



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
BISHOP'S CASTLE
SHROPSHIRE
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 18th APRIL 2017 AT 7.30 PM

Present: Cllr J Carroll, Mayor in the Chair
Cllrs R Houghton, G Perry, A Roberts, S Whittingham, J Gaffney, K Bance.
Acting Clerk: Mrs M Gwilliam
In attendance: Two members of the public

01.17/18 APOLOGIES

To receive apologies
Apologies received post- meeting from:
Cllr J Magill: unwell

02.17/18 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
Cllr Whittingham – Planning item
Cllrs Carroll and Roberts – THT
Cllr Houghton – Public Hall

03.17/18 APPROVAL OF MINUTES

With one minor amendment (177.16/17 'start date' correction 10th April) the minutes of the Town Council meeting held on Tuesday 21st February 2016 were approved and the Chair signed them. **RESOLVED.** Council approved the retrospective signing of previously approved but inadvertently unsigned minutes for the meetings 19th April 2016 to 21st February 2017. Proposed Cllr Gaffney, seconded Cllr Roberts and **RESOLVED.** The Mayor Cllr Carroll would sign them after the meeting as authorised.

04.17/18 REPORT FROM THE MAYOR

No report.

05.17/18 REPORT FROM THE UNITARY COUNCILLOR

No Unitary Councillor present.

06.17/18 MEMBERS OF THE PUBLIC WISHING TO SPEAK

No Members of the public wished to speak.

07.17/18 TOWN & COUNTRY PLANNING ACT 1990

a) Applications:

Cllr Whittingham left the room at this point.

Reference: 17/01408/FUL, 68 – 70, Church St, Bishop's Castle, SY9 5AE, change of use of ground floor from A1 (shops) to A5 (hot food takeaway).

Council discussed the problems over the years with litter and noise where hot food takeaway outlets operated.

Council RESOLVED to OBJECT to the application for the following reasons: that nuisance from such outlets is better contained in one area of the town but this premises is not near the other hot food take away outlets in Bishop's Castle. Noise and litter would adversely affect near-by residents.

Proposed Cllr Gaffney, seconded Cllr Houghton.

Reference: 17/01348/FUL, The Foxholes, Bishop's Castle, SY9 5HA, erection of a single storey chalet building for residential use to be used in conjunction with the existing business.

Council agreed that Foxholes had brought business to the town and the application should be supported..

Council RESOLVED to SUPPORT the application.

Proposed Cllr Gaffney, seconded Cllr Houghton.

Reference: 17/01259/FUL, Bakehouse Cottage, Market Square, Bishop's Castle SY9 5BN, conversion of outbuildings to one dwelling.

Council agreed that it was a sympathetic design and would be bringing accommodation back into use.

Council RESOLVED to SUPPORT the application.

Proposed Cllr Houghton, seconded Cllr Whittingham

b) Decisions:

Reference: 17/00852/ADV, 6 High Street, Bishop's Castle, SY9 5BQ, erection & display of replacement signage.

Decision: **Grant Permission**

Reference: 17/00943/TCA, 7 Pound Close, Bishop's Castle, SY9 5DJ, works to 1 Ash tree within conservation area.

Decision: **Grant Permission**

08.17/18 MONTHLY FINANCES

The Chair took Finance item iv LJC grant at this point

iv) LJC grant. Council considered a request from the South West Shropshire Local Joint Committee to contribute £150 towards their small grants scheme 2017/18. Cllr Houghton proposed and Cllr Perry seconded that Council made the contribution. **RESOLVED.**

i) Council received the monthly payments schedule and approved the accounts listed below, and instructed signatories to authorise payment. Note: the first four payments and the last entry on the list were missing the figures, due to the absence of a Town Clerk to make the calculations. Cllr Houghton proposed and Cllr Bance seconded that the figures were calculated and the payees paid by the end of the month, and the figures be presented to Council for retrospective ratification at the May meeting.

