



# CLEOBURY MORTIMER

## PARISH COUNCIL

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**Minutes of Parish Council meeting held on Wednesday 4<sup>th</sup> May 2016 at 7pm in the Market Hall, Cleobury Mortimer.**

**Present:**

Cllr D Brown (Chairman), Cllr G Hainsworth, Cllr T Kirkby, Cllr B Davies, Cllr P French, Cllr M Reiner and Unitary Cllr Gwilym Butler.

**Locum Clerk:** Mrs D McBride

Public: 4

The Chairman welcomed everyone to the May meeting.

**05.00.16 Election of Chairman**

Cllr Thorogood was elected Chairman. Declaration of Acceptance of Office to be signed at the next Parish Council meeting.

As Cllr Thorogood was not present, the Chair was passed to Cllr Davies to oversee the following item.

**05.01.16 Election of Vice-Chairman**

Cllr Brown was elected Vice-Chairman. The Declaration of Acceptance of Office was duly signed and witnessed by the Clerk.

**05.02.16 Democratic 15 minutes Public Time**

Mr S Todd congratulated Council on all its work this year especially with the lack of funds, Shropshire Council passing down additional work and dealing with the Parish Hall matter. Mr Todd expressed his concern regarding the vilification of the Clerk, by an individual, for doing his job. Mr Todd asked what is Council doing about this as they have a duty of care. Mr Todd quoted ACAS and Public Order Acts and copies were given to the Chairman. Mr Todd asked if Council would issue a Statement of Fact to put the matter straight due to the misinformation in the public domain. The Chairman thanked Mr Todd for his support and stated that Council is seeking advice from ACAS, Police and NALC. The Chairman confirmed that Council is supporting the Clerk, his absence is confidential but covered by sick notes and we appreciate the show of public support.

**05.03.16 Apologies for absence**

Cllr J Martin	Reason - University
Cllr S Thorogood	Reason – Home emergency
Cllr R Hayward	Reason – Other meeting
Unitary Cllr G Butler	Reason – Other meeting

Council **RESOLVED** to accept the apologies.

**05.04.16 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.

Council members **RESOLVED** not to make comment on Agenda Item 05.10.16 (f) Planning Reference 16/01703/FUL as it is an application by the Parish Hall.

**05.05.16 To approve the Minutes of the Parish Council Meeting held on Monday 4<sup>th</sup> April 2016**



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

### **05.06.16 Matters arising from the minutes**

The Clerk issued the following report to members present.

#### **Clerks Report for May 2016 meeting**

##### ➤ **General items**

Met with Football club representative to discuss replacement goal posts on Playing Field.

Parish walk round of all property generated list of Maintenance tasks required by Shropshire Council and Parish Council.

Met with rep from Sovereign Play Equipment and Mark Greaves at Love Lane Play Area on 19<sup>th</sup> April with a view to working on plans to re-design area. Working Group required to assist with surveys, consultations and planning.

Sarah Wilde, St Mary's PCC, asked for sponsorship of materials or activities for Queen's Birthday event in June.

Chased Mark Blount for an update on the proposed transfer of three Open Spaces to the Parish Council.

##### ➤ **Highways/ Streetlights Issues**

WI litter pick on 19<sup>th</sup> April – 5 bags of rubbish – equipment from Shropshire Council.

Reported loose railing at top of Church Walk repaired quickly.

Chased up Richard Clemson at Shropshire Council for update on replacement street light project and reported several street lights not working.

Chased up Prysmian for quotes to replace concrete streetlight columns and account overview.

SALC helping with obtaining costings for projects which Shropshire Council undertake in our area. SALC keen to support Parish Councils with taking over some of this work.

Proposed zebra crossing in High Street and the Vehicle Activated Sign will be discussed at next LJC meeting.

Reported issue of electrical contractors damaging drainage at junction of Hurst/Childe Road.

##### ➤ **Police/ Crime / Parking Enforcement**

Abandoned vehicles and parking issues dealt with by Police, Enforcement and Shropshire Council.

Chased up request to Shropshire Council for transfer of existing CCTV cameras to the Parish Council.



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➤ **Dates to note**

Appraisals, Discipline & Grievance HR training course – 12<sup>th</sup> May at Shirehall, 5.30 – 7.30pm.

