



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
BISHOP'S CASTLE
SHROPSHIRE
SY9 5BG

**MINUTES of the MEETING
BISHOP'S CASTLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL
ON TUESDAY 20th SEPTEMBER 2016 AT 7.30 PM**

Present: Cllr K Bavastock, Mayor in the Chair

Cllrs: J Carroll (Vice-Chair), A-M Jackson, R Houghton, J Gaffney, S Whittingham, A Roberts, G Perry, K Bance, A Houghton.

In attendance: Cllr J Keeley (Unitary Councillor) Mrs M Seldon (Town Clerk) and 1 member of the public

FIRE PROCEDURE

72.16/17 APOLOGIES

To note apologies:

Cllr S Harris – holiday

Cllr J Magill – holiday

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

73.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr R Houghton – Shropshire Council, THT

Cllr Carroll – THT

Cllr Roberts – THT

Cllr Bavastock - SpArC

74.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 16th August 2016

Amendments:

Mayor's report – add in Triathlon thanks

Payments – unrepresented cheques – 'Cllr Bavastock also voiced concerns and asked for them to be noted.'

Proposed to accept as a true record with the above amendments: Cllr R Houghton, seconded Cllr Jackson and **RESOLVED**

75.16/17 CLERK'S REPORT

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

- Christmas Lights – 3rd December, Santa’s Grotto in the Three Tuns and the Clerk to organise the trees and the lights.
- Civic Awards – invitations in the Councillor packs - Councillors were asked to respond for catering purposes.
- Auction Yard Toilets – these should now be back to normal – the Rainwater Harvester had been jettied out and so we were now able to use rain water for flushing purposes, not mains water.
- Election Meeting – the Clerk to attend a training day at the end of October to help with preparation for the forthcoming election and what needs to be ready for afterwards. A full report will be written afterwards with required actions and then dates for next year for the annual meetings could be set, as these are dependent upon the election date.
- Work outside the Town Hall – this is now all agreed and in the hands of BT Openreach – it is thought that work will begin very soon.
- Invitations to Remembrance Sunday parade in Councillor packs.
- Newsletter – this had now been completed and will be ready for delivery towards the end of next week. Cllr Magill has organised new rotas. The Clerk would send out an email when they are ready to councillors. There are several adverts inside of events on 1st October, so early delivery would be appreciated. There is also a separate CLT newsletter that needs to be delivered too (also included in Councillor pack).
- Electricity problem solved – details in councillor folders. The problem with Npower had been resolved, thanks to an independent advisor, the invoicing had been sorted out and the meter was now working correctly. The advisor had saved the council £4000.
- Bus consultation – Councillors were asked to send any comments to the Clerk, who was delegated to complete the consultation on behalf of the council.

76.16/17 REPORT FROM THE MAYOR

- Vote for SpArC Pool Cover
- SpArC – Leisure Strategy comments needed to be in by the end of the month – councillors were asked to make individual representations. Funding goal posts moved again – appears that there is funding for the year 2017/18
- Civic Awards – thanks to Cllr A Houghton for being the Councillor representative for judging.
- Thank you to Cllr Carroll for the new website – looking very good and more user-friendly. Thank you to all involved.
- Michaelmas Fair – thanks to all involved. Cllr Houghton proposed the Council write a letter to all members of the Michaelmas committee to thank them for a very successful event. Seconded Cllr Houghton and **RESOLVED**.
- Church Stretton Church Council – invited to tonight’s meeting and have chosen not to come. Letter has come asking us to join their strategy. It was felt that the Town Council needed to make its own own representations
- Welcome to Cllr John Keeley
- History Prize

77.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

Jonathan Greg came to speak to the council about his planning application (16/03364/LBC) and brought along some more detailed photographs.

78.16/17 TOWN & COUNTRY PLANNING ACT 1990

a) Applications:

16/03364/LBC: listed building consent removal of render, inspect wall condition & agree with conservation officer appropriate conservation; Bumbles Cottage, 58 Church Street, SY9 5AE

APPROVED

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

16/03281/TCA: crown reduce Ash & Hawthorn, reduce & prune Ash, Hawthorn, Robinia; within conservation area; The Garden House, 1 Union Street, SY9 5AJ
 Cllr Bavastock proposed that the Council delegate to the Clerk and tree warden, seconded Cllr Carroll and **RESOLVED.**

