

**Bishop's Castle Town Council Meeting  
6th January 2016**

**MINUTES of the MEETING  
BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 6th JANUARY 2016 AT 7.30 PM**

**Present:** Cllr K Bavastock, Mayor in the Chair  
Councillors: J Carroll (Vice-Chairman), R Houghton, A-M Jackson, S Harris, J Gaffney  
**In attendance:** Unitary Councillor Charlotte Barnes and Mrs M Seldon (Clerk)

**178.15/16 APOLOGIES**

To note apologies  
Apologies had been received from:  
Cllr K Bance – Working  
Cllr J Magill – Family Commitment  
Cllr J Dickin – Illness  
Two resignations had been received: Kelly Price and Sarah Lennox  
Proposed to accept the apologies: Cllr Bavastock, seconded Cllr H and **RESOLVED**

**179.15/16 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.  
b) To declare any personal interests.  
Cllr Carroll: 188.15/16  
Cllr Jackson: 185.15/16

**180.15/16 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 1st December 2015  
Proposed Cllr Bavastock, seconded Cllr Jackson and **RESOLVED** with the following amendment to 172.15/16:  
Delete the last phrase and replace with ‘.....**plus black spots. More volunteers were still needed for other issues and she will provide information to Councillors before the next meeting to enable them to forward to her details of potential contacts.**’

**181.15/16 CLERK'S REPORT**

a) Update on discussions from the December meeting and other matters for information only:  
The Clerk reported that there was nothing to report that would not be dealt with on the agenda.

**182.15/16 REPORT FROM THE MAYOR**

Report from Councillor Bavastock to include Mayor's Charity Fund expenditure.

- Proposed meeting regarding Shared Spaces taking place in Shirehall. This might be useful for those undertaking the Town Plan. The Clerk was asked to forward the details to all councillors.
- Resignations had been received from Kelly Price and Sarah Lennox. The Clerk was asked to inform Shropshire Council and advertise the vacancies accordingly.
- Copy for the newsletter: February/March any contributions were due on 15th January.
- The scheduled meeting of full council on 26th January would concentrate on the legal position with regard the Town Hall and the completion of the project. It was hoped that all councillors would attend.
- Christmas meal at Castle Hotel enjoyed by those that came.
- Mayor's Fund - £100 to Town Hall for art competition – split between three people.

Money from Stone House Fund transferred to Mayor's Fund.

**183.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

Members of the public wishing to speak must give prior notification of their wish to speak.  
There were no members of the public present.

**184.15/16 UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor

- SamDev had been signed off – now legally binding
- New Leader – Malcolm Pate
- SpArC – petition went to full council – discussion on what to do with a petition, but the reaction was positive
- Leisure Centre will have the PV Solar panels as soon as possible

**185.15/16 TOWN & COUNTRY PLANNING ACT 1990**

**Applications:**

Reference: 15/05380/TCA (validated: 08/12/2015)  
Address: 1 Grange Gardens, Bishops Castle, Shropshire, SY9 5AF  
Proposal: Crown reduction by 30% and minor re-shaping of crown structure of 1No Black Pine tree within Bishops Castle Conservation Area  
Applicant: Mrs Alison Goldstone (2 Grange Gardens, Bishops Castle, Shropshire, SY9 5AF)  
**No objection**  
Proposed Cllr Bavastock, seconded Cllr Gaffney and **RESOLVED**

Reference: 15/05293/FUL (validated: 15/12/2015)  
Address: Sports Centre, Bishops Castle Community College, Brampton Road, Bishops Castle, Shropshire, SY9 5AY  
Proposal: Installation of a 50kWp roof mounted Solar PV Array  
Applicant: Mr Andrew Nightingale (Sparc Leisure Centre , The Community College, Brampton Road, Bishops Castle, Shropshire , SY9 5AY, United Kingdom)  
**Support**  
Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

**Decisions:**  
Reference: 15/04753/TCA (validated: 04/11/2015)  
Address: 5 Union Street, Bishops Castle, Shropshire, SY9 5AJ  
Proposal: To crown lift, clean out any dead wood and slightly thin 1no Oak Tree within Bishops Castle Conservation Area  
Decision: No Objection  
**NOTED**

Reference: 15/04594/FUL (validated: 10/11/2015)  
Address: Adjacent The Old School , Church Street, Bishops Castle, Shropshire, SY9 5AE  
Proposal: Ground floor extension to rear of retail unit; relocation of first floor access  
Decision: Grant Permission  
**NOTED**

**186.15/16 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:**

Staff costs (excluding HMRC)	1487.31
Shropshire Council Pension Fund	369.06
HMRC PAYE and NI	435.02
Andrew B Wallace – extra time Mondays (Invoice No. 201)	32.50
Andrew B Wallace – extra time Mondays (Invoice No. 203)	19.50
Exemplum – November photocopying ( <i>Invoice No.22394</i> )	41.92
Andrew Evans Landscapes – November contracted work ( <i>Invoice No.1791</i> )	625.56
Highline Electrical Ltd – Street Light repairs ( <i>Invoice No.827</i> )	193.20
KT Gooch – certificate covers ( <i>Invoice No. E0392</i> )	240.00
Information Commissioner Data Protection Registration ( <i>Ref:035816d2015e</i> )	35.00
Telescopie Window Cleaning ( <i>Invoice dated 09/12/15</i> )	45.00
SALC Training – The Civic Role ( <i>Invoice No. 8443</i> )	20.00
HALLS SMS – bin liners ( <i>Invoice No. 8680</i> )	24.82
Bishop's Castle Town Hall Trust – ¼ cleaning and agreed other costs ( <i>Invoice No. 1516-116</i> )	170.00
Mary Seldon expenses – travel and subsistence Fire Marshall training	53.70
Meg Gwilliam expenses – travel to/from BC on non-work day	7.20
Highline Electrical Ltd – Lighting repairs ( <i>Invoice No. 884</i> )	333.60

**Approved** for payment: Proposed Cllr Carroll, seconded Cllr Harris and **RESOLVED**

**Town Hall Renovation Project Costs**

Communities Can – November Project Management (*Invoice No. CC2015027*) 250.00

**Approved** for payment: Proposed Cllr Carroll, seconded Cllr Gaffney and **RESOLVED**

<b>Mayor's Charity Account</b>	
Midlands Air Ambulance Charity – Christmas Cards ( <i>Invoice dated 21/12/15</i> )	7.00
Town Hall Trust – Childrens' Art Competition prize	100.00

**Approved** for payment: Proposed Cllr Houghton, seconded Cllr Harris and **RESOLVED**

<b>Direct Debits:</b>	
Pitney Bowes - reset franking meter ( <i>Invoice No. 53491303</i> )	50.00

**Approved** for payment: Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

ii) **MONTHLY REVIEW:**

- To receive the November monitoring report and estimated December report
- The Clerk was asked to find out about the quarterly payments to Shropshire Council and what this covered.  
Monitoring Report **NOTED**, Cllr Gaffney proposed the report be received, seconded Cllr Harris and **RESOLVED**

b) To receive the November bank reconciliation statements  
November bank reconciliation **NOTED**, Cllr Bavastock proposed the report be received, seconded Cllr Carroll and **RESOLVED**

iii) **BUDGET**

- To agree and set Council Budget 2016/17
- To agree and set Precept 2016/17

These two items were discussed and considered in tandem:

The Clerk had previously distributed a third draft of the proposed budget, based on a 5% increase on all expenditure and a 5% increase on the precept requirement for 2015/16, as requested at the December meeting. This had meant a precept demand for £61,367.25 and a working budget of £61,348. It was possible, therefore, when calculating the expenditure for 2016/17 to include items that the Clerk had been asked to discount for the year:

- SALC membership was put back into the package**
  - Training allocation for Clerks and Councillors was returned to its previous level of £300**
  - The Financial Package from RBS Omega was put back into the budget**
  - The Mayor's annual allowance was returned to its previous level of £320**
  - Contingency fund was set at £1,000**
- Councillor concerns:**  
Councillors discussed the implications of the '5% budget' and the Clerk was asked questions about the expenditure for 2015/16 and 2016/17. One concern was that the estimated expenditure for the present financial year would have a **shortfall** of nearly £10,000 from the agreed budget. The Clerk explained that this would mainly be made up from monies from ear-marked reserves for play areas (for the new equipment that had been installed on the Playing Fields following the RoSPA report) and the last payment that was due from HLF for the renovation project.

Councillors were also concerned that the Town Hall **electricity costs** were something of an unknown entity, due to the continuing problems with Npower and the lack of meter readings. The Clerk explained that the Town Council was now paying £200 per month by Direct Debit so as to minimise the final invoice when it did arrive and that the Town Hall Trust would be paying 70% of all electricity costs when the problem had been resolved.

**The Environment Grant** (£3000 for 2015/16) was also an unknown entity and the Clerk had not been able to establish whether it would be available again for 2016/17. As this covered flower displays, public seating and road sweeping there was some concern that these services to the town would need to continue into 2016/17 whether the grant was available or not.

**Footpath lighting** was also discussed – but the Clerk explained that provision had been made to pay to install lighting on the footpath beside Crowgates in 2015/16 and this money would therefore be carried over if not spent during the current financial year. It was not proposed that any further work be needed for the footpaths at present.

Cllr Gaffney proposed

- 10% increase** on the precept (making a Precept demand for 2016/17: **£64,300**)
- The 5% budget remain as proposed with the addition of **£4,000 in the contingency fund**

(this would cover the lack of Environment Grant if necessary, or any other unforeseen expenditure required due to any reduction in services given from Shropshire Council).

- Agreed requirement for 2016/17 was therefore **£64,303**
- Agreed expenditure for Bishop's Castle Playing Fields and Oak/Brick Meadow would be taken from the Playing Areas earmarked reserves - **£16,700 from Reserves**

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

- To appoint **internal auditor for 2016**

The Clerk had previously distributed information sheets for new councillors on the role of the internal auditor and a letter from the previous internal auditor asking if her services were required this financial year end and a letter from Audit Solutions detailing their services too and prices. Whilst the latter was more expensive the Clerk requested it be considered in the light of the fact the previous auditor had been in post for at least five years and this was not considered best practice. It was also important in the light of the demise of the external auditor from 2017/18.  
Proposed that Audit Solutions be appointed for one year and then this be reviewed, Cllr Bavastock, seconded Cllr Gaffney and **RESOLVED**

iv) **PENSIONS DISCRETIONS POLICY**  
Review and adoption of the Pensions Discretions Policy  
It was agreed that this item be deferred to the Staffing Committee at their next meeting. See new meeting structure proposals agenda item: 18.15/16

**187.15/16 TOWN COUNCIL COMMITTEE AND MEETING STRUCTURE**

To review the committee structure proposed by the Town Clerk  
The Town Clerk proposed full Town Council meetings be scheduled to fall at the same time each calendar month as it would aid both office processes and encourage attendance by all. It was therefore proposed that meetings would be scheduled for the **third Tuesday in each calendar month** and this new timetable commence from the March 2016 meeting with 26th January and 23rd February remaining unchanged.

Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**  
The Clerk was asked to organise a calendar to be distributed amongst councillors and other interested parties to this effect.

The Clerk also requested that committees of the council be formalised and met on a regular basis. It was agreed that this be reviewed after a six month period. It was noted that all committee meetings would be public meetings and advertised as such, with Minutes available in the public domain afterwards.

The Clerk had distributed proposed terms of reference for each committee and these were discussed with the proposed Finance Committee and Resources being amalgamated as one committee.

- FINANCE COMMITTEE**
- To set **Terms of Reference for Finance Committee**

There was some discussion regarding the proposed terms of reference as it was deemed important that the committee should not be taking the place of the full town council and therefore decisions about certain aspects of finance should not be made, but recommendations be made by the committee to full council. Amendments were made to the document and the proposal to adopt the Terms of Reference for the Finance Committee, with the proposed amendments was made by Cllr Gaffney, seconded Cllr Bavastock and **RESOLVED**

- To agree members of the Finance Committee and their delegated powers

The unofficially constituted Finance Committee had previously included Cllrs Bavastock, Carroll, Harris, Magill and Farr. It was proposed that Cllr Houghton be appointed to this committee in addition and councillor's delegated powers were reflected in the Terms of Reference for this joint committee. Proposed Cllr Bavastock, seconded Cllr Jackson and **RESOLVED**  
**The Finance and Resources Committee would meet monthly during the week before scheduled Full Council Meetings. The frequency of the meetings would be reviewed in the future.**

- STAFFING COMMITTEE**
- To set **Terms of Reference for Staffing Committee**

The proposed terms of reference were amended to reflect the proposal that any future applicants for the post of Town Clerk be interviewed by other councillors other than those on the staffing committee if they so requested it. This would then draw on a wider experience of councillors when appointing the Town Clerk.  
With this amendment the Terms of Reference for the Staffing Committee were proposed for adoption by Cllr Gaffney, seconded by Cllr Carroll and **RESOLVED**

- To agree members of the Staffing Committee and their delegated powers

The unofficially constituted Staffing Committee had previously included Cllrs Bavastock, Carroll, Magill and Farr. It was proposed that Cllr Gaffney be appointed to this committee in addition and councillor's delegated powers were reflected in the Terms of Reference for this committee. Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**  
**The Staffing Committee would meet four times a year (unless any particular incidents occurred) and this would take place at 6.30pm before scheduled Full Council Meetings (ie. the third Tuesday of the month). The frequency of the meetings would be reviewed in the future.**

- PROPERTIES & RESOURCES COMMITTEE**
- To set Terms of Reference for the Properties and Resources Committee

Again, there was much discussion about the terms of reference to allow the full council to continue to have the opportunity to discuss certain issues that were important to the whole council. With these amendments it was proposed that the Terms of Reference be adopted for the Resources Committee and be amalgamated with the Finance Committee. Proposed Cllr Gaffney, seconded Cllr Carroll and **RESOLVED**.

- To agree members of the Properties and Resources Committee and their delegated powers

Due to the amalgamation of the two proposed committees membership is the same as Finance Committee Minutes above with the delegated powers established in the Terms of Reference.

**188.15/16 TOWN HALL RENOVATION PROJECT**

a) To receive any report from Trustees  
Cllr Carroll reported that the Trustees of the Town Hall Trust was in a transitional period as Sue Wilmer had left at the end of December. There had been an increase for the two managing staff by 3 hours a fortnight as they were taking on her role. It had been decided that the Town Hall would be open all through the winter, with no decrease in hours.  
The young persons' art exhibition and competition before Christmas had been a great success.

b) To appoint a councillor as a Town Hall Trust Trustee  
Two councillor representatives were now needed as Trustees as Kelly Price had resigned from the Council.

**189.15/16 TOWN PLAN**

To receive an update on the Town Plan and the working parties involved  
Cllr Jackson reported that there was to be a Steering Group meeting on 22nd January to collate outstanding contacts of relevant people who might have different useful contacts within the community.

**190.15/16 BIKE TRACK PROJECT**

To receive an update on proposed transformation of the site to date.  
The Clerk reported that she was waiting for a quotation and plan of work from Access and Habitat Management for the work on this area. It was hoped that it might be received in time for consideration at the next meeting.

**191.15/16 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

- Fire Marshall Training: the Clerk and Cllr Magill had attended a training session. It was hoped that they would be able to collaborate and inspect the building together to report at the next meeting.
- COMA: Cllr Bavastock reported that there had been a meeting to discuss the progress of the business park asset transfer. A number of meetings were scheduled in the next few weeks and there would be a full update at the next meeting.
- Public Hall: Cllr Houghton reported as the Town Council representative. The snooker club had vacated the basement and it was felt that the committee had handled the situation very well. They had advertised for a cleaner and caretaker, and were now looking at this role. An Open Day at the end of January was proposed.

The Clerk was asked to include booking contact details in the Newsletter

**192.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

- Contact details for public hall
- Councillor Vacancies
- Numbers to phone for dog mess and street scene

**193.15/16 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 Bavastock, seconded Cllr Harris and **RESOLVED**

**194.15/16 STAFFING ISSUE**

The Clerks had prepared a report on the Auction Yard Toilets, their condition and stock levels and these were discussed. The Clerks had also instigated a booking out system for all stock leaving the Town Hall and being taken to public toilets. It was suggested that additional shelving in the caretaker's area of the auction yard toilets and the Clerk was asked to liaise with the handy-man.  
Cllr Gaffney agreed to discuss the situation with the employee.

