



BISHOP'S CASTLE TOWN COUNCIL



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

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD ON ZOOM

ON TUESDAY 18th JANUARY 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr G. Perry Cllr. A. Stelman Cllr J. Dickin Cllr J. Carroll Cllr R. Houghton Cllr T. Halford Cllr S. Morris	Cllr D. Du Cros Cllr B. Hawes
IN ATTENDANCE	
Mr G. Rippon. Mrs C. Owen	

Fire Procedure

Minute No.	Agenda Item	
1-22	1	<u>APOLOGIES</u> Cllrs Du Cross and Hawes
2-22	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None. b) To declare any personal interests. None.
3-22	3	<u>APPROVAL OF MINUTES of 21st December 2021</u> RESOLVED: Accepted. Proposed Cllr Halford; Seconded Cllr Stelman. All in favour. (Matters arising. Item 228-21 – The memorial bench has now been dedicated in a small ceremony and a press release sent to the Shropshire Star and the South Shropshire Journal).
4-22	4	<u>PUBLIC PARTICIPATION SESSION</u> None present
5-22	5	<u>REPORT FROM THE MAYOR</u> The Town Council has been given the go ahead to spend the £5,000 <u>Shropshire Council Welcome Back grant</u> on infrastructure improvements: (tidying up and weeding carparks and other areas, new signage and additional lights). The money must be spent before the end of February.

RESOLVED. The Clerk is authorised to spend the money in advance of the work to meet the deadline. All in favour.

There have been multiple complaints about dog mess.

The Community College celebrates 100 years this year.

The Queen's Jubilee will be celebrated on 5th June. Volunteer Cllr/Subcommittee needed to organise events. Street parties/ Garden Party/ Commemorative coins for school children? Ideas and help needed, please. The Coop is willing to donate £150 worth of food and drink.

BC Newsletter deadline is Friday 21st.

6-22

6

REPORT FROM THE CLERK

The Clerk and Cllr Carroll attended a Court Case re the Contempt of Court allegation.

However, the Court failed to send a copy of the appeal to the Clerk so it was adjourned.

Wayfair. In light of the unsatisfactory condition of the first bench delivered for the skate park, Wayfair have sent a complimentary bench of equally poor condition in its stead.

Town Hall Clock. The clock needs repairing by a specialist clock repairer (£427 quote). The Clerk is acquiring a quote from a certified scaffolder (Jarvis Scaffold) to facilitate this and other maintenance, namely gutter clearance, some external painting and weather vane to be done at the same time.

RESOLVED. The clock be repaired. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

Allotments It has come to light that a tenant of a large plot may need to downsize.

ACTION Cllr Hawes has stepped down from the Allotments Sub-committee. A replacement Cllr is sought.

Party in the Park. The chair woman has asked for permission to hold the event again this year.

Grant success. Congratulations to Cllr Stelman for his hard work in securing a grant of £16,603 for a Play Scheme Officer for the Park.

7-22

7

UNITARY COUNCILLOR

Cllr Houghton had received some emails in relation to the Business Park which has been long awaited and needed in the town.

RESOLVED The Town Council will put an article in the Newsletter in support of the Business Park.

There have been concerns raised about flooding at the allotments following the groundworks, which have altered the level of the ground and affected the drainage.

RESOLVED Shropshire Council will be asked to dig a gully to drain the water away from the allotments while they have the heavy machinery on site to do so.

Stonehouse Hospital. Cllr Houghton has had no response to emails and letters re the reopening of the hospital, the Outpatients provision or community consultation.

Shropshire Council's budget consultation is available on-line for perusal. The large deficit is concerning as to how it will be managed.

Highways. Cllr Houghton has submitted details of more highway damage.

8-22

8

PLANNING

New applications: for information

1. 21/05934/CPE

Application for Lawful Development Certificate for the continued use as a caravan as an overflow office and more recently a covid-safe 'visiting pod'

for friends and family to visit residents at The Pines Residential Home, Colebatch, Bishops Castle, Shropshire, SY9 5JY.

9-22

9

MONTHLY FINANCES

i) To note the Bank Reconciliation

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

ii) Public Works Board Loan.

By request, the Clerk has supplied further details of the public consultation, and has sent screenshots of the comments, and is awaiting to hear the outcome.

iii) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	January Return	909.37
HMRC	PAYE and NI	January Return	689.94
Staff salaries	4 staff	January Return	2494.97
C. Owen	Minute taker	240.	37.56
G. Dudley	Toilet cleaning	241.	336.00
Exemplum	Printing	242.	129.74
Blachere	Christmas lights	243.	930.00
Highline	Street Lighting	244.	283.20
Highline	Street Lighting	245.	217.20
Highline	Street Lighting	246.	1545.60
BCBS	Materials	247.	91.70
A. Evans	Grass cutting	248.	510.60
For information			
BT	telephone /broadband	249.	314.17
Waterplus	rates	250.	35.59
Corona	Electricity	251.	818.39
	Total		£ 9344.03

RESOLVED: The invoices be paid. Proposed Cllr Houghton; Seconded Cllr Dickin . All in favour.

10-22

10

TOWN HALL CLOCK

Already discussed in the Clerk's report. Agenda Item 6-22

11-22

11

PLAYING FIELDS

The grass path down to the skate park is very slippery in wet/icy weather.

RESOLVED The path be changed from grass to a more suitable hard surface. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.

12-22

12

NEIGHBOURHOOD DEVELOPMENT PLAN

Awaiting the go-ahead for the public consultation from Andrea Pellegram.

- 13-22 13 **WEBSITE**
 Following recent security issues with a host website, a spare laptop will become the main server working independently of any other website and thus more secure.
- 14-22 14 **PACT MEETINGS**
 Actual meetings with the Police have been replaced by extended email communications.
RESOLVED A regular monthly item will be added to the agenda to identify the town's current priorities of concern to be conveyed to the Police. The Police be asked to attend a quarterly meeting. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour.
- 15-22 15 **VISIT SHROPSHIRE**
 Up to date data from the website would now be useful. The Arts Festival and the Weighbridge Project need promoting.
- 16-22 16 **THE HOMELESS MAN AND THE ARMY**
 Cllr Stelman sought clarification of potentially compromising his position on the Council if he wrote a letter of complaint to the Army with regard to their unhelpful treatment of a homeless man who was camping on their land.
RESOLVED There would be no conflict of interest if Cllr Stelman wrote in his capacity as Food Bank Co-ordinator.
 Cllr Stelman also raised the homelessness issue as something the Council might want to look at in the next few months.
 Cllr Houghton raised the connected issue of lack of local affordable housing and suggested that in the new financial year the Right Home Right Place Survey might be re-done to assess the current demands.
RESOLVED The survey be undertaken in the next financial year. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.
 The Community Land Trust and Citizen's Advice Bureau would have a helpful input.
- 17-22 17 **FREEDOM OF INFORMATION REQUEST**
 All of the relevant emails had now been supplied as requested.
- 18-22 18 **REPORTS FROM MEETINGS ATTENDED**
Enterprise SWS – Rob MacKay is taking a 3 month Sabbatical.
 New directors are sought from the Business sector.
 Orphans of Leominster will update the Bishop's Castle website with the Covid Recovery Money granted by Shropshire Council. It will need links with Visit Shropshire including.
- 19-22 19 **NEXT MEETING**
 Tuesday 15th February 2022, 7.30pm. The meeting closed at 8.52pm.



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HELD AT THE TOWN HALL

ON TUESDAY 15th FEBRUARY 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr G. Perry Cllr. A. Stelman Cllr J. Dickin Cllr J. Carroll Cllr R. Houghton Cllr T. Halford Cllr S. Morris Cllr D. Du Cros	
IN ATTENDANCE	
Mr G. Rippon. Mrs C. Owen	

Fire Procedure

Minute No.	Agenda Item	
20-22	1	<u>APOLOGIES</u>
21-22	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None. b) To declare any personal interests. None.
22-22	3	<u>APPROVAL OF MINUTES of 18th January 2022</u> RESOLVED: Accepted with two slight corrections. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.
23-22	4	<u>PUBLIC PARTICIPATION SESSION</u> None present
24-22	5	<u>REPORT FROM THE MAYOR</u> <u>Neighbourhood Plan Public Consultation.</u> This has begun. However, comments sent by email have not been received because of a server issue. Hopefully these emails will be retrieved imminently, but if the emails have been lost the consultation period may need to be extended to allow time for people to resend them. An extra (smaller) newsletter will be issued this month with further links to allow for more feedback.

Mayor's Chain Quotes are being sought to make and add the missing links to the chain to bring it up to date with recent Mayors. It will be expensive.

Scaffolding The initial quote for scaffolding to allow repairs of the clock, painting and gutterwork has proved expensive. Other quotes are being sought.

Welcome Back grant on infrastructure improvements: (tidying up and weeding car parks and other areas, new signage and additional lights). Due to a lack of available parts for signs, the £1000 money for signage cannot be spent before the deadline. It will be spent on lights instead. The weeding will be done this week.

The Queen's Jubilee will be celebrated on 5th June. Volunteers are being sought to help. The Big Thank You event will be postponed to the Autumn. As part of the Platinum Tree Planting, the Town Council will choose the location for one of the trees with a commemorative Plaque.

25-22 6 **REPORT FROM THE CLERK**

Court Case re the Contempt of Court allegation. The Clerk has sent a formal statement to the court re the timeline. He is awaiting an update.

26-22 7 **UNITARY COUNCILLOR**

Community Hospital. A Public announcement is imminent. Cllr Houghton, Cllr Kidd and Cllr Hartin are meeting the Chief Executive of the hospital this week.

Shropshire Council's budget consultation closes on Friday.

Ambulance waiting times are a concern.

Highways. There are on-going issues with pot-holes, unpainted white lines and street lights.

27-22 8 **PLANNING**

1. 22/00095/FUL

Application for the erection of two-storey side extensions (to replace existing barn) and single-storey rear extension (to replace existing conservatory), and erection of storage/carport block (to replace existing caravan) | Long House 17 Bankshead Bishops Castle Shropshire SY9 5JQ

RESOLVED: No objection Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour bar 1 abstention.

1. 21/05879/FUL

Application for the conversion of joinery workshop/former school into dwelling | R D S Kent Ltd The Old National Boys School Station Street Bishops Castle Shropshire SY9 5DD

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

28-22 9 **MONTHLY FINANCES**

RESOLVED: The decisions made during the last two council meetings via Zoom be ratified. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

i) To note the Bank Reconciliation

RESOLVED: Noted. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

ii) Public Works Board Loan.

