

**Bishop's Castle Town Council Meeting
6th January 2015**

**MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY
6th JANUARY 2015 AT 8.00PM**

PRESENT Councillor K Bavastock, Mayor, in the Chair.
Councillors: J. M. Carroll, S. A Farr, S. Harris, A.M. Jackson, S. Lennox, J. Magill,
and R.D. Wright
In attendance: Mrs D Malley (Town Clerk).

235.14/15 APOLOGIES FOR ABSENCE
Apologies were received from Councillor Gaffney and Councillor Morris who have work commitments.

236.14/15 DECLARATION OF INTEREST
a) Declarations of disclosable pecuniary interests.
Councillor Bavastock and Harris declared a bias in item11.
Councillor Bavastock also questioned if she would have a bias in item 18b) letter from MP under correspondence, the clerk advised this item was to note receipt of the correspondence and not for discussion as the matter is being dealt with by the clerk.
Councillor Carroll declared a disclosable pecuniary interest in item 8)a)iii) because the planning application site backs on to her garden.

b) Declarations of Personal Interest:
Councillors Carroll and Farr declared a personal interest in items 9 and 12 as they are Town Hall Trustees.

237.14/15 APPROVAL OF MINUTES
a) With the amendment of minute 218.14/15, the third paragraph can be confusing, there needs to be clarification that the public toilets will be locked at night by the caretaker and opened in the morning between 8.30 a.m. and 9.00 am. This will be trialled for a period of three months; and minute 225.14/15 amended to 'The Wintles Road'.
It was proposed by Councillor Jackson, seconded by Councillor Farr and **RESOLVED** to approve the minutes of the Town Council meeting held on the 2nd December 2014

238.14/15 MATTERS ARISING FROM THE MINUTES
a) From the Town Council meeting dated 2nd December 2014:
i) Election. Nomination packs are now available. The closing date is Friday 16th January 2015 at 4.00 pm.
ii) Site Meeting at Clove Piece. The clerk has again requested a site meeting.
iii) Planning Developments. A meeting will be arranged with Philip Dunne.
b) From Previous meetings
i) Footpath lighting – Anthony Jones is providing a quotation to install the footpath lighting to the footpath in Oak Meadow. Alternative quotations were previously sought but were above the budget. It will be brought back to a meeting once the quotation is received. The street lighting contractors have been asked to provide a separate quotation for connecting the footpath lighting to the street light.

239.14/15 ALTER THE ORDER OF BUSINESS
Councillor Bavastock proposed to move item 16 forward to be dealt with following members of the public wishing to speak.

240.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK
Laena Cole: Spoke on behalf of the residents in and around Woodbatch Road regarding the possibility of houses being built on Woodbatch Road. The residents would still object to whatever type of houses are proposed for the same reasons they objected to open market housing. The proposed site for the affordable housing scheme is only 50 yards from the site unanimously refused for a development by Shropshire Council

241.14/15 REPORTS FROM MEETINGS ATTENDED
Councillor Jackson reported she attended a meeting of the Community Land Trust and Wrekin Housing Group. Points summarized were:

- The only way we can ensure local people are allocated affordable housing is through exception sites.
- Woodbatch Road not an ideal site for all the reasons previously mentioned.
- The Town Council needs to assess which is the overriding issue, the need for affordable housing or the issues surrounding access from Kerry Lane and the Kerry Lane/Woodbatch Road junction.

Councillor Jackson recommended the need to be proactive now to gain more information to help the Town Council come to the right decision. There is an open day/drop in event organized by the CLT to help inform residents and interested parties about the affordable housing scheme, the council need to encourage people to go along to that. The Town Council should have a presence on that day if that is acceptable to the CLT; The Town Council should also promote within the community the requirement for residents to register with the Homepoint system if they are in need of affordable housing.
It is important that residents also let the Town Council know if they are in need of affordable housing, this will help identify the level of demand. The Town Council could use some of the budget for the Town Plan to make a leaflet to be delivered to households. The project could raise funds under the CLHF, the Town Council should begin talks with Highways to see if the expected amount of money could do any improvements at the junction of Kerry Lane and Woodbatch Road.

Councillor Carroll suggested liaising with the CLT regarding an information sheet as they have a budget for publicity and it could be jointly produced. The planning application cannot be discussed until an application is received.

Councillor Jackson responded that the application will create a dilemma, the only way the council can give proper consideration is to obtain more information on what the actual demand is for affordable housing. The CLT will want information to reflect what they want to get out of the open day and not necessarily information that will assist the Town Council.
It was noted that although residents say that generally there is a need for affordable housing in the town, there are not the corresponding number of local people registered for the homepoint scheme.
The appropriate type of housing need should also be considered, e.g. 1 and 4 bedroomed properties, not everybody needs 2 and 3 bedroomed houses.

Councillor Carroll proposed the Town Council work jointly with CLT to produce a publicity sheet to inform residents about the affordable housing scheme and information about registering with the homepoint system. The information sheet should include details about the open day. Information should also be put in the Town Council newsletter and on Facebook. Seconded by Councillor Bavastock and **RESOLVED**.

242.14/15 ALTER THE ORDER OF BUSINESS
Councillor Bavastock proposed to alter the order of business to deal with item 11 next. Seconded by Councillor Lennox and **RESOLVED**.

243.14/15 ADVERTISING BOARDS OUTSIDE THE BOARS HEAD HOTEL
Councillors Bavastock and Harris left the room. Councillor Carroll took the Chair

Councillor Carroll stated advice had been sought on this application, Shropshire Council has the final decision but the initial request has to be dealt with by the relevant Town or Parish Council in the first instance. Councillor Carroll advised caution is needed as there are a number of businesses around the town who use advertising boards, pavements are also classed as Highway.

The clerk reported that four items of correspondence had been received making representations against the application.

Councillor Wright stated the application breaches some of the criteria set out in the guidance issued from Shropshire Council and therefore the application should not be supported. The sign is placed on a public highway and not on a pavement.

It was confirmed the area in question is land owned by Shropshire Council. Councillor Carroll felt it safer to make no objection to the application as long as Highways confirm the placing of the sign would not cause a danger to road users or pedestrians. Councillor Carroll added the sign has recently been displayed on the cellar doors and would advise putting this back to Shropshire Council to comment on the appropriateness of the application/location.

Councillor Wright proposed the Town Council object to the application on the basis it falls foul of various the regulations. Seconded by Councillor Magill.

Councillor Carroll requested an amendment to the proposal that the Town Council do not object to putting a sign on the highway as long as Highways verify it is not a danger to road users.
Councillor Jackson offered a comprised amendment in that the Town Council objects to the application if any of the criteria listed in the guidance is contravened. A letter should be sent to Highways stating this and listing the criteria. Councillor Carroll accepted this amendment and it was seconded by Councillor Lennox.

Upon a vote it was voted 4 in favour and 2 against, the amended proposal was **RESOLVED**.
Councillors Bavastock and Harris returned to the room.

244.14/15 UNITARY COUNCILLOR
Councillor Barnes reported:

- Shropshire Council is making further cuts this year, and has issued a statement to say members of the public will now start to feel the pinch
- The youth service budget covering Bishop's Castle, Clun, Chirbury & Worthern areas has been reduced to £3,000. Consideration is being given to projects and activities with partner organisations such as the police and fire and rescue.
- The Council Tax Support Grant will not be passed on this year to Town and Parish Councils.

Councillor Bavastock asked if there had been any movement on the business park? Councillor Barnes confirmed there are still conversations going on with a business. When questioned as to why nothing ever seems to come out of interest shown Councillor Barnes responded that Shropshire Council does not move fast enough, whilst staff start off enthusiastically it would seem they hit a brick wall and then little is progressed. Councillor Barnes continued that she has previously put forward that the Town Council or ESWs is given a 99 year lease to take the business park forward but this has never been progressed. Councillor Bavastock said she felt frustrated that there is prime land and no jobs for anybody.
Councillor Jackson proposed contacting Philip Dunne to see if he can help in any way, seconded by Councillor Carroll and **RESOLVED**.
Councillor Bavastock proposed a strongly worded letter to the Chief Executive and leader of the council stating our disappointment that we have been let down. Seconded by Councillor Carroll who requested can we include information from Councillor Barnes and include the request for a lease. The addition was accepted by Councillor Bavastock and **RESOLVED**.

245.14/15 TOWN HALL PUBLIC TOILETS
Councillor Carroll offered to check that the public toilets have been opened in the morning and will lock them when the Caretaker is on annual leave. The item is to be put back onto the agenda next meeting to monitor the situation.
It was noted that a local resident had videoed youths vandalizing the toilets and that this had been reported to the police.

246.14/15 TOWN & COUNTRY PLANNING ACT
a) Planning Applications received:
i) 14/05146/FUL – Pound Cottage, 7 Union Street. Extension to rear of property. Councillor Carroll proposed no objection, seconded by Councillor Jackson and **RESOLVED**.
ii) 14/05029/FUL – Pound Cottage, 7 Union Street. Resubmission of previously approved planning application 11/01530/FUL for the erection of extension to dwelling. Councillor Carroll proposed no objection, seconded by Councillor Lennox and **RESOLVED**.
iii) Councillor Carroll left the room
14/05439/FUL – 35 Union Street, erection of single storey extension and porch Councillor Jackson proposed no objection, seconded by Councillor Wright and **RESOLVED**.
Councillor Carroll returned to the room.
iv) 14/05448/OUT – West of 13 Bankshead, outline planning application for erection of dwelling and garage. Councillor Wright stated the proposal is outside the development area and therefore proposed the council should object. Councillor Carroll said as the proposed dwelling is inside somebodies garden, the proposal is on a brownfield site not greenfield site and could not see any objection. Councillor Jackson reported in planning terms that distinction doesn't exist, the proposed dwelling is not affordable and this is not an exception site. If the council were to support this application then there would be no reason for another applicant to apply for a dwelling in a greenfield site. By the way the supporting documentation is written the applicant understands this is not an exception site.
Councillor Bavastock seconded Councillor Wright's proposal to object to the application and it was **RESOLVED**.

b) Reports of Planning Application Decisions:
None received.

c) Enforcements - none

247.14/15 ACCOUNTS
a) **Town Council:**
Councillor Wright proposed the Town Council accounts as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Carroll and **RESOLVED**.

Councillor Bavastock proposed the late invoice for Andrew Evans for £161 is approved for payment and the cheque signatories be authorised to sign the cheque, seconded by Councillor Carroll and **RESOLVED**

Andrew Wallace, extra time for Mondays	£19.50	104248
Diane Malley, reimbursement for anti-virus for BCTC laptop	£19.99	104249
Shropshire Council, 3rd quarter joint energy costs	£432.71	104250
ICO annual registration	£35.00	104251
Exemplum, copying to 30th November, invoice 473	£31.75	104252
Jeff Aldridge, reimbursement of embroidered badge etc	£30.00	104253
Midland News Association, advertisement	£474.00	104254

Andrew Evans – gardening	£161.00	104256
--------------------------	---------	--------

Notice of Regular Monthly payments but invoices not yet received
Parks and Gardens – grass cutting

b) **Town Hall Renovation Project costs:**
Councillor Bavastock proposed the Town Council accounts as listed on the agenda and including a late invoice for Communities Can be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Jackson and **RESOLVED**.

Richard K Morriss & Associates	£2350.00	104255
Communities Can	£250.00	104258

248.14/15 SPECIAL MOTION. TO REVIEW PREVIOUSLY AGREED PRECEPT AND BUDGET IN LIGHT OF NON PAYMENT OF COUNCIL TAX SUPPORT GRANT

Councillor Carroll proposed the Town Council stick to the precept and budget already agreed, seconded by Councillor Magill and **RESOLVED**.

249.14/15 TOWN HALL RENOVATION PROJECT
A) Trustee's Report
Councillor Farr reported that Trust hasn't met since the last council meeting. The Trust is organising a quiz and curry night this Thursday, a Town Council team would be welcomed.
The VIC is closed quite a lot over the winter months.
Councillor Magill has resigned as a Trustee, so we are two Trustees short.

250.14/15 TOWN PLAN
No update this month

251.14/15 PLACE PLAN
A draft response had previously been circulated with some additional questions/queries. The queries were worked through. Councillor Bavastock proposed the Town Council put forward what has been produced. Seconded by Councillor Carroll and **RESOLVED**.

252.14/15 LOCAL COUNCIL AWARD SCHEME
a) The new Local Council Award Scheme was noted, it was agreed to review the criteria at a future time
b) Councillor Bavastock proposed the Town Council apply to be accredited with the Foundation Stage immediately, seconded by Councillor Carroll and **RESOLVED**.

253.14/15 REPORTS ON MEETINGS ATTENDED
Councillor Bavastock reported there is to be a meeting held on Monday evening together with the Patients group regarding Future Fits, councillors are invited to attend.

254.14/15 ITEMS FOR FACEBOOK/WEBSITE
The CLT drop in session/open day
Those in housing need should register with Homepoint
Councillor vacancy & deadline.

255.14/15 CORRESPONDENCE
a) Grant application from Lunches 4 All received.
b) Philip Dunne M.P. regarding impeding access to Boars Head cellar
256.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
Councillor Bavastock proposed that the Public Bodies (Access to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Councillor Wright and **RESOLVED**.
257.14/15 VULNERABLE ADULT
The response received from Shropshire Council, had been circulated, the clerk advised she had responded to the letter and addressed the points raised. An acknowledgment has now been received.

With no further business the meeting was called to a close at 21.35 pm.

Signed Date 27th January 2015

Bishop's Castle Town Council Meeting

27th January 2015

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY 27th JANUARY 2015 AT 8.00PM

PRESENT Councillor K Bavastock, Mayor, in the Chair.
Councillors: J. M. Carroll, S. A Farr, A.M. Jackson, S. Lennox, K. Price,
and R.D. Wright
In attendance: Mrs D Malley (Town Clerk).

The Mayor welcomed new Councillor Kelly Price to the meeting and Mary Seldon.

258.14/15 **APOLOGIES FOR ABSENCE**
Apologies were received from Councillor Gaffney and Councillor Morris who have work commitments; and Councillors Harris and Magill who are on holiday. It was proposed by Councillor Jackson to accept the reasons for apologies, seconded by Councillor Lennox and **RESOLVED**.

259.14/15 **DECLARATION OF INTEREST**
a) It was proposed by Councillor Bavastock, seconded by Councillor Farr, and **RESOLVED** to grant a dispensation to Councillor Price to enable her to deal with matters relating the Town Hall or setting the precept.
b) Declarations of disclosable pecuniary interests.
None disclosed
b) Declarations of Personal Interest:
Councillors Carroll declared a personal interest in items 11 and 13 as she is a Town Hall Trustee.

260.14/15 **APPROVAL OF MINUTES**
a) With the amendment of minutes;

- 241.14/15 on paragraph 3, to insert after the sentence: ‘This will help to identify the level of demand’, the following: ‘*and whether the project reflects the type of housing required by the local population*’.
- 243.14/15 paragraph 7, amend the word comprised to ‘compromise’
- 246.14/15 iv) to clarify that there needs to be a consistent approach to planning applications in relation to the erection of dwellings outside the development boundary.

It was proposed by Councillor Jackson, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Town Council meeting held on the 6th January 2015 with the above amendments.

261.14/15 **MATTERS ARISING FROM THE MINUTES**
a) From the Town Council meeting dated 6th January 2015:
i) Site meeting at Clove Piece. The highways officer is going to speak with senior officers to recommend a pavement is installed from the entrance of the site to the existing houses.
b) From Previous meetings
i) Letter from Philip Dunne requesting information relating to the Council Tax Support grant. The clerk is dealing with the request for information.
ii) Election: The unfilled vacancy is currently being advertised.

262.14/15 **MEMBERS OF THE PUBLIC WISHING TO SPEAK**

There were no members of the public wishing to speak.

263.14/15 **UNITARY COUNCILLOR**
Councillor Barnes reported:

- Ludlow museum has had funding cuts, this may have a knock on effect on funding for projects in Bishop’s Castle
- There are likely to be further cuts for services provided from Enterprise House; the exact budgets have not yet been agreed.
- The CEO issued a spending freeze across all departments
- The Welsh Street drainage problem has finally been sorted out. A new drain has been installed.
- Bishop’s Castle Community College is keen to find people with interesting jobs or hobbies who are willing to speak at an assembly on Friday afternoons for pupil enrichment sessions.
- The Clun Food bank is really well run and can give food vouchers for those in need. The local drop off point is in Lydbury North. Donations can be made of any type of food as long as it has a long shelf life.

264.14/15 **PAVEMENT DISCS TO MARK FORMER PUBS**
Councillor Carroll reported BCHRC is in favour of the proposal and confirmed the information regarding former pubs is held by Mr and Mrs Preshous. It was noted that Shropshire Council should be resurfacing the footpaths in town next year and therefore it may be appropriate to wait until the footpaths have been resurfaced first. Councillor Carroll proposed that the Town Council responds that it is not against the scheme and suggests enquiries are made with BCHRC. Enquiries regarding contributions from pubs and businesses should also be made. The Town Council would like to see a map of where the pavement discs would be. Councillor Wright seconded and it was **RESOLVED**.

265.14/15 **TOWN HALL PUBLIC TOILETS**
The current arrangements are working well, Whitty is opening the public toilets every day except Sundays when Councillor Carroll opens the toilets. Whitty’s business will be closed for all of February and therefore Councillor Carroll will take over the opening of the toilets each day for the month.
Councillor Carroll noted the floors in the public toilets need to be swept.

266.14/15 **TOWN & COUNTRY PLANNING ACT**
a) Planning Applications received:
i) 15/00260/TCA – Bank House, 4 High Street. Tree works within a conservation area.
Councillor Bavastock proposed the matter is delegated to the clerk to liaise with the tree wardens, seconded by Councillor Wright and **RESOLVED**.

b) Reports of Planning Application Decisions:
None

c) Enforcements – none

267.14/15 **ADOPTION OF THE WINTLES ROAD**
Councillor Wright wished to remind councillors that the original planning approval stipulated the roads should be completed and street lights provided before any of the homes were occupied. Difficulties have arisen because the development has changed hands several times, the current developer being Cavendish & Gloucester. Councillor Wright proposed strongly worded letters are sent to the residents association pointing out the work has been neglected and to Highways to remind them that the work has been overlooked and is necessary to resolve the Castle Green junction. It should be stipulated the works were required as part of the planning permission.

Councillor Bavastock thought the original agreement may be with the original developer and may not have been passed on to the new developer.

Councillor Carroll asked for an amendment that a letter should also be sent to Cavendish & Gloucester, Councillor Wright accepted the amendment, Councillor Carroll seconded the proposal and it was **RESOLVED**.

268.14/15 **ACCOUNTS**
a) **Town Council:**
Councillor Farr proposed the Town Council accounts as listed on the agenda be approved for payment and the cheque signatories be authorised to sign the cheques. Seconded by Councillor Lennox and **RESOLVED**.

Staff Costs	£1,989.30	104665,6,7,8
Telescopic window cleaning	£45.00	104259
Exemplum, copying and annual facility fee	£109.88	104260
ESWS, trouble shooting & installation of web camera	£135.00	104661
Francotyp Postalia Ltd, franking machine top up	£100.00	104662

b) **Direct Debit Costs**
Councillor Farr proposed the Town Council accounts as listed on the agenda be approved for payment. Seconded by Councillor Carroll and **RESOLVED**.

BT Telephone	£226.48	
BT Broadband	£70.80	

b) **Town Hall Renovation Project costs:**
Councillor Bavastock proposed the Town Council accounts as listed on the agenda be approved for payment with the exception of the invoice from Shropshire Council and cheque signatories be authorised to sign the cheques. Seconded by Councillor Carroll and **RESOLVED**.

269.14/15 **THIRD QUARTER MONITORING REPORT**
It was proposed by Councillor Bavastock, seconded by Councillor Farr to receive the third quarter monitoring report and bank reconciliation statement and **RESOLVED**.

270.14/15 **TOWN HALL RENOVATION PROJECT**
a) Trustee’s Report:
Councillor Carroll reported that there will be a strategy meeting on Thursday; items for discussion include opening hours and the amount of time some Trustees are spending in the building. Trustees felt the liaison meetings are a good idea and this will also be discussed at the strategy meeting.

Councillor Carroll reported that the Town Hall staff are carrying out day to day to running of building. Sue Wilmer is the business promoter, whose remit includes coming up with ideas for events and running events.

b) Town Councillor vacancies on the Town Hall Trust:
Councillor Carroll will change from being a Tourism representative to being a Town Council representative. Councillor Price asked for details of what being a Trustee involves, it was agreed she would liaise with Councillor Carroll and attend the next Trust meeting to find out more information.

The item is to be brought back to the next agenda.

c) Town Council/ Town Hall Trust liaison meeting:
To be agreed following the strategy meeting.

271.14/15 **TOWN PLAN**
There was no update this month.

272.14/15 **FRIENDS OF THE LIBRARY**
It was proposed by Councillor Bavastock to appoint Councillor Lennox as the Friends of the Library representative. This may need to be reviewed if the meetings fall on a date when Councillor Lennox is unable to attend. Councillor Bavastock will step in if Councillor Lennox is unable to attend. Seconded by Councillor Wright and **RESOLVED**.

273.14/15 **ENVIRONMENTAL CRIME REPORTING**
It was agreed to put this information on the Facebook page to see if anybody in the community would be interested in the Environmental Crime Reporting.

274.14/15 **REPORTS ON MEETINGS ATTENDED**
a) Community Land Trust open drop in session: The event was well attended by people who were interested in affordable homes, and people who wanted more information about the scheme and site. The event was covered by Councillors Bavastock, Carroll and Jackson who were careful to take a neutral stance.

Councillor Bavastock proposed Councillor Jackson follow through with the action points raised following the event, seconded by Councillor Carroll and **RESOLVED**.

b) A Patient’s Group meeting was hosted at Stone House which was well attended and very positive. Subsequently there was also a presentation made in Montgomery which was well received. There will be a meeting held on Tuesday 3rd February at 7.00 pm in the public hall. One of the speakers is also one of the decision makers for future fit. There also may be MP’s in attendance at this meeting.

275.14/15 **ITEMS FOR FACEBOOK/WEBSITE**
Meeting on 3rd Feb
Environmental crime report
Clun Food Bank, Lydbury North drop off

276.14/15 **CORRESPONDENCE**
a) Quality Care report for Shrewsbury & Telford hospitals - circulated
b) Oil buying club – invite to annual town meeting
c) The Clerk and Clerks and Councils Direct magazines

277.14/15 **TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**
Councillor Bavastock proposed that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Councillor Lennox and **RESOLVED**.

278.14/15 **ALTER THE ORDER OF BUSINESS**
Councillor Bavastock proposed the appointment of Town Clerk is dealt with next, seconded by Councillor Lennox and **RESOLVED**.

279.14/15 **APPOINTMENT OF TOWN CLERK**
It was proposed by Councillor Bavastock to appoint Mary Seldon as Town Clerk and Responsible Finance Officer commencing 1st March 2015 on SCP 27. There will be provision for Diane Malley to be retained following the end of March to provide additional support in the area of finance if required; this will be discussed further during the month hand over period. Seconded by Councillor Carroll and **RESOLVED**.

280.14/15 **GARDENING CONTRACT**
It was proposed by Councillor Bavastock, and seconded by Councillor Farr that Andrew Evans should continue with the gardening contract as per his three year contract; and **RESOLVED**.

