

Clun Town Council with Chapel Lawn

MINUTES OF A COUNCIL MEETING, HELD AT REDLAKE VALLEY VILLAGE HALL, CHAPEL LAWN ON 29TH MARCH 2017 AT 19.30hrs

PRESENT: Chairman – Cllr. Rourke (RR), M. Donaldson (MD), L. Hurcombe (LH), J. McVicar (JM)

IN ATTENDANCE: Mathew Mead (Shropshire Council Community Action Officer), 1 member of the public

CLERK: Mrs R. Turner

196/1617 PERSONS PRESENT & APOLOGIES FOR ABSENCE

Attendance was recorded and all councillors were present

197/1617 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

198/1617 DISPENSATION REQUESTS

No dispensation requests had been received.

199/1617 PUBLIC SESSION

(i) Public comments

A member of the public distributed a leaflet regarding a woodland fair. He also reported on the roll-out of broadband within the Redlake Valley. SWS have come forward as a commercial provider which means that Shropshire Council have marked the map of coverage with blue dots in this area. Therefore, at present, there will not be public intervention to deliver broadband. However, there is not full coverage and people are missing out. Coverage is dependent on people signing up and grants of £350 per household. Presently approximately 10 properties in the Redlake Valley will not be able to get coverage. In the opinion of the member of the public, either SWS should supply these properties or Shropshire Council should remove the blue dots from the map and reconsider public intervention area but this is not happening at present.

(ii) Shropshire Councillor report

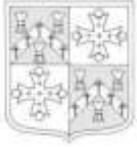
Cllr. Hartin was not present.

(iii) Police report

No crimes had been reported within the parish during the period from 14th February to 14 March 2017.

200/1617 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 12TH JANUARY 2017, 1ST FEBRUARY 2017 AND 1ST MARCH 2017

It was **RESOLVED** to approve all of the minutes. There were no matters arising.



Clun Town Council with Chapel Lawn

201/1617 COMMUNITY-LED PLANNING

Mathew Mead outlined the options for reviewing the Parish Plan. In summary, there are 3 types of plan which can be prepared. Firstly, a review of the current Parish Plan - this would hold less weight in the planning process. Traditionally, Parish Plans have been more focused on feelings and opinions than facts and figures. The second option is a Neighbourhood Plan which would be adopted as part of the Local Plan which is the statutory planning framework for Shropshire. A Neighbourhood Plan holds the most weight in the planning process. A Neighbourhood Plan costs up to £25,000 to prepare and in effect hands the responsibility for producing it to the community. For example, the community negotiate with developers regarding sites. The plan must accord with the NPPF and requires a referendum and Examination in order to be adopted. If the NPPF changes, there may be a need to upgrade the Neighbourhood Plan more often. There will also be a need to take account of the forthcoming Housing White Paper and Shropshire Council planning policies. Thirdly, there is an intermediate option which is a Community-Led Plan, also known as a Neighbourhood Plan Light. Shropshire Council have piloted this concept, in the spirit of the Localism Act's ethos of giving power to parishes to deliver services and enable community-led planning. In the case of a Community-Led Plan, there is no referendum/examination and it does not hold the same weight as a Neighbourhood Plan but Shropshire Council does have regard to it as a material consideration when considering planning applications. Community-Led Plans take approximately a year to 18 months to prepare cost in the region of £2000 £5000. Mathew recommended the Community-Led Plan as being a good approach for the parish to pursue. He said that there would be an option of upgrading it to a Neighbourhood Plan at a later date. The clerk asked if the council should review the Village Design Statement alongside the Parish Plan and Mathew said that this would be recommended

After consideration, it was **RESOLVED** that a Community-Led Plan would be the most appropriate form of plan for the parish to prepare - this would include a review of both the Parish Plan and the Village Design Statement. It is vital that the community is engaged and participates in preparing the plan and it was therefore agreed to put this item on the Annual Parish Meeting agenda.

202/1617 BROADBAND

The update provided in the public session was noted. It was also noted that it had been confirmed that SWS are installing some masts in the Redlake Valley area which will give partial coverage.

203/1617 COUNCILLORS' REPORTS

Cllr. Donaldson had attended a meeting of the Clun Memorial Hall committee. He reported that O2 are looking into putting a mobile tower in the grounds of the Memorial Hall and paying ground rent. A meeting about this is being held on 4th April.

204/1617 CLERK'S REPORT

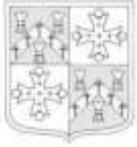
The Clerk gave a verbal report which was noted.

205/1617 PLANNING ITEMS

a) Planning Notifications – for information only

- (i) 16/05164/FUL - Pentre Hodre Cottage, Pentre Hodre, Bucknell, Shropshire, SY7 0DA - Erection of two storey side extension and internal alterations - **Grant Permission**
- (ii) 17/00495/LBC - Lower Hodre, Pentre Hodre, Bucknell, Shropshire, SY7 0DA - Internal alterations in

Clun Town Council with Chapel Lawn Council Minutes 29th March 2017



Clun Town Council with Chapel Lawn

connection with removal of internal partition and construction of new internal timber stud partitions and alterations to door frame to hang existing door to open the other way affecting a Grade II Listed Building – **Grant Permission**

- (iii) 17/00002/LBC - Ship House , 2 Ford Street, Clun, SY7 8LD - Replacement/renovation of 2 - 4 first floor windows and front door/erection of porch; Sub-division of one room into 2 rooms affecting grade II listed building - **Grant Permission**
- (iv) 16/01841/ADV - Spar Stores, 16 - 20 The Square, Clun, Craven Arms, Shropshire, SY7 8JA - Erect and display two non-illuminated fascia signs, one non-illuminated panel sign inside entrance, two non-illuminated panel signs adjacent to entrance door, and three sets of replacement window graphics - **Grant Permission**

b) Planning applications for consideration

- (i) 17/00919/CPL - Bluebell Cottage, 1 Ford Street, Clun, Craven Arms, Shropshire, SY7 8LD - Application for Certificate of Lawful Development for the proposed erection of a single storey studio – *For Information Only*
- (ii) 17/01112/FUL - Harp House, 5 Clun, Shropshire, SY7 8NE - Erection of garage/workshop with office/store above following demolition of existing timber shed – *No Comments*
- (iii) 17/01178/FUL - Squire Farm, Chapel Lawn, Bucknell, Shropshire, SY7 0BW - Use of land for stationing of three 'shepherd's huts' for occupation as holiday accommodation - **RESOLVED** to support this as it is an appropriate form of tourism
- (iv) 17/00663/LBC - The Old Coach House, Bridge Street, Clun, Craven Arms, Shropshire, SY7 8JP - New lime render 'skirt' to rectify erosion to the stonework of wall- *No Comments*

206/1617 ASSET MANAGEMENT

- (i) **Toilets** – the clerk updated on repairs to the toilets. There are difficulties in getting parts to repair the soap dispensers and sensors on the sinks. It was agreed to ask Ludlow Town Council who repairs their toilets. It was **RESOLVED** to order stainless steel soap dispensers to attach to the walls.

207/1617 FINANCIAL ITEMS

a) Bank balances

To be reported as part of end of year reconciliation.

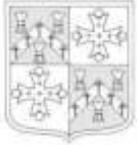
b) CIL funds update

The council was due to receive £2318.64 of CIL Neighbourhood Fund money.

c) Payments

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|---------------------|--|-----------|---------|---------|--------|---------|
| Highline Electrical | Electrical works to streetlights and toilets | P107-1617 | 2529 | £474.20 | £94.84 | £569.04 |
| R Turner | Expenses | P108-1617 | 2530 | £303.66 | £26.82 | £330.48 |



Clun Town Council with Chapel Lawn

| | | | | | | |
|-------------|--------------------------|-----------|------|----------|-------|----------|
| R Hester | Town hall repairs | P109-1617 | 2531 | £672.00 | £0.00 | £672.00 |
| SALC | Training | P110-1617 | 2532 | £22.00 | £0.00 | £22.00 |
| HMRC | PAYE Q4 | P111-1617 | 2533 | £13.00 | £0.00 | £13.00 |
| J Churchett | Toilet cleaning contract | P112-1617 | 2534 | £1500.00 | £0.00 | £1500.00 |

d) Payments already made

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

| Payee | Item | Ref no | DD/SO no | Net | VAT | Gross |
|----------|--------|-----------|----------|---------|-------|---------|
| R Turner | Salary | P101-1617 | SO11 | £534.67 | £0.00 | £534.67 |

e) Income received

| Date | Payee | Item | Ref no | Amount |
|----------|---------------------------|--------------------------|----------|----------|
| 18.01.17 | Ford PC | Office cost sharing | R11-1617 | £256.95 |
| 03.02.17 | Buildwas PC | Office cost sharing | R12-1617 | £103.46 |
| 07.02.17 | Atcham PC | Office cost sharing | R13-1617 | £103.46 |
| 07.02.17 | Welshampton and Lyneal PC | Office cost sharing | R14-1617 | £108.15 |
| 07.02.17 | Great Hanwood PC | Office cost sharing | R15-1617 | £110.14 |
| 06.03.17 | Unity bank | Credit from HSBC account | R16-1617 | £5000.00 |
| 19.03.17 | HSBC | Interest | R17-1617 | £0.64 |

f) Environmental Maintenance Grant

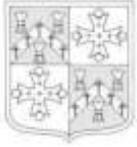
It was **RESOLVED** to approve the council's application to Shropshire Council for a grant of £3000 towards environmental maintenance expenses.

207/1617 HIGHWAYS

- (i) **Clun Bridge** – it was agreed that Councillor Rourke would attend meeting on 25th May regarding the bridge
- (ii) **Road closure Powells Lane** – a road closure for the week commencing 3rd July was noted
- (iii) **Surfacing scheme in centre of Clun** – Mathew Mead to pursue (noted that the officer dealing with this had been on long-term sick leave)

208/1617 NEXT MEETINGS:

- a) Next meeting – 11th May 2017 - Annual Parish Meeting (7pm) and Annual Council Meeting (7.30pm/immediately following the Parish Meeting if later)– both to be at the Memorial Hall



Clun Town Council with Chapel Lawn

209/1617 ELECTIONS

Nomination packs were distributed and the Clerk summarised the timescales and process.

*Pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press should be excluded during discussions of the following items, as they concern an individual.*

210/1617 PENSION STAGING DATE

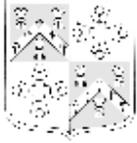
The Clerk would investigate options for pension schemes and bring them to the next meeting.

211/1617 NJC PAY AWARD

It was **RESOLVED** to apply the cost of living award to the Clerk's salary with effect from 1st April 2017. A revised standing order was signed.

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF ANNUAL COUNCIL MEETING, HELD AT MEMORIAL HALL, CLUN ON 11TH MAY 2017 AT 8PM

PRESENT: Chairman – Cllr. J. Limond, Cllrs. B. Angell, V. Butt, R. Davies, M. Donaldson, L. Hurcombe, J. McVicar

IN ATTENDANCE: Rosemarie Rourke (outgoing Chairman), 6 members of the public

CLERK: Mrs R. Turner

001/1718 ELECTION OF CHAIRMAN OF THE COUNCIL

The outgoing Chairman, Rosemarie Rourke, chaired this item. Two candidates were duly nominated, Councillor Limond and Councillor Davies. Each candidate introduced themselves and outlined what they can bring to the role. Following a vote, it was **RESOLVED** to elect Councillor Limond as Chairman. Councillor Limond duly signed his declaration of acceptance of office and took the chair.

