



**Clun Town Council
with Chapel Lawn**

To Members of the Council

You are hereby summoned to attend a Council Meeting of Clun Town Council with Chapel Lawn which will be held on Tuesday 1st July 2025 at the Memorial Hall, Clun commencing at 19.30hrs for the transaction of business as set out in the Agenda below.

Gwilym J. Rippon
Fellow of the SLCC, Cert HE CEG
CiLCA (England and Wales)
Town Clerk

19th June 2025

AGENDA OF BUSINESS TO BE TRANSACTED

1.	TO RECORD PERSONS PRESENT
2.	APOLOGIES To note apologies and reasons for absence
3.	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 (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>
4.	CO-OPTION OF COUNCILLORS To co-opt two councillor to fill the vacancies follow election.



Clun Town Council with Chapel Lawn

5.	MAYORS REPORT To receive a report from the outgoing Mayor
6.	APPROVAL OF MINUTES To approve and confirm the minutes of the meetings held on 3 rd June 2025.
7.	PUBLIC SESSION (i) Shropshire Councillor Report (ii) Police Report (iii) Public comments – If members of the public are present ten minutes will be set aside to allow the public to ask questions.
8.	INFORMATION FROM THE MINUTES
9.	CLERK'S REPORT To Receive the Clerk's Report
10.	PLANNING To consider the following planning applications and other planning matters 1. 25/01955/FUL Application for the erection of first floor extension over existing attached garage at Honeysuckle Cottage, Llwyn Road, Clun, Craven Arms, Shropshire. 2. 5/02065/TCA Application to fell 1no. Birch and 1no. Plum tree and reduce bolted Beech hedge back to 2metres high within Clun Conservation Area at The Vicarage, Vicarage Road, Clun, Craven Arms, Shropshire, SY7 8JG
11.	ASSETS OF THE COUNCIL AND PORTFOLIO HOLDERS To discuss and decide on the following: - a. Town Hall: b. Public toilets: Portfolio holders and outside groups c. Personnel committee d. Chapel Lawn Redlake Valley Village Hall e. Clun Highways and Traffic Working Group f. Cemetery and St George's closed churchyard working group



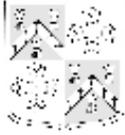
**Clun Town Council
with Chapel Lawn**

	<ul style="list-style-type: none"> g. Clun Parish Path Partnerships h. SpArC
12.	TO RECEIVE REPORTS FROM GROUPS OR MEETINGS ATTENDED
13.	<p>FINANCE</p> <ul style="list-style-type: none"> 1. To receive the Bank Reconciliation 2. To approve the following invoices for payment. <ul style="list-style-type: none"> a. HMRC £432.61p (S 112 Local Government Act 1972) b. G. J. Rippon £121.99p (home working allowance, mileage, supply of fire risk assessment template form and printing) (S 112 Local Government Act 1972) c. Shropshire Council £70 {License } (S 111 Local Government Act 1972) d. R. Bowles £35.98p (re imbursement for money spent on new ornaments) S111 Local Government Act 1972) <p>For information</p> <ul style="list-style-type: none"> e. Jon Churchett £600.00 Cleaner (S 111 Local Government Act 1972) f. Tracey Amass £89.88 Minute taker (S 111 Local Government Act 1972)
14.	<p>CORRESPONDENCE</p> <p>To review any correspondence received</p>
15.	INFORMATION FROM COUNCILLORS
16.	<p>* STAFFING ISSUES</p> <ul style="list-style-type: none"> a. Job description for Assistant Clerk b. Contract for Assistant Clerk c. IT support
17.	AGENDA ITEMS FOR THE NEXT MEETING
18.	<p>DATE OF NEXT MEETING</p> <p>Date of next meeting to be held on Tuesday 1st July 2025</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



**Clun Town Council
with Chapel Lawn**



Clun Town Council with Chapel Lawn

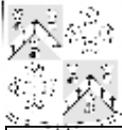
MINUTES OF CLUN TOWN COUNCIL MEETING

HELD AT THE MEMORIAL HALL ON TUESDAY 3rd June 2025 AT 7.30PM

PRESENT	APOLOGIES
Cllr. R. Bowles Cllr. R. Davies Cllr. M Jones Cllr. J. Limond Cllr. D Morris Cllr. McVicar	
ALSO IN ATTENDANCE	
Mr. Gwilym Rippon (Clerk) Tracey Amass (Minute taker) Cllr. Walmsley 2 members of the public	

