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**Minutes of Town Council Virtual meeting over Zoom platform held on Monday 12th APRIL 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, Cllr Andy Goold.

**Town Clerk:** M Sheehan

Public: 4

## AGENDA

### 04.00V.21 Welcome by the Chair

**Cllr Brown** welcomed everyone to the Town councils April 2021 virtual meeting and mentioned that Cllr Goold was not standing again due to work commitments and thanked him for his hard work and commitment in service to the community.

Cllr Brown then asked if anyone wished to speak in the public time.

### 04.01V.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).

**Gilbert Carter** started with mentioning the condolences of the Duke of Edenborough's death.

He confirmed that he and Simon had experienced bad sessions of odour from the spreading on the fields and the delay ploughing it into the soil. Have found that Graham French at Shropshire Council are not replying to emails. Can Town council assist in getting replies? Clerk to contact Graham French.

The covers on the two main tanks and buffer still allows smells but was a temporary measure until the end of March. Glad the Town council on board with the visit from Cllr Brown and the Clerk.

They seem to be using the dryer when it should not be in use with the smell of hops. Is it being decommissioned?

**Cllr Greaves** confirmed that spreading was an issue and explained about the covers for the slurry buffer and that the fields look like digestate and not dry fertiliser.

**Simon** reported that there was spreading over the fields bank holiday weekend and left on the surface until after the weekend.

**Cllr Brown** mentioned that Graham French may have been unwell and that the Clerk with Cllr Greaves will make contact.

### 04.02V.21 Apologies for absence

**RFO Dorothy McBride – Working as Clerk at Hopton, may join later.**

**Cllr Madge Shineton – attending another meeting.**

**PC Steve Mellor – Working**

**RESOLVED** to accept apologies.

### 04.03V.21 Declaration of interests:

**None**

### 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.*

### 04.04V.21 To approve the Minutes of the Town Council Meeting held on Monday 1<sup>st</sup> March 2021 and Confidential minutes 1<sup>st</sup> March 2021.

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

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

### 04.05V.21 Matters arising from the minutes.

#### Clerk's Report.

Train Cllr Buck on the CCTV to help me when needed or if Andrew Davies or myself are not available.

Put together CCTV evidence of boy racers in the town for police action, which was well received. Also deal with other CCTV requests as they come in. Also helped police out of normal hours when required.



Deal with all residents' questions and enquiries as and when received by all communications used including messenger.

Chase up payment for damaged camera with the transport companies Insurer. Now received.

Organise a collection of Sanitiser donated from the CoOp and Cllr Buck to collect and have a photo.

Contacted Mawley Hall for their help with planting wildflowers in the QEII area. Cllr French will follow up with Head gardener. Many compliments on the flowers planted as bulbs and have come through.

Dealt with issues of parents not adhering to current guidelines in play area. Worked with Chair, Shropshire council public health and Primary school. Requested the police have a presence at the park. Lot of social media and phone call conversations with parents. Help offered from some parents if required, but a lot of time spent sorting this out with social media, phone calls and paperwork.

Sent out specifications for lighting project at QEII area. Talking to and arranging meetings with companies tendering for projects we are looking at. Attend some site meetings, gaining quotes and putting together a spreadsheet with nominated Councillors for projects. Should be ready for May meeting.

Posted Election notices and attended training with other Clerks weekly. Lots going on and useful advice shared. Assisted councillors with filling in their nomination papers when needed.

Submitted planning comments from meeting and dealt with concerns from residents in Simon Evans close with parking concerns.

Contacted by Shropshire council about our volunteer groups during Covid so updated their contact details.

*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:** 21/00797/FUL (validated: 16/03/2021)

**Address:** Siskin House, 1 Larks Rise, Cleobury Mortimer, DY14 8JJ

**Proposal:** Erection of a detached garage

**Applicant:** Mr And Mrs A Smith

**Agreed that we do not comment due to applicant is a member of the Town Council.**

**Reference:** 21/00718/FUL (validated: 01/03/2021)

**Address:** 17 Mortimer Terrace, Lower Street, Cleobury Mortimer, DY14 8AJ

**Proposal:** Erection of an extension to the rear of the property

**Applicant:** Mr And Mrs M Greaves

**Agreed to No Objection.**

Notified of Jane Abbott, housing officer for Bromford leaving, expressed thanks for help and future best wishes.

A few calls about damaged tyres with same Pothole, reported and phoned and gave advice of how to claim.

