



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT MEMORIAL HALL,

CLUN ON 11th JANUARY 2018 AT 7.30PM

PRESENT: Chairman – Cllr. J. Limond, Cllrs. B. Angell, G. Mills, M Donaldson, J McVicar, R. Maund and L Hurcombe

IN ATTENDANCE: There ~~were~~^{was one} no members of the public present

CLERK: Gwilym Rippon (Locum Clerk)

There was ~~one~~ member of the public present

146/1718 APOLOGIES AND REASONS FOR ABSENCE

The following apologies were received. V Butt, and R Davies.

147/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

148/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

149/1718 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin was not present.

(ii) Police Report

There was no police report.

(iii) Public comments

There were no members of the Public ~~present,~~^{who spoke.}

150/1718 APPROVAL OF MINUTES

(i) Council meeting, 14th December 2017

It was **RESOLVED** to approve the minutes.

151/1718 CHAIRMAN'S REPORT

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OK ✓



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The chairman reported that the following

- He reported that the bus shelters had not been cleaned to an acceptable standard and he would ensure that this is rectified.
- He agreed to prepare a Blog
- He had yet to make contact with the Duke's Agent.
- It was reported that the foot bridge at the Waterloo was very slippery.
- The chair reported issues with parking, following discussion it was felt that there was very little, that could be undertaken to resolve this.

152/1718 CLERK'S REPORT

The clerk gave his report which noted.

153/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

There was nothing to report under this heading

154/1718 CHAPEL LAWN WARD MATTERS

The clerk reported that there was nothing to report under this heading

155/1718 HIGHWAYS MATTERS

(i) *Issue with parking*

This item was discussed under the chair's report

156/1718 TO DISCUSS THE RIVER CLEARANCE

It was reported that there was build-up of trees. [There was a need for volunteers to remove them when the river level was low enough. There was also a need to contact the Environment Agency for advice / permission.

157/1718 CURRENT POSITION WITH EMPTY PROPERTIES

A list of empty properties had been produced there were a number on the list which are in the process of being occupied i.e. work was been undertaken prior to occupation. This item was discussed

RESOLVED

That the amended list should be sent to Shropshire Council requesting an explanation of what they are doing or what are they intending to do with these properties

The portfolio holder was Cllr. Barrow and it was believed that the officer dealing was Mr. Lee Chapman.

158/1718 PRIVATE CONTRACTORS FOR TRAFFIC PLANS

There were a number of firms that could provide this service, it was pointed out that Ryton XI Towns had used a firm called Hamilton Bailey. It was discussed whether this firm could be contacted for advice. This could also be a discussion item for the Neighbourhood plan.



Clun Town Council with Chapel Lawn

159/1718 ST CATHERINE'S

There was nothing to discuss under this heading.

160/1718 CASTLE STREET

There was nothing to report under this heading.

161/1718 THE CHRISTMAS LIGHTS

The chair reported that he had paid for the Christmas presents. It was agreed that the Firefighters would be given a donation to their charity. There was also a need for a timer to be purchased to be used with the lights.

162/1718 TRAFFIC CLOSURES

There was discussed it was agreed there was a need to get these closures out to residents. It was suggested that Facebook could be used for this.

RESOLVED

Road closures to be placed on the Facebook page.

163/1718 CLUN SHEEP FESTIVAL

There was no one to speak to this item however a message had been conveyed that the group still wish this event to take place.

164/1718 ELECTRICITY TARIFFS FOR TOILETS & STREET LIGHTS

The chair reported that he had been in touch with a comparative company and there was saving to be made however the contracts are for 1yr – 3yrs.

RESOLVED

It was agreed to enter into a three-year contract.

165/1718 THE CONTACT FOR THE CLEANING OF THE TOILETS

The cleanliness of the toilets was discussed together with the cost. It was felt that the toilets were very clean and the current contract was cost effective

RESOLVED

It was agreed to enter into another year's contract.

166/1718 STANDING ITEMS

i) Enterprise House
There was nothing to report under this heading

ii) Trees
It was reported that there was ash die back in the area, if any were found in the conservation area there was a need for a planning application.

167/1718 PLANNING ITEMS

a) Planning Notifications – for information only



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- i. 16/02891/COU (validated: 29/06/2016)
Belmont , Hand Causeway, Clun, SY7 8JN Application for Change of use of former egg packing unit to micro-brewery.

Decision: Grant Permission

- ii. 17/05374/FUL (validated: 08/11/2017)
Burlow Barn, Clun, Craven Arms, Shropshire. Application for erection of a general purpose agricultural building

Decision: Grant Permission

b) Planning applications for consideration

- i. 18/00042/TCA
Application for the Works to trees (see schedule) within Clun Conservation Area at The Castle Meadow Clun Castle , Castle Street, Clun, SY7 8JT

This application was discussed

RESOLVED

There was no objection to this application.

- v. 17/02624/REF (appeal APP/L3245/W/17/3189593
Application for the change of use of land to form a Proposed Camping Site at Jenny Knoll Woodside, Clun.

This application was discussed in the December meeting and the Council decided to give the following response.

RESOLVED that the Council maintained its position on the application.

168/1718 NEIGHBOURHOOD DEVELOPMENT PLAN

This was discussed, there was a need for a group to be formed to start this process. It was reported that he had been approached by a residentc indicating a wiliness to be involved.

169/1718 CASTLE STREET – update on proposed Shropshire Housing Group development

Matt Hill was unable to attend, however there was concern shown as to the number of empty properties within Clun, it was proposed that a survey be carried out to establish the exact number and location, then discuss the findings with Mr. Hill

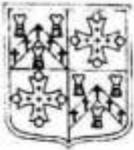
142/1718 FINANCIAL ITEMS

a) Bank balances / Performance against Budget

The clerk was unable to provide the bank reconciliation as he did not have access to the bank statements.

a) Payments due

OK ✓



Clun Town Council with Chapel Lawn

It was **RESOLVED** to approve the following payments:

Payee	Item	Ref no	Chq. no	Net	VAT	Gross
J Churchett	Toilet Cleaning	P75-1718	71	1500.00		1500.00
Mazars	Audit	P76-1718	73	200.00	40.00	240.00
J.Limond	Reimbursement	P77-1718	72	70.00		70.00
G.J.Rippon	Locum clerk	P72-1718	64	245.50		245.50
Total						2055.50

b) Income received

Payee	Item	Ref no	Amount
A.S.Morris	Burial	R14-1718	£360.00

- c) To discuss the budget for 2018-2019 and the resultant precept demand
The budget was discussed in detail

123/1718 CORRESPONDENCE

The following correspondence was noted:

- (i) SALC Info Bulletins
- (ii) Future Fit & health related bulletins
- (iii) Shropshire Local Plan Review update

124/1718 20. INFORMATION FROM MEMBERS

- (i) *To receive any matters for future agenda items (papers may be required to assist members understanding any issues)*
To discuss SpArC

*Pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press should be excluded during discussion of Item 19 as it concerns matters relating to an individual*

124/1718 STAFFING MATTERS

- (i) *Clerk's post*

The Locum Clerk reported that there had been two responses for the position of clerk.

RESOLVED

That the Clerk invite one of the applicants for interview and write to the other and explain that he did not meet the criteria and would not be afforded an interview. Date set for the interview as 11am on Thursday 11th January 2018

SIGNED (CHAIRMAN)

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DATED

1 FEB 2018

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OK
✓



MEETING 1802

Thurs 1st FEBRUARY 2018

MINUTES 1802

- F. **OPEN FORUM** Note: at this point the Town Councillors spoke only in their capacity as *Parishioners*.
- F.1 **SC Cllr Nigel Hartin** reported: Local Support+Prevention Funds and Discretionary Payments Fund are underused. Nigel undertook to follow-up on the *Clun Traffic Survey* with relevant SC Officers. NOTED
- F.2 **Ryan Davies SpArC news:** changing rooms funding is in place; changing rooms closed for 3 weeks.
- F.3 **Ryan Davies irresponsible dog owners** are not clearing up after pets at the Castle and Memorial Hall.
- F.4 **Parishioners** fully supported CTC carrying out a *Clun Traffic Survey* as streets are unsafe for pedestrians.

1. **ATTENDANCE** at Clun Town Council Routine Meeting 1802 held at 7.30pm in **Clun Memorial Hall**:
 - 1.1 **Present Town Cllrs:** Chair Jack Limond, Vice Chair Ryan Davies, Matt Donaldson, Brian Angell, Vic Butt, Linda Hurcombe, Gary Mills, Reg Maund. Plus SC Cllr Nigel Hartin. Plus two residents. Plus Ian Hutchinson Town Clerk. NOTED
 - 1.2 **Apology from** Cllr James McVicar who was away from home on business was received and NOTED.
2. **DECLARATIONS OF INTEREST** Meeting 1802 held on Thurs 1st Feb 2018
 - 2.1 *As a neighbour* Cllr Matt Donaldson declared an indirect interest in 4.2 *trees at Church Street* ↓ NOTED
 - 2.2 *As Clun Tree Warden* Cllr Reg Maund gave advice to the applicant in 4.3 *trees at Church Bank* ↓ NOTED
 - 2.3 *As property owners* Cllrs Jack Limond+Gary Mills declared an interest in 5.1 (e) *Castle Street*. ↓ NOTED
3. **PREVIOUS MEETING 1801** held on Thurs 11 Jan 2018: previous minutes + ongoing items as follows:
 - 3.1 **Minutes 1801** The Chair signed the minutes of the last meeting a true and accurate record: All AGREED
 - 3.2 **Chair's Report** on any other ongoing items which are not specifically included on this agenda: NOTED:
 - a. **Blog** the Chairman reported that the blog is now up and running at bit.ly/Limondsletter. NOTED
 - b. **Field in Enfield Street** no reply received from the Duke's agent: Chair to give Cllr Davies agent's name.
 - c. **Parish Roads** emails sent to Shropshire Council: nothing has been heard back from any of the SC Officers.
 - d. **Parish Paths Partnership Group** continues its helpful supporting role independently of CTC governance.
 - e. **New Grant Scheme** for capital expenditure via Sir Algernon Heber-Percy Weston Foundation launched to mark their 60th anniversary: for UK charities, churches, state schools: sent to Clun School+Memorial Hall.
 - 3.3 **Clerk's Report** on any other ongoing items which are not specifically included on this agenda:
 - a. **CTC Internal Auditor 2017-18** CTC hereby confirms that *Sue Hackett* will be its auditor: All AGREED
 - b. **CTC Contact Details List** members confirmed that their contact details on *Members 2018* are all correct.
 - c. **Standing Agenda Items** the Clerk said that any parish items can always be raised at 9.2 *Members' News*. ↓
4. **PLANNING APPLICATIONS** and any other planning matters: *for SC notifications see list Plans-1*
 - 4.1 18/00025/FUL **Stags Head New Invention Sarah Jameson** replace single storey extension: CTC has NO OBJECTION but would prefer a more suitable roofing material e.g: matching slate. All AGREED
 - 4.2 18/00515/TCA **6 Church Street Clun Michael Shirley** fell two silver birch trees: full SUPPORT because the plan is advised by SC Tree Officer and if these trees fell they could damage properties. All AGREED
 - 4.3 18/00348/TCA **5 Church Bank Clun Pat Damms** trim hedge+fell trees: CTC fully SUPPORTS the plans for some reductions to avoid future overcrowding and neighbours have voiced no objections. All AGREED
 - 4.4 18/00042/TCA **Castle Meadow Clun English Heritage** fell a tree+work on four others: NO OBJECTION
5. **PARISH MATTERS**
 - 5.1 **Standing Items** a) Chapel Lawn Ward. b) Parish Assets. c) Trees. d) St Catherine's. e) Castle Street.
 - a. **Chapel Lawn Ward** NO specific Chapel Lawn matters were raised at this CTC Meeting 1802. NOTED
 - b. **Parish Assets** The *Gents+Unisex Toilets* are closed until April as per contracted opening times. NOTED
 - c. **Cemetery Trees** work needs to be done: a tree surgeon has been contacted: Clerk to pursue. ONGOING
 - d. **St Catherine's** using its *Power of General Competence* CTC could seek a loan and purchase it. NOTED
 - e. **Castle Street** The Clerk+Chair will now set up a meeting with Clun Memorial Hall: ONGOING to 1803
 - 5.2 **River Clearance** build-up of trees: The Chair has contacted the Environment Agency: ONGOING to 1803

