



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 21st JANUARY 2020 AT 7.30PM

PRESENT		APOLOGIES
Cllr G. Perry	Cllr N. Morris	Cllr J. Magill (Cllr Perry chaired the meeting). Cllr K. Bance
Cllr R. Houghton	Cllr A. Stelman	
Cllr J. Carroll	Cllr J. Dickin	
Cllr Whittingham		

IN ATTENDANCE

Mr G. Rippon Mrs C Owen

There were 2 members of the public present.

Fire Procedure

Minute No.	Agenda Item	
------------	-------------	--

01-20	11	<u>TO DISCUSS THE APPOINTMENT OF A BISHOP'S CASTLE FESTIVALS COORDINATOR</u> (brought forward)
-------	----	---

Mr Keith Whiddon presented his report in favour of appointing a Festivals Coordinator to work across the Festivals facilitating elements of the process that are common to all, e.g. admin, street closures, finance matters. Many of the various festival committee members will be leaving this year after several years' work. New volunteers are needed, but maybe having a paid Festivals Coordinator would remove some of the burden from the volunteers. The continuation of the Festivals is vital for the economy of the town. A position with an estimated cost of £6,420 is proposed, based on 2 days' work per week pro rata. The Michaelmas Fair Committee are keen to pursue employment this year.

RESOLVED

Given the benefit to the town, the Town Council agrees in principal to contract a Festivals Coordinator, and will meet any shortfall from £6,420 from the grant pot. The Town Clerk will ask for details from other Town Councils who already employ a coordinator. An appeal would be made for festival volunteers generally, as well as the position of coordinator, in the newsletter and social media. Proposed Cllr Houghton; seconded Cllr Stelman. All in favour.

02-20	1	<u>APOLOGIES</u>
-------	---	-------------------------

Cllrs Magill and Bance.

03-20 2 **TO CO-OPT NEW COUNCILLORS**

None

04-20 3 **DECLARATIONS OF INTEREST**

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

Name	Agenda Item	Personal	Prejudicial
Cllr Houghton	Item 11 iii Finances	✓	
Cllr Perry	Item 14 Town Hall Trust	✓	
Cllr Carroll	Item 14 Town Hall Trust	✓	

05-20 4 **APPROVAL OF MINUTES**

Slight amendment made to Item 11: Allotments. **RESOLVED:** The minutes were altered accordingly and accepted. Proposed Cllr Carroll; Seconded Cllr Dickin. All in Favour.

06-20 5 **REPORT FROM THE MAYOR**

Not in attendance.

07-20 6 **REPORT FROM THE CLERK**

A letter of thanks had been received from the Gwythers family.

A resident had appealed for the white lines on the roads to be repainted. The Town Clerk will remind Shropshire Council again.

A resident had appealed to the Council for help with a derelict building adjacent to their property that was causing water damage, woodworm and rot problems to their own property. The owners were not responding. The adjacent property was listed, so Shropshire Council should be able to enforce it is kept in good repair. The Town Clerk and Unitary Cllr will both write to Shropshire Council to ask them to take action against the owners on behalf of the resident.

The Clerk was looking into two letters in regard to bus routes being changed and the wide buses project.

08-20 7 **UNITARY COUNCILLOR**

- Shropshire Council budget shortfall for this year will be met from reserves. 2020/2021 budget still to be agreed.
- 20mph zones proposed outside all schools.
- Shropshire Council's Climate Change Strategy had been adopted. Workshop 10th February inviting local people to attend.
- Shropshire Council was supporting Marches Energy "Keep Shropshire Warm".
- Cllr Houghton had reminded Shropshire Council that the Disabled spaces need re-marking. (The position of the disabled space by the Town Hall will be put on the agenda for the next meeting).

09-20 8 **PUBLIC PARTICIPATION SESSION**

Already spoken.

10-20 9 **PLANNING**

1. 19/05476/DIS (reference only)
2. 19/05474/TCA The tree warden has recommended the trees should be felled.

Other Planning received subsequent to the circulated agenda:

3. Insulation & PV Panels at Abbeyfield (reference only).

4. Erection of an Estate Maintenance Workshop and Community Building at the Wintles.

RESOLVED:

No objection. Proposed Cllr Carroll; Seconded Cllr Whittingham. All in favour.

11-20 10 **TO DISCUSS AND DECIDE TO FUND THE ‘SMARTWATER INITIATIVE’**

800 homes x £8.90 = £7,120 (with discount). Connexus would be approached for a contribution. **RESOLVED** Agreed. Cllr Carroll; Seconded Cllr Dickin. All in Favour.

12-20 11 **MONTHLY FINANCES**

i. To note the Bank Reconciliation.

RESOLVED:

Noted. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

ii. To discuss and decide the budget for 2020/2021 and the resultant precept demand.

RESOLVED:

That the budget for 2020/2021 would be £154000 with the precept demand of £150000 proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

iii. To note the payment to SpArC and SpArC theatre of grant £25k and £5k

RESOLVED:

Confirmed. Proposed Cllr Carroll; Seconded Cllr Whittingham. All in favour.

iv. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	January Return	669.82
HMRC	PAYE and NI	January Return	784.74
Staff salaries	4 staff	January Return	2249.08
C. Owen	minute taker	319.	37.56
G. Dudley	Toilet cleaning	320.	420.00
A. Wallace	Street cleaning	321.	45.10
Blanchere	Christmas lights	322.	879.60
ESWS	IT solutions	323.	63.00
Exemplum	printing	324.	227.17
Sign Direct	signs	325.	466.74
Viking	stationery	326.	136.79
G.J. Rippon	Expenses	327.	25.00
Town Hall Trust	Vprint	328.	30.00
Bt	Telephone+broadband	329.	356.43
waterplus	Rates	330.	19.00
waterplus	Rates	331.	31.46
BG	electricity	332.	142.91
Shropshire Council	Rates	333.	121.00
EON	electricity	334.	28.53

EON	electricity	335.	82.75
	Total		£6816.68

The amount paid to Town Hall Trust was corrected to £30. Two further invoices were added: Highline (street lighting) for £332.10 and Gavin Cooke (manhole maintenance) for £216.00.

RESOLVED:

The amendment was noted, and all the above invoices paid. Proposed Cllr Whittingham; Seconded Cllr Dickin. All in favour.

13-20 12 **TOWN HALL TRUST**

Clun Jazz event was sold out. The finances were healthy.

14-20 13 **COMMUNITY PARTNERSHIP**

Meeting is next week.

15-20 14 **REPORTS FROM MEETINGS ATTENDED**

PACT Meeting. Looking at Business Forums.

Development of Business Park - progress but still some technical difficulties to be sorted.

Christmas Lights Follow up meeting. Festival went well. Positive feedback.

Tourism meeting. Town Maps renewed and Everything you need to know about Bishop's Castle leaflets available from the Town Hall.

16-20 15 **ITEMS FOR FACEBOOK / WEBSITE**

Housing needs

Budget

Festival volunteers & Coordinator

17-20 16 **NEXT MEETING**

Tuesday 18th February 2020, 7.30pm. The meeting closed at 8.46pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 18th FEBRUARY 2020 AT 7.30PM

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

IN ATTENDANCE

Mr G. Rippon Mrs C Owen
There was 1 member of the public present.

Fire Procedure

Minute No.	Agenda Item	
------------	-------------	--

18-20 1 **APOLOGIES**

Cllr Bance.

19-20 8 **PUBLIC PARTICIPATION SESSION**

This item to be brought forward. Proposed Cllr Whittingham; Seconded Cllr Perry. All in favour.

A member of the public outlined his ideas for redeveloping the Skate Park: redoing the jumps with hempcrete; building a graffiti wall; inviting artists to take part; holding Graff-Jam; Circus skills workshops; BMXing/Mountain biking etc. Suggested date 18th April. Cllr Whittingham had sourced some free wood for the graffiti wall. Shropshire Mind will be involved. Idea to involve the kids to be creative and promoting health awareness. Simon looking to Town Council for support – possible match-funding and advertising.

RESOLVED:

The council supports the idea but the details of its support will be discussed at next meeting. Simon to prepare costs for the meeting. Proposed Cllr Whittingham; Seconded Cllr Perry. All in favour.

20-20 2 **TO CO-OPT NEW COUNCILLORS**

None

21-20 3 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests

b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
All Councillors	Item 12		✓
Cllrs Carroll & Magill	Item 14	✓	

22-20 4 **APPROVAL OF MINUTES**

RESOLVED:

The minutes were approved.

23-20 5 **REPORT FROM THE MAYOR**

The Mayor encouraged Councillors to attend the funeral of John Morris, a long-standing Councillor in the past, who had recently died.

Thanks to Cllr Dickin for putting the Parking Buddies around the town.

Arts Festival Starts Wednesday 19th February.

Cllrs Magill, Carroll and Perry met with Connexus, for an updated on the progress of the Oak Meadow housing development. There was a lot of interest in both the shared and rentable housing. Some houses will be ready by June, and Councillors will be invited to a preview. The Councillors were pleased that Connexus have accepted the Council's recommended criteria for applicants.

24-20 6 **REPORT FROM THE CLERK**

A letter for support from MacMillan Cancer Support was deferred.

A Sales order from Blanchere had been received. Cllrs will meet with them to discuss options.

Emma Needham had sought permission from the Council to hold a Fitness Bootcamp in the playing field.

RESOLVED:

Town Clerk to reply, that permission was granted. Proposed Cllr Carroll; Seconded Cllr Perry. All in Favour.

25-20 7 **UNITARY COUNCILLOR**

Highways – Shropshire Council had employed a Consultant and the number of repair gangs had been increased from 16 to 48.

On 26th February, Cllrs Heather Kid and Ruth Houghton will talk to Senior Management about several issues: potholes, street lights, white lines etc.

The Youth Service has cut its support – now only targeting young people at risk.

Marches Renewable Energy Grants are available.

12 trees have been planted in the Community Orchard.

Connexus will be putting in planning applications for some supported housing in town soon, and have been working with the 'Keeping Shropshire Warm' initiative to improve the heating in 20+ houses in Kerry Green.

26-20 8 **PUBLIC PARTICIPATION SESSION** Already spoken.

27-20 9 **PLANNING**

2 late applications will be deferred to the next meeting.

28-20 10 **TO DISCUSS AND DECIDE TO FUND THE 'SMARTWATER INITIATIVE'**

On Wednesday 26th February the Town Council needs to make a small presentation to apply for a grant towards the SMARTWATER Initiative. If successful, the process can start in March and packs need to be issued by June.

It was proposed to hold a public meeting on 17th March to inform the public about SMARTWATER and ask for volunteers for a Neighbourhood Watch. Cllr Perry volunteered to organise this.

29-20 11a **MONTHLY FINANCES**

i. To note the Bank Reconciliation.

RESOLVED:

Noted. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

ii. To discuss and decide on a grant for Citizen's Advice.

RESOLVED:

That £500 be granted for the room hire and £300 towards travel expenses plus a request that in future they apply for the funding in September as part of the Town Council's usual Grant procedure. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	February Return	669.82
HMRC	PAYE and NI	February Return	784.74
Staff salaries	4 staff	February Return	2249.08
C. Owen	minute taker	365.	37.56
A. Wallace	Street cleaning	366.	36.08
G. Dudley	Toilet cleaning	367.	336.00
Blanchere	Christmas lights	368.	220.80
BCBS	Chan and padlock	369.	29.99
Alicia Jones	Relief cleaner	370.	20.00
Shropshire Council	Joint energy costs	371.	688.18
Exemplum	printing	372.	594.64
Mr. T. Chalkley	Downpipe for Town hall	373.	26.77
Highline electrical	Street light repairs	374.	83.40
Telescopic window cleaning	window cleaning	375.	45.00
A. Evans	Grass cutting	376.	3460.80
BCHRC	Archive	377.	143.00
Smartwater	Crime prevention packs	378.	6420.00
BT	telephone and broad band	379.	363.55
BG	electricity	380.	144.57
BG	electricity	381.	2198.08
BG	electricity	382.	142.91

Societe Generale	Printer lease	383.	322.80
EON	electricity	384.	139.06
EON	electricity	385.	69.54
EON	electricity	386.	24.57
	Total		£ 19250.94

RESOLVED: Confirmed.

Approved. Proposed Cllr Perry; Seconded Cllr Whittingham. All in favour.

30-20 11b

OLD MARKET PLACE

Sue Cooper was going to apply for a National Heritage Lottery Grant of £10,000-£100,000, centred on Clive and the monument. The Steering Group was asking the Town Council to fund some small items of repair.

RESOLVED:

A cap of £2,500 is put on the repairs. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

31-20 12

THE BOAR'S HEAD AND OTHER LICENSED PREMISES

To discuss and decide to apply to Shropshire Council for the Boar's Head to be registered as an asset of Community Value. To consider whether some or all other licensed premises should also be registered as assets of Community Value.

