

Clun Town Council with Chapel Lawn

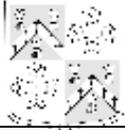
MINUTES OF CLUN TOWN COUNCIL MEETING

HELD AT THE MEMORIAL HALL ON TUESDAY 6th August 2024 AT 7.30PM

PRESENT	APOLOGIES
Cllr. R. Andrews Cllr. W. Shepherd Cllr. D Morris Cllr. M Jones Cllr. M. Duffee Cllr. R. Davies Cllr. R. Bowles Cllr. B. Angell	Cllr. J. Limond

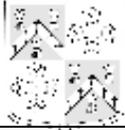
ALSO IN ATTENDANCE	
Mr. Gwilym Rippon (Clerk) Tracey Amass (Minute taker)	3 members of the public

	Agenda item	
111-2024	1.	ATTENDANCE AND APOLOGIES
		The Mayor thanks those in attendance.
112-2024	2.	DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING AND WHICH IS NOT INCLUDED IN THE REGISTER OF INTERESTS
		(Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer). <i>Please note that all members need to complete a new declaration of pecuniary interests register for the Council term, whether previously a councillor or not.</i>
		None reported.
113-2024	3.	MAYOR'S REPORT
114-2024	4.	PUBLIC SESSION
		(i) Shropshire Councillor Report – Cllr Hartin sends apologies, no report received. (ii) Police Report – no report received. (iii) Public comments – If members of the public are present ten minutes will be set aside to allow the public to ask questions. A member of the public asked about the website at previous meetings and noted that the promised updates have not been implemented and asked who



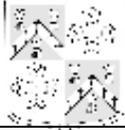
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		<p>was responsible and why it has not yet happened. Cllr. Duffee responded that where the content is available it had been added, and where others were responsible for content provision there was still a backlog. A decision is awaited regarding how to address this. Cllr. Davies added that the standing orders are on the agenda for this evening. The member of the public emphasised that some of the statutory items are still missing. It was agreed that this would be addressed.</p> <p>A member of the public asked what would happen when the 500 potential redundancies at Shropshire council happen. It has been hard enough to get important things done and that could only get worse. He approved of the reported pay cuts for senior council staff.</p> <p>Cllr. Angell noted that a large sum of Shropshire council money goes to the social care budget. It is important that people are aware of future consultations regarding how some of the provisions such as libraries are managed in future. The South Shropshire Mayors' Group might be a way to communicate expectations and requirements.</p>
115-2024	5.	APPROVAL OF MINUTES
		To approve and confirm the minutes of the meetings held on 2 nd July 2024.item Agreed unanimously.
116-2024	6.	INFORMATION FROM THE MINUTES
		Nothing to report.
117-2024	7.	CLERK'S REPORT
		Nothing to report
118-2024	8.	CASTLE GROUNDS
		<p>To discuss the land drainage around the Castle</p> <p>a) To discuss the paper regarding taking ownership of the pathway between Buffalo Lane and the Castle</p> <p>Cllr Shepherd noted that he had been invited to meeting with Shropshire Wildlife Trust. The matter of reinstating the drains on the castle field was considered. Initially an attempt will be made to flush out the extant pipes. It was noted that there were currently no plans to spend any money despite a previous commitment to invest over the next 5 years. Cllr. Bowles asked what the drainage was to achieve. Cllr. Shepherd replied that it was to reduce the recurrent flooding. Monies to address this may come from Green Man and Carnival.</p> <p>Cllr Angell added that he had been at a separate that meeting by invitation of Shropshire Wildlife Trust to discuss the grant application for grazing on the castle field. The council would broadly support this subject to the detail being shared. The wildlife benefits of the site would need to be considered. Some limited grazing may benefit wildlife. It had been emphasised that engagement prior to implementation would be advantageous to ensure the community is supportive.</p> <p>b) Cllr. Limond's paper to be deferred until costings have been supplied. Cllr. Davies noted that whilst it might seem advantageous to accept that</p>