281.14/15 **TO AGREE THE NJC PAY AWARDS**
The National Joint Council for Local Government Services (NJC) has reached agreement for the following:

- New pay scales for 2014 – 2016 to be implemented from 1 January 2015 (equating to a 2.2% increase)
- A non-consolidated (one off) payment for employees on SCP 5 – 49 in December 2014 and employees on SCP 26 – 49 in April 2015.

The new pay rates equate to:
Town Clerk £12,317 an hour
Assistant Clerk £9,207 an hour
Toilet Cleaner £7,209 an hour

The non-consolidated payment equates to:
Diane Malley £59.46
Meg Gwilliam £21.62
Andrew Broome £36.49

There will be one non-consolidated payment to the new Town Clerk in April 2015 of £5.13

It was proposed by Councillor Bavastock to implement the NJC pay awards, seconded by Councillor Farr and **RESOLVED**.

With no further business the meeting was called to a close at 21.04 pm.

Signed Date 24th February 2015

Bishop's Castle Town Council Meeting
24th February 2015

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY
24th FEBRUARY 2015 AT 8.00PM

PRESENT Councillor K Bavastock, Mayor, in the Chair.
Councillors: J. M. Carroll, S. A Farr, S. Harris, A.M. Jackson, J. Magill, K. Price,
and R.D. Wright
In attendance: Mrs D Malley (Town Clerk).

282.14/15 APOLOGIES FOR ABSENCE
Apologies were received from Councillors Gaffney, Lennox and Morris who have work commitments.

283.14/15 DECLARATION OF INTEREST
a) Declarations of disclosable pecuniary interests.
None disclosed
b) Declarations of Personal Interest:
Councillor Carroll declared a personal interest in item 10b) as she is a Town Hall Trustee.
Councillor Price declared a personal interest in the contracts for grass cutting and handyman because Simon Morray is a personal friend and her partner works with him.

284.14/15 APPROVAL OF MINUTES
It was proposed by Councillor Wright, seconded by Councillor Jackson and **RESOLVED** to approve the minutes of the Town Council meeting held on the 27th January 2015.

285.14/15 MATTERS ARISING FROM THE MINUTES
a) From the Town Council meeting dated 27th January 2015:
i) A letter has been received from the developer of The Wintles to confirm works will be carried out on the road to bring it up to the required standard for adoption in spring.
b) From Previous meetings
i) A presentation will be made to Dr Penney on 24th March 2015. Refreshments will be funded through the Mayors Allowance.
ii) Highways have agreed to install a pavement from the entrance of the Clove Piece site to the existing pavement in Castle Green.
iii) Shropshire Council will be carrying out improvements to the drain/culvert at the rear of Oak Meadow which should alleviate surface water flooding to the houses.
iv) The Town Council has been awarded the Foundation level of the Local Council Award Scheme. The Quality Status scheme has now ceased.

286.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

287.14/15 UNITARY COUNCILLOR

Councillor Barnes reported:

- Shropshire Council will be considering their Budget on Thursday at the full council meeting; the council still needs to make millions of pounds of savings.
- The withdrawal of the council tax grant will be discussed at the budget meeting.
- There will be a paper put to full council from the scrutiny committee regarding remuneration for members.
- There has not yet been a decision on what services are to be retained at ESWS. It would be helpful if ESWS knew the extent of what cuts will mean for them.
- There will be an LJC meeting on 12th March, groups are encouraged to put a few sentences to the meeting to report what the current cuts mean for their groups and to highlight the effect cuts are having on the rural economy. E.g. groups such as youth groups, and the increase in 6th form transport to nearly £900 per year. Councillor Barnes will speak to staff at ESWS regarding making representation at the LJC meeting. It was agreed to put the LJC meeting details on Facebook.
- Business Park, officers are defensive over lack of progress on the business park. Although there is a business interested they will not be ready for another two years
- Councillor Barnes has not yet received a reply to the minister regarding the decision by Shropshire Council to not pass on the council tax grant.
- The overall council tax will increase because the police, fire service, town and parish councils have increased their precepts.

288.14/15 THE PUBLIC HALL

Councillor Carroll suggested a public meeting is called to raise interest to form a new management committee on the basis that if we get no new committee members then the public hall will close. Councillor Bavastock proposed the matter be an agenda item at the annual town meeting, it should be given a lot of publicity and included in the newsletter. Councillor Carroll seconded and it was **RESOLVED**.

289.14/15 TOWN COUNCILLOR VACANCY

Councillor Carroll proposed the method of co-option should be by application form followed by interview with a view for the actual co-option to be dealt with at the next Town Council meeting. Seconded by Councillor Wright and **RESOLVED**.

290.14/15 TOWN & COUNTRY PLANNING ACT

a) Planning Applications received:

No new applications

b) Reports of Planning Application Decisions:

14/05029/FUL, Pound Cottage 7 Union Street, extension and raised terrace, permission **GRANTED**

c) Enforcements – none

d) Appeals:

i) 14/00885/OUT, proposed development land south of Woodbatch Road

ii) 14/02632/OUT, proposed residential development west of Lavender Bank

It is understood the application by Megan Pinches has also gone to appeal.

291.14/15 ACCOUNTS

a) **Town Council:**

Councillor Bavastock proposed the Town Council accounts as listed on the agenda be approved for payment and the cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**.

	£1,875.88	104669
Staff Costs	£26.00	104670
Andrew B Wallace	£30.00	104671
ESWS, centre usage and troubleshooting broadband	£93.61	104672
Exemplum, copying for January, and replacement toner	£51.84	104673
Halls SMS, toilet rolls	£152.80	104674
Andrew Evans Landscapes Ltd		
Bishop's Castle Town Hall Trust, 50% telephone line for alarm, & lift (£86.36); Re-charge cleaning public toilets (£366.27); and re-charge cleaning Council office (£79.38)	£532.01	104675
BCHRC, shelf storage space for 1 year	£275.00	104676
BCBS, scalping for allotment	£39.00	104677
Medlicott Snows, REFUND for missed newsletter advertisement	£9.00	104678
Severn Trent Water, Auction yard toilets	£86.28	104679
Susan Salisbury, reimbursement for cleaning products	£6.99	104680
Neil Gerrard (Parks & Gardens) grass cutting, November	£260.00	104681
Viking, A3 copier paper for newsletter etc	£52.14	104682

b) **Direct Debit Costs**

Councillor Wright proposed the Town Council accounts as listed on the agenda be approved for payment. Seconded by Councillor Harris and **RESOLVED**.

British Gas, electricity, Auction yard	£277.58
Npower, electricity, Playing Field	£33.78

b) **Town Hall Renovation Project costs:**

Councillor Carroll proposed the Town Council accounts as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Jackson and **RESOLVED**.

Communities Can, project management for January	£250.00	104683
---	---------	--------

292.14/15 TO REVIEW THE ASSET REGISTER and RISK ASSESSMENT

a) Asset Register – The Asset Register was reviewed. It was noted a surveyor from Halls Estate Agents would be carrying out a valuation of the Town Hall over the weekend. The Asset Register would be updated again then.

b) Risk Assessment – The clerk was asked to review some of the high importance risks to assess if measures can take place to lower the risks to medium. The added risk regarding remedial works was noted. Councillor Bavastock proposed the risk assessment is approved and with any amendments to re-assessing risk levels reported back, seconded by Councillor Carroll and **RESOLVED**.

293.14/15 TOWN HALL PUBLIC TOILETS

Councillor Carroll reported the system of opening and shutting the toilets was working well. Councillor Carroll will open and lock up the toilets whilst the caretaker is on holiday

294.14/15 TOWN HALL RENOVATION PROJECT

a) Trustee's Report: There will be another Trust meeting the following week; the liaison meeting is planned for 12th March. The Trust's Health & Safety report is being reassessed, parts of this will need discussing to clarify which organisation is responsible for what during the liaison meeting.

From Easter the Town Hall will be open from 10.00 am to 4.00 pm 6 days a week.

Two members of staff are managing the hall on a part time basis. The managers do not want to extend their hours and therefore there will be some times where only volunteers will be on the premises.

Financially the Trust is sound.

The Tourism CIC has appointed another Trustee.

Councillor Carroll confirmed the Town Hall could be opened on a Sunday if there was a need, e.g. over the Michaelmas weekend the building will be opened for heritage activities on the Sunday.

b) Town Councillor vacancies on the Town Hall Trust: Councillor Price confirmed she is happy to be a Trustee. It was proposed by Councillor Bavastock, seconded by Councillor Wright to appoint Councillor Price as Town Hall Trustee and **RESOLVED**.

The vacancy for a third Trustee will be left on the table.

295.14/15 TOWN PLAN

The Town Plan group will be meeting next week to discuss the preparation of a public event. The purpose will include reporting on the results of the survey and inviting people to be proactive in the town planning process.

The main areas identified include:

The decline of the town centre

Traffic/parking

The need for affordable housing

The need for employment

There is a need to illustrate what issues have been raised and to allow participants to suggest ideas for addressing the issues in order to get people interested and encourage comments. An example would be the need to find out in which streets are there parking issues and where CIL can money be used.

There will be a meeting next week to draft a timetable and also to discuss what will be included in the public event. There will be some sensitive issues and the group intend to speak with key landowners/stakeholders regarding anything that may have an impact on them. The wish is to involve land owners at the start on a positive basis and also to alert the land owners/stakeholders of any issues that have arisen; what needs to be addressed and to ask if they have any thoughts. The liaison with land owners/stakeholders needs to be before the public meeting takes place.

296.14/15 TO CONSIDER PROPOSED STORAGE FOR TOWN HALL WHEELIE BINS

Comments were received from councillors that they did not particularly like the design of the proposed bin store, in addition there was a concern the steel and copper used may rust.

Councillor Carroll reported the Trust needs to get the wheelie bin and recycling boxes out of the internal store. The Trustees wanted something more than just a box store taking into account the building is grade II* listed, the bin store should be of a design which is special to the town. The material will be coated so it won't rust. Councillor Carroll reported one of the Trustees is willing to pay any shortfall in the cost.

Councillor Jackson stated she liked the idea of the local artist being commissioned to design and build something that reflected the Town Hall, but agreed she did not particularly like the design put forward. The window graphic to which it relates is not permanent and therefore if it was ever removed the bin store would appear to have no connection to the Town Hall. The design should reflect something permanent about the building or town. Councillor Jackson felt it is acceptable to request a choice of 3 designs to choose from.

Councillor Wright felt the Town Council was being pressurised into accepting the bin store but thought a basic bin store of an appropriate colour without embellishments would be more fitting. Councillor Wright proposed a quote is requested without the embellishments and not dark grey, seconded by Councillor Magill.

It was noted there will be a new black BT box but fibre optic broadband installed next to the existing green BT box. The proposed store will go next to the new BT box but will not be attached to the Town Hall, it will be attached to the floor.

Councillor Bavastock proposed the Town Council agrees to an in principle decision to support the purchase of a bin store but the design is yet to be agreed. This will be discussed further at the liaison meeting and ratified at the next council meeting.

Councillor Harris agreed £1000 for a wheelie bin store is very extravagant and felt he couldn't justify agreeing to that level of expenditure. Councillor Price agreed adding that there is a risk the store could be vandalised.

Councillor Jackson proposed the artist is requested to produce 3 options to be presented to the liaison meeting, on the basis that the council will not be asked to pay the whole £1000. Councillor Wright asked for an amendment to include that one of the designs is for a plain black box, Councillor Jackson agreed to the amendment, seconded by Councillor Carroll and **RESOLVED**.

The matter is to be ratified at the next council meeting.

297.14/15 TO CONSIDER DISPLAY BOARDS FOR THE TOWN HALL

a) external display board – this item was left on the table.

b)A4 display boards on the inside of toilet doors

This item is in relation to purchasing and fixing 5 x A4 clip frames onto the inside of the toilet doors to advertise events in the Town Hall. As the Town Council is responsible for 2 of the toilets, the cost to the council will be £13.08

Councillor Wright proposed the Town Council do not agree to this as it would look untidy.

Councillor Farr disagreed and proposed the Town Council agree this, seconded by Councillor Jackson and **RESOLVED** with 1 vote against.

298.14/15 INCONSIDERATE PARKING WITHIN THE TOWN

Councillor Bavastock reported she had met with PC Anne Gutteridge and discussed the problems with vehicles being parked inconsiderately. PC Gutteridge had offered to take a letter addressed 'to whom it may concern' to the owner of vehicles parked inconsiderately, e.g. blocking the pavement. PC Gutteridge would hand deliver the letter and speak to the owner of the vehicle regarding the parking. Councillor Bavastock proposed this procedure is implemented, seconded by Councillor Wright and **RESOLVED**.

If details of problem parking spots are retained, this information could be fed into the Town Plan.

299.14/15 TRAINING

a) Cilca mentoring: It was reported there was little support for those trying to achieve the CiLCA qualification and the council needs to offer support to our deputy clerk. Councillor Bavastock proposed a letter is sent to SALC to request a mentoring service for those taking the qualification. Councillor Carroll seconded the proposition adding that other county associations do offer mentoring to their clerks and it was **RESOLVED**.

b) Training needs for staff and councillors:

The need for training in the planning process has been identified. It was noted that with new councillors and staff there will be other training needs. The Town Clerk was asked to make enquiries into training available and to establish if any can be provided in the Town Hall.

300.14/15 REQUEST TO CUT BACK A TREE WITHIN THE PLAYING FIELDS

Councillor Carroll proposed the Town Council has the tree pruned to ensure the work is carried out sensitively, costs for pruning the tree should be obtained in the first instance and then the owner of the property who requested the tree is cut back should be asked if they wish to contribute. Seconded by Councillor Price and **RESOLVED**

301.14/15 REPORTS ON MEETINGS ATTENDED

a) Patients Group

The Patients Group submission was considered by the Future Fits Programme Board the day after the successful public meeting. In that meeting Bill Gowans, one of the speakers and a decision maker at the meeting the following day stated before he started that Bishops Castle would not be suitable or even be considered as an urgent care centre (UCC).

The Board overturned the recommendation to test a standard model of a UCC in Shrewsbury, Telford, Oswestry or Whitchurch and Ludlow or Bridgnorth in favour of distinguishing between 2 urban UCCs and 'rural UCCs' including Bishop's Castle. So this put us back on the map.

Since then the patients group have continued to press the case that 'one size does not fit all' in the rural UCCs and that the Bishop's Castle proposition should get the green light to move to the development stage now and not be held up by any desire to progress the rural UCCs simultaneously. The group have written in the strongest terms. In the meantime the group are preparing a schedule of service specifications and improvements for each element of the proposition - urgent care, local planned care and community hub.

The patients group would like to pass on their continuing thanks for the Council's support to this proposal. Councillor Bavastock stated she would like to pay tribute to the tremendous amount of work the patients group has put into this proposal which will, if successful bring some serious benefits for our town and enhance the excellent service we have already.

b) Community Land Trust

Previously circulated

It was questioned if there can be conditions that the affordable homes should not be sublet?

c) PACT meeting

The police will be carrying out a new program of speed checks in spring.

Priority issues – there is a limitation of £3,000 for youth services. There was discussion regarding the best use for these funds, possibly a pilot project but then there wouldn't be any money left for follow up.

The clerk was asked to put an item on the next agenda about youth service

d) Site meeting regarding resurfacing pavements in town

The resurfacing of the pavements will be started in the new financial year

e) Meeting with Philip Dunne MP

Notes previously circulated in the information report.

f) SPARC Advisory meeting:

The Teme Leisure grant cut will be cut by another £30,000 for next year. The funding for the Community College has now changed meaning a reduction in funding which will also impact on the contribution towards on running costs for the SpARC centre.

Richard Whateley is seeking a meeting with Philip Dunne to highlight how badly rural services are being hit. Steven Chandler from Shropshire Council will be attending the LJC meeting on 12th March; groups and organisations in the town are being asked to put together a short statement of what effects the spending cuts are having on rural services.

302.14/15 ITEMS FOR FACEBOOK/WEBSITE

Publicise the 12th March LJC meeting

Public hall committee

Annual town meeting moved to 14th April

Councillor Vacancy

Parking in town

Path at Clove Piece

303.14/15 CORRESPONDENCE

a) Road closure applications

b) no other correspondence of note.

304.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Bavastock proposed that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Councillor Farr and **RESOLVED**.

305.14/15 GARDENING CONTRACT

Councillor Price left the room

a) To appoint the grass cutting contracts

Councillor Farr proposed to appoint the current contractors, Parks & Gardens, seconded by Councillor Carroll and **RESOLVED**

b) Verge cutting contract

Councillor Carroll proposed appointing Andrew Evans to cut the other verges, seconded by Councillor Wright and **RESOLVED**.

c) to appoint the handyman contract

Councillor Bavastock proposed Simon Morray be awarded the handyman contract, seconded by Councillor Carroll and **RESOLVED**.

306.14/15 CORRESPONDENCE FROM THE TOWN COUNCIL SOLICITOR

It was noted an independent expert had been appointed.

With no further business the meeting was called to a close at 22.00 pm.

Signed Date 24th March 2015

Bishop's Castle Town Council Meeting
24th March 2015

MINUTES OF THE MEETING OF THE BISHOP'S CASTLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL ON
TUESDAY 24th MARCH 2015 AT 8.00PM

Present: Councillor K Bavastock, Mayor, in the Chair
Councillors: J.M. Carroll, S.A Farr, J Gaffney, S Harris, A.M. Jackson, S Lennox, J Magill, J Morris, K Price, R.D. Wright
Cllr J Dickin joined the meeting after item 308/14/15
In attendance: Mrs D Malley and Mrs M Seldon (Town Clerks), Cllr C Barnes (Unitary Councillor)

307.14/15 APOLOGIES FOR ABSENCE
No apologies were needed.

308.14/15 TO CO-OPT NEW COUNCILLOR
Cllr Wright proposed, seconded Cllr Bavastock, and RESOLVED to co-opt Joshua Dickin as a councillor.
Cllr Dickin read and signed his Acceptance of Office.

309.14/15 DECLARATIONS OF INTEREST
a) To declare any disclosable pecuniary interests.
Cllr Morris – 316.14/15 a

b) To declare any personal interests.
Cllr Carroll – 316.14/15 b
Cllr Price – 316.14/15 b
Councillor Gaffney – 319.14/15
Cllr McGill – 322.14/15

310.14/15 APPROVAL OF MINUTES
After seeking clarification of Minute reference 287.14/15 the item referring to the Business Park, Cllr Wright proposed, seconded by Cllr Jackson and RESOLVED to approve the Minutes of the Town Council meeting held on 24th February 2015.

311.14/15 MATTERS ARISING
a) From the Town Council meeting dated 24th February 2015:
i) Planning appeals for land off Woodbatch Road and Lavender Bank
Further representations had been sent to the Planning Inspectorate regarding the developments at both Woodbatch Road and Lavender Bank. Cllr Jackson had worded the appropriate further representation and these had been forwarded to the Clerk who had forwarded them to the Planning Inspectorate. There had been no official reply at the time of the meeting.
Cllr Jackson referred to a communication with Mathew Mead that inspectors are now taking into consideration the SamDev, and it was felt that this should be noted.

ii) Valuation of the Town Hall
The Town Hall was revalued on Sunday 1st March by Hall's Surveyors and the report received on 17/03/15. Reinstatement Value of the Property is £922,500. The Asset Register has been altered and the Insurance Company contacted to update the policy.

b) From previous Town Council meetings:
i) Council Tax information
Recent Council Tax bills have shown 0% increase from Shropshire Council and 10.7% from the Town Council. The request per household for the year 2014/15 was £85.88 and the request for the year 2015/16 is £95.09. This will be referred to in the next available Town Council Newsletter to ensure the community realise what has happened.
Councillors were concerned that the public needed to know that the increase was due to Shropshire Council cutting the grant that had previously been paid.

ii) Arrangements for the Mayor's Civic Sunday – 7th June 2015
Cllr Bavastock explained that she had met with the Deputy Mayor, Clerks, Stuart Phillips (Town Band) and the Reverend Stephanie Fountain to discuss the arrangements for Civic Sunday to try to make it more accessible to all. It was suggested that the service could be followed by a picnic on the Playing Fields. It was also hoped that more public involvement should be encouraged on other Civic occasions such as Mayor Making and the Annual Town Meeting. Cllr Bavastock sought the opinion of Councillors and went on to explain wet weather arrangements with the picnic taking place in either the Church or the Town Hall if necessary.
It was felt to be important to include as many people and representatives from the community as possible in the parade.

iii) Complaint to Shropshire Council
The Town Council had made a complaint in October 2014 and still not received a response from Shropshire Council. The Clerk asked for permission to write to the Chief Executive and if this still did not bring about a response to then contact the ombudsman.
Cllr Jackson volunteered to help ensure that all relevant points would be included in the letter.
Cllr Farr reminded everyone that all businesses have a complaints procedure and that this was not acceptable.
Cllr Bavastock proposed the Council send a letter to the Chief Executive, seconded Cllr Carroll and RESOLVED.
312.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK
There were no members of the public wishing to speak.
313.14/15 UNITARY COUNCILLOR
Councillor Barnes reported:

- Business Park – Cllr Barnes had met with Andrew Evans and he had confirmed that a business had expressed an interest in moving to the park, but the officers were not following this through.

Cllr Price asked about the Town Council taking this on if Shropshire Council are unable and Cllr Barnes reported that this offer had been passed to Shropshire Council. She mentioned a number of parties locally had expressed an interest in this.

- Enterprise House – different departments of Shropshire Council discussing what they wish to do in the future – except for the department of Economic Growth. They are still going to look to see what services are provided.
- Increase of dog fouling – Street Scene have been informed.
- Playground – funding grants needed.

314.14/15 TOWN & COUNTRY PLANNING ACT:
a) New Applications: 15/01004/FUL, installation of a replacement ATM at 6 High Street.
Cllr Carroll proposed NO OBJECTION, seconded Cllr Bavastock, and RESOLVED.

b) Decisions: 15/00260/TCA, Tree works at Bank House, 4 High Street, - "no objection".

c) Enforcements: None

315.14/15 BANKING MANDATES
Those authorised to sign council cheques had changed and so the Clerk had obtained new Mandate forms in order to allow new signatories to be added to the Town Council account.
Cllr Bavastock was happy for all to be a signatory and asked for volunteers.
Signatories Cllrs Lennox, Magill, Harris, Carroll, Gaffney, Wright, Farr, Price, Bavastock, in addition to the new Clerk were agreed.
Cllr Bavastock proposed they be added to the Mandate, seconded Cllr Wright and RESOLVED.

316.14/15 ACCOUNTS
a. Town Council:
Cllr Morris left the room.
Cllr Gaffney proposed, Cllr Bavastock seconded and it was RESOLVED to pay John Morris payment.
Cllr Morris returned to the room.

Cllr Bavastock proposed the Town Council accounts as listed on the agenda be approved for payment and the cheque signatories be authorised to sign the cheques. Seconded by Cllr Farr and RESOLVED.

