



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
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MINUTES OF THE MEETING OF THE BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 16th AUGUST 2016 AT 7.30 PM

Present: Cllr K Bavastock, Mayor in the Chair

Cllrs: J Carroll (Vice-Chair), A-M Jackson, R Houghton, J Magill, S Harris, J Gaffney, S Whittingham, A Roberts, and G Perry (after item 54.16/17)

In attendance: Mrs M Seldon (Town Clerk) and 3 members of the public

52.16/17 APOLOGIES

To note apologies

Cllr K Bance – holiday

Proposed to accept the apology: Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

53.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Houghton – SpArC, Public Hall, Shropshire Council

Cllr Bavastock – advertising rates for the Newsletter, SpArC

Cllr Magill – Windmill Cottage, THT

Cllr Carroll – THT

54.16/17 TO CO-OPT NEW COUNCILLOR

To co-opt new councillor and receive Acceptance of Office

Cllr Bavastock proposed that Grant Perry be co-opted onto the Town Council, seconded Cllr Jackson and **RESOLVED**. Grant Perry signed the Acceptance of Office and took his place at the Council table.

68.16/17 LOCAL CONNECTIONS

Cllr Bavastock proposed that item 68.16/17 be moved to this point in the agenda, seconded Cllr Magill and **RESOLVED**.

In accordance with the Town Council Local Connections policy Mr Kerswell attended the meeting and spoke about his local connections. Cllr Bavastock proposed that the Town Council agreed that Mr Kerswell had a strong local connection, seconded Cllr Jackson and **RESOLVED**.

55.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 21st June 2016

Amendments:

42.16/17 take out 'than against' put in 'constructively'. 'Important' out and 'appropriate' in.

Typo – Hartin and extraneous ‘of’.

Letter from Cllr Hartin to Clive Wright, not Malcolm Pate.

41.16/17 Cllr Jackson asked to change the second paragraph as she felt it was too vague and did not reflect the outcome of the debate. This would mean changing Cllr Houghton’s caveat. Cllr Carroll disagreed and stated that the minutes as they stood summed up exactly what was agreed.

Cllr Bavastock asked the Council voted upon whether the Minutes should be amended as suggested by Cllr Jackson. 1 in favour, 2 abstentions and the remaining Councillors voted that the Minutes should not be amended at this point.

Proposed to accept the minutes with the amendments noted Cllr Carroll, seconded Cllr Harris, all in favour with 1 abstention.

56.16/17 CLERK’S REPORT

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

- To note lift SLA agreement – the new SLA agreement had been organised with a firm situated much nearer Bishop’s Castle than the previous firm and at a much more reasonable rate.
- To receive a report on the auction yard toilets – the Clerk had already given a written update on the problems at the auction yard toilets due to a blockage and the rainwater harvester needing to be jettied out. This was ongoing, but being gradually resolved.
- RBL – a letter had been sent to the Chairman of the Bishop’s Castle branch of the RBL stating that unfortunately members of the council could not be officers of the RBL. However, part of the ongoing problem had been resolved as the Chairman was now not leaving the area before the Remembrance Day service and so was planning the event.
- Christmas Lights – a meeting had been arranged on Monday 5th September in the Happy Bap for anyone wishing to be on a working party for the event on Saturday 3rd December.
- Managing Safely IOSH – the Clerk reported that she had just received the news that she had passed the exam and assessment for this.
- ROSPA – Cllr Jackson asked what progress was being made on the faults identified by RoSPA at the recent inspection (as the Town Council meeting in July had been cancelled and so councillors had not been given a follow up). The Clerk assured councillors that all remedial works had been dealt with by Andrew Evans who does the weekly council inspection and that a specialized contractor had been asked to come to view the elements of the report that he was unable to do.

57.16/17 REPORT FROM THE MAYOR

- Children’s art exhibition in the Town Hall – Cllr Bavastock had attended the exhibition and wished to thank the Trust for the organisation of this.
- Town Plan Drop-Ins had been excellent, well organised and prepared.
- Enterprise House birthday celebrations.
- Kerry Lane trees – need to be dealt with as soon as possible.
- Triathlon and Carnival – showed Bishop’s Castle at its best.
- Party in the Park
- Public Hall AGM on Tuesday 13th September 6.30pm in the Three Tuns
- Post Office Relocation – where will the post box go? The Clerk was asked to find out the answer.

