



BISHOP'S CASTLE TOWN COUNCIL



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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 18th OCTOBER 2016 AT 7.30 PM

Present: Cllr K Bavastock, Mayor in the Chair

Cllrs: J Carroll (Vice-Chairman), A-M Jackson, S Whittingham, A Roberts, G Perry, A Houghton, S Harris, J Magill, A Houghton

In attendance: Mrs M Seldon (Clerk) and 4 members of the public, Cllr Keeley arrived at 8.25pm having been to another meeting first.

85.16/17 APOLOGIES

To note apologies

Apologies had been received from:

Cllr Gaffney – holiday

Cllr Bance – working

Cllr R Houghton – Public Hall funding meeting

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

86.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Roberts - THT

Cllr Magill – THT

Cllr Carroll - THT

Cllr Bavastok - SpArC

87.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 20th September 2016

Amendment to the Mayor's report – distinguish which is A Houghton and R Houghton

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

Cllrs Magill and Harris abstained.

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
The draft Plan and Annexes had been distributed to all councillors before the meeting as hard copies and electronically as requested by the Town Plan Working Party. Keith Whiddon presented the plan and reported that the working party had ensured that the timetable for completion had been adhered to and this would now become an action plan that should be updated annually.

Aims for plan: to provide the Town Council with a comprehensive understanding of the community's attitudes to local issues. The plan includes a lot of evidence of what people want and what they need. Cllr Bavastock thanked all the working party for the tremendous amount of work they had done.

Cllr Bavastock asked about including some reference to Crowgate Children's Centre and suggested that registration numbers of vehicles in the photographs be redacted. Keith Whiddon to amend accordingly. It was agreed that this is a workable document and Cllr Roberts endorsed what had been said, agreeing it was an excellent piece of work.

Cllr Carroll expressed some concern about ideas for plans for the town centre. Eg. Making the road a one-way system, and felt unhappy about endorsing a plan that needed to be read in more details. Cllr

Whittingham agreed with Cllr Carroll – however, Cllr Jackson confirmed that the Town Centre Action Plan proposes to explore and test various related options after which any proposals would first be subject to Council consideration and approval before they could be implemented. Council was asked to accept the plan as a whole and use it to initiate discussions with Shropshire Council.

Cllr Jackson put forward two propositions – to help make this happen in the community.

Motion 1

Propose that this Council:

- accepts the Community Led Plan (CLP) (with the proposed amendments relating to Crowgate and photographs of parked cars), as a single, joined up strategy for Bishop's Castle, driven by the needs of the community.
- is informed by the plan when setting priorities for the future.
- incorporates relevant issues into the Council's submissions to Shropshire Council for the forthcoming Place Plan Review and;
- in partnership with the CLP Steering Group, initiates discussions with Shropshire Council on the potential development and implementation of the proposed Traffic and Parking actions contained in the CLP's Town Centre Action Plan.
- works with the ongoing CLP Steering Group to ensure that the document is annually updated and refreshed and remains a reflection of the continuing and changing priorities within the community. .

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

Motion 2

To ensure that the CLP continues to deliver and develop its strategy, I propose that this Council appoints representatives to include the Mayor, to work with the current CLP Steering Group to establish a Delivery Partnership with the necessary skills and knowledge to be able to take advantage of the funding and support available to implement a coordinated Community Led Plan.

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

The Mayor asked if there were any other councillors who would like to be involved – none at this time.

89.16/17 CLERK'S REPORT

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

- Medlar Tree – the gardener had agreed to replace the damaged tree.
- Kerry Lane trees – the work was now on the contactors list and the trees were at the required stage in the year so the Clerk was organizing the road closure permissions with Shropshire Council
- Election meeting on Friday 21st October – the Clerk would write a report detailing what councillors and prospective councillors have to do, plus a calendar for 2017.
- Letter about the scaffolding – this had been written, but no reply as yet received.
- Remembrance Sunday reminder – 13th November – 10.30am to meet at the Town Hall to parade.
- Informal meeting reminder – 1st November – 6.30pm with refreshments

- Christmas lights - £15 a tree – publicity now ready to go out.
- Another date for diary – contributions to the next newsletter by 16th November
- Road update – B4385 closed for 2 weeks commencing 21st November.
- Very busy month with the preparation for the Civic Awards
- Internal auditor in the office all day Monday (24th) – please avoid interruptions if possible.

