



BISHOP'S CASTLE TOWN COUNCIL



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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 18th OCTOBER 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr J. Dickin Cllr G Perry Cllr L. Payne Cllr A. Stelman Cllr S. Morris Cllr T. Halford Cllr B. Hawes	Cllr R. Bromley Cllr D. Du Cros Cllr R. Houghton

IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen 10 members of the public	

Fire Procedure

Presentation by Visit Shropshire

Mark outlined a summary of the publicity they had given Bishop's Castle over the past year, including newspaper articles in the major tabloids, articles on web pages and data on click throughs and visitor information such as home towns and shopping time etc. Some businesses in Bishop's Castle are individual members.

Prices for next year remain the same.

Presentation by Enterprise South West

Polly explained how a COVID recovery grant ESW has been used to improve the Bishop's Castle website, with the help of Web Orchard. The Council was shown a prototype and will launch the live site in November.

The website is funded by the Tourism Group. Members pay £80 per year if they are in accommodation and/or restaurants; £40 for shops and business, with community events and voluntary groups free.

The website promotes Bishop's Castle and Beyond, (including nearby Wales): "what to do and why come?"

Minute No.	Agenda Item	
167-22	1	APOLOGIES Cllrs Houghton, Bromley and Du Cros

- 168-22 2 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests.
b) To declare any personal interests. Cllr Perry, Item 17
- 169-22 3 **APPROVAL OF MINUTES** of 16th August 2022.
RESOLVED The minutes were accepted.
Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.
The Action Sheet Tasks were checked for completion. Outstanding items: staff training and picture hanging, (both in hand) Cllr Stelman sought clarification re a letter.
- 170-22 4 **PUBLIC PARTICIPATION SESSION**
Dementia Community Team.
Cathy Owen and members of the team presented a 5-year update on developments since ‘becoming a dementia friendly town’ was included in the Town Plan in 2017.
Current activity includes awareness sessions led by Valerie Woodmansey, (Alzheimer’s Society Ambassador); the 800 Club (monthly meeting for carers at the Six Bells); 800 Club web-site and forum; raising awareness through presence at festivals and chats with shops and businesses and leaflets. Councillors were encouraged to sign up for an awareness session.
In the new year a monthly group for people living with dementia and their carers is planned, sponsored by Age UK.
The Council was thanked for its support.
Mathew Mead re Right Home Right Pace housing need survey
There is currently no funding for a paper-based survey to be undertaken by Mathew, but the survey is available on-line.
It is difficult to attract key workers to the area because of the shortage of affordable property. Focussed work will be undertaken with employers and other groups as to how to improve delivery of land, finances and meet the need.
Cllr Carroll pointed out that it is the river pearl mussel issue that is preventing houses being built. There are 2 housing sites in the town already allocated, but the planning authority has halted any building until the matter is resolved.
RESOLVED The Clerk will liaise with Mathew to calculate the cost of preparing, printing and sending out the surveys by the Town Council itself and bring to the next Council Meeting.
- 171-22 5 **REPORT FROM THE MAYOR**
Mayor’s Sunday will be on 30th October. The parade will leave the Town Hall at 10.30am and process down to the Church for the Civic Service. After the service the Civic Awards will be presented by the Vice Lord Lieutenant of Shropshire, Jenny Wynn DL will present the Awards to the chosen volunteers nominated for their service during the pandemic.
Remembrance Sunday is November 13th. No procession is planned but gather around the war memorial at 10.45am.
The new play area was almost finished.
Some street lights have been fixed. Please report new problems on Fix my Street.
The grit boxes for Ox Leasowe have been place wrongly on Kerry Lane and need to be moved. Cllr Dickin has chased this.
Cllrs Dickin, Carroll and Houghton met with Andrew Keelands from Highways to look at white-lining, resurfacing and traffic issues. It is suggested that unnecessary traffic

can be diverted away from the main street by better signage to alternative routes and carparks. Mr Keelands will come back with a plan.

