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Minutes of the Town Council meeting held on Monday 4<sup>th</sup> December 2023 at 6.30pm in the Cleobury Country Centre, Cleobury Mortimer.

**Present:**

Cllr John Greaves (Chair), Cllr Neil Tysall, Cllr Patrick Buck, Cllr Guy James, Cllr Phil Clarke, Cllr Ken Walsh, Cllr Geoff Hainsworth, Cllr Martin Winward, Cllr Graziano Abbatiello and Town Clerk Mrs D McBride.

The Chair, Cllr John Greaves welcomed everyone to the December meeting.

**12.01.23 Apologies for absence.**

Unitary Cllrs Gwilym Butler.

**12.02.23 Declaration of interests.**

Cllr Buck declared an interest in all Agenda items relating to the Food Bank.

Cllr Tysall declared an interest in Agenda item 12.09.23 (a) (3) – Planning and took no part in this item.

**12.03.23 Co-option of new councillor.**

Mr Graziano Abbatiello was co-opted onto the Town Council and signed his Declaration of Acceptance of Office. Cllr Abbatiello was welcomed and introduced himself to everyone present.

**12.04.23 Public Participation Session.**

There were four members of public present. Points raised from the public session:

- A resident asked where the Council was with the tree work. Council confirmed a contractor has been appointed and work has commenced.
- It was stated that water has been running from the school field through residents' gardens to the High Street. Despite historic discussions between Lacon Childe and Shropshire Council the issue has not been resolved. The Town Council will chase this up with all parties.
- Mr Smith, Tree Warden thanked the Council for putting on a good display of Christmas lights again.
- Mr Smith attended an event covering the importance of verges, hedges and watercourses hosted by Middlemarch Community Land Trust and Severn Trent. Mr Smith noted that Severn Trent's planning application for a new sewage treatment plant still has no reference to the volume of water being pumped into the River Rea. The Environment Agency is the body who gives permission for this.
- Council confirmed Meeting Agendas and Minutes are all on the website – [www.cleobury.org.uk](http://www.cleobury.org.uk).

**12.05.23 Minutes of the Town Council Meeting held on Monday 6<sup>th</sup> November 2023.**

Council **RESOLVED** to approve the Minutes of the meeting held on Monday 6<sup>th</sup> November 2023, duly signed by the Chair.

**12.06.23 Matters arising from the Minutes / Update since last Council meeting.**

a) Council noted receipt of the Town Clerk/Deputy Clerk's Office Report. The closure of the public right of way from the Bayton Road to Lower Forge area has caused some disappointment as this is a very popular path and may be closed for six months following storm damage to the Lower Forge weir. The Clerk will ask the Access Team to clarify the reasons for the extent of the closure when only a small section is inaccessible.

b) Committee Reports

- Cllr Clarke and Cllr Winward will judge the Christmas window displays on Wednesday 20<sup>th</sup> December.
- The Clerk will chase up the drain clearance which has still not been completed despite assurances from Shropshire Council.
- Cllr Buck noted his interest in the Food Bank. He apologised for not attending the recent Market Hall meeting and expressed concern with the proposed increase in rent/room hire charges for the Food Bank. Cllr Buck feels there needs to be further discussion on this to reach agreement. The Food Bank is meeting later this week and will prepare a response to the proposals. Cllr Greaves stated the Food Bank arrangement is with the Market Hall which is a charity too and it needs to ensure it has funding to cover its costs but will look forward to the letter and discussing matters further.

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- Cllr Buck questioned the proposal for the Market Hall Manager to use the room where the CCTV system is. Cllr Greaves stated that this was a proposal to be explored as there are no other offices available.
- Cllr Buck asked if the Market Hall meeting was quorate. Council confirmed that there were three councillors and a church representative at the meeting.
- Cllr Hainsworth noted that the Council finances were all in good order and a draft Budget had been reviewed at the last Finance Committee meeting. The precept will need to be increased for 2024-25 to ensure services are protected as part of our three-year plan.
- Cllr Tysall distributed a report from the Christmas Lights Working Group. There have been infrastructure improvements as well as having new low-wattage LED lights installed on the north side of the main road. Further improvements will be sourced for next year. It was noted that the volunteers contribution of time has saved the community almost £2,000 this year.
- Cllr Winward is visiting both schools in Cleobury as well as Stottesdon Primary before Christmas and will meet the Student Council at Lacon Childe in the New Year.
- Cllr Greaves noted next year's Festival will be held on Saturday 22<sup>nd</sup> June 2024.
- The Council will look at more specific public engagement regarding improvements to leisure facilities at the QEII Park and the Playing Field. The Clerk has some estimates for a multi-use games area including a basketball net. The Parish Hall is due to start boxing classes soon.
- The Health, Safety and Environmental Committee will include Cllr James for environmental matters, Cllr Clarke for Health & Safety matters and Cllr Abbatiello for local community infrastructure issues.

