



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
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MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 21st JUNE 2016 AT 7.30 PM

Present: Cllr K Bavastock – Mayor in the Chair

Cllrs J Carroll (Vice-Chair), A Houghton, A Roberts, J Magill, A-M Jackson, R Houghton, K Bance, F Whittingham

In Attendance: Mrs M Seldon (Clerk), Cllr Nigel Hartin

FIRE PROCEDURE

36.16/17 APOLOGIES

To note apologies

Apologies had been received from:

Cllr Gaffney – working away

Cllr Harris – holiday

Proposed to accept apologies: Cllr Bavastock, seconded Cllr Jackson and **RESOLVED**

37.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr R Houghton – Items including: Shropshire Council, Public Hall, SpArC

Cllr Carroll – Town Hall Trust

Cllr Magill – Town Hall Trust

Cllr Bavastock - SpArC

38.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 10th May 2016

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

39.16/17 CLERK'S REPORT

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

- IOSH – the Clerk reported that she had attended a course entitled 'Managing Safely IOSH' and that the exam and project was still to be finished.

- Civic Pride Day – the organisation for the Civic Pride Day had taken up quite a lot of Clerk time, but the Clerk felt that it had been worth the effort and had gone well.
- PO Consultation – this had been completed and the Clerk reported that several members of the community had contacted the Clerk’s office and reiterated the need for disabled parking, which had been taken into consideration when the consultation document had been submitted.
- The new finance package had been installed on the office computer and the training day was the day after the meeting.

40.16/17 REPORT FROM THE MAYOR

- The Mayor thanked all for Civic Sunday – and commented how special it had been with the attendance of the High Sheriff
- The Mayor asked that members support the forthcoming drop-ins for the Town Plan – posters had been displayed around the town.
- The Mayor reported that she had made a return Town Plan visit to the Primary School with Keith Whiddon
- Civic Award details were now published and the Clerk was asked to put leaflets in the library and Enterprise House

41.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

Miranda Stanley gave a brief resume of the problems to date. There is a pinch point in Market Square where the road narrows and if people park there all comes to a standstill. Two years ago there had been a meeting when the suggestion that a bollard be placed there permanently was discussed. This had been refused, and residents told to put red cones in place. The problem has continued and emergency vehicles are not able to get through.

Mrs Stanley had recently emailed Glynn Shaw and Alan Meyrick at Shropshire Council highlighting the problem and Mr Shaw had suggested a pavement projection which would act as a traffic calming measure and ensure that parking would not be possible adjacent to this. He had stressed that the Town Council would need to approve this suggestion.

Cllr Bavastock proposed that item 48.16/17 be discussed at this point. Seconded Cllr Carroll – and **RESOLVED.**

48.16/17 MARKET SQUARE PARKING

To discuss Shropshire Council’s plan to alleviate parking problems in this area.

Cllr Bavastock said that the Town Council supported this suggestion from Mr Shaw but needed more details.

Cllr Jackson pointed out that this was a pertinent part of the forthcoming drop-in discussions as the Town Plan Working Party were looking at practical ways to resolve parking issues. They were discussing various locations and felt that other locations are of equal importance.

Cllr Carroll proposed that the current issue needed a response straight away and the Town Council ought not to wait for the Town Plan. Cllr R Houghton seconded the proposal with the caveat that other locations may be considered in the future – and **RESOLVED.**

42.16/17 UNITARY COUNCILLOR

To receive a report from the Unitary Councillor

Cllr Nigel Harting – deputising for Charlotte Barnes. Cllrs Hartin and Kidd would help as much as they were able until such time as Cllr Barnes returned to her office.

- Overall position in SC – total budget 465 million this year. Projecting in future years 90% spending on statutory items. This is why Shropshire Council Officers and Councillors were talking to local councils and community groups. Cllr Hartin was aware that there had been a number of local meetings including parish and town councils to discuss how local services could be delivered in the

future. He acknowledged that in Bishop's Castle this was most specifically SpArC, but there are other services too. Cllr Hartin as the new Chair of LJC had written to Malcolm Pate (copy given to councillors).

