



BISHOP'S CASTLE TOWN COUNCIL



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

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 16th JANUARY 2024 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, 2 members of the public	

Fire Procedure

Minute No.	Agenda Item	
1-24	1	<u>APOLOGIES</u> None
2-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. Item 9 Cllr Houghton.
3-24	3	<u>APPROVAL OF MINUTES</u> of 19 th December 2023. RESOLVED Accepted. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.
4-24	4	<u>PUBLIC PARTICIPATION SESSION</u> Bernard Edwards gave the quarterly report from the Climate Action Group. The Group had made presentations at two conferences: Restoring Shropshire Verges and the Nature Recovery Conference. Next month the CA Group will present the Council with the draft Action Plan for 2024-2025 for consultation before final approval in March. The Going Wild Group (part of the CAG) will make a presentation then, also. Cllr Perry thanked the CA Group for all their hard work. Bishop's Castle was becoming known as a leader for change.
5-24	5	<u>REPORT FROM THE MAYOR</u> <u>Items outstanding from ACTION Sheet:</u> Conversation needed with Matt Maddox re Youth Shelter. Fundraising for the Christmas Lights on-going. Sort temporary fencing issue for Pump Track.

- awaiting the water inspector’s visit to resolve the water bill.
 - Investigate if ash die back grants apply.
 - Follow up FIT readings for Auction Yard if not heard back.
 - Photograph the new lights on the mile straight for a promotional media piece.
- talk to Allotments Society at the Liaison meeting at end of month re new templates. to review the Complaints Policy.

Cllr Dickin had a meeting with Lezley Picton and others from Shropshire Council and the Mayor of Clun. Highways issues dominated the discussion. In particular, the lack of a 20mph speed restriction on A488 by the Community College, resurfacing issues and the outstanding issue of repainting the white lines at junctions and in parking bays. (Reported in 2020). There have been several near misses at crossroads where white lines have worn away.

RESOLVED. Highways be asked to push ahead for the white-lining to be reinstated at the junctions and address the parking issues moving forward. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

Cllr Dickin has requested another meeting with Shropshire Council to discuss the housing issue.

6-24 6 **REPORT FROM THE CLERK**

The photograph of the lighting on the mile straight still needs to be taken and an article prepared for the press.

Connexus has a new Chief Executive Officer. The Clerk will be in touch.

The CD Player at the Town Hall has broken. The Clerk will source a replacement. The Town Hall Trust will reimburse the council in due course.

The Clerk has been approached by the managing director of Trail Tale. This is an app providing walking or bicycle trails around a location. He is asking for expressions of interest to put a lottery bid together. No costs are involved.

The Clerk has supplied councillors with a comparative list of Council precepts and Council taxes. The Council uses its precept to provide services that are otherwise not locally available. The Town Council struggles to keep the precept low because it is a small parish with fewer people than the larger towns. The restriction on house building means that the population cannot grow and so any increasing costs are borne by the same few people. An article to that effect has been written for the newsletter.

The Neighbourhood Plan has gone through its inspection with little change. (The green spaces connected with the schools have been removed for now from the plan because they come under the remit of the Ministry of Education. However, should the schools be closed in the future, then this land would subsequently have to be brought under the protection of the Neighbourhood Plan).

This is very good news. Shropshire Council will decide on the Plan on 13th March, after which there will be a referendum (paid for by Shropshire Council). It was deemed a very good report.

Thanks go to Cllr Carroll and the Neighbourhood Plan team for all their hard work.

It was suggested that the character and conservation area assessment (that Mrs Jackson and others had worked on) be produced as a separate document for ease of reference in the future.

7-24 7 **CO-OPTION OF COUNCILLORS**

Cllrs Halford, Stelman and Perry had interviewed five prospective candidates and asked the Council to coopt them all. Michelle Gayle; Leon Kosciuczyk; Brigit Drake; Sharon Jones; Lucy Blundell. The Council will now have its full quota of councillors. It is proposed that the new councillors are assigned a councillor buddy to act as mentor to help them settle in and receive training in council procedures and good practice.

RESOLVED. Co-opted. Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.

