Clun Town Council
with Chapel Lawn

MINUTES OF THE COUNCIL MEETING HELD AT CHAPEL LAWN VILLAGE HALLL ON TUESDAY 6th OCTOBER 2026 AT 7.30PM

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

In Attendance were: Jennifer Wilkie (Clerk), Sue Roberts (Assistant Clerk), Ward Cllr Sam Walmsley.

Minute	Agenda Item
184-2026	**1. TO RECORD PERSONS PRESENT** As above
185-2026	**2. APOLOGIES** Apologies were received from Cllr. M. Jones and **ACCEPTED** It was **RESOLVED** by unanimous vote that Cllr McVicar would chair the meeting.
186-2026	**3. INTERESTS AND DISPENSATIONS** (a) Cllr Limond declared pecuniary interest in item 197-2026(a). (b) None.
187-2026	**4. APPROVAL OF MINUTES** (a) It was **RESOLVED** by unanimous vote to approve the minutes of the Town Council meeting held on 8th September 2026 and these were signed by the Chair.
188-2026	**5. TO REVIEW ACTIONS ARISING FROM THE MINUTES** The actions were reviewed as follows: **167-2026** Cllr Limond to organise the installation of a defibrillator at Whitcott Keysett Phone Box with Clun Valley AED. Cllr. Limond informed the Council that the defibrillator was currently on order. **165-2025** Explore costs and grants for installation of solar panels on Town Hall. Cllr. Jones not present – no update and to be deferred to next meeting. **29-2026** Grit bin to be installed at Chapel Lawn - Cllr. Walmsley informed Council that the provision of grit bins is under review by Shropshire Council and that a possible solution for a grit bin at chapel Lawn would be to use a reallocated bin that was not being used in other areas. Cllr Walmsley will continue to follow up. **34-2026** - Advertise a meeting for volunteers from the local community to

get involved with Christmas lights – **Action complete.**
67-2026 Members received an update from Cllr. Walmsley regarding the forthcoming highway plan. Dates for a meeting with WSP (of Shropshire Council), the Clerk, Cllr Limond and local resident Brian Angell have been suggested for the end of October. Cllr. Walmsley will forward dates to Clerk. Council approved the attendance at any meeting by Brian Angell due to his previous involvement/understanding of the project.
169-2026 Asst. Clerk informed Members that contact had been made with Vaughtons in relation to quotes for re-engraving the Mayoral Collarette. A new storage box and ribbon are also required. Prices obtained were in the region of £400 for the engraving and with a storage box and ribbon cost of no more than £75. It was **RESOLVED** to accept these costs. **ACTION** Asst. Clerk to arrange this in liaison with Cllr. M Jones.
130-2026 (a) Investigate free space available on a free tourism website hosted by Shropshire Council. **It was agreed for this action to be withdrawn.**
130-2026 (b) Cllr. Martin informed the Council that photographs of the town had been requested from other Council Members for the tourism website once set up. **ACTION** Cllr. P. Jones agreed to take town photographs and forward to Cllr. Martin.

189-2026 **6. CO-OPTION TO THE COUNCIL**

(a) None

190-2026 **7. TO RECEIVE THE CLERK'S REPORT**

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

(a) **181–2026** – The Clerk reported that Reynolds had accessed the Town Hall and installed sheeting as a temporary fix for the leak, this was done without the permission of the Clerk. It was **AGREED** that the Council would obtain two quotes for a structural survey of the roof and ceiling, to assess the cost of a permanent repair.
ACTION Clerk to obtain two quotes from Reynolds Conservation and Josh Sampson as a matter of urgency.
ACTION Clerk to contact Reynolds and explain that they need to be formally instructed by the Council to undertake work and that any instructions/attendance at the Town Hall should be in conjunction with either the Clerk/Asst. Clerk.
ACTION Clerk to write to the Trustees to ascertain if they gave authority for the installation of the sheeting and to ascertain who is draining the water from the sheeting.
ACTION Clerk – if no one is draining the plastic sheeting Clerk to arrange removal as this may exacerbate the issue.
(b) **105-2026** – Newport Street Light. Cllr. Morris confirmed that this was not working despite the attendance of National Grid **ACTION** Clerk to contact Highline as the fault appears to lie within their responsibility.
(c) **CCEG** – Clerk reported that the Letter of Understanding in relation to CCEG to clarify the insurance provisions under the Councils insurance was ongoing.
(d) **Handover** – Bank Mandate needs to be updated for the Hampshire Bank account – ongoing.

