



# BISHOP'S CASTLE TOWN COUNCIL



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The Town Hall  
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## MINUTES of the VIRTUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD USING ZOOM

ON TUESDAY 21<sup>ST</sup> JULY 2020 AT 7.30PM

<b>PRESENT</b>	<b>APOLOGIES</b>
Cllr J. Magill Cllr R. Houghton Cllr A. Stelman Cllr G. Perry Cllr S. Morris* Cllr B. Hawes*	Cllr J. Carroll Cllr J. Dickin

### IN ATTENDANCE

Mr G. Rippon Mrs C. Owen  
Mrs M. Gwilliam  
There was 1 member of the public present.

#### Fire Procedure

Minute No.	Agenda Item	
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|--------|---|--|
| 121-20 | 1 | <b><u>APOLOGIES</u></b> Cllrs Carroll and Dickin   |
| 122-20 | 2 | <b><u>*TO CO-OPT NEW COUNCILLORS</u></b> Cllrs Bamber Hawes and Stuart Morris were welcomed as new councillors.                      |
| 123-20 | 3 | <b><u>DECLARATIONS OF INTEREST</u></b><br>a) To declare any disclosable pecuniary interests<br>b) To declare any personal interests. |

Name	Agenda Item	Personal	Prejudicial
Cllr Magill	Item 9.6 (Planning)	✓	
Cllr Perry	Item 9.6 (Planning)	✓	
Cllr Houghton	Item 9.6 (Planning)	✓	
Cllr Perry	Item 14 (Town Hall Trust)	✓	
Cllr Stelman	Item 14 (Town Hall Trust)	✓	
Cllr Perry	Item 14 (Town Hall Trust)	✓	
All Cllrs	Item 18 (Public Hall)	✓	

- |        |   |                                   |
|--------|---|-----------------------------------|
| 124-20 | 4 | <b><u>APPROVAL OF MINUTES</u></b> |
|--------|---|-----------------------------------|

**16<sup>th</sup> June. RESOLVED:** Accepted with slight corrections. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour.

**2<sup>nd</sup> July. RESOLVED:** Accepted with slight corrections. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

125-20 5

**REPORT FROM THE MAYOR**

Carnival. The Mayor thanked Cllr Dickin and the carnival committee for organising virtual festival activities including the windows competition and the surprise float.

Hedges. Shropshire Council was behind with pruning trees and hedges. Please forward complaints to the Clerk who will pass them on to the Council.

Playing fields. The equipment is checked every 2-3 weeks. The public is required to clean it before/after use in line with Covid-19 regulations. There has been some vandalism. Please respect the facilities – they are for everyone's benefit.

Traffic Plans. Following the Town Council meeting on 2<sup>nd</sup> July, the temporary plans suggested have been forwarded to Shropshire Council. No response yet.

Bench. Prices have been sought for the new bench and memorial plaque in recognition of the work of Mary Pullen.

Training for Councillors. The clerk will circulate suggested dates and times.

Small Market Town Grants. There is a very short turn around. See item 7.

126-20 6

**REPORT FROM THE CLERK**

The Clerk had received a letter with regard to the change of building use from retail to yoga, (23 Church St).

The issue of the poor rendering will now be settled out of court. The issue will now be mediated at a zoom meeting with Christopher Matthew, the Clerk, Mayor and Deputy.

127-20 7

**UNITARY COUNCILLOR**

Grants. Shropshire Council had now processed over 80% of Business Grants (£10,000). If there were technical difficulties, businesses would be offered extension grants of £2,500 - £5,000 and upgraded if possible.

In addition, there were Community Resilience grants available (source of last resort) and Grants for communities along the Heart of Wales line.

Small Market Towns Grant of £5,000. The deadline is 31<sup>st</sup> July so little time to put in a bid. Ideas were discussed and an integrated bid was suggested. Cllr Perry will organise it with the help of Cllr Hawes and the Community Partnership. The message will be that it is safe to come to Bishop's Castle: we have new and on-going tourist attractions and are Covid-19 social distancing compliant. The aim is to increase footfall.

