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## **Minutes of Town Council Virtual meeting over Zoom platform held on Monday 1<sup>st</sup> June 2020 at 7pm.**

### **Present:**

Cllr Debbie Brown (Chair), Cllr Neil Tysall (Vice Chair), Cllr Geoff Hainsworth, Cllr Paul French, Cllr Andy Goold, Cllr Alex Smith, Cllr John Greaves,

**Town Clerk:** M Sheehan

**RFO:** Dorothy McBride

Public: 4

### **05.00V.20 Welcome by the Chair**

Cllr Brown welcomed everyone to the Town councils first virtual meeting and explained how the meeting will go forward and how to vote or indicate wanting to speak with the reaction button. The chair then invited everyone to introduce themselves.

Cllr French welcomed and thanked PC Steve Mellor for attending.

### **05.01V.20 Co Option – Cllr Brown**

Agree Co Option of new member to Town Council.

**RESOLVED** the Co Option of John Greaves to the Town Council. Cllr Greaves signed the required statements for the Clerk to collect.

The Chair welcomed Cllr Greaves to the Town council.

### **05.02V.20 Virtual Meeting Protocols – to approve adoption**

#### **Cleobury Mortimer Town Council - Virtual Meeting Procedure**

### **Introduction**

Town and Parish Councils have been given provision under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) to hold legal virtual meetings in order that Town Council business can be maintained.

The Town Council has chosen to use the Zoom platform in order that the meeting is publicly available.

Remote attendance at Council meetings is permitted if certain conditions are met. These include that councillors can

- Hear and be heard by the other Councillors in attendance.
- Hear and be heard by any members of the public entitled to attend the meeting.
- A visual solution is preferred, but audio is sufficient. This also relates to members of the public attending the meeting also being heard.

The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital, or virtual locations (internet locations, web addresses or conference call telephone numbers).

### **Advertising meeting**

The Clerk will host the meeting. The meeting will be a formal Town Council meeting and will be held using the agenda and summons which the Clerk will publish. A code and link to the virtual meeting will be published on the agenda and displayed on the Town Council website in order that the public are able to attend, just as they would be able to attend a meeting in Cleobury Country Centre. Attendees will also have the ability to dial in to the meeting via telephone.

### **Attendance of Press and Public**

The Regulations clarify that a meeting being “open to the public” includes access to the meeting through remote means (video conferencing, live webcast, interactive streaming). Where a meeting is accessible to the public through such remote means the meeting is deemed open to the public whether or not, members of the public are able to attend the meeting in person.



### **Joining the meeting**

Councillors are encouraged to join the meeting promptly at least ten minutes before the scheduled start time in order to avoid disrupting the meeting. Attendees will collect in the Zoom 'waiting room' prior to the meeting.

### **Meeting protocol**

Meetings will be governed by the usual Standing Orders, Financial Regulations, and associated policies. All attendees will be set to 'mute' on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants if they wish to speak will be invited to unmute. As the 'Host', the Clerk will have the ability to mute or remove anyone deemed a nuisance at the Chairman of the meeting's request.

Meeting participants may wish to protect their personal environment by choosing a virtual background in the Zoom Settings 'Virtual Background' or alternatively should consider what can be seen behind them while on camera.

All Councillor attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting.

#### **Meeting Etiquette**

- Mute your microphone when you are not talking.
- Only speak when invited to do so by the Chair.
- If you are not using video, then please state your name.
- The only person to keep on their microphone throughout the meeting is the Chair.

### **Public Participation**

Participation by members of the public will continue in line with the Council's Standing Orders. This can include speaking, asking questions and/or making representations.

As with meetings in the Cleobury Country Centre, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times. Anyone wanting to speak should raise their hand using 'raise hand' in the options within the Participants section or by waving if they are using a camera so that the Chairman can see. Members of the public may introduce themselves if they should wish.

The Chairman and Clerk can mute if necessary and the ability to remove a disruptive member of public if necessary and this should be made apparent at the beginning of the meeting.

### **Declarations of Interest**

If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration of that agenda item. Once the item has been concluded, they will be re-admitted. In order to protect participants from malware, the 'chat', file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk will display any documents required using the 'share screen' function.

### **The Meeting and Debate**

For Councillors who wish to speak in the debate, they should either click on the raise hand facility or raise their hand on the video screen and await to be asked to unmute and speak by the Chair. If a Councillor is using a telephone without a screen to access the meeting, they should make the Chair aware that they wish to speak. Once Councillors have spoken, they must mute themselves again to prevent unnecessary background noise.