Emergency Planning Briefing – 1<sup>st</sup> June at Shirehall, 6.30 – 8.30pm.

Councillor Training – 13<sup>th</sup> June at Shirehall, 9.30am – 3.30pm.

**05.07.16 Councillors' reports and items for future agendas**

- Cllr Kirkby informed Council that he is concerned that we are not looking forward enough and planning ahead for the future of Cleobury hence the proposal to form a Future Parish Planning Task and Finish Group. Cllr Kirkby also raised concerns that the bridge to the Vaughan Road play area is in a very poor condition. Clerk to report to Shropshire Council.
- Cllr Reiner asked for the double white lines near Newbridge to be repainted as a matter of urgency following another accident at this junction recently. There are two pot holes along New Road towards Furlongs Road. The holes in Love Lane near the cross roads have been filled and area resurfaced this week. The Clerk asked for pot holes to be reported as they are noticed not leave till monthly meetings. Moles are active in the cemetery - Clerk will ask mole catcher to deal with. Cemetery bays overflowing with soil - local farmer has agreed to move the excess soil.
- Cllr Hainsworth expressed concern that the Crime Group meeting was cancelled in the Clerk's absence. The Vice-Chair of the Crime Group has been approached to carry on with the Group. Cllr Kirkby will push on with the CCTV project in the meantime.
- Cllr Brown informed Council of the LJC Planning meeting being held on 17<sup>th</sup> May for Council representatives and their Chairmen.
- Cllr Davies raised concerns over dog mess at the Skate Park and asked for police to monitor this area. This is a proposed location for a CCTV camera. Cllr Davies also expressed concern over the Playing Fields land agreements. This is a very important part of the town and clarification is sought on what is owned by the Parish Council especially in light of the school proposals to erect a fence to separate the field for the Primary School. The Chairman asked for this matter to be brought to the next Council meeting.

**05.08.16 Unitary Report (Cllr G Butler)**

Cllr Butler spoke about the threat to library, leisure and youth services and the loss of the Environmental Maintenance Grants due to the financial difficulties at Shropshire Council. The options open are for these services to be managed differently, parishes to take them on and budget for them through the precept or let these services go. Consideration needs to be given to parishes sharing the burden. Community Enablement Officers are also under threat. The library is being funded at Cleobury Country for three years only. The LJC meeting on 17<sup>th</sup> May will look at all these matters. The fence which was recently erected around the school sports field was required for safety reasons but consideration needs to be given to keep facilities open for the community. The Capital Receipt application from Lacon Childe should be considered against the future security of leisure services in Cleobury Mortimer which must remain available for community use outwith school hours. A review of the 2L bus service is underway with tenders being sought for an alternative provider.

**05.09.16 Annual Review of Council procedures and Committees**

**a) Councillors' roles and appointments to Committees were reviewed and approved as follows:**



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Market Hall Committee	Cllr S Thorogood, Cllr G Hainsworth and Cllr T Kirkby (Reserve Cllr D Brown)
Finance Committee	Cllr D Brown, Cllr S Thorogood, Cllr G Hainsworth Mrs D McBride
Emergency Committee	Cllr B Davies, Cllr T Kirkby, Cllr D Brown (Reserve: Cllr M Reiner)
Employment Committee	Cllr D Brown, Cllr S Thorogood, Cllr B Davies (Reserve: Cllr T Kirkby)
Disciplinary and Grievance Committee	Cllr Reiner, Cllr G Hainsworth, Cllr P French (Reserve Cllr R Hayward)
Policy Review Committee	Cllr S Thorogood, Cllr G Hainsworth, Cllr M Reiner (Reserve: Cllr P French) Mrs D McBride and Mr M Sheehan

**a) Councillors' roles and appointments to Committees were reviewed and approved as follows**  
(cont'd):

Complaints Committee	Cllr D Brown, Cllr S Thorogood, Cllr B Davies (Reserves: Cllr G Hainsworth and Cllr P French)
Future Parish Planning Task and Finish Group	Cllr T Kirkby, Cllr D Brown, Cllr P French, Cllr M Reiner and Cllr G Hainsworth
Risk Management	Cllr T Kirkby, Cllr P French and Mr M Sheehan

