

CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 7th January 2020 at the Clun Memorial Hall

Present- Cllrs Brian Angell, Jack Limond, Ryan Davies, Reng Maund and Bill Shepherd.

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

Meeting commenced at **19:30**

406. To receive apologies for absence

Cllrs Matt Donaldson and Linda Hurcombe.

407. To receive declarations of interest

None received.

408. To consider requests for dispensation

None received.

409. Meeting open to the public. Time for this session is limited to 10 minutes

a) Barry Oldham from Royal British Legion asked Council if they were doing anything about the VE Day celebrations. If not, would the Council agree to supporting the RBL event and provide some financial assistance.

b) Several members of the public stated their objection to the Castle Street development.

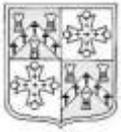
410. To receive a presentation from the Chair and Head of Clun Primary School

Pete Banford (Chair of the Governors) and Rebecca Manning (School Head) came and talked about the school. Whilst OFSTED focus on academic results, the school also want to look at the social and communication skills.

Rebecca started as head in September, and sees the school as a community asset that can be used by the wider community outside school time.

Three key priorities have been identified; vision, challenging the head, and balancing the budget. The catchment area is as far as Craven Arms, where transport is an issue.

They have opened a Forest School and starting other community projects, with hope of more to follow.



CLUN TOWN COUNCIL

with CHAPEL LAWN

Finance is tight, and they rely on volunteers with interests to share, especially in gardening, reading, and sharing interesting stories at assembly.

Cllr Angell asked if they could choose one challenge to address, what would it be. Rebecca said finance, given they receive funding per student basis. Pete said the well-being of staff was issue as they had to wear many hats and take on several roles.

Cllr Maund added that it was such a pleasure seeing happy children going past each day to school.

411. Report from County Councillor Nigel Hartin

- a) There is a developing argument over a grant/loan to Ludlow Assembly Rooms.
- b) Aware Castle St is being discussed later in meeting, and made view clear at last meeting and on Planning Portal.

412. To resolve that the minutes of the Council general meeting held on 10th December 2019 are a correct record

It was proposed by Cllr Davies, seconded by Cllr Shepherd and agreed by all that the Minutes of the Meeting held on 10th December 2019 were a true and proper record, subject to the following amendment:

400b) Should read S Wallace not A Wallace.

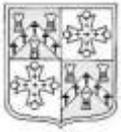
The Minutes were accordingly signed by the Chairman.

413. To consider and resolve any matters arising from the minutes

- a) **393d** – Cllr Angell noted the work had been done, but was starting to silt up again.
- b) **394b** – Clerk to send thanks.
- c) **397** – Clerk to chase up list and forward to Councillors.
- d) **398** – Cllr Angell is having a meeting with Cllr Hartin and Highways on the 13th. There is a potential £300k grant Highways can get to look at drains.
- e) **400b** – The work repairing damaged benches from flooding has been completed.

414. To receive the Mayor's Report

- a) Following the recent Chronicle article, Cllr Angell had received one expression of interest for co-option.



CLUN TOWN COUNCIL

with CHAPEL LAWN

Cllr Davies suggested clerk contact Sarah Jameson regarding getting the word out in Chapel Lawn newsletter.

- b) Cllr Angell had received some responses regarding Chronicle comments on the economy, and a meeting with local persons to get involved is to be scheduled.

Cllr Shepherd expressed an interest in becoming involved.

- c) There had been various comments regarding English Heritage taking down the scaffolding at the castle.

The clerk is to request a meeting with EH to discuss this further.

- d) There may be some funding available for wildlife pools in the area.

The clerk is to look up what pools come under the Council's ownership.

415. To consider planning applications

- a) **19/05089/FUL** - Development Site To The East Of, Castle Street, Clun, Shropshire - Residential development of 12 no affordable dwellings to include revised access, associated infrastructure and public open space.

It was proposed by Cllr Angell to object to the application as it stands. This was seconded by Cllr Davies and agreed by all.

It was proposed by Cllr Angell, seconded by Cllr Shepherd and agreed by all to add the following comments on the planning portal, stating reasons for not supporting at this stage, which were:

- i. The detail provided regarding traffic and safety was not sufficient
- ii. It was not clear what defines 'local'. Council want to encourage affordable housing for locals from the area.
- iii. Intelligence suggests that local demand does not warrant a development of 12 properties at one time.
- iv. With regard the environment, Council would want reassurance that all mitigation measures are met regarding trees and wildlife on the site.

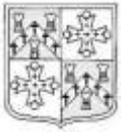
416. To receive reports from Councillors attending other meetings

a) Working Groups and Sub-Committees

- i. Toilet Working Group – Cllr Maund stated works were on going

b) Other groups and organisations

--



CLUN TOWN COUNCIL

with CHAPEL LAWN

- i. Environment Group – Cllr Davies said they had a meeting in January. MP Phillip Dunn had received an oak tree from Extinction Rebellion to plant, and council was asked if they had a location.
- ii. Hightown Community Rooms – Cllr Shepherd informed Council that they had received the go ahead for the roof, and work was due to start in March, taking around 8 weeks to complete. The car park will be closed during this period.

417. To receive and consider the report of the Town Clerk

- a) The blocked toilets had been resolved with Trent Water coming out same day to deal with it.

418. Financial Matters

- a) **To receive and consider any Grant and Donation requests**

None received.

- b) **To review and approve the payment schedule**

Cllr Limond declared an interest in the invoice for the Christmas Grotto as it had been paid by himself.

Cllr Angell proposed to accept the payment schedule. This was seconded by Cllr Shepherd and agreed by 4 with Cllr Limond abstaining.

- c) **To review next year's budget and consider setting of Precept**

The budget spends for following financial year was discussed.

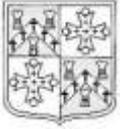
Cllr Limond proposed to set the Precept budget at £42,000. This was seconded by Cllr Davies and agreed by all.

419. To review any correspondence received

- a) The RBL had been in touch regarding adding a newly discovered name to the War Memorial. The clerk informed Council it did have responsibility for this and permission could be granted.

420. Other Items brought to the Council's attention by Councillors

Cllr Angell raised the VE Day celebrations. It was decided that there was no-one who had the time to put together an event of this scale, and it was agreed instead to support RBL in



CLUN TOWN COUNCIL

with CHAPEL LAWN

their efforts, with the suggestion that a grant application may be submitted for financial support.

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

- a) Planning Committee
- b) Town Hall Clock
- c) Writing Competition
- d) Honours Board Freeman

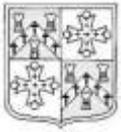
422. Date of next meeting to be held on Tuesday 4th February 2020 at Clun Memorial Hall

Meeting closed at 21.29

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 4th February 2020



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 4th February 2020 at the Clun Memorial Hall

Present- Cllrs Brian Angell, Reg Maund, Matt Donaldson, Linda Hurcombe and Bill Shepherd.

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

Meeting commenced at **19:30**

423. To receive apologies for absence

Cllrs Jack Limond and Ryan Davies.

424. To receive declarations of interest

None received.

425. To consider requests for dispensation

None received.

426. Meeting open to the public. Time for this session is limited to 10 minutes

- a) Gary Mills made a comment about the limit of 5 minutes to speak as public, and wishing to see the allocation of land in Clun to change to other sites.

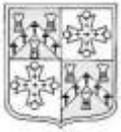
427. Report from County Councillor Nigel Hartin

- a) The dire situation relating to potholes has now received the attention of SCC Chief Executive, and he is taking an active role in meeting with Highways staff and widening the responsibilities of the Highways head, Steve Brown. Although reserves are now being released, spending £130,000 on a consultant to explain to Highways how to effectively fill in a pothole properly is questionable.

428. To resolve that the minutes of the Council general meeting held on 7th January 2020 are a correct record

It was proposed by Cllr Shepherd, seconded by Cllr Angell and agreed by all that the Minutes of the Meeting held on 7th January 2020 were a true and proper record, subject to correction:

410) should read Bamford not Banford.



The Minutes were accordingly signed by the Chairman.

429. To consider and resolve any matters arising from the minutes

- a) 414c – clerk to chase up.
- b) 421 – clerk to investigate.

430. To receive the Mayor's Report

- a) Cllr Angell met four members of the public regarding economic sustainability as mentioned in the Chronicle, and this will be followed up.
- b) Castle St proposed development – it is expected that the Planning Committee will discuss this on 10th March, and Cllr Angell will attend the Public Gallery to observe.
- c) The render on the Town Hall has been reported by the Museum Trust as loose in places above door entrance. There are also stonework concerns, and a proper assessment should be carried out due to listed status. Clerk to look into this.
- d) Research into the Black Hill land has shown that Council never owned it.

431. To consider support for Walkers are Welcome

The Walkers are Welcome membership was discussed. In the past the Tourism Group has handled this, but no longer have the time. It was acknowledged that it raises the profile of the area as a friendly walking area, and that several local venues display the logo.

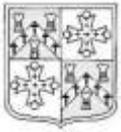
Cllr Angell proposed that Council support the Walkers are Welcome initiative. This was seconded by Cllr Hurcombe and agreed by all.

Cllr Angell proposed that Council support the audit required for membership of Walkers are Welcome. This was seconded by Cllr Donaldson and agreed by all.

Cllr Angell proposed that Council support the membership fee of £50 to Walkers are Welcome. This was seconded by Cllr Shepherd and agreed by all.

432. To consider the running of a writing competition

Cllr Hurcombe had agreed to take on the responsibility of running the writing competition. She stated that she was looking for judges.



CLUN TOWN COUNCIL

with CHAPEL LAWN

Cllr Donaldson proposed to run the competition again with the eligibility for entering being intrinsically connected to Clun through living or working in the Parish or attending the local St Georges School.

This was seconded by Cllr Hurcombe and agreed by all.

433. To approve the dates of council meetings held in 2020

The proposed dates of Council meetings held in 2020 were presented by the clerk, and agreed by all.

434. To approve the dates of the AGM and Annual Parish Meeting

It was proposed that the Annual Parish Meeting be held on Saturday 16th May at the Hightown Community Rooms. The clerk is to confirm date is available and report back.

