

**Bishop's Castle Town Council Meeting  
17th May 2016**

**MINUTES OF THE MEETING OF THE  
BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 17th MAY 2016 AT 7.30 PM**

**Present:** Cllr K Bavastock, Mayor in the Chair

Cllr J Carroll (Vice-Chairman), Cllrs J Magill, R Houghton, A-M Jackson, J Gaffney

A Houghton and F Whittingham (after item 19.16/17)

**In attendance:** Mrs M Seldon (Clerk)

1 member of the public

**17.16/17 APOLOGIES**

To note apologies

Apologies had been received from:

Cllr Bance – working

Cllr Roberts – holiday

Cllr Harris – working

Cllr Bavastock proposed to accept the apologies, seconded Cllr Gaffney and **RESOLVED**

**18.16/17 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Jackson – 28.16/17 Monthly finances

Cllr R Houghton – Any item discussing Shropshire Council

Cllr Carroll – Any item discussing THT

Cllr Magill – Any item discussing THT

Cllr Bavastock – 21.16/17 and 26.16/17

Cllr Whittingham – 28.16/17 Monthly finances

Cllr A Houghton – 21.16/17

**19.16/17 TO CO-OPT NEW COUNCILLORS**

To co-opt new councillors and receive Acceptance of Office

Cllr Bavastock proposed that Frederick Whittingham be co-opted on to the Town Council. Seconded Cllr Gaffney and

**RESOLVED.** Cllr Whittingham signed his Acceptance of Office and took his place at the table.

Cllr Bavastock proposed that Amanda Houghton be co-opted on to the Town Council. Seconded Cllr Carroll and **RESOLVED.**

Cllr Houghton signed her Acceptance of Office and took her place at the table.

**20.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 19th April 2016

Proposed Cllr Carroll, seconded Cllr Jackson and **RESOLVED.**

**21.16/17 CLERK'S REPORT**

Update on discussions from the April meetings and other matters for information only:

- **Playing Fields usage:**

**May Fair** – the Clerk tried to briefly outline the problems that had occurred with the May Fair that had been in the town for the weekend 6th and 7th May. The standard agreement for using the Playing Fields had not been completed and returned and the original agreement with the Town Council (dated July 2011) had not been adhered to. This had caused problems around the town and complaints had been received from residents, Minsterley Motors and Shropshire Council – due to the unauthorised road closure that had resulted in the actions of Mr and Mrs Wynn (owners of the fair).

It was AGREED that this could not happen again in the future.

It was also AGREED that the matter needed to be dealt with by the Clerk, who would report back to council as and when there was any further developments.

It was AGREED that the arrangements for 2017 needed to be discussed and agreed well in advance and Cllr Gaffney reminded councillors that the Public Hall would be busy during the proposed period in 2017 due to the local elections.

Cllr Carroll proposed all the affairs should be left for the Clerk to organize with Wynns and other agencies involved, seconded Cllr Bavastock, and **RESOLVED.**

**Carnival** – the Clerk reported that the Carnival committee had completed and returned their agreement form along with a deposit for any works that might need to be done.

**Michaelmas Fair** – a letter had been received from the Michaelmas Fair committee asking if the Playing Fields might be used again for 2016 and they would give a payment of £250 to the council. This was AGREED by all.

**Party in the Park** – the Clerk reported that the Party in the Park committee had completed and returned their agreement form

- Heritage Lottery Fund – the Clerk reported that the final payment from HLF had been received.
- Electricity Supply and Usage – the Clerk reported the current situation with the meters for the Town Hall and how it was hoped that this matter would be resolved as soon as possible.
- Civic Pride Day Celebrations – details were given as to the arrangements for the day.
- Boar's Head Hotel Bollards - further communication had been received from the solicitors acting on behalf of the Boar's Head and the Clerk had been dealing with this.

**22.16/17 REPORT FROM THE MAYOR**

- Civic Service
- Wise and Well
- One vacancy on the Council
- Newsletter – councillors were asked to be prepared to deliver them at the end of the week
- Civic Awards – to be launched on Civic Pride day

**23.16/17 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 wishing to speak.

**24.16/17 UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor

The Unitary Councillor was not present.

**25.16/17 TOWN & COUNTRY PLANNING ACT 1990**

To note:

**Decisions:**

Reference: 16/01163/FUL (validated: 24/03/2016)

Address: The Grange , Kerry Lane, Bishops Castle, Shropshire, SY9 5AU

Proposal: Erection of extension to residential care home; alterations to existing staff accommodation/storage building to provide additional resident bedrooms and ancillary facilities; alterations to parking provision.

