



# Clun Town Council with Chapel Lawn

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## MINUTES OF CLUN TOWN COUNCIL MEETING

HELD AT THE MEMORIAL HALL ON TUESDAY 1st April 2025 AT 7.30PM

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

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

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	Agenda item	
035-2025	1.	<b>ATTENDANCE AND APOLOGIES</b>
		The Mayor welcomed attendees and thanked those in attendance. Apologies received from Cllr. Jones.
036-2025	2.	<b>DECLARATION OF ANY DISCLOSABLE PECUNIARY INTEREST IN A MATTER TO BE DISCUSSED AT THE MEETING AND WHICH IS NOT INCLUDED IN THE REGISTER OF INTERESTS</b>
		(Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer). <i>Please note that all members need to complete a new declaration of pecuniary interests register for the Council term, whether previously a councillor or not.</i>

Chair's initials



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		Cllr. Davies agreed to leave room for one planning matter relating to a property in Purlogue.
<b>037-2025</b>	<b>3.</b>	<b>MAYOR'S REPORT</b>
		<p>It has been a fairly quiet month since the last meeting. The main items I want to mention is I believe some councillors are wishing to step down at the forthcoming elections. I'd personally like to thank all members for their support and dedication over the past number of years. Coming up we have the Lord Lieutenant visiting Clun to attend the official opening of the Town Hall, it would be great to see the Square full of people to mark this occasion. There will be a buffet after with visits to the Church and Youth Hostel.</p> <p>Everyone is welcome to attend.</p> <p>VE Day is also approaching which will see a beacon being lit by kind permission of the Gwilliam family at Guilden Down.</p> <p>I will also be representing Clun Town Council at the High Sheriff's Legal Service taking place in Oswestry later this month.</p>
<b>038-2025</b>	<b>4.</b>	<b>PUBLIC SESSION</b>
		<p>(i) Shropshire Councillor Report – Nigel Hartin reported that it had been a quiet month with the focus being on the upcoming election and thanked the Town Council for support over the past years.</p> <p>(ii) Police Report – None received.</p> <p>(iii) Public comments – None received.</p>
<b>039-2025</b>	<b>5.</b>	<b>APPROVAL OF MINUTES</b>
		Minutes of the meeting of the 4 <sup>th</sup> March 2025 were agreed unanimously and signed.
<b>040-2025</b>	<b>6.</b>	<b>INFORMATION FROM THE MINUTES</b>
		Cllr. Angell referred to the discussion regarding the phone box and the potential for the council to take responsibility for it and asked there should be an action to explore further. Cllr. Bowles mentioned that the box may be listed.



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		Cllr. Angell said he had considered the options for the replacement bin and had identified two potential options. Both had the option to be anchored to the ground which seemed sensible. No decision was reached.
<b>041-2025</b>	<b>7.</b>	<b>Clerk's report</b>
		The Clerk had nothing to report.
<b>042-2025</b>	<b>8.</b>	<b>Highways</b>
		Cllr. Angell had received no further updates on the planned works despite chasing for dates to consult with the Town council over the drainage in the square and this should include all town traders. Whilst Cllr. Angell would not be standing for re-election he said he would be prepared to act as support the Highways committee should it be reinstated in May.
<b>043-2025</b>	<b>9.</b>	<b>Planning</b>
		<p>a) To consider the following planning applications and other planning matters</p> <p>b)</p> <p>1. 25/00678/FUL Application for the upgrading works to existing field entrance and forestry haul road to allow for future forestry operations at Lower Lye, Bucknell, Shropshire</p> <p>No comment to be submitted.</p> <p>2. 25/01065/LBC Application for a Single storey extension to side of existing bin store to provide external storage requirements The Hurst, Clunton, Craven Arms, Shropshire, SY7 0JA</p> <p>Supported unanimously.</p> <p>3. 25/01064/FUL Application for a Single storey extension to side of existing bin store to provide external storage requirements The Hurst, Clunton, Craven Arms, Shropshire, SY7 0JA</p> <p>Supported unanimously</p> <p>4. Late item relating to a property in Purlogue.</p>



