



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
BISHOP'S CASTLE
SHROPSHIRE
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 18th APRIL 2017 AT 7.30 PM**

Signed: *Meg Gwilliam*
ACTING TOWN CLERK

Date: 12th April 2017

**PLEASE NOTE THAT PLANS FOR DISCUSSION
WILL BE AVAILABLE FOR VIEWING FROM 7.15pm**

A G E N D A

FIRE PROCEDURE

01.17/18 APOLOGIES

To receive apologies

02.17/18 DECLARATIONS OF INTEREST

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

03.17/18 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 21st March 2017

To approve the retrospective signing of previously approved but inadvertently unsigned minutes for:
2016/17

04.17/87 REPORT FROM THE MAYOR

To be tabled

05.17/18 REPORT FROM THE UNITARY COUNCILLOR

06.17/18 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

07.17/18 TOWN & COUNTRY PLANNING ACT 1990

a) Applications:

17/01408/FUL; 68-70, Church Street, Bishops Castle, SY9 5AE, Change of use of ground floor from A1 (shops) to A5 (Hot food takeaway).

17/01348/FUL; The Foxholes, Bishops Castle, SY9 5HA, Erection of a single storey chalet building for residential use to be used in conjunction with existing business.

17/01259/FUL, Bakehouse Cottage, Market Square, Bishops Castle, SY9 5BN, Conversion of outbuildings into 1No dwelling.

b) Decisions:

Granted: 17/00852/ADV; 6 High Street, Bishops Castle, SY9 5BQ, Erection and display of replacement signage, to include one non-illuminated fascia sign, one non-illuminated hanging sign and four other signs.

Granted: 17/ 00943/TCA; 7 Pound Close, Bishops Castle, SY9 5DJ, Works to 1 Ash Tree within Bishops Castle Conservation Area.

08.17/18 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	April Return		Z	Staffing
HMRC	Staff Tax and National Insurance	April Payroll		Z	Staffing
Meg Gwilliam	Extra (12) hours for April (+ balance of so if not revised)	cheque			Staffing
Nick Yaxley	Balance of so if not revised	Cheque			Staffing
Shropshire Council	Emergency call out fee	HHT016981 15/3/17	236.40	nil	Street Lighting
Shropshire Council	Contribution to LJC Small Grants Scheme	Letter 20/3/17	150.00		Grants
TDP Ltd	Planter for outside TH		801.60	133.60	environmental
SALC	Annual affiliation fee	472	651.20		Subscriptions
Highline Electrical	Replacement light column & lantern	1537	830.40	138.40	
ESWS	Apr/May newsletter print	10125	359.70		
Western Power	Connect to new column	KP00129559	737.51	122.92	
Andrew B Wallace	Street cleaning, Mondays	247 (2/4/17)	21.60		Environmental maintenance
GJ & SA Dudley	Toilet cleaning/maint. Inv 1: 22 Feb – 31 Mar Inv 2: 1 st – 18 th April	31/03/17 £532 9/04/17 £216	728.00 total		Auction Yard Toilets

Shropshire Council	Joint energy costs	HHT017056	442.33	73.72	
Exemplum	March copying	25458	52.33	8.72	admin
BC Town Hall Trust	Cleaning, phone rental lift & fire alarm	1617-184	234.03		
Shropshire Council	Make safe damaged street lighting 23/5/16	HHT016981	236.40		
Jeff Aldridge	Town Crier uniform expenses	Expenses claim form/cash receipt	180.00		Civic
Sentinel Security Systems	Annual fee 7/4/17 – 6/4/18	88507	354.00	59.00	
Staffing Costs	Standing Order April Salaries	April Payroll		Z	Staffing

ii) **FINANCE & RESOURCES COMMITTEE**

- a) To receive a report from the Committee Meeting: and discuss and decide on any required decisions.

iii) **MONTHLY REVIEW**

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

iv) **LJC GRANT**

To consider a request from the South West Shropshire Local Joint Committee to contribute £150 towards the Small Grants Scheme in 2017/18 (see above).

11.17/18 BISHOP'S CASTLE COMMUNITY PARTNERSHIP

To resolve that Council adopt the vision, objectives, and aims as drafted in the Community Partnership proposed Terms of Reference

12.17/18 PUBLIC HALL

- a) To receive a verbal update on the Public Hall and agree any necessary decisions resulting from that.

13.17/18 SHROPSHIRE COINCIL ECONOMIC GROWTH STRATEGY

To approve a response to the consultation

14.17/18 ENVIRONMENTAL MAINTENANCE GRANT

To consider applying for this for 2017/18

15.17/18 TOWN HALL PLANTERS

To approve a contribution of £150 or £200 maximum towards plants for the planters

16.17/18 TOWN HALL TRUST

- a) To receive an update on the Town Hall and the Town Hall Trust
b) To consider the request from the Town Hall Trust to waive quarterly payments towards maintenance for 2017/18. To be reviewed prior to the 2018/19 financial year.

17.17/18 GROCERY SHOP OPENING TIMES COMPLAINT

To consider a complaint received from a resident about possible extended opening hours of a local grocery shop.

18.17/18 SEWAGE STREET SPILLAGE COMPLAINT

To resolve to make a formal complaint to Severn Trent regarding the recent sewage spill in the town.

19.17/18 PLAYING FIELDS

a) To consider a request from a resident who wishes to plant a flowering cherry in memory. Resident to provide, plant in approved position, and maintain tree.

b) To approve a grant of £100 for plants for the Playing Fields "Guerrilla Gardeners"

20.17/18 ROAD CLOSURES for information

Temporary road closure and diversion route:

Road to be closed: Adjacent to 1A Kerry Green

Grid Ref: 332083, 288523

Date: 15/05/2017 – 17/05/2017 (08:00 – 17:00)

Purpose: New clean water connection

21.17/18 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

22/17.18 REVIEW OF POLICIES AND PROCEDURES

To resolve to adopt two new policies, on Vexatious Complaints and Mayoral Procedures.

To approve the review of the Bullying & Harassment, Discipline and Grievance policies / procedures carried out by the Staffing Committee and to agree that the policies remain fit for purpose.