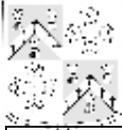
+

	Agenda item	
079-2025	1.	TO RECORD PERSONS PRESENT
		Cllr. Davies opened the meeting and noted that all members were in attendance.
080-2025	2.	APOLOGIES
		No apologies received.
081-2025	3.	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 (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



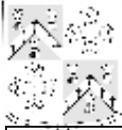
Clun Town Council with Chapel Lawn

		interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer). 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.
		None raised.
082-2025	4.	CO-OPTION OF COUNCILLORS To co-opt two Councillor to fill the vacancies follow election.
		Cllr. Davies noted that two applications for co-option had been received. James McVicar was in attendance, and introduced himself setting out his experience in the field. Cllr. Davies proposed James as a member, Cllr. Morris seconded, supported unanimously. Cllr. McVicar joined the meeting. The other applicant was not able to attend so consideration of their application was deferred to the next meeting.
083-2025	5.	MAYORS REPORT
		<p>This months report is fairly brief as there's not been a huge amount of activity.</p> <p>Firstly I'd like the thank everyone involved in the VE Day celebrations. The Beacon was quite a sight and d guess one of the biggest in the area – especially going off the photo in the chronicle taken from the Stiperstones! I'd like to thank The Gwilliam family, Shenton, Angela, Ryan, Tink and Lois for all their efforts in getting this put into place. I'd also like to thank St. George's Church for their church service and of course the bell ringers for the quarter peel in line with the National Programme of events.</p> <p>A big thank you to Cllr Bowles for her efforts in making the Annual Parish Meeting such a success. I think it was the most reports we've had for many years! I'm aware there was a few criticisms on publicity but it's a few learning points going forward.</p> <p>It was a privilege that myself and the Deputy Mayor represented Clun at this years Royal Garden Party at Buckingham Palace. I was truly a great experience and won't be forgotten!</p> <p>Going forward, A date for the diary is for Clun Open Gardens which will be attended by Jane Trowbridge our High Sheriff. This is scheduled for Sunday 29 June and it would be good to see other councillors on the day.</p>
084-2025	6.	APPROVAL OF MINUTES To approve and confirm the minutes of the meetings held on 6 th May 2025.
		Cllr Bowles proposed approval of the minutes as a true and accurate record, Cllr Morris seconded. Agreed unanimously.



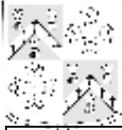
Clun Town Council with Chapel Lawn

085-2025	7.	APPOINT REPRESENTATIVES FOR THE FOLLOWING: a) Personnel committee
		Clerk to circulate the list of posts requiring representation for Cllrs to select those of interest to them. Representatives to be agreed at a future meeting
086-2025	8.	APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATION a) Chapel Lawn Redlake Valley Village Hall
		See item 7.
087-2025	9.	APPOINTMENTS TO WORKING GROUPS: a) Clun Highways and Traffic Working Group b) Churchyard working group
		See item 7.
088-2025	10.	TO CONFIRM THE POSITION OF CLUN PARISH TREE WARDEN
		See item 7.
089-2025	11.	TO CONFIRM RELATIONSHIPS WITH OTHER GROUPS: a) Clun Parish Path Partnerships b) SpArC
		See item 7.
090-2025	12.	TO CONFIRM OTHER RESPONSIBILITIES: a) Lead Councillor Public Toilets b) Lead Councillor Cemetery and St George's closed churchyard
		See item 7.
091-2025	13.	PUBLIC SESSION (i) Shropshire Councillor Report i) Cllr. Walmsley said that the new team of Shropshire Councillors is aware of the issue with rural areas seeming to miss out on attention and money and is keen to address this. An immediate priority is to devolve power to town councils where possible, detail will emerge shortly and consultation will happen.