- Changes within new Housing Act – consultation looking at the way affordable housing is delivered. Subsidised purchase of properties. All developments of more than 10 homes. This will create a problem with existing planning for affordable housing. Shropshire Council had been awarded rural status – so can now ask for affordable housing for 5 houses.
- Shrewsbury swimming pool at quarry being looked at for development by Shropshire Council.

Cllr Bavastock asked is the Council could have sight of the Leisure Strategy and it was promised that this would be available soon.

Cllr Bavastock proposed item **44.16/17** (v) be brought forward, seconded Cllr Carroll and **RESOLVED.**

a) To receive report on recent LJC meeting discussing future spending.

The recent meeting was well attended with a range of varying views. Some parishes did not use the SpArC, and so did not want to precept for this.

There had been concern about how much could be raised outside the parish and General Power of Competence had been discussed. Grants would have to be raised in the future if this was to be the way this could be financed. Whilst there had been great support around SpArc everyone did need to know the costs involved and what the plans for the future would be.

There was a request for the SpArC Business Plan, plus a letter of stating that the community and the different agencies had the intention of taking on SpArC. This did not have to be ready until September and there would be a meeting then to discuss where we have got to.

Ludlow Town Council had also called an area meeting and produced a memorandum to Shropshire Council, asking councils to sign it to show their agreement. It was asked if the Town Council wished to consider this. Cllr Bavastock asked Cllr Hartin for his view on this memorandum, but Councillor Hartin had not been given a copy so couldn't comment. The Clerk was asked to forward the relevant correspondence.

Cllr Jackson read out both the email regarding the Ludlow suggestion and the memorandum.

Cllr Bavastock commented and gave her personal thoughts whereby she took on some of the points made, but would rather work with Shropshire Council than against them and she felt that the work with the LJC was more important.

Cllr Hartin said it would be a more meaningful discussion when a response from the LJC letter had been received and the Clerk was asked to put this on the July agenda.

Cllr Carroll asked how difficult it would be to put up the parish precept as due to audit we now had to justify our budget decisions. It was agreed that until we have some detail about what we need to expect in relation to how much things will cost and how much we need to spend it was difficult to make any decisions.

Cllr R Houghton returned to the memorandum and pointed out that the precept was not proportionate in some councils and there is a lot more to discuss around the precept. She felt that Parish Councils need to be encouraged to increase their precepts year on year so that they can afford to pay for services in the future.

The Clerk was asked to thank Ludlow Town Council for including Bishop's Castle and say the Town Council will consider the memorandum. Proposed Cllr R Houghton, seconded Cllr Bavastock and **RESOLVED.**

43.16/17 TOWN & COUNTRY PLANNING ACT 1990

Applications:

Reference: 16/02133/PMBPA (validated: 27/05/2016)

Address: Agricultural Building At Beecho Cwmago, Banks Head, Shropshire

Proposal: Application for prior approval under Part 3, Class Q of the Town & Country Planning (General Permitted Development) (England) Order 2015 for the change of use from agricultural to residential use

Applicant: Mr And Mrs Hall (Beecho Cwmago, 20 Banks Head, Bishops Castle, Shropshire, SY9 5JL)

No objection

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

Reference: 16/01930/CPL (validated: 18/05/2016)

Address: 8 Copall Paddock, Bishops Castle, Shropshire, SY9 5DL

Proposal: Application for Lawful Development Certificate for the erection of single storey extension to existing conservatory

Applicant: Mr & Mrs L. Homewood

Cllr Carroll questioned this application as it was not clear what and why it was being discussed. The Clerk was asked to seek clarification as to whether this was retrospective and to put it on the next agenda if necessary.

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

Applicant: Cardtronics UK Ltd (PO box 476 , Hatfield, AL10 1DT)

Support

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

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.