Town Council Account:

Payee	Details	Invoice	Amount (Gross)£	VAT	Cost Centre
Shropshire County Pensions	Staff Pension contributions	AprilReturn		Z	Staffing
HMRC	Staff Tax and National Insurance	April Payroll		Z	Staffing
Meg Gwilliam	Extra 12 hours working in April + SO deficit	cheque		Z	Staffing
Nick Yaxley	SO Deficit	cheque		Z	Staffing
Shropshire Council	Emergency call out fee	HHT016981 15/3/17	236.40	Nil	Street lighting
Shropshire Council	Contribution to LJC small grant scheme	Letter 20/3/17	150.00		Grants
TDP Ltd	Planter for outside Town Hall		801.60	133.60	Environmental Maintenance
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/maintenance Inv 1: 22 Feb – 31 Mar Inv 2: 1 – 18 April	31/3/17 £532 9/4/17 £216	748		Auction Yard toilets
Shropshire Council	Joint energy scheme, 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		
Jeff Aldridge	Town Crier uniform expenses	Expenses claim/ 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			Staffing
BT	Phone 638141	Q013ZZ Direct Debit	137.10	22.85	Office costs
BT	Broadband	Q01390 Direct Debit	48.00	8.00	Office costs
E-on	Electricity (Bowling club)	H144C37DOC Direct Debit	45.19	2.15	Playing fields

Cllr Whittingham proposed and Cllr Roberts seconded payments authorised and **RESOLVED**.

ii) & iii) **FINANCE & RESOURCES COMMITTEE**

There was no Bank Reconciliation due to the absence of a Town Clerk so the Committee had been unable to approve it. Notification of a Precept of £106,728 and a CIL Neighbourhood fund payment of £1,076.38 giving a total of £107,804.38 had been received and would be in the bank on 28th April.

The Committee recommended to Council that a shortfall of £4000 in the Staffing budget could be found from other budget headings and an anticipated approximate £8000 increase in the Staffing Budget next year could be met from the Precept.

9.17/18 BISHOP'S CASTLE COMMUNITY PARTNERSHIP

(11.17/18 on agenda, incorrectly numbered)

Cllr Roberts read out the Terms of Reference (the aims, vision, and objective) of the Community Partnership to the meeting.

Council agreed with the "Vision". Cllr Roberts proposed and Cllr Whittingham seconded that Bishop's Castle Town Council adopted the vision as stated as its own. **RESOLVED.**

Council agreed with the "Objective". Cllr Bance proposed and Cllr Whittingham seconded that Bishop's Castle Town Council adopted the objective as stated as its own. **RESOLVED.**

There were several bullet points of "Aims", and following a discussion Council **RESOLVED** that it could not adopt these as Council cannot be bound so specifically. Proposed Cllr Gaffney, seconded Cllr Houghton.

10.17/18 PUBLIC HALL

(12.17/18 on agenda, incorrectly numbered)

Cllr Houghton informed the meeting that the fence was being erected, and that volunteers were needed to spread chippings. Council would receive an invoice for the materials in due course.

11.17/18 SHROPSHIRE COUNCIL ECONOMIC GROWTH STRATEGY

(13.17/18 on agenda, incorrectly numbered)

The strategy had been found to be dense however Cllr Gaffney summarised it. People could respond by navigating to the 'Big Conversation' on Shropshire Council's website. Shropshire Council had a new Head of Growth who was sympathetic to giving equal priority to developing relatively remote rural communities. Cllr Gaffney was hopeful that she would support the Community Asset Transfer of the Business Park. Cllr Gaffney proposed and Cllr Roberts seconded that a letter be sent to the new Head of Growth, and that Council submitted a response to the strategy via the 'Big Conversation'. **RESOLVED.**

12.17/18 ENVIRONMENTAL MAINTENANCE GRANT

(14.17/18 on agenda, incorrectly numbered)

Council **RESOLVED** to apply for the grant.

