



BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 17th JANUARY 2017 AT 7.30 PM

Present: Cllr J Carroll

Cllrs A-M Jackson, A Houghton, A Roberts, and S Whittingham

In attendance: Cllr J Keeley (Unitary Councillor) and Mrs M Seldon (Clerk to the Council) and 1 member of the public

132.16/17 ELECTION OF CHAIRMAN

In accordance with protocol Cllr Carroll asked for nominations for Chairman.

Proposed: Jane Carroll and no other nominations.

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

Cllr Carroll took the Chairman's Seat and presided over the meeting.

133.16/17 APOLOGIES

To receive apologies

Apologies had been received from:

Cllr Bance: working

Cllr Gaffney: working/away

Cllr R Houghton: holiday

Cllr Magill: holiday

Cllr Perry: personal reasons

Cllr Harris: working

Accept the apologies: Proposed Cllr A Houghton, seconded Cllr Roberts and **RESOLVED**

134.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll: THT

Cllr Roberts: THT

135.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 20th December 2016

Amendments:

Bernard Edwards not Matthews

Cllr Keeley was not in attendance

Not Woodland Trust – should be Shropshire Wildlife Trust

Cllr Jackson asked that the sentence regarding the planning application should read: Cllr Jackson spoke and explained the application and the implications to the Council. She had been in contact with Shropshire Council Planning Department and asked for missing documentation that was referred to in the application.

Cllr Jackson read out a statement that the Minutes referring to the Town Plan were *'selective in reflecting the discussion and agreed action as it presents contributions of only 2 councillors – the first of which refers solely to the facts of how the plan developed. The second reference is an opinion of a Councillor who is against the development of the Partnership. There were other Councillors who made equally valid comments of an open mind, including Councillors Gaffney and Roberts, but these were not recorded. There needs to be reference therefore to the comments and concerns of other Councillors present as well as a reason for the proposed Action. I suggest the following is added at the end of the main paragraph: The meeting felt that there was insufficient information available to assess the proposal. In addition the Chair of the Steering Group should be invited to present the Community Partnership option and terms and to answer questions from the Council. In the interest of balance however, and especially as this addition will make the minute longer I suggest that the 3 sentences regarding mine and Cllr Carroll's comments be substituted by 2 sentences as follows: Cllr Jackson explained the basis upon which the CLP had been developed. Cllr Carroll suggested that it was the function of the Town Council to deliver the Plan and Cllr Gaffney stated that none of the information presented so far suggested that a Partnership was not feasible.'*

Cllr Carroll asked if someone could propose to accept the Minutes as amended by Cllr Jackson Proposed Cllr Whittingham, seconded Cllr Roberts and **RESOLVED.**

136.16/17 REPORT FROM THE MAYOR

Nothing at this point.

137.16/17 REPORT FROM THE CLERK

- Newsletter – due out next week – probably ready on 30th January.
- Clerk's election meeting: 17th February
- Following last meeting – consulting with the Patients' Group and Stonehouse about the Stonehouse fund
- The Precept request has been submitted
- A new electricity provider – British Gas – has been secured for one year for the Town Hall. This will then be reviewed and a better view of the consumption will lead to a more informed choice in the future. A better understanding of the contracts for the solar panels has also been gained – and we have been advised to retain these with the current companies to ensure the tariff is not reduced.
- Working with Mike Ashwell to bring the website further in-line for Quality Council status and to comply with the Transparency Act. This is on-going and is very much work-in-progress.
- Preparing Contracts for Tenders for the Auction Yard Toilets and the Maintenance of the town benches/barrels and bus shelter. These will be ready for enquiries as soon as possible with invitations to tender due in to allow discussion by councillors at the March meeting – ready to start in the new financial year.
- This is the time of year for invoicing for the allotments and newsletter advertising and payments are steadily coming in – along with the last quarter FITS, VAT and other sundry payments.
- Chasing up the equipment that has been ordered for the Playing Field following the RoSPA report last year.
- Broadband confirmation arrived today – sent to councillors
- Liaison Meeting Wednesday 25th January at 2pm in the Market Hall.

- Letter received re: gate from Clive House onto the Playing Fields. To be dealt with in accordance with Town Council policy.

138.16/17 REPORT FROM THE UNITARY COUNCILLOR

- Graffiti in the toddlers park – working party to do, headed by Cllr Keeley
- Hedgerow at bottom of Union Street – needs cutting
- Formally thank Karen Bavastock for support with the Underground
- Fibre Broadband – support other rural areas
- Phone signals – have we got any further?
- Foxholes Planning Permission (to be discussed at the next meeting)
- Public Hall Committee – put forward thanks for the provision in the budget

139.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.

None

140.16/17 TOWN PLAN

a) To discuss the way forward to best implement the findings and action plans within the Community Led Plan

There was a long discussion on this subject and it was proposed that there was a need to examine events.

Cllr Whittingham – propose Keith Whiddon and Mathew Mead are invited to the March meeting if possible in order that Council may obtain all the information available on the Town Plan. Seconded Cllr Roberts and **RESOLVED.**

b) To adopt the revised draft Community Engagement Strategies

Approved: Cllr Roberts, seconded Cllr Whittingham. 3 for and 1 abstention.

141.16/17 ALBERT HOWARD SOCIETY

To receive a proposal from the Albert Howard Society

As the Albert Howard society were pursuing an alternative venue this item was deferred until further notice.

142.16/17 TOWN & COUNTRY PLANNING ACT 1990

a) Applications:

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

Applicant: The Co-operative Group (C/o the agent)

No objection

Cllr Jackson Cllr Whittingham and **RESOLVED**

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

Applicant: The Co-operative Group (C/o the agent)

No objection

Cllr Jackson Cllr Whittingham and **RESOLVED**

b) Decisions:

Reference: 16/03267/FUL (validated: 22/07/2016)

Address: Windmill Cottage, Bishops Castle, Shropshire, SY9 5EZ

Proposal: Erection of single storey side extension

Decision: Grant Permission

Noted

Reference: 16/05569/TCA (validated: 07/12/2016)

Address: Land West Of Castle Hotel, Castle Street, Bishops Castle, Shropshire

Proposal: To fell 1no Sycamore Tree within Bishops Castle Conservation Area

Decision: No Objection

Noted

143.16/17 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	January Return	331.03	Z	Staffing
HMRC	Staff Tax and National Insurance	January Payroll	450.26	Z	Staffing
Meg Gwilliam	Pay increase	January Payroll Reissue cheque	6.06 39.89 45.95	Z	Staffing
Andrew B Wallace	Street Cleaning extra hours	244	21.60	Z	Environmental Grant
Highline Electrical Ltd	December Street Light repair	1398	236.40	39.40	Street Lighting
Exemplum Ltd	Photocopying: December Annual Facility Fee	24751 24897	40.02 90.00 130.02	6.67 15.00	Admin Admin
Telescopic Window Cleaning	January window cleaning contract	11/01/17	45.00	OTS	Town Hall
ESWS	Centre Usage by Town Plan group	10022	44.90	7.49	EMR Town Plan
Tony Baker	Odd-jobs	10/01/17	168.00	OTS	Town Hall
GJ & SA Dudley	Auction Yard Toilet Cleaning	17 th January	392.00	OTS	Toilets
ESWS	On behalf of SpArC Bauble money raised	Letter	210.00	Z	Christmas Fund
Staff costs	Salaries (gross)	January Payroll	1799.99	Z	Staffing

NPower	Electricity final bill for Playing Fields	79535130300	22.77	1.08	Playing Fields
Pitney Bowes	Postage	63560881	50.00	OTS	Admin
BT Business	Town Council Phone services	Q012V3	165.08	27.51	Admin
BT Business	Town Council Broadband	Q012 51	48.00	8.00	Admin
EON	Playing Fields Electricity	05/01/2017	33.66	1.60	Playing Fields

Councillors Jackson and Roberts performed the audit of payments and agreed that all the paperwork was correct. All Councillors approved payment with no questions.

ii) **FINANCE & RESOURCES COMMITTEE**

a) To receive an update on the Committee Meeting: Tuesday 17th January and discuss any required decisions

The committee did not meet this month due to Councillor absence through holidays and personal reasons.

iii) **MONTHLY REVIEW**

a) To receive the December bank reconciliation statement

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

Approved Cllr Roberts, seconded Cllr A Houghton and **RESOLVED**

The Clerk was asked to Minute that the donations pot is being taken from the 2015/16 budget as there was money remaining to be used, whereas there is not a provision in the 2016/17 budget for donations.

iv) **BANK MANDATES**

Approve and nominate new signatories for Council Bank Accounts

Council approved a new bank mandate with new signatories:

Mary Seldon

Keith Bance

Steve Whittingham

Anne Roberts

Anne-Marie Jackson

v) **COUNCIL ARCHIVE**

To approve an official request from The Research Group of the local history society SWSHAS (South-West Shropshire Historical & Archaeological Society) to access some of the Town Council's archived documents as part of a transcribing project.

Proposed Cllr Roberts, seconded Cllr A Houghton and **RESOLVED** – with the proviso that the Council receive some feedback from the project.

144.16/17 TOWN HALL TRUST

a) To receive an update on the Town Hall and the Town Hall Trust

- £500 grant money – using this for the Wild Life Roadshow during British Science Week.
- Shropshire Housing Community Grant – activities for families in the hall attached with local festivals. Applied for – not yet heard whether successful.
- Gift Aid – has now been applied for.