002/1718 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

The Chairman invited nominations. Councillor Davies and Councillor Butt were nominated. Following a vote, it was **RESOLVED** to elect Councillor Davies as Vice Chairman, with the Chairman using his casting vote.

003/1718 DECLARATIONS OF ACCEPTANCE OF OFFICE FROM COUNCILLORS

The Clerk confirmed that she had received declarations of acceptance of office from all councillors prior to the meeting and these had been duly witnessed.

004/1718 APOLOGIES AND REASONS FOR ABSENCE

None received.

005/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

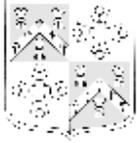
006/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

007/1718 PUBLIC SESSION

(i) Public comments

John Garside, speaking on behalf of the Clun Chronicle, asked if it would be possible to take a photo of the new council. It was agreed to do this.



Clun Town Council with Chapel Lawn

008/1718 CO-OPTION OF COUNCILLORS TO CHAPEL LAWN WARD

The two seats for Chapel Lawn ward were vacant following the election. It was reported that there had been an expression of interest from one resident of Chapel Lawn ward, Gary Mills. Interest had also been expressed by Reg Maund and Rosemarie Rourke. Councillors felt that it was important to fully engage with Chapel Lawn ward and therefore candidates should be from Chapel Lawn. It was agreed to continue to advertise the vacancies and to send applicants a form to fill out to apply for the positions, in order to give an objective method of comparing candidates.

Further to a proposal by Councillor Davies, it was also **RESOLVED** to have a standing item on Chapel Lawn ward matters on future agendas, in order to fully engage and represent the community of Chapel Lawn.

009/1718 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 29TH MARCH 2017

It was **RESOLVED** to approve the minutes as being a correct record of the meeting.

010/1718 ANNUAL REVIEW OF POLICIES, PROCEDURES AND COMMITTEES/SUBCOMMITTEES/WORKING GROUPS

- a) Code of Conduct
- b) Standing Orders
- c) Financial Regulations
- d) Risk Assessment
- e) Press and Media Policy
- f) Grant Awarding Policy
- g) Gifts & Hospitality Policy/Register
- h) FOI Policy

It was **RESOLVED** to adopt policies a to h.

- i) Membership of SALC & ICCM

It was **RESOLVED** to renew the council's membership of these bodies.

- j) Committees, sub-committees and working groups

None required at the present time but this would be kept under review. The Clerk recommended that some form of committee/working group will be needed when the preparation of the Community-Led Plan gets underway. It was agreed to put an article in the Clun Chronicle publicising the intention to prepare a Community-Led Plan.

- k) Appointments to outside committees

It was **RESOLVED** to make the following appointments:

- (i) *LJC* - Councillor Limond & Councillor Davies



Clun Town Council with Chapel Lawn

- (ii) *Clun Memorial Hall and Playing Fields charity*
- (iii) *Redlake Valley Village Hall committee*
- (iv) *Footpaths Officer*
- (v) *SALC*
- (vi) *ICCM*
- (vii) *Any other body*

Councillor Donaldson
Councillor Hurcombe
Peter James
To be decided as and when required
To be decided as and when required
None

011/1718 GENERAL POWER OF COMPETENCE

Councillor McVicar outlined the General Power of Competence. In summary, it is an enabling power which gives the council freedom to do most things which an individual may do and it therefore enables the council to pursue a wide range of projects and spend on a wider range of things.

The Clerk outlined the eligibility criteria for the GPC. It was **RESOLVED** to adopt the GPC and in reaching this decision the council confirmed that it meets the eligibility criteria.

012/1718 CLERK'S REPORT (CTC90/17)

The Clerk gave her report which was noted (copy available on the council website), with the following actions being agreed:

- *Cemetery compost heap*
Councillor Limond will find out who owns the field behind the cemetery and Councillor Davies to approach the Young Farmers about helping to clear the compost heap. It was agreed to use a builders sack to form a new compost heap and Cllr. Hurcombe obtain this.
- *Town Hall repairs* - Clerk to post on Facebook inviting further quotes for repairs.
- *Noticeboards for the Town Hall* – the circulated specification was agreed to be acceptable.

013/1718 ST. GEORGE'S SCHOOL

The school were consulting on changing its status to an academy and joining The Bishop Anthony Educational Trust. Cllr. Limond outlined the benefits of this proposal to the council. It was **RESOLVED** to support the proposal to form an academy.

014/1718 PLANNING ITEMS

a) Planning Notifications – for information only

None received.

b) Planning applications for consideration

- (i) *17/01380/FUL - Proposed Camping Site At Jenny Knoll, Woodside, Clun, Shropshire - Change of use of land to form camping site to include the erection of 8 self-contained yurts for holiday lettings; one amenity building; installation of sewage treatment plants*

It was **RESOLVED** to object to the application for the following reasons. It is contrary to Policy CS16 as it is not appropriate in terms of its location, scale and nature. The proposal is also in *Clun Town Council with Chapel Lawn Council Minutes 11th May 2017*



Clun Town Council with Chapel Lawn

a semi-natural area and there is therefore concern about adverse impacts on the environment and also landscape impact. This is a concern ref Policy CS16 which states that proposals should retain and enhance existing natural features where possible and not harm Shropshire's tranquil nature. Policy CS16 also states that "visitor accommodation should be in accessible locations served by a range of services and facilities, which enhances the role of Shropshire as a tourist destination to stay. In rural areas, proposals must be of an appropriate scale and character for their surroundings, be close to or within settlements, or an established and viable tourism enterprise where accommodation is required. Where possible, existing buildings should be re-used (development must also accord with Policy CS5)." This development is not near to a settlement and highways access is a concern - it is therefore not in accordance with the quoted aspect of CS16. In summary, the Town Council's view is that the application is not appropriate to the site, contrary to policy and there are numerous local objections.

- (ii) *17/01289/LBC - Pen Y Wern Farm, Black Hill, Clunton, Craven Arms, Shropshire, SY7 0JD - Internal works including insertion of partition walling to create additional bedroom and bathroom*

Councillors had not received this application and therefore unable to comment. The Clerk would re-circulate the application.

- (iii) *17/01636/LBC - 4 Church Street, Clun, SY7 8JW- installation of 18 solar panel system to south-west facing roof surface*

Councillor Donaldson declared a pecuniary interest in this item and left the room. It was **RESOLVED** to support this application as it is for agreeing form of energy. Councillor Donaldson returned to the room.

015/1718 FINANCIAL ITEMS

a) 2016/17 end of year accounts

- (i) *Section 1 Annual Governance Statement 2016/17 of Annual Return(audit return)*

It was **RESOLVED** to approve Section 1 of the Annual Return.

- (ii) *Section 2 – Accounting Statements 2016/17 of the Annual Return.*

It was **RESOLVED** to approve Section 2 of the Annual Return.

- (iii) *End of year bank reconciliation and budget report*

It was resolved to approve the end of year bank reconciliation and budget report, the reconciled balance being £32,059.39.

- (iv) *Internal auditor's report*

It was resolved to note the report.

- (v) *Accounts of Clun Recreation Trust*



Clun Town Council with Chapel Lawn

This item was deferred as the accounts are not yet prepared.

b) Charges in relation to the cemetery and fishing permits

It was agreed to obtain details of the Church of England's charges prior to reviewing the council's charges for the cemetery. In relation to the fishing permit charges, it was **RESOLVED** to increase the current charges to £2 for a single day permit, £10 for a weekly permit, £20 for a seasonal permit. It was also agreed to request that permit holders provide the rod certificate license details on an application form.

c) Grant application from original and crucial crew

It was **RESOLVED** to award a grant of £100 towards attendance of children from St George's School at this event.

d) Request for funds for SpArC

It was **RESOLVED** that the council could not contribute at the present time but this decision would be reviewed, if appropriate. Councillor Davies is now a trustee of SpArC and was asked to keep the council updated as to funding being sought and its purpose.

e) Payments

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|-----------------------------|---|----------|---------|----------|--------|----------|
| Advent Hygiene | Toilet supplies | P5-1718 | 8 | £174.00 | £34.80 | £208.80 |
| Came & Company | Insurance | P6-1718 | 9 | £1166.75 | £0.00 | £1166.75 |
| ICCM | Membership fee | P7-1718 | 10 | £90.00 | £0.00 | £90.00 |
| Shropshire Council | Cemetery business rates | P8-1718 | 11 | £98.49 | £0.00 | £98.49 |
| A Wallace | Grass cutting | P9-1718 | 12 | £70.00 | £0.00 | £70.00 |
| British Gas | Electricity | P10-1718 | 13 | £588.37 | £29.42 | £617.79 |
| Barnes Build | Wall repair | P11-1718 | 14 | £100.00 | £0.00 | £100.00 |
| M Donaldson | Expenses re repairs to toilets | P12-1718 | 15 | £38.73 | £7.75 | £46.48 |
| Bridgnorth and Crucial Crew | Grant | P13-1718 | 16 | £100.00 | £0.00 | £100.00 |
| SALC | Membership fee | P14-1718 | 17 | £428.67 | £0.00 | £428.67 |
| R Turner | Expenses, including soap dispensers for toilets | P15-1718 | 18 | £113.70 | £14.80 | £128.50 |



Clun Town Council with Chapel Lawn

f) Bank account signatories

It was **RESOLVED** that all councillors would be made signatories of the accounts held with Unity Bank and HSBC.

g) Payments already made

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

| Payee | Item | Ref no | DD/SO | Net | VAT | Gross |
|--------------------|------------------------|-----------|-------|---------|--------|---------|
| R Turner | Salary March | P113-1617 | SO | £534.67 | £0.00 | £534.67 |
| Unity | Service charge | P114-1617 | DD | £18.00 | £0.00 | £18.00 |
| Shropshire Council | Electricity | P1-1718 | DD | £188.88 | £37.78 | £226.66 |
| Severn Trent | Water/sewerage charges | P2-1718 | DD | £324.53 | £0.00 | £324.53 |
| R Turner | Salary April | P3-1718 | SO | £540.24 | £0.00 | £540.24 |
| ICO | Registration fee | P4-1718 | DD | £35.00 | £0.00 | £35.00 |

h) Income received

| Date | Payee | Item | Ref no | Amount |
|----------|--------------------|------------------|----------|-----------|
| 31.03.17 | Rampant Horse | Fishing permits | R18-1617 | £22.00 |
| 20.04.17 | | | R1-1718 | £146.00 |
| 28.04.17 | Shropshire Council | Precept and CIL* | R2-1718 | £39059.80 |

*£36741.16 is precept and £2318.64 is CIL.

016/1718 HIGHWAYS MATTERS

- (i) **Clun Bridge** – it was agreed that Councillors Limond, McVicar and the Clerk would attend a meeting with Shropshire Council on 25th May regarding this issue
- (ii) **Street lights** – the Clerk recommended that a light at Vicarage Road be replaced as it was broken. It was **RESOLVED** to order a replacement LED light. The clerk was also asked to check that the electricity provider is aware of which of the council's lights are LED/part night lighting.

