



Gwilym J Rippon Cert. He CEG, PSLCC
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The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 16TH JANUARY 2018 AT 7.30PM

There were two members of the public present and Paul Sutton, (Director of Assets and Development for Connexus Housing Group) gave a presentation.

Presentation by Mr Paul Sutton

Mr Paul Sutton explained the background to Connexus (a merger of Shropshire and Hereford Housing Associations) and described 7 recent housing projects. He outlined what help his organisation could offer Bishop's Castle, e.g. access to expertise, borrowing capacity, flexible stewardship.

In Bishop's Castle, the Community Land Trust is struggling to acquire plots of land cheaply enough to build affordable housing, which is very much needed. Developers are not interested in very small projects. The landowners want to sell at a higher price that attracts developers wanting to build open market value housing. Various options of compromise or possible help from Connexus were discussed, e.g. Connexus buy a plot of land, build some houses and sell rest to Community Land Trust.

One member of the public asked a question re what priority would be given to local people, if some houses were built.

Paul Sutton agreed to

- 1) Look at the Samdev site(s)
- 2) See if his team could find some land to buy
- 3) Produce a collation of needs from the research/evidence already collected.

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

Minute No.	Agenda Item	
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001-18 1 **APOLOGIES**
Apologies were received from Cllr Roberts, (other commitments).

002-18 2 **TO CO-OPT NEW COUNCILLORS**
No nominations were received.

003-18 3 **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 12 Town Hall Trust	✓	
Cllr J Magill	Item 12 Town Hall Trust	✓	✓
Cllr A Naiad	Item 12 Town Hall Trust	✓	
Cllr R Houghton	Item 11/ Town Plan Item 14 Meetings attended SpArC	✓	✓
Cllr S Whittingham	Item 11/ Town Plan Community Land Trust	✓	✓

004-18 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 21st November 2017
(The meeting of 12th December was not quorate).
The minutes were approved.
PROPOSER Cllr G Perry SECONDED Cllr R Houghton
All in favour

005-18 5 **REPORT FROM THE MAYOR**
To receive a report from the Mayor.
a) Cllr Carroll updated the Town Council with regard to the proposed Business Park, for information. Shropshire Council were unhappy about the proposed finance arrangements. Steve Bowen's costs (Quantity Surveyor) were £9,450 + VAT. The Community Land Trust could not borrow this cheaply and the Community Land Trust trustees were unhappy about the burden of risk to themselves. The suggestion (preferred by Shropshire Council) was that the asset transfer would be made to the Town Council instead of the Community Land Trust. The Town Council could borrow the money at a much cheaper rate, and wouldn't have to pay the VAT. There was money in next year's budget that could be used, with the aim of helping the economy in Bishop's Castle by this

project. If the Town Council borrowed money to prepare the infrastructure, it could allow the Community Land Trust to be the first tenant and start building. Cllr Carroll suggested that the Town Council pay £2,000 and the Community Land Trust pay the rest of the surveyor's costs as a donation, providing:

- b) Shropshire Council agreed to make the assets transfer to the Town Council.
- c) a leasehold arrangement was set up. Various costs and quotes were being prepared and Shropshire Council would look at the Business Plan in March/April.
- d) BC Library.

Cllr Carroll informed that Council that Shropshire Council was phasing out its funding of the Library by 2022.

006-18

6

REPORT FROM THE CLERK

To receive a report from the Clerk.

- a) Many compliments had been received re the Christmas Lights.
- b) The stones had been sold and he was waiting for the road to be adopted.
- c) Ian Selkirk had offered his services again as internal auditor.
- d) The clerk sought approval for payment to a regular charity and to the ICO (Data Protection)

007-18

7.

UNITARY COUNCILLOR

- a) Public Hall. Cllr Keeley outlined recent difficulties with drainage and heating. The Hall was in demand for hire but the issues needed sorting out. The Public Hall trustees were encouraged to contact the Town Clerk for contacts of experts who could help.
- b) Exit from the Park on Grange Road. Suggestions of adding road markings to slow traffic were made but Shropshire Council has a spend freeze at the moment.
- c) Youth – request for the Skateboard park to be cleared of chippings and for a Youth shelter to be provided.

008-18

8

PUBLIC PARTICIPATION SESSION

Members of the public wishing to speak should give prior notification of their wish to speak. Two members of the public attended and spoke in connection to the presentation on affordable housing.

009-18

9.

PLANNING

To discuss and decide on the following planning application:
17/0599/VAR

Application for variation of Condition No.3 attached to permission CC2007/0040 dated 15/12/2007 to allow for the retention of the demountable accommodation for a further temporary period of ten years at The Community College, Bishop's Castle, Brampton Road, Bishop's Castle. SY9 5AY.

PROPOSED Cllr G Perry

SECONDED Cllr J Magill

All in favour.

010-18

10

FINANCE

i) To note the bank reconciliation. This was accepted

ii) To ratify the following invoices, these paid following the non-quorate meeting:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	December Return	597.11
HMRC	PAYE and NI	December Return	665.90
Staff salaries	4 staff	December Return	1986.34
GA & SA Dudley	Auction yard toilets	242	420.00
Water plus	Water rates	243	52.52
Iain Selkirk	Internal Audit	244	350.00
Blachere	Christmas lights	245	1894.49
Exemplum	Printer	246	29.02
BCBS	Scalping for allot. track	247	42.78
Viking	Stationery	248	156.18
D.W.Cole	Plumbing	249	355.00
D.W.Cole	Plumbing	250	275.00
MM Fabrications	Safety rails	251	734.40
M&A Helleur	Repair to cabinet	252	120.00
A.Wallace	Street cleaning	253	23.55
S Whittingham Happy Bap	Refreshments civic awards		137.50
For Information			
Shropshire Council	NDR council office August	225	97.00
	Total		7799.29

APPROVED

PROPOSED Cllr R Houghton

SECONDED Cllr K Bance

All in favour

iii) To approve the following invoices for payment: APPROVED

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	January Return	597.11
HMRC	PAYE and NI	January Return	665.90
Staff salaries	4 staff	January Return	1986.34
WN Bishop	Photography	263	50.00

A.Wallace	Street cleaning	264	15.70
GA & SA Dudley	Auction yard toilets	265	336.00
GA & SA Dudley	Maintenance	266	605.00
For Information			
Shropshire Council	NDR council office August	267	97.00
	Total		4353.05

PROPOSED Cllr J Magill SECONDED Cllr R Houghton
All in favour

- 011-18 11. **TOWN PLAN**
It was noted there was an issue with a gate leading from Housing association property into the park.
- 012-18 12. **TOWN HALL TRUST**
There had been a positive liaison meeting.
- 013-18 13 **GENERAL DATA PROTECTION REGULATIONS**
To receive a report.
The new regulations will affect all personal data held by the Council, e.g. allotment tenants and advertisers. The Council needs to appoint someone to verify that the Council is complying with the new regulations. This cannot be the Clerk.
- 014-18 14. **REPORTS FROM MEETINGS ATTENDED**
Cllr R Houghton had attended leader training with regard to funding for the development of allotments. The Council needs to write the bid, with quotes and risk assessments, before the deadline in May. Guidance is coming, but Council will need to spend the money and claim it back afterwards.
Cllr J Carroll had attended a meeting where the library, Shropshire Volunteers, fuel poverty and SpArC theatre had been discussed.
(Cllr R Houghton asked for Councillors to attend a meeting re SpArC).
- 015-18 15. **ITEMS FOR FACEBOOK/WEBSITE**
To consider things for inclusion on the Facebook page.
a) Thank you from the Christmas Lights committee
b) Land wanted to buy for affordable housing
c) Councillors needed
d) Some grant money still available – apply in writing to the Clerk.
- 016-18 16. **NEXT MEETINGS**
20th February 2018



Bishop's Castle TOWN COUNCIL



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HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 20TH FEBRUARY 2018 AT 7.30PM

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

Minute No.	Agenda Item	
017-18	1	<u>APOLOGIES</u> Apologies were received from Cllr S Whittingham, (other commitments), Cllr R Houghton (other commitments), Cllr K Bance (other commitments), Cllr J Keeley (other commitments).
018-18	2	<u>TO CO-OPT NEW COUNCILLORS</u> No nominations were received.
019-18	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr J Carroll	Item 14Town Hall Trust	✓	
Cllr J Magill	Item 14Town Hall Trust	✓	✓
Cllr A Naiad	Item 14 Town Hall Trust	✓	
Cllr A Roberts	Item 14 Town Hall Trust	✓	✓

020-18

4

APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 16th January 2018

The following corrections were noted:

The name of the Presenter, Paul Hutton, should read as Sutton.

The minutes were approved.

PROPOSER Cllr G Perry SECONDED Cllr J Magill

021-18

5

REPORT FROM THE MAYOR

To receive a report from the Mayor.

1. Cllr J Carroll raised the fact that follow has to be done on the Wintles road now that Stones have been sold. This will be raised with the Shropshire Council at the next meeting. A proposal will be put forward to divert traffic and deter them from driving through the town centre.
2. Following the talk with Paul Sutton, a representative of Florian Homes will be asked to talk to Council at the March meeting.
3. A matter not placed on the Agenda was a complaint from a member of the Public regarding the condition of the Town Hall which is dirty and requires painting. It was agreed that urgent focus will be placed on the matter and will be dealt with Cllr J Roberts and the Town Clerk.
4. Noted that the spelling on the signage of the new Co-Op building in Bishop's Castle is spelt incorrectly. The Town Clerk to address the matter.
5. The French Twinning group will be coming to town on 28th April and an afternoon reception will be arranged for 30th April. All Councillors will be welcome.

022-18

6

REPORT FROM THE CLERK

To receive a report from the Clerk.

1. Belvedere lifts have found that the uninterruptable power supply was faulty and this will be repaired.
2. An email has been received from a member of the Public regarding traffic mounting the pavement in front of her property in Church

Street. This is deemed as dangerous especially for young children and the matter will be addressed by Council.

3. See Item 11.

4. A member of the Public has complained about the condition of the Skate Park. He has requested shelter and a bench.

023-18

7. **UNITARY COUNCILLOR**

a) The Unitary Councillor was absent.

024-18

8 **PUBLIC PARTICIPATION SESSION**

Members of the public wishing to speak should give prior notification of their intention to speak. No members of the Public attended.

0025-18

9. **PLANNING**

To discuss and decide on the following planning applications:

a. 18/00637/DIS

Application for the discharge of conditions 3 (masonry and mortar) 4 (roof window details) and 5 (external joinery) associated with planning application number 17/05058/LBC at Outbuildings At Bakehouse Cottage 20 Market Square Bishops Castle Shropshire.

No objection subject to conservation officer approval

PROPOSER Cllr J Carroll SECONDED Cllr G Perry

b. 18/00598/PA4

Application for a direction made under article 4(1) TO WHICH Schedule 3 Applies at Bishops Castle Methodist Church Station Street Bishops Castle Shropshire SY9 5AQ

Cllr J Carroll confirmed that as this is a building of significance and permission to demolish needs to be obtained.

c. 18/00404/FUL

Application for the erection of polytunnel for vegetable-growing at Littley (should be Little ar) Woodbatch Bishops Castle Shropshire SY9 5JT.

