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**Minutes of the Town Council meeting held on Monday 6<sup>th</sup> June 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 Patrick Buck and Cllr Guy James.  
Locum Clerk: Mrs D McBride.

The Chair welcomed everyone to the June meeting.

**06.01.22 Democratic 15 minutes Public Time**

There were six members of public present. Mr Todd thanked the Council for their hard work helping to put on the Festival last weekend. He is concerned about the lack of policing in town, especially with regards to the antisocial behaviour which is of concern to residents. Mr Todd asked if a meeting can be arranged with the Police, Housing Associations etc. The Chair confirmed this is being planned and to include the schools, youth workers and our Unitary Councillors with a few members of public. The Town Council has limited powers but can bring together community partners to work on local issues. A room is being made available at the Market Hall for the police to use so that they will have an increased presence in town and be available to speak to. We are also working on installing a direct link to the CCTV at the Market Hall. Cllr Buck confirmed that there has been a meeting with Neighbourhood Watch representatives recently and the police will be more visible in Cleobury going forwards. Cllr Buck will train the police on how to use our CCTV system which they are keen to have access to.

Other points from the public were concerns that the lack of policing could lead to poor community integration as there is no mutual trust with the police. There has been a lack of response from the police when incidents are reported. Cllr James stated the police do not have enough resources to respond to everything. It was agreed that engaging with the young people can be very positive and builds trust. There are some areas in town which look neglected. Locations were requested so that action can be taken. The Town Council is only responsible for some areas but does do more around town and welcomes any volunteers who can assist, especially with litter-picking. Cllr Tysall stated that we have just launched 'Love Cleobury' and are trying to promote the positives in town.

Tom Neilsen introduced himself as the Shropshire Council Youth Worker in this area. He has just started and is engaging with some of the groups of young people. His team offer advice and give support and information.

**06.02.22 Apologies for absence**

Cllr Alexander Smith - personal commitment.  
Unitary Cllr Gwilym Butler – working away.  
Unitary Cllr Simon Harris - holiday.  
The Clerk is still off sick.

**06.03.22 Declaration of interests**

Cllr Brown and Cllr Buck declared interests in Agenda items under 06.08.22 regarding Food Bank finances and took no part in these items when discussed.  
Cllr French and Cllr Greaves declared interests in Agenda items under 06.08.22 regarding reimbursements and took no part in these items when discussed.

**06.04.22 Minutes of the Extraordinary Town Council Meeting held on Thursday 17<sup>th</sup> March 2022 and the Town Council Meeting held on Tuesday 3<sup>rd</sup> May 2022.**

Council **RESOLVED** to approve the Minutes of the meetings held on Thursday 17<sup>th</sup> March 202 and Tuesday 3<sup>rd</sup> May 2022; duly signed by the Chair.

**06.05.22 Matters arising from the Minutes**

Mrs McBride gave the following update:

**Place Plan**

Place Plan meeting planned with Vicky Turner and Ffion Horton re Internal Infrastructure Group's commissioned projects to be confirmed at end June/early July. We plan to discuss funding streams for projects in Town too.

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



### **Maintenance**

We are very pleased to welcome our new Maintenance Supervisor to the staffing team. He has already tidied up around the white gates and installed new planters, started to tidy along the churchyard and cemetery paths and around the Mawley bus shelter as well as repair vandalised benches on the Playing Field. He has also been covering the litter-picking, emptying the Town Council bins and undertaking safety checks. He is going to fix the Outdoor Gym equipment and install the new bin by the Youth Shelter, then he will start on sorting out the container. Cllr Hainsworth commented on how capable our new Maintenance Supervisor is and we hope, with prior agreement with Shropshire Council to do more work for them which would improve the appearance of the town.

More work is required at the cemetery but the main issue regarding the compost bays and waste disposal needs resolving. The waste bins and bays are not being used correctly no matter how many notices we put up. It is proposed to remove the bays and have a covered locked skip for contractors' and Council waste, with plenty of general waste bins for the public to use.

New workwear and hi-viz tabards are on order. We are just awaiting a proof for the lanyards but the minimum order was quoted at 250 pieces so we need to look elsewhere for them.