- Decoration/painting of the Chamber – this would be discussed at the forthcoming Liaison Meeting
- Window – health and safety issue – also to be discussed at the Liaison
- Cllr Whittingham reported that the light over the outside toilets had been vandalised and suggested a cage around it all to stop this happening in the future.
- Mortar splashes on the front of the bin store

145.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

- LJC – Cllr Carroll - £150 donation into community fund was being requested – give small grants to all the area

9.12 meeting closed



BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 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 Honorary 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



BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 21st MARCH 2017 AT 7.30 PM

Present: Cllr J Carroll, Mayor in the Chair

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

In attendance: Mathew Mead (Community Enablement Officer), Cllr J Keeley (Unitary Councillor) and Mrs M Seldon (Town Clerk), and two members of the public

167.16/17 APOLOGIES

To receive apologies

Apologies had been received from:

Cllr K Bance: working

Cllr J Gaffney: working

Cllr A Houghton had tendered her resignation

168.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll – THT

Cllr Magill – THT

Cllr Roberts – THT

Cllr Houghton – SpArC, Public Hall

Cllr Perry – Planning Application – Boar's Head

169.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 21st February 2016

Cllr A Houghton not R

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

170.16/17 COMMUNITY-LED PLAN

a) To receive options for the delivery of the Community-Led Plan from Community Enablement Officer, Mathew Mead

b) To discuss and decide the preferred option and how this may be achieved

c) Members of the Public wishing to speak

Mathew Mead gave a recap on the CLP and suggestions for the way forward. A document from Mathew Mead had been previously distributed by the Clerk with the choices for implementation of the plan – and he went through the choices with those present.

Keith Whiddon then set the scene of his background and what had happened so far.

There followed much discussion – a summary of comments listed below:

Cllr Carroll – 2nd option – but no way that the council can do this on their own – they do need to have working groups of councils and members of the community.

ESWS – has a bank account that could be used for projects if necessary

Cllr Perry – CLP – should be delivered through a partnership – ideal way forward.

Cllr Roberts – commonsense to go with partnership

Cllr Magill – steering group did resign – so what would happen to the group? KW – this would be a different group.

Cllr Jackson – council meetings are structured, agendas are produced – a second council meeting would be needed to carry through all the information that individual councillors get from their different groups.

Cllr Carroll asked how the community partnership would work with the town council?

Partnership has time – more time than councillors do at a council meeting. If it needs a decision then it will come back to the council.

Cllr Roberts – tremendous way forward to involve the community.

Cllr Carroll a problem with the democratic nature of it. This is very town based – election in May – how does the town council work with the partnership?

Mathew Mead – infrastructure, etc., will come back to Town Council.

All CLP lead into Place Plan – this is a way of keeping the plan up to date and refreshed.

Cllr Jackson – this is all about communication so that the community know that the council have much to do with the plan.

Cllr Houghton – helpful paper from Mathew – option 1, not an option. Merits for 2 and 3 – perhaps this should be a natural progression. Unfortunate that we didn't have this conversation before.

Cllr Carroll we need to make a choice tonight. Cllr Roberts – are we ready to make this decision?

Cllr Perry proposed the preferred option is a community partnership, with the work being done to come back with the linkages with the council, the partnership and other bodies. Cllr Jackson seconded and **RESOLVED.**

171.16/17 REPORT FROM THE MAYOR

New Shropshire Council Economic Strategy now on line – please all have a look at it.

Individual responses please – thinking about the Business Park

172.16/17 REPORT FROM THE UNITARY COUNCILLOR

- Business Park – possible media shed – hot-desking, etc. School could also use this
- Pathway between Brick Meadow and Bowling Green Club – JC we have tried to tackle before – path is not on the Right of Way (Evans' land).
- LJC grants – good news
- Precept Rise confusion

173.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.

174.16/17 TOWN & COUNTRY PLANNING ACT 1990

a) Applications:

Reference: 17/00726/FUL (validated: 17/02/2017)

Address: Boars Head Hotel , Church Street, Bishops Castle, SY9 5AE

Proposal: Alterations and change of use of former post office to form two bedrooms in association with the hotel; Extension of existing porch and enclosure of sides. Installation of gates to car park.

Applicant: Mr Darren Price

Support

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

Cllr Perry abstained

Reference: 17/00727/LBC (validated: 17/02/2017)

Address: Boars Head Hotel , Church Street, Bishops Castle, SY9 5AE

Proposal: Alterations and change of use of former post office to form two bedrooms associated with the hotel; Extension of existing porch and enclosure of sides; Installation of gates to car park.

Applicant: Mr Darren Price

Support

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

Cllr Perry abstained

Reference: 17/00643/FUL (validated: 27/02/2017)

Address: 24 Welsh Street, Bishops Castle, SY9 5BT

Proposal: Sub-divide one 3 bed dwelling into one 1-bed and one 2-bed dwelling and creation of parking bay

Applicant: FT Bedell & Son (Mr Simon Bedell, The Linch House, Bishops Castle, SY9 5BS)

Support

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

Reference: 17/00852/ADV (validated: 02/03/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: Erect and display replacement signage to include 1 No. non illuminated fascia sign, 1 No. non-illuminated hanging sign and 4 No. non-illuminated other signs

Applicant: Mr Ben French (1 Canada Square, London, E14 5AB)

Support

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

Reference: 17/00977/FUL (validated: 10/03/2017)

Address: Proposed Dwelling West Of 13, Bankshead, Shropshire

Proposal: Erection of an affordable dwelling and detached garage: formation of vehicular access and installation of septic tank

Applicant: Mr J W Kerswell (13 Bankshead, Bishops Castle, Shropshire, SY9 5JQ)

No objection provided it is in the regulations/criteria for affordable housing – specifically the size of this.

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

Reference: 17/00943/TCA (validated: 08/03/2017)

Address: 7 Pound Close, Bishops Castle, Shropshire, SY9 5DJ

Proposal: Works to 1 Ash Tree within Bishops Castle Conservation Area

Applicant: Mrs Rosi Morris

No objection

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

b) Decisions:

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

Decision: **No Objection**

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

Decision: **No Objection**

Reference: 17/00245/FUL (validated: 23/01/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: Repositioning of automated teller machine, plus associated alterations

Decision: **Grant Permission**

Reference: 17/00246/ADV (validated: 23/01/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: Installation and display of one new sign in association with repositioning of automated teller machine

Decision: **Grant Permission**

Reference: 17/00092/FUL (validated: 16/01/2017)

Address: 27 Grange Road, Bishops Castle, SY9 5AW

Proposal: Erection of extension to dwelling

Decision: **Grant Permission**

Reference: 16/05395/VAR (validated: 29/11/2016)

Address: Plots 1 And 2 Watermead, Woodbatch Road, Bishops Castle, Shropshire, SY9 5AS

Proposal: Removal of condition number 7 attached to planning permission reference 09/02215/FULdated 24/05/2010 to remove the need for the dwellings to be 'affordable'

Decision: **Refuse**

Reference: 16/05787/FUL (validated: 10/01/2017)

Address: Ransford Sawmills , Station Street, Bishops Castle, SY9 5AQ

Proposal: Erection of 1No timber treatment building and associated external works

Decision: **Grant Permission**

175.16/17 SHROPSHIRE COUNCIL REVIEW OF THE LOCAL PLAN

To receive the report from the working party.

The working party had met and Cllr Carroll and Cllr Jackson produced a review

Cllr Houghton – we need to reinforce the need for faster broadband – economic element of this (No.1)

Cllr Carroll – and mobile phone signal

Nursing home care rather than residential home care.

With additions happy to send to Shropshire Council.

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

176.16/17 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 2016 Valuation deficit	March Return Letter	331.03 100.00 431.03	Z	Staffing
HMRC	Staff Tax and National Insurance	March Payroll	440.66	Z	Staffing
Meg Gwilliam	SO deficit	March Payroll	6.06	Z	Staffing
Crucial Crew	Match funding the primary school costs for course	February 21 st Minutes	210.00	Z	Youth fund S137
Highline Electrical Ltd	February repairs/Maintenance	1493	328.80	54.80	Street Lighting
Exemplum	February Copying	25235	43.99	7.33	Admin
Andrew B Wallace	Monday: road sweeping	246	28.80	Z	Environmental Maintenance grant
Telescopic Window Cleaning	March Cleaning	08/03/17	45.00	Z	Town Hall
ESWS	Website maintenance and updates (annual invoice) Re-issue Cheque no. 105118	10086 17/01/7	200.00 44.90 244.90	33.33 7.49	Admin Town Plan EMR
SLCC	Job Advert on-line 1 week	122325	108.00	18.00	Admin
The Mailing Room Ltd	Postal Rate Change	112187	119.40	19.90	Admin
Jane Carroll	Travel expenses	21/03/17	27.18	Z	Admin
Bishop's Castle Medical Practice	Balance of the Stonehouse Account as approved at full council on 21/03/2017	Minutes 21/03/17	2,374.19	Z	Stonehouse fund
EON	Electricity Playing Fields	H14284D989	36.18	1.72	Playing Fields
Staffing Costs	Standing Order February Salaries	March Payroll	1343.20	Z	Staffing

Cllr Houghton propose we pay, seconded Cllr Perry and **RESOLVED**.

ii) FINANCE & RESOURCES COMMITTEE

a) To receive a report from the Committee Meeting: Tuesday 21st March and discuss and decide on any required decisions.

i. Update on the management of the Mayor's Allowance for 2017 financial year onwards and the status of the Mayor's Charity Account.

Cllr Houghton reported – looked at proposals for managing the Mayor's Charity. Agreed annually by the Council, who is responsible for managing that account, but report annually. Used for additional costs of being mayor. Not expenditure on regalia and civic expenses. Ask Clerk to capture into a statement. Account to remain open and used for charity

ii. Update on Tenders reviewed for Auction Yard Toilets and Handy Man

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

iii) MONTHLY REVIEW

- a) To receive the February bank reconciliation statement

Rate demands received – there will be ongoing pressure on the budget in the future.

Internal audit 4th May

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

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

177.16/17 PUBLIC HALL

- a) To receive a verbal update on the Public Hall and agree any necessary decisions resulting from that.

i) Update on fencing – progressed. Start date 10th May. Ransfords provide some of the materials

ii) Youth AMP bid - successful

iii) Fire Safety Work – with MS, risk assessment and review. Fire Extinguishers checked, renewed, safety notices. Now need to write safety documents for users.