### **Voting on Motions**

Within the Zoom facility, there is a straightforward mechanism to deal with voting. When the Chair asks the Council or Committee to vote, those in favour of the proposal should use the "thumbs up" icon, those against should use the "thumbs down" icon. No response will represent an abstention.



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If a Chair does not wish to use this mechanism, they may choose to ask each Councillor to vote in turn. If this is the case, Councillors should express their vote verbally and the Clerk will record the outcome of the vote and announce it to the meeting.

#### **Disturbance from Members of the Public**

In line with Standing Orders, if any member of the public interrupts a meeting the Chair will warn them accordingly. If that person continues to interrupt or disrupt proceedings the Chair will mute them or remove them as a participant from the meeting.

#### **Confidential Items**

There are times when Council meetings are not open to the public, when confidential, or “exempt” issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration.

It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings. Any Councillor in remote attendance could be in breach of the Council's Code of Conduct if they fail to disclose that there are other persons present who may be able to see and/or hear the meeting if they are not entitled to do that. If there are members of the public and press listening to the open part of the meeting, then the Chair will remove those participants from the meeting at the appropriate time. Before this happens, the members of public and press must be made aware why they are being removed from the meeting. It would be good practice to turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items.

#### **After the Meeting**

Participants should leave the meeting by clicking on the red “end meeting” button to hang up. The Chair can also end the meeting for all participants. Meeting minutes will be published on the Council's website in the usual manner.

#### **Technical Issues**

If any meeting participant identifies a failure of the remote participation facility, the Chair should declare a recess while the fault is addressed. If it is not possible to address the fault and the meeting becomes inquorate through this fault, the meeting will be abandoned until such time as it can be reconvened. If the meeting is quorate, then it should continue.

Those attending remotely would be aware and accept that the meeting would continue, and a vote would be taken without their attendance. If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chair and Clerk shall explore such other means of taking the decision as may be permitted under the Council resolution detailed in minute **03.02E.20** of the Council meeting dated 23rd March 2020.

**This procedure was considered at a meeting on 1<sup>st</sup> June 2020 and will be reviewed in one year.**

**RESOLVED.**

#### **05.03V.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).

**The Chair asked if anyone wished to speak.**

**No one wished to speak.**

#### **05.04V.20 Apologies for absence**

**Cllr T Kirkby - Working**

**Unitary Cllr Butler – Not Well**

#### **05.05V.20 Declaration of interests: Disclosable Pecuniary Interests**

*Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.*

**NONE**



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**05.06V.20** To approve the Minutes of the Town Council Meeting held on Monday 2<sup>nd</sup> March 2020 and Extraordinary meeting 23<sup>rd</sup> March 2020

Council RESOLVED to approve the Minutes of 2<sup>nd</sup> March 2020; duly signed by the Chair.  
Council RESOLVED to approve the Confidential Minutes of 2<sup>nd</sup> March 2020; duly signed by the Chair.

Council RESOLVED to approve the Extraordinary Minutes of 23<sup>rd</sup> March 2020; duly signed by the Chair.  
Council RESOLVED to approve the Extraordinary Confidential Minutes of 23<sup>rd</sup> March 2020; duly signed by the Chair.

**05.07V.20** Matters arising from the minutes

Clerk's Report.

Resolve content agreed over email.

**The clerks report was shared on screen and the Clerk went through it.**

**Clerk's Report for June 1<sup>st</sup>, 2020 Virtual meeting.**

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

Dealt with grant application to Police and Crime commissioner for extra CCTV, all approved and in place.

Closed off play area, Skate Park, Outdoor Gym equipment and Dog training area as per Government guidelines.

Looking at options for damaged CCTV camera at skate park area with 3 options. Email options as agreed at March council meeting **03.02E.20- Delegated Powers.**

**Option 1.**

To repair the fault would cost £400 plus VAT plus installation. This will only have a 12-month guarantee.

**Option 2.**

The cost for a new one would be around £1,300 plus VAT plus installation and will have a 3-year guarantee.

**Option 3.**

Have 2 Fixed cameras as the Quote supplied, upgraded from our others, with advantages of 180-degree field. Less working parts so longer life and do the same job. Keep the one taken down in case we have issues with the similar camera on the field. Cost £1,255.80 and will have a 3-year guarantee.

