



# BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

**NOTICE IS HEREBY GIVEN THAT A MEETING OF  
BISHOP'S CASTLE TOWN COUNCIL WILL BE HELD  
IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 21<sup>st</sup> MARCH 2017 AT 7.30 PM**

*Mary Seldon*

Signed:

Date: 14<sup>th</sup> March 2017

TOWN CLERK

**PLEASE NOTE THAT PLANS FOR DISCUSSION  
WILL BE AVAILABLE FOR VIEWING FROM 7.15pm  
Or from the Clerk's Office during opening hours**

## **A G E N D A**

FIRE PROCEDURE

**167.16/17 APOLOGIES**

To receive apologies

**168.16/17 DECLARATIONS OF INTEREST**

- a) To declare any disclosable pecuniary interests.
- b) To declare any personal interests.

**169.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 21<sup>st</sup> February 2016

**170.16/17 COMMUNITY-LED PLAN**

- a) To receive options for the delivery of the Community-Led Plan from Community Enablement Officer, Mathew Mead
- b) To discuss and decide the preferred option and how this may be achieved

**171.16/17 REPORT FROM THE MAYOR**

**172.16/17 REPORT FROM THE UNITARY COUNCILLOR**

## **173.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

## **174.16/17 TOWN & COUNTRY PLANNING ACT 1990**

### **a) Applications:**

Reference: 17/00726/FUL (validated: 17/02/2017)

Address: Boars Head Hotel , Church Street, Bishops Castle, SY9 5AE

Proposal: Alterations and change of use of former post office to form two bedrooms in association with the hotel;

Extension of existing porch and enclosure of sides. Installation of gates to car park.

Applicant: Mr Darren Price

Reference: 17/00727/LBC (validated: 17/02/2017)

Address: Boars Head Hotel , Church Street, Bishops Castle, SY9 5AE

Proposal: Alterations and change of use of former post office to form two bedrooms associated with the hotel;

Extension of existing porch and enclosure of sides; Installation of gates to car park.

Applicant: Mr Darren Price

Reference: 17/00643/FUL (validated: 27/02/2017)

Address: 24 Welsh Street, Bishops Castle, SY9 5BT

Proposal: Sub-divide one 3 bed dwelling into one 1-bed and one 2-bed dwelling and creation of parking bay

Applicant: FT Bedell & Son (Mr Simon Bedell, The Linch House, Bishops Castle, SY9 5BS)

Reference: 17/00852/ADV (validated: 02/03/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: Erect and display replacement signage to include 1 No. non illuminated fascia sign, 1 No. non-illuminated hanging sign and 4 No. non-illuminated other signs

Applicant: Mr Ben French (1 Canada Square, London, E14 5AB)

Reference: 17/00977/FUL (validated: 10/03/2017)

Address: Proposed Dwelling West Of 13, Bankshead, Shropshire

Proposal: Erection of an affordable dwelling and detached garage: formation of vehicular access and installation of septic tank

Applicant: Mr J W Kerswell (13 Bankshead, Bishops Castle, Shropshire, SY9 5JQ)

Reference: 17/00943/TCA (validated: 08/03/2017)

Address: 7 Pound Close, Bishops Castle, Shropshire, SY9 5DJ

Proposal: Works to 1 Ash Tree within Bishops Castle Conservation Area

Applicant: Mrs Rosi Morris

### **b) Decisions:**

Reference: 17/00148/TCA (validated: 13/01/2017)

Address: Bumbles Cottage , 58 Church Street, Bishops Castle, SY9 5AE

Proposal: To fell 1 No. Silver Birch to a height of 2.0 metres from the ground; to thin 1 No Indian Bean tree by 10% and to fell 1 No. Goat Willow within Bishops Castle Conservation Area

Decision: **No Objection**

Reference: 17/00334/TCA (validated: 26/01/2017)

