

CLUN TOWN COUNCIL

with CHAPEL LAWN

Minutes of the Clun Town Council with Chapel Lawn Meeting held 1st December 2020 via ZOOM online video

Present- Cllrs Brian Angell (Chairman), Bill Shepherd, Ryan Davies, Kevin Lewis, Deborah Fox, Linda Hurcombe, Matt Donaldson, Reg Maund and Jack Limond.

In attendance was the Clerk & RFO Darren Knipe and two members of the public.

Meeting commenced at **19:30**

579. To receive apologies for absence

Cllr Davies had sent earlier warning that he would be late attending.

580. To receive declarations of interest

None received.

581. To consider requests for dispensation

None received.

582. Meeting open to the public. Time for this session is limited to 10 minutes

Mark Room, the current contractor for the cemetery grass cutting, asked what the tender process would be like for next year, and would Council consider rolling over current contracts.

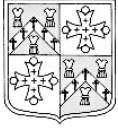
The Chairman thanked Mr Room for the current work and stated that it would be discussed under a separate agenda item.

583. Report from County Councillor Nigel Hartin

Nothing to report.

584. To resolve that the minutes of the Council General Meeting held on 3rd November 2020 are a correct record

It was proposed by Cllr Angell, seconded by Cllr Lewis and agreed by all that the Minutes of the Meeting held on 3rd November 2020 were a true and proper record, with a minor correction of Cllr Lewis not Cllr Mills present, and that Cllr Angell was the Chairman.



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The Minutes were accordingly signed by the Chairman.

585. To consider and resolve any matters arising from the minutes

Nothing to consider.

586. To receive the Mayor's Report

- a) The Chairman thanked everyone for coping this year with the hard challenges, and extended to all those in the community that keep services going.
- b) Darren Knipe is finishing as the Town Clerk at the end of December, and the Chairman thanked him for his service to the Council.
- c) A market meeting had been held as part of the Rural Services Network, where it was useful listening to other Council's talk about issues and solutions.
- d) The Personnel Committee had met to look at the Clerk role.
- e) A meeting was held with English Heritage regarding the castle and removal of scaffolding. Further discussions will be held over land use and safe access of the castle and grounds.
- f) A Freedom of Information Request had been sent to Shropshire Council regarding procedures and management standards regarding Highways and delivery of services.
- g) With the Clerk absent, the Chairman had arranged the cemetery plot and communication with funeral Director regarding recent burial. It had highlighted need for clear procedures.
- h) The collating of data on electric usage on the Public toilets in last year has shown a considerable saving since the working group had investigated. Under floor heating has been switched off and LED lights installed.

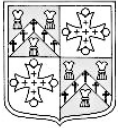
The water will now be investigated to see what savings can be made as well.

Cllr Limond proposed in accordance with Standing Orders to bring forward agenda item 13b so that Mr Room may hear the discussion and then be able to leave. Cllr Angell seconded and all agreed.

587. Financial Matters

a) To consider tender process for contracts in 2021-2022

Mark Room stated that he would do next year's contract at same price as 2020-2021, being £1,400.



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The contract was considered and discussed. Cllr Angell proposed to renew the current grass cutting contract. This was seconded by Cllr Limond and agreed by all.

The tender for the cleaning contract was discussed. Cllr Angell felt Council should look at what COVID-19 had presented as a cost and to look more clearly at the role and responsibilities.

Cllr Angell proposed to review the Toilet Cleaning Contract in January meeting. This was seconded by Cllr Davies and agreed by all.

The clerk is to share current contract.

588. To resolve the advertisement and job description for the position of Clerk and Responsible Financial Officer

The Personnel Committee had added some proposed amendments to the Clerk contract. These were based on a commitment to be available in person during certain times of the week.

Cllr Angell suggested adding a responsibility for social media presence.

There was also a desire to have more of a data log of time spent on clerk time in hope of seeing where more can be allocated.

With the amends, Cllr Angell proposed to accept the advertisement for Clerk position. This was seconded by Cllr Limond and agreed by all.

Clerk to send to SALC.

589. To consider planning applications

- a) **20/04157/LBC** – Castle Cottage, The Square, Clun, Craven Arms, Shropshire, SY7 8JA - Removal of existing door and replacement window and proposed replacement porch affecting a Grade II Listed Building

No Comment – All agreed

- b) **20/04460/VAR** - Castle Cottage, The Square, Clun, SY7 8JA - Variation of Condition No.2 (approved plans) attached to listed building consent 18/02529/LBC dated 07/08/2018

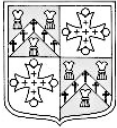
No Comment – All agreed

590. To receive reports from Councillors attending other meetings

a) Working Groups and Sub-Committees

- i. Business Group – Cllr Shepherd reported they had met on 26th November, where Tim Russell from Enterprise House gave a paper on tourism.

