



---

**Minutes of Town Council meeting on Monday 6th September 2021 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.**

**Present:** Cllr Debbie Brown (Chair), Cllr Neil Tysall (Vice Chair), Cllr Paul French, Cllr Guy James, Cllr Alex Smith.

**Town Clerk:** M Sheehan

**RFO:** D McBride

**Unitary Cllrs:** Cllr S Harris.

**Police:** PC Strangwood

**Public: 4**

**Cllr Brown welcomed everyone to the September Town Council meeting.**

**09.01.21 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).

**Pete Blackburn, Chair of neighbourhood plan steering group**, updated the council that the call for sites will conclude on 17th September. Due to the summer break they don't anticipate any submissions until the last week. After the submissions Andrea will look at the sites and then have a meeting with Eddie West from Shropshire council. No submission to the Council until the November meeting and then Regulation 14 before Christmas eve that will save a week.

**Cllr Brown** confirmed that if there was a delay she can call an extraordinary meeting.

**Pete Blackburn** continued that crime prevention could be a part of it.

**09.02.21 Apologies for absence**

**Cllr Hainsworth - Not Well**

**Cllr Greaves - Training**

**Cllr Buck - Self Isolating**

**Unitary Cllr Butler - Holiday**

**RESOLVED** to accept apologies

**09.03.21 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**

**09.04.21 To approve the Minutes of the Town Council Meeting held on Monday 2nd August 2021. and Confidential minutes 2nd August 2021.**

**Council RESOLVED to approve the Minutes of 2nd August 2021; duly signed by the Chair.**

**Council RESOLVED to approve the Confidential Minutes of 2nd August 2021; duly signed by the Chair.**

**09.05.21 Matters arising from the minutes.**

Clerk's Report.

Clarion Report put together and agreed for the September issue.

Minutes and reports put together and planning comments agreed at council submitted.

Getting more CCTV requests from Police and Insurance companies. Need to train another councillor.

Arranged a meeting with Blanchere, Dot and Paul to look at buying Christmas lights displays. Dot located places to put the displays and also checked with Parish Hall to include in decorations. Need to discuss this and the VAS locations with my contact at Shropshire council.

Worked with Cllr Smith to look at suppliers of appropriate Vehicle Activated signs to help with speeding issues through the town. Will be putting in for Grant funding from the Police and Crime commissioner when agreed at council. Also police will be doing speed checks and will be gaining parking issue photos to deal with.

Put together a letter with Cllr Tysall requesting a stage 3 Audit from Shropshire Council Highways and West Mercia Police. To be agreed at Council. Photos of all Town issues have been put together in the request.

Regular meetings with the Police when they are on Duty to look at issues we are having.

Reported fly posting on our bins which is to discourage use.

Working with Cllr Brown to put together and obtain two banners for the Town council at events and Council meetings.



Looking at signs in the QEII area and Cemetery for renewing or replacing. Agenda item.  
Replied to the Changing places fund for money to add a specialised room to our Public toilets.  
As and when required working with Cllr Brown, put information on social media, which is always positive.  
Thank you to Cllr James, Pete Blackburn, Kit Smith and the mens shed for their work on the playing field. Still work to do and we are looking at that to carry on with.  
Justified complaints received about the Cemetery and looking at getting a contractor to attend to it all as soon as possible. Also having all the excess soil moved with help from Mawley farm.  
Dealt with daily issues always keeping the Chair fully informed.  
Organised and received another food pallet from Shropshire council for the Foodbank. Continue to work with Cllr Brown and Cllr Buck to organise the volunteers, the donations and giving out the Lateral Flow Tests. Also still working with Vel from the Street Kitchen.  
Met with our Unitary councillor Simon Harris and showed him all around Cleobury and the issues we have and where promises were made and broken to sort out.  
Issue of planning raised by a resident and sent to planning enforcement to look at.  
Reported VAS sign not working at Newbridge a few times and still chasing.  
Stanbury place housing officer has got back and ours and their concerns are going to be addressed and the site entrance will be made safer.  
CCTV issues reported and addressed. Will be clearing line of site with maintenance of trees with Cllr James.  
I Have a meeting with Highways on Teams 8th September so will see what I can get done or answered.