172-22 6

REPORT FROM THE CLERK

The Clerk had received a letter congratulating the Council for attacking the knotweed. Abbeyfield had thanked the Council for £600 for the defibrillator.

The weather vane has been stolen and the clock has needed repairing as a result. A cherry picker will be expensive to hire.

The Clerk is pursuing getting the Feed in Tariff Meter repaired.

The Town Council has been offered copyright of 3 designs of the Town Hall for £110. **RESOLVED.** The Council buys the copyright and uses the snowy scene on the front of the December Newsletter. Proposed Cllr Perry; Seconded Cllr Payne. Votes for – 4; Votes against – 3. Carried by a majority decision.

173-22 7

UNITARY COUNCILLOR – Not present

174-22 8

PLANNING

New applications:

(Responses are Object, Support, or Representation, submitted with comments if required)

1. 22/04060/FUL

Application under Section 73a of the Town and Country Planning Act for the installation of an air source heat pump (retrospective) | The Rhos 3 Salop Street Bishops Castle Shropshire SY9 5

RESOLVED Supported. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

175-22 9

PORTFOLIO HOLDERS

To discuss to regularise Councillor responsibility into Councillor Portfolio Holder

RESOLVED The Finance Committee looking into the budget can also look possible portfolios that can be tied in with budget categories, (titles/holders/responsibilities). Once defined volunteers can be sought.

176-22 10

MONTHLY FINANCES

i) To discuss and decide removing and reinstalling the wires for the lights

The cost of removing and reinstalling the wires for the lights is £488, with storage £480. It was pointed out in the meeting that there was an issue with an incorrect fixing of the saddles.

RESOLVED The wires be left where they are. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour bar 2 abstentions.

ii) To discuss the request for financial assistance from the Michaelmas Fair Committee

RESOLVED The Town Council asks to see a copy of their finances. Proposed Cllr Carroll; Seconded Cllr Payne. All in favour.

iii) To note the clerk is attending the SLCC national yearly conference on the 9th November 2022

RESOLVED Noted

iv) To note the bank reconciliation

RESOLVED Noted. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

- v) To ratify invoices paid during September (no meeting due to Royal period of mourning)

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	Sep Return	924.77
HMRC	PAYE and NI	Sep Return	679.61
Staff salaries	4 staff	Sep Return	2349.97
C. Owen	Minute taker	181.	40.04
G.J. Rippon	Expenses	182.	270.98
G. Dudley	Toilet cleaning	183.	420.00
Halls SMS	Toilet supplies	184.	70.43
Smith of Derby	Clock repair	185.	2912.40
Millfield collection	Presentation bowls	186.	366.00
Shropshire Council	Joint energy	187.	618.01
BCBS	Materials	188.	14.68
Highline	Lighting repairs	189.	589.80
Town Hall Trust	Broken picture frame glass	190.	10.00
PHS	Sanitary collections	191.	95.76
Exemplum	printing	192.	828.98
Andrew Evan	Town pride	193.	1704.60
Metro Rod	Plumbing	194.	144.00
V. Prints	Banner	195.	78.00
Smith of Derby	Clock repair	196.	644.10
P. Eldridge	Relief cleaner	197.	288.60

payee	Item	Invoice	Amount £
For information			
BT	telephone /broadband	181.	345.40
Water plus	Rates	182.	25.36
Water plus	Rates	183.	37.77
SCC	Rates	184.	187.00
Corona	Electricity	185.	584.07
		Total	£14230.33

RESOLVED The invoices be ratified. Proposed Cllr Perry; Seconded Cllr Payne. All in favour.

