



MEETING 1802

Thurs 1st FEBRUARY 2018

MINUTES 1802

- F. **OPEN FORUM** Note: at this point the Town Councillors spoke only in their capacity as *Parishioners*.
- F.1 **SC Cllr Nigel Hartin** reported: Local Support+Prevention Funds and Discretionary Payments Fund are underused. Nigel undertook to follow-up on the *Clun Traffic Survey* with relevant SC Officers. NOTED
- F.2 **Ryan Davies SpArC news:** changing rooms funding is in place; changing rooms closed for 3 weeks.
- F.3 **Ryan Davies irresponsible dog owners** are not clearing up after pets at the Castle and Memorial Hall.
- F.4 **Parishioners** fully supported CTC carrying out a *Clun Traffic Survey* as streets are unsafe for pedestrians.

1. **ATTENDANCE** at Clun Town Council Routine Meeting 1802 held at 7.30pm in **Clun Memorial Hall**:
- 1.1 **Present Town Cllrs:** Chair Jack Limond, Vice Chair Ryan Davies, Matt Donaldson, Brian Angell, Vic Butt, Linda Hurcombe, Gary Mills, Reg Maund. Plus SC Cllr Nigel Hartin. Plus two residents. Plus Ian Hutchinson Town Clerk. NOTED
- 1.2 **Apology from** Cllr James McVicar who was *away from home on business* was received and NOTED.
2. **DECLARATIONS OF INTEREST** Meeting 1802 held on Thurs 1st Feb 2018
- 2.1 *As a neighbour* Cllr Matt Donaldson declared an indirect interest in 4.2 *trees at Church Street* ↓ NOTED
- 2.2 *As Clun Tree Warden* Cllr Reg Maund gave advice to the applicant in 4.3 *trees at Church Bank* ↓ NOTED
- 2.3 *As property owners* Cllrs Jack Limond+Gary Mills declared an interest in 5.1 (e) *Castle Street*. ↓ NOTED
3. **PREVIOUS MEETING 1801** held on Thurs 11 Jan 2018: previous minutes + ongoing items as follows:
- 3.1 **Minutes 1801** The Chair signed the minutes of the last meeting a true and accurate record: All AGREED
- 3.2 **Chair's Report** on any other ongoing items which are not specifically included on this agenda: NOTED:
- a. **Blog** the Chairman reported that the blog is now up and running at bit.ly/Limondsletter. NOTED
- b. **Field in Enfield Street** no reply received from the Duke's agent: Chair to give Cllr Davies agent's name.
- c. **Parish Roads** emails sent to Shropshire Council: nothing has been heard back from any of the SC Officers.
- d. **Parish Paths Partnership Group** continues its helpful supporting role independently of CTC governance.
- e. **New Grant Scheme** for capital expenditure via Sir Algernon Heber-Percy Weston Foundation launched to mark their 60th anniversary: for UK charities, churches, state schools: sent to Clun School+Memorial Hall.
- 3.3 **Clerk's Report** on any other ongoing items which are not specifically included on this agenda:
- a. **CTC Internal Auditor 2017-18** CTC hereby confirms that *Sue Hackett* will be its auditor: All AGREED
- b. **CTC Contact Details List** members confirmed that their contact details on *Members 2018* are all correct.
- c. **Standing Agenda Items** the Clerk said that *any* parish items can always be raised at 9.2 *Members' News*. ↓
4. **PLANNING APPLICATIONS** and any other planning matters: *for SC notifications see list Plans-1*
- 4.1 18/00025/FUL **Stags Head New Invention Sarah Jameson** replace single storey extension: CTC has NO OBJECTION but would prefer a more suitable roofing material e.g: matching slate. All AGREED
- 4.2 18/00515/TCA **6 Church Street Clun Michael Shirley** fell two silver birch trees: full SUPPORT because the plan is advised by SC Tree Officer and if these trees fell they could damage properties. All AGREED
- 4.3 18/00348/TCA **5 Church Bank Clun Pat Damms** trim hedge+fell trees: CTC fully SUPPORTS the plans for some reductions to avoid future overcrowding and neighbours have voiced no objections. All AGREED
- 4.4 18/00042/TCA **Castle Meadow Clun English Heritage** fell a tree+work on four others: NO OBJECTION
5. **PARISH MATTERS**
- 5.1 **Standing Items** a) Chapel Lawn Ward. b) Parish Assets. c) Trees. d) St Catherine's. e) Castle Street.
- a. **Chapel Lawn Ward** NO specific Chapel Lawn matters were raised at this CTC Meeting 1802. NOTED
- b. **Parish Assets** The *Gents+Unisex Toilets* are closed until April as per contracted opening times. NOTED
- c. **Cemetery Trees** work needs to be done: a tree surgeon has been contacted: Clerk to pursue. ONGOING
- d. **St Catherine's** using its *Power of General Competence* CTC could seek a loan and purchase it. NOTED
- e. **Castle Street** The Clerk+Chair will now set up a meeting with Clun Memorial Hall: ONGOING to 1803
- 5.2 **River Clearance** build-up of trees: The Chair has contacted the Environment Agency: ONGOING to 1803