PARISH MATTERS Continued

- 5.3a **Empty Properties in Clun** A list has been drawn up and Cllr Gary Mills' will report: see *Properties 182*
 b. The Chairman has contacted SC Cllr Joyce Barrow but SC Officers have deferred any action to a later date.
 c. Cllr Mills urged CTC to send letters of enquiry to all empty property owners but first CTC will send the list to the SC Officers responsible for empty houses and invite them to the next meeting. ONGOING to 1803
- 5.4 **Neighbourhood Development Plan from 168/1718** to take this forward a Clun group must first be formed. The Clerk will seek advice on grants and how to launch the plan and report to Meeting 1803. ONGOING
- 5.5 **Cleaning of Bus Shelters from 151/1718** the previous problems have now been rectified as far as possible but some of the panes are plastic and they have permanently denatured and so cannot be cleaned. NOTED
- 5.6 **The Main Waterloo Footbridge** on Clun Footpath 49: the slippery surface has been reported to SC but so far they have failed to reply so the Clerk will send them a further email: *Reminder-1*. ONGOING to 1803
- 5.7 **Traffic Plans from 158/1718** enquiries have been made to a private contractor Ben Hamilton-Baillie and the Clerk will now email Ben and seek a firm time and date for a Public Consultation. ONGOING to 1803
- 5.8 **Christmas Lights from 161/1718** a) buy a timer: the Chair will now make out an order. All AGREED
 b) Fire-fighters to be sent a **CTC Gift for £150**: Clerk+Chair will make the arrangements. All AGREED
- 5.9 **From Cllr Gary Mills** a) **A488 Signage** on approach to Clun: the Clerk will ask SC Roads to install some appropriate advance warning of the 30mph zone in view of the proximity of the school. ONGOING to 1803
 b) **Turnpike Cottage Garden** issue update: the previous situation appears to have been remedied. NOTED
6. **ADMINISTRATION** Key: The Financial Year from the 1st April 2017 to 31st March 2018 = *Year-18*
- 6.1 **Accounts** *Cashbook-18 & Budget-18* are now complete to end of Quarter 3: see *Cashbook-18 Q3* NOTED
- 6.2 **New Clun Town Clerk** Ian A. Hutchinson was duly appointed as the Clun Town Clerk and Proper Officer and Responsible Financial Officer as from today Thursday 1st February 2018: APPROVED unanimously.
- 6.3 **Terms of Clerk's Employment** the Clerk withdrew his offer in favour of CTC's pre-arranged *Contract-18* based on the standard NALC contract & NJC guidelines with **13 paid hours** per week @ **£13.488 per hour** on Spinal Column Point *SCP 29* in view of 19 years service = **£9117.92** gross annual pay. All AGREED See Work Schedule+Salary Details on *Pay-18* and Clerk's Powers and Duties on *Duties-18*. All AGREED
- 6.4 **Clerk's Training** The Clerk has booked with SALC to attend CiLCA sessions in March and May. NOTED
- 6.5 **Possible New CTC Payroll Manager** consider the annual £67 *Quote 25.01.18* sent from Diane Malley: This quote was felt to be much too expensive and so the Chair kindly offered to do this work. All AGREED
- 6.6a **Finances** Rebecca Turner has kindly volunteered to help the Clerk with this Year 2017-18 finances so she is authorised to stay on the bank mandates and to help the Clerk with *Year End-18* accounts. All AGREED
 b. The Clerk is not yet able to operate *Excel* so Rebecca and the Chair will kindly assist him. All AGREED
 c. Clerk to write to Rebecca to thank her for all her past and continuing clerical work for CTC. All AGREED
- 6.7 **Clun Town Council Website** Clerk to liaise with Rebecca to amend and update the pages. All AGREED
- 6.8 **Meetings Schedule 2018** all at 7.30pm on *second Tuesdays* of the month: *Meetings 2018* All AGREED
7. **ACCOUNTS TO PAY** Meeting 1802 Thurs 1 Feb 2018 for **RECEIPTS & DDs** see *Cashbook Year-18*
 a. Chq 72 *refund to Jack Limond* was amended to *Rampant Horse Ltd* as this was the actual payee. AGREED
 b. The following **PAYMENTS** plus **LATE** routine payment 7.3 were duly PAID at this meeting: All AGREED

Min	Chq	DATED	Minute	PAYEE/PAYER	ITEM DESCRIPTION	CATEGORY	£ CREDITS	£ DEBITS	A/c Ref No:
7.1	075	01.02.18	1802-7.1	Refund to Gary Mills	compiling empty houses list	Project	-----	39.00	P83/1718
7.2	076	01.02.18	1802-7.2	To Bill Rowe	share of Riverdale Streetlight power	Electricity	-----	25.00	P85/1718
7.3	077	01.02.18	1802-7.3	Clun Town Trust	electricity for Christmas Lights	Electricity	LATE	40.00	P86/1718

8. **EXTERNAL ITEMS** from outside the parish e.g: routine correspondence and other general information:
- 8.1 **SALC AGM 2017** will start at 5.00pm in the Shirehall on Fri 23 Feb 2018: the Clerk will attend. NOTED
9. **ANY OTHER ITEMS** may be raised and discussed at the Chair's discretion and NOTED but not resolved.
- 9.1 **Clerk's News** NO **LATE** correspondence was tabled. NO other **LATE** items of information. NOTED
- 9.2 **Members' News** NO **LATE** information. NO queries or comments. NO items for next agenda. NOTED
10. **Next Meeting 1803 AMENDED** to be held on **Tuesday 13 March 2018** at 7.30pm in **Clun Memorial Hall**.
MEETING 1802 CLOSED 9.30 pm duration: two hours.

CHAIRMAN'S SIGNATURE: >



Chairman's Signature Dated: 13 March 2018



MEETING 1803

Tues 13th MARCH 2018

MINUTES 1803

F. OPEN FORUM

F.1 *Hall Fundraiser* Angela Martin spoke about her application for a CTC grant during an adjournment at 5.4 ↓ when to support her written application she gave full details of what the grant would be used for. NOTED

1. ATTENDANCE at Clun Town Council Routine Meeting 1803 held at 7.30pm in Clun Memorial Hall:

- 1.1 **Present Town Cllrs: Vice Chair Ryan Davies PRESIDING**, Matt Donaldson, Brian Angell, Vic Butt, James McVicar, Gary Mills, Reg Maund. *Plus* Ian Hutchinson *Town Clerk+one resident* Angela Martin.
1.2 **Apologies from** Mayor Jack Limond and Cllr Linda Hurcombe and SC Cllr Nigel Hartin were NOTED

2. DECLARATIONS OF INTEREST Meeting 1803 held on Tues 13 March 2018

- 2.1 *Cllr Gary Mills* submitted his DPI form showing ownership of his own home and two other Clun properties.
2.2 *Hall Chair* Ryan Davies declared a 'public interest' in the *CTC gift to the Hall* and took no part in Item 5.4 ↓

3. PREVIOUS MEETING 1802 held on Thurs 1 Feb 2018 previous minutes and ongoing items as follows:

- 3.1 **Minutes 1802** The Chair signed the minutes of the last meeting as a true and accurate record: All AGREED
3.2 **Advance Warning of 30 mph Zone** on A488 into Clun: CTC's request for more signage: *Email 06.03.18*: SC Roads Alice Croft has promised to visit the site and sketch up a quote for CTC to consider: ONGOING Alice advises that if CTC offers to fund this work it would be the best and quickest way forward. NOTED
3.3 **Cemetery Tree Work** contract is in progress: intended completion date end of March: see *Email 17.03.18* Cllrs Angell and Maund will monitor this work and if necessary report back to Meeting 1804: ONGOING
3.4 **Waterloo Footbridge** SC Bridges have now installed new anti-skid deck-boards: see *SC Update 28.02.18*: Clerk to send a *thank you* email and also ask when SC intends to paint the Waterloo Footbridge: ONGOING
3.5 **Vice Chair's Report** on any additional ongoing items which are NOT included elsewhere on this agenda:
a. *SpArC Open Evening* 5.30pm Fri 23 Mar 2018 Official Changing Rooms Opening: see *Email 15.03.18*
b. *Castle Moat Field* proposed new car park: a letter from owner Duke of Norfolk to the Mayor shows that the Duke is supportive of the scheme and so he might even gift the field to the Town: see also 5.5 ↓ ONGOING
c. This unspecified item could not be resolved but all Members expressed positive feelings about it. NOTED

4. PLANNING MATTERS including any *LATE* planning applications for SC notifications see *Plans-1*

- 4.1 18/00633/FUL **Rhos Cottage Pen Y Wern** *Michael Oliver* new steel portal framed agricultural building: CTC SUPPORTS this sensible plan which appears to have no adverse impact on the area. All AGREED
4.2 18/00772/TCA **The Ferns Newport Street Clun** *Andrew Dobbins* crown reduction of a copper beech: CTC fully SUPPORTS this plan as necessary tree work with no adverse impact on the area. All AGREED
4.3 18/01157/TCA **The Gables Knighton Road Clun** *Paul Jackman* fell or reduce cherry+silver birch trees. CTC fully SUPPORTS this plan as necessary tree work with no adverse impact on the area. All AGREED

5. PARISH MATTERS

5.1 **Empty Properties in Clun** the list drawn up by Cllr Gary Mills has been sent to SC housing: the Clerk has sent *Empty Properties in Clun Rev3* and *Properties 182* to SC but so far SC has offered no real answer.

Note: *Email 15.03.18* from SC's PPO Julia Preston was received two days after Meeting 1803 in which Julia has promised to consult with SC Historic Monuments Team to find the best way forward. ONGOING to 1804

- 5.2 **St Catherines** CTC may use its Power of General Competence to purchase this building: initial thoughts:
a. A resident emailed full support for this idea after reading a brief mention in our Feb Chronicle Report 1802.
b. Clerk to contact team@floreathomes.co.uk to ask: a) Market value? b) How to form a *Community Interest Company* that would be safer than CTC ownership with probable very high maintenance costs. ONGOING
5.3 **Clun Neighbourhood Plan** the process of launching the plan and any grants available: see *Email 03.03.18*
a. Cllr James McVicar reported on the slow progress of the CLP plan so it was felt that CTC should now try to work towards a full blown Neighbourhood Plan but it will rely on community involvement so it was decided to hold an *Initial Parish Consultation* in next month's Annual *Parish* Meeting: see also 6.1 ↓ All AGREED
b. Clerk to prepare *draft* notices to display round the parish: but first to be sent to all Members. All AGREED
c. Cllr Brian Angell will draw up a *draft* article to be first emailed to all Members for any input. All AGREED
d. CTC to seek maximum publicity via: CTC's website; CTC Facebook; Local news media etc. All AGREED
e. A Neighbourhood Plan will also embrace: 5.1 ↑ Empty Properties. 5.2 ↑ St Catherines. 5.5 ↓ Traffic Plans.

PARISH MATTERS continued...

5.4 **Clun Memorial Hall** consider the Hall's request for **£500 CTC grant** for play equipment: see form *Circuit A*
Note: Due to Cllr Davies' 'public interest' in this item: see 2.2 ↑ Cllr James McVicar was elected to chair this item.

- a. Cllr McVicar gave a brief history of this item then adjourned the Meeting to allow Angela Martin to speak.
- b. Angela explained the reasons for her application and gave assurances regarding care of the new equipment.
- c. Cllr McVicar *proposed* Cllr Donaldson *2nded* a motion: to give the Hall a **£1000 CTC grant**. All AGREED
- d. Clerk to now prepare a cheque for £1000 to present for payment at CTC April Meeting 1804: All AGREED

5.5 **Clun Traffic Plan** a Public Consultation Meeting organised by Ben Hamilton-Bailie: see *Email 02.03.18*

- a. From a list of six available dates the date chosen for this event was **Thursday 26 April 2018**. All AGREED
- b. Clerk to reply to Ben and ask him for his proposed schedule and to ask him to include the proposed **new car park on Castle Moat Field**: see 3.5b ↑ as it would be a key element in any Clun Traffic Plan. All AGREED
- c. Cllrs McVicar+Vic Butt will seek some '*informal doorstep opinions*' all along Enfield Street: All AGREED

6. ADMINISTRATION

6.1 **Annual Parish Meeting** 7.30pm Memorial Hall Tues 10 April 2018 *before* Meeting 1804: All AGREED

- a. Clerk to first email a *draft* APM agenda/notice to all members for any input: see also 5.3e ↑ All AGREED

6.2 **Meetings Schedule 2018** was finalised with **June+September** Meetings at 7.30pm on *second Wednesdays* in Redlake Valley Village Hall in **Chapel Lawn** and the other ten routine CTC meetings always at 7.30pm on *second Tuesdays* in Memorial Hall **Clun** as shown on the new schedule *Meetings 2018*. All AGREED

7. **ACCOUNTS TO PAY** *Meeting 1803 Date: 13.03.18 for income and DDs see Cashbook-18 Year-18*

The following accounts to be PAID at this meeting: [plus any *LATE* routine or pre-approved accounts]

Min	Chq	DATED	Minute	PAYEE/PAYER	ITEM DESCRIPTION	CATEGORY	£ CREDITS	£ DEBITS	COMMENT
7.1	078	13.03.18	1803-7.1	Highline Electrical	various repairs to 7 streetlights	Lights-18a	-----	2088.00	As routine
7.2	079	13.03.18	1803-7.2	SALC	10 x Good Councillors Guide Feb 2017	Admin-17	-----	22.00	Last Year
7.3	080	13.03.18	1803-7.3	SALC	Chairmanship Skills Course June 2017	Training-17	-----	25.00	Last Year
7.4	081	13.03.18	1803-7.4	Malcolm Reeves	painting and sign writing a sign	Works-18	-----	90.00	Pre-agreed
7.5	082	13.03.18	1803-7.5	Highline Electrical	streetlights repairs Feb 2018	Lights-18b	-----	387.16	As AMENDED
7.6	083	13.03.18	1803-7.6	Ian A. Hutchinson	Clerk's Net Pay for Feb 2018	Pay 1802	-----	608.02	A LATE A/c
7.7	084	13.03.18	1803-7.6	CTC Gift to "Clun Fire-fighters"	see 1802-5.8b	sl37-1803	-----	150.00	On to 1804

Note: Account 7.5 ↑ Members applauded the Mayor's timely action in asking Highline to make the damaged car park light safe and the Clerk arranged for Invoice 2013 to be amended as above and another Invoice 2040 issued to be paid by SC but they have not as yet admitted ownership. Clerk to pursue this matter urgently.

