



Bishop's Castle TOWN COUNCIL



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The Town Hall
Bishop's Castle
Shropshire
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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 17TH APRIL 2018 AT 7.30PM

| PRESENT | APOLOGIES |
|---|---------------------------------------|
| Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr G. Perry Cllr A. Naiad Cllr K. Bance Cllr R. Houghton | Cllr S. Whittingham Cllr J. Magill |
| IN ATTENDANCE | |
| Mr G. Rippon Mrs C. Owen 4 Members of the Public | Cllr J. Keeley |

| Minute No. | Agenda Item | |
|------------|-------------|---|
| 055-18 | 1 | <u>APOLOGIES</u> Apologies were received from Cllr J. Magill (bereavement) and Cllr S. Whittingham (other commitments). |
| 056-18 | 2 | <u>TO CO-OPT NEW COUNCILLORS</u> No nominations were received. |
| 057-18 | 3 | <u>DECLARATIONS OF INTEREST</u> |

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

| Name | Agenda Item | Personal | Prejudicial |
|------------------|-------------------------|----------|-------------|
| Cllr J. Carroll | Item 16 Town Hall Trust | ✓ | |
| Cllr A. Naiad | Item 16 Town Hall Trust | ✓ | |
| Cllr A. Roberts | Item 16 Town Hall Trust | ✓ | ✓ |
| Cllr R. Houghton | Item 13 Public Hall | ✓ | ✓ |
| Cllr J. Keeley | Item 13 Public Hall | ✓ | ✓ |

- 058-18 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 20th March 2018
The following corrections were noted:
Item 8 The location of the street lights was missing (Corporation St)?
Item 11 Installation Cllr A. Naiad was to register (not Cllr A. Roberts) and Cllr J. Keeley, the professional photographer
Item 13 “or” not “of”.
The minutes were approved.
- 059-18 5 **REPORT FROM THE MAYOR**
To receive a report from the Mayor.
1. Small Play Area – A toddler swing and a springer will be ordered in replacement.
2. Flowers had been delivered to BCWI which was marking its 100th anniversary today (17th April).
- 060-18 6 **REPORT FROM THE CLERK**
To receive a report from the Clerk. Nothing to report
- 061-18 7. **UNITARY COUNCILLOR**
To receive a report from the Unitary Councillor.
1. Environment Grant – Consultation on-going. Grant only applies to towns less than 10,000 population; the cost must be funded in part; maximum value is £1,500.
2. Potholes – some have been filled in.
3. Crow Gate/ Sure Start. Architect Francine Doyle met with parents to get the perspective and context of rural situation. Parents want to go out rather than have home visits. Nothing was set in stone.
- 062-18 8 **PUBLIC PARTICIPATION SESSION**
Members of the public wishing to speak should give prior notification of their intention to speak.
Four members of the Public attended regarding a proposed housing development. They raised concerns about:
the need: potential traffic problems; flooding; and whether the housing was for local people.
Cllr J. Carroll informed the public that Connexus had identified there was a need for local affordable housing to be built.
A small group was looking at the layout of the site. It is an opportunity to build and shape the type of houses before planning approval was sought.
Cllr J. Keeley to investigate installing a traffic counter to assess traffic..
Cllr J. Carroll thanked the public for their comments. The Town Council will inform the residents if a planning application is put in.
- 063-18 9. **PLANNING**
To discuss and decide on the following planning applications:
None received.

MONTHLY FINANCES

- i. To note the Bank Reconciliation - Annual return completed and balanced. Reserves were up to £10,000. Accepted.
Proposer Cllr R. Houghton Seconder Cllr A. Naiad. All in favour.
- ii. To approve the following invoices for payment:

| Payee | Item | Invoice | Amount £ |
|--------------------------------|---|----------------|---------------------|
| Shropshire County Pension Fund | Monthly pension payment | April return | 629.10 |
| HMRC | PAYE and NI | April return | 739.89 |
| Staff salaries | 4 staff | April return | 2039.21 |
| Shropshire County Pension Fund | Deficit sum Payment Annual | 6 | 100.00 |
| Belvidere Lifts | Lift Maintenance | 7 | 132.00 |
| Viking | Stationery | 8 | 68.70 |
| Shropshire Council | Install bollard | 9 | 419.97 |
| Cllr Naiad | Travel Expenses | 10 | 40.50 |
| A. Wallace | Street Cleaning | 11 | 31.40 |
| G.J. Rippon | Expenses (mileage, software and keys cut) | 12 | 189.05 |
| Blanchere | Hire of lights | 13 | 1894.49 |
| Tony Baker | Maintenance | 14 | 550.00 |
| Tony Baker | Maintenance to Public Hall | 15 | 1820.00 |
| G. Dudley | Toilet cleaning | 16 | 336.00 |
| Shropshire Council | Joint energy | 17 | 506.34 |
| Telescopic Window Cleaning | Window cleaning | 18 | 45.00 |
| John Moody | Structural Report of Public Hall | 19 | 350.00 |
| Bowen Consultants | Business Park Report | 20 | 11,340.00 |
| J. Osborne | Minute taker fee | 21 | 187.80 |
| | | | |
| For Information | | | |
| Shropshire Council | Rates | 4 | 104.17 |
| Shropshire Council | Rates | 5 | 53.40 |
| | Total | | 21,577.02 |
| | Flowers for WI | | 30.00 |
| G. Dudley | Maintenance | | 605.00 |

All invoices to be paid except for G Dudley's 2nd invoice of £605, pending Item 14.
Proposer Cllr R. Houghton Seconder Cllr G. Perry
(Town Clerk to pay Bowen Consultants once Community Land Trust monies received).