58.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

No members of the public wished to speak at this point.

59.16/17 REPORT FROM THE UNITARY COUNCILLOR

There was not a Unitary Councillor present at the meeting.

60.16/17 TOWN & COUNTRY PLANNING ACT 1990

Applications:

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

Applicant: Mrs Joanne Currell (10 Bankshead, Welsh Street, Bishops Castle, SY9 5JQ)

No objection

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

Reference: 16/03267/FUL (validated: 22/07/2016)

Address: Windmill Cottage, Bishops Castle, Shropshire, SY9 5EZ

Proposal: Erection of single storey side extension

Applicant: Mr Mark Jarratt (Windmill Cottage, Montgomery Road, , Bishops Castle, Shropshire, SY9 5EZ)

No objection

Proposed Cllr Carroll, seconded Cllr Jackson – 8 councillors voted for the ‘no objection’

Cllrs Gaffney and Magill abstained

To note:

Decisions:

Reference: 16/00151/FUL (validated: 14/01/2016)

Address: Proposed Residential Development Land, Kerry Green, Bishops Castle, Shropshire

Proposal: Erection of dwelling and formation of vehicular access

Decision: **Grant Permission**

61.16/17 MONTHLY FINANCES

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

The invoices and cheques were checked by councillors against the list of payments. Cllr Gaffney asked about the Parks and Gardens amount and there was a discussion as to whether the council withheld some amount to pay for the Medlar tree that he had reputedly damaged. It was decided that he should be paid the full amount but asked to replace the tree and take more care in the future.

Cllr Carroll asked if the contracts could be viewed again when they were up for renewal to assess the possibility of the grass areas in the town to be mowed more frequently in the spring and summer.

Town Council:

Payee	Item	Invoice	Method	Amount £
Staff costs	Salaries (gross)	Payroll August	SO	1588.40
DMH Solutions Ltd	Local Council Risk System	833	Chq	132.00
Bishop's Castle Public Hall	Hire for Town Plan drop-in	1617MH_15	chq	70.00
Bishop's Castle Public Hall	Donation for Wi-Fi	Minutes	chq	75.00
Bishop's Castle PCC (Barn)	Hire for Town Plan drop-in	28 th June	chq	25.00
Keith Whiddon	Town Plan sundries	24/06/2016	chq	72.72
Halls SMS	Toilet Roll Holders	12143	Chq	282.21
	Toilet Rolls	13179		38.88
				321.09
RBS Software Solutions	Financial package software	25016	Chq	883.80
Playsafety Ltd	Play area inspections	023556	Chq	357.00
Exemplum Ltd	Toner	23728	Chq	9.54

Exemplum Ltd	May photocopying	23803		73.34 82.88
The Mailing Room	Annual Maintenance	1205268	Chq	192.00
Evelyn Bowles	Refund: HLF	05/07/2016	Chq	250.00
Shropshire Council	Town Plan: Maps for Drop-In	XRP000653	Chq	8.40
Shropshire Council	Premises Licence: Town Centre and Adjacent Street	20925	Chq	70.00 180.00
	Premises Licence: Town Hall	20923		250.00
Enterprise South West Shropshire	Photocopying Town Plan and meeting room	9722	Chq	109.20
Belvidere Lifts	Annual Contract	M/444	Chq	174.00
J P Brayford	Laying weed fabric	0814	Chq	288.00
Telescopic Window Cleaning	Window cleaning July	20/07/16	Chq	45.00
Promo Printing	TH Signage for arched windows	PP0706116	Chq	109.73
NCG Parks and Gardens	June & July grass cutting	SI-109	Chq	1440.00
ESWS	August/September newsletter	9729	Chq	294.50
A Hand Services Ltd	Deep clean pipe-work Removal of Blockage	1203CM251 1203CM248	Chq	300.00 312.00 612.00
Viking	Stationery supplies	373664	Chq	111.49
Brian Young	Payback for new combination lock	A2533489811	Chq	34.99
Highline Electrical	Replace light bulbs	1187	Chq	40.50
Andrew B Wallace	Extra time	226	Chq	28.80
Exemplum Ltd	July Copying	23951	Chq	97.34
HMRC	August Tax and NI		Chq	435.26
Shropshire County Pension	Employee Pensions	August Return 2015/16 owing	Chq	399.78 157.74 557.52
Meg Gwilliam	Extra hours for CLT work + pay increase	27/08/2016	Chq	40.26
Mary Seldon	Pay increase Expenses (anti-virus)	27/08/2016	Chq	34.43 24.89 59.32
Tracy Magill	Security Key cutting	11/08/2016	Chq	179.90
Village Outreach	Hire of display boards, town plan	2670	Chq	48.00
JP Brayford	Allotment extension paths	0816	Chq	960.00
Severn Trent Water	Auction Yard Toilets	06/08/16	Chq	106.19
N Power	Playing Fields Electricity	03/08/2016	DD	111.51

Proposed for approval Cllr Houghton, Cllr Harris and **RESOLVED** Cllr Magill abstained

Cllr Houghton said that she was uncomfortable with the wording of 'unpresented cheques' as it was noted that the cheques on the bank reconciliation marked unpresented had not at this point been approved due to the July meeting that had been inquorate and subsequently cancelled. The Clerk explained that the cheques had to be entered onto the financial package database as they were written out and it was hoped that this would be a one-off problem and that all future meetings would take place. As Councillors were unhappy with this the Clerk was asked to put a note in into the Minutes to this affect.

Cllr Houghton proposed a note be placed on the Minutes, seconded Cllr Carroll and **RESOLVED**.

ii) FINANCE & RESOURCES COMMITTEE

To receive an update on the Committee Meetings: Tuesday 12th July and 15th August and discuss any required decisions

- New reports from the Financial Package: there would be an opportunity to cross-check with the bank statements at meetings if Councillors felt this to be appropriate.
- The committee had started to look at budget setting:
Staffing budget – increases in living wage and pensions meant pressure this year, and next year there would be the need to precept for £5000 more. The staffing committee would also be looking at this.

Income streams had been looked at in some detail:

Newsletter Advertising – recommended that all the advertising rates remain the same with the exception of the small business card size which would be increased from £7.50 plus VAT per issue to £8 plus VAT. Effective from January 2017.

Proposed Cllr Roberts, seconded Cllr Harris, and **RESOLVED**. Cllr Bavastock abstained.

Allotment rent – no increase until January 2018. The Clerk was asked to ensure that allotment holders were notified of this decision to keep the rates as they were on this occasion, but there would be a need to keep the rate in line with other increases from then on.

Town Hall rent - £25 per quarter increase from April 2017.

Playing Fields – suggested standard £250 deposit with immediate effect.

May Fair – increase to £450 plus electricity, and the Playing Fields would only be used for overnight camping by the Fair, not the Fair itself.

- Town Hall Maintenance plan – recommend amount that Town Council match the Town Hall Trust amount of rent to be put into reserves each year. This would actually be a decrease in Town Council spend.

Cllr Carroll – explained the reasoning behind the May Fair and the way that this is now a reduction.

iii) **EQUIPMENT FOR MAINTENANCE**

To receive a request from the Clerk to purchase a tool box and tools for use at the Town Hall

Proposed that a tool box and tools be purchased up to a maximum of £250 - Cllr Houghton, seconded Cllr Whittingham and **RESOLVED**.

iv) **MONTHLY REVIEW**

a) To receive the July budget monitoring report

b) To receive the July bank reconciliation statements

There was a great deal of discussion as to how helpful the new-style documents were as Councillors had not seen them in this format before. There was some suggestion that the new financial package was inadequate as it was not so immediately apparent how to view the information. The Clerk explained that the programme was very good and was industry standard – it would be, perhaps, a question of familiarity with the documents.

The Clerk reported that the internal auditor had offered to explain the programme to councillors, an idea that then formed a proposal. Proposed Cllr Carroll that the internal auditor be invited to explain RBS, seconded Cllr Bavastock and **RESOLVED**.

62.16/17 SHROPSHIRE COUNCIL LEISURE STRATEGY 2016-37

To formulate a Town Council response to the new Leisure Strategy Consultation

Cllr Bavastock gave a résumé of the background of the working group and where they were heading towards a business plan. The Clerk had also done a brief overview of the strategy.

The Clerk was asked to write a letter strongly objecting to closure and withdrawal of funding, together with the assumption that everyone had transport to get to other places. The general health and well-being of the population of the community was also asked to be included.