Applicant: Cardtronics UK Ltd (PO Box 476, Hatfield, AL10 1DT)

Support

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

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

Applicant: Cardtronics UK Ltd (PO box 476 , Hatfield, AL10 1DT)

Support

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

Reference: 16/02695/TCA (validated: 17/06/2016)

Address: The Orchard, Union Street, Bishops Castle, Shropshire, SY9 5DF

Proposal: To fell 1No Cherry Tree within Bishops Castle Conservation Area

Applicant: Mrs Brenda Deakins

Cllr Bavastock proposed that this be delegated to the Clerk to consult with the tree warden – seconded Cllr Carroll and **RESOLVED**

To note:

Decisions:

Reference: 16/00537/FUL (validated: 19/02/2016)

Address: Sports Centre, Brampton Road, Bishops Castle, Shropshire, SY9 5AY

Proposal: Provision of a self contained bio mass boiler

Decision: Grant Permission

Noted

Reference: 16/01317/FUL (validated: 08/04/2016)

Address: 41A Church Street, Bishops Castle, Shropshire, SY9 5AD

Proposal: Erection of a two storey extension, a single storey extension and a chimney following removal of existing chimney and single storey extension. (amended description).

Decision: Grant Permission

Noted

44.16/17 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	Item	Invoice	Method	Amount £
Staff costs	Salaries (gross)	Payroll June	SO	1588.40
Shropshire Council Pension Fund	Monthly pension payment Adjustment	Return June Returns April/May	chq	433.67 38.64 472.31
HMRC	PAYE and NI	Return June	chq	487.77
Halls SMS	Toilet cleaning fluids	10059	chq	29.82
GJ & SA Dudley	Toilet cleaning holiday relief	10/05/2016	chq	98.00
Telescopic Window Cleaning	May cleaning TH	25/05/2016	chq	45.00
Highline Electrical Ltd	TC Light repairs	1077	chq	178.80
NCG Parks & Gardens	May contracted work	S1-92	chq	366.00
Meg Gwilliam	Expenses – anti-virus software Extra hours for CLT work + overtime and back pay (net)	25/05/2016	chq	12.49 84.69 97.18
Mary Seldon	Expenses – travel to IOSH+ Back Pay – pay increase (net)	21/06/2016	chq	231.20 104.48 335.68
Exemplum	May copying	23574	chq	53.53
Enterprise SW Shropshire	June/July newsletter printing	9642	chq	251.33
Andrew B Wallace	Contracted work	216	chq	21.60
Florian Fire & Safety Ltd	Annual maintenance contract	3969	chq	78.54
Wendy Oakley	Civic Pride Day refreshments	12/06/16	chq	27.00
BCHRC	Civic Pride refreshments	454/services	chq	25.00
Andrew Evans	Tree work, landscaping Grounds Maintenance contract	1820 1834	chq	978.00 2071.92 3049.92
Zurich	Annual Insurance Premium	1 st July	chq	2549.65
BCHRC	Annual Affiliation Fee	458/A/16	chq	25.00
BCTHT	Quarterly re-charge	20/06/2016	chq	170.00
Pitney Bowes	Postage top-up	61540999	DD	50.00

Proposed approval for payment Cllr Carroll, seconded Cllr Roberts and **RESOLVED**

To note:

Mayor's Charity Account

Payee	Item	Invoice	Method	Amount £
Bishop's Castle Taxi	Taxi for Civic Service	98	cheque	20.00
WN Bishop	Civic Service photography	150042	cheque	60.00
Crowgate	Divided balance from fundraising 2015/16		cheque	52.37
BC Community College	Divided balance from fundraising 2015/16		cheque	52.37

Noted

ii) **BISHOP'S CASTLE PUBLIC HALL DONATION REQUEST**

To consider request from Bishop's Castle Public Hall for £75 to act as a match funding contribution towards the installation of WIFI at the Public Hall and Underground.

Cllr Bavastock read out the letter from the Public Hall Committee.

