

## Cleobury Mortimer Parish Council

**Parish Council meeting held on Monday 4<sup>th</sup> February 2013 at 7pm in the Market Hall, Cleobury Mortimer.**

### **Present:**

Cllr S Thorogood (Chairman), M Reiner (Vice Chairman), B Davies, D Brown, G Hainsworth, J Griffiths.

Clerk: Mr M Sheehan

Public: 10

The Chairman welcomed everyone to the meeting and introduced Tom Brettle and Clare Todd to speak.

Tom said that the project has been in the making for several years, looking at a farmers market and supporting trade. The market was linked to the High street enhancement scheme but never had enough funding to proceed but it will bring two projects to Cleobury and give local traders and producers some help, with Clare the brains, who can answer any questions.

We are requesting considerable funding from the Parish Council with funding from others, but there is a degree of urgency.

Clare said Cleobury Country wanted to help local traders as well as outside, with locals having first option, bringing in tourism and showing the facilities Cleobury Mortimer has, with signs placed at the top and bottom of Cleobury.

There would be demonstrations and dancing to get people into town and enjoy Cleobury.

Access and loading and unloading will be controlled.

Cllr Griffiths asked if there was a list of store holders.

Clare said a lot were phoning up and has spoken with some local traders who seem up for it.

Cllr Griffiths asked if they were local.

Clare said there is a radius of within 35 miles but was trying to keep it to Cleobury.

The Chairman thanked Tom Brettle and Clare Todd.

### **0.2.0 Democratic 15 minute Public Time**

The chairman asked if any public wished to speak.

**None**

### **0.2.1 Apologies for absence**

Cllr K Reynolds Reason; Babysitting

Cllr G Butler Reason Recovering from operation.

Cllr K Woodfield Reason None given.

### **0.2.2 Parish Council Dispensation – Cllr S Thorogood**

a) To Resolve Clerk can accept dispensations

The Clerk explained that the Parish Council needed to resolve that the Clerk could accept any dispensations.

Cllr Thorogood proposed that the Clerk could accept dispensations, seconded by Cllr B Davies, voted all in favour **RESOLVED**.

b) Dispensations for Budget and Precept

The Clerk explained that to vote on the budget and precept, councillors had to sign the provided paperwork and propose they are accepted.

Cllr Thorogood proposed that dispensations are accepted, seconded Cllr D Brown, voted all in favour, **RESOLVED**.

### **0.2.3 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 members interests maintained by the Monitoring Officer.

Name	Disclosable Pecuniary Interests
Cllr G Hainsworth	0.2.18 Parish Grass Cutting 2013-16

At this point Cllr Davies acknowledged the presence of the three CSO's and asked that an introduction be made.

All councillors and Clerk introduced themselves and CSO's Nick Morris Cleobury Mortimer and Ben Harris and Shelley Hyde, Cleobury Mortimer and Highley.

#### **0.2.4 To approve the minutes of the meeting 7<sup>th</sup> January 2013**

Cllr D Brown pointed out that the Agenda read 3<sup>rd</sup> January 2012 and should have been 7<sup>th</sup> January 2013. Proposed by Cllr M Reiner, seconded by Cllr G Hainsworth that the minutes be agreed and approved. Five in favour, One abstained. **RESOLVED** to accept the minutes and duly signed by the Chairman.

#### **0.2.5 Matters arising from the minutes**

Clerks Report up to date, Distributed at meeting

Cllr G Hainsworth thanked Cllr M Shineton for looking into Parish Hall and providing the information.

Cllr D Brown said it was detailed in sales but may not have been in the contract.

Cllr Griffiths said a copy of the contract was required.

The Chairman said we should move on and clarify later and thank you to Madge.

Cllr M Reiner reported the following;

Pot holes New Road and Blocked drain end of New Road in Lower Street.

Leaves and snow can be cleared and no one can be sued.

Container for cardboard us overflowing, needs two.

Cllr Brown confirmed number on container to call when full.

Cllr Reiner will call.

The Clerk referred to his report and the problem of moles in the Cemetery required urgent attention.

Cllr Thorogood proposed the Clerk dealt with it, seconded by Cllr M Reiner, voted all in favour

**RESOLVED.**

Cllr Davies said the she and Cllr Reiner had attended the planning meeting in Bridgenorth concerning the JAG Glazing site in Vaughan road. She did speak against but got confused as it why a deferment could not be done and as Cllr Shineton was available proposed that Standing Orders be suspended to get clarification, seconded by Cllr M Reiner, voted all in favour **RESOLVED. 7.30pm.**

**Cllr Shineton said** that she had talked to legal and the planning officer to confirm that any reasons against would stand up if appealed. She had been told that Bovis would appeal if turned down. It is designated employment land and we needed to try and retain it for small sustainable businesses.