- 8-24 8 **UNITARY COUNCILLOR**
Cllr Houghton is putting pressure on Mark Barrow to apply for a grant towards Mitigation costs re the Pearl River Mussel issue that is preventing houses being built locally. The deadline is fast approaching. Cllr Houghton asked for the Town Council to write to him also as a matter of urgency.
The Ofsted report on Shropshire's Looked after Children has highlighted a lot of incorrect processes. There are serious problems with 17/27 cases. This is exacerbated by difficulties in recruiting suitably qualified social workers and increasing numbers of young people and under 2-year-olds being brought into care. An improvement board has been set up. Cllr Houghton has been asked to be on it. Ofsted will return in July.
Cllr Houghton has asked for an update on the Telford Sexual Exploitation Report. (Cllr Stelman did not get a reply from his letter last year).
Connexus housing. Two properties are changing tenants. The Council should be consulted to ensure that local needs are met by future tenants. The Clerk has only been notified of one, so he will chase.
- 9-24 9 **SHROPSHIRE COUNCIL BUDGET CONSULATION**
Shropshire Council's budget consultation closes on 27th January. Cllr Houghton encouraged Councillors to reply as individuals and as the Town Council. There is local concern that Shropshire Council must protect rural services, such as library, SpArC, bus services etc.
- 10-24 10 **WAR MEMORIAL**
Work will start on 8th April. The Mayor is organising a Mayor's Social and a Bingo to fund-raise for it.
- 11-24 11 **PLANNING**
None received.
- 12-24 12 **PUMP TRACK AND YOUTH SHELTER**
Cllr Houghton has applied for two grants of £15000 and £1500 respectively from the Commonwealth Fund and Delamere Dairy. The young people are expected to fundraise to raise £3000. More money will be needed.
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- 13-24 13 **COMMUNITY HOSPITAL**
There was a positive recruitment day on 12th January with more staff recruited. (ITV attended). 2 nurses are now needed to re-open. A fifth recruitment day has been planned for March. The board will meet on 4th April. Some members of the campaign group will be invited to attend.

14-24 14 **MONTHLY FINANCES**

i) To receive the bank reconciliation.

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

15-24 15 **MONTHLY FINANCES**

Payee	Item	Invoice	Amount
Shropshire County Pension Fund	Monthly pension payment	January Return	1042.29
HMRC	PAYE and NI	January Return	738.06
Staff salaries	4 staff	January Return	3080.64
C. Owen	Minute taker	300.	40.04
G. Dudley	Toilet cleaning	301.	500.00
D. Turner	Grass cutting	302.	1115.75
Exemplum	Printing	303.	439.95
Exemplum	Printing	304.	320.55
G.J. Rippon	Expenses	305.	68.51
Lennox Electrical	LED tubes	306.	108.00
BCBS	Maintenance	307.	9.17
Allotment Society	Grant	308.	650.00
For information			
BT	telephone /broadband	309.	428.58
SSE	Electricity	310.	474.59
Lloyds Bank	bank charges	311.	3.00
	Total		£9019.13

Extra Invoice for plant and materials for the French drain for the Pump Track £1836.

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

16-24 16 **REPORTS FROM MEETINGS ATTENDED** None attended.

17-24 17 **NEXT MEETING** Tuesday 20th February at 7.30pm. Meeting closed at 21.02pm.



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MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL ON TUESDAY 20th FEBRUARY 2024 AT 7PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr G Perry Cllr T. Halford Cllr R. Houghton Cllr J. Dickin Cllr M Gayle Cllr L. Kosciuczyk Cllr B. Drake Cllr S. Jones Cllr L. Blundell	Cllr S. Morris

IN ATTENDANCE

Mr G. Rippon, Mrs C. Owen, 7 members of the public

Fire Procedure

Presentation from Going Wild

Mr Pete Carty reported back on a conference held in December. The conference was sponsored by Severn Trent Water for local Parishes and Town Councils to deliver on biodiversity and conservation. Examples of recent projects include Restoring Shropshire Verges; Middle Marches Community Land Trust; Stepping Stones in Church Stretton; Shropshire Good Food Project; Caring for God's Acre; No Mow May; Swift Boxes; Kids Club and much more.

Going Wild has identified 32 green spaces in Bishop's Castle and is looking to work together with the owners to promote diversity. The Town Council has previously declared a Climate and Biodiversity Emergency and, with the help of this group and Lighfoot, has adopted an on-going Climate Action Plan.

