
Minutes of the Town Council meeting held on Tuesday 5th May 2026 at 6.30pm in the Cleobury Country Centre, Cleobury Mortimer.

Present:

Cllr Guy James (Chair), Cllr Ben Williams, Cllr Geoff Hainsworth, Cllr Helen Smith, Cllr Tony Hayward, Town Clerk Mrs D McBride and Deputy Town Clerk Miss S Dolphin.

Cllr James welcomed everyone to the May meeting and reminded everyone to show courtesy and respect to each other.

05.01.26 Election of Chair.

Cllr Guy James was elected Chair and duly signed the Declaration of Acceptance of Office.

05.02.26 Election of Vice Chair.

Cllr Ben Williams was elected Vice Chair and duly signed the Declaration of Acceptance of Office.

05.03.26 Apologies for absence.

There were apologies from Cllr Tina Hobin.

05.04.26 Declaration of interests.

There were no declarations of interest made.

05.05.26 Public Participation Session.

There were two members of public present, also Unitary Councillors Pamela and David Davies.

- A resident informed Council that contractors working on Church Street pavement have re-laid the paving slabs upside-down. The Clerk will report this to Shropshire Council.
- Cllr Davies confirmed that she is meeting with Andy Keyland at Highways soon to try and progress a number of highway issues.

05.06.26 Minutes of the Town Council Meeting held on Tuesday 7th April 2026.

Council **RESOLVED** to approve the Minutes of the meeting held on Tuesday 7th April 2026, duly signed by the Chair.

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

- a) Council noted receipt of the Town Clerk's Office Report.
- b) Committee, Working Group and Councillor Reports:
 - Cllr Hainsworth reported the ongoing matter of the Vehicle Activated Sign on Quarry Bank which has not been working for over 12 months. This sign was installed at significant expense due to safety concerns at this location and as such, the sign should be working at all times. Cllr Davies will chase this up with Shropshire Council.
 - Cllrs Hayward and James attended the April Drop-In Surgery. Potholes and issues with obstructive / redundant road signs were raised. A representative from West Mercia Police raised her concern about public engagement as she needed to gather data regarding policing priorities. The representative was invited to attend the next Council meeting to give more information.

05.08.26 Unitary Councillor's Report.

Unitary Cllr Pamela Davies had submitted her monthly report which had been circulated. Cllr James asked Cllr Davies if she could chase up Highways for a detailed response regarding the questions around the scheduling and quality control of road repairs. The methods seem very inefficient, and the poor communication is frustrating.

05.09.26 Annual Review of Council Procedures and Committees.

- a) Councillors' roles, Appointments to Committees, Working Groups and External Organisations and Charities were agreed as follows:

Initials...GJ



Market Hall Committee	All Councillors.
Finance Committee	Cllr Hainsworth (Chair), Cllr James, Cllr Smith and Cllr Williams.
Grounds Maintenance Contracts Working Group	Cllr Hainsworth, Cllr James, Town Clerk and Deputy Town Clerk.
Employment Committee	Cllr James, Cllr Hainsworth, Cllr Hayward and Cllr Williams.
Disciplinary and Grievance Working Groups	Employment Committee members.
Recruitment Working Group	Employment Committee members.
Training and Development Working Group	Employment Committee members.
Public Engagement Committee	All Councillors.
Christmas Lights and Fayre Working Group	Lights – Cllr James, Mr N Tysall, Mr S Todd and Mr A Goold. Fayre – Cllr Smith, Town Clerk and Deputy Town Clerk.
Cleobury Festival Working Group	Cllr James, Cllr Hainsworth, Cllr Hobin, Mr J Greaves, Mr N Tysall, Town Clerk and Deputy Town Clerk.
Market Town 800 th Anniversary Event	Cllr Hayward and Cllr Smith.
Diversity, Equity and Inclusion	Vacancy
Safeguarding	Cllr Smith.
Dementia Friendly Town Liaison	Cllr Hobin.
Health, Safety and Environmental Committee	Cllr James, Cllr Hayward and Cllr Hainsworth.
CCTV Monitoring and Access	Council duty officer/councillor.
Community Speedwatch Group	Cllr Williams.
Public Security Working Group	Cllr James and Mr P Blackburn.
Environmental Impacts Working Group	Cllr James.
Emergency Planning Working Group	Council Chair and Town Clerk.

External Organisations

Childe's School Endowment Fund	Cllr Smith
Cyril Edgar Berrington Trust	Vacancy
Shropshire Association of Local Councils (rota)	Cllr Hayward and Cllr Rose.

Recognised Community Volunteers

Tree Warden	Mr C Smith
Flag Man	Dr M Baldwin
Transport Champion	Mr S Todd
Public Safety and Security Advisor	Mr P Blackburn

The outstanding vacant roles will be filled when more councillors join the Council.