With the help of Cllr Davies and Cllr Reiner at the meeting, we are 90% successful.

Cllr Thorogood made the following points.

Need investment in businesses

Not Bovis type of units.

If have a list of waiting businesses, would add weight.

Cllr Shineton explained she was getting evidence together.

Cllr S Thorogood proposed reinstating Standing Orders, seconded Cllr M Reiner, voted all in favour,

**RESOLVED. 7.40pm.**

Any other matters arising

#### **0.2.5 Councillor's reports and items for future agendas**

**None**

#### **0.2.6 Unitary Report (Cllr G Butler / Cllr M Shineton)**

Cllr Shineton provided the following points.

The constitution and Sam Dev reports are out.

Planning training 18<sup>th</sup> February

Youth Forum meeting 12<sup>th</sup> February

LJC Meeting 21<sup>st</sup> February at Lacon Childe School. Plans for Medical Centre, Police Commissioner and head of Shropshire Council Keith barrow attending.

Attended 6 health meetings in last 10 days,

New building Brierley Hill and not losing Shrop Doc.

G P's and Shropshire have worked well to bring all together.

Not satisfied with ambulance response.

Concerned about Manor House and Ashley's Café

Footpath across front of Sports and Social club stops short of gate. Anything footpath association can do?

Cllr G Hainsworth would put on next Agenda. Last 50 yards is grass, could put gravel down.

#### **0.2.7 Planning applications:**

##### **a) Planning Reference: 12/05255/FUL**

Development: Erection of detached double garage following demolition of existing.  
Proposed Location: 3 Westend Terrace, Ludlow Road, Cleobury Mortimer,  
Shropshire, DY14 8BN

Applicant: Mr A Pain  
Cllr B Davies proposed no objection, seconded by Cllr D Brown, voted all in favour **RESOLVED**.

##### **b) Planning Reference: 12/05201/FUL**

Development: Erection of replacement conservatory with extension and internal  
Alterations.  
Proposed Location: 21 High Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8DG  
Applicant: Mr and Mrs A Greenway

Cllr D Brown proposed no objection, seconded by Cllr B Davies, voted all in favour **RESOLVED**.

##### **c) Planning Reference: 13/00043/FUL**

Development: Erection of a garage with loft accommodation above following  
demolition of existing double garage and to fell 2 No Yew and 1 No  
Scots  
Pine (Amendment to planning permission ref 10/04882/FUL)  
Proposed Location: Pudding Meadow Garage, Eagle Lane, Cleobury Mortimer, Shropshire,  
Applicant: Mr Peter Blackburn

After a short discussion Cllr S Thorogood proposed a site visit be made, seconded by Cllr D Brown, voted all in favour **RESOLVED**.

##### **d) Planning Reference: 13/00072/FUL**

Development: Change of use of land to form extension to existing touring caravan park  
Comprising of 32 serviced touring caravan pitches, car park and  
extension  
Of the existing internal access road.  
Proposed Location: Lodge Coppice Caravan Park, Prizeley, Shropshire, DY14 8PX  
Applicant: Mr Trevor Davies

After a short discussion Cllr D Brown proposed No Objection subject to Highways report on access being done, seconded by Cllr B Davies, voted all in favour **RESOLVED**.

##### **e) Planning Reference: 13/00142/ADV**

Development: Erect and display 1No Internally Illuminated Heritage Projector; 2 No  
Internally Illuminated Text Bands; 1No Internally Illuminated ATM  
Header; 1No Internally Applied Vinyl Name Plate and 1No Internally  
Applied Vinyl Overlay.  
Proposed Location: Lloyds TSB Bank Plc, 39 High Street, Cleobury Mortimer, Kidderminster,  
DY14 8DH  
Applicant: Lloyds Banking Group

As this was the Parish Councils banking branch it was proposed by Cllr G Hainsworth not to comment and refer back to Shropshire Council, seconded by Cllr D Brown, voted all in favour **RESOLVED**.

##### **f) Planning Reference: 13/00210/LBC**

Development: Replacement of existing signage affecting a Grade II Listed Building.  
Proposed Location: Lloyds TSB Bank Plc, 39 High Street, Cleobury Mortimer, Kidderminster,  
DY14 8DH  
Applicant: Lloyds Banking Group

As this was the Parish Councils banking branch it was proposed by Cllr G Hainsworth not to comment and refer back to Shropshire Council, seconded by Cllr D Brown, voted all in favour **RESOLVED**.