8. **EXTERNAL ITEMS** from outside the parish including reports from any external meetings attended.

8.1 **SWS Local Joint Committee Meeting** in Marton Village Hall on Thu 22 Feb 2018: the Clerk had emailed his *Plans-1* and *Reasons-58* to LJC members who felt SC was ignoring their planning comments. NOTED

8.2 **SALC AGM 2018** at Shirehall Shrewsbury on Fri 23 Feb 2018: Ian's *Report 03.03.18* was duly NOTED.

8.3 **Town+Parish Councils Forum** Guildhall Shrewsbury Wed 7 Mar 2018: *Report 07.03.18* was NOTED.

9. **EXTRA ITEMS** any parish reports or matters not included on this agenda and items for the next agenda:

- 9.1 **From Cllr Angell:** a) Grants for archiving. b) CTC's churchyard grants. see the Clerk's *Email 09.03.18*.
- 9.2 **Clun Town Service:** at 3.00pm in St George's Church Sun 22 Apr 2018: the Mayor and others will attend.
- 9.3 **Clerk's Salary:** Members supported the Mayor's personal view that the Clun Clerk should be properly paid for all his actual hours worked and with consideration of any national guidelines such as the NJC pay scales.
- 9.4 **Cllr Gary Mills** asked about progress with the recent plan for a new O₂ Phone Mast: the Clerk will enquire.

10. **Next Meeting 1804** starts at 7.30pm with the **APM 2018** in Clun Memorial Hall on **Tuesday 10 April 2018**.

11. **Closed Session** Confidential Commercial Items: a) Toilets Cleaning Contract. b) Cemetery Mowing Bid. Both contracts awarded to Jon Churchett on the same terms as previously: Clerk to arrange. All AGREED

MEETING 1803 CLOSED 9.30 pm duration: two hours exactly.

CHAIRMAN'S SIGNATURE: _____



Chairman's Signature Dated: Tues 10 April 2018



MEETING 1804

Tues 10th APRIL 2018

MINUTES 1804

F. **OPEN FORUM** following straight on from the Annual Parish Meeting 2018 held on this same evening.

F.1 **Neighbourhood Plan (NP)** A Chapel Lawn resident mentioned her previous attempts to assist with the defunct Community Led Plan which she believed had a much wider remit than the Neighbourhood Plan.

1. **ATTENDANCE** at Clun Town Council Routine Meeting 1804 held at 8.30pm in Clun Memorial Hall:
 - 1.1 **Present Town Cllrs:** Chair Jack Limond, Vice Chair Ryan Davies, Matt Donaldson, Vic Butt, Linda Hurcombe, Gary Mills, Reg Maund. Plus Ian Hutchinson Town Clerk. Plus 8 parishioners. NOTED
 - 1.2 **Apologies from** Town Cllrs Brian Angell and James McVicar plus SC Cllr Nigel Hartin were NOTED
2. **DECLARATIONS OF INTEREST** Meeting 1804 held on 10.04.18: NONE were declared. NOTED
3. **PREVIOUS MEETING 1803** held on Tues 13 Mar 2018 previous minutes and ongoing items as follows:
 - 3.1 **Minutes 1803** The Chairman signed the [Clun Minutes 1803](#) as a true and accurate record: All AGREED
 - 3.2 **Chair's Report** on any other ongoing items: see APM 2018 Minute 1.a) *Mayor's Report from 2017-18.*
4. **PLANNING MATTERS** Clerk to email CTC's comments to SC planners: *for SC decisions see Plans-1*
 - 4.1 18/01234/VAR **Hurst Mill Farm Clunton Williams** allow unrestricted occupancy of these holiday lets. CTC has concerns about setting a dangerous precedent: referred to a Working Party: ONGOING to 1805
 - 4.2 SC/00317/18 **The Ferns Newport Street Clun** TPOs on Copper Beech and Pine: FULL SUPPORT
 - 4.3 18/01370/FUL **Fowden Cottage Hobarris Haas** new windows+timber cladding: NO OBJECTION
 - 4.4 18/01501/REM **LATE Lower Spoad Newcastle Morris** farm workers dwelling: FULL SUPPORT
 - 4.5 18/01514/FUL **LATE 5 Church Bank Clun Damms** new side extension: CTC has NO COMMENT
5. **PARISH MATTERS**
 - 5.1 **Neighbourhood Plan** CTC reiterated its policy of FULL SUPPORT for the new NP Group. All AGREED
 - 5.2 **Clun Traffic Plan** with Ben Hamilton-Baillie: 6.30 pm Clun Memorial Hall on Thu 6 Apr 2018. NOTED
 - 5.3 **Town Hall Repairs** see Steve Richards' £1620 *Quote 29.03.17:* the Mayor will pursue this: All AGREED
6. **ADMINISTRATION** for 6.1 see Clerk's *Email 07.04.18* and Min 1801-142/1718 c) *Budget 2018-2019:*
 - 6.1 **Internal Audit-18** clarify the Jan 2018 minutes to show that Precept-19 was set at £38,160 All AGREED
7. **ACCOUNTS TO PAY** *Year-19*

The following accounts were duly PAID at this meeting: All AGREED

Min	Chq	DATED	Minute	PAYEE/PAYER	ITEM DESCRIPTION	CATEGORY	£ CREDITS	£ DEBITS	NOTES
7.1	084	10.04.18	1804-7.1	Clun Fire Service	CTC Gift to Fire-fighters 2018	s137 1804	-----	150.00	1802-5.8
7.2	085	10.04.18	1804-7.2	J.P.Brayford	Clun Cemetery Tree Surgery Mar'18	Works 1804	-----	3900.00	pre-approved
7.3	086	10.04.18	1804-7.3	SALC	Affiliation Fee 1 Apr 2018 to 31 Mar 2019	Subs 1804	-----	446.84	routine
7.4	087	10.04.18	1804-7.4	Advent Hygiene	Toilets materials at March 2018	Toilets 1803	-----	295.20	routine
7.5	088	10.04.18	1804-7.5	Ian A. Hutchinson	Clerk's Net Pay for Mar 2018	Pay 1803	-----	607.82	see Pay-18
7.6	089	10.04.18	1804-7.6	Memorial Hall	CTC grant towards play equipment	Grant 1803	LATE A/c	1000.00	1803-5.4
7.7	090	10.04.18	1804-7.7	HMRC	Clerk's PAYE for Mar 2018 on 09.04.18	PAYE 1803	LATE A/c	325.82	routine

8. **EXTERNAL ITEMS** NO items of external correspondence or late reports were presented. NOTED

9. **EXTRA ITEMS** as discussed at the Chairman's discretion and NOTED but cannot be formally resolved.

9.1 **Empty Properties in Clun** see [Email 01.04.18](#) from SC Officer Julia Preston: ongoing to 1805: NOTED

9.2 **CCTV Camera at Clun Bridge** SC's offer for CTC to take over this camera from SC was duly NOTED.

10. **Next Meeting 1805** with CTC's AGM to be held on Tues 8th May 2018 at 7.30pm in Clun Memorial Hall.

MEETING 1805 CLOSED at 9.27 pm and was followed by a social get-together with free refreshments.

CHAIRMAN'S SIGNATURE:

Chairman's Signature Dated: 8 May 2018



MINUTES OF MEETING HELD 8TH MAY 2018

MEETING 1805

0. CTC Annual Appointments May 2018 to May 2019 The following were all re-appointed unanimously:

0.1 Elected MAYOR~CHAIRMAN Jack Limond the Chair signed his Acceptance of Office Form NOTED

0.2 Elected Deputy MAYOR~VICE CHAIR: Ryan Davies providing he accepts this and other roles below:

Note: All previous reps wished to stand and there were no other candidates so these were all appointed en bloc:

0.3 Appointed CTC's LJC Representative: Jack Limond. LJC Deputy Rep: Ryan Davies. All AGREED

0.4 Appointed Clun Memorial Hall Committee+Playing Fields Charity Rep: Matt Donaldson All AGREED

0.5 Appointed CTC's Chapel Lawn Redlake Valley Village Hall Committee Rep: Gary Mills All AGREED

0.6 Appointed Personnel Committee Members Cllrs Limond, Davies, Donaldson, Angell, Butt All AGREED

0.7 Confirmed: a) Clun Parish Footpaths Officer: Peter James. b) Clun Parish Tree Warden: Reg Maund.

F. OPEN FORUM

F.1 SC Cllr Nigel Hartin reported on:

a) *The Fire Authority Review*: there is no threat to Clun Fire Station.

b) SC Planner Ian Kilby and SC Roads Contractors Kier will attend the next *LJC Meeting* in June 2018.

c) *The Rural Roads Repair Schedule* has slipped into disuse: there are many demands for its reactivation.

F.2 A resident reported a problem with the *chippings put down on FP 48* and asked for them to be removed.

The Clerk stated that this was not a CTC matter but it will be forwarded to Clun Memorial Hall Committee.

F.3 Footpaths Officer Peter James said this was a public footpath so he would report the matter to SC RoWs.

F.4 Local Plan Review growth, boundaries and Hubs: talk by SC Officer *Liam Cowden*: see also 5.2 below ↓

Liam gave a long and very detailed talk on the Local Plan Review implications for Clun including Turnpike Meadow and Castle Street developments and he invited Clun

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Town Council to send a few representatives to a *Clun Strategic Planning Meeting* to be held at the Shirehall in Shrewsbury as soon as possible. NOTED

1. ATTENDANCE at Clun Town Council Routine Meeting 1805 held at 7.30pm in Clun Memorial Hall:
 - 1.1 Present *Town Cllrs: Chair* Jack Limond, Matt Donaldson, Brian Angell, Vic Butt, James McVicar, Gary Mills, *Plus* SC Cllr Nigel Hartin. *Plus* Ian Hutchinson *Town Clerk. Plus* 4 residents. NOTED
Plus SC Planner Liam Cowden. NOTED
 - 1.2 Apologies from *Vice Chair* Cllr Ryan Davies and Cllrs Linda Hurcombe and Reg Maund were NOTED

2. DECLARATIONS OF INTEREST Meeting 1805 held on 08.05.18 NONE were received. NOTED

3. PREVIOUS MEETING 1804 held on Tues 10 Apr 2018 previous minutes and ongoing items as follows:
 - 3.1 Minutes 1804 The Chair signed *April Minutes 1804 & APM Minutes 2018* as true records: All AGREED

4. PLANNING MATTERS Clerk to email these comments to SC planners:
for SC notifications see Plans-1
 - 4.0 Clun Parish Holiday Lets CTC has received reports of alleged planning irregularities: CTC will email a formal request to SC Planning Enforcement asking for an investigation into these allegations. All AGREED
 - 4.1 18/01234/VAR Hurst Mill Farm Clunton *Williams* change of conditions from holiday lets to general.
CTC SUPPORTS this change of condition to allow general use but if it is granted CTC would prefer that a *Local Occupancy Restriction* is applied which is thought to be a Section 157 Condition. All AGREED
 - 4.2 18/01691/FUL+LBC Bryn Farm Barn convert agricultural barn into residential home: NO COMMENT
 - 4.3 18/01505/LBC Pen Y Wern Black Hill Clunton *John Moyers* windows, new shower, other renovations.
CTC has NO OBJECTION to this plan to make sensible improvements to a listed building. All AGREED
 - 4.4 18/01732/LBC Annex Lake House Clun *Martyr* new porch attached to rear of annex: NO COMMENT

5. PARISH MATTERS
 - 5.1 Clun Traffic Plan the Public Consultation held on 26.04.18 with Ben Hamilton-Baillie: see *Notes 26.04.18*
Cllr Brian Angell will chair a *Clun Traffic Plan Working Group* to take the project forward. All AGREED

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5.2 Neighbourhood Plan (NP) follow up from the Launch at APM 2018: CTC will now leave the volunteers to recruit other members and organise themselves as a group independent of the Town Council. NOTED

6. ADMINISTRATION

6.1 Town Clerk Vacancy Ian Hutchinson was authorised to act as *Locum Clerk* in the interim. All AGREED

Note: Ian subsequently withdrew from this arrangement on Monday 14th May 2018: the day before the interviews.

Law: Ian claimed no pay or expenses for his voluntary help during May 2018 and as from Tues 15 May 2018 Ian had no powers, duties, responsibilities, liabilities or any obligations in connection with Clun Town Council.

6.2. a. Annual Return AGAR 2017-18 consider the SDH Internal Audit Report-18: the report was duly NOTED.

b. The Clerk pointed out that thanks to the considerable help from former Clun Town Clerk *Rebecca Turner* CTC had achieved a *totally clean Internal Audit 2017-18* as shown on Page 3 of the AGAR form. NOTED

c. The new Town Clerk will need to arrange for CTC to return the AGAR to the External Auditor by 02.07.18.

