



# BISHOP'S CASTLE TOWN COUNCIL



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## MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 19<sup>th</sup> NOVEMBER 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr N. Morris Cllr J. Carroll Cllr J. Dickin Cllr Whittingham Cllr K. Bance Cllr R. Houghton Cllr G. Perry Cllr A. Stelman*	

<b>IN ATTENDANCE</b>
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Mr G. Rippon  
Mrs C Owen  
There were 3 members of the public present.

### Fire Procedure

Minute No.	Agenda Item	
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221-19      1      **APOLOGIES**

None

222-19      2      **TO CO-OPT NEW COUNCILLORS\***

Cllr Magill and the Town Clerk had interviewed Mr Stelman. Mr. Stelman signed the declaration of acceptance of office.

### **RESOLVED**

Mr Stelman be accepted onto the Council. Proposed Cllr Carroll; Seconded Cllr Perry. All in Favour.

223-19      3      **DECLARATIONS OF INTEREST**

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

Name	Agenda Item	Personal	Prejudicial
Cllr Magill	Item10.1 Planning	✓	✓

Cllr Perry	Item10.1 Planning	✓	✓
Cllr Carroll	Item10.1 Planning	✓	✓
Cllr Whittingham	Item10.1 Planning	✓	✓
Cllr. Bance	Item10.1 Planning	✓	✓
Cllr Whittingham	Item 12.3	✓	✓
Cllr Perry	Item 14 Town Hall Trust	✓	
Cllr Carroll	Item 14 Town Hall Trust	✓	
Cllr Magill	Item 14 Town Hall Trust	✓	✓

224-19 4

**APPROVAL OF MINUTES**

15<sup>th</sup> October:

**RESOLVED:**

The minutes were accepted. Proposed Cllr Whittingham; Seconded Cllr Dickin. All in Favour

29<sup>th</sup> October:

**RESOLVED:**

The minutes were accepted with corrections to the members present/absent. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

225-19 5

**REPORT FROM THE MAYOR**

The Mayor presented her report. Items included in the report were

- Remembrance Sunday 10<sup>th</sup> November was well attended. A thank you letter from Adam Peppe had been received.
- Civic Award Grant thankyou's had been received from St John's Church PCC and Acorns, and SpArC theatre thanked the Town Council for their money.
- A Public Meeting will be held in the New Year with the idea of forming a Neighbourhood Watch Group
- BC Newsletter distribution imminent. Help appreciated.
- The Mayor sought confirmation of the Parking Buddy details: 1 Child, 1 Police. Both saying Slow Down.

226-19 6

**REPORT FROM THE CLERK**

- The Clerk had received a letter asking the Town Council to consider banning fireworks because of the distress caused to animals. The Town Council could not stop people setting off fireworks but would make sure that any planned Public fireworks were advertised in advance.
- The Clerk had received 2 letters asking for a plaque to be installed to commemorate Mary Pullen, who had been a voluntary First Responder for many years. It was agreed to discuss this in December.
- Signatories were required for the new bank accounts.
- The Clerk was in the process of splitting the Town Council and Public Hall Trust accounts and details will be discussed at the next finance meeting. Town Clerk and Cllr Carroll met with Jonathan Keeley of the Underground committee, which needs new members. Cllr Whittingham agreed to be the nominated Councillor on the Underground Committee and will form a new committee. It is proposed to lease the bottom floor to the Underground. Improvements are needed to the floor, stairs, bathrooms, insulation and a new heating system. The Public Hall is a charity and the Town Council is the Trustee. The Clerk suggested that The Public Hall

Trust met once a quarter to discuss the Public Hall issues. Cllr Whittingham will instigate this as the nominated Cllr.

227-19 7

### **UNITARY COUNCILLOR**

- Shropshire Council Cabinet had met to discuss their financial strategy. This year there has been an overspend of £5.98 million, caused by £3 million savings not being made and £2 million caused by an increased demand on education and other services. Consequently there will be a spending freeze and a reinvestment freeze. Cllr Houghton expressed concern for frontline services to be protected.
- There had been a lot of local fly-tipping. Unfortunately where this has occurred on private land the landowners have to pay.
- Flooding. Motorists are asked not to drive through flood waters when road closed signs are up. The waves generated create further damage to the properties already affected. Please respect the signs.
- Also it is the responsibility of the landowners to keep their ditches clear to prevent standing water on roads. Please be aware.

228-19 8

### **PUBLIC PARTICIPATION SESSION**

Keith Whiddon addressed the Council on behalf of the Michaelmas Fair Committee. Next year it will be the 25<sup>th</sup> Anniversary of the Fair. The present committee will be stepping down having served several years. Similar fate affects other festivals – Carnival, Party in the Park, Grotto, where people feel they no longer have the energy, rewarding thought it is, to continue.

Not having the festival will leave a hole in the tourist economy and culture, so the MSF Committee would like the Town Council to discuss options, e.g. hiring professionals to do similar jobs across the Festivals, or attracting funding from elsewhere – businesses, Town Council, grants etc, to cover paid help. Green Man Festival at Clun Committee willing to work together also.

The MSF Committee will prepare a business plan for the Town Council and the issues will be discussed at the January Town Council Meeting.

229-19 9

### **COMMITTEE STRUCTURE AND MEMBERS**

Cllrs Morris and Dickin agreed to stand on the Finance Committee.

Cllr Stelman agreed to stand on the Staffing Committee.

230-19 10

### **PLANNING**

1. 9/03996/FUL Alterations to public house/inn to form 2 dwellings; conversion of holiday accommodation block to form 1 dwelling and 1 new dwelling at the Boar's Head Hotel.

Cllrs Magill, Carroll, Perry, Bance and Whittingham left the room at 8.04pm.