From concerns raised about the Tenbury Road development causing issues about the footpath and road damage from site vehicles, I have reported to Graham Downes at Shropshire Council Highways and an officer has been out and taken details.

Notified of a letter sent to residents on the Tenbury road about the surfacing of the road and pavement by Jessup's, but the Town Council or Shropshire council were not notified. Passed on a copy of the letter to Shropshire council and met with SC Highways on site to look at issues. Photos and questions sent.

Contacted Jessup's again to gain information on housing for the council regarding Local connection and to get a contact for the future. Passed onto WM Housing Group and Citizen Housing who are calling me back, hopefully.

Dealt with complaints surrounding the Primary school and social distancing.

Attended a meeting with Cllrs Brown and Cllr Buck to look at the annual Parish meeting and from that contacted relevant parties to give an annual update. Waiting to see who will be giving reports.

Assisted on complaints about an ice cream van outside the school selling ice creams. Followed up with Shropshire Council.

Attended weekly Clerk's networking meetings to work with other Clerks in Shropshire to offer advice of what we do which many now seem to be adopting and our ways of working are helping other councils.

Attended the following training in March: - Sourcing external grants, Shropshire Elections, Community Events planning, Chairmanship skills, Food Insecurity.

Gave feedback on Winter Highways online for the Town council.

Attended more Zoom meetings of, Conservation Area, RCC, Action Log meeting to go through and update.



Put together and sent out meaning of Purdah to councillors due to questions received.  
Assisted Stonewater to look at local connections for properties vacant in consultation with the Chair.  
Horticultural Society will be weeding around the Lime trees now that they have been done. Contractors left one section due to finding a bird's nest and will complete when safe to do so.  
If there is an election for the town this year, the Clarion will make space available for all candidates to address the electorate.  
Contacted by parent at the weekend of remains of old swing sticking out of ground in Play area. Took photos as could not fix it straight away. Contacted Wicksteed with photos to attend to the urgent issue.  
Continue to help with Foodbank and control Rota with Volunteers. Attend Foodbank network meeting to work with other Foodbanks working together.  
Gained instructions from councillors to represent the Town Councils objection of 21/00180/FUL - Redthorne Farm Barns at the Virtual Southern Planning Committee meeting due to take place on 13 April 2021.  
**Clerk added:** -  
Reminder 26<sup>th</sup> April Annual Parish meeting.  
M Sheehan  
Town Clerk

**RESOLVED content agreed over email.**

**04.06V.21 Councillors reports and items for future agendas.**

**Cllr Brown** mentioned that we need a training grid of what councillors have done in training, also look at appraisals again with new councillors. Going forward we are looking to put any attachments with diary appointments.

**Cllr Greaves** confirmed that a letter concerning Wythpool farm will be put together with the Clerk.

**Cllr Tysall** received a complaint about the state of the footpath at Clavas and may need to make formal. The abandoned car opposite the CoOp is still causing concern.

**The Clerk** confirmed that it is in hand with the police but will follow up again.

**Cllr Hainsworth** reported the state of repairs required on the Tenbury road and footpath. Also, the state of the roads in general in the south of the county with potholes.

**Cllr Goold** commented it had been a pleasure for four years serving the public as a member of Cleobury Mortimer Town Council every day and the public may not know how lucky they are to have councillors who care and care about what they do. Not leaving fully as will still help with the Christmas lights and looking after the defibrillator. For the new councillors John, Guy and Patrick can continue to help improve with Gold standard. If the council needs help, then please let him know.

**Cllr Brown** again thanked **Cllr Goold** for the work he has put into the community and might call upon him when the council looks at continuing Dementia friendly status again.

**Cllr Smith** reported the sheep on the road after Newbridge and asked if anything can be done.

**Cllr Brown** confirmed that the Robinsons was working on this. Clerk to contact owner.

**Cllr French** informed the council that he had had a couple of meetings with the RFO and Clerk to go over the Action Log. The clerk will send out the link every month, but can councillors take a regular look and keep it up to date.

A lot is down to no responses from Shropshire Councils and need to get together with other councils to address the issue. Clerk to follow up at networking meetings.

Working now on setting up for more bulb planting with volunteers hopefully completed by the end of October involving the youth and anyone else who would like to help.

Talking to the Clerk about engagement with the public and the council generator needs replacing so that is in hand.

**Cllr James** volunteered to help with the bulb planting and with the pressure washing of the wells. There has been some anti-social behaviour on the new site in Tenbury road.