**Option 3 Agreed. RESOLVED.**

Organised and assisted fitting of electrical connections for final 5 cameras. Organised ORP to come and fit cameras and adjusted cameras to get best views, also put camera numbers on screen with new list put together and sent out to Local police. Informed Police and Crime commissioner completed to release grant money.

Worked with Chair, Katja at CoCo, and Ashley at Pastoral care group, to set up a system for volunteers controlling the Town council phone, putting together posters, answering questions and monitoring Facebook to tell people what is happening.

Taking information for those in need and those wishing to volunteer, signposting and contacting other Parish and Town councils.

Keeping up to date with Government guidelines and Information for Town and Parish councils.

Looking at Planning applications over email as agreed at March council meeting **03.02E.20- Delegated**

**Powers**, with the following Planning applications looked at over email and comments submitted:-  
**(20/01496/FUL, No Objection), (20/01497/LBC, No Objection), (20/01608/LBC, No Objection), (20/01607/FUL, No Objection), (20/01145/FUL, No Objection) (20/01349/FUL, No Objection), (18/05219/FUL, No Objection), (18/04611/FUL, No Objection).**

**RESOLVED. Also posted planning applications on Website.**

Informed about our new Police Officer for our area PC Steve Mellor. Had meeting with him and showed him around. He is settling in well and working with us.

In touch with LEADER to extend paperwork for the releasing of Funding due to the current situation as cannot fulfil required completion of funding, signed, and returned paperwork.



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Set up Zoom and subscribe for a year. Send all information of how to use to councillors and do online training and hosted a practice meeting.

Attend Town clerks' meetings fortnightly over Zoom for training and to discuss issues we are all having.

Updated online information for Sport England annual update.

Dealt with advice requests as and when needed from residents. Ongoing.

Attended Free webinar on Data security during Covid-19 and keeping Continuous Personal Development updated.

Set up message on Office phone giving mobile number for urgent enquiries.

Booked training for Cllr Greaves and myself for training in July. Be a better councillor

Western Power is the only one who can disconnect the last concrete streetlight. Quote received and agreed over email OF £1,404.74 inc VAT. **RESOLVED.**

Had issues with people breaking the rules, entering Play area, Skate park and using Gym equipment. Dealt with and secured Play area with padlock.

Sorted out volunteers for Food Bank on Fridays as some volunteers are vulnerable. Cllr Brown and I attend every Friday to assist and make sure all well and help.

Contacted Shropshire council for template of advice for people using outdoor areas and Footpaths. Printed and laminated for myself and Councillor Hainsworth to put up around Cleobury.

Request for a place to keep a book swap area resulted in Cllr Smith making shelves to use Phone box at Curdale which was welcomed by residents.

Arranged with Shropshire council to patch Talbot car park while not many cars there, also will be getting the lines and disabled bays marked in due course.

Thank you to councillors for having mobile phone while my workload was overwhelming.

Daily walks in QEII area allowed me to keep an eye on everything down there and sort issues.

Attended a meeting with Kevin Aitkin, Steve Davenport, Vicky Turner (Shropshire Council and Clare Todd, Cleobury Country. We walked around Cleobury looking at areas where social distancing may be an issue, like Post office, Bull alley, Primary school etc. A plan will be drawn up.

Thanked people when needed on Social media and put out important information for everyone and answered questions when needed, also consulting with the Chair. Social media is working well for us.

After complaints and questions received, reported Highways issues to Shropshire council and Planning as entrance created by main road without permission.

Put together Clarion report for June and checked with Chair before sending out.

Chasing vehicle activated sign for Newbridge as well as other outstanding issues with Shropshire council.

Completed annual report to be agreed at Council meeting so it can go on website. To be agreed.

Have advertised Jon Bodenham replacement. He will be sorely missed by us all, especially thankful to him for the hard work he did for the Town council, which we all recognise and are so grateful.

Contacted relevant officers in Shropshire council about Skate park and dog training area, to keep up to date on opening or closing areas and abide by those instructions and guidelines.

Arranged Zoom meeting with High Sheriff of Shropshire, Dean Harris and our Chair, Cllr Brown, to discuss the Food bank and what we are doing in our community.

Attended straight away to Concrete truck leaving stone and sand all through main street by contacting highways to send road sweeper, also looked at CCTV and gave Highways vehicle details to recharge.