435. To consider planning applications

- a) **19/05547/FUL** - Proposed Barn Conversions At Argoed Farm, Argoed, Clun, Shropshire Conversion of two barns to 2No dwellings and installation of septic tank

Majority Support with 1 against, 1 abstain

- b) **20/00255/LBC** - Little Hobarris Barn, Hobarris, Bucknell, Shropshire, SY7 0BX - Replacement of single glass panes in oak window frames with stepped double glazed units (no alteration will be needed to the existing frame or their appearance) affecting a Grade II Listed Building

Support

- c) **20/00131/LBC** - Owen Chapel Lawn Farm, Chapel Lawn, Bucknell, Shropshire, SY7 0BW Replacement of all windows; rewiring and plumbing

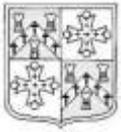
Support

436. To receive reports from Councillors attending other meetings

a) Working Groups and Sub-Committees

- i. Working Traffic Group – met on the 13th January with SCC Highways team headed by Alun Morgan. Some progress was made with a timescale of 18 months – 3 years focussed on drainage.

A project partnership team was suggested with members of Highways and Council. Cllr Angell proposed a Terms of Reference that had been drafted to be adopted. This was seconded by Cllr Donaldson and agreed by all.



CLUN TOWN COUNCIL

with CHAPEL LAWN

It was suggested that the WTG review option to be formally adopted as a sub-committee.

- ii. Toilet Working Group – Cllr Maund stated works were on going, with a new tap to be fitted in one of the toilets.
- iii. Cllr Hurcombe had attended the Enterprise House meeting and reported that she had observed a great resource and was inspired by the amount of activity.

b) Other groups and organisations

- i. Environment Group – Cllr Donaldson had attended the group meeting and observed that as Council had declared a Climate Emergency, it should be policy to make an environmental statement when commenting on planning matters. It was agreed Cllr Donaldson would draw up a recommended wording policy and to be an agenda item for next meeting.
- ii. SALC – Cllr Angell had attended an area sub-committee meeting and found it gave valuable insight. The Chief Executive of Connexus reported that they would be investing in community projects.

SCC were happy to do a housing needs survey. Clerk to invite Matthew Mead to a Council meeting.

SCC also reported Highways have a new person looking at systems, and that there was going to be no more Business Rates on public toilets in the future.

Cllr Hurcombe gave her apologies and left the meeting at 20.50

437. To receive and consider the report of the Town Clerk

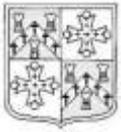
- a) The Memorial Hall had asked for an extension on timeframe to spend grant monies received for the Play area. Council agreed, and clerk to write to the committee requesting confirmation of the end date of completion.
- b) The tilting of some of the headstones in the cemetery were of concern. Cllr Angell proposed to get two worst ones laid and to review others. This was seconded by Cllr Donaldson and agreed by all.

438. Financial Matters

a) To receive and consider any Grant and Donation requests

Walkers are Welcome subscription cost £50 already approved.

b) To review and approve the payment schedule



CLUN TOWN COUNCIL

with CHAPEL LAWN

Cllr Angell proposed to accept the Payment Schedule. This was seconded by Cllr Shepherd and agreed by all

c) To consider and approve the Tender Application and advert wording for:

- i. The Parish Council Public Toilets Cleaning and Maintenance Contract 2020-2021

Cllr Angell proposed to accept the terms of the contract. This was seconded by Cllr Donaldson and agreed by all.

- ii. The Parish Council Cemetery Grass Cutting and Maintenance Contract 2020-2021

Cllr Angell proposed to accept the terms of the contract. This was seconded by Cllr Donaldson and agreed by all.

439. To review any correspondence received

None to report.

440. Other Items brought to the Council's attention by Councillors

None.

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

None to add.

442. Date of next meeting to be held on Tuesday 3rd March 2020 at Clun Memorial Hall

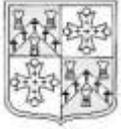
In view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the press and public be excluded from the next items of discussion.

Meeting closed to Public at 21.10

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 3rd March 2020



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 3rd March 2020 at the Clun Memorial Hall

Present- Cllrs Ryan Davies (Chairman), Jack Limond, Reg Maund, Matt Donaldson and Bill Shepherd.

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

Meeting commenced at **19:30**

443. To receive apologies for absence

Cllrs Brian Angell and Linda Hurcombe.

444. To receive declarations of interest

None received.

445. To consider requests for dispensation

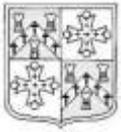
None received.

446. Meeting open to the public. Time for this session is limited to 10 minutes

- a) Gary Mills made a comment about wishing to see public comments declared, and did not wish to see anymore environmental declarations on planning policies, as that was up to SCC to decide.
- b) The Chairman of Clunbury Parish Council, Cllr Croxton, raised concerns about the roads, and especially the condition of the surface of the Square in Clun.

447. Report from County Councillor Nigel Hartin

- a) There was some grant funding for flooding impact places.
- b) The previous week SCC declared a vote of no confidence in the Chief Executive, and he has resigned. SCC now currently being run by two executive directors.
- c) There are more budget cuts to take place across the board, with major lack of money in Social Services and Social Care.



CLUN TOWN COUNCIL

with CHAPEL LAWN

- d) Highways was cut by £10m over last 2 years, with policy to stop cleaning gullies made 4 years ago. The Newcastle to Clun road is still closed, as is Anchor to Kerry.
- e) A request was submitted to have Portfolio holder, Cllr Davenport replaced, but this was overridden.

448. To resolve that the minutes of the Council general meeting held on 4th February 2020 are a correct record

It was proposed by Cllr Donaldson, seconded by Cllr Shepherd and agreed by all that the Minutes of the Meeting held on 4th February 2020 were a true and proper record. The Minutes were accordingly signed by the Chairman.

449. To consider and resolve any matters arising from the minutes

- a) 429a – meeting has been set for 15th April.

450. To receive a presentation for candidates for the position of Councillor

Two candidates put themselves forward for consideration to be a Councillor, Deborah Fox and Kevin Lewis.

Both gave a brief presentation as to reasons for wishing to stand. The Council will discuss the positions in closed session.

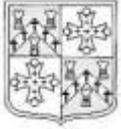
451. To receive the Mayor's Report

As Cllr Angell was not present, Cllr Davies reported.

- a) The flooding had caused significant damage to car park tarmac.
- b) Meeting was taking place with English Heritage regarding the scaffolding at castle coming down.
- c) Thanks to be given to the environment group, who did a big litter pick at New Invention.

452. To approve the dates of the Annual Parish Meeting

The 16th May had been confirmed with Hightown Rooms for holding the Annual Parish Meeting. Cllr Shepherd proposed to confirm this as the date. This was seconded by Cllr Maund and agreed by all.



453. To consider adding Environmental Statement to planning applications

No formal decision was made, but agreed that Cllr Donaldson would go away and produce a draught proposal for adoption.

454. To consider planning applications

- a) **20/00443/FUL** - 1 Church Street, Clun, SY7 8JW - Erection of kitchen extension and separate porch extension to rear door; erection of low garden wall

Support

- b) **20/00597/FUL** - Cwm Treedio, Hurst Wood, Clun, Craven Arms, Shropshire, SY7 0JB - Renovation and alterations to a redundant cottage to re-purpose it as an open market dwelling

Support

- c) **20/00742/TCA** - Castle Cottage, The Square, Clun, Craven Arms, Shropshire, SY7 8JA - Fell 5no Conifers & crown raise to 10ft above ground level 1no Goat Willow within Clun Conservation Area

Support

455. To receive reports from Councillors attending other meetings

- a) **Working Groups and Sub-Committees**

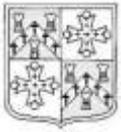
None

- b) **Other groups and organisations**

Hightown Rooms – Cllr Shepherd reported that works had started and should be complete by Easter.

456. To receive and consider the report of the Town Clerk

- a) The clerk reported someone who had purchased an exclusive right and wanted to return plot. There was no policy in place to deal with refunds, which Council will look at. Cllr Limond proposed Council to refund plot this time. This was seconded by Cllr Shepherd, and agreed by all.



457. Financial Matters

a) To receive and consider any Grant and Donation requests

None received.

b) To review and approve the payment schedule

Cllr Limond proposed to accept the Payment Schedule. This was seconded by Cllr Shepherd and agreed by all.

458. To review any correspondence received

None to report.

459. Other Items brought to the Council's attention by Councillors

a) Cllr Shepherd – two residents asked about lifebelts at the Clun bridge and Waterloo bridge. It was discussed and raised an issue of danger being near river on rare occasions it is high, but also the responsibility of maintenance.

b) Cllr Shepherd – the towns connection with sheep was raised and whether a statue was worth considering, perhaps at Rose Gdns.

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

Lifebelts to be considered.

461. Date of next meeting to be held on Tuesday 7th April 2020 at Clun Memorial Hall

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 from the next items of discussion.

Meeting closed to Public at 20:55

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 5th May 2020



Minutes of the Clun Town Council with Chapel Lawn Meeting held 9th April 2019 at the Memorial Hall, Clun

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

In attendance was the Clerk & RFO Darren Knipe.

Meeting commenced at **19:30**

216. To receive apologies for absence

Apologies received from Cllrs Linda Hurcombe and Ryan Davies

217. To receive declarations of interest

None received

218. To consider requests for dispensation

None received

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

None received

220. Report from County Councillor Nigel Hartin

None received

221. To resolve that the minutes of the Council general meeting held on 5th March 2019 are a correct record

It was proposed by Cllr McVicar, seconded by Cllr Butt and agreed by all that the Minutes of the Meeting held on 5th March 2019 were a true and proper record, subject to the following amendments:

200b – To add “Council requested a copy of the ROSPA inspection to be made available to council.”

205 – To add “Council to consider the creation of an award for outstanding contribution to the community.”



This was then signed by the Chairman.

222. To resolve that the minutes of the Council general meeting held on 11th March 2019 are a correct record

It was proposed by Cllr McVicar, seconded by Cllr Butt and agreed by all that the Minutes of the Meeting held on 5th February 2019 were a true and proper record, subject to the following amendment:

214 - No Objection, but would prefer it be finished in pebbledash so in keeping with the house.

This was then signed by the Chairman.

223. To consider and resolve any matters arising from the minutes

- a) **200b** – The clerk was asked to contact the Memorial Hall to get a meeting, and also to request a copy of the ROSPA inspection.
- b) **202a** – Cllr Butt asked about the bench seat at Waterloo bridge, which looked untreated and unsafe. The clerk explained that he and Cllr Donaldson had noted it as part of asset inspection, but it did not belong to council. The clerk will remove, and ensure post holes are filled.
- c) **202d** – The clerk was asked to arrange a meeting with the Town Hall Trust, to include two town councillors.