**RESOLVED:** An integrated bid will be developed: improving the website to attract visitors; supporting the Railway Society's plans for Heritage Day in September; supporting further attractions in the elephant trail, and buying planters to maintain social distancing outside Spar. (Website hits and visitor numbers at the Heritage Day and trail can be collected to feed back in October). Proposed Councillor Magill; Seconded Cllr Stelman. All in favour.

Economic Development Advisory Group. Cllr Houghton proposed that a group be formed to develop ways of promoting Bishop's Castle, as the recovery will take a long time. For example the buy local campaign was working well. Regular items need sending to the press and it was more than one person's capacity. The Town Council agreed to set up a group of Councillors with members of the Community Partnership and Enterprise South West Shropshire. Cllrs Perry, Houghton and Stelman agreed to be the Council representatives.

Roadworks. Surface dressing between Bishop's Castle and Craven Arms.

SpArC. The spin bikes have arrived. Although the Government now allows the Leisure Centre to be open, ventilation checks need doing beforehand, so no start date yet. The Gym and Sports Hall floors have been repaired.

Library. The library is now open for collection of pre-booked ready reads.

Shropshire Council. This had met using Microsoft Team but took all day and there were difficulties with voting. It was decided not to do anything with the Clive of India Statue in the short term. (Careful thought about the wording on the interpretation boards needs taking when the Old Market Square in Bishop's Castle is revamped).

Freedom to move. Suggestions of new pavements and safe walking routes have been put forward to Shropshire Council. No response yet.

Police report. The biggest local issue is the theft of quad bikes. Please follow police suggestions for keeping them secure.

SMART Water. Please display the stickers in house windows. It is a big deterrent.

128-20 8

**PUBLIC PARTICIPATION SESSION** Nothing requested.

129-20 9

**PLANNING**

1. 20/02748/DIS Conversion of outbuildings of Grade II Listed Buildings at 23 High Street. For information only.

2. 20/02774/TCA Felling of 2 trees at Church View 3 Church St. The trees will be replaced. The tree warden has visited and approves the proposal.

**RESOLVED:** Approved. Proposed Cllr Stelman; Seconded Cllr Hawes. All in favour bar 1 abstention.

3. 20/02541/DIS Conversion of workshop into holiday let 13 Bankshead. For information only.

4. 20/02539/ADV new fascia sign 33 Church St.

**RESOLVED:** No objection. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour bar 1 abstention.

5. 20/02122/LBC replacement of floor and beams in the barn at 2 union St.

**RESOLVED:** No objection. Proposed Cllr Magill; Seconded Cllr Hawes. All in favour bar 1 abstention.

6. APP/L3245/Y/20/3250533 Appeal against refusal of conversion and alterations of Boar's Head Hotel, Church St. Shropshire Council had refused this on the grounds that this would be the loss of a community asset.

The public inspector will visit the property and further comments are sought.

The Town Council felt its original comments still stood.

- 1) One dwelling impacts on 2 close neighbours.
- 2) Loss of community asset.
- 3) Local knowledge of already inferior drainage which would be further impacted upon.
- 4) Loss of accommodation for tourists if converted to houses.

In addition, gates had been put across the front of the car park and property that have affected the townscape.

**RESOLVED:** The Town Council objects on the same grounds as before. Proposed Cllr Stelman; Seconded Cllr Hawes. All in favour bar 3 abstentions.

130-20 10

**MONTHLY FINANCES**

- i. To note the Bank Reconciliation

**RESOLVED:**

Approved. Proposed Cllr Stelman; Seconded Cllr Magill. All in favour.

- ii. To receive the internal auditor's report. No problems.

**RESOLVED:**

The Internal Auditor's was accepted.

- iii. To agree the annual return.

