



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 17th JANUARY 2023 AT 7.30PM

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

Minute No.	Agenda Item	
1-23	1	APOLOGIES Cllr Houghton
2-23	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 18 <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> Item 13 Cllrs perry and Dickin b) To declare any personal interests.
3-23	3	<u>APPROVAL OF MINUTES</u> of 20 th December 2022. RESOLVED The minutes were accepted. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.
4-23	4	<u>PUBLIC PARTICIPATION SESSION</u> None present
5-23	5	<u>REPORT FROM THE MAYOR</u> Town Crier hand over event at the Town Hall at 2pm on New Year's Day went well.

The High Sherriff, Selina Graham, is attending the Shropshire Infrastructure Partnership event at Enterprise House on 25th January, 10am – 2pm. Voluntary groups will be able to get advice from the Partnership.

25th January 2.30pm St John's Church. The High Sherriff will present a High Sherriff's Award to John Howells for his dedication over many years maintaining the Churchyard.

6-23 6 **REPORT FROM THE CLERK**

The Clerk had received a letter from a resident asking for blocked gullies to be cleared and Japanese Knotweed to be removed. The matter has been reported to Fix my street. (Councillor Carroll also had noticed another path near to Oak Meadow that had water running along it).

The Clerk had received a letter from a resident complaining that the fireworks were too loud at Christmas Lights. The Fireworks are always included in the publicity for the Festival, although not the exact time for logistical reasons.

7-23 7 **UNITARY COUNCILLOR**

Not present

8-23 8 **PLANNING**

New applications:

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

1. 22/05752/TCA

Application for to Fell 1no Birch (T1) & 1no Western Red Cedar (T2) within Bishops Castle Conservation Area | Flat Llanserth 2 Kerry Lane Bishops Castle Shropshire SY9 5AU

RESOLVED (The tree warden confirms her support). Supported. Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.

Shropshire Council Planning Decision

Reference: 19/04444/FUL (validated: 07/10/2019)

Address: Land Adj The Surgery, Schoolhouse Lane, Bishops Castle, Shropshire
Proposal: Mixed residential development of 52 dwellings; formation of new vehicular access and estate roads; formation of public open space (Amended Description)

Decision: Refuse

RESOLVED The Clerk will write to the Planning Officer to ask for the reasons behind the decision as this was SAMDEV land which had already been assigned for development by Shropshire Council prior to the application being submitted in 2019.

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

9-23 9 **TO DISCUSS THE COUNCIL'S CARBON FOOTPRINT**

Cllr Bromley offered to work with the Clerk to calculate the Council's current carbon footprint as a baseline from which to set annual targets which can then be reviewed.

RESOLVED Cllr Bromley works with the Clerk and brings back the information to the March Meeting. Proposed Cllr Perry; Seconded Cllr Payne. All in favour.

10-23 10 **CCTV**

To discuss the installation of CCTV at the crossroads A488 with the B4385 to aid reduction of the high volume of thefts of vehicles. It is unclear whether the Police and Crime Commissioners would be able to provide any funding.

RESOLVED It was agreed that the Clerk will prepare costings and look into the implications for the Council and the operational responsibilities and bring back to the Council. Proposed Cllr Perry; Seconded Cllr Payne. All in favour.

11-23 11 **SHROPSHIRE COUNCIL CONSULTATION ON THE BUDGET**

Councillors agreed that the budget plan put out for consultation was too vague to comment specifically as there was little information on what the changes and their implications would be for Shropshire residents and Town and Parish Councils.

12-23 12 **MONTHLY FINANCES**

- i) To note the bank reconciliation

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

13-23 13 **To approve the following invoices for payment:**

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	January Return	973.19
HMRC	PAYE and NI	January Return	706.46
Staff salaries	4 staff	January Return	2,487.08
C. Owen	Minute taker	284.	40.04
G. Dudley	Toilet cleaning	285.	336.00
Exemplum	Printing	286.	182.51
Exemplum	Printing	287.	10.74
Blachere	Christmas lights	288.	1188.00
Josh Dickin	Civic expenses	289.	171.39
Severn Trophies	Mayoral Chain	290.	100.00
B. Jones	Christmas lights	291.	115.20
Shropshire Council	Joint energy	292.	618.01
P.Eldridge	relief Cleaner	293.	201.78
Grant Perry	Civic expenses	294.	33.00
SOS	training	295.	65.00
PKF Littlejohn	Audit	296.	106.20
Wintles Management Group	Grass cutting	297.	150.00
G.J. Rippon	Host It (Web hosting)	298.	167.88
For information			
ICO	Data protection Subscription	299.	35.00
bt	telephone /broadband	300.	357.34
Waterplus	rates	301.	37.37
Waterplus	rates	302.	25.09
Lloyds Bank	bank charges	303.	3.00
	Total		£ 8724.08

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

14-23 14 **PUBLIC HALL**
see 18

15-23 15 **FOOD SECURITY**

Councillors agreed that paper that had been prepared was well written. The Council needs to take advice as to what it can do as a public body.

ACTION The paper will be publicised on the website and in the newsletter

Ms Du Cros be invited to speak to the Council on what the next steps might be for the Council

RESOLVED Cllr Payne will invite Ms Du Cros to speak to and advise the Council.

Proposed Cllr Payne; Seconded Cllr Stelman. All in favour.

16-23 16 **REPORTS FROM MEETINGS ATTENDED**

The new website “Bishop’s Castle and Beyond” has been launched
<https://bishopscastleandbeyond.co.uk>

The launch was well-attended. This is a collaboration of Enterprise House, who own the structure of the web-site, and The Tourism Group, who own the content.

Accommodation and business providers need to pay the Tourism Group but events will be free. There will be a further meeting to discuss how events can be advertised. There may also be a business directory produced for the website.

The opening video is on show in the Town Hall, also.

People are encouraged to visit the website and for businesses to register their business if not already done so.

17-23 17 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.

18-23 18 **PUBLIC HALL UPDATE**

Cllr Perry briefed Councillors of the current progress in their capacity as custodian trustees of the Public Hall.

He is still awaiting some costings and other information. Once all the relevant information has been ascertained the new committee will be convened to discuss how to proceed.

19-23 19 **NEXT MEETING**

Tuesday 21st February, 7.30pm. The meeting closed at 8.35pm.



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MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 15th FEBRUARY 2023 AT 7.30PM

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

IN ATTENDANCE	
Mr G. Rippon Mrs C. Owen 2 members of the public	

Fire Procedure

Minute No.	Agenda Item	
20-23	1	<u>APOLOGIES</u> Cllr Dickin, Halford and Payne.
21-23	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 13 <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> b) To declare any personal interests. Item 8 Cllrs Houghton and Stelman
22-23	3	<u>APPROVAL OF MINUTES</u> of 17 th January 2023. RESOLVED The minutes were accepted. Proposed Cllr Perry; Seconded Cllr Morris. All in favour
23-23	4	<u>PUBLIC PARTICIPATION SESSION</u> Ms Du Cros presented the Bishop's Castle Community Food Resilience Strategy and Action Plan. The Town Council is the first in the county to have a food strategy. The group is working with Shropshire Good Food Partnership, networking with different groups and produces and accessing funding for research and start-up initiatives. A Shropshire Food Trail is envisioned. Shropshire Council have passed a 'Right to Grow' motion, whereby people can apply to grow food on derelict public land. The resilience group requests that the Town Council becomes a member (no cost), and works with them to be a model for other councils; identifying land that may be

available for the ‘right to grow’ initiative; nominating places for the food trail, and displaying the updated food strategy on its website.

24-23 5 **REPORT FROM THE MAYOR**

Wynn’s May Fair will extend their stay to include the Bank Holiday and is offering school children half-price fares on Sunday. (Coronation Weekend).

25-23 6 **REPORT FROM THE CLERK**

NALC had produced a booklet with 10 recommendations for local Councils.

The Clerk had received a copy of Landscape magazine which had a lengthy article promoting Bishop’s Castle, and another article on Clun. It was perceived that this content had come through Visit Shropshire.

There had been a leak in the Council Chambers. A plumber was coming to investigate.

26-23 7 **UNITARY COUNCILLOR**

Visit Shropshire. Whilst the article in Landscape was welcome, it transpired that not all information sent to Visit Shropshire was being incorporated into their website.

Cllrs Houghton and Carroll will attend an on-line event with Visit Shropshire on 24th February and ask whose responsibility it was to advertise Bishop’s Castle. There was some concern as to whether the Council was getting value for its Gold Membership.

NHS. NHS are holding a community engagement event, with two sessions on 1st March at the Methodist Hall.

Shropshire Council Budget. The Consultation period is over. Cllr Houghton had expressed concern that the budget was too vague to comment on effectively.

Boundaries. There is an on-going boundary review with an ideal population/member ration. However, the geography of the local area makes any change unrealistic.

Traffic Planning. No news from Andrew Keyland.

Resurfacing. School House Lane and High St will be resurfaced in the summer.

27-23 8 **PLANNING**

New applications:

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

1. 23/00352/AMP (For information).

Non-material amendments to planning permission No. 21/02771/FUL (revised shopfront detailing, installation of cast iron columns alongside entrance to No. 70, and increase in height of door to No. 68) | Sep Properties Ltd 68 - 70 Church Street Bishops Castle Shropshire SY9 5AE

2. 23/00721/AGR

Application for the removal of existing sheds and erection of new portal-framed storage building | Star Farm Colebatch Bishops Castle Shropshire SY9 5JY

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

28-23 9 **MONTHLY FINANCES**

i) to receive the bank reconciliation.

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

ii) Albert Howard Society – permission to put up plaque.

All in favour of permission, subject to the plaque containing helpful information as to who he was and what he is famous for.

iii) To discuss and approve the following grants.

Name	Amount	Project	amount awarded
Football club	£1,000	new metal goals	£1,000.00
Going wild in Bishop's Castle	£1,000	To fund a project manager to develop a volunteer group	£1,000.00
Climate action group	£1,000	organising and running an environment day	£1,000.00
Community Land Trust	£1,500	To design, manufacture and install a new shop front for 'stars'	£1,500.00
Carnival	£1,000	to kickstart the carnival following the 3-year absence	£1,000.00
Cricket Club	£500	New practice netting	£500.00
Tennis Club	£1,000	to assist the club celebrating its centenary	£1,000.00
Food and Friendship	£200	startup cost for monthly lunch and social gathering	£200.00
BC Railway Society	£750	To assist with archiving to preserve original docs	£750.00
Michaelmas	£2,000	to kickstart the Michaelmas following Covid	£2,000.00

£43,000 in grants had been handed out by the Town Council over the last 12 years.

RESOLVED The Grants are approved. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

iv) Litter pickers - request to the Council for the cost of fluorescent tabards for safety.

RESOLVED: The purchase of £118.20 be approved. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

v). For information. The performing rights fee for the Town Hall had been paid by the Town Hall Trust.

vi) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	February Return	973.19
HMRC	PAYE and NI	February Return	706.46
Staff salaries	4 staff	February Return	2,487.08
C. Owen	Minute taker	350.	40.04
G. Dudley	Toilet cleaning	351.	420.00
IG Inspections	Lift Maintenance	352.	210.00
Halls SMS	Toilet consumables	353.	137.47
PCPS	Window cleaning	354.	45.00
BCBS	Maintenance	355.	267.77

BCHRC	Subscriptions	356.	162.50
Mant Leisure	Playground equipment	357.	36570.36
God's Acre	Grants	358.	1000.00
Allotment Society	Subscriptions	359.	339.00
Exemplum	Printing	360.	465.68
G.J. Rippon	Computer keyboard	361.	24.99
For information			
BT	telephone /broadband	362.	345.68
Pintney Bowes	Postage	363.	50.00
Waterplus	rates	364.	121.91
Corona	Electricity	365.	937.04
	Total		£ 45589.75

The playground equipment was now all installed.

Extra Invoices:

Highline: £72; £638.40; £240; £271.80.

Tony Baker: £720 (includes some repairs to the Public Hall).