224. To receive the Mayors Report

Nothing to report.

225. To consider and approve an award for Freeman Of The Town

Council discussed the creation of a community award with a plaque to be displayed in the Town Hall “Honorary Free Men and Women of Clun”, recognising eminent service to the community.

This was proposed by Cllr Limond, seconded by Cllr McVicar, and agreed by all.

The clerk is to draft an application form, which can be used by local residents to nominate persons they think should be considered.

226. To consider London Bridge Protocol

Council discussed what protocol should take place when the Monarch dies.



It was agreed that the clerk should contact the Vicar of St Georges. Council nominated Cllr McVicar, the clerk and the Vicar to form a small working group for this purpose.

Cllr Maund is to liaise with the bell ringers.

227. To receive and approve a report from the Traffic Plan Working Group

Cllr Angell had tried several times to contact SCC Highways to discuss the recent survey results and proposals, but to no avail.

There had been no feedback yet received from the Memorial Hall regarding parking proposals.

The group met recently to review signage and proposals of change. Cllr Angell wished to acknowledge the huge amount of work Tony Bindloss had done in taking the pictures.

Council were asked if happy for the WTG to discuss proposals for change with Highways. Cllr McVicar proposed, seconded by Cllr Butt, and agreed by all for WTG to proceed.

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

a) Cllr Angell reported he had attended the Chairmanship Training by SALC. There were 12-15 persons attending, with precepts ranging from £250k to £3k. Some good suggestions had come out of session, including:

- i. AGM – forming a working group to consider proposals for actions on the following year
- ii. To have 2 or 3 councillors focus on areas of interest / expertise

b) Cllr Butt reported that the Community Led Plan working group meeting had been cancelled, to be rearranged.

c) Cllr Donaldson reported there had been no Memorial Hall committee meeting.

229. To consider planning applications

a) **19/01421/TCA** - Six Bells Cottage, Vicarage Road, Clun, Craven Arms, Shropshire, SY7 8JG - Fell 1no Lawson Cypress within Clun Conservation Area

Cllr Maund had investigated, and informed council, stating it was a magnificent tree, but its size had become an issue in strong winds. He sadly recommended it should be felled, but with a caveat that the other two trees present be saved.

Support

--



- b) **19/01490/FUL** and **19/01491/LBC** - 10 Bridge Street, Clun, Craven Arms, Shropshire, SY7 8JP - Alterations in association with renovations and repairs to existing dwelling including demolition of utility and w.c (re-submission)

Support

- c) **To consider planning decisions**

The recent approval of 18/05165/FUL Fairfield Castle Street had caused some distress to council, as it was felt it went against the SANDEV deal that had been agreed.

Cllr Mills had spoken to SCC, and told County Cllr Hartin could have objected and called it into Committee, which may have had a better chance of stopping. It was also noted that no local residents had made an objection to the application. All agreed that any future planning objections to be highlighted to Cllr Hartin.

It was agreed to add "Formation of Planning Committee" to next agenda. Cllr McVicar will produce Terms of Reference.

230. To receive and consider the report of the Town Clerk

- a) Toilet lock reported broken again – clerk to get locksmith in to fix
- b) A report had come in that one of the benches at Waterloo had not been treated. Mr Churchett reassured the clerk all benches and tables had been done, with the table in question receiving 3 coats, stating that they had not been looked after for some time.
- Council recognised and wished to thank Mr Churchett for the excellent work he had done in bringing all the furniture back to life.
- c) The clerk reported on a new website design he was working on, which would enable blog posts, including useful information received as emails from local health and service bulletins. It would also enable full search ability of any documents including minutes, as well as other functions, and ability to offer a better way of responding to public enquiries through a forum style Question and Answers format.

Councillors are to review site before next meeting, and provide feedback.

231. To review planning for the Annual Parish Meeting

The clerk presented council with draft invite letter to residents.

At 9.30 Cllr Limond asked council for approval to continue the meeting beyond the designated time of attendance. All agreed

All agreed to approving the letter, which councillors would hand deliver when it comes back from the printers.

--



The clerk also offered to make cakes for the event.

Councillors to provide list of clubs and groups for the clerk to invite to have a display or give presentation.

232. To consider and approve any Council Annual Subscriptions

None Received

233. To review and approve any training

None Received

234. Financial Matters

a) To receive and consider any Grant and Donation requests

None Received

b) To review and approve the payment schedule

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

The clerk was asked to find out why the cost of street lighting had increased from previous year.

c) To review and consider future financial plans for the Public Toilets

The cost of maintaining the Public Toilets by the bridge car park is over £13.5k a year, with £5,300 being electricity, and £2,000 being water rates. The last electric bill was an estimate, and shows a possible £600 over charge.

It was agreed that an action plan was needed to tackle this. The clerk is to ask the cleaner to record a weekly meter reading to look for discrepancies, and also look into cost of installing coin slots to use.

It was also suggested that the toilets be closed for a week as maintenance service to see if readings change, and to get an energy review carried out by Dave Tomlinson.

Clerk to make an agenda item again next month to review.

d) To review and consider the Unity Bank services

Issues were expressed over ability for clerk to access the online service. It was agreed the clerk should look into alternatives.



235. To review any Correspondence received

- a) A letter had been received from Mr Finlayson, outlining some dissatisfactions with services he had identified. Although council agreed with some points raised, it was also pointed out that council do not respond to 'Open Letters'. Instead, all responses are relayed through the clerk.

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

None Received

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

None Received

238. Date of Next Meeting

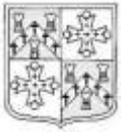
To be held on Tuesday 7th May 2019 at Clun Memorial Hall, which will be an Annual General Meeting.

Meeting Closed at 22.10

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 7th May 2019



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 5th May 2020 via ZOOM online video

Present- Cllrs Brian Angell (Chairman), Linda Hurcombe, Ryan Davies, Jack Limond, Reg Maund, Matt Donaldson, Bill Shepherd, Kevin Lewis, and Deborah Fox.

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

Meeting commenced at **19:30**

462. To receive apologies for absence

None received.

463. To receive declarations of interest

None received.

464. To consider requests for dispensation

None received.

465. To receive a report from the Good Neighbours Scheme

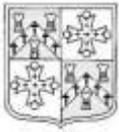
Chrissie Verdun presented on behalf of the group, which was formed as a charity in 1993. It was initially for the most infirmed or house bound requiring help, with phonenumber and around 40 volunteers, mostly over 60 yrs of age.

This group has successfully picked up the Covid-19 response, with those self-isolating working the phones. Account systems have been set up with local shops, and group is doing prescription pickups and food runs.

Demand has changed to now also being an information sharing point as well as shopping needs. Helpline costs have increased, which has been supported by a grant from SCC.

Cllr Angell asked about the food bank. Chrissie explained that the food bank has not been taken up. It may make sense to link up with the Bishops Castle food bank and combine the resources. But the group has also linked up with the SCC Hub which has a food parcel support system that do not meet the food bank criteria.

Council showed its full support and appreciation to the work done, which has succeeded on the legacy put in place over time.



466. Meeting open to the public. Time for this session is limited to 10 minutes

- a) First speaker – 4 residents had asked for support regarding concern of EE 4G mast and safety of 5G technology.
- b) Second speaker – regarding the 4G mast, raised concerns but also asked if the planning item could be forwarded so public can leave after.

467. Report from County Councillor Nigel Hartin

No report received.

468. To resolve that the minutes of the Council general meeting held on 3rd March 2020 are a correct record

It was proposed by Cllr Donaldson, seconded by Cllr Shepherd and agreed by all that the Minutes of the Meeting held on 3rd March 2020 were a true and proper record. The Minutes were accordingly signed by the Chairman.

469. To consider and resolve any matters arising from the minutes

- a) 449 – English Heritage planned meeting is not happening due to Covid-19.
- b) 450 – both new Councillors welcomed formally to Council.

Standing orders suspended to move Agenda item 13a forward for discussion

470. To consider planning applications

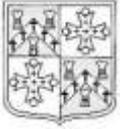
20/01168/FUL - Llynaven Farm, Chapel Lawn, Bucknell, Shropshire, SY7 0BP - Installation of a Telegraph Pole mast (15.97m) on a concrete base accommodating 3 x shrouded antennas and 2 x transmission dishes (300mm) for the EE Emergency Services Network; installation of 3 x equipment cabinets, 1 x electrical metre cabinet and 1 x generator; 1 x satellite dish (1200mm) on a support pole (2.6m); compound surrounded by a 1.8m fencing; vehicular access track (63m), turning area and ancillary development

7 Support with caveats, 2 Abstain

Caveats are: Council support the install of emergency 4G mast, but request any further upgrades to the mast come to full council. Also, SCC assure themselves that all certificates and health issues have been thoroughly examined.

471. To receive the Mayor's Report

- a) Thanks for best wishes during recent operation.



CLUN TOWN COUNCIL

with CHAPEL LAWN

- b) Thanks to the community for respecting the COVID-19 lockdown, especially having an elderly community.
- c) Concerns have been raised about recent traders in the car park, although many have made use of this service.
- d) English Heritage communication has continued, as well as with Highways.
- e) Designation of footpaths and having them registered has come up informally with the Parish Path Partnership.

472. To consider adding Environmental Statement to planning applications

Cllr Donaldson had circulated a draft TOR with Council, which will recirculate for comment to be presented at next meeting.

473. To consider the formation of a Business and Economic Working Group with TOR

A Zoom meeting happened, but no TOR has been created yet. Cllr Limond, Cllr Davies and Cllr Shepherd will work on drafting this up.

474. To consider action on the Public Toilets

SCC had asked local Parish Councils to open toilets for key workers. The cleaner was happy to work with proper PPE equipment, but felt that once he had cleaned the surface, if an infected person used the facilities then there was no way to prevent transmission until next clean.

Cllr Angell raised story of couple times the female postal worker had to call around for assistance.

Cllr Angell proposed that the Council open one toilet only once the cleaner has the proper PPE equipment, and to negotiate with him to have it cleaned more than once a day.