6.3 Sturchley Trust Historical Papers may now be stored in the Town Hall Records Room: All AGREED

6.4 Destroyed Street Lamp Bridge Car Park SC denies ownership: consider Highline Invoice for £254.40

Without assuming any liability CTC will make an *ex gratia* goodwill payment of this invoice at the next meeting but continue to claim a refund from Shropshire Council as the owner of this light. All AGREED

7. ACCOUNTS TO PAY Meeting 1805 Date: 08.05.18 all these accounts were duly PAID

Min	Chq	DATED	Minute	PAYEE/PAYER ITEM DESCRIPTION	CATEGORY	£ CREDITS	£ DEBITS	NOTES
7.1	091	08.05.18	1805-7.1	Mr J Churchett Toilets Cleaning Contract Q1 Yr-19	Toilets 1805	invoice	1500.00	as per contract
7.2	092	08.05.18	1805-7.2	Ian A. Hutchinson Clerk's Net Pay for April 2018	Pay 1804	HMRC note	620.02	on-line form
7.3	093	08.05.18	1805-7.3	HMRC Clerk's PAYE income tax for April 2018	PAYE 1804	HMRC note	165.02	on-line form
7.4	094	08.05.18	1805-7.4	SC Joint Energy Costs Q3 Oct + Nov + Dec 2017	Power-18 Q3	reminder	303.90	note: 20.03.18
7.5	095	08.05.18	1805-7.5	SC Joint Energy Costs Q4 Jan + Feb + Mar 2018	Power-18 Q4	invoice	303.90	bill: 03.04.18
7.6	096	08.05.18	1805-7.6	Clun Memorial Hall Room Hire Jan Feb Mar 2018	Room 1805	invoice	30.00	invoice no. 85



7.7	097	08.05.18	1805-7.7	Refund to Mayor for Neil Martin window cleaning	Works 1805	invoice	30.00	invoice 20 Apr
7.8	098	08.05.18	1805-7.8	Came & Company Insurance Premium to 31.05.19	Insure 1805	invoice	1190.07	invoice 17 Apr
7.9	099	08.05.18	1805-7.9	SDH accounting Internal Audit Report of 2017-18	Audit 1805	invoice	195.00	invoice 21 Apr
7.0	100	08.05.18	1805-7.0	Andrew Wallace mowing and strimming 28.04.18	Works 1804	invoice	40.00	invoice 28 Apr

8. EXTERNAL ITEMS from outside the parish including reports from external meetings attended: NONE
9. EXTRA ITEMS any parish reports or matters not included on this agenda and items for the next agenda:
 - 9.1 The Mayor reported that the *Town Hall Refurbishment* would soon be going ahead in the better weather.
10. Next Meeting 1806 to be held on Wednesday 13 June 2018 at 7.30pm in the Village Hall at Chapel Lawn.

MEETING 1805 CLOSED 10.00 pm duration: two and a half hours.

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 13th June 2018

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Minutes of the Clun Town Council with Chapel Lawn Meeting held 13th June 2018 at the Village Hall, Chapel Lawn

Present- Cllrs Jack Limond (Chairman), Ryan Davies, Reg Maund, Gary Mills and Brian Angell

In attendance was the Clerk & RFO Darren Knipe, County Councillor Nigel Hartin and four members of the public.

Meeting commenced at **19:30**

The Chairman welcomed all Members, Cllr Hartin and the members of the public to the meeting.

1 Introduction to the New Clerk

The council welcomed the clerk to the new role, who then introduced himself and set out some "house rules" he wished to see implemented. These were the following:

- i. Minutes will be in a new consecutive numbered sequence starting at 1.
- ii. For both corrections for approving and considering matters, council to refer to the item in question by its numbered reference.
- iii. From both an archive perspective, and so there can be no ambiguity in interpretation of what council have resolved, it is of utmost importance that council ensure that the minutes truly reflect what was said and any corrections are properly recorded in approving the minutes.
- iv. In a rural setting such as Clun, there will always be scenarios where a councillor has some personal relationship with the topic in question. It is often difficult for anyone who upholds a sense of integrity to believe they cannot make an informed decision without being prejudice or bias. However, the most important stance a councillor must make is to consider if members of the public could perceive any decision to be bias. In such circumstances, the best approach should be to declare an interest, and if that be perceived as prejudicial, to remove oneself from the discussion.

2 To receive Apologies for absence

Apologies received from Cllrs James McVicar, Vic Butt and Matt Donaldson

3 Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

Cllr Gary Mills declared an interest in item 10b – (personal) planning application of neighbour



Cllr Reg Maund declared an interest in item 14a – (prejudicial) member of church council

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

None received

4 Meeting Open to the Public - Time for this session is limited to 10 minutes

Mr Pinson read out a letter of concern relating to the proposed idea of a new car park near the castle. He said he had first heard of the proposal from a neighbour who had read in previous council minutes on 13/3/18 35b that the Duke of Norfolk was supportive of there being a new car park and would consider offering the land as a gift.

Mr Pinson had contacted the Estate Manager, Mr Jones for clarification, and was informed that this was not the case, nor would the land be sold for such, but may consider a long-term lease. Also, an alternative plot had been offered opposite the current car park, which was not minuted. He felt the village had been misled and given the impression that this was a done deal.

Cllr Limond apologised and took full responsibility for not reporting the full details to council as he was not present at the meeting concerned.

Cllr Limond proposed that the error in the March 2018 minutes be ratified that the land will not be gifted or sold, but to be considered as a long-term lease, and only if it is the will of the people of Clun. This motion was seconded by Cllr Davies.

However, Cllr Mills stated that he or council had not seen any such contrary letter as Mr Pinson had stated and without doing so the correction cannot be ratified. It was agreed that Cllr Limond would circulate the information he had to council, and if this turned out to be the case then the minutes would be duly ratified at the next council meeting.

Cllr Maund said that some 15 years ago the council had asked the Duke if he would sell the land, which was refused.

Another member of the public present explained that she had deed sole rights to road access of the proposed site without hinderance, and she was solely responsible for the upkeep of such. She felt this could present legal issues for the future.

5 Report from County Councillor Nigel Hartin

County Cllr Hartin reported on the following

- i There was to be a Future Fit presentation on 12th July in Bishops Castle. This should be well attended, being about the planned moving and merging of hospital services in the county.
- ii Steve Brown who was head of Highways was holding a meeting in Craven Arms on Monday to look at and discuss the state of the roads in the area. It is intended that this will form part of a new approach of providing regular updates to council on when and



where repairs are happening, and that the council and clerk may be invited to future such meetings. Currently there are 30 teams working on repairing pot holes in the area.

Cllr Mills commented that he had seen bore holes being made in the road on stretches leading to Clun, being outline marked in yellow with reference numbers. He asked if it was possible to find out what these were for.

- iii There were motions in place where the Police Commissioner would also be taking on the responsibility of the Fire Service, which was to take effect from the 1st June. Advice has been taken to review this arrangement which has, therefore, delayed this happening.

Cllr Limond asked council if they would agree to suspending the order of meeting so that Mr Pinson could speak. All agreed.

Mr Pinson asked why all the money was being spent in the area on the very expensive fire station instead of fixing the roads.

Cllr Hartin explained that they are different organisations, and therefore have different allocated budgets. He also explained that the fire station had been under threat of closure and was the last in the area to be upgraded to a better operating standard.

6 To approve the Minutes of Meeting Held on 9th May 2018

It was proposed by Cllr Limond, seconded by Cllr Angell and agreed by all that the Minutes of the meeting held on 13th June were a true and proper record, which was then signed by the chairman.

7 To consider any Matters Arising from the minutes

- i Cllr Davies stated that he would accept the appointed positions set out in items **0.2, 0.3** and **0.6**
- ii **Item 6.4** – the clerk reported that Shropshire Council had accepted responsibility for the street lamp, and would be paying the repair cost themselves. The cheque no. 01 had been made void.

The council also reported complaints about the repaired light on Ford St which had not been fixed properly. The clerk is to write to the contractor to get this looked at as it appears to be constantly flicking on /off, as well as shining too brightly on the properties opposite.

8 To receive reports from Councillors attending meetings and outside organisations

- i Cllr Angell reported on the Traffic Working Group, which met on 7th June. They are starting the process of setting out objectives to action. This includes collecting traffic data with the help of town volunteers, as well as transferring property hotspots on to a map to identify issues.



They will be meeting with Matthew Mead who is the Community Enablement Officer on Tuesday to look at how to implement this.

They will keep council updated as well as collating comments from the forum.

The clerk informed council that he had signed up for a PSMA license with Ordinance Survey, which meant we would have access to all detailed traffic modelling, utility mapping and postal code data for free, which costs thousands for a commercial license. Details would be forwarded once the application had been successfully processed.

- ii Cllr Davies reported on SPARC, stating a tendering process had begun for a new service provider. He also pointed out that other local councils had been making donations to the charity, and it had been noted that as of yet Clun had not done so. There had been 50 GP referrals from the Clun area to benefit from treatment services.

Cllr Angell proposed to make this a future agenda item and to invite SPARC to make a presentation to council. The clerk is to write to them with dates of next meetings to see availability to do so.

Cllr Hartin affirmed that Clun was the second largest user of the facilities, with Bishops Castle being the largest.

9 Annual Governance and Accountability Return (AGAR) 2017-18

- a) To review and approve the Annual Governance Statement

It was proposed by Cllr Limond and seconded by Cllr Davies to approve the Annual Governance Statement. This was agreed by all.

- b) To review and approve the Accounting Statements

It was proposed by Cllr Davies and seconded by Cllr Angell to approve the Accounting Statements.

The clerk presented the Notice of Public Rights and Publication Of Unaudited Annual Governance & Accountability Return. The announcement date was set as Friday 15th June, commencing on Monday 18th June, and ending on Friday the 20th July.

It was proposed by Cllr Angell to accept this notice. This was seconded by Cllr Limond and agreed by all.

10 To consider any observations on Planning Matters

- a) **18/01613/CPE** - 24 Newport Street, Clun, SY7 8JZ - Application for a Lawful Development Certificate for the existing extension to garage constructed in 2010
No Comment



- b) **18/02383/FUL** - Lower Treverward Farm, Treverward, Clun, Shropshire, SY7 8LX -
Erection of steel portal framed agricultural building over an existing yard where livestock
are gathered

No Comment

- c) **18/02431/FUL** - Guilden Down Farm, Guilden Down, Craven Arms, Shropshire, SY7 8NZ
- Demolition of existing agricultural buildings and conversion of traditional agricultural
buildings into 2 no. dwellings, including car parking areas and associated works

No Comment

11 To receive and consider the Report of the Town Clerk

a) GDPR

The clerk reported on the impact on council of the new GDPR laws. It was noted that the website did not have a Privacy Policy, which would be actioned.

It was agreed that all council policies were up for review, and the new GDPR would be added as part of next month's agenda.

The clerk pointed out that one impact of the law was that only the clerk as the designated Data Processor is allowed to store personal data relating to council. As such all councillors are to delete any old email correspondence over 2 years old, and that any information posted to the website should redact personal data about non-council individuals.

The clerk also requested that council approve the purchase of an external hard drive that would be used as only source of storing council matters, with an encrypted backup stored on the council Dropbox. All agreed to this.

12 To consider and approve any Council Annual Subscriptions

- a) Society of Local Council Clerks (SLCC)
Proposed by Cllr Davies Seconded by Cllr Angell. All agreed
- b) Institute of Cemetery and Crematorium Management (ICCM)
Proposed by Cllr Angell seconded by Cllr Davies. All agreed

13 To review and approve any training

- i Clerk requested signing up to the CILCA qualification
Proposed by Cllr Angell Seconded by Cllr Davis. All agreed

14 To receive and consider any Grant and Donation requests

- a) St George's Church Clun – assistance towards churchyard maintenance

Cllr Maund did not take part in the discussion as he had declared an interest.



It was proposed by Cllr Davies that on this occasion council to support the grant application for a £400 grant. This was seconded by Cllr Angell and agreed by majority.

Cllr Limond stated that grass cutting was one of the biggest financial strains, seeming to be a never-ending task burden. He proposed that the church as well as other groups in the area begin to consider better and more sustainable grass management methods such as using livestock.

15 Financial Matters

a) To review and approve the Financial Report

The Schedule of Payments were reviewed and accepted, except an invoice for High Electrical for £357.60, which is to be held back until the issue on Ford Street is resolved, and an Elections Recharge invoice for £100, which was sent in error. This was signed by the chairman.

b) To review and consider banking and accounting services

- i Given that HSBC is closing many high street branches in the area, cllr Limond felt it time to look for alternatives. The clerk was asked to produce a list at next meeting of suitable ethical banks offering a good rate of return to hold reserves in.

At 9.30 Cllr Limond in accordance with Standing Order rules asked council for approval to continue the meeting beyond the designated time of attendance. All agreed

- ii The clerk reported that no account ledgers had been produced for the new financial year, and that with the increased requirements for transparent reporting from auditors, an effective and time saving system needs to be put in place.