### **Toilets**

After a few weeks of locking the toilets every evening and preventing any vandalism we then relaxed the procedures and left the toilets open later each day. Unfortunately, there was more vandalism and incidents of smoking and littering reported so we have been locking them up early every day. They are currently closed at weekends (apart from Festival day).

### **CCTV**

ORP have confirmed they will arrange a site visit and attend to the cameras – some of which need cleaning. They will also check the repeaters and give us a quote to provide remote access to the CCTV at the Market Hall. Unfortunately, the additional keys ordered for the Fire Station have still not been supplied despite regular chasing up by us and the police.

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

- Cllr James confirmed there are some issues where hedges are encroaching on pavements, one in particular is on Ludlow Road. Cllr James is happy to hand-deliver a letter to the householder with a polite request for the hedge to be cut back for pedestrian safety. Other issues can also be dealt with in this way.
- Cllr Buck attended an event at the Primary School where prizes for the Dog Mess posters were given out. The school is happy to work with us on community matters and asked if the winners could come to a Council meeting. The Chair confirmed we are keen to re-engage with both schools especially with the new Heads of school in post.
- Cllr Greaves confirmed we are trying to engage with people in various ways including through the Neighbourhood Development Plan where concerns have been raised about the number of school places and retail opportunities. He felt that there needs to be more awareness of the opportunities and advantages of apprenticeships and attaining T-levels rather than A-Levels and University. Moving on with Operation Snap, Cllr Greaves has spoken with the police who are keen to support this as parking on the zig zags at the zebra crossing is an offence. Cllr Buck reiterated that the police have offered to use temporary speed cameras in this area too.
- Cllr Brown wished to formally thank all the volunteers and especially Cllr French and Cllr James for their efforts with the Jubilee Beacon, also Cllr French, Chris Smith and Mrs & Mrs Reid for their work with the Festival. With regards to the anti-social behaviour issues raised, everyone is encouraged to report criminal behaviour to the police. We have Youth Workers in town two evenings each week as well as support through the Hub. Space for the police at the Market Hall for six months initially has been agreed as well as a commitment to support them with access to the CCTV.
- Cllr Tysall stated that it is unlikely to have traditional beat policing again but we need to do what we can to help prevent issues through reporting and use of the CCTV. We are trying to prevent parking on pavements and the zebra crossing through bollards. It was agreed if these were closer to the road, it would keep vehicles off the pavement completely. Cleobury Men's Shed will have any old plastic recycling bins for repurposing. Cllr Tysall felt it would be helpful if we had a map clearly showing which areas were the responsibility of the Town Council and that of Shropshire Council. This will be worked on.

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



- Cllr Hainsworth noted that the original plans for Stanbury Place showed a footpath to the road which is not present. Also, vast areas of grass were supposed to have been planted with trees. Cllr James confirmed the Housing Association were trying to discuss a number of issues with the builder. Cllr Hainsworth will check the Planning Portal and write to the Planning Officer with the outstanding conditions which have not been actioned. Cllr Hainsworth will also report the damage to the substation wall, at the Tenbury Road junction, to Western Power.
- Cllr French commented that a vehicle was parked on the cobbled area all weekend recently and the bollards need actioning as soon as possible. He will put up the 'Love Cleobury' banners tomorrow.

#### **06.07.22 Unitary Councillors' Reports.**

Unitary Cllrs Gwylm Butler and Simon Harris were unable to attend the meeting but had sent a joint report. Council agreed it was much improved format and would notify them of the points raised earlier in this meeting.

#### **06.08.22 Financial Matters**

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

Anthony Arnold – Festival Circus Skills - £190.00  
Mrs D McBride – reimbursement for toilet and office supplies - £163.31  
Alan Guest – grass cutting (April) - £701.13  
Cleobury Mortimer Parish Hall - room hire - £20.00  
N J Plumbing & Heating – repairs to toilets - £339.98  
Veldonn Printers – Festival leaflets - £331.20  
Arthur J Gallagher – Annual Insurance - £2,537.11  
DM Payroll Services – Internal Audit Fee - £195.00  
Mr P French – reimbursement for 'Love Cleobury' banners - £145.90  
Mrs D McBride – Food Bank Petty Cash - £200.00  
West Mercia Energy – Toilet electric (April) - £90.08  
Cleobury Country – NDP printing, room hire, door sign - £400.00  
A J Greaves – reimbursement NDP printing - £201.58  
There were four additional payments required – invoices received after the Agenda was posted:  
Mr P French - stakes and fencing for Festival – £58.37  
Cleobury Concert Brass – Performance at Festival - £150.00  
The Slackline School – Performance at Festival - £800.00  
Shropshire Council – HR Occupational Health - £90.00

