



# BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL  
BISHOP'S CASTLE  
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SY9 5BG

**NOTICE IS HEREBY GIVEN THAT A MEETING OF  
BISHOP'S CASTLE TOWN COUNCIL WILL BE HELD  
IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 21<sup>st</sup> FEBRUARY 2017 AT 7.30 PM**

*Mary Seldon*

Signed:

Date: 15<sup>th</sup> February 2017

TOWN CLERK

**PLEASE NOTE THAT PLANS FOR DISCUSSION  
WILL BE AVAILABLE FOR VIEWING FROM 7.15pm  
Or from the Clerk's Office during opening hours**

## A G E N D A

FIRE PROCEDURE

### **146.16/17 APOLOGIES**

To receive apologies

### **147.16/17 DECLARATIONS OF INTEREST**

- a) To declare any disclosable pecuniary interests.
- b) To declare any personal interests.

### **148.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 17<sup>th</sup> January 2016

### **149.16/17 SPECIAL RESOLUTION TO RESCIND DECISIONS**

**The following Bishop's Castle Town Councillors wish to table a special resolution at the Town Council meeting on Tuesday, February 21<sup>st</sup> 2017 to:**

- 1. Rescind the decisions taken at the Town Council meeting on Tuesday, October 18, 2016 to:**

#### **Motion 1**

Propose that this Council:

- accepts the Community Led Plan (CLP) (with the proposed amendments relating to Crowgate and photographs of parked cars), as a single, joined up strategy for Bishop's Castle, driven by the needs of the community.
- is informed by the plan when setting priorities for the future.

- incorporates relevant issues into the Council's submissions to Shropshire Council for the forthcoming Place Plan Review and;
- in partnership with the CLP Steering Group, initiates discussions with Shropshire Council on the potential development and implementation of the proposed Traffic and Parking actions contained in the CLP's Town Centre Action Plan.
- works with the ongoing CLP Steering Group to ensure that the document is annually updated and refreshed and remains a reflection of the continuing and changing priorities within the community. . Proposed Cllr Jackson, seconded Cllr Roberts and **RESOLVED**.

## **Motion 2**

To ensure that the CLP continues to deliver and develop its strategy, I propose that this Council appoints representatives to include the Mayor, to work with the current CLP Steering Group to establish a Delivery Partnership with the necessary skills and knowledge to be able to take advantage of the funding and support available to implement a coordinated Community Led Plan.

Proposed Cllr Jackson, seconded Cllr Bavastock, and **RESOLVED**.

As neither of these motions were on the agenda the council was acting against Standing Orders (and ultra vires).

## **The agenda item was: 88.16/17 COMMUNITY-LED TOWN PLAN**

**To receive the draft Plan and presentation from the Chairman of the working party and discuss the contents**

**2.** Rescind the decisions taken at the Town Council meeting on Tuesday, January 17, 2017 to:

*If this Council requires its staff and Members, regardless of personal opinion, to implement all of its decisions on all occasions it needs to undertake a full investigation of what has actually happened here. It also needs to put discussion of the delivery of the plan on hold until the outcome of the investigation is known. Until then, given the mistrust and damage that has been created by the tone and outcome of the meeting of 5<sup>th</sup> January, it would not be possible to even consider the possibility of re-instigating a dialogue with the original Steering Group members and thereby complying with the October Council decision.*

*As to how we would undertake such an investigation my suggestion is that we ask an independent member of the staffing committee who has not been involved in any way with this scenario to contact Dianne Dorrell of SALC to establish how it would be best to proceed.'*

**Proposed Cllr Jackson that an independent member of the Staffing Committee launches an investigation into the proceedings, seconded Cllr A Houghton. 3 in favour, 1 abstention. The motion was carried.**

This motion was not on the agenda and therefore the council was acting against standing orders (and ultra vires).

**The agenda item was : 140.16/17 a) To discuss the way forward to best implement he findings and action plans within the Community Led Plan.**

The council's Standing Orders state: "No motion shall be moved at a meeting unless it is on the agenda and the mover has given written notice to the proper officer of its wording at least 7 clear days before the meeting".

*Councillor Jane Carroll*

*Councillor Stephen Whittingham*

*Councillor Ruth Houghton*

## **150.16/17 ELECTION OF VICE-CHAIRMAN AND OFFICERS**

a) Election of Vice-Chairman

b) Election of members to the Staffing Committee

- c) Election of members to the Finance and Resources Committee
- d) Election of Council representative to ESWS
- e) To consider and agree to a request from SpArC South West Shropshire for Cllr R Houghton to represent the Town Council on the board of Trustees
- f) Election of Council representative to Primary School Council in place of former Cllr Bavastock

### **151.16/17 COMMUNITY-LED PLAN**

To formally agree with the statement:

This council adopts the Bishop's Castle Community Led Plan and thanks all those involved in its preparation. The council agrees to work with partner organisations to deliver the plan.

### **152.16/17 REPORT FROM THE MAYOR**

### **153.16/17 REPORT FROM THE CLERK**

### **154.16/17 REPORT FROM THE UNITARY COUNCILLOR**

### **155.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

Members of the public wishing to speak must give prior notification of their wish to speak.