The Neighbourhood Plan is currently being written up and includes several 'Community Assets of Value' and will be subject to a public referendum in due course.

RESOLVED:

Decisions on Community Assets should be deferred until the Neighbourhood Plan has been finally drawn up. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

32-30 13

HIGHWAYS

To consider compiling a list of potholes and vehicle damage with a view of reporting them to Shropshire Council and ultimately considering County Court Action for the damage to vehicles.

Cllr Houghton encouraged the public to report damage through MyShropshire on Shropshire Council's Website or by phone, in the first instance. They will get a form to fill in and a reference number. Not maintaining the highways is a negligence issue. Information will be put on the Town Council's website and facebook page.

RESOLVED:

Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

33-20 14

TOWN HALL TRUST

A maintenance list is being drawn up.

34-20 15

DISABLED PARKING SPACE

To discuss the position of a disabled parking space by the Town Hall.

RESOLVED:

A meeting will be arranged with Andrew Keyland with a view to finding a better site for a disabled parking space at the top of town, (along with consultation of disabled drivers), and the traffic management order transferred to the disabled space outside the chemist. Proposed Cllr Whittingham; Seconded Cllr Stelman. All in favour.

35-20 16

COMMUNITY PARTNERSHIP

Nothing to report

36-20 17 **ALLOTMENT REPORT**

To receive a report and to consider a minor amendment to the Tenancy Agreement.

RESOLVED:

Accepted. Proposed Cllr Whittingham; Seconded Cllr Stelman. All in favour.

37-20 18 **REPORTS FROM MEETINGS ATTENDED**

None

38-20 19 **ITEMS FOR FACEBOOK / WEBSITE**

SMARTWATER, Potholes (MyShropshire), Neighbourhood Watch, Skateboard revamp, Disabled Parking siting, possible demand for an electric charger in town.

39-20 20 **NEXT MEETING**

Tuesday 17th March 2020, 7.30pm. The meeting closed at 9.24pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
Email: townclerk@bishopscastletowncouncil.gov.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 MARCH 2020 AT 7.00PM

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

Mr G. Rippon Mrs C Owen
There was 1 member of the public present.

Mr Beatty gave a presentation to the Council on Modern Slavery and the signs to look out for. Various Agencies are working together, (Public Services, Charities and Religious Groups), to raise awareness of the issues which affect rural areas as much as urban areas. The public are asked to be vigilant and look out for unusual or suspicious behaviour and report it to the helpline 08000 121 700. Mr Beatty will write an article for the Newsletter later in the year.

Fire Procedure

Minute No.	Agenda Item	
40-20	1	<u>APOLOGIES</u> Cllrs Bance and Morris have resigned.
41-20	2	<u>TO CO-OPT NEW COUNCILLORS</u> None at present
42-20	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 10		✓

Cllrs Carroll & Whittingham	Item 12	✓	
Cllrs Dickin and Whittingham	Item 9	✓	

43-20 4

APPROVAL OF MINUTES

RESOLVED:

Minutes approved. Proposed Cllr Stelman; Seconded Cllr Dickin. All in favour.

44-20 5

REPORT FROM THE MAYOR

Covid-19. Lots of events were being cancelled because of Covid-19. Many people were volunteering to help to support vulnerable people. The Town Clerk is compiling a list. People are urged to contact the Clerk if they wish to volunteer.

The BC Newsletter is about to be distributed. Cllr Perry suggested that the Postcard in general circulation on social media offering help, should be inserted when delivered to known residents in the vulnerable categories with the local councillor's contact on, should they need to ask for help. The Clerk will print a supply.

Concern was expressed for the nutritional needs of students who are entitled to free school meals if the schools have to close. Councillors to work with the Clun Food Bank to see if an outlet in Bishop's Castle can be organised in partnership with the Council.

The Council will put itself forward as coordinators of help, using the ground floor as a hub. Volunteers are asked to contact the Town Clerk.

The Walking Festival has been cancelled, but other Festival organisers are continuing their planning for the time being, although postponement may ensue nearer to the event. The emphasis being postponement rather than cancellation.

The Mayor's Chain of Office needs updating. David Jones has been contacted.

45-20 6

REPORT FROM THE CLERK

The Clerk had received a letter from a Town Planning and Development Consultancy. He will acknowledge receipt.

The Clerk had received an email from Mathew Mead re the endangered Pearl Freshwater Mussels living in the Clun Valley river systems. Following the outcome of a Dutch Law Case, Shropshire Council will oppose any new building applications in the Clun Valley area, which includes Bishop's Castle, where a toilet is planned. This will have huge planning implications for the area.

Many larger Councils are cancelling Council meetings with effect from 1st March – 1st June. However annual meetings must be held and accounts audited. Smaller meetings can take place via Skype and people are urged to work from home wherever possible. Shropshire Council is looking into the legal position. Parliamentary legislation is needed to bring some different working practices into effect.

The April Town Council Meeting will be cancelled and the Town Clerk will work from home whenever possible. Phone calls will be directed accordingly.

RESOLVED:

The Town Council adopts the High Consequence Infectious Disease Policy prepared by the clerk, cancels April's Council Meeting, and works by email or if possible by video conferencing.

Proposed Cllr Houghton, Seconded Councillor Carroll. All in Favour.

46-20 7

UNITARY COUNCILLOR

Councillor Houghton encouraged anyone hit by the recent flooding who had not claimed to get in touch.

The resurfacing at the bottom of town has been done well. Cllr Houghton will meet with Kevin Aitken to discuss the white lines that need to be painted.

Two grants were being applied for re the new Business Park.

A grant of £15,000 had been successfully secured to redevelop the area adjacent to the SpArC building.

47-20 8 **PUBLIC PARTICIPATION SESSION**

None present

48-20 9 **PLANNING**

1 20/00429/FUL – Sports Pavilion

RESOLVED:

No objection – suggested they add a car charging point to the car park. Proposed Cllr Houghton; Seconded Cllr Dicking. All in favour.

2 20/00596/FUL – Change of use of building East of 28 High St.

RESOLVED:

No objection. Proposed Cllr Houghton; Seconded Cllr Dickin. All in favour.

3 20/00601/FUL – erection of dwelling on Corporation St.

RESOLVED:

No objection. Proposed Cllr Carroll; Seconded Cllr Perry. 4 in favour, 1 against, 2 abstentions.

4 20/00633/ADV – withdrawn

5 20/00659/AMP – Change of brickwork.

RESOLVED:

No objection. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

6 20/00670/FUL – extension to roof terrace, Station St.

RESOLVED:

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

49-20 10 **MONTHLY FINANCES**

i. To note the Bank Reconciliation.

RESOLVED:

Noted. Proposed Cllr Dickin; Seconded Cllr Carrol. All in favour.

The Clerk has now opened a new bank account for the Public Hall Trust and has transferred £5,000 into it.

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	March Return	669.82
HMRC	PAYE and NI	March Return	784.74
Staff salaries	4 staff	March Return	2249.08
C. Owen	minute taker	397.	37.56
A. Wallace	Street cleaning	398.	36.08
G. Dudley	Toilet cleaning	399.	336.00
The Mailing room	Postage	400.	119.40
BCBS	Materials	401.	67.84
Exemplum	printing	402.	84.18
Belvidere lifts	Maintenance	403.	139.20
D.W. Cole	Heating issue	404.	265.00
Mark One	Emergency lights	405.	292.78
G.J. Rippon	Expenses	406.	24.50
Cllr. R. Houghton	Mileage	407.	10.80

Bt	telephone and broad band	408.	363.30
waterplus	Rates	409.	21.13
waterplus	Rates	410.	45.56
BG	electricity	411.	138.69
EON	electricity	412.	219.87
EON	electricity	413.	127.19
	Total		£ 6032.72

RESOLVED:

Approved. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

50-20 11 **USE OF THE PLAYING FIELDS**

RESOLVED:

The Bootcamp Fitness Group are allowed to use the playing fields. The Clerk has already written to them. Proposed: Cllr Carroll; Seconded Cllr Houghton. All in favour.

51-20 12 **TOWN HALL TRUST**

The Town Hall is closed as a venue and tickets refunded. It will stay open as a shop for now. Staff will work until 31st March, when the situation will be reviewed.

Cllr Whittingham has asked for a sign to be made and displayed asking smokers to put their cigarette ends in the bin, and not litter them all over the pavement by the Town Hall. WiFi CCTV is being costed.

52-20 13 **COMMUNITY PARTNERSHIP**

Meeting is cancelled.

53-20 14 **REPORTS FROM MEETINGS ATTENDED**

Cllr Carroll attended a SWS Shropshire Meeting. Mike Ashwell is retiring at the end of the year.

Cllr Houghton had attended a PACT Meeting. The main issue for the police at the moment is theft of quad bikes and power tools from outbuildings.

54-20 15 **ITEMS FOR FACEBOOK / WEBSITE**

Corona Virus. April Meeting cancelled but all Councillors available.

55-20 16 **STAFFING ISSUES**

3 Staff appraisals have been held with satisfactory outcomes.

RESOLVED:

The Cleaner's hours of work and tasks required will be reviewed by the Personnel Committee. The Clerk and Assistant Clerk's salary will be increased by 2% pending full outcome.

Proposed Councillor Perry; Seconded Councillor Stelman. All in favour.

56-20 17 **NEXT MEETING**

Tuesday in April 2020, 7.30pm. The meeting closed at 8.55pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

HELD USING ZOOM

ON TUESDAY 21ST APRIL 2020 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr R. Houghton Cllr J. Carroll Cllr J. Dickin Cllr G. Perry Cllr A. Stelman	Cllr S. Whittingham

IN ATTENDANCE

Mr G. Rippon Mrs C Owen
There was 1 member of the public present.

Fire Procedure

Minute No.	Agenda Item	
------------	-------------	--

- | | | |
|-------|---|--|
| 57-20 | 1 | <u>APOLOGIES</u> Cllr S. Whittingham |
| 58-20 | 2 | <u>TO CO-OPT NEW COUNCILLORS</u> None at present |
| 59-20 | 3 | <u>DECLARATIONS OF INTEREST</u>
a) To declare any disclosable pecuniary interests
b) To declare any personal interests.
None |
| 60-20 | 4 | <u>APPROVAL OF MINUTES</u>
RESOLVED: Minutes approved. All in favour. |
| 61-20 | 5 | <u>REPORT FROM THE MAYOR</u>
<u>Covid-19</u> Thanks to the Town Councillors and Volunteers for their support and to the Clerk for his help sorting out insurance for the volunteers.
Some of the road markings have been repainted by Shropshire Council.
It had come to the Mayor's attention that the on-line system for applying for houses at Ox Leasowe was not allowing people to declare a local connection. An email had been sent to Darren Luter and Mathew Mead to check the process. |

- 62-20 6 **REPORT FROM THE CLERK**
 The Clerk had applied for a grant of £500 from Tesco's Bag for Life Scheme to help with volunteers' support – PPE etc.
 The Clerk will put a mileage claim form on the website for volunteers to use.
 The Clerk and Assistant Clerk are claiming £6 per week allowance for overheads whilst working from home as per standard practice. All in favour.
- 63-20 7 **UNITARY COUNCILLOR**
 Thanks to all the volunteers for their support.
 Shropshire had a Community Reassurance Group in place. Our local contacts are Phil Holden from Shropshire AONB and Mathew Mead. Cllr Houghton was meeting with Mathew Mead and Nigel Hartin this week to liaise.
 Cllr Houghton will raise the Homepoint application process difficulties.
 Cllr Houghton will raise the road markings issues, including missing ones and those done over potholes. Outside Stone house (Coverage Care) 'Thanks to the NHS' had been painted on the road. The scheduled meeting about the relocation of the disabled space at the top of town had been cancelled because of the lockdown.
 The Shropshire Council meeting on May 16th has been cancelled.
 The North of the County are going to try a virtual Planning Meeting. If successful, there will be one in the South subsequently.
 Shropshire Council has been very busy with Covid-19 issues. It is processing Business Grants and Business Rates as quickly as possible but please let Cllr Houghton know if there are any issues with these.
 The Mayor thanked Cllr Houghton for passing on all the information she is receiving.
- 64-20 8 **PUBLIC PARTICIPATION SESSION**
 None requested.
- 65-20 9 **CORONAVIRUS**
 Update on any issues in relation to the Coronavirus (including meeting protocols).
 The Clerk outlined three choices re the Annual Meeting.
 1) Hold the meeting remotely
 2) Keep the election of the Mayor in abeyance until the Council can physically meet.
 3) Postpone until next year, (Councillors keep their present posts).
RESOLVED: Option 1. Proposed Cllr Perry; **Seconded Cllr Carroll???** All in favour.
 Town Hall Trust staff had been furloughed, but were checking emails and maintaining finances. A claim had been made for 80% salary and the Trust would make up the 20%. The internal decorating had been completed.
 Cllr Stelman thanked Cllr Carroll for her assistance with the Food Bank re finance.
 The Clerk had not heard back from Shropshire Council about the grant applied for the Food Bank, nor the application for Town **Council's/Clerk's** costs. He had received some correspondence for the Business Grant for the Public Hall.
- 66-20 10 **PLANNING**
 None received.
- 67-20 11 **ZOOM**
 To discuss purchasing the basic Zoom package, (£120 per year).
RESOLVED: Approved. Proposed Cllr Stelman; **Seconded Cllr Houghton.** All in favour.