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

178.16/17 TOWN HALL TRUST

- a) To receive an update on the Town Hall and the Town Hall Trust

- Fundraising meeting
- Financial year finishing end of March
- Successful Wellness and Fitness Day
- Application to Shropshire Housing Group – received grant for activities

179.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- Christmas Lights – SW, JM, GP – council loan for lights. Pram race. Get in touch with Twinning Town and have a European Market. Link up with schools. Agenda for next meeting
- SpArC – trustee meeting. Proposal for Energise and SC for scoping exercise. SpArC on list of retained sites on the SC Leisure Strategy
- SpArC Advisory Committee – is this still unnecessary. This is the only committee on which Teme sit - so useful.
- Climate Change Transition

180.16/17 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 Carroll seconded Cllr Magill and **RESOLVED**

181.16/17 REVIEW OF POLICIES AND PROCEDURES

- a) To approve that the Staffing Committee review the Bullying & Harassment Policy and recommend any amendments/additions to it to keep it relevant. Proposed Cllr Magill, seconded Cllr Roberts and **RESOLVED**

- b) To approve that the Staffing Committee consider adopting a Mayoral Policy & Procedural Guidance to make sure that in future the ceremonial roles of the Mayor, Deputy Mayor and clerk are fully understood. . Proposed Cllr Magill, seconded Cllr Roberts and **RESOLVED**

- c) To approve that the Staffing Committee review the Disciplinary Procedure & Complaints Procedure to make sure they cover complaints by councillors against staff and vice-versa. . Proposed Cllr Magill, seconded Cllr Roberts and **RESOLVED**

- d) To instruct the staffing committee to write a Vexatious Complaints Policy to be brought back to the full council in April for approval. Proposed Cllr Magill, seconded Cllr Roberts and **RESOLVED**



BISHOP'S CASTLE TOWN COUNCIL



TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J. Rippon Cery He Ceg, MILCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 16th MAY 2017 AT 7.30 PM

Two members of the public

PRESENT	APOLOGIES
Cllr J Carroll, Mayor Cllr. A Roberts Cllr. S Whittingham Cllr. K Bance. Cllr. G Perry Cllr. J.Magill Cllr. A.Naiad	Cllr R Houghton
IN ATTENDANCE	
Mr. G. Rippon	

Agenda
Item

21.17/18 1. ELECTION OF MAYOR

Cllr Whittingham proposed Cllr Carroll is elected as Mayor for the municipal year 2017-18. Cllr Magill seconded this proposition, there being no other nominations.

RESOLVED

Cllr Carroll was duly elected as Mayor for the ensuing year.

22.17/18 2. ELECTION OF DEPUTY MAYOR

Cllr Whittingham proposed Cllr Naiad as Deputy Mayor.

Cllr Bance seconded this proposition, there being no other nominations.

RESOLVED

Cllr Naiad was duly elected as Deputy Mayor for the ensuing year.

The Mayor and Deputy Mayor then left the room to be robed and returned with the announcement from the Town Crier.

23.17/18 3. **DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE**

The Mayor read aloud and signed the Declaration of Office in the presence of the Town Clerk. The Town Clerk countersigned the Mayor's signature. The Mayor took the Oath of Allegiance to Her Majesty Queen Elizabeth II on the bible.

24.17/18 4. **APPOINTMENT OF MAYOR'S CHAPLAIN**

The Mayor announced that Reverend Stephanie Fountain would be the Mayor's Chaplain. Reverend Fountain accepted the appointment

25.17/18 5. **APPOINTMENT OF MAYOR'S CONSORT**

The Mayor announced Mr. Carroll as her Consort. The Clerk presented Mr. Carroll with the Consort's ribbon.

26.17/18 6. **MAYOR'S CIVIC DAY ARRANGEMENTS**

The Mayor announced that the Mayor's Civic Service would take place on Sunday 2nd July with the parade leaving the Town Hall at 10.30am. For those who wished to attend the Church Service was at 11am.

27.17/18 7. **APOLOGIES**

To receive apologies
Apologies were received from Cllr. Houghton

28.17/18 8. **COUNCILLORS ACCEPTANCES OF OFFICE**

To receive Declarations of Acceptance of Office from all councillors.
All Councillors present signed their Declarations of Acceptance of Office

29.17/18 9. **DECLARATIONS OF INTEREST**

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

Cllrs Carroll, Magill and Roberts – Town Hall Trust

30.17/18 10. **APPROVAL OF MINUTES**

The minutes of the Town Council meeting held on Tuesday 18th April 2017 were approved and it was proposed by Cllr. Perry that the Chair signed them this was seconded by Cllr. Bance.

RESOLVED.

The Mayor Cllr Carroll would sign them after the meeting as authorised.

31.17/18 11. **REVIEW OF COMMITTEES**

- a.Continuation of Committees, Working Parties, Task & Finish Groups etc
- b.Terms of Reference of Committees etc
- c.Membership of Committees etc
- d.Confirm any Delegated Powers of Committees, Working Parties, Task & Finish Groups etc.

It was agreed that there would be two Committees the Finance Committee the members of which would be:

Finance Committee

Cllr Perry	Cllr. Whittingham	Cllr. Houghton	Cllr. Roberts
------------	-------------------	----------------	---------------

It Was agreed that the Chair of this Committee would be Cllr. Houghton

Staffing Committee

Cllr. Roberts	Cllr. Magill	Cllr. Bance
---------------	--------------	-------------

It was agreed that the Chair of the Staffing Committee would be Cllr. Roberts

The delegated Powers were agreed

32.17/18 12. REPRESENTATION OF OUTSIDE BODIES

Name	Outside body	Name	Outside body
Cllr. Carroll	SALC	Cllr. Carroll Cllr. Naiad Dep	LJC
Cllr. Roberts	PACT	Cllr. Carroll	SpArC
Cllr. Houghton Cllr. Bance	Public Hall	Cllr. Naiad	Enterprise House
Cllr. Roberts	School	Cllr. Whittingham	Christmas lights
Cllr. Roberts Cllr. Naiad Cllr. Carroll	Town Hall Trust	Cllr. Carroll Cllr. Roberts	Partnership

33.17/18 13. REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS:

The following were reviewed: - Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks. The clerk informed members that all were still relevant and fit for purpose and no changes were needed

RESOLVED.

That all the above as listed be re adopted unchanged

34.17/18 14. ANNUAL SUBSCRIPTIONS TO OTHER BODIES

The funding of the subscriptions to the SLCC and SALC was discussed.

RESOLVED.

That Bishop Castle's Town Council pay for the subscriptions of both the SLCC and SALC being the sector's representative bodies

35.17/18 15. REVIEW OF COUNCIL POLICIES

The following polices were discussed : - Council's Complaints Procedure, Council's procedures for handling requests made under the Freedom of Information and Data Protection Acts, Council's Press policy. The clerk informed members that they were still fit for purpose.

RESOLVED.

That all the above polices as listed be re adopted unchanged

36.17/18 16. **PUBLIC PARTICIPATION SESSION**

There were no questions from members of the public

37.17/18 17. **UNITARY COUNCILLOR**

The unitary member was not present

38.17/18 18. **CO-OPT NEW COUNCILLORS**

This matter was deferred however it was agreed that the vacancies be advertised widely to attract new councillors

39.17/18 19. **CLERK'S REPORT**

The clerk reported that Precept and CIL Neighbourhood Fund has been received into Council's Bank Account. Total £107,804.38p. However CIL must be accounted for separately for annual return purposes.

40.17/18 20. **AUTHORISATION OF PRECEPT**

It was reported that the authorization of the precept had been omitted at the previous meeting it is therefore required to do this retrospectively.

RESOLVED.

That the precept demand for 2017-2018 will be £106,728.00p.

41.17/18 21. **PLANNING**

New Applications:

17/01886/FUL; erection of 3 terraced dwellings following demolition of existing buildings, formulation of vehicular access and parking area; Lyndhurst, Harley Jenkins street, SY9 5AH.

RESOLVED

This matter was deferred until the June meeting.

42.17/18 22. **MONTHLY FINANCES**

i)To receive any recommendations from the Finance & Resources Committee

There was nothing to report under this section

ii)To receive the monthly payment schedule, approve the accounts listed below, and instruct signatories to authorise payment.

INVOICES TO PAY:

Payee	Item	Invoice	VAT	Amount £
Shropshire Council Pension Fund	Monthly pension payment	Return May		331.03
HMRC	PAYE and NI May	Return May		68.00
NCG Parks & Gardens	Grass cutting April	SI 160	108.00	648.00
Andrew B Wallace	Mondays street	252		22.50

	cleaning			
Bishop's Castle Tourism CIC	Christmas Lights insurance			165.00
Public Hall Committee	Fencing costs			3,500.00
Young/Screwfix	Padlock			36.99
Telescopic Window Cleaning	Town Hall window cleaning May	3/5/17		45.00
Halls SMS	Toilet rolls for public toilets, and other supplies	15856	18.49	110.95
Auditing Solutions Ltd	Final visit internal audit	A4932	84.00	504.00
Andrew Evans Landscapes	Various works 31/1-30/4/17	1011	270.92	1,625.52
Water Plus (Severn Trent)	Surface Water TH	4/4/17		64.01
Water Plus (Severn Trent)	Surface Water public toilets	4/4/17		35.57
D Croom-Johnson	New bespoke uniform for Town Crier			480.00
British Gas	Electricity, Town Hall	430449650	114.89	689.38

MAYOR'S ALLOWANCE for 2017/18

To authorise the annual Mayoral Allowance

RESOLVED

The Mayoral allowance was to be for 2017-2018 £300.00p

43.17/18 23. **COMMUNITY PARTNERSHIP**

A full update of the current position of the Community partnership was given

RESOLVED

That the report be noted

44.17/18 24. **TOWN HALL TRUST**

The Trust gave a full update with regards to the Town Hall use also the current position of the Trust. It was reported that there were significant funds to find

RESOLVED

That the report be noted

45.17/18 25. **WINTLES ROAD**

To authorise a request to Shropshire Council for the Wintles Road to be adopted without further delay.

