



Cleobury Country Centre
Cleobury Mortimer
Kidderminster
Worc's
DY14 8PE
Tel no: 01299 271154

Date: 7th May 2018

To: All Parish Council members

You are summoned to attend the **TOWN COUNCIL AGM** meeting to be held on **MONDAY 13th MAY 2019, 7.00pm** at the **Cleobury Country, Love lane, Cleobury Mortimer**, for the transaction of business as set out in the agenda below.

The Public and Press are invited.

Yours Sincerely

Matt Sheehan
Clerk

AGENDA

05.0.19 To elect the Chairman and to receive the Chairman's Declaration of acceptance of Office.

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

05.2.19 Guest Speaker - Chief Inspector Sarah Corteen. SNT and Vulnerability, Shropshire West Mercia Police (Depending on Operational commitments)

05.3.19 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).

05.4.19 Apologies for absence

**05.5.19 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.

05.6.19 To approve the Minutes of the Town Council Meeting Monday 1st April 2019

05.7.19 Matters arising from the minutes

Clerk's Report.

05.8.19 Councillors' reports and items for future agendas

05.9.19 Unitary Council Reports (Cllr G Butler / Cllr M Shingleton)

05.10.19 Annual Review of Council Policies, procedures and Committees

- a) To review councillors' roles and make appointments to committees, working groups. and representatives to outside bodies. Flag man, Tree Warden.
- b) To review Standing Orders, Social Media Policy, Training and Development.
- c) To review policies and notices for GDPR compliance, as listed.
 - I. Email Contact Privacy Notice
 - II. Hirers Privacy Notice



- III. Neighbourhood Plan Privacy Notice
- IV. Councillor Privacy Notice
- V. Purchase of Exclusive Rights Privacy Notice
- VI. Privacy consent form
- VII. General Privacy Notice
- VIII. Subject Access Policy
- IX. Personal Data Management and Audit Policy

05.11.19 Planning Matters:

Planning References:

a) Reference: 19/01454/FUL (validated: 04/04/2019)

Address: Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN

Proposal: Works in connection with the siting of two shepherds' huts to be used as an annex to Mawley Hall

Applicant: N/A (c/o Agent)

b) Reference: 19/01758/CPE (validated: 18/04/2019)

Address: St Marys Place, Cleobury Mortimer, DY14 8PF

Proposal: Application for Lawful Development Certificate for the existing installation of ground source heat pumps on domestic premises to individual bungalows at 1, 2, 3, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 24 St Marys Place

Applicant: South Shropshire Housing Association (Mr Bernard Quinn, The Gateway, The Old Auction Yard, Craven Arms, SY7 9BW)

c) Reference: 19/01972/FUL (validated: 01/05/2019)

Address: 11 St Marys Place, Cleobury Mortimer, DY14 8PF

Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for the installation of 2No. ground source heat pumps within the same curtilage, with one serving a communal room at ground floor level and the other a domestic flat at first floor level

Applicant: South Shropshire Housing Association (Mr Bernard Quinn, The Gateway, The Old Auction Yard, Craven Arms, SY7 9BW)

Planning Decisions: Information Only:

Reference: 19/00780/FUL (validated: 18/02/2019)

Address: 60 Betjeman Way, Cleobury Mortimer, DY14 8BB

Proposal: Erection of a front porch

Decision: Grant Permission

Reference: 19/00805/FUL (validated: 19/02/2019)

Address: Mawley Hall Estate, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN

Proposal: Installation of two sets of metal automated bollards to the north and east gate entrances

Decision: Grant Permission

Reference: 19/00214/FUL (validated: 11/02/2019)

Address: Forest Dog Rescue, Lem Hill Kennels, Green Gap, Cleobury Mortimer, Kidderminster, Shropshire, DY14 9DX

Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for the erection of 2No. kennel buildings

Decision: Grant Permission

05.12.19 Request from Tree Warden – Cllr Brown

Proposed Development South of Tenbury Road Protection of trees.

05.13.19 Financial Matters

a) Accounts to be paid:

Shropshire Council - Wages

Cheques for payment: -

Prysmian – Streetlight repairs and maintenance - £1,238.16



DM Payroll Services – Internal Audit - £140.00
P Blackburn – reimbursements Neighbourhood Plan mapping fees - £72.00
West Mercia Energy – Toilets Electric – March - £83.11
SALC – Affiliation Fees - £1,071.35
Viking – Toilet and Office Supplies - £431.42
Market Hall – Room Hire – Committee Meetings - £35.25
Cleobury Country – Room Hire – Committee Meetings - £225.00
J Bodenham – reimbursements Annual Parish Meeting - £400.86

b) Payments Received

Shropshire Council – Precept and Neighbourhood Fund - £119,370.87
D Morgan – Festival Donation - £50.00

c) Grant Applications S137

Cleobury Bus Travel – Grant to subsidize bus trips - £250.00

d) Audit 2018-19

- i) Confirm no conflict of interests with PKF Littlejohn LLP
- ii) Consider Internal Auditor's Report.
- iii) Consider and approve AGAR Section 1 Annual Governance Statement 2018-19
- iv) Consider and approve Accounts and Bank Reconciliation for year ending 31st March 2019
- v) Consider and approve AGAR Section 2 Accounting Statements 2018-19

e) Payroll Contract

To approve new BACS system and Payroll contract with Shropshire Council

- 05.14.19** **Parking Issues Update – Cllr French**
05.15.19 **Review of 'A' Board Policy and Process. – Cllr Brown**
05.16.19 **Proposed reduction to Public transport Budget – Cllr Brown**
05.17.19 **Annual Report 2018/19 draft & sign off procedure – Cllr Bodenham**
05.18.19 **To confirm date of the next Parish Council meeting.**
The next Parish Council meeting to be June 3rd 2019.

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.

- 05.19.19** **Confidential Policy – Clerk**
05.20.19 **Neighbourhood Plan Update – Cllr Bodenham**

Note to Councillors: Please ensure that any updates to your Declaration of Interest forms are delivered back to the office before the end of May. Until this meeting has been held Councillors will not know what outside committees or organisations they may be appointed to.