copies emailed/posted to all Cllrs):**

Locum Clerk handed to all Councillors 2 pages to replace the ones in the document circulated to all Councillors as this included 'Disciplinary and Grievance/Personnel/Complaints committees'.

Chairman pointed out that councillors had met before the last meeting and had gone through the Standing Orders prior to the final document being produced. Chairman thanked Locum Clerk for putting this document together and it was **RESOLVED that these be adopted by the Parish Council – Cllr Griffiths abstained from voting.**

#### **0.06.11 Finance:**

To approve accounts for year ending 31<sup>st</sup> March 2012:

Clerk (Matt Sheehan) explained the variances and Locum Clerk read out Section 2 of the Audit Form and Councillors agreed with the questions asked. It was **RESOLVED that the accounts be accepted and Chairman and Clerk sign the form – Cllr Griffiths abstained from voting.**

Internal Auditor's report – this was read out by the Chairman and **RESOLVED that this be accepted – Cllr Griffiths abstained from voting.**

Account to be paid: J McGrath - £123

R M Price - £190, £100, £570(April), £570(May), £100

Cheques for payment – CoCo project £3770 (invoice required from Market Hall)

Royal British Legion - £100

Locum Clerk's expenses - £46.48

Nightingale Nursing Fund – Locum Clerk pointed out that she had not received a written reply back from the Chairman but had discussed it with her and briefly explained the NNF. It was felt that the need for funding should be proved (accounts).

South Shropshire Youth Forum funding request - £1000 was donated last year and the forum is looking for similar support.

Clerk was asked to provide a breakdown for the next meeting as to what has been spent in donations so far this year and the amount of precept for these items.

After much discussions and Cllr Davies' opposing this grant she suggestion that this group do their own fund raising (Cllr Griffiths supported Cllr Davies). It was **RESOLVED that if the request for funding is approved at the LJC meeting tomorrow night then the PC will support this** – 4 for 2 against (Cllrs Davies and Griffiths).

Shop and Save Scheme:

**Cllr Butler declared a prejudicial interest as a shop owner and left the room.**

**Cllr Davies declared a personal interest as she works in a shop.**

Cllr Griffiths proposed that all Cllrs have copies of the documents to read and discuss at the next meeting before a decision is made. Hard copies to be provided for Cllrs Reynolds and Griffiths.

Cllr Davies also proposed that enquiries are made as to the take up of this scheme and if all members/retailers are involved – not just shops.

Previous Clerk Eric Mark has requested that the boxes of Parish Council documents are collected from his house. It was suggested that these could be stored temporarily in the store at the Market Hall but will all need sorting out. Locum Clerk pointed out that many documents only need keeping for 7 years or less. Cllr Butler suggested putting these in the archives at SC and he was asked to find out costs involved.

The bench in front of the Church is rotting away and needs replacing. Locum Clerk suggested that there are benches with inscriptions on for the Queens Diamond Jubilee. It was **RESOLVED that this matter is looked into and a maximum of £500 be spent.**

Royal Wedding mugs – there are still mugs in the office and also some being held for sale at Mumfords. There are VAT implications in selling these mugs and after discussions it was **RESOLVED that Cllr Griffiths ask Mrs Griffiths at Mumfords for the return of the unsold mugs and payment for any sold and the surplus mugs be distributed 50/50 between Lacon Childe School and Cleobury Mortimer Primary School**

#### **0.06.12 Parking Review:**

Duplicated agenda item – dealt with earlier.

#### **0.06.13 Correspondence:**

Quote from R M Price re: Compost bin – Chairman suggested that the closed churchyard is mulched instead of mowed this bin would not then be required. **RESOLVED to ask Mr Price regarding mulching.**

Start of Conversion Programme to Part Night lighting – noted receipt.

LJC meeting 12<sup>th</sup> June, Kinlet Village Hall – all welcome to attend.

Tracey Johnson – Cleobury Youth partnership summer events calendar – let Tracey have any details of events.

Tracey Johnson – Speed reduction measures and Youth work – noted receipt.

My Colony – Allotment Management System – noted receipt.