The meeting concluded at 9.20pm

**DATES OF FUTURE MEETINGS:  
Tuesday 26th January 2016  
7.30pm Council Meeting**



**Bishop's Castle Town Council Meeting**  
**26th January 2016**

MINUTES of the MEETING  
BISHOP'S CASTLE TOWN COUNCIL  
COUNCIL CHAMBER, TOWN HALL  
TUESDAY 26th JANUARY 2016 AT 7.30 PM

Present: Cllr K Bavastock, Mayor in the Chair  
Councillors: J Carroll (Vice-Chairman), Cllr K Bance, J Gaffney, R Houghton, J Magill  
In attendance: Mrs M Seldon (Town Clerk) and Ms S Hine (Town Hall Renovation Project Manager)

**FIRE PROCEDURE**

195.15/16 APOLOGIES  
To note apologies  
Apologies had been received from:  
Cllr Dickin – Illness  
Cllr Jackson – Holiday  
Cllr Harris – Family Commitment  
Proposed Cllr Bavastock, seconded Cllr Carroll and RESOLVED

196.15/16 DECLARATIONS OF INTEREST

a) To declare any disclosable pecuniary interests.  
b) To declare any personal interests.  
Cllr Carroll: 200.15/16 b  
Cllr Magill: 200.15/16 b

197.15/16 APPROVAL OF MINUTES  
To approve the Minutes of the Town Council meeting held on Tuesday 5th January 2016  
Proposed Cllr Gaffney, seconded Cllr Carroll and RESOLVED

198.15/16 REPORT FROM THE MAYOR

- Steve Farr resigned – now three councillor vacancies which had been reported to Shropshire Council elections department.
- Queen’s 90th Birthday – planting a rose, plus plaque a possibility in the Square
- Complaint about street lights not coming on at 5.30am. This had been taken up by Shropshire Council who were in communication with complainants.
- Mary Pullen’s retirement

199.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK  
Members of the public wishing to speak must give prior notification of their wish to speak.  
There were no members of the public present

200.15/16 ACCOUNTS FOR PAYMENT  
i) To receive the monthly payment/receipt schedule and then approve the accounts listed below and instruct signatories to authorise payment.  
a) Town Council:  
Staff costs (excluding HMRC) 1487.31  
Shropshire Council Pension Fund 369.06  
HMRC PAYE and NI 435.02  
HMRC PAYE underpayment 622.85  
HALLS SMS – bin liners (Invoice No. 8695) 87.55  
Exemplum Ltd. – Photocopying December (Invoice No. 22766) 29.04  
Exemplum Ltd. – Annual Facility Fee (Invoice No.22677) 90.00  
Mary Seldon – expenses (underpaid by £13.20p at previous meeting) 13.20

Proposed for payment, Cllr Gaffney, seconded Cllr Houghton and RESOLVED

b) Town Hall Renovation Project Costs  
BCHRC – development and production costs of TH heritage packs  
(Invoice No. 419/Services/2015 1,200.00  
BCHRC – supplying shelf storage space for 1 year  
(Invoice No. 420/DA03/16 275.00

Proposed for payment, Cllr Carroll, seconded Cllr Bance and RESOLVED

c) Mayor’s Charity Account  
Bridgnorth and District Crime Prevention Panel/Crucial Crew 133.00

Proposed for approval, Cllr Bavastock, seconded Cllr Magill and RESOLVED

To consider request from BC Medical practice for funding of a training course  
for a new employee Bishop’s Castle Medical Practice 860.00

Proposed for approval, Cllr Bavastock, seconded Cllr Carroll and RESOLVED with 2 abstentions

d) Direct Debits:  
BT Business Bill – Phone services (Notification 13/01/2016) 132.35  
BT Business Bill – Broadband services (Notification 12/01/2016) 40.80

Proposed to accept, Cllr Bavastock, seconded Cllr Magill and RESOLVED

- To approve Assistant Clerk’s extra hours of 5 hours per month for the forthcoming 5 months in order to act as Minute Secretary for the joint (partnership) agency meetings to secure the asset transfer of the business park.

Cllr Gaffney gave an update on the history of the project to date and the partners within the project. He explained the need for a professional minute clerk for the project. Meg Gwilliam had been approached to fulfil this role.  
Cllr Bavastock explained that she felt that the money should come from the COMA fund that was available, but Cr Gaffney explained that the grant money might not be designated to the council.  
Proposed for approval Cllr Carroll, seconded Cllr Houghton and RESOLVED

- To receive and discuss quotation from Access and Habitat Management for the work on the old bike track to utilise the space for additional allotments

Councillors voted to support the project with the exception of the costs for the stone access road, as the estimate for this was felt to be too high.  
Proposed Cllr Carroll, seconded Cllr Bavastock and RESOLVED  
It was also agreed that a meeting should take place between the allotment society and the Town Council to view the proposals.

201.15/16 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 Bavastock, seconded Cllr Gaffney and RESOLVED

Meeting finished 9pm



**Bishop's Castle Town Council Meeting**  
**23rd February 2016**

**MINUTES OF THE MEETING OF**  
**BISHOP'S CASTLE TOWN COUNCIL**  
**HELD IN THE COUNCIL CHAMBER, TOWN HALL**  
**ON TUESDAY 23rd FEBRUARY 2016 AT 7.30 PM**

**PRESENT:** Cllr K Bavastock, Mayor in the Chair

**COUNCILLORS:** J Carroll (Vice-Chairman), Cllrs J Gaffney, J Dickin, R Houghton, A-M Jackson

**IN ATTENDANCE:** Cllr C Barnes (Unitary Councillor) and Mrs M Seldon (Clerk) and 3 members of the public.

**FIRE PROCEDURE**

**203.15/16 APOLOGIES**

To note apologies  
Apologies had been received from:  
Cllr Magill (holiday)  
Cllr Bance (working)  
Cllr Harris (working)  
Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**

**204.15/16 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.  
b) To declare any personal interests.  
Cllr Carroll: 214.15/16  
Cllr Houghton: General – Shropshire Council Finances

*It was proposed that item 208.15/16 be moved forward in the meeting to this point.*

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

Henry Hunter introduced himself as the Chairman of the Town Hall Trust and went on to explain the necessity for Town Council representatives on the board of trustees. To date the Town Council had been under represented, but this was, in fact, a legal requirement for the running and organisation of the building.  
Mr Hunter's verbal presentation was also accompanied by a newly written job description by Evelyn Bowles.  
Mr Hunter was thanked for his contribution and he then left the meeting.

**205.15/16 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 26th January 2016  
The public form of the Minutes was approved. Proposed Cllr Bavastock, seconded Cllr Houghton and **RESOLVED**

However, the Confidential Minutes relating to the Town Hall Renovation were not approved and the Clerk was asked to adjust their content to reflect the report given by Sam Hines at that meeting and the recommendations made by her that were agreed by councillors at the meeting. It was **AGREED** that these Minutes would be brought for approval at the March meeting.

**206.15/16 CLERK'S REPORT**

a) Update on discussions from the January meetings and other matters for information only:

- **Annual Town Meeting Arrangements** – details of the date and time had been previously distributed to councillors, along with the speakers who had confirmed their attendance.
- **Street Lighting Budget and Expenditure** – at the previous meeting the Clerk had been asked to investigate the two areas of finance that had been allocated to street lighting. This had now been done and all expenditure for the year 2015/16 was for the street lights owned by the Town Council. The two areas of funding were the maintenance charges from HighLine Electrical and the annual fee from Shropshire Council for the electricity contract. It should be noted that for the budget 2015/16 there was only the electrical contract expenditure that had formed part of the budget. The Clerk confirmed that both areas were accounted for in the 2016/17 budget and that their entry on future spreadsheets would be less confusing.
- **Working with Shropshire Council through financial difficulties** – the Clerk had attended a meeting called by the Leader (Malcolm Pate) and the Chief Executive (Clive Wright). This was to make Clerks and Chairs aware that in order to work through the financial difficulties facing Shropshire Council, all councils now needed to work together to provide services to the community. They were also keen to hear our own suggestions on ways in which we can provide services. The present grouping of those parishes in the LJC was suggested, but not exclusive. The Clerk reported that there was a proposed LJC meeting with Malcolm Pate and Clive Wright in Bishop's Castle on 17th March at 7pm to discuss financial proposals and she advised councillors to attend. The following discussion revealed that this would not be the date for the meeting, but all councillors felt it important that this should take place in the Town Hall and the Clerk was asked to contact Mathew News to this end.
- **Feedback from BC Newsletter** – the Clerk reported that there had been considerable feedback from a short article in the recent Newsletter about culling hares. She suggested that if councillors were approached about this matter they referred them to the police as it was PC Gutteridge who had written the article.

It was agreed that in future all articles not submitted by the Town Council should have the authors acknowledged and a disclaimer added.

- **Town crest in Old Market Place update** – the Clerk had asked for an update on the spring clean of the crest from the stonemasons involved. The crest had been steam-cleaned and was now awaiting the keiming process, which could only be done when night-time temperatures rose above 4 degrees. It was hoped that the whole project would be finished by the 21st April as this is to be the designated day for celebrations for the Queen's 90th birthday and a rose bush and plaque was planned. The stonemason had confirmed the work would be completed by that date.
- **Town Election Recharges** – the Clerk reported that she had received a letter from the electoral registration office to say that election charges would be amended from May 2017 onwards. If uncontested the cost would remain the same, but if an election was necessary the cost would no longer be subsidised by Shropshire Council. The Clerk was asking the elections office the implications of this in order that the budget for 2017/18 could reflect any rises in costs.
- **Environmental Grant 2016/17** – the Clerk reported that the Council had been invited to take part in this scheme again for the forthcoming year and would be able to receive the expected £3,000. It would, however, be the last year of the scheme.

**207.15/16 REPORT FROM THE MAYOR**

- **Bishop's Castle Arts Festival** – the town had been nice and busy
- **WI** – had approached Cllr Bavastock and asked if there was an area in the town which they might look after. The old Market Place had been suggested as a suitable area, and one that needed constant attention to keep clean and tidy.
- Councillors were reminded of the works in progress in Oak Meadow and Welsh Street. This would result in footpath diversions.

**208.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

**209.15/16 UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor

- Street lights in BC – weather affects the sensors and so their timed usage was sometimes inaccurate. Shropshire Council were looking to change the technology over a period of five years.
- IP&E – report due this week
- Malcolm Pate wanted to reinstate council lunch – there had been much communication within the council about this. Result – no free council lunch
- Council tax increase of 3.99%
- Subsidised travel for post-16 year olds – increase 111% - pay to go to Shrewsbury, but not Ludlow
- Shared oil and gas installation – decisions taken away from Council and gone to Westminster
- Community College on Inside Out programme
- Big Conversation didn't seem to draw many people's comments. Not representative

**210.15/16 TOWN & COUNTRY PLANNING ACT 1990**

**Applications:**  
Reference: 16/00151/FUL (validated: 14/01/2016)  
Address: Proposed Residential Development Land, Kerry Green, Bishops Castle  
Proposal: Erection of dwelling and formation of vehicular access  
Applicant: WKM Construction (Mr Will Chambers, Hurcott, Longhills Road, Church Stretton)

Cllr Jackson reminded Council that the first application on this site had been strongly objected to by the Town Council. This would be over development and again the problem of the proximity to two junctions

**Strong Objection**  
Proposed Cllr Jackson, seconded Cllr Bavastock and **RESOLVED**  
The Clerk was asked to send the full comments to Cllr Barnes so that she might take this to Committee.

Reference: 16/00262/CPL (validated: 25/01/2016)  
Address: Hall Villa, Brampton Road, Bishops Castle  
Proposal: Application for Certificate of Lawfulness for the erection of two storey rear extension  
Applicant: Mrs Hilary Say  
Retrospective planning  
**No objection**  
Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**

Reference: 16/00091/FUL (validated: 28/01/2016)  
Address: The Barn, School Lane, Bishops Castle  
Proposal: Alterations and additions to include part single and part two-storey extension; balconies and solar panels  
Applicant: Dr A Penney  
**Support**  
Proposed Cllr Carroll, seconded Cllr Bavastock and **RESOLVED**

Reference: 16/00347/FUL (validated: 28/01/2016)  
Address: Plasauduon, 5 Bull Lane, Bishops Castle  
Proposal: Erection of two-storey extension following demolition of existing conservatory  
Applicant: Mr Stuart Altman (51 Trinity Street, Belle Vue, Shrewsbury)  
**No objection**  
Proposed Cllr Carroll, seconded Cllr Houghton and **RESOLVED**

Reference: 16/00398/ADV (validated: 01/02/2016)  
Address: The Three Tuns Inn, Salop Street, Bishops Castle  
Proposal: Erect and display various signage  
Applicant: Heineken Ltd (PO Box 231, Salford)  
**Strong Objection**  
Proposed Cllr Gaffney, seconded Cllr Jackson and **RESOLVED**

Cllr Jackson offered to list the planning reasons for the two objections in order that the Clerk may lodge these on the Planning Portal.

**Decisions:**  
Reference: 14/02744/OUT (validated: 19/06/2014)  
Address: Proposed Residential Development To The East Of, Church Lane, Bishops Castle  
Proposal: Outline Planning Application for the erection of 2No detached dwellings and associated garaging; installation of septic tank (to include access)  
Decision: **Refuse**  
**NOTED**

Reference: 14/02743/OUT (validated: 19/06/2014)  
Address: Proposed Residential Development to the West Of, Church Lane, Bishops Castle  
Proposal: Outline Planning Application for the erection of 2No detached dwellings and associated garaging; installation of septic tank (to include access)  
Decision: **Refuse**  
**NOTED**

Reference: 15/05293/FUL (validated: 15/12/2015)  
Address: Sports Centre, Bishops Castle Community College, Brampton Road, Bishops Castle, Shropshire, SY9 5AY  
Proposal: Installation of a 50kWp roof mounted Solar PV Array  
Decision: **Grant Permission**  
**NOTED**

**211.15/16 MONTHLY FINANCES**

i) To receive the monthly payment/receipt schedule and then approve the accounts listed below and instruct signatories to authorise payment.

<b>Town Council:</b>	
Staff costs (excluding HMRC)	1487.31
Meg William - additional 5 hours for Business Park Partnership as agreed	38.47
Shropshire Council Pension Fund	369.06
HMRC PAYE and NI	445.22
Enterprise South West Shropshire, newsletter printing ( <i>Invoice No. 9421</i> )	297.73
T Baker, repairs to notice board, coping stone, etc ( <i>Invoice No. 23</i> )	152.26
A Wallace, 4 Mondays ( <i>Invoice No. 204</i> )	26.00
Telescopic Window Cleaning ( <i>Invoice dated 3/2/16</i> )	45.00
Andrew Evans Landscapes, ground maintenance ( <i>Invoice No. 1801</i> )	1331.30
Exemplum, January printing ( <i>Invoice No. 22926</i> )	32.05
M Gwilliam – office expenses	3.75
M Seldon – travel expenses	21.60
Severn Trent Water – Public Conveniences Station Street ( <i>Invoice 16/02/16</i> )	99.65

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

<b>Town Hall Renovation Project Costs</b>	
Communities Can, Nov/Dec/Jan ( <i>Invoice No. CC2015033</i> )	500.00
Imprint – Town Hall leaflets ( <i>Invoice No. 34987</i> )	289.00

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

<b>Direct Auctions:</b>	
British Gas, Duction Yard toilets 23/10/15 – 22/1/16 ( <i>Invoice 951288476</i> )	237.37
Npower Business Bowling Green 12/10/15 – 11/01/16 (7953 51303 00)	87.49

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

**ii) GRANT APPLICATIONS**

To consider Grant Applications received:

- House on Crutches Museum 100.00

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

- Bishop's Castle Heritage Resources Centre 100.00

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

**iii) FINANCE & RESOURCES COMMITTEE**

a) **MONTHLY REVIEW:**  
To receive the January monitoring report  
Proposed Cllr Bavastock, seconded Cllr Dickin and **RESOLVED**

To receive the January bank reconciliation statements  
Proposed Cllr Bavastock, seconded Cllr Houghton and **RESOLVED**

To note separate expenditure accounts:

- Newsletter
- Town Plan
- Mayor's Charity Account
- Environmental Grant

To note Town Council Reserves

**NOTED**  
Cllr Jackson pointed out an error in recording the expenditure for the Town Plan, as one item had not been updated. The Clerk was to ensure this was included in the spreadsheet.

- To receive any recommendations from the Finance and Resources Committee

This meeting had been cancelled as it was not quorate. It was suggested that another Councillor should consider being a member of the committee to ensure this does not happen again.

Cllr Jackson volunteered to consider this, but could not commit to every month.

**212.15/16 STAFFING COMMITTEE**

To receive any recommendations from the Staffing Committee:  
Cllr Bavastock, as Chairman of the committee reported from the meeting:  
**Appraisals** had been set up for the Town Clerk, the Assistant Town Clerk and the Town Hall Toilet Cleaner. In the case of the latter it was hoped that some extra duties could be added to his job description to allow for the tidying of the exterior of the Town Hall.

**Co-option** – with three vacancies it had been decided that a recruitment campaign needed to be organised and well thought out to attract and retain suitable candidates. The Annual Town Meeting had been identified as a useful time to invite those interested along and to be able to chat to them informally at the conclusion. Press releases and adverts would be written to this end.