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- ii. Public Toilets – Cllr Maund reported that a leak in the toilets is waiting to be repaired, but the savings on the electric was very encouraging.
- iii. Working Traffic Group – Cllr Angell reported that there was a coming meeting, where chance to ask why there have been no drain surveys yet and contract issues with WSP.

b) Other groups and organisations

- i. English Heritage – Cllr Angell had met with EH Officer at castle. Issues of site safety and Clun Castle being a destination point were raised. EH will explore budgets and grants can be released. Money saved from hiring scaffolding will be diverted to site maintenance and signage.

EH will review the responsibility of the path near Buffalo Lane. The Free Sites Manager, Helen Allan may be able to support community volunteers become more involved.

Cllr Maund raised the issue of the Poplar trees by the river, which the clerk had forwarded to EH. Clerk to follow up again.

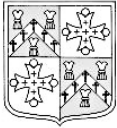
- ii. Memorial Hall – Cllr Donaldson informed Council a new committee had formed. They were in the process of holding a Public event at the hall to present a plan for moving forward. This was stopped by the second lockdown, and waiting for opportunity to relook at.
- iii. Environment Group – Cllr Davies reported the group was liaising with other groups to look at getting solar PV panel on public buildings. Also concerns were raised about the proposed development on Castle Street and its environmental impact.

They are putting together a Clun Climate Plan and working on putting an energy audit on public buildings. The group want to know will Council support the exploration of Solar PVs on public buildings. Cllr Angell proposed Council support the exploration. This was seconded by Cllr Limond, with 7 agreeing and 1 abstain.

- iv. Enterprise House – Cllr Hurcombe reported that the manager of Enterprise House was retiring, so going to cause changes.
- v. SpArC – Cllr Davies reported the facilities are now currently open.
- vi. Cllr Limond reported a new defibrillator had been installed in Mandy.

591. To receive and consider the report of the Town Clerk

- a) A quote of approximately £800 received to remove waste water from rain catch tank next to Public Toilets.



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Cllr Angell proposed that the water be tested first to see if contaminated, being able to flush down drain if not. This was seconded by Cllr Limond and agreed by all.

Cllr Lewis to get sample done and report back to Council.

The clerk to contact tradesman to divert the downpipe into drain.

- b) Ownership of Rose Gdns and Waterloo were discussed. Cllr Hurcombe proposed to ask SCC to transfer ownership of Rose Gdns subject to clarification of any underlying services that Council would need to be made aware of. This was seconded by Cllr Limond and agreed by all.

It is not clear who owns Waterloo site. Cllr Hurcombe proposed Council explore Land Registry and transfer of title to Council. This was seconded by Cllr Limond.

- c) The monthly subscription to Zoom needed to be transferred over. Clerk to look at Direct Debit.
- d) The quote for car park signage was presented, with Cllr Fox explaining the potential additional logo and install costs. It was agreed to proceed with print.

592. Financial Matters

- a) **To receive and consider any Grant and Donation requests**

None received

- b) **To consider tender process for contracts in 2021-2022**

Covered earlier in meeting

- c) **To review and approve the payment schedule**

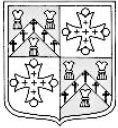
It was proposed by Cllr Angell, seconded by Cllr Shepherd and agreed by all to accept the schedule of payments.

At 9.30 in accordance with Standing Orders, Cllr Angell asked Council to agree extending the meeting. All agreed.

- d) **To review budget and actual income and expenditure in setting Precept for 2021-2022**

The budget and Council Rate were discussed, with Cllr Angell proposing leave the precept at £42,000.

The clerk is to get data together on Water Rates.



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593. To review any correspondence received

Nothing to report.

594. Other Items brought to the Council's attention by Councillors

- a) Cllr Davies asked for a record of thanks to those individuals who installed the Christmas lights.

Cllr Davies also asked Council about recompense for the electric of the lights to the residents, asked about lighting the bridge, having waterproof sockets on the Town Hall, and asked about helping those in the community on their own this Christmas.

Cllr Limond proposed Council offer £20 per property who provide electricity for the Christmas lights, and that it may be donated to a Charity if preferred. This was seconded by Cllr Angell and agreed by all.

It was agreed by all that there were already some excellent groups in the community organising help that Council would remain available to support however needed.

- b) Cllr Shepherd informed Council the Hightown Produce Market was on 19th December.
- c) The Sun Inn was discussed regarding the current tenancy arrangement and rumours it was being registered as an Asset of Community Value (ACV).

The clerk confirmed that Council had been contacted by SCC regarding a received application, and provided evidence that it met the criteria. The clerk explained that an ACV would mean that a community group could be given 6 months from the time a private investor made an offer to present an alternative offer the owner must consider.

595. To receive and consider Agenda items for the next meeting

None received.

Meeting closed to Public at 22.20

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: _____

Dated: 5th January 2021