**g) Planning Reference:** Reference: 13/00028/FUL (validated: 21/01/2013)

Development: Proposal: Conversion of agricultural barns to 3 dwellings, demolition of outbuildings and erection of associated garaging

Proposed Location: Address: Proposed Barn Conversions South Of Weston Farm, Cleobury Mortimer, Shropshire

Applicant: Mr S Barnes, Heritage Developments (Ludlow) Ltd (Fairfield, Barnsland Farm, Cleobury Mortimer, Shropshire, DY14 8QU

After a short discussion on the access being dangerous, Cllr S Thorogood proposed a site visit be made, seconded by Cllr D Brown, voted all in favour **RESOLVED**.

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

i) Any others received after issue of the agenda

## 0.2.8

### Finance:

#### Account to be paid:

Shropshire Council - Wages

Cheques for payment –

The Market Hall - Toilets £100 (January)

Npower - £394.24 Streetlights (Paid)

BT Office phone bill (1 Jan – 31 Mar, rental) - £130.81

SLCC Shropshire Branch - £15 – Training Clerk (agreed Jan meeting)

Clerks Reimbursements £37.68 (Oct 2012 – Jan 2013)

Prysmian - £750 (New Streetlight Tenbury Road)

Viking - £120.54 – (Office stationary)

Co Co (Market Hall) - £942.50 (Second Quarterly payment)

Any others received after issue of the agenda

#### Payments Received:

**Clerk informed the councillors of the following:-**

Cemetery - £75

**Proposed by Cllr B Davies, seconded by Cllr D Brown, that the accounts are accepted and payments is made. Voted all in favour RESOLVED.**

#### Donation Requests

**Clerk informed the councillors of the following:-**

Grant application Cleobury Country - £13,500 (Historic Core & Farmers Market)

After a short discussion Cllr D Brown proposed that as £10,000 was precepted for that £10,000 is granted for the project and the remainder sourced elsewhere, with the option to apply to the Parish Council if unsuccessful. Seconded by Cllr G Hainsworth voted 5 in favour 1 abstained. **RESOLVED**.

## 0.2.9 Correspondence:

Email received Skate Park Inspection – fwd to Cllr Shingleton

Email sent on behalf of Bill Longmore, Police and Crime Commissioner – West Mercia 9<sup>th</sup> Jan

Invoice received Npower – Street lighting 11<sup>th</sup> Jan

Email received Cllr Shingleton, venue change LJC meeting and request for refreshments 11<sup>th</sup> Jan

Weekly list of planning applications registered and decisions reached, week ending 11<sup>th</sup> Jan

Email Susan Comben – Draft Police & crime plan 11<sup>th</sup> Jan.

Email planning permission granted 11 Steeple Close.

Email LJC meeting now Lacon Childe School 21<sup>st</sup> Feb 7pm.

Email from SALC – Elections information. 11<sup>th</sup> Jan

Email from planning – Pudding meadow garage Eagle Lane.

Email Ed Lewis – Invoice Lime trees.

Email Diane Malley Internal Audit letter – **Agenda point**

Email Craven Arms Memorials – advice required 14<sup>th</sup> Jan

Email Tom Brettle - Cleobury Youth Partnership 12<sup>th</sup> February at 10.00 at Lacon Childe School.

