



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
BISHOP'S CASTLE
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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 21st FEBRUARY 2017 AT 7.30 PM

PRESENT: Cllr J Carroll, Mayor in the Chair

Cllrs K Bance, R Houghton, A-M Jackson, J Magill, G Perry, A Roberts and S Whittingham

IN ATTENDANCE: Cllr J Keeley (Unitary Councillor), Mrs M Seldon (Town Clerk) and 10 members of the public.

FIRE PROCEDURE

146.16/17 APOLOGIES

To receive apologies:

Apologies had been received from Cllr Gaffney – working away from home

Cllr A Houghton – personal circumstances

Proposed to accept the apologies: Cllr Magill, seconded Cllr R Houghton and **RESOLVED**.

147.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll – THT, Schools Consultation Letter,

Cllr Magill – THT

Cllr Roberts - THT

148.16/17 APPROVAL OF MINUTES

To approve the Minutes of the Town Council meeting held on Tuesday 17th January 2016

140.16/17

With the amendment proposed by Cllr Jackson that 140.16/17 should indicate there had been a lengthy discussion and a need to examine the events that had taken place – the Minutes were proposed for approval by Cllr Jackson, seconded Cllr Roberts and **AGREED** with four abstentions.

150. Election of Vice-Chairman

Cllr Roberts agreed that she would be willing to take on this post, seconded Cllr Jackson and **RESOLVED**.

Due to the number of public attending the meeting it was suggested by the Chairman that all relevant items be moved to this point in the agenda.

Proposition: change the order of the agenda – proposed Cllr R Houghton, seconded Cllr Bance and **RESOLVED**.

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

Proposed Cllr seconded Cllr and **RESOLVED**

Representatives from Ransfords Sawmills gave a visual presentation and answered questions regarding their proposed changes.

SUPPORT proposed Cllr Whittingham, seconded Cllr Perry and **RESOLVED**

158.16/17 v) STONEHOUSE FUND

To consider and agree the proposals for utilising the fund (£2374.19) and benefitting those for which it was intended.

Dr Adrian Penney gave a brief history of the Mayor's Fund/Stonehouse Fund and outlined how the surgery would like to use the funds in the account to provide extra training for nursing staff at the surgery. Cllr Jackson asked about Dementia help and whether the practice could allocate some of the money for this. The Clerk had previously distributed the letter from Dr Penney with the proposals from the surgery, and also detailing replies received from the Patients' Group and the Community Hospital.

Dr Penney left the chamber during the debate by the Town Council.

Cllr Whittingham proposed that the funds should be given to the medical practice – with the rider that a proportion of this be used for staff training including dementia, seconded Cllr Roberts and **RESOLVED**.

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.

Mrs Stanley put forward her thoughts that the hours were not reasonable and Cllr Carroll also gave some background to problems in the past. Cllr R Houghton pointed out that this would all have previously been published in the press, then a challenge could be made if the original regulations had not been complied with.

Cllr Roberts pointed out that the current licence was in the name of the current owner of the Ganges and a new owner would have to reapply.

Cllr Jackson said this was all standard practice for Indian restaurants and no complaints of antisocial behaviour or noise had been received.

The council proposed that they were satisfied with the opening hours as per the existing license of the Ganges. Proposed Cllr Jackson, seconded Cllr Roberts and **RESOLVED**.

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.

The Clerk had previously distributed the proposal from the Governors of Bishop's Castle Primary School.

The Chairman of governors from the Community College, Jim Spark, gave a short speech about the proposed Shropshire MAT and plans for the future in Shropshire.

Cllr Carroll then left the Chamber and Cllr Roberts chaired this part of the meeting.

Councillors and members of the public asked questions and discussed how to respond to this consultation.

It was proposed that a letter be written in answer to the consultation from the Town Council requesting that the governors and parents from the primary school ensure that everyone has full details of all the alternatives open to them and let there be a process to enable all to consider these other options in a fully informed way. Proposed Cllr Jackson, seconded Cllr R Houghton and **RESOLVED**.
Cllr Carroll returned to the Chamber.