**The Clerk** confirmed that this was in hand working with the Police.

**20.41pm RESOLVE to Suspend Standing Orders.**

**Mrs Payne** confirmed she had witnessed youths in the fields by the allotments chasing the animals and emailed the Clerk about that and the empty beer cans. It is private land, but the landowner allows access across and may close it. **Clerk to follow up.**

**20.45pm RESOLVED to Reinstate Standing Orders.**

**Cllr Brown** requested Appraisals on the next agenda and the schedule be sent to her. **Clerk, RFO to sort.**

**04.07V.21 Financial Matters**



- a) **Invoices for Payment: -**  
Shropshire Council - Rates - £698.60  
West Mercia Energy - Toilet electric (February) - £97.02  
Cleobury Country Limited - Office Rent (March - May) - £1,199.99  
SALC - Training fees - £360.00

- b) **To note income received:**  
Food Bank donations - £200.00  
Bank Interest - £1.30  
CCTV footage and repairs - £758.80  
Cemetery income - £1,225.00

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

- c) **To consider S.137 payments:**  
Cleobury Country Limited - Walkers Are Welcome - £10.00

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

- d) **Debit Card Payments made:**  
Viking - Toilet and office supplies - £332.79  
The Range - hosepipe for toilets - £12.99  
Purslows - aggregates for installing bins - £15.50.

- e) **To note cheque payments made since last meeting:**  
Andrea Pellegram - Neighbourhood Plan work - £600.00

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

- f) **To note Finance Committee Report - Minutes of Meeting held on Monday 22nd March.**  
**NOTED by Council.**

**04.08V.21 Planning Matters.**

- a) **Reference:** 21/01218/FUL (validated: 10/03/2021)  
**Address:** 8 Ludlow Road, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8DY  
**Proposal:** Erection of single storey front and rear extensions  
**Applicant:** Mr N Greatwich

**Concerns were raised over flat roof with lantern.**

**RESOLVED No Objection noting concerns.**

- b) **Reference:** 21/01338/FUL (validated: 15/03/2021)  
**Address:** Horse and Jockey, Cleobury Mortimer, Kidderminster, Shropshire, DY14 9DX  
**Proposal:** Formation of a manage, erection of an outbuilding for the storage of show jumps and fodder and surface improvements to existing access  
**Applicant:** Mr Matthew Leffen (4 Horse and Jockey, Cleobury Mortimer, DY14 9DX)

**RESOLVED No Objection.**

**Information Only: -**

**Planning Decisions published relating to parish of: Cleobury Mortimer Town Council**

**Reference:** 20/05002/FUL (validated: 13/01/2021)

**Address:** The Lacon Childe School, Love Lane, Cleobury Mortimer, DY14 8PE

**Proposal:** Erection of single storey 6 classroom teaching block to replace 2No existing blocks (3No classrooms) (to be demolished) and erection of an external canopy).

**Decision: Grant Permission**

**04.09V.21 Recognition of Councillors service – Clerk**

**The Clerk** explained that councillors volunteer their time for the community and when they leave perhaps there should be something to recognise the work done and say thank you.

After a short discussion it was agreed to do by a person-by-person basis.



**04.10V.21 Town council Banners – Cllr Brown**

Promotion of our Town and community for functions.

**Cllr Brown** explained that it would be good for the Town council to have a couple of pull up banners for functions and promotion as lots of charities use them. Propose that the council purchase a couple at about £60 to £70 each.

Suggested to be put on, details of council contacts, a QR code. Cllrs French, James, and Buck to work with Clerk.

**RESOLVED to purchase.**

**04.11V.21 Town Council Business Plans**

I. To adopt the Town Council's 3-year Business Plan for 2021-2024.

Noted that the Hub and Cllr Greaves needed adding and completed date should be 2022 not 2021.

**RESOLVED to adopt with the changes.**

II. To adopt the Town Council's Annual Summary Plan for 2021-22.

**RESOLVED to adopt.**

**04.12V.21 To confirm date of next Town Council meeting**

**The next Town Council meeting will be held on Monday 17<sup>th</sup> May 2021 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.

**04.13V.21 Update on Capital Receipt Grants -**

Decide action on non-compliance of agreement.

**04.14V.21 Employment Matters - RFO**

Annual wages review.

**Meeting closed at 20.26pm.**

Signed Chair:



**Date: 17<sup>th</sup> MAY 2021.**