RESOLVED

That the Clerk write to Shropshire Council to insist that Wintles Road be adopted.

46.17/18 26. **REPORTS FROM MEETINGS ATTENDED**

There was nothing to report under this heading

47.17/18 27. **ITEMS FOR FACEBOOK/WEBSITE**

There was nothing to report under this heading

48.17/18 28. **NEXT MEETINGS**

The following are dates of the next meetings: -

(NOTE - The Annual Town Meeting is on Tuesday 23rd May 2017)

Ordinary Town Council meetings Tuesdays 20th June, 18th July, 15th August 2017.

49.17/18 29. **MAYOR'S ADDRESS**

There then followed a short address from the Mayor

The meeting was closed at 20.10hrs

Signed

Date.....



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J. Rippon Cery He Ceg, MILCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 20th JUNE 2017 AT 7.30 PM

Two members of the public

PRESENT	APOLOGIES
Cllr J Carroll, Mayor Cllr. A Roberts Cllr R Houghton Cllr. G Perry Cllr. J.Magill Cllr. A.Naiad	Cllr. S Whittingham Cllr. K Bance.
IN ATTENDANCE	
Mr. G. Rippon	

Agenda Item

- 50.17/18** 1. **APOLOGIES**
- To receive apologies
Apologies were received from Cllr. Houghton
- 51.17/18** 2. **TO CO-OPT NEW COUNCILLORS**
- To discuss and decide to co-opt any new councillors and receive Acceptances of Office
- 52.17/18** 3. **DECLARATIONS OF INTEREST**
- a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
- Cllrs Carroll, Magill and Roberts – Town Hall Trust
- 53.17/18** 4. **APPROVAL OF MINUTES**

The minutes of the Town Council meeting held on Tuesday 16th May 2017 were approved and it was proposed by Cllr. Perry that the Chair signed them this was seconded by Cllr. Houghton.

RESOLVED.

The Mayor Cllr Carroll would sign them after the meeting as authorised.

Letters need to be sent out in relation to the Mayor's Civic service

54.17/18 5. **REPORT FROM THE MAYOR**

It was reported that the clerk had terminated with the services of the grass cutter following poor service.

Also reported that the lock for the power supply had been purchased but the lock would not fit.

55.17/18 6. **REPORT FROM THE CLERK**

The clerk reported that Halls Fine Art had reported back the full value of the Maces, chain of Office and badge of Office together with the pair of Halberds are valued at £258.00.00p. The Town clerk reported that he was making enquiries into suitable cabinets to house the regalia securely.

56.17/18 7. **UNITARY COUNCILLOR**

The unitary member was not present

57.17/18 8. **PUBLIC PARTICIPATION SESSION**

There were no questions from members of the public

58.17/18 9. **PLANNING**

To discuss and decide on the following planning applications

- a) 17/01886/FUL Application for the erection of 3 terraced dwellings following demolition of existing buildings, formulation of vehicular access and parking area; Lyndhurst, Harley Jenkins street, SY9 5AH (*carried forward from May*).

It was reported that this had been determined.

- b) 17/02362/TCA Application to fell 2 Semi-mature Sycamore Trees(T1)(T4); cut back overhanging branches of one Sycamore Tree (T2) and reduce branches of Holly Tree (T3) within Conservation Area at 2 Church Lane, SY9 5AF

It was reported that the tree warden needed to be informed of application involving trees.

- c) 17/02698/TCA Application To fell 1 Holly tree and 1 Ash tree within Conservation Area at The Manse, High Street, SY9 5BQ

RESOLVED

The clerk given delegated authority to deal Proposed by Cllr. Richrds

- d) FOR INFORMATION ONLY - 17/02341/CPE Application for Certificate of lawful development to confirm that the proposed development of a second floor summer room was within permitted development; 10 the Novers, SY9 5DN.

Members were concerned that applications were being decided upon before the determination date.

59.17/18

10. **MONTHLY FINANCES**

- i. To receive any recommendations from the Finance & Resources Committee
There was nothing to report as the Committee had not met.
- ii. Electronic banking:
To discuss and decide in changing banks from HSBC to Unity Trust Bank
This was discussed it was highlighted by the clerk that this would be good use of Council's time, also Unity Trust bank was one of the few banks that understood this sector.
RESOLVED
That Bishop's Castle move to internet banking with the Unity Trust Bank.
- iii. To receive the Internal Auditor's report.
The Clerk read out the Internal Auditor's report.
RESOLVED
That the Internal Auditor's report be accepted, this was proposed by Cllr. Houghton and Seconded by Cllr. Roberts and agreed by all
- iv. To receive end of year accounts
The Clerk presented the accounts as per Annual Return
RESOLVED
That the accounts as per Annual Return be agreed, this was proposed by Cllr. Roberts and Seconded by Cllr. Perry and agreed by all
- v. To agree the annual governance return
The Clerk presented the Annual Governance Return
RESOLVED
That the Annual Governance Return be agreed, this was proposed by Cllr. Niadd and Seconded by Cllr. Perry and agreed by all
- vi. To approve the following payments made between meetings under delegated powers

To Payee	Item	Invoice	CHQ	Amount £
J P Green	Balcony & fence public hall	24/04/17	105184	750
C M Jones	As above	24/04/17	105185	750
RC Jones	As above plant & labour	0972	105186	2100
G J & S A Dudley	Auction yd toilets cleaning	8/5/17	105187	216
Shropshire Council	Application for marriage venue		105188	1830.00

- vii. To approve the following invoices for payment

Payee	Item	Invoice	Amount £
Shropshire Council Pension	Monthly pension payment	May Return	75.07

Fund			
HMRC	PAYE and NI	JUNE Return	602.71
Staff salaries	3 staff	June standing orders Including Town Clerk's May	2252.81
Andrew B Wallace	Mondays street cleaning	256 3/6/17	22.50
Meg Gwilliam	Expenses – antivirus for Council laptop	Expenses claim form 31/5/17	39.95
Gwilym Rippon	Expenses – council computer, lockbox for Auction Yard	Expenses claim form	408.38
GJ & SA Dudley	Auction Yard toilets 10/5 – 13/6	13/6/17	420.00
GJ & SA Dudley	General maintenance	13/6/17	605.00
Exemplum	p/copying in May	25809	114.07
Halls SMS	Toilet rolls for public toilets	15967	77.76
Highline Electrical Ltd	Corrick's Rise light fix	1592	181.20
Viking	Stationery, general office equip.	172913	150.14
Rialtas Business Solutions Ltd	Training on finance package	25576 13/6/17	559.80
DIRECT DEBITS (for information)			
Pitney Bowes	Franking postage by phone	71570828	50.00
E-on	Bowling club (playing fields)	H1468C6836	31.14
E-on	Bowling club (playing fields)	H1480EB2FC	27.55
Shropshire Council	NDR public toilets June		55.00
Shropshire Council	NDR council office June		97.00

All invoices were agreed and the Clerk was instructed to pay all invoices

Proposed Cllr. Roberts

Seconded Cllr. Perry

60.17/18 11. **GENERAL POWER OF COMPETENCE**

To **resolve** that Bishop's Castle Town Council meets the eligibility criteria for the General Power of Competence (the number of elected councillors meets or exceeds two thirds of the total and the Clerk holds at least one of the sector specific qualifications)

61.17/18 12. **MINUTE SECRETARY**

To **resolve** to employ a minute secretary for full council meetings.
The clerk explained the reason for the request that the clerk should be listening to debate to ensure legislation is being complied with.
In principle this matter was agreed.
Proposed Cllr. Richards
Seconded Cllr. Perry

It was suggested that 4 hours at SCP 15-17
Proposed by Cllr. Roberts
Seconded by Cllr. Naiad

62.17/18 13. **COMMUNITY PARTNERSHIP**

A full update of the current position of the Community partnership was given. In the last meeting the different themes were identified and allocated to various councilors.

RESOLVED

That the report be noted

63.17/18

14. **TOWN HALL TRUST**

The Trust gave a full update with regards to the Town Hall use also the current position of the Trust. The financial position was slightly better the tourism group have paid money to the trust so also has the Co-op fund. Also a number of grants have been received.

RESOLVED

That the report be noted

64.17/18

15. **ALLOTMENTS**

To receive a brief report on Allotments.

Sarah was the new Chair of the allotments. It was felt that the grant given to the allotments association should cover the petrol for the strimming.

There will be a site meeting on Wednesday.

RESOLVED

Proposed by Roberts

Seconded by Cllr. Perry that the expenditure for petrol be reimbursed

65.17/18

16. **REPORTS FROM MEETINGS ATTENDED**

There was nothing to report under this heading

Cllr. Houghton list of priorities for SpArC will be returned on 5th July Energise have been engaged to undertake a need assessment which will report back 7th July.

It was reported that the changing rooms were problematical in as much that there was a great cost in changing the dehumidifier.

Cllr. Magill in relation to the Christmas lights

Community land trust held their meeting and raised money in relation to extra shareholders for the Trust

66.17/18

17. **ITEMS FOR FACEBOOK/WEBSITE**

Need co-opted members current Cllr. And minutes secretary.

Closure of town hall for redecoration.

67.17/18

18. **NEXT MEETINGS**

The following are dates of the next meetings: -

Ordinary Town Council meetings Tuesdays 18th July, 15th August 2017.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J. Rippon Cery He Ceg, MILCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 JULY 2017 AT 7.30 PM

Two members of the public

PRESENT	APOLOGIES
Cllr J Carroll, Mayor Cllr. A Roberts Cllr R Houghton Cllr. G Perry Cllr. J.Magill Cllr. A.Naiad	Cllr. S Whittingham Cllr. K Bance.
IN ATTENDANCE	
Mr. G. Rippon	

- Agenda
Item
- 68.17/18** 1. **APOLOGIES**
- To receive apologies
Apologies were received from Cllrs. JM & AR
- 69.17/18** 2. **TO CO-OPT NEW COUNCILLORS**
- To discuss and decide to co-opt any new councilors and receive Acceptances of Office
- 70.17/18** 3. **DECLARATIONS OF INTEREST**
- a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
- Cllrs Carroll, Magill, Naiad and Roberts – Town Hall Trust
- 71.17/18** 4. **APPROVAL OF MINUTES**

The minutes of the Town Council meeting held on Tuesday 16th June 2017 were approved and it was proposed by Cllr. Perry that the Chair signed them this was seconded by Cllr. Houghton.

