



BISHOP'S CASTLE TOWN COUNCIL



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The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MAYOR MAKING AND ANNUAL MEETING OF BISHOP'S CASTLE TOWN
COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 19TH MAY 2020 AT 7.30PM via Zoom

PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr G. Perry Cllr J. Magill Cllr R. Houghton Cllr J. Dickin	
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Mrs M. Gwilliam Jonathan Brown, Community Land Trust <u>Fire Procedure</u>	

Minute No.	Agenda Item	
71-20	1	<u>ELECTION OF MAYOR</u> RESOLVED Cllr G. Perry. Proposed Cllr Houghton; Seconded Cllr Dickin. All in favour.
72-20	2	<u>ELECTION OF DEPUTY MAYOR</u> RESOLVED Cllr J. Dickin. Proposed Cllr Carroll; Seconded Cllr Magill. All in favour.
73-20	3	<u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u> RESOLVED The new Mayor read and signed the declaration and oath.
74-20	4	<u>APPOINTMENT OF THE MAYOR'S CHAPLAIN</u> Rev Stephanie Fountain
75-20	5	<u>APPOINTMENT OF THE MAYOR'S CONSORT</u> Mrs Clare Perry
76-20	6	<u>MAYOR'S CIVIC DAY ARRANGEMENTS</u> To be arranged once it is lawful to hold mass gatherings again.

77-20 7 **APOLOGIES**
No apologies. Cllr Whittingham has resigned.

78-20 8 **TO CO-OPT NEW COUNCILLORS**
None.

79-20 9 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests
b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr R. Houghton	Item 18.1 (Neighbourhood Plan	✓	
	Item 26 (Staffing)	✓	
	Item 18.2 (Planning)	✓	
Cllr J. Carroll	Item 18.2 (Planning)		✓
	Item 21.2 (Town Hall Trust)	✓	

80-20 15 **PUBLIC PARTICIPATION SESSION**
RESOLVED This item be moved forward. Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

Jonathan Brown of Community Land Trust spoke in relation to 68-70 Church St (previously Stars Newsagents).

Shropshire Council and the Community Land Trust would like to redevelop the site, including some land behind the property owned by Shropshire Council. The CLT would like Shropshire Council to issue a Compulsory Purchase Order on the property, which has been empty for 5 years. Plans for the site include affordable housing and a drop-in work place for computer skills and job searching. CLT would like to canvas public opinion about the future of the property.

RESOLVED: The Town Council supports the work CLT has done so far and the on-line petition to canvas opinion, and will discuss the issue fully at the next Town Council meeting. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

81-20 10 **APPROVAL OF MINUTES**
RESOLVED The minutes were approved. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

82-20 11 **REVIEW OF COMMITTEES**
a) Continuation of Committees, Working Parties, Task & Finish Groups etc.
b) Terms of Reference of Committees etc.

RESOLVED a) and b) Keep as current and maintain under review. Proposed Cllr Stelman; Seconded Cllr Dickin. All in favour.

c) Membership of Committees etc

Staffing: Cllrs Magill, Stelman and Carroll.

Finance: Cllrs Perry, Dickin and Houghton.

d) Confirm Delegated Powers of Committees, Working Parties, Task & Finish Groups etc.

RESOLVED Keep as current and maintain under review. Proposed Cllr Carroll; Seconded Cllr Houghton. All in Favour.

