



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: 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 JANUARY 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr G. Perry Cllr J. Magill	Cllr R. Houghton Cllr K. Bance Cllr S. Whittingham (Absent)
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Cllr J. Keeley	

Fire Procedure

Minute No.	Agenda Item	
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01-19 1 **APOLOGIES**
Cllr Bance (Working); Cllr Houghton (Committed elsewhere). **RESOLVED** Apologies accepted. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.

02-19 2 **TO CO-OPT NEW COUNCILLORS**
None.

03-19 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 J. Magill		✓	✓
Cllr J. Carroll	Item 9 Planning	✓	✓

04-19 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 11th December 2018. **RESOLVED** The minutes were approved. Proposed Cllr Magill; Seconded Cllr Roberts. All in favour.

- 05-19 5 **REPORT FROM THE MAYOR**
Nothing to report other than wishing everyone a Happy New Year!
- 06-19 6 **REPORT FROM THE CLERK**
The Town Clerk had received details of single-use plastic items which should not be used wherever possible on Council premises and the wording to be incorporated into the Hire Agreements. Town Clerk will circulate them accordingly.
- Powys County Council were holding a consultation period on their Local Development Plan, which included neighbouring Parishes, from January 14th – February 24th. This is in relation to planning guidance, including renewable energy.
- The Internal Auditor. Town Clerk to re-appoint (same fee as last year).
- 07-19 7 **UNITARY COUNCILLOR**
Query: Wintles Lane does not need street lighting. If it were a wider Road, it would.
- Public Consultation Meeting to discuss the proposed extra housing development either side of Welsh St to be held on Monday 21st.
- A lot of public concerns had come to Cllr Keeley's attention already: Why here and not on the north-east side of the town near the Doctors, where the road access would be better; concerns over traffic issues on Welsh St (bringing traffic into the narrow roads of town) and the narrow Wintles Lane (bringing traffic into a difficult junction on the Montgomery Road); pedestrian access. The frustrations of the Town Council's recommendations apparently being ignored by Shropshire Council were expressed.
- Matthew Mead's Enablement Team has been disbanded. Matthew has applied to join the new team and will continue to support the future of SpArC, the Business Park and Enterprise South West as much as he is able to.
- Drains and Potholes. A major overhaul of the town's drainage system is being planned for this year. Please continue to report potholes to customer services. Priority is given to the most reported problems.
- Underground. The new pump has been fitted. There is an issue with the foul drains. The Town Clerk will appoint a drains company to identify the problem.
- 08-19 8 **PUBLIC PARTICIPATION SESSION**
None present
- 09-19 9 **PLANNING**
A planning application had arrived just before the meeting. **RESOLVED** To defer it to the next meeting. Proposed Cllr Magill; Seconded Cllr Perry. All in favour.
- 10-19 10 **MONTHLY FINANCES**
- i. To note the Bank Reconciliation.
The Christmas Lights did well. Any surplus will go towards new lights for next year. Town Clerk to investigate an outstanding unrepresented cheque.
RESOLVED The bank balances were noted. Proposed Cllr Perry, Seconded Cllr Magill. All in favour.
 - ii. To discuss an increase in A Wallace's hourly rate. **RESOLVED** To increase it to SP7, in line with similar position. The areas in town to be cleaned will be clarified. Proposed Cllr Magill; Seconded Cllr Perry. All in Favour.

- iii. To discuss and decide to approve the National Pay Awards. **RESOLVED** Approved. Proposed Cllr Magill; Seconded Cllr Perry. All in favour.
- iv. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	January	640.21
HMRC	PAYE and NI	January	762.50
Staff salaries	4 staff	January	2128.22
Lennox Electrical	Electrical	323	1950.0
C. Owen	minute taker	324	37.56
A. Wallace	street cleaning	325	23.55
G. Dudley	Toilet cleaning	326	420.00
Halls SMS (inv 17262)	Toilet paper/cleaning products	327	41.28
Halls SMS (inv 17543)	Toilet paper/cleaning products	328	49.90
Blachere Illumination UK	Hire Xmas lights	329	561.00
Blachere Illumination UK	Installation, storage	330	2,488.80
Shropshire Council	Licence	331	70.00
Highline	Street Lighting	332	71.40
J. Cambell	Street Lighting	333	89.96
Exemplum	Printing	334	10.74
Exemplum	Printing	335	386.38
			For Information
BT	telephone	DD	365.08
Shropshire Council	Rates	DD	108.00
E-on	Electricity Playing Fields	DD	56.62
Water Plus	Public toilets Town Hall	DD	20.02
Water Plus	Town Hall	DD	32.68
Total			10313.90

RESOLVED The invoices are paid, plus £564.54 to eon – an overdue payment just received, following the changeover of bank mandates relating to the Underground/Public Hall. Proposed Cllr Roberts; Seconded Cllr Magill. All in favour. A thank you letter will be sent to Mr Campbell for repairing the street lights.

- 11-19 11 **ALLOTMENTS**
Cllr Carroll was waiting on 1 item to do with VAT Registration Numbers and Company Names, and then the grant application to the Leader Action Group will be submitted.
- 12-19 12 **LOCAL COUNCIL AWARD SCHEME**
We have already achieved Bronze. We need to work towards appointing more Councillors, but no reason why we can't aim for Gold. **RESOLVED** Go for Gold and accept Silver if necessary. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.
- 13-19 13 **LOCAL LETTINGS POLICY**
Connexus is a Community Led Group. There is a high demand locally for the houses. In line with the local needs criteria, priority will be given to Bishop's Castle and its

adjoining Parishes, (Lydham, Lydbury North, Colebatch, Mainstone and Churchstoke).
RESOLVED Proposed Cllr Perry; Seconded Cllr Roberts. All in Favour.

If necessary, further adjoining Parishes will be included. **RESOLVED** Proposed Cllr Perry; Seconded Cllr Roberts. All in Favour.

There are 9 Lettings Criteria: **RESOLVED**

a) At least 5 must be met.

b) Priority will be given to those with jobs, and those with specific care needs: both those that provide informal care to relatives already living here, and also those with a care need that can only be provided by a family already living here.

c) The Town Council will be part of the vetting process.

Proposed Cllr Perry; Seconded Cllr Magill. All in favour.

14-19 14 **NEIGHBOURHOOD PLAN**

i) to receive an update: No further update to report.

ii) to designate the Neighbourhood Plan Area: **RESOLVED** The area in the Plan will be the designated area for the Neighbourhood Plan. Proposed Cllr Magill; Seconded Cllr Roberts. All in favour.

15-19 15 **TOWN PLAN**

There is a meeting next week.

16-19 16 **TOWN HALL and TOWN HALL TRUST**

Staff are preparing a stand for the Shropshire Hills Tourism Expo at Ludlow Racecourse on April 3rd.

There will be a fund-raiser at the Public Hall in June.

The Castle Hotel is working on the Elephant Project.

The Town Hall Trust is working on reducing its use of single-use plastics.

It is with regret that the Town Hall Trust has accepted the resignation of Ms E Bowles. She will be greatly missed by the Trust. A new Rep from The House on Crutches is being sought. Ms S Wilmer has agreed to take over organising the Book Sales.

17-19 17 **REPORTS ON MEETINGS ATTENDED**

Cllr Carroll had attended a Enterprise SW Shropshire meeting. Shropshire Council have agreed to fund Enterprise House in the same way for 1 year. They are making an application through the Local Enterprise Partnership (which covers Worcestershire, Herefordshire and Shropshire), for capital money re the Business Park, SpArC and Enterprise House. It might mean slight changes in what Enterprise House does, with more links with the Business Park and support services for businesses. Chris Hill is making the case for it to carry on with Shropshire Finance Department. The infrastructure for the Business Park needs to be put in place, as a priority.

18-19 18 **ITEMS FOR FACEBOOK / WEBSITE**

Christmas Lights – money raised and thank you.

Public Consultation Meeting re Future Housing Development on Welsh St.

19-19 19 **NEXT MEETING**

Tuesday 19th February, 7.30pm

Meeting closed at 9pm.



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ON TUESDAY 19TH FEBRUARY 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr G Perry Cllr J. Magill	Cllr R. Houghton Cllr K. Bance Cllr S. Whittingham

IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Cllr J. Keeley 2 Members of the Public	

Fire Procedure

Minute No.	Agenda Item	
20-19	1	<p><u>APOLOGIES</u> Cllr Bance; Cllr Houghton; Cllr Whittingham.</p> <p>RESOLVED Apologies accepted. Proposed Cllr Roberts; Seconded Cllr Perry. All in favour.</p>
21-19	2	<p><u>TO CO-OPT NEW COUNCILLORS</u> None.</p>
22-19	3	<p><u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.</p>

Name	Agenda Item	Personal	Prejudicial
Cllr J. Carroll	Item 9 Planning	✓	✓
Cllr G. Perry	Item 15 Light at Brick Meadow	✓	
Cllr J. Carroll Cllr J. Magill	Item 17 Town Hall Trust	✓ ✓	✓

Cllr A. Roberts		✓	
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- 23-19 4 **APPROVAL OF MINUTES**
 To approve the minutes of the Town Council meeting held on Tuesday 15th January 2019.
RESOLVED
 The minutes were approved (an omission in declarations of interest was rectified).
 Proposed Cllr Perry; Seconded Cllr Magill. All in favour.
- 24-19 5 **REPORT FROM THE MAYOR**
 Nothing to report.
- 25-19 6 **REPORT FROM THE CLERK**
 Andrea Pellegram had produced her report on the Neighbourhood Plan: copies are available.
 Jonathan Brown had been in touch re the vacant shop and dwelling that was Stars' Newsagents. Stuart Taylor would like to make a representation to declare it an asset of community value, and under Section 215 of the Town and Country Act request that it is tidied up/improved and declared as an empty home. The Town Clerk will follow this up.
 The Town Clerk had been informed that Shropshire Council still holds £5,500 of CIL money, to be used for infrastructure. (Community Infrastructure Levy). The Town Clerk will investigate what exactly it can be used for – see item 15.
 The Town Clerk had received designs and prices for a replacement springer for the Oak Meadow Play Area.
- 26-19 7 **UNITARY COUNCILLOR**
Underground: There had been some vandalism in December. Signs had been torn off and the security camera broken. The camera company failed to send an alert so were sending a new camera free of charge.
 The drains have been surveyed and cleared. The pipes are in good condition. Hand Dryers may be installed instead of paper towels to try to prevent future blockages. There are plans to renew the flooring in the toilets and renovate them.
 Two heaters will be purchased (£150 each) which will be wifi controlled. The pump is working well.
Street Lights: The street lights on Corporation Street are not coming on early enough. Cllr Keeley will raise this with Shropshire Council.
Housing: The Oak Meadow Housing Planning Application has been passed. Cllr Keeley will liaise with the Town Council re publicising the need for housing applicants to register with Shropshire HomePoint and also the details of the criteria required.
 The Public Consultation Meeting re future housing plans in the town was well attended. The results are awaited, as well as news on the previously proposed site(s).
Skate Park: Cllr Keeley asked for match-funding from the Town Council to assist the skateboarders to raise money for a covered seating area in the Skate Park.
Traffic: There have been complaints re congestion and parking issues outside Spar. Cllr Keeley will talk to Highways about the issue. Suggestions are to restrict people from parking on the pavement, and to encourage people to use the car park at the back. Signage and road markings would help.

