



DRAFT Minutes of Town Council AGM meeting on Monday 17th MAY 2021 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.

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

Public: 5

Cllr Brown welcomed everyone back to Cleobury Country for the first face to face meeting and reminded everyone of the guidelines set out by Cleobury country and from the risk assessment.

05.0.21 To elect the Chairman and to receive the Chairman's Declaration of acceptance of Office. **Cllr Hainsworth Proposed Cllr Brown for Chair, seconded by Cllr Tysall.**, no other proposals. **RESOLVED** that **Cllr Brown** be elected Chair. Declaration of office was duly signed and witnessed by the Clerk.

05.01.21 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of acceptance of Office.

Cllr Hainsworth Proposed Cllr Tysall for Vice Chair, seconded by Cllr French. No other proposals. **RESOLVED** that **Cllr Tysall** be elected Vice Chairman. Declaration of office was duly signed and witnessed by the Clerk.

05.02.21 To Co-Opt Councillor – Cllr Brown

Under the 35-day rule Cllr Brown proposed Alex Smith be Co-opted onto the Town Council. Seconded by Cllr French. RESOLVED.

Cllr Smith signed his declaration of office, witnessed by the Clerk, and took his place with the other councillors.

05.03.21 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).

Mr Carter thanked the council for the support with the issues and the hard work from Cllr Greaves. Latest email received had suggested a 20 day wait for replies due to Covid. How many complaints must be sent before something is done? It is not a normal smell to do with the planning application and tank covers.

Cllr Greaves confirmed that the scheme from September last year had been deferred for a financing plan, to be done before March but that had not been done. There has been an increase in tonnage by 20% but not increased the digester to cope and therefore overfeeding the digester.

The council will write to Mark Barrow again due to not properly replying to last letter from the Town council.

Cllr Brown suggested putting all correspondence in chronological order.

Mr Blackburn suggested looking at the complaints process of the Environment agency and copy in Phillip Dunne MP.

Mr Todd wanted to recognise and thank the Town council and staff for all the support over the last year, and organising the volunteers, team working for the good of the community.

Mr Todd also raised concerns over the number of potholes.

Cllr Brown asked the Clerk to put in a Freedom of Information request to ask how much the council has paid out in compensation over the last year, and how much money has been diverted from Highways.

Mr Blackburn updated on the neighbourhood plan that another town going through the process had had theirs rejected due to the Strategic Environmental Assessment being done too late, so if we carry on the way we are it will be rejected. The way to rectify this is to do another public consultation period. Looking towards 28th June for eight weeks.

There was a short explanation of the Reg 14 document and the SEA documents and of the need for simple explanations.

Mr Smith noted it was lovely to see everyone back as it is good for the public to be able to see everyone face to face.

Also wanted to notify the council of the observations on the planning application being discussed later. Item 21/02014/FUL of Hobsons brewery was incomplete. It lacked drainage and no vegetation as it is on the wildlife corridor.



Cllr Brown asked Mr Smith about CIL and if he would join a few councillors to look at this.
Mr Smith agreed.

05.04.21 Apologies for absence
RFO Dorothy McBride- reason – Not well
Cllr Butler – reason – at another meeting
RESOLVED to accept apologies.

05.05.21 Declaration of interests:
Disclosable Pecuniary Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.

None

05.06.21 To approve the Minutes of the Town Council Meeting held on Monday 12th April 2021.
and Confidential minutes 12th April 2021.
Council RESOLVED to approve the Minutes of 12th April 2021; duly signed by the Chair.
Council RESOLVED to approve the Confidential Minutes of 12th April 2021; duly signed by the Chair.

05.07.21 Matters arising from the minutes.
The Clerk went through his Report.

Made Contact and started working with Allan Farrington who is the neighbourhood officer for the new housing at Stanbury place, with Citizen Housing. Will arrange a site visit together with residents.

Chased Graham French from the April meeting request by Gilbert Carter and copied in Cllr Goold. Also put together and sent a formal letter to the Chief Executive Mark Barrow and copied everyone in. Will keep on pressure for action to enforce non-compliance.

Put together May Clarion report with the help of councillors and sent to Jim Reynolds.

Had a meeting with Darren Reynolds at Lacon to go over CCTV obtained due to anti-social behaviour to identify youths, also discussed other issues, and confirmed regular meetings to work together with Cllr French. Put together and reply to Health Watch Shropshire survey and questionnaire with a positive response about our issues regarding Postcode problems and transport to Hospitals.

From weekly meetings with other Shropshire Clerks, we are setting up a meeting with Shropshire council officials to address the issues of not getting replies and always having to chase for help or information.

Contacted from the art department at Lacon about equipment for glassblowing. They could not do that but would like to work closer with the council on projects.

Put together and administered new rota for Foodbank volunteers and attend every Friday morning with Cllr Brown and making sure all volunteers are kept up to date. Arranged collection and deliveries out of normal working hours for Foodbank when needed.