017/1718 CORRESPONDENCE

The following correspondence was noted and actions agreed:

- (i) *Training* – attendance at courses was agreed.
- (ii) *Town and Parish Council forum papers* – noted.
- (iii) *BT payphones consultation outcome* - noted that the box at Whitcott Keysett would remain.
- (iv) *South West Shropshire LJC grants scheme* - the request for funds was noted but the council did not wish to contribute at the present time

018/1718 NEXT MEETINGS:

- a) **Induction session for councillors on 24th May** - it was **RESOLVED** that this would be held at 7.30PM at 25 High Street, Clun



Clun Town Council with Chapel Lawn

- b) **Meeting dates for 2017/18 Council year** - it was **RESOLVED** that the next meeting would be held on Wednesday 14th June at Redlake Valley Village Hall, Chapel Lawn at 7.30 PM. Further meeting dates to be determined. At this point, the chairman allowed John Garside to speak and he requested that meetings be held earlier in the month so that a report can be submitted to the Clun Chronicle monthly. This comment was noted.

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

019/1718 PENSION STAGING DATE

The Clerk left the room for this item. The council did not reach a decision but asked for further information in relation to the two pension schemes which the clerk had obtained details of.

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT REDLAKE VALLEY VILLAGE HALL ON 14TH JUNE 2017 AT 7.30PM

PRESENT: Chairman – Cllr. J. Limond, Cllrs. B. Angell, V. Butt, R. Davies, M. Donaldson, G. Mills, J. McVicar

IN ATTENDANCE: 2 members of the public

CLERK: Mrs R. Turner

020/1718 APOLOGIES AND REASONS FOR ABSENCE

Cllr. Hurcombe.

021/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

022/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

023/1718 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin was absent.

(ii) Police Report

No crimes reported in the parish from mid-March to mid-May 2017.

(iii) Presentation from Sal Hampson re community transport

Deferred due to illness.

(iv) Public comments

Carolyn Wilde, a resident of Chapel Lawn, spoke in relation to community-led planning. She advised that Chapel Lawn is planning to do a community-led plan and hopes that the council will appoint a representative on the steering group. The plan will have a clear focus on implementation. Cllr. McVicar asked if the group would consider incorporating the plan within an overall community-led plan for the parish, with two separate sections for Clun and Chapel Lawn? Mrs Wilde replied that any community can do a plan and that Chapel Lawn faces specific issues as a rural community. The option of working with the council to co-ordinate the two plans could be considered.



Clun Town Council with Chapel Lawn

A member of the public asked for an update on the installation of Wi-Fi infrastructure in the Redlake area. Cllr. Davies advised that he believed that a mast has been erected and that some houses have been connected.

024/1718 CO-OPTION OF COUNCILLORS TO CHAPEL LAWN WARD

Two applications had been received for the vacant Chapel Lawn seats, from Gary Mills and Reg Maund. It was **RESOLVED** to co-opt both candidates. Cllr. Mills duly joined the meeting and signed his declaration of acceptance of office. He had no interests to declare. It was further **RESOLVED** that Councillor Maund would have until the next meeting to complete his declaration of acceptance of office.

025/1718 APPROVAL OF THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 11TH MAY 2017

It was **RESOLVED** to approve the minutes as being a correct record of the meeting.

026/1718 HIGHWAYS MATTERS

(i) Clun Bridge

Officers from Shropshire Council Highways had been invited to attend the council meeting but had declined. Gurnek Singh, Bridges & Structures Manger at Mouchel (acting on behalf of Shropshire Council) had sent a statement in relation to the bridge. In summary, the statement took the view that Shropshire Council was not willing to carry out a feasibility study looking at options to address traffic management and Clun Bridge because this is not seen as a high priority, in the context of the current climate of austerity. The report concluded with three recommendations:

- *Clun Bridge should be monitored for the remainder of the calendar year to review the number of bridge strikes and the cost of repairs.*
- *Consideration be given to handing over the day-to-day operation and future maintenance of the CCTV camera to Clun Town Council from April 2018.*
- *Consideration be given in the Bishops Castle and Surrounding Area Place Plan for a long term aspiration to bypass the town."*

At recent meetings regarding the bridge, a feasibility study had been promised, exploring all options in relation to the bridge and traffic management in Clun. The council were therefore very disappointed with the response and it was **RESOLVED** to write to the Shropshire Council portfolio holder, Philip Dunne MP and Historic England asking that action is taken to address traffic issues in Clun and their impact on the town, including the bridge. This matter will be reviewed within 2 months.

Action: Clerk to write a letter as per the resolution above.

(ii) *Parking in the vicinity of the junction of Bridge Street and High Street, Clun - suggestion from Shropshire Council to put double yellow lines in this area*

The council had been asked if it would support this proposal. It was **RESOLVED** that because the council is seeking a more holistic approach to traffic management in Clun, it would not be appropriate to offer support for this proposal at the present time but this will be reviewed once a more holistic approach is taken. The Clun Town Council with Chapel Lawn Council Minutes 14th June 2017



Clun Town Council with Chapel Lawn

clerk was also asked to report speeding on the Craven Arms Road.

Action: Clerk to reply to request as per the resolution above.

(iii) Damaged signs in the vicinity of The Square, Clun

The clerk had reported the damage to highways.

027/1718 CHAIRMAN'S REPORT

The chair reported that he had attended a meeting regarding the bridge, as referred to under item 027/1718; a note of this meeting had been circulated to councillors. The chair had also met with Mathew Mead to seek advice on how to prepare the community-led plan. A concern had been reported in regard to flower pots blocking the pavement, opposite the garage on the corner of the Waterloo Road. Councillor Angell offered to speak to the residents.

The Chairman suggested reviewing the format of the Annual Parish Meeting and making it more of a celebration of achievements. It was agreed that a working group would be set up to look at this and that councillors that wish to join it could do so.

Action: Cllr. Limond to invite councillors to a working group meeting. Cllr. Angell to speak to resident regarding the flower pots.

028/1718 CLERK'S REPORT

The clerk gave her report which is available on the website.

Action: Cllr. Angell offered to carry out routine checks of the cemetery. Clerk to supply him with a check sheet.

029/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

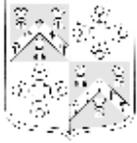
Cllr. Davies had attended a meeting of SpArC. SpArC is doing OK in the short to medium term but the longer term is less certain. Key issues which the trustees are currently looking at are opening times, summer holiday activities and working with Clun doctors' surgery to encourage doctor referrals to the centre.

Councillor Donaldson had attended a meeting of the Memorial Hall committee. The hall's position is much improved from previously. Following a survey, the potential phone mast at the site is not being progressed because the land is not high enough. It was agreed that the council should write to the surveyors and responsible government department expressing disappointment with this outcome.

Action: Clerk to write a letter accordingly.

030/1718 CHAPEL LAWN WARD MATTERS

Cllr. Davies thanked Carolyn Wilde for attending the meeting and informing the council of Chapel Lawn's plans for a community-led plan. Cllr. Davies said that he was keen for Clun and Chapel Lawn to remain linked in preparing the community-led plans.



Clun Town Council with Chapel Lawn

031/1718 SOCIAL MEDIA

It was agreed that guidelines on the use of social media are needed.

Action: The clerk will draft a policy for the next meeting.

032/1718 WALKERS ARE WELCOME

It was **RESOLVED** to renew the council's subscription at a cost of £40.

033/1718 COMMUNITY LED PLAN

It was agreed that is important to convey to the community why the plan is being prepared, what it is and how it is different to the Parish Plan. It was **RESOLVED** to set up a working group to start to organise the plan and hold a community event in the autumn to launch the preparation of plan. The working group members would be Cllr. Hurcombe, Cllr. McVicar and the clerk.

034/1718 THIS IS PLANNING ITEMS

a) Planning Notifications – for information only

(i) 17/00331/FUL - Edrics Barn, Llanhedric Farm, Llanhedric, Clun, Craven Arms, Shropshire, SY7 8NG
Conversion of redundant farm building into business and recreational meeting/training space
(retrospective application)

Grant Permission

(ii) 17/01636/LBC - 4 Church Street, Clun, SY7 8JW
Installation of 18 solar panel system to south west facing roof surface

Grant Permission

(iii) 17/01289/LBC - Pen Y Wern Farm, Black Hill, Clunton, Craven Arms, Shropshire, SY7 0JD
Internal works including insertion of partition walling to create additional bedroom and bathroom

Grant Permission

b) Planning applications for consideration

(i) 17/02089/FUL - 2 St Georges Place, Clun, SY7 8JL
Erection of extension and alterations to dwelling

The council had no comments to make.

(ii) 17/02526/LBC - Harpton House, The Square, Clun, SY7 8JA
Change rear roof pitch from heavy stone tiles to Welsh slate in order to reduce the load on the rear wall and to match the other roof pitches affecting a grade II listed building.

The council had no comments to make.



Clun Town Council with Chapel Lawn

- (iii) 17/02528/FUL - Proposed Affordable Dwelling NE Of Lower Weston Farm, Clun, Shropshire
Erection of a single storey affordable dwelling with detached garage to include new sewage treatment plant
It was RESOLVED to support the application because it is from a local person, working in an industry related to agriculture, wishing to stay within the community.
- (iv) 17/02326/FUL - Ashes Bank , 19 School Road, Clun, SY7 8JQ
Erection of conservatory, garden shed, greenhouse and pavilion
The council had no comments to make.

035/1718 FINANCIAL ITEMS

a) Appointment of internal auditor for 2017/18

It was **RESOLVED** to appoint SDH Accounting.

b) Charges in relation to the cemetery and fishing permits

It was **RESOLVED** to use the Church of England charging rates on an ongoing basis, with an additional fee of £360 for purchase of exclusive right of burial. Charges for 2017 as per table below;

| Service | Fee |
|--|--|
| Interment of body | £317.00 <i>No fee payable for burial of a person of 16 years and under.</i> |
| Interment of cremated remains | £151.00 |
| Exclusive right of burial | £360 for grave, £50 for cremated remains plot. |
| Memorial application fee | Cross £41.00 Vase £68.00 Any other monument (tablet, headstone etc.) - £130.00 |
| Memorial additional inscription fee | £25.00 |
| Admin fee – for transfer of ownership, searching registers etc | £28 per hour |

c) Bank account signatories



Clun Town Council with Chapel Lawn

Councillors filled out the paperwork at the end of the meeting to add them as signatories and internet banking users.

d) Payments

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|---------------------------------------|-----------------------------------|----------|---------|---------|--------|---------|
| HMRC | PAYE Q1 | P17-1718 | 19 | £12.60 | £0.00 | £12.60 |
| J Churchett | Cemetery contract | P18-1718 | 20 | £800.00 | £0.00 | £800.00 |
| J Churchett | Cemetery extra cut | P19-1718 | 21 | £160.00 | £0.00 | £160.00 |
| Information Solutions Ltd | Website | P20-1718 | 22 | £190.00 | £38.00 | £228.00 |
| Highline Electrical | Street light repairs | P21-1718 | 23 | £261.75 | £52.35 | £314.10 |
| Welshampton and Lyneal Parish Council | Refund of equipment sharing costs | P22-1718 | 24 | £93.59 | £0.00 | £93.59 |
| SDH Accounting | Internal audit | P23-1718 | 25 | £140.00 | £0.00 | £140.00 |
| Shropshire Council | Licence fee | P24-1718 | 26 | £70.00 | £0.00 | £70.00 |
| R Turner | Expenses may | P25-1718 | 27 | £42.15 | £2.60 | £44.75 |
| Andrew Wallace | Grass cutting | P26-1718 | 28 | £60.00 | £0.00 | £60.00 |
| SALC | Good councillors guide | P27-1718 | 29 | £28.80 | £0.00 | £28.80 |
| Walkers are Welcome | Subscription | P28-1718 | 30 | £40.00 | £0.00 | £40.00 |

It was further **RESOLVED** to approve the following payments already made:

| Payee | Item | Ref no | DD/SO | Net | VAT | Gross |
|----------|------------|----------|-------|---------|-------|---------|
| R Turner | Salary May | P16-1718 | SO | £540.24 | £0.00 | £540.24 |

e) Income received

None.

f) Environmental maintenance grant award

The council had been awarded £1449.25, this being less than last year due to more councils applying for the grant.