### **156.16/17 TOWN & COUNTRY PLANNING ACT 1990**

#### **a) Applications:**

Reference: 16/05787/FUL (validated: 10/01/2017)

Address: Ransford Sawmills, Station Street, Bishops Castle, SY9 5AQ

Proposal: Erection of 1 No. timber treatment building and associated external works

Applicant: Charles Ransford And Sons Ltd

Reference: 17/00092/FUL (validated: 16/01/2017)

Address: 27 Grange Road, Bishops Castle, SY9 5AW

Proposal: Erection of an extension to the front and side elevations.

Applicant: Mrs J Braithwaite

Reference: 16/05743/FUL (validated: 03/01/2017)

Address: The Foxholes, Bishops Castle, Shropshire, SY9 5HA

Proposal: Erection of one single storey chalet building for residential use to be used in conjunction with existing business

Applicant: Mrs W Jones

Reference: 17/00245/FUL (validated: 23/01/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: Internal and external alterations in connection with relocation and lowering (in accordance with DDA guidelines) of external ATM

Applicant: Mr HSBC Bank PLC (8 Canada Square, London, E14 5HQ)

Reference: 17/00246/ADV (validated: 23/01/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: External ATM Signage

Applicant: Mr HSBC Bank PLC (8 Canada Square, London, E14 5HQ)

Reference: 17/00148/TCA (validated: 13/01/2017)

Address: Bumbles Cottage, 58 Church Street, Bishops Castle, SY9 5AE

Proposal: To fell 1 No. Silver Birch to a height of 2.0 metres from the ground; to thin 1 No Indian Bean tree by 10% and to fell 1 No. Goat Willow within Bishops Castle Conservation Area

Applicant: Mr & Mrs Clare & Jonathan Greig (Bumbles Cottage, 58, Church Street, BISHOPS CASTLE, SY9 5AE)

Reference: 17/00334/TCA (validated: 26/01/2017)

Address: Oriel House, 13 Welsh Street, Bishops Castle, Shropshire, SY9 5BS

Proposal: Notification of tree works to include the crown thinning of approx.10% of Fir Tree and Leylandi Trees; crown reduction of approx.10% of Leylandi within Bishops Castle Conservation area

Applicant: Mr R Taylor

**b) Decisions:**

Reference: 16/04259/ADV (validated: 03/10/2016)

Address: 59-63 , Church Street, Bishops Castle, SY9 5AD

Proposal: Erect and display 2 x externally illuminated fascia signs and 1 x backlit illuminated projecting sign (amended description)

Decision: **Grant Permission**

Reference: 16/04260/LBC (validated: 03/10/2016)

Address: 59-63 , Church Street, Bishops Castle, SY9 5AD

Proposal: Erect and display 2 x externally illuminated fascia signs and 1 x backlit illuminated projecting sign affecting a Grade II Listed Building (amended description)

Decision: **Grant Permission**

Reference: 15/03805/FUL (validated: 03/09/2015)

Address: Land East Of Field Lane, Bishops Castle, Shropshire

Proposal: Erection of one dwelling and detached double garage; improvements to existing vehicular access

Decision: **Refuse**

Reference: 16/05630/FUL (validated: 19/12/2016)

Address: 59-63 Church Street, Bishops Castle, SY9 5AD

Proposal: Installation of ATM, covered storage area and AC unit installations; removal and subsequent re-installation of door and shop-front window and stall-riser section to facilitate access and structural engineering installations

Decision: **Grant Permission**

Reference: 16/05631/LBC (validated: 19/12/2016)

Address: 59-63 , Church Street, Bishops Castle, SY9 5AD

Proposal: Installation of ATM, covered storage area and AC unit installations; structural engineering works to the store and out-building to resolve on-going issues; removal and subsequent re-installation of door and shop-front window and stall-riser section to facilitate access affecting a Grade II Listed Building

Decision: **Grant Permission**

**157.16/17 SHROPSHIRE COUNCIL REVIEW OF THE LOCAL PLAN**

Shropshire Council's Partial Review of the Shropshire Local Plan – Issues and Strategic Options Consultation.

Proposal: To form a small working party to review and feedback into the March full council meeting

**158.16/17 MONTHLY FINANCES**

i) To receive the monthly payment/receipt schedule and then approve the accounts listed below and instruct signatories to authorise payment.