8 Support 1 Objection

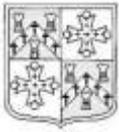
475. To consider planning applications

- a) **20/01257/FUL** - Forty Acre, Castle Street, Clun, Craven Arms, Shropshire, SY7 8JY - Erection of detached double garage

Support

- b) **20/01286/LBC** - Coach House, Clunton, Craven Arms, Shropshire, SY7 0JA - Alterations to previously approved 19/00015/LBC for installation of new glazing to the enclosed carriageway and opening from new dining room to enclosed carrigeway affecting a Grade II Listed Building

Support



CLUN TOWN COUNCIL

with CHAPEL LAWN

- c) **20/01485/FUL** - Barns At Lower Guilden Down Farm, Guilden Down, Shropshire - Conversion of the Old Shearing Shed & Hackney Barn into two residential dwellings, demolition of an existing agricultural building, formation of a car parking area and installation of a package treatment plant

Support with comment want to take account of design elements, water and traffic issues

- d) **20/01621/FUL** - Laburnum House , Powells Lane, Clun, SY7 8LA - Erection single storey side extension with internal alterations

Support

476. To receive reports from Councillors attending other meetings

a) Working Groups and Sub-Committees

- i. WTG – Cllr Angell reported a positive Zoom meeting with budget allocation of over £1m to be spent on the town. Chief Engineer of WSP was there and fully on board.

Had a separate Zoom meeting with WSP, and went around the town virtually giving the engineers a lot of insight of the issues. WSP will want to get a topographical survey done to fully understand the layout.

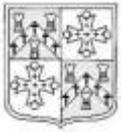
b) Other groups and organisations

- i. Environment Group – Cllr Davies reported they had met via Zoom to see what can be done in the current climate. Proven less need to travel to get to meetings due to online platform, and more awareness of local services. Also recognised for need for a virtual office space community could use.
- ii. Hightown Community Rooms – Cllr Shepherd reported the work is almost complete. The building is unlikely to open, but the car park will become available again.
- iii. Carnival Committee – Cllr Shepherd reported that no decision has been formally made re cancelling yet, but looking likely.

477. To receive and consider the report of the Town Clerk

- a) An internal auditor has been identified, and awaiting quote.
- b) Powers have been extended to delay the external audit until at least September.
- c) The Precept has been paid at £42,000 with £3,805 additional income coming from CiL grants.
- d) The cemetery has had first cut.
- e) The government have passed the Corona Virus Act 2020 that now gives local Councils powers to have no elections, no AGM and no APM until 2021.

Cllr Angell asked the clerk to ensure this information is made aware on the website as well as minutes.



CLUN TOWN COUNCIL

with CHAPEL LAWN

Cllr Limond asked for the CiL money to be ringfenced just for infrastructure projects. All agree.

9.30pm the Chairman asked to suspend Standing Orders and continue the meeting. All agreed.

478. Financial Matters

a) To receive and consider any Grant and Donation requests

- i. St Georges Church £400 approved.
- ii. Environmental Group asking for £113 for litter picking equipment approved.

b) To review and approve the payment schedule

Cllr Limond proposed to accept the Payment Schedule. This was seconded by Cllr Shepherd and agreed by all.

479. To review any correspondence received

None to report.

480. Other Items brought to the Council's attention by Councillors

None.

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

- a) Cllr Davies asked if new sergeant, Damian Kerry could be invited.
- b) Cllr Angell asked to have Mathew Mead re housing needs and Planning Officer for the area to develop relationships. Clerk to contact and push the topic for future agenda.

482. Date of next meeting to be held on Tuesday 2nd June 2020 via ZOOM

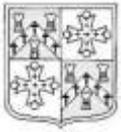
Meeting closed to Public at 21.36

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 2nd June 2020

[5 of 5]



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 2nd June 2020 via ZOOM online video

Present- Cllrs Brian Angell (Chairman), Linda Hurcombe, Ryan Davies, Jack Limond, Matt Donaldson, Bill Shepherd, Kevin Lewis, and Deborah Fox.

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

Meeting commenced at **19:30**

483. To receive apologies for absence

Cllr Reg Maund.

484. To receive declarations of interest

None received.

485. To consider requests for dispensation

None received.

486. Meeting open to the public. Time for this session is limited to 10 minutes

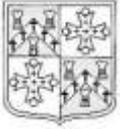
- a) A member of the public thanked Council for making the right decision in supporting the 4G mast application in the last meeting. They also asked what was happening regarding the closure of Clun Bridge.

487. Report from County Councillor Nigel Hartin

SCC have a policy of not using Zoom. In addition to the newsletter released, Cllr Hartin reported that SCC are awaiting on a decision by Central Government to made regarding the release of an additional £300million to tackle a potential second wave of the COVID-19 outbreak.

488. To resolve that the minutes of the Council general meeting held on 5TH May 2020 are a correct record

It was proposed by Cllr Angell, seconded by Cllr Limond and agreed by all that the Minutes of the Meeting held on 5th May 2020 were a true and proper record. The Minutes were accordingly signed by the Chairman.



489. To consider and resolve any matters arising from the minutes

- a) 471c – Traders have been seen in the car park and there are concerns regarding congestion caused as well as access issues for the cleaner to the toilets.

490. To receive the Mayor's Report

- a) Cllr Angell thanked Councillors for work done on other matters in the background.
b) There has been an increase in visitors and will need to be monitored, especially cars spilling out onto the road.
c) Should the toilets consider a donation system as costs are rising due to new PPE requirements.
d) The school opened and everything seems to have gone ahead as planned without issue.
e) Questions were asked about the three large planned developments in the town. Castle Street is subject to the traffic plans, whilst the others are being held up because of sewage issues in the river. Council will seek an update from SCC Officer to get a clearer idea of what the issues are.
f) The matter of honouring members of Clun for services to the community needs to move forward, with an EGM to take place once the clerk has shared the protocol documents and nomination forms with Councillors.
g) Council has been made aware of grants for energy, which the Environmental group may be interested in exploring, as well as a tourism grant, which would be a partnership bid with Shropshire Hills and Church Stretton community.

491. To consider adding Environmental Statement to planning applications

It was proposed by Cllr Donaldson to accept the following Environmental Statement:

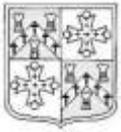
Towards the ideal of eventual carbon neutral, no environmental impact and low energy use housing and buildings, Clun Town Council and Chapel Lawn encourages the Planning Department of SCC, when considering applications for new builds, conversions or extensions, to promote reduced emphasis on traditional design and building methods.

We ask SCC to use their powers to encourage the removal of the reliance on fossil fuels for energy, water and waste management and to eliminate the use of toxic or unsustainable source materials and finishes.

This was seconded by Cllr Hurcombe and agreed by all.

492. To consider the formation of a Business and Economic Working Group with TOR

It was agreed to form a working group rather than a sub-committee.



CLUN TOWN COUNCIL

with CHAPEL LAWN

Following a discussion on the structure the group may take, it was agreed that Cllr Shepherd would represent to Council a final TOR for approval.

493. To consider action on the Public Toilets

It was agreed by Council to keep the current situation of having one toilet remain open, and to regularly review the situation.

494. To consider planning applications

- a) **20/01781/FUL** - Five Turnings Farm, Knighton, Shropshire, LD7 1NF - Erection of two agricultural buildings

It was proposed by Cllr Fox to support, but to highlight to SCC that the external design fits in with guidelines of AONB policy on eco materials, as well as add Council's Environmental Statement.

This was seconded by Cllr Shepherd and agreed by all.

- b) **20/01698/FUL** - 3 Prospect Place, Clun, Craven Arms, Shropshire, SY7 8LB - Erection of two storey side extension

Cllr Angell proposed that Council object to the application, based on the level of local opposition, and the unbalance of the size of extension in relation to the other properties on the street.

This was seconded by Cllr Hurcombe and agreed by all.

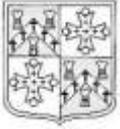
495. To receive reports from Councillors attending other meetings

a) Working Groups and Sub-Committees

- i. WTG – Cllr Angell said the group had met last month via Zoom. A positive meeting with SCC, with change of Chairman on partnership group as Alun Morgan, who has been a strong advocate of the Clun project, is unclear whether his contract will continue after June. The new chairman will be Andy Wilde, who is the Operations Manager for SCC Highways, with the secretary being Gareth Nurse from WSP who deliver the contracts.

The drainage review is going ahead, and then it will be design and resurfacing phase. There will be a review of HGV signage by WSP.

- ii. Clun Memorial Hall will be meeting in the coming week, and so feedback will be provided at next Council meeting.



CLUN TOWN COUNCIL

with CHAPEL LAWN

- iii. Hightown Community Rooms – Cllr Shepherd reported that the work on the roof is now completed and the car park is open.
- iv. Environmental Group – Cllr Davies said planning applications are being passed on to the group. The group has taken interest on verge cutting, and want to see retention of wild flowers in hedgerows. Also, group want to look at wild life sites on verge at the Business Park, and litter picking will continue after verges cut in mid-July.

Clerk to contact officer in SCC who deals with verge cutting.

- v. Personnel – met to discuss additional clerk support and bring up in next meeting.

b) Other groups and organisations

- i. Clun Carnival – Cllr Shepherd confirmed that this year's show has been cancelled until next year, which will be the 150th anniversary.

496. To receive and consider the report of the Town Clerk

- a) Town Hall clock servicing has been chased up. Cllr Limond raised suggestion that could do this ourselves as long as have some extendible ladders. The clerk raised concern that risk assessment and public liability meant that would not be right to do. It was suggested a local trades man could be trained up to do this.

It was agreed the clerk would draw up a TOR for local contractor to undertake servicing of the clock with requirement that they hold their own Public Liability Insurance and done at own risk.

- b) The clerk had found local Oswestry company via English Heritage who can advise on the correct way forward regarding repair of Town Hall outside rendering and stone works. Cllr Angell suggested to contact a company based near Ludlow.

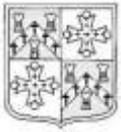
497. To consider and approve appointment of Internal Auditor

The clerk reported he had received a quote to carry out the internal audit of Council from a company called DM Payroll Services for £150.

It was proposed by Cllr Angell to appoint DM Payroll Services as the Internal Auditor for Council. This was seconded by Cllr Fox and agreed by all.

498. Financial Matters

- a) To receive and consider any Grant and Donation requests



CLUN TOWN COUNCIL

with CHAPEL LAWN

i. None received.

b) To review and approve the payment schedule

The clerk pointed out that the WAW subscription for £50 had not been added to the schedule.