RESOLVED.

The Mayor Cllr Carroll would sign them after the meeting as authorised.

72.17/18 5. **REPORT FROM THE MAYOR**

The Mayor had nothing to report.

73.17/18 6. **REPORT FROM THE CLERK**

Letters read out

74.17/18 7. **UNITARY COUNCILLOR**

The unitary member was not present

75.17/18 8. **PUBLIC PARTICIPATION SESSION**

Real Ale Trail. A member of the public reported that they did not have any notice of Church Street being closed during this day which caused the business to suffer.

Police

The Friday was quieter than normal

One Saturday there was a report of two criminal damage to cars, there was a reported criminal damage to a window of a business premises. It was also reported an incident which involved six assaults.

Councillors resolved to report the comments to the festival organisers.

76.17/18 9. **PLANNING**

To discuss and decide on the following planning applications:

- a) 17/02846/FUL, 5 Welsh Street Gardens, SY0 5BH, erection of single storey rear extension
This matter was discussed
RESOLVED
No Objection
- b) 17/02935/REM, proposed res. Development west of Lavender Bank; phase 1 approval of reserved matters pursuant to 14/02632/OUT for mixed res. Development.
This matter was discussed
RESOLVED
There was no objection to this development, however Bishop's Castle Parish Plan placed great emphasis on affordable housing. The Council would have liked to have seen at least one of these properties as affordable housing
- c) 17/03031/CPE, 10 the Novers, SY9 5DN, application for Certificate of lawful development to confirm that the proposed development of a second floor summer room was within permitted development.
This application was noted
- d) 17/03101/FUL, 6 Corporation Street Bishops Castle Shropshire SY9 5AN,

application for Formation of vehicular access and erection of car-port to front elevation.

This matter was discussed

RESOLVED

Council objected to this application on the grounds that it was not in keeping with the surrounding houses, in as much as the development protruded from the main house, all other houses developed their properties on the side of their houses.

- e) Pre application for preliminary scheme layout at Oak Meadow for BCCLT
This pre application was noted

DECISIONS:

- a) 17/01408/FUL, 68-70 Church St, SY9 5AE; change of use of ground floor from A1 (shop) to A5 (hot food takeaway)

77.17/18

10. **MONTHLY FINANCES**

- i. To receive any recommendations from the Finance & Resources Committee
There was nothing to report as the Committee had not met.
- ii. To approve the following payments made between meetings under delegated powers

To Payee	Item	Invoice	CHQ	Amount £
Shropshire County Pension Fund	Pension fund underpayment correction			235.48

- iii. To approve the following invoices for payment

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	July Return	456.90
HMRC	PAYE and NI	July Return	501.17
Staff salaries	3 staff	July salaries	1478.46
Andrew B Wallace	Mondays street cleaning	260	22.50
GJ & SA Dudley	Auction Yard toilets	8/7/17	300.00
Tony Baker	Painting and general work	5/7/2017	300.00
ESWS	Pc & scanner set up	10311	75.00
Halls Holdings Ltd	Valuation report	503/9006	411.00
Highline Electrical Ltd	Lighting repairs	1634	1137.11
Telescopic Window Cleaning	June window cleaning, town hall	28 Jun 17	45.00
Promo Printing	Stickers for planters	PP0527117	20.40
The Mailing Room	Annual maintenance	1211087	201.60
SLCC	Book Local Council Administration 10 th ed	122879	73.60
R C Jones	Steel etc for decking	0970	312.00

Water Plus	Surface water drainage TH	00207741	64.01
DIRECT DEBITS (for information)			
Shropshire Council	NDR public toilets July	<i>(last payment this yr)</i>	55.00
Shropshire Council	NDR council office July		97.00

All invoices were agreed and the Clerk was instructed to pay all invoices
Proposed Cllr. Roberts
Seconded Cllr. Perry

78.17/18 11. **USE OF THE PLAYING FIELDS**

To discuss and decide on the request from the Michaelmas Fair Committee to use the playing field as a car park.

This was discussed

RESOLVED

Permission was granted for the use of the playing fields as a car park under the usual conditions that the field was not to be used if very wet and the ground likely to be cut up by motor vehicles. And that the normal public liability insurances and deposit payment were in place.

79.17/18 12. **SAFE KEEPING OF COUNCIL REGALIA**

To discuss and decide on the method of ensuring secure location for Council Regalia. It was reported that the HSBC bank had sent a letter informing the Council that they had 6 weeks in which to secure alternative storage for Council's regalia. The clerk stated that he had commenced enquires with an alternative storage solution.

80.17/18 13. **STAFFING ISSUES**

To discuss and decide on delegating authority to the clerk in consultation with the Chair of Staffing to appoint a minute secretary. Also discussed was the responsibility for the Town Hall cleaner. It was agreed that negotiations should commence with the cleaner with a view if agreed for the Town Council to take over responsibility of the employment of the cleaner. However there was a need for Tupe consultation

81.17/18 14. **TOWN PLAN**

A full update of the current position of the Town Plan was given. In the last meeting, the different themes were identified and allocated to various councilors.

RESOLVED

That the report be noted

82.17/18 15. **TOWN HALL TRUST**

Cllr. Roberts reported that Real Ale Trail event at the Town Hall had raised £800.00p Jenny Davies is leaving and there is an informal event to mark this event.

There were a number of historic documents which will be handed over to Shropshire Archives.

RESOLVED

That the report be noted

83.17/18

16. **ALLOTMENTS**

To receive a report on Allotments.

Purchase of matting to prevent weeds at a cost of £300

To approve a grant of £400 to the allotment society.

RESOLVED

Proposed by Houghton

Seconded by Cllr. Magill that Council approve the purchase of matting to the cost of £300 and award the Allotment Society a grant of £400.00p, also for an outstanding expenditure for petrol be reimbursed

84.17/18

17. **REPORTS FROM MEETINGS ATTENDED**

Cllr. Magill in relation to the Christmas lights

Community Land Trust held their meeting and had received £40,000 extra from Bill Bainbridge's will.

Police / Fire Commissioners meeting. There is a consultation process which ends 11th September 2017.

85.17/18

18. **ITEMS FOR FACEBOOK/WEBSITE**

It was agreed that it be minuted Council's thanks for all the hard work that went in to the new decking and fencing at the public hall

NEXT MEETINGS

The following are dates of the next meetings: -

Ordinary Town Council meetings Tuesdays 15th August 2017.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J. Rippon Cery He Ceg, MILCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 15th AUGUST 2017 AT 7.30 PM**

PRESENT	APOLOGIES
Cllr. J. Carroll, Mayor Cllr. A. Roberts Cllr. R. Houghton Cllr. G. Perry Cllr. J. Magill Cllr. A. Naiad Cllr. S. Whittingham	Cllr. K. Bance Cllr. Keely
IN ATTENDANCE	
Mr. G. Rippon	Mrs. J. Osborne

- Agenda Item
- 68.17/18** 1. **APOLOGIES**
- To receive apologies
Apologies were received from Cllr. K. Bance
Proposed Cllr. Perry Seconded Cllr. Houghton
- 69.17/18** 2. **TO CO-OPT NEW COUNCILLORS**
- To discuss and decide to co-opt any new councilors and receive Acceptances of Office
- 70.17/18** 3. **DECLARATIONS OF INTEREST**
- a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.

Cllrs. Houghton, Magill, Naiad and Cowell declared personal interests in the Town Hall Trust

71.17/18

4. **APPROVAL OF MINUTES**

The Minutes of the Town Council meeting held on Tuesday 18th July 2017 were approved. Proposer Cllr. G. Perry, seconded Cllr. A. Roberts.

72.17/18

5. **REPORT FROM THE MAYOR**

Introduction of Mrs J. Osborne as the new Minute Taker. The Mayor informed Council that a lock had been fitted on the water and power supply near the bowling green.

73.17/18

6. **REPORT FROM THE CLERK**

An overpayment of £4863 was recovered from Npower.
The bank near the Skateboard park is dangerous. Tenders to be obtained.

74.17/18

7. **UNITARY COUNCILLOR**

The unitary member was not present

75.17/18

8. **PUBLIC PARTICIPATION SESSION**

Members of the public wishing to speak should give prior notification of their wish to speak.

No members of the public in attendance.

The complaint regarding the Ale Trail notification was dealt with by Cllr. JC, Mayor and Mr. G. Rippon, Town Clerk.

76.17/18

9. **PLANNING**

To discuss and decide on the following planning applications:

- a) 17/03763/TCA, 17 & 19 Welsh Street Bishops Castle Shropshire, SY9 5BS.
To remove 3 self-seeded Ash trees within Bishops Castle Conservation Area.
This matter was discussed
RESOLVED
No Objection
Proposed Cllr. G. Perry, seconded Cllr. S. Whittingham
- b) 17/03625/FUL, The Old Bakery Church Street Bishops Castle Shropshire SY9 5AD. Alterations to former bakery in association with previously approved conversion into domestic workshop/studio (amended description)
This matter was discussed
RESOLVED
No Objection
Proposed Cllr. A. Roberts, seconded Cllr. G. Perry
- c) 15/03805/FUL, Land East of Field Lane Bishops Castle Shropshire erection of one dwelling and detached double garage; improvements to existing vehicular access. This is an appeal.
This matter was discussed
RESOLVED
No Objection

Proposed Cllr. J. Magill, seconded Cllr. S. Whittingham

- d) 17/03497/REM, Proposed Development Land South of Woodbatch Road Bishops Castle Shropshire approval of reserved matters (appearance, landscaping, layout and scale) pursuant to 14/00885/OUT for mixed residential development of nine dwellings; formation of a vehicular and pedestrian access.

RESOLVED

Council would like to see the size of the houses reduced to meet local needs and lessen the impact on the adjacent Novers Estate.

Proposed Cllr. Roberts, seconded Cllr. Magill

- e) 17/02935/REM, Proposed Residential Development West of Lavender Bank Bishops Castle Shropshire. Phase 1 approval of reserved matters (Design, Layout, Access common site areas, main drainage and services – general non-plot specific conditions) pursuant to 14/02632/OUT for mixed residential development.

This matter was discussed

RESOLVED

Council expressed disappointment that no smaller properties were considered to meet local needs.

Proposed Cllr. Houghton, seconded Cllr. Magill

DECISIONS:

- a) 17/03275/TCA, The Old Vicarage Church Lane Bishops Castle Shropshire SY9 5AF. Removal of 3No. Yew trees within Bishops Castle Conservation Area. No objection.

10. **MONTHLY FINANCES**

- i. A proposition was made to note the bank reconciliation

RESOLVED

That the bank reconciliation be noted

Proposer Cllr. G. Perry, seconded Cllr. R. Houghton

- ii. To note the performance against budget 1st Quarter.

RESOLVED

The performance against budget was noted

- iii. Significant payment received:-

a) £4863.65 received by BACS from NPower (DD had not been cancelled)

b) £3042.10 VAT refund

- iv. To approve the following invoices for payment

Payee	Item	Invoice	Vat	Amount £
Shropshire County Pension Fund	Monthly pension payment	August Return		439.79
HMRC	PAYE and NI	August Return		501.17
Staff salaries	3 staff	August salaries		1479.57
Andrew B Wallace	Mondays street cleaning	111		22.50

Belvidere Lift	Lift Maintenance	112	28.00	168
BCHRC	Affiliation fees	113		25.00
SALC	Training	114		25.00
ESWS	Printing	115		359.70
BCTHT	Shared Costs	116		203.43
Shropshire Council	Licence Fee	117		70.00
Shropshire Council	Licence Fee	118		180.00
Viking	Stationery	119	14.79	88.75
Promo Printing	Stickers for planters	120	2.40	14.40
J. Carroll	Mileage	121		35.40
Play Safety Ltd	RoSPA inspection	122	58.80	352.80
Halls SMS	Toilet Paper	123	12.96	77.76
Andrew Evans	Grounds Maintenance	124	737.93	4427.58
Exemplum	Copier	125	8.19	49.16
SpArc Theatre	Donation	126		2000.00
DIRECT DEBITS (for information)				
British Gas	Electricity	127	99.93	599.52
Shropshire Council	NDR council office August	128		97.00
BT	Telephone and broadband	105	82.54	495.22
BT	Telephone and broadband	106	39.27	235.62

All invoices were agreed and the Clerk was instructed to pay all invoices

Proposed Cllr. R. Houghton

Seconded Cllr. G. Perry

78.17/18 11. **FENCE AROUND THE SKATEBOARD PARK**

To discuss and decide on replacing the fence around the skateboard park (highlighted as High on the RoSPA report)

This was discussed

RESOLVED

A more robust fence is needed. Tenders to be obtained.

Proposed Cllr Whittingham Seconded Cllr. Perry

79.17/18 12. **AWARDING A GRANT (in principle)**

To discuss and decide, in principle to award a grant to two girls to attend a Pony Club competition (details circulated)

RESOLVED

No objection

Proposed Cllr. A. Roberts, seconded Cllr. S. Whittingham

80.17/18 13. **LETTER OF SUPPORT**

To discuss and decide on the request from Bishop's Castle Railway Society for a letter of support.

RESOLVED

To support

Proposer Cllr A. Roberts, seconded Cllr S. Whittingham

81.17/18 14. **LETTER OF SUPPORT**

To discuss and decide on the request from Myndtown Parish Council on their roadside verges Project.

RESOLVED

Council proposed to investigate as to what could be done for our own roadside verges, also to send a letter of support to Myndtown Parish.

Proposer Cllr. A. Roberts, seconded Cllr. A. Naiad

82.17/18 15. **STAFFING ISSUES**

To note that a meeting has been arranged with the cleaner, members of the Town Hall Trust and the Council in respect of TUPE.

RESOLVED

That the cleaners should be TUPE'd over to the Town Council from 1 September 2017 and a new contract of employment implemented

Proposed Cllr. Roberts Seconded Cllr. Houghton

83.17/18 16. **SUPPORT FOR GRANT APPLICATION**

To discuss and decide on support for the Guerrilla gardeners in the submission of the grant application to Shropshire Council.

RESOLVED

To support the application as the gardeners are doing a very good job.

Proposed Cllr R. Houghton, seconded Cllr S. Whittingham

84.17/18 17. **SpArC**

To discuss and decide on Council's position in relation to the management of SpArC (i.e. retendering for the running).

Cllr Houghton gave a full update as to the current position of SpArC in relation to the Trust and Teem the management who were in charge with the day to day running of SpArC. At present the day to day supervision of Teem is the responsibility of Shropshire Council who stated that they were to have a more hands on approach in the future.

85.17/18 18. **PARISH PLAN**

To receive an update on the Community Partnership Parish Plan.

A meeting is due to take place next month when a report will be available

86.17/18 19. **TOWN HALL TRUST**

To receive an update on the Town Hall and Town Hall Trust.

Cllr. Roberts gave a brief update in relation to the Town Hall Trust which was noted

- 87.17/18** 20. **ALLOTMENTS**
- To receive a report on Allotments.
Members noted the report and made comment that it was pleasing to note that there was a waiting list for allotments
- 88.17/18** 21. **REPORTS FROM MEETINGS ATTENDED**
- To receive reports from meetings attended
There was nothing to report under this heading
- 89.17/18** 22. **ITEMS FOR FACEBOOK / WEBSITE**
- To consider items for inclusion on the Facebook page.
Council discussed and proposed ways of limiting the amount of litter being dropped in parks.
- 90.17/18** 23. **NEXT MEETINGS**
- 19th September, 17th October, 21st November and 19th December 2017
- The meeting closed at 9:15pm



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J. Rippon Cery He Ceg, MILCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 19TH SEPTEMBER 2017
AT 7.30 PM**

Two members of the public

PRESENT	APOLOGIES
Cllr J Carroll, Mayor Cllr S Whittingham Cllr A Naiad Cllr Keely	Cllr K Bance Cllr A Roberts Cllr R Houghton Cllr J Magill Cllr G Perry

IN ATTENDANCE	
Mr G Rippon	Mrs J Osborne

- Agenda
Item
- 91.17/18** 1. **APOLOGIES**
- To receive apologies:
Apologies were received from Cllr K Bance (other commitments), Cllr A Roberts (ill), Cllr R Houghton (other commitments), Cllr J Magill (family commitments), Cllr G Perry (other commitments). The meeting was a quorum.
- 92.17/18** 2. **TO CO-OPT NEW COUNCILLORS**
- To discuss and decide to co-opt any new councillors and receive Acceptances of Office. No nominations were received.
- 93.17/18** 3. **DECLARATIONS OF INTEREST**
- a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
- Cllrs J Carroll, Mayor, Cllr A Naiad – declared personal interests in the Town Hall Trust. Cllr A Naiad declared a request for payment of mileage.

- 94.17/18** 4. **APPROVAL OF MINUTES**
- The minutes of the Town Council meeting held on Tuesday 15th August 2017 were approved.
Proposer Cllr S Whittingham, seconded Cllr A Naiad.
- 95.17/18** 5. **REPORT FROM THE MAYOR**
- Cllr A Naiad mentioned the Bishops Castle Remembers 1918 initiative and Beacons of Life. More volunteers are needed for admin duties and manpower.
- 96.17/18** 6. **REPORT FROM THE CLERK**
- Numerous emails had been received. The playground had been double booked for inspection at a cost of about £160. A new plan application had been received for 45 Church Street to be converted to a fast food takeout. A special meeting will be held. A copy of the meeting and agenda the Town Clerk attended in Brussels was produced as well as the certificate he received. The plan for the Old Bakery to be converted to a domestic workshop was approved.
- 97.17/18** 7. **UNITARY COUNCILLOR**
- The unitary member was not present
- 98.17/18** 8. **PUBLIC PARTICIPATION SESSION**
- Members of the public wishing to speak should give prior notification of their wish to speak. Two members of the public attended. The subject of building affordable housing on vacant land owned by the Council was discussed. This item was discussed further on in the minutes. See item 15.
- 99.17/18** 9. **PLANNING**
- a) 17/03905/FUL
 Application for the erection of single storey extension to side elevation at New House Lydham Bishops Castle Shropshire SY9 5DP.
 RESOLVED
 Approved.

 Proposer Cllr S Whittingham, seconded Cllr A Naiad.
- b) 17/03905/FUL
 Application for the erection of single storey extension to side elevation at New House Lydham Bishops Castle Shropshire SY9 5DP
 RESOLVED

 Approved.
 Proposer Cllr S Whittingham, seconded Cllr A Naiad.
- c) 17/04106/FUL
 Application for the erection of rear/side extension at Field House Field Lane Bishops Castle SY9 5AG
 RESOLVED

Approved.
 Proposer Cllr S Whittingham, seconded Cllr A Naiad.