Public Hall Apprenticeship Licence: (£70 for information).

Flag making: £8.25

Andrew Evans £462; £150.

Andrew Evans £2500 for clearing an overgrown and previously flooded allotment site.

RESOLVED The invoices, plus the extra ones be paid, apart from the £2500 from Mr Evans, which will await approval from the Councillors.

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

PORTFOLIO HOLDERS

Function Service	Interset Group	Budget Heading	People
Youth and Safeguarding	✓	✓	Cllr Stelman
Climate Action/Biodiversity	✓	✓	Cllrs Bromley and Payne
Town Scape		✓	Cllrs Dickin, Perry and Carroll
Newsletter		✓	Cllr Halford
Finance		✓	Cllrs Houghton and Morris
Public Hall		✓	Cllr Perry
Planning		✓	Cllrs Carroll and Perry

Personnel		✓	Cllrs Dickin and Stelman
Tourism & Footpaths		✓	Cllr Carroll

30-23 11 **ALLOTMENTS** This item did not need to be discussed in full council.

31-23 12 **CHARTER UPDATE**

The Charter celebrations for the town are moving along well. A working group headed by the Mayor, Cllrs and residents are working tirelessly to get the week and main day organised. The town council are leading the celebrations with some funding from outside grant organisations. Stewarding help from Councillors would be appreciated.

We have speaking to business, pubs etc about dressing up / decoration and how they can be involved, all seems to be very positive and people are looking forward to it. The decoration theme is green red and white.

We are also looking at commissioning some commemorative items.

Planned so far is: 450 years re-enactment with cheese & wine at the SpArC; Mayor's Charter banquet; Charter afternoon tea; beacon and firework display. The main Charter Day is on the Sunday. Living village stalls etc up front street.

32-23 13 **PUBLIC HALL**

A new committee will be formed at a meeting on 27th February.

33-23 14 **REPORTS FROM MEETINGS ATTENDED**

Enterprise South West Shropshire – Cllr Carroll will report back to the next Council meeting.

34-23 15 **NEXT MEETING**

Tuesday 21st March at 7.30pm.

The meeting closed at 9.14pm



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PRESENT		APOLOGIES
Cllr J. Carroll Cllr R. Bromley Cllr G Perry Cllr A. Stelman Cllr R. Houghton Cllr J. Dickin Cllr L. Payne Cllr T. Halford		Cllr S. Morris
IN ATTENDANCE		
Mr G. Rippon Mrs C. Owen 1 member of the public <u>Fire Procedure</u>		
Minute No.	Agenda Item	

35-23 1 **APOLOGIES** Cllr Morris.

36-23 2 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

Item 13 ***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.*

b) To declare any personal interests. None.

37-23 3 **APPROVAL OF MINUTES** of 21st February 2023.

RESOLVED The minutes were accepted. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

38-23 4 **PUBLIC PARTICIPATION SESSION**

Mr Bernard Evans presented a draft of the updated Climate Action Plan. Councillors are asked to bring comments and suggested changes to the next Council meeting. The Plan can then be adopted at the May meeting.

39-23

5

REPORT FROM THE MAYOR

The condition of the front street is a cause for concern. Nothing has been heard from Andrew Keyland re the proposed traffic changes. Highways has said it will attend to the repairs soon, but the changes will need doing first. Cllr Houghton has emailed for clarification.

Thanks to Cllr Stelman for facilitating the flag competition. The two winning flags will be printed for the Charter Celebrations.

The Annual Town Meeting will be on 25th April, when the successful grants will be awarded.

Mayor Making will be on 15th May, followed by the May Council meeting, subject to the Council's approval.

The Mayor, Clerk and Town Crier will visit St Marcel (twin town) to join in with a twinning event with their German twin town.

Lizzie Swales and the Mayor will organise a big tidy up of the town in June.

40-23

6

REPORT FROM THE CLERK

Floor. The Clerk had received two estimates for repairing the floor following the water damage caused by the leak. Councillors agreed to accept the cheaper quote.

The Street naming team have decided to change The Wintles, to Wintles Lane.

Planning. The Clerk had written to the Planning Department with regard to the Council's disappointment that the planning permission for housing on the SAMDEV site had been refused because of being visible for the AONB Shropshire Hills. As most of Bishop's Castle is visible from the AONB, and as the site had already been approved for SAMDEV development, the Council sought clarification on the refusal.

Correspondence is on-going between the Clerk and the Planning Officer.

Chain. Dave Jones had refunded money not spent on the repairs and extension of the Mayoral chain. It was decided that he will be given 2 free tickets to the Charter Banquet and a case of wine, by way of thanks.

41-23

7

UNITARY COUNCILLOR

NHS. The NHS community engagement event, on 1st March at the Methodist Hall was attended by over 120 people. The rurality of the area was shown to the organisers, and they heard concerns over lack of available treatment for dentistry, mental health and early years services. Although not the focus of the meeting, many people expressed their disapproval of the closure of the hospital, despite it being well-equipped and in demand locally. The team will now come up with a plan for the provision of services.

Shropshire Council Budget. Cllr Houghton voted against the budget as it was too vague to comment on effectively, and £3 million was to be spent on consultant's fees. However, it was passed. The cuts in the budget will have implications for rural areas.

Voting From May onwards people will need photo ID to be able to vote.

JSNA Bishops Castle Stakeholder Event was snowed off and has been rescheduled for 25th March.

42-23

8

PLANNING

New applications:

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

1. 23/00603/FUL

Application for the conversion of holiday let to dwelling, including demolition of flat-roofed extension and associated works, and erection of one new dwelling
| Boars Head Hotel Church Street Bishops Castle Shropshire SY9 5AE

RESOLVED Object on the grounds that the application is incomplete. Proposed Cllr Perry; Seconded Cllr Payne. All in favour bar 1 abstention.

2. 23/00923/FUL

Application for the removal of the existing vehicular access and improvement of new vehicular access on to the B 4385 at The Cottage Farm Lydbury North Shropshire SY9 5ET

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

43-23 9 **MONTHLY FINANCES**

i) to receive the bank reconciliation.

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

44-23 10 ii) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	March Return	973.19
HMRC	PAYE and NI	March Return	706.46
Staff salaries	4 staff	March Return	2,487.08
C. Owen	Minute taker	284.	40.04
G. Dudley	Toilet cleaning	285.	420.00
Viking	Stationery	286.	153.17
Glasdon	Bench	287.	978.67
Phil's tool hire	Dehumidifier	288.	96.00
Mark One	Fire Safety	289.	£97.34
For information			
BT	telephone /broadband	290.	345.14
		6297.09	
	Total		£ 6297.09

Extra Invoices:

Exemplum: £683.63; BCBS £14.80 and £37.96; G. Dudley £420; Halls SMS £138.73; Blanchere £1656; MBO (Fire Safety) £58.20 and £295.20; Shropshire Council £618.01 (Street Lighting).

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

The broken FIT meter has now been replaced.

45-23 11 **CARBON FOOTPRINT**

Cllr Bromley had been filling in a Local Government template to ascertain the Council's Carbon footprint. Further information was needed to answer some of the questions. Cllr Bromley asked Councillors to let her know if she had missed anything.

46-23 12 **VISIT SHROPSHIRE**

Cllrs Houghton and Carroll attended an on-line event with Visit Shropshire. The Council was not getting any updates e.g., on hits on the website and other data which was promised. Some information sent to them had not been uploaded and promoted. The Council seemed to be having to do all the legwork. It seemed that individual members were getting better attention than corporate members. There was some concern as to whether the Council was getting value for its Gold Membership.

47-23 13 **PUBLIC HALL**

It is still hoped to form a committee, but not enough members of the public were willing to stand at the meeting in February. There will be a public consultation article in the next newsletter, and it will be put on the agenda for the Annual Town Meeting.

48-23 14 **YOUNG PEOPLE UPDATE**

Cllr Stelman was congratulated for securing a grant of £15,000 from Shropshire Council, including £1000 towards Open Mike, (which is very well attended).

Hereford Diocese were donating £2500 towards the project.

Cllr Stelman asked if the Town Council would be willing to donate £5000 of next year's budget towards the project in principle.

A question arose as to whether the youth leader post should be employed by South Shropshire Youth Forum, as it is currently, or by the Council. Also, if we need to advertise the position or can it be offered to the existing person. Do TUPE rules need to be applied?

49-23 15 **CORONATION**

The Church will live stream the event on Saturday. People are invited to bring a picnic.

Wynn's May Fair will extend their stay to include the Bank Holiday and is offering school children half-price fares on Sunday. (Coronation Weekend).

There will be a commemorative service in Church on the Sunday, plus a street fair, Public Hall event and Burger Van.

50-23 16 **FOOD RESILIENCE**

RESOLVED The Town Council will join the Food Resilience Group. Proposed Cllr Houghton; Seconded Cllr Bromley. All in favour.

RESOLVED The Town Council will form a Food Resilience Task and Finish Group, subject to the terms and references being satisfactory. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour.

51-23 17 **REPORTS FROM MEETINGS ATTENDED**

Enterprise South West Shropshire – A new manager has been appointed and the decision will be ratified the next day.

52-23 18 **NEXT MEETING**

Tuesday 18th April at 7.30pm. The meeting closed at 9.28pm

Tuesday 25th April Annual Town Meeting.



BISHOP'S CASTLE TOWN COUNCIL



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PRESENT		APOLOGIES
Cllr J. Carroll Cllr S. Morris Cllr G Perry Cllr A. Stelman Cllr R. Houghton Cllr J. Dickin Cllr T. Halford		Cllr L. Payne Cllr R. Bromley
IN ATTENDANCE		
Mr G. Rippon Mrs C. Owen 2 members of the public <u>Fire Procedure</u>		
Minute No.	Agenda Item	

53-23 1 **APOLOGIES** Cllrs Bromley and Payne.

54-23 2 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

Item 16 ***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.*

b) To declare any personal interests. None.

55-23 3 **APPROVAL OF MINUTES** of 21st March 2023.

RESOLVED The minutes were accepted. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

56-23 4 **PUBLIC PARTICIPATION SESSION**

Immediately before the meeting, Ms Du Cros outlined the Terms of Reference for the Food Strategy Group, a document previously circulated to Councillors. Five actions were highlighted. She hoped the Council would adopt the proposal and become the first local Council in Shropshire with a local Food Strategy/Policy. Projects work best when local civil groups work in partnership with local Councils. If the policy is adopted later,

Ms Du Cros asked for two councillors to form part of a Task and Finish Group. (See agenda item 21).

57-23 5 **REPORT FROM THE MAYOR**

Dog fouling was getting worse. The Mayor will ask the Primary School children to make some posters to be put up for a two-week campaign.

The Council will be receiving a special coronation plaque to put up on the Town Hall.

58-23 6 **REPORT FROM THE CLERK**

Grass cutting contract. The committee looked at the quotes and chose Dan Turner on a 3-year contract, reviewed after 12 months. Extra maintenance jobs will be agreed beforehand.

Stepping Stones Conference Cllr Bromley will attend this event.

Damp. The Clerk had received a letter from a neighbour re a damp issue connected to a town hall chimney.

Floor Repairs to the floor and sink with overflow will soon be done.

Parking Letter The Clerk had received a letter from a member of the public re parking issues and other matters, which was read out at the meeting.

Defibrillator It has come to the Council's attention that the defibrillators in town are serviced by different people and organisations, some of which are not known to the Council.

59-23 7 **UNITARY COUNCILLOR**

Resurfacing of High Street. This has been postponed to next year because the white lining and other work have not yet been clarified. Potholes of a certain depth will be repaired. Cllr Houghton's requests for confirmation regarding the white lining and other changes re traffic issues discussed with Andrew Keeland, (and the new Shropshire Council Communications Officer), have been repeatedly unanswered over several months.

RESOLVED The Mayor will write to SALC (Shropshire Association of Local Councils), to express the Town Council's frustration with Shropshire Council's repeated lack of communication. Proposed Cllr Stelman; Seconded Cllr Carroll. All in favour.

