



BISHOP'S CASTLE TOWN COUNCIL



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THE TOWN HALL
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SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 21st MARCH 2017 AT 7.30 PM

Present: Cllr J Carroll, Mayor in the Chair

Cllrs R Houghton, A-M Jackson, J Magill, G Perry, A Roberts, S Whittingham

In attendance: Mathew Mead (Community Enablement Officer), Cllr J Keeley (Unitary Councillor) and Mrs M Seldon (Town Clerk), and two members of the public

167.16/17 APOLOGIES

To receive apologies

Apologies had been received from:

Cllr K Bance: working

Cllr J Gaffney: working

Cllr A Houghton had tendered her resignation

168.16/17 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll – THT

Cllr Magill – THT

Cllr Roberts – THT

Cllr Houghton – SpArC, Public Hall

Cllr Perry – Planning Application – Boar's Head

169.16/17 APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 21st February 2016

Cllr A Houghton not R

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

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

c) Members of the Public wishing to speak

Mathew Mead gave a recap on the CLP and suggestions for the way forward. A document from Mathew Mead had been previously distributed by the Clerk with the choices for implementation of the plan – and he went through the choices with those present.

Keith Whiddon then set the scene of his background and what had happened so far.

There followed much discussion – a summary of comments listed below:

Cllr Carroll – 2nd option – but no way that the council can do this on their own – they do need to have working groups of councils and members of the community.

ESWS – has a bank account that could be used for projects if necessary

Cllr Perry – CLP – should be delivered through a partnership – ideal way forward.

Cllr Roberts – commonsense to go with partnership

Cllr Magill – steering group did resign – so what would happen to the group? KW – this would be a different group.

Cllr Jackson – council meetings are structured, agendas are produced – a second council meeting would be needed to carry through all the information that individual councillors get from their different groups.

Cllr Carroll asked how the community partnership would work with the town council?

Partnership has time – more time than councillors do at a council meeting. If it needs a decision then it will come back to the council.

Cllr Roberts – tremendous way forward to involve the community.

Cllr Carroll a problem with the democratic nature of it. This is very town based – election in May – how does the town council work with the partnership?

Mathew Mead – infrastructure, etc., will come back to Town Council.

All CLP lead into Place Plan – this is a way of keeping the plan up to date and refreshed.

Cllr Jackson – this is all about communication so that the community know that the council have much to do with the plan.

Cllr Houghton – helpful paper from Mathew – option 1, not an option. Merits for 2 and 3 – perhaps this should be a natural progression. Unfortunate that we didn't have this conversation before.

Cllr Carroll we need to make a choice tonight. Cllr Roberts – are we ready to make this decision?

Cllr Perry proposed the preferred option is a community partnership, with the work being done to come back with the linkages with the council, the partnership and other bodies. Cllr Jackson seconded and **RESOLVED.**

171.16/17 REPORT FROM THE MAYOR

New Shropshire Council Economic Strategy now on line – please all have a look at it.

Individual responses please – thinking about the Business Park

172.16/17 REPORT FROM THE UNITARY COUNCILLOR

- Business Park – possible media shed – hot-desking, etc. School could also use this
- Pathway between Brick Meadow and Bowling Green Club – JC we have tried to tackle before – path is not on the Right of Way (Evans' land).
- LJC grants – good news
- Precept Rise confusion

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

Support

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

Cllr Perry abstained

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

Support

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

Cllr Perry abstained

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)

Support

Proposed Cllr Magill seconded Cllr Whittingham and **RESOLVED**

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)

Support

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

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)

No objection provided it is in the regulations/criteria for affordable housing – specifically the size of this.

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

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

No objection

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

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**

Reference: 16/05787/FUL (validated: 10/01/2017)

Address: Ransford Sawmills , Station Street, Bishops Castle, SY9 5AQ

Proposal: Erection of 1No timber treatment building and associated external works

Decision: **Grant Permission**

175.16/17 SHROPSHIRE COUNCIL REVIEW OF THE LOCAL PLAN

To receive the report from the working party.

