



# CLEOBURY MORTIMER PARISH COUNCIL

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**Annual Parish Council meeting held on Monday 11<sup>th</sup> May 2015 at 7pm in the Market Hall, Cleobury Mortimer.**

**Present:**

Cllr S Thorogood (Chairman) Cllr D Brown (Vice-Chairman), Cllr M Reiner, Cllr G Hainsworth, Cllr J Martin, Cllr R Hayward, Cllr T Kirkby

Clerk: Mr M Sheehan

Public: 1

The Chairman welcomed everyone to the Parish Council AGM and proceeded to the first item.

**0.5.0 To elect the Chairman** and to receive the Chairman's Declaration of acceptance of Office

Cllr Reiner proposed Cllr Thorogood, seconded by Cllr Hayward, no other proposals.

**RESOLVED** that Cllr Thorogood be elected Chairman. Declaration of office was duly signed and witnessed by the Clerk.

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

Cllr Hainsworth proposed Cllr Brown, seconded by Cllr Hayward

**RESOLVED** that Cllr Brown be elected Vice Chairman. Declaration of office was duly signed and witnessed by the Clerk.

**0.5.2 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)

**None**

**0.5.3 Apologies for absence**

Cllr B Davies Reason: Not Well

Cllr P French Reason: Holiday

RFO D McBride Reason: Meeting

**RESOLVED to accept apologies.**

**Also Apology from Cllr M Shingleton, Cllr G Butler.**

**0.5.4 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 R Hayward 0.5.16 Pop up Shops**

**0.5.5 To approve the minutes of the meeting dated 13<sup>th</sup> April 2015**

**RESOLVED** to approve the minutes of the Parish Council meeting which was duly signed by the Chairman.

**0.5.6 Matters arising from the minutes**

Clerks Report up to date distributed at meeting.

➤ **General items**

Emptying the Skate Park bin as and when required and litter picking weekly by volunteer.

Eagle Lane, Issue with Refuse collection. Meeting took place with, residents Veolia, Shropshire Waste partnership and most now working together.

Walk Board now fitted at New Toilets.

Now moved into new office.

Visited by resident from Langland Road with issues concerning South Shropshire Housing Group.

Manor House work started and owner keeps in regular contact.

**Highways/ Streetlights Issues**

Ongoing Streetlight problem in Hurt being addressed by new LED lamp fitted.

Heard from Insurers regarding Mawley Bus shelter, now require photos. On Going.



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## Cemetery/ Church gardens

After grass cut used volunteers to clean all headstones and tidy Cemetery.  
Ordered Turf for two graves as agreed by council. To replace artificial grass when delivered.  
Catching moles will be ongoing as new mounds appeared.

## Police/ Crime / Parking Enforcement

Regular visits from both organisations as usual

Visit to look at Highley CCTV system set for Friday 15<sup>th</sup> May 10am.

Successful grant application of £11,500 for CCTV will be transferred from SC after request.

Smartwater and We Don't Buy Crime team, attended Parish AGM which went very well with good turnout.

Visited by Mr Graham Oliver the Crime commissioner's assistant, who is very pleased with what we are doing, especially with the volunteers from the Job Centre. Subsequently received phone call from their publicity person for an update.

## Correspondence / Dates to note

- **Next WW1 meeting 10am Monday 29<sup>th</sup> JUNE 2015**
- **CCTV visit to Highley Friday 15<sup>th</sup> May 10am.**
- **Monday 1<sup>st</sup> June New Councillor Training**
- **Wednesday 24<sup>th</sup> June Chairmanship Training**
- **Market Towns Clerks meeting Wednesday 20<sup>th</sup> May 10am Shrewsbury.**

Cllr Martin asked about the Manor House

Cllr Thorogood explained that English Heritage is heavily involved and the plan to develop the Stable block is still in hand to high class 2 bedroom apartments for young professionals, gated to look like the Manor House. During a visit to see what was happening, Cllr Thorogood suggested to the owner, to have an open day in the Market Hall to inform the public of intentions when the plans are ready. Also may look at a Hotel but wants to try and sell as a Manor House.