	£
	£3943.53
Staff costs (including HMRC)	£26.00
Andrew B Wallace, inv 165, extra time on Mondays	£23.15
Exemplum, inv 994, copying for February	£45.00
Telesopic Window Cleaning, inv 4 March 15	£395.21
V & W Electrics, replacement cheque for 104181 (light maintenance Feb14)	-----
(inv VWE0109 dated 10 March 14)	-----
Andrew Evans Landscapes Ltd, Ground Maintenance for February	£93.50
Diane Malley reimbursement of expenses (internal window cleaning kit and first aid box)	£74.01

Mary Seldon reimbursement of expenses (spare keys)	£12.00
Jane's Petals flowers for presentation (Mayor's Allowance)	£15.00
John Morris repairs to play equipment	£54.13
Halls Commercial – valuation of Bishop's Castle Town hall	£360.00
Promo-print (plaques for trees)	£13.42
Wendy Oakley refreshments for presentation (Mayor's Allowance)	£64.50

Town Council Direct Debits:
None

b. Town Hall Renovation Project Costs
Cllr Farr proposed the Town Council accounts as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Cllr Wright and RESOLVED.

Communities Can Project Management (£250) & printing (£16.55) £266.55
Inv CC2015003, 8 March 15 -----

317.14/15 BISHOP'S CASTLE YOUTH CLUB
Cllr Carroll reported that the Local Joint Committee had been given the lump sum of £3,000 from Shropshire Council to run youth services for the next year. The cost of the Bishop's Castle Youth Service for one evening a week with one Youth Worker was £1500pa. She was therefore asking the Council to consider making a donation towards this service.
Cllr Bavastock suggested that whatever is left in the donations budget should be used at this time and also asked that other Parish Councils in the area be contacted via Mathew Mead to request further donations as this facility was used by all of the surrounding area.
Cllr Bavastock's proposal to ask neighbouring parish councils for contributions was seconded by Cllr Wright, and RESOLVED.
Cllr Gaffney asked if Mike Pugh was prepared to continue running the service as he would be made redundant if the service closed. It was agreed that if the Town Council did now take on the role of donating towards the service a regular progress report would be necessary.
Cllr Magill asked for confirmation with regard the present usage of the service and where the Youth Club met. Cllr Barnes reported her experience from visiting the Club.
Cllr Carroll proposed to put £2,000 into the youth budget next year – using what is in the pot for this year and making it up with next year; seconded Cllr Wright, and RESOLVED.

318.14/15 TOWN HALL RENOVATION PROJECT
To receive any report from Trustees:
Cllr Carroll reported for the Trustees:

- Bernard Edwards had resigned – 3 applicants, interviewing on Monday 30th March. This is a job share – and after Easter the summer opening hours will begin.
- Volunteer opening days have started.
- Liaison meeting worthwhile.

Cllr Farr asked if the Trust still needed a Town Council representative, and this was agreed.
Cllr Bavastock reported that there are good visitor numbers in the town on a Sunday morning, and it was a shame that the market hall was not open with information. Cllr Carroll said she would take this back to the trust.
Next agenda –Councillors would consider being a trustee.

319.14/15 DISABLED PARKING SPACE, AND ITS USAGE
To consider reports of the usage of the Disabled Parking space below the Town Hall
Cllr Gaffney left the room.

The Town Council had received a complaint from a member of the public that the parking space was being used by people not disabled and staying there a long time.
Cllr Carroll reminded councillors that the Town Council had no power as this was not an officially designated space.
Unfortunately this space is empty most of the time and residents sometimes used it for convenience, but were then upset if a notice was put on their windscreen. However, it was thought that neither the Trust nor the Council had been doing this.
Cllr Carroll proposed that local people who parked in the disabled space should leave their phone numbers on the windscreen so they may be easily contacted and asked to move. Seconded Lennox – RESOLVED.
There was some question as to who would action this and the Cllr Carroll was asked to liaise with Cllr Gaffney.

320.14/15 TOWN PLAN
An update was given by Cllr Jackson.
A recently planned meeting was cancelled as Cllr Jackson had been unwell; this was now rescheduled for Thursday 2nd April.
Parking was one of the main issues mentioned by the public in the plan. At a previous meeting it was suggested that the police should be informed of inconsiderate parking. Cllr Jackson asked that if any problems are reported these should be forwarded to those doing the plan.

321.14/15 HEALTH & SAFETY POLICY
To consider recommended revision of policy.
Cllr Farr asked if the Trust had also received a copy of this policy, especially as the need to revise the existing policy had come about through the recent liaison meeting. The Clerk emphasised that this policy was for the Town Council only as the Trust have a policy of their own. Proposed Cllr Wright to accept the revised policy, seconded Cllr Farr and RESOLVED.
Cllr Gaffney asked about making future alterations as it was felt that this document should be regularly monitored and revised as necessary and it was agreed that the policy would be reviewed annually.

322.14/15 BRICK MEADOW, DITCH
To receive a report concerning the ditch at Brick Meadow and consider recommendations.
Cllr McGill – declared a prejudicial interest in this item and so left the room.
As the ditch at Brick Meadow had become blocked the Clerk sought permission to clear the ditch. It was last cleared in February 2012 by Clive Jones for £576.00 including VAT, but the Town Council had since withdrawn work from him as he had not completed it despite a number of prompts.
Cllr Bavastock proposed that quotations be obtained and an idea of the timescale involved.
Cllr Gaffney suggested that a small working party should go and look at the ditch and the surrounding area as this land was granted to the council with some financial incentive. It was felt that the Town Council needed to view the ditch and make its own conclusions. Cllr Harris said it had been full of grass, but it might be possible to change this area in the future.
Cllrs Harris, Dickin, and Wright agreed to view the ditch and provide feedback at the next meeting.
It was suggested that this is a maintenance job that needs to be done annually.
Next agenda – review suggested required work.

323.14/15 THE WINTLES
To consider making a presentation to the developers in order to use the historic names for areas.
Cllr Wright reported on the history and tradition of using old field names, whilst the developers had started to call one area Bishop's Heights.
Residents of the Wintles had also shown concern as there was yet to be a name for the spine road and they were suggesting Wintles Lane.
Cllr Wright proposed that we write to Developers of the site and Shropshire Council with our strong objections. Seconded Cllr Lennox and RESOLVED.

324.14/15 OIL PAINTING RESTORATION
a) To authorise necessary restoration of one of the Council's oil paintings (Douglas Kinnaird portrait).
The frame for this picture needs restoration, but the Clerk was unclear as to where this should be carried out as it needed to be professionally done. The Clerk was asked to obtain some quotations and liaise with Cllr Wright for discussion at the next meeting.
The Clerk was asked to write to the BBC contact and say we are renovating.

b) To consider the recommendation that art work is put back into storage at BCHRC
Cllr Bavastock proposed, seconded Cllr Farr and RESOLVED.

325.14/15. C.L.T. REPRESENTATIVE
To appoint a new CLT representative
Cllr McGill volunteered to attend as many meetings as she could, and Cllr Dickin volunteered to deputise when she was unable. Proposed Cllr Bavastock, seconded Cllr Price, and RESOLVED.

326.14/15 PLAYING FIELD DEVELOPMENT
To consider the request for goal nets.
Cllr Bavastock had been invited to the Primary School and asked to talk to School Council about the Town. The suggestion had been put forward that nets could be put in the goals on the playing field. Cllrs thought this was a good idea, but were reminded of Health and Safety issues by Cllr Harris.
Cllr Lennox to look at prices and available goals.
Cllr Bavastock proposed get costings, seconded Cllr Carroll, and RESOLVED

327.14/15 REPORTS FROM MEETINGS ATTENDED
To receive reports from meetings attended

- LJC Meeting – Cllr Carroll reported:

Meeting almost entirely about Broadband
Chris Taylor will come and talk about this to the Town Council when the time is nearer.

- Town Council/Trust Liaison meeting

Report had been distributed

- Allotments

Cllr Carroll – been to inspect the allotments and met the new Chair. Four plots had not been well kept, two of whom had now left.
Cllr Bavastock asked if there had been any feedback from the price increase.
There was a major rabbit problem and plot holders would like the fence to be mended. A quote had been obtained from Andrew Evans, who originally had only been asked to patch up.
The Clerk was asked to obtain two other quotations, choose the cheapest one and action the job in order that this work might be done before the growing season started.
Proposed Cllr Bavastock, seconded Cllr Gaffney and RESOLVED.

- Any other meeting attended

Community Land Trust
Cllr Gaffney spoke about proposed developments and use of the site and how this would work with the Housing Association. It was agreed that the main discussion would wait until the planning application had been received.
Cllr Jackson asked if there could be an informal meeting to talk about the application and it was agreed to meet at 7pm before the next council meeting on 21st April. There was a debate as to whether other members of the CLT should be available for that meeting, but it was decided to keep it as informal as possible.
No other meetings had been attended.

328.14/15 ITEMS FOR FACEBOOK/WEBSITE

- Explanation of council tax
 - Street Scene telephone number
 - Bring your own picnic for Civic Sunday
- 329.14/15 CORRESPONDENCE
a) Grenke, re default of lease agreement - report back at next meeting
b) The Forum, SLCC Clerk, and Clerks & Councils Direct magazines
c) May fair – 4th to 10th May
d) To receive any other correspondence of note
Noted

330.14/15 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC
Cllr Bavastock proposed that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Cllr Wright and RESOLVED.

Cllr Wright asked for an extension on the meeting time by five minutes. Proposed Cllr Bavastock, seconded Cllr Carroll and RESOLVED.

331.14/15 CLOCK WINDING DUTIES
To consider a request from the Caretaker in relation to clock winding.
Diane Malley explained the situation with the caretaker and why this no longer seemed to be a volunteer post. As this employee is shared with the Trust councillors felt it was important that the Trust also reviewed his hours and Cllr Carroll was to take this concern to the Trust.
Cllr Gaffney proposed an extra two hours a month, Cllr Carroll seconded and RESOLVED.

332.14/15 WHEELIE BIN STORE
To consider information relating to the wheelie bin stores.
The possibility of a wooden store was explored and the Clerk had asked the Fire Brigade about the safety aspect of this.
Quotations had been received, but were felt to be very high so it was decided that the Town Council would propose to the Trust a set amount of money that they were prepared to spend.
£100 proposed Cllr Bavastock, seconded Cllr Jackson
£250 proposed Cllr Carroll, seconded Cllr Magill, 8 votes and decision carried.

With no further business the meeting was called to a close at 10.10pm

Signed _____ Date: 21st April 2015

**Bishop's Castle Town Council Meeting
21st April 2015**

MINUTES OF THE MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 21st APRIL 2015 AT 8.00 PM.

Present: Cllr K Bavastock, Mayor, in the Chair

Councillors: J.M Carroll (Vice-Chairman) J Dickinson, J Gaffney, S Harris, A.M. Jackson, J Magill, K Price
In attendance: Mrs M Seldon (Town Clerk)

FIRE PROCEDURE

1.15/16 APOLOGIES
To receive and accept apologies
Apologies had been received from Cllr R.D.Wright (absent due to holiday),
Cllr Lennox and Cllr S Farr (absent due to family commitments),
It was noted that Cllr Morris had resigned from the Town Council with immediate effect.

2.15/16 DECLARATIONS OF INTEREST
a) To declare any disclosable pecuniary interests.
Cllr Magill, Cllr Price, 8.15/6 9.15/16
Cllr Carroll, 8.15/16 8.15/16a 9.15/16
Cllr Harris: 10.15/16
b) To declare any personal interests.

3.15/16 APPROVAL OF MINUTES
To approve the minutes of the Town Council meeting held on 24th March 2015.
Cllr Carroll proposed, seconded by Cllr Harris and RESOLVED to approve the Minutes of the Town Council Meeting held on 24th March 2015.

4.15/16 MATTERS ARISING
a) From the Town Council meeting dated 24th March 2015:
i) Letter to Shropshire Council CEO requesting acknowledgement of complaint:
The Clerk reported that whilst a letter of acknowledgement had been received from the PA to the Chief Executive no further response had been forthcoming. This was further discussed at 4.15/16 b ii
ii) Quotations from art conservation specialists re: portrait:
The Clerk reported that three art conservationists had been identified and contacted. Two of these had responded and correspondence of some length been entered into. Two quotations had been received:
Jane Mockett (Much Wenlock): £450
Annabelle Monaghan (Clun): £490 + VAT on frame work of £40
Cllr Carroll proposed that the lower estimate be accepted and work commenced, seconded Cllr Gaffney and RESOLVED. The Clerk asked for permission to go to deliver the painting in person and this was granted. Cllr Bavastock asked that if anyone was travelling to that area could they liaise with the clerk.
iii) Installation/repair of rabbit fencing at allotments:
Based on the previous quotation of £1,727 for replacing the fence, the Clerk had asked Dave Marpole to go and look at the situation and assess what was needed. A quotation had been received for £150 to repair only. As the Clerk had been given the permission to choose an appropriate quotation Dave Marpole was asked to complete the work based on this assessment. The Clerk was now waiting for a date for this to be done.

iv) Civic Sunday parade road closures:
It was noted that these had been applied for and notification received.

v) Youth provision communications:
The Clerk had been in some communication with both Mike Pugh and Mathew Mead after the last Council Meeting. Mathew Mead had asked to attend the May meeting of council to discuss the plans for youth provision.

Cllr Carroll reminded Councillors that the situation of the new bin store for outside the Town Hall had not been resolved. The Clerk was asked to investigate what was happening with regard to a wooden bin store and what implications this had on fire regulations.

b) From previous Town Council meetings:
i) SALC CILCA mentoring and Planning Training:
The Clerk had written to SALC requesting CILCA mentoring for the Deputy Clerk and a planning training session for councillors. The CILCA mentoring is about to restart at SALC and the Clerk asked to be considered to be on the new mentoring team, which was accepted. The training day for this is Tuesday 26th May and the Clerk requested council permission to attend. AGREED and noted.
Planning: The South Shropshire Area Committee has secured the services of Ian Kilby, Head of Planning in Shropshire Council and councillors were offered the opportunity to visit him at a session on 16th April. However, the Clerk has been in communication with SALC again requesting that a training session be organised in the Town Hall for all Councillors and Clerks, with a view to asking local PCs along too if they require the training. We are awaiting a reply.

ii) Correspondence with planning inspectorate with regard to Woodbatch Road and Lavender Bank and site visit of inspectorate
Cllr Jackson tabled a report of the visit, and gave a resume of the visit to the two sites.
There was some discussion regarding being able to respond quickly if necessary to any reports or communications that there may be forthcoming before the next meeting and Cllr Bavastock asked that responses be delegated to Cllr Jackson and the Clerk to formulate.

Cllr Jackson asked that the ombudsman guidelines be examined to identify the length of time that should be given for a complaint to be addressed.

iii) Tree work in Bishop's Castle
Following a complaint by a resident the previous Clerk had met with the resident and Dan Gordon-Lee to look at a tree in the playing fields. The Town Council later decided that the tree should be sympathetically pruned and the resident asked to contribute to the cost. The present Clerk was asked to obtain a quotation from Mr Lee for the job. There has since been communication with Mr Lee as he is now more of a consultant and will happily organise other contractors to do work and tell them exactly what is required – he will then monitor this. The Clerk asked the best way to proceed. The Clerk was asked to obtain three quotations for pruning the tree.

iv) To approve letter to inconsiderate parkers, prior to passing to police
A letter had been drafted to give to the police in order that they might contact inconsiderate parkers in the town. This had been previously distributed and the Council were asked to approve this. Cllr Bavastock had spoken to the local police, who have taken away a copy in order to show their superiors. It was asked that this be discussed at the next meeting.

5.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK
Members of the public wishing to speak must give prior notification of their wish to speak.
No members of the public were present.

6.15/16 UNITARY COUNCILLOR
To receive a report from the Unitary Councillor
Cllr Barnes was not present and had sent no written report.

Sam Hine arrived at 8.40pm.

7.15/16 TOWN & COUNTRY PLANNING ACT 1990:
a) New Applications:
Planning Ref: 15/01192/VAR
Application under Section 73a of the Town and Country Planning Act 1990 to vary condition 2 (development plans) attached to planning application references 11/02298/FUL and 1/08/201452/FUL
to alter design of dwelling 5
34-36 High Street, Sumach, Station Street, Bishop's Castle.
Whilst the Town Council had been notified that this planning application had been withdrawn the Clerk received notification from Shropshire Council Planning Department that a new application had been received and would need to be considered. The Council decided to wait for new plans to arrive and discuss this fully at the next meeting.

Planning Ref: 15/01169/FUL
Erection of a summer house
The Malthouse, 20 Welsh Street, Bishop's Castle.
Cllr Carroll proposed the Council support the application, seconded Cllr Jackson, AGREED 8 Councillors, Cllr Gaffney abstained. Decision carried.

b) Decisions:
Reference: 14/05448/OUT (validated: 23/12/2014)
Address: Land West Of 13, Bankshead, Shropshire
Proposal: Erection of dwelling and detached garage (outline application with all matters reserved)
Decision: Refuse

Reference: 15/01004/FUL (validated: 05/03/2015)
Address: 6 High Street, Bishops Castle, Shropshire, SY9 5BQ
Proposal: Installation of replacement Automated Teller Machine, plus associated external works
Decision: Grant Permission
Noted.

c) Enforcements: None

8.15/16 ACCOUNTS
i) To approve the accounts listed below and instruct signatories to authorise payment.

a. Town Council	£
Staff costs (including HMRC)	1774.55
Andrew B Wallace – Environmental Maintenance Grant (inv 166 31/03/15)	32.50
Meg Williamson, expenses, 4 whiteboard markers, filing trays	3.98
Exemplum copying for March (inv 1045 31/03/15)	40.42
Viking, office supplies (inv 920081 8/4/15)	175.09
G M Cooke, electrical work at Playing Fields (inv 2616 26/3/15)	198.00
Severn Trent Water, surface water drainage Town Hall (inv. 1st April 2015)	55.59
Zurich TC Insurance Policy, adjustment (inv. 1st April 2015)	65.48
Halls SMS Paper and Cleaning Products (inv. 4139 31/03/15)	70.04
Halls SMS Paper and Cleaning Products (inv. 4120 25/03/15)	87.41
Shropshire Council Joint Energy Costs 4th Quarter (inv. HHTO13209)	432.00
SpArC annual donation	750.71
SALC Affiliation Fee 2015/16 (inv 8034 1/4/15)	618.30
MarkOne Safety Solutions Ltd servicing fire alarm (inv 12123 24/3/15)	123.95
Town Hall Trust recharge for Cleaning Services, etc. (inv 1415-197)	624.62
Enterprise South West Shropshire – presentation book (invoice 8894)	16.63
Enterprise South West Shropshire – pc maintenance (invoice 8878)	15.00
Severn Trent, surface water drainage Town Hall toilets (inv 15th April 2015)	30.14
Len Tawn – engraving mayoral chain and travel (inv 20 16th	32.51
Parks and Gardens – grass cutting (Invoice 1750) KB JG ALL	145.32
PHS Group (inv. 62359205)	246.48
It was AGREED that the Council would defer payment for the PHS Group as Cllr Carroll had discovered that the invoice was for both Town Council and Town Hall Trust and had asked for a split invoice. Delegated to clerk to pay upon receipt of invoice.	
Cllr Gaffney proposed the Town Council accounts as listed on the agenda be approved for payment and the cheque signatories be authorised to sign the cheques. Seconded Cllr Harris and RESOLVED.	
Cllr Carroll left the room.	
J Carroll expenses (LJC meeting Clun)	7.32
Cllr Bavastock proposed these expenses be approved for payment and the cheque signatories be authorised to sign the cheque. Seconded Cllr Gaffney and RESOLVED.	
Cllr Carroll returned to the room.	

Town Council Direct Debits:
Shropshire Council Non Domestic Rates (NDR) for offices at Town Hall, Apr 90.00
(£900 payable in 10 instalments Apr – Jan)

Shropshire Council NDR for High Street toilets 52.80
(£268.80 payable in 5 instalments, April as above, May – Aug @ £54)

Shropshire Council NDR for Auction Yard toilets, nothing to pay
(charge is £1944, but 100% small business relief has been applied)

BT Business Bill (issued 9 April) 70.80
BT Business Bill (issued 12th April) 215.02
Orange 9.79

The Clerk was asked to find out what the Orange invoice was for and report back at the next meeting.

Direct Debits noted.

b. Town Hall Renovation Project Costs	
Communities Can Project Management (£250) & printing (£16.55)	266.55
Inv CC2015006, 1 April 15	270.00
Kevin Bickley Carpet and Cleaning Services	-----
Inv 05737, 27th March 15	-----
Cllr Gaffney proposed the Town Hall renovation costs as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded Cllr Jackson and RESOLVED.	
c. To approve cost of 3 A4 frames for auction yard toilets 5 frames had originally been bought for the toilets at the Town Hall, and Cllr Carroll asked that three more be bought for the toilet doors in the auction yard to use to advertise events in the town. Cllr Bavastock asked for reassurance that these would be maintained and updated. Proposed Cllr Magill, seconded Cllr Dickin and RESOLVED.	

9.15/16 TOWN HALL RENOVATION PROJECT
a) To receive any report from Trustees
Cllr Carroll gave a report on behalf of the Town Hall Trustees:

1. Bernard Edwards had resigned and Julie Magill was the new operational manager.
2. The first wedding had taken place the previous weekend, with two more booked for the future.
3. The Volunteer days (Wednesdays) were working well.
4. The Town Hall costs £2500 a month to run so councillors were asked for help with the publicity, support, etc.,

b) To receive Town Hall proposed maintenance plan for years 2014-2023
Sam Hine (TH Project Manager) and Diane Malley had produced a 10 year plan for the maintenance of the Town Hall and this had been previously distributed to all Councillors to be taken into consideration for future planning, maintenance and expenditure. Sam Hine was asked to explain fully to Councillors.
Cllr Bavastock proposed, Cllr Carroll seconded that this plan be noted. RESOLVED.

Item 21.15/16 was then brought forward to this point in the agenda as no members of the public or press were in attendance.
Proposed Cllr Bavastock, seconded Cllr Carroll, and RESOLVED.

10.15/16 TO CONSIDER TRANSFER OF FUNDS FROM DUDLEY BUILDING SOCIETY
To consider transferring funds due to branch closure. Current balance £5079.04p
As the branch in Bishop's Castle is soon due to close the Clerk requested that this account be closed and the money placed in the HSBC account to aid any future shortfall in received grants - this needed to be done before the 15th May.

Cllr Harris left the room.
Proposed Cllr Gaffney, seconded Cllr Bavastock and RESOLVED.

The Clerk was asked to organise this in conjunction with Cllr Harris.
Cllr Harris returned to the room.

11.15/16 TOWN PLAN
To receive any updates regarding the Town Plan.
There was nothing new to report as the Working Party had met and were now working through the designated tasks.
Cllr Bavastock reported that the Primary School was going to talk about the Town Plan in assembly with the School Council and she felt that a member of the working party should accompany her when she went to collect the findings from the pupils.

12.15/16 BRICK MEADOW, DITCH
To receive a report from the Working Party concerning the ditch at Brick Meadow and consider recommendations.
Cllr Dickin reported that the ditch was full of grass and silt, although some residents had been sorting it out themselves. He felt that it should be professionally done as soon as possible and then maintained on an annual basis. The Clerk was asked to organise this. Proposed Cllr Bavastock, seconded Cllr Harris and RESOLVED.