100.17/18 10. **MONTHLY FINANCES**

1. To note the Bank Reconciliation - noted
2. To note the External Auditors report - noted
3. To approve the following invoices for payment

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	September Return	589.83
HMRC	PAYE and NI	September Return	663.70
Staff salaries	3 staff	Sep salaries	1954.80
Andrew B Wallace	Mondays street cleaning	135	22.50
Gwilym Rippon	Expenses SLCC sub etc	September	191.00
WaterPlus	Auction Yard toilets	V00511982	116.89
Rialtas Business Solutions Ltd	Annual support	SM17892	139.20
Mailing Room	Ink for machine	116404	57.54
J P Brayford (Access & Habitat Management)	Taps repairs allotments	0853	189.78
Telescopic Window Cleaning	Town hall window cleaning	11 Aug 17	45.00
GA & SA Dudley	Auction yard toilets	12 Aug 17	772.00
L Heasman (Cllr Naiad)	Expenses, mileage	September	22.95
Evelyn Bowles	Parts for water butt etc	BCBS 1705- 075519	6.43
United Pack Pony Club	Grant		£100.00
GA & SA Dudley	Soap dispensers		213.00
For Information			
Shropshire Council	NDR council office August	128	97.00
Eon	Playing Fields (Bowling Club Kerry Lane)	H14BDA77 81 6 th August	51.30
Mazaars	External Auditor	19 Sep 17	510.00

All invoices were approved and the Clerk was instructed to pay all invoices.

Proposer Cllr S Whittingham, seconded Cllr A Naiad.

101.17/18 11. **FENCE AROUND THE SKATEBOARD PARK**

To discuss and decide the quote for a metal fence around the skateboard park

It was discussed that possibly only the back area needed to be fenced and a site meeting

will be held by Councillors to confirm measurements.

Proposer Cllr S Whittingham, seconded Cllr A Naiad.

102.17/18 12. **RECOMMENDATIONS FROM THE STAFFING COMMITTEE**

To agree the recommendations from the Staffing Committee also to note the minutes from the Staffing Committee

a) **Staff Issues**

The clerk stated that his probationary period had been completed, members felt that this had been completed satisfactorily.

Recommend to full council that the clerk's position be made permanent and that his salary be SCP 39.

b) **Appraisal Review**

The clerk reported that he had completed the Assistant clerk's appraisal which was satisfactory and as such contractually she is entitled to advance one increment within her salary scale.

Recommend to full council that the assistant Clerk's salary raise to SCP 23

c) **SCP points for all staff**

The clerk suggested that all staff be placed on NJC SCP scales as with all Local Government employees.

Recommend to full council that both cleaners be placed on SCP 6

d) **incremental points for staff within their pay scale**

The clerk stated that staff should rise 4 incremental points within their pay scale pending satisfactory appraisals.

Recommend to full council that that staff should rise 4 incremental points within their pay scale pending satisfactory appraisals

The above recommendations were all approved. **Resolved.**

e) **Pensions discretionary policy**

The clerk was requested to send out this policy without all the track changes to assist with reason.

RESOLVED.

The above recommendations were accepted without alterations.

Proposer Cllr A Naiad Seconded Cllr S Whittingham

103.17/18 13. **DISPLAY CABINET**

To discuss and decide on a cabinet for display of the maces and chain of office.

It was agreed that the Clerk goes ahead to have a cabinet installed at the cheapest and most effective manner of satisfying the insurance company.

Proposer Cllr S Whittingham Seconded Cllr A Naiad. **Resolved.**

104.17/18 14. **BECOMING A DEMENTIA-FRIENDLY TOWN**

Bishops Castle remembers 1918 and Beacons of Light
Skate park fencing
Guerrilla gardens

110.17/18 20. **NEXT MEETINGS**

The following are dates of the next meetings: -

NEXT MEETINGS
17th October, 21st November, and 12th December 2017. Meeting closed at 9.15

An adjustment to the meeting date of the 12th December 2017 may be considered.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J. Rippon Cery He Ceg, MILCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 17TH OCTOBER 2017
AT 7.30 PM**

There were three members of the public

PRESENT	APOLOGIES
Cllr J Carroll, Mayor (from 1945hrs) Cllr S Whittingham Cllr A Naiad Cllr G Perry Cllr K Bance Cllr A Roberts	Cllr J Magill
Cllr R Houghton	Cllr Keely
IN ATTENDANCE	
Mr G Rippon	Mrs J Osborne

Agenda Item

111.17/18 1. APOLOGIES

To receive apologies:

Apologies were received from Cllr J Magill (other commitments), Cllr Keely (other commitments). It was noted that Cllr Keely was not present at the meeting on the 19th September 2017. Cllr J Carroll, Mayor arrived at 1945hr. The first part of the meeting was chaired by Cllr A Naiad.

112.17/18 2. TO CO-OPT NEW COUNCILLORS

To discuss and decide to co-opt any new Councilors and receive Acceptances of Office. No nominations were received.

113.17/18 3. 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 16 Town Hall Trust	✓	
Cllr A Naiad	Item 16 Town Hall Trust	✓	
Cllr A Roberts	Item 16 Town Hall Trust	✓	
Cllr R Houghton	Item 18 SpArC	✓	

114.17/18 4. **APPROVAL OF MINUTES**

The minutes of the Town Council meeting held on Tuesday 19th September 2017 were approved. In terms of the Minutes 19th September 2017, point 102.17/18 it was agreed that both Cleaners be placed on SCP 6.

Proposer Cllr R Houghton

Seconded Cllr S Whittingham

115.17/18 5. **REPORT FROM THE MAYOR**

Cllr A Naiad mentioned the Bishops Castle Remembers 1918 initiative and Beacons of Life. More volunteers are needed for admin duties and manpower. A talk by the Heritage Centre regarding World War I planned comprising poetry reading, horse drawn ambulance with nurses and to commemorate not only the Soldiers but the people that were left at home. A low noise fireworks display to be arranged on 11 November 2017 to celebrate Beacons of Light. Hope to get Public Houses / Cafes in town to create theme of World War I. Cllr R Houghton offered to search for grants.

116.17/18 6. **REPORT FROM THE CLERK**

The new cabinet to display the maces and chains of office has been ordered and awaiting delivery.

117.17/18 7. **UNITARY COUNCILLOR**

The unitary member was not present

118.17/18 8. **PUBLIC PARTICIPATION SESSION**

Three members of the Public attended. Two of the members spoke in favour of approval of Planning Application 17/04335/VAR.

One member of the Public spoke in favour of the 20mph initiative.

119.17/18 9. **PLANNING**

To discuss and decide on the following planning applications:

a) 17/04364/FUL

Application for the erection of 1 No dwelling, formation of vehicular and pedestrian accesses at West Of Copall Cottage Off Copall Paddock Bishops Castle Shropshire.

RESOLVED

Objection due to the site being small and this would cause overdevelopment as well as the issue of having to park on the street.

Proposer Cllr G Perry

Seconded Cllr R Houghton

- b) 17/04335/VAR
Application for the Variation of Condition No.3 (opening hours) attached to planning permission 16/00748/FUL to allow for more flexible hours of opening at 45 Church Street Bishops Castle SY9 5AD (Thyme Café)

RESOLVED
No objection

Proposer Cllr G Perry

Seconded Cllr R Houghton

- c) 17/04513/FUL
Application for the erection of two storey extension to dwelling, partly over existing garage at Seven Wells, Bankshead, Bishops Castle, Shropshire SY9 5JJ.

RESOLVED
No objection

Proposer Cllr R Houghton

Seconded Cllr G Perry

- d) 17/04783/FUL
Application for the conversion of traditional agricultural building into farm workers rest room with first floor accommodation for temporary farm worker at The Cottage Lydbury North Bishops Castle Shropshire SY9 5ET

RESOLVED
It was agreed that further investigation required.

Proposer Cllr J Carroll, Mayor

Seconded Cllr S Whittingham

120.17/18 10. MONTHLY FINANCES

1. To note the Bank Reconciliation – noted
2. To note the External Auditors report – to further investigate cost comparatives - adjourned to November
3. To approve the following invoices for payment

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October Return	589.83
HMRC	PAYE and NI	October Return	663.70
Staff salaries	3 staff	October salaries	1954.80
Zurich	Insurance		1261.12
GA & SA Dudley	Auction yard toilets	12 Aug 17	336.00
GA & SA Dudley	General maintenance		605.00

Enterprise House	News letter printing		262.71
Andrew B Wallace	Mondays street cleaning	n	22.50
Exeplum	Printer (toner)		10.74
Exeplum	Printer		76.56
G.M. Cooke	Electrical work (cheque lost)		84.00
Andrew Evans	Grass cutting		2559.12
Andrew Evans	Building work		751.32
Shropshire Council	Joint energy costs		1012.68
Shropshire Council	Joint energy costs		506.34
Clayton contracting	Electrical work		408.00
Halls SMS	Toilet consumables		82.49
Florian Fire Safety	Annual maintenance		78.60
RDS	Display cabinet		1116.00
Shropshire Council	RoSPA check		192.00
For Information			
Shropshire Council	NDR council office August	128	97.00
Pitney Bowes	Franking machine		50.00

RESOLVED

All Invoices were approved, and the Clerk was instructed to pay all invoices

Proposer Cllr R Houghton

Seconded Cllr A Naiad

121.17/18 11. FENCE AROUND THE SKATEBOARD PARK

To discuss and decide the quote for a metal fence around the skateboard park

RESOLVED

Council agreed that a metal fence will be installed at the back of the park only.

Proposer Cllr S Whittingham

Seconded Cllr A Roberts

122.17/18 12. TO DISCUSS AND DECIDE ON THE CHRISTMAS LIGHTS FOR 2017-2018

To receive a report from the Clerk together with costings for the provision of Christmas lights

RESOLVED

Costings were approved and agreed that the definition of Christmas Lights Festival and Christmas Lights will be kept separate. Christmas Lights will be switched on the 2nd December 2017.

Proposer Cllr G Perry

Seconded Cllr S Whittingham

123.17/18 13. TO AGREE THE QUOTE FOR TREE SURVEY

RESOLVED

Agreed to accept the quotation received

Proposer Cllr G Perry

Seconded Cllr K Bance

124.17/18 14. TO RECEIVE A REPORT ON THE 20MPH CONFERENCE

RESOLVED

The Town Planning Group to engage in consultation with a view to implementation throughout the residential area.

