



Minutes of the Town Council meeting held on Tuesday 7th May 2024 at 6.30pm in the Cleobury Country Centre, Cleobury Mortimer.

Present:

Cllr Neil Tysall (Chair), Cllr Martin Winward, Cllr Geoff Hainsworth, Cllr Ken Walsh and Town Clerk Mrs D McBride.

Cllr Neil Tysall welcomed everyone to the May meeting.

05.01.24 Election of Chair

Cllr Neil Tysall was elected Chair and duly signed the Declaration of Acceptance of Office.

05.02.24 Election of Vice-Chair

Cllr Martin Winward was elected Vice-Chair and duly signed the Declaration of Acceptance of Office.

05.03.24 Apologies for absence.

Apologies for absence were received from Cllr Graziano Abbatiello, Cllr Guy James, Unitary Cllr Simon Harris and Deputy Town Clerk Mrs A Shaw.

05.04.24 Co-option of new councillors.

Co-option was deferred until the next meeting.

05.05.24 Declaration of interests.

Cllr Winward declared an interest in Agenda item 05.16.24 – Maintenance Contracts and took no part in this discussion.

The following item was brought forward and Mr Smith, Tree Warden gave his report on this planning matter.

05.12.24 Planning Matters.

a) New Planning Applications:

1. Reference: 24/01201/TCA (validated: 02/04/2024)

Address: St Elizabeths Catholic Church, Lower Street, Cleobury Mortimer, DY14 8AE

Proposal: Reduction of defunct overgrown mixed species hedgerow to approx. 6ft within Cleobury Mortimer Conservation Area

Applicant: Mrs Angela Flowers (Lower Street, Cleobury Mortimer, Shropshire, DY14 8AE)

Outcome: Council RESOLVED to object to this application due to the wording in the application which states the hedge is 'defunct' as this statement is incorrect. The hedgerow is not 'defunct' (dead or no longer in existence) and this should not be recorded as such. Additionally, it is a hedgerow as it contains mature trees and should be classified accordingly. The hedgerow is alive, just overgrown and needs tidying up. Council would ask that a new application is submitted to correct these points and agreement that the work will be done out-with bird-nesting season to comply with legislation. Furthermore, the hedgerow is an ancient hedgerow in the Conservation Area and forms a vital biodiversity link within the Pudding Brook Wildlife Corridor. Council will respond to this application and include the Tree Warden's report.

05.06.24 Public Participation Session.

There was one member of public present. No other points were raised.

05.07.24 Minutes of the Town Council Meeting held on Tuesday 2nd April 2024.

Council RESOLVED to approve the Minutes of the meeting held on Tuesday 2nd April 2024, duly signed by the Chair.

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

- a) Council noted receipt of the Town Clerk/Deputy Town Clerk's Office Report. Cllr Hainsworth will arrange a meeting with representatives of Robtec to discuss the matter of their perimeter wall being damaged again and consider options for improvements for traffic and pedestrians at the Tenbury Road junction.

Initials....**NT**.....



- b) Committee Reports:
1. Public Engagement Committee
 - Charter Day Service – Cllr Winward was nominated to do a reading at the Charter Day Service on Sunday 15th September.
 - Festival Report – Mrs Shaw’s update from the Festival Working Group was noted.
 - Christmas Lights Report – Cllr Tysall’s report was noted.
 2. Health, Safety and Environmental Committee
 - Safety– Cllr Abbatiello’s report covering risk assessments and QEII Park was noted.
- c) Councillor Updates:
- Cllr Hainsworth raised concerns over the proposed removal of the Lower Forge Bridge to enable access for repairs to the weir. No information about the work programme or timescales have been given and we need oversight from Shropshire Council. The Clerk has asked the Access Team for advice and will contact Mawley Estates for further information.
 - Cllr Hainsworth stated that the surface of Tenbury Road is getting worse. Temporary repairs last June have not lasted and a pothole near Stanbury Place is dangerous.
 - Cllr Walsh asked if there was any update on the Post Office and whether it will be re-opening. There has been no response from Post Office Limited and the Clerk will chase them again and if no response, ask our MP for his assistance. Other premises in town will be approached again to see if they would consider taking on a Post Office or even offer a parcel service.
 - Cllr Winward noted that the Head of Lacon Childe School had resigned and Mrs Croxton-Broome is covering with support from the leadership team until the post is filled.
 - Cllr Tysall had received a report that advertising signs which had been erected on the main road near the Vaughan Road junction were blocking visibility. Shropshire Council will be contacted about whether appropriate permission had been sought.