The scheduled order of the agenda then followed.

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 21st 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 5th 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 the 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

Cllr Carroll explained the reasoning behind the rescinding items.

Cllr Jackson asked to speak as she objected to the proposals to rescind as she saw no reason for this to happen.

Cllr R Houghton proposed that motions as detailed were rescinded, seconded Cllr Magill. Council vote: 6 for, 2 against (Cllrs Jackson and Roberts). Motions to rescind carried.

150.16/17 ELECTION OF VICE-CHAIRMAN AND OFFICERS

a) Election of Vice-Chairman – Cllr Roberts – as above

b) Election of members to the Staffing Committee – Cllr Bance

c) Election of members to the Finance and Resources Committee – it was agreed to leave this until after the May elections.

d) Election of Council representative to ESWS – Cllr Perry – Proposed Cllr Carroll, seconded Cllr Magill and **RESOLVED**

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

Proposed Cllr Magill seconded Cllr Perry and **RESOLVED**

f) Election of Council representative to Primary School Council in place of former Cllr Bavastock – Cllr Roberts – proposed Cllr Magill, seconded Cllr R Houghton and **RESOLVED**

g) THT – rolling commitment – there were no nominations or proposals at this time.

Cllr Roberts informed the meeting that it was apparent that the Patients' Group did not need a council representative at this time.

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.

Following some discussion that the statement was derisory and inappropriate for those that had been on the steering group. Cllr Houghton proposed that the Town Council accept the statement and thank the steering group. Seconded Cllr Magill. Council vote: 7 for and 1 against (Cllr Jackson).

152.16/17 REPORT FROM THE MAYOR

Cllr Carroll reported that the Assistant Clerk had obtained her CiLCA qualification. The Town Council wished to pass on their congratulations to Meg Gwilliam.

153.16/17 REPORT FROM THE CLERK

The Clerk reported that she and Cllr Carroll had spent some time walking around the town with Alan Meyrick looking at different areas of concern:

- i. Lighting for footpath
- ii. School Lane surface
- iii. Moving the litter bin at the Town Hall
- iv. Bollard outside disabled toilet entrance at Town Hall
- v. Woodbatch Road and Montgomery Road – potholes
- vi. Gullies blocked – generally
- vii. Reworking the pavements in the town and negotiating with business owners regarding their own areas fronting the pavement.

154.16/17 REPORT FROM THE UNITARY COUNCILLOR

Cllr Keeley had left the Council Chamber before his report.

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.

See above – change of order.

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

See above

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

No objection

Proposed Cllr R Houghton, seconded Cllr Whittingham and **RESOLVED**

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

Application Withdrawn

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)

No objection

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

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)

No objection

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

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)

Support

Proposed Cllr Bance, seconded Cllr Perry and **RESOLVED**

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

Support

Proposed Cllr Magill, seconded Cllr Houghton and **RESOLVED**

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**

NOTED

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**

NOTED

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**

NOTED

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**

NOTED

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**

NOTED

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.

Cllrs Carroll, Jackson, Gaffney and Magill to form a working party. Proposed Cllr Perry, seconded Cllr R Houghton and **RESOLVED**.

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	440.46	Z	Staffing
Meg Gwilliam	SO deficit Office Sundries Honorarium payment for completion of CiLCA	February Payroll Receipt Letter	6.06 3.58 200.00 209.64	Z Z Z	Staffing Admin Staffing
Mary Seldon	Expenses: Key cutting Travel to Election Meeting	Expenses Claim	14.00 44.10 58.10	3.33 OTS	Town Hall Admin
Jane Carroll	Travel Expenses	Expense Claim 20/01/17	67.73	Z	Admin
Andrew B Wallace	Working hours Mondays	245 dated 31/1/17	28.80	Z	Environmental Grant
ESWS	Newsletter printing 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 27/1/17	168.00	28.00	Playing Fields
Grosvenor Restoration Ltd	Call out visit to secure secondary glazing	2416 3/2/17	84.00	14.00	Town Hall
Ray Parry	Repairs/replacements to play equipment	1710-16 3/2/17	1176.00	196.00	Playing Fields