Dealt with residents' issues and questions swiftly and also attended out of hours and weekend only when necessary.

Sent out email to try and arrange a site meeting with Cllr James, Jessup's, Shropshire council and Unitary council to get the issues we have looked at on Stanbury Place.

Received correspondence of a letter to Phillip Dunne that we were copied into. Agenda under the line.

Made enquiries by email to get a costing from WSP as to looking at a full survey of traffic and parking through Cleobury. No reply from email so called the senior engineer from WSP to help. Will keep trying. Also getting help from Cllr Butler. Need a working party to put together a map and scale of works required.

Any useful information sent to Debbie for Website and Facebook, all extra work but essential.

Letter received from resident concerning notices at play area about not allowing dogs. Phoned straight away and it is being dealt with.

Received an email from **Samantha Shaw** Senior Diabetic Slit Lamp Practitioner/Team Leader who hopes to start the Diabetic Eye Screening Programme in the Childe Road car park from July.

Attended weekly meetings with SALC and Clerks to gain advice and information regarding current elections and meeting protocols. Also shared some of our procedures for Inductions and Appraisals.

Contacted by a solicitor to make a statement for a visit by other councillors regarding an alleged incident. Notified Chair of email.

Notified of broken bow resting on another bow in the Churchyard. Due to H&S concerns organised removal.



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: 21/01531/FUL (validated: 25/03/2021)

Address: Dav Y Dean, Lower Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8AA

Proposal: Erection of single storey rear extension and rendering to front elevation

Applicant: Mr And Mrs A Potter

Discussed over email No Objection submitted

Put together meeting for Town council AGM looking at risk assessments for first face to face meeting.

Attended Training and other Zoom meetings as needed.

Continued with CCTV requests as and when needed, also working outside office hours and weekends if required.

Dealt with all questions and requests for assistance over social media. Also working with Chair in most cases.

Looked into issue with gates in play area from a mother whose child left the play area. Noted on risk register and made all the relevant enquiries with Wicksteed.

Contacted by Tenbury residents over social media who are getting a petition to have CCTV like ours.

Contacted by residents from other Parishes for advice on various topics and signposted.

Zoom meeting and separate meetings for our three projects of Steps, Solar lighting, and drainage in the QEII area. Set up spreadsheets for meeting.

Having regular contact with police to keep up to date and work together on local issues.

Keep working hard with local community as the main contact for the Town council and to promote the Town council as a helpful team that are there to assist in all issues.

M Sheehan (Town Clerk)

05.08.21 Councillors' reports and items for future agendas

Cllr Hainsworth raised concern about the footpath and bridge at the Glen caravan park. The clerk had written a letter to Shropshire Council but no reply. Cllr Butler was also asked to assist but no response to date.

Cllr Brown updated the council about the Foodbank which is getting busier. Last year we fed 281 adults and 249 children but already this year so far, we have fed 192 adults and 110 children. We are getting more referrals and are lucky to have a generous community.

Second looking at the issue of CIL we need a working group. Agreed two councillors, Mr Smith, Clerk and RFO.

The Church wall is starting to crumble with some cracks and needs to push to be looked at by Shropshire council. Clerk to follow up.

Cllr French reported had visited the Primary school and incredibly happy for the Town council to put news on parent mail. Also, to continue with the clerk to visit their school council. They would like to work with the town council for a locality project. Keen to take part in the bulb planting in school time as a project.

They are oversubscribed at the school and had to turn parents away.

Cllr Brown confirmed that it contradicts what we were told by Shropshire Council.

Cllr French continued that the Wells had a day's work pointing and pressure washed the slabs. During height of covid received displeasure at the state of the wells. Council looked at a mock-up of what the wells could look like by a resident going forward for thought. Need to check in conservation area.

For the bulb planting should have a cost for the June meeting. Need to put a letter in the clarion for sponsorship to businesses.

Cllr Tysall thanked the Men's shed for repairing the fence panel at the top of the Childe road car park. Need the bus shelter refurbishment on the June agenda as we may be able to convene a working party soon.

Concerned about the amount of traffic mounting and driving on the pavement by the manor house and the risk this poses to pedestrians. Clerk to pursue bollards and update at the next meeting.

05.09.21 To review and to affirm eligibility for the General Power of Competence

Must have at least two thirds elected councillors. Qualified Clerk and Certificate.

RESOLVED.

05.10.21 Annual Review of Council procedures and Committees

- a) **To review councillors' roles and make appointments to committees.**
- b) **To appoint councillor representatives to outside bodies.**
- c) **Tree Warden, Flag man etc.**

Cllr Brown confirmed that this item will be deferred to the June 2021 meeting. Councillors need to log on and change as needed.



