



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 19TH MARCH 2019 AT 7.30PM

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

Fire Procedure

Minute No.	Agenda Item																	
40-19	1	<u>APOLOGIES</u> Cllr Bance; Cllr Whittingham. RESOLVED Apologies accepted. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.																
41-19	2	<u>TO CO-OPT NEW COUNCILLORS</u> None.																
42-19	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.																
		<table border="1"> <thead> <tr> <th>Name</th> <th>Agenda Item</th> <th>Personal</th> <th>Prejudicial</th> </tr> </thead> <tbody> <tr> <td>Cllr J. Carroll</td> <td>Item 17 Town Hall Trust</td> <td>✓</td> <td></td> </tr> <tr> <td>Cllr J. Magill</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Cllr A. Roberts</td> <td></td> <td>✓</td> <td></td> </tr> </tbody> </table>	Name	Agenda Item	Personal	Prejudicial	Cllr J. Carroll	Item 17 Town Hall Trust	✓		Cllr J. Magill		✓	✓	Cllr A. Roberts		✓	
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Cllr J. Carroll	Item 17 Town Hall Trust	✓																
Cllr J. Magill		✓	✓															
Cllr A. Roberts		✓																
43-19	4	<u>APPROVAL OF MINUTES</u>																

To approve the minutes of the Town Council meeting held on Tuesday 19th February 2019. **RESOLVED** The minutes were approved. Proposed Cllr Roberts; Seconded Cllr Magill. All in favour.

44-19 5 **REPORT FROM THE MAYOR**

The Mayor announced the death of StJohn Penney: a long-serving past Councillor and ex-Mayor. The Council extended condolences to the family.

The Mayor had been working on a spreadsheet of the number of households in the town's roads to assist with the distribution of the BC News.

45-19 6 **REPORT FROM THE CLERK**

The Clerk had been working on the BC News, which was almost ready for distribution. A letter and beer mat had been received from MIND.

Heal Hooper Associates are offering help with bids for Community Infrastructure Levy, (CIL), for a fee. Shropshire Council has £5,000 of Bishop's Castle CIL money to be spent on infrastructure associated with recent development. (It cannot be used in regard to social housing development). Town Clerk will enquire which developments the money applies to.

46-19 7 **UNITARY COUNCILLOR**

Not present

47-19 8 **PUBLIC PARTICIPATION SESSION**

None present

48-19 9 **PLANNING**

19/01004/TPO Work to trees at Grange Court.

The Tree Preservation Order was put on when the houses were built. Rooks are currently nesting. The application asked for work to be done on 19 trees, including 7 for felling. The priorities were listed as medium to low. The tree warden had not objected but suggested that smaller trees should be planted to minimise the loss of habitat.

RESOLVED The Council felt that in light of the historic planning and the importance of the site for wildlife (in particular a rookery), it strongly objected to the work, and in particular the felling. Where tree management was necessary to prevent damage to a wall, that this should be allowed to be done at the appropriate time, i.e. not now during the nesting period. Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

19/01159/TCA Felling of tree in Conservation Area: Harp House.

RESOLVED. No objection, but recommends a smaller tree planted in its place. Proposed Cllr Magill; Seconded Cllr Perry. All in favour.

49-19 10 **MONTHLY FINANCES**

i. To note the Bank Reconciliation.

RESOLVED The bank balances were noted. Proposed Cllr Perry; Seconded. Cllr Houghton. All in favour.

ii. To consider a grant application for £956 for the Citizen's Advice outreach service.

This was a valuable service to the town, with 90 problems being dealt with in the last year. However, the Council normally considered grant applications in October. **RESOLVED** Half of £956 should be paid to cover April to October,

and then Citizen's Advice should reapply in October. Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	March	640.21
HMRC	PAYE and NI	March	762.50
Staff salaries	4 staff	March	2128.22
Shropshire County Pension Fund	Yearly adjustment	412	100.00
C. Owen	minute taker	413	37.56
C. Owen	minute taker	414	37.56
A Wallace	street cleaning	415	36.08
G. Dudley	Toilet cleaning	416	336.00
G.J. Rippon	Expenses	417	136.80
Bridgnorth and Shropshire	Crucial Crew	418	200.00
SLCC	Allotment book	419	24.80
A. Pellegram	NDP.	420	1383.90
The mailing room	Postage	421	119.40
Enterprise House	Website setup	422	205.40
Viking	stationery	423	79.96
SALC	Training	424	25.00
SALC	Training	425	72.20
Highline	Street lights	426	225.00
Mr J Oakley	Rabbit control	427	160.00
MBO	Fire Safety	428	151.20
For Information			
Exemplum	Printing	429	10.74
Exemplum	Printing	430	299.60
Eon	electricity	431	65.28
BT	telephone	432	400.11
Water plus	rates	433	47.56
	Total		£7525.08

RESOLVED The invoices are paid, as well as £2,000 to SpArC theatre. Proposed Cllr Carroll; Seconded Cllr Houghton. All in Favour.

