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**Minutes of Town Council meeting held on Monday 5<sup>th</sup> November 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 November meeting.

**11.00.18 Democratic 15 minutes Public Time**

No matters were raised.

**11.01.18 Apologies for absence**

Clerk, Mr Sheehan – ill health.

**11.02.18 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 declared an interest in Agenda Item 11.07.18 reimbursement.

Cllr P French declared an interest in Agenda Item 11.07.18 reimbursement.

**11.03.18 To approve the Minutes of the Town Council Meeting held on Monday 1<sup>st</sup> October 2018**

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

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

**11.04.18 Matters arising from the minutes  
Clerk's Report for November 2018 meeting**

Professor John Whitelegg will attend the December Council meeting to give a presentation about the 20MPH campaign for our streets.

Cllr Shingleton has followed up unresolved concerns with Connexus regarding the ivy-clad overgrown tree at Vaughan Road, also tree stumps which have not been removed at Mortimer Gardens.

Lime tree pleaching underway and should be completed by Remembrance Sunday.

Working on obtaining quotes to resolve drainage issue in Skate Park.

Asked Highways to deal with fly-tipping and requested road closure signs for Remembrance Sunday.

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

- Cllr Tysall asked if it was possible to reinstate the drinking water fountain on the High Street so that people could safely use it again. This was an initiative raised through the Plastics Reduction Group. The Clerk will speak to Severn Trent and Highways. Cllr Goold will speak to a local water supply consultant for advice.
- Cllr Hainsworth informed the meeting that the refurbishment at the Parish Hall is almost complete. The owner of the ex-Courthouse building next door has given a letter to the Parish Hall committee to say that users of the Hall can use the side door and have unimpeded access to and from the building. This arrangement needs to be confirmed legally and Cllr Hainsworth has spoken to Mr Parker, MFG Solicitors who confirmed the work to provide an easement would cost around £300 which the Parish Hall will pay for. Council agreed that it was prudent of the Parish Hall committee to deal with this matter in a timely manner to prevent any issues in the future.



- Cllr Smith has been working on the refurbishment of the BT Phone Box at Curdale Close. Some of the metal frames are damaged and may cost around £100 for replacement parts. Council were satisfied that, as this work is required for our community asset, the costs were acceptable to bring the Phone Box up to a good standard for its future proposed use.
- Cllr Goold has met Karen Rogers, Capulet Care with a view to partnership working between the new Care Home and the Primary School. The Beavers are the only Scouting section left in Cleobury now and are having a significant role on Remembrance Sunday. The Pigeon Club will also be marching at the Parade. The Christmas lights are due to be put up on Sunday 18<sup>th</sup> November – more volunteers are required.
- Cllr Brown asked for a letter of thanks to be sent to the Glen Caravan Park following the installation of new planters at both ends of town. The Councillor vacancy notice needs to go out again. Cllr Brown asked if Cllr Shineton, in her report, could explain why there has been an eight-day road closure proposed when the new zebra crossing is installed.
- Cllr Kirkby asked where to report dead wild animals on the roads – this would be Highways customer services. The street light is out at the top of the Talbot Yard. The potholes at the entrance to the Coop have still not been filled and are dangerous.
- Cllr Bodenham referred to the Neighbourhood Plan status report issued with the Agenda. There is a lot of work to get on with following the recent meeting at Shirehall with Andrea Pellegram and Planning Officers and also the open forum at the Parish Hall last month. Costs are required for the Community Hub and a survey will be rolled out for the 'Community Transport' proposal. Mr C Smith has done a lot of work on the Environmental side and is working on policies for the wildlife corridors. The Dementia Friendly Town group are making progress.
- Cllr French informed the meeting that the Wells have been planted and should last if they are looked after. There needs to be some weed suppressant membrane put down as soon as possible and then plan the work to clean and paint the railings. Cllr French asked for a letter of thanks to be sent to Mr I Smith for his help with the Wells area. Cllr French and Mrs McBride have put together a schedule of works for Mr Potter and are also working on Health and Safety checks which he did not have previously. There are a number of maintenance jobs which are overdue; skate park drainage, Mawley bus shelter hedge and verge cutting; trimming shoots and vegetation from base of trees in churchyard. The Skate Park will be quoted for but the other jobs are part of our asset maintenance. Cllr French has spoken with the Coop regarding an incident with a near miss with a car and a mobility scooter. They are aware of this and have been investigating the issue and are looking to improve the 'Entrance' and 'Exit' signs to make them more visible. Following the Finance Meeting Cllr French has been in touch with Forest Dog Rescue regarding project management and advice for the dog training area proposed in Cleobury. The grave at the cemetery which had unauthorised works started on it has been re-done but the work is not acceptable with pale coloured bricks exposed, use of white paint and silicone sealant all of which contravenes our Cemetery Regulations. The family will be contacted and the work will have to be taken down and done appropriately.