Email Shropshire Clerks - BBC Television Location Search – fwd

Invoice received BT Office phone rental and charges £130.81 - phone re payment. 21/01  
Received Planning application notice for Pudding Meadow Garage- Agreed to take and display.  
Letter received West Mercia Police – acknowledgement of our letter sent.  
Email from Highways regarding gritting pavements and roads.  
Email Flo Hadley Neighborhood Watch – Print and display poster  
Email from Matrix Medical – confirmation to contact Muller England  
Email copy of information between Matrix and Muller England.  
Email received streetlight outside 31 Grove Meadow not working – Pass on to Prysman.  
Email received streetlight outside 16 Tenbury Road not working – Pass on to Prysman.  
Email received Society of Local Council Clerks – News Bulletin.  
Email received Neighbourhood Watch meeting cancelled – Put on notice Board.  
Email from Tom Brettle regarding 4<sup>th</sup> Feb meeting – reply and send Donation application form.  
Received a quote for Grass Cutting – 22/01/13- labelled A and pinned on board.  
Notification of Planning meeting regarding JAG Glazing Ltd 29<sup>th</sup> Jan – Posted on Notice board, informed councillors.  
Email received regarding Election process and guidance for Clerks  
Email from Came & Co, PC Insurers, on Winter Warnings - Fwd to Cllrs 23/01.  
Email automatic reply from Tom Brettle out of office until 21<sup>st</sup> Jan.  
Email from Shropshire Council Letter regarding Election fees – fwd and print for Councillors.  
Email from Lesley Lloyd extending date of tenders for Historic Core. Now 6<sup>th</sup> Feb  
Email reply Cllr Brown regarding JAG planning meeting. Apologies 23/01  
Email received Mr B Kent problems Orchard End – Send reply and copy in Councillors  
Email from Lesley regarding Historic Core Quotes – One local firm dropped out.  
Email from Dot McBride regarding BT Invoice for office. 24/01  
Email Fields in Trust – Forward to councillors.  
Email winter sale of Christmas lights – Forward to Cleobury Chamber of Trade  
Copy of e-mail sent from Steve Birmingham to Ingrid Purslow re Road Closures.  
Email received Mr A Gilhooly Head Lacon School – Problems with gritting 28/01/13  
Letter received from Chief Inspector Paul Moxley regarding letter sent to Chief Constable.

Any others received after issue of the agenda

#### **0.2.10 Historic Core Project update – Cllr Butler**

Agreed to carry forward to next meeting in March.

#### **0.2.11 Budget & Precept – Cllr S Thorogood**

It was proposed by Cllr D Brown to keep the precept the same as last year and to do this we need to ask for £29,483 to get the £33,000 precept last year, keeping it at 0%. But acknowledging that we may not get the Tax Benefit Grant next year. This was seconded by Cllr G Hainsworth, voted all in favour **RESOLVED.**

#### **0.2.12 Draft Minutes - Cllr B Davies, Cllr D Brown**

This was raised by Mrs Griffiths at the January meeting.

Cllr Davies raised the following points that it is not a legal requirement, but could see no reason to put a couple of copies out at the meeting.

The Chairman read out a statement from SALC to the Clerk.

Hi Matt,

Re your question as to whether draft minutes should be made available prior to the meeting.

The only discussion that can take place on the minutes is on their accuracy and minutes once signed as a correct record by the Chairman then become a legal document and the public have a right to inspect them and make copies.

Knowles on 'Local Authority Meetings' para 8.25 states "The act of confirming the minutes does not require the minutes to be read nor need a copy have been circulated beforehand to members.....Although they are through practice normally circulated in draft to members with agenda papers.... If they are not circulated, the minute book should be kept available for inspection by any member who may wish to check the minutes before agreeing to their confirmation and in any case, the minute book should be laid on the table for, say, half an hour before commencement of the meeting at which the minutes are to be confirmed."

**There is certainly no legal obligation for you to provide the public prior to a meeting with draft minutes** although in practice some clerks may do this. If this is done, then the minutes should be clearly marked 'draft' preferably by watermark across each page. Once the minutes are approved, then the clerk could provide copies to those present in the meeting (and strictly speaking this should be to electors in the parish but see NALC LTN 5 attached, para 44.)

During open public question time, members of the public may ask questions on items on the agenda, but it is only councillors who can question the accuracy of minutes, not the public. If the public have any concerns in relation to the council's procedures and administration, then they should put this in writing to either the clerk or Chairman for consideration as a complaint under the Council's complaints policy.

Hope this is helpful, Matt.

Best Wishes

Dianne

Dianne Dorrell

Administrative Support Officer

Shropshire Association of Local Councils

The Chairman said that what he had said was correct that we have no legal obligation to put out copies of Draft minutes, but would propose that two copies of the Draft minutes are made available at the meetings, Seconded by Cllr Davies, voted all in favour **RESOLVED**.

#### **0.2.13 LJC Meeting – Cllr D Brown**

*(Organisation of Tea and Coffee for LJC meeting)*

Cllr D Brown said that the host town always provides the tea and coffee and proposed that the Parish Council provide the funds to do this, seconded by Cllr M Reiner, voted 5 in favour 1 abstained.

**RESOLVED.**

#### **0.2.14 Parish Hall - Cllr D Brown**

*(Further funding, structure)*

Cllr Brown raised the point that a meeting is required with the Parish Hall committee to discuss joint management and put together a working group.