13.15/16. PLAYING FIELD DEVELOPMENT
a) To consider the request for goal nets and future developments
It was agreed that from looking at the costings of new nets this should be deferred. Cllr Bavastock felt that any decisions should be made after seeing the feedback from the Town Plan. It was also agreed that any decisions should be deferred until Cllr Lennox was present.

b) To consider revised Play Area Safety Inspection Checklist
The Clerk had prepared a more detailed play inspection checklist to be completed on a weekly basis as it was felt that this was essential for future safety, insurance and financial issues. The Clerk had also spoken with Andrew Evans about increased work load and responsibility. Councillors were asked for their input and advice on the way forward.
Councillors agreed that a more detailed checklist was required to fulfil Council duties and responsibilities and the Clerk was asked to monitor the amount of extra hours this would require and include provision in the budget in the future.

Cllr Gaffney proposed that the checklist be adopted and put into action with the proviso it be monitored for two or three months, seconded Cllr Price and RESOLVED.

14.15/16 REPORTS FROM MEETINGS ATTENDED
a) To receive reports from meetings attended
The Clerk had met with Mary Jones from the Public Hall committee and gave a brief description of the conversation. A more full report would be distributed to Councillors as soon as possible and a member of the Public Hall committee be invited to attend a future meeting of Council.
Councillors were reminded that the AGM was taking place on Thursday 23rd April at 8pm in the Kings Head and Cllr Gaffney agreed to attend on behalf of the Council.

15.15/16 TO CONSIDER THE REQUEST FROM THE SWS COMMUNITY FUND
To consider the request from SWS Community Fund
The details of the SWS Community Fund had been distributed with the agendas for Councillors' information. Cllr Carroll had reported to the Clerk that it was hoped that the Town Council would write to local businesses to ask for a contribution to the fund and had provided a list of businesses to this end. The Clerk had been in communication with Mathew Mead and asked for a template letter – but none had been forthcoming.

There was some discussion about this request and councillors were concerned that they had not received enough information about how Council money would be utilised for youth provision within the town. There was also some debate about the reserves being built up by the LJC with their plan to act as a community chest to give small grants. Cllr Bavastock reminded Councillors that the Town Council gave their own grants once a year so that they could ensure the money was well spent and on projects they wished to support. Cllr Gaffney also reminded Councillors that the Town Council had voted not to support this in the past and the consistent position should be to continue not to support this request as businesses would think that the Town Council agreed with the idea of asking businesses to contribute. It was important that the Town Council support specific applications for local projects. Cllr Bavastock reminded the council that the money agreed for youth provision at last month's meeting was to be administered through the Town Council and not through the Community Fund. The council is still awaiting information regarding the level of support required.

Cllr Gaffney proposed that the Town Council did not contact local businesses on behalf of the LJC, seconded Cllr Bavastock, 5 AGREED, 1 AGAINST. Carried.
Cllr Carroll against

16.15/16 CIVIC AWARDS
To receive report and discuss the possibility of Annual Civic Awards
Cllr Bavastock introduced her idea of Civic Awards to recognise unsung heroes in the town and had thought that a sensible time to announce this project would be at Mayor Making. To inform Councillors and give them a chance to comment and put forward their own ideas the Clerk had produced a draft leaflet and this was discussed.

Cllr Gaffney suggested that five awards was too many and that three of the criteria would be a better start. Cllr Carroll asked about the criteria and who would be on the panel to make the final decisions.
Cllr Gaffney proposed that the Town Council launch Civic Awards, to be announced at the annual town meeting seconded Cllr Magill and RESOLVED.

17.15/16 BISHOP'S CASTLE NEWSLETTER
To consider the expansion of the newsletter and receive reports for printing and distribution possibilities
Whilst some Councillors were concerned about some members of the community missing out if newsletters were no longer delivered it was felt that the newsletter could expand and should be self funding with more adverts. Councillors agreed that Enterprise House be asked to print this out in future and an issue every two months would be acceptable. The Clerk was asked to write to local businesses with a view to advertising and think about ways to reach the whole community. Findings to be reported back at a future meeting.
Proposed Cllr Gaffney, seconded Cllr Bavastock and RESOLVED.

18.15/16 ITEMS FOR FACEBOOK/WEBSITE
To consider items for inclusion on the Facebook page

1. Civic awards
2. Expansion of newsletter
3. Annual Town Council Meeting

19.15/16 SIGNAGE FOR TOWN HALL. LOADING BAY
To approve signage for loading bay area, currently used as a parking facility
Cllr Carroll requested this item be put on the agenda on behalf of the Town Hall Trust.
It was agreed to ask Promo printing to print a sign saying: 'Loading bay only'.

20.15/16 CORRESPONDENCE
a) To receive any other correspondence of note:

1. Shropshire Council Planning

A letter had been received from SALC with regard to a recent survey of Shropshire Councillors about reducing the number of planning committees to one. Cllr Jackson had drafted a response and as this was urgent Cllr Bavastock asked that she liaise with the Clerk and write a submission as soon as possible. Resolved.

1. Local Connections letter

A letter had been received from a resident who wished to move into Drews Leasow but had been told by Shropshire Council that she needed three ways in which to prove she had local connections. Cllr Bavastock checked this information and it was thought to be incorrect, as the individual had already met 2 of the local connections requirement and didn't need a third so the Clerk was asked to write to the resident explaining they had been misinformed.

1. Proposed publication – The Story Of Bishop's Castle

The project manager had requested a donation and association with the project by the Town Council. The Clerk was asked to send application for a grant form and suggest they try later in the year as there was no money in the budget at this time.

1. Planters outside Castle Hotel – Henry Hunter had asked about the possibility for the hotel to take these over and pay their own gardener? Proposed Cllr Bavastock, seconded Cllr Carroll and RESOLVED.
2. Resignation of John Morris - Noted.

21.15/16 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC
To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.
These items took place between 9.15/16 and 10.15/16 and there was no cause to exclude members of the public as none were present.

22.15/16 Town Hall
To update Council on recent renovation developments

23.15/16 Deputy Clerk updated job description
The council noted that the Deputy Clerk had a new job description.

24.15/16 Town Clerk Contract
It was agreed that the Staffing Committee would look at the contract for the clerk and ensure it is completed.

Items for future agenda:

1. New trustee from TC
2. Naming of the Wintles
3. Bins
4. Lone Worker Policy
5. Dealing with local connections

DATES OF FUTURE MEETINGS:
Tuesday 5th May – Annual Council Meeting 8pm
Tuesday 19th May – Council Meeting 8pm
Sunday 7th June – Mayor's Civic Sunday 10.30am onwards

Signed:

Date:

**MINUTES OF THE ANNUAL MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL
HELD IN BISHOP’S CASTLE TOWN HALL
ON TUESDAY 5th MAY 2015 AT 8.00pm**

-

PRESENT: Cllr K Bavastock, Mayor, in the Chair

Councillors: Cllr JM Carroll (Deputy Mayor), Cllrs J Dickin, S Harris, AM Jackson, S Lennox, J Magill, RD Wright
In attendance: Mrs M Seldon (Clerk) and approximately 50 members of the public.

1. Election of Mayor

Cllr Jackson proposed Cllr Bavastock be re-elected as Mayor for the municipal year 2015-16. Cllr Magill seconded this proposition, there being no other nominations it was duly **RESOLVED** to elect Cllr Bavastock as Mayor.

2. Election of Deputy Mayor

Cllr Wright proposed Cllr Carroll as Deputy Mayor.
Cllr Lennox seconded this proposition, there being no other nominations it was duly **RESOLVED** to elect Cllr Carroll as Deputy Mayor.
The Mayor and Deputy Mayor then left the room to be robed and returned with the announcement from the Town Crier.

3. The Mayor takes Oath of Allegiance and signs the Declaration of Acceptance of Office

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

4. To receive apologies

Apologies had been received from Cllr Price, who was on holiday and Cllr Farr who had a family commitment.

5. Appointment of the Mayor’s Chaplain

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

6. Appointment of the Mayor’s Consort

The Mayor announced Ms Rosemary Griffiths as her Consort. The Clerk presented Ms Griffiths with the Consort’s ribbon.

7. Mayor’s Civic Service: arrangements

The Mayor announced that the Mayor’s Civic Service would take place on Sunday 7th June with the parade leaving the Town Hall at 10.40am. For those who wished to attend the Church Service was at 11am and there would be a picnic in the Playing Fields for those who wished to join them on an informal basis with those attending bringing their own food.

8. Arrangements for council meetings for the forthcoming year

Cllr Wright proposed the arrangements for meetings should remain on Tuesday evenings every four weeks, starting at 8.00pm. Seconded by Cllr Lennox and **RESOLVED**.

9. The Mayor’s Civic Awards 2015

10. The Mayor will address the meeting

As the Mayor wished to introduce the Mayor’s Civic Awards she combined items 9 and 10 together. Attendees were given a copy of the Mayor’s speech.

The meeting concluded at 8.30pm and the Mayor invited those attending to join her in refreshments.

Signed:

Date:

Bishop's Castle Town Council Meeting
19th May 2015

**MINUTES OF THE MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 19th MAY 2015 AT 8.00 PM**

FIRE PROCEDURE

Present: Cllr Karen Bavastock Mayor in the Chair
Councillors: J.M. Carroll (Vice-Chairman), J Dickin, S Farr, S Harris, J Magill, K Price
In attendance: Mrs M Seldon (Town Clerk), Mathew Mead (SC Community Enablement Officer) and 1 member of the public

25.15/16 APOLOGIES

Apologies had been received from
Cllr Gaffney (working away from home)
Cllr Jackson (holiday)
Cllr Lennox (family commitments)
Proposed Cllr Magill, seconded Cllr Price, and **RESOLVED**.

26.15/16 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.
Cllr Carroll –36/1516 (a), (b)
Cllr Magill - 36/1516 (a), (b)
Cllr Price - 36/1516 (a), (b)

b) To declare any personal interests.
None were declared.

27.15/16 APPROVAL OF MINUTES

a) To approve the minutes of the Town Council meeting held on 21st April 2015.
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

b) To approve the minutes of the Town Council Annual Council meeting held on 5th May 2015.
Proposed Cllr Dickin, seconded Cllr Harris and **RESOLVED**

28.15/16 MATTERS ARISING

a) From the **Town Council meeting dated 21st April 2015:**
i) Brick Meadow Ditch

It was proposed that the Town Council accept the quotation from Andrew Evans to clear the ditch at Brick Meadow and take away the soil. The Clerk was asked to check that this was now done on an annual schedule in order to bring down the cost for future work here. Proposed Cllr Carroll, seconded Cllr Magill, and **RESOLVED**.

ii) Playing Fields Inspections

The Clerk had a record of the previous inspections, but it was decided to include this discussion in item 31.15/16.

iii) **Newsletter feedback**

The Clerk had been in discussion with Enterprise House with regard to a new look and extended newsletter and showed several example. It was proposed that the Town Council went ahead with the A5 version and the Clerk would organise this without further liaison with the Town Council. Proposed Cllr Carroll, seconded Cllr Harris and **RESOLVED**.

iv) **Casual Vacancies**

The Electoral Office at Shropshire Council had notified the Clerk that there had been no interest shown in the vacancy left by Cllr Morris. This could now be filled by co-option.

Cllr Bavastock read out Jock Wright's resignation to the Council and it was decided to have a co-option campaign for the two vacancies once the designated time had elapsed for the second resignation/electoral period.

v) **Inspectorate visit** to Lavender Bank/Woodbatch Road

There had been another visit from the Inspectorate to compensate for the previous one in which the local planning officer had not attended. Unfortunately interested parties had not been informed of the reschedule, although Cllr Jackson had accidentally discovered the date and timing of the inspection and had attended. The Officer did raise the points he had previously promised Cllr Jackson with the inspector.

b) From previous **Town Council meetings:**

i) Works of art – these had been put for safe-keeping in the BCHRC

ii) Letter to Shropshire Council CEO re: Planning NOTED

iii) Naming of Wintles NOTED

iv) CiLCA mentoring NOTED

29.15/16 REPORT FROM THE MAYOR

- Jock Wright's resignation
- Charities: Crowgate Childcare Centre – play equipment

Community College – waiting to hear what they would need
Town Hall Trust – focussing on children's projects

30.15/16 MATHEW MEAD – COMMUNITY ENABLEMENT OFFICER

Youth Activities in the area and funding – Mathew Mead has requested attendance at this meeting in conjunction with the current public consultation.

£3000 has been allocated in the whole of the LJC area – but at the moment there is only one youth club in the area – and that's Bishop's Castle. This runs for 42 weeks of the year and costs £3500.

Cllr Carroll expressed the concern of the Council about this and hoped that the present club would be kept going with a change of service provider – this might or might not be Mike Pugh and it might or might not be Shropshire Youth Association as this was going out to tender .

Cllr Bavatock proposed the Council send a letter to George Candler stating the concern as our young people are missing out on a valuable service, seconded Cllr Carroll and **RESOLVED**.

Cllr Carroll explained that the Council needed to make sure that the youth club was not going to be closed as we didn't want to have to fight to reopen a youth club in the future and whilst we had some money that could be put towards this it was important that the Town Council money went into the town Youth facilities – not a large pot for general use in the county.

Mathew Mead explained that the SC Consultation period had started and the Town Council could respond both individually and as a group.

It was proposed that the Clerk formulate a response on behalf of the Town Council, proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

Mathew Mead also spoke briefly about Enterprise House as they were looking at taking on the library in the future – again a consultation would take place soon.

It was noted that Cllr Crowley was the Council representative on the library group and so Cllr Bavastock agreed to make her aware of these changes.

31.15/16 PLAYING FIELDS

a) To set up a working party for regeneration/upgrade of Playing Fields

Cllr Bavastock read two letters from concerned parents about the Playing Fields.

Cllr Farr spoke of the previous regeneration when the group involved had raised a lot of money. When this project came to an end it was handed over as the responsibility of the Town Council.

Cllr Farr was asked to get a contact list of those originally involved and Cllrs Crowley, Carroll, Dickin volunteered to be part of the new Working Party. Cllr Bavastock would organise a meeting of the new Working Party with as many parents as possible and report back to the next meeting.

Also a campaign was needed against the dog poo and litter.

Grass cutting in the area was also a concern as several people had reported this now looks a mess.

It was also agreed to liaise with the Primary School.

b) To discuss a schedule for improvements and repairs

All areas need looking at – ie., Oak Meadow and this would be part of the new Working Party's plan.

Bring forward item 37.15/16

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

Playing Fields – vandalism and bullying had been reported, as well as littering and glass in the skate park

This needed to be dealt with quickly and it was agreed that the Police would need to be informed of vandalism.

There was a proposal that repairs should happen straight away: Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**.

Mathew Mead suggested the Town Council involve Park Officers and would also drop some links through to websites for equipment which would be useful for the future meeting.

32.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

No members of the public wished to speak at this time.

33.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

The Unitary Councillor was not in attendance and had sent no written report.

Mathew Mead was asked to report back from the meeting to Charlotte Barnes that nothing had happened about the Business Park, and that Shropshire Council had taking away tourism officers, plus no tourism budget. The Clerk was asked to write to Steve Charmley expressing Council Concern.

34.15/16 TOWN & COUNTRY PLANNING ACT 1990:

a) **New Applications:**

Planning Ref: 15/01589/FUL

Proposed amendments to design of dwelling 5 permitted under planning permission 11/02298/FUL

34-36 High Street, Sumach, Station Street, Bishop's Castle.

Cllr Farr – proposed we **OBJECT** on the same grounds as last time this planning was discussed. Seconded Cllr Price.

Cllr Carroll pointed out that the rest of the houses had been given permission so the fact that this was now smaller it would be difficult to refuse it.

This then went to a Council vote: 6 Councillors voted to Object to the application, 1 councillor voted to accept the application. Motion carried.

b) **Decisions:**

c) Enforcements: None

35.15/16 FINANCES

i) To approve the accounts listed below and instruct signatories to authorise payment.

a. Town Council	£
Staff costs (including HMRC)	1774.55
Shropshire Pension Fund (<i>April contribution</i>)	101.11
Shropshire Pension Fund (<i>May contribution</i>)	369.06
Andrew B Wallace – Environmental Maintenance Grant (<i>Inv.167</i>)	26.00
NCG Parks and Gardens (<i>invoice dated 21st April</i>)	235.00
DGL Environment Ltd (<i>inv BCTC004-1516-003</i>)	70.00
Bishop's Castle Town Hall Trust (<i>inv 1415-222</i>)	23.40
Telescopic Window Cleaning (<i>invoice dated 29 April</i>)	45.00
Highline Electrical Ltd (<i>invoice 573</i>)	110.40
Jane's Petals and Gifts (<i>Mayor Making Posy – inv 5th May</i>)	15.00
Wendy Oakley Catering Services (<i>Mayor Making – inv 5th May</i>)	100.00
Cash – payment for Mayor's Civic Service Macebearers	60.00
Bishop's Castle Allotments – Annual Payment (<i>from budget</i>)	250.00
Exemplum Ltd – photocopying (<i>Inv 1295</i>)	78.40
Mary Seldon – postage expenses	14.63
Andrew Evans Landscapes inv 1753	1369.44

Proposed Cllr Bavastock, seconded Cllr Farr and **RESOLVED**

Town Council Direct Debits:

British Gas electricity for Auction Yard toilets Jan – Apr (*250735675*) £258.94

Proposed Cllr Carroll, seconded Cllr Harris and **RESOLVED**

Npower – The Bowling Club, Kerry Lane (*Inv. 4th May*) *Direct Debit* 144.10

There was some concern about this invoice and some discussion.

The Clerk was asked to write to the Bowling Club asking them to take responsibility for payment in the future. Proposed Cllr Bavastock, seconded Cllr Dickin.

Council vote: 3 against, 4 for - motion carried.

b. Town Hall Renovation Project Costs

Communities Can Project Management (£250) & printing (£16.55) 233.45

Eric Neville Catering Supplies Ltd (*inv. 214427*) 29.34

Proposed Cllr Bavastock, seconded Cllr Farr and **RESOLVED**

c. Request for additional expenditure

Clerk's SLCC training day – Friday 26th June 20.00

Membership of the Ancient and Honourable Guild of Town Criers 50.00

Proposed Cllr Bavastock, seconded Cllr Farr and **RESOLVED**

Agreement with Town Crier – a draft proposal for an informal agreement between the Town Crier and the Town Council was circulated and **AGREED**.

36.15/16 TOWN HALL RENOVATION PROJECT

a) To receive any report from Trustees – nothing to report.

b) To co-opt a Councillor onto the Trustees – no volunteer was forthcoming at the moment and the Clerk was asked to keep this item on the agenda.

c) To receive an update on the final inspection/snagging process – circulated and NOTED.

d) To discuss the upgrade of the Fire Alarm System

It was AGREED that this expenditure needs to come out of the renovation project

e) To approve expenditure for touch-up paint in Council Chamber

The Clerk was asked to liaise with Sam Hine to find money in the budget for this as the Council were not prepared to put public money into budget. Proposed Cllr Bavastock, seconded Cllr Dickin. Council vote:

4 for, 2 against, 1 abstention. Motion carried.

More issues may be talked about at the forthcoming liaison meeting

f) To note planned timetable/arrangements for HLF visit – Wednesday 8th July

NOTED

Cllr Magill, Cllr Carroll, Cllr Dickin, Cllr Bavastock would be in attendance and the Clerk suggested that the assistant Clerk may wish to be included. This was AGREED.

37.15/16 TOWN PLAN

a) To receive any updates regarding the Town Plan and approve a letter to residents

Proposed Bavastock, second Dickin and **RESOLVED**

b) To receive feedback from Bishop's Castle Primary School

Cllr Bavastock gave a report from her recent meeting with the School Council about the Place Plan.

38.15/16 LONE WORKER POLICY

To approve and adopt the Lone Worker Policy

Proposed Cllr Bavastock, seconded Cllr Farr and **RESOLVED**.

The Clerk asked how the panic button in the office worked and it was suggested she check with Sam Hine.

39.15/16 LOCAL CONNECTIONS POLICY

a) To discuss recent application for Local Connection

It was AGREED not to accept the letter asking for verification of a local connection from Corine Williams. Proposed Cllr Bavastock, seconded Cllr Magill and **RESOLVED**.

b) To consider suggestions for a Bishop's Castle Town Council Local Connections Policy

Proposed Cllr Bavastock, seconded Cllr Price and **RESOLVED**.

40.15/16 ANNUAL CIVIC AWARDS

To approve the arrangements for the Civic Awards 2015

The final details were AGREED for the current year and the Clerk was asked to put details into the forthcoming Newsletter.

41.15/16 PUBLIC HALL

To discuss way forward for Public Hall Committee

Cllr Gaffney had written a report from the Public Hall AGM – and this was read to the meeting.

It was AGREED to organise a Public Meeting – 7pm before the next meeting on Tuesday 16th June.

42.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

- Chris Edwards – Clerk and Cllr Bavastock

It was proposed that the Clerk send a letter to Shropshire Council asking to take over the Business Park – proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**.

- Sam Jones – Shropshire Fire Risk Management Service. NOTED.
- Public Hall AGM. NOTED.
- Enterprise Shropshire AGM – 20th anniversary, largely about cuts, Peter Phillips remains in chair, solar panels for roof.
- Allotments – consider budget for next year.
- SpArC advisory meeting – all about cuts. Centre a great rise in membership and usage. No contract with the building.

43.15/16 PAVEMENT MARKERS

To receive information about the lost pubs of Bishops Castle pavement markers

A sample was given was passed around the Council and details of finances and permissions given.

The Clerk was asked to write a letter to say thank you and that the Town Council supported the project but were not able to help in any financial way.

Proposed Cllr Bavastock, seconded Cllr Magill and **RESOLVED**.

44.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

- Youth provision consultation
- Public Hall meeting
- Litter
- Mayor's Parade

45.15/16 CORRESPONDENCE

a) To receive any other correspondence of note

- SLCC The Clerk magazine
- Clerks and Councils Direct
- The Pensions Regulator
- Shropshire Council Annual Town and Parish Emergency Planning Briefing 2015
- Shropshire Council Questionnaire – Planning Task and Finish Group
- Ancient and Honourable Guild of Town Criers
- Ministerley Motors Services Ltd
- Dr Penney
- Playing Fields Concerns

The Question of the bin store was raised again and the Clerk was asked to liaise with Evelyn Bowles – giving her the basic go ahead – but asking that out of courtesy the Council see the plans as they were contributing £250.