PROPOSER Cllr A Roberts SECONDED Cllr J Magill

026-18

10 **MONTHLY FINANCES**

i. To note the Bank Reconciliation - noted

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	February Return	597.11
HMRC	PAYE and NI	February	665.90

		Return	
Staff salaries	4 staff	February Return	1986.34
Cathy Owen	Minute taking	306	25.00
Bridgnorth & South Shropshire Crucial Crew	Crucial Crew	307	240.00
A. Wallace	Street cleaning	308	31.40
GA & SA Dudley	Auction yard toilets	309	420.00
Ruth Houghton	Mileage (training)	310	22.50
BCHRC	Storage	311	£256.00
Telescopic Window cleaning	Window cleaning	312	90.00
Exemplum	Printing	313	65.77
Highline Electrical	Street lighting	314	48.60
G.J. Rippon	Reimbursement for screen, mileage to attend audit training	315	297.29
Shropshire Council	Joint energy (street lighting)	316	506.34
For Information			
British Gas	Electricity bill	317	375.92
Water Plus	Water rates	318	19.62
Water Plus	Water rates	319	54.89
Water Plus	Water rates	320	31.83
Eon	Electricity bill	321	59.08
Pitney Bowes	Franking Machine	322	50.00
	Total		5843.59

027-18

11.

**TO DISCUSS AND DECIDE ON THE PURCHASE OF A BT
TELEPHONE KIOSK AT COLEBATCH**

Council will purchase the Telephone Kiosk at a cost of £1. Electricity will be connected and a defibrillator installed.

028-18

12.

**TO DISCUSS AND DECIDE OF ENGAGING A QUANTITY
SURVEYOR**

A discussion was held regarding the engagement of a quantity surveyor to estimate the cost of getting the Business park ready. The cost would be £11,000 which has not been allocated in the budget. A proposal was made to use £2,000 from next year's grant budget to stimulate economic development.

PROPOSER Cllr A Naiad

SECONDED Cllr A Roberts.

- 029-18 13 **TOWN PLAN**
To receive a report.
A full report will be given at the next meeting as Cllr J Carroll and Cllr A Naiad are meeting with interested parties.
Shropshire Council is working hard to ensure a Place Plan is available as a Work document that all Councils will be able to update.
The Churchstoke Co-Op has been donating bread to the Community College.
A steering group has now been elected who will attend a dementia friendly meeting on 7 March at Stone House Coverage Care.
- 030-18 14. **TOWN HALL TRUST**
To receive an update on the Town Hall and the Town Hall Trust

Cllr J Carroll has received an email that there are 11 Weddings booked. This is a significant number and positive news. Cllr J Carroll complimented on the effort made by the Committee and Staff for the arrangement of these weddings. Rent and electricity will be paid from the 1 April.
- 031-18 15. **POLICIES**
To discuss and agree the following policies
 a. Code of Conduct
 b. Media policy – read as social media policy
Cllr A Roberts suggested that a date and review date should be inserted on the Policies.

PROPOSER Cllr A Roberts SECONDED Cllr G Perry
- 032-18 16. **GENERAL DATA PROTECTION REGULATION**
To receive a report

People to be made aware that once they give their details, Council would have to ask their permission to use their information at any time in the future.
- 033-18 17. **REPORTS FROM MEETINGS ATTENDED**

Cllr's A Roberts and A Naiad, together with Councillors from neighbouring parishes, attended a meeting at SpArC. The meeting was very positive and many Councillors said they would take back the initiative to their parishes.
- 034-18 18. **ITEMS FOR FACEBOOK / WEBSITE**

To consider items for inclusion on the Facebook page

The dangers of parking and driving on pavements.
Colebatch telephone kiosk.

The meeting closed at 8.57

035-18

19.

NEXT MEETINGS

20th March 2018



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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 20TH MARCH 2018 AT 7.30PM

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

Minute No.	Agenda Item	
036-18	1	<u>APOLOGIES</u> Apologies were received from Cllr K Bance (other commitments).
037-18	2	<u>TO CO-OPT NEW COUNCILLORS</u> No nominations were received.
038-18	3	<u>DECLARATIONS OF INTEREST</u>

Name	Agenda Item	Personal	Prejudicial
Cllr J Carroll	Item 14Town Hall Trust	✓	
Cllr J Magill	Item 14Town Hall Trust	✓	✓

Cllr A Naiad	Item 14 Town Hall Trust	✓	
Cllr A Roberts	Item 14 Town Hall Trust	✓	✓
Cllr R Houghton	Item 10 payment to SpArc	✓	✓

a) To declare any disclosable pecuniary interests

b) To declare any personal interests.

039-18

4

APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 20th February 2018

The following corrections were noted:

Item 5.3 Town Hall should read as Public Hall.

Item 6.2 An article to be published in the Council News re parking in Church Street.

Item 11 Installation of a defibrillator in the Telephone Kiosk was an idea.

Item 13 The donation of bread by Churchstoke Coop was arranged by the Food Hub.

Item 13 A Dementia steering group was formed, not elected.

The minutes were approved.

PROPOSER Cllr G Perry SECONDED Cllr J Magill

040-18

5

REPORT FROM THE MAYOR

To receive a report from the Mayor.

1. Market Square to be closed temporarily due to water repairs.

041-18

6

REPORT FROM THE CLERK

To receive a report from the Clerk.

1. The Practitioners Conference was held on Thursday 22nd and Friday 23rd February with many hot topics discussed.

042-18

7.

UNITARY COUNCILLOR

To receive a report from the Unitary Councillor.

1. It was discussed as to who would be in charge of the street lighting in the area of the new development at Lavender Bank. Cllr A Roberts pointed out that the Developers are being very co-operative.
2. Potholes are a big problem throughout the area, follow up needs to be done.
3. Changes to Crow Gate were discussed. The owners lease the property from the Shropshire Council. Cllr R Houghton asked how the £3000 for environmental purposes would affect. Cllr Keely to investigate.
4. The Underground and general condition of the Public Hall was discussed and agreed to seek professional opinion.

043-18

8

PUBLIC PARTICIPATION SESSION

Members of the public wishing to speak should give prior notification of their intention to speak. Two members of the Public attended.

It was agreed to move Item 12 to Item 8. Proposer Cllr R Houghton
Seconded Cllr S Whittington.

An upgrade to the Skate Park was requested in terms of more seating, upgrade of ramps and other enhancements. The matter of fund raising was discussed and agreed to support in principal.

Proposer Cllr R Houghton Seconded Cllr G Perry

The street lights in Mr Clerk to follow up.

044-18

9.

PLANNING

To discuss and decide on the following planning applications:

18/01089/VAR

Application for the variation of Condition No. 2 attached to Planning Permission 17/017017/FUL dated 31 May 2017 to change roof from hipped to flat roof at King Edward House 8 High Street Bishops Castle SY9 5BQ

No objection

Proposer Cllr G Perry Seconded Cllr A Roberts

17/04783/FUL

Application for the conversion of traditional agricultural building into farm workers rest room with first floor accommodation for temporary farm worker at The Cottage, Lydbury North, Bishops Castle, Shropshire, SY9 5ET

This application was decided and agreed at a previous meeting.

Applications Decided

18/00233/LBC

Application for works to Listed Building to include repair or replacement of first floor front windows, attic windows and rooflights; replacement external door and guttering; works to line three chimney flues at 38 - 40 High Street, Bishops Castle, Shropshire, SY9 5BQ.

Granted

045-18

10

MONTHLY FINANCES

- i. To note the Bank Reconciliation – To be deferred
- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
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Shropshire County Pension Fund	Monthly pension payment	March Return	597.11
HMRC	PAYE and NI	March Return	665.90
Staff salaries	4 staff	March Return	1986.34
Andrew Evans	Grass cutting	328	115.32
SALC	Training Invoices 274,570,939 UNPAID FROM SALC BACK TO SEPT	329	66.99
ESWS	Website	330	200
Exemplum	Printing	331	168.31
Hall SMS	Toilet rolls	332	84.50
A. Wallace	Street Cleaning	323	31.40
Highline	Repairs to street lighting	324	558.60
G. Dudley	Toilet cleaning	325	336.00
G. Dudley	Maintenance	326	605.00
SpArC			15,000
For Information			
Mailing room	Postage	327	119.40
E-on (DD, March 2018)	Playing fields electricity, estimated		59.49
	Total		20,594.36

All invoices to be paid except for G Dudley.

Proposer Cllr A Roberts Seconded Cllr A Naiad

046-18

11.

TO DISCUSS AND DECIDE ON THE PURCHASE OF A BEACON FOR THE 1914 – 1918 WAR CENTENARY COMMEMORATION

Proceedings for the commemoration on the 11 November 2018 were discussed. Beacon to be lit at 7pm. During the day buglers will play the Last Post and Church Bells will be rung. Cllr A Roberts to register professional photographer.

Proposer Cllr R Houghton Seconded Cllr J Magill

- 047-18 12. **TO DISCUSS THE SKATEBOARD PARK**
- Moved to Item 8.
- 048-18 13 **TO DISCUSS FUTURE FUNDING FOR THE PUBLIC HALL**
- Council discussed various options of whether to either demolish or upgrade the Public Hall.
Cllr G Perry proposed that a Council Structural survey be done and thereafter to look at either retaining or disposing of the building. If decided to retain then to obtain a quote to put the building back to its full use.
- Proposer Cllr G Perry Seconded Cllr S Whittington
- 049-18 14. **TOWN PLAN**
- To receive an update on the Town Plan.
To be presented with a policy from the Community Plan meeting.
- No feedback was received.
- 050-18 15. **TOWN HALL TRUST**
- To receive an update on the Town Hall and the Town Hall Trust.
- Positive feedback has been received. Weddings have been booked and enquiries received for next year.
- 051-18 16. **CHRISTMAS LIGHTS FESTIVAL - GROTTA**
- To discuss proposed financial arrangements for the December 2018 Grotto.
- Cllr S Whittington asked for the matter to be deferred to the next Agenda as the meeting did not take place.
- 052-18 17. **REPORTS FROM MEETINGS ATTENDED**
1. Cllr. Houghton updated council on a soft market testing process being undertaken by Shropshire Council in relation to SpArC
 2. Open meeting re SpArC showers and new lockers
 3. Easter holiday three days for school children
 4. Shrewsbury Charity Ball - AN
 5. 23 June Mayors Charity for Scouts and Cubs
- 053-18 18. **ITEMS FOR FACEBOOK / WEBSITE**

To consider items for inclusion on the Facebook page

Details regarding the closure of the road at the top of Town.

More Councillors required.

Thank you to the Art Festival organisers and also to Mr Clerk.

The Remembrance Service.

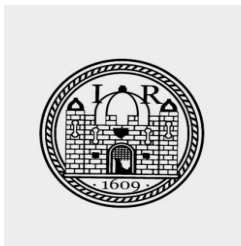
The meeting closed at 9.21 pm.

054-18

19.