The new plans were discussed.

**RESOLVED:** The Town Council objects on the following grounds:

- One of the dwellings in the proposed application impacts on 2 neighbours in as much as the windows in the south elevation affect the privacy of both the adjoining neighbours.
- It would be a loss of a community asset and a change to the historic street scene and a building of historic interest.

- From local knowledge there are issues with the drains.
- With the loss of these premises, which offer accommodation, this will have a detrimental effect on the local tourism and economy.

3 Cllrs voted to object. 0 for. Cllr Houghton (unitary Councillor), abstained.

Cllr Houghton to check if she needs to call the application in to the SC committee.

Cllrs Magill, Carroll, Perry and Whittingham returned to the room at 8.30pm.

231-19 11 **TO DISCUSS THE FORMATION OF A HOME WATCH IN BISHOP'S CASTLE**

A Coordinator would be needed. It was suggested a public meeting be held in the New Year and advertised in the next Newsletter.

232-19 12 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation.
- ii. To receive the Internal Auditors Interim report.  
The auditor was happy with the accounting system. He would prefer the Town Council to have more in its reserves, but the finances are in an improving position.
- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October Return	669.82
HMRC	PAYE and NI	October Return	784.74
Staff salaries	4 staff	October Return	2249.08
C. Owen	minute taker	232	75.12
G. Dudley	Toilet cleaning	233	336.00
A. Wallace	Street cleaning	234	32.60
SLCC	Training conference	235	420.00
Exemplum	printing	236.	432.72
G.J. Rippon	Expenses	237.	270.00
Halls SMS	Toilet paper	238.	56.95
Three Tuns	Civic award costs	239.	41.90
Andrew Evans	3 months Grass cutting,	240.	7236.00
Andrea Pellegram	Neighbourhood Plan	241.	1730.00
I. Selkirk	Internal Audit	242.	350.00
S. Whittingham	Civic awards costs	243.	200.00
Highline	Street light repairs	244.	171.60
ESWS	IT	245.	59.00
Shropshire Council	Joint energy costs	246.	688.18
Spark Theatre	Grant	247.	3000.00
Royal British Legion	Wreath	248.	50.00
Royal British Legion	Donation (in lieu of	249.	60.00
Telescopic Window Cleaning	Town Hall windows	249a	45.00
Shropshire Council	Rates	250.	121.00
Eon	Electricity (Oct)	251.	27.50

Eon	Electricity (Oct)	252.	70.48
Eon	Electricity (Oct)	253.	111.70
Eon	Electricity (Nov)	254.	22.24
Eon	Electricity (Nov)	255.	59.06
Eon	Electricity (Nov)	256.	128.51
British Gas	Electricity	257.	5.57
British Gas	Electricity	258.	671.52
Lloyds Bank	Bank charges	259.	3.00
	<b>Total</b>		<b>£20156.29</b>

An extra invoice from Traditional Fairground Games had been received for £295 for the Christmas Lights Festival which was due before the next meeting.

Also There was an additional £12.99 owed to Mr Rippon in expenses.

**RESOLVED:** The invoices be paid, including the 2 extra invoices. Proposed Cllr Houghton; Seconded Cllr Bance. All in Favour.

It would be helpful if the Town Council could put conditions on money given to SpArC i.e. Theatre or Leisure. Also do SpArC still need as much funding next year since the Town Council has limited reserves also. The change of leadership at SpArC would bring terms and conditions that the Town Council needed to be aware of. To be discussed at the Finance Committee.

233-19 13 **COMMUNITY PARTNERSHIP**

Cllr Houghton had attended a meeting. An open meeting will be planned for the new year.

234-19 14 **TOWN HALL TRUST**

Cllr Magill had resigned as staff and will leave on 17<sup>th</sup> December. Sue Willmer has been appointed in her stead. Finances are healthy. A cleaning issue has been addressed.

235-19 15 **ALLOTMENTS**

The Town Council had been asked to authorise purchase of a compost loo at £6450 + VAT.

**RESOLVED.** This matter should go back to the Allotments Society to investigate cheaper alternatives to purchase or hire. Proposed Cllr Whittingham; Seconded Cllr Carroll. All in Favour.

236-19 16 **REPLACEMENT OF STREET FURNITURE**

**RESOLVED** The Town Clerk should look into commissioning a local artist to make a replacement bench. Proposed Cllr Houghton; Seconded Cllr Carroll. All in Favour. And buy a replacement cast iron waste bin. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

237-19 17 **REPORTS FROM MEETINGS ATTENDED**

Cllr Whittingham had attended a Christmas Lights meeting. All progressing well. There will be a charge for the Traditional Fairground Games which will reimburse the Town Council in due course. Please sell Raffle Tickets!

Cllr Perry had met with OWHA Environmental to discuss recycling plastic waste. They will produce some questionnaires to be leafleted to businesses to assess need.

Cllr Magill had attended a Friends of Coverage Care AGM. The Friends need new members £5pa. The speaker was Valerie Woodmansey, who spoke about Dementia Awareness and the work of the Dementia Friendly Bishop's Castle Steering Group.

238-19 18

**ITEMS FOR FACEBOOK / WEBSITE**

Welcome to Cllr Stelman; Christmas Lights Raffle Tickets available; don't forget the Housing need survey.

239-19 19

**TO RATIFY A LETTER SENT TO AN COMPLAINANT**

A motion to exclude members of the public was accepted

**RESOLVED**

That members of the Public were excluded from this agenda item.

The letter that the clerk had sent to the complainant was ratified.

240-19 20

**NEXT MEETING**

Tuesday 17<sup>th</sup> December 2019, 7.30pm.      The meeting closed at 9.30pm.