



**DRAFT Minutes of Town Council Virtual meeting over Zoom platform held on Monday
2nd November 2020 at 7pm.**

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

Town Clerk: M Sheehan

RFO: D McBride

Unitary Cllr M Shingleton

Public: 3

11.00V.20 Welcome by the Chair

Cllr Brown welcomed everyone to the Town councils November virtual meeting and asked if anyone wished to speak

11.01V.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).

P Blackburn gave update on Neighbourhood plan that councillors should have the updated report. From advice by the groups advisor there has been an acceptance of change of phasing following advice with safeguards. There is some delay with assessments which will go into the New Year.

The Chair thanked Pete and group for all the hard work and update and mentioned the Clerks email spelling out the councillor's role in the group.

Mark Greaves reported that he was present for any questions regarding his application for funding.

The Chair reported that Cllr Wilson would not be able to join the meeting until around 7.30pm due to another presentation. Therefore, his presentation was now deferred until the December 7th meeting and will be at 6.30pm to allow good time for his presentation before the main meeting.

Presentation by: Cllr. Allan Wilson (V. Chair SALC) Chair to the Steering Group, Shropshire Climate Action Partnership

'A short presentation with regards to the ambitions of the Shropshire Carbon Action Partnership and field any questions that members may have about engaging with the partnership'.

11.02V.20 Apologies for absence

Cllr Kirkby - Working

Cllr Butler - Not well

RESOLVED to accept apologies.

**11.03V.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

**11.04V.20 To approve the Minutes of the Town Council Meeting held on Monday 5th Oct 2020
and Confidential minutes 5th Oct 2020.**

Council RESOLVED to approve the Minutes of 5th October 2020; duly signed by the Chair.

Council RESOLVED to approve the Confidential Minutes of 5th October 2020; duly signed by the Chair.

11.05V.20 Matters arising from the minutes

Clerk's Report. To Resolve content agreed over email.

Worked with Police by operating CCTV system on an operation in Cleobury to target cars racing and other issues reported. Eight police cars with sixteen officers from all over Shropshire. Will be doing again over the coming weeks. Dealt with requests for CCTV in normal way, which seem to be increasing towards Xmas.

Called out by Police to look for missing person.



I have now sent all information required by haulage company for damaged camera. Waiting for reply as to how to proceed next.

Cllr Brown and I had meeting with Inspector Nichola Roberts to go over our working relationship going forward, chase results of issues and how we can work with the police. This will be a quarterly meeting going forward and also discussed regular surgeries with PC Steve Mellor. With her help we are revisiting parking issues we have from a contact that will be in touch.

Meeting with Cllr French to go over and organise the putting up of the Xmas lights and settled on Sunday 15th November. Repairs organised of five displays by Andy Wakeman and completed ready.

Kept up to date with Social media and always discussed with Chair. Posted thanks to businesses for help with food for kids and asked locals to support local businesses. Also thanked people for monetary and food donations for Food bank. Cllr Brown and I have put together letters and Certificates of thanks from council.

Organised Neighbourhood plan meeting and facilitated. Suggested more residents needed.

Paid for and picked up laptops agreed by council. Price matched business software saving council £110.

Commented to planning enforcement on lighting at Cleobury Hills on behalf of residents to assist our councillors engaging with residents.

Updated Food bank rota and collected donations, which is increasing. Asked to look after a vulnerable person with no food by a person from Universal credit. Also made aware of another vulnerable person in community. Updated Cllr Brown and gave out emergency food parcel. The Food bank is starting to increase in clients.

Contacted Katja Jones from CoCo to make sure we are ready to move into action again with the volunteers. 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: - **(20/04161/FUL No Objection, 20/02888/FUL No Objection, 20/03726/TCA No Objection with Tree wardens report submitted.)**

Met with Mrs Mayfield, Head at Cleobury Primary school and for catch up. The school was successful gaining a grant and will have a new boiler and repairs to the roof. Also, Lacon was also successful gaining a grant and will have new classrooms built. Organising meeting for Cllr French and myself with Darren Reynolds.

Discussed ideas and support for Christmas with Katja from Compassionate communities and supporting the vulnerable. **Agenda item.**

Have had initial contact with company doing deep cleansing of our drains and gullies through the main street. I will be working with them and Graham Downes from Shropshire Highways and have agreed that the best weekend is the 14th and 15th of November to have the street cleared. This will also help with putting up the Xmas lights. Will have letters and put out on Social media.

Assisted in signposting charity organisations helping children in our parish for free meals over half term. Looking after all day to day issues as normal. Learning our new ways of working and getting used to Google doc's, Gmail etc.