NEXT MEETINGS

17th April 2018



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Town Clerk
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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 17TH APRIL 2018 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr G. Perry Cllr A. Naiad Cllr K. Bance Cllr R. Houghton	Cllr S. Whittingham Cllr J. Magill
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen 4 Members of the Public	Cllr J. Keeley

Minute No.	Agenda Item	
055-18	1	<u>APOLOGIES</u> Apologies were received from Cllr J. Magill (bereavement) and Cllr S. Whittingham (other commitments).
056-18	2	<u>TO CO-OPT NEW COUNCILLORS</u> No nominations were received.
057-18	3	<u>DECLARATIONS OF INTEREST</u>

- a) To declare any disclosable pecuniary interests
- b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr J. Carroll	Item 16 Town Hall Trust	✓	
Cllr A. Naiad	Item 16 Town Hall Trust	✓	
Cllr A. Roberts	Item 16 Town Hall Trust	✓	✓
Cllr R. Houghton	Item 13 Public Hall	✓	✓
Cllr J. Keeley	Item 13 Public Hall	✓	✓

- 058-18 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 20th March 2018
The following corrections were noted:
Item 8 The location of the street lights was missing (Corporation St)?
Item 11 Installation Cllr A. Naiad was to register (not Cllr A. Roberts) and Cllr J. Keeley, the professional photographer
Item 13 “or” not “of”.
The minutes were approved.
- 059-18 5 **REPORT FROM THE MAYOR**
To receive a report from the Mayor.
1. Small Play Area – A toddler swing and a springer will be ordered in replacement.
2. Flowers had been delivered to BCWI which was marking its 100th anniversary today (17th April).
- 060-18 6 **REPORT FROM THE CLERK**
To receive a report from the Clerk. Nothing to report
- 061-18 7. **UNITARY COUNCILLOR**
To receive a report from the Unitary Councillor.
1. Environment Grant – Consultation on-going. Grant only applies to towns less than 10,000 population; the cost must be funded in part; maximum value is £1,500.
2. Potholes – some have been filled in.
3. Crow Gate/ Sure Start. Architect Francine Doyle met with parents to get the perspective and context of rural situation. Parents want to go out rather than have home visits. Nothing was set in stone.
- 062-18 8 **PUBLIC PARTICIPATION SESSION**
Members of the public wishing to speak should give prior notification of their intention to speak.
Four members of the Public attended regarding a proposed housing development. They raised concerns about:
the need: potential traffic problems; flooding; and whether the housing was for local people.
Cllr J. Carroll informed the public that Connexus had identified there was a need for local affordable housing to be built.
A small group was looking at the layout of the site. It is an opportunity to build and shape the type of houses before planning approval was sought.
Cllr J. Keeley to investigate installing a traffic counter to assess traffic..
Cllr J. Carroll thanked the public for their comments. The Town Council will inform the residents if a planning application is put in.
- 063-18 9. **PLANNING**
To discuss and decide on the following planning applications:
None received.

MONTHLY FINANCES

- i. To note the Bank Reconciliation - Annual return completed and balanced. Reserves were up to £10,000. Accepted.
Proposer Cllr R. Houghton Seconder Cllr A. Naiad. All in favour.
- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	April return	629.10
HMRC	PAYE and NI	April return	739.89
Staff salaries	4 staff	April return	2039.21
Shropshire County Pension Fund	Deficit sum Payment Annual	6	100.00
Belvidere Lifts	Lift Maintenance	7	132.00
Viking	Stationery	8	68.70
Shropshire Council	Install bollard	9	419.97
Cllr Naiad	Travel Expenses	10	40.50
A. Wallace	Street Cleaning	11	31.40
G.J. Rippon	Expenses (mileage, software and keys cut)	12	189.05
Blanchere	Hire of lights	13	1894.49
Tony Baker	Maintenance	14	550.00
Tony Baker	Maintenance to Public Hall	15	1820.00
G. Dudley	Toilet cleaning	16	336.00
Shropshire Council	Joint energy	17	506.34
Telescopic Window Cleaning	Window cleaning	18	45.00
John Moody	Structural Report of Public Hall	19	350.00
Bowen Consultants	Business Park Report	20	11,340.00
J. Osborne	Minute taker fee	21	187.80
For Information			
Shropshire Council	Rates	4	104.17
Shropshire Council	Rates	5	53.40
	Total		21,577.02
	Flowers for WI		30.00
G. Dudley	Maintenance		605.00

All invoices to be paid except for G Dudley's 2nd invoice of £605, pending Item 14.
Proposer Cllr R. Houghton Seconder Cllr G. Perry
(Town Clerk to pay Bowen Consultants once Community Land Trust monies received).

		Item 14 Brought forward Proposer Cllr. A. Naiad Secnder Cllr. A. Roberts
065-18	14	<p><u>TO DISCUSS AND DECIDE ON AWARDING THE NEW CONTRACTOR FOR MAINTENANCE OF STREET FURNITURE</u></p> <p>G Dudley's Contract will not be renewed. 2nd Invoice (£605) will be paid as a final payment. Proposed Cllr. A. Roberts Secnder Cllr. A. Naiad Quotes of £1,950 and £2,150 had been received from new contractors. £1,950 accepted, proposed by Cllr. R. Houghton Secnder Cllr. G. Perry</p>
066-18	11.	<p><u>TO DISCUSS AND DECIDE ON THE LAMPOST POPPIES FOR THE BRITISH LEGION</u></p> <p>Cost £90 Approved Proposer Cllr A. Roberts Secnder Cllr K. Bance</p>
067-18	12.	<p><u>UPDATE FROM THE STAFFING COMMITTEE</u></p> <p>Request for confidentiality Proposer Cllr A. Roberts Secnder Cllr R. Houghton CONFIDENTIAL REPORT approved Proposer Cllr R. Houghton Secnder Cllr K. Bance All in favour</p>
068-18	13	<p><u>UPDATE IN RESPECT OF THE PUBLIC HALL</u></p> <p>Structural Report confirmed the building is basically sound but identified some issues. Work is being undertaken already in view of imminent wedding booking. Separate heating systems will be installed for Hall and Underground to reduce heating costs. Community use of the Hall is being explored. Bebbs' Auctions in high demand but must also consider other regular public use e.g. Michaelmas, Boxing Day. Constitution needs looking at as to how best to obtain a revenue stream to cover maintenance costs whilst balancing community use with commercial. Decision: 1 to upgrade and maintain the Public Hall within the £10,000 budget. Any further costs must seek Town Council approval. 2 Grant options will be explored as they arise. 3 Town Clerk to talk to Bebbs' Auctions and look at the possibilities within the Constitution and bring back to Council. Proposed Cllr A. Roberts Secnder Cllr A. Naiad. Proposal to keep the hall in public use Proposed Cllr R. Houghton Secnder Cllr A. Naiad</p> <p><u>Access of Public Hall roof</u> Cherry Picker would cost £425. Scaffolding Tower £536. Proposed to buy tower and share the use with the user who would store it. Proposed Cllr A. Naiad Secnder Cllr G. Perry. All in favour User must have training in safe use.</p>
069-18	14.	<p><u>TO DISCUSS AND DECIDE ON AWARDING THE NEW CONTRACTOR FOR MAINTENANCE OF STREET FURNITURE</u></p> <p><u>Moved to Item 10</u></p>
070-18	15.	<p><u>TOWN PLAN</u></p> <p>Nothing to report</p>

- 071-18 16. **TOWN HALL TRUST**
 Volunteers had been offered session in Dementia Awareness.
 2 members of staff had received Data Protection Training.
 Myndtown and Lydbury North were sharing a Data Protection Officer.
 Councils under population of 25,000 may yet be exempt of having an officer. More information in September.
 Cllr A. Naiad (Safety Officer) and Town Clerk will have a liaison meeting to identify matches with Town Council and Town Hall Trust and have safety inspection each quarter.
 Having a local support act before new acts brought bigger audiences.
- 072-18 17. **VERGES AND HEDGES**
 Cllr J. Carroll had met with Rob Rowe to discuss verges.
 Suggested mow 1st metre early in year and cut it all in August, including the verges at The Wintles once the road is adopted. Landscaper will be consulted. Highways will adopt the same policy at Kennels Bank and the College Crossroads.
 Playing field hedges will be cut on alternate sides each year (as long as footpaths are accessible).
 It will be reviewed in two years' time.
 Public to be informed in the newsletter.
 Proposed Cllr A. Naiad Seconded Cllr K. Bance
- 073-18 18. **ALLOTMENTS**
 To approve costs of boarding, paths etc. of £420+VAT to alter a single pot to micro plots.
 Approved. Proposer Cllr R. Houghton Seconded Cllr G. Perry.
- 074-18 19. **GDPR UPDATE**
 To receive an update on GDPR Requirements.
 The Assistant Town Clerk had prepared the report.
 The NALC GDPR 'Toolkit' has been circulated to all Councillors.
 Councillors are strongly recommended to read pages 1 to 25 as a minimum to ensure they are fully briefed.
 Recommendations 1-5 of the report were accepted, plus a Task and Finish Group would assist the Town Clerk/DPCO as required in due course.
 Proposer Cllr R. Houghton Seconded Cllr A. Naiad
- 075-18 20. **REPORTS ON MEETINGS ATTENDED**
 None reported
- 076-18 21. **ITEMS FOR FACEBOOK / WEBSITE**
 Verges and Hedges
 Public Hall
 Deadline for Newsletter
 Dates of meetings/Mayor's Sunday
 Recruitment of Councillors, especially young people.
- 077-18 19. **NEXT MEETINGS**
 Mayor Making 15th May (Annual Meeting plus regular meeting).
 Mayor's Sunday 10th June
 Town Clerk will send list of dates out.
 Meeting closed at 8.53pm



Bishop's Castle TOWN COUNCIL



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

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 15TH MAY 2018 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr G. Perry Cllr A. Naiad Cllr J. Magill Cllr R. Houghton Cllr S. Whittingham	Cllr K. Bance
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen Several Members of the Public attending	Cllr J. Keeley The Town Crier and his Consort

Minute No.	Agenda Item	
078-18	1	<u>ELECTION OF MAYOR</u> Nomination of Jane Carroll. Proposed Cllr Perry; Seconded Cllr Houghton. All in Favour
079-18	2	<u>ELECTION OF DEPUTY MAYOR</u> Nomination of Abbie Naiad. Proposed Cllr Whittingham; Seconded Cllr Roberts. All in Favour The Town Crier invited them to leave the room to robe and announced their return.
080-18	3	<u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u> The Mayor made her declaration and oath
081-18	4	<u>APPOINTMENT OF MAYOR'S CHAPLAIN</u> Rev'd Stephanie Fountain was appointed
082-18	5	<u>APPOINTMENT OF MAYOR'S CONSORT</u> Mr Stuart Carroll was appointed.
083-18	6	<u>MAYOR'S CIVIC DAY ARRANGEMENTS</u>

10th June: gather at 10.30am for procession to the Church for the Civic Service at 11am and return to Town Hall afterwards.

Council meetings: 3rd Tuesday each month at 7.30pm at the Town Hall.

June 23rd Charity Dance in aid of Beavers, Cubs and Scouts.