60-23 8 **PLANNING**

1. New applications:

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

a. 23/01242/FUL

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

RESOLVED: Support. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour bar 1 abstention.

b. 23/01467/FUL

Application for the installation of 22No. photo voltaic panels on the pergola in the hotel garden | Castle Hotel Salop Street Bishops Castle Shropshire SY9 5BN

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

61-23 9 **MONTHLY FINANCES**

- i) to receive the bank reconciliation.
- ii) To receive the Accounts 2022-23

RESOLVED 9 i) and 9 ii) Deferred to next meeting. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

62-23 10 iii) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	April Return	1007.60
HMRC	PAYE and NI	April Return	706.46
Staff salaries	4 staff	April Return	2,487.08
C. Owen	Minute taker	1.	40.04
G. Dudley	Toilet cleaning	2.	93.00
G. Dudley	Toilet cleaning	3.	500.00
G.J.Rippon	Expenses	4.	109.88
Viking	Stationery	5.	160.73
Blachere	Christmas lights	6.	1656.00
Lennox Electrical	Public Hall	7.	534.00
Lennox Electrical	Auction Yard toilets	8.	125.40
Exemplum	Printing	9.	1357.83
BC Allotment Society	Remittance for membership fee	10.	15.00
For information			
BT	telephone /broadband	11.	191.64
Bluestone	Printer lease	12.	525.60
Shropshire Council	Rates	13.	188.25
Dell Computers	IT	14.	784.82
Corona	Electricity	15.	1841.95
	Total		£ 12697.86

Extra Invoices

Mark One £519; MBO £112 and £47.40; Andrew Evans £518.40 and £134.56; Highline instalment £745.80; Exemplum £93.54.

RESOLVED The invoices, including the extra invoices be paid. Proposed Cllr Perry; Seconded Cllr Morris. All in favour

63-23 11 **DLUHC Infrastructure Levy Government Consultation**

The document had been circulated. It was still hoped to receive some CIL money from Shropshire Council. (Community Infrastructure Levy for use in connection with new housing developments).

However, the restriction on planning because of the mussel situation was preventing any housing development.

RESOLVED: Andrea Pellegram be consulted with a view to preparing the Neighbourhood Plan for presentation to the examiner, (rather than waiting for Shropshire Council).

64-23 12 **COUNCIL'S CARBON FOOTPRINT**

Deferred to next meeting.

65-23 13 **CLIMATE ACTION PLAN**

The suggested amendments are being made and the Plan will be brought to the next meeting for adoption.

66-23 14 **MIDDLE MARCHES COMMUNITY LAND TRUST**

RESOLVED: Cllr Bromley will attend the 'Creating Stepping Stones' event on Friday 12 May at Norbury Village Hall. A donation of £20 is authorised. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

67-23 15 **MAYOR MAKING, MAY MEETING – DATES**

RESOLVED: Monday 15th May 7.30pm. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

68-23 16 **PUBLIC HALL**

There have been a few responses from the on-line consultation.

69-23 17 **YOUNG PEOPLE UPDATE**

RESOLVED The preferred option is for SSYF (South Shropshire Youth Forum) to employ the youth worker but then be seconded to the Town Council. This way the Council will direct the work, but the SSYF will be responsible for the employer. Once the grant money is received it will be transferred to SSYF. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

70-23 18 **YOUNG PEOPLE PROJECT, FUNDING**

RESOLVED £5000 will be included in the Precept for the 2024-2025 budget. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

71-23 19 **NEWSLETTER PRICING**

RESOLVED The Clerk's recommendations be accepted. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

72-23 20 **CORONATION**

Posters will come out later this week.

73-23 21 **FOOD RESILIENCE**

RESOLVED The Town Council will adopt the Terms and Conditions as presented. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

74-23 22 **REPORTS FROM MEETINGS ATTENDED**

Cllrs Perry and Carroll had been to the Heat Network Meeting, which was well-attended.

75-23 23 **NEXT MEETING**

Tuesday 25th April Annual Town Meeting.

Monday 15th at 7.30pm. Mayor Making and Council meeting.

The meeting closed at 9.08pm



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 MAYOR MAKING AND ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL

ON MONDAY 15th May 2023 AT 7.30PM

49 members of the public

PRESENT	APOLOGIES
Cllr J Carroll Cllr R Houghton Cllr J. Dickin Cllr A. Stelman Cllr L. Payne Cllr S. Morris	Cllr G Perry Cllr T. Halford Cllr R. Bromley
IN ATTENDANCE	
Mr. G. Rippon C. Owen	The Town Crier Mr. A Evans

Fire Procedure

Minute No.	Agenda Item	
53-23	1.	<u>ELECTION OF MAYOR</u> RESOLVED Cllr Dickin;. Proposed Cllr. Morris Seconded Cllr Morris Cllr. Payne. All in favour.
54-23	2.	<u>ELECTION OF DEPUTY MAYOR</u> RESOLVED Cllr. Stelman. Proposed Cllr. Houghton; Seconded Cllr Carroll. All in favour.
55-23	3.	<u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u> RESOLVED The new Mayor read and signed the declaration and oath. and witnessed by the Clerk
56-23	4.	<u>APPOINTMENT OF THE MAYOR'S CHAPLAIN</u>

Rev Stephanie Fountain

57-23

5. **APPOINTMENT OF THE MAYOR'S CONSORT**

Ms Victoria Anthony

58-23

6. **MAYOR'S CIVIC DAY ARRANGEMENTS**

This will take place on Sunday 11th June 2023

59-23

7. **APOLOGIES**

Apologies from Cllr's Perry, Halford and Bromley.

60-23

8. **COUNCILLORS ACCEPTANCES OF OFFICE**

The Councillors signed and witnessed by the Clerk.

61-23

9. **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests

b) To declare any personal interests.

Name	Agenda Item	Personal	Prejudicial
Cllr J. Dickin	Item 21. Mayor's Allowance	✓	✓

62-23

10. **APPROVAL OF MINUTES**

To approve the minutes of the Town Council meeting held on Tuesday 18th April 2023.

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

63-23

11. **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 Houghton. All in favour.

c) Membership of Committees etc

Staffing: Cllrs Dicken, 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.

64-23

12. **REPRESENTATION ON OUTSIDE BODIES**

SALC Cllrs Carroll, Perry and the Town Clerk.

PACT Cllr Carroll.

SpArC Cllr Houghton.

Public Hall Cllr Perry.

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.

65-23

13. **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**

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

66-23

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 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.

67-23

15. **PUBLIC PARTICIPATION SESSION**

There were no members of the public wishing to speak

68-23

16. **UNITARY COUNCILLOR**

Cllr Houghton reported that there were two consultation of note

1. The provision of Walking and Cycling
2. Boundary Commission review

69-23

17. **REPORT FROM THE CLERK**

The Clerk stating that there was nothing to report

70-23

18. **NEIGHBOURHOOD DEVELOPMENT PLAN**

This Town Council agrees to submit the Bishop's Castle Neighbourhood Development Plan for examination having given due consideration to the housing moratorium in the Clun catchment because of the risk pollution will cause to the protected species, the pearl mussels.

This was discussed.

RESOLVED

That the Town Council has agreed that the Bishop's Castle Neighbourhood Development Plan be submitted for examination

71-23

19. **A&E MOTION TO COUNCIL**

To discuss a motion in respect of the Accident and Emergency for Shropshire and Telford Health Authority

This was discussed.

RESOLVED

That the Town Council supported that the Accident and Emergency for Shropshire and Telford Health Authority remain at Shrewsbury

72-23

20. **PLANNING**

- a. 23/01862/FUL

Application for the erection of single storey rear extension and associated works at Stoney Pound, Union Street, Bishops Castle, Shropshire, SY9 5DF

RESOLVED

The Town Council supported the application

73-23

21. **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 stated that the Council met the criteria to exercise the General Power of Competence.

RESOLVED The criteria are met. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

iii. To agree the Accounts 2022-2023

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

iv. To approve the following invoices for payment:

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	1007.60
HMRC	PAYE and NI	May Return	706.46
Staff salaries	4 staff	May Return	2856.65
C Owen	Minutes	32	40.04
G. Dudley	Toilet cleaning	33	500.00
G.J.Rippon	Expenses	34	78.01
M. Helleur	Floor Town Hall	35	1500.00
Glasdon	Town pride/playing fields	36	978.67
Mousemat	IT	37	120.00
PHS	Toilet consumables	38	1117.32
PHS	Toilet consumables	39	490.08
Viking	Stationery /postage	40	76.50
Exemplum	Printing	41	209.36
D. Turner	Grass cutting	42	1115.75
For Information			
waterplus	Rates	43	226.01
BT	telephone /broadband	44	399.45
Shropshire Council	Rates	45	187.00
Zoom	licence	46	143.88
Lloyds Bank	Bank Charges	47	3.00
	Total		10640.04

74-23

22. **MAYOR'S ALLOWANCE for 2022/23**

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

RESOLVED In the light of the difficult year for small organisations, £1500 was agreed to allow the Mayor more flexibility. Proposed Cllr CHoighton, Seconded Cllr. Carroll. All in favour.

75-23

23. **THE CLIMATE AND ECOLOGICAL EMERGENCY BILL**

This was deferred until 20th June 2023

75-23

24. **NEXT MEETINGS**

Ordinary Town Council meetings Tuesday's 20th June, 18th July, 15th August 2023.
The meeting closed at 9pm.



BISHOP'S CASTLE TOWN COUNCIL



Gwilym J Rippon Cert. He CEG, PSLCC
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The Town Hall
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SY9 5BG

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 20th JUNE 2023 AT 7.30PM

PRESENT		APOLOGIES	
Cllr J. Carroll		Cllr L. Payne	
Cllr S. Morris		Mr G. Rippon	
Cllr G Perry		Cllr R. Houghton	
Cllr R. Bromley			
Cllr A. Stelman			
Cllr J. Dickin			
Cllr T. Halford			
IN ATTENDANCE			
Mrs C. Owen Mrs M. Gwilliam and 1member of the public			
<u>Fire Procedure</u>			
Minute No.	Agenda Item		

76-23 1 **APOLOGIES** Cllr Houghton; Town Clerk.

77-23 2 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

Item 14 ***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.*

Name	Item	Personal	Prejudicial
Cllr Stelman	Item 10 b (planning)	✓	
Cllr Carroll	Item 10 a (planning)	✓	

78-23 3 **APPROVAL OF MINUTES** of 15th May 2023.

RESOLVED The minutes were accepted after a name correction. Proposed Cllr Stelman; Seconded Cllr Morris. All in favour.

79-23 4 **PUBLIC PARTICIPATION SESSION**

A member of the public asked the Town Council whether they would have power to resist policies introduced by Government in a top-down manner, if the Council felt it was not in the town's interest to comply, e.g. with the pedestrianisation and traffic schemes being imposed in larger towns and cities.

Also, what was the Council doing about the lack of affordable (rented) housing in the town?

Cllr Perry offered to reply by email to explain what was and wasn't in the Council's remit.

Ms Jocelyn thanked the Council for looking after the Town well, particularly in relation to its Climate Action Plan.

80-23 5 **REPORT FROM THE MAYOR**

There had been some antisocial behaviour in the skate park – graffiti and bad language, which was annoying the neighbouring residents. Cllr Stelman would like to encourage some young people to be 'friends' of the skate park.

It is hoped that the rails down the cobbles will be fixed soon.

The planters will be sorted soon and the bunting will go up on Tuesday before the carnival.

The commissioned stained-glass window will soon be fitted on the landing.

The twinning with St Marcel went well.

The new newsletter has been well-received.

81-23 6 **REPORT FROM THE CLERK**

Portfolio holders future reports process needs brought to the next Council Meeting.

82-23 7 **UNITARY COUNCILLOR**

Not present

83-23 8 **ADVISORY COMMITTEE**

A local committee needs to be formed consisting of members of the community and councillors, with regard to the planned closure of the hospital.

