



Minutes of Town Council meeting held on Monday 3rd February 2020 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.

Present:

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

Locum Clerk: Mrs D McBride

The Chairman welcomed everyone to the February meeting.

02.00.19 Democratic 15 minutes Public Time

There were four members of public present. Mr C Smith made a plea to the Town Council to approve the Crime Group's grant application towards the additional five CCTV cameras needed to cover some blind spots in town. The grant request is for 50% of the total with the other 50% coming from the Police and Crime Commissioner's office. The PCC grant fund is time limited hence the urgency for the Town Council grant.

02.01.19 Apologies for absence

Clerk, Mr Sheehan – unwell.

Unitary Cllr Gwilym Butler – unwell.

Cllr Toby Kirkby.

**02.02.19 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.

There were no declarations of interest made.

02.03.20 To approve the Minutes of the Town Council Meeting held on Monday 6th January 2020

Council **RESOLVED** to approve the Minutes of 6th January 2020; duly signed by the Chairman.

Council **RESOLVED** to approve the Confidential Minutes of 6th January 2020; duly signed by the Chairman.

02.04.19 Matters arising from the Minutes

Clerk's report and Market Town Forum report distributed prior to meeting (copies attached with Minutes).

02.05.19 Councillors' reports and items for future agendas

- Cllr French had issued a report on the Clarion Cup Best Dressed Window competition and the Joint Christmas Card project (copies attached with Minutes). Cllr French attended a very productive meeting with Graham Downes, Highways regarding road markings near the Primary School. Mr Downes responded very quickly and provided a paper with proposed additional markings.
- Cllr Goold confirmed that Mrs Mayfield has kindly agreed for us to hold the Expo and Annual Parish Meeting at the Primary School. Cllr Goold attended the recent Dementia Friendly meeting which highlighted good outcomes with one lady now being a Dementia Champion. The Christmas lights have been successfully taken down. Better procedures are now in place so that this winter's set up will be more efficient. A number of lights need maintenance work and additional lighting is still to be purchased. The defibrillator outside the Kings Arms was deployed twice recently so new spares were ordered and the unit recommissioned. As the cabinet is in very poor condition Council **RESOLVED** that Cllr Goold and Mrs McBride will look at replacement options for approval at the next meeting. There are concerns that a Digi lock system can prevent quick access if there is a poor-quality phone signal to obtain the code but also that the quick tag system has proven that the defibrillator is being taken without our knowledge and could potentially be stolen.
- Cllr Smith raised increasing public concern over petty crime in the area. Can we lobby for more visible police? We do have a lot of CCTV and there has been a recent conviction following a wider area investigation and maybe this should be publicised. Our close working relationship with the police is probably as good as it can



- get and it is recognised that anti-social behaviour is partly a community/social matter. CCTV does reduce areas of anti-social behaviour and the lighter nights and new Police Sergeant should also help. Council asked Mr C Smith to take these comments back to the Crime Group.
- Cllr Hainsworth reported that CMFA are looking for someone to take over Walkers are Welcome but Town and Parish Councils are not allowed to do this. It was suggested that Cleobury Country may be interested due to their Tourism element but there has not been a positive response as yet. Mawley Estate has commissioned an external structural engineer to inspect the Upper Forge Bridge. Cllr Shineton was not aware that Shropshire Council had received the report but assumed that the report will make appropriate recommendations and that the bridge will not be open again until it is safe.
 - Cllr Tysall raised the issue of the poor condition of the bus shelters and proposed a councillor working party to remedy this as the weather improves. Cllr French is sourcing further quotes for replacement panels and Cllr Tysall has sourced appropriate paint.
 - Cllr Brown's Market Hall report had been distributed with the Agenda (copy attached with Minutes). There is one update to the report in that following the article in this month's Clarion on the Market Hall Manager's role, the vacancy notice will be going in the March edition instead. Recent communication with our PCSO has established that they will not attend the Primary School at the same time as the Clerk due to a conflict of services. Council confirmed that the Clerk is not to go back to the school as the time taken out of every day means he is unable to fulfil his Council duties. The police attend all primary schools in their area to monitor parking subject to operational issues and rotas. Cllr Brown confirmed that we were willing to fund an official Crossing Patrol Officer but Shropshire Council would not allow it. Following the meeting with Graham Downes we need to know if the updated road markings map can be proceeded with. Cllr Brown asked Cllr Shineton about the Shropshire Star article regarding the employment of an external consultant to sort out Highways at a cost of £1,000/day. (Cllr Shineton responded during her report later in the meeting.)
 - Cllr Bodenham reported that he is now the Chair of the Dementia Friendly working group and that sessions had been carried out with Hobsons and with the church tomorrow (Tuesday). There is a lot of county-wide support with materials etc. Cllr Bodenham had issued an updated Summary Annual Plan for 2019/20 (copy attached with Minutes) which shows our key objectives to review at the end of March. Cllr Bodenham asked that the Council consider next year's draft Annual Plan and Business Plan at the next meeting. The first Big Cleobury Survey was very useful especially for grants and the Neighbourhood Plan. Cllr Bodenham urged everyone to check his proposal for a second survey and send him comments on the scope of the document, what to include, what has been learned etc. The draft Annual Town Review can also be approved at the March meeting (accurate figures to be added after year-end). Cllr Brown, Cllr Bodenham and Mrs McBride to review the draft survey later this month.