084-18

7

APOLOGIES

Apologies were received from Cllr K Bance (other commitments).

085-18

8

TO CO-OPT NEW COUNCILLORS

1 person had applied. It was suggested they should be interviewed before appointing. Proposed Cllr Magill; Seconded Cllr Roberts. All in Favour.

086-18

9

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 22 Town Hall Trust	✓	
Cllr A. Naiad	Item 22 Town Hall Trust	✓	
Cllr A. Roberts	Item 22 Town Hall Trust	✓	
Cllr J. Magill	Item 22 Town Hall Trust	✓	✓

087-18

10

APPROVAL OF MINUTES

To approve the minutes of the Town Council meeting held on Tuesday 17th April 2018. The minutes were approved.

Proposed Cllr Roberts; Seconded Cllr Whittingham. All in Favour

088-18

11

REVIEW OF COMMITTEES

The committees would stay the same with regard to

a) Continuation of Committees, Working Parties, Task & Finish Groups etc.

Proposed Cllr Carroll; Seconded Cllr Magill. All in Favour.

b) Terms of Reference of Committees etc.

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

c) Membership of Committees etc

Staffing: Cllrs Magill, Bance and Roberts, with Cllr Roberts as Chair

Proposed Cllr Magill; Seconded Cllr Whittingham. All in Favour.

Finance: Cllrs Perry, Whittingham and Houghton, with Cllr Houghton as Chair.

Proposed Cllr Perry; Seconded Cllr Roberts. All in Favour.

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

Proposed Cllr Carroll; Seconded Cllr Whittingham. All in Favour.

089-18

12

REPRESENTATION ON OUTSIDE BODIES

SALC (Cllr Carroll) and the Town Clerk All in Favour

LJC Cllrs Carroll & Naiad

Proposed Cllr Carroll; Seconded Cllr Whittingham. All in Favour.

PACT Cllr Roberts. All in Favour

SpArC Cllr Houghton.

Proposed Cllr Carroll; Seconded Cllr Naiad. All in Favour.

Public Hall Cllr Bance (Cllr Houghton has resigned, in abeyance).

Town Hall Trust Cllrs Carroll, Naiad & Roberts.

Proposed Cllr Naiad; Seconded Cllr Houghton. All in Favour.

Enterprise House Cllr Naiad.

Proposed Cllr Carroll; Seconded Cllr Perry. All in Favour.

(School Cllr Roberts)
Christmas Lights Cllr Whittingham.

Proposed Cllr Carroll; Seconded Cllr Magill. All in Favour.

Town Plan Cllrs Carroll and Roberts.

Proposed Cllr Roberts; Seconded Cllr Perry. All in Favour.

- 090-18 13 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**
(Standing Orders, Financial Regulations, Assets Register, Insurance Cover for all insured risks).
2 quotes had been received for Insurance Cover (approximately £4,500 and £4,000) The cheaper one was proposed.
Proposed Cllr Houghton; Seconded Cllr Perry. All in Favour.
Subscriptions will be continued to existing outside bodies such as SALC.
Proposed Cllr Roberts; Seconded Cllr Houghton. All in Favour
- 091-18 14 **REVIEW OF COUNCIL COMPLAINTS PROCEDURE; COUNCIL'S PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION ACTS AND COUNCIL'S PRESS POLICY.**
All Council Policies were declared Fit for Purpose except for the Data Policy, which is under review.
Proposed Cllr Houghton; Seconded Cllr Roberts. All in Favour.
- 092-18 15 **PUBLIC PARTICIPATION SESSION**
No requests received.
- 093-18 16 **UNITARY COUNCILLOR**
To receive a report from the Unitary Councillor.
 1. Potholes – main roads have been marked up and will be done soon. Please report damage to minor roads.
 2. Issue with parking near to Kerry Green Crossroads affecting safety.
 3. Public Hall Committee thanked Cllr Houghton for her time on the committee. Now have a new committee (14/5/2018) and would welcome a Council Rep. Town Council will meet the committee.
 4. New funding of £4,000 from LJC, subject to meeting criteria and Matthew Mead confirms £3,000 ring-fenced for Bishop's Castle. Cllr Keeley to find out more about grants of £500-1,000 involving match-funding and sustainability.

Lydbury North Parish Council agreed at AGM to support SpArC with £2,000.
- 094-18 17 **CLERK'S REPORT**
Thank you letter from WI for the bouquet of flowers celebrating 100 years.
LDP for Powys is available for inspection.
Invitation received for Shrewsbury's Mayor's Sunday.
Grant application for Michaelmas Fair - deferred to the next meeting.
- 095-18 18 **PLANNING**
Item 25 brought forward.
18/01777/1FUL (Retention of 10 bay demountable at the Primary School)
No objection: Proposed Cllr Perry; Seconded Cllr Magill. All in Favour
18/01817/DIS (Re Joinery, Decorative Finishes & Bird boxes at 38/40 High St).

No objection. Proposed Cllr Perry; seconded Cllr Naiad. All in Favour.

18/01892/DIS (Archaeology, drainage, materials, fenestration, porch at proposed dwelling at Copall Paddock) More information required – deferred.

18/01906/DIS (removal of stud walls and doors at Old Vicarage, Church Lane).

No objection.

Proposed Cllr Whittingham; seconded Cllr Houghton. All in Favour.

18/01974/FUL (partial demolition of lean-to, extension and alterations to parking at Old Ways, 19 Banks Head).

No objection.

Proposed Cllr Carroll; seconded Cllr Houghton. All in Favour.

MONTHLY FINANCES

i. To note the Bank Reconciliation – The bank balance was noted.

Proposed Cllr Houghton Seconded Cllr Perry. All in Favour.

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	640.21
HMRC	PAYE and NI	May Return	743.83
Staff salaries	4 staff	May Return	2109.64
Highline	Street lighting	35	150.00
Exemplum	Printer	36	658.61
G. Dudley	Toilet cleaning	37	336.00
SMS	Toilet rolls	38	154.34
Allotment society	Allotment society 2yrs (one year paid)	39	800.00
PHS	Sanitary products	40	1244.40
A. Evans	Grass cutting	41	226.2
Tony Baker	Maintenance to Public hall	42	1500.00
Garry Ord	Maintenance to Public hall	43	455.00
G.J. Rippon	Reimbursement	44	244.00
BCBS	Maintenance to Public hall	45	1979.05
Allotment	Repayment of Allotment fee	46	35.00
Sentinel security systems	Alarm	47	354.00
A. Wallace	Street Cleaning	48	31.40
N. Balutol	Maintenance to Public hall	49	475.00
For Information			
Shropshire Council	Rates	28	108.00
Shropshire Council	Rates	29	55.00
Rivers Leasing	Printer / scanner	30	230.00
BT	Telephone / broadband	32	254.08
British Gas	Electricity	33	351.10
	Total		13284.00

All invoices to be paid (one figure was updated).

Proposed Cllr Houghton; Seconded Cllr Naiad. All in Favour (To wn Clerk to keep a

- separate record of Public Hall expenditure).
- 097-18 20 **MAYOR'S ALLOWANCE for 2018/19**
 Authorised: Proposed Cllr Roberts; Seconded Cllr Naiad. All in Favour.
- 098-18 21 **TOWN HALL TRUST**
 All going well – busy.
- 099-18 22 **LABURNUM ALLEY**
 To consider the proposal to tarmac Laburnum Alley in 2019/20 and note this would need to be in the 2019/20 budget.
 Proposed Cllr Houghton; Seconded Cllr Perry as long as costs were properly considered before action. All in Favour.
- 100-18 23 **ALLOTMENTS**
 Rabbit problem – the grant application being constructed to apply for funding to improve the allotments would include installing rabbit-proof fencing. Use of Ferrets? Adjourned to next meeting. Cllr Houghton proposed contacting Pest Control for advice. Seconded Cllr Whittingham. All in Favour.
- 101-18 24 **GDPR UPDATE**
 Councillors acknowledged receipt of the documents sent by the Assistant Town Clerk. Discussion deferred to next meeting.
- 102-18 25 **REPORTS ON MEETINGS ATTENDED**
 None reported
- 103-18 26 **ITEMS FOR FACEBOOK / WEBSITE**
 Volunteers needed for delivering Newsletter.
 Recruitment of Councillors, especially young people.
 Cllr Naiad offered to interview Councillors as to what motivates them to be Councillors.
- 104-18 27 **NEXT MEETINGS**
 Tuesday 19th June, 7.30pm and every 3rd Tuesday of the month.
 Mayor's Sunday 10th June
- 105-18 28 **MAYOR'S ADDRESS**
 The Mayor read out her review of the year.
 The meeting was then closed, and the Town Crier invited everyone to join with the Mayor for refreshments.

Signed

date.....



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 19TH JUNE 2018 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr J. Magill Cllr R. Houghton	Cllr K. Bance Cllr G. Perry Cllr S. Whittingham
IN ATTENDANCE	
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	<u>APOLOGIES</u> Cllrs Bance, Perry and Keeley (work); Cllr Whittingham (illness). Apologies accepted. Proposed Cllr Magill; Seconded Cllr Houghton. All in favour.
107-18	2	<u>TO CO-OPT NEW COUNCILLORS</u> Mike Clarke has expressed an interest - an application form has been sent.

108-18

3

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

4

APPROVAL OF MINUTES

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

RESOLVED

The minutes were approved with slight correction.

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

110-18

5

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 13th 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 | <p><u>REPORT FROM THE CLERK</u></p> <p>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.</p> |
| 113-18 | 8 | <p><u>UNITARY COUNCILLOR</u></p> <p>No report received. Cllr. Keely had tendered his apologies</p> |
| 114-18 | 9 | <p><u>PUBLIC PARTICIPATION SESSION</u></p> <p>There were no members of the public present.</p> |
| 115-18 | 10 | <p><u>TO ADOPT NEW STANDING ORDERS:</u></p> <p>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.</p> <p><u>RESOLVED</u></p> <p>The amended Standing Orders were adopted.</p> |
| 116-18 | 11 | <p><u>PLANNING</u></p> <p><u>18/02272/TCA</u> (Felling of tree in Church St). RESOLVED No objection.
Proposed Cllr Magill; Seconded Cllr Roberts. All in favour</p> <p><u>18/02418/FUL</u> (Extension, porch window and garage Woodbatch Road).
RESOLVED No objection. Proposed Cllr Houghton; seconded Cllr Roberts. All in favour.</p> <p><u>18/02395/FUL</u> (re-submission of revised plans to include double garage).
RESOLVED No objection although the 2nd storey on the garage seems out of keeping with the rest of the estate.
Proposed Cllr Houghton; seconded Cllr Magill. All in favour.</p> |
| 117-18 | 12 | <p><u>TO DISCUSS THE HOUSING NEEDS SURVEY</u></p> <p>Public Meeting to be held at Public Hall 7pm 2nd 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.</p> <p>RESOLVED. Proposed Cllr Magill, Seconded Cllr Houghton. All in favour.</p> |
| 118-18 | 13 | <p><u>MONTHLY FINANCES</u></p> <p>i. To note the Bank Reconciliation - balanced.</p> |

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:

Payee	Item	Invoice	Amount £
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
	Total		12,396.84

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 13th 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 24th 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

21

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

22

NEXT MEETING

Tuesday 17th July, 7.30pm

Meeting closed at 9.45pm.



