

**Bishop's Castle Town Council Meeting  
23rd February 2016**

**MINUTES OF THE MEETING OF  
BISHOP'S CASTLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 23rd FEBRUARY 2016 AT 7.30 PM**

**PRESENT:** Cllr K. Bavastock, Cllr J. Gaffney in the Chair

**COUNCILLORS:** J Carroll (Vice-Chairman), Cllrs J Gaffney, J Dickin, R Houghton, A-M Jackson

**IN ATTENDANCE:** Cllr C Barnes (Unitary Councillor) and Mrs M Seldon (Clerk) and 3 members of the public.

**FIRE PROCEDURE**

**203.15/16 APOLOGIES**

To note apologies  
Apologies had been received from:  
Cllr Magill (holiday)  
Cllr Bance (working)  
Cllr Harris (working)  
Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**

**204.15/16 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.  
b) To declare any personal interests.  
Cllr Carroll: 214.15/16  
Cllr Houghton: General – Shropshire Council Finances

*It was proposed that item 208.15/16 be moved forward in the meeting to this point.*

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

Henry Hunter introduced himself as the Chairman of the Town Hall Trust and went on to explain the necessity for Town Council representatives on the board of trustees. To date the Town Council had been under represented, but this was, in fact, a legal requirement for the running and organisation of the building.  
Mr Hunter's verbal presentation was also accompanied by a newly written job description by Evelyn Bowles.  
Mr Hunter was thanked for his contribution and he then left the meeting.

**205.15/16 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 26th January 2016  
The public form of the Minutes was approved. Proposed Cllr Bavastock, seconded Cllr Houghton and **RESOLVED**

However, the Confidential Minutes relating to the Town Hall Renovation were not approved and the Clerk was asked to adjust their content to reflect the report given by Sam Hines at that meeting and the recommendations made by her that were agreed by councillors at the meeting. It was **AGREED** that these Minutes would be brought for approval at the March meeting.

**206.15/16 CLERK'S REPORT**

- a) Update on discussions from the January meetings and other matters for information only:
- **Annual Town Meeting Arrangements** – details of the date and time had been previously distributed to councillors, along with the speakers who had confirmed their attendance.
  - **Street Lighting Budget and Expenditure** – at the previous meeting the Clerk had been asked to investigate the two areas of finance that had been allocated to street lighting. This had now been done and all expenditure for the year 2015/16 was for the street lights owned by the Town Council. The two areas of funding were the maintenance charges from HighLine Electrical and the annual fee from Shropshire Council for the electricity contract. It should be noted that for the budget 2015/16 there was only the electrical contract expenditure that had formed part of the budget. The Clerk confirmed that both areas were accounted for in the 2016/17 budget and that their entry on future spreadsheets would be less confusing.
  - **Working with Shropshire Council through financial difficulties** – the Clerk had attended a meeting called by the Leader (Malcolm Pate) and the Chief Executive (Clive Wright). This was to make Clerks and Chairs aware that in order to work through the financial difficulties facing Shropshire Council, all councils now needed to work together to provide services to the community. They were also keen to hear our own suggestions on ways in which we can provide services. The present grouping of those parishes in the LJC was suggested, but not exclusive. The Clerk reported that there was a proposed LJC meeting with Malcolm Pate and Clive Wright in Bishop's Castle on 17th March at 7pm to discuss financial proposals and she advised councillors to attend. The following discussion revealed that this would not be the date for the meeting, but all councillors felt it important that this should take place in the Town Hall and the Clerk was asked to contact Mathew from BC News to this end.
  - **Feedback from BC Newsletter** – the Clerk reported that there had been considerable feedback from a short article in the recent Newsletter about culling hares. She suggested that if councillors were approached about this matter they referred them to the police as it was PC Gutteridge who had written the article.

It was agreed that in future all articles not submitted by the Town Council should have the authors acknowledged and a disclaimer added.

- **Town crest in Old Market Place update** – the Clerk had asked for an update on the spring clean of the crest from the stonemasons involved. The crest had been steam-cleaned and was now awaiting the keiming process, which could only be done when night-time temperatures rose above 4 degrees. It was hoped that the whole project would be finished by the 21st April as this is to be the designated day for celebrations for the Queen's 90th birthday and a rose bush and plaque was planned. The stonemason had confirmed the work would be completed by that date.
- **Town Election Recharges** – the Clerk reported that she had received a letter from the electoral registration office to say that election charges would be amended from May 2017 onwards. If uncontested the cost would remain the same, but if an election was necessary the cost would no longer be subsidised by Shropshire Council. The Clerk was asking the elections office the implications of this in order that the budget for 2017/18 could reflect any rises in costs.
- **Environmental Grant 2016/17** – the Clerk reported that the Council had been invited to take part in this scheme again for the forthcoming year and would be able to receive the expected £3,000. It would, however, be the last year of the scheme.