27-19 8

PUBLIC PARTICIPATION SESSION

The members of the public explained the details of their planning application.

28-19 9

PLANNING

19/00049/FUL – conversion and part demolition of existing outbuildings and barn to a holiday let and studio, 23 High St.

Cllr Carroll left the room at 20.08 and Cllr Magill took the Chair.

RESOLVED

No objections. Proposed Cllr Perry; Seconded Cllr Roberts. All in favour.

Cllr Carroll returned at 20.09 and resumed the chair.

19/00039/TCA – works to trees, 25 Welsh St.

Following the recommendations of the tree warden:

RESOLVED.

No objection. Proposed Cllr Perry; Seconded Cllr Roberts. All in favour.

19/00120/FUL – Alterations to design, scale and layout. Plot 1 The Leys.

RESOLVED

No objection. Proposed Cllr Perry; Seconded Cllr Roberts. All in favour bar 1 abstention.

29-19 10

MONTHLY FINANCES

- i. To note the Bank Reconciliation.

RESOLVED The bank balances were noted. Proposed Cllr Magill: Seconded. Cllr Perry. All in favour.

- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	February	640.21
HMRC	PAYE and NI	February	762.50
Staff salaries	4 staff	February	2128.22
C. Owen	minute taker	365	37.56
A. Wallace	street cleaning	366	23.55
G. Dudley	Toilet cleaning	367	420.00
M. Gwilliam	Expenses	368	42.50
P. Barnes	public hall	369	242.92
T. Baker	public hall	370	480.00
Shropshire Council	joint energy	371	621.14
Highline	Street Lighting	372	433.56
A. Evans	grass cutting etc	373	1575.00
A. Evans	grass cutting etc	373	258.00
A. Evans	grass cutting etc	373	210.00
A. Evans	grass cutting etc	373	948.36
A. Evans	grass cutting etc	373	844.32

A. Evans	grass cutting etc	373	950.40
A. Evans	grass cutting etc	373	276.00
G.M. Cooke	electrical work	374	344.40
BCBS	Building supplies	375	71.05
BCBS	Building supplies	376	29.71
Telescopic WC	Window cleaning	377	45.00
PHS	Sanitary ware	378	24.00
Blachere	Christmas lights	379	220.80
Blachere	Christmas lights	380	879.60
VT Prints	motifs for the doors	381	64.80
Mark one	fire safety check	382	90.00
Halls sms	loo rolls	383	29.34
BCHRC	storage	384	143.00
Exemplum	printing	385	425.36
Exemplum	Printing	386	10.74
For Information			
Eon	electricity	387	65.05
BT	telephone	388	375.33
BG	electricity	389	490.88
SG equipment	Printer lease	390	322.80
BG	electricity	391	147.26
ICO	Data protection fee	392	35.00
Host IT	Domain name	394	167.88
Host IT	Bronze business	395	320.76
	Total		15209.49

RESOLVED

The invoices are paid. In addition, the Parrot Springer should be bought for the play area at a cost of £990. Proposed Cllr Magill; Seconded Cllr Perry. All in Favour.

30-19 11

ALLOTMENTS

The grant application to the Leader Action Group was turned down. The proposed improvements will need to be scaled down and the most important issues prioritised.

RESOLVED £160 should be spent on rabbit control. Proposed Cllr Magill; Seconded Cllr Perry. All in favour bar 1 abstention.

31-19 12

SURFERS AGAINST SEWAGE

(Umbrella organisation for the Fight against Plastic)

RESOLVED. The wording was agreed. Proposed Cllr Roberts; Seconded Cllr Magill. All in Favour.

- 32-19 13 **NEIGHBOURHOOD PLAN**
The Public ‘Visioning’ Meeting was attended by approximately 35 people. Thanks to the Community Led Partnership, a lot of the groundwork had already been done but now a steering group needed to be formed to take the specific task of the Neighbourhood Plan forward with the Partnership’s help. From the meeting, 3 members of the public had expressed an interest, as had Cllr Perry. Cllr Magill also volunteered. More volunteers from the public will be sought to form the group.
- 33-19 14 **WEBSITE**
The Town Council’s new website, (ending in .gov) is up and running, with Links to the existing one. Councillors will have new email addresses.
RESOLVED.
The new website be approved. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.
- 34-19 15 **LIGHT AT BRICK MEADOW**
There is no street light between the junction of Brick Meadow and the crossroads, making it unsafe for pedestrians at night. **RESOLVED** A street light, (preferably solar powered) should be installed. Proposed Cllr Magill; Seconded Cllr Roberts. All in favour. Town Clerk to check if this qualifies for CIL money – see Item 6.
- 35-19 16 **PACT**
The Police and Community Team (PACT) meetings will continue to meet once a quarter, but will meet at the Town Hall. The Town Clerk will take over the administration from Matthew Mead.
- 36-19 17 **TOWN HALL and TOWN HALL TRUST**
The Bishop’s Castle and Clun Tourism Group and Town Hall Trust are going to hold their meetings back to back to improve communications and efficiency.
- 37-19 18 **REPORTS ON MEETINGS ATTENDED**
Cllr Carroll and the Town Clerk had attended at Chairs’ and Clerks’ Meeting and had met Gemma Davies, the Head of Economic Development. A Tourism Officer will be appointed. There didn’t appear to be much progress on the Business Park proposal.
The Town Clerk had attended a Clerks’ Meeting. Under a restructuring, Shropshire Association of Local Councils (SALC) will combine with the Local Joint Council (LJC) for meetings in future. The LJC meetings are valued as a time when Councillors from the local Parish and Town Councils can meet together.
Cllr Roberts had attended a meeting of the Dementia Friendly Community Steering Group. Valerie Woodmansey was delivering several awareness sessions. The Action Plan was almost complete and George Rook was meeting the group to advise them on it before submission to the Alzheimer’s Society for Dementia Friendly Community Status.
Healthy Lives Event This was very well attended, with many different organisations and volunteers present. Hopefully, more meetings will be planned to continue networking, as well as an annual ‘fair’ to provide and promote information. The Government is putting money into promoting healthy living because it is more cost-effective for the NHS in the long run.
- 38-19 19 **ITEMS FOR FACEBOOK / WEBSITE**

New housing – need for applicants to register for Shropshire HomePoint and for the criteria required to be publicised.

Neighbourhood Plan Steering Group volunteers required.

More Councillors needed, please.

39-19

20

NEXT MEETING

Tuesday 19th March, 7.30pm

Meeting closed at 9.11pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
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PRESENT	APOLOGIES
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IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen	

Fire Procedure

Minute No.	Agenda Item																	
40-19	1	<u>APOLOGIES</u> Cllr Bance; Cllr Whittingham. RESOLVED Apologies accepted. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.																
41-19	2	<u>TO CO-OPT NEW COUNCILLORS</u> None.																
42-19	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.																
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Cllr J. Carroll	Item 17 Town Hall Trust	✓																
Cllr J. Magill		✓	✓															
Cllr A. Roberts		✓																
43-19	4	<u>APPROVAL OF MINUTES</u>																

To approve the minutes of the Town Council meeting held on Tuesday 19th February 2019. **RESOLVED** The minutes were approved. Proposed Cllr Roberts; Seconded Cllr Magill. All in favour.

44-19 5 **REPORT FROM THE MAYOR**

The Mayor announced the death of StJohn Penney: a long-serving past Councillor and ex-Mayor. The Council extended condolences to the family.

The Mayor had been working on a spreadsheet of the number of households in the town's roads to assist with the distribution of the BC News.

45-19 6 **REPORT FROM THE CLERK**

The Clerk had been working on the BC News, which was almost ready for distribution. A letter and beer mat had been received from MIND.

Heal Hooper Associates are offering help with bids for Community Infrastructure Levy, (CIL), for a fee. Shropshire Council has £5,000 of Bishop's Castle CIL money to be spent on infrastructure associated with recent development. (It cannot be used in regard to social housing development). Town Clerk will enquire which developments the money applies to.

46-19 7 **UNITARY COUNCILLOR**

Not present

47-19 8 **PUBLIC PARTICIPATION SESSION**

None present

48-19 9 **PLANNING**

19/01004/TPO Work to trees at Grange Court.

The Tree Preservation Order was put on when the houses were built. Rooks are currently nesting. The application asked for work to be done on 19 trees, including 7 for felling. The priorities were listed as medium to low. The tree warden had not objected but suggested that smaller trees should be planted to minimise the loss of habitat.

RESOLVED The Council felt that in light of the historic planning and the importance of the site for wildlife (in particular a rookery), it strongly objected to the work, and in particular the felling. Where tree management was necessary to prevent damage to a wall, that this should be allowed to be done at the appropriate time, i.e. not now during the nesting period. Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

19/01159/TCA Felling of tree in Conservation Area: Harp House.

RESOLVED. No objection, but recommends a smaller tree planted in its place. Proposed Cllr Magill; Seconded Cllr Perry. All in favour.

49-19 10 **MONTHLY FINANCES**

i. To note the Bank Reconciliation.

RESOLVED The bank balances were noted. Proposed Cllr Perry; Seconded. Cllr Houghton. All in favour.

ii. To consider a grant application for £956 for the Citizen's Advice outreach service.

This was a valuable service to the town, with 90 problems being dealt with in the last year. However, the Council normally considered grant applications in October. **RESOLVED** Half of £956 should be paid to cover April to October,

and then Citizen's Advice should reapply in October. Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	March	640.21
HMRC	PAYE and NI	March	762.50
Staff salaries	4 staff	March	2128.22
Shropshire County Pension Fund	Yearly adjustment	412	100.00
C. Owen	minute taker	413	37.56
C. Owen	minute taker	414	37.56
A Wallace	street cleaning	415	36.08
G. Dudley	Toilet cleaning	416	336.00
G.J. Rippon	Expenses	417	136.80
Bridgnorth and Shropshire	Crucial Crew	418	200.00
SLCC	Allotment book	419	24.80
A. Pellegram	NDP.	420	1383.90
The mailing room	Postage	421	119.40
Enterprise House	Website setup	422	205.40
Viking	stationery	423	79.96
SALC	Training	424	25.00
SALC	Training	425	72.20
Highline	Street lights	426	225.00
Mr J Oakley	Rabbit control	427	160.00
MBO	Fire Safety	428	151.20
For Information			
Exemplum	Printing	429	10.74
Exemplum	Printing	430	299.60
Eon	electricity	431	65.28
BT	telephone	432	400.11
Water plus	rates	433	47.56
	Total		£7525.08

RESOLVED The invoices are paid, as well as £2,000 to SpArC theatre. Proposed Cllr Carroll; Seconded Cllr Houghton. All in Favour.

50-19 11 **STREET NAMES**

After some discussion: **RESOLVED** The new development off Oak Meadow should have the street name of Slaing Meadow (Nos. 1-24). Proposed Cllr Magill; Seconded Cllr Perry. All in favour. ('Slaing', the field name, is an old Shropshire word for a strip of land).

51-19 12 **NEIGHBOURHOOD PLAN**

Update: Minutes of the Neighbourhood Planning Group would be put on the website each month. Cathy Owen will clerk the meetings.

Chair: Cllr Carroll be appointed chair. **RESOLVED** Cllr Proposed Cllr Perry: Seconded. Cllr Magill. All in favour.

