



# 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 VIA ZOOM

**ON TUESDAY 18<sup>th</sup> May AT 7.30PM**

<b>PRESENT</b>	<b>APOLOGIES</b>
Cllr J. Carroll Cllr A. Stelman Cllr G Perry Cllr J. Dickin Cllr R. Houghton Cllr T. Halford Cllr. B. Hawes Cllr S. Morris	
<b>IN ATTENDANCE</b>	
Mr G. Rippon Mrs M Gwilliam Mrs C. Owen 6 members of the public <u>Fire Procedure</u>	

Minute No.	Agenda Item	
78-21	1	<b><u>ELECTION OF MAYOR</u></b> <b>RESOLVED</b> Cllr G Perry. Proposed Cllr Dickin; Seconded Cllr Morris. All in favour.
79-21	2	<b><u>ELECTION OF DEPUTY MAYOR</u></b> <b>RESOLVED</b> Cllr J Dickin. Proposed Cllr Stelman; Seconded Cllr Carroll. All in favour.
80-21	3	<b><u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u></b> <b>RESOLVED</b> The new Mayor read and signed the declaration and oath. (The Clerk would personally witness all acceptances of Office by 1 <sup>st</sup> June).
81-21	4	<b><u>APPOINTMENT OF THE MAYOR'S CHAPLAIN</u></b> Rev Stephanie Fountain
82-21	5	<b><u>APPOINTMENT OF THE MAYOR'S CONSORT</u></b> Mrs Claire Perry
83-21	6	<b><u>MAYOR'S CIVIC DAY ARRANGEMENTS</u></b>

Currently not possible, but it is hoped to hold a civic celebration in the Autumn.

84-21 7

**APOLOGIES**

No apologies.

85-21 8

**COUNCILLORS ACCEPTANCES OF OFFICE**

The Councillors will sign and the Clerk will witness them by 1<sup>st</sup> June.

86-21 9

**TO CO-OPT NEW COUNCILLORS**

An interest has been expressed and will be followed up.

87-21 10

**DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests

b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr G. Perry	Item 21. Mayor's Allowance		✓
Cllr G. Perry	Item 22 (Town Hall Trust)	✓	
Cllr J. Carroll	Item 22 (Town Hall Trust)	✓	
Cllr A. Stelman	Item 22 (Town Hall Trust)	✓	

88-21 16

**PUBLIC PARTICIPATION SESSION**

This item is to be brought forward. Proposed Cllr Perry; Seconded Cllr Dickin. All in favour.

**South Shropshire Young Persons' Social Prescribing Pilot Scheme.**

Liz Still had previously circulated a breakdown of the project. The Bishop's Castle project would focus on Performing Arts as a way of engaging with the Town's youth. Rural isolation means there is not a lot to do locally for young people. (Other areas taking part in the scheme are Shifnal – Boxing and mentoring; Shrewsbury Town – Football; Ludlow – Life skills' mentoring).

It was hoped to use The Underground. Liz asked for support from the Town Council and help with Risk Assessments/Insurance/minor repairs/safety checks and the possibility of free rent.

**RESOLVED** The Town Council supports this project. The Town Council will undertake the necessary electrical checks, fit anti-slip strips on the decking, check the insurance and generally assist Liz with the Risk Assessment and necessary arrangements. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

**Climate and Ecology Emergency Bill**

As promised, Steve Hale had circulated a document relating to this bill. Part of it was a report on Food Resilience prepared by Daphne Page, who was thanked for her comprehensive report. This report meets the Climate Action Plan requirement to carry out an assessment of the local situation. Local communities need to build on their strengths and identify and address future possible food shortages. There is now more interest in communities controlling and taking ownership of their local supplies and resources. The next step would be to put the report out for public consultation to check it is meeting the local needs. This would continue to be a living document updated from time to time to reflect changes.

**RESOLVED** The Town Council thanked Daphne for her report and accepts it in total. Proposed Cllr Stelman; Seconded Cllr Houghton. All in Favour.