Cllr Angell proposed to accept the Payment Schedule. This was seconded by Cllr Hurcombe and agreed by all.

c) To review budget and actual income and expenditure

The budget spend on the Public Toilets water rates was raised due to its higher than expected amount, which may be due to the recent burst pipe. The clerk is to investigate further.

499. To review any correspondence received

None to report.

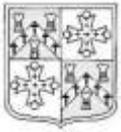
500. Other Items brought to the Council's attention by Councillors

- a) Cllr Davies had been asked by residents about the possibility of warning signage on the Clun to Knighton road near New Invention, where there is a blind junction.
- b) Cllr Hurcombe raised the writing competition and that there has been a low uptake, with none from the school.
- c) Cllr Fox raised point that SCC are visiting areas looking at COVID-19 signage, and was concerned at pinch points within the town that could present issue, including the bridge at the castle, and should Council produce own social distancing signage.
- d) Cllr Fox asked if Council get feedback on planning decisions. It was agreed that the clerk to produce a decision made sheet to share.
- e) Cllr Fox mentioned the Memorial Hall were going to discuss fireworks, and that it mentioned that the Council were supporting it. Council were unaware of this, and Cllr Fox will feed back.

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

Nothing to add.

502. Date of next meeting to be held on Tuesday 7th July 2020 via ZOOM



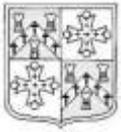
CLUN TOWN COUNCIL
with CHAPEL LAWN

Meeting closed to Public at 21.24

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 7th July 2020



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 7th July 2020 via ZOOM online video

Present- Cllrs Brian Angell (Chairman), Cllr Reg Maund, Ryan Davies, Matt Donaldson, Bill Shepherd, Kevin Lewis, and Deborah Fox.

In attendance was the Clerk & RFO Darren Knipe, and one member of the public.

Meeting commenced at **19:30**

503. To receive apologies for absence

Cllrs Linda Hurcombe and Jack Limond.

504. To receive declarations of interest

None received.

505. To consider requests for dispensation

None received.

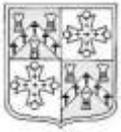
506. To receive and consider a presentation from Mathew Mead on Housing Policy and related matters

Mathew Mead explained his role in SCC comprised of two roles; firstly, he supports the planning department with issues like the infrastructure projects as well as local housing policies. Secondly, he works with the Economic Growth Team, looking at the economic future of Shropshire, with particular recent focus being on Covid-19 responses to the current situation.

Shropshire's Local Plan will set the framework for future housing development in Shropshire up to 2036. It builds on previous plans that were developed since Shropshire became a Unitary Council in 2009. The latest version of the plan is really an update on existing policies rather than a major revision of the plan. Key points are:

- Growth of around 26,000 new homes in Shropshire by 2026
- Majority of new growth to be accommodated in Shrewsbury and the larger market towns, and smaller designated Community hubs, where services are provided
- Limited growth in rural settlements through an opt in process

The position for Clun is broadly unchanged from previous consultations.



CLUN TOWN COUNCIL

with CHAPEL LAWN

Clun will be designated as a community hub, as it has a range of services and shops within the settlement, which can be supported through small but planned growth.

95 homes are proposed for Clun by 2036, with the majority of these – potentially up to 88 – located on two stages of development at Turnpike Meadow. Due to the historic layout of Clun site allocations are favoured rather than a high level of “in fill” development.

However, development in Clun will be subject to some stricter rules proposed under the new plan.

Clun continues to be affected by the River Clun catchment issue, where the presence of rare fresh water mussels has seen the water courses in the area subject to strict controls on the levels of water pollution in the area. Any new development will need to demonstrate that it isn't contributing to water pollution, and ideally improving on the existing levels. The consultation will contain a specific policy on this issue.

New policies on development in the AONB will also be included. Clun is a settlement in the Area of Outstanding Natural Beauty and our revised policy framework requires that development in the AONB requires evidence of exceptional circumstances for the proposed land uses.

This issue and the Clun catchment issues will place extra requirements on development in Clun, and we are sure this will be subject to comment during the consultation. The final examination stage will also be the last opportunity for owners and developers of new sites to present evidence for their site to be included in the plan, and we anticipate some sites in Clun will request evidence for their site is considered during the examination.

There is a desire for a housing survey to be done for Clun to fully establish what the housing needs are.

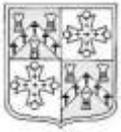
The issue of empty properties came up. Mathew explained nearly 800 empty homes had been identified in Shropshire. A new Empty Homes group had been created in the new year that comprised Andy Wigley from Historical Environment team, as well as the Public Protection team which looks at unsafe properties.

507. To consider formal government guidance on relaxing COVID-19 restrictions in relation to the Public Toilets and other public spaces in Clun Parish

Cllr Fox explained the guidance was in response to use of public spaces, and especially in relation to social distancing where high footfall and contained focal zones.

SCC will provide any signage that Council require.

Market Square and Castle Street leading to the Spar should be social distancing markers and reminder stickers.



CLUN TOWN COUNCIL

with CHAPEL LAWN

Bridge Street car park should have a couple of social distance markers, and the toilets should address distance queueing. Inside toilets should be hand washing signs as well as a cleaning schedule.

Other focal points are the bus stops, outside the school and possibly at Waterloo. The guidance also mentions waste management facilities, and suitable PPE.

Council agreed to let Cllr Fox and Cllr Angell assess the possible locations, and decide on ordering the required signage. It was suggested by Cllr Donaldson to not include the distance on signage as guidance seems to change and there is no desire to have inaccurate or redundant information.

Cllr Angell asked Council for their view on the opening of the Memorial Hall playground, even though Council are not responsible for it. Cllr Donaldson mentioned that the Hall had put a closed sign up, but parents had been seen using the facilities. The general view was that Council would support the opening in line with what the guidance says.

508. Meeting open to the public. Time for this session is limited to 10 minutes

- a) Gary Mills wanted to know was there going to be any liability on the developer of Turnpike. The Clerk will follow up with SCC.

509. Report from County Councillor Nigel Hartin

Nothing to add above the newsletter sent.

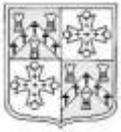
510. To resolve that the minutes of the Council general meeting held on 2nd June 2020 are a correct record

It was proposed by Cllr Angell, seconded by Cllr Donaldson and agreed by all that the Minutes of the Meeting held on 2nd June 2020 were a true and proper record. The Minutes were accordingly signed by the Chairman.

Cllr Fox gave her apologies and left the meeting.

511. To consider and resolve any matters arising from the minutes

- a) **489** – the trader in the car park is receiving complaints and starting to cause issues for parking. Clerk to contact licensing to get their view. Cllr Angell suggested if there was sufficient demand, then the town could consider a regular market at a suitable location.



512. To receive the Mayor's Report

- a) The traffic group met recently. SCC have committed to spend on signage for HGV's as well as spend on the streetscape and design guide. They have also been allocated £500k to spend on drainage in Clun.
- b) A sculpture of the Clun Sheep has been considered for the small piece of land known as Rose Gardens. It should be established if SCC own it, and would Council be happy for the Clerk to follow this up. This was agreed by all.
- c) Council was asked if they should take more of a profile at Christmas with the lights and festivities.
- d) Rural Markets Group asked if Clun Parish would like to join and get help with. Cllr Angell to circulate information.

513. To review and consider updating Standing Orders

The issue of item 3l was raised regarding public recording of meetings. Clerk to get advice from SALC.

Cllr Angell suggested 5f – "A councillor may not serve more than 3 years consecutively as mayor or deputy mayor, with at least one year before being re-elected to the position."

Should be amended to:

"A councillor may not serve more than 3 years consecutively as mayor or deputy mayor, with at least one year lapse before being re-elected to the position."

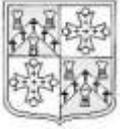
514. To consider the formation of a Business and Economic Working Group with TOR

Cllr Lewis proposed to accept the TOR of the Business and Economic Working Group. This was seconded by Cllr Maund and agreed by all.

515. To review and consider the writing competition prize monies

Cllr Hurcombe who had been one of the judges of the writing competition suggested that all entrants be awarded a prize, being three prizes of £25 book voucher and an adult poetry prize of £40 cash.

Cllr Angell proposed to accept the allocation of prizes. This was seconded by Cllr Shepherd and agreed by all.



516. To consider planning applications

- a) **20/02132/FUL** - Five Turnings Farm, Knighton, Shropshire, LD7 1NF - Erection of two agricultural buildings and formation of farmyard

Support with caveat of adopting Council's Environmental Policy with emphasis on renewable materials and energy, as well as that it complies with design guide that Shropshire Hills have devised.

517. To receive reports from Councillors attending other meetings

a) **Working Groups and Sub-Committees**

- i. None

b) **Other groups and organisations**

- i. None
ii. Cllr Angell raised issue that Cllr Hurcombe had stepped down as representative on Enterprise House.

518. To receive and consider the report of the Town Clerk

- a) Report from Sgt Damien with an operation attacking local theft
b) Highways Officer Steve Holdaway has been identified as useful point of contact
c) The Clerk annual leave is due for August, but was agreed that would attend meeting and then take leave.

519. Financial Matters

a) **To receive and consider any Grant and Donation requests**

- i. None received.

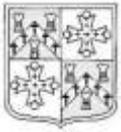
b) **To review and approve the payment schedule**

Cllr Davies proposed to accept the Payment Schedule. This was seconded by Cllr Maund and agreed by all.

c) **To review budget and actual income and expenditure**

The budget was reviewed and around 25% of annual budget was spent in first quarter.

--



CLUN TOWN COUNCIL
with CHAPEL LAWN

520. To review any correspondence received

None to report.

521. Other Items brought to the Council's attention by Councillors

- a) Cllr Davies mentioned a project looking at localisms and dialect. Clun had been selected with local recordings which will be stored on National Archives. He felt it may be something extended as local project, which Council could support.
- b) Cllr Lewis raised issue of campervans in the Bridge Street car park. It was agreed that this forms part of approaches to signage.

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

None

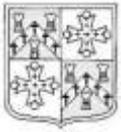
523. Date of next meeting to be held on Tuesday 4th August 2020 via ZOOM

Meeting closed to Public at 21.31

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 4th August 2020



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 4th August 2020 via ZOOM online video

Present- Cllrs Brian Angell (Chairman), Ryan Davies, Matt Donaldson, Reg Maund , Bill Shepherd, Kevin Lewis, and Deborah Fox.