**207.15/16 REPORT FROM THE MAYOR**

- **Bishop's Castle Arts Festival** – the town had been nice and busy
- **WI** – had approached Cllr Bavastock and asked if there was an area in the town which they might look after. The old Market Place had been suggested as a suitable area, and one that needed constant attention to keep clean and tidy.
- Councillors were reminded of the works in progress in Oak Meadow and Welsh Street. This would result in footpath diversions.

**208.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

**209.15/16 UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor

- Street lights in BC – weather affects the sensors and so their timed usage was sometimes inaccurate. Shropshire Council were looking to change the technology over a period of five years.
- IP&E – report due this week
- Malcolm Pate wanted to reinstate council lunch – there had been much communication within the council about this. Result – no free council lunch
- Council tax increase of 3.99%
- Subsidised travel for post-16 year olds – increase 111% - pay to go to Shrewsbury, but not Ludlow
- Shared oil and gas installation – decisions taken away from Council and gone to Westminster
- Community College on Inside Out programme
- Big Conversation didn't seem to draw many people's comments. Not representative

**210.15/16 TOWN & COUNTRY PLANNING ACT 1990**

**Applications:**

Reference: 16/00151/FUL (validated: 14/01/2016)  
Address: Proposed Residential Development Land, Kerry Green, Bishops Castle  
Proposal: Erection of dwelling and formation of vehicular access  
Applicant: WKM Construction (Mr Will Chambers, Hurcott, Longhills Road, Church Stretton)

Cllr Jackson reminded Council that the first application on this site had been strongly objected to by the Town Council. This would be over development and again the problem of the proximity to two junctions

**Strong Objection**

Proposed Cllr Jackson, seconded Cllr Bavastock and **RESOLVED**  
The Clerk was asked to send the full comments to Cllr Barnes so that she might take this to Committee.

Reference: 16/00262/CPL (validated: 25/01/2016)  
Address: Hall Villa, Brampton Road, Bishops Castle  
Proposal: Application for Certificate of Lawfulness for the erection of two storey rear extension  
Applicant: Mrs Hilary Say  
Retrospective planning

**No objection**

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

Reference: 16/00091/FUL (validated: 28/01/2016)  
Address: The Barn, School Lane, Bishops Castle  
Proposal: Alterations and additions to include part single and part two-storey extension; balconies and solar panels  
Applicant: Dr A Penney

**Support**

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

Reference: 16/00347/FUL (validated: 28/01/2016)  
Address: Plasauduon, 5 Bull Lane, Bishops Castle  
Proposal: Erection of two-storey extension following demolition of existing conservatory  
Applicant: Mr Stuart Altman (51 Trinity Street, Belle Vue, Shrewsbury)

**No objection**

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

Reference: 16/00398/ADV (validated: 01/02/2016)  
Address: The Three Tuns Inn, Salop Street, Bishops Castle  
Proposal: Erection and display various signage  
Applicant: Heineken Ltd (PO Box 231, Salford)

**Strong Objection**

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

Cllr Jackson offered to list the planning reasons for the two objections in order that the Clerk may lodge these on the Planning Portal.

**Decisions:**

Reference: 14/02744/OUT (validated: 19/06/2014)  
Address: Proposed Residential Development To The East Of, Church Lane, Bishops Castle  
Proposal: Outline Planning Application for the erection of 2No detached dwellings and associated garaging; installation of septic tank (to include access)  
Decision: **Refuse**  
**NOTED**

Reference: 14/02743/OUT (validated: 19/06/2014)  
Address: Proposed Residential Development to the West Of, Church Lane, Bishops Castle  
Proposal: Outline Planning Application for the erection of 2No detached dwellings and associated garaging; installation of septic tank (to include access)  
Decision: **Refuse**  
**NOTED**

Reference: 15/05293/FUL (validated: 15/12/2015)  
Address: Sports Centre, Bishops Castle Community College, Brampton Road, Bishops Castle, Shropshire, SY9 5AY  
Proposal: Installation of a 50kWp roof mounted Solar PV Array  
Decision: **Grant Permission**  
**NOTED**