A large bid of £250,000 to the National Lottery has been successful. A Project Officer and a Trainee will be appointed and managed by Enterprise House. This will support extra Kids Clubs and other projects, including the creation of a Tool-Kit for other local Parishes. Bishop's Castle is seen as a leading light in this area.

Cllr Stelman thanked Mr Carty and his team of volunteers for the excellent presentation and their hard work for which the town is grateful.

Climate Action Plan

Mr Bernard Edwards asked councillors to look at the draft Climate Action Plan for 2024-5 (previously circulated) and submit any comments/queries to the Clerk, so that the final version can be adopted at the next meeting.

Minute No.	Agenda Item	
18-24	1	<u>APOLOGIES</u> Cllr Morris
19-24	2	<u>CO-OPTION OF NEW COUNCILLORS</u> The Clerk confirmed receipt of Declarations of Acceptance of Office. The new councillors were welcomed: Cllr Lucy Blundell; Cllr Brigit Drake; Cllr Michelle Gayle; Cllr Leon Kosciuczyk and Cllr Sharon Jones.
20-24	3	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. None
21-24	4	<u>APPROVAL OF MINUTES</u> of 16 th January 2024. RESOLVED Accepted after the correction of a name. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.
22-24	5	<u>PUBLIC PARTICIPATION SESSION</u> Ms Sue Cooper gave a presentation on behalf of the Allotments Society. Sue thanked the Council for its support over the last 17 years, including a much-appreciated compost toilet! There are now over 50 members and it is going well, with projects in the pipeline such as the planting of a community orchard, (9 th March). The present committee officers are standing down this year and asked that the Council continues to work together in partnership with the Allotment Society, but also that they enforce the rules as set down in the Tenancy Agreement. Thanks also go to John Marpole, who mows all the paths every year free of charge. The Council thanked the officers for their service and look forward to working together with the new committee and officers when appointed.
23-24	6	<u>REPORT FROM THE MAYOR</u> The Mayor had nothing to report in addition to agenda items.
24-24	7	<u>REPORT FROM THE CLERK</u> <u>Ox Leasowe Lighting.</u> Connexus has a new Chief Executive Officer. The Clerk has not yet had a reply to his email. Cllr Houghton will raise the lighting issue when she sees him at a meeting next month. <u>Water Bill</u> Following a proper inspection of the water meter in Station St, it has been established that the bill of £9,000 is indeed correct. This is because the bill has only been estimated for 5 years based on a very low estimate. The meter is often under water, making it impossible to check, and STWA have not pursued an accurate reading. The Clerk is pursuing paying the debt in instalments. <u>Buckingham Palace Garden Party 8th May 2024.</u> The Mayor has been nominated to attend.
25-24	8	<u>YOUNG PEOPLE'S SERVICES</u> Cllr Stelman sought the Council's approval to vire £500 of the grant money obtained from Shropshire Council and give it to South Shropshire Youth Forum, to support the Going Wild Kid's Club. Councillors were in approval, but it's SSYF's decision. Update – about 10 youngsters are attending the 8-11year-old's session, and 22, the 11-16year-old's session. An after-school drop-in has started at St John's Church, also

supporting the older age group. Both groups are benefitting. The Youth Forum idea has not taken off.

Cllrs Stelman and Dickin met with Shaun Cullis, Bishop's Castle's Community Support Officer, to discuss anti-social behaviour in the town. The discussion included excessive noise by youngsters meeting around the shelter in the skate park, (now removed), Graffiti boards; Vaping; and setting up a 'Friends of the Park' group, formed of young people and older adults. Vaping is a serious issue in schools, (mostly secondary but not exclusively). Local Government Associations are producing guidelines, for example Cllr Gayle is involved with an exhibition produced by Monmouthshire County Council, raising awareness of vaping addiction.

26-24 9

UNITARY COUNCILLOR

Pearl River Mussels. Cllr Houghton had received a written response from Shropshire Council to her question tabled in December re the stalled house-building situation.