#### **11.06.18 Unitary Reports**

- Cllr Shineton advised speaking to Ben Williscroft, Conservation Officer about the water trough on the High Street. There may not be a mains water supply to it. Cllr Shineton is pleased that works are underway for the Wells as it has lost a lot of its original features. Cllr French confirmed that cleaning and planting is the first stage but they will be looking at the water supply in the future. Cllr Shineton said the Scouts are desperate for leaders. Cllr Shineton is chasing up the outstanding repair of the pothole at the entrance to the Coop. The surface of the pedestrian area from the dentist through to the High Street is dangerous and the owner needs to action this urgently. Questions regarding CIL were raised from Council members – Cllr Shineton said more information has been coming through recently and the updated CIL 123 List is going to Cabinet this week. Cllr Shineton left the meeting. Cllr Butler had no confirmed details about when the zebra crossing will be installed outside the Coop but efforts are being made to reduce the road closure period as much as possible. Site Allocations are being discussed at Cabinet on 7<sup>th</sup> November although it will be down to the Neighbourhood Plan to direct housing in Cleobury Mortimer. In the budget (central Government) it was proposed that 500



communities can allocate land for open market housing for people with local connections. Cllr Butler suggested the Town Council ask for Section 106 money for the cemetery extension rather than CIL money. There is a current debate on the definition of Place Plan areas because some of these areas are not the same as the members' (Unitary councillors) areas. There is an issue at Shropshire Council with some officers dictating policy changes but the elected members should be making the decisions. The Scrutiny Task and Finish Group meet in December to look at street works, A-boards on pavements and brown tourism signs. Cllr Butler left the meeting.

**11.07.18 Financial Matters**

**a) Accounts to be paid:**

Shropshire Council - Wages

**Cheques for payment: -**

West Mercia Energy – Toilet electric September - £57.31

Market Hall Trust – Room hire for meetings - £16.00

SLCC – Training Seminar - £168.00

Alan Guest Mowing Services – grass cutting August & September - £1,224.00

Mrs D McBride – re-imburement dog waste bin bags - £38.27

Viking – Toilet and office supplies - £194.71

Cleobury Country – room hire for meetings - £37.50

Stewart Mumford – mapping data for Playing Fields planning application - £67.87

Paul French – reimbursements for Memorial Gardens & WWI event - £121.67

Andrea Pellegram Ltd – Neighbourhood Plan work - £568.25

Bill White Nurseries – Plants for Memorial Gardens & Wells - £212.50

John Bodenham – reimbursement of Neighbourhood Plan expenses - £184.71

Sandra Dodd – Neighbourhood Plan work - £49.87.

Council RESOLVED to approve these payments and cheques were signed.

**b) S.137 Grant Applications**

Friends of St Mary's – reusable banner for Christmas Fair - £45.00.

Council RESOLVED to approve this application.

**c) Financial Regulations**

The Financial Regulations have been updated to improve the layout, include Council logos, update EU Thresholds and include the Finance Committee and Debit Card Policy. Council RESOLVED to approve the updated Financial Regulations.

**d) Finance Committee**

The drafted Minutes from the recent Finance Committee meeting had been issued to all members with their Agenda. There were no questions. Members were reminded to let Mrs McBride have any budget requirements in time for the Budget preparation meeting on 26<sup>th</sup> November. Cllr Bodenham is working on proposals for the Bike Trail with St Mary's Youth Group. Cllr Hainsworth is working with Prysmian regarding additional street lights. Cllr Tysall is looking into recycled waste collection from public areas but needs confirmation from Shropshire Council that they have the facility to collect separated waste.