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

The Clerk was asked to write an accompanying letter to thank the committee for all their work.

iii) **BUSINESS PARK CLERICAL WORK**

To authorise continued clerical support for the Business Park/CLT meetings and approve council payment for the Assistant Clerk's hours for this purpose.

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

iv) **CHRISTMAS LIGHTS**

To consider the proposal that the Town Council adopt the organisation of the Christmas lights and to consider the quotation from Blachere Illumination

Cllr Carroll had more information from the old committee as they had some money in the bank and enough toys for the grotto 2016. They also had some equipment that they needed to store. It was hoped that the grotto could be in the underground if the date suited Bebbs and auctions.

Cllr Carroll also explained that the old Committee have the copyright on the map they produce and this makes money. They hope to continue with this and expand the map with advertisements. The money raised will go to the lights fund.

It was proposed that it would not be possible this forthcoming year to organise the lights from Blachere Illuminations, but the Town Council could organise the small Christmas trees on properties as this was self financing. In the past someone has been paid to put them up, plus lights and this could continue.

It was agreed to call a meeting to form a working group and that the Town Council should be a major part in the organisation. The Clerk suggested that enquiries be made about suitable dates and finances and that at the next meeting a date be made for this meeting and this would then be advertised in the next newsletter. Councillors had ideas of how to move this forward and several members offered input from their experience.

v) **FINANCE & RESOURCES COMMITTEE**

a) To receive report on recent LJC meeting discussing future spending.

See above.

vi) **MONTHLY REVIEW**

a) To receive the May budget monitoring report

b) To receive the May bank reconciliation statements

c) To receive revised statements of the earmarked reserves

Received: Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**.

45.16/17 ALLOTMENTS

a) To receive a written report on the allotments from the Assistant Clerk

NOTED

b) To authorise expenditure of £680 - £700 + VAT, the cost of preparing area and laying weed suppressant fabric on vacant plots

Cllr Carroll explained that it was very important that new plots are kept weed free as this would aid in letting them. Cllr Roberts asked about the resources to store the matting in the future and clarification was also sought that these mats were able to be re-used in the future – that they did not bio-degrade.

Cllr Carroll proposed that authorisation was given with the proviso that the matting was reusable, seconded Cllr R Houghton and **RESOLVED**.

46.16/17 TOWN PLAN

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

Including information about 3 public 'have your say' drop in sessions: Public Hall 10am – 1pm & 2pm – 5pm on 25th June, & Church Barn 7.30pm – 9pm on 28th June
Cllr Jackson said there was nothing new to add, but asked members to please come and support and make comments.

47.16/17 TOWN HALL TRUST

- a) To receive an update on the Town Hall and the Town Hall Trust
- Cllr Carroll reported on behalf of the Trust. It is now the end of the financial year and there are two full years of accounts now. At present the Trust is waiting for the electricity bill to be finalised as the THT pay 70% of this.
 - Opportunity for co-op society grant – which is being pursued.
 - Staffing remains the same, but everything is going well.
 - Thursday and Friday markets are now no longer viable. Enhance and build up existing successful markets.
 - Challenge walk – 20th August
- b) To agree another 'rolling rep' to the Trust in place of the Mayor
Cllr Jackson pointed out that this was agreed last time and she was attending for her agreed three months.

48.16/17 MARKET SQUARE PARKING

To discuss Shropshire Council's plan to alleviate parking problems in this area.
See above

49.16/17 BUSINESS PARK PARTNERSHIP, PACT, Patients Group, other representation

- a) To agree Town Council representatives
Business Park Partnership – Cllr Carroll is already doing this, plus Cllrs Magill and Jackson
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

PACT – Cllr Roberts
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

Patients Group – Cllr Roberts
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

50.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended
No additional meetings had been attended.

51.16/17 ITEMS FOR FACEBOOK/WEBSITE

To consider items for inclusion on the Facebook page

- Town Plan
- Christmas Lights
- Vacant Allotments

Website out of date – Cllr Carroll to make sure all transparency material is on there for Quality Council.
Cllr Bavastock to provide photos.

9.15pm finish