Natural England needs to define a Restoration Plan for STWA to say what mitigation can be made. However, Natural England does not appear to have the resources to define a Restoration Plan, so the issue is going nowhere. In the meantime, the Shropshire Plan, (Shropshire Council's plan for housing in the county), is with the inspectors who will come back with queries. Shropshire Council has secured some grant money to do a Habitat Regulation Assessment, to test the local water quality. It is acknowledged by Shropshire Council that Bishop's Castle needs more housing, particularly as some social housing in the area is being sold off.

Connexus housing. Cllr Houghton has asked Connexus why the Town Council has not been informed that new tenants are being sought for two properties on Ox Leasowe, as in section 106 of the agreement. She has also sought clarification as to whether a property is being sold off on Corporation Street. The Council is very concerned that Connexus is not listening to the local needs with regards to houses and street lighting.

RESOLVED The new CEO will be invited to a future Council Meeting. Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.

Cllr Houghton had received a query from Highways re the High Street works. She (and the Mayor) will reply.

There had been a query about street cleaning.

There had been reports of people speeding up Union St.

27-24 10

SHROPSHIRE COUNCIL BUDGET CONSULATION

Shropshire Council's budget has been released. £62 million needs to be saved. There is very little detail of how this can be achieved. It is feared that rural services and vulnerable families will be hardest hit. It is too late for local Parish Councils to be asked to fund extra local services as their precepts have already been set for 2024-5.

The Mayor of Church Stretton has called a meeting inviting other local Mayors of South Shropshire to discuss the situation.

28-24 11

WAR MEMORIAL

There has been no reply from the Archdeacon's Office as yet with regard to a faculty. Fundraising events are planned.

29-24 12

PLANNING

1. 24/00320/LBC

Applications for works to facilitate conversion of outbuilding into overspill domestic accommodation, including renewal of roof coverings, installation of replacement windows and doors, and internal alterations | 16 Market Square Bishops Castle Shropshire SY9 5BN

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

2. 24/00181/DIS – for information.

Application for the discharge Conditions 3 (materials), 4 (bat and bird boxes) and 6 (external lighting) of planning permission No. 22/05157/FUL | Long House 17 Bankshead Bishops Castle Shropshire SY9 5JQ

30-24 13

PUMP TRACK AND YOUTH SHELTER

The Mayor has received donations of £400 and commitments of £3000 towards the pump track, which will be built once enough money has been raised to finish the project. There has been confirmation of the Commonwealth Grant.

A group of 6 – 12 youngsters are working hard with the Mayor putting together ideas for fund-raising – cake stalls; sponsored bike rides etc. (This will also have the advantage of improving their CVs and can be put towards their Duke of Edinburgh Awards). They are putting together grant applications with the Coop, Spar, Connexus, and the Bakewell Foundation.

The Mayor is hoping to commission an artist's impression of what the pump track will look like.

31-24 14

COMMUNITY HOSPITAL

The 4th Recruitment Day is on 24th February, with one more on 16th March. 3 Band 5 nurses are still required, although they can start the procedure of re-opening with 2. The Integrated Care Board will meet on 4th April. Nothing will happen before then.

Cllr Stelman asked that the Council recognise the hard work put in by the chair of the campaign committee, Jenny Sargent. The ICB issued a press release last week which was very positive and thanked the campaign group for their help in getting to this point.

Outpatient services also need to be expanded in conjunction with re-opening.

32-24 15

MONTHLY FINANCES

i) To receive the bank reconciliation.

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

ii) To approve the following invoices for payment. – see agenda item 16.

iii) To discuss and decide on group members to discuss the receive grant applications

The group will consist of the 5 new councillors and the Mayor.

33-24 16

MONTHLY FINANCES

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	February Return	1042.29
HMRC	PAYE and NI	February Return	738.06
Staff salaries	4 staff	February Return	3080.64
C. Owen	Minute taker	362.	40.04
G. Dudley	Toilet cleaning	363.	500.00
D. Turner	Grass cutting	364.	1115.75
IG Inspections	Lift Maintenance	365.	210.00
Enterprise House	Printing	366.	658.27
PCPS	Window cleaning	367.	48.00

BCBS	Materials	368.	1.50
High line	Street Lighting	369.	132.98
High line	Street Lighting	370.	1200.00
Andrea Pellegram	Neighbourhood plan	371.	369.89
Halls SMS	Minute taker	372.	147.08
Mousemat	IT	373.	345.00
J.C. Jones	Playing fields	374.	912.00
PCPS	Window cleaning	375.	48.00
Viking	Stationery /postage	376.	112.38
BCAS	Membership subs	377.	327.00
For information			
BT	telephone /broadband	378.	426.98
Lloyds Bank	Bank charges	379.	3.00
	Total		£11525.83

Extra Invoices: Kevin Clancy (hedge cutting) £176; Tony Baker (Benches, bins and windows) £320; BCBS £52.02; Health Centre £162.50; Julian Simpson £250.