DATES OF FUTURE MEETINGS:

Wednesday 3rd June – 2pm TH Trust and Town Council Liaison Meeting

Sunday 7th June – Mayor's Civic Sunday 10.30am onwards

Tuesday 16th June – 8pm Town Council Meeting

Bishop's Castle Town Council Meeting
16th June 2015

**MINUTES OF THE MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 16th JUNE 2015 AT 8.00 PM**

Present: Cllr Karen Bavastock, Mayor in the Chair
Councillors: Cllr J Carroll (Vice-Chairman), Cllrs J Dickin, S Farr, A-M Jackson, J Magill
In attendance: Mrs M Seldon (Town Clerk), Cllr C Barnes (Unitary Councillor) and 1 member of the public

FIRE PROCEDURE

46.15/16 APOLOGIES

a) To receive and accept apologies
Apologies had been received from:
Cllr Harris – family commitment
Cllr Gaffney – working away from home
Cllr Price – working away from home
Cllr Lennox – family commitment
Proposed Cllr Dickin, seconded Cllr Farr and **RESOLVED**

47.15/16 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
Cllr Jackson – personal interest: 56.15/16 e
Cllr Carroll – 58.15/16 and 60.15/16
Cllr Magill – 58.15/16 and 60.15/16

48.15/16 APPROVAL OF MINUTES

a) To approve the minutes of the Town Council meeting held on Tuesday 19th May 2015.
Proposed Cllr Carroll, seconded Cllr Dickin and **RESOLVED**

49.15/16 MATTERS ARISING

a) From the **Town Council meeting dated 19th May 2015:**
Co-option – It was proposed that the Town Council should advertise the two vacancies immediately, with 6th 7th July interviews and then co-option could be agreed at the next full meeting. Staffing committee to do the interviews.
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

b) From previous **Town Council meetings:**
Historical complaint to Shropshire Council re: Planning Kerry Lane
The Clerk had received an email (after a telephone call) from Iain Kilby, who had picked up the complaint, and was trying to rectify what had happened. This had been circulated to all councillors, who did not find it satisfactory, feeling that it proved justification for the complaint, and there was a catalogue of inaccuracies. Cllr Jackson proposed the Town Council formally reply to the Chief Planning office, the task and finish group, CEO, Mal Price (portfolio for housing) Diane Dorrell, local MP, Charlotte Barnes, Cabinet Minister for small councils, detailing why the response is inadequate and informing them that we are going to the ombudsman.
Proposed Cllr Jackson, seconded Cllr Bavastock, and **RESOLVED**.
Action: Cllr Jackson to liaise with the Clerk.

50.15/16 REPORT FROM THE MAYOR

To receive a report from the Mayor

- Pathways – a group of people from many countries looking at volunteering. Attended a reception to give certificates. Raised £56 for Mayor's charities.
- HSBC – cash point not working on occasions and has graffiti – but planning permission had been granted for a new dispenser.
- SpArC – swimming pool – this is not urgent yet, but money will be reduced. The Town Council have a representative on SpArC so it is important they observe what is happening.
- Saturday 18th July – Coffee Morning 10am-12noon – all help gratefully received.

51.15/16 PLAYING FIELDS

To receive feedback from developments with the Playing Fields Working Party
Notes from the meeting had been distributed to all Councillors. Shropshire Council were prepared to come and do a fun day and proposed a rounders team. Jo Longman is liaising with interested people and sorting out an appropriate date on the school holidays. It was felt that if more people use the space they would be more appreciate of the amenity. Jo will then liaise with Cllr Bavastock who will link in with Mathew Mead.
The meeting had been looking at funding and way the forward. It was felt that it was important to work with Cllr Jackson on this in order to coincide with findings on the Place Plan.
Cllr Carroll confirmed that it was necessary to carry out works that were needed and use earmarked reserves.

It was proposed that any urgent repairs are delegated to the Clerk who should go ahead and organise the necessary repairs.
Proposed Cllr Carroll and seconded Jackson and **RESOLVED**.

Cllr Carroll asked if further meetings could take place after 4pm when the Chamber was not in use to the public and Cllr Bavastock thought that the Playing Fields themselves would be a good place to meet. Cllr Bavastock said that whenever practical other venues would be used for daytime meetings however sometimes it will be unavoidable and the Town Hall will need to be used.

52.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.
None were present that wished to speak.

53.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor:

- Appeals decision Lavender Bank and Woodbatch Road. Portfolio holder disgusted by the way it has been handled. Cllr Bavastock requested that any information should be passed to herself, Cllr Jackson and the Clerk
- Main mobile phone companies meeting – trying to get better coverage.
- Site visit – Lydbury North – Wintles Junction – have been looking at solutions that might work – improve visibility.
- Cllr Bavastock asked about the refreshing of white lines – some have been done – Junction at Station Street now getting dangerous.
- Cllr Carroll asked that the white line across the drive of playing field should be redone as it had disappeared when re-tarmacked.
- Cllr Barnes explained that there might be some spare money for a zebra crossing in Kerry Lane.

Action: The Clerk to contact Glyn Shaw and write a letter of concern about public safety here.

54.15/16 SAMDev, CONSULTATION on MODIFICATIONS

To consider whether to respond to the consultation on the Inspector's Modifications to the SAMDev.
Cllr Jackson reminded Council that we can only respond to the actual questions that the inspector has made and in Bishop's Castle case there were no comments we needed to make. It was proposed that if Cllrs felt they need to respond this should go via the Clerk.
Proposed Bavastock, seconded Cllr Carroll and **RESOLVED**

55.15/16 PLACE PLAN, Feedback & Challenge

To consider whether to respond and amend entries, deadline 30th June
Cllr Jackson reported that all Council concerns had been dealt with. Only problem identified was with page 6 which showed housing as having the least priority and economic development second – this doesn't reflect the responses now from the Town Plan questionnaires and responses. Cllr Jackson asked that the Town Council supply up to date data.
Action: The Clerk to liaise with Cllr Jackson – Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

56.15/16 TOWN & COUNTRY PLANNING ACT 1990:

a) **New Applications:**
Reference: 15/01128/FUL (validated: 29/05/2015)
Address: 17 Union Street, Bishops Castle, Shropshire, SY9 5AJ
Proposal: Application under Section 73a of the Town and Country Planning Act 1990 for the erection of a balcony with staircase to south elevation (Retrospective)
No objection – proposed Cllr Carroll, seconded Cllr Bavastock, and **RESOLVED**.

b) **Decisions:**
Reference: 14/05439/FUL (validated: 08/12/2014)
Address: 35 Union Street, Bishops Castle, Shropshire, SY9 5DF
Proposal: Erection of single storey extension and porch to existing dwelling
Decision: Grant Permission
NOTED.

c) Enforcements: None

d) Consultation – Bankshead Bridleway
Evidence statements want it to be a bridleway – this runs into Wales and their end is a restricted byway. Propose Cllr Carroll seconded Cllr Magill and **RESOLVED** – propose it is a bridleway.

e) To discuss the planning application Church Lane 14/02743OUT, 14/02744OUT
Action: The Clerk to send a letter to Cllr Barnes asking that this goes to committee with objections – Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

FINANCES:
57.15/16 ANNUAL FINANCIAL RESPONSIBILITIES:
a) To approve Annual Review of Internal Control
Proposed Cllr Bavastock, seconded Cllr Farr and **RESOLVED**

b) To approve the year end accounts
Proposed Cllr Carroll, seconded Cllr Farr and **RESOLVED**

c) To approve the Annual Return
Proposed Cllr Carroll, seconded Cllr Farr, all in favour, Cllr Bavastock abstained.
This was signed as this was the will of the council.

d) To approve the Annual Governance Statement.
Cllr Bavastock felt she was not able to approve two of the statements and would therefore need to provide a rationale to the External Auditors. Cllr Bavastock will go through this with the clerk. Cllr Farr stated that Cllr Bavastock must feel comfortable with what she is signing therefore the clerk and Cllr Bavastock would complete the annual return. Proposed Cllr Bavastock, seconded Cllr Farr and **RESOLVED**.

Cllr Carroll explained that the Council had moved the decision to approve the using of the earmarked reserves for the project – bank rolled the project.

e) To receive the Internal Auditor's Report – NOTED.
Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**

f) To consider risk management and insurance coverage.
It was **AGREED** that there were policies in place for all aspects of council life and these were strongly adhered to.
Action: A risk management group of councillors to look at accounts on a monthly basis – Proposed Cllr Bavastock, seconded Cllr Jackson seconded, and **RESOLVED**. The group would consist of Cllrs Bavastock, Carroll, Farr and Harris.

58.15/16 MONTHLY FINANCES

i) To approve the accounts listed below and instruct signatories to authorise payment.	
a. Town Council	£
	1774.55
Staff costs (including HMRC)	26.00
Andrew B Wallace – Environmental Maintenance Grant (<i>Invoice no 176</i>)	235.00
NCG Parks and Gardens (<i>Invoice SI-10</i>)	366.00
NCG Parks and Gardens (<i>Invoice SI-14</i>)	1413.72
Andrew Evans (<i>Invoice 1759</i>)	438.00
Access and Habitat Management (allotment tap) – (<i>Invoice no.00763</i>)	74.40
Florian Fire and Safety Ltd (<i>Invoice 3700</i>)	20.00
Mary Seldon expenses – SLCC Training Day 26th June	30.00
Village Outreach (projector hire Town Plan) (<i>ref 2495</i>)	354.00
Sentinel Security Systems (<i>Invoice no.77469</i>)	432.00
SDH Accounting (Internal Audit) (<i>Invoice No.196</i>)	2660.13
Zurich Municipal (<i>Invoice 18298188</i>)	49.56
Exemplum (<i>Invoice 1370</i>)	9.59
Town Hall Trust (Cleaning items shared expense) (<i>Invoice 1415-275</i>)	3.73
Town Hall Trust (Cleaning items) (<i>13/06/15</i>)	91.01
(<i>Invoice no. 97171</i>)	17.23
Viking (<i>Invoice no.99918</i>)	80.00
S Morray (Bench checks) (<i>Invoice 15/06/15</i>)	25.00
Bishop's Castle Heritage Resource Centre (<i>Invoice 402/A/15</i>)	
Proposed Cllr Bavastock, seconded Cllr Magill and RESOLVED .	
(Town Council Direct Debits: none received)	
b. Town Hall Renovation Project Costs	
Communities Can Project Management	250.00
Cllr Carroll, seconded Cllr Farr and RESOLVED .	
c. May Fair Rent:	
To discuss a reduction of rent for the organisers of the May Fair 2015 in light of their wet weather arrangements.	
It was proposed that the Council should half the cost of the rent on this occasion. Proposed Cllr Bavastock, seconded Cllr Magill and RESOLVED .	
ii) MONTHLY REVIEW:	
<ul style="list-style-type: none">• To receive the April and May budget monitoring report	
Proposed Cllr Bavastock, seconded Cllr Dickin and RESOLVED	
<ul style="list-style-type: none">• To receive the April and May bank reconciliation statements	
Proposed Cllr Carroll, seconded Cllr Dickin and RESOLVED	

59.15/16 BANK ACCOUNTS REVIEW

a) To review the existing Bank Accounts and assess the practicalities of these.
Town Council Current and Town Council deposit accounts to remain in use. The Mayor's fund account – current to remain open and close deposit.
Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**.

b) To discuss, decide and pass a resolution for the closure of existing accounts and plan the way forward.
Cllr Bavastock proposed the Council money formally to all mayors, doctors' surgery and Stone House, asking for comments, and suggestions about what purpose the money should be used for in the future. Then this issue can be discussed at a future meeting when everyone had been consulted.
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

60.15/16 TOWN HALL RENOVATION PROJECT

a) To receive any report from Trustees
b) To report back from Liaison Meeting **NOTED**

61.15/16 TOWN PLAN

To receive update from the Working Party

- Stall at the Carnival to generate more people on steering and working groups.
- Town Centre working group have started
- County engineers to look at traffic and parking issues.

62.15/16 TO CONSIDER APPOINTMENT OF RERESENTATIVES & COMMITTEE MEMBERS

a) To appoint members to the Staffing Committee – Cllrs Carroll, Farr, Bavastock, Magill
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

b) To appoint members as Trustees to the Town Hall Trust (2 Councillors) - Cllrs Carroll and Price
Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**.

c) To appoint members to the Internal Controls Review (2 councillors) - Cllrs Farr and Harris
Proposed Cllr Bavastock, seconded Cllr Jackson and **RESOLVED**.

d) To appoint members to the Playing Fields Working Party – Cllrs Lennox, Carroll, Farr, Dickin, Bavastock. Proposed Cllr Bavastock, seconded Cllr Magill, and **RESOLVED**.

e) To appoint a new Tree Warden – Sue Cooper
Action: Contact to ascertain whether she will be prepared to continue. Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

To appoint the following representatives:
LJC Committee – Cllr Carroll
Community Land Trust – Cllrs Magill, (Cllr Dickin deputy)
SpArC Advisory Committee – Cllr Carroll
Friends of the Library – Cllr Bavastock
PACT – Cllr Harris, (Cllr Magill deputy). Cllr Jackson also agreed to attend if needed.

63.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- Allotments NOTED
- Liaison Meeting NOTED
- Rural Urgent Care Locality Meeting – a written report not available. Cllr Bavastock explained that there had been a meeting at Stone House recently. Feedback was very positive. The good news is that Bishop's Castle is on the map for consideration to be a rural urgent care centre. There are a number of meetings in the coming months and Cllr Bavastock will report any progress.
- PACT – speeding tickets, bullying on the Playing Fields
- Library – it is looking like the library will be taken over by Enterprise Southwest Shropshire. Some of the detail is still being negotiated with ESWS.

64.15/16 RABBIT CONTROL at the ALLOTMENTS

To consider methods of immediate pest control at the Allotments, and who is responsible for bearing the cost of this. Sorted by allotment holders – not so involved.
Proposed to give the Assistant Clerk leave to sort out any problems as they became apparent. Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**.

65.15/16 FUTURE MEETING ARRANGEMENTS

To discuss the possibility of an earlier start to the full meetings..
Proposed 7.30pm start by Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**.
Action: the Clerk to check Standing Orders and amend if necessary.

66.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

- Parking in Grange Road
- Council awards
- Coffee morning

67.15/16 CORRESPONDENCE

a) To receive any other correspondence of note
Simon Morray – identified work on benches.
The Council require a written report for each bench and barrel. The Clerk was asked to obtain written clarification and what state they're in and what each will cost to maintain.

68.15/16 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC

To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.
Proposed Cllr Bavastock, seconded Cllr Magill and **RESOLVED**.

69.15/16 TOWN HALL RENOVATIONS

To consider the current status of the Town Hall Renovations; snagging and other issues, financial and legal issues.
Cllr Bavastock gave an update on the renovations.

Meeting closed at 9.58 pm

**Bishop's Castle Town Council Meeting
14th July 2015**

**MINUTES OF THE MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 14th JULY 2015 AT 7.30 PM**

Present: Cllr Karen Bavastock Mayor in the Chair
Councillors: J.M. Carroll (Vice-Chairman), J Dickin, S Harris, A-M Jackson, S Lennox, J Magill
In attendance: Cllr C Barnes (Unitary Councillor) and Mrs M Seldon (Town Clerk)
Cllr K Bance joined the meeting after item 71.15/16

FIRE PROCEDURE

70.15/16 APOLOGIES

- To receive and accept apologies

Apologies were noted from:
Cllr J Gaffney (a previous engagement)
Cllr K Price (working away from home)

71.15/16 TO CO-OPT NEW COUNCILLOR

To co-opt new councillor and receive Acceptance of Office
It was **RESOLVED** to co-opt Keith Bance onto the Town Council. Cllr Bance signed his Declaration of Acceptance of Office.

72.15/16 DECLARATIONS OF INTEREST

- a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
Cllrs Carroll and Magill: 79.15/16b and 80.15/16

73.15/16 APPROVAL OF MINUTES

- a) To approve the minutes of the Town Council meeting held on Tuesday 16th June 2015.
It was **RESOLVED** to approve the Minutes of the meeting held on Tuesday 16th June 2015, with one amendment of the description of the Place Plan, changed to Town Plan.

74.15/16 MATTERS ARISING

- a) From the **Town Council meeting dated 16th June 2015:**
Town Plan Survey update:
Cllr Jackson explained that this was not yet ready to be shown to the Town Council

- b) From previous **Town Council meetings:**
No items were discussed

- c) To note the reported problems with Montgomery Road and receive comments from the Clerk
Following an accident on the Montgomery Road the Council had received verbal and written communications from concerned members of the community. The Clerk had been asking for an urgent meeting with Glyn Shaw to discuss some road calming measures. There was nothing to report from Mr Shaw and so the Clerk was to continue to request these measures. Cllr Magill circulated copies of previous campaigns on this stretch of road.

- d) To note the reported problems with the junction of Station Street and Union Street.
The potential risk of accident at the junction had been reported to Shropshire Council and the Clerk had continually requested that the white lines be reviewed and renewed. A scheduled date in was given by Alan Meyrick of Shropshire Council of 26/10/15 – 30/10/15 had been given by Shropshire Council, but it was felt that this would not alleviate the problem in time for visitors to the town to safely negotiate this junction. The Clerk had asked that this date be brought forward if possible, but to date had not received a reply. It was resolved to contact Glyn Shaw with the following areas of concern – junction of Church Street, Station Street and Union Street; Montgomery Road as well as the request for a Zebra crossing above the Woodbatch Road and Corporation Street junction in Kerry Lane.

75.15/16 REPORT FROM THE MAYOR

- New look Newsletter and feedback from the community. The Mayor commended the work undertaken by the Town Clerk in the production of the newsletter which had been very well received within the community.
- Meeting and discussion with Head Teacher at the Community College – the Mayor reported a successful meeting held with Alan Doust, headteacher, and areas of concern were discussed like the SPARC budget cuts which will affect the community
- Future Fundraising events – the Mayor announced that her Charity Coffee Morning would be taking place on the 18th July and asked if anyone was able to help to contact her.
- The mayor had been approached by 2 parties – David Latham who wanted to speak about setting up Bishop’s Castle as a dementia friendly town and Gill George who is the chair of Defend our NHS. Resolved to invite them to next town council meeting and the meeting would start at 7.00 pm.
- The Mayor mentioned that a staffing meeting was needed and it was agreed that during Cllr Farr’s absence that she would Chair the Staffing committee and it was resolved that Cllr Gaffney would join the staffing committee in Cllr Farr’s absence.

76.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.
There were no members of public present.

77.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor.
Cllr Barnes reported on a number of issues affecting Bishop ‘s Castle including the SPARC centre and the potential cuts which will affect the centre as well as adult social care. Discussion also took place about the mobile phone coverage through EE and lack of signal in the area.

78.15/16 TOWN & COUNTRY PLANNING ACT 1990:

- a) **New Applications:**
Reference: 15/02497/FUL (validated: 09/06/2015)
Address: Hawthorn Cottage, 8 The Cabin, Bishops Castle, Shropshire, SY9 5JG
Proposal: *Erection of two storey extension and rebuilding of lean-to extension (revised scheme)*
It was **RESOLVED** to **APPROVE** this application with one abstention.

- Reference: 15/02539/LBC (validated: 11/06/2015)
Address: Moat House, 2 Welsh Street, Bishops Castle, Shropshire, SY9 5BT
Proposal: *Works to facilitate the stabilising of the front wall and rebuilding the chimney on the East gable end affecting a Grade II Listed building.*

It was **RESOLVED** to **APPROVE** this application.

- b) **Decisions:** None

- c) Enforcements: None

79.15/16 MONTHLY FINANCES

- i) To receive report from monthly financial monitoring working party and its financial review.
The written report had been circulated to the councillors who asked the Clerk several questions about the current financial situation. The clerk suggested that the group needed to look at some type of formal arrangement with heads of terms.

- ii) To approve the accounts listed below and instruct signatories to authorise payment.

a. Town Council

Staff costs (including HMRC)	1774.55
Shropshire Council Pension Fund	369.06
Franco typ Postalia Ltd (download of postage) (<i>Invoice No. 45118804</i>)	100.00
Mary Seldon expenses (<i>Travel claim and postage</i>)	54.00
Meg Gwilliam expenses (<i>Stationery</i>)	2.70
Telescopic Window Cleaning (<i>Invoice 24/06/2015</i>)	45.00 ex VAT
Enterprise South West Shropshire, Newsletter printing (<i>Invoice No. 9027</i>)	204.93 ex VAT
Playsafety Limited ROSPA Annual Inspection (<i>Invoice 017421</i>)	344.40 in VAT
Shropshire Council - election fees 11/12/2014 and 12/02/2015 (<i>Invoice XCM006115</i>)	200.00 ex VAT
Exemplum Limited (<i>Invoice 1503</i>)	83.68 in VAT
Andrew B Wallace – Environmental Maintenance Grant (<i>Invoice no 181</i>)	32.50
NCG Parks and Gardens (<i>Invoice S1-25</i>)	366.00 in VAT
NCG Parks and Gardens (<i>Invoice S1-30</i>)	180.00 in VAT
SC Licensing Account - Licence No.20923	180.00
SC Licensing Account - Licence No.20925	70.00
Enterprise South West Shropshire - Annual fee for Town Plan (<i>Inv 9073</i>)	40.00 in VAT
Enterprise South West Shropshire - Town Plan printing and consultancy (<i>9031</i>)	52.15 in VAT
PHS Group (<i>reference 62644228</i>)	12.65
Halls SMS - toilet requisites (<i>Inv. No. 4371</i>)	80.78
BCTHT recharge cleaning, clock, toilets	568.82
RCCS (Marches) Ltd (<i>Invoice No. 009/15</i>)	152.00
It was RESOLVED to approve payment for the above accounts.	

Town Council Direct Debits:

None to report

b. Town Hall Renovation Project Costs

Communities Can Project Management 250.00

Trevor Chalkley - Chamber Paint reimbursement 164.34

It was **RESOLVED** to approve payment for the above accounts.

c. Mayor’s Allowance/Charity Fund:

To approve transfer from the Town Council Current account to the Mayor’s Charity Account 220.00

It was **RESOLVED** to agree to transfer the remaining balance from the Mayor’s Annual budget to the Mayor’s Charity Account and the Clerk presented a Spread Sheet to that effect.

ii) MONTHLY REVIEW: a) To receive the June monitoring report It was RESOLVED to accept the June budget monitoring report b) To receive the June bank reconciliation statement It was RESOLVED to accept the June bank reconciliation statement iii) Street Lighting Joint Energy Agreement 2015/16 To discuss the Joint Energy Agreement 2015/16 between Bishop’s Castle Town Council and Shropshire Council and decide the way forward. A letter had been received from Shropshire Council with regard to the agreement for Street Lighting. This outlined the charges for the forthcoming year and the dates when invoices would be sent out. Councillors agreed that the Town Council would continue with the agreement. iv) Training Budget To approve training for assistant Clerk to attend SALC seminar at a cost of £20.00 plus travel on Meetings, Laws and Procedures It was RESOLVED to approve the expenditure of £20 for the Assistant Clerk to attend a seminar and to claim the travel. To approve proposed one-off 4 hour overtime payment for Assistant Clerk It was RESOLVED to approve the payment of 4 hours overtime for the work of the Assistant Clerk in assisting with the new financial year arrangements. v) Necessary work on utilities on the Playing Field To review the work deemed necessary on the water and electric points on the Playing Field and set appropriate costings. The Clerk reported that members of the Carnival Committee had found both the electric and water points a problem on the Playing Field and Cllr Dickin confirmed that the electric points had been waterlogged and had to be made safe. As the Party in the Park was later in the week the Clerk was asked to organise for the electric points to be looked at by an electrician as soon as possible, and then to organise an update on the system to ensure these problems were not repeated. The Clerk was given names and contacts for three local electricians to get the best quote for the job. This was delegated to the Clerk to organise. vi) Youth Club Provision To consider the best way to support BCYC. There was some discussion as to how to support the future changes to the youth service and the funding withdrawal from Shropshire Council. It was decided that more information needed to be forthcoming and that more options needed to be viewed before any firm decisions could be suggested. Cllr Barnes was asked for clarification on how other local parish councils are supporting the youth as the current service benefitted the whole area and not just Bishop’s Castle youngsters. vii) Holiday and Sickness of employees To decide and approve procedure for staff holiday and sickness reporting. The Clerk reported that two members of the Town Council team had not reported to the office on the occasions of their sickness or holidays. It was suggested that a letter be sent to them asking to ensure that this was done in the future. It was resolved that the Clerk would deal with this. viii) Stonehouse Account To review progress on the closure and allocation of funds from this deposit account. Letters had been sent to various interested parties, but as the date for responses had not yet arrived this would not be discussed at this meeting. It was resolved to discuss this at the next town council meeting.
--

80.15/16 TOWN HALL RENOVATION PROJECT

- a) To receive any report from Trustees
Cllr Carroll reported that the Trust were looking to appoint a new caretaker as soon as possible.