MONTHLY FINANCES

- i. To note the Bank Reconciliation
- ii. To receive the accounts 2019-2020.

RESOLVED:

i and ii approved. Proposed Cllr Carroll; Seconded Cllr Parry. All in favour.

- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	April Return	697.81
HMRC	PAYE and NI	April Return	839.57
Staff salaries	4 staff	April Return	2324.03
C. Owen	minute taker	6.	37.56
A Wallace	street cleaning	7.	18.04
G. Dudley	Toilet cleaning	8.	168
G. Dudley	Toilet cleaning	9.	144
A. Evans	Grass cutting	10.	1366.20
Halls SMS	toilet supplies	11.	129.85
Halls SMS	toilet supplies	12.	122.35
A. Pellegram	Neighbour Plan	13.	1995.35
Telescopic Window cleaning	Window cleaning	14.	45.00
Viking	Stationery	15.	110.12
J.P. Brayford	Allotments	16.	1200.00
J.P. Brayford	Allotments	17.	2340.00
Exemplum	Printing	18.	502.18
Blanchere	Christmas lights	19.	317.40
Cleveland containers	Container for the allotment	20.	2550.00
MBO	Fire safety	21.	36.00
MBO	Fire safety	22.	50.40
Tony Baker	Maintenance at Public Hall	23.	260.00
Tony Baker	Painting of Town Hall	24.	1200.00
For Information			
Shropshire Council	Rates	25.	145.95
Shropshire Council	Rates	26.	55.32
Shropshire Council	Rates	27.	56.05
Water Plus	Water rates	28.	19.00
Water Plus	Water rates	29.	31.46
E.On	(electricity) Public Hall	30.	287.62
E.On	(electricity) Public Hall	31.	76.42
Water Plus	Water rates	32.	38.14
British Gas	Electricity (toilet block)	33.	116.70
BT	Telephone / broadband	34.	363.67
	Total		17606.05

Three further invoices had been received:

SALC Annual Subscription £738.49; PHS £833.012 and £460.26.

RESOLVED: Approved plus the three extra invoices. Proposed Cllr Houghton; Seconded Cllr Parry. All in favour.

69-20 13 **ITEMS FOR FACEBOOK / WEBSITE**

Thank you to volunteers plus mileage claim form.

Food Bank

Keith Whiddon's list of businesses who will deliver supplies.

Homepoint information for Ox Leasowe.

70-20 14 **NEXT MEETING**

Tuesday 19th May 2020, 7.30pm. The meeting closed at 8.28pm.

Requests for next agenda

Review CAB Grant

Confidential item re complaint



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 19TH MAY 2020 AT 7.30PM via Zoom

PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr G. Perry Cllr J. Magill Cllr R. Houghton Cllr J. Dickin	
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Mrs M. Gwilliam Jonathan Brown, Community Land Trust <u>Fire Procedure</u>	

Minute No.	Agenda Item	
71-20	1	<u>ELECTION OF MAYOR</u> RESOLVED Cllr G. Perry. Proposed Cllr Houghton; Seconded Cllr Dickin. All in favour.
72-20	2	<u>ELECTION OF DEPUTY MAYOR</u> RESOLVED Cllr J. Dickin. Proposed Cllr Carroll; Seconded Cllr Magill. All in favour.
73-20	3	<u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u> RESOLVED The new Mayor read and signed the declaration and oath.
74-20	4	<u>APPOINTMENT OF THE MAYOR'S CHAPLAIN</u> Rev Stephanie Fountain
75-20	5	<u>APPOINTMENT OF THE MAYOR'S CONSORT</u> Mrs Clare Perry
76-20	6	<u>MAYOR'S CIVIC DAY ARRANGEMENTS</u> To be arranged once it is lawful to hold mass gatherings again.

77-20 7 **APOLOGIES**
 No apologies. Cllr Whittingham has resigned.

78-20 8 **TO CO-OPT NEW COUNCILLORS**
 None.

79-20 9 **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 18.1 (Neighbourhood Plan	✓	
	Item 26 (Staffing)	✓	
	Item 18.2 (Planning)	✓	
Cllr J. Carroll	Item 18.2 (Planning)		✓
	Item 21.2 (Town Hall Trust)	✓	

80-20 15 **PUBLIC PARTICIPATION SESSION**
RESOLVED This item be moved forward. Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

Jonathan Brown of Community Land Trust spoke in relation to 68-70 Church St (previously Stars Newsagents).

Shropshire Council and the Community Land Trust would like to redevelop the site, including some land behind the property owned by Shropshire Council. The CLT would like Shropshire Council to issue a Compulsory Purchase Order on the property, which has been empty for 5 years. Plans for the site include affordable housing and a drop-in work place for computer skills and job searching. CLT would like to canvas public opinion about the future of the property.

RESOLVED: The Town Council supports the work CLT has done so far and the on-line petition to canvas opinion, and will discuss the issue fully at the next Town Council meeting. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

81-20 10 **APPROVAL OF MINUTES**
RESOLVED The minutes were approved. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

82-20 11 **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 Stelman; Seconded Cllr Dickin. All in favour.

c) Membership of Committees etc

Staffing: Cllrs Magill, Stelman and Carroll.

Finance: Cllrs Perry, Dickin 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 Houghton. All in Favour.

- 83-20 12 **REPRESENTATION ON OUTSIDE BODIES**
SALC Cllrs Carroll, Perry and the Town Clerk.
PACT Cllr Carroll.
SpArC Cllr Houghton.
Public Hall Cllr Dickin.
Town Hall Trust Cllrs Carroll, Perry and Stelman.
Enterprise South West Cllrs Perry and Carroll.
Library Cllr Houghton
Christmas Lights Cllr Perry.
Town Plan Cllrs Carroll, Perry with Houghton representing County Council.
- 84-20 13 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**
Standing Orders, Financial Regulations, Assets Register, Insurance Cover for all insured risks.
RESOLVED Keep as current and maintain under review. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.
- 85-20 14 **REVIEW OF**
Council's Complaints Procedure; Council's procedure for handling requests made under the Freedom of Information and Data Protection Acts and Council's Press Policy.
RESOLVED The Council accept Cllr Stelman's offer to review the Complaints Procedure Policies and keep the others as current and maintain under review. Proposed Cllr Carroll; Seconded Cllr Houghton . All in favour.
- 15 **PUBLIC PARTICIPATION SESSION**
Already done.
- 86-20 16 **UNITARY COUNCILLOR**
Shropshire Council has been very busy dealing with Covid-19. Food Parcels were easy to set up but difficult to stop if people didn't want to receive them. People need to contact their GP if they want to get on the shielded list.
There were various grant funding schemes available. The Town Council had received £500 grant from Shropshire Council.
There were various roadworks planned in town. Ratlinghope Bridge will be closed for 3 weeks and the road will be resurfaced at The Gravels.
Kevin Aitken from Highways was visiting the town next week to look at issues previously raised, (white lines, disabled spaces, parking in front of Spar).
SpArC – the floors in the gym and sports hall are being redone. Fees will stay the same.
The 2nd tranche of Business Support Grants will include B&B and Campsites.
County training were offering help with ICT Training for over-19s.
78% of local households had received SmartWater kits. Please put the stickers in your window. Town Clerk to ask Police for the spare kits to mop up people not on the Electoral Roll therefore missing out.
- 87-20 17 **REPORT FROM THE CLERK**
Town Clerk applied for grants from Tesco £500 and Shropshire Council £500 + £100 top up, to help with any situation due to Covid-19.

Not heard if Public Hall have received anything yet.

Cllr Houghton will chase any Businesses not yet getting a Business Support Grant.

The Clerk had found a cheaper energy supplier which would save £1000 per year and was green energy.

RESOLVED: This be accepted. Proposed Cllr Dickin; Seconded Cllr Magill. All in favour.

88-20 18

PLANNING

1) Update from the Neighbourhood Development Plan.

Andrea Pellegram, our consultant, had sent 3 options through regarding Shropshire Council's preferred Development Site on Welsh St. Most of the town disagrees with the location of this site as access would bring traffic through the narrow streets of the conservation area. (Shropshire Council did not want to develop the town's preferred site on School House Lane because there was an undeveloped site in between, although this has now changed).

Option 1) the NDP puts the plans out for consultation.

Option 2) Ask Shropshire Council to leave the Bishop's Castle site out of its development plan. When the plan is reviewed in 3 years' time the NDP will do another site allocation.

Option 3) the NDP does its own site allocation now, although would need to be ready before the beginning of next year for Shropshire Council to publish it.

Currently no planning is being allowed in the Clun Valley (including Bishop's Castle) because of the rare river mussels in the water system.

The NDP was meeting on Thursday and would like to know the Town Council's preference.

RESOLVED Proceed with Option 2 and if Shropshire Council won't go with that, go with Option 3. Proposed Cllr Perry, Seconded Cllr Stelman. All in favour.

2) To discuss the offer in relation to the Boar's Head.

Cllr Carroll left the meeting.

It was unclear as to whether it still needed to be discussed or if it had changed direction. To be clarified.

Cllr Carroll was asked to return to the meeting.

89-20 19

MONTHLY FINANCES

- i. To note the Bank Reconciliation. **RESOLVED** Noted. Proposed Cllr Dickin; Seconded Cllr Stelman. All in favour.
- ii. To discuss the purchase of medals for heroes. **RESOLVED** £300 be put aside for future recognition of local heroes in the present crisis. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.
- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	900.26

HMRC	PAYE and NI	May Return	806.44
Staff salaries	4 staff	May Return	2336.38
C. Owen	minute taker	45.	37.56
A. Wallace	Street cleaning	46.	18.04
G. Dudley	Toilet cleaning	47.	420.00
Mark One	Safety Solutions	48.	116.96
BCBS	Materials	49.	46.38
A. Evans	Grass cutting	50.	1938.00
Exemplum	Printing	51.	11.43
Tony Baker	Painting (town Hall)	52.	480.00
G.J. Rippon	Work from home allowance	53.	24.00
M. Gwilliam	Work from home allowance	54.	24.00
Telescopic WC	Window cleaning	55.	45.00
For Information			
British Gas	Electricity	56.	2092.99
Zoom	Video conferencing	57.	143.88
BT	Telephone and broad band	58.	372.69
Shropshire Council	Rates	59.	57.00
Shropshire Council	Rates	60.	141.00
	Total		£10012.01

RESOLVED The invoices be paid. Proposed Cllr Dickin; Seconded Cllr Stelman. All in favour.

90-20 20 **MAYOR'S ALLOWANCE FOR 2020/21**

RESOLVED Increased to £500. Proposed Cllr Houghton; Seconded Cllr. Stelman. All in Favour.

91-20 21 **TOWN HALL TRUST**

Staff have been furloughed until the end of August. Tony Baker has redecorated the Town Hall. Cllr Magill will oil the Chamber floor.

A separate record of Food Bank finances is being kept. A grant of £10,000 has been applied for. There are enough reserves currently.

92-20 22 **NEWSLETTER**

The next Newsletter will go out electronically (facebook and website) apart from approximately 300 hard copies to be put in Spar, Coop and Cllr Perry's office in town.

RESOLVED Agreed. Proposed Cllr Magill; Seconded Cllr. Dickin. All in favour.

93-20 23 **ALLOTMENTS**

Thanks to the Assistant Town Clerk for her work on the new agreement. It was important that all tenants were members of the association as both Council and tenants have responsibilities. The rent should be a reasonable price that covers the costs.

Fees have yet to be decided and need to take into account insurance and contributions for communal areas.

RESOLVED The document be accepted. Proposed Cllr Carroll; Seconded Cllr. Stelman. All in Favour.

