



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 20th DECEMBER 2016 AT 7.30 PM

Present: Cllr K Bavastock, Mayor in the Chair

Cllr J Carroll (Vice-Chairman), Cllrs K Bance, J Gaffney, S Harris, R Houghton, A-M Jackson, J Magill, G Perry, A Roberts and S Whittingham

In attendance: Mrs M Seldon (Clerk)

118.16/17 APOLOGIES

To note apologies

Apologies had been received from Cllr A Houghton – working

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

119.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll – THT

Cllr Magill – THT and Planning

Cllr Roberts – THT

Cllr Bavastock – Planning

Cllr Gaffney – Planning

Cllr R Houghton – Shropshire Council Financial Strategy

120.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on **Tuesday 15th November 2016**

Typo – Save instead of SAFE

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

121.16/17 REPORT FROM THE MAYOR

- Christmas Lights – letters of thanks needed:
Alistair Evans – for large Christmas Tree
Fire Service
Stewart Evans - for the Grotto
People putting up the trees – Cllrs Roberts and R Houghton, plus partners
- Baubles for SpArC – went well raising £210
- Christmas Cards received – Cllr Bavastock read out the appropriate Christmas greetings received on behalf of the Council.

122.16/17 REPORT FROM THE UNITARY COUNCILLOR

Cllr Keeley was not in attendance.

123.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK

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

Cllr Carroll – move item up agenda 129.16/7 proposed, seconded Cllr Bavastock and **RESOLVED**.

Cllr Whittingham reported:

- The Christmas Lights/Christmas Cracker evening came together well, despite not many people interested originally. Bernard Edwards had come forward and would like to be on the committee. It was stressed that it was important to start thinking and planning for December 2017 as soon as possible and also start to organise some fundraising activities for the future. Cllr Whittingham proposed a committee with members of the Town Council and other interested parties to be put into the Feb/March newsletter, with a meeting at the beginning of March. Seconded Cllr Bavastock, and **RESOLVED**.

Councillors Serving: Cllr Whittingham, Perry and Magill

- Need a plan – stick to it – do it. Everyone needs to know who is in charge.
- Date and venue for meeting in the next newsletter. Link in with Town Council meeting and put in the newsletter how the money was spent
- Cllr Carroll – this year insured by the Tourist Group – and no-one paid anything towards this, the cost had been absorbed.
- The Clerk stressed that in future any booked Father Christmas must be subject to a DBS check
- The Clerk also asked if in future years the office was not responsible for organising the Christmas trees for the town. Cllrs Roberts and R Houghton reported that they had been approached by Kerry Ridgeway and Shropshire Wildlife Trust who would be willing to gift the trees in future, on the understanding that they could be collected.
- Cllr Whittingham to be in overall charge of the Christmas celebrations.

124.16/17 TOWN & COUNTRY PLANNING ACT 1990

a) Applications:

Reference: 16/05395/VAR (validated: 29/11/2016)

Address: Plots 1 And 2 Watermead, Woodbatch Road, Bishops Castle, Shropshire, SY9 5AS

Proposal: Removal of condition number 7 attached to planning permission reference 09/02215/FUL dated 24/05/2010 to remove the need for the dwellings to be 'affordable'

Applicant: Mr And Mrs I And S Lennox And Mr M Lennox (Plots 1 & 2, Watermead, Woodbatch Road, Bishop's Castle, Shropshire, SY9 5AS)

Cllr Jackson spoke and explained the application and the implications to the Council. She had been in contact with Shropshire Council Planning Department and asked for missing documentation that was referred to in the application.

