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**Minutes of Town Council meeting held on Monday 6<sup>th</sup> January 2020 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.**

**Present:**

Cllr Debbie Brown (Chair), Cllr Neil Tysall (Vice Chair) Cllr Geoff Hainsworth, Cllr Paul French, Cllr Jon Bodenham, Cllr Toby Kirkby, Cllr Alex Smith, Cllr Andy Goold.

**Town Clerk:** M Sheehan

**RFO:** Dorothy McBride

Public: 6

Unitary Councillors:

Cllr Madge Shineton

The Chair welcomed everyone to the January meeting.

**01.00.20 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).

Mr Smith informed the council that the beavers has a problem planting trees as the three providers of the free trees have all closed, however he has received a donated oak tree to plant. One dozen trees would make a difference planting around Cleobury.

Cllr French asked how many trees they were thinking of getting.

Mr Smith quoted 30 to 40 trees to plant, possibly some in the Skate park area.

Mr Stephens asked if the Town council could purchase litter picking equipment for a voluntary litter pick around Cleobury on 21<sup>st</sup> March. So far have 30 volunteers after numerous complaints.

Clerk explained that with Shropshire Council cuts the few staff they have no longer have time to litter pick or clean pavements.

Chair asked that the Clerk liaise with Mr Stephenson before the next meeting and that it is on the Agenda.

**01.01.20 Apologies for absence**

**Unitary Councillors: -**

**Unitary Cllr Butler – Not Well**

**01.02.20 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.*

**01.03.20 To approve the Minutes of the Town Council Meeting held on Monday 2<sup>nd</sup> December 2019 Council RESOLVED to approve the Minutes of 2<sup>nd</sup> December 2019; duly signed by the Chair.**

**01.04.20 Matters arising from the minutes**

**Clerk's Report for January 2020 meeting.**

Looked at CCTV for Police and more incidents reported and requiring action.

Obtained CCTV footage for Insurance company regarding a vehicle damaged on main road and after payment received sent the footage.

Requested parking enforcement and help with car parked in Vaughn road after many complaints plus other areas.



Reported all Pot holes reported to office with Shropshire council, some very urgent also asked residents to report too.

Worked with volunteers to put up Xmas lights and checked daily to make sure all working. To be taken down 12<sup>th</sup> January. Checked lights daily to make sure working. Now switched off.

Xmas trees promised for next year 2x 15' trees from Frank Mathews Tenbury.

Continued with Food bank over Xmas and had excess mince pies given so delivered around elderly residents. Chair contacted Worcester street kitchen to collect food going out of date that we would not be able to use and arranged collection.

Received legal papers for council to sign regarding Parish Hall. Agenda item.

Last remaining concrete columns will be started week commencing 10<sup>th</sup> February.

Checked with usual company that sells ex display Xmas lighting and will be putting out in next couple of weeks. Will keep looking and report back.

Kept an eye on skate [park area and new gym equipment being used regularly, all positive comments and lots of Thank you.

Arranged to work with Head at Primary school to attend at 8.30am and 3.15pm to assist with parking issues and children's safety in the short term. Have requested meeting with Shropshire council, parking, Head and councillors to look at enforcement.

Put together paperwork needed for application for Gold quality status.

Kept an eye on Facebook and commented when needed, especially to diffuse comments.

Tree work has been done on the playing field and started today in the Cemetery. The work on the skate park area will start mid-January, due to ground being too wet.

Play area to be started this week, have warned about the parking issues at school times.

Arranged a Visit by Prof Mark Barrow, Executive Director of Place, Shropshire Council on Friday 10<sup>th</sup> January 12.00pm onwards meeting at the council office. He is responsible for a wide range of council services, including economic growth, highways and transport, planning, waste and recycling, libraries and museums.

A Panel Meeting has now been arranged for 1.30pm on Tuesday 14<sup>th</sup> January 2020 in the Ludlow Room at Shirehall, Shrewsbury to evaluate us for Gold standard quality status.

Contacted Western power providing a map and location for streetlights to go in Skate park area. Received a rough budget price of £6,000 not including trenching works. Need to look into further to get a more accurate and cost-effective quote.

Attended window dressing competition with Cllr French and Mr Reynolds.

Meeting for Market Towns in the South at Church Stretton on 22<sup>nd</sup> January.

Crime Reduction Group meeting at 7pm Tues 28<sup>th</sup> January, venue to be confirmed.

Thank you to Alan Guest as he cleaned the Churchyard, Cemetery and Skate park paths Xmas eve without being asked.