90.16/17 REPORT FROM THE MAYOR

- Civic awards – thank you to all involved. Cllr Bavastock read a letter from Chris Holmes
- Letter from the Howells
- Invitation for launch of new book about Bishop’s Castle – 5th November
- Hereford Cathedral – road traffic accident service

91.16/17 REPORT FROM THE UNITARY COUNCILLOR

- Highways – solved drainage problem in Oak Meadow
- Intending to put in new footways in the town during 2016 so will do in 2017 – missed the window this year
- Putting together a big group to see how SpArC can be run in the future.

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

Trevor Chalkley – spoke on behalf of the Albert Howard Society and put forward a proposal for a community market garden on part of the site of the new allotments. He had previously spoken about the idea to the allotment committee, but recognised he needed to speak to the Town Council. Trevor Chalkley recognised that the Town Council have a statutory obligation to supply allotments and there are still some spare allotments on the old site.

Councillors asked about remuneration and when, if approved, this would be taking place.

Cllr Carroll proposed that item 96.16/17 (b) be brought forward to this point in the agenda. Seconded Cllr Bavastock and **RESOLVED**.

Cllr Carroll felt that the proposal was very good, but the Town Council have a problem with the space - 50% of the site would be better.

Cllr Bavastock suggested that a working party be set up to go down to the site and have a joint look with members of the Albert Howard Society and the Allotment Committee. Cllrs Magill and Carroll volunteered, plus both Clerks. As the allotment financial year begins in January and the Clerks will then have a clear idea how many vacant plots there would be and how many on the waiting list for new plots it was suggested that this item be discussed on the January agenda, when the Council would be in a better position to make a decision.

b) To receive a proposal from SpArC Theatre

Liz Stille spoke on behalf of the Theatre and support for funding.

£750 to date per year had been set aside in the budget in previous years, but it was hoped that this might be increased. Ms Stille was assured that the finance committee were currently looking at this and that support would always be there from the Town Council. SpArC Theatre were now looking at trying to include as many different aspects from the community as possible and making it more inclusive.

Liz Stille had brought along some piecharts of the SpArC usage – and these were distributed amongst the councillors.

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)

Cllr Bavastock, proposed **NO OBJECTION**, seconded Cllr Whittingham - 7 for and 1 against

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:

Cllr Bavastock confirmed that all accounts were correct and matched the invoices.

Payee	Details	Invoice	Amount (Gross)£	VAT	Cost Centre
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	October Payroll	34.43	Z	Staffing
	Expenses – certificates		5.39		Admin

	Travel expenses training day		44.10		
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
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 nd ¼	H106206HHT016037	442.33	73.72	Street Lighting
Midlands Air Ambulance Charity	3 packs Christmas cards	Receipt	10.00	-	Admin
Mazars LLP	External Audit	1211838-SB00905	390.00	65.00	Admin
Direct Debits:					
BT Business	Office Phone	Q011 R3	132.02	22.00	Admin
BT Business	Office Broadband	Q011 1F	48.00	8.00	Admin

Proposed for payment Cllr Harris, seconded Cllr Perry and **RESOLVED**

Mayor's Account:

To note:

Payee	Details	Invoice	Amount (Gross)£
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

NOTED Cllr Bavastock, seconded Cllr Magill and **RESOLVED**

ii) FINANCE & RESOURCES COMMITTEE

To receive an update on the Committee Meeting: Monday 17th October and discuss any required decisions. The Committee had looked and discussed the draft budget 2017/18 – this would now be prepared for the November meeting and distributed in advance.

iii) MONTHLY REVIEW

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

Cllr Jackson said that the report was difficult to make sense of and it was suggested that in future the Clerk put the financial month on the report.

iv) **CHRISTMAS CELEBRATION**

To approve the costings for the Town Hall Christmas trees.

