



# BISHOP'S CASTLE TOWN COUNCIL



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## MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

### HELD IN THE COUNCIL CHAMBER, TOWN HALL

### ON TUESDAY 19<sup>TH</sup> JUNE 2018 AT 7.30PM

<b>PRESENT</b>	<b>APOLOGIES</b>
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr J. Magill Cllr R. Houghton	Cllr K. Bance Cllr G. Perry Cllr S. Whittingham
<b>IN ATTENDANCE</b>	
Mr G. Rippon Mrs C. Owen	Mr D. Luckhurst

Fire Procedure was outlined

Prior to the meeting commencing there was a presentation by Mr. Luckhurst.

### **FIGHT AGAINST PLASTIC**

D Luckhurst gave a presentation on efforts to make Bishop's Castle plastic free-er, including Litter Picking Days; Business Trader and Shopper Surveys to raise awareness; work with schools and lobbying Parliament. STWA has an app identifying businesses that will fill up water bottles. A local buyers' group to bulk buy cardboard packaging at a discount is being looked into. Lockable Notice Boards already in use to cut down on use of laminates. Town Council will consider buying separate bins to encourage recycling at a future meeting and encourage local Festivals to do the same.

Minute No.	Agenda Item	
106-18	1	<b><u>APOLOGIES</u></b> Cllrs Bance, Perry and Keeley (work); Cllr Whittingham (illness). Apologies accepted. Proposed Cllr Magill; Seconded Cllr Houghton. All in favour.
107-18	2	<b><u>TO CO-OPT NEW COUNCILLORS</u></b> Mike Clarke has expressed an interest - an application form has been sent.

108-18

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**DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests

b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr J. Carroll	Item 15 Town Hall Trust	✓	
Cllr A. Roberts	Item 15 Town Hall Trust	✓	
Cllr J. Magill	Item 15 Town Hall Trust	✓	✓
Cllr R. Houghton	Item 19 SpArC	✓	

109-18

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**APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 15<sup>th</sup> May 2018.

**RESOLVED**

The minutes were approved with slight correction.

Proposed Cllr Roberts; Seconded Cllr Magill. All in favour.

110-18

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**ELECTION OF DEPUTY MAYOR**

Nomination of Cllr Magill

Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.

**RESOLVED**

That Cllr Magill was elected as Deputy Mayor.

111-18

6

**REPORT FROM THE MAYOR**

Grant Applications will be invited up to a maximum of £1,000 and must include a statement on the benefit that their proposal will bring to the social, educational or economic development of the town. Bidders must include their last accounts and submit their application by 13<sup>th</sup> August. Successful applicants will present their proposals at the Civic Awards in September.

The Mayor had attended a Planning meeting to explain the benefits of having a Neighbourhood Plan. Government are pushing for more housing – having a Neighbourhood Plan allows some local control of planning.

Advantages are:

Existing plans and work already undertaken e.g. Community Led Plan and Housing Needs Survey can be converted into a Neighbourhood Plan without needing to start over.

A Neighbourhood Plan gives more control to the Community by stating what it wants to achieve.

A Neighbourhood Plan must be adhered to legally, whereas a Community Led Plan is only advisory.

If Shropshire Council fall below their 6-year deliverable stock plan a Neighbourhood Plan will put the brakes on land-owners taking advantage in the free for all that will ensue. The Neighbourhood Plan brings in a 3-year delivery of housing with 25% CIL as opposed to 15% CIL, which is an advantage.

Action required:

A Town Planning Policy Statement needs to be drawn up. (Town Planning meeting needs to action this).

Further consideration at a Council Meeting.

Consider employing a professional to put it all together. (Strongly recommended). Grants of up to £9,000 available for this.

Cllrs Carroll and Magill had also attended a meeting with regard to the updated SamDev process.

- 112-18            7            **REPORT FROM THE CLERK**  
A quote had been received re the Christmas Lamppost lighting.  
A letter has been sent to our Tree Warden, Sue Cooper, congratulating her on receiving a Member of the Order of the British Empire Medal.
- 113-18            8            **UNITARY COUNCILLOR**  
No report received. Cllr. Keely had tendered his apologies
- 114-18            9            **PUBLIC PARTICIPATION SESSION**  
There were no members of the public present.
- 115-18            10           **TO ADOPT NEW STANDING ORDERS:**  
Amendments were to change the length of the chairman's service to 4 years to bring it into line with elections, and to ensure that a dispensation request requires at least 1 day's notice to be given to the clerk as Proper Officer before the Council meeting for which it is required.  
Amendments a) to d) accepted.  
Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.  
**RESOLVED**  
The amended Standing Orders were adopted.
- 116-18            11           **PLANNING**  
18/02272/TCA (Felling of tree in Church St). RESOLVED No objection.  
Proposed Cllr Magill; Seconded Cllr Roberts. All in favour  
18/02418/FUL (Extension, porch window and garage Woodbatch Road).  
RESOLVED No objection. Proposed Cllr Houghton; seconded Cllr Roberts. All in favour.  
18/02395/FUL (re-submission of revised plans to include double garage).  
RESOLVED No objection although the 2<sup>nd</sup> storey on the garage seems out of keeping with the rest of the estate.  
Proposed Cllr Houghton; seconded Cllr Magill. All in favour.
- 117-18            12           **TO DISCUSS THE HOUSING NEEDS SURVEY**  
Public Meeting to be held at Public Hall 7pm 2<sup>nd</sup> July for people who have housing need. Home Point already identified 30 families but cumbersome forms may be putting people off. Community Land Trust's survey is now out-of-date, therefore it is necessary to update the list of housing need.  
RESOLVED. Proposed Cllr Magill, Seconded Cllr Houghton. All in favour.
- 118-18            13           **MONTHLY FINANCES**  
i. To note the Bank Reconciliation - balanced.