036/1718 CORRESPONDENCE

The following correspondence was noted and actions agreed:



Clun Town Council with Chapel Lawn

(i) Town and Parish Council Forum –attendance at meeting on June 27th

Cllr. Limond to attend.

(ii) SALC Info Bulletins

Noted.

(iii) Shropshire Good Neighbours Scheme

Noted that Clun already has a scheme in place.

(iv) Onibury Level Crossing upgrade

Noted.

(v) Battle's Over (November 2018)

It was agreed that the council would explore doing something to commemorate this and that it should liaise with the British Legion.

(vi) Tree Charter

It was agreed to ask Cllr. Maund if he felt the tree Charter could be adopted by Clun

(vii) Village of the Year

It was agreed not to pursue this.

(viii) SALC Training Programme

Noted that Cllr. Maund and Cllr. Mills need to attend the basic Council training but there are currently no spaces on the training courses.

(ix) NHS Presentation to SALC

Noted.

(x) Request from Chronicle to publish profiles re each councillor

It was agreed to do this, starting with the chairman. It was also agreed to publish photos of each councillor on the council's website.

(xi) Severn Trent Foul Vents

It was agreed to ask Severn Trent to carry out an assessment of the vents and their condition.



Clun Town Council with Chapel Lawn

037/1718 NEXT MEETINGS

It was **RESOLVED** that the council would meet on the first Thursday of every month, with meetings alternating between the Memorial Hall, Clun and Redlake Valley Village Hall, Chapel Lawn. Meeting dates booked as follows:

*Pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press should be excluded during discussions of items 038/1718 and 039/1718, as they concerns an individual and commercial contractual matters.*

038/1718 PENSION STAGING DATE

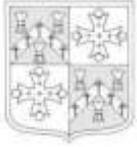
The clerk left the room for this item. The council felt that it needed further financial advice but was conscious that it had to nominate a pension provided by 1st July 2017. The council therefore **RESOLVED** to initially choose NEST as the pension provider but to review this within 3 months and to obtain financial advice from Caleb Roberts of Knighton.

039/1718 WORKS TO TOWN HALL

A quote had been received for £1620.00 from Steve Richards. Efforts had been made to seek three quotes and as the value of the contract was under £3000, the council is not under obligation to obtain more quotations. It was therefore **RESOLVED** to accept the quote from Steve Richards.

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT MEMORIAL HALL, CLUN ON 6TH JULY 2017 AT 7.30PM

PRESENT: Chairman – Cllr. J. Limond, Cllrs. B. Angell, V. Butt, R. Davies, L. Hurcombe, G. Mills

IN ATTENDANCE: Cllr. Nigel Hartin (SC Ward Member)

CLERK: Mrs R. Turner

040/1718 APOLOGIES AND REASONS FOR ABSENCE

Received and accepted from Cllrs. Maund, McVicar and Donaldsdon. It was further **RESOLVED** to give Cllr. Maund an extension to submit his declaration of acceptance of office until 3rd August 2017.

041/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

042/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

043/1718 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin said that he would follow up with the highways officers and Portfolio Holder in regard to seeking a response to the strategic highways concerns raised by the Town Council. It was also reported that Glyn Shaw and Gurnek Singh would be visiting Clun on 12th July to look at a range of local highways issues. Councillor Davies highlighted that the signage in Knighton towards the bridge is confusing. He suggested looking into having big blue signs with a crossed out satellite on them - this has been successful elsewhere.

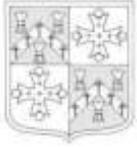
It was reported that a public consultation on future governance of the Fire Service is due to take place with the proposal being to transfer governance of the Fire Service to the Police & Crime Commissioner. Closing date for the consultation is 11th September. Councillor Hartin anticipated that the local fire service would respond by 1st August and that the council may wish to refer to their response in considering its comments. Councillor Hartin reported that he is on the Young People's Scrutiny Committee and the South Planning Committee. The council has a new Leader, Peter Nutting who has a strong focus on economic issues.

(ii) Police Report

No police report.

(iii) Public comments

It was also reported that the mirror at the Tindings Junction is badly corroded and the clerk would speak to Glyn Shaw to ask if this can be replaced.



Clun Town Council with Chapel Lawn

044/1718 APPROVAL OF THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 14TH JUNE 2017

It was **RESOLVED** to approve the minutes as being a correct record of the meeting.

045/1718 CHAIRMAN'S REPORT

The chairman reported that he had attended a meeting of the Town and Parish Council Forum which had covered a range of issues, such as changes to funding of indoor leisure facilities, forthcoming consultations on the Local Plan Review, Libraries Strategy and Shropshire Council's re-letting of its highways contract which is currently carried out by Ringway.

It was noted that that the Indoor Leisure Facilities Strategy proposed changes to the funding of centres and the Town Council may need to consider offering help to SpArC in future, due to reducing Shropshire Council funding. It was noted that Richard Whateley was keen to come and speak to the Town Council regarding this and it was agreed to invite him to a future meeting.

046/1718 CLERK'S REPORT (CTC93/17)

The clerk gave her report which is available on the website. It was agreed to approve the clerk's expenses in attending meetings of the community-led plan working group and to permit further persons to be co-opted onto the group

047/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

Cllr. Limond was due to attend a meeting of the LJC. Councillor Angell had been to speak to the house at the junction of Waterloo Drive where plant pots were obstructing the pavement but the resident was not in. The clerk was asked to write to the owner of land at 22 to 24 Castle Street because the hedge is encroaching the highway. It was agreed to highlight the need for people to cut hedges in a future article in the Chronicle.

048/1718 CHAPEL LAWN WARD MATTERS

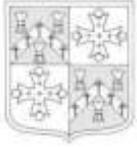
Cllr. Davies highlighted that there is little room on the noticeboard for council notices. It was agreed to ask the village hall committee if they may be interested in having a further board of the site. Councillor Mills to raise this at a committee meeting.

049/1718 SOCIAL MEDIA POLICY

It was **RESOLVED** to adopt the policy. Accounts with Twitter and Instagram would be registered but would not be used at present. It was further **RESOLVED** that administrators for the social media would be the clerk, Councillor Butt and Councillor Davies.

050/1718 PERSONNEL COMMITTEE

It was **RESOLVED** to adopt the Terms of Reference. Membership to be Councillor Limond (Chairman), Councillor Davies, Councillor Butt, Councillor Angell and Councillor Donaldson. The clerk was asked to send a template of a previous appraisal to the committee members and a committee date of 15th August was agreed.



Clun Town Council with Chapel Lawn

051/1718 REDLAKE VALLEY VILLAGE HALL COMMITTEE

With the agreement of Councillor Hurcombe, it was **RESOLVED** that the council's representative on the committee would now be Councillor Mills with Councillor Hurcombe as reserve.

052/1718 PLANNING ITEMS

a) Planning Notifications – for information only

- (i) 17/02783/CPL - Old Frog Cottage, 4 Ford Street, Clun, SY7 8LD
Application for Lawful Development Certificate for the proposed single storey rear extension following removal of covered yard and conversion of attached building on the North gable into residential living accommodation

For information only

- (ii) 17/01112/FUL -Harp House, 5 Clun, Shropshire, SY7 8NE
Erection of garage/workshop with office/store above following demolition of existing timber shed
Decision: Grant Permission

- (iii) 17/02608/LBC - Turnpike Cottage, 1 High Street, Clun, Craven Arms, Shropshire, SY7 8JB
Demolition of existing garage and erection of new boundary fences and gates around the property
Decision: Withdrawn

b) Planning applications for consideration

- (i) 17/02607/FUL - Turnpike Cottage, 1 High Street, Clun, Craven Arms, Shropshire, SY7 8JB
Demolition of existing garage and erection of new boundary fences and gates around the property
RESOLVED to make no comment.

- (ii) 17/02879/FUL - Curlew Corner, Upper Treverward, Clun, Shropshire, SY7 8LX
Erection of an extension to existing steel portal frame agricultural building
RESOLVED to make no comment.

- (iii) 17/02856/FUL - Castle Croft, Mount Pleasant, Clun, Craven Arms, Shropshire, SY7 8JJ
Erection of an oak framed carport
RESOLVED to make no comment.

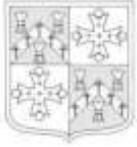
053/1718 FINANCIAL ITEMS

a) Bank balance

The clerk advised that she was in the process of preparing the Q1 bank reconciliation and this would be reported to the next meeting.

b) Restatements of assets value on Annual Return

It had been necessary to restate the assets value on the Annual Return to £739,333 as compared to £739,131; this was due to an arithmetical error. It was **RESOLVED** to approve this amendment to the Annual Return and to re-advertise the period for exercise of elector's rights to ensure that electors had full opportunity to comment on the updated information.



Clun Town Council with Chapel Lawn

c) Payments

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|-------------|------------------|----------|---------|----------|-------|----------|
| SALC | Training | P29-1718 | 31 | £25.00 | £0.00 | £25.00 |
| J Churchett | Toilets contract | P32-1718 | 32 | £1500.00 | £0.00 | £1500.00 |
| R Turner | Expenses June | P33-1718 | 33 | £68.50 | £0.00 | £68.50 |
| D Cple | Plumbing | P34-1718 | 34 | £365.00 | £0.00 | £365.00 |
| A Wallace | Grass cutting | P37-1718 | 35 | £70.00 | £0.00 | £70.00 |

It was further **RESOLVED** to approve the following payments already made:

| Payee | Item | Ref no | DD/SO | Net | VAT | Gross |
|----------|----------------|----------|-------|---------|-------|---------|
| Unity | Service charge | P31-1718 | DD | £18.00 | £0.00 | £18.00 |
| R Turner | Salary Jun | P32-1718 | SO | £540.24 | £0.00 | £540.24 |

d) Income received

| Payee | Item | Ref no | Date | Amount |
|-------|----------|---------|----------|--------|
| HSBC | Interest | R4-1718 | 19.06.17 | £0.65 |

e) Environmental maintenance grant award

The council had been given an increased award of £1961.23, this being higher than last year's award of £1800.

054/1718 CORRESPONDENCE

The following correspondence was noted and actions agreed:

(i) *SALC Info Bulletins*

Noted.

(ii) *Future Fit Update*

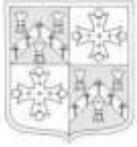
Noted.

(iii) *TU pay claim & IR35*

Noted.

(iv) *Grants and Funding Bulletin*

Noted.



Clun Town Council with Chapel Lawn

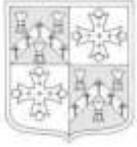
*Pursuant to Schedule 12A, Local Government Act 1972 and pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press should be excluded during discussion of item 055/1718.*

055/1718 PENSION STAGING DATE

An update was given on this matter and it was **RESOLVED** to nominate Smart Pensions as the council's pension provider. The clerk was asked to set up an account with them accordingly.

