



Minutes of Town Council Annual meeting held on Monday 13th May 2019 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.

Present:

Cllr Debbie Brown (Chair), Cllr A Gould (Vice Chair) Cllr Neil Tysall, Cllr Geoff Hainsworth, Cllr Toby Kirkby, Cllr Paul French, Cllr Jon Bodenham, Cllr Alexander Smith, and Cllr Liam Roberts.

Clerk: M Sheehan

The Chair welcomed everyone to the May annual Council meeting.

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

Cllr Hainsworth proposed Cllr Brown, seconded by Cllr Bodenham. No other proposals.

RESOLVED that Cllr Brown be elected Chairman. Declaration of office signed and witnessed by the Clerk.

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

Cllr Bodenham proposed Cllr Tysall, seconded by Cllr French. No other proposals.

RESOLVED that Cllr Tysall be elected Vice Chairman. Declaration of office signed and witnessed by the Clerk.

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

Apologies received before the meeting.

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).

A resident of Betjeman way came to raise an issue that she found herself in as the management company has more that doubled the annual service charge from around £500 to over £1,100 and as a single woman, she feels very worried and vulnerable as the others in the same situation. Moved to Cleobury and fell in love with the Town and don't want to move but need advice and help. The management company will be visiting her on Thursday and very worried about it.

Cllr Brown asked if any councillor was free to attend and offer support. Cllr French volunteered.

Cllr Shingleton suggested also going to Citizens Advice.

Mr Smith the Tree warden raised concerns about the new development that is being built down the Tenbury road. The hedge and some trees have been cut down already and there is a concern to protect the 5 TPO'S on the site. There is a lot of soil to move and the Tree roots need to be protected while the site is developed. Ten minutes with a chainsaw or a digger and it would be too late to protect the trees. Monitoring is a real issue as the New Planning Policy Framework states that you have to have environmental gain not loss, so we need to guard the root areas.

The Council instructed the Clerk to arrange a meeting with Mr Smith, the Planners and Council representation.

05.4.19 Apologies for absence

RFO, Mrs McBride – Working.

Unitary Cllr Gwilym Butler – another meeting.

Chief Inspector Sarah Corteen – Another meeting

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.

Cllr Bodenham - **05.13.19 Financial Matters**



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

Council **RESOLVED** to approve the Minutes of 1st April 2019; duly signed by the Chairman.

Council **RESOLVED** to approve the Confidential Minutes of 1st April 2019; duly signed by the Chairman.

05.7.19 Matters arising from the minutes

Clerk's Report. Clerk went through his report.

Clerk's Report for May 2019 meeting.

Reported two littering offences to Shropshire council for action.

Assisted police with CCTV, missing person request, also two more Insurance claims for residents who had their vehicles damaged. Also requests from Kidderminster and Ludlow police. Keeping a spreadsheet of requests and forms to send with footage to Police.

Met with Solicitor and talked to Charity Commission to help both the Council and Trustees of the Parish Hall to understand their roles and duties.

Issue with old streetlight in Pinkham, organising Western Power and Prysmian to upgrade the wiring and fit a new lantern.

Chasing our streetlight removed in New road by developer. Have requested it be put back or we will take it further. Have involved Insurers and created a file.

Organised new Notice board with Phil James and contractor to fit in High street. Header still to be fitted.

Clarion report done and sent to Clarion.

Moving on with quotes for Play area with Cllr Roberts, getting quotes updated and ready to bring to council.

Reported pot holes and streetlight faults as needed but both my contacts in Streetlighting and Highways now leaving making it harder to get things done. Will thank them on behalf of Town council.

Ordered three new Display boards as requested for Parish meeting and for other meetings.

Organised team to put up, check and mark marquee ready for Festival on Sunday 19th May at 9am.

Met with Security team at Mawley Hall to look at their system and they came and looked at our CCTV. Also met the estate manager and started a good working partnership.

Chase the Newbridge project and continue to do so.

Looking at putting the Town council up again for NALC's Star Councils Awards 2019.

Started looking at Parking issues and traffic management with Cllr Tysall.

Made contact with new housing officer for Stonewater.

Chased Police and Highways to remove an abandoned vehicle by the Cemetery

Had a request for help from venerable residents to do with ground rent charges. Signposted to Philip Dunn and Unitary Councillors.

Councillors training is required, so please look at attending some training listed below if possible.

SALC Training	(up until end of July)	
22 May (2pm)	Fundamentals for Councillors	Stirchley @Brookside PC
7 June (2pm)	Basic Planning following by CIL	Council Chamber, Shirehall
26 June (9 am)	Neighbourhood Planning	Lord Hill
2 July (5.30 pm)	Fundamentals for Councillors	Ludlow Room, Shirehall
3 July (10 am)	Chairmanship	Sambrook Centre, Stirchley & Brookside PC

05.8.19 Councillors' reports and items for future agendas

Cllr Bodenham reminded the councillors of the Parish meeting on Friday with the Expo and requested as many councillors as possible attend. Setting up at the Primary school at 2.45pm and 5.30pm at Lacon where there will be presentations of the community awards, with two already judged by the committee, trophies engraved and certificates. The community award finished last night. The Reverend Prebendary Ashley Buck will be presenting the trophies with the Chair Cllr Brown.

Cllr Roberts confirmed that he is meeting with Rob Hill at the Bike Trail to gain advice to complete it ready for Inspection and open it to the public.



Cllr Kirkby confirmed he was putting together a report looking at the surface of the roads around Cleobury parish.

Cllr Brown informed the council that the planning application for the windows at the Market Hall has been withdrawn after seeking independent advice. We need to arrange some training from ORP so we can have more trained to search and download footage.

Cllr Bodenham Clerk and Cllr Brown attended a Place Plan meeting that was very positive and informative letting us know the issues in our hinterland surrounding Parishes. The Housing Needs Survey is "Right Place Right Time" from 1st June to 7th July with a report in August

Cllr Goold discussed his visit to Mawley Hall with the Clerk to see the Security team and meet the Estate manager. Very professional people and a good contact.

Cllr French raised an observation by a local skateboarder that there were grass cuttings over the path in the skatepark area, that when wet could be dangerous. A Health and Safety audit has been done on the seating around Cleobury with some needing attention or even removal. The Festival is coming along. The action log should be up to date by the next meeting to put in packs.

Started cleaning up the wells with electricity and water from the cottages of the Parish Hall. From the parking meeting we are doing a seven-day audit using the CCTV.

Cllr Hainsworth confirmed that the Footpaths association will look to repair the gate on the field. Clerk to arrange a new post. Requested Parish Hall be on next agenda.

Cllr Tysall asked about the gap between the wall and beacon on the new crossing.

Cllr Bodenham confirmed that it was raised in a recent on-site meeting with Shropshire Highways who confirmed it was within regulations.

Cllr Tysall confirmed that himself and the Clerk had had an hour in the evening with the CCTV and found that a spreadsheet is needed to make it easier which will also help for evidence purposes. It also raised the need for clear guidance if we came across any other incident that needed dealing with.

Good news for Men's sheds with the award of £10,000 lottery grant.

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

Cllr Shineton suggested inviting Dougal from Shropshire Council if there was a Tenbury Road site meeting. An abandoned car in the Talbot car park has been removed. The flower beds outside Cleobury Country needs attention, perhaps ask the Youth Hub. Concerning the 292-bus service it is very difficult to find someone to liaise with at Worcestershire council and encourage people to write to Worcestershire County Council, mentioning cross ticketing, not being able to use one ticket for both services. Cllr Shineton confirmed that she has written but has had no response. The service is up for renewal.

Cllr Goold confirmed that young people coming from Ludlow had to get off at Clee Hill and get parents to pick them up, which is not good in winter and when weather bad.

Cllr Brown reported that this was raised at the Place Plan meeting.

Cllr Shineton continued that the two Clinical commissioning groups have a proposal to amalgamate.

Cllr Brown reported that there are 20% cuts across the board.

Cllr Shineton has done some bullet points report for annual meeting and sent to Clerk.

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.

Councillors went through the list and made alterations as needed. **RESOLVED** to adopt new list.

b) To review Standing Orders, Social Media Policy, Training and Development.

To accept all policies as already checked with councillors. Reviewed and adopted. **RESOLVED**

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

To accept all policies as already checked with councillors. Reviewed and adopted. **RESOLVED**



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)

RESOLVED No Objection.

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)

RESOLVED No Objection.

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)

RESOLVED No Objection.

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.

20.07pm RESOLVED to Suspend Standing Orders.

Mr Smith confirmed that the two public volunteers will have some training but will be overseen by him

Cllr Brown confirmed that if any expenses were incurred while doing Council duties, they should put it to the council for reimbursements. **RESOLVED.**

20.10pm Reinstate Standing Orders



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

The Clerk informed the Council of extra payments

A Bates – New notice board - £360

Shropshire RCC – Trustee training - £15

R Price – Grass cutting - £530

Council **RESOLVED** to approve these payments and cheques were signed.

b) Payments Received

Shropshire Council – Precept and Neighbourhood Fund - £119,370.87

D Morgan – Festival Donation - £50.00

The Clerk informed the Council of another Payment Received.

Proddow Mackay Solicitors – CCTV footage - £50

c) Grant Applications S137

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

After a short discussion the Council **RESOLVED** to award the grant.

d) Audit 2018-19

i) Confirm no conflict of interests with PKF Littlejohn LLP

None

ii) Consider Internal Auditor's Report.

The Clerk read out the report and the Council **RESOLVED** to accept with no issues.

iii) Consider and approve AGAR Section 1 Annual Governance Statement 2018-19

The Clerk read out and filled in, considered and Duly signed by the Chair and Clerk. **RESOLVED.**

iv) Consider and approve Accounts and Bank Reconciliation for year ending 31st March 2019

Considered and **RESOLVED** by Council. Duly signed by Chair.

v) Consider and approve AGAR Section 2 Accounting Statements 2018-19

Considered and **RESOLVED** by Council. Duly signed by Chair.

e) Payroll Contract

To approve new BACS system and Payroll contract with Shropshire Council

Approved and **RESOLVED** by Council and Duly signed by the Chair.

05.14.19 Parking Issues Update – Cllr French

Cllr French confirmed that there has been a first meeting of the working group and there was a discussion about the best way forward and to save hours of standing in the Town it would be quicker to use the CCTV, to which it has been explained earlier to put a spreadsheet together before continuing.

Cllr Brown confirmed a mapping exercise first. It was **RESOLVED** to report back to July meeting.

05.15.19 Review of 'A' Board Policy and Process. – Cllr Brown

RESOLVED to confirm that as a Town council we would prefer to make our own decisions in our own Town.

Clerk to reply.

05.16.19 Proposed reduction to Public transport Budget – Cllr Brown

RESOLVED to put in a formal letter in support of Cllr Shineton's point, with 16-18-year olds abandoned in Clee Hill, Cross ticketing with Diamond and R&B.



05.17.19 Annual Report 2018/19 draft & sign off procedure – Cllr Bodenham

The Council went through the Draft Annual report and **RESOLVED** that the Council accept the report with agreed changes.

05.18.19 To confirm date of the next Parish Council meeting.

The next Parish Council meeting to be June 3rd 2019.

The Chair read out the following requesting the public and press be excluded for the next item. RESOLVED.

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.

Meeting Closed at 9.30pm

Cheques written:

Shropshire Council - Wages

Cheques for payment: –

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DM Payroll Services – Internal Audit - £140.00

P Blackburn – reimbursements Neighbourhood Plan mapping fees - £72.00

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Signed Chair :



Date: 3rd JUNE 2019