The Health Trust hasn't announced the date of their public meeting yet. Philip Dunne MP has spoken with the Mayor at length and wants to be informed of developments.

RESOLVED: The Council seeks to call a meeting to form a committee to discuss the issues involved at the earliest opportunity. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

84-23 9 **ALLOTMENTS**

For information. A recent inspection has been undertaken by the Allotments Society. Some tenants have been given 28 days to improve their plot, or an eviction notice will be served. If a tenant subsequently appeals against an eviction, then a panel of two/three councillors would be asked to consider the case.

For clarification. Any complaint against the Allotments Society would be dealt by them. However, if a complaint is made against the Town Council (as owners of the site), then the Council will follow its standard complaints procedure.

85-23

10

PLANNING

1. New applications:

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

a. 23/02028/LBC

Application for structural repairs and alterations to 'barn' outbuilding in connection with provision of ancillary domestic studio/workshop, to include renewal of metal roof coverings, insertion of conservation-style roof lights and installation of external timber staircase | The Porch House 33 - 35 High Street Bishops Castle Shropshire SY9 5BE

Cllr Carroll left the chamber.

RESOLVED: Supported. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.

Cllr Carroll returned to the chamber.

b. 23/01941/FUL

Application for the refurbishment of and alterations to existing storage building and change of use to food bank | Proposed Conversion Of Outbuilding East Of 68 To 70 Church Street Bishops Castle Shropshire

RESOLVED: Supported. Proposed Cllr Perry; Seconded Cllr Carroll. This was passed

86-23

11

MONTHLY FINANCES

i) to receive the bank reconciliation.

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

ii) To receive the Internal Auditor's report

iii) To agree the account and governance statement

RESOLVED: Items 11 ii) and 11 iii) are to be deferred as the auditor has not returned the documents.

87-23

12

iv) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	June Return	904.40
HMRC	PAYE and NI	June Return	706.46
Staff salaries	4 staff	June Return	2,487.08
C. Owen	Minute taker	78	40.04
G. Dudley	Toilet cleaning	79	500.00
D. Turner	Grass cutting	80	1115.75
G.J. Rippon	Expenses	81	312.28
Dave Taylor	Town Hall (lighting)	82	237.60
Dave Taylor	Town Hall (lighting)	83	439.20
Craven Design	Charter	84	136.00
A. Pellegram	Neighbourhood plan	85	1055.95
V print	Charter	86	582.00
V print	Charter	87	318.00
Space mobiles	Charter	88	120.00
EPS	Charter	89	72.00
Medicare	Charter	90	474.00
BCBS	Materials	91	51.40
Shropshire Council	Joint Energy	92	1193.40
BCHRC	Affiliation fee	93	25.00
Exemplum	Printing	94	374.09
Play Safety	RoSPA report	95	397.80
Tony Baker	Maintenance	96	682.00
Paul Chamberlain	Window Cleaning	97	48.00
For information			
Visunext	New remote for screen	98	27.98
Numatic	Hoover part	99	14.48
Masquerade	Charter	100	64.00
Easy VAT	Vat return	101	4.99
Shropshire Council	Rates	102	187.00
Water plus	Rates	103	35.75
Corona	Electricity	104	762.23
	Total		£13368.88

Extra Invoice: Shropshire Hardwoods £168.

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

89-23 14 **PUBLIC HALL**

Following the results of the public consultation, it is proposed that the trustees call a public meeting for the committee to explain the results and consequent plan of action. This will be confirmed at a separate Trustee meeting.

90-23 15 **REPORTS FROM MEETINGS ATTENDED**

Cllrs Perry and Carroll met the neighbours re a possible damp issue with a party wall and chimney shared with the Town Hall. Joe Green will prepare a report.

Cllrs Perry and Carroll met with Dan Turner re some extra ground maintenance work that had been identified. He will prepare costings and a schedule and submit the proposal of works to the Council for approval.

Enterprise South West Shropshire. Ruth Houghton had agreed to stand in temporarily as chair. Polly Owen is the new manager.

91-23 16 **NEXT MEETING**

Tuesday 18th July at 7.30pm.

The meeting closed at 8.30pm.



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
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SY9 5BG

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 18th July 2023 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr S. Morris Cllr G Perry Cllr R. Houghton Cllr A. Stelman Cllr J. Dickin Cllr T. Halford	Cllr R. Bromley
IN ATTENDANCE	
Mrs C. Owen, Mr G. Rippon and 4 members of the public	

Fire Procedure

Minute No.	Agenda Item	
92-23	1	<u>APOLOGIES</u> Cllr Bromley
93-23	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 12a Cllr Perry (<i>reimbursement of expenses - an invoice item</i>) b) To declare any personal interests. None
94-23	3	<u>APPROVAL OF MINUTES</u> of 20 th June 2023. RESOLVED Accepted. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.
95-23	4	<u>PUBLIC PARTICIPATION SESSION</u> The Community Partnership members gave an update. The group has a new structure. It still wants to be a conduit between the Town Council and the Community and act as an umbrella for smaller town groups. It would like to work with the Council to provide public assemblies/forums to discuss local issues. The Council will discuss the best ways of working with the Community Partnership at the next meeting. The group would like to provide a sustainability page that could be updated by them but can be accessed via a link on the Bishop's Castle website. The Character Assessment that was prepared for the Neighbourhood Plan will be finished off and provided as a standalone document.

It was agreed that Climate Action (Initiative) will be reported on in the agenda quarterly.

The Community Heat Network has put in a pre-planning application. They have been advised that their best approach is to include it in the (Shropshire's) Place Plan. It was thought the Place Plan's consultation period was closed, but the Group have been told they have until 1st September. The Network was encouraged to contact Mathew Mead.

96-23 5 **REPORT FROM THE MAYOR**

The Charter celebrations went well with mostly positive feedback. Thanks to everyone's hard work. Cllr Houghton thanked the Mayor personally on behalf of the town for a job well done. Cllr Perry thanked Pru and Abbi Dakin for their expertise in assisting the Council through the necessary legislation that needed to be complied with.

97-23 6 **REPORT FROM THE CLERK**

The Clerk had received an email from the Public Health Development Office following on from the Joint Strategic Needs meeting of 31st March 23 looking into working on any action/forming working groups.

The Tennis Club is celebrating its Centenary on the weekend of 29th/30th July. There will be free coaching sessions; an exhibition match and a celebration tea on the Sunday afternoon. Councillors are invited to attend.

Following complaints about smelly loos, PHS have replaced the air fresheners.

Thanks go to Wendy and Chris from Foxholes for undertaking a deep clean of the toilets prior to the Charter weekend.

The state of the auction yard toilets is a cause for concern as visitors often complain.

RESOLVED. Actions a) b) and c) above. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour.

98-23 7 **UNITARY COUNCILLOR**

Lydbury North and Edgton Parish Councils have written letters in support of keeping the in-patient beds at the Stonehouse Community Hospital, and encouraged the Town Council to do the same.

Pest Control has been cut from Shropshire Council's budget. Councils are advised to seek help from private providers when necessary.

There is likely to be a consultation on whether Shropshire Council funded transport for SEN students of nursery age and post-16 students should be continued. (Budget saving).

99-23 8 **HOSPITAL COMMITTEE**

A Community group has been set up to campaign to save the in-patient beds from closure at the Stonehouse hospital. There will be another meeting later this week. It is hoped councillors can attend. Can the campaign group present a vision for Bishop's Castle? Can the Joint Strategic Needs assessment be involved?

A petition has been started. There will be a public meeting with the Health Trust (?) on 3rd August at the Community College, Bishop's Castle.

Cllr Houghton will find out how the petition can be presented and whether the public will be allowed to speak/ask questions. It might be that the petition and questions need to be submitted in advance.

An Equality Impact Assessment was carried out when the beds were temporarily closed but it is not clear if the needs of protected groups were represented adequately.

Cllr Dickin and Dr Penney are zooming with St Marcel next week to see how they have been able to commission an additional hospital and recruit staff in St Marcel.

ANTISOCIAL BEHAVIOUR

Antisocial behaviour in the skate park and around it has included racist and homophobic graffiti on the shelter, very loud music played in the evening and a lot of litter (including broken glass).

A resident, Cllr Dickin, the Community Support Officer and Cllr Stelman have all spoken with the group to try and resolve the issues.

The problems are exacerbated by a few older young people who are old enough to buy alcohol and smoke.

Options include removing the shelter and/or cleaning off the graffiti and painting it with graffiti-proof paint; stopping the development of the pump park; installing CCTV in the park.

However, the preferred approach is to ask for 4 youngsters to represent the group and meet with Cllrs Dickin and Stelman and the youth coordinator to discuss and seek a solution and create a sense of ownership on their part. The Youth Coordinator will undertake some detached youth work in the skate park over the summer, (possibly with support from South Shropshire Youth Forum).

RESOLVED. Cllrs Dickin and Stelman and the Youth Coordinator will meet with the youngsters as above. In addition, a new litter bin and a graffiti board will be sited on the Skate Park. The Clerk is authorised to spend up to £600 on a bin and will cost and email councillors with the price of a graffiti board with a view to purchasing both as soon as possible. Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.

PLANNING**1. New applications:**

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

a. 23/02836/ADV

Application for the erection of illuminated and non-illuminated signs to the exterior of the building sign a - one x new sign written house name and logo, sign b - one x new sign written house name and logo, sign c - one x new double sided pictorial fixed to existing bracket, illuminated by linolites, sign d - one x new sign written amenity text, sign e - one x new set of individual house name letters with secondary sign written text and logo, sign f - four x new outdoor lanterns, sign g - seven x new led floodlights at The Three Tuns Inn, Salop Street, Bishops Castle, Shropshire, SY9 5BW

RESOLVED. Support. Proposed Cllr Perry; Seconded Cllr Morris. All in favour bar 1 abstention.

b. 23/02976/TPO

Application to remove deadwood, crown clean and reduce over extended lateral limbs of 1no Wellingtonia (S1) & remove deadwood, reduce over extended lateral limbs and crown raise by approx. 10m 1no Wellingtonia (S2) protected by the Shropshire Council (Haining Croft and Tall Trees, Church Lane, Bishops Castle) TPO 2010 (Ref: SC/00025/10) | Tall Trees Church Lane Bishops Castle Shropshire SY9 5AF

RESOLVED. Support. The tree warden is in agreement). Proposed Cllr Perry; Seconded Cllr Morris. All in favour bar 1 abstention.

c. 23/02977/TCA

Application to crown reduce by approx. 25% by 3no Yew (Y1,Y2,Y3), fell 1no Yew (T4), crown reduce by 50% and remove lower branches of 1no Yew (Y5), remove hedge of Leylandii (L) & crown reduce by 50% 1no Holly (H) within Bishops Castle Conservation Area | Tall Trees Church Lane Bishops Castle Shropshire SY9 5AF

RESOLVED. Support. The tree warden is in agreement). Proposed Cllr Perry; Seconded Cllr Morris. All in favour bar 1 abstention.

d. 23/02290/DIS

Application to discharge of Conditions 3 (Archaeology), 4 (Materials), 5 (Masonry), 6 (Fenestration), 7 (Roof Lights) and 8 (Bat and Bird Boxes) attached to planning consent 21/03795/FUL | The Co-op 63 Church Street Bishops Castle Shropshire SY9 5AD

No action necessary.

e. 23/02049/FUL

Application for the provision of two car parking spaces for existing flats, and associated landscaping | Old Bank House Salop Street Bishops Castle Shropshire SY9 5BN

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

For information only

f. 23/03007/AMP

Application for a Non-Material Amendment to planning consent 22/04610/FUL - Reduce number of dwellings to two | BC Brewing & Pub Company Ltd The Six Bells Brewery Church Street Bishops Castle Shropshire SY9 5AA

102-23 11 **MONTHLY FINANCES**

i) to receive the bank reconciliation.