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		<p>Cllr. Davies left the meeting due to a personal interest in this matter. Cllr. Duffee took over the chair for this item. Cllr. Andrews read the detail of the personal statement relating to the application to the meeting.</p> <p>All members supported this application.</p>
044-2025	10.	<b>ASSETS OF THE COUNCIL</b>
		<p>To update on the following and any action deemed necessary: -</p> <p>Cllr. Shepherd provided an update on the Town Hall.</p> <p>1. Town Hall External Works Update as at 31/03/2025.</p> <p>Current position:-</p> <p>a. Reynolds Conservation have now replaced the additional sandstone, at a previously agreed e/o cost of £735, all complete</p> <p>b. The stainless-steel Flag support bracket has been fitted to the keystone above the door on the west elevation. Flag poles and flags, have all been purchased and will be fitted on the morning of the 17th of April prior to the arrival of our visitors for the re-opening of the Town Hall / Museum.</p> <p>2. Other Items relating to The Town Hall:-</p> <p>a. Clock Maintenance:-</p> <p>We are still awaiting Smiths of Derby to provide quotations for the auto-restart and servicing every other year (also an alternative for combining servicing with their visit to St George's was also requested).</p> <p>b. Stair Lift Maintenance:-</p> <p>i. Acorn Stair Lifts undertook a service of the stairlift on 11th March, all ok.</p> <p>c. Electrical Installation Condition Report and PAT testing:-</p> <p>i. A second quotation was obtained from MRT Electrical and as they were slightly more competitive, they have been appointed to carry out both lots of works (i.e. EIC Report and PAT testing) for the sum of £395 + vat "all-in". MRT are to confirm back to us a date to carry out the work.</p> <p>d. Fire Risk Assessment Service and Report:-</p> <p>i. A Home Office Guide regarding Fire Safety Law for those responsible for safety in small non-domestic premises has recently been drawn to our attention. This Guide is mandatory, and non-compliance carries unlimited fines and up to 2 years imprisonment.</p>



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ii. Hence as custodians and landlord for the Town Hall premises we, the Council, are required to comply with Article 50 of the Regulatory Reform (Fire Safety) Order 2005 (the FSO).

iii. Therefore, according to the Guide, we are legally obliged to carry out a fire risk assessment of the Town Hall. Plus, there are further ramifications and responsibilities listed in the Guide.

iv. Due to the imminent opening of the Town Hall and after consulting with the Mayor and Clerk, 3 companies offering Fire Risk Assessment services were approached and quotations obtained, the prices (exc. vat) were £745, £495, and £400. The mid-price company was selected on recommendation and an order has been placed. The Fire Risk Assessment will now take place on Tuesday 15th April.

v. The Museum Trustees have also been made aware.

e. Big Massive Thank You for tolerating the Town Hall Renovations:-

As this is the last council meeting that I will be attending as a councillor I would like to take the opportunity to offer on behalf of Clun Council a massive big Thank You to all the residents who live in and around the Square for their tolerance in putting up with all the chaos and inconvenience. To Jack at the White Horse for offering his welfare facilities, a big, big thank you to Roger and Carol Why for providing water for the builders and allowing them to erect a scaffold tower in their garden, to the Museum Trust for providing electricity FOC. To the builders Reynolds Conservation, in particular Nick Reynolds and his team. To our own Project Team, Tim Ratcliffe for his help and guidance as our Historic Architect, to Tracey Amass as Project Leader, for all her "behind the scenes" stuff, looking after the finances and dealing with the Levelling Up-Grant Government People. And lastly, but not least, to Rowena Bowles and her small team, without whose help in securing the grant, none of this could have happened.

Cllr. Davies added his thanks to Cllr. Shepherd for all his work on the Town Hall project. Cllr. Bowles noted that an external fire risk assessor could result in the loss of some or all of the museum for public access. Cllr. Morris added some detail around the key areas likely to be the focus of the assessment. Cllr. Bowles added that there is a lot of guidance on the Home Office website which would enable the Town Council to undertake the assessment. The Town Trust had already undertaken a safety assessment for the accreditation of the museum and this would provide the basis of the assessment. Cllr. Angell agreed that further consideration of this matter would be prudent before an approach to the assessor is agreed. Cllr. Davies proposed that no action should be taken at present and this should be added to the next meeting agenda for further discussion.

2. St Georges Closed Churchyard. To discuss and actions



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Cllr. Angell provided the following is an update on the current state of play with the Churchyard.

1. The contract for Grass Cutting - Long Grass has been let - done once a year in the Autumn. The short grass areas are done by the Church's contractor and Council is billed for the agreed proportion.

