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**Minutes of Town Council meeting held on Monday 3rd September 2018 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.**

**Present:**

Cllr Debbie Brown (Chairman), Cllr Andrew Goold (Vice-Chair), Cllr Geoff Hainsworth, Cllr Toby Kirkby, Cllr Paul French, Cllr Jon Bodenham, Cllr Alexander Smith and Cllr Neil Tysall.

Locum Clerk: Mrs D McBride

Public: 2

The Chairman welcomed everyone to the September meeting.

**09.00.18 Democratic 15 minutes Public Time**

No matters were raised.

**09.01.18 Apologies for absence**

Clerk, Mr Sheehan – annual leave.

Unitary Cllrs Madge Shineton and Gwilym Butler – other meetings.

**09.02.18 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 J Bodenham informed the meeting that he did not need to declare an interest in Item: 09.07.18 re payment for printing as this is being deferred (supplier to apply discount and revise invoice due to billing error).

**09.03.18 To approve the Minutes of the Town Council Meeting held on Monday 6<sup>th</sup> August 2018**

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

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

**09.04.18 Matters arising from the minutes**

The Clerk's Report had been previously issued to members.

**Clerk's Report for September 2018 meeting**

Keeping streetlight list updated when changed to LED by working with engineer.

Issue of grave work in Cemetery without permission, informed Police and tried all avenues to identify who is doing the work. Left notice on grave to contact the council office.

Chased the cutting back of the trees and foliage in front of the Parish Hall.

More enquiries for CCTV of criminal damage from Police as well as other issues to gain footage.

Went around Cleobury with Phil James to register and mark Pot Holes, put up CCTV and Dog mess signs.

Chased Shropshire Council again about Give Way sign on the Tenbury Road junction.

Look through and update Policies with Policy group.

Streetlight in Lion Lane is now secured and working again. To pass on costs.

Put together September Clarion report to explain differences in council duties.

Deal with day to day enquiries and issues as they arise.

Dealt with application and Risk assessments for Clubfest.

Looked at what is needed to bring the two marquees up to a good standard and rent out when needed.

Chased Tree pleaching to get ready for Christmas lights in November.

Ordered new business cards needed for myself, to show example for councillors.

Obtain Homepoint and housing details for Neighbourhood plan.

Attended meeting with councillors and Shropshire council to look at the future of the Library and taking on other Play Areas in Cleobury. More information requested before asking residents.



Reply to reference requests for past volunteers to help with Job applications.  
 Removed bench behind church as rotten and dangerous. Discussed with Ashley and not replacing for now.  
 Reported light out in Talbot yard again as still not working. Continue to chase re vamp.  
 Proposing that if money owed from Shropshire Council still not paid to send reminder with notice of 28 days to pay as they do to us.  
 I have details of a Ludlow person who specialises in wildflower gardens and will be getting details for the Skatepark project suggested. Also other quotes.  
 Posted Vacancy notice for councillor vacancy with September 14<sup>th</sup> as cut-off date for applications.  
 Removed damaged and dangerous equipment in Play area. Waiting for quotes to come back to move forward for funding.

#### **Training Dates**

September		
Wed 5 <sup>th</sup> 10am – 4pm	Chairmanship Skills 1 & 2 with Kim Bedford, FSLCC	Wilfred Owen room Shirehall, Shrewsbury
Mon 10 <sup>th</sup> 5.30pm – 7.30pm	Budget Setting with Derek Kemp, DCK Accounting Solutions Ltd.,	Wilfred Owen Room, Shirehall, Shrewsbury
Wed 12 <sup>th</sup> 10am – 4pm	Planning Negotiation with Andrea Pellegram	The Lord Hill Hotel, Shrewsbury
Wed 26 <sup>th</sup> 5.30pm – 7.30pm	Fundamentals for Councillors with Kim Bedford, FSLCC	Shrewsbury room, Shirehall, Shrewsbury
Thurs 27 <sup>th</sup> 10am – 4pm	Be a Better Councillor with Kim Bedford, FSLCC	Stirchley & Brookside PC The Sambrook Centre Grange Avenue Telford TF3 1LF

