



Minutes of Town Council Virtual meeting over Zoom platform held on Monday 5th October 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.

Town Clerk: M Sheehan

RFO: D McBride

Unitary Cllr M Shingleton, Cllr G Butler

Public: 6

10.00V.20 Welcome by the Chair

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

10.01V.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).

Mr Smith raised a couple of points. A report to the council regarding the Tree charter was sent out to councillors (**Copy can be obtained by contacting the Town Clerk**) and planting more oak trees from acorns. Secondly on a personal level and if the opportunity arises to be able to move back to open meetings so the public can get involved more.

He continued that Cllr James was knowledgeable with sons' job and trying to get a two-pronged approach with everybody collecting acorns and secondly through Cllr James contact get saplings from F Mathews at Tenbury. Saplings at 12 to 18" at about £5 each so to purchase a number and if can guarantee a number to get off the ground in five years.

Council agreed to continue support and Cllr Brown suggested bringing back to council when ready with all costings.

Cllr Butler suggested contacting Shropshire council to get free.

Cllr Brown suggested Cllr James to put something together for Town council Facebook page.

Mr Smith also suggested the Clarion and Social media.

Mr Blackburn updated the council of taking over the lead for the Neighbourhood plan and in doing so appreciated the work Mr Bodenham had put in.

He updated that all going well and mentioned the white paper with government pressure on Shropshire council to build, build, build. A lot going on and on track for regulation 15 for November. Need to get a couple of parcels of land valued with desktop survey and two site visits next week for minimal cost.

10.02V.20 Apologies for absence

Cllr Kirkby - Working

Cllr Smith - Working

**10.03V.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.

Cllr French - 10.08V.20 Financial Matters

10.04V.20 To approve the Minutes of the Town Council Meeting held on Monday 7th Sept 2020 and Confidential minutes 7th Sept.

Council RESOLVED to approve the Minutes of 7th September 2020; duly signed by the Chair.

Council RESOLVED to approve the Confidential Minutes of 7th September 2020; duly signed by the Chair.

10.05V.20 Matters arising from the minutes

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

Clerk's Report for October 2020 Virtual meeting.

Received quote for Lime trees same as last year. **Agenda item**

Reported straight away after call from youth and working with police on criminal damage on field with the tyre set on fire. Have started to take some time viewing and saving footage, more to do.



Had damaged tree checked for safety and any work to be done. Fire was superficial and will look again in spring.
Requested Rugby club remove tyres, which they have mostly but need to follow up with couple still left.
Also looking at other issues with Police gaining footage for them of attempted burglary and cars damaged
Repaired and re sited damaged bench in Dog training area. Will be checking CCTV and following up with police.
Emptied dog bins as and when needed and litter picked field when needed. Keep engaging with the youth.
Attended Zoom meeting with Cllr Brown for Shropshire Foodbanks. As result we have requested and had a pallet of Government supported food delivered to boost our stock.
Contacted Operations manager of vehicle that damaged our camera with quote of costs. Have some follow up work to do which he has requested answers to questions. May need to take through Insurance.
Some issues with cameras, which were reported and repaired as soon as possible. Will be looking at camera on Field due to blind spots.
Received confirmation letter of LEADER grant payment of £50,006.61 towards the play area and Outdoor Gym equipment.
Chased Grant from PCC for CCTV being held by Shropshire Council.
You might have recently seen what3words in the news and/or some adverts on Channel 4.
Just over 80% of services in the UK now use what3words, so I thought maybe an opportunity to encourage our community to download the what3words app on their phones in case they need to call 999.
Padlock and chain from gate to field went missing. Found chain far side while litter picking and purchased new lock and keys. Given to those who needed them but will charge deposit for any others who borrow key.
Followed and answered Social media when needed and put out requests for help to stop fires. Also found box of 18 full cans of beer hidden so emptied and disposed of. Daily checks of area.
Bad pothole at wells now done but still reporting others. Still chasing disabled bays and other outstanding issues. Exceedingly difficult to get responses from Shropshire council.
Looked into and received quotes for laptops for home working and chrome books. **Agenda item.**
After consultation with Chair, nominated Katja Jones of CoCo for a Lord Lieutenant of Shropshire's Thank You Card, for community work over Lockdown.
Cleobury Country contacted Cllr Brown for us to look at vacant larger office. **Agenda item.**

10.06V.20 Councillors reports and items for future agendas

Cllr Hainsworth raised the pothole by the Wells. Clerk to chase again.

Cllr James mentioned the three little words in clerks report, that we should encourage use on social media.

Cllr Tysall reported that schools are encouraging kids to use too. Clerk to contact head at Lacon.

Cllr French went through his report.

Report Cllr Paul French October TC

Attended Youth Partnership Meeting Monday 28th Sept.

Present were Helen Smith Guiding, Madge Shingleton, Mark Greaves, PF.

Scouting, Police, Lacon and Junior School did not attend but were invited.

Rich Morley also was absent.