By request, the Clerk has supplied further details of the public consultation, and has sent screenshots of the comments, and is awaiting to hear the outcome. Further consultation has taken place in the recent newsletter for the two projects.

iii) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	February Return	909.37
HMRC	PAYE and NI	February Return	689.94
Staff salaries	4 staff	February Return	2494.97
C. Owen	Minute taker	240.	37.56
G. Dudley	Toilet cleaning	241.	336.00
Highline	Street Lighting	242.	1183.68
Lite	Christmas lights	243.	3249.60
Mousemat	IT	244.	480.00
PCPS	window cleaning	245.	45.00
Viking	Stationery /postage	246.	85.96
Baxi	Town Hall	247.	276.00
Lloyds Bank	bank charges	248.	3.00
Lyons Davidson	VAT	249.	17958.21
Metro Road	Public Hall	250.	315.00
Allotment Society	Subscriptions	251.	228.00
For information			
BT	telephone /broadband	252.	315.21
Waterplus	rates	253.	23.84
Corona	Electricity	254.	826.66
	Total		£ 29457

RESOLVED: The invoices be paid. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

29-22

10

ALLOTMENTS To receive a report. To discuss and adopt a new revised Tenancy Agreement (as circulated) in line with Allotment Society management of the site. To discuss a request to take on an additional plot.

Following advice, it has been suggested that the best solution to the issue over the tenant struggling to manage the whole plot on their own is that the friend who is assisting the tenant to cultivate the plot becomes an associate member, agreeing to sign the paperwork and abide by the allotment rules and regulations, until such time as the tenant wishes to end the tenancy, when both would be required to vacate the plot. An associate member pays no fee and has no right to remain on the plot when the tenant leaves. This flexible arrangement can be brought in, by arrangement with the Allotment Society, to assist any tenant who has a temporary incapacity of some sort, such as illness or accident, to prevent the plot deteriorating in the interim period.

RESOLVED: Agreed. Proposed Cllr Dickin; Seconded Cllr Houghton. All in favour.

Any tenant will be permitted to have 1 plot, or 2 ½-size plots, or 2 microplots, only. The request for an additional very small plot is accepted.

RESOLVED: Agreed. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

Once the tenancy agreement is confirmed, the Allotment Society will deal with any future issue. Any unresolved matter would be referred to the Allotments sub-committee, and then only referred to the Town Council if still unresolved.

Cllr Morris agreed to join the sub-committee.

30-22 11 **NEIGHBOURHOOD DEVELOPMENT PLAN**

Once the public consultation is complete, Andrea Pellegram will collate the comments and add to the plan and send to Shropshire Council. There will then be a local referendum and an inspector will be appointed to look at it thoroughly. This process will take several months.

The Heat and Wind Network have asked for the plan to be reviewed as soon as it is passed by Shropshire Council in order for it to include their proposal. Ms Pellegram has advised them to prepare a presentation for the Town Council in readiness with a full business plan, outlining the costs; arrangements with the landowners; who will benefit; distribution of energy; type of organisation (Charity/business) etc., so as to be ready when the plan is passed. (This is likely to be at the end of 2022/early 2023).

Ms Pellegram cannot be their planning consultant as there will be a conflict of interest.

31-22 12 **WEBSITE**

The laptop designated to be the server has needed to be upgraded. There had been an issue transferring the .gov.uk email addresses to the new server which had held up the emails. The issue was being corrected imminently. This server should be more secure.

32-22 13 **UPDATE ON CLIMATE ACTION**

Steve Hale will update the Town Council next month. There have been changes to Section 8 of the plan with regard to transport. The Group will also bring fifteen 'asks' of the Town Council to do with priority activities and a proposal on how the Climate Action Plan should be reviewed.

33-22 14 **REPORTS FROM MEETINGS ATTENDED**

Enterprise SWS – Rob MacKay's Sabbatical will be covered by Sarah Ellison and other staff will take on extra hours.

Youth Meeting Cllr Stelman has been in conversation with Andrew Kirk at The Community College and would like to invite him and Ian Walloughby to the next meeting to discuss further collaboration.

The Community College Centenary Cllr Dickin confirmed that it will be held on the 1st weekend in July. Ideas include school tours and football matches.

Michaelmas Fair. A meeting is being held tonight to form a new committee.

SpArC. Unfortunately, money granted by Shropshire Council to provide new equipment for the gym has been delayed. The 10k run on 20th March will start and end at SpArC.

34-22 15 **NEXT MEETING**

Tuesday 15th March 2022, 7.30pm. The meeting closed at 8.40pm.



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MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD AT THE TOWN HALL AND ON ZOOM

ON TUESDAY 15th MARCH 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr G. Perry Cllr. A. Stelman (Zoom) Cllr J. Dickin Cllr J. Carroll Cllr R. Houghton (Zoom) Cllr T. Halford Cllr S. Morris Cllr D. Du Cros Cllr B. Hawes	
IN ATTENDANCE	

Mr G. Rippon. Mrs C. Owen
2 Members of the public (1 on Zoom).

Fire Procedure

Minute No.	Agenda Item	
35-22	1	<u>PUBLIC PARTICIPATION SESSION 1</u> Ian Willoughby, Deputy Head of The Community College, presented a letter from Andrew Kirk outlining the aspirations and plans for the centenary year. (2022) They hope to strengthen the ties between the community and the College, and in particular they are looking to work with inspirational people and community groups locally in areas such as careers talks, sport, work experience, school council etc.
36-22	2	<u>PUBLIC PARTICIPATION SESSION 2</u> Steve Hale asked Councillors to consider and prioritise the 15 'Asks' sent to all Parish and Town Councils in South Shropshire, and then write to Shropshire Council asking them to implement the most important for Bishop's Castle. Cllr Stelman agreed to collate Cllrs' comments. Steve Hale will ask John Whiteleg to provide data and County Council spending on transport from the Family Group of Counties that includes Shropshire, for comparison, so as to inform the discussion at the next meeting.
37-22	3	<u>APOLOGIES</u> None

- 38-22 4 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. Mrs C Owen. Agenda Item 16b
b) To declare any personal interests. None.
- 39-22 5 **APPROVAL OF MINUTES of 15th February 2022**
RESOLVED: Accepted as a true and accurate record. Proposed Cllr Morris; Seconded Cllr Halford All in favour.
- 40-22 6 **PUBLIC PARTICIPATION SESSION**
Already held.
- 41-22 7 **REPORT FROM THE MAYOR**
Neighbourhood Development Plan Public Consultation. This has begun, with information in newsletters, social media, website, press and a hard copy in the Town Hall.
An extra (smaller) newsletter has been issued this month to allow for further feedback.
The Queen's Jubilee. Ideas are coming forward. Unfortunately, the town will not receive a Jubilee tree as the scheme was over-subscribed.
Auction Yard Toilets. Following daily inspections the cleaning is deemed acceptable, but the toilets would benefit from a deep clean and polish. Quotes are being sought.
Street Lights The jobs have been closed without mending the lights.
Foul water at the bottom of town. STWA and Highways are arguing over the responsibility for this issue.
- 42-22 8 **REPORT FROM THE CLERK**
An expert is coming to look at preliminary pruning of the yew trees at Old Market Square. Further shaping will be part of the grant application.
The Cost of STWA providing a water supply to the square is £3337.42 + VAT. This could also be part of the grant and possibly co-ordinated with a similar project in Clun.
- 43-22 9 **UNITARY COUNCILLOR**
Community Hospital. Meetings are planned with the Chief Executive of the Community Hospital, Cllr Houghton, Cllr Kidd and Cllr Hartin and the Medical Practice to discuss the future model of services. The Cllrs have asked for more information on the number of beds used, as only figures relating to Bishop's Castle residents were included and not the wider area.
Another NHS recruitment open day is being held in Shrewsbury.
Kerry Green properties are being refurbished.
Fix my street is the best way to report highways/street lighting issues.
Bus Back Better – no news on the grant application yet.
- 44-22 10 **PLANNING**
1. 22/00728/FUL Application for the erection of single-storey extension to provide new dining room and entrance | Fields Cottage Field Lane Bishops Castle Shropshire SY9 5AG
RESOLVED: No objection Proposed Cllr Carroll; Seconded Cllr Halford. All in favour.
2. 22/00373/FUL Application for the erection of a retail unit (Class E) | Site Of Former Countrywide Warehouse Station Street Bishops Castle Shropshire SY9 5AQ
RESOLVED: Councillors need to apply for special dispensation to discuss this because they are custodial trustees of the adjacent Public Hall. An extraordinary meeting will be called to discuss the plans as soon as dispensation is granted.

MONTHLY FINANCES

i) To note the Bank Reconciliation

RESOLVED: Noted. Proposed Cllr Carroll; Seconded Cllr Morris. All in favour.

ii) Update on the PWLB (Public works Loan Board) application

Hopefully, the outcome will be received this week.

iii) To agree the National pay rises for 2021-2022 and approve to back date them.

RESOLVED: Approved. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

iv) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	March Return	1087.39
HMRC	PAYE and NI	March Return	783.32
Staff salaries	4 staff	March Return	3077.20
C. Owen	Minute taker	240.	37.56
G. Dudley	Toilet cleaning	241.	336.00
Highline	Street Lighting	242.	71.40
Mousemat	IT	243.	800.00
Viking	Stationery /postage	244.	95.08
Allotment Society	Subscriptions	245.	96.00
Andrew Evans	Grasscutting/ maintenance	246.	474.60
BCHRC	Storage	247.	143.00
For information			
BT	telephone /broadband	248.	316.17
Waterplus	rates	249.	370.96
Corona	Electricity	250.	748.10
	Total		£ 8474.43

In addition, the following invoices have been received.

Mail Room Postal Services £119.40

Printable slips £86.00

Extra Cleaning of the Town Hall £210.00

P. Eldridge £66.22

GR Travel £126.00.

RESOLVED: The invoices, including the extra ones, be paid. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour.

AUCTION YARD TOILETS

To discuss and decided on a deep clean for the Auction Yard toilets.

No quotes had been received yet.

RESOLVED: Agreed up to a cost of £300. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

NEIGHBOURHOOD DEVELOPMENT PLAN

A record of all the publicity given will be kept to inform Andrea Pellegram as part of the process.

There have been no formal responses received yet.

Cllr Carroll had replied to the Heat and Wind Network who had challenged the Town Council's decision not to delay the Public Consultation to accommodate more details of their proposal in the Plan.

The Town Council have already agreed to review the Plan, once passed by Shropshire Council, at its earliest opportunity with a view to including a policy or policies in regard to this proposal. Delaying the Plan now, to wait for the necessary detailed assessments to be undertaken would mean that the consultation would have to be done again at a later date, whilst in the meantime, the Town's preferred development plan would not be taken into account by Shropshire Planners. Covid has already delayed this process considerably.

48-22 14 **THE COUNCIL'S IT SYSTEM**

The new server was being connected this week.

49-22 15 **REPORTS FROM MEETINGS ATTENDED**

Community Partnership

The Heat and Wind Network expressed their disappointment of the Town Council's decision to proceed with the public consultation of the Neighbourhood Development Plan without waiting for the necessary reports to be completed.

Comment was made (in this council meeting) that the group could apply for planning themselves, independently of the Neighbourhood Development Plan.

Community Seed Bank. There has been a lot of interest and many seed packets collected.

Local Food Strategy. This is nearly complete.

Going Wild in BC. There had been much interest in the talks and demand for Swift Boxes was over-subscribed. The Town Council had granted £500 towards this initiative but more was needed. AS no Town Councillor has responsibility for the Playing Fields could the management of the Playing Fields be included in the Going Wild Management Plans?

On-line platform to support community mental health and well-being. The Community College and Medical Practice met and decided to quality assure and update the Moodle before rolling out to the Community.