Address: Oriel House, 13 Welsh Street, Bishops Castle, Shropshire, SY9 5BS

Proposal: Notification of tree works to include the crown thinning of approx.10% of Fir Tree and Leylandi Trees; crown reduction of approx.10% of Leylandi within Bishops Castle Conservation area

Decision: **No Objection**

Reference: 17/00245/FUL (validated: 23/01/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: Repositioning of automated teller machine, plus associated alterations

Decision: **Grant Permission**

Reference: 17/00246/ADV (validated: 23/01/2017)

Address: 6 High Street, Bishops Castle, SY9 5BQ

Proposal: Installation and display of one new sign in association with repositioning of automated teller machine

Decision: **Grant Permission**

Reference: 17/00092/FUL (validated: 16/01/2017)

Address: 27 Grange Road, Bishops Castle, SY9 5AW

Proposal: Erection of extension to dwelling

Decision: **Grant Permission**

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/FULdated 24/05/2010 to remove the need for the dwellings to be 'affordable'

Decision: **Refuse**

## **175.16/17 SHROPSHIRE COUNCIL REVIEW OF THE LOCAL PLAN**

To receive the report from the working party.

## **176.16/17 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:**

<b>Payee</b>	<b>Details</b>	<b>Invoice</b>	<b>Amount (Gross)£</b>	<b>VAT</b>	<b>Cost Centre</b>
Shropshire County Pensions	Staff Pension contributions	March Return	331.03	Z	Staffing
HMRC	Staff Tax and National Insurance	March Payroll	440.46	Z	Staffing
Meg Gwilliam	SO deficit	March Payroll	6.06	Z	Staffing
Crucial Crew	Match funding the primary school costs for course	February 21 <sup>st</sup> Minutes	210.00	Z	Youth fund
Highline Electrical Ltd	February repairs/Maintenance	1493	328.80	54.80	Street Lighting
Exemplum	February Copying	25235	43.99	7.33	Admin
Andrew B Wallace	Monday: road sweeping	246	28.80	Z	Environmental Maintenance grant
Telescopic Window Cleaning	March Cleaning	08/03/17	45.00	Z	Town Hall
ESWS	Website maintenance and updates (annual invoice)	10086	200.00	33.33	Admin
Bishop's Castle Medical Practice	Balance of the Stonehouse Account as approved at full council on 21/03/2017	Minutes 21/03/17	2,374.19	Z	Stonehouse fund
EON	Electricity Playing Fields	H14284D989	36.18	1.72	Playing Fields

Staffing Costs	Standing Order February Salaries	March Payroll	1343.20	Z	Staffing
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ii) **FINANCE & RESOURCES COMMITTEE**

- a) To receive a report from the Committee Meeting: Tuesday 21<sup>st</sup> March and discuss and decide on any required decisions.
  - i. Update on the management of the Mayor's Allowance for 2017 financial year onwards and the status of the Mayor's Charity Account.
  - ii. Update on Tenders reviewed for Auction Yard Toilets and Handy Man

iii) **MONTHLY REVIEW**

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

**177.16/17 PUBLIC HALL**

- a) To receive a verbal update on the Public Hall and agree any necessary decisions resulting from that.
  - i) Update on fencing
  - ii) Youth AMP bid
  - iii) Fire Safety Work

**178.16/17 TOWN HALL TRUST**

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

**179.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

**180.16/17 TO EXCLUDE MEMBERS OF PRESS AND PUBLIC**

To resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

**181.16/17 REVIEW OF POLICIES AND PROCEDURES**

- a) To approve that the Staffing Committee review the Bullying & Harassment Policy and recommend any amendments/additions to it to keep it relevant.
- b) To approve that the Staffing Committee consider adopting a Mayoral Policy & Procedural Guidance to make sure that in future the ceremonial roles of the Mayor, Deputy Mayor and clerk are fully understood.
- c) To approve that the Staffing Committee review the Disciplinary Procedure & Complaints Procedure to make sure they cover complaints by councillors against staff and vice-versa.
- d) To instruct the staffing committee to write a Vexatious Complaints Policy to be brought back to the full council in April for approval.