The Clerk gave an update on his report: -

The company whose lorry damaged the CCTV camera has now agreed to pay for a new one.

Following the meeting with Inspector Roberts an officer and a top Highways officer from Shropshire council will come and review our parking issues.

There is an issue trying to get the RFO new laptop.

Have taken a place with Compassionate community's volunteers on Saturdays if needed to fill a vacancy.

Meeting with Head at Lacon and Cllr French now organised.

Streetlight in New road will be completed in next couple of weeks.

Chased Dog control orders as it was due for review in October.

Lime trees will be done as usual annually starting 9th November.



The Clerk then reminded the Councillors that they are the leaders in the community and now we all need to work together and some councillors that can spare time may be called to help when needed. We have not had events this year to give councillors the chance to show they are there to lead and help so we need to do all we can now. Perhaps with the Xmas lights.

Cllr Tysall asked about help from the Men's shed again.

There was a short discussion on having specific roles and a briefing at the start.

Cllr Gould Commented that cutters and plastic ties were needed. Also, hand sanitiser and masks available. Clerk and RFO to organise.

11.06V.20 Councillors reports and items for future agendas

Cllr Gould reported that he had attended a meeting with residents living next to the new nursing home about the lights, who are still concerned even though it is not as bad.

Cllr French reported that he was looking at hanging baskets for the town.

7.20pm Cllr Shineton joined the meeting.

Cllr French continued that the hanging baskets were around £40 each and plastic, lasting for 7 days between watering and when full weighs 28 kilos. Looking at the pole fixing round baskets.

Looked at street planters on pavements and can't find concrete but can get heavy steel but very expensive.

Cllr Tysall pointed out that plastic would be long term and therefore did not conflict with the Town's aim to eliminate/reduce the use of single use plastics.

Cllr French continued that £150 worth of flowering bulbs to plant in QEII area and some in churchyard next year. 1,000 bulbs to plant now up to end of November. Dorothy McBride and he had looked around the site and will plant in drifts.

Highways had not cut back around the vehicle activated sign and the parking outside the Manor house is worse. Clerk to chase.

Note to councillors to check and update the Action log. Clerk to send a link to councillors.

Cllr Hainsworth reported that still waiting for Cllr Butlers help with footpath issue.

Cllr Greaves raised the issue of Wythpool farm and the response letter to Shropshire council that there is a solution.

The Chair reminded all councillors to respond to clerk about the draft letter.

Cllr Tysall reported that the lack of organised displays will mean a greater number of private fireworks displays in gardens this year. He provided a link to a document that would be promoted on council website and social media with advice to help pet owners safeguard their animals through this period.

Chair asked councillors to look at the link and get back by email so Debbie can put it on the website.

11.07V.20 Unitary Council Reports (Cllr G Butler / Cllr M Shineton)

The Chair confirmed receiving Cllr Butlers report that was on the website.

Cllr Shineton reported that Future fit is making big strides all working together. A health meeting is set to discuss care, care homes, dentist etc. There is a scrutiny meeting to look at all of those issues and the winter. Shropshire council has funding from the government to feed children during the holidays.

The lockdown across the country raises concerns for small businesses but we need the four weeks as two would not be long enough.

Glad the town council are looking to plant bulbs in QEII area and will help in any way. Asked if there are any projects or schemes for next year?

The Chair confirmed that this will be looked at in the budget for next year. Also, if Cllr Shineton can send report to clerk.

11.08V.20 Financial Matters

a) Invoices due for Payment:

Alan Guest– Grass Cutting (August & September) - £1,402.26

SALC - Public Engagement and Community Funding training - £120.00

Playdale - Spares for Play Area - £485.72

A Wakeman Electrical Services - Repairs to Christmas lights - £102.00

West Mercia Energy – Toilets electric (September) - £51.91

RFO updated council that SALC payment was now £150 not £120 due to another training invoice.

Food Bank Petty Cash - £200



a) To note Debit Card Payments made:

BT - Office and Mobile Phone (Sept & Oct) - £165.67

Clerk updated council of extra payments.

Curry's PC world – Acer Laptop- £499.00

Curry's PC world – Dell Laptop - £499.00

Curry's PC world – Microsoft office software - £390.00

b) To note income received:

Food bank donations - £50

LEADER grant - £50,006.61

Bank interest - £1.28

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

d) To consider S.137 payments:

SMYP - Community Hub Climbing Wall - £4,570.00

The RFO explained that this application was time critical as may lose other grants. The Community hub is in the Place plan and there is the Neighbourhood fund so thought is to split the funding with £1,500 from section 137 and £3,070 from the Neighbourhood fund, which has a pot of £15,000.