The working party had met and Cllr Carroll and Cllr Jackson produced a review

Cllr Houghton – we need to reinforce the need for faster broadband – economic element of this (No.1)

Cllr Carroll – and mobile phone signal

Nursing home care rather than residential home care.

With additions happy to send to Shropshire Council.

Proposed Cllr Roberts, seconded Cllr Houghton and **RESOLVED**

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:

Payee	Details	Invoice	Amount (Gross)£	VAT	Cost Centre
Shropshire County Pensions	Staff Pension contributions 2016 Valuation deficit	March Return Letter	331.03 100.00 431.03	Z	Staffing
HMRC	Staff Tax and National Insurance	March Payroll	440.66	Z	Staffing
Meg Gwilliam	SO deficit	March Payroll	6.06	Z	Staffing
Crucial Crew	Match funding the primary school costs for course	February 21 st Minutes	210.00	Z	Youth fund S137
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) Re-issue Cheque no. 105118	10086 17/01/7	200.00 44.90 244.90	33.33 7.49	Admin Town Plan EMR
SLCC	Job Advert on-line 1 week	122325	108.00	18.00	Admin
The Mailing Room Ltd	Postal Rate Change	112187	119.40	19.90	Admin
Jane Carroll	Travel expenses	21/03/17	27.18	Z	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

Cllr Houghton propose we pay, seconded Cllr Perry and **RESOLVED**.

ii) FINANCE & RESOURCES COMMITTEE

a) To receive a report from the Committee Meeting: Tuesday 21st 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.

Cllr Houghton reported – looked at proposals for managing the Mayor's Charity. Agreed annually by the Council, who is responsible for managing that account, but report annually. Used for additional costs of being mayor. Not expenditure on regalia and civic expenses. Ask Clerk to capture into a statement. Account to remain open and used for charity

ii. Update on Tenders reviewed for Auction Yard Toilets and Handy Man

Proposed to approve Cllr Magill, seconded Cllr Whittingham and **RESOLVED**

iii) MONTHLY REVIEW

- a) To receive the February bank reconciliation statement

Rate demands received – there will be ongoing pressure on the budget in the future.

Internal audit 4th May

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

Proposed to accept, Cllr Whittingham, seconded Cllr Magill and **RESOLVED**

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 – progressed. Start date 10th May. Ransfords provide some of the materials

ii) Youth AMP bid - successful

iii) Fire Safety Work – with MS, risk assessment and review. Fire Extinguishers checked, renewed, safety notices. Now need to write safety documents for users.

Received Cllr Magill, seconded Cllr Whittingham and **RESOLVED**

178.16/17 TOWN HALL TRUST

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

- Fundraising meeting
- Financial year finishing end of March
- Successful Wellness and Fitness Day
- Application to Shropshire Housing Group – received grant for activities

179.16/17 REPORTS FROM MEETINGS ATTENDED

To receive reports from meetings attended:

- Christmas Lights – SW, JM, GP – council loan for lights. Pram race. Get in touch with Twinning Town and have a European Market. Link up with schools. Agenda for next meeting
- SpArC – trustee meeting. Proposal for Energise and SC for scoping exercise. SpArC on list of retained sites on the SC Leisure Strategy
- SpArC Advisory Committee – is this still unnecessary. This is the only committee on which Teme sit - so useful.
- Climate Change Transition

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.

Proposed Cllr Carroll seconded Cllr Magill and **RESOLVED**

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

- 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. . Proposed Cllr Magill, seconded Cllr Roberts and **RESOLVED**

- 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. . Proposed Cllr Magill, seconded Cllr Roberts and **RESOLVED**

- d) To instruct the staffing committee to write a Vexatious Complaints Policy to be brought back to the full council in April for approval. Proposed Cllr Magill, seconded Cllr Roberts and **RESOLVED**