

**Minutes of the Clun Town Council with Chapel Lawn Meeting held 14<sup>th</sup> August 2018 at the Memorial Hall, Clun**

**Present-** Cllrs Jack Limond (Chairman), Reg Maund, Gary Mills, Linda Hurcombe, Matt Donaldson and Brian Angell

In attendance was the Clerk & RFO Darren Knipe, Ben Williscroft and four members of the public.

Meeting commenced at **19:30**

The Chairman welcomed all Members, and the members of the public to the meeting.

**42. To receive Apologies for Absence**

Apologies received from Cllrs James McVicar, Vic Butt and Ryan Davies

**43. Declarations of Interest**

- a) To receive Declarations of Interest in respect of matters contained in this agenda. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

Cllr Brian Angell declared an interest in item 13c – (Prejudicial) planning application of 21 Ford St

Cllr Jack Limond declared an interest in item 13d – (Prejudicial) planning application of 14 The Square

- b) To consider any Dispensation Requests received by the Clerk and not previously considered.

Cllr Brian Angell to discuss his application

**44. Meeting Open to the Public - Time for this session is limited to 10 minutes**

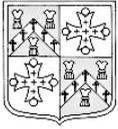
Mr Nichols from St Georges Church came to thank the council for the grant of £400 received. He explained that running costs were usually between £1500 and £2000 a year. This year it was slightly less due to volunteer help in cutting back the trees.

Cllr Limond asked what income the church received. Mr Nichols said it was usually between £500 and £1000 a year from internment fees, with the shortfall made up from congregational collections. There was no income received from the diocese.

**45. To receive a presentation from Ben Williscroft from the Historic Environment Team SCC**

Mr Williscroft explained his department consisted of 4 employed officers, a technician, and also access to archaeological experts. His job involved receiving Planning Applications for

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listed buildings and monuments, if in a conservation area, or defined as a Non-Designated Asset. The last definition is defined as a building which is not listed, but has an historic importance.

Cllr Angell stated that there were a number of empty historic buildings empty in Clun, and asked what could be done to ensure they are improved. Mr Williscroft explained that they can issue a (215) Formal Enforcement Notice for targeting degraded sites and make the owner act, and this could include sites that remain unfinished over several years.

Mr Williscroft also said that the Empty Homes Officer had started to act on the properties in Clun as result of the council providing a recent empty property survey. When asked about the successes of 215 Notices, he stated that 9 out of 10 warning letters get matters moving without needing to act, with none served in last two years, but there are a few about to be served.

Cllr Angell said he had seen a Design Guide for Development within Clun that exists from many years ago, but nothing current. Mr Williscroft said Church Stretton did their own, and so no reason Clun not doing same, which could form part of the Neighbourhood Plan and gives more status when it comes to appeals. He confirmed he would be happy to help with this.

Cllr Limond asked with the closing of the Community Engagement Team, who can council ask for help. Mr Williscroft explained the Neighbourhood Planning Officer should be the lead go to.

**46. Report from County Councillor Nigel Hartin**

None received

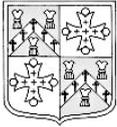
**47. To approve the Minutes of Meeting Held on 13<sup>th</sup> June 2018**

It was proposed by Cllr Angell, seconded by Cllr Maund and agreed by all that the Minutes of the Meeting held on 10<sup>th</sup> July were a true and proper record, which was then signed by the chairman.

**48. To consider any Matters Arising from the minutes**

- a) 23a Clerk reported light had been fixed
- b) 23c Clerk had contacted highways and got ref: 4320942 with report that contractor to cut around the speed limit sign on the Knighton road, Clun. This should be completed next week.

Police say - Going back over the last 6 months there have only been 2 collision reported between Clun and Rock hill on the A488 down Cockford Bank. Neither of them serious. They aim to come and conduct some speed enforcement next week in Clun and Clunton. Prior to this when using the speed gun in the location, the majority of motorists were not speeding and within the 30mph.



- c) 26 ii Cllr Angell asked the clerk if there was any news on the proposed Highway meetings. The clerk had not heard anything and will chase.

Cllr Angell had found out the road markings were for core boring to test the quality of the road subservice, which determines type of repair.

- d) 26 iii Clerk reported the light was removed, taken back to depot and found to be unrepairable. A temporary light has been put up. The owner of the property had contacted the clerk to complain, but satisfied when told the light is only temporary.

Clerk was asked to get a quote for different lamp fittings which avoid light shining into surrounding windows as well as a quote for installing a street lamp.

- e) 37 i The previous clerk had been in touch and stated he prefer to regard any unpaid hours of work at any time in relation to job as Clun Town Clerk as a voluntary "gift in kind" and will not be claiming any further pay or expenses from Clun Town Council.
- f) 38 The clerk reported a distressed call from resident that a vase and flowers had been removed from parent's grave. Cllr Limond reported a similar incident, and it was agreed that councillors would ask around if anything known about it.
- g) 39 Cllr Angell asked the clerk if any news from Trent Water. The clerk said he had not heard anything back yet.

#### **49. Duke of Norfolk Estate Clun car parking report**

The clerk presented a letter dated 8<sup>th</sup> March 2018 from Mr Jones at Balfours, who act as land agent for the Duke. The letter confirmed that the Estate had themselves submitted a planning application in 1995 for 5 dwellings and for 21 car parking spaces. This had been turned down due to objection from English Heritage.

The letter went on to suggest another option would be to extend the car park adjoining the river bridge which also belonged to the Norfolk Estate.

Mr Pinson presented a letter from the Duke himself dated 10<sup>th</sup> August 2006, stating he was not willing to sell the land, but would consider leasing it.

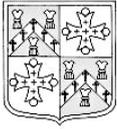
Cllr Limond repeated his statement in the minutes dated 13<sup>th</sup> June 2018 Item 4, stating he apologised and took full responsibility for not reporting the full details to council as he was not present at the meeting concerned.

Cllr Limond proposed that the error in the March 2018 minutes be ratified that the land will not be gifted or sold, but to be considered as a long-term lease, and only if it is the will of the people of Clun.

This was seconded by Cllr Hurcombe and agreed by all.

#### **50. To discuss the town hall clock**

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Cllr Limond reported that he had noticed the Town Hall clock was slower on the East side compared to West side, which suggested something was amiss with the mechanics. He asked council if they would approve someone coming out to check it, which could have a cost implication to repair.

Cllr Maund stated that the church had a maintenance contract for their tower clock, and could see when the contractor was next due out to service it, which could save on call out charge. It was also pointed out that Trinity also had a clock, and it should be found out what they have in place.

It was proposed by Cllr Angel and seconded by Cllr Hurcombe to proceed with an investigation of the issue. All agreed.

**51. To receive reports from Councillors attending meetings and outside organisations**

Cllr Donaldson reported that the Memorial Hall had received all the assets of the Sebunctious Productions (Flicks in the Sticks) and a new programme of films was due to start from September. In addition, the hearing loop system had been fixed and a 7.1 Dolby Surround system tuned and rebalanced for the best possible sound in the space.

The clerk was asked to send a letter of support and thanks to the committee.

**52. To review and consider updates to the Standing Orders**

Additional amendments to the Standing Orders recommended by SALC were presented by the clerk, being as follows:

3f, 3g, 3h, 3i, 3j, 3v, 3w, 4d, 7b, 9g, 9h, 12e

It was proposed by Cllr Limond and seconded by Cllr Angell to accept the amendments. All agreed.

The clerk also asked council to consider adding an additional amendment, 5f, putting a limit on the term of office of a Mayor and Deputy Mayor. A discussion followed on the benefits of avoiding an incumbent chairperson and enabling opportunity for change.

Cllr Hurcombe proposed that a mayor or deputy mayor may not serve more than 3 years consecutively, with at least one year before being re-elected to the position.

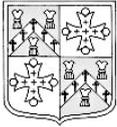
This was seconded by Cllr Maund and agreed by all. This was recorded in the Standing Orders as item 5f.

**53. To review and consider GDPR policy adoption**

The clerk presented the following list of policies on GDPR for council to consider adopting:

- i. Subject Access Policy

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- ii. Privacy Policy
- iii. Personal Data Management Policy
- iv. Security Incident Response Policy

Cllr Limond proposed to adopt the above as council policies. This was seconded by Cllr Hurcombe and agreed by all.

**54. To consider any observations on Planning Matters**

- a) **18/02897/FUL** - Argoed Farm, Argoed, Clun, Craven Arms, Shropshire, SY7 8NW - Construction of a general purpose building to include vehicular access

**Support**

- b) **18/03197/TCA** - 10 Church Bank, Clun, Craven Arms, Shropshire, SY7 8LP - To remove 1No Silver Birch tree and remove broken limbs and crown lift over road 1No Cherry tree within Clun Conservation area

**Support**

- c) **18/03414/TCA** - 21 Ford Street, Clun, Craven Arms, Shropshire, SY7 8LD - To fell 2No Damson trees and crown reduce 2No Damson trees within Clun Conservation Area

**Support**

Cllr Limond left the room for the following discussion having declared a Prejudicial Interest

- d) **18/03335/FUL** - 14 The Square, Clun, SY7 8JA - Change of use of existing shop and residential dwelling into additional public house accommodation on the ground floor and letting rooms on the first floor

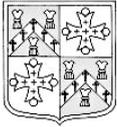
**Majority Support with 1 Abstaining**

**At 9.28 Cllr Limond in accordance with Standing Order rules asked council for approval to continue the meeting beyond the designated time of attendance. All agreed**

**55. To receive and consider the Report of the Town Clerk**

- a) Police crime reports for the area of Clun between 16<sup>th</sup> May and 11<sup>th</sup> July showed following:
- i. Dog dangerously out of control in Llywn Rd
  - ii. Assault in Clun
  - iii. Attempted burglary at White Horse 19<sup>th</sup> May

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- b) There had been reports of fly tipping in the area, with witnesses seeing a white van near the entrance to Memorial Hall car park. The registration was reported to police who responded that the vehicle has a marker on it for being seized by Dyfed Powys Police in Knighton, having no insurance and no current registered keeper.
- c) The clerk reported on a review of the relationship between the council and the Clun P3 Co-ordinator. It was recognised that this partnership was formed many years ago, when legislation and governance procedures were significantly different to what is required of council today.

