



# BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC  
Town Clerk  
Tel: 01588 638141  
Email: townclerk@bishopscastle-towncouncil.gov.uk

The Town Hall  
Bishop's Castle  
Shropshire  
SY9 5BG

**MEMBERS OF THE COUNCIL YOU ARE HEREBY SUMMONED  
TO ATTEND A MEETING OF BISHOP'S CASTLE TOWN COUNCIL  
WHICH WILL BE HELD VIA ZOOM  
ON TUESDAY 17<sup>th</sup> NOVEMBER 2020 AT 7.30 PM**

Zoom details are  
Join Zoom Meeting

<https://us02web.zoom.us/j/3592617954?pwd=NINva202UHB5N0xIOEhWYUxWVIZ5dz09>

Meeting ID: 359 261 7954  
Password: 7QNWbs

Signed:  FSLCC, Cert HE Ceg  
TOWN CLERK

Date: 11<sup>th</sup> November 2020

## **AGENDA**

### FIRE PROCEDURE

- |    |  |
|----|--|
| 1. | <b><u>APOLOGIES</u></b><br>To note apologies   |
| 2. | <b><u>TO CO-OPT NEW COUNCILLORS</u></b><br>To co-opt any new councillors   |
| 3. | <b><u>DECLARATIONS OF INTEREST</u></b><br>a) To declare any disclosable pecuniary interests.<br>b) To declare any personal interests.      |
| 4. | <b><u>APPROVAL OF MINUTES</u></b><br>To approve the minutes of the Town Council Meetings held on 20 <sup>th</sup> October 2020             |
| 5. | <b><u>PUBLIC PARTICIPATION SESSION</u></b><br>Members of the public wishing to speak should give prior notification of their wish to speak |
| 6. | <b><u>REPORT FROM THE MAYOR</u></b>  |