**Town Council Account:**

| Payee                      | Details                     | Invoice         | Amount (Gross)£ | VAT | Cost Centre |
|----------------------------|-----------------------------|-----------------|-----------------|-----|-------------|
| Shropshire County Pensions | Staff Pension contributions | February Return | 331.03          | Z   | Staffing    |

|                           |   |                                       |   |              |                               |
|---------------------------|---|---------------------------------------|---|--------------|-------------------------------|
| HMRC                      | Staff Tax and National Insurance  | February Payroll                      | 450.26                                  | Z            | Staffing                      |
| Meg Gwilliam              | SO deficit<br>Office Sundries<br>Honorary payment for completion of CiLCA | February Payroll<br>Receipt<br>Letter | 6.06<br>3.58<br>200.00<br><b>209.64</b> | Z<br>Z<br>Z  | Staffing<br>Admin<br>Staffing |
| Mary Seldon               | Expenses: Key cutting<br>Travel to Election Meeting                       | Expenses Claim                        | 14.00<br>44.10<br><b>58.10</b>          | 3.33<br>OTS  | Town Hall<br>Admin            |
| Jane Carroll              | Travel Expenses   | Expense Claim<br>20/01/17             | 67.73                                   | Z            | Admin                         |
| Andrew B Wallace          | Working hours Mondays   | 245 dated 31/1/17                     | 28.80                                   | Z            | Environmental<br>Grant        |
| ESWS                      | Newsletter printing<br>Feb/March  | 10036                                 | 359.70                                  | Z            | Newsletter                    |
| Highline Electrical       | January requested work  | 1432                                  | 224.40                                  | 37.40        | Street Lights                 |
| Shropshire Council        | ROSPA inspections Oak Meadow/Playing Fields                               | HHT016685<br>27/1/17                  | 168.00                                  | 28.00        | Playing Fields                |
| Grosvenor Restoration Ltd | Call out visit to secure secondary glazing                                | 2416<br>3/2/17                        | 84.00                                   | 14.00        | Town Hall                     |
| Ray Parry                 | Repairs/replacements to play equipment                                    | 1710-16<br>3/2/17                     | 1176.00                                 | 196.00       | Playing Fields                |
| Exemplum                  | Photocopying – January<br>Waste box replacement                           | 25067<br>25057                        | 39.82<br>9.54<br><b>49.36</b>           | 6.64<br>1.59 | Photocopying                  |
| SALC                      | Business Planning Training<br>Part 2                                      | 249                                   | 60.00                                   | Z            | Training                      |
| Staffing Costs            | Standing Order<br>February Salaries                                       | February Payroll                      |   | Z            | Staffing                      |
| British Gas               | Quarterly electric bill<br>Auction Yard Toilets                           | 60064499                              | 198.71                                  | 9.46         | Toilets                       |
| Eon                       | Bowling club Kerry Lane   | H140971D9B                            | 39.81                                   | ?            |                               |

ii) **FINANCE & RESOURCES COMMITTEE**

- a) To receive an update on the Committee Meeting: Tuesday 21<sup>st</sup> February and discuss and decide on any required decisions:

iii) **MONTHLY REVIEW**

- a) To receive the January bank reconciliation statement  
b) To receive a copy of the cost centre YTD analysis

iv) **GRANT APPLICATIONS**

To consider and agree to the following applications:

- a) Village Outreach: 50% contribution towards marquee to be used for town events (approx. £2040)  
b) Citizen's Advice Bureau (paperwork yet to be received)  
c) Bridgnorth & District Crime Prevention Panel/Crucial Crew event: £210

d) To resolve to apply for an LJC Youth Provision Grant (£1000) for youth provision at the 'Underground' and to consider and agree drawing down from Council's youth fund to add to it.

v) **STONEHOUSE FUND**

To consider and agree the proposals for utilising the fund (£2000) and benefitting those for which it was intended.

vi) **PRECEPT**

To discuss any feedback received from the increase in Precept and decide upon the way forward with the local press.

**159.16/17 BISHOP'S CASTLE PRIMARY SCHOOL**

To respond to a proposal by the Governors of Bishop's Castle Primary School to join the Bishop Anthony Education Trust.

**160.16/17 LICENSING / OPENING HOURS**

To agree that Council is satisfied with the opening hours as per the existing license of The Ganges Indian & Bangladeshi Restaurant Balti house & Take away (Premises Licence: end time Mon-Sun for activities [late night refreshment and recorded music] is 1am and close time 2am); otherwise to resolve to request changes to the licence from Shropshire Council.

**161.16/17 PUBLIC HALL**

- a) To receive reports regarding Boundary issues, planned works/projects, and the Fire Safety Check
- b) To agree that any essential planned works go ahead in this financial year, to be funded by the Council in the financial year 17/18.
- c) To resolve to register the unregistered land / property relating to the Public Hall, which includes the footprint of the public hall, with the Land Registry

**162.16/17 PLAYING FIELDS**

- a) To agree to the proposal that: Hire charges for use of the Playing Fields in March and June by Shropshire Hills Nordic Walking Instructor Ms B Turner are waived. Normal Terms and conditions will apply, and determination of any appropriate additional specific conditions of use of the Playing Fields to be delegated to the Clerk.
- b) To agree to the newly drawn-up contract with the May Fair.

**163.16/17 TOWN HALL TRUST**

- a) To receive an update on the Town Hall and the Town Hall Trust

**164.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

- Liaison Meeting
- PACT
- South Shropshire Area Committee (Agenda item 157.16/17)
- LJC

**165.16/17 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC**

To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

**166.16/17 STAFFING**

- a) To resolve to increase the Assistant Clerk's hourly rate by one spinal point in recognition of her achievement of the CiLCA qualification