BC NDP. Concern was expressed that most of the NDP information for consultation was on-line, thereby excluding those without internet access.

Electric Vehicle Charging Units. Not installed yet.

Household Energy Services. Lightfoot Enterprises have raised funding to carry out household energy surveys and give advice on saving energy.

Befriending and Dementia Support. The befriending service is going well. More volunteers are sought.

15 Transport 'Asks'. The group was pleased this was being discussed by the Council.

Public Hall Custodian Meeting

A management committee needs to be formed. Responses are invited.

50-22 16 **CONFIDENTIAL MATTERS**

To discuss and decide to pass a resolution 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 involves the likely disclosure of exempt information as defined in the Acts.

a. Town Hall Clock

To discuss and decided on quotes received to provide scaffolding to allow for the repair of the Town Clock

Smith's of Derby will repair the clock for £2427 + VAT. (VAT is recoverable).

RESOLVED The cheapest quote is accepted for the scaffolding. Proposed Cllr Carroll; Seconded Cllr Dickin. All in favour.

c. Mayoral Chain

To discuss the quote for the refurbishment of the Mayoral chain.

b. Staff matters

Members are asked to receive staffing matters and approve the actions.

The staffing matters were discussed and all matters dealt with, no need of a follow up

51-22

17

NEXT MEETING

Tuesday 19th April 2022, 7.30pm. The meeting closed at 21.25pm.



BISHOP'S CASTLE TOWN COUNCIL



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MINUTES of the VIRTUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD USING ZOOM

ON THURSDAY 31st March 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr G. Perry Cllr J. Dickin Cllr T. Halford Cllr J. Carroll Cllr S. Morris Cllr B. Hawes Cllr A. Stelman	Cllr R. Houghton

IN ATTENDANCE

Mr G. Rippon

Fire Procedure

Minute No.	Agenda Item	
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52-22 1 **APOLOGIES** None

53-22 2 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests

The Clerk reminded members that he had received a written dispensation from all Councillors in respect of the Public Hall as the Council corporate was the Trustee of that Hall Without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a 2 proportion of the body transacting the business as to impede the transaction of business.

b) To declare any personal interests.

Nothing was declared under this heading.

54-22 3 **PUBLIC PARTICIPATION SESSION**

There were no members of the public present

PLANNING

New applications:

1. 22/00373/FUL

Application for the erection of a retail unit (Class E) | Site Of Former Countrywide Warehouse Station Street Bishops Castle Shropshire SY9 5AQ

This application was discussed

RESOLVED

The Council supports this application however it has the following concerns.

1. The access to the way bridge museum as this was become a very widely know tourist attraction.
2. There does not appear to be any rain water harvesting on the development.
3. As there was no information on the plans it is hoped that the development will consider the use of solar panels on the roof The above two points are made as the council feels that the development displays its sustainability.
4. The Council also has concerns in relation to the number of parking provision on the development. It is felt that nine is far to low for the size of the development.

FINANCE

To discuss and decide moving £85,000 from the Unity Trust deposit to the United Trust bank.

This was discussed and it was pointed out that the investment had a clause which stated that the investment had to run its full course.

RESOLVED

That the Council invest £50,000 in a 12 month bond with United Trust Bank



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
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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 18th May 2021 AT 7.30PM

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

Fire Procedure

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

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 1st 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 20th 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 25th 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
	Total		22418.52

- 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.

NEXT MEETINGS

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

The meeting closed at 9pm.



BISHOP'S CASTLE TOWN COUNCIL



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The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES of the MEETING OF BISHOP'S CASTLE TOWN COUNCIL

HELD AT THE TOWN HALL

ON TUESDAY 19th APRIL 2022 AT 7.30PM

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

IN ATTENDANCE

Mr G. Rippon. Mrs C. Owen
2 Members of the public

Fire Procedure

Minute No.	Agenda Item	
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57-22 1 **APOLOGIES** Cllrs Perry, Houghton and Du Cros

58-22 4 **PUBLIC PARTICIPATION SESSION**

Keith Whiddon and Hope Robson presented BCIRCLR, (Bishop's Castle Interactive Rural Community Learning Resource). This is a moodle-based on-line platform resource to support mental health and well-being. Working in partnership with Bishop's Castle Medical Practice Mental Health team, the Community Partnership, the Community College and with the help of a team of New Zealand nurses, this website has been set up to offer resources, signposting for mental health, training for volunteers, local Community information and projects to get involved with. There are links to charities and healthcare professionals who can offer more practical help to people in crisis. The site will have both public area access and also secure access areas. An open day is planned for 30th July.

The group has received a grant from Cameron Grant Memorial Trust to set it up so far, and is now looking to secure a grant to provide staff to manage the site.

The Town Council is encouraged to interact with it.

59-22 2 **DECLARATIONS OF INTEREST**

- a) To declare any disclosable pecuniary interests. None.
- b) To declare any personal interests. None.

- 60-22 3 **APPROVAL OF MINUTES** of 15th March 2022 (and 31st March 2022 via Zoom).
RESOLVED: The date of the next meeting was corrected. Accepted as a true and accurate record. Proposed Cllr Morris; Seconded Cllr Stelman. All in favour.
- 4 **PUBLIC PARTICIPATION SESSION**
 Already held.
- 61-22 5 **REPORT FROM THE MAYOR**
Auction Yard Toilets. No quotes were forthcoming from contractors to undertake a deep clean so there will be a working party on 24th April at 10am. Cllrs Perry and Dickin would welcome extra willing volunteers to join them. Minor repairs have been made, exhausting spare parts, so the Public Works Loan will be pursued soon.
Public Hall. The tenant will leave at the end of April/beginning of May, after which an open meeting will be held. Three people have expressed interest in being on the committee and will be invited.
Mayor's Fund. This last year the fund has been used for:
 GPS for the allotment mower; help towards staging the community event at Enterprise House; gifts for assistance at Christmas Lights; new nets and wheels for the goals on the Astro-turf at SpArC and small donations to charity.
Town Hall Weather Vane. This is being remade locally and has been sponsored by a local benefactor and will be fitted when the clock is fitted on 5th May. (Scaffolding 28th April). Town Hall Staff have been notified.
- 62-22 6 **REPORT FROM THE CLERK**
 An email has been received from Bridgnorth South Shropshire Crucial Crew.
- 63-22 7 **UNITARY COUNCILLOR** (via email)
The NHS recruitment open day held in Shrewsbury was successful and led to job offers. There will be another one in June to recruit domiciliary care staff.
Fix my street is the best way to report highways/street lighting issues.
 A support for Ukrainian hosts hub is being set up.
 There is an information meeting in St John the Baptist Church Bishop's Castle on 23rd April at 10.30am.
- 64-22 8 **PLANNING**
1. 22/01493/TCA
 Application to reduce canopy by up to 1 meter to previous pruning points and to reduce 1no. limb by two thirds of 1no. Pear tree within the Bishops Castle Conservation Area | The Old Tin Shop School Lane Bishops Castle Shropshire SY9 5BP
RESOLVED: No objection Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.
 2. 22/01447/DIS
 Application to discharge Conditions 7 (landscaping), 8 (bat boxes) and 10 (external lighting) of planning permission No. 19/02268/FUL | Proposed Commercial Development Land To The North Of Bishops Castle Business Park Bishops Castle Shropshire
RESOLVED: No objection Proposed Cllr Morris; Seconded Cllr Carroll. All in favour.
 3. 22/01242/DIS

Application to discharge of condition 4 (landscaping / tree protection) on planning permission 21/02942/FUL | Proposed Agricultural Building To The East Of Church Lane Bishops Castle Shropshire

RESOLVED: No objection Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.

4. 22/00277/VAR

Application for a variation of Condition No. 2 attached to Permission 19/02268/FUL to alter the positioning of the units and to introduce a new access point on an existing access road to provide better site circulation | Proposed Commercial Development Land To The North Of Bishops Castle Business Park Bishops Castle Shropshire

RESOLVED: No objection Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

65-22

9

MONTHLY FINANCES

- i. The PWLB (Public works Loan Board) application has been approved.
- ii. To receive and approve the accounts for 2021-2022.

RESOLVED: Approved. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.

- iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	April Return	924.77
HMRC	PAYE and NI	April Return	679.61
Staff salaries	4 staff	April Return	2767.88
C. Owen	Minute taker	04	40.04
G. Dudley	Toilet cleaning	05	420.00
A. Pellegram	NDP	06	351.98
WWT services	Whintles verge cut	07	150.00
D.W. Cole	Plumbing	08	95.00
SCC	Waste collection	09	264.00
Andrew Evans	Grass cutting also	10	518.40
MBO	Fire safety	11	112.8
MBO	Fire safety	12	47.40
Highline	Street lighting	13	745.80
Sentinel	Alarm	14	383.31
PCPS	Window cleaning	15	45.00
For information			
BT	telephone /broadband	13	316.33
SCC	Rates	14	188.25
SCC	Rates	15	55.16
	Total		£ 8105.73

In addition, the following invoices have been received.

Pruning £468; Allotment Society Members' fees £24; Deep Cleaning £221.26; SALC £807.67

RESOLVED: The invoices, including the extra ones, be paid. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

66-22 10 **ALLOTMENTS**

Tenants' initial deposits are to be used to tidy up vacated plots. Although the Town Council has £600 for this purpose plots have not been tidied up. The Town Council owns the ground but would like the Allotment Society to organize the tidy up with the accumulated funds.

67-22 11 **NEIGHBOURHOOD DEVELOPMENT PLAN**

The Clerk has now sent the documents to the (167) statutory consultees.

There have been 3 formal responses to date

A zoom meeting is being arranged with Andrea Pellegram and Eddie West to discuss the Heat and Wind Group situation.

Once the statutory consultees have had their 6 weeks' consultation period, the report will be sent to the inspectorate, who will advise on any moderations that need to be made, and then the final stage is the referendum, likely to be held in late winter.

68-22 12 **YOUTH**

Following the successful bid, South Shropshire Youth Forum were drawing up the service level agreement. They will be the employees for the first 12 months.

There are three strands to the project:

- a Youth Club for 8-11 year olds;

- a Drop-in Centre for 12-16 year olds

- a Youth Forum which will feed the youth's voice into the Town Council's discussions.

A project Coordinator has just been appointed. A Youth worker post will now be advertised. (Premises are yet to be confirmed).

Shropshire Star have become interested in the new skate park shelter and are going to do a featured article with photographs.

Cllr Stelman requested that a discussion on the land adjacent to the skate park be an item for the next agenda.

69-22 13 **CLIMATE CHAMPION**

Cllr Hawes volunteered to be the Climate Champion for the Town Council. All in favour.

The Town Council is happy for the Climate Action Group to undertake the Climate Action Plan Annual Review.

Cllr Stelman collated the views of councillors re the 15 'Asks' and submitted the results.

Shropshire Council had not replied yet about whether they would empty a segregated bin.

70-22 14 **COMMUNITY ENGAGEMENT**

This event will be held at SpArC on 30th July: a promotional conference event with stalls by groups working in partnership with the Town Council.

71-22 15 **QUEEN'S PLATINUM JUBILEE**

A beacon will be lit on 2nd June on the Playing Fields. The Town Crier has been invited.

