

Clee St Margaret Parish Council Meeting 19/5/25

Minutes

Date:

Time: 7.30pm

Location: Clee St Margaret Village Hall

Present: Cllr J Bagshawe

Cllr I Fisher

Cllr L Heighway

Cllr I Heighway

Cllr R Morgan

Cllr M Peake

Cllr S Willis

G Rippon (Clerk)

1. Election of Chair and Vice Chair

Chair - Cllr Morgan is standing down as permanent Chair. As no nominations were received for the position of Chair, Cllr Morgan agreed to continue for two further meetings.

Agreed by majority decision

Action: Clerk to send clarification of duties of the Chair to all councillors.

Vice Chair – Cllr I Heighway proposed and seconded as Vice Chair

Agreed unanimously

2. Apologies for absence

None

3. Declarations of interest

None at this time. Cllr I & L Heighway declared a possible interest under Item 12.2

4. Minutes of the last meeting held 31st March 2025

Matters arising:

- Quad bike insurance invoice had been incorrect, a further £75 is required
- Marshgate: Cllr IH to speak to the resident.
- Slabs: Clerk to contact Highways for action.

Minutes approved

5. Eligibility to claim general power of competence

2 thirds of the councillors must be elected and the Clerk must be qualified. Clerk confirmed that he is qualified.

6. Public Session

Matters Raised by Members of the Public (MOPs)

- MOP 1 – disagreed with the decision on Marshgate. Re-iterated that it is a designated public parking space. This was queried by councillors on the basis that it may not be a designated parking space and

also may actually be common land. They also enquired as to whether there has been a complaint from immediate neighbours – as far as is known, there hasn't.

Action: it was agreed that Cllr I Heighway will progress this by speaking to the resident(s)

- MOP1 Telephone boxes – need re-painting. Item for next agenda.
- MOP1 Defibrillators – MOP expressed lack of confidence in PC to support the role of defibrillator (defib) coordinator for the Parish, citing lack of response to communications and lack of training and updated DBS checking for responders. Clerk offered apologies and a mobile number to enable more immediate communications. It was agreed to keep a spare battery for the defib and that location signage for the defibs (3 in the Parish) should go on notice boards. Agreed to take the provision of signage as an agenda item for the next meeting.
- MOP1 Slabs on the ford – previously, a Cllr has agreed to act as liaison with SCC Highways Dept. This was very effective. Cllrs agreed in principle.

Action: Clerk to contact SCC Highways dept

- MOP 2 - Broadband: Issue raised at the last Annual Council Meeting, but no progress made. The council is asked to address this.
- MOP2 BT Phone Box: Question raised about potential decommissioning.
- MOP2 Code of Conduct (circulated): Request for clarification—Is it a model policy or specific to this council? Clerk confirmed that this is a general policy used by many Parish Councils
- MOP2 Public Participation: query as to why only one person can speak on a topic? Clerk explained that this was to be used in cases where there was much public interest in a topic and very full meetings – 80+ people might want to have their say. The Chair invited discussion on allowing more than one speaker per topic. It was generally felt that as long as the council used their discretion to be flexible and open, this could be managed. Cllr Willis suggested a Community Liaison Role to promote clearer, two-way conversations – it was felt that this could put an unnecessary extra layer between the PC and parishioners. It was important for many parishioners to feel that they could speak directly to the PC. The new council was encouraged to set a positive tone. The Clerk reminded everyone that, as a matter of good practice, the council should only sit for a maximum of 2 hours.
- MOP3 - Various projects have been completed on behalf of the PC. Assurances were requested regarding payments for previously agreed projects. The Council agreed payments for previously agreed projects would be discussed upon receipt of invoices.

For PC information - some areas of the Common were having to be returfed after previous turfing/seeding has failed. Clarification that this is work to the ramparts of Nordy Bank as required by Historic England. Thanks were recorded to all the volunteers who have been undertaking this work on behalf of the PC.

7. Annual Governance

All items deferred to the next meeting

Action: Clerk to add to the agenda for the next meeting

8. Civility and respect pledge

A resolution was proposed and seconded to sign up to civility and respect pledge. This was agreed unanimously.