**211.15/16 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
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
Enterprise South West Shropshire, newsletter printing ( <i>Invoice No. 9421</i> )	297.73
T Baker, repairs to notice board, coping stone, etc ( <i>Invoice No. 23</i> )	152.26
A Wallace, 4 Mondays ( <i>Invoice No. 204</i> )	26.00
Telescopic Window Cleaning ( <i>Invoice dated 3/2/16</i> )	45.00
Andrew Evans Landscapes, ground maintenance ( <i>Invoice No. 1801</i> )	1331.30
Exemplum, January printing ( <i>Invoice No. 22926</i> )	32.05
M Gwilliam – travel expenses	3.75
M Seldon – office expenses	21.60
Severn Trent Water – Public Conveniences Station Street ( <i>Invoice 16/02/16</i> )	99.65

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

**Town Hall Renovation Project Costs**

Communities Can, Nov/Dec/Jan ( <i>Invoice No. CC2015033</i> )	500.00
Imprint – Town Hall leaflets ( <i>Invoice No. 34987</i> )	289.00

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

**Direct Debits:**

British Gas, Auction Yard toilets 23/10/15 – 22/1/16 ( <i>Invoice 951288476</i> )	237.37
Npower Business Bowling Green 12/10/15 – 11/01/16 ( <i>7953 51303 00</i> )	87.49

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

ii) **GRANT APPLICATIONS**

To consider Grant Applications received:

- House on Crutches Museum 100.00

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

- Bishop's Castle Heritage Resources Centre 100.00

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

iii) **FINANCE & RESOURCES COMMITTEE**

**MONTHLY REVIEW:**

a) To receive the January monitoring report  
Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**

To receive the January bank reconciliation statements  
Proposed Cllr Bavastock, seconded Cllr Houghton and **RESOLVED**

To note separate expenditure accounts:

- Newsletter
- Town Plan
- Mayor's Charity Account
- Environmental Grant

To note Town Council Reserves

**NOTED**

Cllr Jackson pointed out an error in recording the expenditure for the Town Plan, as one item had not been updated. The Clerk was to ensure this was included in the spreadsheet.

- To receive any recommendations from the Finance and Resources Committee

This meeting had been cancelled as it does not quorate. It was suggested that another Councillor should consider being a member of the committee to ensure this does not happen again.

Cllr Jackson volunteered to consider this, but could not commit to every month.

**212.15/16 STAFFING COMMITTEE**

To receive any recommendations from the Staffing Committee:  
Cllr Bavastock, as Chairman of the committee reported from the meeting:

**Appraisals** had been set up for the Town Clerk, the Assistant Town Clerk and the Town Hall Toilet Cleaner. In the case of the latter it was hoped that some extra duties could be added to his job description to allow for the tidying of the exterior of the Town Hall.

**Co-option** – with three vacancies it had been decided that a recruitment campaign needed to be organised and well thought out to attract and retain suitable candidates. The Annual Town Meeting had been identified as a useful time to invite those interested along and to be able to chat to them informally at the conclusion. Press releases and adverts would be written to this end.

**213.15/16 TOWN COUNCIL CHAPLAIN**

To review the role of the Mayor's Chaplain  
a) There was a lot of discussion about the role of the Chaplain and several councillors wished to express their opinion. However, it was pointed out that as the Chaplain was for the Mayor, not the Town Council and as such it was up to each individual Mayor to liaise and use a Chaplain as they thought fit. For some this would mean no connection with the Church, and for others it might in future involve different faiths. In addition Councillors were reminded that this was all part of a long tradition and this was important for the town and the council.  
The Clerk was asked to reply to Reverend Fountain's query about the future of the relationship between the chaplaincy and the Town Council and explain that councillors felt that this was a decision not to be rushed. She was asked to thank Reverend Fountain for initiating the conversation and ask her if she would like to participate in future conversations about this.

b) To discuss arrangements for future Civic Events  
This conversation followed on from item a) and, again, there was much discussion as it was felt that the day should be a celebration and involve as many people as possible. Councillors were asked to consider options and bring their ideas to the next meeting. The Clerk was also asked to request the councilor of the community via facebook.  
Cllr Gaffney proposed that both items a) and b) be put on hold and the Clerk would write to Stephanie Fountain. Seconded Cllr Bavastock and **RESOLVED**.