Commemorative Mugs have been purchased for every Primary School aged child.

72-22 16 **UKRAINIAN REFUGEES**

There is an information meeting in the Church on 23rd April 10.30am. One family is known to have arrived. Cllr Stelman had visited with details of the Food Bank. Cllr Dickin suggested that the Town Council writes a welcome letter for the families, which could be translated into Ukrainian also.

73-22 17 **REPORTS FROM MEETINGS ATTENDED**

None attended.

74-22 18 **NEXT MEETING**

Tuesday 17th May 2022, 7.30pm. The meeting closed at 21.03pm.

Mayor-making



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
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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 24TH MAY 2022 AT 7.31PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr J. Dickin Cllr G Perry Cllr A. Stelman Cllr R. Houghton Cllr T. Halford Cllr B. Hawes Cllr D. Du Cros	Cllr S. Morris
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen 1 member of the public	

Fire Procedure

Minute No.	Agenda Item																																				
84-22	1	<u>APOLOGIES</u> Cllr Morris																																			
85-22	2	<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 Houghton</td><td>Item 17.1 (Planning)</td><td></td><td>✓</td></tr><tr><td>Cllr J Dickin</td><td>Item 17.2 (Planning)</td><td>✓</td><td></td></tr><tr><td>Cllr G Perry</td><td>Item 19 (Mayor’s Allowance)</td><td>✓</td><td></td></tr><tr><td>Cllr J Dickin</td><td>Item 19 (Mayor’s Allowance)</td><td>✓</td><td></td></tr><tr><td>Cllr G Perry</td><td>Item 20 (Town Hall Trust)</td><td>✓</td><td></td></tr><tr><td>Cllr J. Carroll</td><td>Item 20 (Town Hall Trust)</td><td>✓</td><td></td></tr><tr><td>Cllr A Stelman</td><td>Item 20 (Town Hall Trust)</td><td>✓</td><td></td></tr></table>				Name	Agenda Item	Personal	Prejudicial	Cllr Houghton	Item 17.1 (Planning)		✓	Cllr J Dickin	Item 17.2 (Planning)	✓		Cllr G Perry	Item 19 (Mayor’s Allowance)	✓		Cllr J Dickin	Item 19 (Mayor’s Allowance)	✓		Cllr G Perry	Item 20 (Town Hall Trust)	✓		Cllr J. Carroll	Item 20 (Town Hall Trust)	✓		Cllr A Stelman	Item 20 (Town Hall Trust)	✓	
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Cllr A Stelman	Item 20 (Town Hall Trust)	✓																																			
86-22	3	<u>APPROVAL OF MINUTES of 19th April 2022</u> RESOLVED The minutes were approved after a slight correction, (typo). Proposed Cllr Perry; Seconded Cllr Halford. All in favour.																																			
87-22	4	<u>PUBLIC PARTICIPATION SESSION</u> no-one wished to speak.																																			

88-22	5	<p><u>REPORT FROM THE MAYOR</u></p> <p>Cllr Dickin thanked everyone for their support at the Mayor-making.</p> <p><u>Jubilee:</u> Cllrs Dickin and Stelman were handing out commemorative mugs to the Primary School children on Friday.</p> <p>On Monday the bunting will go up and the Town Crier will proclaim the jubilee events including the lighting of the beacon on Thursday evening.</p> <p>There will be a quiz night at the Six Bells on Friday evening, a jubilee concert in Church on Saturday morning and the Railway Society will be open on Saturday also.</p> <p>There will be a Benefice Jubilee Church Service on Sunday at 10am at Walcot Hall.</p> <p><u>Grass-cutting</u> was delayed by the May Fair. It has now been cut.</p> <p><u>Ukrainian Welcome</u> letter. This has been written and kindly translated for us by a refugee.</p>
89-22	6	<p><u>REPORT FROM THE CLERK</u></p> <p>The Public Works loan should be in the bank this week.</p> <p>The Insurance cover has been reviewed and tweaked slightly. It will increase in cost.</p>
90-22	7	<p><u>COUNCILLORS' ACCEPTANCE OF OFFICE</u></p> <p>Declarations of Acceptance were received from all Councillors.</p>
91-22	8	<p><u>TO CO-OPT NEW COUNCILLORS</u> None.</p>
	9 & 10	Duplicate agenda items
92-22	11	<p><u>REVIEW OF COMMITTEES</u></p> <p>a) Continuation of Committees, Working Parties, Task & Finish Groups etc.</p> <p>b) Terms of Reference of Committees etc.</p> <p>c) Membership of Committees etc</p> <p>d) Confirm Delegated Powers of Committees, Working Parties, Task & Finish Groups etc.</p> <p>The formal committee structure was suspended because of the pandemic, and working groups were assigned as and when required along the lines of a task and finish group with no delegated authority. This seemed to work well.</p> <p>RESOLVED The Council should continue without a formal committee structure, but would set up working groups when necessary. Proposed Cllr Perry; Seconded Cllr Stelman. All in Favour.</p>
93-22	12	<p><u>REPRESENTATION ON OUTSIDE BODIES</u></p> <p><u>SALC</u> Cllrs Carroll, Perry and the Town Clerk.</p> <p><u>PACT</u> discontinued</p> <p><u>SpArC</u> Cllr Houghton.</p> <p><u>Friends of the Library</u> Cllr Houghton</p> <p><u>Public Hall</u> Cllrs Perry and Dickin.</p> <p><u>Town Hall Trust</u> Cllrs Carroll, Perry and Stelman.</p> <p><u>Enterprise SW Shropshire</u> Cllrs Perry and Carroll.</p> <p><u>Christmas Lights</u> Cllr Perry.</p> <p><u>Allotments</u> Cllrs Carroll, Morris and Halford.</p> <p><u>Old Market Square</u> Cllrs Carroll and Halford.</p> <p><u>Community Partnership</u> Cllr Du Cros.</p> <p><u>Climate Action Champion</u> Cllr Hawes.</p> <p><u>Neighbourhood Development Plan</u> Cllrs Carroll, Perry and Houghton.</p>

A short summary will be put in the next newsletter explaining the current status of the NDP process and who has been consulted.

At the end of the consultation, Shropshire Council will view the plan and the inspector will review it, (probably visiting the town) and make any necessary amendments.

After that there will be a public referendum.

94-22 13 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**

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

The Town Clerk confirmed these had been reviewed during the year. No further changes were needed.

95-22 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.

The Town Clerk confirmed these had been reviewed during the year. No further changes were needed.

96-22 15 **UNITARY COUNCILLOR**

Highways: There are a lot of on-going issues. The leader of Shropshire Council was coming to visit in July. "Meet the leader" event.

Housing: There is significant local need. Could we do a Right Home Right Place survey later in the year to assess current need?

Community Hospital: The open day was successful but not enough staff were recruited. 85% of staffing is needed before it can re-open. (Only 40% recruited). The Physio and Diabetes eye clinics have re-opened. There is a possibility of providing chemo-therapy. There is a shortage in residential nursing provision locally.

Business Park: This will be finished in July.

Ambulance response time: This is failing to meet targets. There is currently no first responder in Bishop's Castle.

Cost of living crisis: There is an emergency hardship fund for heating through Shropshire Council. The Food Bank has accessed £22,000 from it on behalf of people already. Cllr Houghton will table a question on the crisis at the next Shropshire Council meeting in June.

97-22 16 **SERVICES TO YOUNG PEOPLE**

There has been serious abuse written on the new shelter in the Skate Park. This is unacceptable and needs removing immediately.

South Shropshire Youth Forum are the employers of the youth project.

RESOLVED The grant money for the project will be transferred to their bank account. The money will be ring-fenced and the Clerk asked for bi-monthly feedback to show how the money is being spent. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

25th June. SSYF Annual Conference at the Discovery Centre. Cllr Stelman will attend. Other Councillors are welcome.

Cllr Stelman asked for the use of the land adjacent to the Skate Park to be discussed at the June meeting.

PLANNING

1. 22/02130/DIS

Application to discharge Conditions 3 (archaeology), 5 (joinery details) and 6 (external materials) of planning permission No. 21/02771/FUL | 68-70 Church Street Bishops Castle Shropshire SY9 5AE

RESOLVED No objection. Proposed Cllr Perry, Seconded Cllr Carroll. All in favour bar 1 abstention.

2. 22/01948/FUL

Application for an erection of two-storey side extension to existing dwelling | 6 Kerry Lane Bishops Castle Shropshire SY9 5AU.

RESOLVED No objection. Proposed Cllr Carroll, Seconded Cllr Perry. All in favour bar 1 abstention.

MONTHLY FINANCES

i. To note the Bank Reconciliation

RESOLVED. Noted. Proposed Cllr Perry; seconded Cllr Carroll. All in favour.

ii. To consider a grant from the Community Partnership for £1500 for staffing and equipment hire for the Community Celebration on 30th July.

RESOLVED: The Town Council will underwrite it to the tune of £1500. Proposed Cllr Perry; Seconded Cllr Hawes. All in favour.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	679.61
HMRC	PAYE and NI	May Return	743.83
Staff salaries	4 staff	May Return	2558.87
C. Owen	Minute taker	43.	40.04
G. Dudley	Toilet cleaning	44.	336.00
G.J. Rippon	Expenses	45.	93.98
G.J. Rippon	Civic expenses	46.	68.72
J.M. Rippon	Civic expenses	47.	100.00
Blachere	Christmas lights	48.	1398.00
Crucial Crew	Road safety	49.	230.00
David Jones	Mayoral Chain refurbishment	50.	2058.00
High line	Electricity	51.	48.60
Hotline	Jubilee	52.	635.40
P. Eldridge	relief Cleaner	53.	96.20
Exemplum	Printing	54.	1083.11
Shropshire Council	Rates	55.	55.00
Shropshire Council	Waste licence	56.	277.00
AMH Treeline	tree maintenance	57.	468.00
Manthrig Ltd	Scaffolding	58.	3180.00
PHS	Toilet consumables	59.	1005.67
PHS	Toilet consumables	60.	478.37
Shropshire Council	Rates	61.	187.00

BT	telephone /broadband	62.	336.61
Corona	Electricity	63.	458.53
Zoom	licence	64.	143.88
Lloyds Bank	bank charges	65.	3.00
	Total		£16763.42

In addition, the Clerk asked for the following invoices to be paid:
Anthony Jones (ramp extension at the Allotments), £750; Happy Bap (catering), £250.

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

100-22 19 **MAYOR'S ALLOWANCE FOR 2022/23**

Cllrs Perry and Dickin left the room. Cllr Stelman took the chair.

RESOLVED Cllr Perry's allowance for last year (£1000) be paid and Cllr Dickin's current allowance be set as £1000. Proposed Cllr Carroll; Seconded Cllr. Houghton. All in favour.

101-22 20 **TOWN HALL TRUST**

Storage has been found for the books, which were a fire hazard.

There will be a volunteer day on 28th June and a thank you reception in the evening.

The Town Hall will have a stand at the Community Celebration on 30th July.

102-22 21 **ALLOTMENTS**

This was left on from the April agenda

103-22 22 **REPORTS FROM MEETINGS ATTENDED**

None

104-22 23 **ITEMS FOR FACEBOOK / WEBSITE**

Jubilee; Shelter abuse not acceptable; volunteer day, volunteers needed for Dial-a-Ride; Annual report.