Strongly object proposed Cllr Jackson, seconded Cllr Carroll and **RESOLVED**

Cllr Bavastock abstained

Reference: 16/05392/VAR106 (validated: 01/12/2016)

Address: Watermead, Woodbatch Road, Bishops Castle, Shropshire, SY9 5AS

Proposal: Variation of Section 106 for planning application number 09/02215/FUL to remove the S106 agreements

Applicant: Mr R Lennox (Watermead, Woodbatch Road, Bishops Castle, Shropshire)

Strongly object proposed Cllr Jackson, seconded Cllr Carroll and **RESOLVED**

Cllr Bavastock abstained

Actions: The Clerk to ask for an official extension and Cllr Jackson to provide a list of reasons for the objections.

Reference: 16/05569/TCA (validated: 07/12/2016)

Address: Land West Of Castle Hotel, Castle Street, Bishops Castle, Shropshire

Proposal: To fell 1no Sycamore Tree within Bishops Castle Conservation Area

Applicant: Mr David Jones (Old Castle And Trust, Englefield, The Cabin, Bishops Castle, Shropshire, SY9 5JU)

The Clerk explained that the applicant had been in contact with the office and the Tree Warden already and that the latter had recommended that something be planted in place of the Sycamore.

Support providing something is planted as a replacement: Cllr Bavastock, seconded Cllr Bance. Vote: 9 for, 2 against Support carried.

125.16/17 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:

Payee	Details	Invoice	Amount (Gross)£	VAT	Cost Centre
Staff costs	Salaries (gross)	December Payroll	1887.80	Z	Staffing
Shropshire County Pensions	Staff Pension contributions	December Return	341.87	Z	Staffing
HMRC	Staff Tax and National Insurance	December Payroll	450.26	Z	Staffing
Meg Gwilliam	Extra hours plus pay increase Expenses (laminating pouches)	December Payroll Expenses claimsheet	44.66 <u>9.99</u> 54.65	Z 1.66	Staffing Admin
Nick Yaxley	Overtime	December Payroll	36.00	Z	Staffing
G.M.Cooke	Storage Heater check/repair	2923	84.00	14.00	Town Hall
Shropshire Council	Joint Energy Cost 3 rd ¼	H106206HHT 016297	442.33	73.72	Street Lighting
BC Arts Festival	Grant	Minutes November 2016	300.00	Z	Youth EMR S137
SLCC	Annual Subscription	Renewal form	199.00	Z	Subscriptions
Highline Electrical Ltd	November repairs and maintenance	1351	180.00	30.00	Street Lighting
Enterprise South West Shropshire	December/January Newsletters	9924	344.13	OTS	Newsletters
Andrew B Wallace	Town Council hours for street cleaning	243	36.00	Z	EMR environment
Information Commissioner	Annual registration	035816d2025d	35.00	Z	Admin
Exemplum Ltd	November photocopying	24569	74.22	12.37	Admin
Halls SMS	Toilet/cleaning equipment	15523	109.84	18.31	Town Hall/Toilets
NCG Parks and Gardens	September/October/November Grass Cutting	SI-142	888.00	148.00	Playing Fields
SALC	Introduction to Business Training	213	22.00	Z	Training/Admin
BCTHT	Re-charge for shared services	1617-105	175.53	OTS	Shared Services

Promo Printing	Signs for Playing Field	PP1209216	12.00	2.00	Playing Fields
Andrew Evans Landscapes	Grounds Maintenance Playing Fields equipment repair/replace Town Planters (Environmental grant) Requested non-contract work (including Kerry Lane trees)	1908	250.44 360.00 438.00 2142.00 3,190.44	531.74	Playing Fields EMR Environmental Grant
Graham Dudley	Auction Yard Toilet Cleaning and Maintenance	19/12/2016	406.00	OTS	Toilets
Mr FS Whittingham	Hospitality for informal meeting Lights and accessories	16 Expense form	20.00 23.97 43.97	Z	Training
David Simpson	Toys for Santa's Grotto	03/12/2016	320.00	OTS	EMR Christmas Lights
Leaton Knolls Estate	32 Christmas trees	40	(559.20) 409.20	93.20	EMR Christmas Lights
Mary Seldon	Lights and accessories Postage	Expense form	110.58 14.93 125.51	20.52	EMR Christmas Lights
Stewart Evans	Santa's Grotto expenses	Invoices/ expense form	527.62	49.46	EMR Christmas Lights
Samba Band	Music and parade	0023	350.00	OTS	EMR Christmas Lights

Cllr R Houghton reported that the Finance Committee had completed their audit ensuring that invoices/cheques and documentation were correct.