Decision: **Grant Permission**

**NOTED**

Reference: 16/00748/FUL (validated: 22/03/2016)

Address: 45 Church Street, Bishops Castle, Shropshire, SY9 5AD

Proposal: Change of use from office use to cafe/takeaway establishment (A3)

Decision: **Grant Permission**

**NOTED**

Reference: 16/01270/LBC (validated: 22/03/2016)

Address: 45 Church Street, Bishops Castle, Shropshire, SY9 5AD

Proposal: Change of use from office use to cafe/takeaway establishment

Decision: **Grant Permission**

**NOTED**

**26.16/17 BISHOP'S CASTLE POST OFFICE CONSULTATION**

To discuss a Town Council response to the current consultation to the proposal by Post Office Ltd to move to new premises and branch modernisation.

The Clerk was asked to respond to the consultation with the following points:

- Parking could be a problem at the new location and parking bays would need to be clearly defined.
- Concern regarding any Disabled Paking Spaces outside.
- What will be the counter and queueing arrangements within the Spar – this needs reviewing
- A reassurance regarding privacy for customers was sought
- The Town Council did welcome the increased hours and more services that would be available.

**27.16/17 LOCAL GOVERNMENT (Miscellaneous Provisions) ACT 1982 SCHEDULE 4**

To discuss whether the Town Council wishes to record an expression of interest in having powers to issue street trading consents as delegated by Shropshire Council

Cllr Gaffney proposed the Town Council expressed an interest. Seconded Cllr Magill and **RESOLVED**

**28.16/17 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:**

Payee	Item	Invoice	Method	Amount £
Staff costs	Salaries excl. HMRC	Payroll May	SO	1626.87
Shropshire Council Pension Fund	Monthly pension payment	Return May	chq	369.06
HMRC	PAYE and NI	Return May	chq	414.32
Mr F S Whittingham	Catering 21st April	11	chq	55.00
Exemplum Ltd	Photocopying April	23425	chq	101.16
Andrew B Wallace	Monday working x4	211	chq	28.80
Enterprise House	Donation to SpArC fund	06/04/16	chq	2,500
Meg Gwilliam	Additional 5 hours for Business Park Partnership as agreed	Payroll May	chq	38.47
	£1.39 scrap book for invoices file	Expenses 5/5		1.39
Auditing Solutions Ltd	Final visit internal audit	A4420	chq	492.00
NCG Parks and Gardens	April grass cutting	S180	chq	282.00
Whitchurch Town Council	Fire Warden Training x2	CC5602	chq	37.50
Severn Trent Water	Surface Water TH Toilets	15/04/2016	chq	31.39
Anne-Marie Jackson	Expenses: Road Safety Event	3rd March 16	chq	21.60
Mary Seldon	Expenses – hospitality	3rd May	chq	13.70
Halls SMS	Toilet rolls for public toilets	9977	chq	74.52
SpArC Theatre	Annual Donation	See budget	chq	750.00
BC Mayor's Fund	Annual Allowance	See budget	chq	320.00
Npower Business	Playing Fields Electricity	4th May	chq	129.28
Enterprise South West Shropshire	Town Plan usage April	9619	chq	36.20
McMillan Masonry	Cleaning/repairing plaque	23115	chq	1,170.00
Mrs ME Maclachlan	Guerilla Gardening donation	Letter	chq	100.00
DW Cole	Repair of bus shelter/water heaters	69	chq	351.00
Shropshire Council	NDR public toilets <b>JUNE</b>	1/6/16	DD	54.00
Shropshire Council	NDR council office <b>JUNE</b>	1/6/16	DD	91.00
British Gas	Auction Yard Toilets	25th April	DD	271.05

**Mayor's Charity Account**

Payee	Item	Invoice	Method	Amount £
Jane's Petals & Gifts	Flower Arrangement	3rd May	Cheque	15.00
Wendy Oakley	Catering for Mayor Making	1746	Cheque	100.00

Cllrs Jackson and Whittingham left the room whilst the two payments to themselves were discussed. Proposed for payment Cllr Bavastock, seconded Cllr Carroll and **RESOLVED.**

The remaining payments were discussed by full council. Proposed Cllr Carroll, seconded Cllr R Houghton and **RESOLVED**

**ii) DONATION REQUEST**

To consider a request from The Community College for financial assistance with their 2016 trip to partnership school in Tanga, Tanzania.

Cllr R Houghton asked about the donations budget – and the Clerk confirmed that one had not been approved for the current financial year. Cllr Gaffney felt that this was not appropriate for a council to be making a donation to this project.

Proposed to refuse request Cllr Gaffney, seconded Cllr Carroll and **RESOLVED.**

**iii) CHRISTMAS LIGHTS**

To consider the proposal that the Town Council adopt the organisation of the Christmas lights and to consider the quotation from Blachere Illumination

It had been hoped that the finances for the previous years of Christmas lights might be made available for the meeting, and this not being the case the Council asked that this item be deferred until the July meeting.

Cllr Carroll briefly explained about an extra income derived from the project being made available from the advertising in the town map.

**iv) OVERTIME PAYMENTS**

To approve holiday cover payments for Assistant Clerk – retrospective and future.

5 hours extra per month had been AGREED at a previous meeting and this still stood. Any overtime by the assistant clerk did not need future approval providing it was within the five hours.