**213.15/16 TOWN COUNCIL CHAPLAIN**

a) To review the role of the Mayor's Chaplain  
There was a lot of discussion about the role of the Chaplain and several councillors wished to express their opinion. However, it was pointed out that the Chaplain was for the Mayor, not the Town Council and as such it was up to each individual Mayor to liaise and use a Chaplain as they thought fit. For some this would mean no connection with the Church, and for others it might in future involve different faiths. In addition Councillors were reminded that this was all part of a long tradition and this was important for the town and the council.

The Clerk was asked to reply to Reverend Fountain's query about the future of the relationship between the chaplaincy and the Town Council and explain that councillors felt that this was a decision not to be rushed. She was asked to thank Reverend Fountain for initiating the conversation and ask her if she would like to participate in future conversations about this.

b) To discuss arrangements for future Civic Events

This conversation followed on from item a) and, again, there was much discussion as it was felt that the day should be a celebration and involve as many people as possible. Councillors were asked to consider options and bring their ideas to the next meeting. The Clerk was also asked to request the council of the community via Facebook.

Cllr Gaffney proposed that both items a) and b) be put on hold and the Clerk would write to Stephanie Fountain. Seconded Cllr Bavastock and **RESOLVED**.

**214.15/16 TOWN HALL RENOVATION PROJECT**

a) To receive any report from Trustees  
Following on from Mr Hunter's presentation to the Town Council during the Public Question time part of the meeting, the Town Council was reminded that they are a legal partner with the Town Hall Trust and their relationship was very important.

Cllr Carroll reported on the previous month from the Trust. There had been a problem with the heating and boiler, but this was gradually being sorted out. January had been very quiet, but the Arts Festival had drawn in people. There were a number of forthcoming events and councillor participation/attendance would be appreciated.

b) To appoint two councillors as a Town Hall Trust Trustee  
Cllr Dickin announced that he was willing to be appointed as a Town Councillor representative on the Town Hall Trust.  
Proposed Cllr Bavastock, seconded Cllr Houghton and **RESOLVED**.

He was reminded that he would have to formally resign from the Public Hall Committee.

Cllrs Bavastock, Houghton and Jackson all agreed to attend on a three month rolling programme.

The Clerk was asked to change this standing item on future agendas to allow for a review of the situation on a regular basis, and ensure all was running according to plan.

c) To consider a display board on the south side of the Town Hall building  
Cllr Carroll explained that the Town Hall Trust wished to take up the opportunity of using the outside of the building for advertising space and a drawing of the proposal was distributed. There was no cost to the town council, but their permission was required.

It was pointed out that as the Town Hall was a listed building this would need planning permission and Cllr Carroll was asked to take this back to the Trust.

**215.15/16 TOWN PLAN**

To receive an update on the Town Plan and the working parties involved  
Cllr Jackson reported that the working party had completed a parking survey. This had been a full survey to support those completed last year. At present they were still entering data on the system and then this would be analysed.

**216.15/16 BIKE TRACK PROJECT/ALLOTMENTS**

a) To receive an update on proposed transformation of the site to date  
The Clerk reported that there had been site meeting with Cllr Carroll, the Assistant Town Clerk, the Town Clerk, the Chairman and the Treasurer of the Allotment Association and the contractor. This was to look at proposals and view the practicality of these and assess if the needs of all allotment holders were being met.

Work had already started on the area and it was hoped that the basic work would be finished by the start of the new season (1st April) to allow the allotment holders to start work.

b) To consider a request to give written permission for rabbit control  
The Allotment Association had received a proposal from an allotment holder to help with the rabbit control problem as they were qualified to do this. A letter of authorisation was required from the Council.

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

**217.15/16 FRIENDS OF THE LIBRARY**

To consider a request from Friends of Bishop's Castle Library to appoint a representative to their committee  
Cllr Houghton volunteered to take on this role until a new councillor could be identified. Cllr Bavastock suggested that she may be able to attend some meetings if Cllr Houghton had a problem.  
Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.

**218.15/16 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

- **SpArC Advisory Group**

Cllr Carroll reported that the future of SpArC was continuing to be discussed and that it was the swimming pool that was in danger of being closed, not the other facilities. Shropshire Council had been asked about the possibility that necessary work could be paid for that would allow the possibility that the community could take this on as a going concern.

- **LJC Planning**

Cllr Carroll reported on the meeting: Parishes in Shropshire were beginning to realise that precepts would need to rise in future in order that essential services could still be provided for the community. There was a proposal that councils work together in order to provide these services and so parishes generally were beginning to realise that they would not have services left unless they were prepared to put up their precepts. Trying to come together to replace services. Difficulty for us and parishes – as we don't know what Shropshire Council plans to cut and the question was asked as to whether Shropshire Council could make things more sustainable that year, in order that councils might take things on in good order.

There was a proposal that Shropshire Council be asked to consider phasing the leisure services to give us time to raise some funds/fund raise etc., Proposed Cllr Houghton, seconded Cllr Bavastock and **RESOLVED**. The Clerk to action.

- **COMA**
- **THT and TC Liaison** Meeting – notes from this meeting had been previously distributed.
- **PACT** – Hare coursing had been discussed at this meeting too.
- **PUBLIC HALL** – Cllr Houghton reported on the refurbishing of the underground, making it into a lettable space which it currently was not.

**219.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page  
Annual Town Meeting

Bid for Business Park – Partnership

Link to public hall Facebook page to town council Facebook

Ideas for civic service



**Bishop's Castle Town Council Meeting**  
**15th March 2016**

**MINUTES of the MEETING OF**  
**BISHOP'S CASTLE TOWN COUNCIL HELD**  
**IN THE COUNCIL CHAMBER, TOWN HALL**  
**ON TUESDAY 15th MARCH 2016 AT 7.30 PM**

**Present:** Cllr K Bavastock, Mayor in the Chair  
Cllr J Carroll (Vice-Chairman), Cllrs R Houghton, J Magill, K Bance, S Harris, J Dickin, J Gaffney  
In attendance: Cllr C Barnes (Unitary Councillor) and Mrs M Seldon (Clerk)

**FIRE PROCEDURE**

**220.15/16 APOLOGIES**

To note apologies  
There were none to receive

**221.15/16 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests. None declared.  
b) To declare any personal interests. As follows:  
Cllr Carroll: 228.15/16(i) and 229.15/16  
Cllr Magill: 228.15/16(i) and 229.15/16  
Cllr Houghton: Work related interest regarding items including Shropshire Council  
Cllr Dickin: 228.15/16(i), 229.15/16, and 227.15/16  
Cllr Bavastock: 228.15/16(i) and 229.15/16

**222.15/16 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 26th January 2016 (Confidential Minutes)  
Proposed Cllr Carroll seconded Cllr Bance and **RESOLVED** with amendments  
4 abstentions

To approve the minutes of the Town Council meeting held on Tuesday 23rd February 2016  
Following amendments:  
Newsletter – authors need to be acknowledged and a disclaimer added  
Mayor's Chaplain – need not have one or different faiths as appropriate – not Town Council  
Display Board – Cllr Carroll to take this back to the Trust.  
There was some discussion about this point and so it was decided that listed building consent needs to be obtained  
Cllr Jackson – reminded that the **TC** objected to the original application  
Reports from meetings – Lesley Davis-Ingليس  
Ideas – the carnival would need to be consulted and liaised.

With amendments  
Proposed Cllr Bavastock seconded Cllr Jackson and **RESOLVED**

**223.15/16 CLERK'S REPORT**

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

- Street Closures and planned works
- Newsletter
- Snagging

**224.15/16 REPORT FROM THE MAYOR**

- SpArC – on Shropshire Star
- Diversion problems with all the road works
- Dog mess
- Annual Town Meeting – please encourage people to come along if they are interested in being a councillor
- Newsletter
- Support Group for Diabetes – first meeting 18th April

**225.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

Members of the public wishing to speak must give prior notification of their wish to speak.  
No members of the public were present

**226.15/16 UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor

- SpArC – BC membership numbers has held steady
- Rural areas: Schools in area lobbying MPs re: funding formulas
- LJC meeting – April 14th at 7pm – As many Town and Parish Councillors as possible to come
- Road Closures

**227.15/16 TOWN & COUNTRY PLANNING ACT 1990**

**Applications:**

Reference: 16/00537/FUL (validated: 19/02/2016)  
Address: Bishops Castle Community College, Brampton Road, Bishops Castle, Shropshire, SY9 5AY  
Proposal: Provision of a self contained bio mass boiler  
Applicant: Shropshire Council (The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND)  
**No Objection**  
Proposed Cllr Bavastock seconded Cllr Carroll and **RESOLVED** with 1 abstention  
Note: Clarification on the potential noise

Cllr Houghton proposed that she give her report  
Cllr Bavastock proposed, seconded Cllr Magill and **RESOLVED**

**228.15/16 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:**

Staff costs (excluding HMRC)	1487.31
Meg Gwilliam - additional 5 hours for Business Park Partnership as agreed	38.47
Shropshire Council Pension Fund	369.06
HMRC PAYE and NI	445.22
House on Crutches Museum (approved grant)	100.00
Bishop's Castle Heritage Resources Centre (approved grant)	100.00
MarkOne Safety Solutions Ltd – Servicing Fire Alarm System ( <i>Invoice No.14645</i> )	90.00
Highline Electrical Ltd – Maintenance ( <i>Invoice No. 919</i> )	266.40
Exemplum Ltd – February photocopying ( <i>Invoice No. 23114</i> )	65.97
Exemplum Ltd – October photocopying ( <i>Invoice No. 2041</i> )	59.23
Halls SMS – Safety Equipment for toilets ( <i>Invoice No.8839</i> )	183.58
Mary Seldon – expenses incurred	16.00
Andrew B Wallace – extra time Mondays ( <i>Invoice No.205</i> )	32.50
Access & Habitat Management –Allotment extension part payment ( <i>Invoice No.0793</i> )	2636.40
Anne-Marie Jackson – Town Plan Expenditure ( <i>Invoice received 07/03/2016</i> )	10.91
Mike Watkins – Town Plan Expenditure ( <i>Invoice received 07/03/2016</i> )	10.00
Enterprise South West Shropshire – website updates ( <i>Invoice No. 9506</i> )	400.00
SALC – Road Traffic Event 2 delegates Town Plan ( <i>Invoice No. 8545</i> )	40.00
G.M.Cooke (Electrical Contractors) – TH Heating ( <i>Invoice No.2769</i> )	72.00
Shropshire Council Joint Energy Costs ( <i>Invoice No. HHT014900</i> )	447.43
Andrew Evans Landscapes – contracted work ( <i>Invoice No.1806</i> )	182.40
Bishop's Castle Town Hall Trust – recharge cleaning etc. ( <i>Invoice dated 10/03/16</i> )	170.00

Cllrs Bavastock, Carroll and Houghton worked on the expenses together to conform with audit requirements. There was some discussion as to the necessity of the whole council being involved in this.

Cllr Carroll explained the payment to Enterprise South West Shropshire, and this was taken separately: Proposed for payment  
Cllr Houghton, seconded Cllr Carroll and **RESOLVED**

All other payments:  
Proposed Cllr Harris seconded Cllr Dickin and **RESOLVED** with 1 abstention

**Town Hall Renovation Project Costs**

J Harper & Sons (Leominster) Ltd – additional work (*Invoice No.INO21970*) 2571.40  
Proposed Cllr Carroll, seconded Cllr Houghton and **RESOLVED**

**Mayor's Charity Account**

Tower Mint Limited Queen 90th Birthday medals (*Invoice No. 18988*) 128.40  
Cllr Bavastock explained the reasoning behind ordering these for Crowgate  
Proposed Cllr Harris, seconded Cllr Dickin and **RESOLVED**

**Direct Debit:**

Pitney Bowes Postage by Phone (*Statement No. 60700847*) 50.00  
**NOTED**

ii) **SpArC**  
To discuss future funding ideas  
It was proposed that the Town Council give £2500 to the Crowd Funding proposal from their grants budget by Cllr Bavastock, seconded Cllr Carroll and **RESOLVED** using the s137 Power of discretionary spend.  
There was also some discussion regarding encouraging all neighbouring parishes to think about precepting for SpArC in their budget discussions for 2017/18

The Clerk asked about the £750 that is already in the budget for SpArC and was informed that this was for the Theatre.

**iii) FINANCE & RESOURCES COMMITTEE**

**a) MONTHLY REVIEW:**

To receive the February monitoring report  
Proposed Cllr Houghton, seconded Cllr J and **RESOLVED**

To receive the February bank reconciliation statements  
Proposed Cllr Bavastock seconded Cllr Magill and **RESOLVED**

- To receive any recommendations from the Finance and Resources Committee

Cllr Houghton as the Chairman of the committee gave a resume of the meeting.

- New ways of looking at the finances to maintain monitoring responsibility
- Training made available to all
- Reviewed Asset List
- Bishop's Castle Golf Club Cup
- Recommend adoption of new document to assist with internal audit
- Income levels – monitoring – review income streams

c) To receive a report from the Clerk regarding Business Rate demands 2016/17  
Public Toilets – Auction Yard – small business relief applied – no charge  
Public Toilets – Town Hall – cost remained the same: 271.04 per year - £54 x5 payments  
Clerk's Office – Town Hall – slight increase: £907.50 per year - £91 x 10 payments (last year £90)

**229.15/16 TOWN HALL RENOVATION PROJECT**

a) To receive any report from Trustees  
Cllr Bavastock reported from the recent meeting. It had been a positive meeting and very welcoming:

- Snagging
- 4 weddings
- Re-charging the water rates
- Friday market from end of March – first month stalls free
- 6 Sunday afternoon talks
- Wedding Guidelines – Cllr Magill asked for more time to approve as the Operations Managers need to discuss

b) To view the councillor representatives on the Town Hall Trust  
Town Hall Trust happy with the arrangements – roving councillor

**230.15/16 CIVIC/CELEBRATION ARRANGEMENTS**

To discuss plans and expenditure for events in 2016

a) Her Majesty's 90th birthday

- Planting a rose on 21st April 11am in the Old Market Place with refreshments to follow.
- Cllr Houghton suggested that free Wi-Fi would be a good legacy for the whole town. Cllr Bavastock proposed to take this on board and get costing for it. Seconded Cllr Carroll and **RESOLVED**

- Town Hall proposal: Sunday 12th June

Cllr Carroll proposed the Town Council should be involved, and this would also be a good platform to launch the Civic Awards for 2016. The Town Council should also pay for refreshment costs, seconded Cllr Bavastock. Budget set: up to £60 and **RESOLVED**

b) Civic Sunday  
It was proposed that the Civic Service should take place on 12th June in the morning - Cllr Bavastock proposed, seconded Cllr Carroll and **RESOLVED**

**231.15/16 PHARMACY CLOSURES**

To discuss formal Council response to the news of proposed Pharmacy Closures in rural areas.  
Formal Council response – Cllr Bavastock propose Council write a letter of objection, seconded Cllr Magill and **RESOLVED**  
Cllr Houghton put a strong objection through HealthWatch Shropshire – forward views to them.

**232.15/16 CLEAN UP BISHOP'S CASTLE**

a) To discuss the ongoing problem with dog mess  
There had been some dialogue on Facebook and there was growing concern about this problem.  
**RESOLVED**. These could be collected from the Town Clerk's Office and should also publicise the relevant phone number and a reminder of the fine.

b) To discuss the possibility of a town clean-up day:  
The Clerk proposed a clean-up community day, but the discussion was overtaken by the dog mess problem. The Clerk was asked to speak to the Primary School and the Community College to see if people would be interested.  
Cllr Gaffney said that when the Town Council let the Playing Fields the policy should be to encourage any event that takes place to express their commitment to leaving the playing fields the way or better than they were found.

**233.15/16 TOWN PLAN**

To receive an update on the Town Plan and the working parties involved:  
Cllr Jackson – completed the carparking survey and indicated there is no absolute problem with parking availability, but there are problems with certain streets – especially Salop Street. These issues are being looked at further. Signage might be an answer to tell people where they can park.  
Residents – requirements for access and parking and what problems they perceive themselves as they will be the people most affected. Front street, Church Street.

**234.15/16 BIKE TRACK PROJECT/ALLOTMENTS**

a) To receive an update on proposed transformation of the site to date  
b) To discuss organic approach request – Cllr Carroll gave a brief update on what this item was all about. Suggestion Sir Albert Howard Allotments – as he was a local pioneer of the early stages of organic farming and setting up soil association, etc., Trust creating interest in him. There was a proposal to name the Allotments after him, but they would have to be organic. Current ones are nearly all organic. It was agreed to make new ones organic and when old ones come up ask that they be organic. The society want to apply for funding to buy a large building to give talks about organic gardening.  
c) To discuss possible funding: Awards for All site – shed, polytunnel and a organic wood. The committee would like Town Council to pick up all cost. £5000 CLT approved and thought appropriate. Consult membership – 19 replies 17 wholly yes and 2 unsure. 1 point was raised – needs some acknowledgment. Could there be some acknowledgement of the beneficiary – Bill Bainbridge award for organic allotment competition  
d) To discuss the naming of the allotments – see b) above  
Move towards organic allotments, agreed to inform the association to apply for their own funding (large building etc) and Council remains responsible for financial side of / and layout of site, and naming of allotment site. Cllr Carroll, Cllr Magill and **RESOLVED**.

**235.15/16 STAFFING COMMITTEE**

To receive an update from the Staffing Committee  
Cllr Bavastock reported:  
Appraisals: Town Clerk, Assistant Town Clerk and Nick Yaxley.  
Letter to Nick congratulating him on his excellent work. Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**

**236.15/16 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

- SpArC Advisory Group
- CLT and partnerships
- PACT – no recent meeting
- LJC Planning
- Public Hall – open evening 31st March 6-8 in the Underground
- ESWs – library contract ready to go – 1st April
- Chris Edwards meeting

**237.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page  
Dog mess helpline  
Annual Town Meeting  
Bid for Business Park  
All from last time  
Contribution Council's making for Sparc  
Albert Howard Allotments  
90th birthday  
Volunteer Delivery  
Pharmacy

**DATES OF FUTURE MEETINGS:**

**Monday 4th April 2016**

**ANNUAL TOWN MEETING**

**7pm**

**Tuesday 19th April 2016**

**7.30pm Council Meeting**



**Bishop's Castle Town Council Meeting  
21st April 2016**

**MINUTES OF THE MEETING OF THE  
BISHOP'S CASTLE TOWN COUNCIL HELD  
IN THE COUNCIL CHAMBER, TOWN HALL  
ON TUESDAY 21st APRIL 2015 AT 8.00 PM.**

**Present: Cllr K Bavastock, Mayor, in the Chair**

**Councillors:** J.M Carroll (Vice-Chairman),J Dickin, J Gaffney, S Harris, A.M. Jackson, J Magill, K Price  
**In attendance:** Mrs M Seldon (Town Clerk)

**FIRE PROCEDURE**

**1.15/16 APOLOGIES**

To receive and accept apologies  
Apologies had been received from Cllr R.D.Wright (absent due to holiday),  
Cllr Lennox and Cllr S Farr (absent due to family commitments),  
It was noted that Cllr Morris had resigned from the Town Council with immediate effect.

**2.15/16 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.  
Cllr Magill, Cllr Price, 8.15/6 9.15/16  
Cllr Carroll, 8.15/16 8.15/16a 9.15/16  
Cllr Harris: 10.15/16  
b) To declare any personal interests.

**3.15/16 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on 24th March 2015.  
Cllr Carroll proposed, seconded by Cllr Harris and **RESOLVED** to approve the Minutes of the Town Council Meeting held on 24th March 2015.

**4.15/16 MATTERS ARISING**

i) From the Town Council meeting dated 24th March 2015:  
i) Letter to Shropshire Council CEO requesting acknowledgement of complaint:  
The Clerk reported that whilst a letter of acknowledgement had been received from the PA to the Chief Executive no further response had been forthcoming. This was further discussed at 4.15/16 b ii  
ii) Quotations from art conservation specialists re: portrait:  
The Clerk reported that three art conservationists had been identified and contacted. Two of these had responded and correspondence of some length been entered into. Two quotations had been received:  
Jane Mockett (Much Wenlock): £450  
Annabelle Monaghan (Clun): £490 + VAT on frame work of £40  
Cllr Carroll proposed that the lower estimate be accepted and work commenced, seconded Cllr Gaffney and **RESOLVED**. The Clerk asked for permission to go to deliver the painting in person and this was  
instanted. Cllr Bavastock asked that if anyone was travelling to that area could they liaise with the clerk.  
iii) Installation/repair of rabbit fencing at allotments:  
Based on the previous quotation of £1,727 for replacing the fence, the Clerk had asked Dave Marpole to go and look at the situation and assess what was needed. A quotation had been received for £150 to repair only. As the Clerk had been given the permission to choose an appropriate quotation Dave Marpole was asked to complete the work based on this assessment. The Clerk was now waiting for a date for this to be done.  
iv) Civic Sunday parade road closures:  
It was noted that these had been applied for and notification received.  
v) Youth provision communications:  
The Clerk had been in some communication with both Mike Pugh and Mathew Mead after the last Council Meeting. Mathew Mead had asked to attend the May meeting of council to discuss the plans for youth provision.

Cllr Carroll reminded Councillors that the situation of the new bin store for outside the Town Hall had not been resolved. The Clerk was asked to investigate what was happening with regard to a wooden bin store and what implications this had on fire regulations.

b) From previous Town Council meetings:  
i) SALC CiLCA mentoring and Planning Training:  
The Clerk had written to SALC requesting CiLCA mentoring for the Deputy Clerk and a planning training session for councillors. The **CiLCA mentoring** is about to restart at SALC and the Clerk asked to be considered to be on the new mentoring team, which was accepted. The training day for this is Tuesday 26th May and the Clerk requested council permission to attend. **AGREED** and noted.  
**Planning:** the South Shropshire Area Committee has secured the services of Ian Kilby, Head of Planning in Shropshire Council and councillors were offered the opportunity to visit him at a session on 16th April. However, the Clerk has been in communication with SALC again requesting that a training session be organised in the Town Hall for all Councillors and Clerks, with a view to asking local PCs along too if they require the training. We are awaiting a reply.

ii) Correspondence with planning inspectorate with regard to **Woodbatch Road and Lavender Bank** and site visit of inspectorate  
Cllr Jackson tabled a report of the visit, and gave a resume of the visit to the two sites.  
There was some discussion regarding being able to respond quickly if necessary to any reports or communications that may be forthcoming before the next meeting and Cllr Bavastock asked that responses be delegated to Cllr Jackson and the Clerk to formulate.  
Cllr Jackson asked that the ombudsman guidelines be examined to identify the length of time that should be given for a complaint to be addressed.  
iii) **Tree work** in Bishop's Castle  
Following a complaint by a resident the previous Clerk had met with the resident and Dan Gordon-Lee to look at a tree in the playing fields. The Town Council later decided that the tree should be sympathetically pruned and the resident asked to contribute to the cost. The present Clerk was asked to obtain a quotation from Mr Lee for the job. There has since been communication with Mr Lee as he is now more of a consultant and will happily organise other contractors to do work and tell them exactly what is required – he will then monitor this. The Clerk asked the Clerk to proceed. The Clerk was asked to obtain three quotations for pruning the tree.  
iv) To approve letter to inconsiderate parkers, prior to passing to notice  
A letter had been drafted to give to the police in order that they might contact inconsiderate parkers in the town. This had been previously distributed and the Council were asked to approve this. Cllr Bavastock had spoken to the local police, who have taken away a copy in order to show their superiors. It was asked that this be discussed at the next meeting.

**5.15/16 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

Members of the public wishing to speak must give prior notification of their wish to speak.  
No members of the public were present.

**6.15/16 UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor  
Cllr Barnes was not present and had sent no written report.

Sam Hine arrived at 8.40pm.

**7.15/16 TOWN & COUNTRY PLANNING ACT 1990:**

a) New Applications:  
**Planning Ref: 15/01192/VAR**  
*Application under Section 73a of the Town and Country Planning Act 1990 to vary condition 2 (development plans) attached to planning application references 11/02298/FUL and 1/08/201452/FUL to alter design of dwelling 5 34-36 High Street, Sumach, Station Street, Bishop's Castle.*  
Whilst the Town Council had been notified that this planning application had been withdrawn the Clerk received notification from Shropshire Council Planning Department that a new application had been received and would need to be considered. The Council decided to wait for new plans to arrive and discuss this fully at the next meeting.

**Planning Ref: 15/01169/FUL**  
*Erection of a summer house The Malthouse, 20 Welsh Street, Bishop's Castle.*  
CllrCarroll proposed the Council support the application, seconded Cllr Jackson, **AGREED** 8 Councillors, Cllr Gaffney obtained. Decision carried.

b) **Decisions:**  
Reference: 14/05448/OUT (validated: 23/12/2014)  
Address: Land West Of 13, Bankshead, Shropshire  
Proposal: Erection of dwelling and detached garage (outline application with all matters reserved)  
Decision: Refuse

Reference: 15/01004/FUL (validated: 05/03/2015)  
Address: 6 High Street, Bishops Castle, Shropshire, SY9 5BQ  
Proposal: Installation of replacement Automated Teller Machine, plus associated external works  
Decision: Grant Permission  
Noted.

c) Enforcements: None

**8.15/16 ACCOUNTS**

i) To approve the accounts listed below and instruct signatories to authorise payment.

**a. Town Council**

	£
Staff costs (including HMRC)	1774.55
Andrew B Wallace – Environmental Maintenance Grant ( <i>inv 166 31/03/15</i> )	32.50
Meg Gwilliam, expenses, 4 whiteboard markers, filing trays	3.98
Exemplum copying for March ( <i>inv 1045 31/03/15</i> )	40.42
Viking, office supplies ( <i>inv 920081 8/4/15</i> )	175.09
G M Cooke, electrical work at Playing Fields ( <i>inv 2616 26/3/15</i> )	198.00
Severn Trent Water, surface water drainage Town Hall ( <i>inv. 1st April 2015</i> )	55.59
Zurich TC Insurance Policy, adjustment ( <i>inv. 1st April 2015</i> )	65.48
Halls SMS Paper and Cleaning Products ( <i>inv. 4139 31/03/15</i> )	70.04
Halls SMS Paper and Cleaning Products ( <i>inv. 4120 25/03/15</i> )	87.41
Shropshire Council Joint Energy Costs 4th Quarter ( <i>inv. HHTO13209</i> )	432.71
SpArC annual donation	750.00
SALC Affiliation Fee 2015/16 ( <i>inv 8034 1/4/15</i> )	618.30
MarkOne Safety Solutions Ltd servicing fire alarm ( <i>inv 12123 24/3/15</i> )	123.95
Town Hall Trust recharge for Cleaning Services, etc. ( <i>inv 1415-197</i> )	624.62
Enterprise South West Shropshire – presentation book ( <i>invoice 8894</i> )	16.63
Enterprise South West Shropshire – pc maintenance ( <i>invoice 8878</i> )	15.00
Severn Trent, surface water drainage Town Hall toilets ( <i>inv 15th April 2015</i> )	30.14
Len Tawn – engraving mayoral chain and travel ( <i>inv 20 16th</i> )	32.51
Parks and Gardens – grass cutting ( <i>Invoice 1750</i> ) KB JG ALL	145.32
PHS Group ( <i>inv. 62359205</i> )	246.48
It was <b>AGREED</b> that the Council would defer payment for the PHS Group as Cllr Carroll had discovered that the invoice was for both Town Council and Town Hall Trust and had asked for a split invoice. Delegated to clerk to pay upon receipt of invoice.	
Cllr Gaffney proposed the Town Council accounts as listed on the agenda be approved for payment and the cheque signatories be authorised to sign the cheques. Seconded Cllr Harris and <b>RESOLVED</b> .	
Cllr Carroll left the room.	7.32
J Carroll expenses ( <i>LJC meeting Clun</i> )	
Cllr Bavastock proposed these expenses be approved for payment and the cheque signatories be authorised to sign the cheque. Seconded Cllr Gaffney and <b>RESOLVED</b> .	
Cllr Carroll returned to the room.	

**Town Council Direct Debits:**  
Shropshire Council NDR Domestic Rates (NDR) for offices at Town Hall, Apr 90.00  
*(£900 payable in 10 instalments Apr –Jan)*  
Shropshire Council NDR for High Street toilets 52.80  
*(£268.80 payable in 5 instalments, April as above, May –Aug @ £54)*  
Shropshire Council NDR for Auction Yard toilets, nothing to pay  
*(charge is £1944, but 100% small business relief has been applied)*

BT Business Bill (*issued 9 April*) 70.80  
BT Business Bill (*issued 12th April*) 215.02  
Orange 9.79  
The Clerk was asked to find out what the Orange invoice was for and report back at the next meeting.

Direct Debits noted.

**b. Town Hall Renovation Project Costs**

	266.55
Communities Can Project Management (£250) & printing (£16.55) <i>Inv CC2015006, 1 April 15</i>	270.00
Kevin Bickley Carpet and Cleaning Services <i>Inv 05737, 27th March 15</i>	
Cllr Gaffney proposed the Town Hall renovation costs as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded Cllr Jackson and <b>RESOLVED</b> .	
<b>c.</b> To approve cost of 3 A4 frames for auction yard toilets 5 frames had originally been bought for the toilets at the Town Hall, and Cllr Carroll asked that three more be bought for the toilet doors in the auction yard to use to advertise events in the town. Cllr Bavastock asked for reassurance that these would be maintained and updated. Proposed Cllr Magill, seconded Cllr Dickin and <b>RESOLVED</b> .	

**9.15/16 TOWN HALL RENOVATION PROJECT**

a) To receive any report from Trustees  
Cllr Carroll gave a report on behalf of the Town Hall Trustees:  

1. Bernard Edwards had resigned and Julie Magill was the new operational manager.
2. The first wedding had taken place the previous weekend, with two more booked for the future.
3. The Volunteer days (Wednesdays) were working well.
4. The Town Hall costs £2500 a month to run so councillors were asked for help with the publicity, support, etc.,

b) To receive Town Hall proposed maintenance plan for years 2014-2023  
Sam Hine (TH Project Manager) and Diane Malley had produced a 10 year plan for the maintenance of the Town Hall and this had been previously distributed to all Councillors to be taken into consideration for future planning, maintenance and expenditure. Sam Hine was asked to explain fully to Councillors.  
Cllr Bavastock proposed, Cllr Carroll seconded that this plan be noted. **RESOLVED**.

Item 21.15/16 was then brought forward to this point in the agenda as no members of the public or press were in attendance.  
Proposed Cllr Bavastock, seconded Cllr Carroll, and **RESOLVED**.

**10.15/16 TO CONSIDER TRANSFER OF FUNDS FROM DUDLEY BUILDING SOCIETY**

To consider transferring funds due to branch closure. Current balance £5079.04p  
As the branch in Bishop's Castle is soon due to close the Clerk requested that this account be closed and the money placed in the HSBC account to aid any future shortfall in received grants - this needed to be done before the 15th May.  
Cllr Harris left the room.  
Proposed Cllr Gaffney, seconded Cllr Bavastock and **RESOLVED**.  
The Clerk was asked to organise this in conjunction with Cllr Harris.  
Cllr Harris returned to the room.

**11.15/16 TOWN PLAN**

To receive any updates regarding the Town Plan.  
There was nothing new to report as the Working Party had met and were now working through the designated tasks.  
Cllr Bavastock reported that the Primary School was going to talk about the Town Plan in assembly with the School Council and she felt that a member of the working party should accompany her when she went to collect the findings from the pupils.

**12.15/16 BRICK MEADOW DITCH**

To receive a report from the Working Party concerning the ditch at Brick Meadow and consider recommendations.  
Cllr Dickin reported that the ditch was full of grass and silt, although some residents had been sorting it out themselves. He felt that it should be professionally done as soon as possible and then maintained on an annual basis. The Clerk was asked to organise this. Proposed Cllr Bavastock, seconded Cllr Harris and **RESOLVED**.

**13.15/16 PLAYING FIELD DEVELOPMENT**

a) To consider the request for goal nets and future developments  
It was agreed that from looking at the costings of new nets this should be deferred. Cllr Bavastock felt that any decisions should be made after seeing the feedback from the Town Plan. It was also agreed that any decisions should be deferred until Cllr Lennox was present.  
b) To consider revised Play Area Safety Inspection Checklist  
The Clerks had prepared a more detailed play inspection checklist to be completed on a weekly basis as it was felt that this was essential for future safety, insurance and financial issues. The Clerk had also spoken with Andrew Evans about increased work load and responsibility. Councillors were asked for their input and advice on the way forward.  
Councillors agreed that a more detailed checklist was required to fulfil Council duties and responsibilities and the Clerk was asked to monitor the amount of extra hours this would require and include provision in the budget in the future.  
Cllr Gaffney proposed that the checklist be adopted and put into action with the proviso it be monitored for two or three months, seconded Cllr Price and **RESOLVED**.

**14.15/16 REPORTS FROM MEETINGS ATTENDED**

a) To receive reports from meetings attended  
The Clerk had met with Mary Jones from the **Public Hall** committee and gave a brief description of the conversation. A more full report would be distributed to Councillors as soon as possible and a member of the Public Hall committee be invited to attend a future meeting of Council.  
Councillors were reminded that the AGM was taking place on Thursday 23rd April at 8pm in the Kings Head and Cllr Gaffney agreed to attend on behalf of the Council.

**15.15/16 TO CONSIDER THE REQUEST FROM THE SWS COMMUNITY FUND**

To consider the request from SWS Community Fund  
The details of the SWS Community Fund had been distributed with the agendas for Councillors' information. Cllr Carroll had reported to the Clerk that it was hoped that the Town Council would write to local businesses to ask for a contribution to the fund and had provided a list of businesses to this end. The Clerk had been in communication with Mathew Mead and asked for a template letter – but none had been forthcoming.  
There was some discussion about this request and councillors were concerned that they had not received enough information about how Council money would be utilised for youth provision within the town. There was also some debate about the reserves being built up by the LJC with their plan to act as a community chest to give small grants. Cllr Bavastock reminded Councillors that the Town Council gave their own grants once a year so that they could ensure the money was well spent and on projects they wished to support. Cllr Gaffney also reminded Councillors that the Town Council had voted not to support this in the past and the consistent position should be to continue not to support this request as businesses would think that the Town Council agreed with the idea of asking businesses to contribute. It was important that the Town Council support specific applications for local projects. Cllr Bavastock reminded the council that the money agreed for youth provision at last month's meeting was to be administered through the Town Council and not through the Community Fund. The council is still awaiting information regarding the level of support required.

Cllr Gaffney proposed that the Town Council did not contact local businesses on behalf of the LJC, seconded Cllr Bavastock, **5 AGREED,1 AGAINST. Carried.**  
Cllr Carroll against

**16.15/16 CIVIC AWARDS**

To receive report and discuss the possibility of Annual Civic Awards  
Cllr Bavastock introduced her idea of Civic Awards to recognise unsung heroes in the town and had thought that a sensible time to announce this project would be at Mayor Making. To inform Councillors and give them a chance to comment and put forward their own ideas the Clerk had produced a draft leaflet and this was discussed.  
Cllr Gaffney suggested that five awards was too many and that three of the criteria would be a better start. Cllr Carroll asked about the criteria and who would be on the panel to make the final decisions.  
Cllr Gaffney proposed that the Town Council launch Civic Awards, to be announced at the annual town meeting seconded Cllr Magill and **RESOLVED**.

**17.15/16 BISHOP'S CASTLE NEWSLETTER**

To consider the expansion of the newsletter and receive reports for printing and distribution possibilities  
Whilst some Councillors were concerned about some members of the community missing out if newsletters were no longer delivered it was felt that the newsletter could expand and should be self funding with more adverts. Councillors agreed that Enterprise House be asked to print this out in future and an issue every two months would be acceptable. The Clerk was asked to write to local businesses with a view to advertising and think about ways to reach the whole community. Findings to be reported back at a future meeting.  
Proposed Cllr Gaffney, seconded Cllr Bavastock and **RESOLVED**.

**18.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

1. Civic awards
2. Expansion of newsletter
3. Annual Town Council Meeting

**19.15/16 SIGNAGE FOR TOWN HALL LOADING BAY**

To approve signage for loading bay area, currently used as a parking facility  
Cllr Carroll requested this item be put on the agenda on behalf of the Town Hall Trust.  
It was agreed to ask Promo printing to print a sign saying: 'Loading bay only'.

**20.15/16 CORRESPONDENCE**

a) To receive any other correspondence of note:  

1. Shropshire Council Planning

A letter had been received from SALC with regard to a recent survey of Shropshire Councillors about reducing the number of planning committees to one. Cllr Jackson had drafted a response and as this was urgent Cllr Bavastock asked that she liaise with the Clerk and write a submission as soon as possible. Resolved.

1. Local Connections letter

A letter had been received from a resident who wished to move into Drews Leasow but had been told by Shropshire Council that she needed three ways in which to prove she had local connections. Cllr Bavastock checked this information and it was thought to be incorrect, as the way in which had already met 2 of the local connections requirement and didn't need a third so the Clerk was asked to write to the resident explaining they had been misinformed.

1. Proposed publication – The Story Of Bishop's Castle

The project manager had requested a donation and association with the project by the Town Council. The Clerk was asked to send application for a grant form and suggest they try later in the year as there was no money in the budget at this time.

1. Planters outside Castle Hotel – Henry Hunter had asked about the possibility for the hotel to take these over and pay their own gardener? Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**.
2. Resignation of John Morris - Noted.

**21.15/16 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.  
These items took place between 9.15/16 and 10.15/16 and there was no cause to exclude members of the public as none were present.

**22.15/16 Town Hall**  
To update Council on recent renovation developments

**23.15/16 Deputy Clerk updated job description**

The council noted that the Deputy Clerk had a new job description.

**24.15/16 Town Clerk Contract**

It was agreed that the Staffing Committee would look at the contract for the clerk and ensure it is completed.

**Items for future agenda:**

1. New trustee from TC
2. Naming of the Wintles
3. Bins
4. Lone Worker Policy
5. Dealing with local connections

**DATES OF FUTURE MEETINGS:**

Tuesday 5th May – Annual Council Meeting 8pm  
Tuesday 19th May – Council Meeting 8pm  
Sunday 7th June – Mayor's Civic Sunday 10.30am onwards

Signed:

Date:



**Bishop's Castle Town Council Meeting**  
**17th May 2016**

**MINUTES OF THE MEETING OF THE**  
**BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL**  
**ON TUESDAY 17th MAY 2016 AT 7.30 PM**

**Present:** Cllr K Bavastock, Mayor in the Chair  
Cllr J Carroll (Vice-Chairman), Cllrs J Magill, R Houghton, A-M Jackson, J Gaffney  
A Houghton and F Whittingham (after item 19.16/17)  
**In attendance:** Mrs M Seldon (Clerk)  
1 member of the public

**17.16/17 APOLOGIES**

To note apologies  
Apologies had been received from:  
Cllr Bance – working  
Cllr Roberts – holiday  
Cllr Harris – working  
Cllr Bavastock proposed to accept the apologies, seconded Cllr Gaffney and **RESOLVED**

**18.16/17 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.  
b) To declare any personal interests.  
Cllr Jackson – 28.16/17 Monthly finances  
Cllr R Houghton – Any item discussing Shropshire Council  
Cllr Carroll – Any item discussing THT  
Cllr Magill – Any item discussing THT  
Cllr Bavastock – 21.16/17 and 26.16/17  
Cllr Whittingham – 28.16/17 Monthly finances  
Cllr A Houghton – 21.16/17

**19.16/17 TO CO-OPT NEW COUNCILLORS**

To co-opt new councillors and receive Acceptance of Office  
Cllr Bavastock proposed that Frederick Whittingham be co-opted on to the Town Council. Seconded Cllr Gaffney and **RESOLVED.** Cllr Whittingham signed his Acceptance of Office and took his place at the table.  
Cllr Bavastock proposed that Amanda Houghton be co-opted on to the Town Council. Seconded Cllr Carroll and **RESOLVED.** Cllr Houghton signed her Acceptance of Office and took her place at the table.

**20.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 19th April 2016  
Proposed Cllr Carroll, seconded Cllr Jackson and **RESOLVED.**

**21.16/17 CLERK'S REPORT**

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

- **Playing Fields usage:**

**May Fair** – the Clerk tried to briefly outline the problems that had occurred with the May Fair that had been in the town for the weekend 6th and 7th May. The standard agreement for using the Playing Fields had not been completed and returned and the original agreement with the Town Council (dated July 2011) had not been adhered to. This had caused problems around the town and complaints had been received from residents, Minsterley Motors and Shropshire Council – due to the unauthorised road closure that had resulted in the actions of Mr and Mrs Wynn (owners of the fair).  
It was AGREED that this could not happen again in the future.

It was also AGREED that the matter needed to be dealt with by the Clerk, who would report back to council as and when there was any further developments.

It was AGREED that the arrangements for 2017 needed to be discussed and agreed well in advance and Cllr Gaffney reminded councillors that the Public Hall would be busy during the proposed period in 2017 due to the local elections.

Cllr Carroll proposed all the affairs should be left for the Clerk to organize with Wynns and other agencies involved, seconded Cllr Bavastock, and **RESOLVED.**

**Carnival** – the Clerk reported that the Carnival committee had completed and returned their agreement form along with a deposit for any works that might need to be done.

**Michaelmas Fair** – a letter had been received from the Michaelmas Fair committee asking if the Playing Fields might be used again in 2016 and they would give a payment of £250 to the council. This was AGREED by all.

**Party in the Park** – the Clerk reported that the Party in the Park committee had completed and returned their agreement form

- Heritage Lottery Fund – the Clerk reported that the final payment from HLF had been received.
- Electricity Supply and Usage – the Clerk reported the current situation with the meters for the Town Hall and how it was hoped that this matter would be resolved as soon as possible.
- Civic Pride Day Celebrations – details were given as to the arrangements for the day.
- Boar's Head Hotel Bollards - further communication had been received from the solicitors acting on behalf of the Boar's Head and the Clerk had been dealing with this.

**22.16/17 REPORT FROM THE MAYOR**

- Civic Service
- Wise and Well
- One vacancy on the Council
- Newsletter – councillors were asked to be prepared to deliver them at the end of the week
- Civic Awards – to be launched on Civic Pride day

**23.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

Members of the public wishing to speak must give prior notification of their wish to speak.  
There were no members of the public wishing to speak.

**24.16/17 UNITARY COUNCILLOR**

To receive a report from the Unitary Councillor  
The Unitary Councillor was not present.

**25.16/17 TOWN & COUNTRY PLANNING ACT 1990**

To note:  
**Decisions:**  
Reference: 16/01163/FUL (validated: 24/03/2016)  
Address: The Grange , Kerry Lane, Bishops Castle, Shropshire, SY9 5AU  
Proposal: Erection of extension to residential care home; alterations to existing staff accommodation/storage building to provide additional resident bedrooms and ancillary facilities; alterations to parking provision.  
Decision: **Grant Permission**  
**NOTED**

Reference: 16/00748/FUL (validated: 22/03/2016)  
Address: 45 Church Street, Bishops Castle, Shropshire, SY9 5AD  
Proposal: Change of use from office use to cafe/takeaway establishment (A3)  
Decision: **Grant Permission**  
**NOTED**

Reference: 16/01270/LBC (validated: 22/03/2016)  
Address: 45 Church Street, Bishops Castle, Shropshire, SY9 5AD  
Proposal: Change of use from office use to cafe/takeaway establishment  
Decision: **Grant Permission**  
**NOTED**

**26.16/17 BISHOP'S CASTLE POST OFFICE CONSULTATION**

To discuss a Town Council response to the current consultation to the proposal by Post Office Ltd to move to new premises and branch modernisation.  
The Clerk was asked to respond to the consultation with the following points:

- Parking could be a problem at the new location and parking bays would need to be clearly defined.
- Concern regarding any Disabled Paking Spaces outside.
- What will be the counter and queueing arrangements within the Spar – this needs reviewing
- A reassurance regarding privacy for customers was sought
- The Town Council did welcome the increased hours and more services that would be available.

**27.16/17 LOCAL GOVERNMENT (Miscellaneous Provisions) ACT 1982 SCHEDULE 4**

To discuss whether the Town Council wishes to record an expression of interest in having powers to issue street trading consents as delegated by Shropshire Council

Cllr Gaffney proposed the Town Council expressed an interest. Seconded Cllr Magill and **RESOLVED**

**28.16/17 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 excl. HMRC	Payroll May	SO	1626.87
Shropshire Council Pension Fund	Monthly pension payment	Return May	chq	369.06
HMRC	PAYE and NI	Return May	chq	414.32
Mr F S Whittingham	Catering 21st April	11	chq	55.00
Exemplum Ltd	Photocopying April	23425	chq	101.16
Andrew B Wallace	Monday working x4	211	chq	28.80
Enterprise House	Donation to SpArC fund	06/04/16	chq	2,500
Meg Gwilliam	Additional 5 hours for Business Park Partnership as agreed £1.39 scrap book for invoices file	Payroll May Expenses 5/5	chq	38.47 1.39
Auditing Solutions Ltd	Final visit internal audit	A4420	chq	492.00
NCG Parks and Gardens	April grass cutting	S1-80	chq	282.00
Whitchurch Town Council	Fire Warden Training x2	CC5602	chq	37.50
Severn Trent Water	Surface Water TH Toilets	15/04/2016	chq	31.39
Anne-Marie Jackson	Expenses: Road Safety Event	3rd March 16	chq	21.60
Mary Seldon	Expenses – hospitality	3rd May	chq	13.70
Halls SMS	Toilet rolls for public toilets	9977	chq	74.52
SpArC Theatre	Annual Donation	See budget	chq	750.00
BC Mayor's Fund	Annual Allowance	See budget	chq	320.00
Npower Business	Playing Fields Electricity	4th May	chq	129.28
Enterprise South West Shropshire	Town Plan usage April	9619	chq	36.20
McMillan Masonry	Cleaning/repairing plaque	23115	chq	1,170.00
Mrs ME Maclachlan	Guerilla Gardening donation	Letter	chq	100.00
DW Cole	Repair of bus shelter/water heaters	69	chq	351.00
Shropshire Council	NDR public toilets <b>JUNE</b>	1/6/16	DD	54.00
Shropshire Council	NDR council office <b>JUNE</b>	1/6/16	DD	91.00
British Gas	Auction Yard Toilets	25th April	DD	271.05

**Mayor's Charity Account**

Payee	Item	Invoice	Method	Amount £
Jane's Petals & Gifts	Flower Arrangement	3rd May	Cheque	15.00
Wendy Oakley	Catering for Mayor Making	1746	Cheque	100.00

Cllrs Jackson and Whittingham left the room whilst the two payments to themselves were discussed. Proposed for payment Cllr Bavastock, seconded Cllr Carroll and **RESOLVED.**

The remaining payments were discussed by full council. Proposed Cllr Carroll, seconded Cllr R Houghton and **RESOLVED**

ii) **DONATION REQUEST**

To consider a request from The Community College for financial assistance with their 2016 trip to partnership school in Tanga, Tanzania.

Cllr R Houghton asked about the donations budget – and the Clerk confirmed that one had not been approved for the current financial year. Cllr Gaffney felt that this was not appropriate for a council to be making a donation to this project.

Proposed to refuse request Cllr Gaffney, seconded Cllr Carroll and **RESOLVED.**

iii) **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

It had been hoped that the finances for the previous years of Christmas lights might be made available for the meeting, and this not being the case the Council asked that this item be deferred until the July meeting.

Cllr Carroll briefly explained about an extra income stream for the project being made available from the advertising in the town map.

iv) **OVERTIME PAYMENTS**

To approve holiday cover payments for Assistant Clerk – retrospective and future.  
5 hours extra per month had been AGREED at a previous meeting and this still stood. Any overtime by the assistant clerk did not need future approval providing it was within the five hours.

v) **FINANCE & RESOURCES COMMITTEE**

a) To receive any recommendations from the Finance and Resources Committee  
b) To receive the internal auditors report following the year end council audit NOTED

Cllr R Houghton reported as Chairman of the Committee. At the previous Finance meeting on 10th May the committee had reviewed the **internal audit report** and recommended it is accepted. It was thought to be a helpful report, clearly set out and useful. However, the Committee were concerned about the level of reserves left at the end of the financial as there was only 3 months.

The auditor had written about a project planned costing £50K, but this information was not correct.

c) To receive and discuss the Town Council's Financial Statement NOTED  
**Financial statement** – the Clerk was thanked for making it easy to follow and councillors appreciated the expenditure shown as percentages.

d) To review the Town Council's earmarked reserves  
**Earmarked reserves** – all paperwork from the end of year indicated that earmarked reserves totalled some £46,715.98 and there was some confusion as this amount is not reflected in the bank balances. It was AGREED that earmarked reserves should reflect cash in the bank and therefore be available for spending should the need arise.

It was also agreed that at the Budget Setting meetings for 2017/18 the Council needed to be realistic and give a long hard look at all future planned expenditure.

Cllr R Houghton proposed that there was an adjustment to the recorded statement of reserves to show what was in the bank accounts and available for spending. Seconded Cllr Bavastock and **RESOLVED.**

e) To receive and approve the Town Council's Financial Return and Governance Statement  
Proposed Cllr R Houghton and seconded Cllr Carroll that Cllr Bavastock sign the external audit forms on behalf of the Town Council.

vi) **MONTHLY REVIEW**

a) To receive the April budget monitoring report  
b) To receive the April bank reconciliation statements

Cllr R Houghton proposed that both reviews be accepted, seconded Cllr Carroll and **RESOLVED**

**29.16/17 REPRESENTATIVES ON COMMITTEE & WORKING PARTIES**

To elect Town Council representatives for separate organisations  
Public Hall (Cllr R Houghton) – secured a second grant from the coop and this would buy new equipment to sort out kitchen and underground.