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

ii) To receive the Internal Auditor's report

RESOLVED. Accepted. Proposed Cllr Morris; Seconded Cllr Carroll. All in favour.

iii) To agree the account and governance statement

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

103-23 12 iv) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	July Return	904.40
HMRC	PAYE and NI	July Return	706.46
Staff salaries	4 staff	July Return	2,487.08
C. Owen	Minute taker	105.	40.04
G. Dudley	Toilet cleaning	106.	500.00
D. Turner	Grass cutting	107.	1115.00
Mailroom	Maintenance	108.	270.17
Iain Selkirk	Audit	109.	375.00
Vprint	Printing	110.	141.84

BCBS	Materials	111.	96.14
Castle Clothing	Charter	112.	348.00
Exemplum	Printing	113.	1217.78
Halls SMS	Toilet consumables	114.	36.72
The flag shop	Charter	115.	144.35
Andrea Pellegram	Neighbourhood plan	116.	791.96
Real Gardner	Town pride/playing fields	117.	482.55
J. Lancashire	Allotments	118.	120.00
J.M. Kirkpatrick	Charter	119.	1000.00
James Hallam	Insurance	120.	57.74
James Hallam	Insurance	121.	437.69
Shropshire Council	licence	122.	70.00
Shropshire Council	licence	123.	70.00
For information			
Shropshire Council	Rates	124.	187.00
BT	telephone /broadband	125.	399.75
waterplus	Rates	126.	32.18
waterplus	Water rates	127.	45.81
	Total		£12516.79

104-23 13 **THE CLIMATE AND ECOLOGICAL EMERGENCY BILL**

Deferred until next meeting. Cllr Bromley to prepare a report on what the impacts on individuals, the Town Council and wider influences are and circulate before the next meeting.

105-23 14 **REPORTS FROM MEETINGS ATTENDED**

Cllr Houghton had attended a meeting with SpArC and Shropshire Council. The swimming pool will open on 1st August with an extensive programme over the summer, following repairs to the plant room and shower block.

106-23 15 **NEXT MEETING**

Tuesday 15th August at 7.30pm.

The meeting closed at 9.06pm.



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 15th AUGUST 2023 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr S. Morris Cllr G Perry Cllr R. Houghton (from 9pm) Cllr A. Stelman Cllr J. Dickin Cllr R. Bromley	Cllr T. Halford

IN ATTENDANCE	
Mrs C. Owen, Mr G. Rippon and 8 members of the public	

Fire Procedure

Minute No.	Agenda Item	
107-23	1	<u>APOLOGIES</u> Cllr Halford
108-23	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 14 (Invoices) Cllrs Dickin and Perry b) To declare any personal interests. Item 9 Cllr Dickin
109-23	3	<u>APPROVAL OF MINUTES</u> of 18 th July 2023. RESOLVED Accepted. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.
110-23	4	<u>PUBLIC PARTICIPATION SESSION</u> Item 15 be brought forward and Item 7 delayed until Cllr Houghton arrived following another meeting. RESOLVED Agreed. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.
111-23	15	<u>THE CLIMATE AND ECOLOGICAL EMERGENCY PLAN</u> <u>(including Heat Network and Wind Turbine update)</u> <u>Heat Network.</u> Dave Green ? informed the Council of the current situation. In the last two years the project to install 1 (or2)? wind turbines in conjunction with a Heat Network to provide power to SpArC, the Community College and approximately 100 houses in the town, has progressed. Feasibility studies by 2 companies, a public survey, a public meeting and a landscape visual impact study have been undertaken.

The AONB (Area of Outstanding Natural Beauty) has no objection as the area proposed for the turbine etc is on its edge and CPRE (Campaign to Protect Rural England) are also supportive. Funding has been obtained from a Government Heat Network Body for further feasibility studies.

Shropshire Council has reported back from a pre-planning application and advised the group that their best option is for the proposal to be included in the Place Plan for the area. (The Place Plan concerns local infrastructure). The group asked the Town Council for its support in this matter. Shropshire Council are responsible for the Place Plan, in discussions with the Town Council. However, it was noted by the Town Council that the Place Plan had not been discussed for some time and a review was due.

RESOLVED The Town Council will ask Shropshire Council to include the Heat Network's proposal in the Place Plan and to ask for a meeting to discuss and update the Place Plan. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

The Climate and Ecological Emergency Plan

Cllr Perry clarified the position of the Town Council with regard to Biodiversity Duty actions as outlined by the Government (Biodiversity Duty 2022) and referred to in the above Plan. Bishop's Castle Town Council is actually a Parish Council, so the duties referred to in the Plan are the responsibility of Shropshire Council, not Bishop's Castle's Town Council, as Parish Councils are exempt. However, the Town Council will urge Shropshire Council to take the actions outlined by the Government.

RESOLVED The Plan will be adopted by the Town Council after the amendment to say that the Town Council will urge Shropshire Council to fulfil its Biodiversity Duties. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

112-23 5 **REPORT FROM THE MAYOR**

The Mayor was about to deliver thank you letters re the Charter Celebrations.

Cllrs Dickin and Stelman were going to meet with some young people to talk about the skate park on Thursday. The litter bin purchase was in hand, but the graffiti board was difficult to source so may need to be made locally.

113-23 6 **REPORT FROM THE CLERK**

There had been a request for more notice boards around the town, including by the Public Hall and the Union St bus shelter.

A request had been received from the House on Crutches Museum to assist with the cost of a new printer.

A planning application to convert the cadet school to a dwelling, (previously supported by the Town Council but refused by Shropshire Council because an overflow could affect the pearl mussels) is going to appeal.

7 **UNITARY COUNCILLOR**

Deferred until later.

114-23 8 **SAVE OUR BEDS CAMPAIGN**

A member of the group gave an update to the Council from the Advisory Group.

The group was tasked with organising a campaign to stop the proposed closure of the hospital beds. A petition acquired 2630 signatures and a large march through Bishop's Castle was organised, as well as media coverage including press releases and a Facebook page. Cllr Houghton and Cllr Heather Kidd have done a lot of hard work and a solid campaign group has been formed. The group has raised funding for running expenses and publicity materials. The group will attend the public meeting called for 7th September to listen to what the authorities have to say.

RESOLVED. The Council will write a letter of support for the Campaign Group (originally set up as a working group from the Council) endorsing their work and acknowledging their hard work and efforts to date, including the petition and protest march, for which it is very grateful. Proposed Cllr Dickin; Seconded Cllr Stelman. All in favour.

115-23 9 **INSTALLATION OF SOLAR STREET LIGHTING**

Conversations have been had with Highline re putting solar street lighting on the mile straight, resulting in a quote of £500 with 3 streetlights supplied for free.

The residents of Ox Leasowe have repeatedly requested street lights as they were not installed when the new housing estate was built. Both Shropshire Council and Connexus have denied responsibility for the failure to provide street lighting, which was on the original plan. By contrast, the lights at the Business Park are on all night.

Conversations will be had with Highline to site 3 lights on Ox Leasowe, (solar bollard lights are suggested). Connexus will be asked for a contribution towards the cost.

RESOLVED: The Council approves the £500 cost for the lights for the mile straight and will carry on looking at costs with Highline to supply street lights for Ox Leasowe and inform the next meeting of the amount.

116-23 10 **A&E MOTION TO COUNCIL**

Cllr Perry corrected a previous correspondence which should have said the Town Council supports and A & E Department at Shrewsbury, **and at Telford**. (The bold type was omitted).

117-23 11 **PORTFOLIO HOLDERS**

Function Service	Budget Heading	People
Youth and Safeguarding	/	Cllr Stelman
Climate	/	Cllrs Bromley and Payne
Town Scape	/	Cllrs Dickin, Perry and Carroll
Newsletter	/	Cllr Halford
Finance	/	Cllrs Houghton and Morris
Public Hall	/	Cllr Perry
Planning	/	Cllrs Carroll and Perry
Personnel	/	Cllrs Dickin and Stelman
Tourism & Footpaths	/	Cllr Carroll

RESOLVED The Council will adopt the above portfolios which will be categorised in the budget process for next year. The terms of reference, i.e. what decisions can be made by portfolio holders alone or what needs Council approval, will need to be finalised by April. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

118-23 12 **PLANNING**

1. 23/02824/FUL

Application for an erection of extension to bedrooms and living accommodation to rear of existing dwelling | 80 Oak Meadow Bishops Castle Shropshire SY9 5PA

RESOLVED. Support. Proposed Cllr Carroll; Seconded Cllr Bromley. All in favour.

119-23 13 **MONTHLY FINANCES**

i) to receive the bank reconciliation.

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

120-23 14 ii) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	August Return	973.20
HMRC	PAYE and NI	August Return	706.46
Staff salaries	4 staff	August Return	2,487.08
C. Owen	Minute taker	133.	40.04
G. Dudley	Toilet cleaning	134.	500.00
D. Turner	Grass cutting	135.	1115.00
BCBS	Materials	136.	82.26
Mailroom	Postage	137.	73.14
Exemplum	Printing	138.	1238.86
Allotment Society	Subscriptions	139.	3.00
Mousemat	IT	140.	385.00
Viking	Stationery /postage	141.	146.70
MM Fabrication	Elephant project	142.	486.00
Harry Fisher	Charter	143.	534.00
Grant Perry	Charter	144.	37.17
PCC	Charter	145.	160.00
Janes Petals	Charter	146.	30.00
P.A. Dakin	Charter	147.	282.00
K. Price	Charter	148.	49.65
Halls SMS	Toilet consumables	149.	46.32
Tony Baker	Maintenance	150.	1185.00
For information			
Shropshire Council	Rates	151.	187
BT	telephone /broadband	152.	488.57
waterplus	Rates	153.	319.62
Corona	Electricity	154.	445.38
	Total		

Extra Invoices:

Cllr Dickin (Charter) £49.65 and £24; Millford Collection (Charter) £491.98; Wythe Retinue (Charter) £1800; Ann McWhiter (Charter) £350; Vprint (Charter) £375; BCHRC (Charter) £60; Splisbury Plumbing (Town Hall) £608.15; Lloyds Bank (Credit Card) £599.

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

15 **THE CLIMATE AND ECOLOGICAL EMERGENCY BILL**

Already discussed.

121-23 16 **COMMUNITY PARTNERSHIP**

The Community Partnership members present did not want to speak in today's meeting but the Council will seek the best ways forward to work together in the future as requested.

122-23 17 **REPORTS FROM MEETINGS ATTENDED**

None.

123-23 7 **UNITARY COUNCILLOR**

Cllr Houghton joined the meeting at 9pm.

Hospital Cllr Houghton, along with Cllr Dickin and Dr Adrian Penney, had attended a meeting on 14th August with all the parties involved with the decision making regarding the future of the hospital in Bishop's Castle. The meeting was more positive than previous meetings, with a recognition of the need for more outpatient services; the rurality and remoteness of the area leading to long journey times and high transport costs for patients; issues to do with the closeness of the Welsh border and access to services by Welsh patients; and the desire by residents in the local area, (not just in Bishop's Castle) for step down beds to be provided.

There will be a public meeting on 7th September, with papers published a week before and an opportunity to ask questions submitted in advance, when the outcome, or an update on the situation will be announced.

Roads and Highways There is still no news on when the white lining will be done, but some potholes had been patched.

124-23 18 **NEXT MEETING**

Tuesday 19th September at 7.30pm.

125-23 19 **ALLOTMENTS**

To receive a report and

1) To consider annual rent for 2024:

RESOLVED The rent to be increased by 8% rounded up to the nearest round number. Proposed Cllr Perry; Seconded Cllr Morris. All in Favour.

2) To consider and **resolve** to adopt the suggested additional 2 points in the Tenancy Agreement for 2024 strengthening the 'within-parish' applicant priority principle for Council's allotment plot waiting list. Revisions previously circulated.

RESOLVED The amendment is made, plus the inclusion that "the plot is taken on as is and left in a lettable condition". Proposed Cllr Carroll; Seconded Cllr Stelman. All in Favour.

