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**Census update. 10-minute Talk and questions to Roger Belham** - Census Engagement Manager  
Shropshire- Office for National Statistics.

All information is on the Town council website. [https://www.cleobury.org.uk/blog/?page\\_id=3570](https://www.cleobury.org.uk/blog/?page_id=3570)

**A paper copy can be requested from the Town Clerk.**

**DRAFT Minutes of Town Council Virtual meeting over Zoom platform held on Monday 1<sup>st</sup> March 2021 at 7pm.**

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

**Town Clerk:** M Sheehan

**RFO:** D McBride

**Unitary Cllr** M Shingleton, Cllr G Butler

Public: 19

**03.00V.21 Welcome by the Chair**

**03.01V.21 Co Option – Cllr Brown**

Agree Co Option of new member to Town Council.

Cllr Brown explained that with Cllr Tysall they had interviewed Patrick Buck and a review of the interview had been distributed to all councillors and proposed the Co-option of Patrick Buck to Cleobury Mortimer Town Council. **RESOLVED.**

**Cllr Buck** signed the paperwork supplied by the Clerk and joined the meeting as a councillor.

**The Chair** welcomed the new councillor to the Town council.

**03.02V.21 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).

**Cllr Brown** welcomed everyone to the Town councils March 2021 virtual meeting and asked if anyone wished to speak.

**Mr Smith** referred to his report that all councillors had received in his capacity of the Town council tree warden. He mentioned that he would request that Jane Davies join the Tree wardens' team with her vast experience she has in soils gained in her job in America. The report can be viewed on the Town council website. **A paper copy can be requested from the Town clerk.**

<https://www.cleobury.org.uk/blog/wp-content/uploads/2021/03/Tree-Warden-report-to-Council-progress-report.pdf>

**Mr Smith** also reported that he was working on a report but waiting now for Historic England to finish theirs before completing his.

**Mr Blackburn** mentioned his report from the Neighbourhood plan which was on the Town council website.

[https://www.cleobury.org.uk/blog/?page\\_id=1422](https://www.cleobury.org.uk/blog/?page_id=1422) **A paper copy can be requested from the Town clerk.**

The Clarion article had been agreed and the SEA was going well and on track and out for consultation. Have a new member to the steering group Patrick Buck.

**Cllr Brown** commented on the increased social media presence.

**Mr Blackburn** thanked John Greaves for the Facebook page and Guy and the Clerk for support with engagement on Facebook.

**Simon Morgan** wanted to thank the Town council and Cllr Greaves for all the support with Wythpool farm digester helping to move forward. Temporary Clay balls fitted but still get a mild odour and less acrid. The concern is that this is all temporary and need a permanent solution with a proper cover and need to push for an installation date and the digestive storage tank. Noise still over five decibels at night, need to push for confirmation of work.

**Cllr Brown** asked that Cllr Greaves pick up after the meeting.

**Cllr Greaves** confirmed that he was helping and would keep following up on all the points raised.

**Cllr Butler** will follow up with Graham French.



Cllr Brown asked that they could feed back to the Clerk who will keep councillors updated.

**03.03V.21 Apologies for absence**

Cllr Goold – Working

PC Steve Mellor – Rest Days

RESOLVED to accept apologies.

**03.04V.21 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 Hainsworth - 03.09V.21 Financial Matters item c)

**03.05V.21 To approve the Minutes of the Town Council Meeting held on Monday 1<sup>st</sup> Feb 2021 and Confidential minutes 1<sup>st</sup> Feb 2021.**

Council RESOLVED to approve the Minutes of 1<sup>st</sup> Feb 2021; duly signed by the Chair.

Council RESOLVED to approve the Confidential Minutes of 1<sup>st</sup> Feb 2021; duly signed by the Chair.

**03.06V.21 Matters arising from the minutes.**

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

Still chasing monies owed for damaged camera as the last contact had left, which makes three now and explains why we have not received anything. Have discussed with another new Manager who will forward to accounts for payment. Will continue to monitor and chase for payment.

