



Date Posted: 23rd December 2025.

To: All Town Council members:

You are summoned to attend the **TOWN COUNCIL** meeting to be held on **Monday 5th January 2026, 6.30pm** at the Cleobury Country Centre, Love Lane, DY14 8PE for the transaction of business as set out in the Agenda below.

The Public and Press are invited.

Yours Sincerely

D A McBride

Mrs Dorothy McBride

Town Clerk and Responsible Financial Officer

AGENDA

Welcome and reminder for everyone to treat each other with courtesy and respect.

01.01.26 Apologies for absence.

To receive apologies and reasons for absence.

**01.02.26 Declaration of interests.
Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.

01.03.26 Co-option of new councillor.

To co-opt new councillor and receive their Declaration of Acceptance of Office.

01.04.26 Public Participation Session.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the Agenda. Time for this session is limited to 15 minutes (3 minutes per person).

01.05.26 Minutes of the Town Council Meeting held on Monday 1st December 2025.

To approve the Minutes of the Town Council meeting held on Monday 1st December 2025.

01.06.26 Matters arising from the Minutes / Update since last Council meeting.

- a) To note receipt of the Town Clerk's Office Report.
- b) To receive Committee, Working Group and Councillor Reports:

01.07.26 Unitary Councillor's Report

To receive Unitary Councillor's update from Shropshire Council.

01.08.26 Financial Matters.

a) To approve the following invoices for payment:

A Wakeman Electrical Services – Running flex & connection of Christmas Tree Lights - £36.00
Cleobury Country – Meeting Room Hire (November – December) - £57.60
SALC – Chairmanship Training Course - £90.00
Cleobury Mortimer Concert Brass – Music at the Christmas Lights switch-on event - £150.00.

b) To confirm the payments made since the last meeting:

H M Land Registry – Registration of Playing Field land - £30.00 (Cheque)
Amazon – Office & Toilet supplies - £217.41 (Debit Card)
Viking – Toilet Supplies - £118.77 (Debit Card)
Amazon - Pole & Handheld Hedge trimmer & chainsaw - £129.19 (Debit card)
Tom Morris – Cemetery trees and shrubbery work - £1,650.00 (Bank Transfer)
T Winward – Grounds Maintenance Work - £100.00 (Bank Transfer).

- Bank Interest - £9.23
Christmas Event - £78.83
Cemetery Receipt - £325.00.

- e) To review and approve quotation for grounds maintenance in QEII Park.**

a) New Planning Applications:

- Address: Caravan Park, Lodge Coppice, Mawley Oak, Cleobury Mortimer, DY14 8PX
Proposal: Demolition of existing buildings and construction of a new reception building, leisure facilities, and change of use of land for siting of holiday lodges, with access, parking, landscaping and associated works.
Applicant: Bank Farm Properties And Leisure Ltd (The Met, 24 Percy Street, London, W1T 2BS).

<https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fpa.shropshire.gov.uk%2Fonline-applications%2FapplicationDetails.do%3FactiveTab%3Dsummary%26keyVal%3D5XROJTDM8300&data=05%7C02%7Ccouncil%40cleobury.org.uk%7Cfd0779fba65743db9e7e08de2deb69d7%7C6bff838ad92549829348f978244b4b3e%7C0%7C0%7C638998686278818605%7CUnknown%7CTWFPbGZsb3d8eyJfBxBOeU1hcGkiOnRydWUsIlYiOiUwLjAuMDAwMCIslAIoiXaW4zMlslKFOljoitWTFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=01Y1x3jd4iHaulJHUGDVL%2BWhV2aO%2F7zguQnxoBOiEE%3D&reserved=0>

- Address: Glebe House, New Road Gardens, Cleobury Mortimer, Kidderminster, Shropshire
 Proposal: Crown reduce by 20% and reduce height by 5m 1no Silver Birch (T1), crown reduce by 20% 1no Damson (T2), 1no Pear (T3) and 1no Apple (T4), fell 1no Apple (T5) & reduce in height by 1.5m 1no Hazel (See Schedule for Details) within Cleobury Mortimer Conservation Area.
 Applicant: Mr Mike Williams (The Palace, Palace Yard, Hereford, HR4 9BL).