**b) Councillor representatives to outside bodies were reviewed and approved as follows:**

Childe School Endowment Fund	Cllr M. Reiner
Parish Hall Committee	Cllr G Hainsworth
Shropshire Association of Local Councils	Cllr M Reiner (Reserve: Cllr P French)
South Shropshire Sports and Leisure Committee	Cllr B Davies and Cllr T Kirkby
Cleobury Patients Voice	Cllr D Brown
Cleobury Mortimer Youth Partnership	Cllr T Kirkby (Reserve: Cllr P French)
Local Joint Committee	Cllr D Brown (Reserve: Cllr G Hainsworth)

**Non-Councillor Appointments:**

Flag Man	Mr George Print
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**c) Council set the dates and venue for Parish Council meetings for the forthcoming year:**

<b>Date of Meeting</b>	<b>Meeting Title</b>	<b>Time</b>	<b>Venue</b>
06-June-16	Full Council	7pm	Market Hall
04-July-16	Full Council	7pm	Market Hall
01-Aug-16	Full Council	7pm	Market Hall
05-Sept-16	Full Council	7pm	Market Hall
03-Oct-16	Full Council	7pm	Market Hall
07-Nov-16	Full Council	7pm	Market Hall
05-Dec-16	Full Council	7pm	Market Hall
09-Jan-17	Full Council	7pm	Market Hall
06-Feb-17	Full Council	7pm	Market Hall
06-Mar-17	Full Council	7pm	Market Hall
03-Apr-17	Full Council	7pm	Market Hall
08-May-17	Full Council AGM	7pm	Market Hall

**d) Review of Standing Orders, Financial Regulations and other Council policies.** This matter was deferred to a future meeting as all policies need updating by the Policy Review Committee and brought back to Council for approval.

**05.10.16**

**Planning applications:**

**a) Planning Reference:** 16/01143/FUL (validated: 31/03/2016)

**Address:** 3 Castle Hill, Cleobury Mortimer, Shropshire, DY14 8DA

**Proposal:** Erection of extension to side elevation; internal alterations to allow for first floor accommodation; installation of replacement doors and windows.

**Applicant:** Mr C Lane.

Council looked at the plans and **RESOLVED** to have NO OBJECTION to the proposals.

**b) Planning Reference:** 16/01353/TCA (validated: 30/03/2016)

**Address:** Ronville, Childe Road, Cleobury Mortimer, Shropshire, DY14 8EG

**Proposal:** To reduce group of Leylandii trees by 2-3m in height within Cleobury Mortimer Conservation Area

**Applicant:** Mr T Straughton

Council looked at the plans and **RESOLVED** to have NO OBJECTION to the proposals.

**c) Planning Reference:** 16/01355/FUL (validated: 07/04/2016)

**Address:** 23 Grove Meadow, Cleobury Mortimer, Shropshire, DY14 8AG

**Proposal:** Erection of a two storey and first floor extension to side.

**Applicant:** Mr D Williams.



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Council looked at the plans and **RESOLVED** to have NO OBJECTION to the proposals.

**d) Planning Reference:** 16/01333/FUL (validated: 08/04/2016)

**Address:** Fletchers Farm, Mawley Oak, Cleobury Mortimer, Shropshire, DY14 9BA

**Proposal:** Erection of two agricultural buildings to be used as an implement shed and a workshop/tractor shed.

**Applicant:** Mr T List

Council looked at the plans and **RESOLVED** to have NO OBJECTION to the proposals.

**e) Planning Reference:** 16/01443/FUL & 16/01444/LBC (validated: 08/04/2016)

**Address:** 1 Church Street, Cleobury Mortimer, Shropshire, DY14 8BS

**Proposal:** Conversion of garage to form annex living accommodation to include change of use of shop store room affecting a grade II listed building.

**Applicant:** Mr R Singh

**Cllr Davies declared a personal interest in this application and took no part in the discussion.** Council looked at the plans and **RESOLVED** to have NO OBJECTION to the proposals.

**f) Planning Reference:** 16/01703/FUL (validated: 22/04/2016)

**Address:** Parish Hall, Lower Street, Cleobury Mortimer, Shropshire, DY14 8BN

**Proposal:** Erection of a single storey rear extension to the existing Parish hall to provide new disabled and female WC facilities and a new boiler room.