Shropshire Housing Group – Local Connection confirmation letters – to be dealt with in closed session due to confidentiality

Came and Co – insurance renewal receipt – noted receipt.

SC – removal of bin at rear of Church, Church Walk – noted receipt.

Streetscape Products and Services – noted receipt.

RJW Planning consultants – noted receipt.

Letter from Dave Harley, Cleobury Mortimer Bowling Club – chairman read this letter out as this was a vote of thanks to Matt Sheehan for all the help he has given to the Bowling Club.

Audit Commission re: auditors – confirmed that no councillors use Mazars.

Account – Diane Malley - £100 (internal audit fee) – **RESOLVED to pay this account.**

Account – D Short - £138.90 – **RESOLVED to pay this account.**

Neighbourhood Watch – request to support provision of defibrillator. Chairman read out this letter. It was **RESOLVED to leave this until Cllr Brown is present as she might well know if/where there are any defibrillators in Cleobury Mortimer.**

#### **0.06.14 Locum Clerk:**

Chairman proposed as Matt's phased return to work that Locum Clerk, Freda Morris, be asked to continue until the next meeting, this was seconded by Cllr Hainsworth and RESOLVED to accept.

**0.06.15 Historic Core Project (to agree to have specifications drawn up) – Cllr Butler:**

Cllr Butler pointed out that £5000 had been included in the precept for this project with at least £5000 to come from SC.

Cllr Butler explained the project briefly and proposed that £2500 is ring fenced to carry out the specifications etc., this was seconded by Cllr Davies and RESOLVED to accept proposal.

**0.06.16 Parish Hall Right of Way:**

The problem with the Right of Way at the Parish Hall was explained and emails read out. After discussions it was RESOLVED to seek costs regarding option 3 – taking legal action but Locum clerk was asked to forward this to SALC for the advice of NALC.

**0.06.17 SamDev comments following presentation evening by SC:**

Nothing further to add following meeting last week.

**0.06.18 Cemetery:**

A complaint had been received regarding the overgrown unattended graves. Clerk confirmed that Roger Price did it twice last year and has done it this year (£280 spent last year on this). Ditton Mill had sent some men up to tidy this up prior to a funeral and it was suggested that perhaps a community Day could be held with volunteers helping to tidy this up.

Locum Clerk suggested using the 'PAYBACK' scheme, if available in Cleobury Mortimer. It was RESOLVED that Cllr Butler will contact Heidi Steele regarding this.

**0.06.19 Market Hall PA system:**

Chairman confirmed that he had borrowed the Stage Pass 300 system last month and although not liked by Cllr Davies it did help the Public and Councillors hearing comments being made. The cost is £600 and Chairman suggested that perhaps the PC could pay half and the Market Hall pay half and then rent this out but this would have to be discussed with the Market Hall committee first. It was RESOLVED to investigate this further – vote 4 for 2 against (Cllrs Davies and Griffiths).

**0.06.20 Use of Town field for Shropshire Kite Festival – August 18<sup>th</sup> and 19<sup>th</sup>**

Cllr shinton had emailed this request and it was RESOLVED that Rachel Neaves should be contacted regarding this as she takes the bookings.

**0.06.21 Solid wall insulation for Communities – Cllr Hainsworth:**

Cllr Hainsworth gave a brief report on this project which is 100% funded which is also means tested. It was RESOLVED that the parish Council support this scheme and Cllrs Hainsworth and Butlers be nominated as contacts.

**0.06.23 To confirm date of next meeting:**

9th July 2012.

It was resolved 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.

**Cheques written:**

J McGrath - £123

R M Price - £190, £100, £570, £570, £100 = £1530

CoCo - £3770 (invoice required)

Royal British Legion - £100  
Locum Clerk's expenses - £46.48  
South Shropshire Youth Forum - £1000 (subject to support from LJC)

**There being no other business the meeting closed at 9.40pm to allow the following items to be discussed**

Shropshire Housing Group Local Connection confirmation letter: see 'CONFIDENTIAL MINUTES'.

**Signed: Chairman**

**Date:**