<https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fpa.shropshire.gov.uk%2Fonline-applications%2FapplicationDetails.do%3FactiveTab%3Dsummary%26keyVal%3DT6SLHMTD0GI00&data=05%7C02%7Ccouncil%40cleobury.org.uk%7Cf7612c0a85ae458f5f1f08de33ed3f58%7C6bff838ad92549829348f978244b4b3e%7C0%7C0%7C639005291370896323%7CUnknown%7CTWFPbGZsb3d8eyJfBxBOeU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIslIAiOiJAuXW4zMlIsIkFOljoitWFpbGlldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=%2Fp3cxEEfjX35xZ7lNaffz2BJXWbyi8uUeOg1OSF734%3D&reserved=0>

- Address: 41 High Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8DQ
Proposal: Installation of an EV charger for domestic use on side elevation.
Applicant: Mr Mark Bates (41 High Street, Cleobury Mortimer, Shropshire, DY14 8DQ).

<https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fpa.shropshire.gov.uk%2Fonline-applications%2FapplicationDetails.do%3FactiveTab%3Dsummary%26keyVal%3DT6EFN2TDMFQ00&data=05%7C02%7Ccouncil%40cleobury.org.uk%7C4b55f7e66778400d1ae908de36903761%7C6bff838ad92549829348f978244b4b3e%7C0%7C0%7C639008190192116356%7CUnknown%7CTWFPbGZsb3d8eyJfXB0eU1hcGkiOnRydWUsIlYiOilwLjAuMDAwMCIslIAiOiJXaW4zMlslkFoljoiTWFPbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=avDT0%2F5XvUAUbp3VLRzNm%2B2vNk8LD8xFFiKvGU%2F4Q3g%3D&reserved=0>

- Address: 41 High Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8DQ
Proposal: Works to facilitate the installation of one EV charger for domestic use on side elevation.
Applicant: Mr Mark Bates (41 High Street, Cleobury Mortimer, Shropshire, DY14 8DQ).



View online at:

<https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fpa.shropshire.gov.uk%2Fonline-applications%2FapplicationDetails.do%3FactiveTab%3Dsummary%26keyVal%3DT6EFN2TDMFR00&data=05%7C02%7C00%7C00%7C639008190192140797%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIiOiIjXaW4zMilslkFOljoITWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=gmsLaLWcpZCz6%2F0TpoGQK3HIA9HaE9ctVqkIGOTwlv%3D&reserved=0>

5. Reference: 25/04194/FUL (validated: 17/12/2025)

Address: Ronville Cottage, The Hurst, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8EG
Proposal: Erection of extension and alterations.

Applicant: Mr. and Mrs. D. Stanford (Ronville Cottage, The Hurst, Cleobury Mortimer, DY14 8EG).

View online at:

<https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fpa.shropshire.gov.uk%2Fonline-applications%2FapplicationDetails.do%3FactiveTab%3Dsummary%26keyVal%3DT5BP4HTDLYW00&data=05%7C02%7C00%7C00%7C639016830236456510%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIiOiIjXaW4zMilslkFOljoITWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=QCwM0IUxXWY42mxFSnW4pIVN92IuoTyEiLrOPM8%2FY%3D&reserved=0>

b) Planning Decisions (For Information Only):

1. Reference: 25/03664/ADV

Address: Kings Arms, Church Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8BS

Proposal: Erect and display one hanging sign with trough light, one amenity sign, sign written gable with one flood light, two lantern lights.

Decision: Grant Permission.

2. Reference: 25/03706/LBC (validated: 13/10/2025)

Address: Kings Arms, Church Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8BS

Proposal: External works to facilitate the installation of various signs, lights and sign writing.

Decision: Grant Permission.

3. Reference: 25/03725/FUL

Address: Mill Bank, 5 Tenbury Mead, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8RF

Proposal: Erection of a detached single garage.

Decision: Grant Permission.

4. Reference: 25/04287/AG1

Address: Withypool Farm, Cleobury Mortimer, Shropshire, DY14 0DB.

Proposal: General Purpose Twin Span portal frame, for machinery and fodder storage to support the farm.

Decision: Prior Approval Not Required.

01.10.26 Policing Priorities

To review and confirm the local policing priorities for January – June 2026.

01.11.26 Policies and Procedures

1. To review and adopt the updated Complaints Policy and Procedures.
2. To adopt the new Information Technology Policy.
3. To review and adopt the updated Committees Terms of Reference.
4. To review the Councillors' roles, Appointments to Committees, Working Groups and External Organisations.
5. To review and adopt the updated Employment Handbook.
6. To review and adopt the updated Sickness Absence Policy.
7. To review and adopt the updated Councillor Recruitment Policy.

01.12.26 To confirm the date of the next Town Council meeting.

The next Town Council meeting will be held on Monday 2nd February 2026 at 6.30pm.