



# CLEOBURY MORTIMER PARISH COUNCIL

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**Minutes of Parish Council meeting held on Monday 3<sup>rd</sup> JULY 2017 at 7pm in the Market Hall, Cleobury Mortimer.**

**Present:**

Cllr D Brown (Vice Chairman), Cllr T Kirkby, Cllr P French, Cllr J Bodenham, Cllr A Goold, Cllr G Hainsworth

**Clerk:** Mr M Sheehan

**RFO:** Mrs D McBride

Public: 2

**06.0.17 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.**

**06.1.17 Apologies for absence**

Cllr Thorogood Reason: Holiday

**RESOLVED** to accept Apologies.

**06.2.17 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.

**None**

**06.3.17 To approve the Minutes of the Town Council Meeting Monday 5<sup>th</sup> JUNE 2017**

**RESOLVED** to approve the minutes, and duly signed by the Chairman.

**RESOLVED** to approve the confidential minutes, and duly signed by the Chairman.

**06.4.17 Matters arising from the minutes**

Clerk's Report distributed at meeting.

**Clerk's Basic Report for JULY 2017 meeting**

Taken on another Works experience in the office after interviewed with Cllr French. Given References to others and helped apply for jobs.

Arranging meeting with SSHA and the council with concerns for local housing. Need Local connection.

AGENDA

Booked training for councillors as needed.

Moving forward with changing concrete lamp posts

Attended Planning training with Cllr Goold and Fundamentals for Councillors with Cllrs, Goold, Brown, French and Bodenham.

Event 10<sup>th</sup> June went very well with many positive comments.

Received applications for Co Option, to arrange interviews.

Looking for Grants and applying when identified.

Will be looking through Tree survey to obtain quotes.

Have new prices for child crossing signs to Order. One agreed with Head of Primary School. Contacted Lacon for other. Will arrange to be fitted when start new lamppost changes.

Received a Thank You Card from Resident Mrs Dunn.

Letter FOI Mr B Smith sent reply by hand and replied by hand. Agenda

Letter of thanks from Betty Davies.

Complaints parking Furlongs Rockly Bank. Visited site and spoke to site manager.

Received two letters from concerned parents about Primary School regarding Safety

Ordered WW1 Benches and Litter Bin.

Have received requests for 'In memory of' benches in the Town street. Agenda item.

Organise tools for maintenance when needed.



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Notified Shropshire Council and all relevant departments of change to Town status.  
Environmental maintenance grant has been increased, but still requested meeting with Chris Edwards.  
Email from CPV on safety issues around Medical Centre. Getting comments from Glyn Shaw.  
Attended Primary School assembly with Cllr French.

## Highways/ Streetlights Issues

All streetlights that have been reported and have been attended to.  
Met with Phil James Highways and will be Invoicing works done by our maintenance.  
Will be fitting traffic Calming Gates and had meeting with Glyn Shaw. Need to get Permits sorted first  
Invoiced Severn Trent for works.  
Reported bad drain covers to Severn Trent after complaints.  
Ordered bad bend sign for bottom of Cleobury.  
Request for Brown information signs to have Welcome to walkers added. Sent to Shropshire Council  
Feeder Pillars going ahead with Western Power and Prysmian.  
Pavement damage to High Street. Roger Repaired Dropped Kerbs!

## ➤ Police/ Crime / Parking Enforcement

Visits by local Police and PCSO.  
Sheds and vans broken into. Have CCTV footage for Police to follow up.  
Vandalism in Lower Street. Have CCTV footage for Police to follow up with identified Individuals.  
Still applying for rest of funding for CCTV System.  
Have our Contractor coming down to look at system and additional urgent cameras.  
Crime Reduction meeting took place with a good turnout again.  
Had a visit of Primary School head to see CCTV System.

## ➤ Dates to note

- **10<sup>th</sup> JULY** **WW1 Meeting at Market Hall 10am.**
- **24<sup>th</sup> JULY** **Business Plan for Council at Market Hall 7pm**
- **24<sup>th</sup> JULY** **Crime Reduction Group 10.30AM at SOCIAL CLUB**

## ➤ **Diary Training Dates Booked**

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>WHOS ATTENDING</u>
Thursday 7th September 2017	Be a better Councillor	Shrewsbury Room, Shirehall	9.30am - 4pm	Jon Bodenham M Sheehan, D McBride

Cllr Bodenham asked about the 2 complaints received. The Clerk explained they were about children's safety at the Primary School with the traffic and parked cars

## **06.5.17 Councillors' reports and items for future agendas**

Cllr Kirkby reported that he had received a lot back from the Cleobury day making reference to being like a Trade fair. It was very impressive and a launch pad for more.

Received a lot of comments about the road works by Castle Toot.

Cllr Goold reported seeing the people with the speeding concerns down Ronhill. They are happy we are addressing it.

The CCTV visit by Mrs Mayfield who was overwhelmed with the system and very comfortable to send out information in a letter to parents.

Met with Highways to situate Calming Gates and need to sort out permits so long drawn out process.