Cllr Brown propose the grant be agreed with the split of £1,500 from S137 and £3,070 from the Neighbourhood fund. **RESOLVED.**

British Legion - Poppy Appeal - £20.00

Resolved agreed.

Old Comrades - Community work - £30.00

RESOLVED agreed

G Print - Flag raising - £50.00

RESOLVED agreed.

11.09V.20 Playing Field trees / fencing / CCTV – Cllr Tysall, Clerk

Cllr Tysall raised the issue of the fence on the field which raised some issues of being able to see under the trees. He suggested getting a few lower bows cut back to open it all up under the trees. Also, the Fence is damaged and needs repairing.

7.50pm RESOLVED to suspend standing orders.

Cllr Shineton has looked at the fence at the bottom of the field and as council owns both pieces of land is it needed?

7.52pm RESOLVED to reinstate standing orders.

The Clerk made a suggestion to build some steps and a ramp with handrails at the back of the goal posts into the QEII area. This could be made from sleepers, with the path going to the tarmac path. This could also have a streetlight at the steps to illuminate the bottom of the field.

Cllr Goid reported that this time of year anti-social behaviour increases and the Wi Fi is cut off now to stop children congregating by the Social club.

The Clerk confirmed that another camera will be sited at the social club at no extra cost to the council.

Agreed to take project to next Finance meeting and Clerk to look at getting quotes.

7.57pm Cllr Shineton left the meeting to attend another council meeting.

11.10V.20 Emergency Bleed control kits – Cllr Brown

To look at supplying for local First Responders to help save lives

Cllr Brown explained to council that had spoken to our local First responder and she endorsed having the kits which could save lives but has no funds to buy. Cost is £96 inc vat with small donation to charity.

RESOLVED for council to purchase and donate to First responder. RFO to liaise with Liz Quickenden.

Cllr Tysall asked that the First responder contact the council should this lifesaving equipment ever need replacing.

11.11V.20 Council ways of improved working - Cllr Brown, Cllr Tysall

Protocols for emails GDPR issues. Desk top computer for Cemetery Administrator. Confirm office change.



The Chair raised issues about GDPR and asked the Clerk to explain concerns.

The Clerk explained that as the Data Protection Compliance Officer, he had concerns about councillors having information on their personal computers that may also be confidential and may be open to hacking. Looking into this there are concerns on the Information commissioner's website, showing an increase in cases. Also, Shrewsbury is going paperless issuing tablets to councillors and at the Town clerks meeting other Clerks had same concerns. The Clerk had contacted SALC and they endorsed it as a way forward to protect the council.

With Chromebook all council work is kept in one place and can be given over if ever an issue and if left council then it guarantees that no council documents are left on personal computers.

The Clerk proposed that all councillors have Chromebook.

Cllr Brown added that with **GOLD** standard this would also help us to keep us compliant.

RESOLVED that Clerk and RFO look at forthcoming discount deals and organise

A desktop computer was discussed as being needed for Cemetery administrator when move into new office.

RESOLVED RFO to look at getting three quotes.

RFO confirmed that with the new office the rent will be frozen for three years as agreed. Agreed to get contract sorted to sign.

11.12V.20 Council Policy review – Cllr French, RFO

Review and adopt Financial Regulations.

RFO had prepared the updated Financial Regulations which had been looked at by Clerk, Cllr French, and Cllr Hainsworth.

RESOLVED agreed.

11.13V.20 Christmas – Cllr Brown

To look at ways to help the vulnerable in the community.

Cllr Brown explained that this item was brought about by a scheme that Ludlow council are doing with Xmas bag for the elderly and do we want to do anything. We are doing Food hampers at the Food Bank for those in need. Any ideas.

Cllr Goold commented that the Rugby club used to do logs for the elderly and those in need.

It was agreed to talk to Katja Jones at Cleobury Compassionate communities and Jo Booton at St Marys place for a list of the most vulnerable that we could put packs together for Xmas.

It was pointed out about the social aspect of not meeting up in groups, Cllr Tysall suggested virtual meetings for those groups who cannot meet at present will lift spirits, but assistance with technology may be required. Agreed for Clerk to talk to Katja and Jo and bring numbers back to December meeting for discussion.

11.14V.20 To confirm date of next Town Council meeting

The next Town Council virtual meeting will be held on **Monday 7th December 2020** and posted on the **Town Council Website** <https://www.cleobury.org.uk/blog/>

Meeting closed at 20.35pm.

Signed Chair:

Date:

2020