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT REDLAKE VALLEY VILLAGE HALL, CHAPEL LAWN ON 3RD AUGUST 2017 AT 7.30PM

PRESENT: Chairman – Cllr. J. Limond, Cllrs. B. Angell, V. Butt, R. Maund, G. Mills

IN ATTENDANCE: 9 members of the public

CLERK: Mrs R. Turner

061/1718 APOLOGIES AND REASONS FOR ABSENCE

Received from Cllrs. Davies, Donaldson, Hurcombe and McVicar.

062/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

063/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

064/1718 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin had sent apologies.

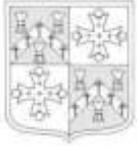
(ii) Police Report

No crimes had been reported in the parish.

(iii) Public comments

The applicant for a proposed campsite at Jenny Knoll, Woodside spoke. He outlined the following points in response to concerns raised by objectors and the Town Council:

- There is no intention to make an application for a residential dwelling at the site at a later date.
- The utility building will be in the style of a stable block and is to provide a dry area for the campers and storage.
- There is no intention to intensify the number of yurts at the site because himself and his wife see the business as a supplement to their main farming enterprise.
- The site will be supervised by himself and his wife and in their absence a local person will be asked to supervise
- The site is targeted at families and couples and will be a quiet, tranquil site.
- The applicant has agreed to contribute extra funding or works towards widening and hardening of laybys around the area of the proposed campsite.
- There will be no mains electricity and the lighting will be 12V solar lights.



Clun Town Council with Chapel Lawn

A member of the public spoke on behalf of a group of neighbours who are signing a letter in objection to the proposal. Their key concerns are:

- The mitigating actions being proposed by the applicant are not based on local knowledge and therefore not adequate
- **Highways**
 - There are inadequate passing places on the lane and there is a need to reverse for large vehicles such as tractors.
 - The lane is a sunken lane and there are only 2 passing places and it is not possible to add further passing places.
 - The lane is badly maintained and banks along the lane are already at risk of collapse and need strengthening.
 - There is a danger to riders and walkers who use the lane if traffic which is unfamiliar with it uses it.
 - Concern that there will be more than 6 cars using the lane and frequent trips.
- **Sewerage/drainage:**
 - Doubt over whether a septic tank is adequate for up to 24 people showering over a two-hour period.
 - Soil in the area is clay and therefore does not drain well
 - A surface water management plan needs to take account of the risk of the lane flooding.
- **Environmental:**
 - The study was carried out in winter when little flora and wildlife would be present and therefore it is not adequate and cannot be used as a basis for assessing the full impact of the application.
 - The site is both a SSSI and situated in an AONB.
 - There are water voles present which have not been taken account of.
 - Concern about fire pits in a wooded area
 - Noise and the amplifying effect of the valley re noise. How will noise be controlled when the site is unsupervised?
 - Noise from the generator
- **Supervision** - Mr and Mrs Roberts live 20 minutes away and there is no mobile phone reception area. Therefore, how will the site be supervised and emergencies dealt with.

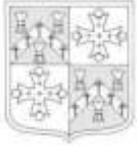
Mr Roberts replied to some of the concerns raised as follows:

- Septic tank being installed is a very sophisticated system
- There will be no more than 6 cars allowed on site
- The generator will be almost silent
- The yurts have two skins with insulation between the skins

Following the comments in the public session, it was **RESOLVED** to bring item 13(b) (iv) forward on the agenda to enable the application to be considered at this point in the meeting. The minute for this item is recorded together with the minutes on the other planning applications considered at this meeting.

065/1718 APPROVAL OF THE MINUTES OF THE COUNCIL MEETINGS HELD ON 6TH JULY & 11TH JULY 2017

It was **RESOLVED** to approve both sets of minutes as being a correct record of the meetings.



Clun Town Council with Chapel Lawn

066/1718 CHAIRMAN'S REPORT

The chairman reported that he had attended a meeting of the LJC. He was concerned that the LJC lacked a clear focus. In previous years, the LJC had been able to issue grants to organisations and parishes but it no longer has adequate funds to do this to any great extent. The LJC is primarily about giving information and debating issues and he felt that it did not serve a focused purpose, as it is presently run. The chair drew the Council's attention to a letter about an event being held at Egerton Village Hall on 15th August about grass verge management. It was agreed that a councillor would attend this if possible.

The chairman had been contacted by the High Sheriff of Shropshire who had kindly offered to turn on the Christmas lights on 3rd December. The High Sheriff also wished to interview the chairman regarding his topic for the year about farming in rural areas.

067/1718 CLERK'S REPORT (CTC94/17)

The clerk gave her report which is available on the website. The clerk also highlighted that Severn Trent are coming out to survey the foul vents and that Waterloo Bridge is to be surveyed shortly by Shropshire Council. In regard to cemetery maintenance, it was agreed that it would be sensible to carry out a survey of the trees and it was **RESOLVED** to give the clerk delegated authority to organise this. It was also agreed to ask Councillor McVicar to arrange a headstone check in the cemetery and to record the findings.

068/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

None.

069/1718 CHAPEL LAWN WARD MATTERS

Cllr. Mills had inspected the noticeboard at Chapel Lawn and felt that it was adequate at the present time. A letter of thanks from the Redlake Valley Village Hall committee, to the Clun Recreation Trust, for the grant towards improvements was noted.

070/1718 HIGHWAYS MATTERS

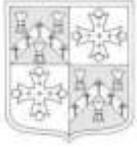
(i) Feedback following meetings with Shropshire Council

Councillors had met with Glyn Shaw and discussed a range of highways issues. Glyn had written asking the council if it wanted to consider whether to make Buffalo Lane one way, coming up the lane. It was agreed to take some further time to consider this.

Councillors had also met with the Shropshire Council Portfolio Holder for Highways, Steve Davenport. He had been very interested in the issues facing Clun and had promised to go away and speak to officers and to look at how the issues can be addressed. The issues discussed ranged from parking, problems with large traffic circulating around Clun, eroded curbs. Clun Bridge was also discussed and it was recognised that this is a symptom which is part of a wider problem. Discussion had also taken place regarding how to improve parking in the town and the need to possibly identify further locations for off-road parking.

(ii) Street light schedule

The clerk summarised the condition report on streetlights. Items were graded from 1 to 5, with 1 being excellent condition and 5 meaning urgent action required. Some of the streetlights were graded as 3 or 4. The



Clun Town Council with Chapel Lawn

clerk suggested that the council may wish to consider if in the long term it would be more economical to convert all of the lanterns to LED because the maintenance cost and electricity cost would reduce and at present the council was spending a significant sum on maintenance each year. The clerk suggested that a Public Works Loan Board loan may enable the council to fund LED lights for approximately the annual cost of the maintenance of the current lights at. The clerk was instructed to obtain an estimate from the current maintenance contractor to convert all the lights to LED and any further work which may be needed to the columns of brackets. The clerk was also asked to find out about the interest rates on PWLB loans. A business case would need to be evaluated and consulted upon before reaching a decision. The factors to be considered would include whether any light should be removed and if any further lights should be turned to part night operation. It was noted that this would only relate to the Town Council's lights, not the lights managed by Shropshire Council which are basically the lights along the main A road.

071/1718 CHRISTMAS LIGHTS

Arrangements for the Christmas lights were discussed. It was noted that last year there had not been lights by the river or over the bridge and that these locations are more difficult for the fire service to reach when erecting the lights. Councillor Hurcombe had also suggested that the lights be extended to the end of the High Street. It was **RESOLVED** to ask Councillor Hurcombe to look into locations for the lights and to come up with a proposal, including obtaining consent for siting lights on properties and arrangements for who would pay for the electricity.

The clerk said that where lights cross the highway, such as the corner of The Square by the Spar, consent is needed from Shropshire Council Highways and the lights have to be placed on a fixing designed for that purpose. It was **RESOLVED** that the chairman would complete an application form for this and that Highline Electrical would be asked to install a suitable anchor fixing and test the lights.

072/1718 PLANNING ITEMS

a) Planning Notifications – for information only

- (i) 17/02526/LBC - Harpton House , The Square, Clun, SY7 8JA
Works to roof pitches
Decision: Grant Permission
- (ii) 17/01178/FUL -Squire Farm, Chapel Lawn, Bucknell, Shropshire, SY7 0BW
Use of land for stationing of three 'shepherd's huts' for occupation as holiday accommodation
Decision: Grant Permission
- (iii) 17/02326/FUL - Ashes Bank , 19 School Road, Clun, SY7 8JQ
Erection of conservatory, garden shed, greenhouse and pavilion
Decision: Grant Permission
- (iv) 17/02089/FUL -2 St Georges Place, Clun, SY7 8JL
Erection of extension and alterations to dwelling
Decision: Grant Permission

b) Planning applications for consideration, including re-consultations

- (i) 17/02949/FUL - Quarry Farm, Pentre, Bucknell, Shropshire, SY7 0BU



Clun Town Council with Chapel Lawn

Erection of an agricultural storage building

RESOLVED to make no comment.

- (ii) 17/02717/FUL & 17/02718/LBC – 4 Bridge Street, Clun

Erection of two storey rear extension affecting a Grade II Listed Building (re-consultation)

RESOLVED to comment that the Town Council notes the reduction in scale and has no further comments to make. The TC felt that in this case is the role of officers to assess if the application is acceptable.

- (iii) 17/03402/FUL -Little Hobarris, Hobarris, Bucknell, Shropshire, SY7 0BX

Proposal: Formation of a 60 x 20 metre horse exercise area for private use to include change of use of land to from agricultural to equestrian

RESOLVED to make no comment.

- (iv) 17/01380/FUL - Proposed Camping Site At Jenny Knoll, Woodside, Clun, Shropshire

Change of use of land to form camping site to include the erection of 6 self-contained yurts for holiday lettings; one amenity building; installation of sewage treatment plants (re-consultation)

RESOLVED to object for the following reasons:

The objections previously raised remain and the TC wishes to highlight the following points:

Traffic - the road is a single track slippery access road with unstable banks and very limited opportunities for passing and it would be very difficult to create additional passing places. Therefore, volume and safety of traffic is still a concern even if mitigation is put in place and the council feels there is limited scope to put in place mitigation due to the nature of the access.

Parking - it is a concern that in reality even one family may bring two cars e.g. if bringing bikes/equipment with them. This is likely to lead to vehicles parking off site causing hazards on local roads.

Environmental issues - The surveys were done in January when limited flora/fauna would have been present. A summer survey needs to be done. The TC understands that the applicants intend to use a borehole for fresh water but this is not evaluated in the application. In terms of noise, the site is quite isolated and noise would change the tranquil character of the valley.

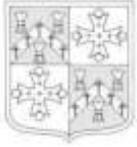
Supervision - concerns regarding lack on supervision, particularly given the remote location of the site and poor mobile signal in event of emergencies.

Local objection - there is a high level of local objection.

Location - the application site is some distance from Clun by foot and up a steep incline and therefore the accessibility of the site is inconsistent with CS16/CS5. This is particularly relevant in light of the concerns about traffic issues as people may use their cars if they do not wish to walk.

- (v) 17/03694/TEL - Proposed Telecommunications Base Station North Of Woodside, Clun, Shropshire
Application for installation of base station under Part 16 of Schedule 2 to the Town and Country Planning (GPD) (England) Order 2015 as amended under the Telecommunications Act 1984 Schedule 2 as amended by the Communications Act 2003.