Guiding

Juniors will return to meetings W/C 28th Sept. Senior Guides have been meeting doing walks have achieved 5 no DOE Gold Awards over recent months.

Guides generally have lost leaders and no info as to what was happening to meetings yet.

St Marys Youth Project.

Over the lock down period 10 families were taken climbing at Kidderminster Wall which worked well. Mark commented that the Junior School reports lock down period has been good for some families but a huge strain on very many more. He keeps in close contact and advises that they have regular input at school from a play therapist.

Hub Indoor Climbing Wall explained that TC will consider the funding request for balance required for this and that currently we have no access to CIL monies but will pursue with Shropshire.

Mark has identified three youngsters since we had fires on the field, whilst they have admitted to being present claim were not responsible.

He will be taking them on a Woodland School experience for the next few weeks once a week. He is keen to broaden this out in numbers as time goes on and will keep us in touch with the benefits on the initial three attendees.



Next meeting will be early 2021 but we will keep in touch as necessary via Email

Residents' Concerns

St Marys Church Walk ... a section of the fence is bulging very badly into the path.

Can we please contact the resident and have a dialogue please? If left this could become serious to users of the path.

Hedges and verge Viols Walk. Hedge very overgrown both sides and grass very long which makes clearing up dog mess very difficult, can we address this please if not through Shropshire can we do it?

Councillor Concerns

Highways have still not responded to

1 Ownership of area outside the Fountain and adjoining cottage by the Wells

2 Clearing of drains on the High Street

Both of these agreed at a meeting end of June

Cllr Brown requested the Clerk chase the Wells again and Church walk.

A short discussion followed on getting the drains in the town cleaned.

Cllr Hainsworth raised an issue that the footpaths association could not get a response from Shropshire council, which the Clerk took up and did get a response. Also need help with an issue in Neen savage.

Also raised were the speed restriction signs at Newbridge to be moved. Clerk to chase.

Cllr Goold reported that with Cllr Tysall and Cllr Brown had met regarding the lighting complaints at Cleobury Hills and have addressed as much as can and Shropshire council will be in touch.

Good reports that vehicle activated sign is most welcome at Newbridge.

Cllr Tysall reported that parking on the chevrons by the crossings was increasing. He has addressed one delivery vehicle doing so. He also recommended having our own Land registry account to identify land ownership issues such as the Wells more speedily.

Cllr Greaves mentioned the Wythpool reports to councillors and still working on supporting residents with residents' emails on planning portal. One was put up without consent and asked to be removed.

Green homes grant available and need to publicise more on Social media with a lot of changes in next 20 years. Any update on illegal entrance off main road by Curdale? Clerk to chase.

Cllr Brown asked if the resident's complaint was in breach of GDPR.

Cllr Greaves reported that it was questionable why selective as to what was uploaded.

Cllr Butler confirmed was notified and chasing.

10.07V.20 Unitary Council Reports (Cllr G Butler / Cllr M Shineton)

Cllr Butler mentioned the briefing sent out (**copy on council website**). Also updating that potholes were down to capacity as diverted to Adult Social care with 1,000 a month funding requests. Hiring two more Highways engineers and looking to train Lengths men to be better at reporting. Chasing up Rea view which has two empty bungalows and will take up footpath issue mentioned by Cllr Hainsworth earlier.

Cllr Shineton Mentioned that batteries can now be put out for recycling in black bins. Cleobury Hills lights should be switched off until sorted. Have meeting with tree people from Shropshire council to walk along path by school and down church walk. Agree with Cllr Tysall comment on Land Registry being useful.

Cllr Brown commented that Shropshire Council were not supporting face to face meetings at this time.

Cllr Shineton reminded council of online training.

The Clerk suggested that Mr Smith our tree warden could possibly accompany Cllr Shineton at the meeting on Wednesday. Agreed.

Cllr Brown requested the Clerk look at setting up a Land Registry account.

10.08V.20 Financial Matters

a) Invoices due for Payment:

P French – Reimbursements plants (Wells & Memorial Gardens) - £137.92

SALC - Councillor Training fee - £75.00

Morris Bufton - QEII Park gate and post - £164.40

West Mercia Energy - Toilet electric (August) - £46.74

Cleobury Country - Office Rent (Sept-Nov) - £866.88

The RFO updated the council on any extra payments due:

M Sheehan – Reimbursements Lock and keys and mileage- £59.15

R Price – Grass cutting Aug and Sept - £470.00

a) To note cheques paid since last meeting:

Food Bank - Petty Cash - £100.00

b) To note Debit Card Payments made:

Viking - Toilet and Office Supplies - £220.86



a To note income received:

Food Bank donations - £100.00
Bank Interest - £5.69
Playing Field Income (Cricket & Football) - £410.00
Small Market Town Support Fund Grant - £5,000.00
Small Business Grant Fund - £10,000.00
CCTV receipt - £50.00
Horticultural Society - Lime Trees donation - £450.00

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

c) To note Finance Committee meeting report.