3) To **resolve** to adopt the minor revision to the Tenancy Agreement for 2024, amending a clause 2c bullet point referencing 'named helpers'. As previously circulated.

RESOLVED Accepted. Proposed Cllr Carroll; Seconded Cllr Stelman. All in Favour.

126-23 20 **TO EXCLUDE MEMBERS OF PRESS AND PUBLIC**

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.

127-23

21

ALLOTMENT ISSUES

To discuss and consider confidential issues

The meeting closed at 9.30pm



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 19th SEPTEMBER 2023 AT 7.30PM

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

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

Fire Procedure

Minute No.	Agenda Item	
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128-23 1 **APOLOGIES** Cllr Stelman. Cllr Payne has resigned.

129-23 2 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests.

b) To declare any personal interests.

Item 14 Cllr Houghton

130-23 3 **APPROVAL OF MINUTES** of 15th August 2023.

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

131-23 4 **PUBLIC PARTICIPATION SESSION**

None requested.

132-23 5 **REPORT FROM THE MAYOR**

Michaelmas Fair went well.

Twinning event with St Marcel went well. Thank you for your support. The French visitors were glad that the twinning arrangement was up and running again and were impressed with the welcome.

The three solar streetlights (which have motion sensors) had been installed on the straight mile thanks to donations from the Dylan's Trust, Highline, the suppliers of the lights and £500 from the Council. There is a plaque and memorial garden at the location also. There will be a press release to acknowledge the gift of lights. Many people walk the straight mile so the lights are much appreciated.

Pathway Oak Meadow to Corporation St. Tree roots are pushing up the path. A resident has complained to the Council after tripping over and injuring themselves.

The Council/Mayor will sponsor a Senior Citizen's Christmas Party at the Community College on 9th December.

133-23

6

REPORT FROM THE CLERK

The Clerk had contacted the Council re putting the Heat Network and Wind Turbine in the Place Plan. There are now forms to be completed on-line (see item15).

Mathew Mead is finding out who the Biodiversity Officer is for the Council.

The Clerk has been unable to source ready-made graffiti boards, so the contractor is finding out costs of making one using MDO Board.

There are lots of different notice boards available to buy. The Clerk has sent the information to councillors for comment.

The Clerk has sent councillors details of bollard style solar street lights. However, they need to be vandal proof – a suggestion was made that the solar panels need to be up out of reach as in the straight mile lights.

The Clerk has invoiced Halls for £400 towards the upkeep of the toilets in the Cattle Market.

The Clerk has queried the lights being left on in the Business Park with Shropshire Council.

The French twinning visitors brought more gifts.

The Clerk had had help with the printing of the newsletter and sought approval to pay expenses for their time. Approved.

The Clerk had written to the Save Our Beds Campaign group to express thanks and support for their hard work.

The bin for the skate park had been ordered.

The portfolio holder details will be prepared for January.

134-23

7

UNITARY COUNCILLOR

Cllr Houghton reported that at the next Shropshire Council meeting there will be a memorandum discussing cross-border workings. Cllr Houghton will ask how this will impact on health issues across the England/Wales border.

More businesses are moving into the Business Park. (One is leaving). There is a new building being built on site.

The SpArC pool is 50 years old next year. The lining is beginning to wear. A grant is being sought to replace the lining with a more sustainable product that will lower running costs. The pool will be re-profiled with a stainless steel insulated pool tank (which will keep the water warmer longer), and walk in steps for easier access into the pool. An air source heat pump will be used with an oil heating system for back up.

The re-lining is estimated at £90,000 and re-profiling the pool, at £300,000. SpArC has £70,000 to put towards it (match funding) and is looking to raise £30,000 with fundraising. All the local Councils had been written to, asking for support.

135-23

8

PLAYING FIELDS SKATEBOARD PARK NOISE

There have been complaints about loud noise and graffiti. Cllr Dickin and Stelman have tried to meet with the group several times to no avail. Cllrs Dickin and Stelman are meeting Steve Whittingham and Jonny Groves this week about the pump track, but are not sure it should go ahead unless the young people can behave themselves.

RESOLVED. The Police and the Youth Worker should be asked to patrol/visit more often. Also, the Youth Worker should be asked to provide a written report of her work so far. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

136-23 9 **SAVE OUR BEDS CAMPAIGN**

Thanks to a lot of hard work by the County Councillors and the Save our Beds Campaign group, the meeting of the Board held in public on 7th September achieved the best possible outcome, with the Board agreeing to running a full recruitment plan with the involvement of the Campaign group, to see if enough staff could be attracted to reopen the beds and other services. The Campaign group had done a good job.

Three jobs have been advertised straightaway, apparently to catch the cohort of nurses just graduating, but more needs to be done.

Shrop Com (the Primary Health Care Trust) will form a working group to proceed with the recruitment, including 2 members of the Campaign group and Cllrs Houghton and Dickin. Cllr Dickin had had a preliminary meeting with three members of Shrop Com which was positive.

There will be 4 recruitment days. Two Fridays and Two Saturdays. One of the Saturdays will be a Community Day to showcase Bishop's Castle – facilities, available accommodation, sport and activities etc. Dates to be decided.

137-23 10 **OX LEASOWE STREET LIGHTING**

Andy will be tasked to look at sturdier bollard lights and other options. Residents will be encouraged to look at the lights recently installed on the straight mile. Connexus will need to be contacted.

The road has been adopted now.

138-23 11 **TOWN HALL**

SWS had asked for an advertising banner to be displayed on the Town Hall indefinitely in lieu of free fibre connection into the building in the future.

RESOLVED: Refused. Proposed Cllr Houghton; Seconded Cllr Halford. All in favour bar 1 abstention.

139-23 12 **PLANNING**

1. 23/03584/FUL

Application for an erection of two storey extension | 33 Grange Road Bishops Castle Shropshire SY9 5AW

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

The following are for information.

2. 23/03690/DIS

Application to discharge of condition 3 (Archaeology - Written Scheme of Investigation) on planning permission 23/01862/FUL | Stoney Pound Union Street Bishops Castle Shropshire SY9 5DF

3. 23/03713/AMP

To receive amendments to planning permission No. 22/02824/FUL (reduce width of wet room and bathroom windows by 300mm, and reduce depth of glazing alongside front entrance door to half-height windows with brickwork below) | Copper Bank Corporation Street Bishops Castle Shropshire SY9 5AN

4. 23/03931/DIS

Application to discharge of Conditions 2 (Drainage) 3 (Sight Lines) 4 (Landscape Plan) 5 (Construction Method Statement) and 6 (Material Specification) associated with planing application numbers 23/02534/VAR and 19/02170/FUL | Recycling Site The Wintles Bishops Castle Shropshire SY9 5ES

Another application has just been received and has been referred to the tree warden.

140-23

13

MONTHLY FINANCES

- i) to receive the bank reconciliation.

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

- ii) to discuss further grants to

a) SpArC

The Clerk had received a letter from Richard Whateley asking for financial support towards the relining of the swimming pool.

The Council will consider making a one-off payment in the next budget meeting. (The Council already gives £15000 per year).

b) The Going Wild Project.

£1000 has already been given. The Council will consider putting an amount in the budget for the next three years.

RESOLVED. Extra donations to SpArC and Going Wild in BC will be decided in the next budget meeting. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

141-23

To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	September Return	973.20
HMRC	PAYE and NI	September Return	706.46
Staff salaries	4 staff	September Return	1789.97
C. Owen	Minute taker	198.	40.04
G. Dudley	Toilet cleaning	199.	500.00
D. Turner	Grass cutting	200.	1115.75
Exemplum	Printing	201.	42.96
Exemplum	Printing	202.	164.03
PCPS	Window cleaning	203.	48.00
Shropshire Council	Rates	204.	187.00
RC Jones	Town pride/playing fields	205.	264.00
Vprint	Printing	206.	249.60
G.J.Rippon	Twinning	207.	210.00
LG inspections	Lift Maintenance	208.	210.00
Shropshire Council	Waste licence	209.	313.00
BCBS	Materials	210.	77.27
Halls SMS	Toilet consumables	211.	55.08
SpArC	Grant	212.	15000.00
Belvidere Lifts	Lift maintenance	213.	168.00

For information			
BT	telephone /broadband	214.	704.04
waterplus	Rates	215.	43.36
Corona	Electricity	216.	505.41
Lloyds Bank	bank charges	217.	3.00
	Total		£24226.86

Extra Invoices:

£70 for the Street Licence for Michaelmas Fair.

Twinning invoices: £260.76 Ricky Lloyd (Hog Roast); £727.00 Castle Hotel; £527.24 - other expenses. These amount to £1515 including VAT; £1262.50 after the reclaiming of VAT.

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

142-23

14

PLACE PLAN AMENDMENTS

This is a living document, with amendments requested on-line every quarter. If projects are in the Place Plan they will get further costings and a potential plan of action. The template to use had been shown to Councillors.

Several project requests will be submitted, including the Heat Network and Wind Turbine proposal, the refurbishment of the Auction Yard toilets and a request for a speed reduction through Colebatch, (1/2 of which is in Mainstone Parish). All requests are subject to further discussions being held before work commences on any given project.

The project submissions need to be uploaded this week. Different councillors will fill in the project templates and circulate to councillors for a final sign off before uploading.

143-23

15

REPORTS FROM MEETINGS ATTENDED

Cllrs Dickin and Stelman had met with Graham Dudley to discuss the cleaning of the toilets. Tony Baker has done some remedial work. A proposal for the refurbishment will be put in the Place Plan. There is a Community Asset grant which can be applied for.

144-23

16

NEXT MEETING

Tuesday 17th October at 7.30pm.

The meeting closed at 8.52pm



BISHOP'S CASTLE TOWN COUNCIL



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Shropshire
SY9 5BG

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 17th OCTOBER 2023 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr G Perry Cllr T. Halford	Cllr S. Morris Cllr R. Houghton Cllr R. Bromley Cllr J. Dickin
IN ATTENDANCE	

Mrs C. Owen, Mr G. Rippon and 1 member
of the public

Fire Procedure

Minute No.	Agenda Item	
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145-23 4 **PUBLIC PARTICIPATION SESSION**

Pump Track Mr Steve Whittingham sought permission from the Council for the following action:

Removal of the hedge next to the skate park. This would mean it would be easier to level the site, improve the light and visibility of the skate park (and provide firewood for the November 5th bonfire).

Levelling of the ground in early November. This would allow the soil to settle and compact over the winter, with a view to building the pump track in the spring. Due care will be paid to the electricity cables, sewage and water pipes. Manhole access points will be heightened if necessary.

In due course, sound proofing screens will be erected on at least two sides to minimise the noise for residents nearby. (If the plans exceed the Council's budget, the youngsters will be asked to fund raise the difference themselves).

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

Climate Action Group Report Cllr Perry spoke on their behalf. The report had been circulated to councillors. An article will go in the next town newsletter. The group thanked the Town Council for their support with the heat pump and wind turbine; the Environment Fair; Going Wild project and the Food Resilience strategy. The group had asked for signage for the EV chargers in town. However, these are slow chargers for residents only, so will not be signed. However, it is hoped that fast chargers for visitors' use will be installed in the future.

Cllr Perry will be the Climate representative on the Council for the next few months.

