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**Minutes of Town Council Virtual meeting over Zoom platform held on Monday 6<sup>th</sup> July 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, Cllr Guy James.

**Town Clerk:** M Sheehan

**Unitary Cllr** M Shingleton

Public: 4

**07.00V.20 Welcome by the Chair**

Cllr Brown welcomed everyone to the Town councils 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.

**07.01V.20 Co Option – Cllr Brown**

Agree Co Option of new member to Town Council.

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

The Chair welcomed Cllr James to the Town council.

Cllr James said it was an honour to be accepted.

**07.02V.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.**

**07.03V.20 Apologies for absence**

**Cllr T Kirkby** – Working

**RFO Dorothy McBride** - Holiday

**Unitary Cllr Butler** – Working

Mrs Payne indicated she would like to speak.

**19.08pm RESOLVED to Suspend Standing Orders.**

**Mrs Payne** asked why there was no Neighbourhood plan version 4 newsletter.

Cllr Brown confirmed that the consultation was out, and people could request a hard copy of the Draft plan.

Cllr Tysall confirmed that every household had received a leaflet to explain everything.

Mrs Payne said that the last newsletter was June 2020 but requested a printed copy, not just on website, as she thought version four would have been out. The town council will address the issue raised with the neighbourhood plan group.

Cllr Tysall confirmed the plan was not confirmed yet need to seek residents' opinions.

**19.15pm RESOLVED to Reinstate Standing Orders.**

**07.04V.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**

**07.05V.20 To approve the Minutes of the Town Council Meeting held on Monday 1<sup>st</sup> June 2020 and Confidential minutes 1<sup>st</sup> June 2020**

**Cllr Hainsworth** pointed out that in **05.08V.20** line 9 it should be **Old** toilets. Not New.

**Council RESOLVED to approve the Minutes of 1<sup>st</sup> June 2020; duly signed by the Chair with the correction made and initialled.**

**Council RESOLVED to approve the Confidential Minutes of 1<sup>st</sup> June 2020; duly signed by the Chair.**

**07.06V.20 Matters arising from the minutes**

Clerk's Report.

Resolve content agreed over email.



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**The clerks report was shared on screen and the Clerk went through it.**  
**Clerk's Report for 6<sup>th</sup> July 2020 Virtual meeting.**

Looked at CCTV for Police incidents requiring a lot of work to investigate and put everything together. Have talked to Police about them having someone to come and get footage when required, so looking into it. Also had two vehicles damaged on the High street to check with one disc put together for Insurance. Worked with Mr Reynolds at Lacon Childe school to obtain footage of youths on the school roof. We have also had incidents of littering, youths in the Play area and other drunken youths in the Play area at 3.30am to check out with CCTV, cars screeching tyres by social club at midnight, which is ongoing. All reported to me via, website, email, messenger, and phone calls. Also keep an eye out for Dog fouling while looking.

Attended meeting at the Wells with Cllr French, Corey, and Graham Downes, Shropshire Council Highways to look at ownership and work to be done. Graham and I walked around Cleobury to look at all other issues we have been chasing. Talbot car park, Disabled parking markings, Zebra crossing needing remarking, Catherton junction road needs work, drains throughout the Town needs cleaning, Church wall breaking up in places, Issue at Curdale regarding entrance, Newbridge issue etc.

Arranged interviews for Councillor vacancy over Zoom.

Email options as agreed at March council meeting **03.02E.20- Delegated Powers**, for Councillors to decide new Councillor after interviews ready for July meeting.

Still controlling the Town council mobile phone, putting together posters, answering questions and monitoring Facebook to tell people what is happening.

Have worked Saturday mornings to keep up as still taking calls for help with prescriptions. Will be stopping 4<sup>th</sup> July but will still signpost for help if needed.

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. Also arranged a pop in and meet session in the Market Hall, which went very well. Agenda item.

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

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

Dealt with advice requests as and when needed from residents. Ongoing, but one example is parking signs put up illegally. Advised residents to notify Shropshire council Highways and 101 for harassment.

Had numerous issues all times of the day and weekends, with people breaking the rules, entering Play area in the evening, attended, and cleared them out, put up new posters.

Had a good chat with youths and said I would bring their thoughts to the Town council. Agenda item.

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.