105-22 24 **NEXT MEETING**

Next - Tuesday 21st June, 7.30pm

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 involves the likely disclosure of exempt information as defined in the Acts.

106-22 25 **STAFFING**

RESOLVED. Following the resignation of the main cleaner due to ill health, the Relief Cleaner will carry on with temporary employment, but Cllrs Dickin, Carroll and Stelman will meet to discuss the hours and terms of recruitment of the position carrying forward and bring to the next meeting for full Council discussion/approval.

The meeting closed at 9.04pm.



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 21st JUNE 2022 AT 7.31PM

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

IN ATTENDANCE
Mr G. Rippon Mrs C. Owen 1 member of the public

Fire Procedure

1 minute's silence was held to remember Karen Bavastock, former Mayor and Councillor of this council, who sadly died this month.

Minute No.	Agenda Item	
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107-22 1 **APOLOGIES** Cllr Du Cros

108-22 2 **DECLARATIONS OF INTEREST**

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

Name	Agenda Item	Personal	Prejudicial
All Councillors	Item 15 Public Hall		✓

109-22 3 **APPROVAL OF MINUTES of**

a) **17th May 2022, (Mayor Making)**

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

b) **24th May 2022 Annual Town Meeting**

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

c) **24th May Town Council Meeting.**

RESOLVED The minutes were approved after a slight correction to an amount Proposed Cllr Perry; Seconded Cllr Halford. All in favour.

110-22 4 **PUBLIC PARTICIPATION SESSION**

Steve Whittingham presented ideas for developing the unused land next to the Skate Park into Pump tracks. He had met with Cllr Stelman and Matt Maddox, (designer of the shelter in the skate park), and also Cllr Perry. The tracks require specialist foundations with adequate drainage. A drainage system and electricity connection, (should lights be installed) are already in place. Shape & Scape are a company that build pump/mud/skate tracks. The owner went to school here and is willing to donate his time and equipment for free, if £35,000 can be raised for the materials. Ideas to raise money include skate jams and music events. The young people would need to raise a lot of the money themselves.

Mr Whittingham suggested a small working group of Councillors and interested people be formed to look at the options, and appealed for money from the Council to help fund it. Some funding is already available from other projects.

RESOLVED Item 12.2 be brought forward. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

111-22 12.2 **YOUTH**

To discuss and decide on the use of land adjacent to the Skate Park.

Councillors were in support of the idea in principle but this year's youth budget money had already been allocated. However, there was the possibility that, if the project went ahead, any unspent money in the youth provision for 2022-3 could be used, and/or an amount could be factored into next year's budget.

RESOLVED A small advisory group will be formed to discuss the feasibility and financing of the project, and undertake a consultation of the young people. The group will update the council on their progress at the August Council Meeting. Cllrs Stelman and Hawes will represent the Council. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour

112-22 5 **REPORT FROM THE MAYOR**

Ms Bavastock's funeral will be at Lydbury North Church on 25th June at 11am. The Mayor will be a pall bearer. The flag will fly at half-mast on the Town Hall.

Jubilee: Celebrations went well. It was a good evening on the park for the beacon lighting. £260 was raised for Rainbow Gang at the Quiz night.

Lord Lieutenant Garden Party. Cllrs Dickin and Stelman attended along with other Mayors.

Lezley Picton (Leader of Shropshire Council) is visiting the town for a Drop-in on 13th July from 10am to noon. Afterwards, Cllrs Houghton and Dickin will accompany Ms Picton around the town to highlight the on-going issues. (e.g. the long-awaited white lining).

Auction Yard toilets. There was a problem with the water supply to the disabled toilet.

113-22 6 **REPORT FROM THE CLERK**

The Clerk has attended the court case and is awaiting the findings. The case has highlighted the need to make a record of all phone calls, as well as emails and letters.

Belvedere Lifts have noted that the emergency power supply to the lift is faulty and needs to be repaired.

The Public Works loan money has been received and play equipment has been ordered.

The Clerk had received a letter complaining about wires that have been installed above The Cobbles to support the festive lights, which are spoiling the view. Permission was given by owners of the buildings to mount the wires. If the wires are taken down after

each event, the contractors need to stress-test and perfectly stretch the wires each time they reinstall them, which will cost. However, this could be budgeted for if necessary.

RESOLVED A small working group will look at the options and costs involved. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

114-22 7 **UNITARY COUNCILLOR**

Highways: It is now over 5 months since the white-lining and other issues were requested. Highways is not responding to any emails, which is very frustrating.

Harley Jenkins Street Car Park. The 4 parking spaces assigned for the EV chargers are unusable because of the dug-up tarmac. The chargers are promised by the end of July. It has been 2 years in process, which is very frustrating.

The next Shropshire Council meeting is on 7th July. The cost of living crisis and its impact on rural areas, will be discussed. The cap on fuel only applies to gas customers, which unfairly discriminates rural households where gas is not an option. Shropshire Food Poverty Alliance have written to Shropshire Council with their concerns, also.

Business Park: This will be finished in September. Cllr Halford has talked with the management re acquiring tenants. He has informed them that all enquiries/correspondence need to go to the Clerk.

Connexus The properties on Kerry Green are almost ready for use now. Bank House, which is owned by Connexus, is being put up for sale.

115-22 8 **PLANNING**

1. 1. 22/02427/DIS

Application for the discharge Conditions 3 (surface water drainage) and 4 (bat and bird boxes) of planning permission No. 21/04387/FUL | Jesmonite Ltd Units 2 To 3 Challenge Court Love Lane Industrial Estate Bishops Castle Shropshire SY9 5DW

RESOLVED No objection. Proposed Cllr Perry, Seconded Cllr Carroll. All in favour bar 1 abstention.

116-22 9 **MONTHLY FINANCES**

- i. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	924.77
HMRC	PAYE and NI	May Return	679.61
Staff salaries	4 staff	May Return	2349.97
C. Owen	Minute taker	83.	40.04
G. Dudley	Toilet cleaning	84.	420.00
G.J. Rippon	Expenses	85.	73.99
PCPS	Window cleaning	86.	45.00
Viking	Stationery /postage	87.	161.11
A. Evans	Maintenance	88.	3385.80
Belvidere lifts	Maintenance	89.	216.00
Mant Leisure	Playground equipment	90.	36570.36
Mant Leisure	Playground equipment	91.	31192.80
Shropshire Council	Joint energy	92.	618.01
Tony Baker	Maintenance	93.	1050.00
Iain Selkirk	Audit	94.	375.00
For information			
BT	telephone /broadband	95.	345.76
Corona	Electricity	96.	1124.76
SCC	Rates	97.	187.00
SCC	Rates	98.	55.00
	Total		£ 79814.88

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

£100 Shropshire Council (Election)

£192.40 Paul Eldridge (Cleaning)

£321.49 Planters/Planting

£1 Ransfords

£251.30 Maintenance of the Postage machine.

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

ii. To discuss an investment strategy.

The interest rate on the Deposit Account is 0.25%. The interest rate on a CCLA account is 0.9023%.

RESOLVED The Clerk will open a CCLA Account and move £150,000 of reserves into it. Proposed Cllr Carroll, Seconded Cllr Perry. All in favour.

iii. To receive the Internal Auditor's report. Iain Selkirk had found no issues.

RESOLVED The Report is accepted. Proposed Cllr Carroll, Seconded Cllr Stelman. All in favour.

iv. To agree the annual Governance return.

All internal matters are being dealt with and the internal auditor has checked it. It has been signed by the Clerk and the Mayor.

RESOLVED Agreed. Proposed Cllr Carroll, Seconded Cllr Halford. All in favour.

v. To agree the annual return

RESOLVED Agreed. Proposed Cllr Carroll, Seconded Cllr Stelman. All in favour.

vi. To note the bank reconciliation.

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

The display is not working on the FIT meter at the Auction Yard.

117-22 10 **NEW POLICY**

To consider and adopt a policy on Data Retention and Disposal and to receive a report from the assistant clerk.

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

118-22 11 **NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Carroll and the Clerk have provided evidence that all 121 statutory consultees have been consulted. Shropshire Council have not responded yet, although the consultation period is now formally closed. Andrea Pellegram will look at all the responses and produce a document by the end of July, which will be sent to the inspector.

119-22 12 **YOUTH**

1. Update from Cllr Stelman.

There has been more obscene graffiti daubed on the shelter in the skate park. This is criminal damage. There should be a sign explaining expected behaviour and consequences of abuse. An article should be put on social media. Cllr Stelman spoke with the Community College LGBTQ Rep after the last incident.

RESOLVED The Clerk will look into making and costing a sign for the Skate Park that explains the rules of use. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

The Council could consider having a Graffiti Board in the Skate Park to encourage artistic, non-offensive graffiti, in the future.

Severn Trent Community Fund (who awarded the grant for the new project), have featured the project in an article in their annual review magazine.

Christine Perkins has been appointed as the new Youth Project coordinator. She undertook a survey at the Community College and had 264 replies.

141 young people are interested in a Youth Drop-in and Café.

68 young people are interested in being on a Youth Forum.

24 of these have given their contact details with regard to being on a Youth Forum.

Based on this Christine is setting up 2 Drop-ins at 3.30-5.30pm. She is hoping to start before the summer holidays and is recruiting volunteers who will receive training.

Adjacent land – already discussed.

120-22 13 **LOVE LANE ALLOTMENT SITE**

Sue Cooper has put in a grant application to plant an orchard on land adjacent to the allotments. This includes levelling the site, putting up a polytunnel, and cutting the tops out of some tall trees, (once a hedge).

Peter Carty has been using the site to dump the grass cuttings following the mowing of the verges.

Residents on Brick Meadow have asked for some trees to be lopped off because they are obscuring their solar panels. However, this land either belongs to the Environment Agency, or Shropshire Council, not the Town Council. Cllr Houghton will look into it.

121-22 14 **COMMUNITY PARTNERSHIP EVENT**

30th July 10am-4pm. Cllr Perry asked for Councillors to be present if possible.

122-22

15

PUBLIC HALL

A meeting was held on 7th June to appeal for a new committee to be formed. 17 members of the public, (including 3 former committee members), and 4 councillors attended.

It was pointed out that there is a covenant in place preventing the disposal of the land which was gifted for public use. There is no record of this at the Land Registry Office, but the deeds are held at HSBC and will be obtained shortly.

A new committee was formed with 4 members of the public, (one offered after the meeting) and the 4 councillors. It was decided by this group that a report of the state of the current building's fabric, fixtures and fittings be produced before meeting again.

One option also to be considered is whether to replace this building with a purpose-built new one, continuing to accommodate the requirements of young people as a priority. Fund-raising and Grant applications would be needed.

RESOLVED. The Council meeting will be extended in order to finish the discussion. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

The Town Councillors are trustees of the Public Hall.

RESOLVED The Council will convene a meeting of the trustees to discuss the way forward. In the meantime, the Clerk will find out costs for Fire Safety, Legionnaire's Disease testing, and Health and Safety risk assessments in order to make the building compliant. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

A

123-22

16

REPORTS FROM MEETINGS ATTENDED

None

124-22

17

NEXT MEETING

Next - Tuesday 19th July, 7.30pm. The meeting closed at 9.35pm.