The Clerk reported that a Christmas Tree supplier had been found and advertisements would be distributed soon for the town to place their orders. A large tree outside the Town Hall was discussed and Cllr Bavastock proposed that the Clerk to carry out a risk assessment, seconded Cllr Carroll, and **RESOLVED**. Small trees would be £15 each and it was agreed that the Town Council and Town Hall Trust jointly pay for the ten trees needed for the Town Hall. Proposed Cllr Carroll, seconded Cllr Magill and **RESOLVED**. Cllr Whittingham to ask Ransfords if it would be possible to supply the large tree – plus any other sponsorship.

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

This item was withdrawn from discussion as Hopesay Parish Council had agreed to pay for the resit.

95.16/17 KERRY LANE PLAYING FIELDS

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

The Clerk gave a report about the problems with vandalism, anti-social behaviour and the general usage of the Playing Fields. It was generally agreed that the park suffered from a general neglect and the Town Council needed to pay more attention. It was hoped that there would be provision in the budget for twice weekly litter picks.

As some of the problem had been reported as children in the community college uniform it was proposed by Cllr Bavastock that the Clerk write a letter to Mr Doust, seconded Cllr A Houghton and **RESOLVED**.

96.16/17 TOWN COUNCIL ALLOTMENTS

a) To approve minor amendments to Tenancy Agreement reflecting calendar year invoicing, organic condition, etc

Proposed for approval Cllr Carroll, seconded Cllr Harris and **RESOLVED**.

b) To receive a proposal from the Albert Howard Society

See above.

97.16/17 ROAD CLOSURE

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

Cllr Bavastok proposed that all work be delegated to the Clerk, seconded Cllr Harris and **RESOLVED**.

98.16/17 BISHOP'S CASTLE TELEPHONE BOX

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

Cllr Carroll reported that this listed phone box was becoming an eyesore and that something needed to be done about it. The Clerk was asked to communicate with BT. Proposed Cllr Bavastock, seconded Cllr Whittingham and **RESOLVED**.

The Clerk reported that she had received communications from the community in Colebatch asking for the Town Council's help in adopting the box there at the cost of £1. Cllr Carroll proposed the Council agree to adopt, seconded Cllr Magill and **RESOLVED**.

99.16/17 TOWN HALL TRUST

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

As the electricity meters and bill had finally been sorted out the Trust had paid their share of the electricity bill. Trevor Chalkley was now reading the meter regularly and usage would be monitored.

100.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

- Cllrs Carroll and Jackson had attended the Business Park meeting – and a business plan had been produced. Not a full plan as financial costings don't stack up – no-one could afford to rent, but there is a lot of evidence of demand. It was agreed that Shropshire Council would never be able to sell to a commercial developer and it was hoped that the business plan would allow Shropshire Council to see that and aid the transfer. .
- Cllr Bavastock reported on the recent Staffing Meeting:
 - auditing of payments to staff – pensions were checked on this occasion
 - Cllr Bavastock proposed that no TOIL be allowed in the future for the Clerks, seconded Cllr Magill and **RESOLVED.**
 - When Mary Seldon was on annual leave it was proposed that Meg Gwilliam be asked to do 3 hours for three days whenever possible. Proposed Cllr Bavastock, seconded Cllr A Houghton and **RESOLVED.**
 - The Council had previously agreed to finance the Admin support for the Business Park and it was thought that December was the last payment
 - No overtime for the Clerks from now on this financial year – Proposed Cllr Bavastock, seconded Cllr Harris and **RESOLVED.**
 - Clerks to work 1 day a week together whenever practically possible.
 - Staff Appraisals still required looking at, and so a meeting in November had been called.

101.16/17 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page:

Road closure

Christmas

Remembrance Day

Litter – pick it up

Correspondence:

The Story of Bishop's Castle Book Launch

Service of Remembrance and Hope – Hereford Cathedral