He asked council to consider approving the use of a cloud accounting service, Kashflow. This would enable automatic PAYE, Tax returns, and Bank Reconciliation whilst also providing instant reporting and view only access for appointed finance committee councillors to ensure proper governance reporting. The annual subscription was £114.

Cllr Angell felt this represented good value and that the time saved of the clerk would mean ability to focus more on other matters.

It was proposed by Cllr Limond and seconded by Cllr Angell to adopt Kashflow as the chosen accounting method of recording. All agreed.

16 To review any Correspondence received

- i Letters received on traffic matters to be forwarded to Traffic Working Party with any Personal data redacted
- ii Letters relating to Memorial Hall wood chipping to be forwarded to the Memorial Hall committee



17 To receive the Mayors Report

Nothing to report

18 Other Items brought to the Council's Attention by Councillors

None

19 To receive and consider Agenda items for the next meeting

- i Cllr Maund asked for Debris in the river Clun to be added

20 Date of Next Meeting

To be held on Tuesday **10th July 2018** at **Clun Memorial Hall**

Meeting Closed at 21.45

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 10th July 2018



Minutes of the Clun Town Council with Chapel Lawn Meeting held 10th July 2018 at the Memorial Hall, Clun

Present- Cllrs Jack Limond (Chairman), Ryan Davies, Reg Maund, Gary Mills, Vic Butt, Linda Hurcombe, Matt Donaldson and Brian Angell

In attendance was the Clerk & RFO Darren Knipe, and two members of the public.

Meeting commenced at **19:30**

The Chairman welcomed all Members, and the members of the public to the meeting.

21. To receive Apologies for Absence

Apologies received from Cllr James McVicar and County Cllr Hartin

22. Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

Cllr Gary Mills declared an interest in item 11c – (personal) planning application of neighbour

Cllr Brian Angell declared an interest in item 6 – (personal) as resident affected by street light in Ford Street

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

None received

23. Meeting Open to the Public - Time for this session is limited to 10 minutes

A resident came to meeting to highlight safety issues in Clun. This included

- a) damaged light near Memorial Hall
- b) the surface of bridge at Waterloo
- c) Obscured speed signs from Knighton leading into Clun

It was agreed by all to contact Highline Electrical to repair the street light. Cllr Limond to talk to trustees of Trinity about getting vegetation cut back and fixing the issue.

The bridge is an SCC issue, and clerk to inform them.



Cllr Mills mentioned that Highways were asked for more visible signs. Cllr Angell proposed clerk to contact Highways to clear vegetation around signs, as well as contact police for statistics on speed stops at this point so as to highlight safety incidents.

24. Report from County Councillor Nigel Hartin

None received

25. To approve the Minutes of Meeting Held on 13th June 2018

It was proposed by Cllr Angell, seconded by Cllr Maund and agreed by all that the Minutes of the Meeting held on 13th June were a true and proper record, which was then signed by the chairman.

26. To consider any Matters Arising from the minutes

- i **Item 4** - Cllr Limond informed council that he could not find the letter from Balfours regarding the car park land offer. He will chase and get copy sent out to council.
- ii **Item 5 ii.** – Cllr Angell asked if any report had come back about the Highways meeting. None had been received. Clerk asked to chase this up and find out about the bore holes.
- iii **Item 7 ii.** – Cllr Angell reported that the timing issue of the light on Ford Street was still failing. It was suggested that a credit be asked from Highline re works done, and contact the Heritage Officer, Ben Williscroft, to see if the light needs to be of certain style or can be changed.

It was proposed by Cllr Butt, seconded by Cllr Hurcombe and agreed by all to request the light be disabled until solution found.

- iv **Item 16 ii** – Cllr Davies said he had not received the correspondence, and for clerk to send again

27. To review and consider updates to the Standing Orders

The clerk presented an updated version of the Standing Orders for council to consider. Considering the amount of detail, it was felt to add to next month's agenda so more time could be spent reviewing amendments.



28. To review and consider GDPR policy adoption

The clerk presented a list of policies on the GDPR for council to consider. Considering the amount of detail, it was felt to add to next month's agenda so more time could be spent reviewing recommendations.

29. Debris in the river Clun

Cllr Maund reported that a tree in the river had hit the bridge, and wanted to know who was responsible for upstream debris, and should we write to Environment Agency to request action.

The issue brought up that being part of SACC, this may be a policy of flood management control.

Cllr Davies said he had family who worked for the agency and would find out what the policy is before further action should be taken.

30. To receive reports from Councillors attending meetings and outside organisations

- i Cllr Angell reported on the Traffic Working Group, and that he had a meeting with Community Officer, Matthew Mead, who offered to have large A0 maps printed for studying the region.

It was proposed by Cllr Limond, seconded by Cllr Donaldson and agreed by all to have this done.

Contact had been made with Rod Lake, who was traffic advisor for police / council. More engagement was likely on this, but after initial consultation period occurs.

Three surveys of traffic, parking and pedestrian walkways will be done at same time to see a dataflow pattern. It was felt this needs to have school buses operating, and so will be done after summer holidays.

Grant applications will be applied for come October to begin the consultation process.

Two co-opted non-council members have now joined the group.

31. To consider any observations on Planning Matters

- a) **18/02346/FUL** - The Old Yard , Powells Lane, Clun, SY7 8LA - Conversion of two-storey former workshop to a single dwelling to include parking and turning area

No Comment

- b) **18/02778/FUL** - Bwlch Farm, Clun, Craven Arms, Shropshire, SY7 8LU - Extension to existing cattle shed, to cover existing feeding area



Support

- c) **18/02889/FUL** - Ashgrove, Purlogue, Clun, Craven Arms, Shropshire, SY7 8LX - Demolition of existing house and garage for new replacement dwelling with garage

Strong Objection – conflict with the character of the area. Also strong concerns as development already started with trees felled, land being cleared, and building partly demolished.

- d) **18/02898/FUL** - Middleton Chapel Lawn Farm, Chapel Lawn, Bucknell, Shropshire, SY7 0BW - Erection of canopy over existing livestock yard and 2No isolation pens and replacement general storage building

Majority Support

- e) **18/02901/VAR** - Middleton Chapel Lawn Farm, Chapel Lawn, Bucknell, Shropshire, SY7 0BW - Variation of Condition No. 4 attached to Planning Permission SS/1/00/11360/AS dated 20 September 2000 to allow for 50% of the building to be used for livestock

Support

32. To receive and consider the Report of the Town Clerk

- a) The clerk reported that efforts were being made to meet with council contractors to learn more about how the relationships were working and scope for improvement.
- b) A request by someone wanting to find the plot of her parents, and where her reserved plot was located had been successful. It had raised awareness of needing to understand the whole process as head of burials. The clerk felt some training would be beneficial.

It was proposed by Cllr Angell, seconded by Cllr Butt, and agreed by all that the clerk should identify such courses and attend if not too costly.

33. To consider and approve any Council Annual Subscriptions

None received

34. To review and approve any training

None received

35. To receive and consider any Grant and Donation requests

None received



36. Financial Matters

- a) To review and approve the Financial Report

Cllr Angell proposed, seconded by Cllr Maund and agreed by all to accept the Schedule of Payments. This was signed by the chairman.

- b) To review and consider banking and accounting services

- i The clerk presented several options for transferring the council reserves into a single high interest earning account. It was decided that the accounts needed confirmation that they can hold council funds, and to send this to council before next meeting for review.

37. To review any Correspondence received

- i The invoice presented by the previous clerk was discussed. It was felt that no monies could be paid retrospective for previous financial year as the clerk had signed it off as final true account for the AGAR. However, it was agreed that works carried out in May should be paid, being £350.69. As he was acting as a non-contracted Locum, council should not pay the PAYE.

38. To receive the Mayors Report

Cllr Limond reported that a vase and flowers had been removed from a family's recent grave.

Cllr Angell reported that he had recently visited the area regarding state of grass and safety concerns, but found nothing of concern.

It was agreed that this would be monitored for any further issues.

At 9.30 Cllr Limond in accordance with Standing Order rules asked council for approval to continue the meeting beyond the designated time of attendance. All agreed

39. Other Items brought to the Council's Attention by Councillors

- a) Cllr Donaldson commented that the council website needed updating as the homepage still had the previous clerk's notice of resignation and no details of new appointment
- b) Cllr Davies reported that the Play Area was happening
- c) Cllr Angell requested that the letter from Balfours regarding car parking be chased
- d) Cllr Angell reported that Severn Trent came and spoke last year about the old sewer vent stacks. Vegetation had been cleared, and a promise of painting, which has not happened. Clerk to chase up.



40. To receive and consider Agenda items for the next meeting

None received

41. Date of Next Meeting

To be held on Tuesday **14th August 2018** at **Clun Memorial Hall**

Meeting Closed at 21.40

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 10th July 2018



Minutes of the Clun Town Council with Chapel Lawn Meeting held 14th August 2018 at the Memorial Hall, Clun

Present- Cllrs Jack Limond (Chairman), Reg Maund, Gary Mills, Linda Hurcombe, Matt Donaldson and Brian Angell

In attendance was the Clerk & RFO Darren Knipe, Ben Willisroft and four members of the public.

Meeting commenced at **19:30**

The Chairman welcomed all Members, and the members of the public to the meeting.

42. To receive Apologies for Absence

Apologies received from Cllrs James McVicar, Vic Butt and Ryan Davies

43. Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

Cllr Brian Angell declared an interest in item 13c – (Prejudicial) planning application of 21 Ford St

Cllr Jack Limond declared an interest in item 13d – (Prejudicial) planning application of 14 The Square

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

Cllr Brian Angell to discuss his application

44. Meeting Open to the Public - Time for this session is limited to 10 minutes

Mr Nichols from St Georges Church came to thank the council for the grant of £400 received. He explained that running costs were usually between £1500 and £2000 a year. This year it was slightly less due to volunteer help in cutting back the trees.

Cllr Limond asked what income the church received. Mr Nichols said it was usually between £500 and £1000 a year from internment fees, with the shortfall made up from congregational collections. There was no income received from the diocese.

45. To receive a presentation from Ben Willisroft from the Historic Environment Team SCC

Mr Willisroft explained his department consisted of 4 employed officers, a technician, and also access to archaeological experts. His job involved receiving Planning Applications for

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listed buildings and monuments, if in a conservation area, or defined as a Non-Designated Asset. The last definition is defined as a building which is not listed, but has an historic importance.

Cllr Angell stated that there were a number of empty historic buildings empty in Clun, and asked what could be done to ensure they are improved. Mr Williscroft explained that they can issue a (215) Formal Enforcement Notice for targeting degraded sites and make the owner act, and this could include sites that remain unfinished over several years.

Mr Williscroft also said that the Empty Homes Officer had started to act on the properties in Clun as result of the council providing a recent empty property survey. When asked about the successes of 215 Notices, he stated that 9 out of 10 warning letters get matters moving without needing to act, with none served in last two years, but there are a few about to be served.

Cllr Angell said he had seen a Design Guide for Development within Clun that exists from many years ago, but nothing current. Mr Williscroft said Church Stretton did their own, and so no reason Clun not doing same, which could form part of the Neighbourhood Plan and gives more status when it comes to appeals. He confirmed he would be happy to help with this.

Cllr Limond asked with the closing of the Community Engagement Team, who can council ask for help. Mr Williscroft explained the Neighbourhood Planning Officer should be the lead go to.

46. Report from County Councillor Nigel Hartin

None received

47. To approve the Minutes of Meeting Held on 13th June 2018

It was proposed by Cllr Angell, seconded by Cllr Maund and agreed by all that the Minutes of the Meeting held on 10th July were a true and proper record, which was then signed by the chairman.

48. To consider any Matters Arising from the minutes

- a) 23a Clerk reported light had been fixed
- b) 23c Clerk had contacted highways and got ref: 4320942 with report that contractor to cut around the speed limit sign on the Knighton road, Clun. This should be completed next week.

Police say - Going back over the last 6 months there have only been 2 collision reported between Clun and Rock hill on the A488 down Cockford Bank. Neither of them serious. They aim to come and conduct some speed enforcement next week in Clun and Clunton. Prior to this when using the speed gun in the location, the majority of motorists were not speeding and within the 30mph.



- c) 26 ii Cllr Angell asked the clerk if there was any news on the proposed Highway meetings. The clerk had not heard anything and will chase.

Cllr Angell had found out the road markings were for core boring to test the quality of the road subservice, which determines type of repair.

- d) 26 iii Clerk reported the light was removed, taken back to depot and found to be unrepairable. A temporary light has been put up. The owner of the property had contacted the clerk to complain, but satisfied when told the light is only temporary.

Clerk was asked to get a quote for different lamp fittings which avoid light shining into surrounding windows as well as a quote for installing a street lamp.

- e) 37 i The previous clerk had been in touch and stated he prefer to regard any unpaid hours of work at any time in relation to job as Clun Town Clerk as a voluntary "gift in kind" and will not be claiming any further pay or expenses from Clun Town Council.
- f) 38 The clerk reported a distressed call from resident that a vase and flowers had been removed from parent's grave. Cllr Limond reported a similar incident, and it was agreed that councillors would ask around if anything known about it.
- g) 39 Cllr Angell asked the clerk if any news from Trent Water. The clerk said he had not heard anything back yet.

