

**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 Dickin, 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 Preshous – 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 Preshous 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 councillors did not know the items in question it was suggested that the items be photographed so that councillors 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 recent 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 be 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 report to the old bike track area and to discuss the proposed projects.

The Assistant Clerk had provided a brief visit 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 to accept the garden area known as the 'Brown 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.