**214.15/16 TOWN HALL RENOVATION PROJECT**

a) To receive any report from Trustees  
Following on from Mr Hunter's presentation to the Town Council during the Public Question time part of the meeting, the Town Council was reminded that they are a legal partner with the Town Hall Trust and their relationship was very important.  
Cllr Carroll reported on the previous month from the Trust. There had been a problem with the heating and boiler, but this was gradually being sorted out. January had been very quiet, but the Arts Festival had drawn in people. There were a number of forthcoming events and councillor participation/attendance would be appreciated.

b) To appoint two councillors as a Town Hall Trust Trustee  
Cllr Dickin announced that he was willing to be appointed as a Town Councillor representative on the Town Hall Trust.  
Proposed Cllr Bavastock, seconded Cllr Houghton and **RESOLVED**.  
He was reminded that he would have to formally resign from the Public Hall Committee.

Cllrs Bavastock, Houghton and Jackson all agreed to attend on a three month rolling programme.

The Clerk was asked to change this standing item on future agendas to allow for a review of the situation on a regular basis, and ensure all was running according to plan.

c) To consider a display board on the south side of the Town Hall building  
Cllr Carroll explained that the Town Hall Trust wished to take up the opportunity of using the outside of the building for advertising space and a drawing of the proposal was distributed. There was no cost to the town council, but their permission was required.  
It was pointed out that as the Town Hall was a listed building this would need planning permission and Cllr Carroll was asked to take this back to the Trust.

**215.15/16 TOWN PLAN**

To receive an update on the Town Plan and the working parties involved  
Cllr Jackson reported that the working party had completed a parking survey. This had been a full survey to support those completed last year. At present they were still entering data on the system and then this would be analysed.

**216.15/16 BIKE TRACK PROJECT/ALLOTMENTS**

a) To receive an update on proposed transformation of the site to date  
The Clerk reported that there had been site meeting with Cllr Carroll, the Assistant Town Clerk, the Town Clerk, the Chairman and the Treasurer of the Allotment Association and the contractor. This was to look at proposals and view the practicality of work and assess if the needs of all allotment holders were being met.  
There had already started on the area and it was hoped that the basic work would be finished by the start of the new season (1st April) to allow the allotment holders to start work.

b) To consider a request to give written permission for rabbit control  
The Allotment Association had received a proposal from an allotment holder to help with the rabbit control problem as they were qualified to do this. A letter of authorisation was required from the Council.  
Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**.

**217.15/16 FRIENDS OF THE LIBRARY**

To consider a request from Friends of Bishop's Castle Library to appoint a representative to their committee  
Cllr Houghton volunteered to take on this role until a new councillor could be identified. Cllr Bavastock suggested that she may be able to attend some meetings if Cllr Houghton had a problem.  
Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

**218.15/16 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

- SpArC Advisory Group

Cllr Carroll reported that the future of SpArC was continuing to be discussed and that it was the swimming pool that was in danger of being closed, not the other facilities. Shropshire Council had been asked about the possibility that necessary work could be paid for that would allow the possibility that the community could take this on as a going concern.

- **LJC Planning**

Cllr Carroll reported on the meeting: Parishes in Shropshire were beginning to realise that precepts would need to rise in future in order that essential services could still be provided for the community. There was a proposal that councils work together in order to provide these services and so parishes generally were beginning to realise that they would not have services left unless they were prepared to put up their precepts. Trying to come together to replace services. Difficulty for us and parishes – as we don't know what Shropshire Council plans to cut and the question was asked as to whether Shropshire Council could make things more sustainable this year, in order that councils might take things on in good order.  
There was a proposal that Shropshire Council be asked to consider phasing the leisure services to give us time to raise some funds/fund raise etc., Proposed Cllr Houghton, seconded Cllr Bavastock and **RESOLVED**. The Clerk to action.

- **COMA**

Cllr Gaffney reported on these meetings, but asked that in future COMA was replaced on the agenda by CLT as those involved had the last meeting for the COMA grant. At the moment the partnership was in liaison about the transfer of assets for the business park. They were doing a Business Plan which was being drawn up by Leslie Davis-Inglis.  
Cllr Gaffney had been in conversation with local businesses and three had expressed an interest in taking property on the park. Although Shropshire Council officers were happy if the plan developed the park piecemeal it had been decided that they don't want that to compromise the freeholders and so the plan was for the whole park.

- **THT and TC Liaison Meeting** – notes from this meeting had been previously distributed.
- **PACT** – Hare coursing had been discussed at this meeting too.
- **PUBLIC HALL** – Cllr Houghton reported on the refurbishing of the underground, making it into a lettable space which it currently was not.

**219.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page  
Annual Town Meeting  
Bid for Business Park – Partnership  
Link to public hall Facebook page to town council Facebook  
Ideas for civic service