



Minutes of the Town Council meeting held on Monday 7th March 2022 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.

Present:

Cllr Debbie Brown (Chair), Cllr Paul French, Cllr John Greaves, Cllr Geoff Hainsworth, Cllr Neil Tysall, Cllr Alexander Smith and Cllr Patrick Buck.
Locum Clerk: Mrs D McBride.

The Chair welcomed everyone to the March meeting.

03.01.22 Democratic 15 minutes Public Time

There were three members of public present.

- Mrs M Shineton informed Council that two street lights were out in Mortimer Gardens and Childe Road. Further to a recent article on local social media about the Manor House, it has been now featured on Save Britain's Heritage website. Mrs Shineton asked for clarification on why funding was given to South Shropshire Youth Forum for football sessions when there is already a football team in Cleobury. It was explained that the Youth Forum covered a wide age group for outreach work for those not able or willing to join formal clubs. The football team in Cleobury is for one specific age group.
- Mr S Todd commented on the recent article about the Manor House and felt it was an even handed editorial. Also, that all four street lights were out in the Talbot Yard.
- Mr S Todd and Mrs C Evans asked if the entrance area of the Market Hall could be re-organised to make better use of the space. Everything would be cleared out from under the stairs, the notice board could be replaced, Tourist Information literature could be brought forward and the exterior signs re-instated. Cllr Brown stated a Committee meeting would be arranged with the Market Hall Manager, Mr Todd and Mrs Evans to discuss the proposals.

03.02.22 Apologies for absence

Cllr Guy James - unwell.

Unitary Cllrs Gwilym Butler and Simon Harris – not attending but had sent reports.

The Clerk is still off sick.

03.03.22 Declaration of interests

Cllr Brown and Cllr Buck declared interests in Agenda items under 03.08.22 regarding Food Bank finances as they are Coordinators of the Food Bank and took no part in these items when discussed.

Cllr Greaves and Cllr Hainsworth declared an interest in Agenda item 03.08.22 (a) payment for NDP work as they are on the NDP Steering Group and took no part in this item when discussed.

03.04.22 To approve the Minutes of the Town Council Meeting held on Monday 7th February 2022

Council **RESOLVED** to approve the Minutes of the meeting held on Monday 7th February 2022; duly signed by the Chair.

03.05.22 Matters arising from the Minutes

Mrs McBride gave the following update:

Churchyard hedge maintenance – The churchyard hedge and verge have been trimmed back and the footpath cleaned off.

Welcome Back Fund – As some items could not be undertaken due to the time constraints with the grant ie painting the Market Hall railings and High Street bins, Shropshire Council approved the lime tree pleaching to be paid for instead. All grant reporting forms, copy invoices and bank statements have been submitted to Shropshire Council who will process the grant payment to us. We will then be able to commission the painting work this summer when the weather is more appropriate. The planters will be installed very soon. The plants and compost have been purchased ready.

Place Plan Meeting – a meeting with the Place Plan Officer has been provisionally arranged for Monday 25th April to discuss existing projects in the Place Plan and those which have been approved and commissioned by Shropshire Council's Internal Infrastructure Group.

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



03.06.22 Councillors' reports and items for future agendas

- Cllr Brown commented on the poor state of the road by both schools and through the Forest (A4117) where holes are reappearing. Cllr Brown has received an email asking Council to support a group campaigning against the closure of the local ambulance hub and withdrawal of rapid responders. Item will be put on next Agenda for discussion.
- Cllr Tysall confirmed the pot holes are getting worse in Cleobury as well as poor parking in town. Vehicles are often parked on the zebra crossing which is very concerning as pedestrians expect to be able to cross the road safely here. The lack of understanding and respect of the pedestrian crossing by drivers is potentially very dangerous. The lack of parking enforcement will be raised again with our Unitary councillors as another service we are not getting in south Shropshire. Cllr Brown commented that this is typical of poor service as an officer from Shropshire Council was meant to attend at the Food Bank recently but they got lost as they didn't know where Cleobury was and arrived too late to meet service users. Cllr Tysall proposed that Council write to the heads of emergency services to explain our concerns that their emergency vehicles may not be able to get through Cleobury and any delay is potentially life-threatening. Council agreed for Cllr Tysall to take the lead on this and copy in relevant people at Shropshire Council.
- Cllr French confirmed Festival planning is going well. The next Working Group meeting is on Thursday 10th March. The beacon is progressing well; a fabricator has been found to install the pole with just the concrete base details to be confirmed.
- Cllr Greaves attended a climate meeting in London where policy decisions were made to stop new installations of fossil fuel heating systems in homes which are off the gas grid from 2025. There is some grant funding available up to £10,000 for alternative systems such as ground- or air-source heat pumps but there are serious implications for communities such as ours which are off the gas grid. There are also moves to push forward changes to planning law to allow upvc windows, solar panels, external cladding etc to listed buildings. The Green Living Event being held on 7th May at the Market Hall will provide more information on energy efficiency measures.
- As Cllr James could not attend this evening, Cllr Greaves forwarded his concerns with young people having been smoking in the public toilets and forcing the heat dryers to stay on again. The building will have to be locked early every day again. Council is supporting the people of Ukraine through social media and a flag at the Market Hall. The Cleobury Hills Care Home does not need planning permission but will need building regulations approval prior to being re-built.
- Cllr Hainsworth commented that one trustee of the Parish Hall is still pushing for the building to be sold and have a new Hall built elsewhere with better facilities and car parking despite the building being very well used currently.

At 7.42pm Council resolved to suspend Standing Orders.

Mrs M Shineton commented that many years ago the Cleobury Corporate Plan noted the Parish Hall was in poor condition and there were discussions on converting the Hall to four one-bedroom flats as an alternative to demolition. The Chair of the Parish Hall at that time was keen to sell the building and build a new Hall adjacent to the Sport and Social Club. The two cottages would obviously need to be considered with any such proposals.

At 7.45pm Council re-instated Standing Orders.

Cllr Brown stated the building is the responsibility of the Management Committee and they would need to seek appropriate legal advice on any proposed changes. Cllr Greaves stated that building a new Parish Hall with parking is not in the spirit of the climate emergency especially with some views that parking spaces should be reduced at public buildings to encourage people not to use cars unnecessarily. Cllr Brown read an extract from the Parish Hall governance document which covered the management and responsibilities of the Parish Hall Trustees.

Cllr Hainsworth felt that the comments in Cllr Butler's recent report regarding the amount of pot hole repairs being carried out in Shropshire were an insult to Cleobury as there is an increasing number of pot holes in the community.

- Cllr Buck has been in touch with ORP regarding some issues with the CCTV system. ORP will extract some required footage for us and will come out on-site later this week to make some adjustments to the system.
- Cllr Smith highlighted recent concerns on social media regarding infrastructure around new development. Cllr Greaves commented that no infrastructure will be considered until a planning application is submitted. There have been concerns regarding sewage levels in the River Rea but Severn Trent have not confirmed any plans to increase capacity. The Neighbourhood Development Plan will note the expectations of infrastructure and utility services required for any new development.

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



03.07.22 Unitary Councillors' Reports.

Unitary Cllr's Gwilym Butler and Simon Harris had both sent written reports prior to the meeting. Cllr Hainsworth asked that previous comments regarding pot holes are raised with our unitary councillors and also the letter of support for Acton Scott. The emergency services letter should be copied to Philip Dunne as well. Cllr Greaves had sent Council's comments to Shropshire Council regarding their budget consultation. Funding for the North West Relief Road has been questioned in the news today. Cllr Greaves is trying to meet with the unitary councillors to discuss Fuel Poverty Grants and how to get information out to the community. Residents' savings will soon get used up paying increased utility bills leaving no funds to install new heating systems. Ground- and air-source heat pumps may come down in price but timescales are tight. Cllr Brown raised a point in Cllr Harris's report regarding Shropshire Council's decision to ban sky lanterns from their land. This matter will be put on the May Town Council Agenda to discuss whether to ban these from our land too.

03.08.22 Financial Matters

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

Silent Noize – deposit for Festival DJ - £300.00
R Price – Playing Fields and Cemetery work - £2,180.00
Market Hall – office hire for Food Bank (Jan-Feb 2022) - £200.00
Cleobury Country – Office Rent and Meeting Room Hire - £1,222.49
DM Payroll Services – Review and update GDPR policies - £180.00
Blisstech Solutions – IT services - £372.56
Payments made since last meeting:
M J Green – Two planters - £617.50
Prysmian – Street light upgrades, CCTV and Christmas connections - £10,290.00
There were four additional payments required – invoices received after the Agenda was posted:
West Mercia Energy – Toilet Electric (January) - £99.70
T J Henderson – Replacement Toilet Light - £130.00
Severn Hospice – Jubilee bunting - £125.00
A Pellegram – NDP work - £3,519.84.

b) Council noted the following income:

Food Bank Donation - £50.00
Bank Interest - £1.84
Parish Hall – court costs - £200.00
Cemetery receipts - £825.00

c) Council noted the following Debit Card Payments:

Viking – toilet and office supplies - £100.02
Hodgehill Plant Centre – plants for street planters - £119.92
Bill White Nurseries – plants for street planters - £89.50
Gallaghers – compost for street planters - £36.00

d) Council noted the Finance Committee Minutes from the meeting held on 15th February 2022.

e) Council RESOLVED to confirm the Service Level Agreement for payroll services for 22-23 - £700.00.

f) Council reviewed the Asset Register. The old generator and lawn mower will be written off as beyond economical repair. With those amendments Council RESOLVED to approve the Asset Register as being up-to-date.