02.06.19 Unitary Councillor Reports

- Cllr Shineton asked for a copy of the revised Highway markings for the Primary School. Mark Barrow has been on holiday hence she has been unable to chase him up regarding the Crossing Patrol Officer. Regarding the £1,000/day consultant, members had complained that Highway procedures are so complex that nothing gets done so a senior officer has moved and the consultant brought in to sort out Highways. As only half the Highways budget is spent by Kier this has allowed other contractors to be brought in providing they do not compromise the Kier contract. Cllr Brown pointed out that the contract needs careful scrutiny to ensure it is robust. Alun Morgan, WSP is also looking into sorting out Highway matters. Shropshire Council has been given a further £2.5m to spend on Highways by end March. Cllr Goold questioned whether the public knowing that money had been available ie 50% of Highways budget will trigger more complaints that Shropshire Council has not managed their money properly but also that the additional £2.5m will build expectations that the Highways will improve. Cllr Shineton urged everyone to let Shropshire Council get on with things. The fault is not with the work force but at management level and they are trying to address things. Cllr Brown stated there are serious frustrations that even after reporting potholes and not seeing anything done, vehicles are being damaged costing hundreds of pounds to repair. Cllr Goold expressed concerns that the information given to the public that there is no money and people can't make claims is poor as there has been money available. Cllr Shineton reiterated that it would be better to question the prioritisation and communications for next year rather than now. Cllr French said that despite having found out that money could have been used in a better way there is an expectation that there will be improvements now once the A4117 through to Far Forest is repaired publicising our gratitude should help. Cllr Shineton said the 'My Shropshire' system is being reviewed and so we should focus on reporting issues by email to the Bridgnorth Highways office. Cllr



Shinerton has discussed the lack of hedge management behind the new Nursing Home with the enforcement officer. Cllr Gould and Cllr Bodenham assured Cllr Shinerton that the Nursing Home management will deal with this but have been dealing with more urgent building issues. Cllr Shinerton raised concerns regarding the development of five properties at Mortimer Gardens and the impact of building work on the residents and asked the Town Council to keep an eye out for any problems. Cllr Shinerton has reported a street light out at the end of the footpath near Catherton Road to the Clerk. She has asked for a Footpath Map of all the paths to aid the Walking for Health group with routes, also requested a note of boundary ownership to help with overgrown hedges and paths etc. Cllr French will put these map requests on our Action Log. There is a Climate Change Workshop on 10th February. The Local Plan Review is on-going and may be out for consultation in the autumn. A new Flood Officer, John Bellis has been appointed. Cllr Shinerton has raised concerns regarding drainage from new properties being built off the Tenbury Road but Cllr Hainsworth felt flooding concerns have been addressed through attenuation tanks. Cllr Bodenham agreed that flooding is a concern through the town but there is unnecessary bureaucracy with the system requiring repeated costly reports and surveys which delays development and frustrates landowners and developers. Cllr Shinerton said there are 700 apprenticeships available across the county – see Shropshire Council’s website. The next youth partnership meeting is on 12th February at the Sports and Social Club. A meeting is being arranged to discuss the 292 bus issues with Worcestershire County Council, Diamond and our local bus champion Mr Todd.