106-22

25

STAFFING

The issue in relation to the cleaner would be dealt with via the staffing group.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
Tel; 01588 638141
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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 19th JULY 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr J. Dickin Cllr G Perry Cllr A. Stelman Cllr R. Houghton Cllr T. Halford Cllr B. Hawes Cllr S. Morris	Cllr D. Du Cros
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen	

Fire Procedure

Minute No.	Agenda Item	
125-22	1	APOLOGIES Cllr Du Cros RESOLVED Accepted. Proposed Cllr Stelman; Seconded Cllr Morris. All in favour.
126-22	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. None
127-22	3	<u>APPROVAL OF MINUTES</u> of 21 st June. RESOLVED The minutes were accepted. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.
128-22	4	<u>PUBLIC PARTICIPATION SESSION</u> None present.
129-22	5	<u>REPORT FROM THE MAYOR</u> Lezley Picton (Leader of Shropshire Council) visited the town for a Drop-in on 13 th July. Cllrs Houghton and Dickin escorted Ms Picton around the town to highlight the on-going issues. (e.g. white lining and street light repairs, and lack of social housing). The Mayor and Deputy met up with Clun's Mayor and Deputy. It was a useful meeting.
130-22	6	<u>REPORT FROM THE CLERK</u> The external auditor has advised the Clerk that there will be extra work involved with auditing now that the spend income of the Council is greater than £200,000.

The clock was not reinstalled as scheduled. The Clerk has informed the company that they will need to pay for any extra scaffolding costs.

The Clerk has received a form to fill in regarding the War Memorial Restoration and will seek 2 or 3 quotes.

The blocked road adjacent to the Vaults will be reopened as soon as the awaited part arrives to make the repair.

There has been a request from the Tourism Board to put up more prominent signs pointing to the location of the playing field.

The signs for the skate park will be ready soon.

131-22

7

UNITARY COUNCILLOR

There are 2 consultations in process: Economic Strategy, and The Removal of Registrar Facilities (face to face) from SpArC. This has happened by default because of COVID. It used to be by arrangement.

RESOLVED. The Clerk will convey the Council's regret and disappointment at this decision largely made due to COVID and request that an on-demand service remains available in the town. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

Housing. Cllr Houghton is receiving at least 3 queries a week. Cllr Carroll thought that Mathew Mead had begun a housing needs survey but it was unclear.

Cllr Houghton pointed out to Lezley Picton on her visit that the email service to inform of problems was unacceptable as no-one from the Shropshire Council ever replied or fixed anything.

The Telford Child Sexual Exploitation Report has been published, and has made 49 recommendations.

RESOLVED: The Town Council will consider the report's findings and discuss at the next meeting. Proposed Cllr Houghton; Seconded Cllr Hawes. All in favour.

132-22

8

PLANNING

New applications:

1. 2202824/FUL

Application for erection of single-storey dwelling | Proposed Dwelling To The North Of Silverdale Corporation Street Bishops Castle Shropshire

RESOLVED: No objection. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour bar 1 abstention.

Two other applications had been received on the day, which will be considered at the next meeting. However, as one is to do with a tree, the Tree Warden will be informed straightaway.

133-22

9

MONTHLY FINANCES

- i. To note the bank reconciliation

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

- ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	July Return	924.77
HMRC	PAYE and NI	July Return	679.61
Staff salaries	4 staff	July Return	2349.97
C. Owen	Minute taker	83.	40.04
G. Dudley	Toilet cleaning	84.	420.00
G.J. Rippon	Expenses	85.	73.99
Hallam	Insurance	86.	7501.69
Exemplum	Printing	87.	640.91
Allotments	Materials	88.	60.12
Allotments	Materials	89.	39.00
Allotment society	Membership fee	90.	66.00
Highline	Street lights	91.	71.40
BCBS	Materials	92.	120.38
Halls SMS	Toilet supplies	93.	193.60
Shropshire Council	Premises licence	94.	180
Shropshire Council	Premises licence	95.	70.00
For information			
BT	telephone /broadband	95.	346.89
Water plus	Water rates	96.	95.67
Water plus	Water rates	97.	98.86
Water plus	Water rates	98.	289.52
Corona	Electricity	99.	537.80
SCC	Rates	100.	187.00
SCC	Rates	101.	55.00
	Total		£ 15042.22

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

£2672 Legal Fees; £3120 Legal Fees (Barrister); £173.16 Cleaning; £85.20 MSO (Fire Safety); £67.14 Ink for Postage Machine.

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

134-22 10

JULY POLICY REVIEW

RESOLVED. The policy on Data Retention and Disposal is accepted with the addition of a review date. The Assistant Clerk be thanked for her hard work on this. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

135-22 11

NEIGHBOURHOOD DEVELOPMENT PLAN

National England and the Environment Agency are objecting to Shropshire Council's local housing plan (because of the mussels) and so our Neighbourhood Plan's progress has stalled while the issue is resolved. The inspector will make his decision soon, but all the plans for Shropshire have to be accepted for it to go through.

- 136-22 12 **YOUTH**
Cllr Stelman had attended the South Shropshire Youth Forum.
Connexus do not appear to have paid the £2000, yet.
Christine has appointed 3 well-trained volunteers to work with her.
Cllrs Stelman, Dickin and Hawes are meeting with Steve Whittingham on 21st July re the Pump Track
- 137-22 13 **MEMBERS FOR THE COVID VOLUNTEERS NOMINATION PANEL**
Cllrs Stelman, Dickin and Hawes agreed to meet on 1st September to sift through the nominations. Awards will be made on 18th September after the Mayor's Service.
- 138-22 14 **COMMUNITY PARTNERSHIP EVENT**
30th July 10.30am-4.30pm. Cllrs Perry and Dickin will attend to promote the work of the council, recruit councillors and engage with the community.
- 139-22 15 **PUBLIC HALL**
The Committee is not fully formed yet. There have been enquiries for its use in the short term. There is a groundswell of opinion that the site is good but it needs a new building more suited to its function.
- 140-22 16 **REPORTS FROM MEETINGS ATTENDED**
Cllr Perry had attended Hands Together Ludlow and will talk to Rob Mckay re hosting a hub for them.
Cllr Halford had attended a meeting re the Church's 5 year plan to repair and better equip the Church building for multipurpose use by Church and community. A Lottery Grant is being applied for.
- 141-22 17 **NEXT MEETING**
Next - Tuesday 16th August, 7.30pm. The 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 MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 16th AUGUST 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr J. Dickin Cllr G Perry Cllr A. Stelman Cllr R. Houghton Cllr T. Halford Cllr B. Hawes Cllr D. Du Cros Cllr L. Payne* Cllr R. Bromley*	Cllr S. Morris
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen	

Fire Procedure

Minute No.	Agenda Item	
142-22	1	APOLOGIES Cllr Morris
143-22	2	<u>CO-OPTION OF NEW COUNCILLORS*</u> RESOLVED Mr Lloyd Payne and Ms Rachel Bromley are accepted as Councillors. Proposed Cllr Dickin; Seconded Cllr Stelman. All in favour.
144-22	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Cllr Halford. Agenda Item 11.2. b) To declare any personal interests. None
145-22	4	<u>APPROVAL OF MINUTES</u> of 19 th July. RESOLVED The minutes were accepted. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.
146-22	5	<u>PUBLIC PARTICIPATION SESSION</u> PCSO Calvin Brown introduced himself. The Police's priority at the moment is dealing with burglaries from outbuildings and sheds. Please be vigilant. SMART Water had proven useful, particularly in returning stolen goods. He encouraged councillors to read the newsletter and sign up to the messaging service.
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Mayor's Sunday will be on 18th September. 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.

The Mayor had emailed Lezley Picton (Leader of Shropshire Council) to remind her that the streetlights etc still had not been fixed.

The Poppy Appeal has a new leader and will be going ahead again this year.

148-22 7 **REPORT FROM THE CLERK**

The clock has been reinstalled and the scaffolding can now be removed.

The cost of removing the reinstalling the wires for the lights is £488, with storage £480.

ACTION The Clerk will add this item to the September meeting agenda.

149-22 8 **UNITARY COUNCILLOR**

On-going issues re white-lining, streetlights etc. Lexley Picton has replied to the complaints re long-outstanding work. She's looking into the issues, but no action yet. Cllr Houghton has also contacted Andrew Keeland from Shropshire Council.

Business Park Open Days are scheduled in August and September. A press release is imminent. There are some potential tenants. Cllr Houghton was thanked for her hard work.

Housing. Connexus has decided not to refurbish properties at Lydham, Lydbury North, More and Clun and flats in Bank House, Bishop's Castle, but to sell them instead. (In the past Connexus houses have been sold in London by auction, not locally). Many of these houses have been empty awaiting refurbishment for 3 years. The cost to bring them up to standard is more than Connexus want to spend. Connexus will rebuild with the proceeds but the stock will be affordable housing, not social housing, and could be anywhere in Shropshire. This is a greatly disappointing development when there is such a demand for social housing locally.

150-22 10 **HOUSING NEED**

RESOLVED This item be brought forward. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

Cllr Houghton is receiving at least 3 queries a week. Cllr Houghton asked for a housing need survey to be undertaken because once the river mussel situation is sorted, housing builds will resume. We need to know what type of accommodation is needed.

151-22 9 **PLANNING**

The tree warden has been consulted where appropriate.

New applications:

1. 22/03317/TCA

Application for crown reduction of 3 Portuguese laurels by 2 meters within Conservation Area, Castle Gate House, Salop Street.

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

2. 22/02676/FUL

Application for conversion of joinery workshop/former school into dwelling (re-submission) the Old National boys School, Station Street

RESOLVED Supported. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour bar 1 abstention.

3. 22/03076/FUL

Application under S73A of the Town and Country Planning Act for the raising of ground levels to enlarge the farmyard. Erection of an extension to an existing agricultural building for dairy herd | The Cottage Lydbury North Bishops Castle Shropshire SY9 5ET

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

4. 22/03378/TCA

Application to reduce overgrown mixed hedge to 6ft within Bishops Castle Conservation Area | E G Burton & Sons Ltd Garage Station Street Bishops Castle Shropshire SY9 5AQ

RESOLVED Supported. Proposed Cllr Halford; Seconded Cllr Stelman. All in favour.

152-22

11

MONTHLY FINANCES

i) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
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HMRC	PAYE and NI	Aug Return	679.61
Staff salaries	4 staff	Aug Return	2349.97
C. Owen	Minute taker	152.	40.04
G. Dudley	Toilet cleaning	153.	420.00
SALC	Training	154.	120.00
LG Inspections	LOLER lift statutory	155.	210.00
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PCPS	Window cleaning	157.	45.00
Belvidere lifts	Maintenance	158.	168.00
Exemplum	Printing	159.	528.06
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Shropshire Council	Rates	161.	55.00
For information			
BT	telephone /broadband	95.	345.76
Corona	Electricity	96.	1124.76
SCC	Rates	97.	187.00
Water plus	Rates	98.	45.09
	Total		£ 76814.94

In addition, the Clerk asked for the following invoices to be paid:
 £216 for a skip to clear out the Public Hall; Heritage Centre Subscription £25; Rural Market Town Group £114 and Statutory Inspection of Lift £ XXX

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

ii) Purchase of COVID Awards.