Traffic: Whilst all traffic issues were not the remit of the Neighbourhood Plan Steering Group, traffic issues were an aspect to be considered in the design of the Neighbourhood Plan. The consultant, Andrea Pellegram suggested working with Highways, possibly Andrew Keeland, and also with Peter Phillips or Steve Brown. If this proved unsatisfactory, then a consultant might be the answer.

Letter: Andrea Pellegram had drafted a letter to be sent to Shropshire Council asking for certain criteria to be added to the list of things to be considered by them when searching for sites for development, namely conservation, and viability. Following discussion, a sentence was deleted, and "and continue to consult with us" was added in its stead.

RESOLVED Town Clerk to amend the letter as instructed and send to Shropshire Council. Cllr Proposed Cllr Perry: Seconded. Cllr Magill. All in favour.

52-19 13 **TO DISCUSS ALLOTMENT ISSUES**

Funding: In the light of the unsuccessful grant application, a meeting will be held with tenants and the Assistant Town Clerk to discuss spending priorities and look for further grant possibilities.

Report: The Assistant Town Clerk was to be thanked for producing an excellent report.

RESOLVED The report was accepted. Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.

Allotments Tenancy Agreement: **RESOLVED** The Agreement be adopted following a few minor corrections and the addition of "All water butts should be kept covered".

53-19 14 **SAFETY BARRIERS**

RESOLVED Town Clerk be instructed to enquire of the costs of installing staggered wooden gates at the southern exit of the Playing Fields to prevent people/children running out onto the road.

54-19 15 **ANNUAL TOWN MEETING**

Annual Meeting will be 30th April at 7.30pm

Mayor-Making will be 14th May 7.30pm

Civic Sunday will be 19th May.

55-19 16 **PACT**

These will be once a quarter on Monday afternoons at 3.30pm in Enterprise House. The Town Clerk will clerk the meetings. **RESOLVED** Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

56-19 17 **TOWN HALL and TOWN HALL TRUST**

Parking: New No Parking notices will be put up and Town Clerk will investigate the cost of putting removable bollards adjacent to the Town Hall to keep the area clear for weddings etc. **RESOLVED** Proposed Cllr Perry; Seconded Cllr Roberts. All in favour.

Update: It had been a good month with a successful Craft Fair.

Keith Whiddon had kindly offered the use of the stage. May be used occasionally.

PAT Testing of appliances is due. Town Clerk to organise.

57-19 18 **REPORTS ON MEETINGS ATTENDED**
Cllr Houghton had attended a SpArC Meeting. The group was continuing to apply pressure on Shropshire Council.

58-19 19 **ITEMS FOR FACEBOOK / WEBSITE**
Newsletter
Dates of public meetings.

59-19 20 **NEXT MEETING**
Tuesday 16th April, 7.30pm

The Press and Public be excluded. **RESOLVED** Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

The Standing Orders be extended by 10 minutes. **RESOLVED** Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

60-19 21 **STAFFING MATTERS**
The minutes of the Staffing Committee were accepted. **RESOLVED** Proposed Cllr Roberts; Seconded Cllr Magill. All in favour.

The letter was approved and will be sent by Cllr Roberts as Chair of the Staffing Committee. **RESOLVED** Proposed Cllr Magill; Seconded Cllr Houghton. All in favour.

The meeting closed at 9.40pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: 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 APRIL 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr S. Whittingham Cllr G Perry Cllr J. Magill Cllr R. Houghton	Cllr K. Bance
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Sergeant Kapil Pindoria 1 Member of the public	
<u>Fire Procedure</u>	

Minute No.	Agenda Item																	
61-19	1	<p><u>APOLOGIES</u></p> <p>Cllr Bance (delayed train) RESOLVED</p> <p>Apologies accepted. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.</p>																
62-19	2	<p><u>TO CO-OPT NEW COUNCILLORS</u></p> <p>No-one is coming forward. Cllr Perry will liaise with Town Clerk and write an article/advert for the local papers, newsletter, local magazines and website to encourage people to apply to become Councillors.</p>																
63-19	3	<p><u>DECLARATIONS OF INTEREST</u></p> <p>a) To declare any disclosable pecuniary interests</p> <p>b) To declare any personal interests.</p> <table border="1" data-bbox="415 1740 1406 1902"> <thead> <tr> <th>Name</th> <th>Agenda Item</th> <th>Personal</th> <th>Prejudicial</th> </tr> </thead> <tbody> <tr> <td>Cllr Whittingham</td> <td>Item 12 Michaelmas staging</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Cllr J. Carroll</td> <td>Item 17 Town Hall Trust</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Cllr J. Magill</td> <td>Item 17 Town Hall Trust</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>	Name	Agenda Item	Personal	Prejudicial	Cllr Whittingham	Item 12 Michaelmas staging	✓		Cllr J. Carroll	Item 17 Town Hall Trust	✓		Cllr J. Magill	Item 17 Town Hall Trust	✓	✓
Name	Agenda Item	Personal	Prejudicial															
Cllr Whittingham	Item 12 Michaelmas staging	✓																
Cllr J. Carroll	Item 17 Town Hall Trust	✓																
Cllr J. Magill	Item 17 Town Hall Trust	✓	✓															
64-19	4	<p><u>APPROVAL OF MINUTES</u></p>																

To approve the minutes of the Town Council meeting held on Tuesday 19th March 2019. **RESOLVED** The minutes were approved after 2 corrections. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

65-19 8 **PUBLIC PARTICIPATION SESSION**

It was agreed to move this item forward. Proposed: Cllr Perry; Seconded Cllr Whittingham. All in favour.

Sergeant Kapil Pindoria of the Safer Neighbourhood Team gave out a handout showing the current priorities of the team: Child Sexual Exploitation; County Lines; Domestic Abuse and Acquisition Crime (Theft). He stressed the importance of reporting crimes. Crime happens everywhere. He urged the community to keep its eyes and ears open to what is hidden in society and inform the police of any suspicious behaviour.

66-19 5 **REPORT FROM THE MAYOR**

There had been a twinning visit to St Marcel in France. We last visited 7 years ago.

67-19 6 **REPORT FROM THE CLERK**

The Clerk had received Cllr Anne Roberts' resignation. She would be a loss to the Council.

Shropshire Council were going to repair the damaged drain in Salop St on 28th April. There was a request for there to be regular updates put on the website of the status of ongoing issues such as this one to show that efforts were being made to resolve the problem even though nothing seemed to be happening.

68-19 7 **UNITARY COUNCILLOR**

Not present

69-19 9 **PLANNING**

A Planning application received at 7pm will be decided at the next meeting.

70-19 10 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation
- ii. To review and agree the accounts for 2018 – 2019

There was a request for the individual grant amounts to be separated out in the accounts for transparency.

There was a request for the newsletter to be costed separately to assess its profitability.

Some of the costs of the Town Hall Trust had been taken over by the Council.

RESOLVED: The Bank Reconciliation be approved subject to clarification and points taken into account for future years, and also the accounts be accepted. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County	Monthly pension	April	669.82
HMRC	PAYE and NI	April	784.74
Staff salaries	4 staff	April	2,249.07
C. Owen	minute taker	4	37.56
C. Owen	minute taker	5	37.56

A Wallace	street cleaning	6	27.06
G. Dudley	Toilet cleaning	7	336.00
Shropshire Council	Joint Energy	8	621.14
D Cole	Plumb in glass	9	150.00
Andrea Pellegram	NDP	10	233.40
Belvedere lifts	Lift Maintenance	11	1315.70
BCBS	Public Hall	12	61.17
Telescopic window	Town Hall windows	13	45.00
Tony Baker	Roof and gutter	14	520.00
For Information			
Shropshire Council	Rates	15	122.02
Shropshire Council	Rates	16	55.41
BT	Telephone / broadband	17	382.62
E.On	(electricity) Public	18	202.72
Total			7850.99

RESOLVED The invoices be paid. Proposed Cllr Houghton; Seconded Cllr Perry. All in Favour.

71-19 11

TO DISCUSS THE RESPONSE FOR THE BUS CONSULTATION

Shropshire Council were proposing to cut the number of buses from Bishop’s Castle to Shrewsbury from 5 per day to 2 per day. The Town Clerk had written to Shropshire Council on 28th March requesting details of which services were likely to be cut, and for the breakdown of passenger numbers that the decision is being made on. He had had no response.

Cllr Houghton had also written to Shropshire Council to ask if an equality impact assessment had been made to include disability and social inclusion issues. She also had had no response.

If Shropshire Council upholds this decision it would impact on local residents, (particularly low-income residents without cars), tourists, the local economy, and the environment as more people would have to use cars. The proportion of service routes available in the town versus rural routes seems to be disproportionate. The rural routes need protecting with subsidies, as there is no alternative.

Shropshire Council had not produced many leaflets/posters to advertise the consultation but the Town Council was distributing extra posters and leaflets.

RESOLVED

The Town Clerk should write again to Shropshire Council demanding that an equality impact assessment be undertaken and stressing the need for this rural service be preserved, and that posters would be put up at all the local bus stops. Proposed Cllr Houghton; Seconded Cllr Whittingham. All in Favour.

72-19 15

TO DISCUSS ALLOTMENT ISSUES

It was agreed to move this item forward. All in Favour.

A problem had arisen with a birch tree shading a plot.

RESOLVED

The Town Clerk will contact Mr Greg Jones (who has offered to prune back the tree) to discuss exactly what pruning he has in mind. If that proves unacceptable, the Town Clerk will contact the tree warden for their advice. Proposed Cllr Magill; Seconded Cllr Perry. All in favour.

73-19 12 **TO DISCUSS THE MICHAELMAS FAIR TOWN HALL STAGE PROJECT**

The Michaelmas Fair Committee has secured a Leader Grant to buy a flexible stage. In order to erect it outside the Town Hall, the disabled parking signpost will need to be moved. As this post is already damaged and leaning over, it will be removed for the time being and stored until it can be safely re-positioned.. **RESOLVED** Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

74-19 13 **TOWN PLAN GROUP**

Their AGM will be on 21st May. The Town Clerk and Mayor had received an email about a proposed beer mat design.

RESOLVED

The Town Clerk should reply to the effect that the Town Council is disappointed that the beer mats do not show the town in a positive light. Perhaps the group would like to discuss the issues at the Annual Town Meeting on 30th April at 7.30pm at the Town Hall, which would be a more appropriate forum for the issues concerned to be discussed.

75-19 14 **TOWN HALL and TOWN HALL TRUST**

The book fair had gone well and raised about £1000. There were currently a lot of wedding enquiries. The accounts were being produced.

76-19 16 **UPDATE ON THE NEIGHBOURHOOD PLAN**

The Mayor had attended a meeting at Shirehall with Eddie West and Joyce Tetsill from Strategic Planning, along with Andrea Pellegram, Anne-Marie Jackson and the Town Clerk. Shropshire Council agreed to look more closely at the criteria, particularly in relation to the historic town centre and the impact of extra traffic in the conservation area if the development on the North West edge of Bishop's Castle were to go ahead.

They will go back to certain agencies to discuss these impacts following the many responses received from the consultation.

The Neighbourhood Plan Steering Group has met again and various members are responsible for a different aspect of the Plan. Progress is being made between meetings although obtaining access to suitable maps from Shropshire Council is proving slow.