05.09.24 Unitary Councillors’ Reports.

The Unitary Councillors had sent their May Report which had been distributed to all members. Cllr Butler welcomed a positive engagement process with Mawley Hall estates regarding the bridge. Following another incident at the traffic lights, Cllr Butler asked if the Town Council could obtain ownership details from Land Registry to help Shropshire Council progress the pavement project. Cllr Butler noted that hedges are already overgrowing the traffic lights and need cutting back by the respective landowners.

The revised Unitary Councillor ward areas will be in place for next year’s local elections. After the election the parish boundary review process will start.

Highways have struggled with the wettest eighteen months on record. They have undertaken numerous temporary repairs and will make proper repairs when the ground is dry. Cllr Butler advised Cllr Hainsworth to put his complaints in writing to Shropshire Council about the issues in Tenbury Road.

Shropshire Council Cabinet will be reviewing how well AI and Copilot are assisting with the administration of the county council. It was accepted that people skills are still needed though.

05.10.24 Annual Review of Council Procedures and Committees.

- a) Council reviewed their roles on Committees, Working Groups and appointments to External Organisations and Charities which were approved as follows:

Council Committees and Working Groups

Market Hall Committee	All councillors
Finance Committee	Cllr Hainsworth, Cllr James, Cllr Tysall and Cllr Walsh
Employment Committee	Cllr Hainsworth, Cllr Walsh and Cllr Abbatiello
Disciplinary and Grievance Working Group	
Recruitment Working Group	
Training and Development Working Group	
Public Engagement Committee	All councillors
Christmas Lights and Fayre Working Group	Cllr Tysall
Cleobury Festival Working Group	Cllr James, Cllr Hainsworth, Mr Greaves, Town Clerk and Deputy Town Clerk
Public Land and Buildings Working Group	

Initials...NT.....



Communications Working Group	
Health, Safety and Environmental Committee	Cllr Winward, Cllr Walsh, Cllr Abbatiello and Cllr James
CCTV and Public Security Working Group	
Community Infrastructure	Cllr Abbatiello
Environmental Impacts Working Group	Cllr James
Emergency Planning Working Group	
Accessibility and Inclusion Working Group	
Safeguarding Lead	Cllr Winward
External Organisations	
Childe's School Endowment Fund	Cllr Winward and Cllr Walsh
Cyril Edgar Berrington Trust	Cllr Winward
Shropshire Association of Local Councils	Cllr Tysall
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

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

Town Council Meeting	Tuesday 7 th May 2024
Town Council Meeting	Monday 3 rd June 2024
Town Council Meeting	Monday 1 st July 2024
Town Council Meeting	Monday 5 th August 2024
Town Council Meeting	Monday 2 nd September 2024
Town Council Meeting	Monday 7 th October 2024
Town Council Meeting	Monday 4 th November 2024
Town Council Meeting	Monday 2 nd December 2024
Town Council Meeting	Monday 6 th January 2025
Town Council Meeting	Monday 3 rd February 2025
Town Council Meeting	Monday 3 rd March 2025
Annual Town Meeting	Wednesday 12 th March 2025
Town Council Meeting	Monday 7 th April 2025