Put together letter for Charlotte Bentley of the Shropshire Star commenting how we work well together to keep the community informed and promote projects.

Put together a letter for a resident to confirm local connection for housing after consulting the chair.

Received request for help from a teenager looking for work or volunteering as struggling due to Covid.

Discussed with chair and found a good outcome.

Dealt with any issues over Social media in consultation with the Chair that arise and needs a comment.

Continue to be available for those in need with our coordinators from CoCo and list of volunteers. Used three times so far.

Posted and advertised the Vacancy for Co Option of a councillor. Arranged interviews with Cllr Brown and Cllr Tysall. **Agenda item**

Dealt with Newbridge corner being advertised wrongly on signs. Put signs down and contacted Shropshire council and contractors to make sure there was no confusion. Kept chasing them to put up correct signs and also kept the resident at Newbridge fully informed.

Chased the proposed footbridge at the Glen caravan park with Shropshire council and have now got a contact to follow through. Will be arranging a Zoom meeting with all concerned parties.

Put together March Clarion report and shared with councillors before sending to the Editor of the Clarion.

Put all planning comments on Planning portal and chased planning enforcement issues.

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: -

**Reference: 21/00180/FUL (validated: 27/01/2021)**

**Address:** Redthorne Farm Barns, Redthorne Hill, Cleobury Mortimer, Shropshire **Proposal:** The Laying of a hardcore track and creation of a new access from an unregistered road into the field for the purposes of agriculture. **Applicant:** Mr T Poyner

**RESOLVED to Object to the application. The full report can be viewed on the planning portal.**

Dealt with many issues over the month for residents who contact me for advice and to report issues. This has increased probably due to the lockdown and pressures on some in the community.

Issues with some cameras which I have had sorted by our contractors. They will be sending through a maintenance contract for us to agree, which we have not had for 5 years but we have received the support at no cost.

Working with Cllr Brown sorting out the Foodbank every Friday, while also organising volunteers and collection of donations when required. Collection from Ludlow Foodbank of excess items and dealing with donations.

Had phone call conversation with a resident Ben who continually picks up others Dog mess to sort out a way forward and address this issue working together. **Agenda item**



Put together and sent out Draft minutes from February meeting. Sort out Agenda for March meeting making sure all items need to be on there and all relevant paperwork is sent to councillors.

Cllr Butler has supplied and initiated contact to follow up the extension of the Conservation area. Will be following it up with Kit Smith to bring back to Council at some point.

Contacted another local resident with concerns over work taking out hedgerows and trees and received a full explanation for councillors.

Received instructions for councillors on the May elections. Will be attending a Zoom training session for this. Have paperwork to complete so that I can have packs sent for councillors.

Moving over from 123 webmail to Gmail gradually but seems to be more emails to deal with so slow going.

Still have regular visits from the police for a catch up and to see if they can help with any issues. Have met the new PCSO Stephen, who will be organising a day marking pushbikes and giving advice when safe to do so.

Putting together an annual report for the CCTV use over the last year, which will give us a good view of how our system is helping the community. Still having to check footage a couple of times a week, which also helps to see if we have any issues with the system. I will not need to do this when we have a maintenance contract. Addressed concerns over an empty house in Ronhill to Unitary councillors who are best placed to follow up with Shropshire Council.

Chased planning enforcement for Curdale and now addressing with Shropshire Highways. Continue to monitor.

Answered Social media discussions on the Manor House as it is privately owned, and we are trying our best to sort it out, but we have no powers except to raise concerns. All we can do is pass on prospective buyers, including Mawley Hall, which we have done, and keep pushing to get it sold.

Dealt with planning issues as required with owners to help and given advice and contact details when needed. Worked on Policies due for annual renewal, changing as necessary working with the RFO and Policy group to get ready for meeting. **Agenda item.**

Attended Zoom meeting with Cllr Brown and Roger Belham to discuss the 2021 Census, also arranged for him to attend the March meeting.

