



Bishop's Castle TOWN COUNCIL



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The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MAYOR MAKING and ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 15TH MAY 2018 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr G. Perry Cllr A. Naiad Cllr J. Magill Cllr R. Houghton Cllr S. Whittingham	Cllr K. Bance
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Several Members of the Public attending	Cllr J. Keeley The Town Crier and his Consort

Minute No.	Agenda Item	
078-18	1	<u>ELECTION OF MAYOR</u> Nomination of Jane Carroll. Proposed Cllr Perry; Seconded Cllr Houghton. All in Favour
079-18	2	<u>ELECTION OF DEPUTY MAYOR</u> Nomination of Abbie Naiad. Proposed Cllr Whittingham; Seconded Cllr Roberts. All in Favour The Town Crier invited them to leave the room to robe and announced their return.
080-18	3	<u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u> The Mayor made her declaration and oath
081-18	4	<u>APPOINTMENT OF MAYOR'S CHAPLAIN</u> Revd Stephanie Fountain was appointed
082-18	5	<u>APPOINTMENT OF MAYOR'S CONSORT</u> Mr Stuart Carroll was appointed.
083-18	6	<u>MAYOR'S CIVIC DAY ARRANGEMENTS</u>

10th June: gather at 10.30am for procession to the Church for the Civic Service at 11am and return to Town Hall afterwards.

Council meetings: 3rd Tuesday each month at 7.30pm at the Town Hall.

June 23rd Charity Dance in aid of Beavers, Cubs and Scouts.

084-18 7

APOLOGIES

Apologies were received from Cllr K Bance (other commitments).

085-18 8

TO CO-OPT NEW COUNCILLORS

1 person had applied. It was suggested they should be interviewed before appointing. Proposed Cllr Magill; Seconded Cllr Roberts. All in Favour.

086-18 9

DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests

b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr J. Carroll	Item 22 Town Hall Trust	✓	
Cllr A. Naiad	Item 22 Town Hall Trust	✓	
Cllr A. Roberts	Item 22 Town Hall Trust	✓	
Cllr J. Magill	Item 22 Town Hall Trust	✓	✓

087-18 10

APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 17th April 2018. The minutes were approved.

Proposed Cllr Roberts; Seconded Cllr Whittingham. All in Favour

088-18 11

REVIEW OF COMMITTEES

The committees would stay the same with regard to

a) Continuation of Committees, Working Parties, Task & Finish Groups etc.

Proposed Cllr Carroll; Seconded Cllr Magill. All in Favour.

b) Terms of Reference of Committees etc.

Proposed Cllr Carroll; Seconded Cllr Roberts. All in Favour.

c) Membership of Committees etc

Staffing: Cllrs Magill, Bance and Roberts, with Cllr Roberts as Chair

Proposed Cllr Magill; Seconded Cllr Whittingham. All in Favour.

Finance: Cllrs Perry, Whittingham and Houghton, with Cllr Houghton as Chair.

Proposed Cllr Perry; Seconded Cllr Roberts. All in Favour.

d) Confirm Delegated Powers of Committees, Working Parties, Task & Finish Groups etc.

Proposed Cllr Carroll; Seconded Cllr Whittingham. All in Favour.

089-18 12

REPRESENTATION ON OUTSIDE BODIES

SALC (Cllr Carroll) and the Town Clerk All in Favour

LJC Cllrs Carroll & Naiad

Proposed Cllr Carroll; Seconded Cllr Whittingham. All in Favour.

PACT Cllr Roberts. All in Favour

SpArC Cllr Houghton.

Proposed Cllr Carroll; Seconded Cllr Naiad. All in Favour.

Public Hall Cllr Bance (Cllr Houghton has resigned, in abeyance).

Town Hall Trust Cllrs Carroll, Naiad & Roberts.

Proposed Cllr Naiad; Seconded Cllr Houghton. All in Favour.

Enterprise House Cllr Naiad.

Proposed Cllr Carroll; Seconded Cllr Perry. All in Favour.

(School Cllr Roberts)

Christmas Lights Cllr Whittingham.

Proposed Cllr Carroll; Seconded Cllr Magill. All in Favour.

Town Plan Cllrs Carroll and Roberts.

Proposed Cllr Roberts; Seconded Cllr Perry. All in Favour.

- 090-18 13 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**
(Standing Orders, Financial Regulations, Assets Register, Insurance Cover for all insured risks).
2 quotes had been received for Insurance Cover (approximately £4,500 and £4,000) The cheaper one was proposed.
Proposed Cllr Houghton; Seconded Cllr Perry. All in Favour.
Subscriptions will be continued to existing outside bodies such as SALC.
Proposed Cllr Roberts; Seconded Cllr Houghton. All in Favour
- 091-18 14 **REVIEW OF COUNCIL COMPLAINTS PROCEDURE; COUNCIL'S PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION ACTS AND COUNCIL'S PRESS POLICY.**
All Council Policies were declared Fit for Purpose except for the Data Policy, which is under review.
Proposed Cllr Houghton; Seconded Cllr Roberts. All in Favour.
- 092-18 15 **PUBLIC PARTICIPATION SESSION**
No requests received.
- 093-18 16 **UNITARY COUNCILLOR**
To receive a report from the Unitary Councillor.
 1. Potholes – main roads have been marked up and will be done soon. Please report damage to minor roads.
 2. Issue with parking near to Kerry Green Crossroads affecting safety.
 3. Public Hall Committee thanked Cllr Houghton for her time on the committee. Now have a new committee (14/5/2018) and would welcome a Council Rep. Town Council will meet the committee.
 4. New funding of £4,000 from LJC, subject to meeting criteria and Matthew Mead confirms £3,000 ring-fenced for Bishop's Castle. Cllr Keeley to find out more about grants of £500-1,000 involving match-funding and sustainability.