#### 12.07.23 **Unitary Councillors' Report.**

The Unitary Councillors had sent their monthly report which has been distributed to all members. Cllr Harris confirmed that communities can now apply for Crowdfunding Shropshire with any project ideas. Cllr Greaves noted his disappointment that Cllr Butler has not attended any recent meetings of the Town Council. A Planning Enforcement Officer is visiting Kinlet tomorrow morning. Cllr Harris has asked that the Streetscene Officer meets with the Town Council next time she is in town as he is aware we have asked to work with Shropshire Council on environmental maintenance. Cllr Harris gave a positive report on Shropshire Council's finances in that their recent audits have raised no issues.

#### 12.08.23 **Financial Matters.**

##### a) **Council RESOLVED to approve the following invoices for payment:**

Cleobury Country – Meeting Room Hire - £60.00  
Mrs D McBride – Reimbursement toilets roofing materials - £27.04  
Lewis Arborcare – Pleaching of lime trees on High Street - £3,660.00  
Gayle Yarranton – Christmas Activity Materials - £79.00  
SLCC – Membership - £348.00  
Cheshire ALC – Planning Training Course - £90.00  
Payments for invoices received after the Agenda was published:  
A Wakeman Electrical Services – Christmas Lights electrical work - £126.00  
Mrs I Todd – Christmas sweet treats - £90.82  
Cleobury Mortimer Concert Brass – Music at Christmas Fayre - £70.00  
Kings Arms – Refreshments for Christmas lights volunteers - £40.00  
Alan Guest – Street cleaning and grass cutting - £592.28  
Cleobury Mortimer PCC – Church hire for Christmas Fayre - £50.00  
Cleobury Country – Meeting Room Hire - £30.00  
Market Hall Trust – Room Hire (November) - £50.00

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

Food Bank Donations - £80.00  
Parish Hall – court costs instalment - £100.00  
Bank Interest - £196.00

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

Eurocell Building Plastics – Toilets roofing materials - £400.49  
Food Bank Vouchers - £40.00  
Shropshire HR – Training Course - £75.00  
Amazon – Office and Maintenance Supplies – £96.44  
The Garden Range – Grass tiles for QEII Park - £185.00  
Viking – Toilet and Office Supplies - £204.22  
Cleoburrs – Christmas Lights - £50.00  
Petty Cash top up - £200.00  
Printing People – Identity cards and holders - £31.14

**d) Financial support for Cleobury Allotments**

Council considered the letter received from the Cleobury Gardeners regarding the increasing costs of managing the Allotments. Council RESOLVED to support them by paying for their annual insurance – subject to competitive quotes being obtained.

**12.09.23 Planning Matters.**

**a) New Planning Applications:**

- Reference: 23/04771/TCA (validated: 31/10/2023)  
Address: St Marys Churchyard, Church Street, Cleobury Mortimer, Shropshire, DY14 8BX  
Proposal: Works to a number of trees (see schedule) within Cleobury Mortimer Conservation Area  
Applicant: Mrs Dorothy McBride (Office 4, Cleobury Country Centre, Love Lane, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PE)  
Outcome: As this is the Town Council's application, Council made no comment.
- Reference: 23/04792/FUL (validated: 06/11/2023)  
Address: Anaerobic Digester At, Withypool Farm, Cleobury Mortimer, Shropshire, DY14 0DB  
Proposal: Installation of 10 lightning rods, 1 x 8.5m, 1 x 11.5m, 5 x 15.5m, 3 x 24m and a water storage tank (122,500 litres) for fire requirements  
Applicant: BK Hinwood & Sons (P Hinwood, Withypool Farm, Cleobury Mortimer, DY14 0DB)  
Outcome: Council RESOLVED to have no objection to the proposals.
- Reference: 23/05014/FUL (validated: 22/11/2023)  
Address: Mortimer Bungalow, Lion Lane, Cleobury Mortimer, Shropshire, DY14 8BT  
Proposal: Erection of annex  
Applicant: Stewart Mumford Architectural Consulting Ltd. (Mr. Stewart Mumford, Mortimer Bungalow, Lion Lane, Cleobury Mortimer, KIDDERMINSTER, DY14 8BT)  
Outcome: Council RESOLVED to support the proposals.

**b) Planning Decisions (For Information Only): Planning Decisions (For Information Only):**

- Reference: 23/03550/FUL (validated: 26/09/2023)  
Address: Carters Auctioneers, 11 Church Street, Cleobury Mortimer, Shropshire, DY14 8BS  
Proposal: Change of use from Class E (commercial) to Class C (residential), replacement of frontage.  
Decision: Grant Permission.
- Reference: 23/03551/LBC (validated: 26/09/2023)  
Address: Carters Auctioneers, 11 Church Street, Cleobury Mortimer, Shropshire, DY14 8BS  
Proposal: Works to facilitate the replacement of frontage.  
Decision: Grant Permission.