No longer arranging meetings for Neighbourhood steering group as the now have purchased Zoom.

Purchased another Chromebook for another councillor. Five in total now have Chromebooks with the Two Dot has purchased.

Put together the meeting dates for 2021-2022 and with the knowledge of the lockdown and Zoom meetings have suggested the Parish meeting Date in April instead of May as usual. **Agenda item.**

Giving advice and working with councillors that are dealing with projects to help move them forward while making sure that the legal process is observed.

Contacted by resident who wants to pay for and have scalping's put down by bench in QEII area. **Agenda item.**

Keep reporting Potholes to Shropshire council and also on Fix my street app. Advise all to do the same.

Keep in touch with local youths and their parents to help with their wellbeing and other issues raised.

Chasing costs for remaining streetlights that need changing to LED. Hope to have for April meeting.

Work on other confidential and sensitive items that cannot be made public due to GDPR and confidentiality.

Agreed with contractor that pollarding of Lime trees will now be done the Thursday and Fridays of the first two weeks of March.

#### **RESOLVED.**

#### **03.07V.21 Councillors reports and items for future agendas.**

**Cllr French** asked if the style into the field near Catherton road could be made dog friendly.

**Cllr Hainsworth** confirmed that this had already been taken up with the landowner and it was not possible without their permission.

**Cllr Greaves** raised the issue of the climate and ecological bill not being supported by Shropshire council as concerning as people being flooded could be an annual event.

Cllr James confirmed that he was getting quotes for the project of steps off the field into the QEII area and all quotes will go direct to the clerk.

**Cllr Hainsworth** reported that houses now getting occupied on the new Tenbury road estate and asked if we are being involved in local connections. Clerk to chase.

**Cllr Smith** reported he was glad to see the Clerk acted quickly on social media and with the police to follow up on the cars racing through Cleobury.

**Cllr Tysall** reported that as well as speeding cars there are speeding tractors and we need speed monitoring systems both ends of the town. Clerk to look into.

**Cllr Brown** confirmed that it is part of looking at the whole town.



**Cllr Brown** continued by reading out an email received from the Police about help looking for a high-risk missing person on Friday evening, formally thanking Matt for help with the CCTV and several offers of help which makes it a positive and nice to work.

**03.08V.21 Unitary Council Reports (Cllr G Butler / Cllr M Shineton)**

**Cllr Shineton** had some extra to her report on the Town council website.

<https://www.cleobury.org.uk/blog/wp-content/uploads/2021/03/Cllr-Shineton-report-for-MARCH-2021.pdf>

**A paper copy can be requested from the Town clerk.**

Election training through SALC and pre-elections talks 6.30pm 12<sup>th</sup> March. Concerned people vaccinated have no card and if aware let her know. Thank you to those who helped planting the snowdrops. Concerned about the budget for next year for QEII area.

**Cllr Brown** confirmed it was on the website in the public domain.

**Cllr Shineton** queried the items under the line.

**Cllr Brown and the RFO** both confirmed it is normal to have personal finances of other organisations under the line for confidentiality and GDPR.

**Cllr Butler** reported he was pleased to see the proposals for the speed limits. Have date in Diary 18<sup>th</sup> March for meeting about extending the conservation area. Will be June when Place plan officers are back to look at any allocated budgets, still dealing with Covid issues. 20mph is only advisory through the town.

To change a lot of Highways designs will be needed in the Climate and Ecological Emergency Bill. Gone to task and finish group and funding officer support. Setting up citizens agendas and meetings for the bill which will go to task and finish group.

**Cllr Greaves** thanked Cllr Butler for the update, and we need to look at article that the Environment agency has produced.

**Cllr Butler** noted the Severn river project was over and above working with the Environment agency and Severn Trent helping.