50-19 11

STREET NAMES

After some discussion: **RESOLVED** The new development off Oak Meadow should have the street name of Slaing Meadow (Nos. 1-24). Proposed Cllr Magill; Seconded Cllr Perry. All in favour. ('Slaing', the field name, is an old Shropshire word for a strip of land).

51-19 12

NEIGHBOURHOOD PLAN

Update: Minutes of the Neighbourhood Planning Group would be put on the website each month. Cathy Owen will clerk the meetings.

Chair: Cllr Carroll be appointed chair. **RESOLVED** Cllr Proposed Cllr Perry: Seconded. Cllr Magill. All in favour.

Traffic: Whilst all traffic issues were not the remit of the Neighbourhood Plan Steering Group, traffic issues were an aspect to be considered in the design of the Neighbourhood Plan. The consultant, Andrea Pellegram suggested working with Highways, possibly Andrew Keeland, and also with Peter Phillips or Steve Brown. If this proved unsatisfactory, then a consultant might be the answer.

Letter: Andrea Pellegram had drafted a letter to be sent to Shropshire Council asking for certain criteria to be added to the list of things to be considered by them when searching for sites for development, namely conservation, and viability. Following discussion, a sentence was deleted, and "and continue to consult with us" was added in its stead.

RESOLVED Town Clerk to amend the letter as instructed and send to Shropshire Council. Cllr Proposed Cllr Perry: Seconded. Cllr Magill. All in favour.

52-19 13 **TO DISCUSS ALLOTMENT ISSUES**

Funding: In the light of the unsuccessful grant application, a meeting will be held with tenants and the Assistant Town Clerk to discuss spending priorities and look for further grant possibilities.

Report: The Assistant Town Clerk was to be thanked for producing an excellent report.

RESOLVED The report was accepted. Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.

Allotments Tenancy Agreement: **RESOLVED** The Agreement be adopted following a few minor corrections and the addition of "All water butts should be kept covered".

53-19 14 **SAFETY BARRIERS**

RESOLVED Town Clerk be instructed to enquire of the costs of installing staggered wooden gates at the southern exit of the Playing Fields to prevent people/children running out onto the road.

54-19 15 **ANNUAL TOWN MEETING**

Annual Meeting will be 30th April at 7.30pm

Mayor-Making will be 14th May 7.30pm

Civic Sunday will be 19th May.

55-19 16 **PACT**

These will be once a quarter on Monday afternoons at 3.30pm in Enterprise House. The Town Clerk will clerk the meetings. **RESOLVED** Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

56-19 17 **TOWN HALL and TOWN HALL TRUST**

Parking: New No Parking notices will be put up and Town Clerk will investigate the cost of putting removable bollards adjacent to the Town Hall to keep the area clear for weddings etc. **RESOLVED** Proposed Cllr Perry; Seconded Cllr Roberts. All in favour.

Update: It had been a good month with a successful Craft Fair.

Keith Whiddon had kindly offered the use of the stage. May be used occasionally.

PAT Testing of appliances is due. Town Clerk to organise.

57-19 18 **REPORTS ON MEETINGS ATTENDED**
Cllr Houghton had attended a SpArC Meeting. The group was continuing to apply pressure on Shropshire Council.

58-19 19 **ITEMS FOR FACEBOOK / WEBSITE**
Newsletter
Dates of public meetings.

59-19 20 **NEXT MEETING**
Tuesday 16th April, 7.30pm

The Press and Public be excluded. **RESOLVED** Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

The Standing Orders be extended by 10 minutes. **RESOLVED** Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

60-19 21 **STAFFING MATTERS**
The minutes of the Staffing Committee were accepted. **RESOLVED** Proposed Cllr Roberts; Seconded Cllr Magill. All in favour.

The letter was approved and will be sent by Cllr Roberts as Chair of the Staffing Committee. **RESOLVED** Proposed Cllr Magill; Seconded Cllr Houghton. All in favour.

The meeting closed at 9.40pm.