- vi) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	Oct Return	924.77
HMRC	PAYE and NI	Oct Return	679.61
Staff salaries	4 staff	Oct Return	2349.97
C. Owen	Minute taker	209.	40.04
G. Dudley	Toilet cleaning	210.	366.00
G.J. Rippon	Expenses (computer software) (Anti virus)	211.	79.99
A. Pellegram	NDP	212.	967.96
BAE Jones	Lights in Town Hall (landing)	213.	502.00
Viking	Stationery	214.	117.34
James Hallam	Insurance	215.	437.68
Gen Plumbing	Allotment	216.	272.76
Mant Leisure	Play equipment	217.	31047.88
Blachere	Christmas lights	218.	1934.40
For information			
BT	telephone /broadband	219.	345.10
Corona	Electricity	220.	520.88
SCC	Rates	221.	187.00
Water plus	Rates	222.	45.09
	Total		£ 40818.98

In addition, the Clerk asked for the following invoices to be paid:

Paul Eldridge, £96.20; V Print £102.06; Highline £1283.40; Poppy wreath £27.50.

RESOLVED The invoices, plus the extra ones, be paid. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

Other finance matters:

The Clerk informed the council that because of the higher interest rate, the account was generating £300 per month.

The period of mourning for the queen had delayed the launch of the annual grant application process.

RESOLVED This will now be advertised in the Dec/Jan newsletter with a deadline of 31st January for applications.

South Shropshire Youth Forum had asked for a grant for £200 to buy a small pizza oven and toaster.

RESOLVED Item 17 be brought forward. Proposed Cllr Carroll; Seconded Cllr Payne.
All in favour

177-22 17 **PUBLIC HALL**

RESOLVED The oven and toaster be bought for the Youth Group. Proposed Cllr Carroll; Seconded Cllr Morris. All in favour.

Cllr Perry advised the Council that the Public Hall Committee was still waiting on the fire and risk assessments. The Council urged the committee to pursue the assessments as soon as possible.

The Clerk asked the new councillors to email him asking for special dispensation for them to be allowed to discuss Public Hall matters. The Town Council is the trustee of last resort.

178-22 11 **USE OF TOWN LOGO**

To discuss and decide on granting Bishop's Castle P3 Group (Footpath working group) permission to use the town council's logo.

The P3 Group voluntarily maintain and repair footpaths and gates, and improve access where possible for different users. They would like to add stickers with the town logo on, to the gate posts.

RESOLVED Approved. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

In addition, Cllr Stelman asked the Clerk to thank the group for their on-going work

179-22 12 **CIVILITY and RESPECT PLEDGE**

To consider and resolve that all current and future Town Councillors take the pledge to be civil and show respect to the clerk and other office staff at all times, as per NALC and other Unions' request.

RESOLVED Agreed. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

180-22 13 **WARM HUBS**

To discuss and decide on using the first floor of the Town Hall as a warm hub. 'Warm Hubs' have been created by CAN as places within the local community where people can be assured of finding a safe, warm and friendly environment in which to enjoy refreshments, social activity, information and advice and the company of other people'.

RESOLVED Agreed. Proposed Cllr Perry; Seconded Cllr Payne. All in favour.

181-22 14 **BUSINESS PARK UPDATE**

The winner of the sculpture competition has been decided. Cllrs Hawes asked for images of Bishop's Castle that should be incorporated into the surface of the design. Suggestions were given. (Town Hall etc).

182-22 15 **OVERGROWN WATER COURSE AT BRICK MEADOW**

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

RESOLVED Andrew Evans will have a look at the issue at Brick Meadow. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

183-22 16 **TRAFFIC MANAGEMENT**

It is a year since the survey was undertaken. Cllrs Carroll and Halford will meet to update it

17 **PUBLIC HALL** already discussed.

184-22 18 **REPORTS FROM MEETINGS ATTENDED**

SpARc Opening

High Sherriff's Tea (attended by Mayor and Deputy, plus volunteers John and Barbara Howells and Mandy Bryce.

185-22 19

NEXT MEETING

Next - Tuesday 15th November, 7.30pm.

186-22 20/21

* To resolve that by the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting on the grounds the business to be discussed involves the likely disclosure of confidential information as defined in the Acts.

TOURISM

RESOLVED The Council will renew the subscription to Visit Shropshire for one year at Gold Rate but request monthly updates and more statistical information to be available to the Council if they are to continue for a further year.

The meeting closed at 9.41pm