Reference: 16/03771/FUL (validated: 23/08/2016)
 Address: Shelsley, Castle Street, Bishops Castle, Shropshire, SY9 5BU
 Proposal: Erection of part two storey part single storey extensions; conversion of integral garage to residential with elevational alterations; improvements to vehicular access; creation of parking areas
 Applicant: Mr & Mrs G Hemmings
NO OBJECTION
 Proposed Cllr Carroll, seconded Cllr Perry and **RESOLVED**

To note:

b) Decisions:

Reference: 16/02405/FUL (validated: 02/06/2016)
 Address: The Co-Operative Group, 59 - 63 Church Street, Bishops Castle, Shropshire, SY9 5AD
 Proposal: The Installation of an Automated Teller Machine
Decision: Grant Permission
NOTED

Reference: 16/02406/ADV (validated: 02/06/2016)
 Address: The Co-Operative Group, 59 - 63 Church Street, Bishops Castle, Shropshire, SY9 5AD
 Proposal: The Installation of a Non Illuminated Fascia Sign
Decision: Grant Permission
NOTED

Reference: 16/02409/LBC (validated: 02/06/2016)
 Address: The Co-Operative Group, 59 - 63 Church Street, Bishops Castle, Shropshire, SY9 5AD
 Proposal: Alterations to the shop front for the Installation of an Automated Teller Machine and associated non illuminated signage affecting a Grade II listed building.
Decision: Grant Permission
NOTED

c) To consider steps to alleviate scaffolding problems in the High Street

Cllr Carroll explained that the scaffolding outside Eliza Scott had been there since the winter and no work had been done. This was adversely affecting wedding ceremonies booked into the Town Hall, along with tourist traffic. Councillors also commented that this was also a danger for children and the disabled as buggies and other vehicles could not get through. It was affecting all businesses in the town including the Trust.

Cllr Carroll proposed that the Town Council write to the agency managing the building to ask them to remove the scaffolding. Seconded Cllr Gaffney and **RESOLVED.**

Cllr Jackson suggested that the letter from the Clerk include all the reasons stated during the discussions.

79.16/17 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:

Payee	Details	Invoice	Amount (Gross)£	VAT	Cost Centre
Staff costs	Salaries (gross)	Sept. Payroll	2132.95	Z	Staffing

Shropshire County Pensions	Staff Pension contributions	Sept.Payroll	376.29	Z	Staffing
HMRC	Staff Tax and National Insurance	Sept.Payroll	435.06	Z	Staffing
Meg Gwilliam	Extra hours plus pay increase	Sept Payroll	40.26	Z	Staffing
Mary Seldon	Pay increase Expenses: SLCC election meeting	Sept Payroll Expense claim	34.63 15.00	Z	Staffing Admin
Tony Baker	Repairs to outside wall	19/08/16	200.00	OTS	TH
Halls SMS	Toilet Rolls, cleaner	13251	120.02	20.00	Toilets
Shropshire Council	IOSH course	XOH002824	360.00	60.00	Admin
Sentinel	Key fobs	84728	23.76	3.96	TH
NCG Parks & Gardens	Grass cut 9 th August Grass cut 31 st August	SI-119 SI-128	84.00 84.00 168.00	14.00 14.00	Playing Fields
Kingfisher Direct (Bin Shop)	2 litter bins for playing fields	24574 23/8/16	321.85	53.65	Playing Fields
Highline Electrical Ltd	TC light replacement	1214	100.80	16.80	TC Lighting
Andrew Evans Landcapes	Grounds Maintenance and equipment repairs/checking	1849	3253.32	542.22	Playing Fields
Andrew B Wallace	August extra time	231	28.80	OTS	Environmental Grant
BC THT	Quarterly re-charge: cleaning, telephone and alarm etc	1617-34	173.53	OTS	TH
Exemplum Ltd	Photocopying August	24089	44.28	7.38	Admin
ESWS	Printing for Town Plan	9811	25.50	4.25	Town Plan ER
Telescopic Window Cleaning	September Cleaning	14 th September	45.00	OTS	TH
Mayglothling Waste Ltd	Jetting Rainwater Harvester	0139100	786.00	131.00	Auction Yard Toilets
Morfa Management Limited	Resolution of electricity dispute	319 MAN	1140.00	190.00	TH
Shropshire Council	Joint Energy Costs	HHT015878	442.33	73.72	TC Lighting

Before Councillors approved the payments Cllr Houghton explained that councillors had a requirement to audit the signing of the cheques and compare with invoices and cheque stubs – this had been considered at the finance meeting and she would like to ask that this auditing was completed at the Finance Committee meetings in the future. Proposed Cllr Bavastock, seconded Cllr A Houghton and **RESOLVED**.

