



# BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

**NOTICE IS HEREBY GIVEN THAT A MEETING OF THE  
BISHOP'S CASTLE TOWN COUNCIL WILL BE HELD  
IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 18<sup>th</sup> OCTOBER 2016 AT 7.30 PM**

*Mary Seldon*

Signed:

Date: 12<sup>th</sup> October 2016

TOWN CLERK

## A G E N D A

FIRE PROCEDURE

### **85.16/17 APOLOGIES**

To note apologies

### **86.16/17 DECLARATIONS OF INTEREST**

- a) To declare any disclosable pecuniary interests.
- b) To declare any personal interests.

### **87.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 20<sup>th</sup> September 2016

### **88.16/17 COMMUNITY-LED TOWN PLAN**

To receive the draft Plan and presentation from the Chairman of the working party and discuss the contents

### **89.16/17 CLERK'S REPORT**

Update on discussions from the September meetings and other matters for information only.

### **90.16/17 REPORT FROM THE MAYOR**

### **91.16/17 REPORT FROM THE UNITARY COUNCILLOR**

### **92.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

- a) To receive a proposal from a representative of the Albert Howard Society
- b) To receive a proposal from SpArC Theatre

## **93.16/17 TOWN & COUNTRY PLANNING ACT 1990**

### **a) Applications:**

Reference: 16/04259/ADV (validated: 03/10/2016)

Address: 59-63 , Church Street, Bishops Castle, SY9 5AD

Proposal: Erect and display 2 internally illuminated fascia signs and 1 internally illuminated projecting sign affecting a Grade II Listed Building

Applicant: Co-op (1 Angel Square, Manchester, M60 0AG)

To note:

### **b) Decisions:**

Reference: 16/03364/LBC (validated: 29/07/2016)

Address: Bumbles Cottage , 58 Church Street, Bishops Castle, SY9 5AE

Proposal: Listed Building Consent for the removal of render at ground level, inspecting condition of wall uncovered and agreeing with conservation officer an appropriate method of conserving the elevation

**Decision: Grant Permission**

Reference: 16/03281/TCA (validated: 16/08/2016)

Address: The Garden House, 1 Union Street, Bishops Castle, Shropshire, SY9 5AJ

Proposal: Crown reduce by 30% 1no. Ash and 1no. Hawthorn (within The Garden House boundary) and reduce lower limb of 1no. Ash and lightly prune branches of 1no. Hawthorn and 1no. Robinia (overhanging The Garden House) within Bishops Castle Conservation Area

**Decision: No Objection**

Reference: 16/00091/FUL (validated: 28/01/2016)

Address: The Barn , School Lane, Bishops Castle, Shropshire, SY9 5BP

Proposal: Alterations and additions to include part single and part two-storey extension; to include balconies and solar panels

**Decision: Grant Permission**

Reference: 16/03234/FUL (validated: 21/07/2016)

Address: 10 Bankshead, Bishops Castle, Shropshire, SY9 5JQ

Proposal: Erection of two storey side and single storey rear extension and erection of front porch

**Decision: Grant Permission**

## **94.16/17 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 Account:**

<b>Payee</b>	<b>Details</b>	<b>Invoice</b>	<b>Amount (Gross)£</b>	<b>VAT</b>	<b>Cost Centre</b>
Staff costs	Salaries (gross)	October Payroll	2236.57	Z	Staffing
Shropshire County Pensions	Staff Pension contributions	October Return	421.43	Z	Staffing
HMRC	Staff Tax and National Insurance	October Payroll	455.86	Z	Staffing
Meg Gwilliam	Extra hours plus pay increase	October Payroll	117.27	Z	Staffing
	Holiday Cover – August	October Payroll			
	Holiday Cover – October	Expense claim			
	Expenses – desk transport		40.00	Z	Admin

Mary Seldon	Pay increase Expenses – certificates Travel expenses training day	October Payroll	34.63 5.39 43.20	Z	Staffing Admin
Andrew Wallace	September	236 (1/10/16)	21.60	OTS	Maintenance Grant
Highline Electrical Ltd	September light repairs	1256	476.40	79.40	Street Lighting
Trevor Chalkley	Tool box and tools for Nick Yaxley	Minutes August 2016	146.25	24.38	Town Hall
MarkOne Safety Solutions Ltd	Servicing Fire Alarm and Emergency Lighting	16133	90.00	15.00	Town Hall
Sentinel Security	Set fobs to system	85418	60.74	10.12	Town Hall
Severn Trent Water	Town Hall	1/10/2016	64.36	Z	Town Hall
Enterprise South West Shropshire	October/November newsletter	9834	251.88	Z	Newsletter
Exemplum Ltd	Photocopying September	24241	60.55	10.11	Admin
Enterprise SWS	Photocopying Town Plan Hire of Meeting Room	9875 9882	72.16 120.00	12.03 20.00	Town Plan EMR
Shropshire Council	Joint Energy Costs 2 <sup>nd</sup> ¼	H106206HHT016037	442.33	73.72	Street Lighting
Midlands Air Ambulance Charity	3 packs Christmas cards	Receipt	10.00	-	Admin

### Mayor's Account:

To note:

Payee	Details	Invoice	Amount (Gross)£
Karen Bavastock	Expenses incurred in gift	293900321846	32.45
Promo Printing	Civic Awards	PP1009316	90.00
WN Bishop	Photography	150050	50.00
Jane Pugh	2 flower displays	To follow	25.00
Wendy Oakley	Buffet for Awards	To follow	120.00
Karen Bavastock	Refreshments	To follow	12.50

### ii) FINANCE & RESOURCES COMMITTEE

To receive an update on the Committee Meeting: Monday 17<sup>th</sup> October and discuss any required decisions

### iii) MONTHLY REVIEW

- a) To receive the September bank reconciliation statement
- b) To receive a copy of the cost centre YTD analysis

### iv) CHRISTMAS CELEBRATION

To approve the costings for the Town Hall Christmas trees.

- v) To approve CiLCA Re-sit fee of £100 for the Assistant Clerk

**95.16/17 KERRY ROAD PLAYING FIELDS**

To receive a report from the Clerk and discuss the way forward for the working party.

**96.16/17 TOWN COUNCIL ALLOTMENTS**

- a) To approve minor amendments to Tenancy Agreement reflecting calendar year invoicing, organic condition, etc
- b) To receive a proposal from the Albert Howard Society

**97.16/17 ROAD CLOSURE**

To receive the proposals for road closure for essential works for BT Openreach work

**98.16/17 BISHOP'S CASTLE TELEPHONE BOX**

To discuss plans for the listed Bishop's Castle Telephone Box

**99.16/17 TOWN HALL TRUST**

- a) To receive an update on the Town Hall and the Town Hall Trust
- b) To receive update on the alterations to area outside the Town Hall.

**100.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended

**101.16/17 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

**Correspondence:**

The Story of Bishop's Castle Book Launch  
Service of Remembrance and Hope – Hereford Cathedral

**DATES OF FUTURE MEETINGS:  
Full Council: Tuesday 15<sup>th</sup> November**

**Informal Meeting: Tuesday 1<sup>st</sup> November**