Risk assessment done for returning to work at Cleobury country.

Gave other councils advice on getting CCTV systems like ours.

Worked with businesses in and around the town to help with what they are doing to help the vulnerable in our community.

Contacted Shropshire Star to promote things being done around Cleobury for VE day.

Reported Tree and debris blockage at Paper Mills Bridge in the river rea to Shropshire Council.

**Agreed and RESOLVED**





#### **05.08V.20 Councillors reports and items for future agendas**

**Cllr Goold** reported that the defibrillator has new pads that had to be ordered but is up and running again with all checks done. Karen from Capulet care is putting a dossier together for the opening of the home about the Town and the Dementia initiative. If agreeable he could put something together as Jon has now moved on. Agreed.

Cllr Brown asked if there was an opening date.

Cllr Goold will find out and report back.

Cllr Hainsworth asked about the removal of the old concrete streetlight at the top of the Furlongs. Clerk confirmed it is in hand to do when other taken away in New road.

Cllr Hainsworth continued that the Parish Hall received a £10,000 grant and has finished the old toilets and improved the stage area. Looking at painting the cottages next starting 21<sup>st</sup> June.

Cllr Hainsworth asked about the outdoor Gym opening.

The Chair confirmed Government guidelines are to still remain closed.

Cllr Hainsworth asked about the public toilets.

Cllr Brown confirmed we are following Shropshire Council guidelines.

Cllr Hainsworth asked about the potholes at Catherton junction being done.

Clerk confirmed that reported potholes are being done but keep reporting if not done.

Cllr Tysall reported concerns about speeding vehicles in and out of the Town. Clerk to follow up with the Police. Cllr Tysall also mentioned finding an issue with our email provider.

Cllr Brown will discuss with RFO and Clerk to look at options but in meantime the Clerk to talk to the provider and report back.

Cllr Brown reported a virtual meeting over Zoom with the High Sherriff of Shropshire which went very well and would very much like to visit and meet us all. To be arranged at a later date.

Cllr Brown asked the Clerk to chase the entrance made onto the Main road at Curdale with Shropshire council.

#### **05.09V.20 Unitary Council Reports (Cllr G Butler / Cllr M Shingleton)**

##### **ANNUAL REPORT FOR PARISH COUNCILS IN THE CLEOBURY MORTIMER DIVISION 2019/20**

The last twelve months have been 'eventful' with many events affecting services across the public and private sector. The following is a brief resume of how I see the subsequent effects.

1. The General Election had a very decisive result coupled with the date of withdrawal from the European Union appeared to set the pathway for the future eighteen-month period, however nothing is ever certain.
2. The high level of flooding in various parts of our County meant a certain amount of redeployment for some staff to help the many private homes and businesses recover.
3. January progressed with the first public awareness of virus problems in China.
4. The full impact of Lockdown was not felt until mid-March.
5. Across the public services, County wise and Locally, volunteer groups were pulled together to identify people who would need support. NHS and Public Health identified and notified the patients concerned who needed special 'Shielding' and those over 70 years of age were advised to only go out for essentials which was defined as food, medicines and medical appointments if requested.
6. Over the following weeks systems have developed to support those two groups and to open some schools who had pupils with parents who were classed as 'Key Workers'
7. The Royal and Princess Royal Hospital have coped well and worked closely with Shropshire Council and Public Health to provide the necessary different levels of care needed in the Community. The continuation of this working together is high on our list.
8. Basic services have continued, Veolia have done a brilliant job with the continued removal of mounting rubbish as people were locked at home and generating more domestic rubbish than usual.
9. Highways, Severn Trent, Openreach, and Western Power have used the reduction in vehicle movements to accelerate repair/replacement projects.
10. The refreshed Local Plan timetable has had to be adjusted, consultation has been expanded and further 'virtual' meetings taking place.
11. Planning applications are continuing to be submitted and 'Virtual' planning meetings are taking place.

