

**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 Dickin, 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, 8.15/16 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.

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 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
A letter had been drafted to invite to inconsiderate parkers, prior to passing to council
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 11s) 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 Clerk 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 (<i>inv 166 31/03/15</i>)	32.50
Meg Gwilliam, expenses, 4 whiteboard markers, filing trays	3.98
Exemplum copying for March (<i>inv 1045 31/03/15</i>)	40.42
Viking, office supplies (<i>inv 920081 8/4/15</i>)	175.09
G M Cooke, electrical work at Playing Fields (<i>inv 2616 26/3/15</i>)	198.00
Severn Trent Water, surface water drainage Town Hall (<i>inv. 1st April 2015</i>)	55.59
Zurich TC Insurance Policy, adjustment (<i>inv. 1st April 2015</i>)	65.48
Halls SMS Paper and Cleaning Products (<i>inv. 4139 31/03/15</i>)	70.04
Halls SMS Paper and Cleaning Products (<i>inv. 4120 25/03/15</i>)	87.41
Shropshire Council Joint Energy Costs 4th Quarter (<i>inv. HHTO13209</i>)	432.71
SpArC annual donation	750.00
SALC Affiliation Fee 2015/16 (<i>inv 8034 1/4/15</i>)	618.30
MarkOne Safety Solutions Ltd servicing fire alarm (<i>inv 12123 24/3/15</i>)	123.95
Town Hall Trust recharge for Cleaning Services, etc. (<i>inv 1415-197</i>)	624.62
Enterprise South West Shropshire – presentation book (<i>invoice 8894</i>)	16.63
Enterprise South West Shropshire – pc maintenance (<i>invoice 8878</i>)	15.00
Severn Trent, surface water drainage Town Hall toilets (<i>inv 15th April 2015</i>)	30.14
Len Tawn – engraving mayoral chain and travel (<i>inv 20 16th</i>)	32.51
Parks and Gardens – grass cutting (<i>Invoice 1750</i>) <i>KB JG ALL</i>	145.32
<i>PHS Group (inv. 62359205)</i>	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.	7.32
J Carroll expenses (<i>LJC meeting Clun</i>)	
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 (*£900 payable in 10 instalments Apr –Jan*) 90.00
Shropshire Council NDR for High Street toilets (*£268.80 payable in 5 instalments, April as above, May –Aug @ £54*) 52.80
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) <i>Inv CC2015006, 1 April 15</i>	266.55
Kevin Bickley Carpet and Cleaning Services <i>Inv 05737, 27th March 15</i>	270.00
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:

- Bernard Edwards had resigned and Julie Magill was the new operational manager.
- The first wedding had taken place the previous weekend, with two more booked for the future.
- The Volunteer days (Wednesdays) were working well.
- 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 give 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 assisting 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

- Civic awards
- Expansion of newsletter
- 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:

- 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.

- 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 resident 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.

- 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.

- 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**.
- 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:

- New trustee from TC
- Naming of the Wintles
- Bins
- Lone Worker Policy
- 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: