

**Bishop's Castle Town Council Meeting**  
**15th March 2016**

**MINUTES of the MEETING OF**  
**BISHOP'S CASTLE TOWN COUNCIL HELD**  
**IN THE COUNCIL CHAMBER, TOWN HALL**  
**ON TUESDAY 15th MARCH 2016 AT 7.30 PM**

**Present:** Cllr K Bavastock, Mayor in the Chair  
Cllr J Carroll (Vice-Chairman), Cllrs R Houghton, J Magill, K Bance, S Harris, J Dickin, J Gaffney  
In attendance: Cllr C Barnes (Unitary Councillor) and Mrs M Seldon (Clerk)

**FIRE PROCEDURE**

**220.15/16 APOLOGIES**  
To note apologies  
There were none to receive

**221.15/16 DECLARATIONS OF INTEREST**  
a) To declare any disclosable pecuniary interests. None declared.  
b) To declare any personal interests. As follows:  
Cllr Carroll: 228.15/16(i) and 229.15/16  
Cllr Magill: 228.15/16(i) and 229.15/16  
Cllr Houghton: Work related interest regarding items including Shropshire Council  
Cllr Dickin: 228.15/16(i), 229.15/16, and 227.15/16  
Cllr Bavastock: 228.15/16(i) and 229.15/16

**222.15/16 APPROVAL OF MINUTES**  
To approve the minutes of the Town Council meeting held on Tuesday 26th January 2016 (Confidential Minutes)  
Proposed Cllr Carroll seconded Cllr Bance and **RESOLVED** with amendments  
4 abstentions

To approve the minutes of the Town Council meeting held on Tuesday 23rd February 2016  
Following amendments:  
Newsletter – authors need to be acknowledged and a disclaimer added  
Mayor's Chaplain – need not have one or different faiths as appropriate – not Town Council  
Display Board – Cllr Carroll to take this back to the Trust.  
There was some discussion about this point and so it was decided that listed building consent needs to be obtained  
Cllr Jackson – reminded that the **TC** objected to the original application  
Reports from meetings – Lesley Davis-Ingilis  
Ideas – the carnival would need to be consulted and liaised.

With amendments  
Proposed Cllr Bavastock seconded Cllr Jackson and **RESOLVED**

**223.15/16 CLERK'S REPORT**  
Update on discussions from the January meetings and other matters for information only:

- Street Closures and planned works
- Newsletter
- Snagging

**224.15/16 REPORT FROM THE MAYOR**

- SpArC – on Shropshire Star
- Diversion problems with all the road works
- Dog mess
- Annual Town Meeting – please encourage people to come along if they are interested in being a councillor
- Newsletter
- Support Group for Diabetes – first meeting 18th April

**225.15/16 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

**226.15/16 UNITARY COUNCILLOR**  
To receive a report from the Unitary Councillor

- SpArC – BC membership numbers has held steady
- Rural areas: Schools in area lobbying MPs re: funding formulas
- LJC meeting – April 14th at 7pm – As many Town and Parish Councillors as possible to come
- Road Closures

**227.15/16 TOWN & COUNTRY PLANNING ACT 1990**  
**Applications:**  
Reference: 16/00537/FUL (validated: 19/02/2016)  
Address: Bishops Castle Community College, Brampton Road, Bishops Castle, Shropshire, SY9 5AY  
Proposal: Provision of a self contained bio mass boiler  
Applicant: Shropshire Council (The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND)  
**No Objection**  
Proposed Cllr Bavastock seconded Cllr Carroll and **RESOLVED** with 1 abstention  
Note: Clarification on the potential noise

Cllr Houghton proposed that she give her report  
Cllr Bavastock proposed, seconded Cllr Magill and **RESOLVED**

**228.15/16 MONTHLY FINANCES**  
i) To receive the monthly payment/receipt schedule and then approve the accounts listed below and instruct signatories to authorise payment.

<b>Town Council:</b>	
Staff costs (excluding HMRC)	1487.31
Meg Gwilliam - additional 5 hours for Business Park Partnership as agreed	38.47
Shropshire Council Pension Fund	369.06
HMRC PAYE and NI	445.22
House on Crutches Museum (approved grant)	100.00
Bishop's Castle Heritage Resources Centre (approved grant)	100.00
MarkOne Safety Solutions Ltd – Servicing Fire Alarm System ( <i>Invoice No.14645</i> )	90.00
Highline Electrical Ltd – Maintenance ( <i>Invoice No. 919</i> )	266.40
Exemplum Ltd – February photocopying ( <i>Invoice No. 23114</i> )	65.97
Exemplum Ltd – October photocopying ( <i>Invoice No. 2041</i> )	59.23
Halls SMS – Safety Equipment for toilets ( <i>Invoice No.8839</i> )	183.58
Mary Seldon – expenses incurred	16.00
Andrew B Wallace – extra time Mondays ( <i>Invoice No.205</i> )	32.50
Access & Habitat Management –Allotment extension part payment ( <i>Invoice No.0793</i> )	2636.40
Anne-Marie Jackson – Town Plan Expenditure ( <i>Invoice received 07/03/2016</i> )	10.91
Mike Watkins – Town Plan Expenditure ( <i>Invoice received 07/03/2016</i> )	10.00
Enterprise South West Shropshire – website updates ( <i>Invoice No. 9506</i> )	400.00
SALC – Road Traffic Event 2 delegates Town Plan ( <i>Invoice No. 8545</i> )	40.00
G.M.Cooke (Electrical Contractors) – TH Heating ( <i>Invoice No.2769</i> )	72.00
Shropshire Council Joint Energy Costs ( <i>Invoice No. HHT014900</i> )	447.43
Andrew Evans Landscapes – contracted work ( <i>Invoice No.1806</i> )	182.40
Bishop's Castle Town Hall Trust – recharge cleaning etc. ( <i>Invoice dated 10/03/16</i> )	170.00

Cllrs Bavastock, Carroll and Houghton worked on the expenses together to conform with audit requirements. There was some discussion as to the necessity of the whole council being involved in this.

Cllr Carroll explained the payment to Enterprise South West Shropshire, and this was taken separately: Proposed for payment  
Cllr Houghton, seconded Cllr Carroll and **RESOLVED**

All other payments:  
Proposed Cllr Harris seconded Cllr Dickin and **RESOLVED** with 1 abstention

<b>Town Hall Renovation Project Costs</b>	
J Harper & Sons (Leominster) Ltd – additional work ( <i>Invoice No.INO21970</i> )	2571.40
Proposed Cllr Carroll, seconded Cllr Houghton and <b>RESOLVED</b>	
<b>Mayor's Charity Account</b>	
Tower Mint Limited Queen 90th Birthday medals ( <i>Invoice No. 18988</i> )	128.40
Cllr Bavastock explained the reasoning behind ordering these for Crowgate Proposed Cllr Harris, seconded Cllr Dickin and <b>RESOLVED</b>	
<b>Direct Debit:</b>	
Pitney Bowes Postage by Phone ( <i>Statement No. 60700847</i> )	50.00
<b>NOTED</b>	

ii) **SpArC**  
To discuss future funding ideas  
It was proposed that the Town Council give £2500 to the Crowd Funding proposal from their grants budget by Cllr Bavastock, seconded Cllr Carroll and **RESOLVED** using the s137 Power of discretionary spend.  
There was also some discussion regarding encouraging all neighbouring parishes to think about precepting for SpArC in their budget discussions for 2017/18

The Clerk asked about the £750 that is already in the budget for SpArC and was informed that this was for the Theatre.

iii) **FINANCE & RESOURCES COMMITTEE**

a) **MONTHLY REVIEW:**  
To receive the February monitoring report  
Proposed Cllr Houghton, seconded Cllr J and **RESOLVED**

To receive the February bank reconciliation statements  
Proposed Cllr Bavastock seconded Cllr Magill and **RESOLVED**

- To receive any recommendations from the Finance and Resources Committee

Cllr Houghton as the Chairman of the committee gave a resume of the meeting.

- New ways of looking at the finances to maintain monitoring responsibility
- Training made available to all
- Reviewed Asset List
- Bishop's Castle Golf Club Cup
- Recommend adoption of new document to assist with internal audit
- Income levels – monitoring – review income streams

c) To receive a report from the Clerk regarding Business Rate demands 2016/17  
Public Toilets – Auction Yard – small business relief applied – no charge  
Public Toilets – Town Hall – cost remained the same: 271.04 per year - £54 x5 payments  
Clerk's Office – Town Hall – slight increase: £907.50 per year - £91 x 10 payments (last year £90)

**229.15/16 TOWN HALL RENOVATION PROJECT**

a) To receive any report from Trustees  
Cllr Bavastock reported from the recent meeting. It had been a positive meeting and very welcoming:

- Snagging
- 4 weddings
- Re-charging the water rates
- Friday market from end of March – first month stalls free
- 6 Sunday afternoon talks
- Wedding Guidelines – Cllr Magill asked for more time to approve as the Operations Managers need to discuss

b) To view the councillor representatives on the Town Hall Trust  
Town Hall Trust happy with the arrangements – roving councillor

**230.15/16 CIVIC/CELEBRATION ARRANGEMENTS**  
To discuss plans and expenditure for events in 2016

a) Her Majesty's 90th birthday

- Planting a rose on 21st April 11am in the Old Market Place with refreshments to follow.
- Cllr Houghton suggested that free Wi-Fi would be a good legacy for the whole town. Cllr Bavastock proposed to take this on board and get costing for it. Seconded Cllr Carroll and **RESOLVED**

- Town Hall proposal: Sunday 12th June

Cllr Carroll proposed the Town Council should be involved, and this would also be a good platform to launch the Civic Awards for 2016. The Town Council should also pay for refreshment costs, seconded Cllr Bavastock. Budget set: up to £60 and **RESOLVED**

b) Civic Sunday  
It was proposed that the Civic Service should take place on 12th June in the morning - Cllr Bavastock proposed, seconded Cllr Carroll and **RESOLVED**

**231.15/16 PHARMACY CLOSURES**  
To discuss formal Council response to the news of proposed Pharmacy Closures in rural areas.  
Formal Council response – Cllr Bavastock propose Council write a letter of objection, seconded Cllr Magill and **RESOLVED**  
Cllr Houghton put a strong objection through HealthWatch Shropshire – forward views to them.

**232.15/16 CLEAN UP BISHOP'S CASTLE**

a) To discuss the ongoing problem with dog mess  
There had been some dialogue on Facebook and there was growing concern about this problem.  
It was proposed that special signage be made available to the community, Cllr Bavastock proposed, seconded Cllr Carroll and **RESOLVED**. These could be collected from the Town Clerk's Office and should also publicise the relevant phone number and a reminder of the fine.

b) To discuss the possibility of a town clean-up day:  
The Clerk proposed a clean-up community day, but the discussion was overtaken by the dog mess problem. The Clerk was asked to speak to the Primary School and the Community College to see if people would be interested.  
Cllr Gaffney said that when the Town Council let the Playing Fields the policy should be to encourage any event that takes place to express their commitment to leaving the playing fields the way or better than they were found.

**233.15/16 TOWN PLAN**

To receive an update on the Town Plan and the working parties involved:  
Cllr Jackson – completed the carparking survey and indicated there is no absolute problem with parking availability, but there are problems with certain streets – especially Salop Street. These issues are being looked at further. Signage might be an answer to tell people where they can park.  
Residents – requirements for access and parking and what problems they perceive themselves as they will be the people most affected. Front street, Church Street.

**234.15/16 BIKE TRACK PROJECT/ALLOTMENTS**

a) To receive an update on proposed transformation of the site to date  
b) To discuss organic approach request – Cllr Carroll gave a brief update on what this item was all about. Suggestion Sir Albert Howard Allotments – as he was a local pioneer of the early stages of organic farming and setting up soil association, etc., Trust creating interest in him. There was a proposal to name the Allotments after him, but they would have to be organic. Current ones are nearly all organic. It was agreed to make new ones Allotment and when old ones come up ask that they be organic. The society want to apply for funding to buy a large building to give talks about organic gardening.

c) To discuss possible funding: Awards for All site – shed, polytunnel and a organic membership. The committee would like Town Council to pick up all cost. £5000 CLT approved and thought appropriate. Consult woodshed – 19 replies 17 wholly yes and 2 unsure. 1 point was raised – needs some acknowledgment. Could there be some acknowledgement of the beneficiary – Bill Bainbridge award for organic allotment competition

d) To discuss the naming of the allotments – see b) above  
Move towards organic allotments, agreed to inform the association to apply for their own funding (large building etc) and Council remains responsible for financial side of / and layout of site, and naming of allotment site. Cllr Carroll, Cllr Magill and **RESOLVED**.

**235.15/16 STAFFING COMMITTEE**

To receive an update from the Staffing Committee  
Cllr Bavastock reported:  
Appraisals: Town Clerk, Assistant Town Clerk and Nick Yaxley.  
Letter to Nick congratulating him on his excellent work. Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

**236.15/16 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

- SpArC Advisory Group
- CLT and partnerships
- PACT – no recent meeting
- LJC Planning
- Public Hall – open evening 31st March 6-8 in the Underground
- ESWS – library contract ready to go – 1st April
- Chris Edwards meeting

**237.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page  
Dog mess helpline  
Annual Town Meeting  
Bid for Business Park  
All from last time  
Contribution Council's making for Sparc  
Albert Howard Allotments  
90th birthday  
Volunteer Delivery  
Pharmacy

**DATES OF FUTURE MEETINGS:**

**Monday 4th April 2016**  
**ANNUAL TOWN MEETING**  
**7pm**

**Tuesday 19th April 2016**  
**7.30pm Council Meeting**