03.09.22 Planning Matters

a) New Planning Application (information only as comment submitted due to being time critical):

- Reference: 22/00495/TCA (validated: 04/02/2022)
Address: 1 Beechcote Lodge, The Hurst, Cleobury Mortimer, Shropshire, DY14 8EG
Proposal: Works to fell 1No T1 Sycamore, coppice 1No T2 Hazel, crown lift 1No T3 Yew over the adjacent highway to 5.2 metres and balance the lower crown to maintain a symmetrical view of the lower crown and reduce the upper crown by 2m overall, fell 1No T4 Lawson Cypress, crown lift 1No T5 Yew over the drive to achieve a minimum 3.5m above ground level, crown reduce by 2m overall within Cleobury Mortimer Conservation Area.

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b) Planning Decision - FOR INFORMATION ONLY:

1. Reference: 21/05467/FUL (validated: 21/12/2021)
Address: 1 College Close, Cleobury Mortimer, DY14 8PG
Proposal: Erection of an entrance porch to the front and removal of part of a beech hedgerow and replacement with a 2.1m high close boarded timber fence
Decision: Grant Permission

03.10.22 Annual Risk Assessments Review.

Council confirmed the Risk Assessments log but agreed that there needs to be a new improved format for risk assessments. Cllr Greaves will look at designing a new template. The current log will then be archived.

03.11.22 Data Protection Policies and Procedures

Council RESOLVED to adopt the updated Data Protection Policies and Procedures subject to a few grammatical corrections and formatting changes.

03.12.22 Platinum Jubilee commemorative tree planting request

Council RESOLVED to approve the request by Cleobury Youth Partnership for permission to plant a red oak tree in QEII Park. The tree will be planted this autumn in the open ground near the Dog Training Area.

03.13.22 Annual Parish Meeting

Council RESOLVED to hold the Annual Parish Meeting on Friday 27th May, subject to availability at the Primary School or alternatively Lacon Childe music room. The format would be as per previous events with community groups attending to show what they do and be available to talk to the public. Cllr French will arrange the venue. Cllr Greaves noted the meeting may fall within the next public consultation period for the NDP and this could be an opportunity to be available to speak with members of the public who have any questions. Anyone interested in helping with planning the Annual Parish Meeting to let Mrs McBride know.

03.14.22 Representation on local Charitable Trusts

Cyril Edgar Berrington Trust - this had slipped in recent years but a representative from the Town Council is required and Cllr Smith was duly nominated to represent the Town Council on this charity.

Childe's School Endowment Fund - there is a vacancy for a second representative from the Town Council. Cllr Buck was duly nominated to represent the Town Council, together with Cllr Brown on this charity.

03.15.22 Action Log Review - Cllr Brown.

Council went through the Action Log and the following updates were noted:

Highway matters – parking issues will be raised with the three emergency services with our concerns over accessibility and lack of enforcement with the relevant authorities. A meeting has been provisionally booked with the Plan Officer for 25th April. Bollards for the High Street pavement outside the Manor House to be chased up directly with Highways.

CCTV – review of system and procedures is in hand.

Streetlights – concrete columns still to be removed. Sodium lights on a replacement programme.

Vehicle Activated Signs – Cllr French confirmed PCC funding is secure and permissions in place.

QEII Park youth shelter work and bin installation delayed due to staff sickness.

Cemetery capacity review to be completed.

Council banners to be progressed.

Health and Well-Being data to be reviewed for relevance for when Cleobury Patients Voice reconvenes. This is expected to happen when the new Practice Manager is in post.

03.16.22 To confirm the date of the next Town Council meeting.

The next Town Council meeting will be held on Tuesday 3rd May 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 item on the grounds that it involves 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 item.

At 8.55pm there was a short break and the meeting reconvened at 9.05 pm.

03.17.22 Employment Matters – Employment Working Group

There was a discussion covering current employment issues.

A new position of Maintenance Supervisor is to be created – details to be confirmed at a future meeting.

The new NJC salary rates were approved.

Meeting closed at 10.05 pm.

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

Date.....*3rd May 2022*.....