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

- Cllr Hainsworth asked where we were with streetlight audit. Clerk confirmed that inventory has been received and whilst it is constantly changing as replacement LED lights and concrete columns replaced it can go to Western Power Distribution for Npower to review our billing.
- Cllr French raised concerns that there had been no response from Steve Brown regarding highways issues at Newbridge despite the requested report being sent in. Need to arrange meeting to discuss speed management, replacement chevrons, additional streetlights and extending the 30mph and 40mph zones. Cllr French asked if we have received the promised £10K from Shropshire Council. This has not yet been received but it may have been transferred directly into bank. Bank statements due end of this week. If money not received, it will be chased with 28 days to pay.
- Cllr Bodenham reported on a very positive Dementia Friendly Town meeting this morning. A leader and volunteers for the Steering Committee have been found. Police, local businesses and dentists are already Dementia Friendly aware. Councillors were given an outline 'Community Transport' proposal with their meeting papers. Please look through this proposal and send feedback. The Neighbourhood Plan is making good progress and back at 'Green' status with the only outstanding matter being information required from the school. Cllr Bodenham asked members to show their support and attend the meeting on October 5<sup>th</sup> at the Parish Hall from 7-8.15pm.
- Cllr Kirkby raised concerns for pedestrian safety due to speeding vehicles on streets around Ronhill and Furlongs area which is being used like a rat run. Can anything be done about this apart from reporting to police. Council agreed to ask Steve Brown for advice when he comes down. This list of matters for Steve Brown to be available on October 5<sup>th</sup> too. It has become noticeable that kerb/verge spraying has not been undertaken this year by Highways. Clerk to chase.
- Cllr Brown said there have been reports from a member of public about litter behind the church and up the narrow path towards Childe Road. This is becoming an anti-social hot spot and PCSOs should be informed. A new fire-proof bin could be supplied but it was agreed to ask the church if street pastors or Mark Greaves could help monitor this area. Cllr Brown commented on the recent issue of a near-miss accident at the Exit of



the Co-op where a mobility scooter was almost hit by a vehicle turning into the carpark here. Council agreed that signage is small, low down and not very visible. Cllr French offered to speak to the Co-op about this. Cllr Brown asked that the cemetery railings be considered for repainting and should be on the schedule of maintenance works. This, together with the required memorial checks, review of benches, burial capacity and consideration of children's area and unconsecrated area to be discussed at next meeting.

- Cllr Bodenham asked if we keep a log of all issues and complaints. Council confirmed that this has been previously agreed and will require a quarterly report on the status of all issues raised.
- Cllr Goold is still having difficulties with the AED cabinet outside the KA when he undertakes the weekly checks on the defibrillator. Cabinet has always been difficult to close and may be a manufacturing issue. Cllr French will speak to the Patients Voice chair and follow this up. Cllr Goold raised concerns that despite two notices being placed on the unauthorised work in the cemetery there has been no contact with the culprits. Matter has been reported to police and being followed up. This is a DIY job by persons unknown who have not received permission but also made a mess at the site and dumped waste stone on nearby graves. This Council is responsible for maintaining the cemetery, keeping it safe, tidy and a respectful place. Cllr Goold and Cllr French will assist with tidying away and storing the building materials to a safe location and ask again for those responsible to get in touch.
- Cllr Hainsworth commented on the poor state of the railings and sign at the Wells. Cllr French has volunteers who can help with sanding down and repainting the railings. Cllr Hainsworth raised concerns that the trees which were blocking the visibility of a CCTV camera have not yet been cut back. Also, the camera footage shows increased masking of the view and asked who authorised this blacking out. Clerk to ask ORP. The concern is that this is part of an on-going complaint and that altering cameras has not been approved by Council. Cllr Hainsworth also asked about the Council's Action Log. Cllr French confirmed he is taking the lead on this and is updating the actions and will let everyone know when it is done and ready to re-start a quarterly review process as previously agreed by Council. This is a cloud-based system and Clerk will re-send the log in details to all councillors.
- Cllr Tysall reported that scaffolding blocking pedestrian access on the High Street has been moved and the vandalism at the Allotments has ceased since formal complaints and monitoring was undertaken. Men's Shed is now getting referrals from the GPs and will also have people referred by Shropshire Council. There are various problems with traffic congestion along the High Street causing drivers to drive around parked cars and along the side roads as a rat run. These matters to be taken up with Steve Brown.

#### **09.06.18      Unitary Report - Cllr G Butler and Cllr M Shineton**

- Cllr Butler and Cllr Shineton were unable to attend the meeting due to other commitments but offered their assistance with any matters Council wished to raise with them. Cllr Shineton has chased highways for action on repairing Catherton Road; also let her know if there were any requests for benches alongside the footpath from Lacon Childe to Catherton Road. The bus shelters are dirty and need cleaning – Council confirmed this is in hand and should already be on our list. Cllr Butler had nothing new to report but will update Council following the forthcoming Cabinet meeting.

#### **09.07.18      Financial Matters**

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

Shropshire Council - Wages

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

J Bodenham – reimbursement printing - £248.00 (deferred as discount due)

M Sheehan – reimbursement business cards and gate handle - £59.18

##### **The RFO informed Council of the following additional payments:**

Market Hall – room hire for festival meetings - £24.00

West Mercia Energy – toilet electric July - £54.64

Prysmian – street light work Lion Lane - £300.00

Prysmian – nine replacement street light columns - £10,919.99

Alan Guest – grass cutting – July - £612.00



R Price – grass cutting and Play Area work - £440.00  
 Shropshire Council – planning application - £234.00

Council RESOLVED to approve these payments and cheques were signed.

**b) Payments Received:**

Sports and Social Club – hire of Playing Field for Event - £100.00.