- b) To report back from HLF visit on 8th July 2015
The visit had been a great success and it was hoped that HLF would be minded to pay the last installment for the project as soon as possible.

- c) To give an update on snagging for completion of the project
The Clerk reported that different contractors had been coming to the Town Hall to review the appropriate snagging items as identified by the project architect. She had asked for a date of completion for the final snagging, but none had been forthcoming.

- d) To appoint a Councillor as a Town Hall Trust Trustee
Councillors were asked once again to consider being a Trustee for the Town Hall, but there were no volunteers. It was suggested that the Clerk would take on this role, but she wished to think about the time implications before committing herself. It was resolved to discuss this at the next meeting.

81.15/16 TO RECEIVE THE REPORT OF THE PLAY SAFETY INSPECTION

To receive the report of the play safety inspection and consider any recommendations.
The Assistant Clerk had made a list of recommendations from the RoSPA report and these had been distributed and were discussed. It was resolved to delegate to the Clerk to organise the urgent work as soon as possible.

82.15/16 TOWN PLAN

Cllr Jackson gave an update on the Town Plan in light of the surveys completed and interest shown at the Carnival.

83.15/16 ALLOTMENTS

To receive a brief report on a re-inspection
The report was NOTED and Cllr Bavastock commended the Assistant Clerk for her hard work and diligence.
To consider and approve the proposal to invoice annual rent by calendar year instead of financial year
The proposal had been previously distributed to councillors and it was **RESOLVED** to change the invoicing regime to suit the financial year end.

84.15/16 BIKE TRACK

To receive a verbal report from the Mayor on its condition
To consider whether the site could be better used
Cllr Bavastock reported that the area was being well kept and strimmed regularly. This led to a discussion as to whether it was used and if not what it might become in the future. The Clerk was asked to cancel the forthcoming strim and to place a notice on the site asking for confirmation that it was needed as a bike track and to contact the council as they were considering options for the site. The Clerk would give a suitable deadline for comments and it would be bought back to the agenda at a later date.

85.15/16 PUBLIC HALL

To appoint a new committee and revised letting processes for the forthcoming year
It was **AGREED** that the Council should meet as the owners of the property and invite to the meeting those that were interested in forming a new committee and in helping.

86.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- SLCC Training Day - notes
- Enterprise South West Shropshire
- COMA

Councillors are asked to approve a statement with regard to the Town Council’s commitment to a joint partnership project for a project to secure an asset transfer of the Business Park.

It was resolved to approve the following statement with Castle being amended to Council:

Bishop’s Castle Town Council are firmly committed to working within a partnership to ensure the long term viability and sustainability of the Business Park. We recognize that the Business Park plays a key role in the development of the town as a number of planning applications will give us at least 60 houses and a key aspect of this will be job creation. The only land left available for this is the Business Park, which we would also like to see support the existing home-grown businesses within the town and surrounding villages.

It was reported that the Mayor would be the Champion of the Business Park moving forward.

- Community College

87.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page
Bike Track
Mayor’s Coffee Morning

88.15/16 CORRESPONDENCE

- To receive any other correspondence of note:

NOTED

Signed: **Date:**

Bishop's Castle Town Council Meeting
11th August 2015

MINUTES of the MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 11th AUGUST 2015 AT 7.00 PM

A presentation began at 7pm from two guest speakers:
Dementia Friendly Communities
Shropshire Defend Our NHS

The meeting began at 7.30pm.

Present: Cllr Karen Bavastock, Mayor in the Chair
Councillors: J.M. Carroll (Vice-Chairman), J Dickinson, J Gaffney, S Harris, A-M Jackson, J Magill
In attendance: M Seldon (Clerk) and four members of the public

FIRE PROCEDURE

89.15/16 APOLOGIES

- To note apologies

Apologies had been received from:
Cllr K Price – unwell
Cllr K Bance – pre-booked holiday
Apologies were accepted. Proposed Cllr Carroll, seconded Cllr Dickinson and **RESOLVED**.

90.15/16 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
Cllr Carroll – 100.15/16 a), and 107.15/16
Cllr Magill – 100.15/16 a), and 107.15/16
Cllr Dickinson – 98.15/16 a) – Bishop's Castle Community College
Cllr Jackson – 99.15/16 ii)
Cllr Bavastock – 98.15/16 a) – Castle Green

91.15/16 APPROVAL OF MINUTES

a) To approve the minutes of the Town Council meeting held on Tuesday 14th July 2015.
Proposed Cllr Carroll, seconded Cllr Dickinson, and **RESOLVED**
Cllr Gaffney abstained – as he was not present at the July meeting.

Cllr Jackson proposed two amendments:
83.15/16 – Allotment proposal to change the invoicing – as the wording was thought to be confusing
COMA – joint partnership with whom?

92.15/16 MATTERS ARISING

- To note matters arising from the **Town Council meeting dated 16th June 2015:**
- Utilities at Playing Field – The Clerk reported that after the previous meeting Lennox Electrical Ltd had done emergency work to make safe for the Party in the Park and had also completed a survey of the whole system. Dave Cole had also been asked about the water supplies on the Playing Field and had confirmed that these were, at present, in working order.
- Bike Track – The Clerk reported that the signage agreed at the previous meeting was in place and the contractor asked not to cut the area until further notice. So far no comments had been received about the future use of the area

b) To note matters arising from previous **Town Council meetings:**

- Ombudsman – Letters regarding the Town Council complaint against Shropshire Council Planning Department had been sent to all necessary parties. Cllr Bavastock thanked Cllr Jackson and the Clerk for all their work.
- Brick Meadow Ditch Work – The Clerk reported that work to clear the ditch was scheduled to begin in the next few weeks.
- Youth Worker – Mathew Mead had confirmed that tenders had been received for the youth work at Bishop's Castle and that this was being worked upon in order that something could start as soon as possible, although it was feared that it would not be possible to start in September.

93.15/16 REPORT FROM THE MAYOR

Report from Councillor Bavastock, and to accept the report concerning the Montgomery Road traffic calming and safety issues

- Coffee Morning – thanks to all who helped and supported, £300.15 had been raised.
- Funday on the Playing Fields – Tuesday 18th August.
- Nominations for Civic Awards – these had started to be received, with a deadline date of 7th September.
- Allotments had been judged – and winners would be announced on the same evening.
- Mike Plunkett – Responsibility Group – Cllr Bavastock to circulate the information

Montgomery Road – Cllr Bavastock reported that she had produced in sheer frustration, but it had provoked a response from Shropshire Council. Glyn Shaw had been to Bishop's Castle on 11th August and met with the Clerk and Cllr Bavastock. The most cost efficient and quickest method would be to put up more signs warning drivers of pedestrians in the road and the painting on the road could be refreshed. Mr Shaw had suggested that it would not be possible to reduce the speed limit on this stretch of road or to introduce traffic calming measures. He had suggested that at a later date the council apply for electronic hazard signs, and their request might be viewed favourably if the Town Council agreed to pay for one.
Glyn Shaw had informed Cllr Bavastock that the suggested Pedestrian Pelican Crossing was not something in his gift and that the Town Council should consult with Cllr Barnes.

Cllr Gaffney – congratulated Cllr Bavastock for compiling the report and asked her to keep up the pressure to get this area improved.
There was some discussion following about improving the pedestrian facilities in the light of the fact that a pavement would never be a possibility. Cllr Gaffney gave a brief historical background on previous thoughts about using the pathway (public footpath) between Foxholes campsite and the town. As the part between Castle Green and Foxholes was gated so it would be possible to use pushchairs, but as the rest is prone to mud the path that goes through the arable field would need to be surfaced by the access team.

Cllr Gaffney proposed that the footpath leading from Foxholes should be resurfaced and made pushchair friendly and that the path between Clove Piece and Bull Street be surfaced. Proposal seconded by Cllr Carroll and **RESOLVED**.
The Clerk was asked to request that the verges were also tidied up so that existing signs could be seen.

Cllr Jackson gave a point of information – Glyn Shaw has a budget for minor things. Footpaths or significant work all have to come out of the capital budget. This is at present committed for the next twelve months.

94.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.
John Lucas attended on behalf of the Michaelmas Fair team with regard to their request to the Town Council to use the Playing Fields for car parking on Saturday 21st September.
Cllr Gaffney proposed item 97.15/16 a) be moved forward to this point in the agenda, seconded Cllr Bavastock and **RESOLVED**.
It was agreed that subject to consultation with the Clerk if there was bad weather in the week leading up to the Fair the Town Council were happy with the proposal. Mr Lucas assured the Council that the site would be well stewarded all day.
Cllr Gaffney proposed acceptance of the proposal, seconded Cllr Carroll and **RESOLVED**.

95.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor
Cllr Barnes had previously sent her apologies, due to a holiday.

96.15/16 PUBLIC HALL

To formally propose that Bishop's Castle Town Council become the Corporate Trustees for Bishop's Castle Public Hall
Cllr Bavastock gave a brief resume of the previous meeting on 28th July and thanked Alan Seldon for his help. It was proposed that Bishop's Castle Town Council become the Corporate Trustees for Bishop's Castle Public Hall. Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.
Cllr Bavastock reminded everyone that there was a meeting in the Public Hall on Tuesday 1st September at 7pm.

97.15/16 PLAYING FIELDS

- To discuss the proposal by the Michaelmas Fair Committee to use the Playing Fields as a Car Parking area on Saturday 19th September.

See above 94.15/16

- To receive report from Playing Field Contractor and Clerk following RoSPA report and to make a decision as to expenditure and time scale for work planned.

The Clerk had met with Ray Parry on Wednesday 29th July and walked around the Playing Fields and Oak Meadow together. Mr Parry had identified the areas he could assist and the areas that he felt would be better to employ a local worker. A full quotation for works had since been received. The Clerk outlined areas of concern that were not on the quotation:

- Perimeter fence – either needs replacing or taking down completely – the surrounding posts are either loose, or have been removed. It would be a very expensive job to replace – and this should be looked at by a local person
- The maze is suffering a similar problem, and again the cost of replacement or repair would be out of budget.
- The area for real concern was Oak Meadow Playing Fields. With the exception of the slide this needed to be all removed, and resurfaced. Ray Perry suggested that local workers remove the structures and he would replace the equipment – but it should NOT be returned to its present positions – i.e. The swings are too near the fence.

Councillors listened to the Clerk's report and reviewed the quotation received from Mr Parry.
Cllr Gaffney proposed that repairs should be carried out as soon as possible on the Playing Field, seconded Cllr Bavastock and **RESOLVED**.
The Clerk suggested that with regard to the work needed at Oak Meadow the council should be encouraged to budget for this in the financial year 2016/17 and have the work done as early as possible in the year. It was also agreed that the residents of Oak Meadow should receive a survey about what was happening and what they might like to replace the current equipment. This would be distributed with the next issue of the Council Newsletter. Cllr Bavastock suggested she also work with the school council. The Clerk was asked to identify anything that was dangerous now and have this removed.
There was some discussion about the budget and whether the agreed areas of the budget could cover this spend and it was agreed to that earmarked funds could be used as they were originally for play areas.
Proposed Cllr Gaffney, seconded Cllr Jackson and **RESOLVED**.
The Clerk was asked that Dave Marpole be asked to remove the rotting perimeter fencing around the whole play area as soon as possible as this is dangerous, and make good the ground. The Council would then act on public comment received and review the situation in the New Year. Mr Marpole would also be asked if the maze would be possible to restore.
It was suggested that the Clerk ask if the wood might be stored somewhere for future use.

- To receive draft copy of Agreement for Playing Field and Terms and Conditions for hiring the area.

Proposed for adoption by Cllr Bavastock, seconded Cllr Jackson and **RESOLVED** with amendments.
It was agreed that some mention should be made to ensure groups did not use the field after bad weather and that the hire of the Playing Fields was for groups who were doing good for the community.
The Clerk was asked to send amended copies to the Michaelmas Fair Committee.

98.15/16 TOWN & COUNTRY PLANNING ACT 1990:

a) **New Applications:**
Reference: 15/02814/FUL (validated: 23/07/2015)
Address: 22 Castle Green, Bishops Castle, Shropshire, SY9 5BY
Proposal: *Erection of extension to rear*
APPROVAL: Proposed Cllr Carroll, seconded Cllr Magill and **RESOLVED**

Reference: 15/02428/OUT (validated: 21/07/2015)
Address: Bishops Castle Community College, Brampton Road, Bishops Castle, Shropshire, SY9 5AY
Proposal: *Outline permission for the erection of a biomass boiler house, fuel store and access road*
NO OBJECTION: Proposed Cllr Carroll, seconded Cllr Harris and **RESOLVED** with 3 abstentions.

Reference: 15/02912/LBC (validated: 03/08/2015)
Address: 23 High Street, Bishops Castle, Shropshire, SY9 5BE
Proposal: *Replacement of two casement windows and renovation of gable wall affecting a Grade II Listed Building*
APPROVAL: Proposed Cllr Magill, seconded Cllr Gaffney and **RESOLVED**

Decisions:
Reference: 15/01589/FUL (validated: 13/04/2015)
Address: 34-36 High Street , Sumach, Station Street, Bishops Castle, Shropshire, SY9 5AQ
Proposal: Proposed amendments to design of dwelling 5 permitted under planning permission 11/02298/FUL
Decision: Grant Permission
NOTED

99.15/16 MONTHLY FINANCES

i) To receive a brief verbal report following the Clerks' financial training 3rd August 2015
The Clerk and Assistant Clerk had obtained the services of Lesley Bruton – a Financial Officer for Herefordshire City Council and she had given half a day financial training. The Clerks were now hoping to modernise the system of accounting and update the present methods, which would allow all members of the council to be aware of all aspects of the financial work of the Town Council. It was hoped that Mrs Bruton would be able to return in the autumn to ensure the Clerks were ready for forthcoming budget setting and the end of the financial year. Some of the training to date received involved the individual accounting for individual subject headings – usually from the earmarked reserves. The Clerk reported that for this meeting four such spreadsheets had been prepared:
Mayor's Charity Account – whilst not part of the earmarked reserves as this was now dealt with in a separate account the Mayor and the Clerk felt it important to report monthly in this way.
Environmental Grant – again not an earmarked reserve as no money is contributed by the Town Council – this is an annual grant from Shropshire Council to maintain green areas in the town. The Clerk felt that this too should be shown with current entries to ensure the monies given were used to the best effect.
Town Plan – this is from Earmarked Reserves – and as the Working Party are now beginning to utilise this fund the Clerk felt it important to show expenditure.
Newsletter – It was hoped that the new look Newsletter would be self-funding – and to that end the Clerk had prepared an income and expenditure sheet for this too.
It is to be noted that these may not be in the form that will continue – this is work in progress.
There are other areas that will require separate accounting which will be added over the forthcoming months.
The Clerk was asked to request Lesley Bruton to do some work with the councilors at a future training session.

ii) To approve the accounts listed below and instruct signatories to authorise payment.
It was **AGREED** that members who had declared an interest in this agenda item did not have to leave the room for the proposals of payment.

Town Council:	
Staff costs (including HMRC)	1912.15
Shropshire Council Pension Fund	369.06
HMRC PAYE	243.62
Mary Seldon expenses - desk diary and postage	51.12
Village Outreach - display board hire Town Plan (<i>Invoice No. 2514</i>)	24.00
Meg Gwilliam - travel expenses to SALC training, plus postage	40.00
Andrew Evans Landscapes - contract June and July (<i>Invoice No.1769</i>)	2099.16 incl. VAT
Anne-Marie Jackson - mileage to Town Plan meeting	24.64
Shropshire Council Joint Energy Costs 1st Quarter (<i>Invoice No. HHT013869</i>)	447.43 incl. VAT
Francotypy Postalia Ltd - annual contract charge (<i>Invoice No. 34510082</i>)	220.02 incl. VAT
Andrew B Wallace	26.00
Exemplum - July photocopying (<i>Invoice No. 1679</i>)	102.49 incl. VAT
Exemplum – Toner (<i>Invoice No. 1720</i>)	9.54 incl. VAT
Shropshire Association of Local Councils – Training session (<i>Invoice No. 8305</i>)	20.00
Enterprise South West Shropshire – computer work (<i>Invoice No. 9130</i>)	80.00 incl. VAT
Axess 2 Ltd – SLA 12 month agreement for TH lift (<i>Invoice No. 7051</i>)	432.00 incl. VAT
PHS – revised contract	64.90
Lennox Electrical Ltd – Playing Fields electric (<i>Invoice No.2121</i>)	264.00

Accounts proposed for payment Cllr Bavastock, seconded Cllr Magill and **RESOLVED**
Cllr Jackson abstained.

Town Council Direct Debits:	
British Gas 23 April 22 July 2015	107.38 incl. VAT
Npower – Account 7953 51303 00 (<i>Invoice date 3rd August 2015</i>)	104.60 incl. VAT
Npower new monthly direct debit	200.00
Proposed for approval Cllr Harris, seconded Cllr Dickinson and RESOLVED	
b. Town Hall Renovation Project Costs	
BCHRC - Heritage Training and materials (<i>Invoice No. 414/Services/2015</i>)	100.00
Peter Ellams - Work completed (<i>Invoice No.48</i>)	100.00
Proposed for payment Cllr Harris, seconded Cllr Magill and RESOLVED	

c. Earmarked Funds Spreadsheets:
To note Mayor's Charity Bank Account reconciliation
To note the Newsletter reconciliation
To note the Town Plan reconciliation
To note the Environmental Grant reconciliation
Proposed for approval Cllr Bavastock, seconded Cllr Harris and **RESOLVED**

iii) MONTHLY REVIEW:

- o To receive the July monitoring report

Proposed Cllr Bavastock, seconded Cllr Gaffney and **RESOLVED**

b) To receive the July bank reconciliation statements
Proposed Cllr Bavastock, seconded Cllr Gaffney and **RESOLVED**

iv) **Stonehouse Account**
To review progress on the closure and allocation of funds from this deposit account
The Mayor was waiting for a response from the Patients Group, so the Clerk was asked to put this on the next agenda

v) **Trust Auction**
To approve the disposal of two pews in the forthcoming Trust auction
It was **AGREED** to speak to the Civic Society about the pews as it was felt that they were assets that should be kept within the town.
Cllr Bavastock proposed that the pews were not sold, seconded Cllr Magill and **RESOLVED**, 2 votes against the motion.
To approve the disposal of the table currently used as the meeting table in the Chamber in the forthcoming Trust auction. It was **AGREED** to see if there was space within the Public Hall for the table and if it would be of any use.

100.15/16 TOWN HALL RENOVATION PROJECT

a) To receive any report from Trustees

- Cllr Carroll reported that finances at the end of the first year of trading were under control, but needed monitoring. There were still some snagging issues that hadn't been addressed and some issues were now serious.
- The Trust had requested a regular evacuation fire drill.
- A new caretaker had been appointed.

- To appoint a councillor as a Town Hall Trust Trustee

The Clerk was asked to put this on the next agenda.

101.15/16 TOWN PLAN
To receive update from the Working Party

- Meeting at Shire Hall – Local plan no statutory status.
- 5 year supply of housing – looked at on an annual basis – need to ensure that allocation and the SamDev gets implemented.
- Recently – town centre subgroup met with Glyn Shaw and weighed up the pros and cons and these will be discussed later in the week with a move to choosing realistic options. Letter – if needed before the next meeting, get agreement of Cllr Bavastock.
- Developing Parking Survey
- Steering Group major problems – put something in next newsletter – what other methods could we use? Information requested for next time to move this forward.

102.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- SALC training event - **NOTED**
- Public Hall Committee
- Playing Fields - Fun Day
- Others

103.15/16 TRANSPARENCY CODE FOR SMALLER AUTHORITIES

To note the new codes contents and its implications
NOTED

104.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

- Dementia friendly session
 - Funday
 - Oak meadow consultation
- 105.15/16 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC**
To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.
Proposed Cllr Gaffney, seconded Cllr Jackson and **RESOLVED**

106.15/16 To receive proposals from the Staffing Committee:
106a To ratify the end of the probation year proposals for the Town Clerk
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

106b Ratify the revised contract for cleaner
Proposed Cllr Bavastock, seconded Cllr Gaffney and **RESOLVED**

106c Ratify the pay increase for Assistant Clerk
Proposed Cllr Bavastock, seconded Cllr Dickinson and **RESOLVED**

107.15/16 Renovation Project - to receive advice from Lyons Davidson
An offer of settlement had been received from Shropshire Council. Cllr Bavastock proposed the offer was refused, seconded Cllr Carroll and **RESOLVED**
Meeting closed at 9.30pm

DATES OF FUTURE MEETINGS:
Tuesday 18th August - 3pm-7pm Playing Fields - FUN DAY
Tuesday 1st September - 7pm Public Hall - PUBLIC HALL MEETING
Tuesday 8th September 2015 - 7.30pm Town Hall - TOWN COUNCIL MEETING

**Bishop’s Castle Town Council Meeting
8th September 2015**

**MINUTES OF THE MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL WILL BE HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 8th SEPTEMBER 2015 AT 7.30 PM**

Present: Cllr Karen Bavastock, Mayor in the Chair
Councillors: J.M. Carroll (Vice-Chairman), J Dickin, J Magill, K Bance,
In attendance: Cllr C Barnes (Unitary Councillor) and M Seldon (Clerk)

FIRE PROCEDURE

108.15/16 APOLOGIES

- To note apologies

Apologies had been received from:
Cllr Gaffney – working away from home
Cllr Lennox – family commitments
Cllr Harris – family commitments
Cllr Jackson – Holiday
Cllr Price – Working away from home
Cllr Bavastock proposed and Cllr Dickin seconded that the apologies be accepted. **RESOLVED.**

109.15/16 DECLARATIONS OF INTEREST

- a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
Cllr Carroll – 120.15/16
Cllr Magill – 120.15/16

110.15/16 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 11th August 2015.
Approved with amendments (typos only) Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

111.15/16 CLERK’S REPORT

Update on discussions from the August meeting and other matters for information only

- Playing Fields – Dave Marpole had been asked to look and remove the posts surrounding the play area and make-good the ground. He had been alerted to the fact that this was urgent, but had not as yet carried out the work. Ray Parry had inspected the equipment with the Clerk and quoted for the repairs – these would be carried out as soon as possible.
- Local Government Ombudsman Complaint – The complaint had not been looked into as there is a ruling that a Public Body cannot make a complaint about a Public Body. It was decided that this matter would now be laid to rest and the complaint not be pursued by the council.
- Fire Marshall training – the opportunity to join with Whitchurch Town Council for fire marshall training had been offered and the Clerk expressed an interest to attend. Cllr Magill volunteered to attend on behalf of the Trust.
- Civic Society and Trust auction – Cllr Bavastock had been in contact with the Civic Society and whilst they were happy with the proposed sale of the table in the Council Chamber they were not so about the sale of the two benches that were being stored with John Morris, as they felt they should remain in the locality. Cllr Bavastock proposed that they could be put in the Public Hall and would speak to the new management committee of the public hall (when it had been reformed). Seconded Cllr Carroll with the proviso that the topic returned to the agenda so that the council were aware of the situation. **RESOLVED.**
- Bike Track – there had been no objections to the proposal to change the use of this area and several suggestions as to what to do. Cllr Bavastock proposed that the area be flattened and then a working party set up to view options for the area. Seconded by Cllr Carroll and **RESOLVED .**
- Montgomery Road – there had been update on any progress in this area. The Clerk had received a letter which the Mayor read to the council from a child who had been involved in an accident on the road.
- Co-option – An application had been received and there was a planned interview on Wednesday 9th September.
- Transparency Code – Due to the necessary changes in the website it was agreed to put money in budget for updating the website. The Clerk was asked to find out the costings for this.
- Foundation level – Whilst the council had been automatically granted the Foundation Level of the Local Council Award Scheme due to being of Quality Council status, this had only been the case for the first year. The Council now needed to apply and ensure all areas of the requirements were fulfilled. The Clerk had registered with NALC for this, but there was no timescale to complete the work.