**Clerk added**

Dealt with a call from a national newspaper in conjunction with the Chair concerning letters received from residents concerning Mumfords. No comments made and will work with the Shropshire council press office to draft a statement if required.  
Still do work outside office hours and weekends when required, always keeping the Chair informed, but only when really necessary.  
Keep in contact with sports groups and help Dot sort any issues like booking of the field.  
Cut back and trimmed some trees on the bike trail and around the cameras causing an issue.  
Chasing to get wildflower meadows cut down and start date for drainage work, with Dot and Paul.  
Liaised with police and Market Hall for the police to use as a base and supplied keys required.  
Contacted by people trying to get in touch with the Market hall but found the wrong number in Clarion so worked with Kim to change and confirm an email. Suggest a Market Hall mobile is looked at.

**09.06.21 Councillors' reports and items for future agendas**

**Cllr Brown** reported that a survey was required by the Town Council as part of the Gold status and will be set up on Survey Monkey with paper copies also available. . Have some questions but if councillors can email any suggestions.

The letter for the Welcome pack has been done and will be put in the packs so if anyone is aware of anyone new to Cleobury to get a pack for them from the office.

The grant funding from the Glass room is ready to invite applications. RFO to put together.

Attended a green living event and looking at doing something in Cleobury to showcase local businesses and companies with Clare from Cleobury Country and perhaps combine with the Festival and Jubilee.

Kim at the Market Hall has been successful in getting thirty trees if Kit can liaise with her.

With the CCTV the clerk is doing a lot of work out of hours and we will need to look at the policy and find a way to manage differently. Agreed Cllr Tysall and Cllr James to look at with the Clerk.

**Cllr Tysall** asked about the police at Hindlip to have remote access.

**19.40pm RESOLVED to suspend standing orders**

**PC Wayne Strangwood** suggested it would be helpful to link up our ANPR too.

**Pete Blackburn** suggested a memorandum of understanding for the risk of use.

**19.43pm RESOLVED to reinstate standing orders**

**Cllr French** reported that a meeting had taken place to look at increasing the stock of Christmas lights to make a bigger display and include the Parish hall.

**09.07.21 Unitary councillors' reports – Cllr Butler, Cllr Harris**

**Unitary Cllr Harris** reported that Climate change is a massive thing and Alan from Save our Shropshire is running a course helping to upskill and all on the course get a national certificate. The youth partnership meeting is on the 13th September. Shown Steve Charmley, Deputy leader from Shropshire council Highways, around Kinlet and Cllr Butler has shown him around Cleobury Mortimer and Hopton. There is a full Shropshire Council meeting at the end of the month where they will discuss ambulance station closures and the closure of Bridgnorth Highways depot.



Finally congratulations to PC Wayne Strangwood on the birth of his daughter.

**09.08.21 Financial Matters**

**a) Invoices for Payment: -**

West Mercia Energy - Toilet Electric (July) - £61.36  
R Price - Grass Cutting (July) - £330.00  
SALC - Training Courses (Code of Conduct & Procurement) - £60.00  
Alan Guest - Grass Cutting (June) - £701.13  
Rialtas Business Solutions - Financial Software - £772.80  
Cleobury Country - Room Hire - £22.50

**The RFO made the council aware of other payments**

West Mercia Energy - Toilets - £220.00  
A Guest - Grass cutting(July) - £833.14  
Glasdon - Litter Bin bags - £91.30  
Viking - Office stationery - £164.29

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

**b) To note income received:**

Lloyds Bank - Interest - £2.19  
Food Bank Donations and Grants - £800.00  
Playing Field Hire - £150.00

**c) Debit Card Payments made:**

Gallaghers - Grass seed - £35.00

**RESOLVED that the Card payments are accepted, and payments are made.**

**09.09.21 Planning Matters.**

**a) Reference: 21/03600/DEM (validated: 28/07/2021)**

**Address:** Cleobury Hills, High Street, Cleobury Mortimer, Shropshire, DY14 8DN

**Proposal:** Prior Approval under Schedule 2, Part 11 Class B of the Town and Country Planning (General Permitted Development) Order 2015 for the demolition of 61 bed Nursing Home complete with removal of all below ground foundations, retaining walls and services including removal of all hard and soft landscaping and car parking

**Note:** boundary fencing and walls to be retained. Fenced bin store to be retained. Access to site retained.

**Applicant:** Mrs Juliet Briggs (Perton Manor, Wrottesley Park Road, Perton, Wolverhampton, WV8 2HE)

**RESOLVED No Objection**

**b) Reference: 21/03561/LBC (validated: 20/07/2021)**

**Address:** Barn And Workshop North East Of Mawley Hall, Cleobury Mortimer, Shropshire

**Proposal:** Retention of the existing opening to the North elevation of the Spa Barn and installation of a metal-framed glazed door and shutter and associated works

**Applicant:** Mawley Hall LLP (C/o Agent, , C/o Agent

**RESOLVED No Objection**

**c) Reference: 21/03563/LBC (validated: 20/07/2021)**

**Address:** Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN

**Proposal:** Erection of part new, part replacement walling adjacent to the North Drive, realignment of gateway, installation of replacement gates and associated works affecting a **Grade I Listed Building**

**Applicant:** See Company name (C/o Agent)

**RESOLVED No Objection**

**d) Reference: 21/03858/LBC (validated: 06/08/2021)**

**Address:** 21 High Street, Cleobury Mortimer, DY14 8DG

**Proposal:** Replace existing decayed timber fascia; soffit and plinth board forming the `shop window & doorway' frontage to the north elevation; replace 3no timber windows to the east elevation affecting a grade II listed building

**Applicant:** Mrs Debra Alphonso (C/o Agent)

**RESOLVED No Objection**

**e) Information Only: -**



**Reference: 21/02505/FUL (validated: 17/05/2021)**

**Address:** 11 Ronhill Crescent, Cleobury Mortimer, DY14 8AT

**Proposal:** Erection of a single storey rear extension and alterations to the front including erection of a porch

**Decision: Grant Permission**

**Reference: 21/02581/LBC (validated: 21/05/2021)**

**Address:** Bothy To The North Of Mawley Hall, Cleobury Mortimer, Shropshire

**Proposal:** Restoration of walled gardens, to include erection of new gardener's shed and greenhouse, and renovation and extension of bothy

**Decision: Grant Permission**

**Reference: 21/02580/FUL (validated: 21/05/2021)**

**Address:** Bothy To The North Of Mawley Hall, Cleobury Mortimer, Shropshire

**Proposal:** Restoration of walled gardens, to include erection of new gardener's shed, greenhouses and cold frames, renovation and extension of bothy, erection of aviary, and landscaping/associated works

**Decision: Grant Permission**

#### **09.10.21 CONSULTATION - Shropshire Council Gambling Act 2005 - Clerk**

The Clerk went through the following observations from the Draft Policy and a suggestion.

##### **Observations of Policy as seen at local level.**

Late licencing is a risk for more gambling and slot machines to be used, 11.30pm is late enough for a Public House Licence to mitigate risk. Problem gambling, misuse of drugs and exploitation as listed in item 7.3, 7.4, 7.5 and 7.6 is exacerbated if allowed way past normal closing times. Also looking at 10.9 and 10.10.

Are 10.17 Risk assessments being done, checked and shared? Nice to have a policy but action is also needed.

In part 2 Licencing principals 12.1 is very important that it is looked at when licencing a premises, as some seem not to adhere to the functions of the council set out in its policy and principles set out in section 153 of the Act and using 13.8 to determine.