Exemplum	Photocopying – January Waste box replacement	25067 25057	39.82 9.54 49.36	6.64 1.59	Photocopying
SALC	Business Planning Training Part 2	249	60.00	Z	Training
Severn Trent Water	Surface Water Public Conveniences Auction Yard	0741003203	119.43	Z	Public Toilets
GJ Dudley	Auction Yard Toilet Cleaning January – February	21 st February	490.00	Z	Public Toilets
Staffing Costs	Standing Order February Salaries	February Payroll	1343.20	Z	Staffing
British Gas	Quarterly electric bill Auction Yard Toilets	60064499	198.71	9.46	Toilets
Eon	Bowling club Kerry Lane	H140971D9B	33.66	1.60	Playing Fields

Cllr R Houghton stated that the Finance Committee had performed their audit on the requested payments.
Proposed for payment: Cllr Whittingham, seconded Cllr Bance and **RESOLVED**

ii) **FINANCE & RESOURCES COMMITTEE**

- a) To receive an update on the Committee Meeting: Tuesday 21st February and discuss and decide on any required decisions:
 - i. Year end plans – internal audit, etc
 - ii. The Town Council Financial Risk Assessment had been studied and approved
 - iii. No comment had been received from members of the public regarding the increase in precept

iii) **MONTHLY REVIEW**

- a) To receive the January bank reconciliation statement

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

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

Proposed Cllr R Houghton, seconded Cllr Roberts and **RESOLVED**

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)

Cllr R Houghton said she had no objection in principal, but had they explored other grant funding. After discussion about the equipment proposed and its usage Cllr Whittingham proposed that the Town Council agree to half the amount requested ie. £1020 and to seek clarification that other areas were being explored. This was with a view to the Town Council agreeing to the full amount in the event that nothing else could be found to help with the cost. Seconded Cllr Roberts and **RESOLVED**.

- b) Citizen's Advice Bureau (paperwork yet to be received)

This was not discussed as no application had been formally received.

- c) Bridgnorth & District Crime Prevention Panel/Crucial Crew event: £210

Proposed Cllr Magill, seconded Cllr Houghton and **RESOLVED**

The Town Council asked that the school be notified that the council had match funded their amount for this project.

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.
Cllr Houghton explained the project with AMP and the use of the grant.
Proposed to accept Cllr Roberts, seconded Cllr Bance and **RESOLVED**

v) **STONEHOUSE FUND**

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

See above

vi) **PRECEPT**

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

No feedback had been received and it was agreed that nothing would be issued to the local press until such times as it was deemed appropriate.

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.

See above

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.

See above

161.16/17 PUBLIC HALL

a) To receive reports regarding Boundary issues, planned works/projects, and the Fire Safety Check
Cllr R Houghton thanked all councillors who had been to look at the Public Hall and it was agreed by all that safety issues needed immediate attention. Ransfords had offered fencing and the committee were looking at fence-posts. Cllr Whittingham proposed that the report be accepted, Cllr Roberts asked that quotations be obtained for the posts. **RESOLVED.**

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.

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

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

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

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.

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

b) To agree to the newly drawn-up contract with the May Fair.

It was agreed that if the May Fair did not return the hire forms this year they would not be able to access the playing fields. Proposed Cllr Whittingham, seconded Cllr Magill and **RESOLVED**

163.16/17 TOWN HALL TRUST

- a) To receive an update on the Town Hall and the Town Hall Trust
- i. Health and Wellbeing Day

*There was a proposal from Cllr Magill that the meeting be extended by 10 minutes in order that all business on the agenda may be discussed. Seconded Cllr Roberts and **RESOLVED**.*

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.

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

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

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

The meeting closed at 9.40pm