13.17/18 TOWN HALL PLANTERS

(15.17/18 on agenda, incorrectly numbered)

Cllr Roberts proposed and Cllr Houghton seconded and it was **RESOLVED** to allow up to £200 towards plants for the planters, the contribution of the Town Council to be recognised in any publicity, the funds to come from the Environmental grant. No maintenance liability to be incurred.

14.17/18 TOWN HALL TRUST

(16.17/18 on agenda, incorrectly numbered)

- a) The end of year accounts are with Mrs D Malley. More fund raising is needed to make ends meet.
- b) Council **RESOLVED** to waive for one year the quarterly maintenance amount the Town Hall Trust pay the Town Council.
- c) Council **RESOLVED** to purchase the Wedding Licence and to re-invoice the Town Hall Trust over 3 years.
- d) It was agreed to reply to the Town Hall Trust's letter giving figures for the maintenance 'pot'.

15.17/18 GROCERY SHOP OPENING TIMES COMPLAINT

(17.17/18 on agenda, incorrectly numbered)

Council agreed that a 6am opening time with its associated earlier noises of opening up and possible deliveries was not reasonable. The store is surrounded by residential units. Councillors felt residents should be supported. It was **RESOLVED** to send a letter from Council to the shop owners about the matter. And if the noise issue was not resolved, Council should send an email raising the matter to Shropshire Council's Licensing (or appropriate) Department.

16.17/18 SEWAGE STREET SPILLAGE COMPLAINT

(18.17/18 on agenda, incorrectly numbered)

Following discussion it was **RESOLVED** to send a strong letter of complaint to the Chairman and the Chief Executive of Severn Trent, Ringway, and Amey, about the lack of action initially and the botched up clean up job. Apart from anything else Severn Trent caused serious Health & Safety issues.

17.17/18 PLAYING FIELDS

(19.17/18 on agenda, incorrectly numbered)

A resident has asked if she could plant a flowering cherry tree in memory of her husband at a particular place next to a bench in the Playing Fields. The resident will provide, plant, and maintain the tree. Council **RESOLVED** to authorise the planting of the tree, in autumn.

Council **RESOLVED** to approve a grant of £100 for plants in the Playing Fields, and agreed that the 'Guerilla Gardeners' were carrying out a really good job which was of benefit to the whole community. However the group should be advised to approach Council before they incur any costs in future as further grants may not be available.

18.17/18 ROAD CLOSURES for information

(20.17/18 on agenda, incorrectly numbered)

Temporary road closure next to 1a Kerry Green, from 15 May to 17 May 2017 8am to 5pm for a new clean water connection.

19.17/18 REPORTS FROM MEETINGS ATTENDED

(21.17/18 on agenda, incorrectly numbered)

To receive reports from meetings attended:

- Christmas Lights – Cllr Whittingham gave a brief report. Agenda item for next meeting.
- SpArC – Cllr Houghton gave a brief report.
- Community Land Trust board meeting – Cllr Gaffney gave a brief report, the CLT is looking for land for affordable homes.

Standing Order 10 (motions at a meeting not requiring written notice) allows for a motion

“to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest”

Cllr Carroll proposed the above, and Cllr Whittingham seconded and it was **RESOLVED**.

20.17/18 REVIEW OF POLICIES AND PROCEDURES

(22.17/18 on agenda, incorrectly numbered)

The appointment of Mr Gwilym Rippon as Town Clerk was recommended to Council by the Staffing Committee. Mr Rippon has the necessary experience and the Committee had great confidence in him. It was also recommended to increase the Town Clerk's hours from 22 to 25 a week. Mr Rippon would clerk for the Community Partnership. Mr Rippon would accept a salary on the pay scale SCP39 (he was currently receiving higher than this) but the probationary period would be for SCP28 the current rate. This would mean the higher rate would be paid for the last 6 months of the financial year. Mr Rippon would also carry out some locum work for Council while he works out his notice, this would also be at the current rate SCP28. Cllr Gaffney proposed and Cllr Houghton seconded that Mr Gwilym Rippon be appointed Town Clerk. **RESOLVED**.

9.15pm