2. Initial Discussions were had with the Diocesan Conservation adviser in the Autumn. It was recommended a specialist Conservation survey was completed.

3. The Conservation survey was let Elliott Ryder Conservation and has recently been completed (24 March 2025). This is very detailed and the Mayor and Clerk have a copy.

4. A draft Strategy and Plan has been drawn up by Cllr Angell with the support of the Cllrs Davies and Andrews. This is in draft form and will need updating soon. Some suggested actions have been superseded and others will need to be added. There has been insufficient time to fully revise this following from the Elliott Ryder Conservation report.

5. The Elliott Ryder report provides guidance on the prioritisation of maintenance work to the 34 Listed Memorials, the Wall and Listed Gate Posts. It also provides a Cost Estimate of the work suggested of approx. £33K. It does not cover the work required to the Lychgate, Steps and War Memorial (also both Listed)

6. From an initial reading of the Elliott Ryder Report there is work recommended to remove or reduce the ivy ingress in the walls and for removal of ivy on some of the monuments. Exactly which elements need doing and when needs careful reading and decisions based on this report. In addition proper inspection of some of the listed memorials and structures will only be possible once some of the ivy and vegetation has been removed.

7. The report also provides guidance on the priority to be given to work to monuments based on conservation value, risk to public and degree of degradation. A plan of how to progress this will need to be considered by a future Council working group in consultation with the Local church Warden and potential Shropshire Council Historic environment officers. Note: as listed Memorials if any deliberate damage occurs to them the council could be liable for prosecution.

8. Work is required to be done to the Lychgate there are two slipped missing stone slates at least one of which is held safely in the vestry. In addition work is required to the railings, steps and baseline timbers. This work needs agreeing with the Church first following from the new Quinquennial report due to be undertaken by the new church Architect.

9. As consequence Cllr. Angell suggested the following recommendations:



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		<p>1. Council seek permission to share the report with the Church Warden once full consideration of its implications are fully understood.</p> <p>2. Council reform the Working/Advisory group as soon after the appointment of the new council as possible.</p> <p>3. The new Working Group address the following without further delay:</p> <ul style="list-style-type: none"> <li>a. Fully review the Elliott Ryder report in detail and recommend to council a programme of work. Once agreed discuss agree with the Church Warden and Caring For Gods Acre.</li> <li>b. Review and Revise the Strategy and Management document and familiarise themselves with the official requirements.</li> <li>c. Initiate discussions with the Church Authorities on the Repairs to the Lychgate.</li> <li>d. Develop protocols for routine inspection and risk assessment of memorials and monuments.</li> </ul> <p>Cllr. Davies thanked Cllr. Angell for all his work in this area and went on to suggest that this matter is deferred to the May meeting.</p>
<b>045-2025</b>	<b>11.</b>	<b>FINANCE</b>
		<p>To receive the Bank Reconciliation</p> <p>All agreed and approved.</p> <p>2. To approve the following invoices for payment</p> <ul style="list-style-type: none"> <li>1. HMRC £216.31p (S1-S7 Localism Act 2011)</li> <li>2. G. J. Rippon £76.99 (expenses) (S1-S7 Localism Act 2011)</li> <li>3. Memorial Hall £50.00 (Room Hire) S1-S7 Localism Act 2011)</li> <li>4. Shropshire Council \$709.99 (Joint Electricity S1-S7 Localism Act 2011)</li> <li>5. Reynolds Conservation £882.00 (Town Hall) (S1-S7 Localism Act 2011)</li> <li>6. Stephen Wallace £381.45p (Town Hall) S1-S7 Localism Act 2011)</li> <li>7. W. Shepherd £48.96p (reimbursement) (S1-S7 Localism Act 2011)</li> <li>8. Kieran Elliott £1750.00p Survey of St George's closed churchyard</li> <li>9. St George Church £1000.00p (Clock repair) (Grant) (S1-S7 Localism Act 2011)</li> </ul>