191-2026 8. PUBLIC SESSION

To receive a report from the Shropshire Ward Councillor:

(a) A488 closure – Cllr. Walmsley reported that it was acknowledged that the project could have been better investigated, which would have allowed a more accurate time estimation. Cllr. Walmsley reported that further issues had been discovered during the work which had not been expected and recognised the impact on businesses/residents due to the closure. Expected opening date 27/10. Cllr. Walmsley will continue to provide updates.
(b) X81 bus will launch at the start of November and provide eight buses a day, six days a week between Craven Arms and Newtown. The new service will complement the Three Castles Shuttle, with the possibility that the timetable for that service will be amended to balance with the X81. Cllr. Walmsley will arrange a consultation in relation to this, but this will be delayed until after the impact of the X81 is established.
(c) There was no report from the Police.
(d) No representations from the public.

192-2026 9. TOURISM

(a) Cllr. Martin has provided a draft tourism proposal. The Council **RESOLVED** that a tourism working goup should be established. **ACTION** Cllr. Martin to provide Terms of Reference for the tourism working group.
(b) The inclusion of a Clun tourism page on the visit Shropshire Website was discussed. It was **RESOLVED** that if the cost could be confirmed as under £800, there was no lock-in contract in for subsequent years, and that this could be listed by 1st January 2027, then this would be supported by the Council. **ACTION**: Cllr. Martin to clarify the terms of advertising.

193-2026 10. YOUTH COUNIL

(a) Postponed until next meeting.

194-2026 11. DARK SKIES POLICY

(a) The Council **NOTED** the dark skies policy circulated by Cllr. McVicar.
(b) It was **RESOLVED** that the Council should proceed to public consultation on the draft policy with two evening public consultations to be held over two weeks, one at 6.30pm to provide a time for more elderly residents and one at 7.30pm. It was also agreed that the Council would meet with Highline to discuss the policy. **ACTION** Cllr McVicar to progress the public consultation and meeting with Highline.

195-2026 12. COMMUNITY ISSUES

(a) None

196-2026 13. TOWN CEMETERY AND CHURCHYARD

The Council **NOTED** the Clerk's report and recommendations concerning the proposed increase to cemetery fees, noting that fees have not been uplifted since 2017.The Council **RESOLVED** that the fees be increased to:

- **£500 (residents) / £1,200 (non-residents)** for full burials;
- **£250 (residents) / £600 (non-residents)** for cremation interments;

and that **all other fee increases** be approved as set out in the Clerk's recommendation paper.

It was further **RESOLVED** that kerb stones shall not be permitted due to maintenance requirements and plot-size constraints. The Council also **RESOLVED** that cemetery fees shall be reviewed annually and uplifted at a rate no less than the rate of inflation. **Action:** Clerk to publish the revised fees on the Council website.

197-2026 **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 26/03344/FUL 16 – 20: The Square, Clun, Craven Arms, Shropshire, SY7 8JA - Proposed side extension to commercial premises and associated works. Cllr Limond declared pecuniary interest and left the meeting. The Council **RESOLVED** to make no comment on the application.

(b) PLANNING REFERENCE - 26/03347/FUL: Whitcott Hall, Whitcott Keysett, Craven Arms, Shropshire, SY7 8QE - Installation of ground-mounted solar photovoltaic panels. It was **RESOLVED** to support the application.

(c) PLANNING REFERENCE 26/03253/TCA: Clunside House, Waterloo Lane, Clun, Shropshire, SY7 8JF - Fell 1no. Maple within Clun Conservation Area - To note Clun Town Councils Tree Officer's report confirming support for the proposal to fell the semi mature Norway Maple at Clunside House due to its proximity to the property, existing structural impacts, future root damage risk, and limited amenity value if pruned. The report was submitted to Planning as an independent comment by the Tree Warden. This comment does not represent any resolved view of Clun Town Council, who note the matter for information only. The Council further notes that the comments deadline has now passed.

198-2026 **15. REPORTS FROM COUNCILLORS**

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

(a) The Finance Committee held an informal meeting on 24th September 2026. Council **NOTED** the minutes and following recommendations from the meeting:

(i) Review of the council accounts – the accounts were reviewed and verified and no errors or queries were noted.

(ii) Clerk to compile a register of current contracts including supplier, cost, term, renewal date, notice period and identify where a contract requires renewal or where a contract may be missing.