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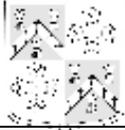
		costs of reinstating the footpath, the longer-term effect would need to be considered. Cllr. Angell reminded the chair that a paper is available setting out what was handed to the parish by the Duke of Norfolk. Cllr. Shepherd added that there is a height difference between the path and the houses below. This should be considered.
119-2024	9.	STANDING ORDERS
		<p>To agree the Standing Orders (SOs) (copy attached) The current Standing Items, including some highlighted alterations, had been circulated to members. Cllr. Angell noted that when Cllr. Limond was Mayor it was agreed that there should be a three year limit on being Mayor, with a one year break between further terms; this is not currently included in the SOs. Cllr. Angell proposed that this should be retained and therefore would need to be added to the SOs.</p> <p>Paragraph 3c included an “either, or” option and this would need to be decided. There was a discussion regarding the interpretation of this paragraph. The Clerk noted that the Local Government Act sets out that there must be three clear days’ notice of a meeting. It was agreed that the section in light type should be deleted. Angell proposed, Cllr. Duffee seconded, agreed unanimously.</p> <p>Action Clerk to amend.</p> <p>Cllr. Davies asked if there was a need to add a note about confidentiality, the Clerk reminded councillors that this is included in the code so is not needed in the SOs. Cllr. Angell proposed accepting amended SOs, Cllr. Roberts seconded, agreed unanimously.</p>
120-2024	10.	PLANNING
		<p>a) To consider the following planning applications and other planning matters</p> <p>No planning applications were submitted prior to the agenda being published.</p> <p>Cllr. Angell noted at the meeting that a new application regarding a tree on School Lane had been submitted. Some trees to be removed and some to be reduced.</p> <p>No action proposed.</p> <p>b) Update on general position with Planning and the River Clun</p> <p>Covered in Mayor’s report.</p>



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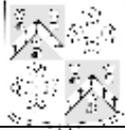
121-2024	11.	ASSETS OF THE COUNCIL
		<p>To update on the following and any action deemed necessary : -</p> <ol style="list-style-type: none">1. Town Hall: summary of conclusions from the recent building report<ol style="list-style-type: none">1. Current position:-<ol style="list-style-type: none">i. A contract review meeting was held on 22nd July 24 with Reynold Conservation, to discuss alteration to method of working in order to avoid a Road Closure and a long traffic diversion, Reynold's H&S Advisors had advised on the exclusion of pedestrians from the pavement adj. to the South Elevation.ii. Also discussed were the suitability of the sandstone samples as supplied by Reynolds.iii. Traffic Management:-iv. After consultation with Shropshire Highways and Reynolds Conservation a compromise offer has been proposed involving a Pedestrian Marshall at an e/o cost of £8,400 worst case scenario, see 2.b below.v. Programme:-2. Scaffolding to commence on Friday 9th August. Paint removal followed by patching of rendering and repainting to commence w/c 12th August.<ol style="list-style-type: none">i. Repairs to Sandstone to take place at the same time, along with repairs to windows.ii. Erection of Scaffold to south elevation to be advised.iii. Completion, anticipated mid-November.3. Other Items:-<ol style="list-style-type: none">a. Clun Town Council (CTC) are to source the following:-4. Electrical supply (Museum Trust have agreed to supply at no cost, provided remains within reasonable limits)5. Water supplied by kind arrangement with White Horse.6. Two parking spaces adjacent to the Town Hall7. Adequate Insurance Cover by CTC8. Toilets (kindly provided by White Horse)<ol style="list-style-type: none">a. The Contract Finances:-9. It is anticipated that the overall budget will not be exceeded and will remain within our contingency allowance of 10%.<p>Cllr. Davies added that there was some mitigation in costing allowed for in the annual budget should it be needed.</p><p>.</p><ol style="list-style-type: none">2. Public toilets: To discuss and issues Cllr. Roberts noted that there are currently no issues. Cllr. Angell asked that in future a discussion be had regarding reinstating the rainwater usage. Cllr. Roberts added that the rainwater collection system had been looked at recently and a new pump had been installed but was not currently working. A plumber may be able to reinstate with little effort. Additionally the matter of a way of collecting donations for toile usage, e.g, a QR code. Cllr. Duffee noted that the management of any funds would need to be considered.<ol style="list-style-type: none">3. Town Council Notice Board at Chapel Lawn. Cllr. Davies raised the