CLT (Cllr Gaffney) – 4 local businesses came along to ESWS and business park. Quantity surveyor and architect also attended and it had been very positive and inspiring

Health Meeting chaired by Philip Dunne (Cllr Bavastock) - seemed to be a talking shop. The Patients Group AGM was scheduled for 14th June at the Public Hall.

ESWS (Cllr Carroll) 21st birthday party invitation on 22nd June.

**33.15/16 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

- 1 councillor vacancy
- Drop in – Town Plan
- Patients group AGM
- Civic Pride Day
- Civic Awards

**34.15/16 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 Bavastock, seconded Cllr Carroll and **RESOLVED**

**35.15/16 STAFFING COMMITTEE**

To receive recommendations from the Staffing Committee  
Cllr Bavastock reported on the staffing committee meeting which had taken place before the council meeting:

- Staffing committee audited the files to ensure that salary payments were correctly made. The clerk had been asked to find out how pension payments should be checked.
- They had looked at levels of pay and want to propose an increase of 50p an hour for the Clerk – incremental rise up the pay scale. Proposed Cllr Bavastock seconded Cllr Carroll and **RESOLVED**
- It had been decided that the Assistant Clerk had been given an increase of three incremental points six months previously the council would review her salary when confirmation had been received of a successful CiLCA qualification.
- The other two employees were now both on standard living wage and this would be reviewed on an annual basis.





# BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM  
TOWN CLERK  
Tel: 01588 638141  
E-mail: townclerk@bishopscastle.co.uk

THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

## MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 21<sup>st</sup> 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 10<sup>th</sup> 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 1 No 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:**

<b>Payee</b>	<b>Item</b>	<b>Invoice</b>	<b>Method</b>	<b>Amount £</b>
Staff costs	Salaries (gross)	Payroll June	SO	1588.40
Shropshire Council Pension Fund	Monthly pension payment Adjustment	Return June	chq	433.67
		Returns		38.64
		April/May		<b>472.31</b>
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
				<b>97.18</b>
Mary Seldon	Expenses – travel to IOSH+ Back Pay – pay increase (net)	21/06/2016	chq	231.20
				104.48
				<b>335.68</b>
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	chq	978.00
		1834		2071.92
				<b>3049.92</b>
Zurich	Annual Insurance Premium	1 <sup>st</sup> 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**

<b>Payee</b>	<b>Item</b>	<b>Invoice</b>	<b>Method</b>	<b>Amount £</b>
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 25<sup>th</sup> June, & Church Barn 7.30pm – 9pm on 28<sup>th</sup> 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 – 20<sup>th</sup> 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





# BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM  
TOWN CLERK  
Tel: 01588 638141  
E-mail: townclerk@bishopscastle.co.uk

THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

## MINUTES OF THE MEETING OF THE BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 16<sup>th</sup> AUGUST 2016 AT 7.30 PM

**Present:** Cllr K Bavastock, Mayor in the Chair

**Cllrs:** J Carroll (Vice-Chair), A-M Jackson, R Houghton, J Magill, S Harris, J Gaffney, S Whittingham, A Roberts, and G Perry (after item 54.16/17)

**In attendance:** Mrs M Seldon (Town Clerk) and 3 members of the public

### **52.16/17 APOLOGIES**

To note apologies

Cllr K Bance – holiday

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

### **53.16/17 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Houghton – SpArC, Public Hall, Shropshire Council

Cllr Bavastock – advertising rates for the Newsletter, SpArC

Cllr Magill – Windmill Cottage, THT

Cllr Carroll – THT

### **54.16/17 TO CO-OPT NEW COUNCILLOR**

To co-opt new councillor and receive Acceptance of Office

Cllr Bavastock proposed that Grant Perry be co-opted onto the Town Council, seconded Cllr Jackson and **RESOLVED.** Grant Perry signed the Acceptance of Office and took his place at the Council table.

### **68.16/17 LOCAL CONNECTIONS**

Cllr Bavastock proposed that item 68.16/17 be moved to this point in the agenda, seconded Cllr Magill and **RESOLVED.**

In accordance with the Town Council Local Connections policy Mr Kerswell attended the meeting and spoke about his local connections. Cllr Bavastock proposed that the Town Council agreed that Mr Kerswell had a strong local connection, seconded Cllr Jackson and **RESOLVED.**

### **55.16/17 APPROVAL OF MINUTES**

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

Amendments:

42.16/17 take out 'than against' put in 'constructively'. 'Important' out and 'appropriate' in.



Typo – Hartin and extraneous ‘of’.

Letter from Cllr Hartin to Clive Wright, not Malcolm Pate.

41.16/17 Cllr Jackson asked to change the second paragraph as she felt it was too vague and did not reflect the outcome of the debate. This would mean changing Cllr Houghton’s caveat. Cllr Carroll disagreed and stated that the minutes as they stood summed up exactly what was agreed.

Cllr Bavastock asked the Council voted upon whether the Minutes should be amended as suggested by Cllr Jackson. 1 in favour, 2 abstentions and the remaining Councillors voted that the Minutes should not be amended at this point.

Proposed to accept the minutes with the amendments noted Cllr Carroll, seconded Cllr Harris, all in favour with 1 abstention.

### **56.16/17 CLERK’S REPORT**

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

- To note lift SLA agreement – the new SLA agreement had been organised with a firm situated much nearer Bishop’s Castle than the previous firm and at a much more reasonable rate.
- To receive a report on the auction yard toilets – the Clerk had already given a written update on the problems at the auction yard toilets due to a blockage and the rainwater harvester needing to be jetted out. This was ongoing, but being gradually resolved.
- RBL – a letter had been sent to the Chairman of the Bishop’s Castle branch of the RBL stating that unfortunately members of the council could not be officers of the RBL. However, part of the ongoing problem had been resolved as the Chairman was now not leaving the area before the Remembrance Day service and so was planning the event.
- Christmas Lights – a meeting had been arranged on Monday 5<sup>th</sup> September in the Happy Bap for anyone wishing to be on a working party for the event on Saturday 3<sup>rd</sup> December.
- Managing Safely IOSH – the Clerk reported that she had just received the news that she had passed the exam and assessment for this.
- ROSPA – Cllr Jackson asked what progress was being made on the faults identified by RoSPA at the recent inspection (as the Town Council meeting in July had been cancelled and so councillors had not been given a follow up). The Clerk assured councillors that all remedial works had been dealt with by Andrew Evans who does the weekly council inspection and that a specialized contractor had been asked to come to view the elements of the report that he was unable to do.

### **57.16/17 REPORT FROM THE MAYOR**

- Children’s art exhibition in the Town Hall – Cllr Bavastock had attended the exhibition and wished to thank the Trust for the organisation of this.
- Town Plan Drop-Ins had been excellent, well organised and prepared.
- Enterprise House birthday celebrations.
- Kerry Lane trees – need to be dealt with as soon as possible.
- Triathlon and Carnival – showed Bishop’s Castle at its best.
- Party in the Park
- Public Hall AGM on Tuesday 13<sup>th</sup> September 6.30pm in the Three Tuns
- Post Office Relocation – where will the post box go? The Clerk was asked to find out the answer.

### **58.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

No members of the public wished to speak at this point.



## **59.16/17 REPORT FROM THE UNITARY COUNCILLOR**

There was not a Unitary Councillor present at the meeting.

## **60.16/17 TOWN & COUNTRY PLANNING ACT 1990**

### **Applications:**

Reference: 16/03234/FUL (validated: 21/07/2016)

Address: 10 Bankshead, Bishops Castle, Shropshire, SY9 5JQ

Proposal: Erection of two storey side and single storey rear extension and erection of front porch

Applicant: Mrs Joanne Currell (10 Bankshead, Welsh Street, Bishops Castle, SY9 5JQ)

### **No objection**

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

Reference: 16/03267/FUL (validated: 22/07/2016)

Address: Windmill Cottage, Bishops Castle, Shropshire, SY9 5EZ

Proposal: Erection of single storey side extension

Applicant: Mr Mark Jarratt (Windmill Cottage, Montgomery Road, , Bishops Castle, Shropshire, SY9 5EZ)

### **No objection**

Proposed Cllr Carroll, seconded Cllr Jackson – 8 councillors voted for the ‘no objection’

Cllrs Gaffney and Magill abstained

To note:

### **Decisions:**

Reference: 16/00151/FUL (validated: 14/01/2016)

Address: Proposed Residential Development Land, Kerry Green, Bishops Castle, Shropshire

Proposal: Erection of dwelling and formation of vehicular access

Decision: **Grant Permission**

## **61.16/17 MONTHLY FINANCES**

i) To receive the monthly payment/receipt schedule and then approve the accounts listed below and instruct signatories to authorise payment.

The invoices and cheques were checked by councillors against the list of payments. Cllr Gaffney asked about the Parks and Gardens amount and there was a discussion as to whether the council withheld some amount to pay for the Medlar tree that he had reputedly damaged. It was decided that he should be paid the full amount but asked to replace the tree and take more care in the future.

Cllr Carroll asked if the contracts could be viewed again when they were up for renewal to assess the possibility of the grass areas in the town to be mowed more frequently in the spring and summer.

### **Town Council:**

<b>Payee</b>	<b>Item</b>	<b>Invoice</b>	<b>Method</b>	<b>Amount £</b>
Staff costs	Salaries (gross)	Payroll August	SO	1588.40
DMH Solutions Ltd	Local Council Risk System	833	Chq	132.00
Bishop's Castle Public Hall	Hire for Town Plan drop-in	1617MH_15	chq	70.00
Bishop's Castle Public Hall	Donation for Wi-Fi	Minutes	chq	75.00
Bishop's Castle PCC (Barn)	Hire for Town Plan drop-in	28 <sup>th</sup> June	chq	25.00
Keith Whiddon	Town Plan sundries	24/06/2016	chq	72.72
Halls SMS	Toilet Roll Holders	12143	Chq	282.21
	Toilet Rolls	13179		38.88
				<b>321.09</b>
RBS Software Solutions	Financial package software	25016	Chq	883.80
Playsafety Ltd	Play area inspections	023556	Chq	357.00
Exemplum Ltd	Toner	23728	Chq	9.54



Exemplum Ltd	May photocopying	23803		73.34 <b>82.88</b>
The Mailing Room	Annual Maintenance	1205268	Chq	192.00
Evelyn Bowles	Refund: HLF	05/07/2016	Chq	250.00
Shropshire Council	Town Plan: Maps for Drop-In	XRP000653	Chq	8.40
Shropshire Council	Premises Licence: Town Centre and Adjacent Street	20925	Chq	70.00 180.00
	Premises Licence: Town Hall	20923		<b>250.00</b>
Enterprise South West Shropshire	Photocopying Town Plan and meeting room	9722	Chq	109.20
Belvidere Lifts	Annual Contract	M/444	Chq	174.00
J P Brayford	Laying weed fabric	0814	Chq	288.00
Telescopic Window Cleaning	Window cleaning July	20/07/16	Chq	45.00
Promo Printing	TH Signage for arched windows	PP0706116	Chq	109.73
NCG Parks and Gardens	June & July grass cutting	SI-109	Chq	1440.00
ESWS	August/September newsletter	9729	Chq	294.50
A Hand Services Ltd	Deep clean pipe-work Removal of Blockage	1203CM251 1203CM248	Chq	300.00 312.00 <b>612.00</b>
Viking	Stationery supplies	373664	Chq	111.49
Brian Young	Payback for new combination lock	A2533489811	Chq	34.99
Highline Electrical	Replace light bulbs	1187	Chq	40.50
Andrew B Wallace	Extra time	226	Chq	28.80
Exemplum Ltd	July Copying	23951	Chq	97.34
HMRC	August Tax and NI		Chq	435.26
Shropshire County Pension	Employee Pensions	August Return 2015/16 owing	Chq	399.78 157.74 <b>557.52</b>
Meg Gwilliam	Extra hours for CLT work + pay increase	27/08/2016	Chq	40.26
Mary Seldon	Pay increase Expenses (anti-virus)	27/08/2016	Chq	34.43 24.89 <b>59.32</b>
Tracy Magill	Security Key cutting	11/08/2016	Chq	179.90
Village Outreach	Hire of display boards, town plan	2670	Chq	48.00
JP Brayford	Allotment extension paths	0816	Chq	960.00
Severn Trent Water	Auction Yard Toilets	06/08/16	Chq	106.19
N Power	Playing Fields Electricity	03/08/2016	DD	111.51

Proposed for approval Cllr Houghton, Cllr Harris and **RESOLVED** Cllr Magill abstained

Cllr Houghton said that she was uncomfortable with the wording of 'unpresented cheques' as it was noted that the cheques on the bank reconciliation marked unpresented had not at this point been approved due to the July meeting that had been inquorate and subsequently cancelled. The Clerk explained that the cheques had to be entered onto the financial package database as they were written out and it was hoped that this would be a one-off problem and that all future meetings would take place. As Councillors were unhappy with this the Clerk was asked to put a note in into the Minutes to this affect.

Cllr Houghton proposed a note be placed on the Minutes, seconded Cllr Carroll and **RESOLVED**.

## ii) **FINANCE & RESOURCES COMMITTEE**

To receive an update on the Committee Meetings: Tuesday 12<sup>th</sup> July and 15<sup>th</sup> August and discuss any required decisions



- New reports from the Financial Package: there would be an opportunity to cross-check with the bank statements at meetings if Councillors felt this to be appropriate.
- The committee had started to look at budget setting:  
Staffing budget – increases in living wage and pensions meant pressure this year, and next year there would be the need to precept for £5000 more. The staffing committee would also be looking at this.

Income streams had been looked at in some detail:

Newsletter Advertising – recommended that all the advertising rates remain the same with the exception of the small business card size which would be increased from £7.50 plus VAT per issue to £8 plus VAT. Effective from January 2017.

Proposed Cllr Roberts, seconded Cllr Harris, and **RESOLVED**. Cllr Bavastock abstained.

Allotment rent – no increase until January 2018. The Clerk was asked to ensure that allotment holders were notified of this decision to keep the rates as they were on this occasion, but there would be a need to keep the rate in line with other increases from then on.

Town Hall rent - £25 per quarter increase from April 2017.

Playing Fields – suggested standard £250 deposit with immediate effect.

May Fair – increase to £450 plus electricity, and the Playing Fields would only be used for overnight camping by the Fair, not the Fair itself.

- Town Hall Maintenance plan – recommend amount that Town Council match the Town Hall Trust amount of rent to be put into reserves each year. This would actually be a decrease in Town Council spend.

Cllr Carroll – explained the reasoning behind the May Fair and the way that this is now a reduction.

### iii) **EQUIPMENT FOR MAINTENANCE**

To receive a request from the Clerk to purchase a tool box and tools for use at the Town Hall

Proposed that a tool box and tools be purchased up to a maximum of £250 - Cllr Houghton, seconded Cllr Whittingham and **RESOLVED**.

### iv) **MONTHLY REVIEW**

- a) To receive the July budget monitoring report
- b) To receive the July bank reconciliation statements

There was a great deal of discussion as to how helpful the new-style documents were as Councillors had not seen them in this format before. There was some suggestion that the new financial package was inadequate as it was not so immediately apparent how to view the information. The Clerk explained that the programme was very good and was industry standard – it would be, perhaps, a question of familiarity with the documents.

The Clerk reported that the internal auditor had offered to explain the programme to councillors, an idea that then formed a proposal. Proposed Cllr Carroll that the internal auditor be invited to explain RBS, seconded Cllr Bavastock and **RESOLVED**.

## **62.16/17 SHROPSHIRE COUNCIL LEISURE STRATEGY 2016-37**

To formulate a Town Council response to the new Leisure Strategy Consultation

Cllr Bavastock gave a résumé of the background of the working group and where they were heading towards a business plan. The Clerk had also done a brief overview of the strategy.

The Clerk was asked to write a letter strongly objecting to closure and withdrawal of funding, together with the assumption that everyone had transport to get to other places. The general health and well-being of the population of the community was also asked to be included.

## **63.16/17 STANDING ORDERS**

To review paragraph 5, f ii in the current Standing Orders and discuss an alternative.



There was some discussion as alternatives and wordings had been submitted to councillors in advance. Councillors felt that future Chairman should be restricted to three years maximum period at any one time:

**i. The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**

ii. The Chairman of the Council may not serve more than three consecutive years in office without a one year break before that person can become chairman again. The three consecutive years to run from the Annual Meeting of the Parish Council or, if the Chairman is elected mid-term, to run from the *subsequent* Annual Meeting of the Parish Council.

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

#### **64.16/17 TOWN PLAN**

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

Cllr Jackson reported that there had been three events for public consultation and 64 visitors had been recorded. Everyone had been very engaged and there were useful suggestions made. The Working Party were now writing the draft for consultation and this should be brought to the October meeting. The Councillors agreed that this was all good progress.