There could also be a large payment of CIL money to come back into the town when developed.

Cllr Brown commented that it was good that he is engaged with the Parish Council and it is moving on.

Cllr Hainsworth said that at least the deterioration has been stopped.

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

Cllr Kirkby explained that the parking meeting went well and has been split into two areas, Business and Private.

A lot of comments have been made that Cleobury have no parking charges, which is an interesting comment.

Cllr Brown said that we are a large village and not a large town and encourage people to stop and in the parking consultation people were against charges.

Cllr Hayward asked when Highways were visiting next. Clerk to arrange and inform.

Cllr Reiner raised the issue of grass cutting in Ronhill Lane of a low standard. Clerk to visit with Highways and raise with Shropshire Council.

Cllr Brown reminded councillors that a meeting about the Xmas lights needs taking place in the summer. Clerk to arrange.

Cllr Martin notified a date for the Car boot of 28<sup>th</sup> June, 12 noon to 4pm. Any volunteers. Cllr Thorogood, Cllr Brown and Cllr Hainsworth.

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

**None**

## **0.5.9 Planning applications:**

### **a) Planning Reference:**

**Reference:** 15/01744/FUL (validated: 22/04/2015)

**Address:** Mawley Town Farm, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PJ

**Proposal:** Erection of steel portal framed agricultural building to store machinery and fodder

**Applicant:** Mr Adrian Robinson

**RESOLVED** No Objection

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



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**Reference:** 15/01121/TCA (validated: 12/03/2015)

**Address:** Littlebeck House , Lion Lane, Cleobury Mortimer, Shropshire, DY14 8BT

**Proposal:** To fell 3No. Ash and 1No. Conifer within Cleobury Mortimer Conservation Area

**Decision:** No Objection

**Reference:** 14/05486/FUL (validated: 05/01/2015)

**Address:** 3 Cottage Gardens, High Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8DN

**Proposal:** Erection of single storey side extension

**Decision:** Grant Permission

## **0.5.10 To review parish Council Insurance Policy- Clerk RFO**

Discussed that due to our ongoing Insurance issues it would be wise to stay with them until conclusion. Agreed by all.

**RESOLVED** to stay with current Insurers.

## **0.5.11 Finance:**

### Account to be paid:

Shropshire Council - Wages  
Cheques for payment –  
G. Davies - £30 (catering Parish AGM)  
Viking - £195.18 (Toilets, Office supplies)  
SALC - £ 20 (Training)  
D McBride - £23.87 (Reimbursements)  
WME - £214.73 (Toilets Electricity)  
Came & Co - £960.43 (Insurance renewal)

**The Clerk made the council aware of the following corrections and additions.**

G Davies - £50 correction  
Viking - £190.18 correction  
SALC - £80 correction.  
B.T - £94.34 addition.

### b) Payments Received:

Precept - £100,927.54  
Cemetery - £725

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

### c) Donation Requests:

CM Rangers - £279.98 (D of E equipment)

**RESOLVED** to agree to the grant application of £279.98

SSYF - £2,500 (Youth activities)

Cllr Martin explained that lots of young people are involved in the football sessions which are a good social hub and run really well.

**7.50pm RESOLVED** to suspend Standing Orders to allow Rich Morley to speak.

Cllr Brown explained that she was happy with items 1 and 2 below, but was not clear about the Skate Park.

- 1) Continuation of football (or alternative sports) project on Friday evening at Teme Leisure 24 sessions between Aug-March 2016**
- 2) Transition sports project for year 6's and 7's after school – 10 sessions from June – Sept 2015**
- 3) Skate park committee meetings & activities throughout the year to include fundraising and trips to other facilities.**

Mr Morley explained that the Skate Park have a number of projects with Lacon plus some other projects, with a lot using the Skate park and want to develop more. He could come back with a breakdown and more information.

Cllr Thorogood pointed out that the Parish Council are dealing with Public money.

Cllr Brown suggested voting in principal to support 1 and 2 and come back to next meeting 1<sup>st</sup> June with a breakdown of item 3.



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7.55pm **RESOLVED** to support in principal 1 and 2 and come back to next meeting 1<sup>st</sup> June with a breakdown of item 3.