**03.09V.21 Financial Matters**

**a) Invoices for Payment: -**

Mrs D McBride - reimbursement for Chromebooks – £498.00

Mr M Sheehan - reimbursement for Chromebook - £229.00

Npower - street light electricity - £2,488.94

Shropshire Council - Office rates (Jan - March 2021) - £387.58

**RFO notified the council of extra payments received.**

West Mercia Energy – Electricity toilets - £133.01

**Also noted another Direct debit mandate for Npower that needs signing.**

**b) To note income received:**

Food Bank donation - £50.00

Bank Interest - £1.55

Groundwork UK - NDP Grant - £2,000

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

**c) To consider S.137 Grant payments:**

CCL/CMFA - Walkers are Welcome.

**RFO explained application for annual leaflet subscription. RESOLVED to grant payment.**

**d) Internal Audit**

To confirm appointment of D M Payroll Services Ltd and specification for Internal Audit.

**RESOLVED.**

**03.10V.21 Planning Matters.**

**Consider New Planning applications:**

**a) Reference: 21/00436/FUL**

**Address:** The Bell Inn, 8 Lower Street, Cleobury Mortimer

**Proposal:** Conversion of former public house into three dwellings to include some demolition

**Applicant:** Karl Price/Hemp and Lime Construction Limited

**RESOLVED No Objection but parking needs will need addressing.**



**b) Reference: 21/00437/LBC**

**Address:** The Bell Inn, 8 Lower Street, Cleobury Mortimer

**Proposal:** Works to facilitate the conversion of former public house to three dwellings to include some demolition works, insertion of new/replacement windows/doors; internal partition walling and facilities, remedial works, and all associated works

**Applicant:** Karl Price/Hemp and Lime Construction Limited

**RESOLVED No Objection but parking needs will need addressing.**

**03.11V.21**

**Future of trees and conservation area - Clerk**

Agree Kit's Tree report and recommendations (extra tree warden)

<https://www.cleobury.org.uk/blog/wp-content/uploads/2021/03/Tree-Warden-report-to-Council-progress-report.pdf>

**A paper copy can be requested from the Town clerk.**

From the report it was proposed that the council to appoint Jane Davies to the Tree wardens' team with her vast experience in soils and experience in America. **RESOLVED**

**03.12V.21**

**Litter Picking / Dog fouling Update – Cllr James, Clerk**

**Cllr James** reported that he had been in touch with Helen to find out what was required and waiting for a reply. Will chase for next meeting.

**The Clerk** updated the council that he had a good long phone call with a resident of Cleobury, Ben who has been going out with his family to pick up dog mess especially around the schools. We will be working together to cost any equipment needed for the community and also discussed a scheme where residents can report fresh dog mess near any of our cameras and we will spend time on the CCTV to try and identify and get some prosecutions handed out. Also, a good conversation with Shropshire councils Dog warden, who will come down to Cleobury as soon as can and walk around with us to target bad areas. The Clerk also asked that the Unitary councillors help put pressure on Shropshire council to agree the dog control orders that should have been done in October 2020. Also, to look at adding dog walkers should carry dog mess bags and can be challenged, which they do in Wyre Forest and we put to Shropshire council a few years ago. Will update when we have more for the council to look at.

**20.13pm RESOLVED to Suspend Standing Orders.**

**Cllr Butler** will look into with Street Scene. Also lobbying MPs to liaise with Community caretakers which could be a discussion.

**Cllr Tysall** stated that this would fall under different people's roles with different legal bodies.

**20.15pm RESOLVED to Reinstate standing orders.**

**03.13V.21 QEII area bulb planting and wildflower meadows – Cllr French**

**Cllr French** reported that he was starting to look at prices and the purchase of bulbs for planting in August, September and October which takes away the pressure. We have volunteers from the Guiding, Cubs and Brownies and looking for other volunteers from the Primary school, WI etc. This is good for the cohesion of the council engaging with the public.