49. Duke of Norfolk Estate Clun car parking report

The clerk presented a letter dated 8th March 2018 from Mr Jones at Balfours, who act as land agent for the Duke. The letter confirmed that the Estate had themselves submitted a planning application in 1995 for 5 dwellings and for 21 car parking spaces. This had been turned down due to objection from English Heritage.

The letter went on to suggest another option would be to extend the car park adjoining the river bridge which also belonged to the Norfolk Estate.

Mr Pinson presented a letter from the Duke himself dated 10th August 2006, stating he was not willing to sell the land, but would consider leasing it.

Cllr Limond repeated his statement in the minutes dated 13th June 2018 Item 4, stating he apologised and took full responsibility for not reporting the full details to council as he was not present at the meeting concerned.

Cllr Limond proposed that the error in the March 2018 minutes be ratified that the land will not be gifted or sold, but to be considered as a long-term lease, and only if it is the will of the people of Clun.

This was seconded by Cllr Hurcombe and agreed by all.

50. To discuss the town hall clock



Cllr Limond reported that he had noticed the Town Hall clock was slower on the East side compared to West side, which suggested something was amiss with the mechanics. He asked council if they would approve someone coming out to check it, which could have a cost implication to repair.

Cllr Maund stated that the church had a maintenance contract for their tower clock, and could see when the contractor was next due out to service it, which could save on call out charge. It was also pointed out that Trinity also had a clock, and it should be found out what they have in place.

It was proposed by Cllr Angel and seconded by Cllr Hurcombe to proceed with an investigation of the issue. All agreed.

51. To receive reports from Councillors attending meetings and outside organisations

Cllr Donaldson reported that the Memorial Hall had received all the assets of the Sebunctious Productions (Flicks in the Sticks) and a new programme of films was due to start from September. In addition, the hearing loop system had been fixed and a 7.1 Dolby Surround system tuned and rebalanced for the best possible sound in the space.

The clerk was asked to send a letter of support and thanks to the committee.

52. To review and consider updates to the Standing Orders

Additional amendments to the Standing Orders recommended by SALC were presented by the clerk, being as follows:

3f, 3g, 3h, 3i, 3j, 3v, 3w, 4d, 7b, 9g, 9h, 12e

It was proposed by Cllr Limond and seconded by Cllr Angell to accept the amendments. All agreed.

The clerk also asked council to consider adding an additional amendment, 5f, putting a limit on the term of office of a Mayor and Deputy Mayor. A discussion followed on the benefits of avoiding an incumbent chairperson and enabling opportunity for change.

Cllr Hurcombe proposed that a mayor or deputy mayor may not serve more than 3 years consecutively, with at least one year before being re-elected to the position.

This was seconded by Cllr Maund and agreed by all. This was recorded in the Standing Orders as item 5f.

53. To review and consider GDPR policy adoption

The clerk presented the following list of policies on GDPR for council to consider adopting:

- i. Subject Access Policy

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- ii. Privacy Policy
- iii. Personal Data Management Policy
- iv. Security Incident Response Policy

Cllr Limond proposed to adopt the above as council policies. This was seconded by Cllr Hurcombe and agreed by all.

54. To consider any observations on Planning Matters

- a) **18/02897/FUL** - Argoed Farm, Argoed, Clun, Craven Arms, Shropshire, SY7 8NW - Construction of a general purpose building to include vehicular access

Support

- b) **18/03197/TCA** - 10 Church Bank, Clun, Craven Arms, Shropshire, SY7 8LP - To remove 1No Silver Birch tree and remove broken limbs and crown lift over road 1No Cherry tree within Clun Conservation area

Support

- c) **18/03414/TCA** - 21 Ford Street, Clun, Craven Arms, Shropshire, SY7 8LD - To fell 2No Damson trees and crown reduce 2No Damson trees within Clun Conservation Area

Support

Cllr Limond left the room for the following discussion having declared a Prejudicial Interest

- d) **18/03335/FUL** - 14 The Square, Clun, SY7 8JA - Change of use of existing shop and residential dwelling into additional public house accommodation on the ground floor and letting rooms on the first floor

Majority Support with 1 Abstaining

At 9.28 Cllr Limond in accordance with Standing Order rules asked council for approval to continue the meeting beyond the designated time of attendance. All agreed

55. To receive and consider the Report of the Town Clerk

- a) Police crime reports for the area of Clun between 16th May and 11th July showed following:
- i. Dog dangerously out of control in Llywn Rd
 - ii. Assault in Clun
 - iii. Attempted burglary at White Horse 19th May

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- b) There had been reports of fly tipping in the area, with witnesses seeing a white van near the entrance to Memorial Hall car park. The registration was reported to police who responded that the vehicle has a marker on it for being seized by Dyfed Powys Police in Knighton, having no insurance and no current registered keeper.
- c) The clerk reported on a review of the relationship between the council and the Clun P3 Co-ordinator. It was recognised that this partnership was formed many years ago, when legislation and governance procedures were significantly different to what is required of council today.

It was noted that at the Annual General Meeting, under section "Appointments to outside committees" the council had appointed the P3 Co-ordinator as Footpaths Officer.

The clerk explained that the purpose of this section in the Annual General Meeting comes under section 4 of the council Standing Orders, and its purpose is to either designate a councillor who will represent the council on an outside organisation, or to create a sub-group committee, who have a particular project or task to administer, which may co-opt non-council members for the purpose of assisting with particular insights. It is not for the purpose of appointing non-elected persons to the management of council affairs.

Council felt that the partnership needed to be redrawn in line with modern best practice, with the following requirements:

- i. Council formally appoint an elected councillor as a representative to the P3 Group
- ii. A proper P3 Group governance structure be put in place with an annually elected co-ordinator, published insurance documentation and a volunteer protection policy
- iii. Council be able to instruct the P3 Group on issues and desired outcomes that fall within the council's countryside strategy
- iv. Being the appointed receiver of the pathway grant, council given full financial management control, including the issuing of expenses based on proper claim procedures.

Council decided that if the P3 Group did not want to agree to the above partnership, then they should work directly with SCC without the involvement from Clun Town Council, and the grant monies remaining balance in the P3 Rights of Way HSBC account would be transferred to a bank account managed by the P3 Group.

It was felt that it should be for the Clun P3 Group to decide how they wished to proceed.

The clerk was asked to write to the P3 Co-ordinator and seek a decision before the next council meeting.

56. To consider and approve any Council Annual Subscriptions

[6 of 8]

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None received

57. To review and approve any training

Clerk reported on a training day on CiLCA, which is the certificate in Local Council Administration.

All agreed this was a requirement of the clerk to do.

58. To receive and consider any Grant and Donation requests

None received

59. Financial Matters

- a) To review and approve the Financial Report

Cllr Angell proposed, seconded by Cllr Hurcombe and agreed by all to accept the Schedule of Payments. This was signed by the chairman.

- b) To review and consider banking and accounting services

The clerk presented several bank accounts that offer the best rate of interest for Local Parishes to deposit reserves.

It was proposed by Cllr Angell and seconded by Cllr Hurcombe to close all the HSBC accounts, and use the Unity Bank as the current account and to open a Hampshire Trust Bank 90-day Business Notice account, currently offering 1.55%, for holding reserves. This was agreed by all.

60. To review any Correspondence received

- i It was proposed by Cllr Donaldson and seconded by Cllr Hurcombe to accept an invitation from Clunbury Parish for a joint presentation on Future Fit. This was agreed by all.
- ii A request had come from Clun Greenman Festival CIC for the council to be the designated recipient of any assets should the company ever being wound up under the Insolvency Act 1986.

Cllr Donaldson and Cllr Limond declared a personal interest and did not take part in the decision.

It was proposed by Cllr Hurcombe and seconded by Cllr Mills to accept the offer. This was agreed by all.



61. To receive the Mayors Report

- a) Cllr Limond reported that SpARC would hopefully be coming to do a presentation at the September meeting.
- b) Following the news that SCC were intending to disband the Community Engagement Team, to send thanks to Matthew Mead for the excellent relationship and support he has provided the council

62. Other Items brought to the Council's Attention by Councillors

- a) Cllr Donaldson reported that issues were starting to show with the toilets by the river carpark, with the manufacturer no longer existing. It was suggested to invite Jon Churchett to a meeting to report on known issues and see how council start putting in a plan.

It was recognised that Ludlow TC have a similar issue, and the clerk was asked to contact them to find how they are resolving them.

63. To receive and consider Agenda items for the next meeting

Cllr Angell requested the Neighbourhood Plan as an item

64. Date of Next Meeting

To be held on Wednesday **12th September 2018** at **Chapel Lawn Village Hall**

Meeting Closed at 10.15

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 12th September 2018

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Minutes of the Clun Town Council with Chapel Lawn Meeting held 12th September 2018 at the Village Hall, Chapel Lawn

Present- Cllrs Jack Limond (Chairman), Reg Maund, Gary Mills, Linda Hurcombe, Matt Donaldson, James McVicar, Vic Butt and Brian Angell

In attendance was the Clerk & RFO Darren Knipe, and three members of the public.

Meeting commenced at **19:30**

The Chairman welcomed all Members, and the members of the public to the meeting.

65. To receive Apologies for Absence

Apologies received from Cllr Ryan Davies

66. Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

None Received

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

None Received

67. Meeting Open to the Public - Time for this session is limited to 10 minutes

A member of the public complained about the recent Mayors Report in The Chronicle, which mentioned the possible need to remove a retaining wall from Enfield Street if there was ever to be a car park created there. The complaint was that it suggested that such a proposal was still happening.

The clerk pointed out that at the last council meeting, the letter from Belfour's relating to a previous application by the Norfolk Estate did mention this advice, but until the work of the Working Traffic Group was complete with full public consultation, then all solutions to the traffic concerns are no more than speculative ideas, with the Mayor having the full right to report on any matters discussed in council.

Another member of the public reiterated the importance of providing accuracy in the Chronicle, stating that the public tend to read the Mayor's Report rather than the minutes themselves, and do take any statement as fact. Cllr Limond explained that his report had been edited by The Chronicle to fit within their prescribed word limit, and therefore was not in control of how the facts were presented.



68. Report from County Councillor Nigel Hartin

None Received

69. To approve the Minutes of Meeting Held on 14th August 2018

It was proposed by Cllr Angell, seconded by Cllr Maund and agreed by all that the Minutes of the Meeting held on 14th August were a true and proper record, which was then signed by the chairman.

70. To consider any Matters Arising from the minutes

- a) 48c Clerk reported that Cllr Hartin had come back about Highways meetings, and that it had been decided rather than have Parish councils present, they can submit concerns for discussion and will receive any updates.
- b) 48d The situation of the temporary light was discussed and it was proposed by Cllr Mills to remove the light and make safe. This was seconded by Cllr Limond and agreed by all.

Cllr Butt wanted confirmation from Highline Electrical as to what council were being charged for the work done on this light.

- c) 48g Clerk reported that Trent Water had come back, and a maintenance team would be coming out to paint in situ all sewage vent poles that it was able to.
- d) 50 Cllr Limond reported that the Town Hall clock had been fixed at no cost, and a guide had been produced on how to maintain it in the future.
- e) 55c The clerk reported that the P3 Group had decided to end the partnership with the Town Council, and work directly with SCC. The remaining balance in the P3 Group HSBC account of £60.80 would be sent to SCC.
- f) 62a The clerk reported that he had not heard back from Ludlow TC, but Bishops Castle clerk had provided the details of maintenance person they use.

71. To review and consider any observations on the Neighbourhood Plan

Councillors had assumed that Cllr McVicar was leading on the Neighbourhood Plan. Cllr McVicar corrected council on this, saying he had been leading on the Community Led Plan, but did not agree with the premise of the Neighbourhood Plan.

Cllr Butt offered to take the lead, and would report back next month on where things are.



72. To receive reports from Councillors attending meetings and outside organisations

- a) Cllr Angell reported on the Working Traffic Group, explaining that a survey was to be carried out on the following Tuesday, Friday and Saturday. There would be three slots of 2hr recordings, with data collection on types and number of vehicles.
- b) Cllr Donaldson reported on the Memorial Hall playground and the delay in getting all the apparatus fixed and back to operation. The issue had been the higher than expected cost as well as securing volunteer time.
- c) Cllr Angell wished to report on the Clun Hub Status meeting held at Shirehall.

In view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the press and public be excluded and so it was resolved to provide this report as a Part 2 after the public meeting closed.

73. To consider any observations on Planning Matters

- a. **18/03453/FUL** - Bicton Farm, Bicton, Clun, Craven Arms, Shropshire, SY7 8NE -
Construction of a roof over an existing silage pit
No Comment

- b. **18/03587/FUL** - 1 Church Street, Clun, SY7 8JW - General alterations and renovation works including the replacement of all windows; replacement of roof light with dormer window to the West elevation; formation of canopy over the front entrance door
No Comment

- c. **16/01759/VAR** – Peace And Plenty Clun Craven Arms Shropshire SY7 8NY -
Removal of condition No.4
No Comment

74. To receive and consider the Report of the Town Clerk

- a) The clerk reported that the noticeboard outside Town Hall was severely damaged. Cllr Butt was to send contact of person who made the other boards.
- b) The clerk reported on issues uploading comments to the Planning Application portal. Having spoken to the technical team at SCC, it turns out the site is having Proxy issues, which they were now looking into.
- c) Budget setting – the clerk reported that the electoral register shows 1184 persons in the parish. Section 137 is set at £7.57 per head, which means council can spend up to £8,962 subject to funds, under this category. Currently this year, £400 has been spent.