**d) Capital Receipt Update:**

**Cllr Martin** Declared an interest as now an employee of Cleobury Mortimer Social Club.

Cllr Thorogood confirmed that there is still about £40,000 available to apply for and need to promote again.

Cllr Brown stated that we can provide assurance and paperwork that we have followed correct procedures.

An application for the Cemetery software and IT will be going in.

**0.5.12 To elect councillors to committees as required**

- a) Local Organisations

**To appoint members to the following committees**

- b) Complaints Committee
- c) Personnel Committee
- d) Disciplinary & Grievance Committee

**RESOLVED list as follows.**

**At the Annual Parish Council meeting on 11<sup>th</sup> May 2015, the councillors went through the organisations list and agreed to the following.**

|   |   |
|---|---|
| Childe School Endowment Fund                  | Cllr M. Reiner  |
| Parish Hall Committee                         | Cllr G Hainsworth   |
| SALC Representatives                          | Cllr M Reiner & Cllr J Martin.  |
| Police Consultative Group                     | Cllr Mrs D. Brown, Cllr S Thorogood, Cllr T Kirkby                                |
| South Shropshire Sports and Leisure Committee | Cllr B Davies, Cllr J Martin  |
| Health Representative                         | Cllr Mrs B. Davies & Cllr Mrs D. Brown  |
| South Shropshire Housing Group                | Cllr Mrs B. Davies, M Sheehan (Clerk)   |
| Snow Warden                                   | Cllr M. Reiner  |
| Power Warden                                  | Cllr Mrs B. Davies., Cllr T Kirkby, M Sheehan (Clerk)                             |
| Emergency Warden                              | Cllr Mrs B. Davies, Cllr T Kirkby   |
| Highways Liaison Officer                      | Mr M Sheehan (Clerk)  |
| Cemetery                                      | Cllr M. Reiner, Cllr G Hainsworth, Cllr P French                                  |
| Cleobury Parking Forum                        | Cllr G Hainsworth, Cllr Mrs B. Davies, Cllr T Kirkby                              |
| Risk Assessment                               | Cllr R Hayward, Cllr P French, M Sheehan (Clerk)                                  |
| Cleobury Country Ltd                          | Cllr D Brown, Cllr J Martin   |
| Flag Man                                      | Mr George Print   |
| Publicity Officer                             | Cllr S Thorogood, Cllr J Martin, M Sheehan (Clerk)                                |
| Financial Internal Control                    | Cllr Mrs D Brown, Cllr S Thorogood, Cllr G Hainsworth,<br>Mrs Dorothy McBride RFO |
| CM Youth Forum                                | Cllr J Martin, Cllr T Kirkby  |
| Local Area Joint Committee                    | Cllr Mrs D Brown  |
| Scouts and Guides                             | Cllr G Hainsworth   |
| Medical Centre                                | Cllr M Reiner, Cllr B Davies, Cllr D Brown, Cllr S                                |
| Thorogood                                     |   |
| Crime Reduction Group                         | Cllr D Brown, Cllr G Hainsworth, Cllr T Kirkby, M Sheehan(Clerk)                  |

**Committee**

**Complaints Committee** – Cllrs D Brown, S Thorogood, B Davies – reserve Cllr Hainsworth and Cllr J Martin

**Personnel Committee** – Cllr D Brown, Cllr S Thorogood, Cllr B Davies, Cllr P French – reserve Cllr G Hainsworth, Cllr J Martin

**Disciplinary and Grievance Committee** – Cllr Reiner, Cllr G Hainsworth, Cllr T Kirkby, Cllr R Hayward – reserve Cllr Davies

**Parish Council Policies** – Cllrs S Thorogood, G Hainsworth, D Brown, J Martin, R Hayward, Mrs D McBride (RFO),

Mr M Sheehan (Clerk) – reserve Cllr Davies

**0.5.13 To appoint representatives on the under mentioned bodies as required:**

- a) Market Hall Management

**RESOLVED that the Market Hall Management Trustees are as follows.**

Cllr S Thorogood, Cllr D Brown, G Hainsworth – reserve Cllr R Hayward, Cllr J Martin.