RESOLVED. 24 glass bowls engraved with the Town Council Logo be purchased. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

iii) To note the budget performance

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

153-22 12 **COVID VOLUNTEER PANEL**

The panel will comprise of Cllrs Dickin, Stelman and Hawes. The Vice Lord Lieutenant of Shropshire will hand out the awards on 18th September.

154-22 13 **TELFORD CHILD EXPLOITATION REPORT**

Cllr Stelman had prepared a summary for councillors and was thanked for his hard work.

There had been a surprising growth in exploitation of various kinds: sexual; far-right infiltration; county lines etc.) The Council needs to address the issues and recommendations raised, and in addition three issues not represented in the 47 recommendations, namely issues of race, looked-after care and treating victims as if they were the criminals.

Cllr Stelman suggested the Council writes to Shropshire Council. (Two years ago Shropshire Council cut all youth funding).

Cllr Du Cros asked for digital safeguarding to be included in the recommendations.

155-22 14 **POLICIES**

i) To discuss and decide on a Child Protection Policy.

RESOLVED Adopted with a review date of 12 months. Proposed Cllr Houghton; Seconded Cllr Halford. All in favour.

ii) To consider and adopt the revised Co-option Policy.

RESOLVED Adopted with a few amendments. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

156-22 15 **BUSINESS PARK UPDATE**

Shropshire Council are providing grant funding for a sculpture to be made and sited at the Business Park. The closing date for applications is 1st September. Shropshire Council will make the preliminary selections, and then a panel of 3 Town Councillors and 2 others will choose the winner.

Cllrs Hawes, Halford and Payne will sit on the panel.

157-22 16 **ALLOTMENTS**

It was suggested that the Allotment Society reported back to the Council twice yearly.

RESOLVED In view of the current cost of living crisis it was decide to keep the rent at the same price. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

158-22 17 **TRAFFIC MANAGEMENT**

There is a need to higfhlight parking issues through the newsletter and social media. (Illegal to park on pavements, please don't park in passing places, etc.)

- 159-22 18 Duplicate Agenda Item in error
- 160-22 19 **YOUTH**
Connexus have paid the £2000 grant.
Christine has held 2 drop-in sessions at the Underground.
Cllrs Stelman, Dickin and Hawes met with Steve Whittingham and Johnny Groves re the Pump Track. Johnny has agreed to create the PUMP Track at Cost. Ransfords will donate the hardcore.
- 161-22 20 **COMMUNITY CELEBRATION EVENT**
30th July. The networking among the groups was excellent. The Town Council had agreed to underwrite the event to a tune of £1500, but in the end only £500 was requested by the organisers.
- 162-22 21 **SITING OF LARGE PERIOD PORTRAIT OF THE PAST MAYOR, Garnet Botfield.**
RESOLVED It will be hung in the stairwell facing the chamber. Proposed Cllr Perry; Seconded Cllr Payne. All in favour. Cllr Hawes offered to hang it.
- 163-22 22 **MAYORAL DAIS**
RESOLVED A cupboard will be purchased to fit under the desk for the Town Hall Trust staff to use for temporary storage of items needed for exhibitions, book sales, etc. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
- 164-22 23 **PUBLIC HALL**
PAT Tests and Fire Risk Assessments have been booked. A booking diary is being set up; currently Cllr Perry is managing this. Some painting and decorating had been done by the Underground and a cleaning party will be held. The reformed committee will meet in September. Cllr Perry was thanked for all his hard work on this.
- 165-22 24 **REPORTS FROM MEETINGS ATTENDED**
None attended, but SWS were holding an information session with coffee and cake at the Castle Hotel.
- 166-22 25 **NEXT MEETING**
Next - Tuesday 20th September, 7.30pm. The meeting closed at 9.21pm



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 16th AUGUST 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr J. Dickin Cllr G Perry Cllr A. Stelman Cllr R. Houghton Cllr T. Halford Cllr B. Hawes Cllr D. Du Cros Cllr L. Payne* Cllr R. Bromley*	Cllr S. Morris
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BISHOP'S CASTLE TOWN COUNCIL



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Town Clerk
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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 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 car parks. 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)

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Shropshire County Pension Fund	Monthly pension payment	Sep Return	924.77
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Staff salaries	4 staff	Sep Return	2349.97
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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 Houghton. 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



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
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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 15th NOVEMBER 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr J. Dickin Cllr G Perry Cllr A. Stelman Cllr D. Du Cros Cllr S. Morris Cllr T. Halford Cllr R. Bromley Cllr R. Houghton	Cllr L. Payne
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen	

Fire Procedure

Minute No.	Agenda Item	
187-22	1	APOLOGIES
188-22	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 16 <i>Written request for dispensation:</i> <i>The Clerk reminded members that he had received a written dispensation from all Councillors in respect of the Public Hall as the Council corporate was the custodian trustee of the Public Hall. Without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of business.</i> Item 15 Cllr Cllr Perry and Dickin b) To declare any personal interests. Item 11 Cllr Du Cros Item 14 Cllr R Houghton
189-22	3	<u>APPROVAL OF MINUTES</u> of 18 th OCTOBER 2022. RESOLVED The minutes were accepted with a correction to a name. Proposed Cllr Morris; Seconded Cllr Halford. All in favour.
190-22	4	<u>PUBLIC PARTICIPATION SESSION</u>

None present

191-22 5 **REPORT FROM THE MAYOR**

Actions carried forward:

Housing Survey. The Clerk is still awaiting information on costings for a housing survey from Mathew Mead.

Weather Vane. The cost of a cherry picker is £1000

Michaelmas Fair request for funds. The accounts had now been received.

Traffic Survey. Following the meeting with Andrew Keelands, and a review of the traffic survey, more junctions need to be taken into consideration with the new signage.

Mayor's Sunday and Remembrance Sunday went well. (It was good to have the parade).

Town Crier. Jeff Aldridge wishes to retire after 10 years in the role. Andy Evans has agreed to take it on. There will be a thank you and hand over event at the Town Hall on New Year's Day.

The new play area was almost finished.

Kerry Lane will be open tomorrow.

Charter/Coronation. The Mayor had met with Cllr Halford re the coronation.. will form a committee to look at the Charter, including 2-3 Councillors.

Christmas Lights Festival is coming together. The lights will be switched on at 6pm on 3rd December.

192-22 6 **REPORT FROM THE CLERK**

The Clerk had received a letter from Mr Geach (Bell Tower Captain), thanking the Council for the letter of thanks acknowledged by the Council of the bell-ringers' service to the town. He will display the letter in the tower.

193-22 7 **UNITARY COUNCILLOR**

Shropshire Council have a budget deficit of £35,000,000. There will be cuts ahead but the Council was waiting on the Autumn Statement from the Government before finalising the budget.

The Coop's planning application on Station St has been declined because there were not enough parking spaces in the plan.

The Boar's Head planning appeal has been dismissed.

The cost of living crisis is a concern to Shropshire Council. South Shropshire has been identified as an area of high deprivation.

The Electrical Chargers sited in Harley Jenkins St car park are finally active.

A date has been set for the inspectorate to look at the Shropshire Plan (with regard to housing.) Eddie West is hopeful that Severn Trent have a possible solution for Bishop's Castle for the river mussel issue.

194-22 8 **PLANNING**

New applications:

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

1. 22/04610/FUL | Conversion of redundant brewery buildings into three flats for staff of public house | The Six Bells Brewery Church Street Bishops Castle Shropshire SY9 5AA
2. 22/04581/LBC | Conversion of redundant brewery buildings into three flats for staff of public house | The Six Bells Brewery Church Street Bishops Castle Shropshire SY9 5AA

RESOLVED Supported. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour bar 1 abstention.

195-22 9 **WEATHER COCK**

The weather vane due to be installed whilst the scaffolding was up was stolen. The cost of a tall cherry picker to install a replacement vane will be £1000.

RESOLVED The Clerk is authorised to spend up to a maximum of £1000 (but hopefully a lot less) and ask Highline if they would install it when they put up/take down the Christmas Lights. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour bar 1 abstention.

196-22 10 **UPDATE FROM THE FINANCE GROUP IN RELATION TO PORTFOLIO HOLDERS**

The finance committee have not yet discussed this.

197-22 11 **TO DISCUSS AND DECIDE ON A LETTER OF SUPPORT AND A GRANT IN RESPECT OF THE GOING WILD GROUP**

RESOLVED. The Clerk will write a letter of support to the Going Wild committee and invite them to apply via the annual grant allocation process which is about to be launched. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

198-22 12 **TO DISCUSS AND DECIDE ACTIONS IN RELATION TO THE HOUSING SURVEY**

The Clerk is awaiting a response from Mathew Mead.

199-22 13 **A PROCEDURAL QUERY REGARDING VALIDITY OF A PREVIOUS DECISION**

There was a discussion as to whether the Nolan Principles of openness and transparency had been adhered to in the last meeting regarding a decision being taken on an issue which was not on the agenda for that meeting. Councillors cannot rescind the decision made (for six months), but have the option of voting against the payment being made when the invoices are presented for approval.

RESOLVED. It is noted and acknowledged that the Councillor's procedural query is a valid one. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

200-22 14/15 **MONTHLY FINANCES**

- i) To note the bank reconciliation

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

- ii) To agree the National pay award which has been agreed for £1 per hour for all salary scales.

RESOLVED Accepted. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

- iii) To discuss a grant to Castle Carols

RESOLVED. The Clerk will write to the Castle Carols committee and invite them to apply via the annual grant allocation process which is about to be launched, plus any

other grant scheme that might be relevant. Proposed Cllr Morris; Seconded Cllr Carroll. All in favour.

- iv) To discuss and agree that Mr. I Selkirk is re-appointed as the internal auditor for the year 2022-2023

RESOLVED Agreed. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

- v) To discuss a grant to SpArC – Not relevant
- vi) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	Nov Return	924.77
HMRC	PAYE and NI	Nov Return	679.61
Staff salaries	4 staff	Nov Return	3626.20
C. Owen	Minute taker	209.	40.04
G. Dudley	Toilet cleaning	210.	366.00
SOS	training	211.	55.00
A. Evans	Grass cutting	212.	194.40
A. Evans	Grass cutting	213.	780.00
Exemplum	Printing	214.	561.78
Exemplum	Printing	215.	16.68
Grant Perry	Cllr expenses	216.	69.64
Josh Dickin	Civic expenses	217.	66.00
Three tuns	Civic expenses	218.	53.33
BCBS	Materials	219.	43.36
G. Jones	Art copyright	220.	110.00
Allotment Society	Subscriptions	221.	54.00
Visit Shropshire	Subscriptions	222.	3000.00
Allotment Society	Grants	223.	650.00
PWLB	Loan	224.	4489.93
Tony Baker	Maintenance	225.	85.00
For information			
BT	telephone /broadband	226.	355.29
Corona	Electricity	227.	520.86
	Total		£ 16828.21

There was an extra invoice for £600 from Wendy Oakley for the Mayor's Sunday lunch buffet.