RESOLVED to support the application as improved mobile coverage is much needed. It was agreed to request that all four UK networks be allowed to site their apparatus on the mast.



Clun Town Council with Chapel Lawn

073/1718 FINANCIAL ITEMS

a) Q1 budget report

The clerk summarised the report and noted that overall the spend to date is 22% of the budget and therefore it is roughly on target at this point in the financial year. The reconciled balance is £63,991.81.

b) Review of fixed term tariff British Gas (for the toilets)

It was noted that the council's fixed tariff with British Gas ends on 14 September 2017 and that the electricity price would increase significantly if the council does not enter into an alternative fixed term tariff. The chairman said that he felt it would be prudent to look at other suppliers and highlighted a company called Beyond who go to the market to identify the best rate. He agreed to send the clerk details to obtain a quote.

c) Payments due

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|---------------------|--------------------------|----------|---------|----------|---------|----------|
| A Wallace | Grass cutting | P38-1718 | 37 | £30.00 | £0.00 | £30.00 |
| Highline Electrical | Street light maintenance | P39-1718 | 38 | £1436.00 | £287.20 | £1723.20 |
| R Turner | Expenses July | P40-1718 | 39 | £147.35 | £9.47 | £156.82 |
| SALC | Training | P41-1718 | 40 | £75.00 | £0.00 | £75.00 |

d) Payments already made

It was further **RESOLVED** to approve the following payments already made:

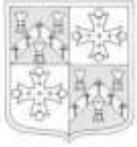
| Payee | Item | Ref no | DD/SO | Net | VAT | Gross |
|-------------|-------------|----------|-------|---------|--------|---------|
| British Gas | Electricity | P36-1718 | DD | £366.63 | £18.33 | £384.96 |
| R Turner | Salary July | P37-1718 | SO | £540.24 | £0.00 | £540.24 |

e) Grant request from Crane Counselling

This is not an organisation specific to the parish and it was **RESOLVED** not to award them a grant at the present time.

f) Income received

| Payee | Item | Ref no | Amount |
|--------------------|---------------------------------|---------|----------|
| Law | Memorial | R5-1718 | £130.00 |
| Shropshire Council | Environmental maintenance grant | R6-1718 | £1961.23 |



Clun Town Council with Chapel Lawn

074/1718 CORRESPONDENCE

The following correspondence was noted and actions agreed:

(i) *SALC Info Bulletins*

Noted.

(ii) *Future Fit & health related bulletins*

Noted.

(iii) *Letter from MP re transport issues*

Noted that the MP had offered to attend a meeting regarding this issue. This would be followed up once a response was received from Shropshire Council's portfolio holder

(iv) *Letter of thanks from Bridgnorth and Crucial Crew.*

Noted.

(v) *Letter from High Sheriff of Shropshire*

Noted, as per chair's report.

(vi) *Notes from MP's meeting*

Noted.

(vii) *Lamp post poppies*

The council did not wish to pursue this.

(viii) *Fire safety note*

Noted that this was not applicable to the parish.

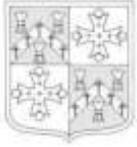
075/1718 CONSULTATIONS

(i) *Fire Service – proposal for Police Commissioner to take over its governance*

It was **RESOLVED** to object to the proposal and endorse the comments of the Shropshire Fire service in relation to this matter.

(ii) *Libraries Strategy – Shropshire Council*

To be reviewed at the next Council meeting.



Clun Town Council with Chapel Lawn

(iii) Parking Strategy – Shropshire Council

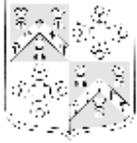
To be reviewed at the next Council meeting.

076/1718 CLERK'S ANNUAL LEAVE

The clerk advised the council of proposed dates for her summer annual leave and this was agreed.

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT MEMORIAL HALL, CLUN ON 7TH SEPTEMBER 2017 AT 7.30PM

PRESENT: Chairman – Cllr. J. Limond, Cllrs. B. Angell, V. Butt, J McVicar, R. Maund, G. Mills

IN ATTENDANCE: 2 members of the public, Jason Phillips (Severn Trent Water)

CLERK: Mrs R. Turner

077/1718 APOLOGIES AND REASONS FOR ABSENCE

Received from Cllrs. Butt, Davies, and Hurcombe.

078/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

079/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

080/1718 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin was not present.

(ii) Police Report

Two assaults reported between 15th July and 13th August 2017.

(iii) Jason Phillips, Severn Trent Water

Mr Phillips reported on an inspection of the historic foul vents in Clun which he had recently carried out. He had been able to inspect all of the vents apart from one in School Lane and one in Newport Street, both of which were overgrown with ivy; the removal of the ivy will be arranged to enable inspection to take place. Mr Phillips is recommending that the vents be removed for refurbishment. They would then be replaced once they've been refurbished. It is probable that most people have no need for the foul vents nowadays as a ventilation system is generally integral to properties. However, it was recognised that the vents are of historic value. Mr Phillips was proposing that following refurbishment, the vents would be rechecked annually. The vents will be repainted in a colour to be mutually agreed with the Town Council.

Councillor Limond enquired about the proposed upgrade to the sewage station. Mr Phillips agreed to obtain further information from his colleague, Mike Williams. It was also reported to Mr Phillips that a smaller manhole cover is cracked in the vicinity of numbers 21 and 23 Ford Street. Mr Phillips agreed to inspect this and establish if it is Severn Trent's responsibility. It was also reported that the storm drain outside the Spar shop in The Square does not function properly. Mr Phillips advised that this would be the responsibility of



Clun Town Council with Chapel Lawn

Shropshire Council.

(iv) *Public comments*

None.

081/1718 APPROVAL OF MINUTES

(i) *Council meeting, 3 August 2017*

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

(ii) *Personnel Committee 15th August 2017*

Members of the Committee **RESOLVED** to approve the minutes and it was noted that the recommendations in relation to the clerk were no longer relevant as she would be leaving the council at the end of September.

082/1718 CHAIRMAN'S REPORT

The chairman reported feedback received from parishioners in regard to the possibility of Buffalo Lane and being made one-way. The majority of people had expressed preference for it to be one-way in a downwards direction. It was highlighted that it is important to ensure that residents can get out of their drive if it is made one way upwards, as was the suggestion of Shropshire Council. It was also highlighted that a width restriction may be another option.

The chairman also asked the clerk to follow up with the Chronicle on the publication of biographies of councillors, starting with himself and Cllr. Angell as they they had already submitted their biographies.

083/1718 CLERK'S REPORT (CTC94/17)

The clerk gave her report which is available on the website.

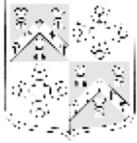
084/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

(i) *Community-led Plan steering group*

Councillor McVicar reported that the group had held two informal meetings and that they are in the process of drafting a proposed approach to the community-led plan. It is proposed that this is based on a bespoke communications approach so that the approach to communication is tailored to each stakeholder group within the parish.

(ii) *Redlake Village Hall committee*

Councillor Mills had attended a committee meeting. Beryl Palmer had asked the clerk to confirm bookings for the hall.



Clun Town Council with Chapel Lawn

085/1718 CHAPEL LAWN WARD MATTERS

It was noted that Chapel Lawn are seeking new signage. The clerk was asked to send Patrick Cosgrove the relevant grant application form.

086/1718 HIGHWAYS MATTERS

(i) Street lights

The Clerk outlined an estimate received for upgrading the lights to LED. It was agreed that a specification for the lighting would be needed in order to prepare a business plan to evaluate the proposal further. Councillor McVicar offered to revise the PNSL policy and the clerk was asked to provide him with a copy of the map of the lights to enable this to be done.

(ii) Electricity tariff

The clerk had not managed research this yet. It was agreed to delegate this task to Councillor Limond.

(iii) Rose Garden

It was noted that the council's contractor has been mowing this area for some years but it was unclear who owned the land. The clerk was seeking further information from this on from Shropshire Council Highways.

(iv) Land adjacent to Turnpike Cottage

The clerk was asked to follow up with Shropshire Council in relation to progress on this matter.

(v) Roadworks, Menutton

It was noted the roadworks required are being carried out

(vi) Graffiti on "Welcome to Clun" sign outside the industrial units

This was noted.

087/1718 CHRISTMAS LIGHTS

It was agreed that Councillor Limond would take this matter further and establish what lights are needed and liaise with the firefighters in regard to erecting them.

088/1718 CLUN CEMETERY

(i) Tree report

The report was noted and the council acknowledged that extensive works are required to the trees. The clerk was asked to draft a specification to issue to ARB certified contractors for the purposes of submitting quotations.

(ii) Clearance of the compost heap

Councillor Davies was arranging a risk assessment for this task.



Clun Town Council with Chapel Lawn

(iii) Other issues

- It was reported that the gate latch and the tap have been repaired.
- Councillor Mills had inspected the walls and the bell above the gate and had reported both look to be in satisfactory condition.
- Councillor McVicar agreed to check the ivy growth on the walls so that appropriate action can be taken.
- Councillor McVicar highlighted the need to look at the long term management of the cemetery, including exploring the option of closing it because the revenue from it is significantly less than the running costs. It was noted that it will be necessary to seek the advice of the ICCM on what options and issues the Town Council would need to consider.

089/1718 BOARD OF ENTERPRISE SOUTH WEST SHROPSHIRE

Councillor Donaldson expressed an interest in applying to be the council's representative on this board, subject to finding out further information about what the role entails.

090/1718 PLANNING ITEMS

a) Planning Notifications – for information only

- (i) APP/L3245/W/17/3168969 Argoed Farm, Birches Mill Llanhedrick to Far End Junction Llysty, Argoed, Clun SY7 8NW
Application for siting holiday lets
Decision: Appeal Dismissed
- (ii) 17/02949/FUL - Quarry Farm, Pentre, Bucknell, Shropshire, SY7 0BU
Erection of an agricultural storage building
Decision: Grant Permission
- (iii) 17/02856/FUL - Castle Croft, Mount Pleasant, Clun, Craven Arms, Shropshire, SY7 8JJ
Erection of oak-framed car port
Decision: Grant Permission
- (iv) 17/02607/FUL - Turnpike Cottage, 1 High Street, Clun, Craven Arms, Shropshire, SY7 8JB
Demolition of existing garage and erection of new boundary fences and gates around the property
Decision: Grant Permission
- (v) 17/01380/FUL - Proposed Camping Site At Jenny Knoll, Woodside, Clun, Shropshire
Change of use of land to form camping site to include the erection of 8 self-contained yurts for holiday lettings; one amenity building; installation of sewage treatment plants
Decision: Refuse
- (vi) 17/02528/FUL - Proposed Affordable Dwelling NE Of Lower Weston Farm
Erection of affordable dwelling with detached garage
Decision: Refuse



Clun Town Council with Chapel Lawn

b) Planning applications for consideration, including re-consultations

- (i) 17/02949/FUL – Lower Splashes, Purlogue, Clun, Craven Arms, Shropshire, SY7 8LT
Erection of steel framed agricultural building over existing sheep handling pens.