It was noted that at the Annual General Meeting, under section "Appointments to outside committees" the council had appointed the P3 Co-ordinator as Footpaths Officer.

The clerk explained that the purpose of this section in the Annual General Meeting comes under section 4 of the council Standing Orders, and its purpose is to either designate a councillor who will represent the council on an outside organisation, or to create a sub-group committee, who have a particular project or task to administer, which may co-opt non-council members for the purpose of assisting with particular insights. It is not for the purpose of appointing non-elected persons to the management of council affairs.

Council felt that the partnership needed to be redrawn in line with modern best practice, with the following requirements:

- i. Council formally appoint an elected councillor as a representative to the P3 Group
- ii. A proper P3 Group governance structure be put in place with an annually elected co-ordinator, published insurance documentation and a volunteer protection policy
- iii. Council be able to instruct the P3 Group on issues and desired outcomes that fall within the council's countryside strategy
- iv. Being the appointed receiver of the pathway grant, council given full financial management control, including the issuing of expenses based on proper claim procedures.

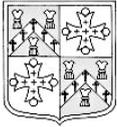
Council decided that if the P3 Group did not want to agree to the above partnership, then they should work directly with SCC without the involvement from Clun Town Council, and the grant monies remaining balance in the P3 Rights of Way HSBC account would be transferred to a bank account managed by the P3 Group.

It was felt that it should be for the Clun P3 Group to decide how they wished to proceed.

The clerk was asked to write to the P3 Co-ordinator and seek a decision before the next council meeting.

## **56. To consider and approve any Council Annual Subscriptions**

[ 6 of 8 ]



None received

**57. To review and approve any training**

Clerk reported on a training day on CiLCA, which is the certificate in Local Council Administration.

All agreed this was a requirement of the clerk to do.

**58. To receive and consider any Grant and Donation requests**

None received

**59. Financial Matters**

- a) To review and approve the Financial Report

Cllr Angell proposed, seconded by Cllr Hurcombe and agreed by all to accept the Schedule of Payments. This was signed by the chairman.

- b) To review and consider banking and accounting services

The clerk presented several bank accounts that offer the best rate of interest for Local Parishes to deposit reserves.

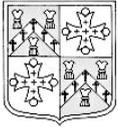
It was proposed by Cllr Angell and seconded by Cllr Hurcombe to close all the HSBC accounts, and use the Unity Bank as the current account and to open a Hampshire Trust Bank 90-day Business Notice account, currently offering 1.55%, for holding reserves. This was agreed by all.

**60. To review any Correspondence received**

- i It was proposed by Cllr Donaldson and seconded by Cllr Hurcombe to accept an invitation from Clunbury Parish for a joint presentation on Future Fit. This was agreed by all.
- ii A request had come from Clun Greenman Festival CIC for the council to be the designated recipient of any assets should the company ever being wound up under the Insolvency Act 1986.

Cllr Donaldson and Cllr Limond declared a personal interest and did not take part in the decision.

It was proposed by Cllr Hurcombe and seconded by Cllr Mills to accept the offer. This was agreed by all.



**61. To receive the Mayors Report**

- a) Cllr Limond reported that SpARC would hopefully be coming to do a presentation at the September meeting.
- b) Following the news that SCC were intending to disband the Community Engagement Team, to send thanks to Matthew Mead for the excellent relationship and support he has provided the council

**62. Other Items brought to the Council's Attention by Councillors**

- a) Cllr Donaldson reported that issues were starting to show with the toilets by the river carpark, with the manufacturer no longer existing. It was suggested to invite Jon Churchett to a meeting to report on known issues and see how council start putting in a plan.

It was recognised that Ludlow TC have a similar issue, and the clerk was asked to contact them to find how they are resolving them.

**63. To receive and consider Agenda items for the next meeting**

Cllr Angell requested the Neighbourhood Plan as an item

**64. Date of Next Meeting**

To be held on Wednesday **12<sup>th</sup> September 2018** at **Chapel Lawn Village Hall**

**Meeting Closed at 10.15**

APPROVED AS BEING A CORRECT RECORD BY

CHAIRMAN'S SIGNIATURE: \_\_\_\_\_

Dated: 10<sup>th</sup> July 2018

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