Item 14 Brought forward Proposer Cllr. A. Naiad Seconder Cllr. A. Roberts

- 065-18 14 **TO DISCUSS AND DECIDE ON AWARDING THE NEW CONTRACTOR FOR MAINTENANCE OF STREET FURNITURE**
G Dudley's Contract will not be renewed. 2nd Invoice (£605) will be paid as a final payment. Proposed Cllr. A. Roberts Seconder Cllr. A. Naiad
Quotes of £1,950 and £2,150 had been received from new contractors.
£1,950 accepted, proposed by Cllr. R. Houghton Seconder Cllr. G. Perry
- 066-18 11. **TO DISCUSS AND DECIDE ON THE LAMPOST POPPIES FOR THE BRITISH LEGION**
Cost £90 Approved Proposer Cllr A. Roberts Seconder Cllr K. Bance
- 067-18 12. **UPDATE FROM THE STAFFING COMMITTEE**
Request for confidentiality
Proposer Cllr A. Roberts Seconder Cllr R. Houghton
CONFIDENTIAL REPORT approved
Proposer Cllr R. Houghton Seconder Cllr K. Bance All in favour
- 068-18 13 **UPDATE IN RESPECT OF THE PUBLIC HALL**
Structural Report confirmed the building is basically sound but identified some issues. Work is being undertaken already in view of imminent wedding booking. Separate heating systems will be installed for Hall and Underground to reduce heating costs.
Community use of the Hall is being explored. Bebbs' Auctions in high demand but must also consider other regular public use e.g. Michaelmas, Boxing Day.
Constitution needs looking at as to how best to obtain a revenue stream to cover maintenance costs whilst balancing community use with commercial.
Decision:
1 to upgrade and maintain the Public Hall within the £10,000 budget. Any further costs must seek Town Council approval.
2 Grant options will be explored as they arise.
3 Town Clerk to talk to Bebbs' Auctions and look at the possibilities within the Constitution and bring back to Council.
Proposed Cllr A. Roberts Seconder Cllr A. Naiad.
Proposal to keep the hall in public use
Proposed Cllr R. Houghton Seconder Cllr A. Naiad
- Access of Public Hall roof
Cherry Picker would cost £425. Scaffolding Tower £536.
Proposed to buy tower and share the use with the user who would store it.
Proposed Cllr A. Naiad Seconder Cllr G. Perry. All in favour
User must have training in safe use.
- 069-18 14. **TO DISCUSS AND DECIDE ON AWARDING THE NEW CONTRACTOR FOR MAINTENANCE OF STREET FURNITURE**
Moved to Item 10
- 070-18 15. **TOWN PLAN**
Nothing to report

- 071-18 16. **TOWN HALL TRUST**
 Volunteers had been offered session in Dementia Awareness.
 2 members of staff had received Data Protection Training.
 Myndtown and Lydbury North were sharing a Data Protection Officer.
 Councils under population of 25,000 may yet be exempt of having an officer. More information in September.
 Cllr A. Naiad (Safety Officer) and Town Clerk will have a liaison meeting to identify matches with Town Council and Town Hall Trust and have safety inspection each quarter.
 Having a local support act before new acts brought bigger audiences.
- 072-18 17. **VERGES AND HEDGES**
 Cllr J. Carroll had met with Rob Rowe to discuss verges.
 Suggested mow 1st metre early in year and cut it all in August, including the verges at The Wintles once the road is adopted. Landscaper will be consulted. Highways will adopt the same policy at Kennels Bank and the College Crossroads.
 Playing field hedges will be cut on alternate sides each year (as long as footpaths are accessible).
 It will be reviewed in two years' time.
 Public to be informed in the newsletter.
 Proposed Cllr A. Naiad Seconded Cllr K. Bance
- 073-18 18. **ALLOTMENTS**
 To approve costs of boarding, paths etc. of £420+VAT to alter a single pot to micro plots.
 Approved. Proposer Cllr R. Houghton Seconded Cllr G. Perry.
- 074-18 19. **GDPR UPDATE**
 To receive an update on GDPR Requirements.
 The Assistant Town Clerk had prepared the report.
 The NALC GDPR 'Toolkit' has been circulated to all Councillors.
 Councillors are strongly recommended to read pages 1 to 25 as a minimum to ensure they are fully briefed.
 Recommendations 1-5 of the report were accepted, plus a Task and Finish Group would assist the Town Clerk/DPCO as required in due course.
 Proposer Cllr R. Houghton Seconded Cllr A. Naiad
- 075-18 20. **REPORTS ON MEETINGS ATTENDED**
 None reported
- 076-18 21. **ITEMS FOR FACEBOOK / WEBSITE**
 Verges and Hedges
 Public Hall
 Deadline for Newsletter
 Dates of meetings/Mayor's Sunday
 Recruitment of Councillors, especially young people.
- 077-18 19. **NEXT MEETINGS**
 Mayor Making 15th May (Annual Meeting plus regular meeting).
 Mayor's Sunday 10th June
 Town Clerk will send list of dates out.
 Meeting closed at 8.53pm