It was resolved to make no comments

091/1718 FINANCIAL ITEMS

a) Bank balances

The clerk advised that she would prepare a bank reconciliation prior to leaving at the end of September.

b) Payments due

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|------------------------|-------------------------------|----------|---------|---------|--------|---------|
| B Angell | Expenses | P45-1718 | 43 | £32.56 | £6.51 | £39.07 |
| R Turner | Expenses August | P46-1718 | 44 | £10.42 | £0.00 | £10.42 |
| Advent Hygiene | Toilet supplies | P48-1718 | 45 | £128.00 | £25.60 | £153.60 |
| Atcham PC | Office equipment refund | P49-1718 | 46 | £20.36 | £0.00 | £20.36 |
| Buildwas PC | Office equipment refund | P50-1718 | 47 | £20.36 | £0.00 | £20.36 |
| Ford PC | Office equipment refund | P51-1718 | 48 | £40.72 | £0.00 | £40.72 |
| Great Hanwood PC | Office equipment refund | P52-1718 | 49 | £45.81 | £0.00 | £45.81 |
| Highline Electrical | Street light repairs | P53-1718 | 50 | £102.75 | £20.55 | £123.30 |

c) Payments already made

It was further **RESOLVED** to approve the following payments already made:

| Payee | Item | Ref no | DD/SO | Net | VAT | Gross |
|-----------------------|---------------|----------|-------|---------|-------|---------|
| Clun Memorial Hall | Room hire | P43-1718 | 42 | £30.00 | £0.00 | £30.00 |
| R Turner | Salary August | P44-1718 | SO | £540.24 | £0.00 | £540.24 |

d) Grant applications



Clun Town Council with Chapel Lawn

- (i) Clun Memorial Hall - it was **RESOLVED** to support the application in principle, this being subject to the applicant providing further information on how they intend to spend the funds and plans for the long term maintenance of the site and equipment.
- (ii) St Georges Church - it was **RESOLVED** to defer consideration of this application because the council has major expenses coming up in the near future.

e) Income received

| Payee | Item | Ref no | Amount |
|----------|-----------------------------|---------|--------|
| Harrison | Transfer of grave ownership | R7-1718 | £25.00 |

092/1718 CORRESPONDENCE

The following correspondence was noted:

- (i) SALC Info Bulletins
- (ii) Training courses
- (iii) Future Fit & health related bulletins
- (iv) Invitation to event re corporate governance of SaTH on 22nd September
- (v) Notes from Town and Parish Council forum
- (vi) Shropshire Local Plan Review update

093/1718 CONSULTATIONS

The following consultations were noted and it was **AGREED** to make no comments

- (i) Libraries Strategy – Shropshire Council
- (ii) Parking Strategy – Shropshire Council
- (iii) NALC - broadband consultation
- (iv) NALC - citizenship consultation

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

094/1718 STAFFING MATTERS

- (i) *Recommendations of the committee re confidential staffing matters*

It was **AGREED** that these recommendations are now redundant as the clerk is leaving, due to being offered a role more local to her. Recommendations were revisited when you clerk was appointed.

- (ii) *Clerk's post*

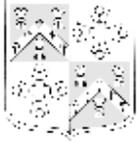
It was **RESOLVED** that the clerk would forward a model advert, provided by SALC, to Councillor Limond and Councillor Donaldson and that Councillor Donaldson will draft an advert, to be placed in the Clun Chronicle and with SALC.



**Clun Town Council
with Chapel Lawn**

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT MEMORIAL HALL, CLUN ON 5TH OCTOBER 2017 AT 7.30PM

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

IN ATTENDANCE: Nigel Hartin (County Councillor)

CLERK: Gwilym Rippon (Locum Clerk)

095/1718 APOLOGIES AND REASONS FOR ABSENCE

There were no apologies.

096/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

097/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

098/1718 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin Presented his report which was noted.

(ii) Police Report

There was no police report.

(iii) Public comments

There were no members of the Public present.

099/1718 APPROVAL OF MINUTES

(i) Council meeting, 7th September 2017

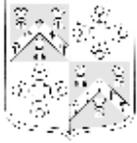
It was **RESOLVED** as the minutes had not been circulated (due to an oversight) this item was deferred.

100/1718 CHAIRMAN'S REPORT

The chairman reported that on this occasion all items of report were covered by agenda items.

101/1718 CLERK'S REPORT (CTC94/17)

Clun Town Council with Chapel Lawn Council Minutes 5th October 2017



Clun Town Council with Chapel Lawn

The clerk gave his report which noted (available on the website).

101/1718 TRAINING POLICY

It was **RESOLVED** to adopt the training policy, it was noted that there was £1500 in the budget for training.

102/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

(i) Working County Planning

It was reported that members had attended a presentation in relation to County Planning. It was reported more privatisation was needed (God, this must have been exciting,

103/1718 CHAPEL LAWN WARD MATTERS

It was again noted that Chapel Lawn are seeking new signage. The clerk was asked to re send Patrick Cosgrove the relevant grant application form.

104/1718 HIGHWAYS MATTERS

(i) Rose Garden

This item had not been progressed.

(ii) Land adjacent to Turnpike Cottage

The Chair produced a series of photos which clearly show that grass verge which the current owner of Turnpike Cottage had adopted was not within the curtilage of the property. Cllr. Hartin was requested to assist with chasing up a reply from Shropshire Council.

105/1718 ELECTRICITY TARIFFS FOR TOILETS & STREET LIGHTS

Cllr. Limond reported that he was having difficulty in obtaining the correct details to obtain comparison tariffs for the lighting until he received a 'M Pan' number, when he was in possession of this he would be able to progress the item.

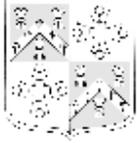
106/1718 CHRISTMAS LIGHTS

Cllr. Limond reported that he was in possession of an old quote for the erection of eye bolts and a catenary wire for the cross street decorations.

It was **RESOLVED** that the clerk in conjunction with Cllr. Limond progress this up to an amount not exceeding £250.00p

However further liaison with the firefighters was required with regards to erecting them.

107/1718 CLUN CEMETERY



Clun Town Council with Chapel Lawn

(i) *Tree report*

The report was noted and the council acknowledged that extensive works are required to the trees. The clerk was asked send the specification to ARB certified contractors requesting quotations for the work to be undertaken.

(ii) *Clearance of the compost heap*

Councillor Davies asked for this item to be deferred.

108/1718 SHROPSHIRE HILLS AONB BOARD

This item was discussed it was agreed that more information was required.

109/1718 PLANNING ITEMS

a) **Planning Notifications – for information only**

b) **Planning Notifications – for information only**

(i) 17/03402/FUL - Little Hobarris, Hobarris, Bucknell, Shropshire, SY7 0BX

Formation of a 60 x 20 metre horse exercise area for private use to include change of use of land to from agricultural to equestrian.

Decision: Grant Permission

c) **Planning applications for consideration**

(i) 17/04354/FUL - Bwlch Farm, Clun, Craven Arms, Shropshire, SY7 8LU

Erection of steel portal framed roof structure to cover an existing slurry pit

This application was discussed and it was **RESOLVED** to make no objection.

(ii) 17/04438/TCA - 6 Bridge Street, Clun, Craven Arms, Shropshire, SY7 8JP

Notification of proposed tree works to include the felling of one Cotoneaster tree lying within the Clun Conservation Area.

This application was discussed and it was **RESOLVED** to make no objection.

110/1718 COMMUNITY-LED PLAN

This was discussed, it was suggested that a greater emphasis should be placed on it being a community led plan rather than a Town Council led plan. It was agreed that there should be a communication plan first. It was envisaged that there would be 10 target groups. First there was a need to identify who the groups are and how to contact the groups.

111/1718 CASTLE STREET – update on proposed Shropshire Housing Group development

This item was deferred to obtain further information.

112/1718 FINANCIAL ITEMS

a) **Bank balances / Performance against Budget**

i) The clerk provided the bank reconciliation until the end of September which was noted.



Clun Town Council with Chapel Lawn

- ii) It was noted that only £100 of £2000 of the grant Monies had been spent, it had been previously reported that that budget heading had no money left. The Clerk was requested to explore and bring the details back to the next meeting.

b) Payments due

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|----------------------|-----------------|----------|---------|---------|--------|---------|
| R Turner | Expenses | P56-1718 | 53 | 90.33 | 3.82 | 94.15 |
| Sylvan Resources Ltd | Tree Survey | P57-1718 | 54 | £160.00 | £32.00 | £192.00 |
| A.Wallace | Street Cleaning | P58-1718 | 55 | £90.00 | £0.00 | £90.00 |
| HMR&C | Salary | P59-1718 | 56 | £2.80 | £0.00 | £2.80 |
| R Turner | Expenses | P60-1718 | 53 | £33.37 | £0.00 | £33.37 |

c) Payments already made

It was further **RESOLVED** to approve the following payments already made:

| Payee | Item | Ref no | DD/SO | Net | VAT | Gross |
|----------|------------------|----------|-------|---------|-------|---------|
| R Turner | Salary September | P44-1718 | SO | £540.24 | £0.00 | £540.24 |

d) Grant application from Clun and District Hall and Playing Fields

It was reported that the group were meeting the following Monday, it was requested that this item be deferred until November.

e) Income received

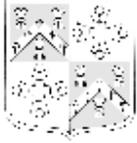
| Payee | Item | Ref no | Amount |
|--------|------------------------------|---------|---------|
| Gibson | Opening ground for interment | R8-1718 | £317.00 |

113/1718 CORRESPONDENCE

The following correspondence was noted:

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

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



Clun Town Council with Chapel Lawn

114/1718 STAFFING MATTERS

(i) Clerk's post

The Locum Clerk having evaluated the post suggested that the post be advertised at SCP 30 and for 13 hours per week reviewable after 3 months

RESOLVED

That the post of Clerk for Clun Town Council with Chapel Lawn be advertised at SC 30 for 13 hours per week (reviewable after 3 months)

(ii) Remuneration for the Locum Clerk

The proposal put forward by the Locum clerk was accepted.

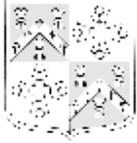
The Locum clerk also requested for November that the date be changed from the usual first Thursday to the second Thursday

RESOLVED

That the next Council meeting be held on Thursday 9th November 2017 at Clun Memorial Hall

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT MEMORIAL HALL, CLUN ON 9th NOVEMBER 2017 AT 7.30PM

PRESENT: Chairman – Cllr. J. Limond, Cllrs. B. Angell, G. Mills and R. Maund.

IN ATTENDANCE: There were two members of the public present

CLERK: Gwilym Rippon (Locum Clerk)

115/1718 APOLOGIES AND REASONS FOR ABSENCE

The following apologies were received. J McVicar, V Butt, R Davies, L Hurcombe and M Donaldson

116/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING No interests declared.

117/1718 DISPENSATION REQUESTS No dispensation requests had been received.

118/1718 PUBLIC SESSION

(i) *Shropshire Councillor report* Cllr. Hartin was not present.

(ii) *Police Report* There was no police report.

(iii) *Public comments*

There were two members of the Public present, who asked what the current position was with the proposed Shropshire Housing Group development near Castle Street.

The chair suggested that agenda item 18 be discussed at this point. The chair reported that there was nothing firm to report it would appear that proposals were on hold until the results of the water treatments plants being put in by Severn and Trent in various villages to assist with the fresh water pearls. A discussion then ensued, the clerk cautioned members that too much discussion of a proposed planning application which was not before could lead to Council and or members being predetermined, which could in turn lead to a Judicial review of their decisions

119/1718 APPROVAL OF MINUTES

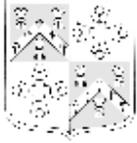
(i) *Council meeting, 7th September 2017 and 5th October 2017*

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

120/1718 CHAIRMAN'S REPORT

The chairman reported that on this occasion all items of report were covered by agenda items.