05.11.21 Financial Matters

a) Annual Audit/Accounts 2020-21 -RFO, Cllr Hainsworth

- I. To confirm no conflict of interests with PKF Littlejohn LLP
RESOLVED no conflicts.
- II. To consider the Internal Auditor's Reports.
RESOLVED.
- III. To consider and approve AGAR Section 1 Annual Governance Statement 2020-21
Completed and RESOLVED.
- IV. To consider and approve Accounts and Bank Reconciliation for year ending 31st March 2021.
RESOLVED
- V. To consider and approve AGAR Section 2 Accounting Statements 2020-21
Completed and RESOLVED.

b) Invoices for Payment: -

SALC - Annual Affiliation Fees - £1154.20
Mrs D McBride - Reimbursement for generator - £429.59
Frank P Matthews Ltd - NDP mapping - £369.74
SLCC - Conference fee - £90.00
Prysmian - Street light repairs - £756.00
Came & Co - Annual Insurance premium - £2,064.44.

c) To note income received:

HMRC - VAT Refund - £19744.08
Bank Interest - £1.23
Food Bank donation - £50.00
R Neaves - part return of Grant - £1675.00
Cemetery Income - £1225.00

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

d) To consider S.137 payments:

Cleobury Mortimer & Neen Savage WI's Children's Clothes Initiative - £90.00.

RESOLVED to grant payment.

e) Debit Card Payments made:

Amazon - replacement litter pickers - £59.66

RESOLVED to agree payment.

f) Town Council owned streetlights- Cllr Hainsworth.

To consider quotations for electrical testing, inventory management, numbering streetlight columns and converting remaining non-LED streetlights to LED lanterns.

Cllr Hainsworth confirmed that until this is sorted our bill is twice what it should be.

RESOLVED to agree to Option 2 on the quote to convert the remaining lights to LED at a cost of £7,585.00 and Electrical test, inventory check and number -all points at a cost of £560,00.

05.12.21 Planning Matters.

a) Reference: 21/01531/FUL (validated: 25/03/2021)

Address: Dav Y Dean, Lower Street, Cleobury Mortimer, Shropshire, DY14 8AA

Proposal: Erection of single storey rear extension and rendering to front elevation

Applicant: Mr And Mrs A Potter

Already given permission.

b) Reference: 21/01833/FUL (validated: 09/04/2021)

Address: Highclere, Eagle Lane, Cleobury Mortimer, DY14 8RA

Proposal: Erection of rear extension

Applicant: Mr And Mrs D Hives

RESOLVED No objection.



- c) **Reference:** 21/02014/FUL (validated: 10/05/2021)
Address: New House Farm, Tenbury Road, Cleobury Mortimer, Kidderminster, DY14 8RD
Proposal: Erection of new portal framed warehouse for B8 use, including all associated external works to form yard
Applicant: Hobsons Brewery and Company Ltd (Mr N Davis)

RESOLVED No objection only as long as landscaping and the wildlife corridor is taken into consideration as it has been missed.

d) **Information Only: -**

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

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.

Decision: Refuse

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

Decision: Grant Permission

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

Decision: Grant Permission

05.13.21 Opportunities for Climate Change initiatives- Cllr Greaves

RESOLVED to defer to the June meeting.

05.14.21 Risk Assessment Annual Review – Clerk

The Risk review highlighted some items overdue. Clerk to chase up with Shropshire Council. Also, to archive anything beyond the last fiscal year.

05.15.21 State of the roads around the Parish and local parishes – Cllr Hainsworth

Cllr Hainsworth discussed the substandard of the work on the roads done by Shropshire council twelve months earlier, is back to the same state and we should have proper repairs done.

RESOLVED to put a letter to Shropshire council for a Freedom of information request as to the cost of Insurance claims over the past year. Also, to ask for the council to devolve the Highways budget for our parish and we will manage the Highways repairs. To copy in the Shropshire star.

05.16.21 Projects to agree contractor and funding.

I. Steps into QEII Area from Playing field – Cllr James.

Cllr James explained the spreadsheet of quotes listed as A, B and C. After a short discussion **RESOLVED to pick Quote B for the project at a cost of £1,704.00**

II. Drainage in QEII Area – Cllr French

Cllr French explained the spreadsheet of quotes listed as A, B and C. After a short discussion **RESOLVED to pick Quote A for the project at a cost of £4,150.00**

III. Solar Lighting QEII Area – Cllr Greaves

Cllr Greaves explained the spreadsheet of quotes listed as A, B and C. After a short discussion **RESOLVED to pick Quote A for the project at a cost of £16,474.80**

05.17.21 To confirm date of next Town Council meeting

The next Town Council meeting will be held on Monday 7th JUNE 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.

- 05.18.21 Update on Capital Receipt Grants – Cllr Brown**
Decide action on non-compliance of agreement.
- 05.19.21 Employment Matters – Cllr Brown**

Meeting closed at 20.47pm.

Signed Chair:



Date: 7th JUNE 2021