Proposed to approve payment Cllr Gaffney, seconded Cllr Magill and **RESOLVED**

ii) **FINANCE & RESOURCES COMMITTEE**

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

- Electricity Contract – British Gas for one year

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

iii) **MONTHLY REVIEW**

a) To receive the November bank reconciliation statement

Propose received Cllr Gaffney, seconded Bavastock and **RESOLVED**

b) To receive a copy of the cost centre YTD analysis

Proposed to accept Cllr R Houghton, seconded Cllr Harris and **RESOLVED**

iv) **STONEHOUSE FUND PROPOSAL**

a) To receive a proposal from Dr Adrian Penney

It was proposed by Cllr Bavastock that the Clerk would ask the Patients' Group and Stonehouse again if they could propose ways to use the fund. The Clerk reminded Council that this had already gone to consultation and no proposals had been received bar Dr Penney's.

Proposed Cllr Bavastock: Approach Patients' Group and Stonehouse to ask for proposals for projects to use the fund. Seconded Cllr Magill, Vote: 7 for, 2 against and 1 abstention. Proposal carried.

The Clerk was asked to bring this subject back to the February meeting.

126.16/17 TOWN HALL TRUST

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

Madam Mayor thanked the THT for the evening for volunteers at the Castle Hotel.

Cllr Carroll gave the TH opening hours over Christmas and New Year and pointed out the Young Persons' exhibition on the walls, which had been previously judged and would be on show throughout the holidays.

Gift Aid applications were now going through for the last 2 years, and this would be very beneficial.

The Clerk was reading the electricity metre regularly and monitoring usage.

127.16/17 PUBLIC HALL

a) To receive feedback from site visits to the Public Hall to assess required work plan

Cllr R Houghton reported that the Public Hall committee were very pleased that councillors had made the time to visit and view the problems for themselves. It was now important that all involved should start to seriously consider the issues around the boundaries and there should be a site visit with the original paperwork with the solicitor acting for surrounding land and properties.

- Health and safety work a priority.
- Fire risk assessment

Proposed to put on agenda when results have been received regarding the boundaries and the Fire Risk Assessment as little could be done before then. Proposed Cllr Bavastock, seconded Cllr Carroll and

RESOLVED

There needed to be a serious look at heating and making it renewable and sustainable.

128.16/17 CO-OPTION POLICY

To approve the new Co-Option Policy after amendments from November meeting

Cllr Gaffney proposed to approve the Policy, seconded Cllr Bavastock and **RESOLVED**

129.16/17 CHRISTMAS

a) To receive reports from the working parties with regard the Christmas Lights arrangements and to propose adjustments for 2017/18

See above

130.16/17 TOWN PLAN

To discuss the proposal of a Community Partnership and review the Memorandum of Understanding for the Town Council.

There was a lot of discussion regarding the proposed partnership and the documents that had been circulated by the Clerk regarding this partnership. Cllr Jackson explained the basis upon which the CLP had been developed. Cllr Carroll suggested that it was the function of the Town Council to deliver the Plan and Cllr Gaffney stated that none of the information presented so far suggested that a Partnership was not feasible. The meeting felt there was insufficient information available to assess the proposal. In addition the Chair of the Steering Group should be invited to present the Community Partnership option and terms and to answer questions from the Council.

Action: Invite Keith Whiddon and Mathew Mead to the next meeting of the Town Council.

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

Comments to Clerk by 10th January.

131.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended

NONE to report at this time.