Clun Town Council
with Chapel Lawn

MINUTES OF THE COUNCIL MEETING HELD AT CLUN FIRE STATION ON TUESDAY 3rd NOVEMBER 2026 AT 7.30PM

Present: Cllrs M. Jones (Chair), J. Limond, P. Jones, D. Samples, A. Martin

In Attendance were: Jennifer Wilkie (Clerk), Sue Roberts (Assistant Clerk), Ward Cllr Sam Walmsley. Two members of the public.

Minute	Agenda Item
204-2026	**1. TO RECORD PERSONS PRESENT** As above
205-2026	**2. APOLOGIES** Apologies were received from Cllr. J McVicar and Cllr. D. Morris. **ACCEPTED.**
206-2026	**3. INTERESTS AND DISPENSATIONS** (a) None (b) None
207-2026	**4. APPROVAL OF MINUTES** (a) It was **RESOLVED** by unanimous vote to approve the minutes of the Town Council meeting held on 6th October 2026 and these were signed by the Chair.
208-2026	***5.*** **TO REVIEW ACTIONS ARISING FROM THE *MINUTES*** *(please see Cllr Actions 3 November 2026 report attached)* The actions were reviewed as follows: **199-2026 (b)** TC Article to be included in the Chronicle with request for residents to clear vegetation from footways. Cllr Martin to update the article relating to the overgrowing vegetation on footpaths and send to Clerk for inclusion in the December Chronicle edition. **167-2026(k**) - Cllr Limond to organise the installation of a defibrillator at Whitcott Keysett Phone Box with Clun Valley AED. Cllr. Limond reported that the defibrillator cabinet had arrived and was awaiting installation. **ACTION** Cllr. Limond to provide an update at the next meeting. **165-2025** - Explore costs and grants for installation of solar panels on Town Hall. Cllr. Jones reported that this action was ongoing. It was agreed

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that the Clerk would support Cllr Jones with this.
29-2026 March - Contact SC re agreement to fill new grit bin at Chapel Lawn, if the Town Council purchases one. Cllr. Walmsley advised the Council that there had been no updates since the last meeting **ACTION** Cllr. Walmsley to continue to monitor the situation as we approach winter.
67-2026 Highways Plan with Shropshire council - Cllr Limond confirmed that a meeting with WSP had taken place and that WSP has advised that works at Waterloo where the section is closest to the River Clun will require an Environment Agency Permit and, following discussions with the Environment Agency and Fisheries Officer, these works cannot be undertaken between 1 October and 15 June. The upstream section may be able to proceed sooner, subject to the necessary Ordinary Watercourse permits being obtained. WSP also noted that plans for works at Bridge Street are ongoing and they will keep the TC updated. **ACTION** Clerk to circulate WSP plans to members and Cllr. Walmsley.
130-2026(a) Cllr. Jones reported that he had sent photos Cllr. Martin and Cllr. martin confirmed that these had been sent to Shropshire Council for inclusion on a free tourism website. Action closed.
130-2026 (b) Inclusion of Clun TC on the Visit Shropshire website - action update provided under Agenda item 9.
192-2026 Tourism Working Party TOR - Cllr Martin informed the Council that this action was ongoing.
194-2023 Public consultation for the draft Dark Skies Policy - in the absence of Cllr McVicar, the Clerk informed the Council that the Memorial Hall has been booked for the first two Thursday evenings in December for the public consultation events. **ACTION** Clerk to provide the details to the Chronicle and update the website. **ACTION** Cllr. Martin to update the previous posters to advertise the consultation.
213-2026 – Establishment of a Youth Council - Cllr. M Jones to research potential costs for a youth worker, funding sources and to consider an information event for early 2027.

209-2026 **6. CO-OPTION TO THE COUNCIL**

(a) None

210-2026 **7. TO RECEIVE THE CLERK'S REPORT**

Council **NOTED** the Clerk's report.

(a) **181-2026** The Clerk reported that a quote for a structural survey of the Town Hall roof and ceiling had been received for £600 (incl. VAT) from Josh Sampson and another quote from MPS (My Property Survey) at £1,450 plus VAT. Josh Sampson has been instructed to complete the survey by the Clerk under delegated authority. The Clerk is currently awaiting a date for this to be conducted.
(b) **177-2026** The Clerk reported that they had contacted Severn Trent and Water Plus in relation to the water supply at the public conveniences. The wrong meter is currently connected but this should be resolved shortly.
(c) **169-2026** Assistant Clerk reported that after consultation with Cllr. Jones the engraving would take place after Christmas as the Mayoral Regalia was required for Remembrance Sunday and Christmas Events. A box will be purchased after collarette has been updated.
(d) 167-2016 (k**)** WK phone box – refurbisment is ongoing **ACTION** Asst. Clerk to research contract from BT to ascertain what it required for the refurbishment of the phone box.
(e) 190-2025 Buffalo Lane/Hand Causeway/Newport Street Streetlights – action

paused due to the dark skies proposal (29-2026 March)