There was a query over invoice 221 so it was withdrawn from the list for further verification.

Invoice 220 was to be voted for separately.

RESOLVED The invoices except for invoice 220, plus the extra one, be paid. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

RESOLVED The invoice 220, be paid. Proposed Cllr Houghton; Seconded Cllr Morris. All in favour bar 1 against and 1 abstention.

201-22 16 **PUBLIC HALL**

The fire and risk assessments had been undertaken and the report circulated to the Public Hall Committee. Once the electrical testing assessments had been done and report circulated a committee meeting will be called to discuss the way forward.

Councillors asked to see a copy of the fire and risk assessment reports

202-22 17 **REPORTS FROM MEETINGS ATTENDED**

Old Market Square. The group were about to apply for grants. Cllr Halford will prepare a report for the next meeting.

Community Partnership AGM. Unfortunately, there was a low attendance for a variety of reasons. Keith Whiddon is stepping down as Chair after 6 years. Shrinking membership is an issue. The Community Partnership is a useful body bringing together the different groups of the town and being in a position to apply for grants. It would be a loss if it were lost. The Town plan is due for review (5 years).

203-22 18 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.

204-22 19 **OWNERSHIP OF LAND**

RESOLVED The Clerk will speak to Steve Law at Shropshire Council to see if he can identify the owner of the said land, and make an enquiry to the Land Registry Office, also.

204-22 20 **NEXT MEETING**

Tuesday 20th November, 7.30pm. (possibly with mince pies)!

The meeting closed at 21.15pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
Town Clerk
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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 20th DECEMBER 2022 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr J. Dickin Cllr G Perry Cllr A. Stelman Cllr L. Payne Cllr S. Morris Cllr R. Houghton	Cllr T. Halford Cllr R. Bromley
IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen 1 Member of the public <u>Fire Procedure</u>	

Minute No.	Agenda Item	
205-22	1	APOLOGIES Cllrs Halford and Bromley
206-22	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 22 <i>Written request for dispensation: The Clerk reminded members that he had received a written dispensation from all Councillors in respect of the Public Hall as the Council corporate was the custodian trustee of the Public Hall. Without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of business.</i> b) To declare any personal interests. Item 14 Cllrs Dickin and Stelman
207-22	3	<u>APPROVAL OF MINUTES</u> of 15 th NOVEMBER 2022. RESOLVED The minutes were accepted. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour.
208-22	4	<u>PUBLIC PARTICIPATION SESSION</u> Mr Bernard Edwards gave the council an update of the Climate Action Group, (originally the Sustainability Group). Several initiatives have come out of this with their own identity, e.g., Going Wild in Bishop's Castle, the Heat Network, Food Sustainability etc. The Climate Action Group has become a section of Lightfoot.

Going Wild in Bishop's Castle is putting a bid together and will ask the Town Council for their support in due course next year.

The Climate Action Plan for the Climate Emergency is 12 months' old and out of date. The updated plan will be ready for Councillors to review before the end of the financial year, setting out a plan of action to consider for each of the next 3 years, with the involvement of the Climate Action Group.

209-22 5 **REPORT FROM THE MAYOR**

Town Crier. Jeff Aldridge is retiring. Andy Evans has agreed to take it on. There will be a thank you and hand over event at the Town Hall at 2pm on New Year's Day.

The Kerry Lane play area will be finished this week. There has been a burst pipe at the water fountain. The water has been switched off now.

Charter/Coronation. The Mayor asked for volunteers from the Council to join other interested parties to form a committee to plan for the Charter and Coronation.

The Mayor and Clerk met with Philip Dunne MP and raised the on-going issues of the pearl mussels, housing, cost of living/transport and Ox Leasowe lighting (lack of). Mr Dunne would bring the matter up at relevant up and coming committee meetings. Connexus subsequently also discussed the street lighting with the Mayor.

210-22 6 **REPORT FROM THE CLERK**

The Clerk had received a letter from the Royal British Legion thanking the Council for the donation. They had made over 7,000 grants this year to support people.

211-22 7 **UNITARY COUNCILLOR**

Budget Shropshire Council are looking to make efficiency savings of £50 million and have just opened the consultation. Cllr Houghton urged all Councillors to read and comment on the proposed cuts and to propose questions on how this will impact on rural communities such as ourselves, and on vulnerable individuals. Shropshire Council are proposing to increase the precepts by over 4%, (after no increase of late). The deadline is the end of January. Cllr Houghton asked for a considered response to be sent from the Town Council, also. Deadline is end of January.

Housing Connexus is selling off 4 houses in Lydbury North and offering the tenants houses in Bishop's Castle instead. This will reduce the local housing stock and further compound the local housing need.

Wrekin Housing are terminating the South Shropshire Furniture Scheme at the end of March. Cllr Houghton is meeting with Cllrs Kidd and Hartin to seek more information and to see if anything could be continued on-line.

212-22 8 **PLANNING**

New applications:

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

1. 22/05157/FUL

Application for the erection of two-storey side extensions (to replace existing barn) and single-storey rear extension (to replace existing conservatory), and erection of storage/carport block (to replace existing caravan) at the Long House, 17 Bankshead, Bishops Castle, Shropshire, SY9 5JQ.

RESOLVED Supported. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour bar 1 abstention.

2. 22/05154/FUL

Application for the erection of single storey extension to rear following demolition of existing lean-to at the Cross Keys Cottage , 8 Castle Green, Bishops Castle, Shropshire, SY9 5BY

RESOLVED Supported. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour bar 1 abstention.

Another application had just been received in connection with 8.2.

22/5633/TCA

Application for crown reduction by 30% to below utility wires 1no Purple leafed Plum (T1) & 1no Cherry (T2) within Bishop's Castle's Conservation Area. Cross Keys Cottage, 8 Castle Green, Bishop's Castle. Shropshire. SY9 5BY.

The Clerk had sought the opinion of the Tree Warden who supported the work.

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

213-22 9 **CLIMATE ACTION TO INCLUDE CLIMATE AUDIT**

RESOLVED It was agreed to defer agenda items 9 and 16 to the next meeting. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour.

214-22 10 **FOOD SECURITY**

RESOLVED It was agreed to defer agenda item 10 to the next meeting. Proposed Cllr Perry; Seconded Cllr Payne. All in favour.

215-22 11 **RAILWAY BENCHES** (Wooden benches with wrought iron ends.)

2 of the benches in Old Market Square are under repair, (one was donated by Kate Pratt). A 3rd will be paid for by the daughter of Flossie and Bill Jarvis. There is a 4th in Union St that also needs attention.

RESOLVED The bench in Union St should be moved to the Old Market Square and a replacement recycled plastic bench be bought. A budget of £1000 be authorised for a new bench and cleaning up the site in Union St. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

216-22 12 **CHARTER/CORONATION**

The Coronation plans will be similar to the jubilee (possible beacon, Church service, tea party) and follow the national guidelines.

The Charter will be a grander event celebrating 450 years, similar to the celebration in 1973, when there were stalls all down the street and shop staff wore Elizabethan clothes and special beers were brewed.

217-22 13 **CHILD SEXUAL EXPLOITATION**

Since the discussion in July, the Mayor has written to Shropshire Council, the Police and Crime Commissioner and the Director of Children's Services, asking for their response, but had no reply, which was disappointing.

RESOLVED It was agreed that the Town Council should write again to the organisations, asking what recommendations they have and how we can help address the issues raised. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

218-22 14 **PUMP TRACK**

It has been suggested that the removal of bushes to prepare the site for the track may involve planning permission as the site is in a conservation area. Checks will be made.

RESOLVED If required, the Clerk will put in a planning application for the removal of the bushes, and if needed, the Pump Track. Proposed Cllr Perry; Seconded Cllr Payne. All in favour.

219-22 15 **HOUSING SURVEY**

The cost of printing 1140 Right House, Right Home surveys would be £688.

However, there is still no movement on the river mussel issue. Mathew Mead was attending a meeting in late November at which Shropshire Council were going to discuss doing their own housing survey.

RESOLVED The Town Council should wait to hear if Shropshire Council are in fact doing the survey, and also if a solution for the river mussel issue is in place before conducting its own survey. Proposed Cllr Payne; Seconded Cllr Stelman. All in favour.

220-22 16 **DISCUSS THE COST OF THE COUNCIL'S CARBON FOOTPRINT**

Deferred until next meeting.

221-22 17 **OLD MARKET SQUARE**

Some decisions have been made: the benches will have panels on the front showing the history of Bishop's Castle and there will be a timeline on the wall. Water and electricity will be connected. The water fountain has been sponsored.

A meeting will be held in January to finalise some detail and then the issue will be put on a future agenda.

222-22 18 **MOBILE PHONE BASED TOWN TRAIL**

RESOLVED Our Town Trail Guides provide a valued service to the Town and so this offer should be declined. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

223-22 19 **COMMUNITY PARTNERSHIP**

The Council notes the current situation following the resignation of Chair and Secretary and awaits an update on its future plans.

The Council will need to review the Community-led plan. (Every 5 years, ideally).

224-22 20 **MONTHLY FINANCES**

- i) To note the bank reconciliation

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

- ii) To discuss and decide the budget 2023-24 and the resultant precept demand.

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

225-22 21 To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	Dec Return	973.19
HMRC	PAYE and NI	Dec Return	706.46
Staff salaries	4 staff	Dec Return	2,457.06
C. Owen	Minute taker	263.	40.04
G. Dudley	Toilet cleaning	264.	420.00
PCPS	Window cleaning	265.	45.00
Exemplum	Printing	266.	936.10

Mousemat	IT	267.	480.00
A. Evans	Grasscutting	268.	5495.40
High line	Street Lighting	269.	87.30
Allotment Society	Subscriptions	270.	27.00
Mailroom	Postage	271.	234.00
Halls SMS	Toilet consumables	272.	45.52
P.Eldridge	relief Cleaner	273.	106.20
Manthrig ltd	Scaffolding	274.	3405.00
SLCC	training	275.	564.80
BCBS	Maintenance	276.	88.20
For information			
bt	telephone /broadband	277.	345.46
Corona	Electricity	278.	197.88
Waterplus	rates	279.	187.66
Waterplus	rates	280.	33.06
Unity Trust Bank	bank charges	281.	34.20
Lloyds Bank	bank charges	282.	3.00
	Total		£ 16912.53

RESOLVED The invoices be paid. Proposed Cllr Payne; Seconded Cllr Stelman. All in favour.

226-22 22 **PUBLIC HALL**

Cllr Perry was still awaiting the electrical report and costs.

227-22 23 **REPORTS FROM MEETINGS ATTENDED**

Cllr Houghton attended the Enterprise South West Shropshire meeting. The end of year review was positive. Printing and theatre groups were almost back to pre-Covid levels, and Village Outreach was developing. Rob MacKay has given in his notice.

228-22 24 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.

229-22 25 **STAFFING**

RESOLVED The Cleaner will be employed from 1st January 2023. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

230-22 26 **NEXT MEETING**

Tuesday 17th January, 7.30pm. The Mayor thanked everyone for their hard work and support during the year. The meeting closed at 21.03pm.