**11.8.18**

**Planning Matters**

**a) New Planning Applications:**

i) Reference: 18/04805/FUL (validated: 18/10/2018)

Address: Meadowside, Weston Farm Barns, Cleobury Mortimer, Shropshire, DY14 8PP

Proposal: Erection of a single storey extension to the side elevation

Applicant: Mr & Mrs N. Pearson (Meadowside, Weston Farm Barns, Cleobury Mortimer)

**Council RESOLVED to have NO OBJECTION to the proposals.**



**b) Planning Decisions (FOR INFORMATION ONLY):**

- i) Reference: 18/03556/FUL (validated: 14/08/2018)  
Address: The Coach House, Childe Road, Cleobury Mortimer, DY14 8PB  
Proposal: Erection of replacement conservatory  
Decision: Grant Permission
  
- ii) Reference: 18/03936/FUL (validated: 23/08/2018)  
Address: Hobsons Brewery Ltd, Brewery, New House Farm, Tenbury Road.  
Proposal: Erection of a new entrance feature; new pedestrian access and works to the car park.  
Decision: Grant Permission
  
- iii) Reference: 18/03451/FUL (validated: 28/08/2018)  
Address: The Bungalow, Pinkham, Cleobury Mortimer, 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  
Decision: Withdrawn

**11.09.18 Remembrance Day Parade**

Council RESOLVED that Cllr French would lay the wreath as he has been so actively involved with the WWI commemoration events over the past four years. Council agreed a donation of £50 to the Poppy Appeal in lieu of the wreath. Council is keen to work with the new Chairman of the British Legion and help support their local welfare work in our community.

**11.10.18 Christmas Lights**

Cllr Goold confirmed the Christmas lights will be put up on Sunday 18<sup>th</sup> November with support from local volunteers. Due to problems last year where cables were cut to fit an electrician will be on-site to help on the day. Council agreed to supply and distribute sweets to children as in previous years. Cllr French proposed having banners made to highlight the event next year.

**11.11.18 Love Lane Play Area**

Cllr Bodenham has not received all the information required on the refurbishment of the Love Lane Play Area. Matter deferred to future meeting.

**11.12.18 Trailer**

Cllr French explained the trailer purchased last year has never been used as it is too big to handle by one person. We need one that can actually be used for moving tools and equipment, fits easily into the container and is more manageable. The original supplier will offer us a deal to exchange the trailer or we can sell the trailer and use the money to buy a smaller one. Council approved the proposal to exchange the trailer.

**11.13.18 Council Policies**

Cllr Bodenham issued a Policy Status Report which lists all Council policies and their review dates. This highlighted that some reviews are slipping behind. The Policy Review Group need to keep on top of this. We also need to have an Employees Capability Policy and an IT & Communications Policy.

**11.14.18 CCTV**

Cllr Bodenham explained that the recent spate of car thefts and other issues has highlighted the need to have 24-hour access to CCTV by police and key holders. The procedures have been found wanting and this has reflected badly on the Town Council. Cllr Goold has been helping provide CCTV access to police recently. The system is very secure and only accessible for authorised users although the operation of the system is more difficult. The system was chosen as we don't have the capacity or finance to monitor it ourselves but it is available as a tool to aid police investigations. There have been issues with birds' nests blocking the signal and



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sometimes cameras go down hence there needs to be a routine daily check to ensure the system is live and working on a continuous basis. More training is required for the authorised users. Cllr Brown raised the issue of being able to access CCTV in the office on the laptop computer as a risk - it is also very slow. The system is costing us money and the Clerk spends a lot of time on this. Some requests for CCTV footage are not reasonable and there needs to be better procedures in place. Council RESOLVED to create a CCTV Task & Finish Group comprising Cllr Goold, Cllr Brown and Cllr Hainsworth to resolve these issues and have a useable system for the best benefit to the community. Clerk to set up meeting with police, fire station officers and ORP.

**11.15.18 To confirm date of next Town Council meeting**

The next Town Council meeting will be held on **Monday 3<sup>rd</sup> December 2018.**

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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.

**11.16.18 Correspondence/Complaints**

**11.17.18 Employee Matters**

**Meeting closed at 10.02 pm.**

**Signed Chairman: D Brown**

**Date: 03/12/18**