121/1718 CLERK'S REPORT (CTC94/17) The clerk gave his report which noted.



Clun Town Council with Chapel Lawn

122/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

It was reported that members had attended Chapel Lawn Memorial Hall Committee meeting.

113/1718 CHAPEL LAWN WARD MATTERS

The clerk reported that he had resent the application form just in case it had got lost in the ether.

114/1718 HIGHWAYS MATTERS

(i) *Rose Garden* This item had not been progressed.

(ii) *Land adjacent to Turnpike Cottage*

The Clerk reported that Shropshire Council had sent an email that they were progressing the matter.

(iii) It was highlighted that no reply had been received from Shropshire Council with regards to a transport plan for Bishop's Castle. It was agreed that a letter be drafted and then sent by the clerk to Philip Dunne highlighting the fact of the lack of response from Shropshire Council.

115/1718 ELECTRICITY TARIFFS FOR TOILETS & STREET LIGHTS

Cllr. Limond he had now received a 'M Pan' number and was progressing the comparison.

116/1718 CHRISTMAS LIGHTS

It was reported that Highline were putting up the catenary wire.

The fire service were assisting to put the lights up.

However assistance was required in putting up the Christmas grotto.

117/1718 CLUN CEMETERY

(i) *Tree report*

The clerk reported that he had not received any quotes back this matter was deferred until December.

(ii) *Clearance of the compost heap*

Councillor Davies had asked for this item to be deferred.

118/1718 STANDING ITEMS

i) Enterprise House

There was nothing to report under this heading

ii) Trees

It was requested that this item be deferred

119/1718 PLANNING ITEMS

a) **Planning Notifications – for information only**

b) **Planning Notifications – for information only**



Clun Town Council with Chapel Lawn

- (i) 17/03402/FUL - Little Hobarris, Hobarris, Bucknell, Shropshire, SY7 0BX
Formation of a 60 x 20 metre horse exercise area for private use to include change of use of land from agricultural to equestrian.
Decision: Grant Permission

c) Planning applications for consideration

- (i) 17/04816/TCA To fell a Leyland Cypress tree within Clun Conservation Area at Turnpike Cottage 1 High Street Clun Craven Arms Shropshire SY7 8JB

This application was discussed and it was **RESOLVED** to make no objection.

120/1718 COMMUNITY-LED PLAN

This was deferred as no members of the group were present.

121/1718 CASTLE STREET – update on proposed Shropshire Housing Group development

This item was discussed earlier in the meeting

122/1718 FINANCIAL ITEMS

a) Bank balances / Performance against Budget

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

b) Payments due

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|---------------------|-----------------------------|----------|---------|---------|-------|---------|
| A. Wallace | grass cutting | P62-1718 | 58 | 50.00 | | 50.00 |
| D. Oakley | fire extinguisher | P63-1718 | 59 | 30.00 | 6.00 | 36.00 |
| RBL | Poppy wreath | P64-1718 | 60 | 50.00 | | 50.00 |
| Clun Memorial Hall | Room hire | P65-1718 | 61 | 20.00 | | 20.00 |
| Howdens | Electrical work | P66-1718 | 62 | 2.79 | 0.56 | 3.35 |
| SALC | reference book | P67-1718 | 63 | 4.00 | | 4.00 |
| Jonathan Churchett | toilet contract Q3 | P68-1718 | 64 | 1500.00 | | 1500.00 |
| Jonathan Churchett | cemetery grass cutting | P69-1718 | 65 | 800.00 | | 800.00 |
| Highline Electrical | street lighting maintenance | P70-1718 | 66 | 375.25 | 75.05 | 450.30 |
| G.J.Rippon | Locum clerk | P71-1718 | 67 | 245.50 | | 245.50 |



Clun Town Council with Chapel Lawn

c) Appointment of Internal Auditor

RESOLVED

Sue Hackett was appointed as internal auditor for the years 2017-18

d) Income received

| Payee | Item | Ref no | Amount |
|-----------|------------------------------|----------|---------|
| Beardsley | Opening ground for interment | R12-1718 | £317.00 |

123/1718 CORRESPONDENCE

The following correspondence was noted:

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

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

124/1718 STAFFING MATTERS

- (i) *Clerk's post*

The Locum Clerk having distributed the advertisement and associated documentation for a new clerk. Following discussion.

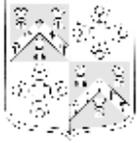
RESOLVED

That the post of Clerk for Clun Town Council with Chapel Lawn be advertised with SALC forthwith

Items for the next agenda: Traffic management plan.

SIGNED (CHAIRMAN)

DATED



Clun Town Council with Chapel Lawn

MINUTES OF COUNCIL MEETING, HELD AT MEMORIAL HALL,

CLUN ON 14th DECEMBER 2017 AT 7.30PM

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

IN ATTENDANCE: There were no members of the public present

CLERK: Gwilym Rippon (Locum Clerk)

125/1718 APOLOGIES AND REASONS FOR ABSENCE

The following apologies were received., V Butt, L Hurcombe and R. Maund.

126/1718 DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING

No interests declared.

127/1718 DISPENSATION REQUESTS

No dispensation requests had been received.

128/1718 PUBLIC SESSION

(i) Shropshire Councillor report

Cllr. Hartin was not present.

(ii) Police Report

There was no police report.

(iii) Public comments

There were no members of the Public present,

129/1718 APPROVAL OF MINUTES

(i) Council meeting, 9th November 2017

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

130/1718 CHAIRMAN'S REPORT

The chairman reported that the following

- He had made enquiries in relation to cleaning of the bus shelters and it could be undertaken for £15

Clun Town Council with Chapel Lawn Council Minutes 14th December 2017



Clun Town Council with Chapel Lawn

each, however they would cost £35 each on the first occasions due to the condition.



131/1718 CLERK'S REPORT (CTC94/17)

The clerk gave his report which noted.

132/1718 REPORTS FROM COUNCILLORS ATTENDING OUTSIDE MEETINGS

It was reported that members had attended a meeting which discussed

- The Environmental Maintenance grant.
- Growth Strategy and shortage of land for local enterprise

133/1718 CHAPEL LAWN WARD MATTERS

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

134/1718 HIGHWAYS MATTERS

(i) Traffic Management

This item was discussed at length, concern was shown as to the lack of progress by Shropshire Council. The report that the clerk produced appeared that the Council were being placated and no real progress was being suggested. It was agreed that Cllr. Limond should write in the strongest terms as to the disappointment of the Town Council.

(ii) Land adjacent to Turnpike Cottage

The Clerk reported that Shropshire Council had sent an email that they were progressing the matter. The clerk was instructed to write a letter to the householder stating that they do not own the land.

135/1718 ELECTRICITY TARIFFS FOR TOILETS & STREET LIGHTS

Cllr. Limond had progressed this item and was awaiting a reply.

136/1718 CHRISTMAS LIGHTS

It was reported that Highline were putting up the catenary wire.
The fire service were assisting to put the lights up.
However assistance was required in putting up the Christmas grotto.

137/1718 CLUN CEMETERY

(i) Tree report

The clerk reported that he had received two quotes in relation to the tree maintenance.
After discussion it was decided to go with quote 2 which was submitted by Mr. J. Brayford.

138/1718 STANDING ITEMS

Clun Town Council with Chapel Lawn Council Minutes 14th December 2017



Clun Town Council with Chapel Lawn

- i) Enterprise House
One of the Councillors stated that he had put his name forward to become a director.
- ii) Trees
This item had been discussed in an earlier agenda item.

139/1718 PLANNING ITEMS

a. Planning Notifications – for information only

- i. 16/02768/OUT (validated: 08/07/2016)
Lower Spoad, Clun, Newcastle On Clun, Shropshire, SY7 8PB. Application for Outline application (all matters reserved) for the erection of 1No agricultural workers dwelling

Decision: Grant Permission

- ii. 17/05392/TCA (validated: 07/11/2017)
Drapers Cottage, 8 Church Street, Clun, Craven Arms, Shropshire, SY7 8JW
Application to Crown reduce 1No. Yew tree by 50% ; reduce 1No. Apple tree by 20% and remove two limbs and reduce 1No. Apple tree by 20% within the Clun Conservation Area.

Decision: No Objection

- iii. 17/02717/FUL (validated: 10/06/2017)
Bridge Street, Clun, SY7 8JP
Application for the erection of two storey rear extension

Decision: Grant Permission

b. Planning applications for consideration

- i. 17/05471/FUL (validated: 21/11/2017)
Application for the erection of a detached dwelling, installation of a package treatment plant and associated works following demolition of existing property at Bwlch Cottages, Clun, Craven Arms, Shropshire, SY7 8LU.

This application was discussed It was **RESOLVED** to make no objection

- ii. 17/05527/LBC
Application for the Internal and external alterations in connection with removal and replacement of existing conservatory affecting a Grade II Listed Building
Cresswell House, Bridge Street, Clun, Craven Arms, Shropshire.

This application was discussed It was **RESOLVED** to make no objection

- iii. 17/04989/FUL
Application for Conversion of redundant agricultural building into dwelling with annexe
| Barn Conversion At Pen Y Wern Black Hill Clunton Craven Arms Shropshire SY7 0JD.



Clun Town Council with Chapel Lawn

This application was discussed It was **RESOLVED** to make no comment

iv. 13/03440/OUT

Outline application (access for approval) for construction of 38 dwellings including affordable homes and a new vehicular access at Land North Of Turnpike Meadow, High Street, Clun, Shropshire

This application was discussed It was **RESOLVED** that the Comments made previously in relation to this development still stand. The traffic in Clun has become considerably worse. If this development is to go ahead consideration should be given for the developer to produce a traffic management plan in conjunction with the application.

v. 17/02624/REF (appeal APP/L3245/W/17/3189593

Application for the change of use of land to form a Proposed Camping Site at Jenny Knoll Woodside, Clun.

This application was discussed It was **RESOLVED** that the Council maintained its position on the application.

140/1718 COMMUNITY-LED PLAN

This was discussed, and it was decided that the council now work towards a Neighbourhood Plan. It was decided that the clerk contact the Community Enablement Officer to assist

141/1718 CASTLE STREET – update on proposed Shropshire Housing Group development

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

142/1718 FINANCIAL ITEMS

a) **Bank balances / Performance against Budget**

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

a) **Payments due**

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

| Payee | Item | Ref no | Chq. no | Net | VAT | Gross |
|-------------|--------------------------------|----------|---------|---------|-------|---------|
| G.J.Rippon | Locum clerk | P72-1718 | 67 | 245.50 | | 245.50 |
| Water Plus | Water charges for toilet block | P73 1718 | DD | 1902.49 | | 1902.49 |
| British Gas | Electricity | P74-1718 | DD | 446.89 | 22.34 | 469.23 |
| | | | | | | |
| Total | | | | | | 2617.22 |



Clun Town Council with Chapel Lawn

b) Income received

| Payee | Item | Ref no | Amount |
|-----------------------|-----------------|----------|--------|
| Craven Arms memorials | Memorial plaque | R13-1718 | £25.00 |

- c) To discuss the budget for 2018-2019 and the resultant precept demand.
This item was deferred

123/1718 CORRESPONDENCE

The following correspondence was noted:

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

124/1718 20. INFORMATION FROM MEMBERS

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

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

124/1718 STAFFING MATTERS

- (i) *Clerk's post*

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

RESOLVED

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

SIGNED (CHAIRMAN)

DATED