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		<p>10. Clun Carnival &amp; Show £1000.00p to assist with costs covering the hire of the Marque (S1-S7 Localism Act 2011) For Information</p> <p>11. Jon Churchett £500.00 Cleaner (S1-S7 Localism Act 2011)</p> <p>12. Tracey Amass £89.88 Minute taker (S1-S7 Localism Act 2011)</p> <p>All agreed and approved unanimously.</p> <p>The Clerk had circulated three grant applications prior to the meeting. Cllr. Davies asked for comments regarding the upkeep of the clock for St Georges church. Cllr. Limond mentioned the wealth of the Church of England and questioned whether this is something the Town Council should be supporting. Cllr. Bowles noted that the clock is an important part of the town's history. A lively discussion followed regarding this matter. Cllr. Bowles proposed supporting the grant, Cllr. Limond proposed the reverse. The [proposal to provide the grant was carried by a vote of 4 to 3 (1 abstention). Cllr. Davies asked for views on the application for a family fun day. Cllr. Angell mentioned that the application is from an individual rather than an association or charity. A discussion took place and it was agreed that currently the grant could not be agreed as it does not currently comply with the necessary criteria.</p> <p>Cllrs. Moris and Shepherd left the room for the discussion regarding the carnival grant application. Proposal that the grant is given as a one off with the suggestion that consideration be given to how this is addressed in future years, either make more use of the marquee whilst it is in situ or in the alternative consideration be given to siting the show in an alternative location/venue in the future. Agreed unanimously.</p>
<b>046-2025</b>	<b>12.</b>	<b>CORRESPONDENCE</b>
		None received.
<b>047-2025</b>	<b>13.</b>	<b>INFORMATION FROM COUNCILLORS</b>
		<p>None received.</p> <p>Cllr. Andrews said he would not be standing for re-election. Cllr. Limond raised the issue of a hearing loop being needed for the bar area in the Memorial Hall.</p> <p>Cllr. Bowles raised the matter of the parish meeting and asked if local organisations should be encouraged to provide updates at that meeting. Meeting to be held on May 16<sup>th</sup>.</p> <p>Cllr. Angell agreed to take forward the action for reviewing documentation held at the Town Hall beyond his tenure.</p>



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		<p>Cllr. Duffee said he would not be standing for re-election.</p> <p>Cllr. Shepherd asked for an update following the meeting with English Heritage regard use of castle grounds. Cllr. Davies reported that a proposal to re-introduce sheep grazing to better control the vegetation growth. The event had been well attended and received well. No decisions had been made.</p>
<b>048-2025</b>	<b>14.</b>	<b>CLUN CLIMATE AND ENVIRONMENT GROUP</b>
		<p>Cllr. Bowles reported that a follow up event to the successful Clun in the Future event of 2021 is being planned for 28<sup>th</sup> September 2025 at the Memorial Hall. The focus will be on actions from Clun's Biodiversity Action Plan. The group is involved in several activities and events about the state of the River Clun and is participating in Shropshire Council's Nature Recovery Consultation. Litter picking is taking place monthly. Links are being developed with the Bishops Castle group as well as existing strong links with the Clunbury group.</p>
<b>049-2025</b>	<b>15.</b>	<b>Agenda items for the next meeting</b>
		None.
<b>050-2025</b>	<b>16.</b>	<p>Due to the confidential nature of the business of this agenda item, under Section (1) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed to put forward a motion to exclude members of the public during discussion of this agenda item.</p>
<b>051-2025</b>	<b>17.</b>	<b>STAFFING ITEM</b> To discuss matters relation to staffing
		<p>Cllr. Davies and the Clerk met with a potential deputy clerk earlier in the day. No decision had been made but indications were positive. Parish online could be the solution for file sharing.</p> <p>Cllr. Shepherd reported that the Clerk had had an annual appraisal. Annual Appraisal of Gwilym Rippon, Clun Town Clerk</p> <p>An appraisal was conducted by Cllr B Shepherd and Cllr R Davies.</p> <p>The outcome was that the Clerk is performing his duties at a standard above the normal requirements for the job.</p> <p>Specific key tasks for the Clerk to carry out were discussed and agreed to be implemented over the coming year, namely, a) Appoint an assistant to the Clerk (timescale asap or within 3/6 months), b) To "bed-in" the new Council (timescale 6/12 months) and c) to arrange Councillor Training (timescale 3/6 months).</p>
<b>052-2025</b>	<b>18.</b>	<b>DATE OF NEXT MEETING</b>

Commented [TA1]: mm



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		Date of next meeting to be held 6 <sup>th</sup> May 2025
		Signed by the Chair.
		Meeting closed at 21.20

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Chair's initials