- 146-23 1 **APOLOGIES** Cllrs Houghton, Morris and Dickin. Cllr Bromley has temporarily resigned from the council due to work commitments, but hopes to return to the council next year.
- 147-23 2 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. None.
b) To declare any personal interests.
Item 12.1 Cllr Carroll
Item 14. Cllr Perry
- 148-23 3 **APPROVAL OF MINUTES** of 19th September 2023.
RESOLVED Accepted. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.
Action Points to follow up:
a) Press release for the street lights on the straight mile. Photographs are being taken on Friday and then the press release will follow. .
b) Tree Roots in the path behind Stonehouse. The Clerk will ask the contractor to look at it as well as the street light that is not working in this area.
c) New Twinning Cabinet. The Clerk will meet with Cllr Carroll to decide on a suitable location for it.
d) Skate Park disturbances. The Police have agreed to patrol more often.
e) Youth Worker. She has agreed to produce quarterly reports for the Council.
f) Ox Leasowe lights. The Clerk had written to Darren Rutter of Connexus.who says the Housing Department will be in touch. Also, Cllr Dickin is meeting with Connexus on 18th October.
g) Letters to Going Wild and SpArC.
h) Cllr Perry had pursued a Community Asset Grant for the refurbishment of the public toilets but it was only applicable for new builds.
i) Place Plan. Some projects had been uploaded but not all.
- 4 **PUBLIC PARTICIPATION SESSION**
Already done.
- 149-23 5 **REPORT FROM THE MAYOR**
Cllr Dickin reminded the Council of the up-and-coming bonfire and fireworks night on November 5th and Remembrance Sunday on November 12th.
- 150-23 6 **REPORT FROM THE CLERK**
The Clerk has received the payment from Halls towards the upkeep of the toilets in the Cattle Market.
- 151-23 7 **UNITARY COUNCILLOR**
Not present
- 152-23 8 **PLACE PLAN**
The outstanding projects not yet submitted will be uploaded as soon as possible.
- 153-23 9 **PLAYING FIELDS SKATEBOARD PARK NOISE**
Further to Agenda Item 3 d) (Police Patrols) and plans for sound proofing screens (Public Participation Session), the shelter will be painted with anti-graffiti paint and possibly removed for a time while landscaping takes place.

154-23 10 **SOLAR LIGHTING**

(Ox Leasow) Already discussed in Agenda Item 3 f).

155-23 11 **UPDATES**

Youth Approximately 12 youngsters are attending the younger group and 6 the older group. Thought would be given to whether transport can be provided for those youngsters who live out of town.

Notice Boards Designs would need to be specific to locations. More information needed.

Save Our Beds The campaign group meets fortnightly and the Teams meetings with the Community Health Trust are weekly. Friday 13th October was the first recruitment day. There were two interview panels: Andy Stelman and Alicia Hegarty were each able to sit on a panel. The Campaign group was invited to attend and give out leaflets and booklets promoting the town and area, and give a broad welcome. The relationship between the Trust and the Campaign group has improved tremendously, and the day went well, despite the rain. 4.9 of the 9 staff needed were recruited. Cllr Perry has a list of friendly landlords who have accommodation becoming available which might be of use to successful applicants. The next recruitment day will be on Saturday 25th November.

156-23 12 **PLANNING**

1. 23/04165/DIS

Application to discharge Conditions 3 (materials), 4 (stonework), 5 (joinery), 6 (roof lights), 7 (external services) and 8 (bat and bird boxes) of planning permission No. 23/02027/FUL | T23/04156/FUL | Erection of detached dwelling and garage | Proposed Dwelling To The West Of Station Street Bishops Castle Shropshire Porch House 33 - 35 High Street Bishops Castle Shropshire SY9 5BE

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

2. 23/04156/FUL

Application for the erection of detached dwelling and garage | Proposed Dwelling To The West Of Station Street Bishops Castle Shropshire.

RESOLVED: The Council is disappointed that the planning is now for 1 large property replacing the original 3 smaller properties. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

3. 23/04145/FUL

Application for the erection of single storey rear extension following demolition of conservatory | The Gables Union Street Bishops Castle Shropshire SY9 5DF.

RESOLVED: Support. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour.

4. 23/04124/AMP

Application for a non Material Amendment to condition no. 2 attached to planning permission 11/00098/FUL in relation to a change of materials . | Crowgate Plot 1 Bishops Castle Business Park Bishops Castle Shropshire.

RESOLVED: Noted.

MONTHLY FINANCES

- i) to receive the bank reconciliation.

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

- ii) to discuss a new internal auditor

Because the Council's turnover has exceeded £200,000 for the last 3 years, the accounting method needs to change from receipts and payments to income and expenditure accounting. The present internal auditor is able to change the accounts over, but will then be nullified from continuing to audit the accounts. Therefore, the Council will need a new auditor.

RESOLVED. The Clerk will ask the present internal auditor to make the necessary changes and then retire from the position. A new auditor will then be appointed and the Clerk will go on a course to learn the new method of accounting. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour.

To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October Return	973.20
HMRC	PAYE and NI	October Return	706.46
Staff salaries	4 staff	October Return	1789.97
C. Owen	Minute taker	225.	40.04
G. Dudley	Toilet cleaning	226.	500.00
D. Turner	Grass cutting	227.	1115.75
G.J. Rippon	Expenses	228.	236.00
Exemplum	printing	229.	783.14
Belvidere lifts	Lift Maintenance	230.	168.00
Dave Taylor	Town Hall	231.	354.02
Viking	Stationery /postage	232.	119.88
MBO	Fire Safety	233.	90.60
Shropshire Council	licence	234.	70.00
Mailroom	Postage	235.	206.22
Blachere	Christmas lights	236.	1934.40
Mark One	Fire Safety	237.	97.34
PKF Littlejohn	Audit	238.	1008.00
six bells	Twinning	239.	105.00
Vprint	Town pride/playing fields	240.	837.60
Tony Baker	Maintenance	241.	160.00
Wintles Management Group	Grass cutting	242.	250.00
Grant Perry	Public Hall	243.	73.98
Shropshire Council	rates	244.	187.00
Halls SMS	Toilet consumables	245.	138.73
For information			
BT	telephone /broadband	246.	446.71
waterplus	Rates	247.	34.07
waterplus	Rates	248.	48.03

Lloyds Bank	bank charges	249.	3.00
	Total		£13545.03

Extra Invoices:

£48 for PCPS (window cleaning).

RESOLVED The invoices, including the extra invoice be paid. Proposed Cllr Perry;
Seconded Cllr Halford. All in favour.

159-23

15

REPORTS FROM MEETINGS ATTENDED

Cllr Carroll had attended an Enterprise South West Shropshire meeting. ESWS no longer gets any subsidies from Shropshire Council and is awaiting a community asset transfer of the building from Shropshire Council to themselves. However, first of all Shropshire Council needs to attend to some minor repairs.

The Allotments Association are holding their AGM on 18th October 2023.

160-23

16

NEXT MEETING

Tuesday 21st November at 7.30pm.

The meeting closed at 8.52pm.



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 NOVEMBER 2023 AT 7.30PM

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

Mrs C. Owen, 2 members of the public

Fire Procedure

Presentation by Mark Hooper on Visit Shropshire

Mark gave the council a summary of the past year, highlighting articles in the national press and over 5,000 click throughs to the Bishop's Castle and Beyond website. A survey recently carried out showed that tourism brought a huge value to the Shropshire economy. A lot of the leaflet advertising is done on the railway links to Shropshire from West Midlands and Wales. Visit Lincolnshire had used the platform as part of a successful NHS recruitment – a suggestion we could follow.

The next annual subscription is due 1st December. Gold £2500; Silver £1500.

Minute No.	Agenda Item	
161-23	1	<u>APOLOGIES</u> Cllr Morris
162-23	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None. b) To declare any personal interests. Item 8.2 Cllr Carroll
163-23	3	<u>APPROVAL OF MINUTES</u> of 18 th October 2023. RESOLVED Accepted with correction. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.
164-23	9	<u>RESOLVED</u> to move item 9 forward. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.
		<u>PUMP TRACK</u>

Following a meeting with the contractors, Mr Steve Whittingham sought permission from the Council for the following action in the next two weeks:

Removing the grassy bank between the path and the skate park, re-contouring a more gentle slope (possibly with 3 sleepers at the bottom) and replacing with tarmac.

Re-siting the shelter to the top of the slope, more in public sight;

Raising manhole covers where necessary.

(Cost for tarmac and labour (including moving soil and shelter), £8275).

Acquiring suitable landfill and materials for the pump track, (cost £7,400)

Removing the existing fencing (which can be used for repairs) and installing temporary fencing around the whole site to keep people off while the ground settles.

RESOLVED: The groundworks are approved, **subject to the funds of £15,000 having been allocated in the budget.** Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

Next spring, soundproof fencing will need acquiring, and maybe some lights.

Further funding can be acquired from fundraising and grant applications, using the £15,000 already donated by the Council as match-funding.

Thanks were expressed to Steve for his work on this project.

165-23 4 **PUBLIC PARTICIPATION SESSION**

None requested.

166-23 5 **REPORT FROM THE MAYOR**

The bonfire and fireworks night on November 5th and Remembrance Sunday on November 12th went well. (The bonfire raised £3,500).

The extra Christmas lights have been delivered and will be put up before the Christmas Lights on December 2nd. £3,500 of the £6,000 cost has been raised already.

Cllr Dickin had received a quote for cleaning the war memorial.

167-23 6 **REPORT FROM THE CLERK**

As the clerk was absent, Cllr Perry informed the council that there was a problem with the auction yard water meter reading, which had resulted in a large payment. The auction yard's meter, the toilet's meter and BT building's meter are in close proximity and it is presumed that the wrong meter reading has been applied to the Council.

168-23 7 **UNITARY COUNCILLOR**

The asset transfer of the abattoir behind the old Stars building will be decided at a Shropshire Council Cabinet meeting in December.

Cllrs Houghton and Kidd were attending a meeting of the Health and Social Care Scrutiny Committee.

Cllr Stelman commented that the Rural Champion appointed earlier in the year is not replying to any correspondence, which is frustrating.

There was now a Rural Service Toolkit for Health

SpArC. The launch went well. Thanks to the Councillors who attended and for putting the blue flyers in all the newsletters. As a result, 2 people have come forward to help with grant applications, and 5 people to help with fundraising. The High Sheriff's support was also welcome.

Connexus has sold off more houses in the area. This is a cause for concern when the demand for affordable housing is high and yet no new houses are allowed to be built because of the Pearl River Mussel issue.

RESOLVED: Should a Connexus house within the Town Council's Parish be identified for sale, and tenants given notice, the Council will write to Connexus to express their concern and invite them to come to a meeting to discuss their actions.

169-23

8

PLANNING

1. 23/04769/DIS |

Application to discharge of Condition 3 (WSI) attached to planning consent 23/01862/FUL | Stoney Pound Union Street Bishops Castle Shropshire SY9 5DF (for information).

2. 23/04562/TCA

Application to reduce crown by 30% 2no Ash & 1no Birch within Bishops Castle Conservation Area. 35 Union Street Bishops Castle Shropshire SY9 5DF

RESOLVED: Support as long as tree warden is in agreement. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

3. 23/04187/FUL |

Application for a proposed erection of entrance porch and veranda, conversion of attached garage into en-suite shower room, store and plant room, changing translucent roof over conservatory to an insulated flat roof, formation of raised timber decking on south side of bungalow and alterations to driveway including enlarging parking area | Nethercote Union Street Bishops Castle Shropshire SY9 5DF

RESOLVED: Support. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour bar 1 abstention.

9

PUMP TRACK

Already discussed.

170-23

10

COMMUNITY HOSPITAL

The next recruitment day is on Saturday. The prospective Conservative candidate, and the local Liberal Democrat leader are attending. Labour Party and the Green Party leaders are also being invited.

A Golden Hello for new recruits is being offered. A loyalty reward will be also given to existing staff funded from locally available other funds.

There was good coverage today on Radio Shropshire and BBC News, plus Shropshire Star and County Times.

171-23

11

RECRUITING NEW COUNCILLORS

Cllr Dickin has been having conversations with people, with a view to recruiting them onto the Council. He encouraged other Councillors to do the same.

It was suggested that any new Councillors should have external training and possibly a buddy system for support.

172-23

12

SOLAR LIGHTING

Connexus had not replied yet. The estimated cost of Ox Leasowe lights is £4500.

173-23

13

OAK TREES

Deferred to December agenda

174-23

14

BUDGET

Some items had come to light that need adding to the budget plan.

ACTION: The Finance Committee will meet ASAP to discuss including the extra items, (training, War memorial, Pump track, Going Wild youth project, lights).