Attended planning training with the Clerk and over 60 people and found it very beneficial, with 6 from Shifnal council. Learnt Parish plan is not worth doing but the Neighbourhood plan is way to go. Need to get involved in planning at early stages to make a difference.



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Cllr Hainsworth remarked that the grass by the new toilets was a disgrace. The Clerk confirmed that it was owned by Shropshire Council.

More Dog mess bins need to be fitted. The railings damaged by the old Chemists was a danger to pedestrians. Cllr Bodenham confirmed that the reason for the delay was the Insurance company.

Cllr Hainsworth reported that the plans for the new boiler house at the Parish Hall had been passed but it was on hold to look at reinstating the side disabled entrance., as cannot do both. The Parish Hall still requires the breakdown of costs for the Right of Access.

Agreed for RFO to sort out figures.

Cllr Brown suggested it is advisable to have it re-instated under a legal framework and to use Justin at their cost.

Cllr Goold pointed out that the council should be more approachable and more engagement with the public.

Cllr Bodenham explained that he may have two more volunteers to help with the Neighbourhood plan, had a good meeting with Vicky, talked to planning, also found out about neighbourhood light plan.

Had 70 to 75 questionnaires to put on system from Health and Wellbeing.

Cllr French reported that chevron signs were covered by trees and the light up the hill past the nursery, which he has attended to.

Has also picked up with the action plan and will send out the link also taking responsibility to keep up to date. To consult with Clerk.

Cllr Brown had send out link to councillors but will do so again.

Cllr French had a good visit at the Primary school assembly which went exceptionally well. The school is keen on having members of the Town council go in and work with their council.

Cllr Brown suggested that the school council consider some of the Town councils issues too.

## **06.6.17 Unitary Council Reports (Cllr G Butler / Cllr M Shineton)**

Cllr Shineton reported.

Sent concerns about trees in cleobury to Phil James Highways. Highley had a good day with a climbing wall, that would be a good idea for next year in Cleobury.

There is a blocked drain at the Top of Tenbury road and by the telephone exchange. More planning training to be organised.

Cllr Brown raised the prospect of more local training.

Cllr Shineton confirmed that training to area committees a possibility through the LJC.

Cllr Butler is waiting to see about grants for Local authorities, especially in Social care. With Ronhill perhaps a speed calming gate, welcome to Cleobury 20mph notice.

Looking at the environment, also using CIL for the Talbot car park. Perhaps approach the Co Op to help fund the Adult Gym equipment.

Cllr Brown informed the council that the Co Op just released an email on £14,000 for this area to fund three projects.

Cllr Goold confirmed that the Co Op will donate employee hours.

Cllr Brown requested Ronhill on next Agenda and to work with Neen Savage Parish Council.

## **06.7.17 Financial Matters**

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

Shropshire Council - Wages

### **Cheques for payment: -**

West Mercia Energy – Toilet electric - £126.55

Viking – Toilet supplies - £72.19

Prysmian – Severn Trent support - £701.09

Hands on Printing – posters and town trail maps - £43.00

SALC – Planning Training - £195.00

Alan Guest – Grass cutting - £444.00

G R Shorthouse – Cemetery skips - £540.00

Viking – office supplies - £191.57



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Shropshire Council – tree inspection and report - £540.00

**The RFO made the Council aware of other Invoices received.**

J Beard - £401.16 Maintenance tools

Viking - £95.88 - Office

Western Power - £2078.22 - Infrastructure

Cllr Bodenham - £408 – Survey Monkey Reimbursement

**At this point Cllr Bodenham declared a Personal Interest**

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

**b) Grant Applications- S137**

Cleobury bus Travel- £500

**RESOLVED** to approve grant application.

**c) Review Bank Mandate**

To approve updated instructions on Bank Mandate.

**RESOLVED to approve updated bank mandate and get a credit card.**

**d) Projects funding**

To confirm and allocate project spending against Budget.

The RFO discussed projects ongoing and raised the following points.

The Council must consider where in the budget the money comes from as sometimes over budgeting may have to be split. Best to consult RFO before on these matters.

Cllr Brown asked that RFO and Clerk complete the list for CIL funding for discussion on the next Agenda.

Also, to look at Neighbourhood fund.

**20.04pm RESOLVED to Suspend Standing Orders**

Cllr Butler confirmed that he and Cllr Shineton were on the Planning task and finish group and need to raise issues now to keep up to date.

Cllr Brown suggested a finance meeting, Cllr Butler could liaise with councillors if needed regarding CIL.