- 94-20 24 **REPORTS FROM MEETINGS ATTENDED**
Cllr Houghton had been to a Community Partnership Meeting looking at how we move forward to reboot the economy and tourist industry.
- 95-20 25 **ITEMS FOR FACEBOOK / WEBSITE**
New Mayor and Deputy
Newsletter
SmartWater kits
- 96-20 26 **STAFFING ISSUES** (Public and Press excluded)
Following a review it was proposed to increase the hours of the cleaner from 5 to 7 hours commencing after the end of lockdown.
RESOLVED Agreed. Proposed Cllr Houghton; Seconded Cllr. Stelman. All in Favour.
The Town Clerk left the meeting.
The complaint had been investigated by two Councillors and a report prepared and circulated to all Councillors.
RESOLVED. The Council agreed with the conclusion and body of the report. A letter be sent to the complainant with the decision. The Complaints Procedure Policies will also be reviewed.
Proposed Cllr Carroll; Seconded Cllr. Dickin. All in favour bar 1 abstention.
The Town Clerk was invited to re-join the meeting.
- 97-20 27 **NEXT MEETING**
Meetings will continue to be on 3rd Tuesday of the month.
Next - Tuesday 16th June, 7.30pm
- 98-20 28 **MAYOR'S ADDRESS**
The new Mayor then gave his address.
Cllr Perry is proud to be appointed, having lived in the County for 30 years. Thanks go to Cllr Magill for her services in the past year as Mayor.
The pandemic meant that he was the first Mayor to be elected via Zoom: he was grateful for the modern technology that had enabled it to happen.
He was very grateful to the Council members for their efforts in the current crisis, particularly with organising the food bank and volunteers.
He was sorry to lose Mr Whittingham as a Councillor – he will be missed – thank you.
New Councillors are needed and he will endeavour to recruit during the year.
It is intended to hold a Civic Celebration later in the year to say thank you for all support given by and to the community during the pandemic.
Thank you.

The meeting closed at 9.03pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

HELD UISING ZOOM

ON TUESDAY 16TH JUNE 2020 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr R. Houghton Cllr J. Carroll Cllr J. Dickin 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	
99-20	1	<u>APOLOGIES</u> All present
100-20	2	<u>TO CO-OPT NEW COUNCILLORS</u> None at present
101-20	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 Magill	Item 9.2 (Planning)	✓	
	Item 13 (Wintles)	✓	
Cllr J. Carroll	Item 15 (Town Hall Trust)	✓	
Cllr Stelman	Item 15 (Town Hall Trust)	✓	
Cllr Perry	Item 15 (Town Hall Trust)	✓	
All Cllrs	Item 19 (Public Hall)	✓	

102-20 4 **APPROVAL OF MINUTES**
Corrections made to venue and furlough scheme.

RESOLVED:

Approved. Proposed Cllr Stelman; Seconded Cllr Dickin. All in favour.

103.20 8/14 **RESOLVED:** Items 8 and 14 brought forward. Proposed Cllr Stelman; Seconded Cllr Dickin. All in favour.

PUBLIC PARTICIPATION SESSION

TO DISCUSS DRAFT CLIMATE ACTION PLAN

Cllr Stelman introduced Steve Hale, Mike Watkins and Bernard Evans, who were representing the BC Sustainability Group.

Cllr Perry commented that the draft Climate Action Plan submitted to the Council in March was well written – thanks to the efforts of the group and apologies for not discussing it sooner.

Mr Hale hoped that the Town Council would approve it and appoint a Councillor to liaise with the group.

RESOLVED:

Cllr Stelman volunteered to liaise with the group. All in favour.

A number of residents had also become involved.

An on-line survey, "Marches Grow Local", to determine local resilience, had received 250 responses so far, which was encouraging.

RESOLVED:

The Council adopt the drafted Climate Action Plan with slight amendments as discussed in the meeting; that a Climate Action Plan page be added to the Town Council's website and Town Council logo allowed to be used on literature; that Climate Action be put on every agenda and progress reviewed every quarter. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

Mike Watkins will prepare a draft press release and send to the Town Council (Cllr Stelman and the Clerk) for approval before release.

104-20 5 **REPORT FROM THE MAYOR**

Enterprise South West Shropshire. Peter Phillips had resigned as Chair and Tim Russell has been appointed as interim Chair. The focus is now on protecting local services – seeking grants and promoting local regeneration.

Joint BC Festivals Meeting Although most festivals have been cancelled, the festival committees are keen to keep their festival's presence alive in the community and have organised quizzes and competitions, with local BC cash vouchers as prizes. (Only valid in SY9 postcode).

105-20 6 **REPORT FROM THE CLERK**

The Clerk had received an email offering a £200 grant towards extra defibrillators in town. (Currently 1 in chemist, 1 in SpArC and 1 in each school). To be discussed at next meeting, (along with improved signage).

106-20 7 **UNITARY COUNCILLOR**

Cllr Houghton has been busy dealing with Community and Business Grants. So far grants totalling £62,000 had been awarded in the area. The Town Hall Trust and Public Hall had received £10,000 each and £500 each to the Methodist Hall and Church Barn. There are no more Community Grants available but Community Resilience Grants are still available.

There are roadworks in town and Pennan Heath 21st-23rd June.

Shropshire Council had revealed that 42 Care Homes had been affected with Covid-19, (approximately a third).

The future of the Clive of India Statue in Shrewsbury will be discussed at the July Shropshire Council meeting, which will be partly attended in Chamber and partly virtual to comply with social distancing rules.

There had been criticism that too many planning applications had been devolved to officers to decide rather than decided by committee.

Highways The culvert in the road by the Pines will be replaced, (no date yet). Bollards had been put outside the Coop. Following the meeting with Highways last month the Town Council is expecting a draft report of planned future works, (Disabled space, Spar parking issues etc). Cllr Houghton will contact Kevin Aitken to confirm progress).

107-20 9

PLANNING

1. 20/01909/FUL (Erection of single story workshop/Saw Doctors building at Ransfords.

RESOLVED: No objection. Proposed Cllr Carroll; Seconded Cllr Magill. All in favour bar 1 abstention.

2. 20/01842/FUL (Conversion of garage to residential annexe 15 Castle Green).

RESOLVED:

No objection. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour bar 1 abstention.

108-20 10

MONTHLY FINANCES

i. To note the Bank Reconciliation

RESOLVED:

Approved. Proposed Cllr Houghton ; Seconded Cllr Stelman. All in favour.

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	June Return	900.26
HMRC	PAYE and NI	June Return	806.44
Staff salaries	4 staff	June Return	2336.38
C. Owen	minute taker	74.	37.56
A. Wallace	Street cleaning	75.	18.04
G. Dudley	Toilet cleaning	76.	336.00
WTT services	Grass cutting at Wintles	77.	50.00
BC Allotment Society	Grant	78.	450.00
BCHRC	Affiliation fee	79.	25.00
TWJ	License fee	80.	1.00
G.J.Rippon	Work from home allowance	81.	24.00
M. Gwilliam	Work from home allowance	82.	24.00
Tina Jackson	Back pay	83.	4.00
Bt	telephone and broad band	84.	372.73
waterplus	Rates	85.	51.35
Shropshire Council	Rates	86.	57.00
Shropshire Council	Rates	87.	141.00
EON	electricity	88.	31.79
	Total		£ 5666.55

Three further invoices had been received:

Andy Evans , (Maintenance) £1286.76

Insurance £4320.93

JP Brayford (Allotments maintenance) £894

RESOLVED:

Approved plus the three extra invoices. Proposed Cllr Houghton; Seconded Cllr

Carroll. All in favour.

- 109-20 11 **PURCHASE OF LOCAL HERO MEDALS**
RESOLVED: £300 be put aside to reward local heroes after the pandemic is over.
Proposed Cllr Magill; Seconded Cllr Stelman. All in favour.
- 110-20 12 **TO DISCUSS THE FREEDOM TO MOVE STRATEGY 2019-2024**
This strategy encourages people to move away from driving everywhere by providing safer walking and cycling instead. It will be incorporated into the Neighbourhood Plan.
Cllr Houghton suggested that a pavement/cycle lane should be considered from Colebatch to Bishop's Castle and Lydham to Bishop's Castle to make it safer for children to walk/cycle to school.
- 111-20 13 **TO DISCUSS RUBBISH AT THE WINTLES**
There had been a complaint made about rubbish. The matter is in hand and progress has been made.
- 112-20 15 **TOWN HALL TRUST**
Cllr Carroll had appealed against the refusal of the £10,000 grant. Once Shropshire Council realised all the work the Town Hall does, it approved the grant and the money has now been received.
Staff furloughs have been extended.
The Farmers' Market will be held in Enterprise House car park in July and August.
- 113-20 16 **COMMUNITY PARTNERSHIP**
The focus is now on how to rebuild the economy and tourism industry after Covid-19.
- 114-20 17 **REPORTS FROM MEETINGS ATTENDED**
Neighbourhood Plan. At the last meeting it was agreed to search for a development site ourselves. Andrea Pellegram will look at all the sites previously considered by Shropshire Council and the reasons why they were originally rejected and suggest an alternative to bring to the committee. Shropshire Council were being very helpful.
Community Land Trust. There was a lot of support from the public for redeveloping the Stars Newsagents site.
SpArC. Trustees met to look at how it may reopen safely, hopefully later this summer.
Destination Development Partnership. (Tourism groups).
There was considerable discussion about money being made available for tourist support. Grants are available. The main attractions, e.g. Ludlow and Stokesay Castles, are looking at safe ways to reopen.
- 115-20 18 **ITEMS FOR FACEBOOK / WEBSITE**
The website is currently down as it has been hacked. This is being rectified and will be back up soon.
Climate Action Plan adoption; information on accessing money in the pandemic and leaflets about being wary of loan sharks; SpArC funding, Stars petition, Marches Grow Local; Festival Competitions and BC Vouchers – Festival webpage launched.
- 116-20 19 **PUBLIC HALL**
The public were asked to leave the meeting. The Clerk had given dispensation for this item to be discussed as the Councillors were all Trustees of the Public Hall.
RESOLVED
That the tenant be allowed to continue a rent freeze on a month by month basis reviewed by the Public Hall Trust, whilst he prepares for reopening within social distancing guidelines. Many changes in operation will be required. Approved.
Proposed Cllr Carroll; Seconded Cllr Magill. All in favour.

117-20

20

NEXT MEETING

Tuesday 21st July 2020, 7.30pm.

The meeting closed at 8.46pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

HELD USING ZOOM

ON TUESDAY 21ST JULY 2020 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr R. Houghton Cllr A. Stelman Cllr G. Perry Cllr S. Morris* Cllr B. Hawes*	Cllr J. Carroll Cllr J. Dickin

IN ATTENDANCE

Mr G. Rippon Mrs C. Owen
Mrs M. Gwilliam
There was 1 member of the public present.

Fire Procedure

Minute No.	Agenda Item
------------	-------------

- 121-20 1 **APOLOGIES** Cllrs Carroll and Dickin
- 122-20 2 ***TO CO-OPT NEW COUNCILLORS** Cllrs Bamber Hawes and Stuart Morris were welcomed as new councillors.
- 123-20 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 9.6 (Planning)	✓	
Cllr Perry	Item 9.6 (Planning)	✓	
Cllr Houghton	Item 9.6 (Planning)	✓	
Cllr Perry	Item 14 (Town Hall Trust)	✓	
Cllr Stelman	Item 14 (Town Hall Trust)	✓	
Cllr Perry	Item 14 (Town Hall Trust)	✓	
All Cllrs	Item 18 (Public Hall)	✓	

- 124-20 4 **APPROVAL OF MINUTES**

16th June. RESOLVED: Accepted with slight corrections. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour.

2nd July. RESOLVED: Accepted with slight corrections. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

125-20 5

REPORT FROM THE MAYOR

Carnival. The Mayor thanked Cllr Dickin and the carnival committee for organising virtual festival activities including the windows competition and the surprise float.

Hedges. Shropshire Council was behind with pruning trees and hedges. Please forward complaints to the Clerk who will pass them on to the Council.

Playing fields. The equipment is checked every 2-3 weeks. The public is required to clean it before/after use in line with Covid-19 regulations. There has been some vandalism. Please respect the facilities – they are for everyone's benefit.

Traffic Plans. Following the Town Council meeting on 2nd July, the temporary plans suggested have been forwarded to Shropshire Council. No response yet.

Bench. Prices have been sought for the new bench and memorial plaque in recognition of the work of Mary Pullen.

Training for Councillors. The clerk will circulate suggested dates and times.

Small Market Town Grants. There is a very short turn around. See item 7.

126-20 6

REPORT FROM THE CLERK

The Clerk had received a letter with regard to the change of building use from retail to yoga, (23 Church St).

The issue of the poor rendering will now be settled out of court. The issue will now be mediated at a zoom meeting with Christopher Matthew, the Clerk, Mayor and Deputy.

127-20 7

UNITARY COUNCILLOR

Grants. Shropshire Council had now processed over 80% of Business Grants (£10,000). If there were technical difficulties, businesses would be offered extension grants of £2,500 - £5,000 and upgraded if possible.

In addition, there were Community Resilience grants available (source of last resort) and Grants for communities along the Heart of Wales line.

Small Market Towns Grant of £5,000. The deadline is 31st July so little time to put in a bid. Ideas were discussed and an integrated bid was suggested. Cllr Perry will organise it with the help of Cllr Hawes and the Community Partnership. The message will be that it is safe to come to Bishop's Castle: we have new and on-going tourist attractions and are Covid-19 social distancing compliant. The aim is to increase footfall.

RESOLVED: An integrated bid will be developed: improving the website to attract visitors; supporting the Railway Society's plans for Heritage Day in September; supporting further attractions in the elephant trail, and buying planters to maintain social distancing outside Spar. (Website hits and visitor numbers at the Heritage Day and trail can be collected to feed back in October). Proposed Councillor Magill; Seconded Cllr Stelman. All in favour.