Noted as draft minutes and can be viewed on Town council website at

https://www.cleobury.org.uk/blog/?page_id=2074

10.09V.20 Plant a Tree in '23 – Cllr Brown

RESOLVED to move forward

10.10V.20 Annual and Three-Year Business Plans

To approve Annual Summary Plan for 2020-21- and
Three-Year Business Plan for 2020-21 - 2022-23.

RESOLVED to be put on website

10.11V.20 Remembrance Day – Cllr Brown

Provision and laying of Wreath

Cllr Brown suggested that the Clerk being ex forces lay the wreath for the Town council and that she would like to attend.

7.55pm RESOLVED to suspend Standing Orders.

Mike Hermolle, Chairman of the Cleobury Mortimer British Legion branch explained that three people from each organisation were allowed as there will be no march and gathering at the memorial gardens. Also, there is a separate fund for the branch used locally for trips and looking after members that is ringfenced called the Old comrades' fund.

7.58pm RESOLVED to reinstate Standing Orders

RESOLVED Cllr Brown Cllr Goold and Clerk represent the council with Cllrs Tysall and Hainsworth as reserves, with £50 donation, £20 for wreath and £30 to the local branch fund, Old comrades.

10.12V.20 Annual Trimming of Lime Trees – Cllr Brown

Agree to 2020 cost and future works.

Cllr Brown reported that this is done every year with Shropshire council and the Horticultural society making contributions. After a short discussion it was **RESOLVED** that as it is done annually and cost does not increase then unless it goes up by more than £50 it does not need to come to council annually. Clerk can agree work.

10.13V.20 Council ways of improved working - Cllr Brown, Cllr Tysall

Protocols for emails and costings for laptops/Chromebook.

Cllr Tysall explained how to set up a Gmail account and email. Clerk to arrange meeting in couple of weeks' time.

All costings were shown to council with various options. Clerks and RFO laptops were priced just under £500 and Chromebook were all priced around £220. Points raised were that using Chromebooks would cover all aspects of GDPR and information would not sit on personal computers. Because of new way of working with Google docs, Gmail accounts and emails needed setting up for councillors.

After a short discussion **RESOLVED** that Clerk and RFO get their Laptops for home working at a cost of up to £500 each. Councillors to set up Gmail emails and to let clerk know if need a Chromebook.

8.30pm RESOLVED to Suspend Standing Orders

Cllr Brown welcomed PC Mellor to the meeting and asked if he wanted to update council.

PC Mellor reported that he had not been around due to leave and training and would like to get back to doing a surgery. Parking and Boy and Girl racers will be addressed soon and would like to borrow the Clerk for his CCTV expertise. Will be looking at all issues with clerk in the next few days.

A member of the team will be retiring soon so will lose a part time PCSO and hope to gain a full timer. Met with clerk earlier and surprised with amount going on.



Cllr Goold reported that we have a problem with fires and late-night early morning anti-social behaviour. If doing a surgery at weekends would like to attend.

Cllr Brown confirmed all councillors are welcome to attend.

Clerk confirmed he would be looking at CCTV for a couple of days and nothing else to clear up issues.

20.35pm RESOLVED to reinstate Standing Orders.

10.14V.20 Flower Beds Church and High Street flower planters – Cllr French

Cllr French reported that he had hoped to have some prices but still chasing. Would like to start small with planters up the High street placed in places we have parking issues. Clerk to check with Highways. Would like a couple of councillors to look at with him. Cllr Hainsworth agreed.

Looking at getting bulk bulbs for flower beds in churchyard and QEII area **RESOLVED to order bulbs.**

Cllr James suggested concrete planters as need to be robust.

10.15V.20 Town Council Office – Cllr Brown

Consider offer of Cleobury Country to move office.

Cllr Brown reported that she was approached by Cleobury country about having the Office opposite ours at about £1,000 pa increase. This would be a lot bigger allowing for a desk for Theresa and giving the benefits of social distancing, place for small meetings instead of renting rooms. This was calculated and would equate to the rent increase what would be spent renting rooms over the year.

Cllr James raised the possibility of a fixed rent for a number of years.

RESOLVED to move forward to discuss fixed rent and to start in Jan 2021.

10.16V.20 Christmas – Cllr French

Update on Xmas lights and other preparations

Cllr French updated that a meeting had taken place with Cllr Goold and RFO looking at the displays and for this year will keep same and start setting up in November. Clerk had all displays checked and some repairs needed.

Cllr James had an offer from his son to donate a tree.

RESOLVED to move forward and get tree from F Mathews of Tenbury Wells, via Cllr James and ask if a local business wants to donate the other.

10.17V.20 To confirm date of next Town Council meeting

The next Town Council virtual meeting will be held on **Monday 2nd November 2020 and posted on the Town Council Website <https://www.cleobury.org.uk/blog/>**

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.

10.18V.20 Employee matters – Cllr Brown

Meeting closed at 21.04pm.

Signed Chair:



Date: 2nd November 2020