**Applicant:** Mrs V Breakwell.

**Council RESOLVED to refer this application back to Shropshire Council due to Conflict of Interest.**

### **Planning Decisions (for information only)**

**f) Planning References:** 15/02562/FUL & 15/04439/LBC

**Address:** Upper Dudnill Farm, Cleobury Mortimer, Shropshire, DY14 0DH

**Proposal:** Conversion of a barn into a three bedroom dwelling and garage and associated works, demolition of two existing barns and formation of vehicular access.

**Decision:** Grant Permission.

**g) Planning References:** 16/00770/VAR

**Address:** SHW Containers Ltd, New Road Cleobury Mortimer, Shropshire, DY14 8AN

**Proposal:** Variation of Condition 7(a) (Site Investigation Report for Land contamination) pursuant to 12/04312/FUL – to allow flexibility on the timescale for completing the second ground investigation report.

**Decision:** Grant Permission.

### **05.11.16**

#### **Financial Matters**

##### **a) Accounts to be paid:**

Shropshire Council - Wages

Cheques for payment:-

SALC – Affiliation Fees - £936.04



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A J Bate – Christmas tree base - £324.00  
Market Hall – office rent - £3640.00.  
Came & Co – insurance - £1002.06  
J Barnes – 18 Census records - £108.00  
G Davies – Parish Meeting catering - £30.00  
Npower – street lighting electricity - £1,097.34  
Viking – toilet and office supplies - £143.56  
Morris Bufton – strimmer, tools and oil - £638.95

The Clerk informed Council of the following additions:-  
West Mercia Energy – toilets electricity - £201.67  
Alan Guest – mowing services - £222.00  
BT – office telephone - £110.66

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

### **b) Risk Review/Insurance**

To confirm Risk Review Log. Matter deferred until next meeting so Clerk can confirm with Risk Management councillors.

Assets have been reviewed and Asset Register updated. Insurance cover under review and may require a mid-term adjustment.

### **05.12.16 Christmas Lights Update – Cllr French**

Cllr French informed Council that despite best efforts other companies are not quoting for load testing brackets, due to the complexity of the task and so proposed that Council accept CMK's quotation. Following some discussion Council **RESOLVED** to write to all traders in town and ask for a contribution towards the lights and also ask whether they would have a collection box in their premises for the lights. Cllr French will action.

### **05.13.16 Traffic Management near Primary School – Cllr Kirkby**

Cllr Kirkby explained that many options to improve pupil safety had been looked at, including parking cars at Lacon and walking children across the Playing Field on a new path directly into school and making a communal area at this side of the school. This was rejected as it would increase traffic problems at Lacon due to the number of buses and cars involved. A new proposal to take forward is to ask permission of the owners of the grass area outside the Primary School whether some of this land could be given up for vehicles to drop off/park. Vehicles cannot safely traverse the single road round the grass and regularly drive/park on it. The proposal would be to make the road wide enough for two lanes and so 20-30 cars could park here. Cllr Davies said the Housing Association had previously offered to give the land to the Parish Council. Council **RESOLVED** to contact Glyn Shaw and South Shropshire Housing Association to establish ownership and hence willingness for this land to be used to help with the safety concerns.

### **05.14.16 Fields in Trust Agreement for the Queen Elizabeth II Field Cleobury Mortimer Open Space (Skate Park and surrounding area)**

Cllr Brown explained that the Fields in Trust document had been sent out with Agendas for any comments. Once this document is approved it can be signed by any two councillors and the deeds will be prepared for signature as well. Council **RESOLVED** to approve the Fields In



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Trust Agreement and further RESOLVED that any two Councillors can sign the Agreements when prepared.

**05.15.16      Playing Field Hire Agreement – Cllr French**

Cllr French explained that this Agreement had been put together and thoroughly examined to ensure it covered all aspects of our Playing Field as well as having been reviewed by our Insurers. The Agreement does not allow for inflatables following research regarding insurance as inflatables are fraught with many potential dangers. Council RESOLVED to approve the Playing Field Hire Agreement with a small amendment to the wording on Page 8 that the Hire Charges are £20 per Private Event and £100 per Public Event.

**05.16.16      Confirm date of the next Parish Council meeting**

The next Parish Council meeting will be held on Monday 6<sup>th</sup> June 2016.

**At 8.40pm 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.

**05.17.16      Employees – Cllr Brown**

The meeting closed at 9.05pm.

**Signed: Chairman**



**Date: 06 / 06 / 2016**