Economic Development Advisory Group. Cllr Houghton proposed that a group be formed to develop ways of promoting Bishop's Castle, as the recovery will take a long time. For example the buy local campaign was working well. Regular items need sending to the press and it was more than one person's capacity. The Town Council agreed to set up a group of Councillors with members of the Community Partnership and Enterprise South West Shropshire. Cllrs Perry, Houghton and Stelman agreed to be the Council representatives.

Roadworks. Surface dressing between Bishop's Castle and Craven Arms.

SpArC. The spin bikes have arrived. Although the Government now allows the Leisure Centre to be open, ventilation checks need doing beforehand, so no start date yet. The Gym and Sports Hall floors have been repaired.

Library. The library is now open for collection of pre-booked ready reads.

Shropshire Council. This had met using Microsoft Team but took all day and there were difficulties with voting. It was decided not to do anything with the Clive of India Statue in the short term. (Careful thought about the wording on the interpretation boards needs taking when the Old Market Square in Bishop's Castle is revamped).

Freedom to move. Suggestions of new pavements and safe walking routes have been put forward to Shropshire Council. No response yet.

Police report. The biggest local issue is the theft of quad bikes. Please follow police suggestions for keeping them secure.

SMART Water. Please display the stickers in house windows. It is a big deterrent.

128-20 8

PUBLIC PARTICIPATION SESSION Nothing requested.

129-20 9

PLANNING

1. 20/02748/DIS Conversion of outbuildings of Grade II Listed Buildings at 23 High Street. For information only.

2. 20/02774/TCA Felling of 2 trees at Church View 3 Church St. The trees will be replaced. The tree warden has visited and approves the proposal.

RESOLVED: Approved. Proposed Cllr Stelman; Seconded Cllr Hawes. All in favour bar 1 abstention.

3. 20/02541/DIS Conversion of workshop into holiday let 13 Bankshead. For information only.

4. 20/02539/ADV new fascia sign 33 Church St.

RESOLVED: No objection. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour bar 1 abstention.

5. 20/02122/LBC replacement of floor and beams in the barn at 2 union St.

RESOLVED: No objection. Proposed Cllr Magill; Seconded Cllr Hawes. All in favour bar 1 abstention.

6. APP/L3245/Y/20/3250533 Appeal against refusal of conversion and alterations of Boar's Head Hotel, Church St. Shropshire Council had refused this on the grounds that this would be the loss of a community asset.

The public inspector will visit the property and further comments are sought.

The Town Council felt its original comments still stood.

- 1) One dwelling impacts on 2 close neighbours.
- 2) Loss of community asset.
- 3) Local knowledge of already inferior drainage which would be further impacted upon.
- 4) Loss of accommodation for tourists if converted to houses.

In addition, gates had been put across the front of the car park and property that have affected the townscape.

RESOLVED: The Town Council objects on the same grounds as before. Proposed Cllr Stelman; Seconded Cllr Hawes. All in favour bar 3 abstentions.

130-20 10

MONTHLY FINANCES

- i. To note the Bank Reconciliation

RESOLVED:

Approved. Proposed Cllr Stelman; Seconded Cllr Magill. All in favour.

- ii. To receive the internal auditor's report. No problems.

RESOLVED:

The Internal Auditor's was accepted.

- iii. To agree the annual return.

RESOLVED:

Accepted. Proposed Cllr Morris; Seconded Cllr Stelman. All in favour.

iv. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	July Return	900.26
HMRC	PAYE and NI	July Return	806.44
Staff salaries	4 staff	July Return	2336.38
C. Owen	minute taker	99.	37.56
G. Dudley	Toilet cleaning	100.	420.00
I. Selkirk	Internal audit	101.	350.00
A. Evans	Grass cutting	102.	1490.76
Exemplum	Printing	103.	78.83
Hall sms	Toilet products	104.	9.04
Belvidere lifts	Lift maintenance	105.	168.00
G.J. Rippon	Work from home	106.	24.00
M. Gwilliam	Work from home	107.	24.00
Shropshire Council	Waste collection fee	108.	255.00
Shropshire Council	Joint energy cots	109.	664.16
Shropshire Council	Premises licence	110.	70.00
Shropshire Council	Premises licence	111.	180.00
Telescopic window cleaning	Window cleaning	112.	45.00
National allotment Society	Subscription	113.	66.00
The mailing room	Maintenance charge	114.	133.38
Host -IT	Website upgrade	115.	59.34
Bt	telephone and broad band	116.	372.97
waterplus	Rates	117.	21.50
waterplus	Rates	118.	33.60
Shropshire Council	Rates	119.	57.00
Shropshire Council	Rates	120.	141.00
EON	electricity	121.	18.44
EON	electricity	122.	40.02
EON	electricity	123.	20.48
Corona	electricity	124.	16.57
BG	electricity	125.	18.60
	Total		£ 8845.98

One further invoice had been received:

MarkOne Safety Solutions, (Servicing of fire alarms) £90.

RESOLVED:

Approved plus the extra invoice. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

Cllr Stedman agreed to become an extra signatory

£200 grant money is available. Currently there's one at the Community College and one at the pharmacy.

RESOLVED: A defibrillator be sited at the top of town using the grant and signage installed to locate them. Proposed Cllr Stelman; Seconded Cllr. Magill. All in favour.

132-20 12 **TO AGREE THE ALLOTMENT REPORT**

The allotments are looking good. (People have had more time this year to tend them). 3 tenants who have not used their plots will be visited to check if they are ok as there has been no reply to the letter sent to them.

In order to give tenants 12 months' notice of becoming members when they pay the rent, the change will come into effect from 2022, with an incentive offered to those who become members from 2021.

Thanks were expressed to Meg for the quality of the report.

RESOLVED:

The report was accepted. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour.

133-20 13 **TO AGREE THE REVISED COMPLAINTS POLICIES**

Cllr Stelman presented the draft updated Complaints Policy. Some minor improvements to the wording were suggested.

The assistant Clerk presented the updated draft Disciplinary Policy and Procedure.

RESOLVED:

The policies were accepted. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.

134-20 14 **TOWN HALL TRUST**

2 weddings with 30 people maximum had been booked in the autumn.

The Farmers' Market held in Enterprise House car park in July was successful and will continue in August and September. Stallholder charges will be made for these two markets and passed over to Enterprise House.

Furloughed staff will begin a phased return to work. Full time work is not possible until the Town Hall can return to full capacity.

135-20 15 **COMMUNITY PARTNERSHIP**

The partnership has been supporting the Buy Local campaign. VT Prints are to donate 3 banners to promote Bishop's Castle being open for business. The Community support for the one-way system is 50:50, so there will be a trial. The Partnership will work with the Town Council collecting and collating the information.

It will also help with the Neighbourhood Plan re the site allocation and assist the Economic Development Advisory Group, previously minuted, with the post Covid-19 recovery plan.

136-20 16 **REPORTS FROM MEETINGS ATTENDED**

No other meetings attended.

137-20 17 **ITEMS FOR FACEBOOK / WEBSITE**

Welcome to the new councillors; please display SMART Water stickers, (no need to register – already done); vandalism in playing fields; grant applied for extra defibrillator.

138-20 18 **PUBLIC HALL**

RESOLVED This item will be discussed in private.

Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour. The public were asked to leave the meeting.

139-20 19 **NEXT MEETING**

Tuesday 18th August 2020, 7.30pm. The meeting closed at 9.05pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

HELD USING ZOOM

ON TUESDAY 18TH AUGUST 2020 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill Cllr R. Houghton Cllr A. Stelman Cllr G. Perry Cllr S. Morris Cllr B. Hawes Cllr J. Carroll	Cllr J. Dickin
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Mrs M. Gwilliam	

Fire Procedure

Minute No.	Agenda Item													
140-20	1	<u>APOLOGIES</u> Cllr Dickin												
141-20	2	<u>TO CO-OPT NEW COUNCILLORS</u> None at present.												
142-20	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.												
		<table border="1"> <thead> <tr> <th>Name</th> <th>Agenda Item</th> <th>Personal</th> <th>Prejudicial</th> </tr> </thead> <tbody> <tr> <td>Cllr J. Carroll</td> <td>No. 16 Town Hall Trust</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Cllr G. Perry</td> <td>No. 16 Town Hall Trust</td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>	Name	Agenda Item	Personal	Prejudicial	Cllr J. Carroll	No. 16 Town Hall Trust	✓		Cllr G. Perry	No. 16 Town Hall Trust	✓	
Name	Agenda Item	Personal	Prejudicial											
Cllr J. Carroll	No. 16 Town Hall Trust	✓												
Cllr G. Perry	No. 16 Town Hall Trust	✓												
143-20	4	<u>APPROVAL OF MINUTES of 21st July 2020</u> RESOLVED: Accepted. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour.												
144-20	5	<u>PUBLIC PARTICIPATION SESSION</u> None present.												
145-20	6	<u>REPORT FROM THE MAYOR</u> <u>Traffic Plans.</u> No response yet from Shropshire Council.												

Bench. This was in hand.

Training for Councillors. The clerk will circulate suggested dates and Zoom times.

Small Market Town Grants. No response from Shropshire Council yet.

School Lane. There have been complaints about vehicles blocking the road. A message will be put on Facebook/website to keep the thoroughfare clear.

The VT Prints banners will be replaced at cost price.

Flooding. All flooding issues need to be flagged up with STWA and Shropshire Council.

146-20 7

REPORT FROM THE CLERK

The Clerk had received various letters/emails regarding the following:

A query over proper consent having been granted with regard to alterations of a property. The Clerk has referred them to Shropshire Council.

A kissing gate on Lavender Bank needs re-installing more deeply. Andrew Pearson will deal with it.

The state of an overgrown footpath between Bowling Green Close and Station St. The Clerk will write to the garden owners to prune the necessary trees/shrubs, and contact Ransfords re mowing the grass. Also there were pavement issues on Brampton Road.

Flooding issues on Oak Meadow – this is an on-going issue. The houses in question are below the level of the road.

Flooding issues around a stream at Old Brick Meadow. The Town Clerk will ask Andrew Evans to tidy the area around the stream to minimise the risk.

Old Market Place. A query re the source of the preferred planters has now been sorted.

The Lord Lt of Shropshire has asked for the names of people who were outstanding in their efforts to the community in the coronavirus pandemic, so that he can personally thank them. Councillors to suggest names to the Clerk.

There will be a site meeting with Connexus in the week beginning 14th September.

The legal issue of the poor rendering of the Town Hall will now be settled at a mediation meeting on 10th September.

147-20 8

UNITARY COUNCILLOR

Flooding Cllr Houghton had reported several flooding issues but had heard nothing back. The system was unsatisfactory as there was no feedback and no correlation with previous floods in the same places. Individuals can also log floods.

The drainage issue in Oak Meadow will be raised at the site meeting with Connexus.

Road Closures. Very little or no notification of road closures was being given. Traffic was being diverted along unsuitable roads and farmers were prevented from accessing their fields. This was unsatisfactory.

SpArC will be opening next week. The theatre will open in October. There will be reduced capacity because of Covid 19 spacing rules.

Grants. Bishop's Castle had received over £35,000 for Village Halls and Community Groups, (out of £100,000 allocated by Shropshire Council).

Shropshire Tourism are launching initiatives with Visit Shropshire:

September – Discover Shropshire

November - Freedom to explore;

December – Treat Yourself.

Andrea Fox, the new Tourism Officer, was asked to provide more information so businesses and areas could engage with the initiative.

148-20 9

PLANNING

1. 20/03106/FUL Single storey extension to Grange Road Community Centre.

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

favour.

2. 20/03026/FUL Replacement barn at Little Woodbatch.

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

Late application: 20/ 03150/TCA Felling of 1 eucalyptus tree and reducing height of another by 4 m at Old Bakery.

RESOLVED: To accept the tree warden's recommendation. Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

3. To discuss Regulation 18 Pre-submission draft Shropshire Local Plan.

There were documents to download, fill in and email back on AONB and the Environment.

With regard to housing planning, there was a meeting on 22nd September with Shropshire Council to discuss the site allocation for housing outlined in the Neighbourhood Plan, with a view to holding a local referendum early next year.

Housing Need Strategy. This consultation was coming out at the same time. People will need to comment on both consultations.

149-20 10

MONTHLY FINANCES

i. To note the Bank Reconciliation

RESOLVED: Approved.