112.15/16 REPORT FROM THE MAYOR

Report from Councillor Bavastock

- Diabetes Awareness session 15 and 22nd September in Church Barn – encourage people to come along.
- Quiz – 23rd October – please support
- Playing Fields Fun Day – went well and hopefully this will happen again
- Civic Awards – 12 nominations, judges meeting next week. Allotment awards already done.

113.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.
No members of the public were present.

114.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

- Humanitarian crisis – motion to council to take share of refugees in Shropshire
- Enterprise House – drop-off point for things they need
- Community Hub – needed
- Planning Department

115.15/16 PUBLIC HALL

To receive update on the meeting at the Public Hall on 1st September and note the decisions of the Trustees meeting on 8th September.
The Committee at the Public Hall had all resigned and the Town Council were now the Corporate Trustees. This had been registered on the Charity Commission website and the next job would be to appoint a management committee which would be a combination of councillors and interested members of the public. To that end a meeting was planned for Tuesday 22nd September.

116.15/16 BISHOP’S CASTLE YOUTH WORKER

To report on the progress of the designated Bishop’s Castle Youth Worker and the expected services.
There had been a meeting with the proposed new Youth Co-ordinator for Bishop’s Castle and it had been decided that realistically nothing is would be in place until the New Year. A Drop-in session had been planned for volunteers and young people.

117.15/16 SEASONAL CELEBRATIONS

- a) To approve a formal Christmas Dinner for Council and partners
Cllr Carroll reported that she didn’t agree with this as it was not something that the Town Council should do. Cllr Magill disagreed and thought it was a good idea. Cllr Barnes also thought it was a good idea.
Cllr Bavastock proposed that the Town Council had dinner for those that wished to attend, Cllr McGill seconded – 4 for and 1 against. Motion carried.

- To approve a Town Council Christmas card for corporate use

Cllr Carroll disagreed with the idea. Cllr Bavastock proposed that the Clerk price this up and make a list of recipients. Cllr McGill seconded. 4 for and 1 against. Motion carried.

118.15/16 TOWN & COUNTRY PLANNING ACT 1990

Decisions:
Reference: 15/02539/LBC (validated: 11/06/2015)
Address: Moat House , 2 Welsh Street, Bishops Castle, Shropshire, SY9 5BT
Proposal: Works to facilitate the stabilising of the front wall and rebuilding the chimney on the East gable end affecting a Grade II Listed Building
Decision: **Grant Permission**
NOTED

Reference: 15/01128/FUL (validated: 29/05/2015)
Address: 17 Union Street, Bishops Castle, Shropshire, SY9 5AJ
Proposal: Erection of balcony and external staircase (retrospective application)
Decision: **Grant Permission**
NOTED

Reference: 15/02497/FUL (validated: 09/06/2015)
Address: Hawthorn Cottage, 8 The Cabin, Bishops Castle, Shropshire, SY9 5JG
Proposal: Erection of two storey extension and rebuilding of lean-to extension (revised scheme)
Decision: **Grant Permission**
NOTED

Reference: 15/02912/LBC (validated: 03/08/2015)
Address: 23 High Street, Bishops Castle, Shropshire, SY9 5BE
Proposal: Works to facilitate the replacement of two casement windows and renovation of gable wall
Decision: **Grant Permission**
NOTED

119.15/16 MONTHLY FINANCES

i) To approve the accounts listed below and instruct signatories to authorise payment.
Town Council:

Staff costs (excluding HMRC)	1487.31
Shropshire Council Pension Fund	369.06
HMRC PAYE	356.83
Telescopic Window Cleaning (<i>Invoice 19 Aug</i>)	45.00
Severn Trent Water – Public Toilets Auction Yard (<i>Invoice 21 August</i>)	102.18
Society of Local Council Clerks – Shropshire Branch (<i>25th September training</i>)	20.00
Bishop’s Castle Town Hall Trust quarterly recharge for services (<i>Invoice 1516-35</i>)	435.92
Andrew B Wallace – environmental grant (<i>Invoice No.191</i>)	26.00
NCG Parks and Gardens (<i>Invoice No. SL-42</i>)	930.00

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

Town Hall Renovation Project Costs	
Communities Can (<i>Invoice CC2015016</i>)	250.00

Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**

ii) MONTHLY REVIEW:

- To receive the August monitoring report

Proposed for approval Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

- To receive the August bank reconciliation statements

Proposed for approval Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

iii) Stonehouse Account

To review progress on the closure and allocation of funds from this deposit account
Cllr Magill proposed that the fund should be transferred to the Mayor’s Charity Bank Account and remain ring-fenced for future appropriate use. Seconded Cllr Dickin and **RESOLVED.**
Cllr Carroll asked that this be returned to future agenda to ensure the fund was used.

iv) HMS Shropshire Plaque

To approve the use of the Plaque in the forthcoming Heritage weekend.
Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED.**

120.15/16 TOWN HALL RENOVATION PROJECT

- a) To receive any report from Trustees
- End of project
 - Liaison meeting – end of year accounts.
 - To appoint a councillor as a Town Hall Trust Trustee

No volunteers

121.15/16 TOWN PLAN

a) To discuss the review of the requirements from members of the current Working Party.
Cllr Carroll thought it was a good review. Cllr Bavastock had attended a meeting with other members of the working party and the points in the review had been discussed. It was agreed that Cllr Jackson had been putting a great deal of work and time into the project.
It was also felt that there was the need for a Chairman to have an overview – who was not a member of the council – especially important as the Plan should be community led.

b)To agree some terms of reference for the Town Plan Group
This was discussed and it was felt to be helpful to review other town plan groups and bring any relevant information to the next meeting.
Cllr Carroll reported that the Trust were happy for the working party to use the Council Chamber (from 4pm onwards), this would benefit all.

122.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- Playing Fields - Fun Day
- Meeting with Chris Edwards Re: Town Plan
- PACT – trouble in playing fields. Road checks in Bishop’s Castle with speed checks. Shropshire Council Anti social Behaviour hot line.
- Others

123.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page
Diabetes Day
Youth Drop-in
Bike Track - flatten

DATES OF FUTURE MEETINGS:
Tuesday 6th October:
6pm Planning Training for Councillors and guests
7.30pm Council Meeting

Bishop's Castle Town Council Meeting
6th October 2015

MINUTES of the MEETING OF
BISHOP'S CASTLE TOWN COUNCIL WILL HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 6th OCTOBER 2015 AT 7.30 PM

Present: Cllr Karen Bavastock Mayor in the Chair
Councillors: J.M. Carroll (Vice-Chairman), K Bance, J Dickin, J Gaffney, A-M Jackson, J Magill,
Cllr Houghton joined the Council after item 126.15/16

In attendance: Mrs M Seldon (Town Clerk)

FIRE PROCEDURE

124.15/16 APOLOGIES

- To note apologies

Apologies had been received from:
Cllr Price – working away from home

Cllr Lennox – on a course
Cllr Harris – in court

Proposed to accept apologies Cllr Bavastock, seconded Cllr Jackson and **RESOLVED**

125.15/16 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll – 137/15.16

Cllr Magill – 137/15.16

Cllr Jackson – personal interest: 134/15.16 Application: 03805

Cllr Gaffney – prejudicial interest: 134.15/16 Application: 03502

126.15/16 TO CO-OPT NEW COUNCILLOR

To co-opt new councillor and receive Acceptance of Office

The Town Council voted Ruth Houghton to be co-opted onto the Council and she signed the Acceptance of Office. Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

127.15/16 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 8th September 2015

Proposed with amendments: Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**.

Amendments:

117.15/16 – Cllr Bavastock stressed that all those attending the Christmas celebrations would be paying for their own food – and requested that the Minutes reflected this.

Youth worker – 8th October Drop-In session

114.15/16 More details needed: Cllr Jackson requested that bullet points were expanded in order to clarify what was said. This was a formal proposal, Cllr Carroll seconded and **RESOLVED**.

128.15/16 CLERK'S REPORT

Update on discussions from the September meeting and other matters for information only

- Bike Track – this has been flattened and the area now needs to be discussed
- Playing Fields – as yet nothing had happened about the planned works, but the Clerk had been in communication with the different contractors involved.
- Noticeboards – new noticeboards needed at Oak Meadow, Kerry Green, Grange Road. Plus a replacement one outside the Co-op. It was decided that these should be added to the budget for 2016/17.

129.15/16 BIKE TRACK

To consider suggestions for alternative use. To approve necessary expenditure.

The Clerk reported that the area had now been flattened and it was decided that as there had been a reasonable period of consultation a Working Party should now be formed to view the area and discuss what would be appropriate usage for the future.

Working party: Chair of Allotments (Sarah Halliday), Cllr Magill, Cllr Carroll, Assistant Clerk, Town Clerk and Jonathan Brown or Cllr Gaffney on behalf of the Bishop's Castle CLT.

There was some discussion with regard to some of the proposals and the need to work with the COMA team for future development.

Cllr Bavastock proposed, Cllr Magill seconded and **RESOLVED**.

130.15/16 REPORT FROM THE MAYOR

Report from Councillor Bavastock

- Boar's Head junction – due for work on 29th October
- Mayor's Charity Quiz – 23rd October – The Green
- Christmas Meal – please book with the Town Clerk

131.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

There were no members of the public present.

132.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

Cllr Barnes was not present.

133.15/16 PUBLIC HALL

To receive an update on the meeting at the Public Hall on 22nd September, to note the decisions, and to consider and approve developments and any items as necessary.

To confirm representatives to the Trustees Committee.

- Cllr Bavastock reported on the meetings and discussions she had attended with the proposed members of the newly formed Public Hall Committee.
- Cllr Gaffney asked who was now on the committee and the names were read out. The new committee also includes three councillors: Cllrs Dickin, Bance and Houghton.
- A cleaner and caretaker were also required and this was being worked on by the new committee.
- Cllr Bavastock explained that the names of the snooker club had now been given to the committee and they were deciding upon the way forward.
- The website was now live.
- Next meeting on Monday 12th October – 7pm Town Hall

134.15/16 TOWN & COUNTRY PLANNING ACT 1990

Applications:

Reference: 15/03502/FUL (validated: 13/08/2015)

Address: Crown And Anchor Vaults Shut, High Street, Bishops Castle, Shropshire, SY9 5BQ

Proposal: Creation of commercial space on vacant site for use as an office or workshop

Applicant: Mr Ross Anderson (53 Church Street, Bishop's Castle, Shropshire, SY9 5AD)

Cllr Gaffney left the Council Chamber for this discussion.

Cllr Bavastock proposed this application be **APPROVED**, seconded Cllr Carroll and **RESOLVED**.

Reference: 15/03595/VAR (validated: 19/08/2015)

Address: The Old Bakery , Church Street, Bishops Castle, Shropshire, SY9 5AD

Proposal: Variation of Condition 5 (approved plans attached to planning application reference 09/01040/FUL allowed on appeal to enable reprofiled roof and installation of additional doors and rooflights

Applicant: Mr Peter Thorpe (The Old Bakery, Church Street, Bishops Castle, Shropshire, SY9 5AD)

Cllr Carroll proposed **NO OBJECTION**, seconded Cllr Jackson and **RESOLVED**.

Reference: 15/03614/FUL (validated: 11/09/2015)

Address: 24 Chapel Yard, Bishops Castle, Shropshire, SY9 5DE

Proposal: Erection of extension to create new garden room following removal of conservatory; insertion of new window in south elevation

Applicant: Mrs Hilary Collins (C/o Hogstow Hall, Minsterley, Shrewsbury, Shropshire, SY5 0HZ)

Cllr Carroll proposed **NO OBJECTION**, seconded Cllr Bavastock and **RESOLVED**.

Reference: 15/03805/FUL (validated: 03/09/2015)

Address: Proposed Dwelling Adj. Hollenbough, Church Lane, Bishops Castle, Shropshire, SY9 5AF

Proposal: Erection of one dwelling

Applicant: Mrs E M Jones (5 Brick Meadow, Love Lane, Bishops Castle, Shropshire, SY9 5DH)

Cllr Jackson left the Council Chamber for this application.

There was discussion about the principle of the application as it did not comply with the Town Council policy on affordable housing, and there was a concern that this would set a precedent for market housing.

Cllr Carroll proposed **OBJECTION**, Cllr Gaffney and **RESOLVED**. Cllr Bavastock abstained.

Reference: 15/03860/FUL

Address: 2 Bells Court, Bishop's Castle, Shropshire, SY9 5BJ

Proposal: Erection of a first floor extension

Applicant: Mr & Mrs Rogers (above address)

Cllr Bavastock proposed **NO OBJECTION**, seconded Cllr Carroll and **RESOLVED**.

Cllrs Magill and Gaffney abstained

Decisions:

Reference: 15/03392/TCA (validated: 05/08/2015)

Address: Black Lion House, 1 Welsh Street, Bishops Castle, Shropshire, SY9 5BS

Proposal: To fell 2 x Silver Birch trees within Bishops Castle Conservation Area

Decision: **No Objection**

NOTED

Reference: 15/02814/FUL (validated: 23/07/2015)

Address: 22 Castle Green, Bishops Castle, Shropshire, SY9 5BY

Proposal: Erection of extension to rear

Decision: **Grant Permission**

NOTED

Reference: 15/02428/OUT (validated: 21/07/2015)

Address: Bishops Castle Community College , Brampton Road, Bishops Castle, Shropshire, SY9 5AY

Proposal: Erection of biomass boiler house/fuel store; formation of access road (outline application with all matters reserved)

Decision: **Withdrawn**

NOTED

135.15/16 MONTHLY FINANCES

i) To approve the accounts listed below and instruct signatories to authorise payment.

Town Council:

Staff costs (excluding HMRC)	1518.29
Shropshire Council Pension Fund	369.06
HMRC PAYE	364.63

Mary Seldon expenses incurred	110.44
Meg Gwilliam expenses incurred	12.30

Viking (<i>Invoice no. 386736</i>)	70.25
Highline Electrical Ltd (<i>Invoice No.737</i>)	268.50

BCBS – Lights for public toilets (<i>Invoice 1510-261726</i>)	21.84
Andrew Evans Landscapes – August and September work (<i>Invoice No.1781</i>)	1924.32

Enterprise South West Shropshire – October/November Newsletter (<i>Invoice 9195</i>)	251.33
Shropshire Council – Joint Energy Costs July-Sept (<i>Invoice No.HHT014135</i>)	447.43

R.C. Jones JCB Hire – Bike Track (<i>Invoice No. 0925</i>)	288.00
Andrew B Wallace – Extra time on Mondays (<i>Invoice No. 196</i>)	26.00

Severn Trent Water Surface Water Drainage Town Hall (<i>Invoice 884101872</i>)	59.60
Halls SMS – Toilet Rolls and Cleaning (<i>Invoice No.65230</i>)	108.75

Mr FS Whittingham – Refreshments for training session (<i>Invoice 08</i>)	44.40
---	-------

Proposed for payment Cllr Bavastock, seconded Cllr Gaffney and **RESOLVED**

Town Hall Renovation Project Costs	
Communities Can (<i>Invoice CC2015019</i>)	250.00

Proposed for payment Cllr Carroll, seconded Cllr Jackson and **RESOLVED**

ii) **MONTHLY REVIEW:**

- To receive the September monitoring report

As the September bank statement had not been received the Clerk presented an estimated expenditure report. She also explained that the annual budget for 2015/16 did not appear to include both the Town Council maintained street lighting and the

Shropshire Council maintained street lighting.

Councillors asked questions about footpath lighting and Cllr Carroll agreed to find out the current situation.

September monitoring report: **NOTED**

- To receive the September bank reconciliation statements

This was not available as the relevant bank statement had not been received.

- To note the external auditor's report of the Annual Return 2014/15 and discuss any related issues

The Clerk updated Councillors on the auditor's report and explained that any issues had been previously dealt with.

iii) **APPROVAL FOR ADDITIONAL EXPENDITURE:**

- Winter/Spring town floral displays, budget: Environmental

Proposed Cllr KB seconded Cllr JC and **RESOLVED**

- Recommended additional services to all public toilets

The Clerk gave an update on the recommendations given by PHS after visiting both the Town Hall and Auction Yard toilets.

She was asked to clarify the charges and check that prices included all necessary re-stocking and maintenance.

It was proposed that the Town Council would trial these services for a year and then review their effectiveness. Proposed Cllr Bavastock, seconded Cllr Gaffney and **RESOLVED**

136.15/16 PARKING IN TOWN BUS STOP BAYS

To consider what if any action can be taken to prevent inconsiderate parking in Bus Stop bays

Cllr Bavastock reported that complaints had been received as the bus stop was difficult to access due to parking there. As the

junction with the Boar's Head is being re-painted at the end of October in order to change the priorities on the road it was suggested that the Clerk ask that the bus stop signs on the road be renewed. Cllr Carroll reminded members that historically this

had been a difficult area and that 'no parking' in this zone was not enforceable.

Cllr Bavastock, seconded Carroll and **RESOLVED**.

The Clerk was asked to include a request in the next newsletter and on facebook that people do not to park there.

137.15/16 TOWN HALL RENOVATION PROJECT

a) To receive any report from Trustees

- Cllr Carroll reported on the recent snagging problems: painting, and magnetic strip inside window.

The Quoin had been a major problem and the Clerk was asked to ensure this was followed up.

- Bishop's Castle Primary School Cafe and stall on last Thursday market of each month.

b) To appoint a councillor as a Town Hall Trust Trustee

138.15/16 TOWN PLAN

a) To discuss the review of the requirements from members of the current Working Party.

Cllr Jackson reported that at the position was still the same and there weren't enough people coming forward and so they couldn't fulfil the requirements of the steering group.

It was emphasised by Cllr Bavastock that the Plan needs to be community-led, and have a Chairman who was not a member of the council. She felt that this might be a good time to revisit the whole idea of the Plan with the community as it was so much

extra work for Cllr Jackson. It was generally agreed that Cllr Jackson needed help and the Clerk was asked to include this in the next to newsletter to encourage the community to support and come forward to volunteer.

- To agree some terms of reference for the Town Plan Group

It was agreed to revisit the terms of reference when more interest was received from the community.

Cllr Houghton asked about the involvement of the community enablement officer in Bishop's Castle.

139.15/16 MENTAL HEALTH CHARITY HEALTHY FRIENDSHIPS

To consider whether to and how to offer support for this local Shropshire charity which has requested letters of support to obtain

further lottery funding for its work.

Cllr Houghton declared an interest in this item – and explained all about this charity.

Cllr Bavastock proposed we write a letter of support, seconded Cllr Magill and **RESOLVED**

140.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- Liaison Meeting THT and TC – The Clerk's notes were circulated.
- SLCC Training – Events Management –The Clerk's notes were circulated.
- Community Landtrust Board Meeting – Woodbatch Lane – planning application going in soon
- GRUNT – bid for business park, and ticking all the boxes. Need to do a thorough business needs survey – on line and paper – put in the next Newsletter.
- Judging of Civic Awards taken place
- Judging of allotments
- Public Hall – see agenda item
- Library – change is going ahead and will be run by Enterprise SW Shropshire
- Threat to SpARC – threat to Theatre (now being run by Enterprise SW Shropshire)

141.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

- Petition for SpArC – can be found around the town.
- Look out for business needs survey
- Park considerably in Bus Stop
- Public Hall link to new website
- Town Plan

142.15/16 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC

To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act

1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

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

143.15/16 REVIEW OF STAFFING

To consider and approve any action required on confidential staffing issues.

It was considered that Andrew Broome required a 12 month review and the Clerk was asked to organise an annual appraisal.

The meeting finished at 9.20pm

**Bishop's Castle Town Council Meeting
3rd November 2015**

**MINUTES OF THE MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 3rd NOVEMBER 2015 AT 7.30 PM**

Present: Cllr Karen Bavastock, Mayor in the Chair
Councillors: J.M. Carroll (Vice-Chairman), K Bance, J Dickinson, S Harris, R Houghton, A-M Jackson, S Lennox, K Price and J Magill,

In attendance: Cllr C Barnes (Unitary Councillor) and Mrs M Seldon (Town Clerk)

FIRE PROCEDURE

144.15/16 APOLOGIES

To note apologies
Apologies had been received from Cllr Gaffney – working away from home
Proposed Cllr Bavastock, seconded Cllr Price and **RESOLVED**

145.15/16 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
Cllr Carroll – 153.15/16
Cllr Magill – 153.15/16
Cllr Price – 153.15/16
Cllr Houghton – 150.15/16

146.15/16 APPROVAL OF MINUTES

To approve the Minutes of the Town Council meeting held on Tuesday 6th October 2015
Proposed Cllr Bance, seconded Cllr Dickin and **RESOLVED**
Cllr Houghton asked that the name of individual concerned in 143.15/16 redacted

147.15/16 CLERK'S REPORT

Update on discussions from the October meeting and other matters for information only:

- Town Floral Displays – it was hoped that these would be ready for the Remembrance Day parade.
- Update on renovation project and communications with contractors – the Clerk reported that these were ongoing and that we were now waiting for the final snagging to be inspected.
- Oak Meadow ditch – this had now been cleared and the Clerk had received several notes of thanks from the residents. It was felt that this should be an annual project and this would keep the cost down.
- Footpath lighting – Cllr Carroll had discussed a scheme of work with the proposed contractor and this project was now moving forward.

148.15/16 REPORT FROM THE MAYOR

Report from Councillor Bavastock to include an update on the Public Hall.

- The recent Quiz had been successful, but there had not been many teams.
- Cancelled Pamper and Presents evening as this clashes with other events.
- Newsletter distribution – It was hoped that the areas each councillor covered to deliver the newsletters could be re-vamped and so each member was given the opportunity to contribute to the discussion stating the amount of time this currently took. Cllrs Lennox and Magill were going to liaise with the Clerk in order to review this.
- Civic Awards – The Mayor reported that these had been a great success
- Personal note: court case – Cllr Bavastock thanked Councillors for their support

149.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.
There were no members of the public present

150.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

- Apologies for last time's absence
- Positive news – Enterprise House Library transfer going ahead on 4th November. Everyone is happy with this and it was hoped that it would work well.
- Police and Commissioner Crime Panel – should the Police Commissioner look after the Fire Service? This was supposed to be a consultation of all blue light services. Panel didn't think it was a good idea, however. There is a short time scale in which to respond.
- Two by-elections for Shropshire Council
- Hospital news: A&E closing down over winter. Shropshire Council having an emergency Scrutiny meeting to investigate what is happening.
- Shropshire Council finance briefing – hoping to have a big conversation about putting up council tax in 2018. Looking at situation and the services the council can provide. How much do we have to put up the council tax to get back to the former services?
- Remembrance parade – no invitation had been received? The Town Council invited Cllr Barnes to join with them.