##### **b) Council noted the following income:**

Precept - £116,749.00  
Neighbourhood Fund - £5220.60  
VAT Refund - £9,009.63  
Food Bank Donations - £185.00  
Bank Interest - £1.47  
Parish Hall – court costs - £100.00  
Cemetery receipts - £200.00

##### **c) Council RESOLVED to approve the following Debit Card payments made:**

Traceys Kreations – Food Bank Vouchers - £108.00  
R P Enterprises – Food Bank Vouchers - £150.00  
Butlers – Food Bank Vouchers - £460.00

##### **d) To review Market Hall Report – Cllr Brown.**

Cllr Brown had sent a written report noting that a lot of masonry work is required as well as some roof repairs and the lift also needs replacing. We are trying to facilitate a meeting with the Place Plan officer and Market Hall Manager to discuss grant funding available for these projects. The accounts have been balanced and are currently with the auditor. Council confirmed that as the audit is underway and the draft accounts have been produced this would satisfy the requirements for the Annual Return. The audited accounts and auditor's report will be required by the Town Council upon completion and approval by the Market Hall Committee.

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



**e) Annual audit and accounts for year ending 31<sup>st</sup> March 2022**

1. Council confirmed there were no conflicts of interest with PKF Littlejohn LLP
2. Council considered and noted the Internal Auditor's Reports.
3. Council considered and approved AGAR Section 1 Annual Governance Statement 2021-22
4. Council considered and approved the Accounts and Bank Reconciliation for the year ending 31<sup>st</sup> March 2022
5. Council considered and approved AGAR Section 2 Accounting Statements 2021-22.

**06.09.22 To review updated Standing Orders and Financial Regulations.**

The model Standing Orders have been updated with amendments to pronouns, contracts and procurement and these have been incorporated into the updated Standing Orders.

Financial Regulations have also had contracts and procurement information updated as well as our amendments to the Debit Card Policy to permit the withdrawal of cash for Food Bank Vouchers and Petty Cash. Council duly resolved to approved the Standing Orders and Financial Regulations with the amendments noted herein. Due to the ongoing difficulties with Lloyds business banking it was proposed that the Finance Committee look at options to make internet banking more accessible without personal banking links and potentially look at changing banks.

**06.10.22 Planning Matters**

**a) New Planning Application:**

1. Reference: 22/02124/FUL (validated: 23/05/2022)  
Address: The Dairy, Weston Farm Barns, Cleobury Mortimer, Shropshire, DY14 8PP  
Proposal: Reinstatement of roof on a like-for-like basis following severe fire damage  
Applicant: Suzanne Perry (The Dairy, Western Farm Barns, Cleobury Mortimer, DY14 8PP)  
Outcome: Council resolved to have no objection to the proposals.

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

1. Reference: 22/01470/FUL (validated: 28/03/2022)  
Address: Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN  
Proposal: Erection of new dry stone wall adjacent to 'fountain' garden  
Decision: Grant Permission

**06.11.22 To consider request for a memorial bench on the Playing Field.**

Council discussed and resolved to approve the proposal to install a memorial bench on the Playing Field. The bench will be located on the west side of the Field in line with the other benches.