- 83-20 12 **REPRESENTATION ON OUTSIDE BODIES**
SALC Cllrs Carroll, Perry and the Town Clerk.
PACT Cllr Carroll.
SpArC Cllr Houghton.
Public Hall Cllr Dickin.
Town Hall Trust Cllrs Carroll, Perry and Stelman.
Enterprise South West Cllrs Perry and Carroll.
Library Cllr Houghton
Christmas Lights Cllr Perry.
Town Plan Cllrs Carroll, Perry with Houghton representing County Council.
- 84-20 13 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**
Standing Orders, Financial Regulations, Assets Register, Insurance Cover for all insured risks.
RESOLVED Keep as current and maintain under review. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.
- 85-20 14 **REVIEW OF**
Council's Complaints Procedure; Council's procedure for handling requests made under the Freedom of Information and Data Protection Acts and Council's Press Policy.
RESOLVED The Council accept Cllr Stelman's offer to review the Complaints Procedure Policies and keep the others as current and maintain under review. Proposed Cllr Carroll; Seconded Cllr Houghton . All in favour.
- 15 **PUBLIC PARTICIPATION SESSION**
Already done.
- 86-20 16 **UNITARY COUNCILLOR**
Shropshire Council has been very busy dealing with Covid-19. Food Parcels were easy to set up but difficult to stop if people didn't want to receive them. People need to contact their GP if they want to get on the shielded list.
There were various grant funding schemes available. The Town Council had received £500 grant from Shropshire Council.
There were various roadworks planned in town. Ratlinghope Bridge will be closed for 3 weeks and the road will be resurfaced at The Gravels.
Kevin Aitken from Highways was visiting the town next week to look at issues previously raised, (white lines, disabled spaces, parking in front of Spar).
SpArC – the floors in the gym and sports hall are being redone. Fees will stay the same.
The 2nd tranche of Business Support Grants will include B&B and Campsites.
County training were offering help with ICT Training for over-19s.
78% of local households had received SmartWater kits. Please put the stickers in your window. Town Clerk to ask Police for the spare kits to mop up people not on the Electoral Roll therefore missing out.
- 87-20 17 **REPORT FROM THE CLERK**
Town Clerk applied for grants from Tesco £500 and Shropshire Council £500 + £100 top up, to help with any situation due to Covid-19.

Not heard if Public Hall have received anything yet.

Cllr Houghton will chase any Businesses not yet getting a Business Support Grant.

The Clerk had found a cheaper energy supplier which would save £1000 per year and was green energy.

RESOLVED: This be accepted. Proposed Cllr Dickin; Seconded Cllr Magill. All in favour.

88-20 18

PLANNING

1) Update from the Neighbourhood Development Plan.

Andrea Pellegram, our consultant, had sent 3 options through regarding Shropshire Council's preferred Development Site on Welsh St. Most of the town disagrees with the location of this site as access would bring traffic through the narrow streets of the conservation area. (Shropshire Council did not want to develop the town's preferred site on School House Lane because there was an undeveloped site in between, although this has now changed).

Option 1) the NDP puts the plans out for consultation.

Option 2) Ask Shropshire Council to leave the Bishop's Castle site out of its development plan. When the plan is reviewed in 3 years' time the NDP will do another site allocation.

Option 3) the NDP does its own site allocation now, although would need to be ready before the beginning of next year for Shropshire Council to publish it.

Currently no planning is being allowed in the Clun Valley (including Bishop's Castle) because of the rare river mussels in the water system.

The NDP was meeting on Thursday and would like to know the Town Council's preference.

RESOLVED Proceed with Option 2 and if Shropshire Council won't go with that, go with Option 3. Proposed Cllr Perry, Seconded Cllr Stelman. All in favour.

2) To discuss the offer in relation to the Boar's Head.

Cllr Carroll left the meeting.

It was unclear as to whether it still needed to be discussed or if it had changed direction. To be clarified.

Cllr Carroll was asked to return to the meeting.

89-20 19

MONTHLY FINANCES

- i. To note the Bank Reconciliation. **RESOLVED** Noted. Proposed Cllr Dickin; Seconded Cllr Stelman. All in favour.
- ii. To discuss the purchase of medals for heroes. **RESOLVED** £300 be put aside for future recognition of local heroes in the present crisis. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.
- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	900.26

