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**Minutes of Town Council meeting held on Monday 6<sup>th</sup> December 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, Cllr Alexander Smith and Cllr Guy James.  
Locum Clerk: Mrs D McBride.

The Chair welcomed everyone to the December meeting.

**12.01.21 Democratic 15 minutes Public Time**

There was one member of public present.

➤ Mr S Todd thanked everyone for their efforts with the Christmas lights especially Cllr French. Cllr French confirmed his thanks to Mr Todd, Cllr James, Cllr Tysall and all the volunteers who helped. The Light Switch On Event went very well and plans are underway to form a Working Group to start meeting in January to prepare for 2022. Mr Todd offered to assist.

**12.02.21 Apologies for absence**

Council noted the Clerk is still off sick and our Unitary Councillors are unable to attend due the purdah period prior to the By Election in North Shropshire.

**12.03.21 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 Agenda item 12.07.21 (Food Bank Petty Cash) as she is the Coordinator.

**12.04.21 To approve the Minutes of the Town Council Meeting held on Monday 1<sup>st</sup> November 2021**

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

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

**12.05.21 Matters arising from the Minutes**

Mrs McBride gave the following update:

**Christmas Lights Switch-On Event** - this attracted the largest attendance in many years and there was an excellent atmosphere. The Brass Band played and have asked if the Town Council would make a donation to them. We gave out sweets/treats for children and this was the first year we ran out. Thank you to the WI who provided refreshments and especially all the volunteers who helped set up the lights and at the Switch-On. It is proposed to set up a Working Group in January to manage the Christmas events going forward.

**Welcome Back Fund** – we have finally received the costings from Idverde/Kier for the Street Cleaning element and a likely sum for the Council. Matter to be discussed by Finance Committee on 9<sup>th</sup> December.

**QEII Park drainage** – there was a small area of surface water flooding the path following very heavy rain. The contractor will inspect this and rectify it.

**Churchyard** - Cleobury WI Centenary Garden – planning is now underway but clarification on which flower bed they are using will be sought. We have permission to cut the silver birch and the overgrown conifers in the other flower beds.

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

**Vehicle Activated Sign on Quarry Bank** – having reported the faulty sign, WSP got in touch and said they were having difficulty getting the suppliers out to rectify the fault. The sign is in warranty so the supplier was contacted directly. Once they confirmed the VAS was theirs, they sent their engineer out and fixed the sign.

**Lloyds Bank** – there is still an issue with the third-party BACS which is why all salary payments are currently being paid by cheque.