12. Town and Parish Councils have held meetings on ZOOM which have proved very successful and through their County Association have been kept up to date with fast moving circumstances.
13. Shropshire Council are well into 'Virtual meetings and our first Planning meeting for the South is on June 2nd. Scrutiny meetings are scheduled to start during June.
14. Housing Provision is very much to the fore and allocation to Social housing as well as private build/availability.
15. The Economy has been one of the Councils key policies and this is emphasized even more following the pandemic. A wide range of Grants and Loans given from Central Government have been distributed very promptly
16. Education at all levels may well be influenced by the outcome of our current events.
17. Locally parts of the construction industry have been able to continue which, with the spell of dry weather, has enabled some movement.
18. I have concerns for any long-term detrimental effect for our 18 yrs. and under but must admit my past complaint that they are on their phones too much is probably proving a life saver!
19. Our limited Public Transport has continued to run on time because of less traffic and passenger pickup and drop off, however when circumstances allow the delayed discussions on the timetable will recommence.
20. One of the real plusses from this pandemic has been how everybody has come together to provide the wide range of support needed. The 'silo mentality' hopefully has gone for good.
21. With the increase in walking our footpath system has proved how valuable they are and

The Council is very much aware of this valuable asset.

I am now into my final year as your Shropshire Councillor and wish to thank you all for your cooperation as we navigated the Unitary pathway. With Local Elections next year, it is important that you start to look for someone to replace me, hopefully someone with Rural in their bloodstream. There are still outstanding issues which I have been unable to resolve but will keep trying.

**Councillor Madge Shineton May 21<sup>st</sup>, 2020**

**Cllr Shineton** asked if there were any questions.

**Cllr Brown** noted that Cllr Shineton will be stepping down next year and wanted to take the opportunity on behalf of the Town council to thank her for her sterling and hard work over the years and her retirement is well deserved.

**Cllr Shineton** thanked Cllr Brown and noted that the Town council had worked well with the voluntary groups doing what they can.

#### **05.10V.20 Financial Matters**

##### **a) Payments:**

**To note Payments made since previous meeting:**

Wicksteed Leisure Ltd - Love Lane Play Area (replacement cheque) - £16,793.54  
 Andrea Pellegram Ltd - Neighbourhood Plan work - £1,200.00  
 Alan Guest Mowing Services - moving outdoor gym equipment - £90.00  
 West Mercia Energy - Toilet Electric (February) - £101.51  
 Viking - Toilet and Office Supplies - £385.92 (cheque since destroyed and paid by debit card)  
 Morris Bufton & Co Ltd - Mole traps and padlock, service lawnmower - £125.30  
 Cleobury Country - Office rent (March - May 2020) and meeting room hire - £914.88  
 Shropshire Council - Rates - £698.60  
 Mrs D McBride - reimbursements for safety equipment - £49.00  
 SALC - Affiliation Fees - £1,183.70  
 Market Hall - room hire for Food Bank and Festival Committee - £119.00  
 Mrs D McBride - Petty Cash top up - £200.00  
 West Mercia Energy - Toilets electric March - £65.42  
 Security Wise - Toilets access control maintenance - £110.40  
 Alan Guest Mowing Services - Grass cutting March - £350.57  
 Diane Malley - Internal audit fee - £145.00  
 ORP Surveillance - repairs to CCTV camera - £94.50

**Debit Card Payments made:**

Viking – Toilet and office supplies - £540.16  
 Mumford's – Bill Hook - £28.95



**Invoices due for payment:**

ORP Surveillance – Replacement CCTV camera at Skate Park - £1255.80

ORP Surveillance – Five additional CCTV cameras - £6388.80

Came & Co – Annual Insurance premium - £2005.77

Country Skills – Grass Cutting May - £220

Country Skills – Grass cutting, Path Spray - £250

**Income Received:**

Precept - £116,749.00

Neighbourhood Fund - £7,616.59

Food Bank donations - £2,900.00

Cemetery Income - £2,400.00

**RFO informed the council of the following additions:**

A Guest – Grass cutting April - £701.13

Mrs B Gibbons – Reimbursement vulnerable shopping - £185.23

J Bodenham – Reimbursement Neighbourhood plan - £25.00

Cleobury Country – rental of office - £866.88

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

**b) Audit/Accounts 2019-20**

I. To confirm no conflict of interests with PKF Littlejohn LLP

**NONE**

II. To consider Internal Auditor's Report.

**RESOLVED**

III. To consider and approve AGAR Section 1 Annual Governance Statement 2019-20

**RESOLVED**

IV. Consider and approve Accounts and Bank Reconciliation for year ending 31<sup>st</sup> March 2020

**RESOLVED and signed by Chair.**

V. Consider and approve AGAR Section 2 Accounting Statements 2019-20

**RESOLVED and signed by Chair**

**05.11V.20 Market Hall Report – Cllr Brown**

**Market Hall Report for May 2020 Town Council Meeting**

The new Market Hall Manager has now commenced in post. Her name is Kim Grenfell. She can be reached on the same email address [markethall@cleobury.org.uk](mailto:markethall@cleobury.org.uk)

**Financial Issues:**

End of year accounts completed ready for internal audit by Alan Guest.