175-23 15 **MONTHLY FINANCES**

- i) To receive the bank reconciliation.

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

- ii) To agree the salary increase of £1 per hour increase backdated to 1st April 2023.

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

- iii) To receive an update on progress of converting accounts to Income & Expenditure, and progress to secure a new internal Auditor

- iv) To receive the external auditors report

176-23 16 **MONTHLY INVOICES**

To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	November Return	1293.53
HMRC	PAYE and NI	November Return	868.52
Staff salaries	4 staff	November Return	4285.49
C. Owen	Minute taker	284.	40.04
G. Dudley	Toilet cleaning	285.	500.00
D. Turner	Grass cutting	286.	1115.75
G.J. Rippon	Expenses	287.	80.54
BAE Jones	Electrical work Town Hall	288.	297.6
Glasdon	Rubbish bin in playing field	289.	553.79
BCBS	Materials	290.	6.13
Viking	Stationery /postage	291.	187.67
PWLB	Loan	292.	4489.93
Tony Baker	Maintenance	293.	742.00
Mailroom	Postage	294.	312.00
BCAS	Maintenance Grant	295.	65.00
Shropshire Council	rates	296.	187.00
For information			
BT	telephone /broadband	297.	434.19
SSE	Electricity	298.	828.01
Lloyds Bank	bank charges	299.	3.00
	Total		£16134.73

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

It was noted that a bin in the playing fields, believed to be managed by Shropshire Council, (although they don't own the land), is in need of repair.

177-23

17

REPORTS FROM MEETINGS ATTENDED

Cllr Stelman had attended a young people's workshop run by Going Wild. He has encouraged them to apply for Town Council funding to make it a regular fixture.

Cllr Stelman had attended a meeting to set up a Hereford Diocese Youth Hub in Bishop's Castle. The meeting was very positive, but there is a lot to do.

Cllr Houghton had attended a Middlemarches Community Land Trust Day. Local groups presented their projects, including Going Wild group.

178-23

18

*** CONFIDENTIAL ITEMS**

1. To discuss renewing the membership of Visit Shropshire

RESOLVED: The Council will **not** renew the subscription on 1st December. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

Visit Shropshire provided a boost to the town after COVID. However, we now have the Bishop's Castle and Beyond website and believe the money could be better invested locally, by liaising with Enterprise House, the Chamber of Trade, the Tourism Group and using a comprehensive email distribution list. We are a small Council and were disappointed that we had to provide a lot of the information of events, some of which were not advertised on Visit Shropshire despite providing it.

2. To discuss correspondence in relation to the Allotments –

179-23

1

NEXT MEETING

Tuesday 19th December at 7.30pm.

The meeting closed at 9.29pm.

*** TO EXCLUDE MEMBERS OF PRESS AND PUBLIC**

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.



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 19th DECEMBER 2023 AT 7.30PM

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

IN ATTENDANCE
Mr G. Rippon, Mrs C. Owen, 3 members of the public <u>Fire Procedure</u>

Minute No.	Agenda Item	
180-23	1	<u>APOLOGIES</u> None
181-23	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 17 Cllr Dickin. b) To declare any personal interests. Item 11 Cllr Dickin.
182-23	3	<u>APPROVAL OF MINUTES</u> of 21 st November 2023. RESOLVED Accepted. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.
183-23	4	<u>PUBLIC PARTICIPATION SESSION</u> RESOLVED to move items 10 and 12 forward. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.
184-23	10	<u>LETTER OF SUPPORT</u> To discuss and decide on a letter of support for the Community Heat Network. RESOLVED Approved. Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.
185-23	12	<u>PUMP TRACK and YOUTH SHELTER</u> A natural spring was discovered when relevelling and tarmacking the site. A temporary soakaway has been put in to drain it away but the rainwater was now running down the tarmac path which would be dangerous when icy. Jonny Groves sought permission to hire a digger and to put in a larger soakaway and drain to divert this water away from paths. Estimated cost £15-1600. Once done, the young people can use the site again. RESOLVED The Council will make available up to £2000 for this work. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour.

Cllrs Houghton and Dickin are applying for a grant from the Commonwealth Games Legacy Fund for increasing physical activity. Jonny agreed to provide a summary of future works and costs in support of this bid. (Deadline for submission is 4th January).

The Dylan Price Foundation have offered a donation and the High Sherriff has funds available up to £1500, also. The young people who want to use the park properly are keen to fund-raise.

The redevelopment of the site will include a flat space that could be used for picnic benches in the future.

Youth Shelter

The future of the youth shelter was discussed. The Council had wanted to provide the shelter for the young people as a dry seating area in the skate park, but it was continually being defaced and the residents had made many complaints about the noise and bad behaviour of some of the young people, (mainly older ones).

RESOLVED The shelter will be removed and sold, providing no grant money was used to buy it. The Council is disappointed that it hasn't worked despite a lot of efforts to resolve the situation. Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.

186-23 5 **REPORT FROM THE MAYOR**

The Mayor congratulated everyone for their hard work with the Christmas Lights Festival which had gone well. The new lights had been enjoyed. £3,500 of the £6,000 cost has been raised. The Mayor will continue to fund-raise.

Cllr Dickin thanked Councillors for their hard work during the year.

187-23 6 **REPORT FROM THE CLERK**

An email had been sent to Visit Shropshire following the Council's decision not to continue the subscription. No reply had been received.

Highways want to complete Phase 1 of traffic scheme before April 24th.

Revising the priority at the Boar's Head junction

Installing a raised table at the bottom of Church Street (to slow traffic down)

Installing a yellow Disabled Parking Bay outside the Pharmacy.

RESOLVED The Council will accept the three items as described, but ask that repainting the disabled spaces in the Auction Yard be undertaken as well. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

The Council will investigate a second disabled parking space outside the pharmacy.

.
The Clerk is investigating the water bill following the surprise Direct Debit payment of over £9000. The money has been returned to the bank whilst the matter is resolved. There is confusion over which meter relates to the Auction Yard toilets. The Auction Yard, the Telephone Exchange, the toilets and the Public Hall are all on metered water, but only one meter can be found. The Council is only responsible for the toilets. A water inspector will visit the site to clarify the situation.

188-23 7 **UNITARY COUNCILLOR**

Cllr Houghton will follow up the repainting of the disabled parking spaces in the Auction Yard.

STWA had had to deal with some emergency repairs. Sorry for the inconvenience.

Shropshire Council has sent out its budget consultation. It is looking to save £24,000,000. Cllr Houghton encouraged Councillors to reply as individuals.

We also need to reply as a Council.

Rural children are disadvantaged by the cuts in Home to School transport. Many children need more than one bus pass and it is expensive for parents. Town children don't need to pay, so it is unfair.

There is a grant available to deal with Ash Die Back.

The plans have been approved for the abattoir site. Fund raising will be needed.

20mph speed limits around schools will be phased in. Phase 1 includes Norbury School and The Community College in Bishop's Castle. There will be a consultation. The A488 is a concern. The Mayors of Bishop's Castle and Clun will be writing a letter raising their concerns.

189-23 8 **WAR MEMORIAL**

The quote for its repair has come in at £6000. £4,500 was in the budget, so fund-raising will be necessary. The Clerk will look for a grant and letters will be written to the Diocese of Hereford, (who owns the land).

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

190-23 9 **OAK TREES**

RESOLVED Two trees will be planted in the recreation ground after consultation with the tree warden, the contractor and residents. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

10 **LETTER OF SUPPORT** Already discussed.

191-23 11 **PLANNING**

1. 23/05043/FUL | Erection of dwelling | Proposed Dwelling East of Kings Head 48 Church Street Bishops Castle Shropshire

RESOLVED: Support. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour bar 1 abstention.

12 **PUMP TRACK** Already discussed.

192-23 13 **COMMUNITY HOSPITAL**

There was a positive recruitment day in November. 3-4 nurses are needed to re-open.

193-23 14 **RECRUITING NEW COUNCILLORS**

Applications are being received, with the potential for 6 applicants for 5 posts.

194-23 15 **BUDGET**

RESOLVED: The precept be set at £195,000. Proposed Cllr Stelman; Seconded Cllr Carroll. All in favour.

195-23 16 **MONTHLY FINANCES**

- i) To receive the bank reconciliation.

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

- ii) To receive an update on progress of converting accounts to Income & Expenditure, and progress to secure a new internal Auditor.

The accounts have been converted and Mr Selkirk has submitted an invoice for his work. The Clerk has identified a suitable replacement.

- iii) To receive the external auditors report.

The audit has been undertaken, notices served and fee paid.

- iv) To discuss funding the new Christmas lights (short term)

RESOLVED: The Council agrees to authorise a short-term bridging loan while the additional £2500 is fund-raised for the lights. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

196-23

17

MONTHLY FINANCES

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	December Return	1293.53
HMRC	PAYE and NI	December	868.52
Staff salaries	4 staff	December	4285.49
C. Owen	Minute taker	300.	40.04
G. Dudley	Toilet cleaning	301.	500.00
D. Turner	Grass cutting	302.	1115.75
Exemplum	Printing	303.	1180.04
Exemplum	Printing	304.	16.68
Mousemat	IT	305.	475.00
Smith's of Derby	Clock repair	306.	280.80
BCBS	Maintenance	307.	86.86
Allotment Society	Subscriptions	308.	66.00
Blachere	Christmas lights	309.	1934.40
Blachere	Christmas lights	310.	930.00
Halls SMS	Toilet consumables	311.	27.89
Shropshire Council	Joint energy	312.	1193.40
For information			
BT	telephone /broadband	313.	434.19
SSE	Electricity	314.	1185.82
Lloyds Bank	bank charges	315.	3.00
	Total		£15917.4

Extra Invoices – Gavin Cooke £360 (playing Field) £6064.80 (Lights); **Mayor/CCBC** £103.88 for the Pensioners lunch; Mr Selkirk (internal auditor) £200; Jonny Groves £16,130.30. These prices include VAT so will fall within budget once VAT is recovered.

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

197-23

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REPORTS FROM MEETINGS ATTENDED None attended.

198-23

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NEXT MEETING Tuesday 16th January at 7.30pm.

199-23

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TO EXCLUDE MEMBERS OF PRESS AND PUBLIC

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.

ALLOTMENTS

The Council had received a complaint from a tenant who had taken over a plot which had been left in a poor state. It is the responsibility of the leaving tenant to leave a plot in a tidy state when they vacate. Currently tenants pay a small deposit when they take on a plot and can have more than one plot. Inspections are made twice a year by the

Allotments Society Committee. If the vacating tenant did not leave their site in good order it was not clear who was responsible for clearing it or how quickly.

The Clerk had sought legal advice on whether a one plot rule can be instigated. The change must occur in the non-growing season and twelve months' notice be given.

Cllr Stelman had investigated the complaint in line with the Council's Complaints procedure.

The tenant had made three complaints.

After talking to the people involved and looking at the documentary evidence, Cllr Stelman rejected one complaint but upheld the other two. He summarised his findings in a report given to Councillors. The matters were discussed.

RESOLVED:

a) The Council will adopt a one plot policy (can be two half plots) and will serve the twelve months' notice before April 2024.

b) The deposit will be increased to £300 for a plot so as to provide incentive for outgoing tenants to leave their plot in a tidy state before having their deposit refunded. (Hardship cases will be considered individually – eligibility to be clarified)

c) The Council will resume the twice-yearly inspections with its own contractor, (to provide objectivity and fairness).

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

The Tenancy Agreement will be discussed at the Liaison Committee meeting on 30th January with a view to revising it accordingly.

RESOLVED: Cllr Stelman's report will be sent to the complainant, subject to the redaction of names. Proposed Cllr Carroll; Seconded Cllr Morris. All in favour.

The Council's Complaints Policy will also be revised.

The Clerk had received some Freedom of Information requests. He had provided all the relevant permissible documents accordingly with names redacted.

The Allotments Society will plant the Community Orchard having received a grant from Awards for All. Their AGM is at the end of March.

The meeting closed at 9.30pm.