02.07.19 Financial Matters

a) Cheques for payment

Council RESOLVED to approve the following payments and cheques were signed:

Cleobury Country – room hire - £52.50

West Mercia Energy – toilet electric (December) - £110.48

D & G Stone Services – correction work in Cemetery - £300.00

Alan Guest – cleaning Cemetery paths - £600.00

Lewis Arborcare – tree management in Cemetery & Churchyard - £2,520.00

Viking – office and toilet supplies - £264.77

Zoll Medical – defibrillator spares - £305.70

Kings Arms – refreshments for Christmas volunteers - £44.55

M Sheehan – mileage reimbursement - £52.50

There was one additional payment:

R Price – tree management in Cleobury Park - £5,925.00

b) S.137 Expenditure

Cleobury Crime Reduction Group – extra cameras 50% funding - £3037.

Council RESOLVED to approve an amended application of £800 as there is not enough money left in the grant pot. The balance of £2,237 to come from project reserves. Council asked Mr C Smith to report back to the Crime Group so that the additional cameras are progressed.

02.08.20 Annual Review of Policies

Council RESOLVED to approve the following Policies except the CCTV Policy which needs further work including separation of the Policy from the Procedures.

- i) Health & Safety Policy
- ii) Grant Application Policy
- iii) Equality & Diversity Policy
- iv) Co-option Procedures
- v) CCTV Policy
- vi) Capability Policy
- vii) Employee Handbook
- viii) Health and Wellbeing Policy

All Policies will be put on a two-year review date (subject to legislative changes) except the Health and Safety Policy and CCTV Policy and Procedures which will be subject to an annual review.



02.09.20 Volunteer litter pick – Cllr French

Cllr French asked for Council approval to purchase litter picking equipment for the Community Litter Pick on 21st March as borrowing it from Bridgnorth is not an option. Council RESOLVED that equipment could be purchased up to a maximum of £250. Equipment to remain the property of the Town Council and can be used by volunteers for litter picking events.

02.10.20 CCTV procedures – Cllr Hainsworth

Following training and live sessions it was clear that things need improving not only with the software but also log-in procedures and the method of providing evidence. Cllr Hainsworth was thankful for the purchase of a DVD writer to enable CCTV footage of incidents to be prepared at the Station office. It was agreed that the current CCTV Policy and Procedures will be split into a separate Policy and Handbook. Mrs McBride will work on these with Cllr Hainsworth and bring to the next meeting for approval.

02.11.20 Neighbourhood Plan – Cllr Bodenham

Cllr Bodenham was mindful that the public have not been updated recently on the progress of the Plan. Following the consultations last autumn there has only been some small changes to the proposals with outstanding issues to be resolved with Planning and Highways regarding road junction improvements and lighting. Once these have been agreed the Plan will be updated at the next Neighbourhood Plan meeting on 17th February and hopefully a recommendation will be made to the Town Council in March before undertaking a six-week public consultation.

At 8.30pm Council RESOLVED to suspend Standing Orders to allow the public to speak.

Cllr Shingleton asked which Shropshire Council officers the Neighbourhood Plan group were dealing with. Cllr Bodenham confirmed Gemma Lawley from Highways and Eddie West from Planning.

A resident asked if the Tenbury Road site had been withdrawn. Cllr Bodenham stated it was still included, just small changes to the proposals.

At 8.32pm, Council RESOLVED to re-instate Standing Orders.

02.12.20 Cemetery trees – Cllr Hainsworth

Cllr Hainsworth has been trimming laurel from around a tree in the Cemetery and more work is required. Cllr Hainsworth asked Council to support the purchase of a replacement Handkerchief tree to be located near the vehicle entrance into the Cemetery. A six-foot tree could cost around £100 so quotes from local suppliers and advice on the best time to plant the tree for survival will be sought. Cllr Hainsworth and our Tree Warden, Mr C Smith to liaise on this matter.

02.13.20 Annual Parish Meeting – Cllr Brown

Cllr Brown confirmed that this event is being held on Friday 15th May at the Primary School. Council agreed to offer 2 x £1,000 grants for community groups as in previous years. It was further agreed that a Committee to review the Nominations for the Community Awards will consist of two councillors and three members of the public. Cllr Brown, Cllr Bodenham and Mrs Sheffield, Market Hall Manager plus two winners from last year will undertake this. The Nominations are made by the community and there are 20 already on Survey Monkey. Cllr Bodenham will send Cllr Gould a list of attendees from last year so that they can be invited to this year's event.

02.14.20 To confirm the date of the next Town Council meeting

The next Town Council meeting will be held on **Monday 2nd March 2020.**

Meeting closed at 8.37 pm.

Signed Chairman:

Date: