



---

**Minutes of Town Council meeting held on Monday 1<sup>st</sup> November 2021 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.**

**Present:**

Cllr Debbie Brown (Chair), Cllr Paul French, Cllr John Greaves, Cllr Patrick Buck, Cllr Geoff Hainsworth, Cllr Neil Tysall and Cllr Guy James.  
Unitary Cllrs Simon Harris and Gwilym Butler.  
Locum Clerk: Mrs D McBride

The Chair welcomed everyone to the November meeting.

**11.01.21 Democratic 15 minutes Public Time**

There were two members of public present.

- Mr P Blackburn gave a brief update on the Neighbourhood Development Plan (NDP). The Steering Group is working with the Local Planning Authority to assess the current sites offered against future housing requirements and windfall development that has already taken place. Mr Blackburn has emailed the Town Council Chair with regards to future planning beyond the current NDP.
- Mrs M Shingleton asked if the paths could be swept once the leaves have all dropped. Mrs McBride confirmed this is in hand and has been undertaken in some areas already.

**11.02.21 Apologies for absence**

Council **RESOLVED** to accept the following apology:  
Cllr Alexander Smith – unwell.

**11.03.21 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.  
Cllr Brown declared an interest in the Food Bank Petty Cash (Agenda item 11.08.21) as she is the Coordinator.

**11.04.21 To approve the Minutes of the Town Council Meeting held on Monday 4<sup>th</sup> October 2021**

Council **RESOLVED** to approve the Minutes of 4<sup>th</sup> October 2021; duly signed by the Chair.

Council **RESOLVED** to approve the Confidential Minutes of 4<sup>th</sup> October 2021; duly signed by the Chair.

**11.05.21 Matters arising from the Minutes**

Mrs McBride gave the following update:

**Christmas** – lights to be installed on Sunday 21<sup>st</sup> November. Cllr French is organising the volunteers. Prysmian's electrician will be on site to assist. New lights have been purchased for the Parish Hall.

**Christmas Lights Switch-On Event** - Saturday 4<sup>th</sup> December. The Brass Band will be in attendance. They will have collection tins and we can consider providing a donation too. The Town Council will offer sweets/treats for children. The WI will provide refreshments. There may be some craft and gift stalls in the Church/Market Hall.

**Welcome Back Fund** – there was a site meeting on 14<sup>th</sup> October and we are now awaiting costings from Idverde for the Street Cleaning and information on how much funding the Town Council will receive directly.

**Lime Trees on Church Street and High Street** – this season the pleaching will be done in January 2022 but we have asked the contractor to book us in for early November 2022 so that we can have all the Christmas lights up in the lime trees next Christmas. The work is mostly funded by the Town Council with good contributions from Shropshire Council and the Horticultural Society. There has been a small increase to the cost – now at £3,050 plus VAT.

**QEII Park drainage** – all work completed except grass seed. The contractors have kindly agreed to spread the tump of soil on the Playing Field – weather/access permitting.

Initials...**DB**.....



**Churchyard Flower bed maintenance** – Cleobury WI are going to create a Centenary Garden in the flower bed nearest to the church porch. We will also trim some of the overgrown shrubs in the other flower beds.

**Churchyard Hedge maintenance** – we are trying to get the maintenance team from Hereford Diocese to get the hedge and verge cut so that we can thoroughly clean the footpath.

**Remembrance Sunday** – the road closure application for the Parade was completed and signs ordered. Letters to notify properties to be issued. Working with Mr Hermolle to prepare Risk Assessments and an Event Management Plan.

**Town Council Grant funding** – we have advertised the two pots of money available to community groups in this month's Clarion. Money is available to support group activities but we also have £1,675 available for a capital project.

#### **11.06.21 Councillors' reports and items for future agendas**

- Cllr Brown commented that the Vehicle Activated Sign on Quarry Bank is still not working. Cllr Brown would like Council to discuss how to support residents affected by water draining from Shropshire Council/school land flooding neighbouring gardens. This has been a long-standing issue over many years and needs resolving.
- Cllr Tysall attended recent Climate Change training which was very informative and insightful. Some Councils are considering being dark-sky towns by changing switches on street lights to reduce power. Discussions on reducing street lighting in the past brought security concerns. There may be other smaller ways to reduce carbon such as green roofs on bus shelters which can be considered though.
- Cllr Buck attended the most recent Cleobury Youth Partnership meeting. Questions regarding the path drainage adjacent to the Pump House were raised. Scouting should raise their concerns with Shropshire Council. The Youth Partnership would like to be involved in next year's Festival. Council confirmed they are welcome. A query regarding the Playing Field hire fees was raised again by the football club. Council confirmed the fees have increased to a more reasonable amount but still do not cover all of our costs.
- Cllr Greaves has been following COP26 and the warning that ensuring global temperatures do not rise more than 1.5 degrees is probably not achievable. This will mean flooding will be more prevalent so it is even more important to keep drains cleaned and report blockages promptly. The biggest change must come from the public as 39% of carbon emissions come from people. We need to prepare for climate change and build resilience through, for example, planting trees to absorb carbon and water. The Future Homes Standard comes into effect in 2025 so planning for new homes should be encouraged to have greener fuel sources and electric charging points. Cllr Greaves agreed to help Cllr Brown with the Green Living Event in the spring and they will put something together for the Festival too.
- Cllr Hainsworth noted the Unitary Councillors' comments in their reports regarding recent road repair work and agreed that the standard of repair has improved, however many pot holes still remain in town.
- Cllr French felt there should be a formal Community Group for Christmas next year going forward to cover the Christmas lights, switch on event etc. Cllr French thanked everyone who has been helping with bulb planting in the QEII Park. There are some small bulbs left to plant but they will be done within the planned timescale.

#### **11.07.21 Unitary Councillor Reports**

- The Unitary Councillors' reports had been received and shared prior to the meeting. Cllr Butler added that Shropshire Council hopes to receive some money from the Levelling Up Fund and are looking at next year's budget. Cllr Butler commented that the Pump House drainage issue could be reported on Fix My Street. A meeting is taking place next week regarding the drainage issue near the school. Cllr Butler commented that some water was coming up through the ground in the QEII Park following the recent very heavy rains. Cllr Butler supports our Green events and will ask the Portfolio Holder for Climate Change to assist. Cllr Butler accepted the point about road repairs but was glad that the road to Ditton Mill is being repaired soon.
- Cllr Harris stated that he is currently involved in reviewing Shropshire Council's audited accounts for 2020-21 and encouraged people to have a look at them when they are published; the illustrative graphs are very informative. Cllr Harris has been in touch with Cleobury Medical Centre regarding the supply of booster jabs. 20% of 20-40 year olds in the county are still not vaccinated and those reluctant to get the vaccine are encouraged to get it done. Cllr Hainsworth commented on the availability of Covid booster jabs locally and despite there being a mass vaccination clinic on Saturday some people are travelling out to Worcester and Bromsgrove for their vaccination.

Initials...**DB**...



Cllr Harris supports efforts to plant more trees but stressed how important it was to have a management plan for them. The Pensions Committee will make a decision soon on whether to divest the £2bn Pension Fund from fossil fuel companies to carbon neutral companies. Cllr Greaves commented that we are reliant on by-products of fossil fuels and we need to be mindful of the impacts of diversification too. Cllr Harris expressed his disgust with some of the comments on social media following coverage in the Shropshire Star of the recent murder of an MP.

**11.08.21 Financial Matters**

**a) Council RESOLVED to approve the following payments and cheques were signed:**

The Boston Bulb Co Ltd - Crocus and Narcissi bulbs (QEII Park) - £113.40

West Mercia Energy - Toilet Electric (September) - £61.36

St Mary's Youth Project - Food Bank support - £250.00

Cleobury Food Bank - Petty Cash - £200.00

Cleobury Clarion - Neighbourhood Development Plan pages - £45.00

There were three additional invoices received after the Agenda was posted:

Glasdon – QEII Park bin - £569.47

Alan Guest – grass cutting - £701.13

Cleobury Country – Meeting Room Hire - £22.50

Due to an error at Lloyds Bank with the BACS payments all employees had been paid by cheque for

October – total £3,689.95. Cllr Hainsworth suggested the Council make a formal complaint to Lloyds Bank.

The payment to HMRC for PAYE/NI is yet to be made – total £1,110.45.

**b) Council noted the following receipts:**

Food Bank Donations - £8,550.00

Spring Bulbs donation - £30.00

Groundwork - Neighbourhood Development Plan Grant - £8,800.00

Cemetery Income - £675.00

Bank Interest - £1.95

HMRC - VAT Refund - £3285.89

Parish Hall receipt - £100.00

**c) Council noted the following Debit Card payments:**

Food Bank Vouchers - £414.00

Currys - Chromebook - £219.00

Office Furniture Online - filing cabinet - £190.80

The Defib Pad - Pediatric pads - £70.20

Amazon - Wheelbarrow wheel - £12.99

Trolleys for Food Bank - £72.98

**d) Council considered and RESOLVED to approve the following S.137 payments:**

Royal British Legion - Remembrance Wreath - £20.00

Royal British Legion Cleobury Mortimer - Community Support - £30.00

Dr M Baldwin - Flag Raising - £50.00

**e) Council considered and RESOLVED to approve the appointment of D M Payroll Services Ltd as Internal Auditor for the current year 2021-22.**

**f) Council considered the quotes and approved contractors for additional grounds maintenance:**

1. Cemetery - to trim trees and shrubs, remove ivy and brambles, chip and clear all waste – awarded to Contractor A.
2. Playing Field – to chip undergrowth and trimmed branches of perimeter - awarded to Contractor A.

Initials...**DB**.....



---

### 11.09.21 Planning Matters

#### a) New Planning Applications:

1. Reference: 21/04905/FUL (validated: 14/10/2021)  
Address: Saddlers Barn Farm, Redthorne Hill, Cleobury Mortimer, Shropshire, DY14 8QL  
Proposal: Demolition of existing buildings and consequent construction of proposed farmyard complex with concrete apron, including landscaping and associated works  
Applicant: Mawley Hall Limited (C/o Agent)  
Outcome: Council noted that drainage plans have not yet been submitted but will be required as part of the planning process. Council RESOLVED to have no objection to the proposals.
2. Reference: 21/04597/TPO (FOR INFORMATION ONLY - COMMENTS SUBMITTED DUE TO TIME CONSTRAINTS)  
Address: Stanbury Place, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8RQ.  
Proposal - Lift to 6m & remove deadwood and clean out crown of 1no Oak Tree protected by the Shropshire Council (Land South of Tenbury Road, Cleobury Mortimer) TPO 2017 (Ref: SC/00303/17). Council submitted an objection due to lack of information supplied regarding this protected tree. The Tree Warden will be asked for his opinion on what work is required on this tree though.

#### b) Planning Decisions - FOR INFORMATION ONLY:

1. Reference: 21/02953/FUL (validated: 05/07/2021)  
Address: Withypool Farm, Hollywaste, Kidderminster, Shropshire, DY14 0DB  
Proposal: Erection of 2No steel portal frame buildings, (one to house a fibre store, and one to be a manure store which feeds the AD unit), covering of the two towers with a permanent dome membrane to capture odour from the tanks  
Decision: Grant Permission
2. 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.  
Decision: Grant Permission
3. Reference: 21/04115/FUL (validated: 23/08/2021)  
Address: 1 Ronhill Crescent, Cleobury Mortimer, DY14 8AT  
Proposal: Erection of a front porch including ground floor W.C.  
Decision: Grant Permission

### 11.10.21 To confirm arrangements for Remembrance Sunday and laying of wreath - Cllr Brown

In addition to the plans reported earlier, Cllr Hainsworth will lay the wreath.

### 11.11.21 Action Log Review - Cllr Brown

Council went through the Action Log and the following updates will be noted:

Bus Shelters – consider whether green roofs can be created.

Street Lights – explore whether timers on LED lights can be installed to reduce lighting and save energy.

Vehicle Activated Signs – the RFO will check if the VAS have been ordered and that everything is in order with the PCC grant. The RFO will chase up the repair to the VAS on Quarry Bank which is still not working.

Water supply to Play Area – it was agreed that a drinking water supply would be helpful for walkers too.

Drinking water supply at High Street fountain – chase Shropshire Council regarding ownership of these features and permission to install a drinking water supply at this location. Check history of trough and fountain with History Society members.

QEII Park - drainage – investigate the issue reported earlier and remove from Log when complete.

Freedom of Information Request regarding highways has been answered so remove from Log.

Initials...**DB**.....



---

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

The next Town Council meeting will be held on Monday 6<sup>th</sup> December 2021.

**The Chair read out the following statement:**

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.

**All remaining members of public and invited guests left the meeting.**

---

**11.13.21 Employment Matters – Employment Working Group**

There was a discussion on current staffing issues.

**11.14.21 Holiday Cover – Cllr Brown**

Arrangements to monitor emails and telephones during holiday absences were discussed.

**Meeting closed at 9.08 pm.**

Signed:.....*D Brown*.....Chair

*6<sup>th</sup> December 2021*  
Date.....