HMRC	PAYE and NI	May Return	806.44
Staff salaries	4 staff	May Return	2336.38
C. Owen	minute taker	45.	37.56
A. Wallace	Street cleaning	46.	18.04
G. Dudley	Toilet cleaning	47.	420.00
Mark One	Safety Solutions	48.	116.96
BCBS	Materials	49.	46.38
A. Evans	Grass cutting	50.	1938.00
Exemplum	Printing	51.	11.43
Tony Baker	Painting (town Hall)	52.	480.00
G.J. Rippon	Work from home allowance	53.	24.00
M. Gwilliam	Work from home allowance	54.	24.00
Telescopic WC	Window cleaning	55.	45.00
For Information			
British Gas	Electricity	56.	2092.99
Zoom	Video conferencing	57.	143.88
BT	Telephone and broad band	58.	372.69
Shropshire Council	Rates	59.	57.00
Shropshire Council	Rates	60.	141.00
	Total		£10012.01

RESOLVED The invoices be paid. Proposed Cllr Dickin; Seconded Cllr Stelman. All in favour.

90-20 20 **MAYOR'S ALLOWANCE FOR 2020/21**

RESOLVED Increased to £500. Proposed Cllr Houghton; Seconded Cllr. Stelman. All in Favour.

91-20 21 **TOWN HALL TRUST**

Staff have been furloughed until the end of August. Tony Baker has redecorated the Town Hall. Cllr Magill will oil the Chamber floor.

A separate record of Food Bank finances is being kept. A grant of £10,000 has been applied for. There are enough reserves currently.

92-20 22 **NEWSLETTER**

The next Newsletter will go out electronically (facebook and website) apart from approximately 300 hard copies to be put in Spar, Coop and Cllr Perry's office in town.

RESOLVED Agreed. Proposed Cllr Magill; Seconded Cllr. Dickin. All in favour.

93-20 23 **ALLOTMENTS**

Thanks to the Assistant Town Clerk for her work on the new agreement. It was important that all tenants were members of the association as both Council and tenants have responsibilities. The rent should be a reasonable price that covers the costs.

Fees have yet to be decided and need to take into account insurance and contributions for communal areas.

RESOLVED The document be accepted. Proposed Cllr Carroll; Seconded Cllr. Stelman. All in Favour.

- 94-20 24 **REPORTS FROM MEETINGS ATTENDED**
Cllr Houghton had been to a Community Partnership Meeting looking at how we move forward to reboot the economy and tourist industry.
- 95-20 25 **ITEMS FOR FACEBOOK / WEBSITE**
New Mayor and Deputy
Newsletter
SmartWater kits
- 96-20 26 **STAFFING ISSUES** (Public and Press excluded)
Following a review it was proposed to increase the hours of the cleaner from 5 to 7 hours commencing after the end of lockdown.
RESOLVED Agreed. Proposed Cllr Houghton; Seconded Cllr. Stelman. All in Favour.
The Town Clerk left the meeting.
The complaint had been investigated by two Councillors and a report prepared and circulated to all Councillors.
RESOLVED. The Council agreed with the conclusion and body of the report. A letter be sent to the complainant with the decision. The Complaints Procedure Policies will also be reviewed.
Proposed Cllr Carroll; Seconded Cllr. Dickin. All in favour bar 1 abstention.
The Town Clerk was invited to re-join the meeting.
- 97-20 27 **NEXT MEETING**
Meetings will continue to be on 3rd Tuesday of the month.
Next - Tuesday 16th June, 7.30pm
- 98-20 28 **MAYOR'S ADDRESS**
The new Mayor then gave his address.
Cllr Perry is proud to be appointed, having lived in the County for 30 years. Thanks go to Cllr Magill for her services in the past year as Mayor.
The pandemic meant that he was the first Mayor to be elected via Zoom: he was grateful for the modern technology that had enabled it to happen.
He was very grateful to the Council members for their efforts in the current crisis, particularly with organising the food bank and volunteers.
He was sorry to lose Mr Whittingham as a Councillor – he will be missed – thank you.
New Councillors are needed and he will endeavour to recruit during the year.
It is intended to hold a Civic Celebration later in the year to say thank you for all support given by and to the community during the pandemic.
Thank you.

The meeting closed at 9.03pm.