**20.06pm RESOLVED to Reinstate Standing Orders**

## **06.8.17 Planning Matters:**

Planning References:

**a) Reference: 17/02519/FUL (validated: 26/05/2017) Address:** Mawley Town Farm, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PJ **Proposal:** Erection of twin span portal frame buildings to cover existing silage clamps **Applicant:** A Robinson

**RESOLVED** No Objection

**b) Reference: 17/02622/TCA (validated: 31/05/2017) Address:** High Green, 2 Bristol Place, Church Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8BZ **Proposal:** To fell 1 No. Silver Birch Tree within Cleobury Mortimer Conservation Area **Applicant:** Mrs Sally Carbines

**RESOLVED** No Objection

**c) Reference: 17/01937/FUL (validated: 12/05/2017)**

**Address:** Proposed Dwelling to The South Of, Childe Road, Cleobury Mortimer, Shropshire

**Proposal:** Erection of detached dwelling

**Applicant:** A J Bate (Builders) (Alan Bate, The Stonehouse Cottage, Cleobury Mortimer, DY14 0LF)

**RESOLVED** No Objection

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## **Planning Decisions**

Reference: 17/01079/FUL (validated: 03/04/2017) Address: Proposed Staff Bungalow, Acre Farm Caravan Park, Cleobury Mortimer, Shropshire Proposal: Conversion of redundant toilet block to staff bungalow accommodation Decision: Grant Permission



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## **06.09.17 Cemetery – Cllr Brown**

### **i. Software Update**

Cllr Brown asked for an update with the Cemetery Software.

The RFO had talked to Theresa and she was under the impression that it was parked until next April due to no funding to input the data.

The RFO was asked to clarify the situation and report back to Cllr Brown.

### **ii. Future Cemetery spaces**

Cllr Brown asked that the council formally write to landowners to look at their land for extra Cemetery space.

**RESOLVED**

## **06.10.17 Housing issues – Cllr Goold**

To meet with SSHA to raise residents' local connections concerns.

The Council had been contact by residents with concerns and Cllr Goold took on their concerns, going to their home and listening, also 3-4 others had been in contact with similar concerns.

### **20.20pm RESOLVED to suspend Standing Orders.**

Cllr Shineton suggested talking to the other housing authorities as well as Homepoint, something has changed and needs looking into.

### **20.22pm RESOLVED to Reinstate Standing orders.**

## **06.11.17 Primary School parking – Cllr Goold**

Discuss and agree way forward

Cllr Goold explained that there are a group of likeminded parents that are at the end of their tether with the situation around the Primary school with parked cars and the safety of the children. Cllr Goold has spoken to Muchelle about commissioning an independent survey. Cllr Goold suggested a public meeting to talk to residents as the Council is totally transparent. It was agreed that Cllr Goold to look at organising such a meeting.

## **06.12.17 Co Op Crossing – Cllr Goold**

Councils views with new information update

Cllr Goold and the Clerk had met with Gemma from Shropshire Council, Muchelle and Jason Hughes, Shropshire Council. It had made sense to move the crossing but Shropshire Council are holding the money from the Co Op which may be claimed back if they will not agree to it being moved, as they have already spent money in a report for the crossing. The downside is that if it is to move it will cost more and can't look at until next year with the work being done the following year if agreed.

### **20.30pm RESOLVED to Suspend Standing Orders.**

Cllr Butler explained that we would be dammed if we did and dammed if we left it. Should have a public meeting and discharge the money held which we may still lose.

Cllr Brown wanted confirmation sought that we would not lose the money held.

Cllr Shineton suggested it be left for her and Gwilym to find out and report back.

### **20.37pm RESOLVED to Reinstate Standing Orders.**

## **06.13.17 Defibrillator – Cllr Brown**

Council to pay for accessories

**RESOLVED** to pay for all accessories including pads and battery when needed and be on our asset register.

## **06.14.17 Correspondence –**

### **i. Letter Mr Hammond – Request for memorial bench in Town**

**RESOLVED** to devolve responsibility to the Clerk deal with.

### **ii. Letter Mr Smith – FOI on playing field and dog control – Delivered all info requested**

Already done by the Clerk.

### **iii. letter Kevin Burrows – Disabled parking**

To go on list and arrange a meeting with Glyn Shaw.

### **iv. Severn Trent proposals Hopton - arrange meeting with councillors**

RFO explained that a meeting had taken place with Hopton. Clerk to arrange a meeting with Councillors.



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## **06.15.17 Town coat of arms – Cllr Brown**

Agree for Justin Parker to request use of the arms of Roger de Mortimer 2<sup>nd</sup> Earl of March.

**RESOLVED** to instruct Justin Parker to follow up to get permission.

## **06.16.17 Town Maintenance – Cllr Thorogood**

Look at Insurance and mileage for vehicle used for maintenance work.

Cllr Kirkby explained the need to make sure Roger has appropriate Insurance cover and wear and Tear of own vehicle.

**RESOLVED** that Roger change Insurance to include business use and Council pay the difference. Clerk to investigate rates for wear and tear. Next Agenda item.

## **06.17.17 To confirm date of the next Town Council meeting**

The next Town Council meeting will be held **on Monday 7<sup>th</sup> August 2017**

## **Meeting Closed at 8.55pm**

### **Cheques written:**

Shropshire Council - Wages

### **Cheques for payment: –**

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**Signed: Chairman**



**Date: 7<sup>th</sup> AUGUST 2017**