Proposer Cllr J Carroll, Mayor

Seconded Cllr K Bance

125.17/18 15. PARISH PLAN

The food help project progressing well. Nominations of Non- Profit Organisations requiring assistance should be put forward.

Proposer Cllr J Carroll, Mayor

Seconded Cllr A Naiad

126.17/18 16. TOWN HALL TRUST

To receive an update on the Town Hall and the Town Hall Trust

The Trust is planning a guided walk in Winter as a fund raiser ending in lunch at the Town Hall. Michaelmas Fair stall earned £383. Volunteers missed a lot of the Fair. There is a need for more Volunteers.

127.17/18 17. ALLOTMENTS

To discuss members for a Task and Finish Group to progress improvements on the allotments, together with applying for grants.

RESOLVED

Cllr R Houghton and Cllr J Carroll to form a council to investigate a way to move forward.

Proposer Cllr J Carroll, Mayor

Seconded Cllr A Roberts

128.17/18 18. REPORTS FROM MEETINGS ATTENDED

Cllr A Roberts reported on the Business Park Meeting. Phase I to be implemented but short of funding. Cllr S Whittingham to attend a meeting and provide feedback.

Cllr R Houghton reported on the meeting held between Shropshire Council and SpArc. A business plan is to be put through to the Trustees for further funding.

Cllr A Naiad attended a Dementia champion awareness raising session with the Ludlow Council.

129.17/18 19. ITEMS FOR FACEBOOK/WEBSITE

Suggestions proposed:

Outsider Society
Christmas Lights and pictures
Children in need

130.17/18 20. **NEXT MEETINGS**

The following are dates of the next meetings: -

21st November and 12th December. The meeting closed at 21h25



Gwilym J. Rippon Cery He Ceg, MILCM
TOWN CLERK
Tel: 01588 638141
E-mail: townclerk@bishopscastle.co.uk

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 21st NOVEMBER 2017
AT 7.30 PM**

There were five members of the public present

PRESENT	APOLOGIES
Cllr J Carroll, Mayor Cllr G Perry Cllr A Roberts Cllr R Houghton Cllr J Magill	Cllr S Whittingham Cllr A Naiad Cllr K Bance Cllr Keely
IN ATTENDANCE	
Mr G Rippon	Mrs J Osborne

Agenda Item

131.17/18 1. APOLOGIES

To receive apologies:

Apologies were received from Cllr Keely (other commitments), Cllr A Naiad (ill), Cllr K Bance (other commitments), Cllr S Whittingham (other commitments)

132.17/18 2. TO CO-OPT NEW COUNCILLORS

To discuss and decide to co-opt any new Councilors and receive Acceptances of Office.

No nominations were received.

133.17/18 3. 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 15 Town Hall Trust	✓	

Cllr J.Magill	Item 15 Town Hall Trust	✓	✓
Cllr A Roberts	Item 15 Town Hall Trust	✓	

134.17/18 4. **APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 17th October 2017

The minutes of the Town Council meeting held on Tuesday 17th October 2017 were approved. Cllr A Roberts noted that there were amendments required with regard to Item 18 in that Cllr A Roberts reported on the Dementia awareness and Cllr A Naiad reported on the Business Park Meeting. Item 19 suggestions for the Facebook website – Outsiders should have been noted as Alzheimers.

PROPOSER Cllr J Magill

SECONDED Cllr R Houghton

135.17/18 5. **REPORT FROM THE MAYOR**

To receive a report from the Mayor.

There was nothing to report.

136.17/18 6. **REPORT FROM THE CLERK**

To receive a report from the Clerk.

A letter was received congratulating the Council on the excellent turnout for the British Legions. The Council printer is due for an upgrade and a quote accepted at £40 less per month.

137.17/18 7. **UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor.

The unitary member was not present.

138.17/18 8. **PUBLIC PARTICIPATION SESSION**

Members of the Public wishing to speak should give prior notification of their wish to speak.

Five members of the Public attended.

One member spoke regarding Item 9 on the Agenda - proposed to forward to the following item – Item 9.

PROPOSER Cllr G Perry

SECONDED Cllr A Roberts

One member spoke regarding an amendment to planning application

Jonathan Brown gave a presentation on the development of the business park and finance options.

139.17/18 9. **VERGES**

To receive a short (10 minute) presentation on Verges + Q and A session.

A presentation was given on Project Life on the Edge. Verges are under threat and the project will encourage local people to get involved in restoring the verges to their natural beauty in order to support the wildflowers and insects of the natural world. The presentation was followed by a Q and A session.

140.17/18 10 **PLANNING**

To discuss and decide on the following planning applications:

a) 17/05178/TCA

Application to remove to ground level 1no Norway Maple (T1) and lightly reduce by 15% 1no Copper beech Tree (T2) within the Bishops Castle conservation area Llanserth , 2 Kerry Lane, Bishops Castle, SY9 5AU

RESOLVED

No Objection

PROPOSER Cllr R Houghton

SECONDED Cllr G Perry

b) 17/04933/VAR

Application for the variation of condition no.2 (approved plans) pursuant to 17/01259/FUL to allow for modifications to approved house design at Outbuildings At Bakehouse Cottage 20 Market Square Bishops Castle Shropshire

RESOLVED

No objection

PROPOSER Cllr R Houghton

SECONDED Cllr G Perry

c) 17/05058/LBC

Application for the conversion of an outbuilding to form one dwelling (modification to previously approved) at Outbuildings At Bakehouse Cottage 20 Market Square Bishops Castle Shropshire

RESOLVED

No objection.

PROPOSER Cllr R Houghton

SECONDED Cllr G Perry

d) 17/05204/FUL

Application for the creation of a vehicular access at 6 Corporation Street Bishops Castle SY9 5AN

RESOLVED

No objection

PROPOSER Cllr J Magill

SECONDED Cllr G Perry

141.17/18 11 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation – noted to rearrange finance meetings.
- ii. To appoint the internal auditor – The Town Clerk explained this was for ratification as Iain Selkirk had been appointed as Internal Auditor saving of approximately £300.

Resolved

Iain Selkirk appointed as Internal Auditor for 2017-2018

- iii. To discuss and decide on the budget and precept for 2018-2019 –
RESOLVED

The budget was approved at £144,939 with a precept demand of £134,000

This was passed by a majority.

PROPOSER Cllr A Roberts

SECONDED Cllr R Houghton

- iv. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	November Return	589.83
HMRC	PAYE and NI	November Return	663.70
Staff salaries	3 staff	November Return	1986.34
GA & SA Dudley	Auction yard toilets	201	420.00
Snowboy systems	Snow blanket	202	170.40
ESWS	Printing	203	32.85
Exeplum	Printer	204	43.50
Highline electrical	Street lights	205	102.60
Belvidere lifts	Maintenance	206	246.00
P. Eldridge	Notice board	207	15.00
Meg Gwilliam	Allotment judging expenses	Nov expense form 6/11/17	11.00
Mrs Mary E Rickards	Allotment judging expenses	Nov expense form 6/11/17	32.85
G.J.Rippon	Expenses	209	144.00
A.Wallace	Street cleaning	211	37.50
Village outreach	Grant	212	1020.00
Michaelmas Fair	Repayment of rent	213	250.00
Viking	Stationery	214	46.37
Viking	Stationery	215	4.79
PHS	Sanitary services	216	616.18
J. Carroll	Reimbursement	217	24.95
Water plus	Water rates	218	39.03
Telescopic	Window cleaning	219	4500
For Information			
British Gas	Electricity	223	
British Gas	Electricity	224	531.16
Shropshire Council	NDR council office August	225	97.00
RBL	Poppy wreath	200	25.00

E.on	Electricity	226	37.64
------	-------------	-----	-------

RESOLVED

Approved

PROPOSER Cllr R Houghton

SECONDED Cllr A Roberts

141.17/18 12. VILLAGE HALL

To discuss and decide on issues with the plumbing at the Village Hall. The toilets flow back and this may require the work of a Rodding company which may be expensive. A decision will be made as to whether the issue requires fixing or may be more cost effective to replace.

RESOLVED

An investigation to be made into the problem with the toilets and the heating in the underground boiler.

PROPOSER Cllr G Perry

SECONDED Cllr J Magill

142.17/18 13 REDUNDANT GOLF CLUB CUP.

To discuss and decide on the future of the redundant golf club cup

RESOLVED

To retain the cup as a future all round award at the Civic Awards.

PROPOSER Cllr R Houghton

SECONDED Cllr G Perry

143.17/18 14 TOWN PLAN

To receive an update on the Town Plan

Cllr A Roberts did not have anything to report.

144.17/18 15 TOWN HALL TRUST

To receive and update on the Town Hall and the Town Hall Trust.

Finances are looking healthy; book sales and donations have risen.

145.17/18 16 ALLOTMENTS

- i. To discuss members for a Task and finish Group to progress improvements on the allotments, together with applying for grants.
- ii. To discuss the terms of reference for the Task and Finish Group.

- iii. To consider a suggestion from the Allotment Society that a Bee keeping Association is approached with a view to siting a couple of hives on the Allotments

RESOLVED

Some changes were proposed at the back of the new allotments such as better signage.

PROPOSER Cllr J Carroll, Mayor

SECONDED Cllr |A Roberts

146.17/18 17. REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

No meetings were attended

147.17/18 18. ITEMS FOR FACEBOOK / WEBSITE

To consider items for inclusion on the Facebook page.

Christmas lights, the Beeches survey, Civic Awards reminder, explanation of the budget, volunteers to deliver the newsletter.

149.17/18 19. NEXT MEETINGS

The following are dates of the next meetings: -

12th December 2017 and 16th January 2018. The meeting closed at 21h15



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: townclerk@bishopscaletowncouncil.gov.uk

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

The meeting due to take place on the
12th December 2017
Did not take place.