**06.12.22 To receive update following Parish Hall AGM and work required to Bell Tower**

Cllr James had attended the recent Parish Hall AGM and was interested in how the Parish Hall was managed. He felt the new Chair and Secretary would provide more professional management. He noted inconsistent reporting of their financial situation at the meeting and a lack of financial management with running the Hall and was concerned whether there was any liability to the Town Council. Cllr James had a look at the Bell Tower and felt it could be repaired in-situ and that a structural engineer was probably not required. He agreed it is difficult to obtain quotes but the Committee have a reliable estimate excluding lead work. Cllr James advised them to ask for the estimate to be reviewed by the builder and that they will need more scaffolding. It is not known if the scaffolding has been regularly inspected and who is responsible for it. The Committee do not know what the daily charges are for the scaffolding which a builder instructed on their behalf. Repairs to the Bell Tower will be expensive. A quote for rewiring the Hall has been received – expected cost of £9,400. Cllr Hainsworth stated they are looking to apply to the Lottery for a grant. A tenant of one cottage was told to choose their own kitchen and the Parish Hall would pay. Cllr James feels the Parish Hall needs to be ran more like a business. Cllr Hainsworth/Cllr James will provide a monthly update from the Parish Hall.

**06.13.22 High Street improvements and safety measures**

- a) Council considered the request to install bollards to protect the historic cobbled area outside No.27-28 High Street and improve pedestrian safety at pavement and resolved to seek permission from Shropshire Council to install bollards close to the roadside kerb to prevent vehicles parking on the pavement and cobbles.

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b) Council noted the proposed High Street re-surfacing design plans and the request for Council to confirm locations of disabled bays. It was agreed that the current disabled bays – outside the Parish Hall, the old Pharmacy, Londis and Lloyds Bank should be re-instated with the correct markings and signage. A site meeting will be arranged to confirm the proposals.

**06.14.22 Traffic Safety by the Primary School – Cllr James**

Cllr James had been contacted by a resident and has since spoken with the school regarding the ongoing concerns regarding inconsiderate parking near the Primary School. Cllr James is aware of previous discussions with Highways and that the situation needs policing and enforcing to improve safety. It is difficult for teaching staff to get involved but they do encourage walking to school. Previously the Town Council offered to pay for a traffic crossing officer but this was very expensive and not supported by Shropshire Council. Cllr Buck will ask how we can help the school find safer solutions to the issues. Creative bollards and improved road markings will be looked into as well as encouraging changes in behaviour.

**06.15.22 To consider response to Shropshire Council’s Housing Allocations Policy consultation**

Cllr Greaves confirmed that housing for local people is widely supported through the Neighbourhood Plan but there is a lack of affordable housing but also smaller housing for people to downsize into to release larger family homes. The Housing Allocations Policy is proposing to ensure that those in the greatest need are allocated social and affordable housing and that those who are able to purchase or rent market priced housing would not qualify to be on the housing register. Whilst this sounds commendable the Town Council felt that the proposed maximum income level of £50,000 to qualify for the housing register was too high and would be detrimental to many low-income households who would be competing for such housing. There would need to be better scrutiny of all personal circumstances when prioritising applicants. Mrs McBride will formulate a response to this consultation.

**06.16.22 Action Log Review - Cllr Brown.**

Council went through the Action Log and the following updates were noted:  
Highway matters – The Stage Three Audit and proposals for bollards and Operation Snap are progressing.  
CCTV – ongoing delays obtaining keys for the Fire Station to enable more access to the CCTV system.  
Streetlights – Cllr Hainsworth will chase up the replacement of the remaining sodium lights to LEDs.  
Bus Shelters – The Place Plan officer will be asked about any possible funding for refurbishment.  
Water supply to High Street trough and Wells still on hold due to other commitments covering staff sickness.  
Vehicle Activated Signs – PCC funding is secure and permissions in place but funding still not received.  
QEII Park new bin has been installed. Youth shelter refurbishment will be completed this summer.  
Cemetery capacity figures have been calculated but future capacity dependent on new Environmental Regulations and the outcome of the Neighbourhood Development Plan.  
Council banners have been received and thus removed from Action Log.  
New Risk Assessment regime underway as per Internal Auditor’s recommendations.

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

The next Town Council meeting will be held on Monday 4<sup>th</sup> July 2022.

**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 8.56pm there was a short break and the meeting reconvened at 8.57 pm.**

**06.18.22 Employment Matters – Employment Working Group**

There was a discussion covering current employment issues.

**Meeting closed at 9.35 pm.**

*D Brown*

Signed:.....Chair

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

Date:.....