Cllrs Magill and Houghton were to attend the Place Plan Meeting at Norbury. The focus will be on Arts, Culture and Leisure, as well as housing. The Neighbourhood Plan Steering Group would be informed of developments.

77-19 17 **REPORTS FROM MEETINGS ATTENDED**

There had been a meeting about the Business Park. Delia Yapp will produce a plan of what is being proposed for the Annual Town Meeting.

78-19 18 **ITEMS FOR FACEBOOK / WEBSITE**

Salop St drain repairs 28th April

Bus consultation

Annual Town Meeting 30th April 7.30pm

Update re the Neighbourhood Plan

14th May Mayor-making

79-19

19

NEXT MEETING

Tuesday 14th May, 7.30pm



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

ON TUESDAY 14TH MAY 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr S. Whittingham Cllr G Perry Cllr J. Magill Cllr R. Houghton Cllr K. Bance	

IN ATTENDANCE

Mr G. Rippon Mrs C. Owen Cllr J Keeley The Town Crier (Jeff Aldridge) and his Consort A large gathering of the public	
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Fire Procedure

Minute No.	Agenda Item	
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80-19 1 **ELECTION OF MAYOR**

Cllr J Magill. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

RESOLVED

That Cllr. Magill would be the Mayor of Bishop's Castle for the ensuing year.

81-19 2 **ELECTION OF DEPUTY MAYOR**

Cllr G Perry. Proposed Cllr Carroll; Seconded Cllr Magill. All in favour.

RESOLVED

That Cllr. Perry would be the Deputy Mayor of Bishop's Castle for the ensuing year.

Announced by the Town Crier, the new Mayor and Deputy left the room and returned robed.

82-19 3 **DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE**

RESOLVED The new Mayor read and signed the declaration and oath.

83-19 4 **APPOINTMENT OF THE MAYOR'S CHAPLAIN**

Rev Stephanie Fountain

84-19 5 **APPOINTMENT OF THE MAYOR'S CONSORT**

Mrs Sue Salisbury

85-19 6 **MAYOR'S CIVIC DAY ARRANGEMENTS**

Sunday 19th May 10.40am Procession from the Town Hall to the Church Service at 11am.

86-19 7 **APOLOGIES**

No apologies.

87-19 8 **COUNCILLORS ACCEPTANCES OF OFFICE**

No new appointments

88-19 9 **TO CO-OPT NEW COUNCILLORS**

None.

89-19 10 **DECLARATIONS OF INTEREST**

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

Name	Agenda Item	Personal	Prejudicial
Cllr R. Houghton	Item 13 (SpArC)	✓	
Cllr J. Carroll	Item 13 (Town Hall Trust)	✓	
Cllr J. Magill	Item 13 (Town Hall Trust)	✓	✓

90-19 11 **APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 16th April 2019.

RESOLVED

The minutes were approved.

91-19 12 **REVIEW OF COMMITTEES**

- a) Continuation of Committees, Working Parties, Task & Finish Groups etc.
- b) Terms of Reference of Committees etc.

RESOLVED a) and b) Keep as current and maintain under review. Proposed Cllr Houghton; Seconded Cllr Carroll. All in Favour.

c) Membership of Committees etc

Staffing: Cllrs Magill, Bance and Carroll.

Finance: Cllrs Perry, Whittingham and Houghton.

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

Keep as current and maintain under review. Proposed Cllr Carroll; Seconded Cllr Whittingham. All in Favour.

92-19 13 **REPRESENTATION ON OUTSIDE BODIES**

SALC Cllr Carroll and the Town Clerk.

PACT Cllr Carroll.

SpArC Cllr Houghton.

Public Hall Cllr Bance.

Town Hall Trust Cllr Carroll, 2 vacancies.

Enterprise House Cllr Perry.

Christmas Lights Cllr Whittingham.

- Town Plan Cllrs Carroll and Magill.
- 93-19 14 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**
 Standing Orders, Financial Regulations, Assets Register, Insurance Cover for all insured risks.
RESOLVED
 Accepted as current. Proposed Cllr Carroll; Seconded Cllr Houghton. All in Favour.
- 94-19 15 **REVIEW OF COUNCIL COMPLAINTS PROCEDURE**
 Council's procedure for handling requests made under the Freedom of Information and Data Protection Acts and Council's Press Policy.
 The Town Clerk confirmed there was no need for any change.
RESOLVED
 Keep as current and maintain under review. Proposed Cllr Houghton Seconded Cllr Bance. All in Favour.
- 95-19 16 **PUBLIC PARTICIPATION SESSION**
 No-one wished to speak.
- 96-19 17 **UNITARY COUNCILLOR**
 Shropshire Council's bus consultation buses had received 954 responses across Shropshire, and our outrage had been noted. A protest in Shrewsbury was well-attended with a large proportion there from Bishop's Castle. People are encouraged to protest at Shirehall on 12th June when the issue is debated at cabinet. Cllr Carroll added that there will be a protest down Kennel's Bank at 9.30am on Friday 17th May.
- 97-19 18 **REPORT FROM THE CLERK**
 Nothing to report.
- 98-19 19 **PLANNING**
 1) Update from the Place Plan.
 Cllrs Magill and Houghton had attended a meeting at Norbury with other Cllrs from Shropshire to discuss future local plans.
 Local items for discussion included;
 Amending the priority for the Business Park from B up to A, the Library, Tourism, Community Hospital, Waste bins, Sculpture trail and more. The list needs finalising before submission.
 2) 19/01466/LBC – internal alterations.
RESOLVED No objection. Proposed Cllr Perry, Seconded Cllr Whittingham. All in favour.
- 99-19 20 **MONTHLY FINANCES**
- i. To note the Bank Reconciliation – Already circulated and noted.
 - ii. To discuss and decide paying for the bus to transport residents to Shrewsbury to demonstrate on bus service cuts.
RESOLVED: Where possible public service buses should be used to make the point, but if not at favourable times, a bus should be funded. Taxi fares would be funded from the bus station to Shirehall. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.
 - iii. To approve the following invoices for payment:

RESOLVED The invoices be paid. Proposed Cllr Carroll; Seconded Cllr Bance. All in Favour.

Payee	Item	Invoice	Amount £
Shropshire County	Monthly pension	May Return	669.82
HMRC	PAYE and NI	May Return	784.74
Staff salaries	4 staff	May Return	2,249.07
C. Owen	minute taker	35	37.56
C. Owen	minute taker	36	37.56
J. Keeley	reimbursement	37	318.00
PHS	sanitary disposal	38	452.40
PHS	sanitary disposal	39	792.00
Halls SMS	Toilet Paper	40	58.37
A Wallace	street cleaning	41	36.08
G. Dudley	Toilet cleaning	42	336.00
The Mail Room	new printing head	43	175.20
Exemplum	Printing	44	235.68
SpArC	Donation	45	15000.00
For Information			
British Gas	Electricity	46	345.04
British Gas	Electricity	47	3373.89
BT	Telephone / broadband	48	390.94
Shropshire Council	Rates	49	56.00
Shropshire Council	Rates	50	121.00
SC Finance	lease	51	322.80
Rivers Finance	lease	52	330.00
	Total		22418.52

100-19 21 **MAYOR'S ALLOWANCE FOR 2019/20**

RESOLVED Accepted as current (£350). Proposed Cllr Houghton; Seconded Cllr. Whittingham. All in Favour.

101-19 22-24 **TOWN HALL TRUST, LAND OPPOSITE THE PUBLIC HALL, AND ALLOTMENTS.** It was agreed to postpone them to the next meeting.

102-19 25 **SALC WORKING GROUP REVIEW**

Cllr Houghton reported that he working party was looking at funding issues of smaller towns/centres.

103-19 26 **REPORTS FROM MEETINGS ATTENDED**

None

104-19 27 **ITEMS FOR FACEBOOK / WEBSITE**

New Mayor

Bus protest Friday 17th May at Kennels Bank plus 12th June Shirehall
More Councillors needed please.

105-19 28 **NEXT MEETING**

Meetings will continue to be on 3rd Tuesday of the month.
Next - Tuesday 18th June, 7.30pm

MAYOR'S ADDRESS

The new Mayor then gave her address, before the meeting adjourned for refreshments.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
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The Town Hall
Bishop's Castle
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SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 18TH JUNE 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr G Perry (Deputy Mayor) Cllr S. Whittingham Cllr J. Carroll Cllr R. Houghton	Cllr K. Bance Cllr J. Magill
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Cllr J. Keeley 5 Members of the public <u>Fire Procedure</u>	

Minute No.	Agenda Item													
107-19	1	<u>APOLOGIES</u> Cllr Bance (work). Cllr Magill (illness).												
108-19	2	<u>TO CO-OPT NEW COUNCILLORS</u> An application is being processed.												
109-19	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.												
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Name	Agenda Item	Personal	Prejudicial											
Cllr Whittingham	Item 12 Finance	✓												
Cllr J. Carroll	Item 18 Town Hall Trust	✓												
110-19	4	<u>APPROVAL OF MINUTES</u> Correction to 102-19. The Clerk had reported from the meeting and Cllr Houghton had agreed to be the rep. RESOLVED The minutes were approved. Proposed Cllr Whittingham; Seconded Cllr Houghton. All in favour.												
111-19	5	<u>REPORT FROM THE MAYOR</u>												

The Mayor was absent.

112-19 6 **REPORT FROM THE CLERK**

The solicitors were happy with the report on the pointing of the building.

The Clerk, Cllrs Magill and Carroll attended a meeting with Jessup Bros, the new owners of the land next to the Doctor's Medical Practice. They intend to build a mix of affordable shared and open market houses. Full details will be available when the planning application is submitted.

Bull Lane will be closed for drains repair work on 19th and 20th August.

A letter has been received from Church Stretton Council asking us to support the endorsement of the level of precepts necessary with the smaller market towns versus the larger market towns.

113-19 8 **PUBLIC PARTICIPATION SESSION**

Pat Robinson gave a presentation asking for support to commission and site a statue of Albert Howard in the town. It will be discussed at the next meeting.

Two members of Wintles Land Ltd explained their planning application to provide 4 houses and green space on the Wintles Site. (see Agenda item 10.1)

114-19 9 **ALLOTMENTS**

a) Birch Tree. RESOLVED. That the said tree be felled and another suitable tree planted in a more appropriate place on the site as soon as possible. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour.

b) Improvements. The Allotments Association had applied for grant money from Awards for All to make improvements such as a BBQ area and a compost loo. The Town Council could contribute by purchasing a recycled shipping container which could be used for storage and put up the compost loo within the previously agreed budget.

RESOLVED.

The Town Council would purchase the container from SJ Jones of Walsall, and research the best compost loo option. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

c) Maintenance.

RESOLVED.

The maintenance grant be increased from £400 to £600 to cover the cost of minor maintenance as well as the mowing. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

d) Minor Repairs.

RESOLVED.

The Town Hall Caretaker to be asked to make minor repairs at the allotments. Proposed Cllr Houghton, Seconded Cllr Carroll. All in favour.

It was suggested that the Assistant Town Clerk look at the wording of the tenancy agreement to say that a tenant leaves the plot as they took it over, unless the Council gives permission, or the next tenant is happy to accept the change. (e.g. re additional sheds, trees etc).