#### **65.16/17 TOWN HALL TRUST**

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

Cllr Carroll reported that there was nothing new to tell Councillors this month. It was the Trust year-end and the accounts were with the auditor. It was, however, hoped that the year-end in future could be adjusted to coincide with the Town Council financial year.

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

Quotations had been received for removing the present noticeboard outside the Town Hall, making good the wall and putting a new noticeboard on the wall of the Town Hall itself. This would be paid for by BT Openreach as they would be using the space outside that this would leave for the junction box to allow for faster broadband. It was hoped that this work would be completed as soon as possible.

Proposed that the noticeboard be moved: Cllr Gaffney, seconded Cllr Bavastock and **RESOLVED**.

Councillors asked what had happened to the small wall that had been at right angles to the Town Hall. Cllr Carroll explained that this had been removed as it was unsafe due to being hit on several occasions by cars parking outside. It was agreed that this was now unsafe for anyone emerging from the basement of the Town Hall to the outside, as there was nothing there to protect them from oncoming traffic. Councillors agreed with the Trust that a bollard was required.

The Clerk was asked to consult McMillan Masonry about making good the wall of the Town Hall too.

#### **66.16/17 WIRELESS ACCESS SYSTEM**

To discuss the proposal that the Town Hall be used in a wireless access scheme

Proposed Cllr Bavastock, seconded Cllr Carroll and **RESOLVED** to agree the use of the Town Hall in a proposed wireless Access scheme for Lydbury North.

#### **67.16/17 STATEMENTS OF INTENT**

a) To review the partnership with the CLT for the Business Park transfer

It was agreed that the original statement of intent that had been drawn up between the Town Council and the CLT to show support for the proposed Business Park transfer of assets should be left as it was at present.

b) To formalise partnership with other agencies for the SpArC campaign

It was proposed that the statement of intent be accepted by Council by Cllr Bavastock, seconded Cllr Carroll and **RESOLVED**. The Clerk was asked to send to Clive Wright and Malcolm Pate.



*'Bishop's Castle Town Council is committed to working in partnership with other local community organisations to ensure that the SPARC Leisure Facility including the swimming pool is retained for the benefit of the residents of Bishop's Castle and the wider local community.'*

#### **68.16/17 REQUEST FOR POTENTIAL CONFIRMATION OF LOCAL CONNECTION**

To receive a formal request for confirmation of Local Connection

*See above*

#### **69.16/17 MOBILE PHONE COVERAGE IN THE TOWN**

To receive a report from Cllr Whittingham on communications with the companies involved in supplying the town with a workable service for mobile phones

Cllr Whittingham gave a report on the lack of phone signals from all the companies that covered the area and explained that whilst updates were underway, unless all the companies participated it would make very little difference to the signal. Cllr Carroll also reported that this matter had been covered extensively at LJC meetings.

It was agreed that this was a problem that should be tackled by the Council and the Clerk was asked to write to the providers to say that the service was inadequate. Correspondence should also be copied to our MP and Unitary Councillors and information on the Council website, Facebook page and newsletter.

Proposed Cllr Whittingham, seconded Cllr Bavastock and **RESOLVED.**

Members of the public should also be encouraged to complain and Radio Shropshire could be asked to assist in publicising this campaign.

#### **70.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended

- PACT
- Liaison THT and TC
- Allotments

Written reports had been received from any councillors attending meetings – although there had not been many as it was August.

#### **71.16/17 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

SpArC progress

Leisure Strategy

Road Closures and information

Newsletter

Mobile Phones



# BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM  
TOWN CLERK  
Tel: 01588 638141  
E-mail: townclerk@bishopscastle.co.uk

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 20<sup>th</sup> 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 16<sup>th</sup> August 2016

Amendments:

Mayor's report – add in Triathlon thanks

Payments – unpresented 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 – 3<sup>rd</sup> 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 1<sup>st</sup> 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 <sup>th</sup> August Grass cut 31 <sup>st</sup> August	SI-119 SI-128	84.00 84.00 <b>168.00</b>	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 <sup>th</sup> September	45.00	OTS	TH
Mayglothing 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 20<sup>th</sup> 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 7<sup>th</sup> – 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 18<sup>th</sup> October 7.30pm**

**INFORMAL COUNCIL MEETING: TUESDAY 1<sup>st</sup> NOVEMBER 6.30pm**



# BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM  
TOWN CLERK  
Tel: 01588 638141  
E-mail: townclerk@bishopscastle.co.uk

THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

## MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 18<sup>th</sup> OCTOBER 2016 AT 7.30 PM

**Present:** Cllr K Bavastock, Mayor in the Chair

**Cllrs:** J Carroll (Vice-Chairman), A-M Jackson, S Whittingham, A Roberts, G Perry, A Houghton, S Harris, J Magill, A Houghton

**In attendance:** Mrs M Seldon (Clerk) and 4 members of the public, Cllr Keeley arrived at 8.25pm having been to another meeting first.

### **85.16/17 APOLOGIES**

To note apologies

Apologies had been received from:

Cllr Gaffney – holiday

Cllr Bance – working

Cllr R Houghton – Public Hall funding meeting

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

### **86.16/17 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Roberts - THT

Cllr Magill – THT

Cllr Carroll - THT

Cllr Bavastock - SpArC

### **87.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 20<sup>th</sup> September 2016

Amendment to the Mayor's report – distinguish which is A Houghton and R Houghton

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

Cllrs Magill and Harris abstained.

### **88.16/17 COMMUNITY-LED TOWN PLAN**

To receive the draft Plan and presentation from the Chairman of the working party and discuss the contents  
The draft Plan and Annexes had been distributed to all councillors before the meeting as hard copies and electronically as requested by the Town Plan Working Party. Keith Whiddon presented the plan and reported that the working party had ensured that the timetable for completion had been adhered to and this would now become an action plan that should be updated annually.



Aims for plan: to provide the Town Council with a comprehensive understanding of the community's attitudes to local issues. The plan includes a lot of evidence of what people want and what they need. Cllr Bavastock thanked all the working party for the tremendous amount of work they had done.

Cllr Bavastock asked about including some reference to Crowgate Children's Centre and suggested that registration numbers of vehicles in the photographs be redacted. Keith Whiddon to amend accordingly. It was agreed that this is a workable document and Cllr Roberts endorsed what had been said, agreeing it was an excellent piece of work.

Cllr Carroll expressed some concern about ideas for plans for the town centre. Eg. Making the road a one-way system, and felt unhappy about endorsing a plan that needed to be read in more details. Cllr

Whittingham agreed with Cllr Carroll – however, Cllr Jackson confirmed that the Town Centre Action Plan proposes to explore and test various related options after which any proposals would first be subject to Council consideration and approval before they could be implemented. Council was asked to accept the plan as a whole and use it to initiate discussions with Shropshire Council.

Cllr Jackson put forward two propositions – to help make this happen in the community.

### **Motion 1**

Propose that this Council:

- accepts the Community Led Plan (CLP) (with the proposed amendments relating to Crowgate and photographs of parked cars), as a single, joined up strategy for Bishop's Castle, driven by the needs of the community.
- is informed by the plan when setting priorities for the future.
- incorporates relevant issues into the Council's submissions to Shropshire Council for the forthcoming Place Plan Review and;
- in partnership with the CLP Steering Group, initiates discussions with Shropshire Council on the potential development and implementation of the proposed Traffic and Parking actions contained in the CLP's Town Centre Action Plan.
- works with the ongoing CLP Steering Group to ensure that the document is annually updated and refreshed and remains a reflection of the continuing and changing priorities within the community. .

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

### **Motion 2**

To ensure that the CLP continues to deliver and develop its strategy, I propose that this Council appoints representatives to include the Mayor, to work with the current CLP Steering Group to establish a Delivery Partnership with the necessary skills and knowledge to be able to take advantage of the funding and support available to implement a coordinated Community Led Plan.

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

The Mayor asked if there were any other councillors who would like to be involved – none at this time.

### **89.16/17 CLERK'S REPORT**

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

- Medlar Tree – the gardener had agreed to replace the damaged tree.
- Kerry Lane trees – the work was now on the contractors list and the trees were at the required stage in the year so the Clerk was organizing the road closure permissions with Shropshire Council
- Election meeting on Friday 21<sup>st</sup> October – the Clerk would write a report detailing what councillors and prospective councillors have to do, plus a calendar for 2017.
- Letter about the scaffolding – this had been written, but no reply as yet received.
- Remembrance Sunday reminder – 13<sup>th</sup> November – 10.30am to meet at the Town Hall to parade.
- Informal meeting reminder – 1<sup>st</sup> November – 6.30pm with refreshments

- Christmas lights - £15 a tree – publicity now ready to go out.
- Another date for diary – contributions to the next newsletter by 16<sup>th</sup> November
- Road update – B4385 closed for 2 weeks commencing 21<sup>st</sup> November.
- Very busy month with the preparation for the Civic Awards
- Internal auditor in the office all day Monday (24<sup>th</sup>) – please avoid interruptions if possible.

#### **90.16/17 REPORT FROM THE MAYOR**

- Civic awards – thank you to all involved. Cllr Bavastock read a letter from Chris Holmes
- Letter from the Howells
- Invitation for launch of new book about Bishop's Castle – 5<sup>th</sup> November
- Hereford Cathedral – road traffic accident service

#### **91.16/17 REPORT FROM THE UNITARY COUNCILLOR**

- Highways – solved drainage problem in Oak Meadow
- Intending to put in new footways in the town during 2016 so will do in 2017 – missed the window this year
- Putting together a big group to see how SpArC can be run in the future.

#### **92.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

a) To receive a proposal from a representative of the Albert Howard Society

Trevor Chalkley – spoke on behalf of the Albert Howard Society and put forward a proposal for a community market garden on part of the site of the new allotments. He had previously spoken about the idea to the allotment committee, but recognised he needed to speak to the Town Council. Trevor Chalkley recognised that the Town Council have a statutory obligation to supply allotments and there are still some spare allotments on the old site.

Councillors asked about remuneration and when, if approved, this would be taking place.

Cllr Carroll proposed that item 96.16/17 (b) be brought forward to this point in the agenda. Seconded Cllr Bavastock and **RESOLVED.**

Cllr Carroll felt that the proposal was very good, but the Town Council have a problem with the space - 50% of the site would be better.

Cllr Bavastock suggested that a working party be set up to go down to the site and have a joint look with members of the Albert Howard Society and the Allotment Committee. Cllrs Magill and Carroll volunteered, plus both Clerks. As the allotment financial year begins in January and the Clerks will then have a clear idea how many vacant plots there would be and how many on the waiting list for new plots it was suggested that this item be discussed on the January agenda, when the Council would be in a better position to make a decision.

b) To receive a proposal from SpArC Theatre

Liz Stille spoke on behalf of the Theatre and support for funding.

£750 to date per year had been set aside in the budget in previous years, but it was hoped that this might be increased. Ms Stille was assured that the finance committee were currently looking at this and that support would always be there from the Town Council. SpArC Theatre were now looking at trying to include as many different aspects from the community as possible and making it more inclusive.

Liz Stille had brought along some piecharts of the SpArC usage – and these were distributed amongst the councillors.

#### **93.16/17 TOWN & COUNTRY PLANNING ACT 1990**

a) Applications:

Reference: 16/04259/ADV (validated: 03/10/2016)

Address: 59-63, Church Street, Bishops Castle, SY9 5AD

Proposal: Erect and display 2 internally illuminated fascia signs and 1 internally illuminated projecting sign affecting a Grade II Listed Building

Applicant: Co-op (1 Angel Square, Manchester, M60 0AG)

Cllr Bavastock, proposed **NO OBJECTION**, seconded Cllr Whittingham - 7 for and 1 against

To note:

**b) Decisions:**

Reference: 16/03364/LBC (validated: 29/07/2016)

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

Proposal: Listed Building Consent for the removal of render at ground level, inspecting condition of wall uncovered and agreeing with conservation officer an appropriate method of conserving the elevation

**Decision: Grant Permission**

Reference: 16/03281/TCA (validated: 16/08/2016)

Address: The Garden House, 1 Union Street, Bishops Castle, Shropshire, SY9 5AJ

Proposal: Crown reduce by 30% 1no. Ash and 1no. Hawthorn (within The Garden House boundary) and reduce lower limb of 1no. Ash and lightly prune branches of 1no. Hawthorn and 1no. Robinia (overhanging The Garden House) within Bishops Castle Conservation Area

**Decision: No Objection**

Reference: 16/00091/FUL (validated: 28/01/2016)

Address: The Barn , School Lane, Bishops Castle, Shropshire, SY9 5BP

Proposal: Alterations and additions to include part single and part two-storey extension; to include balconies and solar panels

**Decision: Grant Permission**

Reference: 16/03234/FUL (validated: 21/07/2016)

Address: 10 Bankshead, Bishops Castle, Shropshire, SY9 5JQ

Proposal: Erection of two storey side and single storey rear extension and erection of front porch

**Decision: Grant Permission**

**94.16/17 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:**

Cllr Bavastock confirmed that all accounts were correct and matched the invoices.

Payee	Details	Invoice	Amount (Gross)£	VAT	Cost Centre
Staff costs	Salaries (gross)	October Payroll	2236.57	Z	Staffing
Shropshire County Pensions	Staff Pension contributions	October Return	421.43	Z	Staffing
HMRC	Staff Tax and National Insurance	October Payroll	455.86	Z	Staffing
Meg Gwilliam	Extra hours plus pay increase	October Payroll	117.27	Z	Staffing
	Holiday Cover – August Holiday Cover – October Expenses – desk transport	October Payroll Expense claim	40.00	Z	Admin
Mary Seldon	Pay increase Expenses – certificates	October Payroll	34.43 5.39	Z	Staffing Admin



	Travel expenses training day		44.10		
Andrew Wallace	September	236 (1/10/16)	21.60	OTS	Maintenance Grant
Highline Electrical Ltd	September light repairs	1256	476.40	79.40	Street Lighting
Trevor Chalkley	Tool box and tools for Nick Yaxley	Minutes August 2016	146.25	24.38	Town Hall
MarkOne Safety Solutions Ltd	Servicing Fire Alarm and Emergency Lighting	16133	90.00	15.00	Town Hall
Severn Trent Water	Town Hall	1/10/2016	64.36	Z	Town Hall
Enterprise South West Shropshire	October/November newsletter	9834	251.88	Z	Newsletter
Exemplum Ltd	Photocopying September	24241	60.55	10.11	Admin
Enterprise SWS	Photocopying Town Plan Hire of Meeting Room	9875 9882	72.16 120.00	12.03 20.00	Town Plan EMR
Shropshire Council	Joint Energy Costs 2 <sup>nd</sup> ¼	H106206HHT016037	442.33	73.72	Street Lighting
Midlands Air Ambulance Charity	3 packs Christmas cards	Receipt	10.00	-	Admin
Mazars LLP	External Audit	1211838-SB00905	390.00	65.00	Admin
Direct Debits:					
BT Business	Office Phone	Q011 R3	132.02	22.00	Admin
BT Business	Office Broadband	Q011 1F	48.00	8.00	Admin

Proposed for payment Cllr Harris, seconded Cllr Perry and **RESOLVED**

#### **Mayor's Account:**

To note:

<b>Payee</b>	<b>Details</b>	<b>Invoice</b>	<b>Amount (Gross)£</b>
Promo Printing	Civic Awards	PP1009316	90.00
WN Bishop	Photography	150050	50.00
Jane Pugh	2 flower displays	To follow	25.00
Wendy Oakley	Buffet for Awards	To follow	120.00

**NOTED** Cllr Bavastock, seconded Cllr Magill and **RESOLVED**

#### **ii) FINANCE & RESOURCES COMMITTEE**

To receive an update on the Committee Meeting: Monday 17<sup>th</sup> October and discuss any required decisions. The Committee had looked and discussed the draft budget 2017/18 – this would now be prepared for the November meeting and distributed in advance.

#### **iii) MONTHLY REVIEW**

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

Cllr Jackson said that the report was difficult to make sense of and it was suggested that in future the Clerk put the financial month on the report.

#### iv) **CHRISTMAS CELEBRATION**

To approve the costings for the Town Hall Christmas trees.

The Clerk reported that a Christmas Tree supplier had been found and advertisements would be distributed soon for the town to place their orders. A large tree outside the Town Hall was discussed and Cllr Bavastock proposed that the Clerk to carry out a risk assessment, seconded Cllr Carroll, and **RESOLVED**. Small trees would be £15 each and it was agreed that the Town Council and Town Hall Trust jointly pay for the ten trees needed for the Town Hall. Proposed Cllr Carroll, seconded Cllr Magill and **RESOLVED**. Cllr Whittingham to ask Ransfords if it would be possible to supply the large tree – plus any other sponsorship.

v) To approve CiLCA Re-sit fee of £100 for the Assistant Clerk

This item was withdrawn from discussion as Hopesay Parish Council had agreed to pay for the resit.