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 17TH JULY 2018 AT 7.30PM

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

Fire Procedure was outlined

Minute No.	Agenda Item													
128-18	1	<u>APOLOGIES</u> Cllrs Carroll, Bance, Whittingham, and Keeley gave apologies. RESOLVED Apologies accepted. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.												
129-18	2	<u>TO CO-OPT NEW COUNCILLORS</u> The Town Clerk was waiting on a reply. Another had expressed interest.												
130-18	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests. <table><tr><th>Name</th><th>Agenda Item</th><th>Personal</th><th>Prejudicial</th></tr><tr><td>Cllr J. Magill</td><td>Item 12 Town Hall Trust</td><td>✓</td><td>✓</td></tr><tr><td>Cllr R. Houghton</td><td>Item 13 SpArC</td><td>✓</td><td></td></tr></table>	Name	Agenda Item	Personal	Prejudicial	Cllr J. Magill	Item 12 Town Hall Trust	✓	✓	Cllr R. Houghton	Item 13 SpArC	✓	
Name	Agenda Item	Personal	Prejudicial											
Cllr J. Magill	Item 12 Town Hall Trust	✓	✓											
Cllr R. Houghton	Item 13 SpArC	✓												
131-18	4	<u>APPROVAL OF MINUTES</u>												

To approve the minutes of the Town Council meeting held on Tuesday 19th June 2018. **RESOLVED** The minutes were approved. All in favour.

- 132-18 5 **REPORT FROM THE MAYOR**
The Deputy Mayor had attended a public meeting at the King's Head, called by the public to discuss the proposed new housing development on Oak Meadow. The main public objections with traffic levels and sewerage. Mr S Gaffney and Cllr J Keeley also attended the meeting to offer advice.
- 133-18 6 **REPORT FROM THE CLERK**
The Clerk had attended a Clerks' meeting in Shrewsbury.
- 134-18 7 **UNITARY COUNCILLOR**
Cllr. Keeley had tendered his apologies.
- 135-18 8 **PUBLIC PARTICIPATION SESSION**
There were no members of the public present.
- 136-18 9 **PLANNING**
18/02844/FUL (Erection of a single storey link extension walkway and garage extension at Garden House, 1 Union St).
RESOLVED
No objection. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour
- 137-18 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 approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	Return	640.21
HMRC	PAYE and NI	Return	762.50
Staff salaries	4 staff	Return	2146.89
WPS	Insurance	97	3945.00
A. Wallace	Street Cleaning	98	15.70
The Mailing room	Postage	99	211.68
Halls SMS	Toilet consumables	100	73.14
Belvidere lifts	Lift maintenance	101	168.00
Bishop's Castle Building Supply	Materials for the Public Hall	102	874.56
Highline	Street Lighting	103	129.60
Exemplum	Printer	104	73.78
Shropshire Council	Licence	105	180.00
Shropshire Council	Licence	106	70.00
Shropshire Council	Election costs	107	100.00
Tony Baker	Maintenance to Public hall	108	3380.00
Harry Ray and Co.	Asset Register	109	600.00
GA. Dudley	Toilet cleaning	110	420.00

The Town Clerk	BT	One bill telephone and broadband	111	1423.93
	Paul Eldridge	Cleaning	112	15.66
	Andrew Evans	Grass-cutting / maintenance	113	2748.84
	T56			
	For Information			
	Shropshire Council	Rates	116	108.00
	Shropshire Council	Rates	117	55.00
		Total		17684.35

reported that the pump, piping and guttering still needed to be repaired at the Public Hall, but most work had now been done. He was monitoring the costs of the total project carefully. Cllr Houghton commented that the outside now looked much tidier.

RESOLVED

That all invoices to be paid.

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

138-18 11 **TOWN PLAN**

Nothing to report

139-18 12 **TOWN HALL TRUST**

All going well – busy with Beer Festival and weddings. Produce table up and running.

140-18 13 **REPORTS ON MEETINGS ATTENDED**

Cllr Houghton had attended a meeting of SpArC Trustees with the Education and Leisure Manager at Shrewsbury Council to discuss progress.

141-18 14 **ITEMS FOR FACEBOOK / WEBSITE**

Grants invited and Civic Awards.

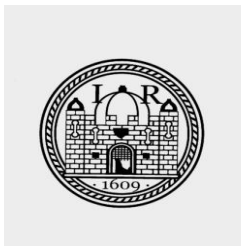
Various deadlines.

Future Fit Forms.

142-18 15 **NEXT MEETING**

Tuesday 21st August, 7.30pm

Meeting closed at 8pm.



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

Bishop's Castle TOWN COUNCIL



The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 21ST AUGUST 2018 AT 7.30PM

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

The Fire Procedure was outlined

Minute No.	Agenda Item																																	
143-18	1	<p><u>APOLOGIES</u></p> <p>Cllrs Bance and Keeley gave apologies.</p> <p>RESOLVED Apologies accepted.</p> <p>Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.</p>																																
144-18	2	<p><u>TO CO-OPT NEW COUNCILLORS</u></p> <p>Another person has expressed an interest. The Town Clerk will contact them.</p>																																
145-18	3	<p><u>DECLARATIONS OF INTEREST</u></p> <p>a) To declare any disclosable pecuniary interests</p> <p>b) To declare any personal interests.</p> <table><tr><th>Name</th><th>Agenda Item</th><th>Personal</th><th>Prejudicial</th></tr><tr><td>Cllr J. Carroll</td><td>Item 20 Town Hall</td><td>✓</td><td></td></tr><tr><td>Cllr J. Magill</td><td>Trust</td><td>✓</td><td>✓</td></tr><tr><td>Cllr Roberts</td><td></td><td>✓</td><td></td></tr><tr><td>Cllr R. Houghton</td><td>Item 17 Finance</td><td>✓</td><td></td></tr><tr><td>Cllr G. Perry</td><td>Committee Grants</td><td>✓</td><td></td></tr><tr><td>Cllr S. Whittingham</td><td></td><td>✓</td><td>✓</td></tr><tr><td>Cllr A. Roberts</td><td></td><td>✓</td><td></td></tr></table>	Name	Agenda Item	Personal	Prejudicial	Cllr J. Carroll	Item 20 Town Hall	✓		Cllr J. Magill	Trust	✓	✓	Cllr Roberts		✓		Cllr R. Houghton	Item 17 Finance	✓		Cllr G. Perry	Committee Grants	✓		Cllr S. Whittingham		✓	✓	Cllr A. Roberts		✓	
Name	Agenda Item	Personal	Prejudicial																															
Cllr J. Carroll	Item 20 Town Hall	✓																																
Cllr J. Magill	Trust	✓	✓																															
Cllr Roberts		✓																																
Cllr R. Houghton	Item 17 Finance	✓																																
Cllr G. Perry	Committee Grants	✓																																
Cllr S. Whittingham		✓	✓																															
Cllr A. Roberts		✓																																

- 146-18 4 **APPROVAL OF MINUTES**
 To approve the minutes of the Town Council meeting held on Tuesday 17th July 2018.
RESOLVED
 The minutes were approved. All in favour.
- 147-18 5 **REPORT FROM THE MAYOR**
 The Deputy Mayor had attended a PACT Meeting and was pleased to report that we now have a full quota of Police: (1 Constable and 2 Community Police Officers).
- 148-18 6 **REPORT FROM THE CLERK**
 Nothing to report.
- 149-18 7 **UNITARY COUNCILLOR**
 Cllr. Keeley had tendered his apologies.
- 150-18 8 **PUBLIC PARTICIPATION SESSION**
 There were no members of the public present.
- 151-18 9 **PLANNING**
18/03000/FUL (Erection of a 4m high acoustic fence on southern boundary of Ransford's Sawmills).
RESOLVED
 Cllr Houghton proposed that it should be 3m high with some appropriate planting. Seconded Cllr Perry. All in favour.
18/03214/FUL (Erection of 1 dwelling and detached garage, revised scheme).
RESOLVED
 No objection. Proposed Cllr Roberts; Seconded Cllr Whittingham. All in favour.
- 152-18 10 **MONTHLY FINANCES**
 i. To note the Bank Reconciliation.
 RESOLVED
 The bank balances were noted. Proposed Cllr Perry, Seconded Cllr Roberts. All in favour.
 ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	August	640.21
HMRC	PAYE and NI	August	743.83
Staff salaries	4 staff	August	2128.22
Zurich	Insurance	134	581.46
Shropshire Council	joint energy	135	621.14
Haigh	Public hall	136	687.60
The Mail Room	Postage	137	47.94
Mark Arbon	Notice board	138	445.00
Mark one	fire safety	139	90.00
SALC	Training	140	65.00
Viking	Stationery	141	83.54
Rospa Play Safety	Playground checks	142	348.60

A Wallace	street cleaning	143	62.80
Shropshire Council	Waste collection	144	243.00
BCBS	Public Hall	145	134.31
PRS For music	Public Hall	146	263.90
Telescopic WC	Window cleaning	147	45.00
BCHRC	Licence	148	25.00
Bullseye	Pest Control	149	45.00
SALC	Subscription	150	652.45
ESWS	Printing	151	7.80
G. Dudley	Toilet cleaning	152	504.00
Community Partnership	grant	159	70.00
C. Owen	minute taker	167	37.56
UTB	bank charges	168	50.00
For Information			
British Gas	electricity	160	72.51
British Gas	electricity	161	1769.26
BT	telephone	162	329.79
Shropshire Council	Rates	163	108.00
rivers	lease	164	60.00
rivers	lease	165	330.00
Eon	Electricity	166	48.21
	Total		11341.13

The Town Clerk reported that invoice 136 was for inspecting the pump at the Public Hall only, and that The Underground were going to be asked to meet the cost of the pump and the sound-proofing between the floors in due course.

RESOLVED

That all invoices to be paid.

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

153-18

11

CONSULTATION RESPONSE

The Patients' Group had issued a paper in response to the Future Fit Consultation and asked for Town Council support. It was commented that it was a brilliant report which stressed the need for ancillary services to be supported as well as the two major hospitals. It was proposed that the Town Council support the report with the addition that ancillary services are very much needed in our rural setting.

RESOLVED

Option 1 was the preferred option.

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

The Patients' group should be formally thanked.

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

154-18

12

CAR PARKING

Not all the disabled parking spaces in the town are properly designated, and there are issues with fading markings on the road.

RESOLVED

Shropshire Council to be asked to remove the bollard by the disabled space by the Town Hall, repaint any faded markings, e.g. re disabled spaces and by the Fire Station, and repaint the white-lining designating no parking across driveways

where appropriate. Photographs would be taken of the sites needing attention.
Proposed Cllr Whittingham; Seconded Cllr Magill. All in favour.