Lydbury North Parish Council agreed at AGM to support SpArC with £2,000.
- 094-18 17 **CLERK'S REPORT**
Thank you letter from WI for the bouquet of flowers celebrating 100 years.
LDP for Powys is available for inspection.
Invitation received for Shrewsbury's Mayor's Sunday.
Grant application for Michaelmas Fair - deferred to the next meeting.
- 095-18 18 **PLANNING**
Item 25 brought forward.
18/01777/1FUL (Retention of 10 bay demountable at the Primary School)
No objection: Proposed Cllr Perry; Seconded Cllr Magill. All in Favour
18/01817/DIS (Re Joinery, Decorative Finishes & Bird boxes at 38/40 High St).

No objection. Proposed Cllr Perry; seconded Cllr Naiad. All in Favour.

18/01892/DIS (Archaeology, drainage, materials, fenestration, porch at proposed dwelling at Copall Paddock) More information required – deferred.

18/01906/DIS (removal of stud walls and doors at Old Vicarage, Church Lane).

No objection.

Proposed Cllr Whittingham; seconded Cllr Houghton. All in Favour.

18/01974/FUL (partial demolition of lean-to, extension and alterations to parking at Old Ways, 19 Banks Head).

No objection.

Proposed Cllr Carroll; seconded Cllr Houghton. All in Favour.

096-18

19

MONTHLY FINANCES

- i. To note the Bank Reconciliation – The bank balance was noted. Proposed Cllr Houghton Seconded Cllr Perry. All in Favour.
- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	640.21
HMRC	PAYE and NI	May Return	743.83
Staff salaries	4 staff	May Return	2109.64
Highline	Street lighting	35	150.00
Exemplum	Printer	36	658.61
G. Dudley	Toilet cleaning	37	336.00
SMS	Toilet rolls	38	154.34
Allotment society	Allotment society 2yrs (one year paid)	39	800.00
PHS	Sanitary products	40	1244.40
A. Evans	Grass cutting	41	226.2
Tony Baker	Maintenance to Public hall	42	1500.00
Garry Ord	Maintenance to Public hall	43	455.00
G.J. Rippon	Reimbursement	44	244.00
BCBS	Maintenance to Public hall	45	1979.05
Allotment	Repayment of Allotment fee	46	35.00
Sentinel security systems	Alarm	47	354.00
A. Wallace	Street Cleaning	48	31.40
N. Balutol	Maintenance to Public hall	49	475.00
For Information			
Shropshire Council	Rates	28	108.00
Shropshire Council	Rates	29	55.00
Rivers Leasing	Printer / scanner	30	230.00
BT	Telephone / broadband	32	254.08
British Gas	Electricity	33	351.10
	Total		13284.00

All invoices to be paid (one figure was updated). Proposed Cllr Houghton; Seconded Cllr Naiad. All in Favour (Town Clerk to keep)

- 097-18 20 separate record of Public Hall expenditure).
MAYOR'S ALLOWANCE for 2018/19
 Authorised: Proposed Cllr Roberts; Seconded Cllr Naiad. All in Favour.
- 098-18 21 **TOWN HALL TRUST**
 All going well – busy.
- 099-18 22 **LABURNUM ALLEY**
 To consider the proposal to tarmac Laburnum Alley in 2019/20 and note this would need to be in the 2019/20 budget.
 Proposed Cllr Houghton; Seconded Cllr Perry as long as costs were properly considered before action. All in Favour.
- 100-18 23 **ALLOTMENTS**
 Rabbit problem – the grant application being constructed to apply for funding to improve the allotments would include installing rabbit-proof fencing. Use of Ferrets? Adjourned to next meeting. Cllr Houghton proposed contacting Pest Control for advice. Seconded Cllr Whittingham. All in Favour.
- 101-18 24 **GDPR UPDATE**
 Councillors acknowledged receipt of the documents sent by the Assistant Town Clerk. Discussion deferred to next meeting.
- 102-18 25 **REPORTS ON MEETINGS ATTENDED**
 None reported
- 103-18 26 **ITEMS FOR FACEBOOK / WEBSITE**
 Volunteers needed for delivering Newsletter.
 Recruitment of Councillors, especially young people.
 Cllr Naiad offered to interview Councillors as to what motivates them to be Councillors.
- 104-18 27 **NEXT MEETINGS**
 Tuesday 19th June, 7.30pm and every 3rd Tuesday of the month.
 Mayor's Sunday 10th June
- 105-18 28 **MAYOR'S ADDRESS**
 The Mayor read out her review of the year.
 The meeting was then closed, and the Town Crier invited everyone to join with the Mayor for refreshments.

Signed

date.....