**RESOLVED:**

Accepted. Proposed Cllr Morris; Seconded Cllr Stelman. All in favour.

iv. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	July Return	900.26
HMRC	PAYE and NI	July Return	806.44
Staff salaries	4 staff	July Return	2336.38
C. Owen	minute taker	99.	37.56
G. Dudley	Toilet cleaning	100.	420.00
I. Selkirk	Internal audit	101.	350.00
A. Evans	Grass cutting	102.	1490.76
Exemplum	Printing	103.	78.83
Hall sms	Toilet products	104.	9.04
Belvidere lifts	Lift maintenance	105.	168.00
G.J. Rippon	Work from home	106.	24.00
M. Gwilliam	Work from home	107.	24.00
Shropshire Council	Waste collection fee	108.	255.00
Shropshire Council	Joint energy cots	109.	664.16
Shropshire Council	Premises licence	110.	70.00
Shropshire Council	Premises licence	111.	180.00
Telescopic window cleaning	Window cleaning	112.	45.00
National allotment Society	Subscription	113.	66.00
The mailing room	Maintenance charge	114.	133.38
Host -IT	Website upgrade	115.	59.34
Bt	telephone and broad band	116.	372.97
waterplus	Rates	117.	21.50
waterplus	Rates	118.	33.60
Shropshire Council	Rates	119.	57.00
Shropshire Council	Rates	120.	141.00
EON	electricity	121.	18.44
EON	electricity	122.	40.02
EON	electricity	123.	20.48
Corona	electricity	124.	16.57
BG	electricity	125.	18.60
	<b>Total</b>		<b>£ 8845.98</b>

One further invoice had been received:

MarkOne Safety Solutions, (Servicing of fire alarms) £90.

**RESOLVED:**

Approved plus the extra invoice. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

Cllr Stedman agreed to become an extra signatory

£200 grant money is available. Currently there's one at the Community College and one at the pharmacy.

**RESOLVED:** A defibrillator be sited at the top of town using the grant and signage installed to locate them. Proposed Cllr Stelman; Seconded Cllr. Magill. All in favour.

132-20 12 **TO AGREE THE ALLOTMENT REPORT**

The allotments are looking good. (People have had more time this year to tend them). 3 tenants who have not used their plots will be visited to check if they are ok as there has been no reply to the letter sent to them.

In order to give tenants 12 months' notice of becoming members when they pay the rent, the change will come into effect from 2022, with an incentive offered to those who become members from 2021.

Thanks were expressed to Meg for the quality of the report.

**RESOLVED:**

The report was accepted. Proposed Cllr Magill; Seconded Cllr Stelman. All in favour.

133-20 13 **TO AGREE THE REVISED COMPLAINTS POLICIES**

Cllr Stelman presented the draft updated Complaints Policy. Some minor improvements to the wording were suggested.

The assistant Clerk presented the updated draft Disciplinary Policy and Procedure.

**RESOLVED:**

The policies were accepted. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.

134-20 14 **TOWN HALL TRUST**

2 weddings with 30 people maximum had been booked in the autumn.

The Farmers' Market held in Enterprise House car park in July was successful and will continue in August and September. Stallholder charges will be made for these two markets and passed over to Enterprise House.

Furloughed staff will begin a phased return to work. Full time work is not possible until the Town Hall can return to full capacity.

135-20 15 **COMMUNITY PARTNERSHIP**

The partnership has been supporting the Buy Local campaign. VT Prints are to donate 3 banners to promote Bishop's Castle being open for business. The Community support for the one-way system is 50:50, so there will be a trial. The Partnership will work with the Town Council collecting and collating the information.

It will also help with the Neighbourhood Plan re the site allocation and assist the Economic Development Advisory Group, previously minuted, with the post Covid-19 recovery plan.

136-20 16 **REPORTS FROM MEETINGS ATTENDED**

No other meetings attended.

137-20 17 **ITEMS FOR FACEBOOK / WEBSITE**

Welcome to the new councillors; please display SMART Water stickers, (no need to register – already done); vandalism in playing fields; grant applied for extra defibrillator.

138-20 18 **PUBLIC HALL**

**RESOLVED** This item will be discussed in private.

Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour. The public were asked to leave the meeting.

139-20 19 **NEXT MEETING**

Tuesday 18<sup>th</sup> August 2020, 7.30pm. The meeting closed at 9.05pm.