MINUTES 1802 Continues Over

CHAIRMAN'S INITIALS: > PJD

PARISH MATTERS Continued

- 5.3a **Empty Properties in Clun** A list has been drawn up and Cllr Gary Mills' will report: see *Properties 182*
 b. The Chairman has contacted SC Cllr Joyce Barrow but SC Officers have deferred any action to a later date.
 c. Cllr Mills urged CTC to send letters of enquiry to all empty property owners but first CTC will send the list to the SC Officers responsible for empty houses and invite them to the next meeting. ONGOING to 1803
- 5.4 **Neighbourhood Development Plan from 168/1718** to take this forward a Clun group must first be formed. The Clerk will seek advice on grants and how to launch the plan and report to Meeting 1803. ONGOING
- 5.5 **Cleaning of Bus Shelters from 151/1718** the previous problems have now been rectified as far as possible but some of the panes are plastic and they have permanently denatured and so cannot be cleaned. NOTED
- 5.6 **The Main Waterloo Footbridge** on Clun Footpath 49: the slippery surface has been reported to SC but so far they have failed to reply so the Clerk will send them a further email: *Reminder-1*. ONGOING to 1803
- 5.7 **Traffic Plans from 158/1718** enquiries have been made to a private contractor Ben Hamilton-Baillie and the Clerk will now email Ben and seek a firm time and date for a Public Consultation. ONGOING to 1803
- 5.8 **Christmas Lights from 161/1718** a) buy a timer: the Chair will now make out an order. All AGREED
 b) Fire-fighters to be sent a **CTC Gift for £150**: Clerk+Chair will make the arrangements. All AGREED
- 5.9 **From Cllr Gary Mills** a) **A488 Signage** on approach to Clun: the Clerk will ask SC Roads to install some appropriate advance warning of the 30mph zone in view of the proximity of the school. ONGOING to 1803
 b) **Turnpike Cottage Garden** issue update: the previous situation appears to have been remedied. NOTED
6. **ADMINISTRATION** *Key: The Financial Year from the 1st April 2017 to 31st March 2018 = Year-18*
- 6.1 **Accounts** *Cashbook-18 & Budget-18* are now complete to end of Quarter 3: see *Cashbook-18 Q3* NOTED
- 6.2 **New Clun Town Clerk** Ian A. Hutchinson was duly appointed as the Clun Town Clerk and Proper Officer and Responsible Financial Officer as from today Thursday 1st February 2018: APPROVED unanimously.
- 6.3 **Terms of Clerk's Employment** the Clerk withdrew his offer in favour of CTC's pre-arranged *Contract-18* based on the standard NALC contract & NJC guidelines with **13 paid hours** per week @ **£13.488 per hour** on Spinal Column Point **SCP 29** in view of 19 years service = **£9117.92** gross annual pay. All AGREED
 See Work Schedule+Salary Details on *Pay-18* and Clerk's Powers and Duties on *Duties-18*. All AGREED
- 6.4 **Clerk's Training** The Clerk has booked with SALC to attend CiLCA sessions in March and May. NOTED
- 6.5 **Possible New CTC Payroll Manager** consider the annual £67 *Quote 25.01.18* sent from Diane Malley: This quote was felt to be much too expensive and so the Chair kindly offered to do this work. All AGREED
- 6.6a **Finances** Rebecca Turner has kindly volunteered to help the Clerk with this Year 2017-18 finances so she is authorised to stay on the bank mandates and to help the Clerk with *Year End-18* accounts. All AGREED
 b. The Clerk is not yet able to operate *Excel* so Rebecca and the Chair will kindly assist him. All AGREED
 c. Clerk to write to Rebecca to thank her for all her past and continuing clerical work for CTC. All AGREED
- 6.7 **Clun Town Council Website** Clerk to liaise with Rebecca to amend and update the pages. All AGREED
- 6.8 **Meetings Schedule 2018** all at 7.30pm on *second Tuesdays* of the month: *Meetings 2018* All AGREED
7. **ACCOUNTS TO PAY** *Meeting 1802 Thurs 1 Feb 2018 for RECEIPTS & DDs see Cashbook Year-18*
 a. Chq 72 *refund to Jack Limond* was amended to *Rampant Horse Ltd* as this was the actual payee. AGREED
 b. The following **PAYMENTS** plus **LATE** routine payment 7.3 were duly PAID at this meeting: All AGREED

Min	Chq	DATED	Minute	PAYEE/PAYER	ITEM DESCRIPTION	CATEGORY	£ CREDITS	£ DEBITS	A/c Ref No:
7.1	075	01.02.18	1802-7.1	Refund to Gary Mills	compiling empty houses list	Project	-----	39.00	P83/1718
7.2	076	01.02.18	1802-7.2	To Bill Rowe	share of Riverdale Streetlight power	Electricity	-----	25.00	P85/1718
7.3	077	01.02.18	1802-7.3	Clun Town Trust	electricity for Christmas Lights	Electricity	LATE	40.00	P86/1718

8. **EXTERNAL ITEMS** from outside the parish e.g: routine correspondence and other general information:
 8.1 **SALC AGM 2017** will start at 5.00pm in the Shirehall on Fri 23 Feb 2018: the Clerk will attend. NOTED

9. **ANY OTHER ITEMS** may be raised and discussed at the Chair's discretion and NOTED but not resolved.
 9.1 **Clerk's News** NO **LATE** correspondence was tabled. NO other **LATE** items of information. NOTED
 9.2 **Members' News** NO **LATE** information. NO queries or comments. NO items for next agenda. NOTED

10. **Next Meeting 1803** **AMENDED** to be held on **Tuesday 13 March 2018** at 7.30pm in **Clun Memorial Hall**.
MEETING 1802 CLOSED 9.30 pm duration: two hours.

CHAIRMAN'S SIGNATURE: >



Chairman's Signature Dated: 13 March 2018