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

- Cllr Brown updated Council on the initial comments coming through on the Survey Monkey publicised on Facebook regarding how residents view the Council. The majority of comments were negative so clearly we need to work on public engagement. Interestingly there are 1054 followers on Facebook yet the main criticism was that people say they do not know how to contact us. 67% of people said they do not know what services we provide. 70% said they knew how to contact the Council but named the Clerk. 73% said we do not provide enough information. Results were split on whether we provide a good service. Concerns raised including comments that the Council is too elitist and do not do enough for the public; parking issues are a concern and there needs to be more enforcement; there should be no more housing; not enough is done for the outlying areas of the parish; there should be some new, younger members on the Council and councillors need to be more visible. The Survey will be left running a bit longer and a Working Group will meet after Christmas to consider the comments and plan ways to engage better with the community, publicise what we do, find ways to meet people as well as engage with people more on social media. Even if we disagreed with some of the comments, we have to work on trying to change that perception.
- Cllr Tysall apologised for not attending the Christmas Lights Switch-On Event on Saturday as he was actually dealing with a resident's issue. The Christmas tree on the cobbled area is lovely but spoiled by the large waste bin against it. There is a street light out in Steeple Close.
- Cllr James stated the street light in Tenbury Road opposite the junction to Tenbury Mead was out. The fence panel at the top of Childe Road West Car Park has been repaired twice by Men's Shed volunteers and has since damaged again. This anti-social behaviour needs addressing but also brings into question whether there should be a proper path through from the car park to the Lacon path. Mrs McBride will ask Shropshire Council if this is possible and if not, if they can install more permanent fencing. Cllr Buck will check to see if the CCTV reaches this part of the car park. Cllr James raised a point of concern regarding the roofing materials being used on the Lamp building. The building is not listed but in the Conservation Area and Shropshire Council are looking into whether planning is required for the change of roofing material.
- Cllr Hainsworth commented on the fantastic turn out for the Remembrance Parade. Deputy Lieutenant Dr Fraser and his wife were very impressed with everything. The faulty street light on London House has been repeatedly reported to Shropshire Council to no avail. Cllr Hainsworth has been in touch with our contractors Prysmian regarding the possibility of changes our street light switches to have a dimmable function. This can be done if the lights are a specific design so it is proposed that all new upgrades should have dimmable switches going forward. A parishioner has asked about future methods of heating homes. Cllr Brown and Cllr Greaves are arranging a green living event in the Spring and will have trade stands attending to show various options of heating. The Parish Hall Committee are working with the Charity Commission and Graham Betts from ACRE. There are only two Committee members left and Cllr Hainsworth has been informed that he should be a participating member. Mrs McBride will ask for legal advice on this matter regarding liability and the practicalities of members potentially changing every year. The Bell Tower still has scaffolding around it as a builder has not yet been found to repair it. The Committee are looking at grants to help fund the repair work.
- Cllr Buck attended the most recent Cleobury Youth Partnership meeting. There were comments made regarding leaves on the path in the QEII Park, the cost of hiring the Playing Fields and a discussion on being involved in next year's Festival. Cllr Buck has assisted with several CCTV enquiries and is looking at ways to improve access to the system and getting information directly to the police which would be quicker and safer.
- Cllr Greaves stated a management meeting has been arranged for all residents of the Bovis estate to discuss on-going issues. There is a light out in the QEII Park which he will investigate. Cllr Greaves felt that having four councillors on the NDP Steering Group could adversely impact any Council decisions going forward. Council agreed to reduce the numbers by one and Cllr Buck offered to step down and inform the NDP Chair. From COP26 people are encouraged to reduce consumption of energy through home efficiency measures. After 2035 there will be no more coal, gas, oil and LPG heating options. Fuel poverty is of concern as people will be forced to pay increasing costs.
- Cllr French confirmed the Christmas lights were great and expressed thanks to everyone who helped especially Mr Henderson for rectifying the electrical issues. Cllr French confirmed that all 3,000 bulbs have been planted in the QEII Park in the scheduled time period. Five classes of children from the Primary School assisted with was enjoyed by all involved and a good community engagement exercise.

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**12.07.21 Financial Matters**

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

The Boston Bulb Co Ltd - Spring bulbs (QEII Park) - £110.70  
West Mercia Energy - Toilet Electric (October) - £67.46  
SALC – Code of Conduct Training - £10.00  
Cleobury Country – Meeting Room Hire - £22.50 (plus £22.50 to replace cheque No.2985)  
Cleobury Country – First Aid training course - £87.60  
J Guest – QEII Park drainage and maintenance - £4,680.00  
Blachere Illumination – Christmas Lights - £1,111.20  
SLCC – Annual Membership - £270.00  
HMRC – PAYE & NI (November) - £1,420.88  
Payments made since last meeting:  
HMRC – PAYE & NI (October) - £1,110.45  
November Wages - £4,110.46  
There was an additional payment required after the Agenda was posted:  
Mrs D McBride – Food Bank Petty Cash - £200.00

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

Food Bank Donations - £6,050.00  
Cemetery Income - £600.00  
Bank Interest - £1.93  
Parish Hall receipt - £100.00

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

Viking – Toilet and Office Supplies - £60.88  
Ludlow Homecare – Plants for Memorial Garden - £57.46  
Cleobury Freezer Centre - Food Bank Voucher - £5.00

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

South Shropshire Youth Forum – Youth Work - £1,000.00. A report will be required on the success of the football and outreach sessions which should information on the issues concerning young people to give them a voice. The proposed drop-in facility should not be in conflict with other youth groups and Mr Morley will be invited to a future meeting to inform Council of those proposals.  
Cleobury Mortimer Friendship Club – Senior Citizen Activity - £380.00

**e) Council considered and RESOLVED to approve the proposed changes to Playing Field hire charges, Cemetery fees and CCTV footage fees for 2022-23.**

**12.08.21 Planning Matters**

**a) New Planning Applications:**

1. Reference: 21/04912/FUL (validated: 27/10/2021)  
Address: The Old Barn, Hungry Hill Farm, Cleobury Mortimer, Shropshire, DY14 9BH  
Proposal: Change of use of land and erection of single storey extension to existing dwelling following demolition of redundant agricultural buildings  
Applicant: Mr. Paul Booton (The Old Barn, Hungry Hill Farm, Cleobury Mortimer, DY14 9BH)  
Outcome: Council RESOLVED to have no objection to the proposals.
2. Reference: 21/05132/DEM (validated: 29/10/2021)  
Address: Cleobury Hills, High Street, Cleobury Mortimer, Shropshire, DY14 8DN  
Proposal: Application for 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; removal of below ground foundations, retaining walls, services and hard and soft landscaping; retention of car parking, access and boundary fencing/walls.

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Applicant: Neil Boddison Associates (Perton Manor, Wrottesley Park Road, Perton, Wolverhampton, WV8 2HE)

Outcome: Council RESOLVED to have no objection to the proposals.

3. Reference: 21/04988/LBC (validated: 12/11/2021)  
Address: 35 Lower Street, Cleobury Mortimer, DY14 8AB  
Proposal: Works to facilitate the replacement of 2No. windows to the front elevation affecting a Grade II Listed Building  
Applicant: Mrs Bridget Guider  
Outcome: Council RESOLVED to have no objection to the proposals.

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

1. Reference: 21/04597/TPO (validated: 25/09/2021)  
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)  
Decision: Part Approved, Part Refused.

**12.09.21 To discuss upgrading streetlights to dimmable LEDs - Cllr Hainsworth**

Further to Cllr Hainsworth's report earlier in the meeting Council RESOLVED to approve the proposal that when street lights require maintenance they will be upgraded to dimmable LEDs.

**12.10.21 To discuss proposed amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to groundwater activities and related surface water discharge activities and implications for cemetery management.**

Council discussed the proposals and agreed to support SALC's view and submit comments to DEFRA with our concerns that there is not enough information on the impact of the proposals for our cemetery. Our Cemetery Administrator will be asked to review the current cemetery capacity and also if the proposed regulations are brought into practice and bring back this as a report to the next meeting.

**12.11.21 Action Log Review - Cllr Brown**

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

Bus Shelters – to be reviewed in January.

CCTV – review of system and procedures is now one item on the Action Log to include looking into online ways to send information to the police/insurance companies through google drive, Dropbox etc, preferably with the police accessing information directly and ORP managing non-urgent CCTV requests for us.

Christmas Lights and Switch-On Event – Working Group to be set up and meet in January. Members are Cllr French, Cllr James, Cllr Tysall, Cllr Buck, Mr Todd and Mrs McBride.

Public Engagement – Working Group to be set up and meet in January to review Survey Monkey comments. Members are Cllr Brown, Cllr Smith, Cllr French, Cllr Greaves, Cllr Tysall, Mrs McBride.

The review of Cemetery capacity and how the proposed Environmental Permitting Regulations would affect this will be added to the Action Log.

Mrs McBride to update the Action Log and send out the link again to all councillors.

**12.12.21 To confirm the date of the next Town Council meeting.**

The next Town Council meeting will be held on Tuesday 4th January 2022.

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**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.**

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**12.13.21 Employment Matters – Employment Working Group**

There was a discussion covering current employment issues.

**12.14.21 Management of Subject Access Requests – Cllr Brown**

There was a discussion covering the management of Subject Access Requests and Council agreed an independent data audit was required.

**Meeting closed at 10.10 pm.**

*D Brown*

Signed:.....Chair

*4<sup>th</sup> January 2022*

Date.....