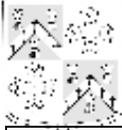
Clun Town Council with Chapel Lawn

		<p>A third in house pothole van is now in place and will be in use and should be seen soon. Councillors are starting to build links with relevant council staff so answers can be sought to residents' questions.</p> <p>(ii) Police Report. Clerk to chase attendance of local police officer to a council meeting. The report by a member of the public of a large group of 4x4s going through the ford whilst the road is closed to traffic was reported to the police but no formal action would be taken as the closure is seen as unofficial. A letter could be sent to the group involved.</p> <p>(iii) Public comments – If members of the public are present ten minutes will be set aside to allow the public to ask questions. A member of public emphasized the importance of keeping pressure up on Shropshire council to ensure the Clun Valley remains visible and local issues are taken seriously.</p>
092-2025	14.	INFORMATION FROM THE MINUTES
		<p>Cllr. Bowles asked the Clerk if anything had been done in relation to item 18 the planning enforcement matter. The Clerk had chased but nothing to report yet as enforcement had indication that the matter was delicate. Cllr. Bowles reported that Cllr. Walmsley had also reported and had informed Cllr. Bowles that planners had been in contact with the resident reinforcing the need for planning permission to be sought before any building could take place. The resident who originally reported the matter had reported that fresh rubble had appeared on a bend in the road along with a break being created in the hedge line, indicating intention for a new build. Cllr. Bowles thanked Cllr. Walmsley for his action on this matter.</p> <p>Cllr. Bowles raised an issue relating to Item 21 regarding the Strategic Clun Liaison Group (SCLG) brings together the four agencies responsible for water quality). Documents relating to this matter had been circulated to councillors ahead of the meeting. A request for engagement with the community had been made by CCEG. Cllr Bowles asked if SCLG had they contacted the council as should be the case and asked of the council was prepared to write and indicate support for the CCEG's resolution referred to in the documents circulated. It was agreed that SCLG should be keeping the council up to date on any activities. Cllr. Walmsley was asked to find out which member of the council is the main contact for this group.</p> <p>Cllr. Davies suggested that the Clun In The Future 2 event would be a good opportunity for SCLG to attend and provide an update on their activities to the public. Cllr. Limond asked what help Cllr. Walmsley could be in this and Cllr. Walmsley agreed to speak to Hayley Deighton lead contact of the group.</p>
093-2025	15.	CLERK'S REPORT To Receive the Clerk's Report



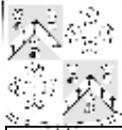
Clun Town Council with Chapel Lawn

		<p>The Clerk reported that he Annual Governance Statement 2024/24 had been received.</p> <p>An over view of the report was read out to the meeting, with a number of improvements being suggested, including trust funds to be a separate minute and improvement of risk management.</p> <p>The report was discussed and a response was agreed. Cllr. Limond noted that it was not possible for councillors to fully comment on the document as only the summary had been circulated and not enough notice had been provided.</p> <p>The suggested response was agreed, Cllr. Limon abstained for the vote.</p>
094-2025	16.	<p>PLANNING</p> <p>To consider the following planning applications and other planning matters</p> <p>None to date</p>
095-2025	17.	<p>ASSETS OF THE COUNCIL</p> <p>To discuss and decide on the following: -</p> <ol style="list-style-type: none"> 1. Town Hall: <ol style="list-style-type: none"> a. To discuss the fire risk assessment – Cllr. Davies had met with Cllr. Bowles and Nigel Kerry of the Museum team and a way forward had been agreed. Cllr. Morris noted the narrow staircase and suggested the training of the volunteers could be improved and added that early warning detection is key. Cllr. Bowles said this was in hand and the importance of safety of people as a priority. A number of actions had been identified and were being pursued. An electrical inspection has been undertaken and as a follow up smoke detectors are being considered. Additionally, a new consumer unit would improve electrical safety. Arc protection had also been raised and quotes for both replacement consumer boards and arc protection to be sought, b. To discuss and decide on the amendments to the Occupancy Agreement between Clun Parish Council and Clun Town Trust The following amendments to the agreement. <ol style="list-style-type: none"> (i) Include new item 15: Fire risk assessment to be produced and reviewed annually, jointly by Clun Town Council and Clun Town. (ii) Add the following to item 7: Clun Town Archive to be housed in this area, curated by Clun Town Trust on behalf of Clun Town Council. <p>Cllr. McVicar proposed acceptance of the amendments and Cllr. Jones seconded. Agreed unanimously. s custodians. James proposed, Monica seconded agreed.</p> <ol style="list-style-type: none"> 2. Public toilets: Discussion deferred to the next meeting.