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	August Return	900.26
HMRC	PAYE and NI	August Return	806.44
Staff salaries	4 staff	August Return	2336.38
C. Owen	minute taker	133	37.56
G. Dudley	Toilet cleaning	134	336.00
MBO	Fire Safety	135	79.20
RoSPA	Play Safety	136	358.20
BCBS	Materials	137	32.36
Bulls eye	Pest Control	138	130.00
Andrea Pellegram	Neighbourhood plan	139	2211.00
Enterprise House	IT work	140	124.00
M. Gwilliam	Work from home allowance	141	24.00
G.J. Rippon	Work from home allowance	142	24.00
Dyno Rod	Public Hall	143	252.00
Bt	telephone and broad band	144	322.68
Shropshire Council	Rates	145	57.00
Shropshire Council	Rates	146	141.00
BG	electricity	147	1430.56
Corona	electricity	148	32.07
	Total		£ 9704.36

Further invoices had been received:

Stoney Baker £150 for the tap in the park, a new lock and the erection of a new sign.

Town Hall Trust £62.50 for the Christmas marquee and lights last year.

RESOLVED:

Approved plus the extra invoices. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour.

- 150-20 11 **TO DISCUSS THE FUTURE WORKING OF THE OFFICE**
The Clerk has conducted a risk assessment re Covid-19. The office is not big enough for 2 people to work at the same time, nor a one-way system to be implemented. Therefore members of the public who need to see the either clerk will need to make an appointment and will be met downstairs where there is more space. The clerks will continue to meet weekly via Zoom. The Public notices outside will be updated.
- 151-20 12 **TO DISCUSS THE COUNCIL'S PLAY AREAS**
There are 2 play areas: One off Corporation St and one off Oak Meadow. Cllrs had received the RoSPA report outlining the equipment to be replaced. One quote of £80,000 had been received.
RESOLVED: In principle, the equipment will be replaced in both play areas at a cost of up to £80,000 (subject to review when other quotes are in), and apply for a public loan for £80,000 if unable to secure any other funding.
Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour bar 1 abstention.
- 152-20 13 **CLIMATE ACTION PLAN**
Two initiatives were forthcoming from Marches Grow Local campaign:
Identifying the ownership of the green areas/verges of Bishop's Castle in order to maintain and protect them. The Neighbourhood Plan had already identified these and will provide the map. The draft Neighbourhood Plan will be circulated to Councillors. Shropshire Council cuts verges on the A488 and the Town Council looks after the rest as part of the verges project. Dave Luckhurst has all the information on this.
A Community Seed Bank. The Town Hall has agreed to house this.
- 153-20 14 **TO DISCUSS THE CURRENT PROCEDURE FOR DISCUSSING COUNCIL ISSUES**
Councillors are reminded that current council issues should not be commented on in the general public. Please see the Standing Orders for Councillors.
- 154-20 15 **TO DISCUSS AND DECIDE ON THE LAND NEAR GRANGE ROAD**
The kissing gate had been removed and a dangerous tree felled, leaving the opening to the footpath wide enough for vehicles to access the land.
RESOLVED: The Town Clerk will talk to the contractor and get quotes in relation to putting in removable bollards or a kissing gate/lockable gate. (The grass-cutter needs vehicular access). Proposed Cllr Carroll; Seconded Cllr Magill. All in favour.
- 155-20 16 **TOWN HALL TRUST**
There had been 1 wedding and another is soon. Staff were opening the weekends in between. The Town Hall will open on Friday and Saturday in September.
The VJ day Exhibition was well attended, raising £250 for Town Hall trust and the Royal British Legion.
Furloughed staff have begun a phased return to work. It is hoped to host concerts and other events in October, with limited capacity. Visitors were returning to town so it would be good to be able to put on events.
- 156-20 17 **COMMUNITY PARTNERSHIP** - No meeting
- 157-20 18 **REPORTS FROM MEETINGS ATTENDED**
Cllr Magill had attended a Community Land Trust Meeting. Progress with Stars Newsagents was slow. Conversations about developing the land next to the Astro turf adjacent to SpArC were on-going.
- 158-20 19 **ITEMS FOR FACEBOOK / WEBSITE**
School Lane

159-20

20

NEXT MEETING

Tuesday 15th September 2020, 7.30pm.

The meeting closed at 9.06pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

**MEMBERS OF THE COUNCIL YOU ARE HEREBY SUMMONED
TO ATTEND A MEETING OF BISHOP'S CASTLE TOWN COUNCIL
WHICH WILL BE HELD VIA ZOOM
ON TUESDAY 15th September 2020 AT **7.30 PM****

Zoom details are
Join Zoom Meeting

<https://us02web.zoom.us/j/3592617954?pwd=NINva202UHB5N0xIOEhWYUxWVIZ5dz09>

Meeting ID: 359 261 7954
Password: 7QNWbs

Signed:  FSLCC, Cert HE Ceg
TOWN CLERK

Date: 9th September 2020

AGENDA

FIRE PROCEDURE

- | | |
|----|--|
| 1. | <u>APOLOGIES</u>
To note apologies |
| 2. | <u>TO CO-OPT NEW COUNCILLORS</u>
To co-opt any new councillors |
| 3. | <u>DECLARATIONS OF INTEREST</u>
a) To declare any disclosable pecuniary interests.
b) To declare any personal interests. |
| 4. | <u>APPROVAL OF MINUTES</u>
To approve the minutes of the Town Council Meetings held on 18 th August 2020 |
| 5. | <u>PUBLIC PARTICIPATION SESSION</u>
Members of the public wishing to speak should give prior notification of their wish to speak |
| 6. | <u>REPORT FROM THE MAYOR</u> |

	To receive a report from the Mayor																																																																								
7.	<u>REPORT FROM THE CLERK</u> To receive a report from the Clerk																																																																								
8.	<u>UNITARY COUNCILLOR</u> To receive a report from the Unitary Councillor																																																																								
9.	<u>PLANNING</u> PLANNING 1. 20/03203/FUL Application for the conversion of annexe and adjoining barn into single independent dwelling (part retrospective) at 2 Union Street Bishops Castle Shropshire SY9 5AJ 2. 20/03203/FUL Application for the conversion of annexe and adjoining barn into single independent dwelling (part retrospective) at 2 Union Street Bishops Castle Shropshire SY9 5AJ 3. 20/03283/TCA Application to fell 1no Rowan & 25% crown reduction of 4no Cherries within Bishop's Castle Conservation Area at 1 Grange Gardens Bishops Castle SY9 5AF discuss the Regulation 18 pre submission draft Shropshire local plan and if there should be any response.																																																																								
10.	<u>MONTHLY FINANCES</u> i. To note the Bank Reconciliation ii. To agree the new national pay award of 2.75% iii. To approve the following invoices for payment: <table border="1"> <thead> <tr> <th>Payee</th> <th>Item</th> <th>Invoice</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Shropshire County Pension Fund</td> <td>Monthly pension payment</td> <td>September Return</td> <td>933.19</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI</td> <td>September Return</td> <td>859.42</td> </tr> <tr> <td>Staff salaries</td> <td>4 staff</td> <td>September Return</td> <td>2416.24</td> </tr> <tr> <td>C. Owen</td> <td>minute taker</td> <td>160.</td> <td>37.56</td> </tr> <tr> <td>G. Dudley</td> <td>Toilet cleaning</td> <td>161.</td> <td>336.00</td> </tr> <tr> <td>M. Gwilliam</td> <td>Work from home allowance</td> <td>162.</td> <td>42.24</td> </tr> <tr> <td>G.J.Rippon</td> <td>Work from home allowance and SLCC subscription</td> <td>163.</td> <td>251.00</td> </tr> <tr> <td>Shropshire Council</td> <td>Join energy costs</td> <td>164.</td> <td>664.16</td> </tr> <tr> <td>Andrew Evans</td> <td>Grass cutting and maintenance</td> <td>165.</td> <td>3231.122</td> </tr> <tr> <td>Telescopic window cleaning</td> <td>Window cleaning</td> <td>166.</td> <td>45.00</td> </tr> <tr> <td>Mailroom</td> <td>Tariff update</td> <td>167.</td> <td>78.00</td> </tr> <tr> <td>Mark one</td> <td>Fire safety</td> <td>168.</td> <td>90.00</td> </tr> <tr> <td>PHS</td> <td>Sanitary service</td> <td>169.</td> <td>91.80</td> </tr> <tr> <td>Halls sms</td> <td>Toilet paper</td> <td>170.</td> <td>48.90</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">For information</td> </tr> <tr> <td>Bt</td> <td>telephone and broad band</td> <td>171.</td> <td>302.49</td> </tr> </tbody> </table>	Payee	Item	Invoice	Amount £	Shropshire County Pension Fund	Monthly pension payment	September Return	933.19	HMRC	PAYE and NI	September Return	859.42	Staff salaries	4 staff	September Return	2416.24	C. Owen	minute taker	160.	37.56	G. Dudley	Toilet cleaning	161.	336.00	M. Gwilliam	Work from home allowance	162.	42.24	G.J.Rippon	Work from home allowance and SLCC subscription	163.	251.00	Shropshire Council	Join energy costs	164.	664.16	Andrew Evans	Grass cutting and maintenance	165.	3231.122	Telescopic window cleaning	Window cleaning	166.	45.00	Mailroom	Tariff update	167.	78.00	Mark one	Fire safety	168.	90.00	PHS	Sanitary service	169.	91.80	Halls sms	Toilet paper	170.	48.90					For information				Bt	telephone and broad band	171.	302.49
Payee	Item	Invoice	Amount £																																																																						
Shropshire County Pension Fund	Monthly pension payment	September Return	933.19																																																																						
HMRC	PAYE and NI	September Return	859.42																																																																						
Staff salaries	4 staff	September Return	2416.24																																																																						
C. Owen	minute taker	160.	37.56																																																																						
G. Dudley	Toilet cleaning	161.	336.00																																																																						
M. Gwilliam	Work from home allowance	162.	42.24																																																																						
G.J.Rippon	Work from home allowance and SLCC subscription	163.	251.00																																																																						
Shropshire Council	Join energy costs	164.	664.16																																																																						
Andrew Evans	Grass cutting and maintenance	165.	3231.122																																																																						
Telescopic window cleaning	Window cleaning	166.	45.00																																																																						
Mailroom	Tariff update	167.	78.00																																																																						
Mark one	Fire safety	168.	90.00																																																																						
PHS	Sanitary service	169.	91.80																																																																						
Halls sms	Toilet paper	170.	48.90																																																																						
For information																																																																									
Bt	telephone and broad band	171.	302.49																																																																						

	Shropshire Council	Rates	172.	57.00
	Shropshire Council	Rates	173.	141.00
	Shropshire Council	Rates	174.	301.35
	BG	electricity	175.	22.37
	Eon	Electricity	176.	65.11
	Corona	electricity	177.	4.27
		Total		£ 10037.21
11.	<u>TO DISCUSS PARKING AND TRAFFIC MANAGEMENT WITHN BISHHOP'S CASTLE TOWN</u>			
12.	<u>THE COUNCIL'S GRANTS</u>			
	To discuss the timing and procedure for this year's grant awards.			
13.	<u>ALLOTMENT REPORT</u>			
	To discuss the allotment report together with the suggested revised allotment tenancy agreement.			
14.	<u>TOWN HALL TRUST</u>			
	To receive an update on the Town Hall and the Town Hall Trust			
15.	<u>COMMUNITY PARTNERSHIP</u>			
	To receive an update on the Town Plan			
16.	<u>REPORTS FROM MEETINGS ATTENDED</u>			
	To receive reports from meetings attended			
17.	<u>ITEMS FOR FACEBOOK/WEBSITE</u>			
	To consider items for inclusion on the Facebook page			
18.	<u>NEXT MEETINGS</u>			
	13th October 2020			



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

HELD USING ZOOM

ON TUESDAY 20th OCTOBER 2020 AT 7.30PM

PRESENT	APOLOGIES
Cllr G. Perry Cllr J. Dickin Cllr A. Stelman Cllr J. Carroll Cllr S. Morris Cllr B. Hawes Cllr J. Magill Cllr. R Houghton Cllr T. Halford	
IN ATTENDANCE Mr G. Rippon Mrs C. Owen plus 4 members of the public	

Fire Procedure

Minute No.	Agenda Item	
178-20	1	<u>APOLOGIES</u> None
179-20	2	<u>TO CO-OPT NEW COUNCILLORS</u> The Council welcomed Tim Halford.
180-20	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 G. Perry	No. 13 Town Hall Trust	✓	
Cllr J. Carroll	No. 13 Town Hall Trust	✓	
Cllr A. Stelman	No. 13 Town Hall Trust	✓	
Cllr J. Magill	No. 13 Town Hall Trust	✓	