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

Meeting commenced at **19:30**

529. To receive apologies for absence

Cllrs Linda Hurcombe and Jack Limond.

530. To receive declarations of interest

None received.

531. To consider requests for dispensation

None received.

532. Meeting open to the public. Time for this session is limited to 10 minutes

a) None received

533. Report from County Councillor Nigel Hartin

Nothing to add above the newsletter sent.

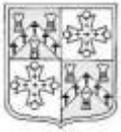
534. To resolve that the minutes of the Council General Meeting held on 7th July 2020 are a correct record

It was proposed by Cllr Angell, seconded by Cllr Lewis and agreed by all that the Minutes of the Meeting held on 7th July 2020 were a true and proper record, subject to following amendment:

512d- change to Rural Market Town Group.

The Minutes were accordingly signed by the Chairman.

535. To resolve that the minutes of the Council Extra General Meeting held on 21st July 2020 are a correct record



CLUN TOWN COUNCIL

with CHAPEL LAWN

It was proposed by Cllr Angell, seconded by Cllr Fox and agreed by all that the Minutes of the Meeting held on 21st July 2020 were a true and proper record. The Minutes were accordingly signed by the Chairman.

536. To consider and resolve any matters arising from the minutes

- a) **506** – Consultation on the Development Plan discussed. Cllr Angell proposed setting an EGM in mid-September, in time to feed back on the consultation before the end of the month deadline. 8th September was proposed.
- b) **508** – Mathew Mead had responded to this question that 20% of new builds would be affordable and not subject to CiL. The remaining new builds would be currently worth £270k CiL, with around 15% going to the Town Council.
- c) **517 bii** – Cllr Hurcombe is staying on as representative of **Enterprise House**.

537. To receive the Mayor's Report

- a) Seeking SALC clarification to permitted development rights.
- b) Explored Church Stretton Tourist grant bid.
- c) Markets has come up in several discussions.
- d) Received numerous comments on recent road surfacing. The reason was a recent government grant to spend on roads. Other work is top up repairs as preventative action.

Any concerns to the quality of the road works should be reported to SCC Highways, as the contract has conditions attached.

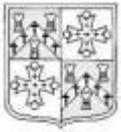
- e) Received word that the garage has been given an environmental clean sign off, so planning can move to the next stage.

538. To consider and resolve COVID-19 signage report by Cllr Fox

Social distancing signage was discussed, where SCC would provide. It was agreed to allow Cllr Fox to go ahead and get signage arranged.

Cllr Davies requested the Council logo be on signage.

Cllr Fox proposed take advice from Mark Sutton at SCC regarding type and amount of signage. This was seconded by Cllr Davies and agreed by all.



539. To review and consider a need for a housing survey

Mathew Mead had forwarded a letter to the Chairman and the clerk saying are able to do a survey, but would only be available online.

Cllr Angell asked Council did they want to proceed this way or to wait for a full public meeting to look at.

Cllr Davies proposed to wait for a full public survey when Covid-19 restrictions are removed. This was seconded by Cllr Lewis and agreed by all. Clerk to contact Mathew.

540. To consider and approve the process of selection for Honorary Freeman of Clun

The clerk explained the process for Freeman nomination and selection, which had been circulated to Council.

Cllr Angell proposed to adopt the process as set out in the prior EGM, and presented by the Clerk. This was seconded by Cllr Shepherd. Four supported and two opposed, so the process shall proceed.

541. To appoint members for the Honours Panel for 2020-2021

Cllr's Lewis, Fox and Donaldson offered themselves to the panel. This was accepted by all.

542. To consider action on the Public Toilets

a) Signage

A durable professional sign on the closed toilets, wash hands on the inside.

Walkers are Welcome sign could be moved to nearer the entrance and note about no overnight camping. Cllr Davies pointed out that the Memorial Hall is mentioned, which is not a public car park.

Cllr Donaldson raised issue of motor bikes idling machines for long periods before departing.

Cllr Fox to arrange signage.

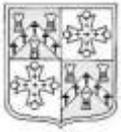
b) Maintenance Plan

The clerk reported main issue was water collection tank. A company has been identified that can remove the water and able to take tank away. A quote is to be sought.

The barge boards and guttering needs to be looked at.

c) Covid-19

An outside hand sanitizer to be ordered.



543. To review and consider updating Council Policies

a) Personal Data Management Policy and Audit Log (GDPR)

b) Privacy Policy (GDPR)

It was proposed by Cllr Angell to accept both policies as remain. This was seconded by Cllr Fox and agreed by all.

c) Standing Orders

Latest version from SALC had addressed the concerns from last meeting. Cllr Angell proposed to accept the updated Standing Orders. This was seconded by Cllr Shepherd and agreed by all.

544. To consider planning applications

None to consider.

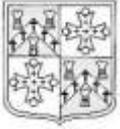
545. To receive reports from Councillors attending other meetings

a) Working Groups and Sub-Committees

- i. **Memorial Hall** – Cllr Donaldson reported no major updates. The playground area is being given high attention via a sub-committee, but is officially closed. Cllr Fox updated that a Risk Assessment had been put together and gone to the Chair to get resolved. The hope is that the area can be opened. Cllr Davies asked was the Council there to provide financial support to push the opening forward, which was met with support.
- ii. **Economic Working Group** – Cllr Shepherd reported a meeting held, with a discussion on tourism and local business, on empty properties, and on parking issues. Cllr Angell reported that Council had supported the Hightown Rooms application for COVID -19.
- iii. **Working Traffic Group** – Cllr Angell reported a meeting with SCC with Alun Morgan left and new management in place. The drainage survey is waiting on compliance and full risk assessments before begin. HGV signage has been looked at, with the surrounding area links and redirections. The Design Statement is going forward and WSP should be working on this, with money being spent on the preparatory stage.

b) Other groups and organisations

- i. **SpArC** – Cllr Davies informed that Teme Leisure have been removed and it is back with SCC. With COVID-19 only the sport and leisure will open with number restrictions, whilst the theatre cannot open. There is clear new investment coming



CLUN TOWN COUNCIL

with CHAPEL LAWN

with SCC involvement. Issue of the funding raised by SpArC going into SCC pot is being looked at.

- ii. **Hightown Rooms** – Cllr Shepherd reported the roof works were complete and car park is open.
- iii. **Environment Group** – Cllr Davies said recent meeting had highlighted small steps, and issues that can be addressed such as the litter picking equipment. Would like to look at verge cutting and getting the wild flowers back. There is concern about planned agricultural policies and impact on local area.

Clerk to share planning with Chrissie as secretary of the group.

Chrissie asked for feedback from Council and explained an updated working document is being drafted.

Cllr Angell was pleased to see the profile the group has got in its litter picking activities, and wondered how the river bank could benefit the same.

546. To receive and consider the report of the Town Clerk

- a) The toilet closure matter has been resolved.
- b) The trading in the car park is being looked at by the licensing team.
- c) The Council website needs looking at and the Clerk will put a specification for going out to tender.
- d) Town Hall – a surveyor has been contacted and awaiting meeting.

547. Financial Matters

a) To receive and consider any Grant and Donation requests

- i. None received.

b) To review and approve the payment schedule

Cllr Angell proposed to accept the Payment Schedule. This was seconded by Cllr Shepherd and agreed by all.

c) To review budget and actual income and expenditure

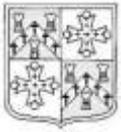
Cllr Angell requested a full budget review in September.

548. To review any correspondence received

None to report.

549. Other Items brought to the Council's attention by Councillors

[5 of 6]



CLUN TOWN COUNCIL
with CHAPEL LAWN

a) None to report

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

Cllr Angell asked about land including Waterloo.

551. To consider and resolve next meeting for September 2020 at ZOOM ONLINE

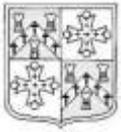
It was resolved to hold the next meeting TUESDAY 1st September. The clerk to update the website. To review situation of Public Meetings.

Meeting closed to Public at 21.28

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 4th August 2020



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 22nd September 2020 via ZOOM online video

Present- Cllrs Brian Angell (Chairman), Bill Shepherd, Kevin Lewis, and Deborah Fox.

In attendance was the Clerk & RFO Darren Knipe.

Meeting commenced at **19:30**

571. To receive apologies for absence

Cllrs Linda Hurcombe, Ryan Davies, Matt Donaldson, Reg Maund. And Jack Limond.

572. To receive declarations of interest

None received.

573. To consider requests for dispensation

None received.

574. To discuss and resolve a response to the Local Plan Review

The LPR was fully discussed and the following comments were proposed by Cllr Shepherd, seconded by Cllr Fox, and agreed by all:

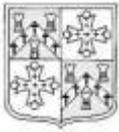
DP 1 We strongly support the mix of residential types but request the policy is strengthened to ensure that the proposed proportions are applied to any future full planning permissions including where outline permission is already granted and that this is expressly stated in the policy.

DP11 para 11 Strongly support this. We have recently lost significant bed space as result of reversion to residential use. This has not been the result of a down-turn in the market but other non-related factors. This policy is required to ensure beds are retained and this important part of our economy strengthened.

DP14 Development in the River Clun Catchment

We have significant concerns that DP 14 is ossifying development. Clun Town Council with Chapel Lawn wish to facilitate and help move things forward. The need for greater clarity on the types of mitigation measure that are deemed suitable must be expedited. We would wish the policy is cast in some way more strongly to ensure that mitigation measures are made clearer.

Para 4.144 The current lack of practical mitigation measures mentioned in the explanation is stifling development in the area and on specifically on the two allocated sites in Clun



CLUN TOWN COUNCIL

with CHAPEL LAWN

Town. This is unacceptable and we would wish for more explicit guidance to be made publicly available, so larger sites can progress more readily.

DP 24 Conserving and Enhancing the the Historic Environment

We support the policy regarding Heritage assets such as listed buildings, but this needs to be strengthened and extended to include impacts on designated conservation areas. This would assist in ensuring the impact from CLU002 and CLU005 are minimised in regard to the impact on the charter of the Town of Clun from its eastern approach.

SP 9 Development in the Open Countryside Para 6d

We welcome the direction of this policy and the general reference to the AONB polices. This policy should be strengthened by including specific reference to the need to meet AONB design guidance and specifically. Para d there within the AONB that all agricultural development complies with the Shropshire Hills Agricultural Building Design Guide.