115-19 7 **UNITARY COUNCILLOR**

(Item deferred to allow the Unitary Councillor to arrive from a previous meeting).

Proposed Bus Cuts. Shropshire Council have revoked their plans to reduce the service following the public outcry. It will revise its plans and make an amended proposal in the Autumn. There will be another public consultation.

LJC Meeting. Cllr Keeley had attended a Local Joint Council meeting with other local Parish Councillors in South West Shropshire. It was agreed to continue the meetings in some form as it was a good forum to raise and share common local issues.

Lydbury North Parish Council was conducting housing need survey.

116-19 10

PLANNING

1. 19/02170/FUL (4 houses etc at land west of the Wintles).

RESOLVED.

No objections. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour.

2. 19/01943/FUL (drying shed at Ransford Sawmills).

RESOLVED.

No objections. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour.

3. 19/02268/FUL (Industrial Units and infrastructure at the Business Park). The units would be dividable to accommodate different requirements. It would ultimately free up space at Enterprise House and Challenge Court and provide employment for the town.

RESOLVED.

No objections. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

4. 19/02405/FUL (extension at 11 Union St).

RESOLVED

No objections. Proposed Cllr Whittingham; Seconded Cllr Houghton. All in favour.

5. 19/02006/FUL (assisted living accommodation at The Pines Residential Home).

RESOLVED.

No objections. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

117-19 11

OLD MARKETPLACE YEWS

RESOLVED.

To accept the Tree Warden's advice to bring in a professional arborist to prune/tie in the yew trees. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

118-19 12

MONTHLY FINANCES

- i. To note the Bank Reconciliation.

RESOLVED.

Noted and accepted. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour.

- ii. To receive and note the Internal Auditor's Report. Ian Selkirk had found the accounts to be adequate, but the Council needs to build up its reserves.

RESOLVED.

Noted and accepted. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour. Efforts will be made to access more CIL money. (Community Infrastructure Levy). For clarity, Public Hall monies and Town Council monies will be put into separate accounts.

- iii. Annual Governance and Accountability Return 2018/19 Section1 – To agree the Annual Governance Statement (Section 1) and to authorise the signing of this section.

RESOLVED

Agreed. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour.

- iv. Annual Governance and Accountability Return 2018/19 Section 2 – To agree the Statement of Accounts (Section2) and to authorise the signing of this section

RESOLVED

Agreed. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour.

- v. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	June Return	669.82
HMRC	PAYE and NI	June Return	784.74
Staff salaries	4 staff	June Return	2249.07
C. Owen	minute taker	63	75.12
A Wallace	street cleaning	64	18.04
G. Dudley	Toilet cleaning	65	420.00
Halls SMS	Auction yard & town hall toilet supplies	66	139.44
Halls SMS	town hall toilet supplies	67	47.80
G.J.Rippon	Reimbursement of monies spent	68	166.50
Happy Bap	catering	69	200.00
I. Selkirk	Internal Audit	70	350.00
Sentinel	Alarm testing	71	364.62
Exemplum	Printing	72	508.89
Telescopic wc	Window cleaning	73	45.00
BCBS	Building supplies	74	165.63
For Information			
Shropshire Council	Rates	75	121.00
Shropshire Council	Rates	76	56.00
Shropshire Council	Joint energy costs	77	688.18
E.On	(electricity) Bowling club	78	39.01
E.On	(electricity) Bowling club	79	55.23
E.On	(electricity) Public Hall	80	196.51
E.On	(electricity) Public Hall	81	122.79
Water Plus	Water rates	82	38.14
Lloyds Bank	Credit card charges	83	3.00
Lloyds Bank	Two computers plus bank charges	84	980.00
BT	Telephone / broadband	86	179.14
	Total		8683.67

RESOLVED

The invoices be paid. Proposed Cllr Houghton; Seconded Cllr Carroll. All in Favour.

- 119-19 13 **CUTTING OF THE PLAYING FIELD'S HEDGE**
A resident had complained about his hedge.
RESOLVED
Instruct Andrew to cut the hedge. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.
- 120-19 14 **BENCH NEAR THE BOAR'S HEAD**
RESOLVED
Re-site the bench near the bus stop. Proposed Cllr Whittingham, Seconded Cllr Perry. All in favour.
- 121-19 15 **CARNIVAL**
The Town Council had received a request for a prize/donation.
RESOLVED
The Town Clerk will ask the Mayor to donate a bottle from the Mayor's fund, and suggest that the Carnival Committee apply for a grant from the Town Council for next year. Proposed Cllr Perry, Seconded Cllr Whittingham. All in favour.
- 122-19 16 **TOWN PLAN GROUP**
No news
- 123-19 17,19 **NEIGHBOURHOOD PLAN GROUP**
To approve the stepping down from the group of Cllr Magill and the appointment to the group of Cllr Houghton.
RESOLVED.
Agreed. Proposed Cllr Carroll, Seconded Cllr Whittingham. All in favour. Work is progressing.
- 124-19 18 **TOWN HALL TRUST**
The Town Hall is coping with the sad loss of Karen Corfield. Staffing is difficult following Cllr Magill's accident and staff holidays. Cllr Carroll to check the insurance policy to see if covers key worker absence.
A temporary location to site tourist information leaflets nearby when the Town Hall is closed for weddings, was being sought.
- 125-19 20 **STANDING ORDERS - NALC amendments**
A slight change of wording was agreed.
RESOLVED.
Agreed. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.
- 126-19 21 **REPORTS FROM MEETINGS ATTENDED**
SpArC. The Public Meeting on 12th June was well-attended. All Teme Leisure contracts had notice served (31st March 2020). The SpArC centre will be taken back by Shropshire Council who will operate it. The theatre received a lot of support at the meeting. The 'Theatre Friends' will be relaunched to attract new members.
- 127-19 22 **ITEMS FOR FACEBOOK / WEBSITE**
SpArC
Dementia Friendly Community Status
3 Tuns sponsoring Michaelmas Fair
Jess Muddiman representing Wales in the Home Nations Pony Club Polo Cross

128-19

23

NEXT MEETING

Tuesday 16th July, 7.30pm



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: 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 JULY 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr K. Bance Cllr J. Carroll Cllr R. Houghton Cllr G Perry Cllr N Morris (see Agenda Item 2)	Cllr S. Whittingham
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen 5 Members of the public <u>Fire Procedure</u>	

Minute No.	Agenda Item	
129-19	1	<u>APOLOGIES</u> Cllr Whittingham – illness.
130-19	2	<u>TO CO-OPT NEW COUNCILLORS</u> Nigel Morris was welcomed as a new Councillor and signed the declaration of office.
131-19	8	<u>PUBLIC PARTICIPATION SESSION</u> It was agreed to bring this item forward. Henry Hunter presented the plans for the March of the Elephant Trail. Its aims were to increase footfall, boost tourism and local trade; celebrate history and heritage; showcase local artists and highlight the uniqueness of Bishop's Castle. The group wanted to work with the Town Council and asked for their support, for example in tidying and improving the Market Place area. The group were thanked for their presentation and hard work already undertaken. The Town Council were already working on the Market Place. The group's proposals will be discussed at a future meeting.
132-19	21	<u>LAND ADJACENT TO THE PUBLIC HALL</u> Cllr Houghton proposed this item be brought forward. Seconded by Cllr Carroll. All in favour.

In connection with the Weighbridge Project, the Railway Society would like to improve the land between the Public Hall and the adjacent building by improving the condition of the surfaced area and installing some temporary planters to make the area more attractive. The landowners would need to be approached. It was understood that the land was currently up for sale but with no prospect of a sale currently.

RESOLVED:

The owners will be contacted to ask if the area could be made more attractive by the Railway Society, so long as it did not obstruct the sale of the land. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

133-19 3

DECLARATIONS OF INTEREST

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

Name	Agenda Item	Personal	Prejudicial
Cllr Perry	Item 20 Fireworks		✓
Cllr J. Carroll	Item 23 Town Hall Trust	✓	
Cllr Magill	Item 23 Town Hall Trust		✓

134-19 4

APPROVAL OF MINUTES

The discussion of the Albert Howard Statue will be deferred to the next meeting.

RESOLVED:

the minutes be accepted. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

135-19 5

REPORT FROM THE MAYOR

Both the Carnival and the Beer Festival had been successful with many visitors in the town.

There had been complaints that some of the trade vehicles en route to Ox Meadow were driving too fast. The foreman will speak with all the drivers.

136-19 6

REPORT FROM THE CLERK

The Clerk had had a quote of £1300 from a company in Essex to retrieve the string from the top of the flagpole. Other quotes will be sought and a message on Facebook to explain why there were no flags flying at present.

137-19 7

UNITARY COUNCILLOR

Not present

138-19 9

PLANNING

No planning applications received.

139-19 10

OLD MARKETPLACE YEWS

Similar quotes had been received for the pruning.

RESOLVED.

The cheapest one should be accepted. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

140-19 11

PURCHASE OF ROAD CLOSED AND DIVERSION SIGNS

Shropshire Council used to provide these for free but now they have to be hired at £156 each time. It would cost £270 to buy 1 road closed and 5 diversion signs to supplement the 4 already at Enterprise House. They could be stored in the shed at the Public Hall and hired out to festival organisers.

RESOLVED:

A set be bought. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

141-19 12

NEWSLETTER

There was a discussion about charges for half/full page adverts in B/W/ colour in the Newsletter. It was suggested that a proposed list of rates be worked out and brought to the next meeting.

142-19 13

CHRISTMAS LIGHTS

The date is confirmed as the 7th December. Cllr Perry and Cllr Whittingham are on the committee but more help is needed.

143-19 14

VERGE/STREET CLEANING

The town clerk will investigate the lack of street cleaning with Shropshire Council and people are asked for patience while the issues are explored.

144-19 15

RECYCLING FACILITIES

Some of the recycling opportunities taken away from the town are not being met kerb-side. Town Clerk will raise the issue at the Clerk's meeting with Shropshire Council.

145-19 16

BUNTING

The Town Council would like to buy bunting to put up on 1st July and stay up until after Michaelmas.

RESOLVED:

Costings will be sought. Proposed Cllr Perry; Seconded Cllr Bance. All in favour.

146-19 17

HIGHWAY ISSUES

Traffic still drives too fast entering and leaving the town and by the schools. The Town Clerk will send a message to the schools to ask parents to respect the speed restrictions.

147-19 18

'SLOW' SIGNAGE IN MONTGOMERY ROAD

Two different traffic calming signs were looked at. Quotes will be sought for the next meeting.

148-19 19

MONTHLY FINANCES

- i. To note the Bank Reconciliation. **RESOLVED.** Noted and accepted. Proposed Cllr Bance, Seconded Cllr Houghton. All in favour.
- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	July Return	669.82
HMRC	PAYE and NI	July Return	784.74
Staff salaries	4 staff	July Return	2249.07
C. Owen	minute taker	97	75.12
A Wallace	street cleaning	98	27.06
G. Dudley	Toilet cleaning	99	336.00
Exemplum	Printing	100	118.98
National Allotment Society	Membership	101	67.00
Andrew Evans	Grass cutting and maintenance Nov 2018-June 2019	102	5159.94

Andrew Evans	Work on the allotments	103	110.40
Andrew Evans	Call out to clear glass up	104	36.00
Mailroom	Franking Machine maintenance	105	222.26
Mailroom	Ink Cartridge	106	57.54
WPS	Insurance	107	4292.16
Shropshire Council	Premises Licence	108	180.00
Shropshire Council	Premises Licence	109	70.00
Shropshire Council	Waste Services	110	250.00
Blachere	Christmas Lights	111	467.40
Blachere	Christmas Lights	112	2134.49
For Information			
Shropshire Council	Rates	113	121.00
Shropshire Council	Rates	114	56.00
Water Plus	Water rates	115	19.42
Water Plus	Water rates	116	32.08
BT	Telephone / broadband	117	362.18
	Total		17898.66

RESOLVED The invoices be paid. Proposed Cllr Houghton; Seconded Cllr Perry. All in Favour.