- 181-20 4 **APPROVAL OF MINUTES of 18th AUGUST 2020**
RESOLVED: Accepted. Proposed Cllr Dickin; Seconded Cllr Morris. All in favour.
- 182-20 5 **PUBLIC PARTICIPATION SESSION**
David Luckhurst gave an update on the installation of an electric charging point in the town.
Since last month Shropshire Council has outlined its own scheme for installing 50 fully funded charging points across Shropshire. We need to make a case by showing there is sufficient demand. 184 paper surveys have been distributed to houses where there is no off-street parking, plus it is available on-line. Thanks to the Coop for being a completed survey collection point. Initial responses are encouraging, but only 15 returned so far.
A Zoom meeting will be held to review the responses. (Cllr Stelman (representing the Town Council), Sustainability Group and Community Partnership Group).
Shropshire Council, Town Council and residents would need to decide the best location. Harley Jenkins St Car Park has the advantage of being in the town centre. Crowgate is nearer to the 3-phase supply at the substation (and where there is spare capacity) and therefore would be a better location to site a more powerful 50kw rapid charge point, (especially if the Business Park Development gets the go-ahead), but it is outside the town.
There is a French Company, which is interested in providing charge points in rural locations as there is more tyre-fall than in cities, so this may be an option to pursue. Thanks to Mr Luckhurst for his hard work on this issue.
- 183-20 6 **REPORT FROM THE MAYOR**
Remembrance Service The Mayor had met with Rev. Preb. Stephanie Fountain and the Royal British Legion. There will be no parade or service in Church, but there would be a wreath laying ceremony (attended by no more than 30 people) which will be live-streamed on the Bishop's Castle Events and Community Facebook page.
Auction Yard Toilets. These are 16 years old now and the mechanisms are now perishing, e.g. soap dispensers. The rain-water pump also doesn't work. Manual soap dispensers are provided, but can run out on a busy market day. The cleaner attends twice on market days. The Mayor suggested that within 5-7 years the toilets will need replacing and a programme of repairs be initiated in the meantime.
Playground Equipment. One quote was still outstanding.
Two complaints about parking will be addressed in Item 11.
- 184-20 7 **REPORT FROM THE CLERK**
The Clerk had received a complaint about rising staff costs. It was decided that the Finance Committee would discuss the letter at a Zoom meeting.
Mr David Jones would collect the chain of office for additional engraving after Remembrance Day.
- 185-20 8 **UNITARY COUNCILLOR**
Cllr Houghton had attended a Shropshire Council Meeting.
Free School Meals – September 2019, 3569 meals had gone up to 4883 in September 2020. The Council made no decision to extend it for half-term and Christmas.
A 20mph speed limit outside schools would be in place by 2025.
Shirehall (The Old Council Building) may be demolished.
SpArC. The Leisure Centre has been open since August with reduced capacity. However, footfall is low, especially at weekends. Needs promoting.
Tier 1 Posters are being circulated.
There is a new grant available towards renewable energy installation for Business and Community Buildings, but applications must be in by November 1st.
- 186-20 9 **PLANNING**

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

2. 20/03732/FUL Installation of a UK kiosk and a chlorination kiosk at the Pumping Station.

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

187-20 10

MONTHLY FINANCES

i. To note the Bank Reconciliation

RESOLVED: Approved. Proposed Cllr Dickin; Seconded Cllr Stelman. All in favour.

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October Return	909.37
HMRC	PAYE and NI	October Return	846.86
Staff salaries	4 staff	October Return	2340.31
C. Owen	Minute taker	186.	37.56
G. Dudley	Toilet cleaning	187.	420.00
M. Gwilliam	Work from home	188.	66.96
G.J. Rippon	Work from home	189.	24.00
Bishop's Castle	Grant	190.	500.00
Enterprise House	Grant	191.	500.00
BCBS	Materials	192.	97.84
Blachere	Christmas lights	193.	1398.00
Blachere	Christmas lights	194.	345.00
Exemplum	printing	195.	159.95
Phils Tool Hire	grant	196.	160.80
VT Prints	grant	197.	144.00
Shropshire Council	rates	198.	301.35
Shropshire Council	Licence	199.	70.00
For information			
Groombridge Sculpture	Grant	200.	562.50
waterplus	Rates	201.	68.28
waterplus	Rates	202.	34.10
waterplus	Rates	203.	22.13
BT	telephone and broad band	204.	252.11
Corona	electricity	205.	63.74
Corona	electricity	206.	29.51
Corona	electricity	207.	26.99
Shropshire Council	rates	208.	141.00
		Total	£ 9694.08

A further invoice had been received for £1600 from WaterPlus for the outstanding Payments (18 months) for the Public Hall. (The bills had wrongly been directed).

RESOLVED:

The sculpture payment be ratified, the invoices paid and the WaterPlus invoice be noted. Proposed Cllr Magill; Seconded Cllr Hawes. All in favour.

188-20 11

TO DISCUSS THE TOWN CENTRE WORKING GROUP

The Government had issued a Consultation Document re parking issues which ends on 22nd November. Last year the Department of Transport ran a survey which was responded to by 68 Local Authorities. 57 said there were issues with people parking on the pavement. The Town Council is aware of issues in the town and wants to collaborate with residents about it. (The pre-existing Town Centre Working Group did a lot of work on parking issues in the past).

Parking on pavements is allowed in London, but not elsewhere. It is a problem in some streets in the town where residents have no off-street parking. However, some residents are parking on the pavements when they do have access to off-street parking and this should be discouraged.

It is an offence to obstruct the pavement, but the Police will only get involved if there is a serious obstruction.

It was suggested that some streets could be exempt from the ban (e.g. where roads were too narrow to allow wider vehicles through if cars didn't park partly on the pavement) but there could be demarcation on the pavement and signage to explain. Safety of all users needs considering.

RESOLVED: It was agreed to form a new group to look at the parking on pavement/grass verges, comprising of Cllrs Stelman, Magill and Perry, and the item be put on the November agenda.

189-20 12

TO DISCUSS THE LOCATION OF THE ELECTRIC CHARGE POINT

Already discussed in Item 5. Public Participation Session

190-20 13

TOWN HALL TRUST

A Book Sale is planned for the weekend.

Thanks to Glyn and Anne Roberts who did the charity walk route and raised £1000 for the Town Hall.

The furlough scheme ends at the end of October and the Job Support Scheme replaces it with less funding. £1000 will be received from Government for Staff still retained in January, but lack of events (and therefore income) and footfall is an issue.

The Town Council asked the Trust to prepare a projection (best guesstimate) of costs/income going into next year.

191-20 14

COMMUNITY PARTNERSHIP

Anne Marie Jackson was allowed to speak to the council regarding the Community Partnership response to the local review of housing site allocation, (Local Plan) which Shropshire Council had deferred to the Neighbourhood Planning Group.

Mrs Jackson outlined the issue and requested the Town Council meet with Shropshire Planning to stress the importance of Policy 24, (preserving and enhancing the local environment) in conjunction with Appendix 1 (the detailed assessment of the town and Conservation Area).

There are over 200 Heritage Assets in the Conservation Area in Bishop's Castle, (as identified by the Neighbourhood Plan). As most routes in and out of Bishop's Castle go through the Conservation Area, the Heritage Environment team at Shropshire Council need to apply Policy 24 (to prevent further damage to the Heritage Assets) to all site proposals, regardless of whether the site is adjacent to the Conservation Area, or not.

RESOLVED: The Town Clerk will set up a meeting with Eddy West and Joy Tetsill at Shropshire Council to discuss Policy 24 and how to move forward with the Neighbourhood Plan. Mrs Jackson will prepare a paper to inform the discussion. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

192-20 15

REPORTS FROM MEETINGS ATTENDED

Food Resilience Group Cllr Stelman had attended the inaugural meeting of this group. The aim of the group is to develop a Community Food Resilience strategy to minimise the worst outcomes of a No Deal Brexit (should it occur), and the pandemic. Food Resilience is being looked at as part of the Climate Action Plan

Enterprise South West Shropshire. Cllr Perry had attended a meeting. Tim Russell has been appointed as Chair and the new manager Rob starts next week. The focus will now be more about economic recovery and business resilience.

SpArC Cllr Houghton had attended the meeting. Shropshire Council are undertaking a 4-week review. Existing members are encouraged to use the Leisure Centre.

Ox Leasows Cllr Magill had been shown around the new houses. They look good.

193-20 16

ITEMS FOR FACEBOOK / WEBSITE

Remembrance Day

Weekend use of SpArC

Christmas Lights

Business grants for renewable energy

Elephant Trail Sculpture location and painting

Grant applications close at end of October

Welcome to new Councillor Tim

194-20 17

NEXT MEETING

Tuesday 17th November 2020, 7.30pm. The meeting closed at 9.03pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

HELD USING ZOOM

ON TUESDAY 17th NOVEMBER 2020 AT 7.30PM

PRESENT	APOLOGIES
Cllr G. Perry Cllr J. Dickin Cllr A. Stelman Cllr J. Carroll Cllr S. Morris Cllr B. Hawes Cllr. R Houghton Cllr J. Magill Cllr T. Halford	

IN ATTENDANCE

Mr G. Rippon

Mrs M Gwilliam

Mrs C. Owen

There were two members of the public present

Fire Procedure

Minute No.	Agenda Item	
195-20	1	<u>APOLOGIES</u> None
196-20	2	<u>TO CO-OPT NEW COUNCILLORS</u>
197-20	3	<u>DECLARATIONS OF INTEREST</u>

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

Name	Agenda Item	Personal	Prejudicial
Cllr G. Perry	No. 13 Town Hall Trust	✓	
Cllr J. Carroll	No. 13 Town Hall Trust	✓	
Cllr A. Stelman	No. 13 Town Hall Trust	✓	
Cllr J. Magill	No. 9.1 Planning	✓	

- 198-20 4 **APPROVAL OF MINUTES of 18th AUGUST 2020**
RESOLVED: Accepted. All in favour.
- 199-20 5 **PUBLIC PARTICIPATION SESSION**
Mr Glynn Roberts outlined the Fairy-trail project (name to be confirmed) for which he had submitted a grant application. This would involve a woodland trail on land at the Wintles aimed at families (the Wintles Management Team have given permission). There would be small artistically decorated wooden doors at the base of 15 trees each with a number, a letter and an object; a pictorial colour map, with clues and puzzles to solve. The packs would be on sale at the Town Hall. Two artists would be commissioned. Sarah Gillard, a local environmental artist, and Herewood Gabriel, an artist and sculptor. The Primary School would be involved with poster designing and holiday workshops. Mr Roberts thought the Fairy-trail project would be of great benefit to local and visiting families alike and hoped the Town Council would support it.
- 200-20 6 **REPORT FROM THE MAYOR**
Remembrance Service Thanks to Cllr Dickin for recording and live-streaming the wreath-laying ceremony at the War Memorial onto the Bishop's Castle Events and Community Facebook page, It was watched by around 100 people.
Work around town Contractors were experiencing difficulties with supplies and parts and lockdown restrictions, so some work was taking longer than usual. The Council was nudging them as much as it could to complete the works as soon as possible.
Newsletter Help with distribution would be appreciated.
COVID-19 positive cases were increasing locally – please be as careful as you can and follow the guidelines.
The planned meeting re the parking issues had to be postponed because of the lockdown, so this item has been deferred to next month.
Thank you letters have been written to the shops and businesses that have needed to stay open through the lockdown.
- 201-20 7 **REPORT FROM THE CLERK**
A request for David Inman from the Rural Towns Grouping to speak to the Council has been deferred to the next meeting.
- 202-20 8 **UNITARY COUNCILLOR**
Cllr Houghton had been following up on the Football Club land transfer.
A lot of businesses were struggling in South Shropshire: unemployment was shooting up and many self-employed people were not getting work or grants. In these circumstances Universal Credit might be an option. Check with www.entitledto.com to see what you're entitled to receive.
Pavement works on Brampton Road and Oak Meadow had been carried out without prior notification. The work on Brampton Road was particularly poor with damage to the BT access hatch and the Parking Buddy. Cllr Houghton will pursue it.
- 203-20 9 **PLANNING**
1. 20/01842/FUL Erection of an extension to form internal staircase and change of use of existing outbuilding to form ancillary games room and office accommodation. | 15 Castle Green Bishops Castle SY9 5BY
RESOLVED: No objection. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour bar 1 abstention.
 2. 2020/03071/PMBPA Conversion of barn into dwelling (prior notification (as amended) | Proposed Conversion Of Agricultural Barn Woodbatch Bishops Castle Shropshire
RESOLVED: No objection. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour bar 1 abstention.

accommodation | Outbuilding Rear Of 23 Church Street Bishops Castle SY9 5AD

RESOLVED: No objection. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour bar 1 abstention.

A fourth application just received was deferred to the next meeting.

204-20 10

MONTHLY FINANCES

It was agreed to add in item 10.iv Grant Applications which had inadvertently been omitted from the agenda. All in favour.

i. To note the Bank Reconciliation
RESOLVED: Approved. Proposed Cllr Stelman; Seconded Cllr. Carroll. All in favour.

ii. To discuss and decide on the budget and precept demand for 2021-2022

There was a decrease in the budget (unusual).

£5000 had been added to the grant pot.

The franking machine was old and may need to be replaced in the future.

The Mayors allowance had been increased to allow more flexibility with small grants etc.

The Newsletter figures had been singled out to check that income covers costs.