(iii) The 2027/28 budget will be reviewed by the Finance Committee in November to be brought to Council for consideration at the December council meeting.

(iv) Reviewed reserves – The General Reserve and all Earmarked Reserves were examined. Committee Members noted that the levels held are appropriate for the Council's operational requirements and future commitments and were therefore considered adequate. It was noted that an earmarked reserve will be required for the costs of a replacement Cupola at the Town Hall.

(b) Cllr. Limond informed the Council that West Midlands Ambulance Service would be offering defibrillator training in the next couple of months.

199-2026 **16. HIGHWAYS/FOOTWAYS/FOOTPATHS**

(a) Cllr. Walmsley reported that Church Street was scheduled for resurfacing with provisional dates of 14-18th December 2026 and asked Members if different dates would be preferred. The Members noted these dates would be acceptable, as any dates cause some level of disruption.

(b) Vegetation Encroaching onto Public Footways – **ACTION** Cllr. Martin to draft article for Chronicle for review at the next meeting

200-2026 **Cllr. McVicar proposed that the meeting should be extended until 22:00 hours. It RESOLVED by unanimous vote to extend the meeting.**

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

(a) The Council **NOTED** the Bank Reconciliation.
(b) The Council **NOTED** that 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 the following payments:

Date of Invoice	Payee	Description	Amount
15.06.2026	Clun and District Memorial Hall & Playing Fields Charity	Hire of Committee Room on 14/04/026; 20/04/2026; 10/05/2026; 11/06/2026	£149.75
16.06.2026	Rampant Horse	Public Convenience Cleaning material (Toilet Roll) [Public Health Act 1936 s. 87]	£141.30
18.09.2026	HMRC PAYE	Employer PAYE – September 2026	£566.76
01.10.2026	Remembering You Grave Tending	Autumn one off cut of closed area of church yard plus trimming of the ivy	£1,500.00
12.08.2026	Shropshire Council	Invoice: 7399546 Joint energy cost - 2nd Quarter for period July - September 2026	£738.80 incl. VAT
12.08.2026	Rampant Horse Limited	Invoice: 20260812 Clun Public Convenience Cleaning products: Nitrile Gloves Large Toilet Roll Floral Disinfectant Cleaner Sanitiser	£215.32 incl. VAT
03.10.2026	Andrew B Wallace	Two mows at Waterloo 2 Strims Castle Bank	£40.00
N/A	HMRC PAYE	2025-26 Employer PAYE	£2,482.40 (as at 05/10/2026 but interest will increase each day so final amount will be higher.)

05.10.2026	Clerk Jennifer Wilkie	Clun TC mobile phone purchase	£155.00
05.10.2026	Clerk Jennifer Wilkie	Clun TC USB Flash Drive	£35.64
06.10.26	Clerk Jennifer Wilkie	Expenses as listed in item 3 Financial report	£29.88

(e) The Council **NOTED** spend to date against the 2026/27 Budget.
(f) The Council **NOTED** the Clerks 2025-26 Employer PAYE report. It was **RESOLVED** that payment of the outstanding 2025-26 PAYE liabilities, should be paid directly to HMRC. It was **NOTED** that the outstanding liabilities included payments made for the previous Clerk.

(g) The Council **RESOLVED** to open a separate Unity Trust Bank instant savers account for the Clun Receational Trust.

(h) The Council **RESOLVED** to complete to approve the following monthly direct debits:

i. Employer PAYE
ii. Council business phone SIM - £7.50 per month
iii. Microsoft 365 for Assistant Clerk - £8.50 per month

201-2026 18. CORRESPONDENCE & COMPLAINTS

(a) No complaints have been received, and none were in progress towards their settlement.
(b) To note and discuss the following correspondence:
i. Council noted the request from ClunP3 – **ACTION** Clerk to advertise for a footpath officer in Chronicle and on TC Website.
ii. Council noted correspondence in relation to trees at Waterloo. Cllr Walmsley informed the Council that unless the trees were dangerous/damaged they would not be taken down. The other issue relating to the overgrown hedge at Waterloo House has been addressed.

202-2026 19. ITEMS FOR NEXT MEETING

(a) Youth Council
(b) Tourism
(c) Christmas Lights

203-2026 20. DATE OF NEXT MEETING

(a) The next meeting of the Council will be held at 7.30pm on Tuesday 3rd November 2026 at Clun Fire Station Meeting Room.

Meeting concluded at 9:47pm

Signed (Chair)……

Date ……