##### **12.0 Council licencing functions**

**12.1 The Council seeks to ensure that gambling facilities are suitable and that gambling activities are conducted in such a manner to minimise the risks to the licencing objectives. The specific regulatory functions of the Council, including the activities that the Council is able to licence, as it relates to the licencing of gambling establishments and activities for which it has responsibility are:**

- licencing premises where gambling activities take place by issuing premises licences, including provisional statements
- regulating gaming and gaming machines in members' clubs and miners' welfare institutes by issuing club gaming permits and/or club machine permits
- regulating gaming machines in commercial clubs by issuing club machine permits
- granting permits to family entertainment centres for the use of certain lower stake gaming machines
- regulating gaming and gaming machines on alcohol licensed premises by receiving notifications for the use of two or fewer gaming machines
- regulating gaming machines on alcohol licensed premises by issuing gaming machine permits where there are more than two gaming machines
- granting permits for prize gaming
- registering societies to allow them to hold small society lotteries;
- receiving and endorsing temporary use notices
- receiving occasional use notices
- providing information to the Gambling Commission regarding details of licences/permits issued (see information exchange)

**APPENDIX 1 Strategic Licencing Committee Report 09/07/2021 – Consultation on the Gambling Act 2005 Policy Statement 2022 to 2025 22**

- maintaining registers of the licences and permits issued
- setting and collecting licence/permit fees
- inspection, compliance and enforcement locally in relation to licences, permits and permissions issued under the above functions

Item 17.6 is very important and checked on spec if misuse has been identified 24.2. Under 19.7 the council has the power to act and should do such in a timely manner.

**Suggested to add.**

##### **Period of Licence 38.6 page 54.**

If the holder continues to ignore warnings about anti-social behaviour or criminal actions as deemed by the correct authority working with the police, the authority will take steps to remove the licence.

#### **09.11.21 Love Cleobury - Cllr Tysall**

Looking at setting up a volunteer group

**Cllr Tysall** reported about creating a community working group of volunteers who can work under the umbrella of the Town council and covered by Insurance. It could have it's own logo and would work to engage new people to the area.





Points raised were the Mens Shed and WI could be involved. A volunteer list like the Covid volunteers could be put together with skills. We can use the General Power of Competence ? if needed. The Council discussed financial support for the project.

**Cllr Brown** suggested that Cllr Tysall get costings and bring back to the council.

**09.12.21 Future Maintenance equipment - Cllr Tysall**

**Cllr Tysall** reported that as the council does not use the trailer and it relies on a vehicle to tow it to look at sometime in the future of having a small electric utility vehicle with a tipper that would be eco friendly. It will be all terrain and would hold its value.

After a short discussion, **Cllr Brown** suggested looking for grant funding due to the cost and to look into grants, suggesting contacting Vicky Turner at Shropshire council.

**09.13.21 Action Log Review - Cllr Brown**

**1. Parking and Traffic Flow - Cllr Tysall**

**Cllr Tysall** updated the council of the draft document sent to councillors, to send to Shropshire Council Highways and West Mercia police to request a stage 3 audit of the town looking at the poor road markings, dangerous areas, parking issues and disabled parking.

**RESOLVED** to send with the number of new houses for Ludlow checked and correct.

**2. Vehicle Activated Speed signs - Cllr Smith**

**Cllr Smith** reported to the council that he and the Clerk had sought quotes for two Vehicle activated speed signs for the Town, situated by both 30mph signs, one at Curdale and the other by the Fire station.

Looking at the comparison spreadsheet proposed Option 1A at a cost of £4,672 with the council paying part of the cost of £1,000. **RESOLVED**

**3. Bus Shelters - Cllr Hainsworth**

**As Cllr Hainsworth was not present this was deferred to the October meeting and if Cllr Hainsworth could not attend the Clerk would update the council.**

**4. QEII and Cemetery signs - Clerk**

**The Clerk** Updated the council of the signs that needed changing or adapting in the Cemetery, QEII and anywhere else the Town council were responsible. The Town council **RESOLVED** that the clerk arrange with our usual supplier and also arrange for the QEII sign to be located.

**09.14.21 To confirm date of next Town Council meeting**

**The next Town Council meeting will be held on Monday 4th October 2021 and posted on the Town Council Website <https://www.cleobury.org.uk/blog/>**

**The Chair read out the following and asked that all but the council remain**

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.

**09.15.21 Employee Matters Update - RFO**

**Meeting closed at 20.42.**

**Signed Chair:**

**D Brown**

**Date: 4<sup>th</sup> October 2021**