	To receive a report from the Mayor																																																																
<b>7.</b>	<b><u>REPORT FROM THE CLERK</u></b> To receive a report from the Clerk																																																																
<b>8.</b>	<b><u>UNITARY COUNCILLOR</u></b> To receive a report from the Unitary Councillor																																																																
<b>9.</b>	<b><u>PLANNING</u></b>  PLANNING <b>1. 20/01842/FUL</b>  Application under Section 73A of the Town and Country Planning Act 1990 for the erection of an extension to form internal staircase and change of use of existing outbuilding to form ancillary games room and office accommodation.   15 Castle Green Bishops Castle SY9 5BY  <b>2. 2020/03071/PMBPA</b>  Application for the conversion of barn into dwelling (prior notification under Schedule 2, Part 3, Class Q of Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)   Proposed Conversion Of Agricultural Barn Woodbatch Bishops Castle Shropshire  <b>3. 20/03780/FUL</b>  Application for the conversion of outbuilding to form one dwelling as ancillary accommodation   Outbuilding Rear Of 23 Church Street Bishops Castle SY9 5AD																																																																
<b>10.</b>	<b><u>MONTHLY FINANCES</u></b>  i. To note the Bank Reconciliation ii. To discuss and decide on the budget and precept demand for 2021-2022 iii. To approve the following invoices for payment:  <table border="1"> <thead> <tr> <th>Payee</th> <th>Item</th> <th>Invoice</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Shropshire County Pension Fund</td> <td>Monthly pension payment</td> <td>November Return</td> <td>909.37</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI</td> <td>November Return</td> <td>846.86</td> </tr> <tr> <td>Staff salaries</td> <td>4 staff</td> <td>November Return</td> <td>2340.31</td> </tr> <tr> <td>C. Owen</td> <td>Minute taker</td> <td>225.</td> <td>37.56</td> </tr> <tr> <td>G. Dudley</td> <td>Toilet cleaning</td> <td>226.</td> <td>336.00</td> </tr> <tr> <td>M. Gwilliam</td> <td>Work from home allowance</td> <td>227.</td> <td>24.00</td> </tr> <tr> <td>G.J. Rippon</td> <td>Work from home allowance</td> <td>228.</td> <td>24.00</td> </tr> <tr> <td>Telescopic WC</td> <td>Window cleaning</td> <td>229.</td> <td>45.00</td> </tr> <tr> <td>Andrew Evans</td> <td>Grass cutting/maintenance</td> <td>230.</td> <td>2247.36</td> </tr> <tr> <td>Blachere</td> <td>Christmas lights</td> <td>231.</td> <td>2192.40</td> </tr> <tr> <td>WTT Services</td> <td>Grass cutting</td> <td>232.</td> <td>100.00</td> </tr> <tr> <td>Halls sms</td> <td>Toilet rolls</td> <td>233.</td> <td>29.18</td> </tr> <tr> <td>Exemplum</td> <td>printing</td> <td>234.</td> <td>99.52</td> </tr> <tr> <td>DV Col</td> <td>grant</td> <td>235.</td> <td>50.00</td> </tr> <tr> <td>Allotment Society</td> <td>Membership renewal</td> <td>236.</td> <td>66.00</td> </tr> </tbody> </table>	Payee	Item	Invoice	Amount £	Shropshire County Pension Fund	Monthly pension payment	November Return	909.37	HMRC	PAYE and NI	November Return	846.86	Staff salaries	4 staff	November Return	2340.31	C. Owen	Minute taker	225.	37.56	G. Dudley	Toilet cleaning	226.	336.00	M. Gwilliam	Work from home allowance	227.	24.00	G.J. Rippon	Work from home allowance	228.	24.00	Telescopic WC	Window cleaning	229.	45.00	Andrew Evans	Grass cutting/maintenance	230.	2247.36	Blachere	Christmas lights	231.	2192.40	WTT Services	Grass cutting	232.	100.00	Halls sms	Toilet rolls	233.	29.18	Exemplum	printing	234.	99.52	DV Col	grant	235.	50.00	Allotment Society	Membership renewal	236.	66.00
Payee	Item	Invoice	Amount £																																																														
Shropshire County Pension Fund	Monthly pension payment	November Return	909.37																																																														
HMRC	PAYE and NI	November Return	846.86																																																														
Staff salaries	4 staff	November Return	2340.31																																																														
C. Owen	Minute taker	225.	37.56																																																														
G. Dudley	Toilet cleaning	226.	336.00																																																														
M. Gwilliam	Work from home allowance	227.	24.00																																																														
G.J. Rippon	Work from home allowance	228.	24.00																																																														
Telescopic WC	Window cleaning	229.	45.00																																																														
Andrew Evans	Grass cutting/maintenance	230.	2247.36																																																														
Blachere	Christmas lights	231.	2192.40																																																														
WTT Services	Grass cutting	232.	100.00																																																														
Halls sms	Toilet rolls	233.	29.18																																																														
Exemplum	printing	234.	99.52																																																														
DV Col	grant	235.	50.00																																																														
Allotment Society	Membership renewal	236.	66.00																																																														

Shropshire Council	rates	237.	364.00
waterplus	Rates (Public Hall committee treasurer failed to pass on bills for 3 years)	238.	1610.38
<b>For information</b>			
BT	telephone and broad band	239.	302.73
BG	Electricity	240.	1405.38
BG	Electricity	241.	23.88
Corona	electricity	242.	142.84
Shropshire Council	rates	243.	141.00
		<b>Total</b>	<b>£ 13335.51</b>

**11. TO DISCUSS THE CLIMATE ACTION PLAN**

**12. TO AGREE THE FOLLOWING POLICES AND REVIEWS**

1. To adopt the draft Data Management and Audit Policy
2. To approve the October 2020 Data Audit Report
3. To receive A GDPR Review

**13. TOWN HALL TRUST**

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

**14. COMMUNITY PARTNERSHIP**

To receive the Community Partnership Response to the SC Draft Local Plan

**15. REPORTS FROM MEETINGS ATTENDED**

To receive reports from meetings attended

**16. ITEMS FOR FACEBOOK/WEBSITE**

To consider items for inclusion on the Facebook page

**17. NEXT MEETINGS**

**15<sup>th</sup> December 2020**