**MP support**

It was stressed the importance of gaining a ground swell of support of public, councils and MPs to encourage the government to act.

**RESOLVED** The Town Council will publicise the report and action required in the Bill locally, via social media, Shropshire Council, MP Philip Dunne

Proposed Cllr Stelman; Seconded Cllr Halford. All in Favour

89-21 11 **APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 20<sup>th</sup> April 2021.

**RESOLVED** Approved. Proposed Cllr Morris; Seconded Cllr Stelman. All in Favour.

90-21 12 **REVIEW OF COMMITTEES**

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

b) Terms of Reference of Committees etc.

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

c) Membership of Committees etc

Staffing: Cllrs Magill, Stelman and Carroll.

Finance: Cllrs Perry, Dickin and Houghton.

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

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

91-21 13 **REPRESENTATION ON OUTSIDE BODIES**

SALC Cllrs Carroll, Perry and the Town Clerk.

PACT Cllr Carroll.

SpArC Cllr Houghton.

Public Hall Cllr Dickin.

Town Hall Trust Cllrs Carroll, Perry and Stelman.

Enterprise South West Cllrs Perry and Carroll.

Library Cllr Houghton

Christmas Lights Cllr Perry.

Town Plan Cllrs Carroll, Perry with Houghton representing County Council.

92-21 14 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**

Standing Orders, Financial Regulations, Assets Register, Insurance Cover for all insured risks.

93-21 15 **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.

The Mayor confirmed that all policies and procedures mentioned in items 14 and 15 are up to date and thanked the assistant town clerk for her work in keeping them so.

16 **PUBLIC PARTICIPATION SESSION**

Already done.

94-21 17 **UNITARY COUNCILLOR**

Cllr Houghton was congratulated for her success in the recent election.

Following the elections, Shropshire Council had a new admin leader, but the cabinet was yet to be determined. Cllr Houghton will be on the People Overview and Scrutiny Committee.

Roadworks. Repairs to the A488 should be finished by 25<sup>th</sup> May. The surface was much improved where done. Surface dressing will take place later in the year/next

Spring once to give time for the ground to settle.

Abandoned Cars. A reminder will be put on facebook to remove the cars from Harley Jenkins Car Park. The Parking Enforcement team have the details and will follow it up.

95-21 18 **REPORT FROM THE CLERK**

The 90 day consultation on the phone box at Colebatch has completed. The suggestion is to put a defibrillator in it.

A contractor had been asked to level out and make good the grass in the playing field following the erection of the May Fair Fairground equipment

Trees casting shade had been trimmed back.

The strimming on the A488 had not been done by the Town Council's contractors.

96-21 19 **PLANNING**

1. To discuss the provision of street lighting at Ox Leasowe

Apparently the street lighting at Ox Leasowe had been blocked by a Shropshire Council Officer for light pollution reasons, without consultation. A compromise might be low level footpath lighting. The Town Council will explore this option once a dialogue is re-established.

The Clerk will raise the issue of there being no give way markings on Ox Leasowe and a similar junction close by with the Highways Department.

2. 21/01763/LBC

An application for affixing two water heating solar panels to rear roof slope of room above passage affecting a Grade II Listed Building at 53 Church Street Bishops Castle SY9 5AD

**RESOLVED** No objection. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour.

3. 21/02047/FUL

Application for a change of use from agricultural land to allow siting of 2 No. holiday let units with the creation of new septic tank & new vehicular access at Beecho Cwmago 20 Banks Head Bishops Castle Shropshire SY9 5JL.

**RESOLVED** No objection. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

In addition, the Clerk will write to Highways about the poor condition of the approach to this site.

97-21 20 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation

**RESOLVED** Noted. Proposed Cllr Stelman; Seconded Cllr Morris. All in favour.

- ii. To agree that Bishop's Castle Town Council meets the criteria to exercise the General Power of Competence.

2/3 Council Members are elected via a contested or uncontested election and the Clerk has the suitable qualification. **RESOLVED** The criteria are met. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

- iii. To discuss and decide on having a yearly service of the Town Clock by Smith's of Derby, cost £234 +vat.