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3. Reference: 23/04116/FUL (validated: 20/09/2023)  
Address: Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN  
Proposal: Installation of replacement drainage system to serve Coach House, Spa Barn, Pool House, North Lodge and Condenser Enclosure, to include installation of new foul treatment plant in garden of North Lodge, two submerged gas tanks and foul water treatment infrastructure in service compound area, insertion of pipes through retaining wall north of Coach House, underpinning of retaining wall adjoining southwest corner of Coach House and privy to its north, plus landscaping and associated works.  
Decision: Grant Permission.
4. Reference: 23/04117/LBC (validated: 20/09/2023)  
Address: Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN  
Proposal: Installation of pipework through retaining wall north of Coach House, and underpinning of retaining wall adjoining southwest corner of Coach House and privy to its north, in connection with installation of replacement drainage system.  
Decision: Grant Permission.
5. Reference: 23/04346/FUL (validated: 05/10/2023)  
Address: 5 Mortimer Hill, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8QQ  
Proposal: Erection of single storey extension to side elevation  
Decision: Grant Permission.
6. Reference: 23/04271/LBC (validated: 02/10/2023)  
Address: Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN  
Proposal: Installation of replacement gates and gate piers to North Drive, adjacent dry stone walling and associated works  
Decision: Grant Permission.
7. Reference: 23/04426/TCA (validated: 11/10/2023)  
Address: Ronville, Childe Road, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8EG  
Proposal: Reduce by 30% 5no Conifers within Cleobury Mortimer Conservation Area  
Decision: No Objection.
8. Reference: 23/04437/LBC (validated: 24/10/2023)  
Address: The Coach House, Mawley Hall, Cleobury Mortimer, Shropshire, DY14 8PN  
Proposal: Installation of a new fireplace surround in the drawing room affecting a Grade II Listed Building  
Decision: Grant Permission.
9. Reference: 23/04573/FUL (validated: 26/10/2023)  
Address: Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN  
Proposal: Erection of building to house electrical feeder pillar, plus landscaping and associated works (partly retrospective)  
Decision: Grant Permission.

**12.10.23 Employee Handbook and employment-related policies.**

Council RESOLVED to adopt the updated Employee Handbook and employment-related policies with a review date of two years.

**12.11.23 Dog Fouling and Stray Dogs: Public Space Protection Order (PSPO)**

Council felt that Enforcement has always been an issue around dog fouling and would like to see more positive enforcement and public engagement measures to combat dog fouling if this Order is implemented.

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**12.12.23 Action Log Review**

Council reviewed the Action Log. The following points were noted:

- Highways issues – we will continue to chase Shropshire Council for action with regards to a number of traffic management measures including replacement white lines, consideration of double yellow lines on High Street, official width restriction regulations on Eagle Lane, bollards or railings to prevent parking outside the Manor House and outside the Primary School. There has been no update from WSP regarding the proposed pavement outside the Medical Centre.
- Town Council streetlights – there is a meeting with Prysmian this week to discuss the replacement of the remaining sodium lights to LEDs and update the inventory for electricity billing purposes. Advice will also be sought on options to power additional Christmas lights and for the water pump and lighting at the Wells.
- Grounds maintenance on Shropshire Council assets – no update on our proposal/costings although Unitary Councillor Simon Harris has indicated that the Streetscene Officer will meet with us to discuss our proposals.
- Flag Pole – partially painted and will be completed when weather permits.
- QEII Park – youth shelter – paint has been ordered. A few ideas have been proposed for the QEII Park and will be considered as part of a public consultation in the Spring.
- Cemetery – following memorial headstone checks, letters have been sent to families, where known, for action. Public notices have also been displayed regarding unkempt graves as they are also the responsibility of families. Matter to be reviewed in January to progress these issues.
- Market Hall – external tap has been fitted. The Coronation Plaque will be attached to external wall.

**12.13.23 Date of the next Town Council meeting.**

The next Town Council meeting will be held on Tuesday 2<sup>nd</sup> January 2024.

**At 9pm there was a short break for members of the public to leave the meeting.  
Meeting reconvened at 9.01pm.**

**EXCLUSION OF PUBLIC AND PRESS under the Public Bodies (Admission to Meetings) Act 1960 S1(2)**

The public and press shall be excluded from the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted under item 14.

**12.14.23 Employment Matters – Cllr Greaves.**

1. Council received an update on recruitment of a Deputy Town Clerk.
2. Council confirmed the salary awards following receipt of the National Salary Award Agreement for 2023-24.

**Meeting closed at 9.10pm.**

Signed:.....*J Greaves*.....Chair

*2<sup>nd</sup> January 2024*  
Date.....