Clun Town Council with Chapel Lawn

093-2025	18.	TO RECEIVE REPORTS FROM GROUPS OR MEETINGS ATTENDED
		None
097-2025	19.	<p>FINANCE</p> <p>1. To receive the Bank Reconciliation To discuss the quote for the inscription and installation at Clun Memorial Hall of the board of the Free Men and Women of Clun. To discuss the location of the board inside the Memorial Hall.</p> <p>Cllr. Davies said a quote had been received for the installation, it was unanimously agreed to accept the quote and instruct Malcolm Reeves to complete the work and install the board in the suggested location.</p> <p>2. To approve the following invoices for payment.</p> <ol style="list-style-type: none"> a. HMRC £432.61p (S 112 Local Government Act 1972) b. G. J. Rippon £121.99p (home working allowance, mileage, supply of fire risk assessment template form and printing) (S 112 Local Government Act 1972) c. Shropshire Council £709.99 {Joint Energy Costs October to December) (S 111 Local Government Act 1972) d. Shropshire Council £709.99 {Joint Energy Costs April to June) (S 111 Local Government Act 1972) e. Shropshire Council £63.13 {Licence) (S 111 Local Government Act 1972) f. MRT Electrical £474.00p (Pat testing) (S 111 Local Government Act 1972) g. Gallager Insurance £2941.57 (Insurance) (S 111 Local Government Act 1972) h. ICCM £105.00 (subscription) S143 Local Government Act 1972) i. R.A. Goodwin £1058.00 (Notice Board) (S 111 Local Government Act 1972) j. A. Wallace £60.00p (Grass cutting) (S 111 Local Government Act 1972) k. RLT Auditing £2785.00p (Internal Audit) (S 111 Local Government Act 1972) <p>For information</p> <ol style="list-style-type: none"> l. Jon Churchett £600.00 Cleaner (S 111 Local Government Act 1972) m. Tracey Amass £89.88 Minute taker (S 111 Local Government Act 1972) n. SSE £448.57p (S 111 Local Government Act 1972)
		Payments agreed by all Councillors
098-2025	20.	CORRESPONDENCE To review any correspondence received
		None
099-2025	21	INFORMATION FROM COUNCILLORS



Clun Town Council with Chapel Lawn

		<p>Cllr. Bowles reported that local resident Hazel Wallace had been upset by damage to grave ornaments caused during strimming in the church yard. The Clerk agreed to speak to contractor and write to Hazel. The contractor would be asked to reimburse for the damage. Cllr Boels to establish where replacement ornaments could be purchased.</p> <p>Cllr Morris raised the matter of the inadequate size of the bins near the bridge. The matter had previously been discussed and agreement had been reached to purchase a new larger bin.</p>
100-2025	22.	* STAFFING ISSUES
		<p>Cllr. Bowles asked about progress on finalizing the appointment of a deputy clerk. The Clerk said he was waiting for dropbox to be implemented so documents could be shared and a contract was being drawn up.</p>
101-2025	23.	AGENDA ITEMS FOR THE NEXT MEETING
		<p>Christmas lights committee</p>
102-2025	24.	DATE OF NEXT MEETING Date of next meeting to be held on Tuesday 1st July 2025
		Signed by the Chair.
		Meeting closed at 20.50

* 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

Organuisation / responsibilities	Councillor
Memorial Hall	Cllr. Bowles
Chapel Lawn Village Hall	
Climate emergency group	Cllr. Bowels
SWSE	Cllr. Davies
Highways working group	
Churchyard working group	
Town Hall	Cllr. Bowles
Public conveniences	
Cemetery and St. Georges	
street lights	Cllr. Morris
Town Trust	
Personnel	Cllr. Davies
Clun Parish Path Partnership	
SpArC	Cllr. Davies

Action	Owner	Ref	Update
Clerk to contact English Heritage regarding access to the bailey.	Clerk	070/25	
Clerk to chase planning enforcement matter.	Clerk	070/25	
Agenda item to agree position of Freeman Board	Clerk	076/25	
Clerk to circulate the spreadsheet of posts requiring representation for Cllrs to select those of interest to them.	Clerk	085/25	
Representatives to be agreed at a future meeting	Cllr. Walmsley	092/25	
Cllr. Walmsley to establish the contact for SCLG	Cllr. Walmsley	092/25	
Cllr. Walmsley to write to Hayley Deighton	Cllr. Bowles	092/25	
Cllr Bowles to clear the invitation with CCEG	Cllr. Davies	092/25	
Cllr. Davies to invite SCLG to the event if agreed.	Cllr. Bowles	095/25	
Cllr. Bowles to obtain quotes and recommendations regarding the suggested upgrades to the electrical system in the Town Hall	Clerk	099/25	
Clerk to contact contractor regarding the damage to ornaments	Cllr. Bowles	099/25	
Cllr. Bowles to explore where to purchase replacement ornaments.	Clerk	099/25	
Clerk to purchase new bin as previously agreed.			