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## **0.5.14 Annual Risk review log – Clerk, RFO**

**RESOLVED** to accept the Risk Review log with the following changes:

Frequency of Assets changed from On Going to Annual and a separate column listed Exception Report.

## **0.5.15 Cemetery – Cllr Thorogood, Clerk**

Service of strimmers & mower.

The Clerk explained that there are two strimmers and an old petrol mower for the Cemetery that need checking and servicing, with the mower damaged and may need replacing. This would allow better maintenance of the Cemetery, especially the unkempt graves and also to use in other areas

**RESOLVED** for the Clerk and RFO to deal with as required.

## **0.5.16 Pop up shops – Cllr Thorogood**

Cllr Thorogood read out an email sent regarding the idea of some pop up shops to be cited in the High street to create somewhere where businesses can hire a space to sell their products on a weekly basis. Artisans or those with new products can hire one of the Beach Huts for, say, £50 per week (Wednesday-Tuesday) and test the market's reaction to those products, be it a new product to an existing range or simply a new business wanting to gauge the public's interest in its new range.

Each hut will be 3.6m wide x 2.4m deep and fitted, lined and include electricity. It will have double doors at the front that open fully against the front of the shop and onto the pavement in Cleobury Mortimer's High Street.

Available for the spring until autumn, and possibly at Christmas. The rest of the winter time they will be stored elsewhere, and ideally undercover, to come out again for the following spring.

There would be control over the types of businesses taking up these huts, so that they don't clash directly with the existing high street traders, with the intention of the hut traders complementing the high street traders.

The site for the huts would be where the pavement is at its widest – outside Nock Deighton/Galaxy Takeaway, or outside Spire Haidressers in church Street, or outside the Market Hall on the raised parking area. Planning permission would be needed.

Questions were raised as to storage for winter, electricity, traders and residents views, rates to pay like other shops, also a lot of money is spent every year to look after the trees and the look of the high street.

Suggestions of inside the Market Hall upstairs and downstairs with partitions, or possibly outside the front, also the Talbot car park were suggested.

**RESOLVED** not to have in the High street but to suggest looking other options like at the Market Hall and Parish Hall with temporary partitions.

## **0.5.17 CCTV update – Cllr Brown, Clerk**

The Clerk updated the council that the grant for the extra CCTV had been requested from Shropshire Council, who wanted to use the money for upgrading the existing cameras. But as this was not the purpose the grant was obtained the Clerk would not agree but requested as they were owned by Shropshire Council they should pay for the upgrade. Further questions revealed that Shropshire Council had no intention to upgrade them for a few years.

As this was the case the Clerk is now working with the Crime Commissioner and police to look at options to upgrade and possibly take control from Shropshire Council. This may have to happen as the CCTV systems look likely to be taken over by Shrewsbury Town council who would not want Craven Arms and Cleobury anyway.

A visit to Highley police station to view their system is being arranged.

## **0.5.18 Confirm date next Parish Council meeting - Clerk**

a) *Next P.C. meeting 1st JUNE 2015*

**The Chairman read out the following requesting the public and press be excluded for the next item.  
RESOLVED.**

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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.

**0.05.19 Parish Hall Update – Cllr Thorogood, Clerk**

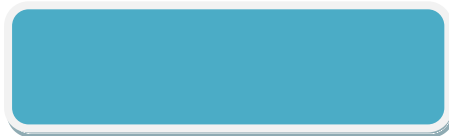
**0.05.20 Employees Review – Cllr Thorogood**

## Meeting Closed at 9.07pm

### Cheques written:

Cheques for payment –  
G. Davies - £50 (catering Parish AGM)  
Viking - £190.18 (Toilets, Office supplies)  
SALC - £ 80 (Training)  
D McBride - £23.87 (Reimbursements)  
WME - £214.73 (Toilets Electricity)  
Came & Co - £960.43 (Insurance renewal)  
B.T - £94.34 addition.  
CM Rangers - £279.98 (D of E equipment)

**Signed: Chairman**



**Date 1<sup>st</sup> JUNE 2015**