#### **95.16/17 KERRY LANE PLAYING FIELDS**

To receive a report from the Clerk and discuss the way forward for the working party.

The Clerk gave a report about the problems with vandalism, anti-social behaviour and the general usage of the Playing Fields. It was generally agreed that the park suffered from a general neglect and the Town Council needed to pay more attention. It was hoped that there would be provision in the budget for twice weekly litter picks.

As some of the problem had been reported as children in the community college uniform it was proposed by Cllr Bavastock that the Clerk write a letter to Mr Doust, seconded Cllr A Houghton and **RESOLVED**.

#### **96.16/17 TOWN COUNCIL ALLOTMENTS**

a) To approve minor amendments to Tenancy Agreement reflecting calendar year invoicing, organic condition, etc

Proposed for approval Cllr Carroll, seconded Cllr Harris and **RESOLVED**.

b) To receive a proposal from the Albert Howard Society

See above.

#### **97.16/17 ROAD CLOSURE**

To receive the proposals for road closure for essential works for BT Openreach work

Cllr Bavastock proposed that all work be delegated to the Clerk, seconded Cllr Harris and **RESOLVED**.

#### **98.16/17 BISHOP'S CASTLE TELEPHONE BOX**

To discuss plans for the listed Bishop's Castle Telephone Box

Cllr Carroll reported that this listed phone box was becoming an eyesore and that something needed to be done about it. The Clerk was asked to communicate with BT. Proposed Cllr Bavastock, seconded Cllr Whittingham and **RESOLVED**.

The Clerk reported that she had received communications from the community in Colebatch asking for the Town Council's help in adopting the box there at the cost of £1. Cllr Carroll proposed the Council agree to adopt, seconded Cllr Magill and **RESOLVED**.

#### **99.16/17 TOWN HALL TRUST**

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

As the electricity meters and bill had finally been sorted out the Trust had paid their share of the electricity bill. Trevor Chalkley was now reading the meter regularly and usage would be monitored.

#### **100.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended

- Cllrs Carroll and Jackson had attended the Business Park meeting – and a business plan had been produced. Not a full plan as financial costings don't stack up – no-one could afford to rent, but there is a lot of evidence of demand. It was agreed that Shropshire Council would never be able to sell to a commercial developer and it was hoped that the business plan would allow Shropshire Council to see that and aid the transfer. .
- Cllr Bavastock reported on the recent Staffing Meeting:
  - auditing of payments to staff – pensions were checked on this occasion
  - Cllr Bavastock proposed that no TOIL be allowed in the future for the Clerks, seconded Cllr Magill and **RESOLVED.**
  - When Mary Seldon was on annual leave it was proposed that Meg Gwilliam be asked to do 3 hours for three days whenever possible. Proposed Cllr Bavastock, seconded Cllr A Houghton and **RESOLVED.**
  - The Council had previously agreed to finance the Admin support for the Business Park and it was thought that December was the last payment
  - No overtime for the Clerks from now on this financial year – Proposed Cllr Bavastock, seconded Cllr Harris and **RESOLVED.**
  - Clerks to work 1 day a week together whenever practically possible.
  - Staff Appraisals still required looking at, and so a meeting in November had been called.

#### **101.16/17 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page:

Road closure

Christmas

Remembrance Day

Litter – pick it up

#### **Correspondence:**

The Story of Bishop's Castle Book Launch

Service of Remembrance and Hope – Hereford Cathedral





# BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM  
TOWN CLERK  
Tel: 01588 638141  
E-mail: townclerk@bishopscastle.co.uk

THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

## MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 15<sup>th</sup> NOVEMBER 2016 AT 7.30 PM

**PRESENT:** Cllr J Carroll (Vice-Chairman)

Cllrs K Bance, J Gaffney, A Houghton, R Houghton, A-M Jackson, J Magill and G Perry

**IN ATTENDANCE:** Cllr J Keeley, Mrs M Seldon (Town Clerk) and two members of the public

The Clerk read out the Summons

### FIRE PROCEDURE

#### **102.16/17 APOLOGIES**

To note apologies

Apologies had been received from:

Cllr Bavastock – personal reasons

Cllr Roberts – holiday

Cllr Harris – work problems

Cllr Whittingham – unwell

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

#### **103.16/17 DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Cllr Carroll – THT

Cllr Magill – THT

Cllr R Houghton – SC financial strategy and Public Hall

#### **104.16/17 APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 18<sup>th</sup> October 2016

Cllr Jackson proposed two amendments for item 88.16/17 and read out her suggested amendment.

Proposed to accept amendments Cllr Jackson, seconded Cllr Magill and **RESOLVED.**

Proposed to approve the Minutes with the amendments Cllr A Houghton, seconded Cllr Jackson and **RESOLVED.**

### **105.16/17 CLERK'S REPORT**

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

- Christmas Lights – the Clerk reported that activities for the night were gradually taking shape and indicated the various publicity materials in the Councillor folders. 28 trees had been ordered and the SpArC bauble appeal was underway. Carol singers had been booked and Santa's grotto was also coming together. Various groups within the town were gradually letting the council know if they were doing something Christmassy so it could be added to the publicity.
- Playing Fields – the Clerk reported that there had been communications between the Community College and the Council and a letter had gone home to all parents explaining the problems that were being experienced on the playing fields. Vandalism was also discussed at the PACT meeting and the report of this was distributed to councillors.
- Scaffolding – there had been no reply to the letter sent from the Clerk, so a follow-up letter would be sent this week.
- Electricity Accounts – the contract for the Playing Fields had ended and so the Clerk had got a selection of quotes from providers. The Finance Committee had chosen EON and a contract for 1 year only entered into so that more time could be spent on this next time. The possibility of a greener more ethical supplier had been looked into, but not possible for the playing fields due to the very low usage. The contract for the Town Hall was now being looked at – and the ethical aspect would be taken into account. However, there was a slight problem as the sell-back from the solar panels meant that only the big 6 suppliers could be used, but it is thought that they now offered a greener package.
- BT Telephone box – the listed one in the High Street had been reported as needing much care and attention, and the communication had been acknowledged and there was no ongoing dialogue between the Council and BT, but nothing to report at present.
- Christmas Dinner – the menus were distributed and councillors asked to name the date they could manage.
- Newsletters – the December/January issue was now at the printers and would be ready for delivery by 25<sup>th</sup> November at the latest.

### **106.16/17 REPORT FROM THE MAYOR**

- Playing fields – new signs for the entrances, as the others had been ambiguous in their meaning.
- Cllr Carroll reported the ongoing saga of the broadband box – the next stage being the move of the litter bin and new box. There was also an agreement that these would be painted black.

### **107.16/17 REPORT FROM THE UNITARY COUNCILLOR**

- OpenReach Cabinet - live by Christmas
- Hedges on the bottom of Union Street – tenant says landlord will cut the hedge – this is being sorted.
- Youth money to LJC

### **108.16/17 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

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

a) Sue Wilmer – Bishop's Castle Arts Festival

Sue Wilmer gave a brief history of the Arts Festival:

- 6<sup>th</sup> festival in 2017.
- Started to help businesses at a very poor time of year.
- Started as three day, now five day.
- This must be inclusive – so nearly everything is free.

- Therefore income only sponsorship/fundraising/grants etc.
- Very good for the town and does help the town – people do visit, etc

Cllr Gaffney proposed that item 110.16/17vi be moved to this point in the agenda. Seconded Cllr A Houghton and **RESOLVED**.

The Chairman asked for comments, and Councillors felt this was a local project they would like to support using s137 of the Local Government Act 1972. Proposed to fund the requested £300 Cllr Gaffney, seconded Cllr Magill and **RESOLVED**.

Cllr R Houghton informed Councillors that this would be paid from the Earmarked Youth Reserve as it would benefit children.

## **109.16/17 TOWN & COUNTRY PLANNING ACT 1990**

### **a) Applications: None**

To note:

### **b) Decisions:**

Reference: 16/03771/FUL (validated: 23/08/2016)

Address: Shelsley, Castle Street, Bishops Castle, Shropshire, SY9 5BU

Proposal: Erection of extensions to dwelling; demolition of rear ground floor WC and lobby; works associated with conversion of attached garage into additional habitable accommodation

Decision: Grant Permission

**NOTED**

## **110.16/17 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
SO Staff costs	Salaries (gross)	November Payroll	2132.95	Z	Staffing
Shropshire County Pensions	Staff Pension contributions	November Return	399.78	Z	Staffing
HMRC	Staff Tax and National Insurance	November Payroll	435.66	Z	Staffing
Meg Gwilliam	Extra hours plus pay increase	November Payroll	44.86	Z	Staffing
Mary Seldon	Pay increase Expenses Christmas Expenses Hospitality	November Payroll Receipts Receipts Receipts Total:	14.63 72.21 5.80 60.00 <b>152.64</b>	Z 14.44 Z Z	Staffing Lights Admin Civic
Severn Trent Water	Public toilets surface water drainage	15/10/2016	38.75	Z	Town Hall
SALC	Chairmanship Part II	136	22.00	Z	Training
Keith Whiddon	Town Plan expenses	23/10/16	76.28	Z	Town Plan EMR
Auditing Solutions Ltd	Interim Internal Audit	A4703	504.00	84.00	Admin
MarkOne Safety Solutions Ltd	Fault on Fire Alarm call-out	16376	78.00	13.00	Town Hall



Sentinel Security Systems	New key fob programming	85919 85418	40.50 60.74	6.75 10.12	Town Hall
Highline Electrical Ltd	Replacement and repair work	1285	256.20	42.70	Street Lights
Furniture @ Work	Town Clerk's Desk	ORD0176856	238.80	39.80	Admin
Allotment Society	Annual Payment	Letter	350.00	Z	Allotments
Andrew B Wallace	Extra time for Mondays	241	36.00	Z	Maintenance Grant
Exemplum Ltd	October Photocopying	24425	152.85	25.47	Admin
ESWS	Town Plan Photocopying	9918	263.20	43.87	Town Plan EMR
Telescopic Window Cleaning	November contract	09/11/16	45.00	OTS	Town Hall
Andrew Evans Landscapes	Grass cutting/playing fields checks/trees and hedges	1883	4,123.92	687.32	Playing Fields and Maintenance Grant
Royal British Legion	Wreath for Remembrance Day	Letter	25.00	Z	Admin
Leaton Forest Christmas Trees	Trees for Town Hall	Oder form	150.00	Z	Admin
Tony Baker	Maintenance around the town hall and litter bins	11	120.00	OTS	Town Hall Playing Fields
DD British Gas	Auction Yard electricity	955162693	119.39	5.68	Toilets
DD Pitney Bowes	Postage top-up	62930803	50.00	Z	Admin
DD Npower	Playing Fields	79535130300	137.24	6.54	Playing Fields

Cllr R Houghton confirmed that the Finance Committee had completed their audit of the invoices and cheques and administratively they were correct.

Proposed approved for payment Cllr Jackson, seconded Cllr A Houghton and **RESOLVED**

## ii) **FINANCE & RESOURCES COMMITTEE**

a) To receive an update on the Committee Meeting: Tuesday 15<sup>th</sup> November and discuss any required decisions.

Cllr R Houghton reported from the committee:

- Received internal audit report – no actions needed but in January the committee would look at the Financial Risk Assessment and propose that the full council adopt this.
- Recommend cost of Civic Awards to come from Civic Duties budget line
- Recommend that the Mayor holds and monitors their own budget each year

Recommendations proposed for approval Cllr Bance, seconded Cllr Perry and **RESOLVED**.

b) To formally approve the Interim Internal Audit Report from October 2017

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

## iii) **MONTHLY REVIEW**

- To receive the October bank reconciliation statement
- To receive a copy of the cost centre YTD analysis

The Clerk was asked about heading 4650 (donations) as the sum of £3350 appeared and Councillors could not recall where this had been allocated. The Clerk was asked to check the donations pot and report at the next meeting.

Proposed for approval Cllr R Houghton, seconded Cllr Jackson and **RESOLVED**

iv) **PUBLIC HALL**

a) To receive a report on the necessary work required at the Public Hall

Cllr R Houghton had produced a list of some of the required work that was necessary to ensure the Public Hall was safe for all and could be hired to the public. There would be some future formal inspections, but to date the list was only from a visual needs perspective.

Cllr R Houghton introduced the list and said that the committee had worked hard and a considerable amount of work had already taken place. However, as the hall was now being used more it was important to look at all aspects of safety and significant work was going to be required.

Cllr Gaffney had looked around the hall with the Chairman on the previous day – and reiterated that there were some items on the list that were urgent – especially at the external entrance. There was a fence that could be pushed over, with a horrible drop – and this needed looking at quickly. There was much to consider when looking at the budget as it would be unfortunate if operations had to be closed down even for a short time, and the answer was to make it safe so it could continue to be used.

Cllr R Houghton reported that the Land Registry was still problematic and this aspect could take a very long time to resolve.

It was agreed that this was all the responsibility of the Town Council. Cllr R Houghton reported that the COIF fund had to be held and not used. Cllr A Houghton pointed out that the decking should also be a priority to make it safe and keep people using the facility.

Proposed meeting for Councillors to inspect facility with list – Sunday 20<sup>th</sup> November at 2pm.

b) To discuss financial implications in the light of budget setting for 2017/18

Already discussed above.

v) **BUDGET SETTING 2017/18**

The draft proposed budget had been previously circulated to Councillors with explanatory notes.

Cllr Gaffney – questioned the amount proposed to help SpArC Leisure and the Public Hall and there was much discussion about this.

Cllr Jackson proposed that in the light of the discussions the amount budgeted for SpArC Leisure should be increased by £5000 to give £15,000 – still leaving a proposed £10,000 for the Public Hall.

Seconded Cllr R Houghton: 7 councillors for, 1 against. Proposal carried.

With this addition it was proposed to accept the budget for 2017/18:

Proposed Cllr Gaffney, seconded Cllr Perry: 7 councillors for and 1 against. Proposal carried.

vi) **GRANT APPLICATION**

To receive a grant application from the Bishop's Castle Arts Festival

See above

**111.16/17 TOWN HALL TRUST**

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

Cllr R Houghton reported that there had been no public at the AGM and all had gone very smoothly. There had been significant discussion around the budget, and income streams needed to be reviewed.

Cllr Houghton had just finished her rotation of three months and now Cllr Jackson would take over – this would then be brought back to the Council in 2 months time.

Henry Hunter had been voted as Chairman.

**112.16/17 CO-OPTION POLICY**

To approve the new Co-Option Policy

There was much discussion about the proposed newly worded Policy. The Clerk was asked to review the following areas and bring it back to the next meeting:

- Process review: advertising needed a timescale and methods of advertising also required review.
- Revert back to the process being handled by the Staffing Committee – and other councillors being invited. Recommendations then made to full council.
- How the Staffing Committee 'score' each candidate.

#### **113.16/17 STAFFING COMMITTEE**

a) To receive a report from the Staffing Committee and agree any necessary actions  
None

#### **114.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended:

- Allotment Working Party
- PACT
- NHS
- SpArC
- Town Plan Steering Group – follow up group including the Mayor. This meeting taken place – set up community partnership – some brainstorming around this. Second meeting when anyone missing can come along.

#### **115.16/17 ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

- Mud on road
- CLT expression of interest in Business Park – ask Rachel
- Christmas
- Committee members public hall

#### **116.16/17 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 R Houghton and **RESOLVED.**

#### **117.16/17 Gross misconduct**

Confidential

Meeting closed 9.15pm

#### **Correspondence:**

DWF LLP – The Boar's Head bollards

Bishop's Castle Community College – anti-social behaviour





# BISHOP'S CASTLE TOWN COUNCIL



MARY SELDON M.Ed, MILCM, FLCM  
TOWN CLERK  
Tel: 01588 638141  
E-mail: townclerk@bishopscastle.co.uk

THE TOWN HALL  
BISHOP'S CASTLE  
SHROPSHIRE  
SY9 5BG

## MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 20<sup>th</sup> 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 15<sup>th</sup> 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:**

<b>Payee</b>	<b>Details</b>	<b>Invoice</b>	<b>Amount (Gross)£</b>	<b>VAT</b>	<b>Cost Centre</b>
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 claimsheets	44.66 <u>9.99</u> <b>54.65</b>	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 <sup>rd</sup> 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 <b>3,190.44</b>	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 <b>43.97</b>	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) <b>409.20</b>	93.20	EMR Christmas Lights
Mary Seldon	Lights and accessories Postage	Expense form	110.58 14.93 <b>125.51</b>	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 20<sup>th</sup> 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 10<sup>th</sup> January.

### **131.16/17 REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended

NONE to report at this time.