Accounts show consistent income from casual and regular bookings with a marked reduction in office lease income. Deficit across the year of £3,380 when grant excluded. Closing balance of £37,933.

**Building Matters:**

Gilbert Carter is keeping the Manager updated on timings to build and fit replacement windows which may have to be extended due to Coronavirus. Frames have been made and painted. Glass can't currently be obtained. Fitting in isolation should be possible. Application to Awards for All was successful – received £9,824 to cover full cost of replacement windows. Once windows are installed, National Lottery have asked for publicity of their grant. Will promote on Facebook and will seek the help of Matt Sheehan in contacting Shropshire Star.

Quotes being obtained for exterior stonework repairs.

Food Bank to move into the smaller downstairs office whilst it is empty at a reduced rent.

DG Stonemasons have not yet supplied quote for remedial work on Boer War plaque.

When stonework is being completed, we will ask the contractor to see if they think there are problems due to poor drainage.

It was suggested that whilst the hall is closed it would be a good time to have all the carpets cleaned and have a deep clean of the building. This has now been completed.





Soundproofing upstairs, fixed screen and projector downstairs improvements to be researched when time available but nothing to be done until windows completed

**Response to Coronavirus:**

Hall is closed apart from Food Bank.

Derek Pead can be furloughed due to his age. Hall Manager to complete a Job Retention form. Committee agreed to pay additional 20% of Derek's salary.

Manager currently working 5 hours per week and this may include some cleaning while Derek is not available. Committee to approve increase back to normal pattern of 10 hours per week.

Sue Brown has stated her intention to restart classes when legally allowed to do so. Committee to approve when hall can be reopened following requests from users and in line with Government guidance.

**Cllr Brown** added that an additional quote has been received for remedial work on Boer war plaque. Also, the new windows upstairs are of superb quality and now no noise from outside.

**05.12V.20 Annual Report – Cllr Brown**

To agree Annual report for website as no annual meeting due to Covid-19

**RESOLVED to accept** and to be put on website.

**05.13V.20 Neighbourhood plan – Cllr Tysall**

**Motion**

**" Town Council gives approval to the dates and method of conducting the Regulation 14 consultation for the Cleobury Neighbourhood Plan".**

**Cllr Tysall** confirmed all councillors had received the report with draft notices that can be used. The draft has been submitted to Shropshire Council with little comments and positive feedback. Looking at dates starting 15<sup>th</sup> June to 13<sup>th</sup> August as the minimum consultation period is six weeks. Need Town council to agree and get the consultation out. Dot will have figures for October and Andrea have addressed concerns with Highways on the Tenbury road crossroads.

**RESOLVED to agree motion.**

**19.45pm RESOLVED to Suspend Standing orders.**

**Cllr Shineton** asked if she could have a copy of the report to help what she is doing.

Mr Bodenham confirmed it was just email communications with Eddie West of Shropshire Council and Highways and will forward to Councillor Shineton.

**19.48pm RESOLVED to Reinstate Standing orders.**

**Cllr Brown** thanked Mr Bodenham for all his hard work.

**05.14V.20 Annual review of Councillors' roles and appointments to Committees – Cllr Brown**

**The Clerk** went through the list and made additions and deletions as agreed with councillors.

**RESOLVED.**

**05.15V.20 Annual Town Council Awards – Cllr Brown**

**Cllr Brown** suggested that as we have not had the annual Parish meeting, we should still move forward with the awards and we have a working group to move it forward.

**RESOLVED Cllr Brown, Cllr French, Cllr Tysall and Clerk**, to have a virtual evening meeting in two weeks

**05.16V.20 To confirm date of next Town Council meeting**

The next Town Council virtual meeting will be held on **Monday 6<sup>th</sup> July 2020 and posted on the Town Council Website** <https://www.cleobury.org.uk/blog/>

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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.

**05.17V.20 Employees - RFO**

**Meeting closed at 20.10pm.**

**Signed Chair:**



**Date: 6<sup>th</sup> July 2020**