#### **01.05.20 Councillors reports and items for future agendas**

Cllr Goold reported he attended the Youth Forum which was positive, the Scouts need more volunteers and there was interesting links with Mark Greaves and the Scouts and Guiding.

The Christmas lights takedown went well and with the Primary school parking issue and abuse and doing what we can we need enforcement from Police and street enforcement. Needs a walking bus and the Head has extended hours due to having no caretaker so she has picked up on that. Moving forward we do what we can for the community.

Cllr French reported that had attended CCTV training with colleagues. Took notes and producing basic user guide. Then the Clerk can spend more time doing what needs doing than CCTV, thank to Dot for organising and Ross for the training. Organised the sponsored Christmas cards with no public money used, so far 65 packs sold out of 165 and proceeds to be split between Town council Christmas lights and St Mary's church. Unfortunately, some outlets in the town were reluctant to sell them for us. Will do same again next year. Award for best window went to Masquerade and it was in the Shropshire star. 15 years of service providing fabrics and haberdashery.



Cllr Hainsworth notified the council of the sad passing of Pat Smith before Christmas from the Parish Hall committee. The service will be at 3pm Friday. He reported that a couple of the new pieces of outdoor gym equipment was squeaking. After training on the CCTV, we may need to make some changes of procedures and traceability and requested it put on the next Agenda. Streetlight replacements were going ahead of the final concrete ones as Clerk reported.

He also raised the issue of cemetery trees, replacement of the tree next to the entrance and clearance of the laurel which is crowding one of the new trees in the corner and asked for this to be added to the next agenda. Attended Bewdley repair café and starting a climate coalition, any information forward to Cllr Bodenham.

Cllr Brown reported that a request had been made for a water fountain in the play area. Agreed Clerk to investigate for next meeting.

Those aware of bad roads and reported to chase let Clerk know for Friday's meeting. Clerk to chase log in details from ORP, so Cllr Brown can access CCTV.

Cllr Tysall reported temporary pathway around London house but difficult for those with disabilities and prams. There was a short discussion on extension of cemetery land and a designated green area.

Cllr Brown confirmed that we had looked at this previously when we took on the skate park area.

Cllr Tysall continued that the men's shed members helped with the Christmas lights. The insulation, boarding and electrics at the men's shed is going well but need to raise more finances.

Cllr Bodenham reported that the Tourism strategy meeting is 29<sup>th</sup> Jan 6pm at Cleobury country.

Feedback from Shropshire council and Highways on the neighbourhood plan, agenda item for February meeting. Next Dementia friendly meeting is Monday 13<sup>th</sup> 11am in the Kings Arms.

Cllr Kirkby explained the frustration of paying road tax and the need for repairs and asked if we could hold Shropshire council to account for costs.

Cllr Brown confirmed it was a question for Friday's meeting with Mark Barrow.

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

Cllr Shineton reported that there were briefings on Finance and Budgets this week at Shropshire council.

There was an Adult social care briefing bringing all care providers together, some people in Worcestershire discharged with no care package. Have been out with Highways last couple of weeks to look at issues with roads. There are two pieces of equipment for pot holes, one in the north and one for the South, but both will be coming to us for a couple of weeks. Money in Highways budget usually gets raided for Adult social care therefore less to get roads done. Hoping that will get another pot of money soon. If looking at new CCTV cameras can we look at Love lane to Cleobury meadows.

18 high street are in discussion with building regulations and if difficult to go past then safer to use other side.

Cllr Goold asked if owners are willing to get it done asap.

Cllr Bodenham confirmed that the syndicate of owners have appointed a lead person.

Cllr Shineton said it will be watched by Shropshire council very closely. If we need equipment for a litter pick then to contact Nikki Cheek at Shropshire council who may be able to help.

There was a short discussion about the state of the roads in south Shropshire and the network is essential.

Cllr Goold reported that all the new developments proposed in Ludlow would add significant traffic and a big impact on Cleobury Mortimer.

Cllr Shineton finally explained that there was a new contract for the buses and it will be monitored.

#### **01.07.20 Financial Matters**

##### **a) Finance Committee**

##### **To note Finance Committee Minutes and Reports.**

The RFO explained minor increases with CCTV and upgrade of streetlights and any questions from minutes and report. Councillors happy with minutes and report.

##### **b) Budget 2020/21**

##### **To approve budget and precept requirements for 2020/21.**

The RFO went through the Budget sheet and explained that we have had more houses built but wanted to keep the precept the same per household as previous year. Last year was £115,000 and next year hope to get streetlights in skate park area, so to keep the same then the council need to approve £116,749, which also allows a little for inflation. **RESOLVED** to set precept at £116,749 for 2020-2021.

##### **c) Payments:**

Fresh Air Fitness – final payment for outdoor gym - £8,278.00



West Mercia Energy – Toilet electric (November 2019) - £98.28  
Cleobury Country – Office Rent and room hire - £975.64  
Viking – office supplies - £270.83  
Andrea Pellegram – Neighbourhood Plan fees - £2,981.10  
Lewis Arborcare – Tree work (Playing Field) - £1,758.00  
Alan Guest – grass cutting (Churchyard – October - £156.00  
SALC – Quality & Web Training fees - £227.00  
ICO – Annual fee - £40.00

RFO notified the council of any additions: -

Lewis Arborcare £2,700 – Tree work

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

**d) Section 137 Grant application**

**Cleobury Bus travel - £250**

Councillors had all the information before the meeting. **RESOLVED to award the Grant of £250**

#### **01.08.20 Planning Matters**

##### **a) New Planning Applications:**

##### **i) Reference: 19/05234/LBC (validated: 06/12/2019)**

**Address:** Market Hall, Office 1, Church Street, Cleobury Mortimer, DY14 8BX

**Proposal:** Upgrade of upstairs windows and one downstairs windows to double glazed, sliding sash windows with a timber frame.

**Applicant:** Mrs Alison Sheffield (Market Hall, Church Street, Cleobury Mortimer, DY14 8BX, United Kingdom)

**RESOLVED to support the application** and to mention our interest as corporate trustee.

##### **ii) Reference: 19/05260/OUT (validated: 17/12/2019)**

**Address:** Proposed Residential Development Land East of New House Farm, Tenbury Road, Cleobury Mortimer, Shropshire

**Proposal:** Outline application for residential development of 5 no. dwellings to include access, landscaping, layout and scale

**Applicant:** D,M,A and R Robinson (New House Farm, Tenbury Road, Cleobury Mortimer, DY14 8RD)

The Town council have No objection but would ask that our Tree wardens report below is taken into consideration which should enhance the project. **RESOLVED.**

5 homes Tenbury Road, Planning Application 19/05260/OUT

Tree Warden's Report - tree and environmental aspects. December 2019

From the application and documents from Shropshire Planning Dept. it would appear that there are 5 areas of concern associated with trees and the environment that the Cleobury Mortimer Town Council might wish to consider in their response to Shropshire Council.

1. Loss of habitat.
2. Existing tree and tree root protection
3. Rainwater runoff and SUDS
4. Biodiversity net gain
5. Replacement tree planting

There are 5 recommendations

1. Loss of Habitat.

With the inevitable removal of top soil early in the development of this site there will be a loss of valuable unimproved grass land habitat of 0.48 ha. This loss would be in addition to previous loss generated from two other land allocation building sites of valuable ecosystem south of Tenbury Road - Whitcombe Orchard and 22 homes now being developed. Total loss of approx. 5h (See map) see Biodiversity net gain- below Significance of such a habitat loss. The long tufted permanent pasture of these sites was the essential habitat of a wide biodiversity including field voles, which in turn are the main food source of raptors and especially owls. Any loss of this habitat would result in a reduction in vole numbers and in turn, owl numbers. See conservation notes for owls by Cleobury Owl Watch. It is hoped that such conservation work may be sufficient



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to provide a sustainable habitat and environment for existing owl populations in and around Cleobury. Any future development that threatens a loss of similar precious habitat will need to be carefully evaluated.

## 2. Existing tree and tree root protection

From the application it is noted that the area around the first and biggest house is limited by the extended access road, attenuation tanks, topography and the need to protect the two mature oak trees (T25, T26). Root protection measures are advocated for these important trees which already are under some threat within the adjacent site, now being developed. It is the normal procedure that when tree roots need remedial protection from development it is only up to 50 % of their zone.

It is therefore essential that the maximum protection advocated by the arboricultural report (B.J.Unwin Forestry Consultancy) be fully implemented through strict and detailed planning conditions, that can be monitored before, during and after development work.

## 3. Rainwater runoff, drainage and SUDS

### a. 7. Flooding Considerations

Noted that 1.1,000 probability of river or sea flooding

### b. 11. Drainage

On site water soakaways are not possible due to evidence from failed percolation tests on the similar adjoining site CM0002. A 57m<sup>3</sup> attenuation tank to be built under the new access road with controlled release at 5L/s to road drain. The capacity of this tank may need to be increased see note c. below

c. Off-site water. No mention in application of rainstorm water from roadway and arable field south, flowing into the site see photo of sediment loaded rainwater flooding into site through south east corner 20/12/19. This event followed a wet period nationally and locally with a peak flow from the farm track and compacted and saturated ex maizefield, estimated flow of 200l per minute for over 45 minutes. This flood came from a rain catchment area of roadway and sloping field of over 2h.

c. There could be serious omissions in the planning application for the prevention of flooding of gardens and bungalows as well as the whole site from incoming water at the southern end of the site. It seems inevitable that there will be a need for extra attenuation capacity for this water made worse by the removal of some trees and water holding capacity of the site due to the development. It is recommended that the existing calculation within SUDS is recalculated to include this incoming water

## 4. Biodiversity net gain

Biodiversity net gain is a planning requirement of the National Planning Policy Framework (NPPF 2018-9) that development leaves the natural environment in a measurably better state than it was before development. The application and development of the site involves a loss of habitat and biodiversity caused by the removal of all the topsoil and its biodiversity and habitats, and the net removal of trees and some hedges. The application seeks to counter those losses, by some replanting of existing trees, and the installation of bat and swift boxes. Regrettably only the 2 houses are tall enough or with potential flight paths for bat and swift boxes.

To redress the balance to achieve the requisite biodiversity net gain, it is recommended that additional planning conditions be applied. These may include extra tree and shrub planting on site and additional trees of long-term maturity. See below.

### Replacement Tree Planting.

It is recommended that: -

#### a. Tree retention and new planting will achieve at least 20% tree shade cover

It is an ambition of the developing Cleobury Neighbourhood Plan that any new development has planning conditions that require a 20% tree shade tree cover to ensure a green and biodiverse rich site.

b. 3 new oak trees, incorporated in planning conditions, be planted 20m apart on the south boundary of the site to mature within the next 200-300 years. They would within 15-20 years start to add valuable biodiversity to the biodiversity and habitat depleted site.

Each mature oak tree can be host up to 2,000 species. 3 new oak trees would complement the existing 5-6 existing mature oaks in the hedge along the track from Hobson's Brewery along Hobson's Wildlife Corridor They would strengthen and sustain Hobsons and Tenbury Road Wildlife Corridors and be stepping stones to potential extensions to these corridors. As they mature, they would reinforce and sustain the noise attenuation measures proposed for the brewery and enlarged employment site





**01.11.20 Annual Town Meeting and Primary Expo – Cllr Brown**

Cllr Bodenham reported that we need to start the planning with a new person taking the lead. Community awards also needs to get moving. Agreed that Cllr Goold to work with the schools and to look at using the Primary school for both events. Cllr French will also help if required. As well as champion awards we need to put out a call for exhibitors.

It is expected that all recipients of the capital receipts will be required to come and show what they have done, money spent and benefit to the community. 15<sup>th</sup> May is the date suggested for the Expo. Draft of what is to go in the Clarion will be put together and sent around.

Cllr Brown mentioned other awards to be community driven and the need for a criteria based judging process and to be put in the Clarion. Cllr Brown and Clerk to put out nearer the time.

**01.12.20 Planning for Parish AGM – Cllr Bodenham**

**Covered in previous item.**

**01.13.20 Town & Parish Councils - VE DAY 75 – Cllr Brown**

It was agreed that the Clerk would contact organisations and put together a list of what they are doing and help advertise for them.

**01.14.20 The Cleobury Community Awards – Cllr Brown**

**Covered earlier, Cllr Bodenham and Cllr Brown to put together a list and Clerk to advertise.**

**01.15.20 Parking issues Primary School – Cllr Goold**

The Town council have tried every way to pay for a school crossing person and get some enforcement. Agreed to discuss at the meeting with Mark Barrow from Shropshire council. Also agreed for Clerk to help the School short term.

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

The next Town Council meeting will be held on **Monday 3<sup>rd</sup> February 2020.**

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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 items on the grounds that they involve 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 items.

**01.17.19 Employee Matters – Cllr French, Mrs D McBride**

**01.18.19 Agree and sign legal documents for Parish Hall – Cllr Brown, Clerk**

**Meeting closed at 21.00pm.**

**Signed Chair:**



**Date: 3<sup>rd</sup> FEBRUARY 2020**