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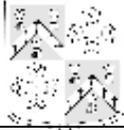
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		matter of there being no notice board dedicated to council matters at Chapel Lawn and that this might be advantageous to local residents.
122-2024	12.	FINANCE
		<ol style="list-style-type: none">1. To approve the following invoices for payment.<ol style="list-style-type: none">a. John Churchett £500.00 Cleaner (S1-S7 Localism Act 2011)b. Tracey Amass £89.88 Minute taker (S1-S7 Localism Act 2011)c. HMRC £418.64p (S1-S7 Localism Act 2011)d. G. J. Rippon £144.49 (expenses) (S1-S7 Localism Act 2011)e. Halls SMS £55.08p (toilet supplies) (S1-S7 Localism Act 2011)f. Halls SMS £72.22p (toilet supplies) (S1-S7 Localism Act 2011)g. Grass cutting £700.00p (cemetery) (S1-S7 Localism Act 2011)h. Scripti £1575.00p (burial records digitisation) (S1-S7 Localism Act 2011)i. ICCM £100.00 (Subscription) (S1-S7 Localism Act 2011) <p>For information</p> <p>Cllr. Angell asked about the regularity of contract reviews, in particular the grass cutting, if this needed to be retendered at some point it should be done in good time.</p>
123-2024	13.	CORRESPONDENCE
		<p>A letter has been received regarding holding large sums with one financial institution to guard against any potential future failure and to mitigate against and losses. Cllr. Angell suggested that reserves could be held with a different institution.</p>
124-2024	14.	INFORMATION FROM COUNCILLORS
		<p>Cllr. Angell reported that a meeting in June with Highways had been held. Highways are liaising with other parties regarding the changes to signs, this has a significant lead time but is happening.</p> <p>The changes needed to drainage for Bridge St, a proposal is being developed with the aim of significantly improving drainage and water quality. A decision will be made in the autumn.</p> <p>With regard to Waterloo, a topographical survey will be undertaken to look at ways to address the current issues and a design will follow. A proposal will follow in the autumn.</p> <p>Cllr. Angell will respond and request a further update ahead of the next meeting.</p> <p>Closed Churchyard. Cllr. Angell met with Stephen Challenger who was surprised to see the number of listed memorials. He has suggested that a survey is undertaken by a specialist company, three recommendations were given. The diocese would need to approve the chosen supplier.</p>



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		<p>Cllr. Angell has obtained a quote for grass cutting and removal in the closed churchyard area. A quote for strimming the grass and cutting the hedge next to the vicarage was £1700. This was from the same company who currently cuts the town graveyard. It was noted that the area has been managed as a meadow for a number of years and this was under the guidance of Caring For Gods Acre. Some of the churchyard is mown but the meadow area needs to be strimmed annually. Cllr. Angell requested approval to go ahead with this work. Cllr. Bowles seconded, Cllr. Morris abstained; all others present supported.</p>
125-2024	15.	CLUN RECREATION TRUST
		<p>The Clerk reported that the bank reconciliations were attached to the papers. Cllr. Angell asked the Clerk to remind councillors what the fund is for. Cllr. Davies reported that it is there to provide leisure facilities for the town. Cllr. Angell suggested that some of the funds could be used to support the Memorial Hall with provision of new leisure facilities.</p>
126-2024	16.	Clun Climate and Environment Group
		<p>Cllr. Bowles reported that Himalayan Balsam pulling is continuing on the castle grounds and nearby sites along the river. The group continues to follow issues regarding diversion of sewage effluent from Bishop's Castle. An informal survey of Clun residents' views on biodiversity issues in the local area continues. This will inform a more formal collection of views as in the Council's Biodiversity Action Plan.</p>
127-2024	17.	<p>Due to the confidential nature of the business of agenda item 18, under Section (1) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed to put forward a motion to exclude members of the public during discussion of this agenda item. Proposed by Cllr. Angell seconded by Cllr. Duffee. Unanimously agreed.</p>
128-2024	18.	STAFFING
		<p>To receive a report from the chair of staffing.</p> <p>Cllr. Shepherd reported that a meeting had been held on Wednesday, 17 July 24 via Zoom. Present:- Ryan Davies, Gwilym Rippin and Bill Shepherd</p> <p>1. Background The Clerk had raised at Council the need for additional hours for the Role of Town Clerk for the role to be effectively carried out. The recommendation came from an Independent Internal Auditor. Current Administration:, hours worked and/or proposed-</p>



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		<p>Town Clerk: 13 hrs /week or 52hrs/mth and is unwilling to extend his hours. Minutes Secretary: 7hrs/mth Admin Clerk/Deputy Clerk: 7hrs/week or 28hrs/mth Total Monthly requirement: 87hrs</p> <p>2. The Clerk's preference for areas of work to be delegated:-</p> <ul style="list-style-type: none"> a. Website, update and maintenance. b. General Administration i.e. such items as reviewing policies and updating if necessary c. In addition, Clerk to advise those tasks which are suitable to be delegated. <p>3. Who would take on the duties? This would be subject to further discussion and consultation regarding the following:-</p> <ul style="list-style-type: none"> a. Level of experience, knowledge and competence? b. How would they operate and to whom would they report? <p>4. General staffing considerations going forward to be considered:-</p> <ul style="list-style-type: none"> a. Clerk's long term plans? b. Minute Taker's long term plans? c. Costs for an additional person: Salary based on minute taker's rate of remuneration: 7hrs/wk @£12.85/hr = £4,680 per annum
129-2024	19.	Date of next meeting to be held on Tuesday 3rd Sept 2024
		Signed by the Chair.
		Meeting closed at 21.22