Initials...GJ

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b) The dates for Town Council meetings for the forthcoming year were approved as follows:

Town Council Meeting	Tuesday 5 th May 2026
Town Council Meeting	Monday 1 st June 2026
Town Council Meeting	Monday 6 th July 2026
Town Council Meeting	Monday 3 rd August 2026
Town Council Meeting	Monday 7 th September 2026
Town Council Meeting	Monday 5 th October 2026
Town Council Meeting	Monday 2 nd November 2026
Town Council Meeting	Monday 7 th December 2026
Town Council Meeting	Monday 4 th January 2027
Town Council Meeting	Monday 1 st February 2027
Town Council Meeting	Monday 1 st March 2027
Town Council Meeting	Monday 5 th April 2027
Town Council Meeting	Tuesday 4 th May 2027
Annual Town Meeting	Wednesday 12 th May 2027

The Chair noted that this year's Annual Town Meeting is on Wednesday 13th May.

05.10.26 Financial Matters.

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

Cleobury Clarion Media Ltd – 2025 and 2026 Fees - £360.00
 TS Shropshire – Childe Road CCTV Repairs - £1,561.90
 Connexus Homes – St Mary's Place Room Hire - £20.00
 Cleobury Country Limited – Meeting Room Hire (April) - £57.60
 R Price – Grass Cutting (April) - £2,240.00
 Rialtas Business Solutions – Accounting support and maintenance - £252.00
 SALC – Annual Affiliation Fees - £1,632.50.
 Morris, Bufton & Co. Ltd – Strimmer line - £9.95
 The following invoice had been received after the Agenda was published:
 Market Hall Trust – Quarterly Office Rent and Room Hire - £1,162.50.

b) Council confirmed the payments made since the last meeting:

Amazon – Office Supplies - £21.99 (Debit Card)
 Amazon – Maintenance supplies - £19.75 (Debit Card).

c) Council considered and approved the following S.137 payment:

Flourish & Nourish – Charity Insurance - £222.45.

d) Council noted receipt of the following income:

Bank Interest - £3.33
 Cemetery Receipts - £725.00
 Football Club – Playing Field Hire - £200.00
 Shropshire Council - Precept - £234,000.00.

Initials.....GJ



e) Environmental Maintenance Grant.

- i) Council confirmed the grant money spent in 2025-26 was in accordance with the grant terms, noting that a large proportion of this grant was spent on Shropshire Council's lime trees on High Street/Church Street.
- ii) Council RESOLVED to approve the Environmental Maintenance Grant application for 2026-27.

05.11.26 Planning Matters.

a) New Planning Applications:

1. Reference: 26/01207/TCA (validated: 31/03/2026)
Address: Brookside, Eagle Lane, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8RA
Proposal: Crown lift to approx. 3m from ground 1no. Goat Willow (T1) and re-pollard back to previous points 1no. Goat Willow (T2) within Cleobury Mortimer Conservation Area.
Outcome: Council noted that Shropshire Council has recently approved this planning application.
2. Reference: 26/01306/FUL (validated: 08/04/2026)
Address: 25 Larks Rise, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8JJ
Proposal: Proposed two storey side extension(0TB).
Outcome: Council RESOLVED to have no objection to the proposals.
3. Reference: 26/01401/LBC (validated: 22/04/2026)
Address: Spa Barn North East Of Mawley Hall, Cleobury Mortimer, Shropshire
Proposal: Installation of timber gate and gate post, fixing of garden wall to south elevation of barn, installation of CCTV, and associated works.
Outcome: Council RESOLVED to have no objection to the proposals.
4. Reference: 26/01431/VAR (validated: 22/04/2026)
Address: Spa Barn North East Of Mawley Hall, Cleobury Mortimer, Shropshire
Proposal: Variation of Condition 2 of planning permission No. 23/01922/VAR, to allow design changes to previously approved pool house, garden and garden walls, installation of gate and installation of CCTV equipment.
Outcome: Council RESOLVED to have no objection to the proposals.

b) Planning Decisions (For Information Only):

1. Reference: 26/00417/FUL
Address: The Old Bakehouse 46-47 High Street, Cleobury Mortimer, DY14 8DQ
Proposal: Single storey rear extension
Decision: Grant Permission.
2. Reference: No: 26/00625/LBC
Address: The Old Bakehouse 46-47 High Street, Cleobury Mortimer, DY14 8DQ
Proposal: Single storey rear extension
Decision: Grant Permission.
3. Reference: 26/00550/FUL (validated: 19/02/2026)
Address: 7 Orchard End, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8BA
Proposal: Erection of single storey extension to rear elevation
Decision: Grant Permission.

05.12.26 Policies and Procedures.

Council RESOLVED to approve and adopt the following updated policies and procedures:

1. Data Protection Policy.
2. Overgrown Hedge Procedures.
Council asked for a letter to be sent to a property near the Primary School where the hedge needs to be cut back to the boundary to improve safety for pedestrians.

05.13.26 Tree Survey quotations.

Council considered the three quotations and RESOLVED to approve Quotation 1 which provides for the most comprehensive survey - £3,325.00.

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05.14.26 Market Hall replacement window quotations.

Council considered the two quotations. Whilst recognising the need for ventilation for staff welfare, due to the proposed costs Council deferred this item whilst alternative designs and options are explored.

05.15.26 Date of the next Town Council meeting.

The next Town Council meeting will be held on Monday 1st June 2026 at 6.30pm.

The Meeting closed at 7.17pm.

Signed:.....*Guy James*.....Chair

Date: 1st June 2026