**v) FINANCE & RESOURCES COMMITTEE**

a) To receive any recommendations from the Finance and Resources Committee

b) To receive the internal auditors report following the year end council audit NOTED

Cllr R Houghton reported as Chairman of the Committee. At the previous Finance Meeting on 10th May the committee had reviewed the **internal audit report** and recommended it is accepted. It was thought to be a helpful report, clearly set out and useful. However, the Committee were concerned about the level of reserves left at the end of the financial as there was only 3 months.

The auditor had written about a project planned costing £50K, but this information was not correct.

c) To receive and discuss the Town Council's Financial Statement NOTED

**Financial statement** – the Clerk was thanked for making it easy to follow and councillors appreciated the expenditure shown as percentages.

d) To review the Town Council's earmarked reserves

**Earmarked reserves** – all paperwork the end of year indicated that earmarked reserves totalled some £46,715.98 and there was some confusion as this amount is not reflected in the bank balances. It was AGREED that earmarked reserves should reflect cash in the bank and therefore be available for spending should the need arise.

It was also agreed that at the Budget Setting meetings for 2017/18 the Council needed to be realistic and give a long hard look at all future planned expenditure.

Cllr R Houghton proposed that there was an adjustment to the recorded statement of reserves to show what was in the bank accounts and available for spending. Seconded Cllr Bavastock and **RESOLVED.**

e) To receive and approve the Town Council's Financial Return and Governance Statement

Proposed Cllr R Houghton and seconded Cllr Carroll that Cllr Bavastock sign the external audit forms on behalf of the Town Council.

**vi) MONTHLY REVIEW**

a) To receive the April budget monitoring report

b) To receive the April bank reconciliation statements

Cllr R Houghton proposed that both reviews be accepted, seconded Cllr Carroll and **RESOLVED**

**29.16/17 REPRESENTATIVES ON COMMITTEE & WORKING PARTIES**

To elect Town Council representatives for separate organisations

PACT – Cllr Bavastock, reserve Cllr Magill

ESWS – Cllr Bavastock

Library – Cllr Houghton

CLT – Cllr Magill

LJC – Cllr Carroll

Town Plan – Cllr Jackson

SpArC – advisory – Cllr Carroll

Patients Group – Cllr Bavastock

b) To elect Town Council representatives to serve on Town Council Committees

Playing Fields Committee – Cllrs Carroll, A Houghton, Magill and Gaffney

Public Hall – Cllrs R Houghton, Bance and Whittingham

Finance – Cllrs R Houghton, Carroll, Harris, Bavastock, Roberts

Staffing – Cllrs Gaffney, Bavastock, Magill, Carroll, A Houghton

THT – Cllrs Carroll, Roberts and Cllr Jackson as the councillor representative for 3 month stint

**30.16/17 TOWN PLAN**

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

Cllr Jackson said there was nothing further to report. The drop-in sessions would be in the newsletter and put on facebook

Cllr Bavastock that someone from Town Plan group follow up the Primary schools response to Playing Fields

**31.16/17 TOWN HALL TRUST**

a) To receive an update on the Town Hall and the Town Hall Trust

Cllr Carroll said there was not much to report. The THT had been pleased to welcome councillor Roberts to the meeting. The recent document 'Who was for the Town Hall' had received good press. There were lots of events taking place during the summer

b) To approve installation of a water softening for the water heater in the Market Hall

Proposed Cllr Gaffney, seconded Cllr R Houghton and **RESOLVED**

**32.15/16 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended

Public Hall (Cllr R Houghton) – secured a second grant from the coop and this would buy new equipment to sort out kitchen and underground.

CLT (Cllr Gaffney) – 4 local businesses came along to ESWS and business park. Quantity surveyor and architect also attended and it had been very positive and inspiring

Health Meeting chaired by Philip Dunne (Cllr Bavastock) - seemed to be a talking shop. The Patients Group AGM was scheduled for 14th June at the Public Hall.

ESWS (Cllr Carroll) 21st birthday party invitation on 22nd June.

**33.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

- 1 councillor vacancy
- Drop in – Town Plan
- Patients group AGM
- Civic Pride Day
- Civic Awards

**34.15/16 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 Carroll and **RESOLVED**

**35.15/16 STAFFING COMMITTEE**

To receive recommendations from the Staffing Committee

Cllr Bavastock reported on the staffing committee meeting which had taken place before the council meeting:

- Staffing committee audited the files to ensure that salary payments were correctly made. The clerk had been asked to find out how pension payments should be checked.
- They had looked at levels of pay and want to propose an increase of 50p an hour for the Clerk – incremental rise up the pay scale. Proposed Cllr Bavastock seconded Cllr Carroll and **RESOLVED**
- It had been decided that as the Assistant Clerk had been given an increase of three incremental points six months previously the council would review her salary when confirmation had been received of a successful CILCA qualification.
- The other two employees were now both on standard living wage and this would be reviewed on an annual basis.