**RESOLVED** Agreed. Proposed Cllr Carroll; Seconded Cllr Stelman. All in Favour.

- iv. To approve the following invoices for payment:

In addition an invoice for Smith's of Derby for £420 for clock repairs had been received.

**RESOLVED** The invoices be paid plus the extra invoice. Proposed Cllr Halford; Seconded Cllr Dickin. All in favour.

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	909.37
HMRC	PAYE and NI	May Return	846.86
Staff salaries	4 staff	May Return	2338.05
C Owen	Minutes		37.56
G. Dudley	Toilet cleaning		336.00
M. Gwilliam	Work from home		24.00
G.J. Rippon	Work from home		103.99
PHS	sanitary disposal		915.29
PHS	sanitary disposal		477.22
SALC	Subscription		705.67
Highline	Street Lighting		106.20
Highline	Street Lighting		204.00
Telescopic WC	Window cleaning		45.00
Exemplum	printing		242.77
Allotment Society	Grant		450.00
BCBS	Materials		43.37
Shropshire Council	ROSPA		192.00
Sentinel	Alarm		364.62
For Information			
British Gas	Electricity		100.11
Corona	Electricity		171.41
BT	telephone and broad band		308.56
Shropshire Council	Rates		57.00
Shropshire Council	Rates		163.00
Shropshire Council	Rates		182.00
Water plus	Rates		289.52
Lloyds Bank	Bank Charges		3.00
	<b>Total</b>		<b>22418.52</b>

98-21 21 **MAYOR'S ALLOWANCE for 2021/22**

To authorise the annual Mayoral Allowance. Cllr Dickin took the chair for this item.

**RESOLVED** In the light of the difficult year for small organisations, £1000 was agreed to allow the Mayor more flexibility. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

99-21 22 **TOWN HALL TRUST**

Some events are happening: a wedding, craft sale, farmers' market. The town is still quiet so staff are still partly furloughed but now plan to open Thursday, Friday and Saturdays. The Book Sale did very well and raised £1500.

The missing tiles in the public toilets will be replaced soon.

We are now members of Visit Shropshire. Cllr Halford has responded on behalf of the Town (thank you) but the Town Hall Trust will now take on this role.

100-21 23 **UNDERGROUND**

To discuss the use of the underground, Already discussed in item 16.

101-21 24 **ALLOTMENTS**

Most of the Annual Membership has been paid. 2 out of the 3 quotes for the track improvement have been received. The leaking taps have been repaired. One quote has been received for putting in some new taps. A handyman is needed for occasional work – to be advertised locally. They will need their own tools.

The footpath from Love Lane to the Business Park is not a right of way, but it will be registered as a permitted path to secure future access. Cllr Carroll will contact the Access team.

Whether to allow/limit size of fruit cages in the future has been discussed. The Assistant Town Clerk will do some research with other allotment associations and report back.

102-21 25 **THE CLIMATE AND ECOLOGICAL EMERGENCY BILL**

Already discussed in item 16.

103-21 26 **REPORTS FROM MEETINGS ATTENDED**

Traffic Survey – Cllr Halford will write an article for the next newsletter following the public's enthusiastic response.

Old Market Square – Michelle had written a comprehensive document and was asking for feedback from the residents of the square. The interpretation panel is excellent.

Elephant Trail – the mammoth is finished and another project is nearly finished.

Enterprise SW Shropshire. Enterprise House is opening more often and the offices are all let. Rob MacKay will give a presentation to a future Town Council Meeting.

104-21 27 **ITEMS FOR FACEBOOK / WEBSITE**

As previously discussed.

The newly elected Mayor thanked everyone for their support and hoped that they can soon move on some of the projects that have been on hold. He looked forward to meeting in person in and on site from July.

105-21 28 **NEXT MEETINGS**

Ordinary Town Council meetings Tuesday's 15<sup>th</sup> June, 20<sup>th</sup> July, 17<sup>th</sup> August 2021.

The meeting closed at 9pm.