It was stressed that this was not approval of the payments themselves, this would be still completed by full council. Cllr Gaffney asked that cheques be approved before councillors signed them – although as cheques required three signatories this could be resolved at the full council meeting if a payment was not approved by striking through cheques in front of the full council. Proposed Cllr Gaffney seconded Cllr Bance and **RESOLVED**.

Cllr Gaffney thanked the Finance Committee for suggesting that the audit of payments be completed at the committee meeting.

ii) FINANCE & RESOURCES COMMITTEE

To receive an update on the Committee Meeting: Tuesday 20th September and discuss any required decisions

- Revised process for auditing cheques and invoices (see above)

- The committee had reviewed reports from about the financial package (RBS) based on comments from last meeting. As there were a selection of reports that were possible they proposed that only certain reports be shown to councillors on a regular basis – Bank Reconciliation every month, and the Cost Centre Analysis quarterly.
- Early budget preparation had taken place, including allocating cost centres, changes at Shropshire Council, election costs etc., The guidance from NALC that had been received concerning the implementation of capping for parish and town councils was also of some concern, and the Clerk was to find out some more information if possible.

iii) **MONTHLY REVIEW**

- a) To receive the September bank reconciliation statements and copy of current cash book
- b) To receive a copy of the cost centre YTD analysis

The Clerk talked councillors through a set of different reports and how the information should be viewed. There was some discussion as to which reports the council felt they required and the frequency that they should be reviewed. The council felt that despite the recommendation from the Finance Committee they should have the Bank Reconciliation and the Cost Centre Analysis every month for a trial period of three months. Cllr Jackson proposed that these be distributed at the same time as the agendas each month, seconded Cllr Carroll and **RESOLVED**.

Two opportunities for financial training were noted – one in October from the internal auditor regarding the financial package (which was not taken up by any councillors) and pre-November meeting designed to aid budget discussions. Councillors agreed that this was what they wished to attend.

It was also noted that the Clerk was happy to go through the council finances with any councillor and show them the different reports at any time during a working day if it was required.

iv) To note the 2016/17 Street Lighting Joint Energy Agreement

The Clerk explained about the 2016/17 agreement with Shropshire Council for the electricity account to street lights. Proposed to accept agreement and happy with the contents Cllr Bavastock, seconded Cllr A Houghton and **RESOLVED**

80.16/17 TOWN PLAN

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

Cllr Jackson explained that there was nothing new to report, the Town Council would be receiving a presentation at the October meeting of the draft document. Cllr Bavastock thanked the Town Plan Working Party for all their work.

81.16/17 TOWN HALL TRUST

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

Cllr Carroll reported:

- AGM – November 7th – 6.30pm
- Alan Meyrick had been in attendance to review the positioning of bollard instead of wall at the basement entrance. This had now been ordered.
- Weddings were going well and wedding fair coming up soon.

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

Covered already by Clerk's report.

82.16/17 ALLOTMENTS

To receive an update on the allotments from the Assistant Clerk

NOTED

This will be on a future agenda

83.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

- Public Hall – Cllr R Houghton reported: AGM – no public and now need new committee members
- Chairmanship II – report from Cllr Carroll – vision for councils and leading a team. Calling councillors together for an informal meeting – structured – why they became councillors, what are their interests and what is their vision for the future. SALC prepared to come here for training for new councillors – could include Hopesay and SALC will advertise.
- Shropshire Housing Group Stake-Holders Conference (Cllr Carroll). Community Land Project/Plan – SamDev identifies where housing will be and as a council we agreed it, however, this did not look at identifiable affordable housing. Cllr Jackson reported that the Community-Led-Plan were looking at getting landowners, etc., together to find land. Community Land Project happy to come and help TC – this is a core action in CLP
- CLT (Cllr Gaffney) – delighted for the Shropshire Housing Group CLP to come and share ideas. Made decision that some legacy from Bill Bailey – pay off some of the 2 mortgages, the money saved has paid for a community worker.
- Cllr Perry – would you like to be on a committee? Finance meeting.
- Chris Edwards/Mathew Meads – SpArC, plus looking at funding
- SpArC Advisory Committee – main business response to the SC Leisure Strategy – Action Group response was excellent.

84.16/17 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

- History prize
- SpArC -
- Need for committee members of Public Hall – secretary and treasurer

**DATES OF FUTURE MEETINGS:
FULL COUNCIL: Tuesday 18th October 7.30pm**

INFORMAL COUNCIL MEETING: TUESDAY 1st NOVEMBER 6.30pm