05.11.24 Financial Matters.

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

Market Hall Trust – Room Hire (March & April) - £125.00
 Cleobury Country – Meeting Room Hire (April) - £30.00
 Alan Guest – Hedge Cutting and Grass Cutting - £514.28
 ICCM – Annual Membership - £100.00
 Martin Shineton – Mole Control - £75.00
 A Wakeman – Repairs to light in Ladies Toilet - £60.00
 R Price – Grass Cutting (April) - £1,170.00
 Glasdon UK Ltd – Dog Waste Bin, liner and bags - £303.01
 SALC – Affiliation Fees - £1,396.68
 Mortimer Environmental Ltd – Bat Assessment (Cemetery tree) - £540.00
 A J Gallagher – Annual Insurance Premium - £3,234.74
 The following invoices had been received after the Agenda was published:
 A Guest – Grass Cutting (April) - £788.56
 Cleobury Country Centre – Health and Safety Training - £270.00

b) Council approved the following S.137 grant application:

Cleobury Mortimer Friendship Club – Spring Outing - £100.00

Initials...**NT**.....



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- c) Council noted receipt of the following income:**
Parish Hall – court costs instalment - £100.00
Bank Interest - £106.33
VAT Refund (2022-23) - £11,345.51
Precept - £140,000
- d) Council RESOLVED to approve the following Debit Card payments made:**
Cleoburrs – Office Supplies - £3.49
Burgoynes – Marquee Hire deposit (Festival) - £355.74
Shropshire Council – TEN Licence (Festival) - £21.00
Eco Green Communities – Dog Waste Bags and Fixings - £182.71
Viking – Office and Maintenance Supplies - £109.04
Co-op – Refreshments for Annual Meeting - £12.15
- e) Council considered the quotes for payroll processing and RESOLVED to appoint D M Payroll Services from 1st June 2024.**
- f) Council RESOLVED to approve the Environmental Maintenance Grant application to Shropshire Council.**
- g) Council considered the quotes and RESOLVED to appoint Crystal Thought to build a new website.**

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b) Planning Decisions (For Information Only):

1. Reference: 24/00977/TCA (validated: 28/02/2024)
Address: Oakland, Pinkham, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8QE
Proposal: Reduce crown by approx. 2m to leave 5.5m above ground of 1no Cherry within Cleobury Mortimer Conservation Area.
Decision: Consent by Right – Trees.
2. Reference: 24/00881/TCA (validated: 27/02/2024)
Address: Hill House, 2 Castle Hill, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8DA
Proposal: Fell 1no Fir within Cleobury Mortimer Conservation Area.
Decision: Consent by Right – Trees.
3. Reference: 24/00692/REM (validated: 17/04/2024)
Address: Proposed Dwelling SW Of Upper Dudnill Farm, Cleobury Mortimer, Shropshire
Proposal: Approval of reserved matters (appearance, landscaping, layout and scale) pursuant to 22/00699/OUT for the erection of one dwelling for agricultural worker, to include a detached garage
Decision: Grant Permission.

Initials...NT.....



4. Reference: 24/01169/TCA (validated: 25/03/2024)
Address: 27 Lower Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8AB
Proposal: Fell approx. 4no. Leylandii within Cleobury Mortimer Conservation Area
Decision: No Objection.

05.13.24 Policies and Procedures

Council RESOLVED to adopt the updated Standing Orders, Financial Regulations and Grant Award Scheme.

05.14.24 Date of the next Town Council meeting.

The next Town Council meeting will be held on Monday 3rd June 2024.

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 15, 16 and 17.

At 8.15pm there was a short break for members of the public to leave the meeting.

The Meeting reconvened at 8.16pm.

05.15.24 Councillor and Staff Appraisals – Cllr Tysall.

Council agreed to re-instate councillor peer appraisals to be carried out on an annual basis. Staff Appraisals are carried out by line managers and members of the Employment Committee.

05.16.24 Maintenance Contracts – Cllr Hainsworth.

Standards of maintenance were discussed.

05.17.24 Email Protocols – Cllr Tysall.

Written procedures to enable councillors and staff to negotiate Outlook and Teams more effectively will be put together.

The Meeting closed at 8.47pm.

Signed:.....*N Tysall*.....Chair

Date.....*3rd June 2024*.....