



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 17th JANUARY 2017 AT 7.30 PM

Present: Cllr J Carroll

Cllrs A-M Jackson, A Houghton, A Roberts, and S Whittingham

In attendance: Cllr J Keeley (Unitary Councillor) and Mrs M Seldon (Clerk to the Council) and 1 member of the public

132.16/17 ELECTION OF CHAIRMAN

In accordance with protocol Cllr Carroll asked for nominations for Chairman.

Proposed: Jane Carroll and no other nominations.

Proposed Cllr Whittingham, seconded Cllr Roberts and **RESOLVED**

Cllr Carroll took the Chairman's Seat and presided over the meeting.

133.16/17 APOLOGIES

To receive apologies

Apologies had been received from:

Cllr Bance: working

Cllr Gaffney: working/away

Cllr R Houghton: holiday

Cllr Magill: holiday

Cllr Perry: personal reasons

Cllr Harris: working

Accept the apologies: Proposed Cllr A Houghton, seconded Cllr Roberts and **RESOLVED**

134.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll: THT

Cllr Roberts: THT

135.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 20th December 2016

Amendments:

Bernard Edwards not Matthews

Cllr Keeley was not in attendance

Not Woodland Trust – should be Shropshire Wildlife Trust

Cllr Jackson asked that the sentence regarding the planning application should read: Cllr Jackson spoke and explained the application and the implications to the Council. She had been in contact with Shropshire Council Planning Department and asked for missing documentation that was referred to in the application.

Cllr Jackson read out a statement that the Minutes referring to the Town Plan were *'selective in reflecting the discussion and agreed action as it presents contributions of only 2 councillors – the first of which refers solely to the facts of how the plan developed. The second reference is an opinion of a Councillor who is against the development of the Partnership. There were other Councillors who made equally valid comments of an open mind, including Councillors Gaffney and Roberts, but these were not recorded. There needs to be reference therefore to the comments and concerns of other Councillors present as well as a reason for the proposed Action. I suggest the following is added at the end of the main paragraph: The meeting felt that there was insufficient information available to assess the proposal. In addition the Chair of the Steering Group should be invited to present the Community Partnership option and terms and to answer questions from the Council. In the interest of balance however, and especially as this addition will make the minute longer I suggest that the 3 sentences regarding mine and Cllr Carroll's comments be substituted by 2 sentences as follows: Cllr Jackson explained the basis upon which the CLP had been developed. Cllr Carroll suggested that it was the function of the Town Council to deliver the Plan and Cllr Gaffney stated that none of the information presented so far suggested that a Partnership was not feasible.'*

Cllr Carroll asked if someone could propose to accept the Minutes as amended by Cllr Jackson Proposed Cllr Whittingham, seconded Cllr Roberts and **RESOLVED**.

136.16/17 REPORT FROM THE MAYOR

Nothing at this point.

137.16/17 REPORT FROM THE CLERK

- Newsletter – due out next week – probably ready on 30th January.
- Clerk's election meeting: 17th February
- Following last meeting – consulting with the Patients' Group and Stonehouse about the Stonehouse fund
- The Precept request has been submitted
- A new electricity provider – British Gas – has been secured for one year for the Town Hall. This will then be reviewed and a better view of the consumption will lead to a more informed choice in the future. A better understanding of the contracts for the solar panels has also been gained – and we have been advised to retain these with the current companies to ensure the tariff is not reduced.
- Working with Mike Ashwell to bring the website further in-line for Quality Council status and to comply with the Transparency Act. This is on-going and is very much work-in-progress.
- Preparing Contracts for Tenders for the Auction Yard Toilets and the Maintenance of the town benches/barrels and bus shelter. These will be ready for enquiries as soon as possible with invitations to tender due in to allow discussion by councillors at the March meeting – ready to start in the new financial year.
- This is the time of year for invoicing for the allotments and newsletter advertising and payments are steadily coming in – along with the last quarter FITS, VAT and other sundry payments.
- Chasing up the equipment that has been ordered for the Playing Field following the RoSPA report last year.
- Broadband confirmation arrived today – sent to councillors
- Liaison Meeting Wednesday 25th January at 2pm in the Market Hall.

- Letter received re: gate from Clive House onto the Playing Fields. To be dealt with in accordance with Town Council policy.

138.16/17 REPORT FROM THE UNITARY COUNCILLOR

- Graffiti in the toddlers park – working party to do, headed by Cllr Keeley
- Hedgerow at bottom of Union Street – needs cutting
- Formally thank Karen Bavastock for support with the Underground
- Fibre Broadband – support other rural areas
- Phone signals – have we got any further?
- Foxholes Planning Permission (to be discussed at the next meeting)
- Public Hall Committee – put forward thanks for the provision in the budget

139.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

None

140.16/17 TOWN PLAN

a) To discuss the way forward to best implement the findings and action plans within the Community Led Plan

There was a long discussion on this subject and it was proposed that there was a need to examine events.

Cllr Whittingham – propose Keith Whiddon and Mathew Mead are invited to the March meeting if possible in order that Council may obtain all the information available on the Town Plan. Seconded Cllr Roberts and **RESOLVED.**

b) To adopt the revised draft Community Engagement Strategies

Approved: Cllr Roberts, seconded Cllr Whittingham. 3 for and 1 abstention.

141.16/17 ALBERT HOWARD SOCIETY

To receive a proposal from the Albert Howard Society

As the Albert Howard society were pursuing an alternative venue this item was deferred until further notice.

142.16/17 TOWN & COUNTRY PLANNING ACT 1990

a) Applications:

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

Applicant: The Co-operative Group (C/o the agent)

No objection

Cllr Jackson Cllr Whittingham and **RESOLVED**

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

Applicant: The Co-operative Group (C/o the agent)

No objection

Cllr Jackson Cllr Whittingham and **RESOLVED**

b) Decisions:

Reference: 16/03267/FUL (validated: 22/07/2016)

Address: Windmill Cottage, Bishops Castle, Shropshire, SY9 5EZ

Proposal: Erection of single storey side extension

Decision: Grant Permission

Noted

Reference: 16/05569/TCA (validated: 07/12/2016)

Address: Land West Of Castle Hotel, Castle Street, Bishops Castle, Shropshire

Proposal: To fell 1no Sycamore Tree within Bishops Castle Conservation Area

Decision: No Objection

Noted

143.16/17 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	January Return	331.03	Z	Staffing
HMRC	Staff Tax and National Insurance	January Payroll	450.26	Z	Staffing
Meg Gwilliam	Pay increase	January Payroll Reissue cheque	6.06 39.89 45.95	Z	Staffing
Andrew B Wallace	Street Cleaning extra hours	244	21.60	Z	Environmental Grant
Highline Electrical Ltd	December Street Light repair	1398	236.40	39.40	Street Lighting
Exemplum Ltd	Photocopying: December Annual Facility Fee	24751 24897	40.02 90.00 130.02	6.67 15.00	Admin Admin
Telescopic Window Cleaning	January window cleaning contract	11/01/17	45.00	OTS	Town Hall
ESWS	Centre Usage by Town Plan group	10022	44.90	7.49	EMR Town Plan
Tony Baker	Odd-jobs	10/01/17	168.00	OTS	Town Hall
GJ & SA Dudley	Auction Yard Toilet Cleaning	17 th January	392.00	OTS	Toilets
ESWS	On behalf of SpArC Bauble money raised	Letter	210.00	Z	Christmas Fund
Staff costs	Salaries (gross)	January Payroll	1799.99	Z	Staffing

NPower	Electricity final bill for Playing Fields	79535130300	22.77	1.08	Playing Fields
Pitney Bowes	Postage	63560881	50.00	OTS	Admin
BT Business	Town Council Phone services	Q012V3	165.08	27.51	Admin
BT Business	Town Council Broadband	Q012 51	48.00	8.00	Admin
EON	Playing Fields Electricity	05/01/2017	33.66	1.60	Playing Fields

Councillors Jackson and Roberts performed the audit of payments and agreed that all the paperwork was correct. All Councillors approved payment with no questions.

ii) **FINANCE & RESOURCES COMMITTEE**

a) To receive an update on the Committee Meeting: Tuesday 17th January and discuss any required decisions

The committee did not meet this month due to Councillor absence through holidays and personal reasons.

iii) **MONTHLY REVIEW**

a) To receive the December bank reconciliation statement

b) To receive a copy of the cost centre YTD analysis

Approved Cllr Roberts, seconded Cllr A Houghton and **RESOLVED**

The Clerk was asked to Minute that the donations pot is being taken from the 2015/16 budget as there was money remaining to be used, whereas there is not a provision in the 2016/17 budget for donations.

iv) **BANK MANDATES**

Approve and nominate new signatories for Council Bank Accounts

Council approved a new bank mandate with new signatories:

Mary Seldon

Keith Bance

Steve Whittingham

Anne Roberts

Anne-Marie Jackson

v) **COUNCIL ARCHIVE**

To approve an official request from The Research Group of the local history society SWSHAS (South-West Shropshire Historical & Archaeological Society) to access some of the Town Council's archived documents as part of a transcribing project.

Proposed Cllr Roberts, seconded Cllr A Houghton and **RESOLVED** – with the proviso that the Council receive some feedback from the project.

144.16/17 TOWN HALL TRUST

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

- £500 grant money – using this for the Wild Life Roadshow during British Science Week.
- Shropshire Housing Community Grant – activities for families in the hall attached with local festivals. Applied for – not yet heard whether successful.
- Gift Aid – has now been applied for.

- Decoration/painting of the Chamber – this would be discussed at the forthcoming Liaison Meeting
- Window – health and safety issue – also to be discussed at the Liaison
- Cllr Whittingham reported that the light over the outside toilets had been vandalised and suggested a cage around it all to stop this happening in the future.
- Mortar splashes on the front of the bin store

145.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

- LJC – Cllr Carroll - £150 donation into community fund was being requested – give small grants to all the area

9.12 meeting closed