- 155-18 13 **NEIGHBOURHOOD PLAN**
Andrea Pelleagram, a professional town planner, is prepared to write the report, the cost of which will be met by a grant. She will work with the Town Plan Group.
RESOLVED
that she be appointed. Proposed Cllr Magill; Seconded Cllr Roberts; All in favour.
- 156-18 14 **PUBLIC HALL**
The draft terms of the ground floor lease of the Public Hall to Bebbs Auctions had been reviewed by the Finance and Resources Committee. Some points needed clarification, with regard to careful wording re the length of term of the lease; right of access by all parties when evacuating the building in the event of a fire and regulations covering production of food. The Town Clerk will revise the lease and put it to the Finance and Resources committee for their approval. **RESOLVED**
Proposed Cllr Carroll; Seconded Cllr Magill; All in Favour.
- 157-18 15 **PURCHASE OF BINS**
RESOLVED A bin will be purchased for Kerry Green to address the problem of dog-fouling. Proposed Cllr Houghton; Seconded Cllr Whittingham. All in favour.
Recycling bins. Town Clerk to contact Waste Management to check that any separated waste will be collected by them, before purchases of bins are made.
- 158-18 16 **FACE TO FACE CONSULTATIONS**
Shropshire Council used to hold an open surgery at Enterprise House once a week, but this was replaced by a booth with a phone link, but it is rarely used and costs £5000. **RESOLVED** Shropshire Council to be asked to revert to sending a person to assist people as the transport links make visiting Shrewsbury in person difficult. Proposed Cllr Carroll; Seconded Cllr Whittingham; All in favour.
- 159-18 17 **RECOMMENDATIONS FROM THE FINANCE COMMITTEE**
Grants were approved for Walking Festival; Park Run; Railway Society; House on Crutches; Michaelmas Fair; and the Football Club. Castle Land Trust will receive financial advice.
RESOLVED
Grants and advice be approved. Proposed Cllr Houghton; Seconded Cllr Magill; All in favour.
Accounts had not yet been received from BC Open Studios. Town Clerk to approve the grant following sight of satisfactory accounts. **RESOLVED** Proposed Cllr Whittingham; Seconded Cllr Magill. All in favour.
CIVIC AWARDS – Awards night 20th September
Nominations were for Simon Palmer (for his work encouraging young people to play sport, particularly cricket), and the SpArC volunteers.
The Allotments Awards will also be presented with a silver cup for the best allotment.
- 160-18 18 **CIVIC SUNDAY**
RESOLVED
Civic Sunday will be the 3rd Sunday in May each year. Proposed Cllr Whittingham; Seconded Cllr Magill. All in favour.

- 161-18 19 **TOWN PLAN**
Meeting next week. A supplementary cleaner is to be appointed as and when needed in busy periods.
- 162-18 20 **TOWN HALL TRUST**
There have been more openings on Sundays.
- 163-18 21 **REPORTS ON MEETINGS ATTENDED**
Cllr Carroll had attended a Police and Community Together meeting, (PACT).
Watch out for cyclists on the roads doing time trials.
Police pleased with the behaviour at the Beer Festival.
Police Report will be put in the Town Council Magazine.
Cllr Houghton had attended a SpArC meeting. The group was reviewing documents issued by Shropshire Council with regard to a new Provider. The organised school activities had gone well with 16 school leavers on a Level 1 Course.
- 164-18 22 **ITEMS FOR FACEBOOK / WEBSITE**
Grants approved and Civic Awards Night.
Christmas Lights meeting 13th September.
Dog bin.
Responding to Face to Face Consultation.
- 165-18 23 **EMERGENCY PROTOCOL**
As this was a confidential item the press and public were asked to leave the room.
- 166-18 24 **NEXT MEETING**
Tuesday 18th September, 7.30pm

Meeting closed at 9.30pm.



Bishop's Castle TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel: 01588 638141
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SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 16th OCTOBER 2018 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr R. Houghton Cllr J. Magill Cllr G. Perry	Cllr K. Bance Cllr S. Whittingham

IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen	Cllr J. Keeley 1 member of the Public

Fire Procedure was outlined

Minute No.	Agenda Item	
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186-18 1 **APOLOGIES**
Cllr Bance (work) and Cllr Whittingham (ill-health) gave apologies.

RESOLVED

Apologies accepted.

187-18 2 **TO CO-OPT NEW COUNCILLORS**
One person had expressed an interest, but has since withdrawn.

188-18 3 **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 13 Town Hall Trust	✓	
Cllr J. Magill		✓	✓
Cllr Roberts		✓	

- 189-18 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 18th September 2018.
RESOLVED
The minutes were approved after a correction: Lawrence should have said Laurens. All in favour.
- 190-18 5 **REPORT FROM THE MAYOR**
Jim Campbell has agreed to sort out the footpath lights on Oak Meadow, hopefully at half-term.
There is a LJC meeting on 6th November at Llanfairwaterdine. Cllr Perry offered to attend in the mayor's absence.
- 191-18 6 **REPORT FROM THE CLERK**
Public Hall. Paul Bebb has signed the lease and has started to pay the rent. A new gate has been installed. The inside has been well decorated and maintained.
Audit. The internal auditor will undertake an interim audit and there will be a meeting with Shropshire Council on 6th November. The Town Clerk and Cllrs Carroll and Magill will attend.
- 192-18 7 **UNITARY COUNCILLOR**
The Underground. The inside is looking much better now. The Committee has agreed to pay for the pump to be renewed. Progress has been made on updating the signatories. Priorities to address are flooring; heating and the damp corner by the steps.
Cllr Carroll reported that Gavin Cooke has been asked to cost Solar Panels and Electric Storage Heaters, (approximately £17,500). The Town Council would like to contribute but cannot factor it into the budget until the year after next. The quote would include heating for the Underground. Cllr Keeley said ideally a cloud based system that can be controlled remotely, would be ideal.
There has been more interest in bookings.
Early Years Family Support Services. It has been confirmed there will be 7 hubs in Shropshire, the nearest one being Ludlow. In order to make Crowgate more viable they are proposing to offer 2 days a week for under 2-year-olds. This would help greatly since the nearest one is Pontesbury.
Business Park. Things are still looking favourable for the development of the Business Park with interest from a Mail Order Company and a Pharmaceutical Company. The Land Trust are still looking to create a work place venue and are talking to the Community College about possible student use.
Speed Restrictions. Highways are assessing the need for a speed limit in Lydham and have been approached to extend the speed restriction on Welsh Street further uphill now there are more houses there but no pavement.
- 193-18 8 **PUBLIC PARTICIPATION SESSION**
No comment was made.
- 194-18 9 **PLANNING**
RESOLVED
No objection. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.

RESOLVED

No objection. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

195-18

10

MONTHLY FINANCES

- i. To note the Bank Reconciliation.

RESOLVED

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

- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October	640.21
HMRC	PAYE and NI	October	762.50
Staff salaries	4 staff	October	2128.22
A. Evans	Grass Cutting	216	3844.56
G.J. Rippon	Expenses	217	138.29
Exemplum	Printing	218	69.54
Exemplum	Printing	219	376.20
Exemplum	Printing	220	83.72
P. Eldridge	Cleaning	221	50.00
A Wallace	street cleaning	222	23.55
C. Owen	minute taker	223	37.56
G. Dudley	Toilet cleaning	224	456.00
Three Tuns	Civic Award	225	41.06
Telescopic Window Cleaning	Window Cleaning	226	45.00
SLCC	Conference	227	534.00
PKF Littlejohn	External Audit	228	480.00
Highline	Street Lighting	229	138.60
Bullseye	Rabbit control	230	160.00
Halls SMS	Town hall public toilet paper	231	55.06
For Information			
BT	telephone	231	360.14
NW.Flags	New Flags	232	63.84
Shropshire Council	Rates	234	108.00
	Total		10541.99

RESOLVED

That all invoices to be paid, along with £120 Civic Award to the Happy Bap and £750 for 3 Tommy Silhouettes.

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

- iii. To receive the recommendation from the Finance Committee.

Allotment tenants will get an offer of 3-year freeze on rent for a £50 contribution, this was to assist with the match funded income that would be needed for

the allotment grant. There was a need to protect the allotment grant from the Leader fund with match-funding. Matthew Mead will keep on looking for grants. If Enterprise House needs more support, it will need to be in 2020-2021 budget.

The budget was discussed at length and the recommendation from the Finance Committee that the budget for 2019-2020 be £142800 this would be offset with a projected income of £30000 however it was noted that there was a need to build up the reserves to a level acceptable under good practice.

RESOLVED

That the budget for 2019-2020 be £142800 and the precept be £138,000 (up £4000) Which is a £6.25 increase on last year. Which equates to an increase of £0.52 p per household per month.

This was proposed by Cllr Perry; Seconded Cllr Houghton and was passed unanimously

- iv. To note the performance against budget.

The Council is working towards increasing its reserves.

RESOLVED

Noted. Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

196-18 11 **NEIGHBOURHOOD PLAN**

Andrea Pellegram made a very clear presentation to the Town Council and the Town Plan Group. The work already done by the Town Plan Group on the Community Led Plan was a good foundation to build from. Town Council need to agree to employ her.

RESOLVED

That she be appointed. Proposed Cllr Magill; Seconded Cllr Roberts; All in favour.

The designated area needs to be nominated and confirmed by Shropshire Council.

Andrea will be asked to submit a quote for developing the Neighbourhood Plan with the Town Plan Group and then Shropshire Council can make the application and give the Town Council the money to employ her.

197-18 12 **TOWN PLAN**

There was a meeting next week to approve the Development Policy that will feed into the Neighbourhood Plan.

RESOLVED

The Council amended the title to Bishop's Castle Development Policy. Proposed Cllr Roberts; Seconded Cllr Perry. All in favour.

198-18 13 **TOWN HALL TRUST**

Finances are sound and they are looking to purchase a dishwasher and get quotes for some blinds for the lift. VT Prints are being asked to make some permanent 'No parking' signs and put some decals on the glass door into the lower room to prevent people walking into it.

A supplementary cleaner has been appointed for busy periods.

199-18 14 **REPORTS ON MEETINGS ATTENDED**

SpArC. Cllr Houghton had attended a SpArC meeting. The committee was waiting for details from Shropshire Council re the tender process. Grants from a number of Parish Councils were helping things along.

Dementia Friendly Steering Group. Cllr Roberts had attended this meeting and work had begun to produce an Action Plan for Bishop's Castle to get Dementia Friendly Town status. The Alzheimer's Society will assess the application.

200-18 15 **ITEMS FOR FACEBOOK / WEBSITE**

Caring for God's Acre receiving the Queen's Award for Voluntary Service.
Thanks to Michaelmas Committee for a lot of hard work on a very wet day!
November 11th Armistice Commemoration events.
Thanks to Tracey Magill for his service to the Town.

201-18

24

NEXT MEETING

Tuesday 20th November, 7.30pm

Meeting closed at 8.45pm.



BISHOP'S CASTLE TOWN COUNCIL



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

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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 16th OCTOBER 2018 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr R. Houghton Cllr J. Magill Cllr G. Perry	Cllr K. Bance Cllr S. Whittingham

IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen	Cllr J. Keeley 1 member of the Public

Fire Procedure was outlined

Minute No.	Agenda Item	
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186-18 1 **APOLOGIES**
Cllr Bance (work) and Cllr Whittingham (ill-health) gave apologies.