(f) **183-2025** – Action paused awaiting further information from Cllr. Walmsley

(g) **65-2026 (2)** - The Clerk reported that the protective sheeting installed by Reynolds to collect water from the leaking ceiling cannot be accessed regularly by the Town Hall tenants. Reynolds has been requested to remove the sheeting and advised that a charge would apply. The Clerk confirmed that, as the Council had not instructed Reynolds to install the sheeting, the Council did not consider the removal to be chargeable. Reynolds was also advised that access to the Town Hall must be by prior arrangement.
ACTION: Clerk to liaise with Cllr J. Limond to arrange access for removal of the sheeting and to contact Bill Shepherd to establish whether he holds any contract details relating to the works undertaken by Reynolds.
105-2026 Light Newport Street – Action complete

211-2026 **8. PUBLIC SESSION**

To receive a report from the Shropshire Ward Councillor:

(a) The New Invention bridgeworks are now complete.

(b) Church Street resurfacing is scheduled to take place 16-20th November 2026. Cllr. Walmsley has asked about whether this will include the junction with Newcastle Road, as this is likely to be disruptive. Cllr. Limond suggested the diversion is via Whitcott Evan to Bicton. Cllr. Walmsley will suggest this to Shropshire Council.

(c) The new X81 bus route has started operation and Cllr Walmsley will continue to monitor the use of the bus service.

(d) Cllr. Walmsley reported that the contract held by Keir which includes roadside bins/roadside hedge cutting will revert to Shropshire Council commencing April 2027.

(e) There was no report form the Police.

(f) No public comments.

212-2026 **9. TOURISM**

(a) The Clerk informed the Council that the pro-rata cost of the Visit Shropshire website package, to align with Bishop's Castle, would be £466.66; however, this would not include footfall data. Cllr P. Jones suggested approaching Visit Shropshire to establish whether a total cost of £1,200 could be agreed if the Council committed to the pro-rata period and a further full year, with footfall data included throughout.
ACTION: Clerk to contact Visit Shropshire to establish whether this arrangement is available.
It was **RESOLVED** to authorise expenditure up to a maximum of £1,200, subject to footfall data being provided for the full period.

213-2026 **10. YOUTH COUNCIL**

(a) The Council discussed the proposal of a Youth Council which included a discussion relating to the employment of a Youth worker to facilitate some engagement with younger members of the community. **ACTION** Cllr. Jones to research costs for a Youth Worker, funding sources and consider an information event for early 2027. The Council thanked Cllr. Jones for the work they had put into the proposal.

214-2026 **11. APPOINTMENT TO THE FOLLOWING COMMITTEES:**

(a) It was **RESOLVED** by unanimous vote that Cllr. P. Jones would be appointed to the Personnel Committee.
(b) It was **RESOLVED** by unanimous vote that Cllr. D. Samples would be appointed to the Churchyard Committee.

215-2026 **12. CHRISTMAS LIGHT SWITCH ON EVENT 2026**

It was **RESOLVED** that the Christmas lights switch-on would take place on 29th November 2026 and that a working group comprising Cllr M. Jones, Cllr P. Jones and Cllr J. Limond be established to organise the event. Expenditure associated with the event was approved up to the amount available within the agreed Christmas lights budget, in accordance with the Council's Financial Regulations. Cllr J. Limond agreed to provide the refreshments. **ACTION**: Cllr M. Jones to contact previous volunteers to assist with putting up the Christmas lights. It was agreed that the working group would meet on Monday 9th November 2026 at 7.00pm at the White Horse to finalise arrangements. It was further agreed to establish a working group comprising Cllr M. Jones, Cllr P. Jones, Cllr J. Limond and Cllr D. Samples to prepare for the 2027 Christmas lights switch-on event.

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13. Community Issues

Cllr. Martin provided an update from the latest Clun Environment Group (CCEG) meeting. CCEG raised the possibility of developing a Climate Emergency and Community Resilience Plan for Clun. Ward Cllr Sam Walmsley confirmed that Shropshire Council has a Climate Emergency Plan and that funding is available for community resilience. Leintwardine Parish Councils' approach to flood resilience was noted. CCEG have offered to assist with coordinating a plan for Clun. It was noted that a Climate Emergency and Community Resilience Plan for Clun could be discussed at a future meeting.