63.16/17 STANDING ORDERS

To review paragraph 5, f ii in the current Standing Orders and discuss an alternative.

There was some discussion as alternatives and wordings had been submitted to councillors in advance. Councillors felt that future Chairman should be restricted to three years maximum period at any one time:

i. The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.

ii. The Chairman of the Council may not serve more than three consecutive years in office without a one year break before that person can become chairman again. The three consecutive years to run from the Annual Meeting of the Parish Council or, if the Chairman is elected mid-term, to run from the *subsequent* Annual Meeting of the Parish Council.

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

64.16/17 TOWN PLAN

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

Cllr Jackson reported that there had been three events for public consultation and 64 visitors had been recorded. Everyone had been very engaged and there were useful suggestions made. The Working Party were now writing the draft for consultation and this should be brought to the October meeting. The Councillors agreed that this was all good progress.

65.16/17 TOWN HALL TRUST

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

Cllr Carroll reported that there was nothing new to tell Councillors this month. It was the Trust year-end and the accounts were with the auditor. It was, however, hoped that the year-end in future could be adjusted to coincide with the Town Council financial year.

b) To receive update on the alterations to area outside the Town Hall.

Quotations had been received for removing the present noticeboard outside the Town Hall, making good the wall and putting a new noticeboard on the wall of the Town Hall itself. This would be paid for by BT Openreach as they would be using the space outside that this would leave for the junction box to allow for faster broadband. It was hoped that this work would be completed as soon as possible.

Proposed that the noticeboard be moved: Cllr Gaffney, seconded Cllr Bavastock and **RESOLVED**.

Councillors asked what had happened to the small wall that had been at right angles to the Town Hall. Cllr Carroll explained that this had been removed as it was unsafe due to being hit on several occasions by cars parking outside. It was agreed that this was now unsafe for anyone emerging from the basement of the Town Hall to the outside, as there was nothing there to protect them from oncoming traffic. Councillors agreed with the Trust that a bollard was required.

The Clerk was asked to consult McMillan Masonry about making good the wall of the Town Hall too.

66.16/17 WIRELESS ACCESS SYSTEM

To discuss the proposal that the Town Hall be used in a wireless access scheme

Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED** to agree the use of the Town Hall in a proposed wireless Access scheme for Lydbury North.

67.16/17 STATEMENTS OF INTENT

a) To review the partnership with the CLT for the Business Park transfer

It was agreed that the original statement of intent that had been drawn up between the Town Council and the CLT to show support for the proposed Business Park transfer of assets should be left as it was at present.

b) To formalise partnership with other agencies for the SpArC campaign

It was proposed that the statement of intent be accepted by Council by Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**. The Clerk was asked to send to Clive Wright and Malcolm Pate.

'Bishop's Castle Town Council is committed to working in partnership with other local community organisations to ensure that the SPARC Leisure Facility including the swimming pool is retained for the benefit of the residents of Bishop's Castle and the wider local community.'

68.16/17 REQUEST FOR POTENTIAL CONFIRMATION OF LOCAL CONNECTION

To receive a formal request for confirmation of Local Connection

See above

69.16/17 MOBILE PHONE COVERAGE IN THE TOWN

To receive a report from Cllr Whittingham on communications with the companies involved in supplying the town with a workable service for mobile phones

Cllr Whittingham gave a report on the lack of phone signals from all the companies that covered the area and explained that whilst updates were underway, unless all the companies participated it would make very little difference to the signal. Cllr Carroll also reported that this matter had been covered extensively at LJC meetings.

It was agreed that this was a problem that should be tackled by the Council and the Clerk was asked to write to the providers to say that the service was inadequate. Correspondence should also be copied to our MP and Unitary Councillors and information on the Council website, Facebook page and newsletter.

Proposed Cllr Whittingham, seconded Cllr Bavastock and **RESOLVED.**

Members of the public should also be encouraged to complain and Radio Shropshire could be asked to assist in publicising this campaign.

70.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

- PACT
- Liaison THT and TC
- Allotments

Written reports had been received from any councillors attending meetings – although there had not been many as it was August.

71.16/17 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

SpArC progress

Leisure Strategy

Road Closures and information

Newsletter

Mobile Phones