149-19 20

FIREWORK DISPLAYS

Cllr Perry left the room at 8.30pm.

To meet insurance requirements Cllr Perry will need to attend a 2-day training course at a cost of £245 plus £54 for the examination.

RESOLVED:

The Town Council supports Cllr Perry's attendance on the course. Proposed Cllr Carroll; Seconded Cllr Bance. All in favour.

Cllr Perry returned at 8.34pm.

150-19 22

TOWN PLAN

The group are investigating an app that can be used on a computer/smart phone for use with the town trails.

151-19 23

TOWN HALL TRUST

New members are needed. There should be 3 Councillors (only 1 at present). Cllr Perry agreed to attend. Ideally another member from the Heritage Resource Centre is also needed.

152-19 24

NEIGHBOURHOOD PLAN GROUP

Andrea Pellegram is booking 3 days in October to finish off the plan. All the reports will need to be done by then. She will do the analysis.

153-19 25

REPORTS FROM MEETINGS ATTENDED

Enterprise South West – Tim Russell, the vice-chair has been very busy working on its behalf.

154-19 26

ITEMS FOR FACEBOOK / WEBSITE

Welcome to our new Councillor Nigel Morris

Street Cleaning situation

Flagpole dilemma

155-19

27

NEXT MEETING

Tuesday 20th August, 7.30pm

The meeting closed at 8.45pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: 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 AUGUST 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr N. Morris Cllr J. Carroll Cllr R. Houghton Cllr G. Perry Cllr J. Dickin (see Agenda Item 2)	Cllr S. Whittingham Cllr K. Bance

IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen 21 Members of the public	

Fire Procedure

Minute No.	Agenda Item	
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- 156-19 1 **APOLOGIES**
Cllr Bance and Cllr Whittingham.
- 157-19 2 **TO CO-OPT NEW COUNCILLORS**
Josh Dickin was welcomed as a new Councillor.
- 158-19 3 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests
b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr Dickin	Item 9 Planning	✓	
Cllr Perry	Item 15 Town Hall Trust	✓	
Cllr Carroll	Item 15 Town Hall Trust	✓	
Cllr Magill	Item 15 Town Hall Trust		✓

- 159-19 4 **APPROVAL OF MINUTES**
RESOLVED:
The minutes were accepted. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

- 160-19 5 **REPORT FROM THE MAYOR**
The Mayor thanked Jonny Keeley for his service to the Community as the Unitary Councillor.
The Police are investigating the disappointing acts of local vandalism and have found the culprits. Please be vigilant and report any unusual behaviour.
The Mayor had received complaints about people parking on the pavements, particularly by the Primary School entrances. It makes pushchair and wheelchair access difficult. The Clerk will write to residents and remind them to avoid parking in this way as it is potentially dangerous for children and wheelchair users.
- 161-19 6 **REPORT FROM THE CLERK**
Charlotte Lewis from the Salvation Army has asked permission to site a clothing bank in town. It will be located at the Auction Yard.
Richard Woolley is the new Chief Executive of Connexus.
The Town Council had received a certificate from David Luckhurst recognising the Town Council's efforts working towards being Plastic Free.
- 162-19 7 **UNITARY COUNCILLOR**
Not in post
- 163-19 8 **PUBLIC PARTICIPATION SESSION**
Steve Hale addressed the Town Council with regard to the need to declare a Climate Emergency, formally asking the Council to discuss it at the next meeting.
RESOLVED:
The item will be discussed at the next meeting. Proposed Cllr Houghton; Seconded Cllr Dickin. All in favour.
- 164-19 9 **PLANNING**
19/03039/OUT Residential Development of up to 6 houses to the north of Brampton Road. A letter for the Council's consideration was read out from a neighbour of the proposed site.
RESOLVED:
As the site was in the conservation area the Town Clerk will seek clarification as to whether Full Planning Permission needed to be submitted and the decision deferred to the next meeting. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.
- 165-19 10 **FLAGPOLE**
Tracey Magill will attempt to retrieve the string with the aid of a carbon fibre telescopic rod, (cost £40).
RESOLVED:
The Council authorises Tracey to buy the rod, but if unsuccessful, the Town Clerk should accept the lowest quote previously obtained. Proposed Cllr Carroll, Seconded Cllr Perry. All in favour.
- 166-19 11 **ALLOTMENTS**
RESOLVED: The Council accepts the proposed amendment 2q in the Allotments Tenancy Agreement. Proposed Cllr Houghton; Seconded Cllr Dickin. All in favour.
- 167-19 12 **MONTHLY FINANCES**
i. To note the Bank Reconciliation.

RESOLVED.

Noted and accepted. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

- ii. Grants – 9 grant applications had been received and will be looked at by a small group made up of Cllrs Magill, Dickin, Carroll and Houghton. Successful applications will be confirmed at the next meeting and a date decided for the Civic Awards.
- iii. To note the performance against budget. The Town Clerk reported that there is no real concern for concern. The Allotments and the Public Hall will have separate budget headings in the next review, which will make it easier to interpret.

RESOLVED:

Accepted. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

- iv. To discuss and agree the new Financial Regulations.

RESOLVED:

The new Regulations will be accepted and implemented. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

- v. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	August Return	669.82
HMRC	PAYE and NI	August Return	784.74
Staff salaries	4 staff	August Return	2249.08
C. Owen	minute taker	127	75.12
SALC	Subscription	128	665.46
Dudley	Toilet cleaning	129	420.00
Shropshire Council	Joint energy	130	688.18
telescopic WC	Window cleaning	131	45.00
Halls SMS	Toilet paper	132	33.51
Enterprise House	IT solutions	133	45.80
Enterprise House	IT solutions	134	400.00
Enterprise House	IT solutions	135	85.60
Viking	stationery	136	79.96
Markone	Firecheck	137	90.00
Play safety	RoSPA checks	138	358.20
BCBS	public hall	139	11.45
Exemplum	printing	140	69.54
Exemplum	printing	141	10.74
Exemplum	printing	142	636.44
Belvidere lifts	Contract	143	168.00
ACDOCO	Stone floor cleaner	144	27.95
For Information			

Shropshire Council	Rates	145	121.00
Shropshire Council	Rates	146	503.44
Eon	Electricity	147	184.52
Eon	Electricity	148	52.69
Eon	Electricity	146	87.18
British Gas	Electricity	149	65.04
British Gas	Electricity	150	452.86
BT	telephone and broad	151	396.40
	Total		£8834.33

In addition, an invoice for £665.46 had been received.

RESOLVED

The invoices, including SALC be paid. Proposed Cllr Carroll; Seconded Cllr Houghton. All in Favour.

168-19 13

MARKET PLACE

Cllr Carroll had met with Sarah Dixon and Sarah Halliday, (Market Place residents) to discuss tidying up the square. It was proposed to remove the wheely-bins, unused bike rack, broken planters, broken benches (which could be repaired) and weeds. Planters and borders will be planted with more suitable plants. The yew trees had been pruned.

RESOLVED:

General remedial work be done to tidy up the area and a whole scheme involving future maintenance will be initiated. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

169-19 14

TOWN PLAN

No meeting held.

170-19 15

TOWN HALL TRUST

The Tourism Company had paid £1000 for the Trust's information services. £1500 had been received from the Challenge Walk.

171-19 16

NEIGHBOURHOOD PLAN GROUP

Character Assessments in the Conservation Area were in progress. The other areas had been completed. There will be a photo-shoot on 31st August. Volunteers will be assigned to different areas to photograph images that enhance/demote Bishop's Castle. Andrea Pellegram has reserved 3 days in October to finish off the plan. Afterwards there will be a public meeting. The photographs could be on display.

172-19 17

REPORTS FROM MEETINGS ATTENDED

Community Land Trust. Quotes from architects re plans for the Methodist Church site were being obtained. A bat survey has been done.

Enterprise South West Shropshire – the theatre is struggling a bit as an annual bequest of £5,000 is no longer being received. 'Friends of SpArC Theatre' is being revived, (65/100 friends required have been secured).. Shropshire Council will continue to fund for one year. A continuation grant is being sought from the Coop. School holiday activities are going well. It would be beneficial if the Business Park could get going – awaiting news of a bid, (due in September).

Cllr Magill had confirmed with Revd Stephanie that Mayor-making will be on 19th May, and the Civic Sunday Service will be on 24th May.

173-19 18 **ITEMS FOR FACEBOOK / WEBSITE**

Welcome to our new Councillor Josh Dickin, (more Cllrs needed, though).

Thanks to Jonny Keeley.

No Parking on pavements.

Neighbourhood watch – please be vigilant.

174-19 19 **NEXT MEETING**

Tuesday 17th September, 7.30pm The meeting closed at 8.40pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: 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 SEPTEMBER 2019 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr N. Morris Cllr J. Carroll Cllr R. Houghton (from 8pm) Cllr G. Perry Cllr J. Dickin Cllr K. Bance	Cllr S. Whittingham
IN ATTENDANCE	
Mr G. Rippon	

There were 20 members of the public present one of whom gave a presentation in relation to declaring a climate emergency (please see item 10). One Police Officer was present who updated the council in relation to parking on pavements. Members of the Council mentioned the fact that cars park unnecessarily when they have driveways to park on.

Fire Procedure

Minute No.	Agenda Item	
175-19	1	<u>APOLOGIES</u> Cllr Whittingham.
176-19	2	<u>TO CO-OPT NEW COUNCILLORS</u> The clerk reported that he had received an application for co-option. It was agreed that The Mayor and Dep. Mayor would discuss this application.
177-19	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr. Houghton	Item 9 d&e Planning		✓
Cllr Perry	Item 17 Town Hall Trust	✓	
Cllr Carroll	Item 17 Town Hall Trust	✓	
Cllr Magill	Item 17 Town Hall Trust		✓

Cllr Carroll	Item 9 d&e Planning		✓
Cllr. Bance	Item 9 d&e Planning		✓
Cllr Perry	Item 9 d&e Planning		✓
Cllr. Magill	Item 9 d&e Planning		✓

178-19 4 **APPROVAL OF MINUTES**

RESOLVED:

The minutes were accepted. Proposed Cllr Carroll; Seconded Cllr Bance. All in favour.

179-19 5 **REPORT FROM THE MAYOR**

The Mayor presented her report included in the report was

- Congratulations to Cllr. Houghton on her election as a County Council
- Reported on a meeting with residents in relation to accidents near the Spar
- Information in relation to Neighbourhood Watch (to be included on the November agenda)
- The flagpole situation has been resolved. It was suggested that a letter of thanks be sent to Mr. Magill.