Daily walks in QEII area allowed me to keep an eye on everything down there and sort any issues noted. The new benches fitted by Roger has been well received.

Have now got two Facebook pages as it was getting complicated. Thanked people when needed on Social media and put out important information for everyone and answered questions when needed, also consulting with the Chair.

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

Concerns raised by local landowner about footpath on new development drawings up Tenbury road, showing an entrance onto their land where there is no public right of way. Visited site and encouraged landowners to visit site. I was satisfied path was for maintenance only.

Organised two oak trees needing work, to be done 26<sup>th</sup> July by Roger Price as agreed.

Worked with Dot to get Play area ready for opening, still chasing signs.

Received calls for advice regarding the Neighbourhood plan survey. Delivered a couple of packs and picked up later.



Chased Newbridge issue after another accident. VAS sign should be done late July and the bend looked at. Sent information received out to councillors and Mike at Newbridge to keep him informed. Contacted by Hartlebury and Bromyard councils for advice on CCTV. Reported streetlight issues when advised. Had a swap of items for the Foodbank with Worcester street kitchen. Letters done and sent out to those who donated cash to the Foodbank. Letter received from British Legion headquarters via local branch that the local councils should arrange the road closures for the Remembrance Day parades. I have arranged it once before so not a big issue. Took rubbish bags collected from QEII park and put by Social club, to Stourport tip. Chased up water leak in Lower street with Severn Trent and requested that they really think about diversions and do overnight or a Sunday as the road is heavily used. Received letter from Mr Smith via the Chair, regarding a leaflet he had put together on Dog control orders. Suggested working together and then bring to council. Checked with Cleobury country on their future opening and procedures. Forwarded reply to councillors. Looked at Policies for review and sent out for the Policies group to review. Lot of items needing changing and not much feedback, so I will arrange a Zoom meeting in July and to be brought back to agree at August meeting. Thankful to Cllr French for taking some work from me as it has been a terribly busy month. Sent all information to Cllr Greaves with electronic Copy of Good Councillors Guide, Introduction to your council, signposted to Standing orders and Financial regs. Also notified Shropshire Council.

**The Clerk added**

Have put together posters for the outdoor Gym equipment and put up to open. New councillor Guy James has agreed to fill vacancy on Finance committee and looking to join other groups.

**07.07V.20 Councillors reports and items for future agendas**

**Cllr Brown** asked that the latest councillors on committees be sent so the website can be updated.

The Market Hall has now got the Covid business money and the new windows have been fitted upstairs.

**Cllr French** updated the council on the repairs needed to the Wells, the erosion in the basin and repairs to the steps, confirming the wells area is owned by the Town council. Work agreed was not commenced due to Covid. Subsequently a visit by a Shropshire council conservation officer Corey Lane has identified a couple of cracks under the arch, caused by water from the upper level and blocked drains. Suggested to pick out old concrete and fill with lime mixed mortar.

The Ludlow end is not owned by us but is uneven and needs repairs, to which Highways are looking into ownership. Next step is to look at getting water in the basin somehow.

Cllr French continued that he had attended a training course of Engaging with the public and arranging events. The trainer used our Annual parish meeting as an example and was very complimentary of our efforts and said we should make more of publicising our success.

Finally walking along the path from Newbridge to Papermills, the trees need attention as cannot see clearly up the road.

**Cllr Hainsworth** again raised the issue of bad signage for diversions, not stating where road is closed. Clerk will discuss with Highways.

**Cllr Greaves** reported that the Neighbourhood plan and people need to be aware of the deadline dates. He also reported noticing more illegal and inconsiderate parking needing reporting.

Regarding Cllr French comment on training it would be good to have hard copies. Clerk to arrange.

Mawley hall and over the bridge they are doing some very impressive work,

**Cllr Goold** offered a thank you to Karen Rodgers of Capulet care for working with us ready for opening of Cleobury Hills.

Ongoing issues of parking on the Zig Zags causing enhanced danger and several near misses. Clerk to look at CCTV and pass on details to Police.

**Cllr Smith** said that what he was going to bring up about parking was already covered.

**Cllr Tysall** Same points, pedestrian crossing. The Neighbourhood plan consultation is live and very promising, some businesses starting to open so will push with them.