Whether there was enough provision for 12-17 year-olds was queried. Cllr

Stelman will contact the Underground committee to see what their plans are post COVID-19 restrictions and report back to a future meeting.

RESOLVED: The budget be accepted. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	November Return	909.37
HMRC	PAYE and NI	November Return	846.86
Staff salaries	4 staff	November Return	2340.31
C. Owen	Minute taker	225.	37.56
G. Dudley	Toilet cleaning	226.	336.00
M. Gwilliam	Work from home allowance	227.	24.00
G.J. Rippon	Work from home allowance	228.	24.00
Telescopic WC	Window cleaning	229.	45.00
Andrew Evans	Grass cutting/maintenance	230.	2247.36
Blachere	Christmas lights	231.	2192.40
WTT Services	Grass cutting	232.	100.00
Halls sms	Toilet rolls	233.	29.18
Exemplum	printing	234.	99.52
DV Col	grant	235.	50.00
Allotment Society	Membership renewal	236.	66.00
Shropshire Council	rates	237.	364.00
waterplus	Rates (Public Hall committee treasurer failed to pass on bills for 3 years)	238.	1610.38

BT	telephone and broad band	239.	302.73
BG	Electricity	240.	1405.38
BG	Electricity	241.	23.88
Corona	electricity	242.	142.84
Shropshire Council	rates	243.	141.00
	Total		£ 13335.51

A further invoice had been received for £157.20 from Highline for repairs to lights

RESOLVED:

The invoices including the Highline invoice be paid. Proposed Cllr Houghton; Seconded Cllr Dickin. All in favour.

iv. To discuss the Grant Applications

Castle Carols - **RESOLVED:** Declined on the grounds that Castle Carols had received grants of £500 in the two previous years and the grant scheme is primarily to kickstart schemes or assist groups to raise funds to start a project. Proposed Cllr Dickin; Seconded Cllr. Hawes. All in favour.

The Marches Community Benefit Society **RESOLVED:** Agreed to match fund the £600 raised by the group to fund an individual to raise funds to protect green spaces in town. Proposed Cllr Houghton; Seconded Cllr. Magill. All in favour.

House on Crutches Virtual Tour **RESOLVED:** Agreed to grant £1000 to use to get match funding. Proposed Cllr Houghton; Seconded Cllr. Stelman. All in favour.

Lydbury North Primary School **RESOLVED:** Invalid application as not in the Parish

Fairy-trail Project **RESOLVED:** Agreed to grant £1500 to kickstart the project. Proposed Cllr Perry; Seconded Cllr. Stelman. All in favour.

205-20 11

CLIMATE ACTION PLAN

Steve Hale reminded the Council that one aspect of the Council's Climate Action Plan was to put pressure on Shropshire Council to move forward with the actions in the plan. Currently £300million of Shropshire Council's Pension funds are invested in Fossil Fuel Companies. On 16th July Shropshire Council asked the Pension Committee to divest from Fossil Fuel Companies within 3 years. On 18th September the Pension Committee did not commit to divest.

This is both a financial and ethical issue and affects the pensions of all Council employees. Mr Hale asked the Town Council to write to Shropshire Council to put pressure on the Pensions Committee to divest now.

RESOLVED: The Town Council will write to Shropshire Council. Proposed Cllr Stelman; Seconded Cllr. Carroll. All in favour bar 1 abstention.

206-20 12

TO AGREE THE FOLLOWING POLICES AND REVIEWS

1. To adopt the draft Data Management and Audit Policy
2. To approve the October 2020 Data Audit Report
3. To receive A GDPR Review

(Enterprise House has been asked to test new email addresses for Councillors, which will provide better data protection and privacy).

RESOLVED: The policies be adopted. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

207-20 13

TOWN HALL TRUST

The extended furlough scheme pays for 80% of staff salaries. After lockdown the Town Hall will reopen Thursdays, Fridays and Saturdays.

into this.

208-20 14

COMMUNITY PARTNERSHIP

To receive the Community Partnership Response to the SC Draft Local Plan

RESOLVED: Received. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

209-20 15

REPORTS FROM MEETINGS ATTENDED

Christmas Cllr Perry had attended this meeting. Lots of virtual events planned. The lights would be switched on on the 5th.

Enterprise South West Shropshire. Cllr Carroll had attended a meeting. The minutes would be circulated.

Food Resilience Strategy Group Cllr Stelman had attended a meeting. A press release was being circulated.

Food Bank and Festive Friends Henry Hunter was going to prepare 55 Christmas Meals, which would be delivered by volunteers. The Food Bank was underwriting £600 of vouchers to enable people to buy food from local butchers for a Christmas Meal.

Community Plan Cllr Carroll had attended. The annual report had been renewed looking forward to next year.

210-20 16

ITEMS FOR FACEBOOK / WEBSITE

Christmas Events

Farmers' Market

COVID-19 posters and guidance

Grant Application results

211-20 17

NEXT MEETING

Tuesday 15th December 2020, 7.30pm. The meeting closed at 9.03pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

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

HELD USING ZOOM

ON TUESDAY 15th DECEMBER 2020 AT 7.30PM

PRESENT	APOLOGIES
Cllr G. Perry Cllr J. Dickin Cllr A. Stelman Cllr J. Carroll Cllr S. Morris Cllr B. Hawes Cllr J. Magill Cllr. R Houghton Cllr T. Halford	

IN ATTENDANCE

Mr G. Rippon

Mrs C. Owen

5 members of the public

Fire Procedure

Minute No.	Agenda Item	
------------	-------------	--

212-20 1 **APOLOGIES** None

213-20 2 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests

b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr B. Hawes	No. 9 monthly finances	✓	✓
Cllr G. Perry	No. 11 Town Hall Trust	✓	
Cllr J. Carroll	No. 11 Town Hall Trust	✓	
Cllr A. Stelman	No. 11 Town Hall Trust	✓	

214-20 3 **APPROVAL OF MINUTES of 17th November 2020**

For clarification: The email to Shropshire Council (Item 11) will be sent before Christmas. The new email system (Item 12) will be explained to Councillors in a Zoom

session the following day.

RESOLVED: Minutes accepted. Proposed Cllr Houghton; Seconded Cllr Dickin. All in favour.

215-20 4

PUBLIC PARTICIPATION SESSION

Mr David Inman, the Director of the Rural Services Network outlined the purpose of the network and hoped that the Town Council would join. Currently 149 market towns are members, but there are over 600 Market Towns altogether in the country. Rural areas pay more Council Tax but receive less services in return than urban areas. The network gives a collaborative voice to rural issues and promotes rural services. Subscription is £110 per year, with a free trial until July.

Mr Jamie Furber and Miss Lizzie Biggs spoke in support of their planning application to build an affordable home.

Mr Glynn Roberts spoke in support of a BBC Countryfile and Woodland Trust 2-year project to plant 150,000 trees in community woodlands. (1 per child starting school in 2020). 105 trees costs £115; 420 trees costs £395. Free for Community groups and schools. Trees are allocated in March and November.

Mr David Luckhurst was unable to speak to the Council because of technical difficulties, so The Clerk will circulate his accompanying email to Councillors.

216-20 5

REPORT FROM THE MAYOR

The Newsletter was well-received. Thanks to those who distributed door-to-door.

The BC Support Group was still available in the background should people need it.

The Mayor had received an email from St John's PCC with regard to the condition of the graveyard. The responsibility may well lie with the Council to keep it safe.

217-20 6

REPORT FROM THE CLERK

The Allotments had been broken into and tools stolen. The Allotments Society would like to put up a battery operated camera and accompanying signs.

Hope House Hospice had applied for a grant.

The External Auditor had spotted a few administrative errors in the accounts which have been corrected.

Old Market Square refurbishments. A resident had offered to produce a report to apply to the Heritage Lottery Fund for a £600 fee. Sue Cooper had agreed to offer her services free of charge, also. Improving the square would be beneficial to the town.

218-20 7

UNITARY COUNCILLOR

Cllr Houghton had received a Press Release to say that the Business Park will go ahead. £1.7 million of the £4.3million allocated came from EU funding. Work will start in Spring 2021 with a view to opening in Spring 2022.

At the Shropshire Council Meeting the collection rate had been reduced. This will have a knock-on effect to the Town Council's budget.

Also Shropshire Council wanted to reduce the number of questions asked by members in a full Council Meeting to 6. Cllr Houghton will object to this.

The Community Land Trust has made an offer for the Stars Newsagents building.

Cllr Houghton has asked the Economic Recovery Group to include Enterprise SW Shropshire with the Federation of Small Businesses in its planning.

Councillor Houghton asked for The Town Council to discuss joining the Visit

full membership.

219-20

8

PLANNING

1. 20/04925/TCA Application for Crown reduce by 30%-45% one Ash Tree and one Hawthorn within Bishops Castle Conservation Area | 11 New Street Bishops Castle Shropshire SY9 5DQ

RESOLVED: The tree warden is in agreement. No objection. Proposed Cllr Carroll; Seconded Cllr Magill. All in favour

2. 20/04815/TCA Application for the reduction of 4.6m holly tree back down to Holly hedge within Bishops Castle Conservation Area | Castle Hotel Salop Street Bishops Castle Shropshire SY9 5BN.

The tree warden has advised the tree be pruned by a third only and reshaped.

RESOLVED: To follow the Tree Warden's recommendation. Proposed Cllr Magill.; Seconded Cllr Halford. All in favour.

3. 20/04421/FUL Application for the erection of one affordable dwelling and detached garage with storage above and new vehicular access | Proposed Local Needs Exception Site Dwelling East Of Field Lane Bishops Castle Shropshire.

RESOLVED: The tree warden is in agreement. No objection. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour bar 1 abstention.

220-20

9

MONTHLY FINANCES

i. To note the Bank Reconciliation

RESOLVED: Approved. Proposed Cllr Stelman; Seconded Cllr. Halford. All in favour.

ii. To receive the report from the External Auditor. (see Report from the Clerk, Agenda Item 6).

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	December Return	909.37
HMRC	PAYE and NI	December Return	846.86
Staff salaries	4 staff	December Return	2340.31
C. Owen	Minute taker	250.	37.56
G. Dudley	Toilet cleaning	251.	336.00
M. Gwilliam	Work from home allowance	252.	24.00
G.J. Rippon	Work from home allowance	253.	24.00
Exemplum	Printing	254.	612.49
Bamber Hawes	Grant	255.	866.80
Belvidere Lifts	Lift Maintenance	256.	139.20
Shropshire Council	Joint Energy	257.	664.16
Shropshire Council	Rates	258.	304.00
Highline	Streetlights	259.	179.10
Nick Yaxel	Expenses (repair of 3 flags)	260.	50.00
For information			
SG Equipment	Printer Lease	261.	322.80
BG	Electricity	262.	27.48
Water Plus	Electricity	263.	40.61
Corona	electricity	264.	142.84

Shropshire Council	rates	265.	141.00
	Total		£ 8018.06

A further invoice had been received for £480.80 from the External Auditor and £1692.00 from Andrew Evans.

RESOLVED:

The invoices including the invoices for the Auditor and Mr Evans, be paid. Proposed Cllr Magill; Seconded Cllr Carroll. All in favour.

221-20 10 **TO RECEIVE A REPORT FROM THE TRAFFIC MANAGEMENT GROUP**

The group sought permission to progress onward with questionnaires and consultation with residents through the BC Newsletter.

Cllr Halford offered to work with the group and produce a draft article for the Newsletter

RESOLVED: The working group can move forward with an article in the Newsletter, questionnaire and survey. Proposed Cllr Stelman; Seconded Cllr. Hawes. All in favour.

Cllr Houghton will also chase Highways to install safety barriers at the entrance of the Playing Fields, (now and after the survey, if necessary).

222-20 11 **TOWN HALL TRUST**

The Farmers' Market is carrying on Enterprise House Carpark when COVID rules allow. Furlough is continuing for staff.

Staff are trying to open Thursdays, Fridays and Saturdays but will close if too quiet.

223-20 12 **COMMUNITY PARTNERSHIP**

A directory has been produced. Local Shopping promoted. The Action Plan had been updated. Food Resilience Group meeting. The new manager for Enterprise SW has some good ideas.

224-20 13 **REPORTS FROM MEETINGS ATTENDED**

Clothes Bank: Cllr Stelman had attended a meeting. There will be a clothes bank on Friday 18th at Enterprise House.

Food Resilience Strategy Group A press release was being updated and re-circulated.

Cllr Stelman had met with the manager of the South Shropshire Youth Forum.

Community Land Trust. Cllr Magill reported that the Trust had put in an offer for the Stars News Agency building and is awaiting a reply.

225-20 14 **ITEMS FOR FACEBOOK / WEBSITE**

Business Parks news

Cllr Perry pointed out that the website needs updating re change of personnel.

Also, the bench in memory of Mary Pullen is now in place.

226-20 15 **NEXT MEETING**

Tuesday 19th January 2020, 7.30pm. The meeting closed at 9.03pm.