



**Date Posted: 28<sup>th</sup> May 2024.**

To: All Town Council members:

You are summoned to attend the **TOWN COUNCIL** meeting to be held on **Monday 3<sup>rd</sup> June 2024, 6.30pm** at the Cleobury Country Centre, Love Lane, DY14 8PE for the transaction of business as set out in the Agenda below. The Public and Press are invited.

Yours Sincerely

*D A McBride*

Mrs Dorothy McBride

Town Clerk and Responsible Financial Officer

## AGENDA

**06.01.24 Apologies for absence.**

To receive apologies and reasons for absence.

**06.02.24 Co-option of new councillors.**

To co-opt new councillors and receive their Declarations of Acceptance of Office.

**06.03.24 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.*

**06.04.24 Public Participation Session.**

*Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the Agenda. Time for this session is limited to 15 minutes (3 minutes per person).*

**06.05.24 Minutes of the Town Council Meeting held on Tuesday 7<sup>th</sup> May 2024.**

To approve the Minutes of the Town Council meeting held on Tuesday 7<sup>th</sup> May 2024.

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

- a) To note receipt of the Town Clerk/Deputy Clerk's Office Report.
- b) To receive Committee Reports.
- c) To receive Councillor Updates.

**06.07.24 Unitary Councillors' Reports**

To receive Unitary Councillors' Reports.

**06.08.24 Financial Matters.**

**a) To approve the following invoices for payment:**

Cleobury Country – Meeting Room Hire (May) - £30.00  
D M Payroll Services – Internal Audit Review - £205.00  
Mrs D McBride – re-imburements – skip hire - £276.00  
Viking – office Supplies - £210.25  
Rialtas – Accounting Software Support - £230.40  
Trevor Brooke Grab Services – Green Waste Collection (Cemetery) - £252.00

**b) To note income received:**

Parish Hall – court costs instalment - £100.00  
Bank Interest - £87.55  
Neighbourhood Fund - £2,037.00  
Cemetery Receipt - £325.00



**c) To approve Debit Card payments made:**

- Land Registry – Title registers and plans - £18.00
- Bill White Nurseries – Plants and Compost for Memorial Garden - £39.60
- Plastic Card People – Identity Badges - £28.74
- Screwfix – Maintenance Equipment - £112.49
- Amazon – Maintenance Equipment - £106.98
- Big Print Shop – Festival flyers and posters – deposit - £118.26

**d) Annual audit and accounts for year ending 31<sup>st</sup> March 2024**

1. To confirm no conflicts of interest with PKF Littlejohn LLP
2. To receive and note the Internal Auditor's Reports
3. To consider and approve AGAR Section 1 Annual Governance Statement 2023-24
4. To consider and approve Accounts and Bank Reconciliation for year ending 31<sup>st</sup> March 2024
5. To consider and approve AGAR Section 2 Accounting Statements 2023-24.

**06.09.24 Planning Matters.**

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

1. Reference: 24/00904/FUL (validated: 14/03/2024) Shropshire, DY14 8PN  
Proposal: Installation of two ventilation grilles in existing retaining wall, and below-ground service connections, for kitchen extract system  
Decision: Grant Permission.
2. Reference: 24/00984/LBC (validated: 14/03/2024)  
Address: The Coach House, Mawley Hall, Cleobury Mortimer, Shropshire, DY14 8PN  
Proposal: Installation of two ventilation tiles, two leaded dormers, four cowls and one louvred panel on Coach House roof, and installation of two louvred grilles in adjacent retaining wall plus below-ground service connections  
Decision: Grant Permission.
3. Reference: 24/01201/TCA (validated: 02/04/2024)  
Address: St Elizabeths Catholic Church, Lower Street, Cleobury Mortimer, Shropshire, DY14 8AE  
Proposal: Reduction of defunct overgrown mixed species hedgerow to approx. 6ft within Cleobury Mortimer Conservation Area  
Decision: Consent by Right - Trees
4. Reference: 3/03213/REF (Application Ref: 23/00912/FUL)  
Address: Lyndas Field, Cleobury Mortimer, Shropshire, DY14 9DX  
Proposal: Replacement dwelling and retain existing building.  
Decision: Appeal Allowed.

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

The next Town Council meeting will be held on Monday 1<sup>st</sup> July 2024.