RESOLVED

Apologies accepted.

187-18 2 **TO CO-OPT NEW COUNCILLORS**
One person had expressed an interest, but has since withdrawn.

188-18 3 **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 13 Town Hall Trust	✓	
Cllr J. Magill		✓	✓
Cllr Roberts		✓	

- 189-18 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 18th September 2018.
RESOLVED
The minutes were approved after a correction: Lawrence should have said Laurens. All in favour.
- 190-18 5 **REPORT FROM THE MAYOR**
Jim Campbell has agreed to sort out the footpath lights on Oak Meadow, hopefully at half-term.
There is a LJC meeting on 6th November at Llanfairwaterdine. Cllr Perry offered to attend in the mayor's absence.
- 191-18 6 **REPORT FROM THE CLERK**
Public Hall. Paul Bebb has signed the lease and has started to pay the rent. A new gate has been installed. The inside has been well decorated and maintained.
Audit. The internal auditor will undertake an interim audit and there will be a meeting with Shropshire Council on 6th November. The Town Clerk and Cllrs Carroll and Magill will attend.
- 192-18 7 **UNITARY COUNCILLOR**
The Underground. The inside is looking much better now. The Committee has agreed to pay for the pump to be renewed. Progress has been made on updating the signatories. Priorities to address are flooring; heating and the damp corner by the steps.
Cllr Carroll reported that Gavin Cooke has been asked to cost Solar Panels and Electric Storage Heaters, (approximately £17,500). The Town Council would like to contribute but cannot factor it into the budget until the year after next. The quote would include heating for the Underground. Cllr Keeley said ideally a cloud based system that can be controlled remotely, would be ideal.
There has been more interest in bookings.
Early Years Family Support Services. It has been confirmed there will be 7 hubs in Shropshire, the nearest one being Ludlow. In order to make Crowgate more viable they are proposing to offer 2 days a week for under 2-year-olds. This would help greatly since the nearest one is Pontesbury.
Business Park. Things are still looking favourable for the development of the Business Park with interest from a Mail Order Company and a Pharmaceutical Company. The Land Trust are still looking to create a work place venue and are talking to the Community College about possible student use.
Speed Restrictions. Highways are assessing the need for a speed limit in Lydham and have been approached to extend the speed restriction on Welsh Street further uphill now there are more houses there but no pavement.
- 193-18 8 **PUBLIC PARTICIPATION SESSION**
No comment was made.
- 194-18 9 **PLANNING**
RESOLVED
No objection. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.

RESOLVED

No objection. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

195-18

10

MONTHLY FINANCES

- i. To note the Bank Reconciliation.

RESOLVED

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

- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October	640.21
HMRC	PAYE and NI	October	762.50
Staff salaries	4 staff	October	2128.22
A. Evans	Grass Cutting	216	3844.56
G.J. Rippon	Expenses	217	138.29
Exemplum	Printing	218	69.54
Exemplum	Printing	219	376.20
Exemplum	Printing	220	83.72
P. Eldridge	Cleaning	221	50.00
A Wallace	street cleaning	222	23.55
C. Owen	minute taker	223	37.56
G. Dudley	Toilet cleaning	224	456.00
Three Tuns	Civic Award	225	41.06
Telescopic Window Cleaning	Window Cleaning	226	45.00
SLCC	Conference	227	534.00
PKF Littlejohn	External Audit	228	480.00
Highline	Street Lighting	229	138.60
Bullseye	Rabbit control	230	160.00
Halls SMS	Town hall public toilet paper	231	55.06
For Information			
BT	telephone	231	360.14
NW.Flags	New Flags	232	63.84
Shropshire Council	Rates	234	108.00
	Total		10541.99

RESOLVED

That all invoices to be paid, along with £120 Civic Award to the Happy Bap and £750 for 3 Tommy Silhouettes.

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

- iii. To receive the recommendation from the Finance Committee.

Allotment tenants will get an offer of 3-year freeze on rent for a £50 contribution, this was to assist with the match funded income that would be needed for

the allotment grant. There was a need to protect the allotment grant from the Leader fund with match-funding. Matthew Mead will keep on looking for grants. If Enterprise House needs more support, it will need to be in 2020-2021 budget.

The budget was discussed at length and the recommendation from the Finance Committee that the budget for 2019-2020 be £142800 this would be offset with a projected income of £30000 however it was noted that there was a need to build up the reserves to a level acceptable under good practice.

RESOLVED

That the budget for 2019-2020 be £142800 and the precept be £138,000 (up £4000) Which is a £6.25 increase on last year. Which equates to an increase of £0.52 p per household per month.

This was proposed by Cllr Perry; Seconded Cllr Houghton and was passed unanimously

- iv. To note the performance against budget.

The Council is working towards increasing its reserves.

RESOLVED

Noted. Proposed Cllr Houghton; Seconded Cllr Magill. All in favour.

196-18 11 **NEIGHBOURHOOD PLAN**

Andrea Pellegram made a very clear presentation to the Town Council and the Town Plan Group. The work already done by the Town Plan Group on the Community Led Plan was a good foundation to build from. Town Council need to agree to employ her.

RESOLVED

That she be appointed. Proposed Cllr Magill; Seconded Cllr Roberts; All in favour.

The designated area needs to be nominated and confirmed by Shropshire Council.

Andrea will be asked to submit a quote for developing the Neighbourhood Plan with the Town Plan Group and then Shropshire Council can make the application and give the Town Council the money to employ her.

197-18 12 **TOWN PLAN**

There was a meeting next week to approve the Development Policy that will feed into the Neighbourhood Plan.

RESOLVED

The Council amended the title to Bishop's Castle Development Policy. Proposed Cllr Roberts; Seconded Cllr Perry. All in favour.

198-18 13 **TOWN HALL TRUST**

Finances are sound and they are looking to purchase a dishwasher and get quotes for some blinds for the lift. VT Prints are being asked to make some permanent 'No parking' signs and put some decals on the glass door into the lower room to prevent people walking into it.

A supplementary cleaner has been appointed for busy periods.

199-18 14 **REPORTS ON MEETINGS ATTENDED**

SpArC. Cllr Houghton had attended a SpArC meeting. The committee was waiting for details from Shropshire Council re the tender process. Grants from a number of Parish Councils were helping things along.

Dementia Friendly Steering Group. Cllr Roberts had attended this meeting and work had begun to produce an Action Plan for Bishop's Castle to get Dementia Friendly Town status. The Alzheimer's Society will assess the application.

200-18 15 **ITEMS FOR FACEBOOK / WEBSITE**

Caring for God's Acre receiving the Queen's Award for Voluntary Service.
Thanks to Michaelmas Committee for a lot of hard work on a very wet day!
November 11th Armistice Commemoration events.
Thanks to Tracey Magill for his service to the Town.

201-18

24

NEXT MEETING

Tuesday 20th November, 7.30pm

Meeting closed at 8.45pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 20th November 2018 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll (Mayor) Cllr A. Roberts Cllr R. Houghton Cllr G. Perry Cllr K. Bance Cllr S. Whittingham	Cllr J. Magill
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen	Cllr J. Keeley 2 members of the Public

Fire Procedure was outlined

Minute No.	Agenda Item																
202-18	1	<u>APOLOGIES</u> Cllr Magill (holiday). RESOLVED Apologies accepted.															
203-18	2	<u>TO CO-OPT NEW COUNCILLORS</u> None.															
204-18	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests b) To declare any personal interests.															
<table><tr><th>Name</th><th>Agenda Item</th><th>Personal</th><th>Prejudicial</th></tr><tr><td>Cllr J. Carroll</td><td rowspan="2">Item 14 Town Hall Trust</td><td>✓</td><td></td></tr><tr><td>Cllr A. Roberts</td><td>✓</td><td></td></tr><tr><td>Cllr K. Bance</td><td>Item 9.1 and 9.2 Planning</td><td>✓</td><td></td></tr></table>			Name	Agenda Item	Personal	Prejudicial	Cllr J. Carroll	Item 14 Town Hall Trust	✓		Cllr A. Roberts	✓		Cllr K. Bance	Item 9.1 and 9.2 Planning	✓	
Name	Agenda Item	Personal	Prejudicial														
Cllr J. Carroll	Item 14 Town Hall Trust	✓															
Cllr A. Roberts		✓															
Cllr K. Bance	Item 9.1 and 9.2 Planning	✓															

205-18 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 20th October

2018.

RESOLVED

The minutes were approved. Proposed Cllr Perry; Seconded Cllr Roberts. All in favour.

206-18

5

REPORT FROM THE MAYOR

An insurance claim will be made for the damaged finger post on Salop St.

Remembrance: Please could Councillors take down the poppies and return to Town Hall. One soldier is being left up by the War Memorial and wreaths for a while longer. All will be put into store for next year. Thanks to Cllrs Magill and Whittingham for their hard work re all the Remembrance events.

207-18

6

REPORT FROM THE CLERK

The solicitors are ready to take the Town Hall's case re the pointing to court as soon as the expert witness Nathan Silver's report has been finalised.

RESOLVED

It is the wish of the Town Council that the building be repointed if the matter is resolved satisfactorily. All in favour.

The Clerk and Mayor met with Senior Officers from Shropshire Council with regard to the Local Plan Review. The hubs have been decided. Housing developments are being proposed in rural areas that seem to be outside the development boundaries already established. There seems to be more pressure for small-scale developments because the Government wants more housing to be built, (see next item and Item 9). The council say there is a need for 52 affordable houses to be built. This development may not be in line with the Neighbourhood Plan. The consultation period is until the end of January. This item will be discussed at the next Town Council meeting in more detail.

208-18

7

UNITARY COUNCILLOR

Local Planning Shropshire Council are proposing that 70 dwellings be built in a 50/20 split of open market and affordable housing on both sides of Welsh St to the west of the proposed development of 24 dwellings in Item 9. This was not at all expected. Pedestrian access would also be added up Welsh St. The proposed access would be from the Wintles. Cllr Keeley is to try and find out more information.

Local Joint Councils Meeting at Leintwardine Highways were being restructured and a changeover of 3rd party contractors had resulted in a backlog of work to be completed. If problems persist email Steve Davenport. Grit boxes have been filled.

Not all the youth funding for 11-17 year olds has been spent. £2000 needs spending by January. There is also about £1000 left in the small grants scheme to be spent in chunks of about £150 by January. These funds will not be available next year.

209-18

8

PUBLIC PARTICIPATION SESSION

Dave Luckhurst gave a update on the Fight the Plastics Campaign. Since February the group has been working towards achieving a Plastics Free Community Status.

A steering group has been formed. At least 3 local businesses have agreed to change/reduce their use of single-use plastics. There has been community involvement with events such as the beach clean, litter-picking and a shopper survey. The schools are particularly engaged with the campaign and Mr Luckhurst was now asking the Town Council to resolve to be free of plastics in all its premises, (Town Hall and Public Hall).

This would be discussed at the next meeting.