**Cllr James** supported Cllr Hainsworth in getting something done about the road diversion signs.



**07.08V.20 Unitary Council Reports (Cllr G Butler / Cllr M Shineton)**

**Cllr Shineton** reported a pre health meeting with data difficult to sort. Health and wellbeing meeting coming up in the next week. Working with Telford and Wrekin CCG serving people and working well together. From Cllr French talking about the Wells there used to be water under the archway so if removing slabs would be interested to look underneath.

**Cllr French** replied that we are going to see if it will hold water and keep it circulating.

**Cllr Shineton** raised concerns of the vehicles there coming out onto the main A4117. She continued that the transformation plan for the healthcare Government legislation, all working together is a real plus.

Walking around the QEII park and the work done with the trees a big plus, it would look nice to see bluebells and snowdrops. Disappointing with only one main flower for the wildflower meadows.

**Clerk** explained that after first year we knew a dominant species would take over but was still a great sight for many. After three years we could start all over again, but council would need to look at that.

**Cllr Shineton** continued that the footpath from Love lane to Catherton is owned with the trees by Shropshire council, but the boundary hedges are from nine different owners.

Mawley estate footbridge needs to be properly repaired.

**Cllr Goold** has a meeting with Cleobury Hills and will discuss the boundary. **Cllr Shineton** confirmed she is happy to meet too.

**Cllr Hainsworth** reported some rotted planks and if supplied the wood by Shropshire council then the CMFA would make the repairs.

The Clerk asked that a report from Cllr Shineton before the meeting would be welcomed to allow for clarity and questions from councillors.

**07.09V.20 Financial Matters**

**a) Invoices due for Payment:**

Mr J Bodenham – Neighbourhood Plan printing - £450.18

West Mercia Energy – Toilet electric (April & May) - £27.27

Cleobury Clarion – Annual advertising space - £180.00

R Price – grass cutting - £220.00

Mrs B Gibbons – Reimbursement for support shopping - £341.26

Alan Guest Mowing Services – Grass cutting (May) - £701.13

**The Clerk informed the council of the following additions:**

M Sheehan – Reimbursements home working- £53.99

**b) To note Debit Card Payments made:**

Amazon – Face masks and visors - £40.53

Viking – Office & Safety supplies - £231.04

Hardwicks – topsoil for Play Area - £390.95

**c) Income Received:**

Food Bank donations - £625.00

Bank Interest - £9.90

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

**07.10V.20 Youth provision for teenagers – Clerk**

Look at providing movable goalposts and nets.

**The Clerk** explained that while moving the teenagers from the Play area one evening he talked to them to find out what is missing that makes them bored and could be looked at to help them, like the Town council did with the bike trail. They said that they wanted to play football and asked that goals could be provided. The Clerk also asked different teenagers and the answer was the same and agreed to take to council.

The Clerk proposed that the Council look to putting back up one of the Goal posts with nets at the bottom end of the field.

**RESOLVED**

**07.11V.20 Joint surgery with Police – Cllr Brown**

**The Clerk** explained that at short notice he and the new police constable PC Steve Mellor held a surgery in the Market Hall for anyone to come and meet the new police officer and voice any concerns. It was a good



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success and proposed it is done as often as possible and the Market Hall is booked by the Town council and can also be a councillor present. Even an evening or weekend. **RESOLVED**

**20.10pm RESOLVED to suspend Standing Orders.**

**PC Mellor** confirmed that the meeting went well, and he had only started a couple of months ago and appreciate the help from the Clerk and everyone making him feel welcome. His area is quite large and spread quite thinly and will look at doing a surgery every month.

**Cllr Brown** that messages would go out on Social media and to look at evenings and weekends to give everyone the opportunity to attend.

**Cllr Brown** thanked PC Steve Mellor for his involvement in the meetings and the Town.

**20.12pm RESOLVED to reinstate Standing Orders.**

**07.12V.20 To confirm date of next Town Council meeting**

The next Town Council virtual meeting will be held on **Monday 3<sup>rd</sup> August 2020 and posted on the Town Council Website** <https://www.cleobury.org.uk/blog/>

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

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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.

**07.13V.20 Employees – P French**

**07.14V.20 Neighbourhood Plan – Cllr Tysall**

**Meeting closed at 20.20pm.**

**Signed Chair:**



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