217-2026 **14. PLANNING**

To note the following planning applications and any comment to be made by the Town Council (final determination will be made by the Local Authority Shropshire Council):

(a) PLANNING REFERENCE: PLANNING REFERENCE – 26/03770/TCA; DEVELOPMENT PROPOSED – Reduce by 20% 3no. Cherry Trees (T1-3) and reduce by 30% 1no. Birch (T4) within Clun Conservation Area. LOCATION: - The Gables, Knighton Road, Clun, Craven Arms, Shropshire. The Council NOTED the Tree Officers report that supported the proposal which was submitted to Planning. The Council **NOTED** that the deadline for comments had passed.

218-2026 **15. REPORTS FROM COUNCILLORS**

To receive reports from Councillors on groups or meetings attended since the last Council Meeting:

15.1 Members were advised that the Churchyard Committee met on 26th October 2026. The Council **NOTED** that Cllr. M. Jones was appointed as Chair of the Committee. Discussion also took place to potentially look to reduce maintenance costs of the Churchyard.
15.2 The Council **NOTED** Cllr. Limond, together with the Clerk and Brian Angell, met with WSP on 29th October and discussed the surface water drainage issues

affecting Bridge Street and The Square and flooding issues at Waterloo bridge. WSP will continue to update the council on the highways plan to try to improve the drainage system and reduce the flooding issues.

15.3 The Council **NOTED** the meeting held with Cllr. McVicar, Cllr. Morris, the Clerk and TRT lighting on 29th October to explore potential street lighting options in line with the Dark Skies policy that is under review.

219-2026 **16. HIGHWAYS/FOOTWAYS/FOOTPATHS**

(a) Cllr Martin presented the draft TC article to be included in the Chronicle, which details a request for residents to clear vegetation from footways. It was agreed for Cllr Martin to add that any resident requiring assistance should contact the Clerk and to send the amended article to the Clerk to be forwarded to the Chronicle for inclusion in the December issue. **ACTION** Cllr. Martin to update article and send to Clerk. **ACTION** Clerk to send finalised article to Chronicle for Dec. issue.

17. FINANCE *(please see Financial Report attached)*

(a) The Council **NOTED** the Bank Reconciliation.
(b) The Council **NOTED** the payments made since the last meeting.
(c) The Council **NOTED** income received since the last meeting.
(d) It was **RESOLVED** by unanimous vote to approve payments 1,3 and 4 and that payment 2 (Reynolds Conservation Ltd) to be deferred until the Council agree that payment should be made.

Date of Invoice	Payee	Description	Amount
06/10/2026	Chapel Lawn Village Hall	Invoice: 0023 – Hall Hire for October meeting	£12
29/10/2026	Reynold Conservation Ltd	Invoice INV (L) 1427 – 2.5% Retention owing for works completed at Clun Town Hall in December 2024	£1929.31
30/10/2026	Highline Electrical	Invoice Number:7843 October 2026 Street Lighting Repairs at Newport St junction Kid Lane	£244.07
31/10/2026	Andrew Wallace	Invoice: 576 Mow at Waterloo 1 time; strim castle bank 0 times in October	£20.00

(e) The Council **NOTED** spend to date against the 2026/27 Budget.
(f) The Council **NOTED** the Clerks expenses as noted in the Financial Report

(g) The Council **RESOLVED** to increase the Approved Mileage Allowance (AMAP) for 2026/7 in line with the HMRC approved rate to 55p per mile for the Clerk/Assistant Clerk and that the payments to be back dated to 1st April 2026.

(h) The Council **RESOLVED** a reimbursement for Council printing of 10p per black and white A4 page and 20p for a colour A4 page for Assistant Clerk for Council printing.

(i) The Council **RESOLVED** to approve a monthly direct debit from Microsoft

Software for the Assistant Clerk at £8.30 per month

(j) The Council **RESOLVED** to transfer £4,000 from Unity Savings Account to the Current Account

220-2026 18. CORRESPONDENCE & COMPLAINTS

(a) No complaints have been received, and none were in progress towards their settlement.

(b) To note and discuss correspondence.

i. Council noted correspondence in relation to the grass verge at junction of Waterloo and High Street. It was **NOTED** that responsibility for the highway and associated footways rests with the relevant highway authority, Shropshire Council, rather than the Town Council. Residents should therefore report such matters directly to Shropshire Council via FixMyStreet and, where no response is received, refer the matter to Ward Cllr Sam Walmsley for further action.

ii. Council noted correspondence in relation to brambles, nettles and vegetation encroaching on footway at Clunside Court. It was **NOTED** that the correct way to support this was as detailed in item 15.3 (i).

221-2026 19. ITEMS FOR NEXT MEETING

(a) Volunteer Footpath Officer Advert to be reviewed.

(b) To consider possible arrangements for street cleaning within the town.

222-2026 20. DATE OF NEXT MEETING

(a) The next meeting of the Council will be held at 7.30pm on Tuesday 1st December at Fire Station Meeting Room, Clun.

Meeting concluded at 9:20pm

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