After a short discussion it was decided that as Cllr Hainsworth was on the Parish Hall Committee, he can put on their next meeting Agenda for the 14<sup>th</sup> of February 2013, to arrange a meeting.

#### **0.2.15 Toilets Update - Cllr S Thorogood**

*(CCTV / Alarm system.)*

The Chairman explained that the completion date had been extended due to the snow and bad weather.

The Clerk explained that he had information about CCTV possibilities and a site meeting was suggested to look at all possibilities. It was agreed for the Clerk to look into this and arrange if possible.

#### **0.2.17 Market Hall - Cllr S Thorogood**

a) Maintenance

The Chairman explained that the Market Hall desperately needs work like pointing, which was not done properly and nothing has been spent since the renovation. Pointing outside, decoration and a window in the storeroom to make it rentable, all needs doing.

Cost of £7,000 to £10,000 is estimated and we have £45,000 in Market Hall bank, but require authorisation of full council to spend the money.

After a short discussion Cllr D Brown proposed to spend the money, seconded by Cllr M Reiner voted all in favour **RESOLVED**.

b) Storage Shed (Cleobury Country)

The Chairman said he was 100% in support of Cleobury Country to buy a shed to put at the rear of the Market Hall, to which the contents would belong to Cleobury Country, but the shed would be gifted to the Market Hall and would be responsible. Would need in writing for future if people change. The Chairman proposed Cleobury Country be allowed to site the shed at the rear, seconded by Cllr Hainsworth voted all in favour **RESOLVED**.

#### **0.2.18 Parish Grass cutting 2013-16 – Cllr S Thorogood**

*(Consider tenders and agree contactor)*

**At this point Cllr G Hainsworth declared an interest and left the room 8.40pm.**

Three tenders were received, marked A, B and C, opened in front of the public and discussed, referring to them as such.

After a short discussion Cllr Thorogood proposed to accept Quote B, seconded by Cllr D Brown, voted all in favour **RESOLVED**.

#### **0.2.19 Internal Audit – Cllr S Thorogood**

*(Agree Internal Auditor for 2013)*

The Clerk explained that the cost has gone up by £5 to £105 and we had a good internal audit last year. Cllr D Brown proposed to accept Diane Malley as our internal auditor, seconded by Cllr G Hainsworth, voted all in favour **RESOLVED**.

**0.2.20 Talbot Car Park – Cllr B Davies**

*(Update request from January meeting)*

Cllr Davies raised concerns again of the state of the car park.

The Clerk had been in touch with Shropshire Council and explained the urgency of the repairs required, but will chase up again

**0.2.21 Holiday cover Clerk – Cllr S Thorogood**

The Chairman explained that the Clerk needed cover while on annual leave and proposed that Freda Morris, seconded by Cllr B Davies, voted all in favour **RESOLVED**.

**0.2.22 Confirm date next Parish Council meeting - Clerk**

*Next meeting 4<sup>th</sup> March 2013*

Agreed by councillors.

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Under section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12a of the Act by virtue of the paragraph specified against the item.

Cllr Thorogood read out the above and proposed that the press and public be excluded, seconded by Cllr B Davies voted all in favour **RESOLVED**.

Cllr Davies proposed to accept the confidential minutes item 0.1.19 Cemetery – Clerk (Memorial request) from the January 7<sup>th</sup> 2013 Parish Council meeting seconded by Cllr G Hainsworth, voted five in favour, one abstained. **RESOLVED**.

**There being no other business the meeting closed at 9.00pm**

**Cheques written:**

Account to be paid:

Shropshire Council - Wages

Cheques for payment –

The Market Hall - Toilets £100 (January)

Npower - £394.24 Streetlights (Paid)

BT Office phone bill (1 Jan – 31 Mar, rental) - £130.81

SLCC Shropshire Branch - £15 – Training Clerk (agreed Jan meeting)

Clerks Reimbursements £37.68 (Oct 2012 – Jan 2013)

Prysmian - £750 (New Streetlight Tenbury Road)

Viking - £120.54 – (Office stationary)

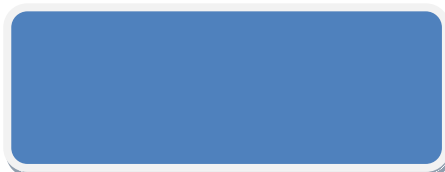
Co Co (Market Hall) - £942.50 (Second Quarterly payment)

Any others received after issue of the agenda

Payments Received:

Cemetery - £75

**Signed: Chairman**



**Date 04/03/2013**