151.15/16 TOWN & COUNTRY PLANNING ACT 1990

Applications:

Reference: 15/04151/LBC
Crown and Anchor Vaults Shut, High Street, Bishop's Castle, Shropshire, SY9 5BQ
Erection of building for commercial use affecting a Grade II Listed Building

No objection

Proposed Cllr Carroll, seconded Cllr Lennox and **RESOLVED**

Reference: 15/04437/FUL (validated: 14/10/2015)
Address: 59 Church Street, Bishops Castle, Shropshire, SY9 5AD
Proposal: Installation of 1No automated teller machine within the shop front window
Applicant: Cardtronics UK Ltd, Trading As CASHZONE (Cardtronics UK Ltd, PO BOX 476, Hatfield, AL10 1DT)

No objection

Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

Reference: 15/04438/ADV (validated: 14/10/2015)
Address: 59 Church Street, Bishops Castle, Shropshire, SY9 5AD
Proposal: Erect and display 1No non illuminated advertisement to surround and advertise said ATM
Applicant: Cardtronics UK Ltd, Trading As CASHZONE (Cardtronics UK Ltd, PO BOX 476, Hatfield, AL10 1DT)

No objection

Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

Decisions:

Reference: 15/03595/VAR (validated: 19/08/2015)
Address: The Old Bakery , Church Street, Bishops Castle, Shropshire, SY9 5AD
Proposal: Variation of Condition 5 (approved plans) of planning permission No. 09/01040/FUL (for erection of dwelling and conversion of former bakery building into domestic workshop/studio) to allow reconfiguration of workshop/studio roof and installation of additional roof lights and doors

Decision: Grant Permission

NOTED

Reference: 15/03502/FUL (validated: 13/08/2015)
Address: Crown And Anchor Vaults Shut, High Street, Bishops Castle, Shropshire, SY9 5BQ
Proposal: Erection of building for commercial use

Decision: Grant Permission

NOTED

Reference: 15/03860/FUL (validated: 07/09/2015)
Address: 2 Bells Court, Bishops Castle, Shropshire, SY9 5BJ
Proposal: Erection of a first floor extension

Decision: Grant Permission

NOTED

152.15/16 MONTHLY FINANCES

i) To approve the accounts listed below and instruct signatories to authorise payment.

Town Council:

Staff costs (excluding HMRC)	1518.29
Shropshire Council Pension Fund	369.06
HMRC PAYE	366.83
Lesley Bruton – Financial Training for Clerks (<i>Invoice No. 14/019</i>)	87.00
NCG Parks and Gardens (<i>Invoice No. S1-47</i>)	252.00
Mazars – External Audit Fee (<i>Invoice No.1097098-SB00905</i>)	720.00
Halls SMS – Safety equipment for cleaners (<i>Invoice No. 6533</i>)	39.83
Mace Bearers Remembrance Sunday	60.00
Telescopic Window Cleaning (<i>Inv date 14/10</i>)	45.00
D W Cole – various maintenance & repair works (<i>Inv date 13/10</i>)	245.00
Meg Gwilliam – extra hours to cover staff holidays	38.47
Meg Gwilliam – office supplies	17.99
Severn Trent Water – Public Conveniences High Street (<i>Invoice No. 409046284</i>)	30.80
R J Williams – making/installing 'Norman Bin Store' (<i>invoice dated 24/10/15</i>)	1000.00
<i>(Cheque for £750, 75% contribution towards cost, received from E Bowles)</i>	
PHS Group – air fresheners and nappy waste (<i>Invoice No. 63051918</i>)	179.74
Highline Electrical Ltd (<i>Invoice No. 769</i>)	236.40
SLCC Regional Roadshow (<i>Invoice No.118560</i>)	82.80

Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

Mayor's Fund:

Jane's Petals & Gifts – posy for Civic Awards (<i>Invoice 13/10/15</i>)	15.00
WN Bishop – photography for Civic Awards (<i>Invoice No.150015</i>)	50.00
Wendy Oakley Catering Services (<i>Invoice No. 1644</i>)	120.00
Mary Seldon – refreshments for Civic Awards expenses 43.47	
Promo Printing – awards (<i>Invoice No. PP1016215</i>)	48.00

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

Direct Debits:

BT – Town Council Telephone	147.00
BT – Town Council Broadband Services	20.99
British Gas – Auction Yard toilets electricity (<i>23/7 – 22/10/2015</i>)	129.62
Pitney Bowes Postage by Phone (<i>Statement No. 52870970</i>)	100.00
Npower – Playing Fields (<i>invoice 30/10/2015</i>)	86.56

Proposed Cllr Bavastock, seconded Cllr Price and **RESOLVED**

Town Hall Renovation Project Costs

Imprint design and print	314.00
Communities Can – October work (<i>Invoice No.CC2015023</i>)	250.00
Craven Design and Print Ltd – heritage booklets (<i>Invoice No. 17306</i>)	503.00

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

ii) MONTHLY REVIEW:

- To receive the September monitoring report and estimated October report

NOTED

- To receive the September bank reconciliation statements

NOTED

iii) DONATIONS:

To consider applications for donations for projects

Mr David Presghous – donation requested for the publication of a book on the history of Bishop's Castle.
£250 Proposed Cllr Carroll, seconded Cllr Magill. 4 for, 3 against, 3 abstain **CARRIED** with the proviso that Mr Presghous ensured that the other revenues of funding for the book had been successful.

The Crown and Anchor Vaults – donation requested of £500 for 50/50 Christmas Lights and the Town Map.
Cllr Jackson proposed that the decision on this be deferred until the Town Council were in receipt of the accounts, which had not been presented to council as requested with the application. There was some discussion as to the donation and what it had covered in previous years. It was proposed that any donation given would be for £250 only for the Christmas Tree Festival – with the proviso that a copy of the accounts be sent to the Town Council and that they were then found satisfactory.
Proposed Cllr Price, seconded Cllr Harris and **RESOLVED**

The Clerk had also received an order form from the Crown and Anchor Vaults for Christmas Trees on the Town Hall at £15 each. It was proposed that the Clerk would ask for a discount for the 10 needed and that the Town Council would then ask if the Town Hall Trust be prepared to pay half the cost.
Proposed Cllr Carroll, seconded Cllr Dickin – and **RESOLVED**

iv) COUNCIL PROPERTY:

- To discuss the storage of items at the BCHRC

This concerned items that were taken away from the Town Hall during the renovation project and lodged at the BCHRC for safekeeping and was thought to be mostly paintings and drawings. The discussion centred around whether these items were to be retained by the Town Council – and if so continued to be stored at the BCHRC or brought back to the Town Hall – or whether the Town Council should consider their disposal. Storage at the BCHRC does incur an annual charge.
As many councilors did not know the items in question it was suggested that the items be photographed so that councilors could see them, and circulated via email.
Proposed Cllr Bavastock, seconded Cllr Magill and **RESOLVED**

- To discuss the disposal of unwanted items

It had already been agreed that the table used for Council Meetings would be put in the forthcoming auction.
Cllr Carroll asked about the pews and where they might be rehoused if they were not to be sold. Those members who represent the Council on the Public Hall committee were asked to sound out the Public Hall Committee to see if they would take them.

v) BUDGET

- To receive Bishop's Castle Financial Training Document

Councillors acknowledged that they had all received the training document provided by the Clerk.

- To discuss draft budget and proposals

There was a great deal of discussion on the budget for 2016/17 after the Clerk had presented the proposal, which was based on both the spending of the current financial year and a minor adjustment to the resent budget headings. It was agreed that Councillors would contact the Clerk with their suggestions and ideas and this would be brought back to the next meeting.

153.15/16 TOWN HALL RENOVATION PROJECT

a) To receive any report from Trustees
Cllr Price reported: no issues from the meeting from the recent Trustee's meeting, but it should be noted that Sue Wilmer had resigned as business manager (from Christmas).
Cllr Bavastock asked that compliments were passed on with regard to the recent primary school cafe.

b)To appoint a councillor as a Town Hall Trust Trustee
No one came forward

154.15/16 TOWN PLAN

To receive an update on the Town Plan and the working parties involved
Cllr Bavastock reported that Keith Whiddon, Mike Watkins, Bernard Edwards had taken on committee roles within the working party
Cllr Jackson was the Council representative but had not been able to attend the recent meeting, but had picked up the minutes. She reported that Councillors were needed for a mapping exercise.
The Clerk reported that a Consultation was being distributed in the next newsletter about the Town Plan to all the community.

155.15/16 YOUTH PROJECT

To receive an update on the recent drop-in session and to discuss the way forward.
No-one had attended the recent drop-in session and it was not clear what the way forward should now be.

156.15/16 BIKE TRACK PROJECT

To receive an update on the working-party visit to the old bike track area and to discuss the proposed projects.
The Assistant Clerk had provided a brief report on the recent track party visit to the flattened area which had once been the bike track. It had been proposed that the area should contain some full and half sized allotments plots, an extension to the present car-parking area and a service track to the rear of the area to access compost, etc. As the area being looked at was 'L' shaped it was thought that there was plenty of space being for other community projects on the same site. There was some discussion as to the financial situation of the allotments and the Clerk was asked provide a brief summary of these for the next meeting.

157.15/16 OLD MARKET SQUARE

To discuss proposed works and agree what needs to be done.

- The Town Council had received a proposal about the garden area known as the 'Brownie Garden' by a resident who was willing to fund and look after it. Proposed to accept this offer Cllr Carroll, seconded Cllr Lennox and **RESOLVED**.
- The Clerk was asked to look into the costs of installing an electricity point in the Square that would be useful for events in the future.
- The Clerk reported that the crest was crumbling and was asked to obtain some estimates to renovate it.
- The Clerk reported that the yew trees were becoming a problem, so she had asked a contractor to come and give them a trim.

158.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- Public Hall – the accounts had been sorted out to date and the Website was up and running. There were still problems with the snooker club, but the committee were seeking advice.
- SpArC meeting – 03/11/15 – dire situation. Theatre and Leisure Centre figures are very good compared with head of population. Team Leisure grant halved in 2017/18. All areas in profit except the swimming pool. Schools are pulling out of the agreement. Go Green looking at sustainability of unit. Team Leisure only a year contract so can't invest in the building.

Everyone was asked to sign the petition – need 1,000 signatures.
It was reiterated that there was a need to stop rumours that the pool was going to close – it is in danger, but not closing yet.

159.15/16 ITEMS FOR FACEBOOK/WEBSITE
To consider items for inclusion on the Facebook page

- Petition for SpArC
- Christmas Lights
- New allotments – names of interested parties
- Volunteers for delivering the newsletters

160.15/16 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC
To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.
Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**

161.15/16 REVIEW OF RENOVATION PROJECT AND OTHER ISSUES
To consider and approve any action required re ongoing issues.
The Clerk was asked to brief Sam Hine and request help with details required by the solicitor. It was also suggested that the insurers be contacted to inform them that the situation was stagnant.

Bishop's Castle Town Council Meeting
1st December 2015

**MINUTES OF THE MEETING OF THE
BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 1st DECEMBER 2015 AT 7.30 PM**

PRESENT: Cllr Karen Bavastock, Mayor in the Chair
COUNCILLORS: J.M. Carroll (Vice-Chairman), K Bance, J Dickin, S Harris, A-M Jackson and J Magill
IN ATTENDANCE: Cllr C Barnes (Unitary Councillor) and Mrs M Seldon (Town Clerk)

FIRE PROCEDURE

162.15/16 APOLOGIES

To note apologies
Apologies had been received from
Cllr R Houghton – holiday
Cllr K Price – unwell
Cllr S Lennox – working
Cllr J Gaffney – working away from home
Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**

163.15/16 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.
b) To declare any personal interests.
Cllr Carroll 171.15/16
Cllr Magill 171.15/16

164.15/16 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 3rd November 2015
Proposed Cllr Jackson, seconded Cllr Magill and **RESOLVED**
One small amendment: the Clerk was asked to remove the extraneous ‘s’ in 152.15/16 v. (a).

165.15/16 CLERK’S REPORT

a) Update on discussions from the November meeting and other matters for information only:

- Items held in storage at BCHRC – The Clerk had been given a copy of the inventory of council items held at the BCHRC, which was available to view by Councillors. It had not yet been possible to photograph each item.
- Newsletter – the December/January issue was now available and most had been delivered.
- A paperless society – the Clerk asked Councillors their preferences about receiving meeting information in hard copy or via the internet. After a show of hands it was agreed that the Clerk would continue to send out information via both methods, but would try to cut down the amount of paper needed. It was also suggested that councillors could pick-up hard copies from the Clerk’s Office to save on postage.
- Insurance news – the Clerk reported that she had spoken to Zurich Insurance Company at the recent SLCC conference and they were unable to intervene in the claim process as the matter would have been passed to a third party.
- Snagging – the Clerk reported that there had been an inspection by Dr Andy Wigley (Natural & Historic Environment Manager) and Mr Rees (Harpers) that morning to review the snagging and the problems caused by a member of Harpers’ workforce. The Quoin would be replaced and the rest of the work finished – it was hoped by the end of January.

b) To receive Town Council Policy and Procedure File
The Clerk had prepared a file for each Councillor containing all the ‘live’ policy documents relating to the Town Council. Each would be reviewed during the forthcoming year and any other policies that needed to be adopted would also be added. The Councillors were asked to sign a document to acknowledge receipt of the file.

c) Register of Electors request
Forms had been received from Shropshire Council for Councillors to request a copy of the register of electors – and those that wished to avail themselves of this opportunity took a form and the Clerk advised that a recommendation upon the usage of the registers would be emailed to each councillor.

166.15/16 REPORT FROM THE MAYOR

Report from Councillor Bavastock

- Thank you from Jimmy Garnier for the Town Council’s participation in the Remembrance parade 2015.
- Update on the NHS task group
- New Year address in the County Times
- Public Hall progress – this included details of the forthcoming open day in January

167.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Members of the public wishing to speak must give prior notification of their wish to speak.
No members of the public were present.

168.15/16 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

- Council Tax – will be put up this year – this has not yet been set
- Big Conversation – extended to 4th January. 17th December full council and will be discussed.
- Library transfer – minor details being sorted out and should be ready by January 2016
- Leader of Council
- LJC meeting – the need for the enhanced services in local areas – need to be enhanced before services are changed.

169.15/16 TOWN & COUNTRY PLANNING ACT 1990

Applications:

Reference: 15/04753/TCA (validated: 04/11/2015)
Address: 5 Union Street, Bishops Castle, Shropshire, SY9 5AJ
Proposal: To crown lift, clean out any dead wood and slightly thin 1no Oak Tree within Bishops Castle Conservation Area
Applicant: Mr Ian Howes (13 Harley Drive, Condover, Shrewsbury, Shropshire, SY5 7AY)

Proposed Cllr Bavastock to delegate to Clerk to speak to tree warden, seconded Cllr Magill and **RESOLVED**

Action: Clerk to liaise with the Tree Warden for all future applications such as this, in order to report to Councillors at meetings.

Reference: 15/04594/FUL (validated: 10/11/2015)
Address: Adjacent The Old School , Church Street, Bishops Castle, Shropshire, SY9 5AE
Proposal: Replacement of existing yard with single storey extension to retail unit; relocation of first floor access from rear to front
Applicant: SEP Properties Limited (Stone House, Third Floor, Stone Street, Dudley, DY1 1NP)

No objection
Proposed Cllr Carroll seconded Cllr Bavastock and **RESOLVED**

Decisions:
Reference: 15/03614/FUL (validated: 11/09/2015)
Address: 24 Chapel Yard, Bishops Castle, Shropshire, SY9 5DE
Proposal: Erection of extension to create new garden room following removal of conservatory; insertion of new window in south elevation
Decision: Grant Permission
NOTED

Reference: 15/04151/LBC (validated: 24/09/2015)
Address: Crown And Anchor Vaults Shut, High Street, Bishops Castle, Shropshire, SY9 5BQ
Proposal: Erection of building for commercial use
Decision: Grant Permission
NOTED

170.15/16 MONTHLY FINANCES

i) To receive the monthly payment/receipt schedule and then approve the accounts listed below and instruct signatories to authorise payment.

Town Council:

Staff costs (excluding HMRC)	1487.31
Shropshire Council Pension Fund	369.06
HMRC PAYE and Employer NI underpayment	984.09
Andrew B Wallace – extra time Mondays (<i>Invoice No.200</i>)	19.50
Exemplum – October photocopying (<i>Invoice No.2159</i>)	51.70
Andrew Evans Landscapes – October contracted work (<i>Invoice No. 1787</i>)	1853.52
Mary Seldon – expenses (postage and travel)	50.11
NALC – Registration fee Local Councils Award Scheme (<i>Invoice No.13460</i>)	30.00
NCG Parks and Gardens – October/November Contract (<i>Invoice No.SI-57</i>)	282.00
Bishop’s Castle Christmas Light’s Festival – 10 trees for Town Hall	135.00
SLCC Annual Subscription (<i>Letter dated 20/11/2015</i>)	237.00
Shropshire Council – Joint Energy Costs 3rd Quarter (<i>Invoice HHT014422</i>)	447.43
Ray Parry Playground Services Ltd – RoSPA work on Playing Field (<i>Invoice 1512-15</i>)	4320.00
Enterprise South West Shropshire – December Newsletter (<i>Invoice 9300</i>)	367.73
Royal British Legion – Wreath for Remembrance Day	250.00

Proposed for payment Cllr Bavastock seconded Cllr Carroll and **RESOLVED**

Agreed Donations:
David Presheous 250.00
Bishop’s Castle Christmas Lights Festival 250.00
Proposed for payment Cllr Bavastock seconded Cllr Jackson and **RESOLVED**

The Town Council would like it noted that in 2014 the £300 was applied for and £500 given with the resolution made that a further donation would not be given for 2015.
The Clerk was asked to write a letter, after the event, as the Town Council were disappointed with the lack of adverts and the news that the event would not be happening in 2016.

Town Hall Renovation Project Costs
RCCS (Marches) Ltd – HLF Evaluation (*Invoice No.025/15*) 477.00
Proposed Cllr Carroll seconded Cllr Jackson and **RESOLVED**

ii) **MONTHLY REVIEW:**

- To receive the October monitoring report and estimated November report
Proposed Cllr Carroll and seconded Cllr Bavastock and **RESOLVED**
- To receive the October bank reconciliation statements
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

Cllr Bavastock enquired as to whether Councillors had completed a spot-check audit during this financial year and it was agreed that this was necessary. Cllr Harris and Cllr Magill to deputise for Cllr Farr

- Plus Mayor’s Fund
- Newsletter Spreadsheet
- Environmental grant
- Town Plan

All ring-fenced accounts proposed for acceptance Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**

iii) **BUDGET**

- To discuss implications and plan a course of action for holiday entitlements and pay entitlements for 2015/16

The assistant Clerk had prepared and distributed a report on the holiday entitlements for employees and the Clerk had prepared a statement regarding the National Living Wage. It was agreed by Councillors that the Council should comply with all rules and regulations regarding employment.
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED.**

- To discuss budget and proposals 2016/17

There was a great deal of discussion about the proposed budget. The Clerk had looked again at the figures suggested for the November meeting and had distributed two versions of a revised budget. The main points of discussion were as follows:

- It was suggested that when estimating the expenses for the forthcoming year the figures were too high and on average showed a 10% increase.
- There was some discussion on the earmarked reserves and what these could be used for in the future. It was suggested that all work on play areas in the town could be taken from the reserves held for such areas for 2016/17.
- Areas of the budget such as subscriptions for SALC and SLCC membership were questioned
- The SpArC donation was discussed and, along with the other donations and it was proposed by Cllr Bavastock that the Town Council did not budget for any donations for 2016/17. Seconded Cllr Harris. 5 against so the motion was not carried.
- It was pointed out that the suggested upgrade for the office financial software was an incorrect figure and this was then corrected by the Clerk.
- Admin costs were questioned, and it was suggested by councillors that several of the costs could be easily reduced – ie. Photocopier leasing.

The Clerk was asked to put all suggestions together for another draft budget to be discussed at the January meeting.

- Provisionally set Precept 2016/17

Whilst the budget had not been set or approved Cllr Bavastock proposed a 5% increase on the previous year’s Precept (ie. 2015/16 Precept: £58,445. Therefore an increase of 5% gives a Precept for 2016/17 of £61,367.25)

Proposed Cllr Bavastock, seconded Cllr Magill. Councillors voted for: Cllrs Harris, Dickin and Bance. Councillors voted against Cllrs Carroll and Jackson. Proposal for 5% increase carried.

The Clerk asked the Chairman how the Council would be able to provide the essential services on the budget and was asked to re-look at the figures and adjust accordingly.

171.15/16 TOWN HALL RENOVATION PROJECT

a) To receive any report from Trustees
There was very little to report at the meeting, but Cllr Carroll just gave a brief update.
b) To appoint a councillor as a Town Hall Trust Trustee
No interested councillors were present
c) To discuss proposal of Town Hall Trust to use Council photocopying facilities
The Assistant Clerk had prepared a short report after receiving a request for the THT to use these facilities, but it was thought that this was now not a practical proposal and so did not need to be discussed.

172.15/16 TOWN PLAN

To receive an update on the Town Plan and the working parties involved

Cllr Jackson reported that the working party was looking at traffic flow and parking issues, plus black spots. **More volunteers were still needed for other issues and she will provide information to Councillors before the next meeting to enable them to forward to her details of potential contacts.’**

173.15/16 BIKE TRACK PROJECT

To receive an update on proposed transformation of the site to date.
The Clerk and the Assistant Clerk had met with a contractor on site and discussed what was required. It was hoped that work could be approved in order that the allotments might be ready for the new season. The Clerk was asked to bring some costings to the next meeting.

174.15/16 OLD MARKET SQUARE

To discuss received quotations for projects:

- Renovation of Crest – the Clerk had met with a representative of McMillan Masonry and both had looked at the crest and discussed the proposed necessary work. A quotation had been received for steam cleaning and replacement of the badly restored areas with correct material for £975 plus VAT, and it was agreed that this was a specialist job so one quotation was sufficient. It was **RESOLVED** that this work should be done.
- Installation of electric – the Clerk reported that she had asked three contractors to look at the possibility of installing an electric point in the Square, but it was proving not to be a practical proposal. Cllr Bavastock proposed that this was not something that the council wished to pursue, seconded Cllr Carroll

175.15/16 BENCH AT BILLINGSLEY CLOSE

To consider replacement of scrapped bench which was beyond repair.
It was proposed that the Council did not replace this seat at this time. Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED.**

176.15/16 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- ESWS
- COMA
- Civic Role training
- SLCC Roadshow
- LJC – Cllr Jackson – Emergency Centre

Local grants scheme
Youth commissioning (10-19 year olds)

- Public Hall – looking into grants but boundary issues. Open day in January

177.15/16 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page
Big Conversation
Christmas Lights
Renovation of Crest
Fire Service Open Evening 10th December
LJC Youth Grant Opportunity Scheme

DATES OF FUTURE MEETINGS:

**Tuesday 5th January 2016
7.30pm Council Meeting**