RESOLVED

The bank balances were noted.

- ii. To receive the internal auditor's report.

Reserves need to be built up but no need for immediate action.

RESOLVED

The Internal Auditor's report was noted.

- iii. ANNUAL RETURN 2017-2018 (a): To agree the Annual Governance statement and authorise the signing of this section.  
RESOLVED.

- iv. ANNUAL RETURN 2017-2018 (b): To agree the annual accounting statements and authorise the signing of this section.  
RESOLVED.

The Annual Governance and Accountability Return was signed off and the RFO would submit it to the External Auditor. RESOLVED.

(Proposed Cllr Houghton, seconded Cllr Roberts. All in favour.)

- v. To approve the following invoices for payment:

<b>Payee</b>	<b>Item</b>	<b>Invoice</b>	<b>Amount £</b>
Shropshire County Pension Fund	Monthly pension payment	Return	640.21
HMRC	PAYE and NI	Return	762.50
Staff salaries	4 staff	Return	2090.97
Staff salaries (Back pay)	4 staff	88	106.63
A. Wallace	Street Cleaning	84	15.70
J. Carroll	Reimbursement for cleaning materials	83	27.16
I. Selkirk	Internal Audit	82	350.00
Rialtas (accounting system)	Software support	81	142.80
Highline	Street Lighting	80	429.60
Mark One	Fire safety	79	90.00
Happy Bap	Twinning	78	200.00
Telescopic Window Cleaning	Town Hall windows	77	45.00
MBO Safety Services	Fire Safety	76	82.92
Bishop's Castle Building Supply	Materials for the Public Hall	75	274.12
Access and Habitat	Allotments	74	492.00
G.J. Rippon	Expenses	73	140.68
G.A. Dudley	Toilet cleaning	72	336.00
Exemplum	Printer	71	355.33
Andrew Evans	Grass Cutting	70	3542.23
Tony Baker	Electricity (Bowling Club)	89	390.00
Garry Ord	Electricity (Bowling Club)	90	260.00

		For Information	
BT	Telephone and broadband	69	906.43
BT	Telephone and broadband	68	471.20
Water Plus	Water rates	67	14.03
Shropshire Council	Rates	66	108.00
Shropshire Council	Rates	65	55.00
Eon	Electricity (bowling club)	64	18.07
Eon	Electricity (bowling club)	63	50.26
	<b>Total</b>		<b>12,396.84</b>

**RESOLVED**

That all invoices to be paid.

Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.

119-18 14

**TOWN PLAN**

Meeting next week.

120-18 15

**TOWN HALL TRUST**

Henry Hunter has resigned as chair and been replaced by Evelyn Bowles

All going well – busy.

121-18 16

**MICHAELMAS FAIR GRANT APPLICATION**

Adjourned – will be considered with any other grant applications submitted by 13<sup>th</sup> August.

122-18 17

**ALLOTMENTS**

Leader Fund Grant application almost ready to be submitted. Waiting on some quotes. Approximate cost will be £40,000 of which Town Council will need to pay £8,000. Need to put money up front and draw down at milestones. Will need to use money from the precepts.

Need to encourage allotment holders to register themselves as a charity and organise solutions/funding for smaller issues themselves in future.

Town Clerk has had 2 quotes to deal with the rabbit problem. Town Clerk to act on the best quote as soon as possible to protect the crops.

RESOLVED.

Proposed Cllr Carroll; Seconded Cllr Roberts. All in favour.

123-18 18

**GDPR UPDATE**

Longer version of Privacy Notice to be published on Council's website.

Shorter version to go on emails and for general issue. Councillors to use @bishopscastle.co.uk instead of personal email addresses. RESOLVED.

Proposed Cllr Roberts; Seconded Cllr Houghton. All in favour.

124-18 19

**REPORTS ON MEETINGS ATTENDED**

Cllr Houghton had attended a meeting of SpArC Trustees but Chris Edwards had had to cancel so the tender for the new contract would not after all be on the 24<sup>th</sup> July Plan. This was frustrating, but reflected County issues beyond the committee's control. The Town Clerk had written a letter to Shropshire Council in support of the Community Enablement Team.

125-18 20

**ITEMS FOR FACEBOOK / WEBSITE**

Grants invited and Civic Awards.  
Fight the Plastic Campaign  
Recruitment of Councillors, especially young people.  
Public meeting for people with housing need.  
Keep reporting pot-holes.

126-18

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**CONFIDENTIAL ITEMS**

1) Agreed to go ahead with the proposal for the public hall as discussed.  
RESOLVED. Proposed Cllr Carroll; Seconded Cllr Magill, All in favour.  
2) Agreed an extra hour for the cleaner as discussed. RESOLVED.  
Proposed Cllr Magill; Seconded Cllr Roberts. All In favour.

127-18

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**NEXT MEETING**

Tuesday 17<sup>th</sup> July, 7.30pm

Meeting closed at 9.45pm.