- d) The clerk has now registered for CiLCA. Part of the course requires a project to do. The clerk said he was considering looking into solutions for digital archiving, and would report back on this.
- e) The clerk stated he wanted to return the laptop council had provided, and asked council to consider getting a large display screen instead, as detail work was starting to cause some eye strain.

75. To consider and approve any Council Annual Subscriptions

None Received

76. To review and approve any training

None Received

77. To receive and consider any Grant and Donation requests

None Received

78. Financial Matters

- a) To review and approve the Financial Report

Cllr Hurcombe proposed, seconded by Cllr Limond and agreed by all to accept the Schedule of Payments. This was signed by the chairman.

- b) To review and consider banking and accounting services

It was agreed by all for Cllrs Hurcombe, McVicar, and Limond, as well as the clerk to be the signatories for the Hampshire Trust Bank deposit account.

79. To review any Correspondence received

- a) Cllr Hartin had written about the Highways meeting being postponed and to send any concerns, which he would report on. Cllr Angell proposed that a schedule of works would be useful.

The clerk was asked to write to Cllr Hartin to request information on public asking questions.

- b) St Georges Church had written explaining concern to damage done to steps by parking vehicles.



The clerk was asked to contact the school to request parents not park by the steps entrance. The clerk was also asked to contact Cllr Hartin to ask Highways for painted zig zags.

At 9.30 Cllr Limond in accordance with Standing Order rules asked council for approval to continue the meeting beyond the designated time of attendance. All agreed

80. To receive the Mayors Report

- a) Cllr Limond reported that Enterprise House had been threatened with closure due to funding issues, and would like to write a letter of support as it provides such a valuable resource to the area. All agreed.

81. Other Items brought to the Council's Attention by Councillors

- a) Cllr Angell reported on the Castle Meadow Bridge, where signs of rot and loose boards was starting to show.

Clerk to write to English Heritage.

- b) Cllr Limond mentioned the retirement of Fire Officer Graham Dudley, after 40, and would like council to do something to recognise the great service given. All agreed.

82. To receive and consider Agenda items for the next meeting

None Received

83. Date of Next Meeting

To be held on Tuesday **9th October 2018** at **Clun Memorial Hall**

Meeting Closed at 21.43

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE:



Dated: 9th October 2018



Minutes of the Clun Town Council with Chapel Lawn Meeting held 9th October 2018 at the Memorial Hall, Clun

Present- Cllrs Jack Limond (Chairman), Gary Mills, Linda Hurcombe, Matt Donaldson, James McVicar, Ryan Davies, Vic Butt and Brian Angell

In attendance was the Clerk & RFO Darren Knipe, County Cllr Nigel Hartin, representatives from SpArC, and three members of the public.

Meeting commenced at **19:30**

The Chairman welcomed all Members, and the members of the public to the meeting.

84. To receive Apologies for Absence

Apologies received from Cllr Reg Maund

85. Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

None Received

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

None Received

86. Meeting Open to the Public - Time for this session is limited to 10 minutes

No comments made

87. To receive and consider a presentation from SpArC

Richard Whately (Chairman) and Graham Hemmings (Treasurer) came as representatives of SpArC. It was explained that the key objectives of the organisation had been to save the building. SpArC was one of six venues to be given a Tier 1 leisure hub status in Shropshire, which means it currently receives core funding.

The trust wants the leisure aspect to be better equipped, offer a better service, and provide better training to all staff. The theatre and arts section are working well, and not currently under review.



Currently, Teme Leisure manages the leisure contract, but the trust is not happy with the current arrangement, and are seeking a new tender process. The assets of the building belong to SCC.

Investment is needed in staff development, upgrading IT system, and improving energy efficiency. Currently, SCC provide funding of £80k a year, but this is being tapered off over next 5 years. The service has also lost £35k a year funding from what schools were able to provide.

The desire is to seek committed income rather than rely on fundraising, which has exhausted the effort of all volunteers involved. As part of this initiative, they are seeking the gap that was funded for school use to be covered by local Parish Councils. So far £20k has been committed, with £17k of this promised annually.

Statistics gathered showed the parish of Clun had 75 primary school users and 42 Secondary users, with 25% of total membership users coming from the SY7 postcode area, 10% of theatre attendance and 50 GP referrals.

National statistics show 1.1million children cannot swim, with 300 swimming pools closing in last 5 years.

88. Report from County Councillor Nigel Hartin

- a) Highways – Cllr Hartin explained that budget spend decisions used to be allocated to each Divisional Surveyor, who would then prioritise repairs in their area. Recently, the Asset Management team have decided to centralise the decision process, resulting in rural areas losing out to urban priorities. As a result, the Divisional Surveyor no longer has any control, and can only pass repair requests up the ladder for consideration.

Between January 2017 and December 2017 there were 136 pot hole claims for damage. Between January 2018 to present there have been 1046 claims, with SCC trying to contest most of them.

- b) Council Leader, Peter Nutting, and Portfolio Manager, Nick Lawrence will be coming to Clun to discuss rural employment economic strategy.
- c) CIL – rumours are circulating that a bigger share of the payment scheme will be going to a central SCC, rather than directly to local parish councils. It was pointed out that such a policy would mean there is little incentive for rural communities such as Clun to support any further housing development, as the strain on local services and road use would not be offset from any benefit.

The clerk was asked to write to Peter Nutting to ask for confirmation if SCC do plan to reduce the share of CIL paid to local parish councils.



89. To approve the Minutes of Meeting Held on 12th September 2018

It was proposed by Cllr Angell, seconded by Cllr Hurcombe and agreed by all that the Minutes of the Meeting held on 12th September were a true and proper record subject to the following amendment: 71) opening sentence "Councillors had assumed" to be changed to "The Chairman had assumed". This was then signed by the chairman.

90. To consider any Matters Arising from the minutes

- a) 70b The clerk reported that Highline Electrical had sent a bill for 2hrs work for £63.60 removing the light and making safe, but no other labour charge had been made for putting up the temporary light in August. Cllr Angell noted that the lighting bracket still remained on the property.
- b) 70d Cllr Limond reported that power was being shut off in parts of Clun, which will affect the time setting of the clock.
- c) 74a The clerk reported that Mr Bamber was coming out to look at the noticeboard.
- d) 81a The clerk reported that English Heritage were sending someone out to look at the bridge.

91. To review and consider report on Transport Consultation Plan

Cllr Angell reported that he had attended a consultation day, but felt it had been poorly facilitated, and did not get much out of it other than a survey received to gather rural council views.

Cllr Angell explained he was meeting with the Transport Commissioner, where he would be asking how we move forward as council with the transport issues. He would share the questionnaire with council via email, and asked for any responses to be made by the end of the following week.

92. To receive reports from Councillors attending meetings and outside organisations

- a) Cllr Butt informed council that she was unable to get hold of the person supposedly dealing with the Clun Neighbourhood Plan, and felt that it was difficult to see how council move forward without a proactive core group, as developing such a plan involved a huge amount of energy and time.

Cllr Donaldson suggested that the clerk should contact the clerk of Cleobury Mortimer, to see if anything could be learnt from the model they were using, including any costs and hurdles faced.

- b) Cllr Donaldson reported on the Memorial Hall playground and the desire to get the park safe and ready for upcoming ROSPA inspection, with the view that they would like to look at possibly handing it over to the parish council.



- c) Cllr Angell reported on the recent traffic survey carried out by volunteers for the Working Traffic Group. 20 volunteers were involved, with data showing during the timeslots few HGVs were recorded, but that their impact was massive. Main traffic came from south to A49 north in the morning, and vice versa later in the day. There were also a significant number of speeding vehicles noted on the hill down from Knighton.

Cllr Limond asked for a vote of thanks to all the volunteers involved, which all heartily agreed.

93. To consider any observations on Planning Matters

- a. **18/04089/FUL** - Brook House, Pentre, Bucknell, Shropshire, SY7 0BU - Erection of a 2 bay garage and move existing

No Comment

94. To receive and consider the Report of the Town Clerk

- a) The clerk reported that the month had been a relatively quiet one.
- b) The clerk had met with Mr Frank Nicholson, and received trust documents, which had been placed in the town hall safe for safekeeping.
- c) The clerk reported that he had started his CiLCA training.
- d) A broken light had been reported in Hospital Lane, but Highline Electrical had already been out to repair.
- e) The clerk asked what was happening about the Christmas lights. Cllr Limond stated that the clerk needed to apply for a permit from SCC as the lights needed to cross over the road.

95. To consider and approve any Council Annual Subscriptions

None Received

96. To review and approve any training

None Received

Cllr Limond stated that as according to the recent amendments to the Standing Orders, his current term in office as mayor was coming to an end, it may be prudent that any councillor wishing to consider putting themselves forward should consider attending some training.



The clerk was asked to find out from SALC when their next Chair training course was happening.

97. To receive and consider any Grant and Donation requests

None Received

Cllr McVicar proposed that the clerk send any recent correspondence from SpArC, and make it an agenda item for next meeting so that they may consider what financial support they may give. This was seconded by Cllr Angell and agreed by all.

98. Financial Matters

- a) To review and approve the Financial Report

Cllr Hurcombe proposed, seconded by Cllr Davies and agreed by all to accept the Schedule of Payments. This was signed by the chairman.

- b) To review and consider banking and accounting services

The clerk informed council that he had now obtained the bank feeds for the Unity Bank, and was waiting on HSBC to set up internet banking, so that finally a full reconciliation could be done.

99. To review any Correspondence received

- a) Barry Oldham re Remembrance wreath – Cllr McVicar was asked if he had a high resolution version of the council crest that could be used on the wreath.

100. To receive the Mayors Report

None Received

101. Other Items brought to the Council's Attention by Councillors

- a) Cllr Angell reported that the bench in the bridge car park was in poor condition. It had also been noted damage around the doorway of the town hall.

Cllr Mills was asked to look at for his opinion.

It was also suggested that it may be time for the clerk to do a full asset review.

Cllr Davies reported that trees were growing over the light in Newport Street. Also, Andrew Wallace had reported that due to access issues, he did not want to carry out maintenance on the rose garden at the top of Bridge St on corner with High Street.



102. To receive and consider Agenda items for the next meeting

- a) SpArC – consider support
- b) Memorial Hall – consider asset transfer and toilets

103. Date of Next Meeting

To be held on Tuesday **13th November 2018** at **Clun Memorial Hall**

Meeting Closed at 21.27

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE:

Dated: 13th November 2018



Minutes of the Clun Town Council with Chapel Lawn Meeting held 13th November 2018 at the Memorial Hall, Clun

Present- Cllr Reg Maund, Gary Mills, Matt Donaldson, James McVicar, and Brian Angell

In attendance was the Clerk & RFO Darren Knipe.

Meeting commenced at **19:30**

104. Electing of Chairman

Both Cllr Limond as Chairman, and Cllr Davies as Deputy Chairman were not present at the meeting.

Cllr Angell proposed that Cllr McVicar should stand in as Chairman. This was seconded by Cllr Mills and agreed by all.

105. To receive Apologies for Absence

Apologies received from Cllrs Jack Limond, Linda Hurcombe, Ryan Davies, and Vic Butt

106. Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

None Received

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

None Received

107. Meeting Open to the Public - Time for this session is limited to 10 minutes

No public present

108. To receive and consider a presentation from Town Hall Trust

Non attendance

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109. Report from County Councillor Nigel Hartin

No report

110. To approve the Minutes of Meeting Held on 9th October 2018

It was proposed by Cllr Angell, seconded by Cllr Donaldson and agreed by all that the Minutes of the Meeting held on 9th October were a true and proper record. This was then signed by the Chairman.

111. To consider any Matters Arising from the minutes

None reported

112. To review and consider information relating to CIL

SCC cabinet were meeting to decide on county budget allocation of CIL. No news had come to council on outcome. To be reviewed.

113. To review and consider the Vicarage Road Church pine tree

Item was removed from discussion as matter had been resolved prior to meeting.

114. To review and consider financial support for SpArC

Following a previous presentation by SpArC, council considered what financial support may be given.

It was proposed by Cllr McVicar and seconded by Cllr Angell to provide a one off donation of £1,000, with the view of reviewing the situation next year. This was agreed by all.

Council did not want to commit to an annual grant, or consider raising precept as it felt this could send the wrong message to SCC, where local parish councils are seen to pick up the responsibility that should be provided as statutory.

The council also felt that if the need arises that the survival of SpArC became dependant on local parish funding, then they would like a wider discussion with other parishes, and Welsh Community Councils as to what sort of stakeholder relationship form that should take.

NB The decision to award a grant was based on the Local Government Act 1972 S137. However, on further advice, these powers are only applicable to financial support spent in the parish. Instead, Local Government (Miscellaneous Provisions) Act 1976 section 19 - Recreational facilities gives powers to give this form of support

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115. To review and consider information relating to the Memorial Hall playground

A letter from the Memorial Hall committee was presented, where council was asked to consider taking on the financial responsibility of the playground on a temporary basis.