180-19 6 **REPORT FROM THE CLERK**

The clerk reported that he attended

181-19 7 **UNITARY COUNCILLOR**

The Mayor welcomed the new Unitary Authority member

The ward member stated that on her canvassing certain items were brought to her attention.

- Issues that Cleanliness of the Auction Yard toilets.
- Road conditions.
- Mature hedge being removed at Oak Meadow.

182-19 8 **PUBLIC PARTICIPATION SESSION**

183-19 9 **PLANNING**

a. 19/03039/OUT

Residential Development of up to 6 houses to the north of Brampton Road. A letter for the Council's consideration was read out from a neighbour of the proposed site.

RESOLVED:

No objections however there should be provision for electric charging points

b. 19/03991/FUL

Conversion of workshop into holiday let accommodation Proposed Holiday Let Accommodation At 13 Bankshead Shropshire

RESOLVED:

No objections

19/04010/TCA

Application to remove large dead branch and smaller dead branches and a 20% reduction in height to balance 1no Weeping Willow tree within Bishops Castle Conservation Area. | The Old Vicarage Church Lane Bishops Castle Shropshire SY9 5AF

RESOLVED:

No Objection

c. 19/03997/LBC

Application for the conversion of and alterations to public house/inn to form two dwellings (including demolition of rear extensions); conversion of and alterations to holiday accommodation block to form one dwelling (including demolition of rear extension) Boars Head Hotel Church Street Bishops Castle SY9 5AE

RESOLVED:

Due to members interest the Council was not quorate and unable to discuss this application.

d. 19/03996/FUL

Conversion of and alterations to public house/inn to form two dwellings (including demolition of rear extensions); conversion of and alterations to holiday accommodation block to form one dwelling (including demolition of rear extension); erection of two new semi-detached dwellings Boars Head Hotel Church Street Bishops Castle SY9 5AE

RESOLVED:

Due to members interest the Council was not quorate and unable to discuss this application.

19/02268/FUL

Erection of four industrial units; formation of estate road and parking areas with planting scheme | Proposed Commercial Development Land To The North Of Bishops Castle Business Park Bishops Castle Shropshire.

RESOLVED:

Cllr. Houghton stated that she would attend when this application is heard.

184-19 10

CLIMATE EMERGENCY

Proposed Cllr. Perry seconded Cllr. Dickin

RESOLVED

That the Council declares a Climate Emergency

185-19 11

PURCHASE OF TWO PARKING BUDDIES

Proposed by Cllr. Dickin seconded Cllr. Perry

RESOLVED

That two parking buddies be purchased.

186-19 12

SCULPTURE TRAIL

This was deferred for November Council meeting for discussion.

187-19 13

ALBERT HOWARD SCULPTURE

The discussed location for the miniature sculpture was of concern, however the clerk was requested to establish if planning permission would be necessary.

Proposed Cllr. Carroll seconded Cllr. Perry

RESOLVED

That the clerk make the necessary enquiries

188-19 14 **ALLOTMENTS**

RESOLVED:

The Council accepts the recommendation that the tenancy fees be increased as per report.

Proposed Cllr Carroll; Seconded Cllr Dickin

RESOLVED

That the report be accepted and the tenancy fees be increased as suggested in the report.

189-19 15 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation.

RESOLVED.

Noted and accepted. Proposed Cllr Carroll, Seconded Cllr Houghton. All in favour.

- ii. Grants – recommendations from the Grants Panel

BC Cricket Club	£800	For new side screen
BC Railway Society	£500	Cost of new windows and doors
BC Tandem Triathlon	£500	purchase and running repairs of 4 tandems
BC PCC	£1,000	to run a seminar as part of the restoration of the Georgian graves project
BC caring for God's acre	£1,000	volunteer visits, survey and management brief
BC town football club women's team	£500	new kit training equipment
BC Community College	£774	outdoor shelter
Castle Carols	£250	advertising and venue booking
Acorns	£1,000	To assist with outdoor play area

It was also agreed due to the loss of funding from Shropshire Council to increase the funding for SpArC Theatre by £1000.00

- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	August Return	669.82
HMRC	PAYE and NI	August	784.74
Staff salaries	4 staff	August	2249.08

C. Owen	minute taker	161	75.12
G. Dudley	Toilet cleaning	162	336.00
Shropshire Council	Premises licence	163	70.00
BCHRC	Affiliation fee	164	25.00
Exemplum	printing	165	106.51
BCBS	materials	166	23.07
AMH Treeline	treework	167	198.00
G.J.Rippon	Expenses	168	313.00
M.Males	Cleaning	169	35.00
For Information			
Shropshire Council	Rates	170	121.00
Eon	Electricity	171	89.33
Eon	Electricity	172	55.23
Eon	Electricity	173	25.82
British Gas	Electricity	174	22.97
BT`	telephone and broad	175	405.04
Road signs	Road signs	176	275.93
	Total		£5880.66

RESOLVED

The invoices, be paid. Proposed Cllr Carroll; Seconded Cllr Houghton. All in Favour.

190-19 16

COMMUNITY PARTNERSHIP

meeting next week Cllr. Carroll was unable to attend

191-19 17

TOWN HALL TRUST

3 successful weddings 3 page spread in Spread in Shropshire Life

192-19 18

CELEBRATION FOR THE 450 CHARTER

This was deferred

193-19 19

NEIGHBOURHOOD PLAN GROUP

It was reported that there would be a meeting on the 15th October 2019 also there was further information of the Home watch website

194-19 20

SpArC QUESTIONNAIRE

This was discussed it was agreed that members should complete the questionnaire individually however the consensus was that: -

1. It should open weekends
2. The whole site should open for longer
3. It should be open in school holidays
4. The dry side should be separated from the wet side, this would allow the use of the dry side without the necessity of having lifeguards on duty.

195-19 21

REPORTS FROM MEETINGS ATTENDED

Cllr. Perry would be attending the recycling meeting and will report back on that meeting.

196-19 22 **ITEMS FOR FACEBOOK / WEBSITE**

Parking on the pavement

Registering on HomePoint

Place the reporting links on Face book

197-19 23 **NEXT MEETING**

Tuesday 15th October 2019, 7.30pm. The meeting closed at 9.20pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: 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 OCTOBER 2019 AT 7.30PM

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

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

Fire Procedure

Minute No.	Agenda Item	
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198-19 1 **APOLOGIES**
Cllr Perry (Course); Cllr Bance, (working); Cllr Houghton (holiday)..

199-19 2 **TO CO-OPT NEW COUNCILLORS**
The clerk reported that he had received an application for co-option.
It was agreed that the candidate would be interviewed before the next meeting.

200-19 3 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests
b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr. Magill	Item 9.1 Planning	✓	
Cllr Carroll	Item 14 Town Hall Trust	✓	
Cllr Magill	Item 14 Town Hall Trust		✓

201-19 4 **APPROVAL OF MINUTES**
RESOLVED:
The minutes were accepted. Proposed Cllr Morris; Seconded Cllr Dickin. All in favour.

202-19 5 **REPORT FROM THE MAYOR**
The Mayor presented her report included in the report was

- The Planning for the Business Park had been granted. The Council were waiting on grant funding for the infrastructure.
- Remembrance Sunday 10th November. Meet at 10.30am please.
- Michaelmas Fair was great. It was well-attended and the sun shone! (Cllr Morris raised the issue of lack of parking for residents on the front street. He was advised to write to the Michaelmas Committee).
- Thanks for help with the BC Newsletter distribution.
- The Civic Awards is this Thursday.

203-19 6 **REPORT FROM THE CLERK**

The clerk had received numerous letters re the Civic Awards, including a letter of thanks from the Churchyard Project. Cllr Morris added that the BC Ladies Football Team had had their first match and were delighted to be able to wear a new kit provided by a Town Council Grant. Thank you.

Rob Rowe had asked the Council for a grant for £100 to sow wildflower seeds on the verges by the Community College. To be discussed at the November meeting.

A planning application to build fifty houses on the SamDev land adjacent to the Medical Practice had just been received. It was decided to hold a special Council Meeting to discuss this so that Councillors could have more time to look at the details. An outcome was needed by 30th October. The Clerk will organise this.

204-19 7 **UNITARY COUNCILLOR**

Not present

205-19 8 **PUBLIC PARTICIPATION SESSION**

There had been no requests made.

206-19 9 **PLANNING**

1. 19/04017/FUL Siting of 3 Railway Carriages for use as holiday lets at Foxholes.

RESOLVED: No objection. Proposed Cllr Morris; Seconded Cllr Dickin. All in favour.

2. 19/04158/FUL Erection of an agricultural livestock building at Banks Head.

RESOLVED: No objection. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

3. 19/04279/FUL Redevelopment of the former Weighbridge Office and surrounding and change of use to Class D1, and providing WC facilities and storage.

RESOLVED: No Objection. Proposed Cllr Carroll; Seconded Cllr Whittingham. All in Favour.

207-19 10 **TO DISCUSS THE PROVISION OF CCTV**

Because of increasing incidents of unruly behaviour outside the toilet area, combined with the need to protect Council property inside, the Council had been advised to obtain CCTV protection for insurance reasons.

The Town Council had approved the installation of WiFi CCTV inside some years ago but it had not been installed. Questions of monitoring, quality and cost arose. Cllr Dickin recommended the firm who supplied CCTV to the Community College.

RESOLVED The Town Clerk will get an expert in to provide advice and a quote. Proposed Cllr Dickin; Seconded Cllr Whittingham. All in favour bar 1 abstention.

208-19 11 **ALLOTMENTS**

Nothing to report.

209-19 12 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation.

Finances healthy. However, more financial information needed with regard to the Underground.

RESOLVED: Town Clerk will invite committee a member of the Underground committee to a Council meeting to clarify the situation. Proposed Cllr Morris; Seconded Cllr Carroll. All in favour.

Cllr Whittingham agreed to be the nominated Councillor on the Underground Committee.

RESOLVED: The bank reconciliation is noted and accepted. Proposed Cllr Carroll, Seconded Cllr Whittingham. All in favour.

- ii. To receive the External Auditors Report.

The auditor was happy with the accounting system. He pointed out a very minor technicality of a notice being 2 days late. (Last year it was 2 days early)!

- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October Return	669.82
HMRC	PAYE and NI	October Return	784.74
Staff salaries	4 staff	October Return	2249.08
C. Owen	minute taker	195	75.12
G. Dudley	Toilet cleaning	196	336.00
Simpsons	Allotment prizes	197	15.80
Exemplum	printing	198	88.91
PKF	External Audit	199	480.00
A. Wallace	Street cleaning (x3)	200	108.24
MBO	Fire safety	201	76.38
MBO	Fire safety	202	449.20
Tel. WC	Window cleaning	203	45.00
Viking	Stationery	204	119.56
Shropshire Council	Rates	205	121.00
British Gas	Electricity	206	22.97
BT`	telephone and broad band	207	411.34
Road signs	Road signs	208	275.93
	Total		£6329.09

There had been complaints about the state of the toilets in the Auction Yard, particularly on busy Auction days when more maintenance and cleaning were needed. The cleaner had been asked to maintain the toilets more often and Cllrs Whittingham, Carroll and Magill will meet with the Town Clerk to look at the budget for it before the next meeting.