210-18

9

PLANNING

1. 18/04411/FUL Erection of 24 affordable dwellings and formation of public open space off Oak Meadow.

There had been a Project meeting on 19th November. Darren Luter will be the manager on site. The hedge to the west of the site will be uprooted and replanted after the build. To the north there will be a grass bank. To the east will be a long public open space which meets up with Welsh St and the public footpath onto Oak Meadow. 12 properties were for rent and 12 shared ownership. There would be 4 one-bedroomed bungalows. Properties would have various textures, colours and elevations to add interest. gardens would back onto the existing gardens on Welsh St.

The increased traffic on Kerry Lane has been the main public objection but Highways say it is not an issue. One option would be for the Town Council to apply for traffic calming measures, particularly by the school.

RESOLVED

Support the application providing traffic calming measures are put in place. Proposed Cllr Perry; Seconded Cllr Roberts. Passed by a majority

2. 18/05200/FUL

Replacement of outbuilding with extension of Union St.

RESOLVED

No objection. Proposed Cllr Whittingham; Seconded Cllr Houghton. Passed by a majority

211-18

10

MONTHLY FINANCES

i. To note the Bank Reconciliation.

RESOLVED

The bank balances were noted. Proposed Cllr Houghton, Seconded Cllr Whittingham. All in favour.

It was suggested that the groups that had been awarded grants should report back the next year to say how the money had been used.

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	November	640.21
HMRC	PAYE and NI	November	762.50
Staff salaries	4 staff	November	2128.22
I. Selkirk	Internal Audit	249	350.00
AP Ltd	Neighbourhood Planning	250	508.90
Exemplum	Printing	251	276.96
C. Owen	minute taker	252	37.56
Royal British Legion	Plastic poppies	253	150.00
Royal British Legion	Donation from Fire Service (re mace and Pike bearers	254	60.00
Royal British Legion	Poppy wreath	255	100.00

A Wallace	street cleaning	256	39.25
G.J. Rippon	Expenses	257	130.44
Blachere	Christmas lights	258	317.40
G. Dudley	Toilet cleaning	259	456.00
BCBS	Maintenance	260	44.40
SLCC	Reference book	261	103.99
DW Cole	Plumbing at allotments	262	154.00
Tony Baker	Repairs / maintenance	263	145.00
Haigh	Pump for underground	264	4936.80
Viking	Stationery	265	139.96
Highline	Street lighting	266	184.80
Meg Gwilliam	Expenses	279	24.40
For Information			
BT	telephone	267	330.15
BG	Electricity	268	93.07
Shropshire Council	Joint energy	269	621.14
Shropshire Council	Rates	270	108.00
Eon	Electricity	271	51.90
Eon	Electricity	275	65.36
Scaffold towers.com	Scaffold towers		1559.99
Pitney Bowes	Postage	273	50.00
Ticket printing	Draw tickets	274	78.30
	Total		14648.70

RESOLVED Proposed Cllr Whittingham; Seconded Cllr Bance. All in favour.

212-18 11 **NEIGHBOURHOOD PLAN**

Progress was being made. There had been a conciliatory and forthright meeting with Keith Whiddon & Cllr. Anne Roberts and the Town Plan group.

213-18 12 **UNDERGROUND**

The money in the CCLA account belongs to the charity, so the Town Hall needs to take over its ownership as trustees of the charity. The money is to be used for the Public Hall but priority will be given to the Underground.

RESOLVED

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

£2000 will be made available to the Underground in a separate account to facilitate running costs.

RESOLVED

Proposed Cllr Whittingham; Seconded Cllr Bance. All in favour. The Town Council will pay the overheads. Direct Debits need to be changed over as they become due. Handyman is investigating the best way of soundproofing between the floor and ceiling and will come back with some costs.

214-18 13 **TOWN PLAN**

Nothing further to report.

- 215-18 14 **TOWN HALL and TOWN HALL TRUST**
 When there are weddings the tourist information rack will be sited at Old Time.
 Finances are good. The hire fee will go up to £125 next year, but no further increase for weddings.
 Julie Magill and Sue Salisbury will be the Health and Safety Reps.
 Thanks to Henry Hunter for organising the purchase of a glass washer which has been paid for by the Town Council.
- 216-18 15 **REPORTS ON MEETINGS ATTENDED**
 Cllr Perry had attended the LJC meeting previously reported in Item 7.
 Cllr Carroll had attended an Enterprise South West meeting with yet another representative from Shropshire Council. It was frustrating that the case for supporting Enterprise South West had to be explained again. There was a move for Enterprise South West to provide more business support so that Shropshire Council could justify more money being spent on it. A bid was being put in from a pot to support Economic Development. Enterprise House are producing a report to show what it would cost Shropshire Council if Enterprise South West did not exist.
 It is hoped that the library can be promoted to Tier 1 which would secure more funding. The theatre is doing well.
SpArC. The trustees were meeting the next day.
Christmas Lights. Raffle tickets now available. Umbrella amnesty in place. Trees were about to be put up by the firemen. Lasers. Road Closures. Stewards needed please.
Dementia Friendly Steering Group. RBL and THT agreed to undertake Dementia Awareness training. Action Plan being drawn up in order to apply for Dementia Friendly Town Status.
Georgian Grave Project underway. Applying for a grant.
 Possible project with the gold coins in the piano.
- 217-18 16 **ITEMS FOR FACEBOOK / WEBSITE**
 LJC Grants available
 BC Arts Festival
 Links to be put on to connect to other relevant Facebook pages.
- 218-18 17 **NEXT MEETING**
 Tuesday 11th December, 7.30pm
 Meeting closed at 9.05pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON TUESDAY 11TH DECEMBER 2018 AT 7.30PM

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

Fire Procedure was outlined

Minute No.	Agenda Item	
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219-18 1 **APOLOGIES**
Cllr Bance (Working); Cllr Perry (Private Function) **RESOLVED** Apologies accepted. Proposed Cllr Magill; Seconded Cllr Houghton. All in favour.

220-18 2 **TO CO-OPT NEW COUNCILLORS**
None.

221-18 3 **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 14 Town Hall Trust	✓	✓
Cllr J. Magill		✓	
Cllr A. Roberts		✓	
Cllr A. Roberts	Item 12 Neighbourhood Plan	✓	✓

222-18 4 **APPROVAL OF MINUTES**
To approve the minutes of the Town Council meeting held on Tuesday 20th November 2018. **RESOLVED** The minutes were approved after slight corrections:

Item 11, Cllr Roberts of the Town Panning Group, not and;

Item 15, Talk about the gold coins, not project;

Item 14, £125, for Concert Hire.

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

223-18 5 **REPORT FROM THE MAYOR**

The lights on the footpath by the Primary School are now working and the bill for the whole job has now been received.

224-18 6 **REPORT FROM THE CLERK**

£56.50 for Christmas lights not received has been refunded and will be reimbursed.

225-18 7 **UNITARY COUNCILLOR**

Not present

226-18 8 **PUBLIC PARTICIPATION SESSION**

None present

227-18 9 **PLANNING**

None received

228-18 10 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation.
Town Clerk to chase some outstanding cheques that have not been presented, and check the frequency of FIT payments.
RESOLVED The bank balances were noted. Proposed Cllr Houghton, Seconded Cllr Magill. All in favour.
- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	December	640.21
HMRC	PAYE and NI	December	762.50
Staff salaries	4 staff	December	2128.22
SALC	Training		65.00
Highline	Street lighting		1623.30
Exemplum	Printing		10.74
Exemplum	Printing		177.74
C.Owen	minute taker		37.56
A Wallace	street cleaning		39.25
Telescopic window cleaning	Window		45.00
G. Dudley	Toilet cleaning		252
For Information			
BT	telephone		427.80
Shropshire Council	Rates		108.00
	Total		6309.470

RESOLVED The invoices are paid, plus £520 to H. Hunter in reimbursement for the purchase of the glasswasher, and £100 for its installation. Proposed Cllr Houghton; Seconded Cllr Roberts. All in favour.

11 **PLASTIC FREE**

To discuss and decide whether all users of the Town Council premises, including Town Hall and Public Hall, ensure that they are single use plastic free.

Issues such as the use of bio-degradable black bin bags; plastic cutlery potentially used by outside caterers, plastic wrapping of delivered items, e.g. toilet paper, and possible booking policy rewording, were discussed.

RESOLVED The Town Council supports minimising the use of single use plastic in all of its premises wherever possible. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour bar 1 abstention. This resolution to be notified to the Fight the Plastic Group. It was suggested that an audit is now carried out by the main users of both premises to assess the usage of single use plastic and seek alternatives where possible.

229-18 12 **NEIGHBOURHOOD PLAN**

Andrea Pellegram has sent a schedule to the Town Planning Group outlining the work needed to be undertaken by herself and the group in the next 18 months – 2 years. Volunteers may need recruiting for some tasks. There will be some public meetings included.

Consultation process re Future Housing Development either side of Welsh St up to The Cabin.

Cllr Roberts, having pecuniary interests, left the room at 8.15pm.

Comments made:

At an earlier meeting with Shropshire Council, the Town Council expressed preference for developing areas to the east of the town, (School House Lane, Dog Kennels Bank and Love Lane), which has closer access to the A488, is still within walking distance and is away from the conservation area.

This new proposal to the north-west of the town would draw traffic into the narrow streets of the conservation area in order to access the A488 to the east.

The Wintles Lane, (which has recently been narrowed by Shropshire Council), would have to be widened again and this could only be done on one side, because of the elaborate drainage system installed.

Welsh Street is narrow and has drainage issues. Cars already drive too fast down this road.

The area in question is considered to be part of the Greenbelt of the town and is very popular with walkers.

RESOLVED The Town Council Strongly Objects to the proposed Development.

Proposed Cllr Magill; Seconded Cllr Houghton; All in Favour.

People are to be encouraged to fill in the Consultation Questionnaire.

Cllr Roberts returned to the room at 8.22pm.

230-18 13 **TOWN PLAN**

Nothing further to report.

231-18 14 **TOWN HALL and TOWN HALL TRUST**

There will be a meeting this week.

232-18 15 **REPORTS ON MEETINGS ATTENDED**

Cllr Carroll had attended a PACT Meeting. There have been 20-30 thefts from outbuildings, mainly of large batteries. People to be vigilant and report any suspicious behaviour. Thieves are travelling in from afar. Some arrests have been made. Hare coursing is still an issue.

In February there will be a meeting to discuss whether PACT meetings should continue in their present format.

Christmas Lights – Umbrella Parade and Grotto went well. The train from the grotto to be donated to a charity nominated by Shropshire Housing, (who provided the grant). Some niggles with a few lights and Christmas trees not all taken/put up and not all shops stayed open. Individual events organised well and well-attended. A more accessible programme suggested for next year.

SpArC_ The trustees were meeting the next day.

233-18 16 **ITEMS FOR FACEBOOK / WEBSITE**

Thank you for Christmas Lights

Police alerts re thefts

BC Arts Festival

Consultation re Future Housing Development on Welsh St and links to the website.

234-18 17 **NEXT MEETING**

Tuesday 15th January, 7.30pm

Meeting closed at 8.45pm.