**Cllr James** congratulated Paul on the positivity of this project, and we can build on this.

**Cllr French** confirmed he has a list of volunteers and the wildflower meadow as the Clerk explained needs to give it three years and see what happens next year and may look at planting more seeds as there is now a dominant species coming through as expected. Due to Covid it is too late to look at this year. There are different views about the look with the dominant species with many liking the daisies.

**03.14V.21**

**Drainage Project QEII Park - Cllr French, Cllr Greaves**

Agree specifications and look at costs.

**Cllr French** explained the specification that Cllr Greaves had put together and all councillors had received. **RESOLVED to agree the specification to go out to tender.**

**03.15V.21**

**Solar Lighting Project for QEII Area - Cllr Greaves**

Agree specifications and look at costs.

**Cllr Greaves** explained the specifications for this project that he had put together and all councillors had received.



The Clerk thanked Cllr Greaves for his work and quality of the specifications put together.

**RESOLVED to agree the specification to go out to tender.**

**03.16V.21 Foodbank Annual report - Cllr Brown**

Cllr Brown explained that she had put together the Food bank Annual report and councillors had had to look over. **RESOLVED** to put on the Town council website.

<https://www.cleobury.org.uk/blog/wp-content/uploads/2021/03/Cleobury-Food-Bank-Annual-Report-2020-converted.pdf>

**A paper copy can be requested from the Town clerk.**

**Cllr Brown** added that it was important to thank the volunteers that were helping and there is an active Facebook page. Also thank you to the community as lucky to have all the donations and thanks to the community and the donations.

**Cllr Hainsworth** thanked Cllr Brown for all the hard work.

**03.17V.21 Request for scalping's by bench QEII area – Clerk**

**The Clerk** explained a request was made for scalping's but suggested a sloping concrete ramp, ribbed for grip would be better.

**20.45pm RESOLVED to Suspend Standing orders.**

**Cllr Shineton** confirmed she was happy to pay for the scalping's but should wait until the drainage has been done.

**20.46pm RESOLVED to Reinstate standing orders.**

Agreed to revisit after the Drainage project is done.

**03.18V.21 Cleobury Festival 2021 – Cllr French, Clerk**

Confirm if going ahead or not for 2021.

Clerk confirmed it takes at least four months to organise and with Covid best leave until next year.

**RESOLVED** officially cancelled until 2022.

**03.19V.21 Confirmation of council meeting dates 2021-2022 – Cllr Brown**

Discuss and agree Annual Town meeting format for 2021.

**Cllr Brown** pointed out that 24<sup>th</sup> May should be 17<sup>th</sup> May.

**RESOLVED** to agree to dates with the amendment.

There then followed a short discussion about the format for the Annual Parish meeting and to contact local organisations that would be interested to give a report to the community.

**RESOLVED** that the Clerk, RFO, Cllr Brown and another volunteer councillor have a meeting to discuss how it will work and organisations to attend. Clerk to organise meeting.

**03.20V.21 Policies for Annual Review - Cllr Smith, Cllr Hainsworth**

CCTV Policy, CCTV Handbook, Health & Safety Policy

All councillors received draft copies before the meeting.

**RESOLVED to agree review of all policies proposed by policies group. These can be viewed on the Town council website. A paper copy can be requested from the Town clerk.**

[https://www.cleobury.org.uk/blog/?page\\_id=306](https://www.cleobury.org.uk/blog/?page_id=306)

**03.21V.21 To confirm date of next Town Council meeting**

The Clerk confirmed the next meeting should be the 12<sup>th</sup> of April not the 5<sup>th</sup>.

**RESOLVED with the amendment.**

**The next Town Council virtual meeting will be held on Monday 12<sup>th</sup> April 2021 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.



03.22V.21  
03.23V.21

Finance update Neighbourhood plan - RFO  
Update on Capital Receipt Grants / Parish Hall - Cllr Brown, RFO

**Meeting closed at 21.40pm.**

Signed Chair:

Date:

2021

DRAFT