S2.2 para 2 The current development boundary as proposed follows the boundary of CLU005 and CLU002. We would wish the potential for employment development to the E of the boundary either as windfall opportunities or SAMDEV savings. This area is directly opposite the Current employment area and business units and we envisage with more housing that more employment land will, be required.

S2.2 para 1 In the case of Clun the Conservation area covers the whole of the old town, the two designated areas for development CD002 and CD 005 are out side this area but in view of the overall size of the development it will have a significant and substantial impact on the sense and character of whole of the Town. We request that specific reference is made to the requirements to adhere to the design principles laid out in the Clun Design Statement which provides clear guidance on new development. We wish to see specific mention of the need to comply with SP4 on building design and the requirement to use of environmentally sustainable materials, energy conservation, energy generation, electric charging points and sustainable drainage etc.

S2.2 para 2 and SP7 para 1. We support the essential principles of SP4 1.d however development on CLU002 and CLU005 will stretch our already challenged infrastructure. We wish for specific reference under S2.2 that development needs to ensure and support improvement to public transport access, connection to the Town Centre and Medical facilities that does not require the use of car. In addition that the Sewage works has sufficient capacity to take the additional housing to the quality of discharge required.

We also require that the mix of use on the site maximises the range and types of property available, including single story dwellings, the range of affordable dwellings as well as provision for home based working through good internet provision and space within properties.

The current lay out and volume of traffic in Clun creates a number of highway and traffic related issues we ask that this Section includes expressed reference to the fact that development with not increase these problems and actively help to reduce them. This could include support for the development of other off street parking in Clun, and encouragement for the use of non-car connections to the public transport network.



CLUN TOWN COUNCIL
with CHAPEL LAWN

Meeting closed to Public at 21.03

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 20th October 2020



Clun Town Council with Chapel Lawn

MINUTES OF THE TOWN COUNCIL MEETING

HELD VIA ZOOM CLUN ON 6TH OCTOBER 2020 AT 7.30PM

PRESENT: Chairman – Bill Shepherd, Kevin Lewis, Deborah Fox, Matt Donalson, Ryan Davies, Jack Limond and Linda Hurcombe,

IN ATTENDANCE: There were two members of the public present

CLERK: Darren Knipe

1 APOLOGIES AND REASONS FOR ABSENCE

The following apologies were received. Brian Angell, and Reg Maund

2 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

3 DISPENSATION REQUESTS

No dispensation requests had been received.

4 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin was not present.

(ii) Police Report

There was no police report.

(iii) Public comments

There were two members of the Public present who made no comments.

5 APPROVAL OF MINUTES

(i) Council meeting 8th September 2020

(ii) Council meeting 22nd September 2020

(iii) Council meeting 28th September 2020

The clerk reported that had not been able to circulate these minutes in time for approval and asked for this item to be deferred.

It was **RESOLVED** that the approval of the minutes be deferred.

6. INFORMATION ARISING FROM THE MINUTES

There was nothing to report under this heading

Clun Town Council with Chapel Lawn Council Minutes 6th October 2020



Clun Town Council with Chapel Lawn

7. MAYOR'S REPORT

The chairman reported that the following

- Wished to note the recent passing of John Grieves

8 TRAFFIC REPORT

This was discussed it was suggested that a traffic order be placed to exclude HGV vehicles from within Clun, due to the environmental and safety issues. This would prevent HGV entering from entering Clun unnecessarily.

RESOLVED

This was agreed in principle that the Council in recognition of the traffic, environmental and safety issues created by unnecessary HGV's passing through the Town resolve to support the investigation of ways of excluding HGV's from the Town excepting for necessary access.

9. ISSUES IN RELATION TO THE TOILETS

This was discussed it was agreed that a budget be set up. There was also a discussion as to having a charge to use of the toilets.

10. PLANNING ITEMS

a. Planning applications for consideration

- i. 20/03929/TCA – The Gables, Knighton Road, Clun, SY7 8JH - Works to reduce 1No. Birch tree by 25% within Clun Conservation Area.

This application was discussed It was
RESOLVED to make no comment

11. TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING OTHER MEETINGS

12. CLERK'S REPORT

a) Working Groups and Sub-Committees

- Environment group: - Climate group was reported on. There was to be a litter pick on October 11th
- Business and economic working group reported on their meeting there was an update on issues which could affect tourism in Clun, also issues around walkers are welcome. The next meeting is scheduled 22nd October
- High Town There has been one produce market and another scheduled on 17th October, also two different sets of fitness classes.
- The traffic group has not met Clun memorial hall, quite a number have expressed to join the committee

b) Other groups and organisations

- Enterprise House, Mike Ashwell will be retiring at the end of November there will be a full report at next meeting.

13. FINANCIAL MATTERS



Clun Town Council with Chapel Lawn

- a) To receive and consider any Grant and Donation requests
- Walkers are Welcome £348 to cover the costs of leaflet
This application was seconded
 - Clun Valley AED scheme for a £82.88 for replacement pads
This application was seconded
- b) To review and approve the payment schedule

Payee	For	Costs
J. Churchett	Contact (toilets)	£500
A. Wallace	Grass cutting	£60
Highline	New light	£350
DM Payroll	Internal Audit	£150

- c) To review budget and actual income and expenditure
This was deferred
- d) To review and consider quotes for undertaking a survey of works on the Town Hall
This was deferred until the next meeting.

1. CORRESPONDENCE

There was nothing in relation to this matter

14. ITEMS BROUGHT TO THE COUNCIL'S ATTENTION BY COUNCILLORS

There was a request from the County Councillor to use Microsoft Teams.

15. ITEMS FOR THE NEXT AGENDA

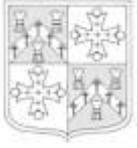
- Minutes
- Town Hall

16. DATE OF THE NEXT MEETING

It was reported that the date of the next meeting would be **3rd November 2020** via **Zoom**

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF CLUN TOWN COUNCIL MEETING

HELD VIA ZOOM ON TUESDAY 3rd NOVEMBER 2020 AT 7.30PM

PRESENT: Chairman – Cllr. Brian Angell, Jack Limond, Deborah Fox, Linda Hurcombe, Bill Shepard, Kevin Lewis, M Donaldson, Reg Maund, and Ryan Davies

IN ATTENDANCE: There was one members of the public present

CLERK: Gwilym Rippon (Acting Clerk)

1 APOLOGIES AND REASONS FOR ABSENCE

The following apologies were received. There were no apologies.

2 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

3 DISPENSATION REQUESTS

No dispensation requests had been received.

4 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin was not present.

(ii) Police Report

There was no police report.

(iii) Public comments

One member of the public asked if the Council was exploring traffic regulation orders

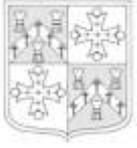
5 APPROVAL OF MINUTES

(i) Council meeting 6th October 2020

(ii) Council meeting 20th October 2020

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

6. MATERS ARISING FROM THE MINUTES



Clun Town Council with Chapel Lawn

7. MAYOR'S REPORT

The chairman reported that the following

- The clerk wished to put on record the thanks of the Council to the Good Neighbour group.
- There has been two responses from the members of the public in relation to off street parking
- Business working group meeting
- There will be a Market Towns meeting
- Work is ongoing in relation to ownership of two parcels of land.
- Work is on going to empty the water tank at the toilets

8. CLERK'S REPORT

The clerk gave his report which noted.

9. ISSUES IN RELATION TO THE TOILETS

- i) Discuss and resolve the following motion in respect of signs the public toilets relating to parking a sign be placed on the gable end of the public toilets to contain the following wording:
 - a. Staying overnight in motorhomes, campervans or caravans is not permitted. thank you and
 - b. Please respect our local residents by not idling engines. thank you
- ii) discuss and resolve whether any further signs are required regarding the opening of the toilets
- iii) receive information regarding a quote the emptying and removal of the rainwater storage tank for health and safety reasons.

There has been a response Zoe Mortimer in relation to the signs. Concern was shown as to singling out certain motorists.

RESOLVED

- a. It was agreed that the sign will read ***Staying overnight in motorhomes, campervans or caravans is not permitted. thank you***
- b. ***Please respect our local residents by not idling engines. thank you***

- i The above to be placed on one sign.
- ii In relation to further signage it was felt that nothing further signs were required.
- iii The clerk updated members as to progress of emptying the tank.

10. PLANNING ITEMS

a. Planning Notifications

Planning applications for consideration

120/04046/DIS

Application to discharge of conditions 5 and 6 (tree protection), 7 (archaeology) and 10 (roof and chimney) on planning permission 19/01490/FUL | 10 Bridge Street Clun Craven Arms Shropshire SY7 8JP

RESOLVED

No objection



Clun Town Council with Chapel Lawn

20/04158/FUL

Application for the alterations to and partial conversion of outbuilding to form first floor annexe at Outbuildings At Castle Cottage The Square Clun Craven Arms Shropshire SY7 8JA

RESOLVED

The Council made no comment

20/04428/SCR

Application request for Screening Opinion in accordance with the Electricity Works (Environmental Impact Assessment) England and Wales) Regulations 2017 Addendum. at Llynaven Farm Chapel Lawn Bucknell Shropshire SY7 0BP

RESOLVED

The Council supported this application

20/04157/LBC | Removal of existing door and replacement window and proposed replacement porch affecting a Grade II Listed Building | Castle Cottage The Square Clun Craven Arms Shropshire SY7 8JA

RESOLVED

The Council made no comment

11. FINANCIAL ITEMS

a) To approve the accounts for payment & any invoices received after agenda was sent out

There was nothing to report under this heading

b) To note income received

There was nothing to report under this heading

c) To discuss the budget for 2021-2022 and the resultant precept demand.

The acting clerk presented his budget for 2021-2022 which was accepted

RESOLVED

That the budget for 2021-2022 be £37000 with a precept demand of £42000

12. TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING OTHER MEETINGS

a) Working Groups and Sub-Committees –

Environment,

Continue with that organisation in relation to the use of Hydrogen also use of public buildings to be able to use renewable energy.

Traffic

There was nothing further to say in relation to traffic

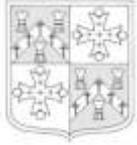
Business and economic

At the meeting was discussed was tourism regulations for temporary camping. The group discussed how to improve the tourism in the area. Nigel Mc Donald highlighted a zoom meeting for details of the Wales walking path.

b) Other groups and organisations - to include,

Memorial Hall

This has been progressed as there is need for a meeting with a prospective new committee members.