**09.8.18 Planning Matters**

**a) New Planning Applications:**

- I. Reference: 18/03526/LBC (validated: 31/07/2018)  
 Address: 32 High Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8DQ  
 Proposal: Internal and external alterations in connection with the erection of a conservatory to rear affecting a Grade II Listed Building  
 Applicant: Mr Roger Brown  
 Council noted that this application was retrospective merely to regularise matters and RESOLVED to have NO OBJECTION to this proposal.
- II. Reference: 18/03556/FUL (validated: 14/08/2018)  
 Address: The Coach House, Childe Road, Cleobury Mortimer, Shropshire, DY14 8PB  
 Proposal: Erection of replacement conservatory  
 Applicant: Mr Derek Meredith  
 Council noted that Historic Environment had considered whether to building was listed and RESOLVED to have NO OBJECTION to the proposal.
- III. Reference: 18/03705/LBC (validated: 09/08/2018)  
 Address: Barn And Workshop North East Of Mawley Hall, Cleobury Mortimer, Shropshire  
 Proposal: Conversion of the existing barn into leisure accommodation ancillary to Mawley Hall, the demolition of the existing octagonal pavilion and erection of an indoor pool house, the creation of an outdoor pool, two new garden pavilions linked by a pergola, landscaping and associated works  
 Applicant: Mawley Hall LLP (C/O Agent)  
 Council noted this application follows 18/03264/FUL planning application received last month and RESOLVED to have NO OBJECTION to the proposals.
- IV. Reference: 18/03451/FUL (validated 28/08/2018)  
 Address: The Bungalow Pinkham Cleobury Mortimer Kidderminster Shropshire DY14 8QF  
 Proposal: Change of use of land and the siting of three shepherd's huts for short term holiday let to include toilet block.  
 Applicant: Ms A Burns  
 At 7.54pm Council RESOLVED to suspend Standing Orders.  
 The applicant stated that the toilets will be placed so that waste can go into their septic tank and water will be supplied from the house. There is space for up to 5 vehicles in their driveway.  
 At 7.55pm Council RESOLVED to re-instate Standing Orders.  
 Council RESOLVED to SUPPORT this application subject to suitable waste disposal.

**b) Decisions:**

- Reference: 18/02292/FUL (validated: 12/06/2018)  
 Address: Woodside, Milson, Kidderminster, Shropshire, DY14 0BU  
 Proposal: Change of use of existing agricultural shed for use as cattery  
 Decision: Grant Permission



- 09.9.18      Review and Adopt Councils Policies.**  
• Disciplinary and Grievance Policy  
• Complaints Policy and Procedure  
• Press and Media Policy  
• Model publication Scheme  
• Community engagement strategy.  
• Anti-Bullying Policy  
• Unacceptable behaviour Policy  
• CCTV Policy  
• Cemetery Regulations  
Queries were raised including use of term Mayor, charges for information, wording of Personnel Committee and Appeals Panel. Council RESOLVED to approve the above policies in principle subject to these amendments being made, further proof-reading and improvements to design, layout and formatting. Clerk to action.
- 09.10.18     Town Council Banner – Cllr French**  
Matter to be clarified and deferred to future meeting.
- 09.11.18     Memorial Gardens / Wells planting – Cllr French**  
Cllr French confirmed that the recent donation will cover three more seasons of planting at the Memorial Gardens and further donations/sponsorship will be sought going forward or it will have to be precepted for. Cllr French needs more time to look at sustainable, maintenance free plants for the Wells area which would provide good leaf cover, flowers and fruit for around £250 This is within this year's budget. Cllr French will provide an update at next meeting.
- 09.12.18     Christmas Lights - Cllr Goold**  
Cllr Goold confirmed that tree pleaching is expected to commence w/c 5<sup>th</sup> November and Shropshire Council will contribute £500 towards this. It is proposed that the Christmas Lights will be put up on Sunday 18<sup>th</sup> November (reserve date 25<sup>th</sup> November) and taken down on Sunday 6<sup>th</sup> January. Cllr Goold proposed keeping to same plan as last year but look at improvements and more sponsorship for next year. The switch on is usually done at the Christmas Fayre on the first Saturday of December. Cllr Goold will liaise with St Marys for this. Council agreed they will provide sweets/chocolate for children again.
- 09.13.18     Wildflower Garden, Skate Park – Cllr Goold**  
This project is being looked at by volunteers. Cllr Brown said Worcs CC has received central funding for their Town and Parish Council to apply for financial support. Council agreed to find out more about this and other possible central funding sources.
- 09.14.18     Marquees – Cllr Smith, Cllr French**  
An inventory of all parts for each marquee has been drawn up to help manage hire. Clerk is obtaining costs for the parts needing repair or replacement. Council also asked for full replacement costs and will consider against costs of repair at next meeting. Marquees need to be in perfect quality if we are hiring out for safety reasons. Hire costs need to reflect the actual costs of hiring out and checking marquees.
- 09.15.18     To confirm date of next Town Council meeting**  
The next Town Council meeting will be held on **Monday 1<sup>st</sup> October 2018**.

**Meeting closed at 8.29pm.**

**Signed Chairman:**

**Date: 1<sup>st</sup> OCTOBER 2018**