An extra invoice from Tony Baker had been received for £280 for miscellaneous jobs. **RESOLVED:** The invoices be paid, including Tony Baker's provided he completes all the tasks on the invoice. Proposed Cllr Carroll; Seconded Cllr Whittingham. All in Favour.

210-19 13 **COMMUNITY PARTNERSHIP**

Nothing to report

211-19 14 **TOWN HALL TRUST**

The finances are better. The rent of £2000 had been paid to the Town Council. Events were going well. Sunday opening was going well, (paid for by the Tourism group).

212-19 15 **CELEBRATION FOR THE 450 CHARTER**

The 400th anniversary of the Charter was celebrated 50 years ago, involving the whole community and warmly remembered by those who were there: costumes, maypole dancing, horses and carts, parades. A lot of photographs recall the event. Cllr Whittingham expressed a desire to celebrate 450 years, which would be in June 2023, so three years to plan.

RESOLVED: The newsletter be used to canvass a group of interested volunteers to get behind the idea and form a group to develop it. Proposed Cllr Whittingham; Seconded Cllr Dickin. All in favour.

213-19 16 **REPORTS FROM MEETINGS ATTENDED**

Cllr Whittingham had attended a Christmas Lights meeting. (7th December).

Proposals to close off Market Square and the top of town in the afternoon and put up a marquee for Old Fashioned Games, BC Orchestra etc. - attempting to bring people into town earlier. Craft Fair in Church; Christmas Turkey; Raffle; Grotto; Brollie Procession with Carols at strategic points up the hill; Father Christmas will take a break from his present making to switch the lights on by the Town Hall plus a surprise feature yet to be announced.

The contract for the lights runs out after this year. Will need to consider the options for next year.

Thanks were expressed to Councillor Whittingham for his hard work bringing everything together.

Cllr Carroll had attended a BC and Clun Tourism Meeting.

The Map was being produced, but increased costs have meant that there will not be a donation towards the Christmas Lights this year.

There had been a discussion about an October Food and Beverage Festival instead of the Christmas Lights, but that was a discussion for next year.

214-19 17 **ITEMS FOR FACEBOOK / WEBSITE**

Housing Planning Meeting, Christmas Lights – what's happening and stewards needed, Remembrance Service.

215-19 18 **NEXT MEETING**

Tuesday 19th November 2019, 7.30pm. The meeting closed at 8.15pm.



BISHOP'S CASTLE TOWN COUNCIL



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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 19th NOVEMBER 2019 AT 7.30PM

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

IN ATTENDANCE

Mr G. Rippon
Mrs C Owen
There were 3 members of the public present.

Fire Procedure

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

None

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

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

RESOLVED

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

223-19 3 **DECLARATIONS OF INTEREST**

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

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

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

224-19 4

APPROVAL OF MINUTES

15th October:

RESOLVED:

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

29th October:

RESOLVED:

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

225-19 5

REPORT FROM THE MAYOR

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

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

226-19 6

REPORT FROM THE CLERK

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

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

227-19 7

UNITARY COUNCILLOR

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

228-19 8

PUBLIC PARTICIPATION SESSION

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

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

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

229-19 9

COMMITTEE STRUCTURE AND MEMBERS

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

Cllr Stelman agreed to stand on the Staffing Committee.

230-19 10

PLANNING

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

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

The new plans were discussed.

RESOLVED: The Town Council objects on the following grounds:

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

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

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

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

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

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

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

232-19 12 **MONTHLY FINANCES**

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

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

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

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

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

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

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

233-19 13 **COMMUNITY PARTNERSHIP**

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

234-19 14 **TOWN HALL TRUST**

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

235-19 15 **ALLOTMENTS**

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

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

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

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

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

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

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

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

238-19 18

ITEMS FOR FACEBOOK / WEBSITE

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

239-19 19

TO RATIFY A LETTER SENT TO AN COMPLAINANT

A motion to exclude members of the public was accepted

RESOLVED

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

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

240-19 20

NEXT MEETING

Tuesday 17th December 2019, 7.30pm. The meeting closed at 9.30pm.



BISHOP'S CASTLE TOWN COUNCIL



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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 17th DECEMBER 2019 AT 7.00PM

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

Mr G. Rippon Mrs C Owen

There were 6 members of the public present and Sgt Ram Aston of West Mercia Police.

Crime Prevention

Sgt Aston spoke to the Town Council about the Towns and Villages Initiative. This is a comprehensive approach to preventing crime: working with communities, petrol stations, charity shops, Parish Councils and individual members of the public. In particular, Sgt Aston explained the benefit of issuing Smartwater packs to households as a deterrence for crime, which he hoped the Town Council would purchase for at least 80% of the Town's households (at a discounted rate for a limited period). This will be discussed in January.

Fire Procedure

Minute No.	Agenda Item	
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241-19 1 **APOLOGIES**

Cllrs Bance, Whittingham and Morris.

242-19 2 **TO CO-OPT NEW COUNCILLORS**

None

243-19 3 **DECLARATIONS OF INTEREST**

- To declare any disclosable pecuniary interests
- To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr Houghton	Item10 iii Finances		✓
Cllr Perry	Item 14 Town Hall Trust	✓	
Cllr Carroll	Item 14 Town Hall Trust	✓	
Cllr Magill	Item 14 Town Hall Trust		✓

244-19 4 **APPROVAL OF MINUTES**

In item 16, it had been omitted from the minutes that it had been agreed that a plaque in commemoration of Mary Pullen be installed on the new street furniture. **RESOLVED:**

The minutes were altered accordingly and accepted. Proposed Cllr Carroll; Seconded Cllr Dickin. All in Favour.

245-19 5 **REPORT FROM THE MAYOR**

Christmas Lights went well and was well attended. A letter from a resident said it was the best ever. Thanks to all who contributed to its success.

246-19 6 **REPORT FROM THE CLERK**

Would the Councillors who had put up the poppies please retrieve them and return to the Town Hall.

247-19 7 **UNITARY COUNCILLOR**

- Shropshire Council Cabinet had met to discuss their financial strategy. This year there has been an over-spend, caused by some savings not being made and an increased demand on education and other services. Cllr Houghton expressed concern for frontline services to be protected. Shropshire Council is introducing a £200 Council Tax charge for properties that have been empty or unfurnished for more than 5 years.
- Highways: Cllr Houghton is reporting pot-holes to Highways once a week, but priority is being given to main routes.

248-19 8 **PUBLIC PARTICIPATION SESSION**

The Allotments Society spoke for the need for a compost loo (DDA compliant) and a shipping container for storage and had supplied the Council with the details of their requirements prior to the meeting. They had secured a grant of £9, 896 towards a herb and sensory bed, a mower and a Barbecue area.

Keith Whiddon addressed the Council on behalf of the Arts Festival and Elephant Heritage Trail. Helen Robinson has designed a stained glass window of a carnival elephant. She would make the pieces for children to paint and then construct it. an oak frame would be constructed to support it and secure it in the Town Hall window at the top of the Town Hall stairs. (It would be removable for cleaning). Estimated cost £500. The Town Hall Trust has money which could support this. The Arts Festival Committee sought permission from the Town Council to start the project.

It was proposed that items 11 and 12 were brought forward. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour.

249-19 11 **ALLOTMENTS**

In a failed Leader Grant application earlier in the year, the Town Council had agreed to match-fund up to £11,000. Now, the Town Council was being asked to spend less than this amount (approximately £10,000). The Allotments Society was asking for the following items:

Compost Toilet (DDA compliant for disabled access) £4,625, + 109.99 for shipping.

(Nearly New) Shipping Container £2,005 including delivery and VAT, + £50 for a large weatherproof padlock and £1,000 for a concrete base.

Wooden beehive shaped compost bin.

RESOLVED: Approved as above. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour. (This would be budgeted for across this year and next).

Management of the Woodland Copse. Originally planted by Shropshire Council, this area comes under the auspices of the Town Council and needs managing. There is a

strip of vacant land adjacent to the copse on the allotment site. The Town Clerk has applied to DEFRA for auto-planting – free trees for a community orchard.

250-19 12 **REQUEST FROM BISHOP'S CASTLE ARTS FESTIVAL AND ELEPHANT TRAIL**

Following the presentation made earlier: **RESOLVED:** The project should go ahead. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

251-19 9 **PLANNING**

1. 9/05095/FUL Application to build a partly one and two storey extension after demolition of existing extension at Little Woodbatch.

RESOLVED: No objection. Proposed Cllr Perry; Seconded Cllr Dickin. All in favour.

2. 19/05099/TCA Application to fell a beech tree at 2 Pound Close.

RESOLVED: No objection. Proposed Cllr Perry; Seconded Cllr Dickin. All in favour.

252-19 10 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation.
RESOLVED: Noted. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.
- ii. To discuss the budget for 2020/2021. Figures were presented but it was agreed to defer the final decision to the next meeting, when the Smartwater Towns and Villages initiative would be decided, as this would affect the budget.
RESOLVED: Noted. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.
- iii. To discuss and decide on splitting the SpArC grant 2/3 SpArC; 1/3 SpArC theatre. **RESOLVED:** Confirmed. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
- iv. To discuss and decide on awarding a grant to House on Crutches Museum to replace a broken audio device. **RESOLVED:** Confirmed. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.
- v. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	December Return	669.82
HMRC	PAYE and NI	December Return	784.74
Staff salaries	4 staff	December Return	2249.08
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G. Dudley	Toilet cleaning	279.	336.00
A. Wallace	Street cleaning	280.	36.08
M. Males	Cleaning	281.	30.00
Exemplum	printing	282.	886.74
BCBS	Materials	283.	14.68
BCBS	Materials	284.	78.38
G.J. Rippon	Expenses	285.	44.64
Lavander	Boiler repair	286.	40.00
Blachere	Christmas lights	287.	2248.00
Blachere	Christmas lights	288.	345.00

Shropshire Council	Rates	289.	121.00
BT	Telephone and	290.	407.14
ICO	Data registration	291.	40.00
Water Plus	Water rates	292.	33.74
Water Plus	Water rates	293.	16.30
British Gas	Electricity	294.	31.87
Eon	Electricity	295.	64.80
Eon	Electricity	296.	23.51
Eon	Electricity	297.	158.34
	Total		£8735.76

RESOLVED: Confirmed. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

Items 11 and 12 already discussed – see earlier

253-19 13 **COUNCIL LOGO**

OWHA Environmental had asked for permission to use the Council Logo on market research publications re recycling needs. **RESOLVED:** Confirmed. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

254-19 14 **TOWN HALL TRUST**

No news other than it was the Christmas Party on Thursday!

255-19 15 **COMMUNITY PARTNERSHIP**

Climate Crisis Terms of reference had been forwarded to the Town Council. **RESOLVED.** Adopted. Proposed Cllr Perry; Seconded Cllr Stelman. All in Favour.

256-19 16 **REPORTS FROM MEETINGS ATTENDED**

Cllrs Houghton and Carroll had attended a PACT Meeting. Minutes would be circulated to Councillors.

257-19 17 **ITEMS FOR FACEBOOK / WEBSITE**

Allotments news: Elephant project: Thank you to Mrs Bird and Ms Paula Gwyther for their service to the town for many decades as retailers.

258-19 18 **NEXT MEETING**

Tuesday 21st January 2019, 7.30pm. The meeting closed at 8.22pm.