Council felt that the responsibility would come with an unknown cost, both financially and in the clerk's time. As such, council felt they did not wish to have temporary responsibility, but would like a detailed discussion with the committee on a way forward.

Clerk to write to the committee to request a meeting.

116. To consider and approve the report from the Working Traffic Group

Cllr Angell reported that members of the WTG had gone to see Hugh Denant from Highways. A list of priorities was put together that Highways wanted to see. There is to be a full resurface programme planned for Clun in Spring 2019. Any major changes need to be served a notice.

The WTG put together a set of priorities for the council to formally adopt, referred to as "Clun Traffic Priorities Nov 2018". Cllr McVicar proposed to accept the priorities for action (Highways Act 1980, ss.30, 72). This was seconded by Cllr Maund and agreed by all.

117. To receive reports from Councillors attending meetings and outside organisations

- a) Cllr Angell reported that he had been to the recent LJC at Llanfair Waterdine, where Highways had done a presentation.

118. To consider any observations on Planning Matters

- a. **18/04687/LBC** - Little Hobarris Barn, Hobarris, Bucknell, Shropshire, SY7 0BX - Installation of two roof lights to the North West pitch of the existing garage

No Comment

- b. **18/05061/TCA** - Knoll View, Ford Street, Clun, Craven Arms, Shropshire, SY7 8LD - Fell 3no Fir trees & 1no Leylandii within Clun Conservation Area

No Comment

119. To receive and consider the Report of the Town Clerk

- a) The clerk had received a quote for replacing Town Hall noticeboard. Council agreed to get it done.
- b) The permission to put up the Christmas lights and the Public License for the town centre had been sorted.

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- c) The P3 Pathway account had been closed with wrong amount, £60.80 instead of £60.63, and cheque returned. A new cheque was written for the correct amount.
- d) The clerk informed council that he was coming up to 6 months employment as clerk, and a review was due. The Personnel Committee are to arrange a meeting.

120. To consider and approve any Council Annual Subscriptions

None Received

121. To review and approve any training

The clerk informed council of his CiLCA session 2 day at Shirehall. It was proposed by Cllr McVicar and seconded by Cllr Angell to accept. All agreed.

122. To receive and consider any Grant and Donation requests

None Received

123. Financial Matters

a) To review and approve the Financial Report

Cllr Maund proposed, seconded by Cllr Angell and agreed by all to accept the Schedule of Payments. This was signed by the chairman.

b) To review and consider the Asset Report

- i. It was noted that a light in the disabled ramp of toilets was broken.
- ii. The chairman proposed council look at a professional assessment of the toilets, cemetery and town hall be carried out every 5 years.
- iii. It was suggested that the steps at top of Bridge Street belong to Highways
- iv. The chairman proposed adding the cemetery entrance to the asset register

c) To review and consider banking and accounting services

No action

124. To review any Correspondence received

- a) Sue Hackett, previous Internal Auditor was offering her services again.
- b) Letter of thanks for support from Enterprise South West Enterprise.

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125. To receive the Mayors Report

None Received

126. Other Items brought to the Council's Attention by Councillors

- a) Cllr Mills asked if council were going to take up prior offer of the Fire Station as a meeting room, as it was bigger, warmer, and better light.

Council felt that given that the Memorial Hall was reliant on room hire, it would be seen as unsupportive if council moved in the current climate.

127. To receive and consider Agenda items for the next meeting

None received

128. Date of Next Meeting

To be held on Tuesday **11th December 2018** at **Clun Memorial Hall**

Meeting Closed at 21.20

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 11th December 2018



Minutes of the Clun Town Council with Chapel Lawn Meeting held 11th December 2018 at the Memorial Hall, Clun

Present- Cllrs Jack Limond (Chairman), Linda Hurcombe, Reg Maund, Gary Mills, Matt Donaldson, James McVicar, Brian Angell, and Vic Butt

In attendance was the Clerk & RFO Darren Knipe.

Meeting commenced at **19:30**

129. To receive Apologies for Absence

Apologies received from Cllr Ryan Davies and County Cllr Nigel Hartin

130. Declarations of Interest

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

None Received

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

None Received

131. Meeting Open to the Public - Time for this session is limited to 10 minutes

No public present

132. Report from County Councillor Nigel Hartin

No report

133. To approve the Minutes of Meeting Held on 13th November 2018

It was proposed by Cllr Angell, seconded by Cllr Donaldson and agreed by all that the Minutes of the Meeting held on 13th November were a true and proper record, subject to the following amendment "116 - Hugh Denant should be corrected to Hugh Dannatt". This was then signed by the Chairman.



134. To consider any Matters Arising from the minutes

- a) **112** - The clerk was asked if any more news had come in regarding CIL payments. The clerk responded that there had not.
- b) **115** - The clerk was asked if any response had come from Memorial Hall. The clerk informed council he had been told a financial report would be given shortly, and that the committee would prefer to meet informally.
- c) **123 b ii** – The chairman requested the motion of formally adopting a 5 yearly professional asset review to be on next meeting agenda.

135. To receive reports from Councillors attending meetings and outside organisations

- a) Cllr Angell reported that the WTG had met with Hugh Dannatt, the Contract Service Manager, and his colleague from Highways. SCC has allocated from next financial year's budget to resurface Clun from Enfield House to the fire station, and from Harpton House to just beyond the Llywn Road.

Highways were willing to have dialogue with the council about possible identified remedies, but is restrained by cost implications. A questionnaire by the WTG is being produced to ask residents on some routes for their views, particularly in relation to parking.

If Traffic Orders need to be implemented, it requires a formal consultation, which is handled by SCC.

The Green Man and carnival dates were given to Highways, which was gratefully received as when to avoid works.

Signage was also discussed, and all HGV recordings were passed on.

- b) Cllr Maund reported that the High Town Community Room Trust were doing maintenance on buildings in Vicarage Road, with the roof coming off for repairs. This would mean there would be no parking in the hall area. This is going to have a huge impact on school run parking.

The clerk was asked to contact Frank Nicholls to find out what and when work is to be carried out, and how to avoid school impact.

- c) Cllr Butt reported that she had held a Local Development Plan meeting to see what support there may be. In total, 14 residents have expressed an interest in helping, with 8 attending the meeting. There had been a group discussion about what was important about Clun.

The feeling was that the group should work towards a Community Led Plan to start with as the undertaking for an LDP is quite significant. The next stage will be to start research, with a meeting taking place on 9th January.



Cllr Angell, who had attended the meeting, said an interesting consensus from the group was main concerns for Clun was traffic and street lights. The latter issue was the preference for LED as it did not impact on the night sky, unlike the traditional yellow.

Cllr Limond proposed that the council pay the £20 room hire charge for the meeting. This was seconded by Cllr Angell, and agreed by all.

136. To consider any observations on Planning Matters

- a. **18/05165/FUL** - Fairfield, Castle Street, Clun, Craven Arms, Shropshire, SY7 8JU - Re-fenestration and extension of the existing bungalow at Fairfield, Clun, together with the demolition of the existing garage block and erection of a new four bedroom house to the rear of the existing bungalow with separate double garage

Strong Objection –

Under Planning Policy

Conflict with our Parish Plan

Not complying with SCC Local Plan

Under Special Designations

Harmful to the Setting of a Listed Building (the castle)

- b. **18/05171/FUL** - Bryn House, Bryn, Bishops Castle, Shropshire, SY9 5LE - Minor internal alterations to Bryn House, including the addition of windows in exiting opening and the addition of a new dormer window. Proposed works to Bryn Cottage include a new kitchen and bathroom, new floor coverings, general making good and installation of new heating and plumbing systems. Installation of solar photo-voltaics

No comment

- c. **18/05270/FUL** - Clun Garage, High Street, Clun, Shropshire, SY7 8JB - Redevelopment of Garage and Filling Station site to the erection of 9 dwellings, refuse store, access and associated infrastructure

Objection (majority) -

Under Planning Policy

Conflict with our Parish Plan

Under Site Considerations

Threat to Health of Occupants from Previous Contamination of Land (diesel spillage)

Under Surrounding Area

Adverse Effect on Rural Economy

Loss of Employment or Traditional Industries

Creating Imbalance between Jobs and Homes



- d. **18/05319/LBC** - The Hurst, The John Osbourne Arvon Centre, Clunton, Craven Arms, Shropshire, SY7 0JA - Adjustments to lead roof coverings, replacement of lath and lime plaster and existing C20 roof light to be replaced with new lantern light in a traditional design on Hurst Main House. Existing cupola raised by 150mm on Clock House so that the ridge abuts the lead clad upstand and replacement of modern float glass glazing in cupola with hardwood timber ventilation louvres affecting a Grade II Listed Building

No Comment

137. To receive and consider the Report of the Town Clerk

- a) A repaired street light fault had been reported in Hazelhurst Close. The clerk asked confirmation that any future repairs to be instead an LED replacement. All council agreed.

Cllr McVicar asked to confirm the LED's that Highline Electrical were using were same as what council had decided from previous extensive research. Cllr McVicar to send the specifications and clerk to clarify with Highline.

Cllr Butt said the recent LED replacement by the Memorial Hall was exceptionally bright, and to confirm this was the agreed specification.

- b) The clerk had met with Mr Churchett to discuss any issues with the Public Toilet contract. Only real issue reported was the occasions when toilets had been fouled, which was disheartening.

The contract was up for renewal end of January, which means a new tender process is required. The clerk is to advertise this in the Clun Chronicle, the website and on the noticeboards.

The clerk was also asked to find out what Bishops Castle and Ludlow TC pay, to get a comparison.

- c) The clerk informed council that the General Powers of Competence under the Localism Act 2011 could only be exercised if the clerk has CiLCA. It was agreed that once the clerk has qualified, council should formally exercise its right to this.
- d) The clerk had now completed the 6 month probation period. It was agreed that the clerk and the Personnel Committee would complete a separate appraisal, and then meet to discuss.

138. To consider and approve any Council Annual Subscriptions

None Received



139. To review and approve any training

The clerk informed council of a Cemetery Management Workshop he wished to attend on 21st January costing £27. All agreed.

140. To receive and consider any Grant and Donation requests

None Received

141. Financial Matters

a) To review and approve the Financial Report

Cllr Maund proposed, seconded by Cllr Angell and agreed by all to accept the Schedule of Payments. This was signed by the chairman.

Cllr Limond reported that the fire service volunteers had not cashed in last year's donation of £150. It was felt that they had put in a lot of time installing the Christmas lights, and should be properly recognised.

It was proposed by Cllr McVicar to give £250 towards the Fire Station Christmas Day meal, which was planned to be a Chinese takeaway at the station.

At 9.30 Cllr Limond in accordance with Standing Order rules asked council for approval to continue the meeting beyond the designated time of attendance. All agreed

b) To consider and approve the financial budget for 2019-2020

The financial budget for 2019-2020 was discussed. Cllr Limond proposed to keep the precept the same, at £38,160. This was seconded by Cllr Angell and agreed by all.

Cllr Hurcombe gave her apologies, and left the meeting.

c) To review and consider the Asset Report

The Asset Register was presented to council. This was agreed by all and signed by the Chairman.

The clerk was asked to produce a Schedule of Work on any maintenance required in the coming year.

d) To consider the appointment of SDH Accountancy & Audit Services as Internal Auditor 2018-2019

It was proposed by Cllr Angell to formally appoint SDH Accountancy & Audit Services as the Internal Auditor for 2018-2019. This was seconded by Cllr Limond and agreed by all.



142. To review any Correspondence received

- a) The clerk had received a letter of thanks from Richard Whately at SpArC for the £1,000 donation, and confirmation that they were in discussion with Welsh councils about contributing to the cause, as well as an ongoing assessment of how to develop the business model with local stakeholder involvement.
- b) Mr Churchett had written to inform council the Public Toilet contract was ending as of end of January 2019, and that he would like to continue providing the service.

143. To receive the Mayors Report

None Received

144. Other Items brought to the Council's Attention by Councillors

- a) Cllr Angell put forward an outline proposal for a competition to ask the community what they like about the Parish. It was agreed to make this an agenda item for next meeting.

145. To review and approve meeting dates of council for 2019

The clerk presented council with dates for meetings in 2019, which was based on what had happened in 2018.

It was noted that County Cllr Hartin was absent from a significant number of meetings due to clashes with Bucknell TC. It was also noted that the dates had been changed to fit in with the previous clerk.

The clerk was asked to contact Chapel Lawn village hall to see what other days were available, and to make agenda item for next month to formally agree.

It was agreed that the next meeting to be 8th January 2018. It was also agreed that the Annual Parish Meeting should not be the same day as the General Council Meeting, as it was both exhausting and gave insufficient time to deal with matters in hand.

146. To receive and consider Agenda items for the next meeting

Cllr McVicar asked for an item, Sponsoring an Arts Festival for Clun.

147. Date of Next Meeting

To be held on Tuesday 8th January 2019 at Clun Memorial Hall



CLUN TOWN COUNCIL
with CHAPEL LAWN

Mayor Jack Limond
www.clun-chapellawn.org.uk

Meeting Closed at 21.45

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE:

 _____

Dated: 8th January 2019