9. Reports from Representatives

- Village Hall - No representative
- Commoners Association - No meeting, no update
- Our Upland Commons - No longer required

10. Appointment of representatives

- Village Hall Committee – Cllr L Heighway volunteered and was unanimously accepted
- Commoners Association – at the moment, it can only be the Chair of the Parish Council who can undertake this role. **Action:** Cllrs Morgan and Peake agreed to take this back to the Commoners Association for reconsideration
- Our Upland Commons – this item is now obsolete
- South Shropshire Area Committee – it was agreed that this would be a rolling role, depending on the nature of the agenda. **Action:** Clerk to circulate the agenda to all councillors

11. General Council Business

It was agreed to adopt The Standing Orders, Financial Regulations, Code of Conduct (circulated) and the Freedom of Information Public Scheme.

Dates of meetings for the forthcoming year were agreed as follows:

- 21st July 2025
- 15th September 2025
- 17th November 2025
- 19th January 2026
- 16th March 2026

Action: Cllr Peake to ascertain hall availability and complete bookings

12. The Common

Country Stewardship Scheme Update - Fencing:

- Fencing from the Yeld down to Yew Tree requires replacement—Parish Council responsibility.
- Commoners' Association (CA) - Contract awarded; trial works to begin on private land to test methodology.
- Clarification that double fencing is not covered by funding, although a precedent exists in some areas.
- Tender involved 10 interests, 2 contractors.
- Invoices process: CA (MP) to send invoices to PC, PC will pay, and CA will refund.
- The protocol is for commoners to approach CA for fencing—this is not a matter for the PC. All fencing requests to go through CA.

Prescriptive rights update

- No update yet from Land Registry.
- Discussion held on the nature of prescriptive rights.
- Legal advice obtained by PC to be re-circulated to new councillors.

Action: Clerk to circulate to councillors and take advice on further distribution e.g. to parishioners

Action: Clerk to note as a future agenda item

13. Finance

Asset register – nothing added

Payments requiring authorisation:

Insurance quote	£593.97.	Payment agreed
Additional quad bike payment	£75.00	Payment agreed
HMRC	£347.99.	Payment agreed
GR Consultancy	£900.	Payment agreed

Action: Clerk to raise payments

A query was raised about the quad bike – who had bought it, where was it kept and what was its use? Item for the next agenda.

Action: Clerk to note as agenda item

Bank balances:

The Clerk reported these stand at:

£2,067.25 Current account (Lloyds)

£20,381.37 Deposit account (Lloyds)

Total £22,448.62

Bank signatories

Currently, Cllr Morgan is the only signatory. It was agreed that Cllrs Bagshawe and Fisher would be added

Action: Clerk to progress with Lloyds Bank

14. Correspondence

A letter has been received from SCC legal department regarding complaints about the conduct of some councillors. The complaints had not been substantiated by the monitoring officer and would not be referred for further action.

15. Items for next agenda (next meeting 7.30pm 7th July 2025)

The following items were agreed during the course of this meeting:

- Repainting of telephone boxes
- Provision of signage for location of defibrillators
- Annual Governance
 - Review and adopt the annual accounts
 - Review the internal auditors report
 - Agree and sign the Annual Governance Statement
 - Agree and sign the Annual Accounting Statement
 - Authorise and sign the Exemption Certificate
 - Agree the Dates of the Notice of Public Rights
- Status, use and storage of quad bike
- Prescriptive rights update

Further items to be submitted to the Clerk by 10th July.

Extraordinary meeting

1. Planning Matters

1.1. Applications Reviewed:

25/01509/LBC – Mill House

25/01674/FUL – Mill House

25/01675/LBC – Mill House

The Chair requested views from the public:

MsOP gave general agreement and support for all proposals.

Parish Council Decision: General support recorded for the planning applications.

Action: Clerk to respond to SCC in favour, with a note that the proposals are being sensitively done.

1.2. Other Planning Applications:

25/01702/TCA

Spruce Trees to be felled at Upper Brook House

Parish Council Decision: No objections raised.

Meeting Closed at 21:12pm

Next meeting 19.30pm, 21st July, Clee St Margaret Village Hall