Clun Town Council with Chapel Lawn

Hightown Rooms

There have been now two Saturday produce markets which has proved highly successful. The grant which has been received has been put to good use.

13. CORRESPONDENCE

(i) SALC Info Bulletins – to note

14. INFORMATION FROM MEMBERS

(i) To receive any updates from members

(ii) To receive any matters for future agenda items (papers may be required to assist members understanding any issues)

8th November Remembrance services this can go ahead.

Christmas lights this should go ahead.

The Council were content in reimbursing Cllr. Limond in relation to costs for the fire personal erecting the lights

In relation to the Town hall there will be an inspection shortly.

15. TO RECEIVE AND CONSIDER AGENDA ITEMS FOR THE NEXT MEETING

Town Hall Clock

16. DATE OF NEXT MEETING TO BE HELD VIA ZOOM ON TUESDAY 1 DECEMBER 2020 AT 7:30PM

To discuss and decide to pass a resolution that by S2 of The Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

17. REPORT AND UPDATE FROM THE PERSONNEL COMMITTEE.

Matters relating to staff were confidential

SIGNED (CHAIRMAN)

DATED



CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 1st December 2020 via ZOOM online video

Present- Cllrs Brian Angell (Chairman), Bill Shepherd, Ryan Davies, Kevin Lewis, Deborah Fox, Linda Hurcombe, Matt Donaldson, Reg Maund and Jack Limond.

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

Meeting commenced at **19:30**

579. To receive apologies for absence

Cllr Davies had sent earlier warning that he would be late attending.

580. To receive declarations of interest

None received.

581. To consider requests for dispensation

None received.

582. Meeting open to the public. Time for this session is limited to 10 minutes

Mark Room, the current contractor for the cemetery grass cutting, asked what the tender process would be like for next year, and would Council consider rolling over current contracts.

The Chairman thanked Mr Room for the current work and stated that it would be discussed under a separate agenda item.

583. Report from County Councillor Nigel Hartin

Nothing to report.

584. To resolve that the minutes of the Council General Meeting held on 3rd November 2020 are a correct record

It was proposed by Cllr Angell, seconded by Cllr Lewis and agreed by all that the Minutes of the Meeting held on 3rd November 2020 were a true and proper record, with a minor correction of Cllr Lewis not Cllr Mills present, and that Cllr Angell was the Chairman.



CLUN TOWN COUNCIL

with CHAPEL LAWN

The Minutes were accordingly signed by the Chairman.

585. To consider and resolve any matters arising from the minutes

Nothing to consider.

586. To receive the Mayor's Report

- a) The Chairman thanked everyone for coping this year with the hard challenges, and extended to all those in the community that keep services going.
- b) Darren Knipe is finishing as the Town Clerk at the end of December, and the Chairman thanked him for his service to the Council.
- c) A market meeting had been held as part of the Rural Services Network, where it was useful listening to other Council's talk about issues and solutions.
- d) The Personnel Committee had met to look at the Clerk role.
- e) A meeting was held with English Heritage regarding the castle and removal of scaffolding. Further discussions will be held over land use and safe access of the castle and grounds.
- f) A Freedom of Information Request had been sent to Shropshire Council regarding procedures and management standards regarding Highways and delivery of services.
- g) With the Clerk absent, the Chairman had arranged the cemetery plot and communication with funeral Director regarding recent burial. It had highlighted need for clear procedures.
- h) The collating of data on electric usage on the Public toilets in last year has shown a considerable saving since the working group had investigated. Under floor heating has been switched off and LED lights installed.

The water will now be investigated to see what savings can be made as well.

Cllr Limond proposed in accordance with Standing Orders to bring forward agenda item 13b so that Mr Room may hear the discussion and then be able to leave. Cllr Angell seconded and all agreed.

587. Financial Matters

a) To consider tender process for contracts in 2021-2022

Mark Room stated that he would do next year's contract at same price as 2020-2021, being £1,400.



CLUN TOWN COUNCIL

with CHAPEL LAWN

The contract was considered and discussed. Cllr Angell proposed to renew the current grass cutting contract. This was seconded by Cllr Limond and agreed by all.

The tender for the cleaning contract was discussed. Cllr Angell felt Council should look at what COVID-19 had presented as a cost and to look more clearly at the role and responsibilities.

Cllr Angell proposed to review the Toilet Cleaning Contract in January meeting. This was seconded by Cllr Davies and agreed by all.

The clerk is to share current contract.

588. To resolve the advertisement and job description for the position of Clerk and Responsible Financial Officer

The Personnel Committee had added some proposed amendments to the Clerk contract. These were based on a commitment to be available in person during certain times of the week.

Cllr Angell suggested adding a responsibility for social media presence.

There was also a desire to have more of a data log of time spent on clerk time in hope of seeing where more can be allocated.

With the amends, Cllr Angell proposed to accept the advertisement for Clerk position. This was seconded by Cllr Limond and agreed by all.

Clerk to send to SALC.

589. To consider planning applications

- a) **20/04157/LBC** – Castle Cottage, The Square, Clun, Craven Arms, Shropshire, SY7 8JA - Removal of existing door and replacement window and proposed replacement porch affecting a Grade II Listed Building

No Comment – All agreed

- b) **20/04460/VAR** - Castle Cottage, The Square, Clun, SY7 8JA - Variation of Condition No.2 (approved plans) attached to listed building consent 18/02529/LBC dated 07/08/2018

No Comment – All agreed

590. To receive reports from Councillors attending other meetings

a) Working Groups and Sub-Committees

- i. Business Group – Cllr Shepherd reported they had met on 26th November, where Tim Russell from Enterprise House gave a paper on tourism.

--



CLUN TOWN COUNCIL

with CHAPEL LAWN

- ii. Public Toilets – Cllr Maund reported that a leak in the toilets is waiting to be repaired, but the savings on the electric was very encouraging.
- iii. Working Traffic Group – Cllr Angell reported that there was a coming meeting, where chance to ask why there have been no drain surveys yet and contract issues with WSP.

b) Other groups and organisations

- i. English Heritage – Cllr Angell had met with EH Officer at castle. Issues of site safety and Clun Castle being a destination point were raised. EH will explore budgets and grants can be released. Money saved from hiring scaffolding will be diverted to site maintenance and signage.

EH will review the responsibility of the path near Buffalo Lane. The Free Sites Manager, Helen Allan may be able to support community volunteers become more involved.

Cllr Maund raised the issue of the Poplar trees by the river, which the clerk had forwarded to EH. Clerk to follow up again.

- ii. Memorial Hall – Cllr Donaldson informed Council a new committee had formed. They were in the process of holding a Public event at the hall to present a plan for moving forward. This was stopped by the second lockdown, and waiting for opportunity to relook at.
- iii. Environment Group – Cllr Davies reported the group was liaising with other groups to look at getting solar PV panel on public buildings. Also concerns were raised about the proposed development on Castle Street and its environmental impact.

They are putting together a Clun Climate Plan and working on putting an energy audit on public buildings. The group want to know will Council support the exploration of Solar PVs on public buildings. Cllr Angell proposed Council support the exploration. This was seconded by Cllr Limond, with 7 agreeing and 1 abstain.

- iv. Enterprise House – Cllr Hurcombe reported that the manager of Enterprise House was retiring, so going to cause changes.
- v. SpArC – Cllr Davies reported the facilities are now currently open.
- vi. Cllr Limond reported a new defibrillator had been installed in Mandy.

591. To receive and consider the report of the Town Clerk

- a) A quote of approximately £800 received to remove waste water from rain catch tank next to Public Toilets.

--



CLUN TOWN COUNCIL

with CHAPEL LAWN

Cllr Angell proposed that the water be tested first to see if contaminated, being able to flush down drain if not. This was seconded by Cllr Limond and agreed by all.

Cllr Lewis to get sample done and report back to Council.

The clerk to contact tradesman to divert the downpipe into drain.

- b) Ownership of Rose Gdns and Waterloo were discussed. Cllr Hurcombe proposed to ask SCC to transfer ownership of Rose Gdns subject to clarification of any underlying services that Council would need to be made aware of. This was seconded by Cllr Limond and agreed by all.

It is not clear who owns Waterloo site. Cllr Hurcombe proposed Council explore Land Registry and transfer of title to Council. This was seconded by Cllr Limond.

- c) The monthly subscription to Zoom needed to be transferred over. Clerk to look at Direct Debit.
- d) The quote for car park signage was presented, with Cllr Fox explaining the potential additional logo and install costs. It was agreed to proceed with print.

592. Financial Matters

- a) **To receive and consider any Grant and Donation requests**

None received

- b) **To consider tender process for contracts in 2021-2022**

Covered earlier in meeting

- c) **To review and approve the payment schedule**

It was proposed by Cllr Angell, seconded by Cllr Shepherd and agreed by all to accept the schedule of payments.

At 9.30 in accordance with Standing Orders, Cllr Angell asked Council to agree extending the meeting. All agreed.

- d) **To review budget and actual income and expenditure in setting Precept for 2021-2022**

The budget and Council Rate were discussed, with Cllr Angell proposing leave the precept at £42,000.

The clerk is to get data together on Water Rates.



CLUN TOWN COUNCIL

with CHAPEL LAWN

593. To review any correspondence received

Nothing to report.

594. Other Items brought to the Council's attention by Councillors

- a) Cllr Davies asked for a record of thanks to those individuals who installed the Christmas lights.

Cllr Davies also asked Council about recompense for the electric of the lights to the residents, asked about lighting the bridge, having waterproof sockets on the Town Hall, and asked about helping those in the community on their own this Christmas.

Cllr Limond proposed Council offer £20 per property who provide electricity for the Christmas lights, and that it may be donated to a Charity if preferred. This was seconded by Cllr Angell and agreed by all.

It was agreed by all that there were already some excellent groups in the community organising help that Council would remain available to support however needed.

- b) Cllr Shepherd informed Council the Hightown Produce Market was on 19th December.

- c) The Sun Inn was discussed regarding the current tenancy arrangement and rumours it was being registered as an Asset of Community Value (ACV).

The clerk confirmed that Council had been contacted by SCC regarding a received application, and provided evidence that it met the criteria. The clerk explained that an ACV would mean that a community group could be given 6 months from the time a private investor made an offer to present an alternative offer the owner must consider.

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

None received.

Meeting closed to Public at 22.20

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 5th January 2021