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

34-24

17

ALLOTMENTS – POLICIES PAPER FOR COUNCIL CONSIDERATION:

To consider the recommendations contained in the circulated document, including revising deposit charges, limiting the number of plots a tenant may hold (one plot policy), concessions.

Deposit. The National Allotments Society have suggested that £100-£200 is more acceptable as a deposit.

RESOLVED. The deposit be set at £200, with a concession of half the fee for those in receipt of benefits and the option of paying this in instalments. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

One Plot Policy Amendment - 1 Plot per household, as opposed to 1 plot per person.

RESOLVED. The amendment be made and the new wording was agreed. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

Inspection and Enforcement. These would be in June and September.

RESOLVED. The new wording was agreed. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

In between inspections.

RESOLVED. The new wording was agreed. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

35-24

18

REPORTS FROM MEETINGS ATTENDED

Cllr Carroll had attended an Enterprise South West Shropshire meeting.

It is considering changing over to a Community Interest Company. The workshops and offices are all full with a waiting list. However, it has lost all its grant funding now apart from a grant for the library from Shropshire Council.

The Business Park has spaces available, but the rent is much higher and some EU restrictions apply, for example not permitting a trade counter. It would help if more businesses used it, rather than waiting for space at Enterprise House.

- 36-24 19 *** UPDATE ON THE PUBLIC HALL**
Following a recent burst in the ceiling of the Public Hall there has been considerable damage which would be very costly to repair. Quotes have been obtained.
RESOLVED The Public Hall Committee pursue open discussions to explore how to dispose of the building, rather than repair it. The Public Hall Trust has strict rules so any monies recovered can only be re-invested on specific projects in the town.
Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.
- 37-24 20 **NEXT MEETING** Tuesday 19th March at 7.30pm. Meeting closed at 21.25pm.

* 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.



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PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr S. Morris Cllr G Perry Cllr T. Halford Cllr R. Houghton Cllr J. Dickin Cllr M Gayle Cllr L. Kosciuczyk Cllr S. Jones Cllr L. Blundell	Cllr B. Drake

IN ATTENDANCE

Mr G. Rippon, Mrs C. Owen, and 3 members of the public

Fire Procedure

Presentation from Community Land Trust

Jonathan Brown updated the Council on the renovations to the old Stars building. Work on a one-bedroom flat and a two-bedroom flat was almost complete. The intention is to accommodate people who have a housing need, a connection to the local community and who can pay the rent. There are six applicants so far.

The old shop is being transformed into a community space and the Trust welcomes ideas from the community as to its use – pop-up exhibition space; pop-up shop/café; activities; training space; open studios; drop in evenings. It is hoped to open in June with an open day and exhibition space.

The Trust thanked the Council for its support (£1500 last year). The Trust is also applying for funding from the Severn Trent Community Fund. Fund-raising continues with plans for sponsoring a tile or brick. Thanks also go to Anthony Jones and Jukes Builders for their work on the building.

A Community Asset Transfer has been agreed for the old abattoir building. The Trust is waiting on a lease to be drawn up before moving forward with its redevelopment.

Cllr Dickin thanked the Trust for its hard work and effort in transforming a derelict building into what will be an asset for the town. Well done.

Minute No.	Agenda Item	
38-24	1	<u>APOLOGIES</u> Cllr Drake
39-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. None
40-24	3	<u>APPROVAL OF MINUTES</u> of 20 th February 2024. RESOLVED Accepted after the correction of a name. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.
41-24	4	<u>PUBLIC PARTICIPATION SESSION</u> None present
42-24	5	<u>REPORT FROM THE MAYOR</u> <u>Pump Track Fundraising.</u> The grant application had not been successful with Delamare Dairy. Some donations have been made, including £100 from the Coop. Thank you. <u>Stone House Hospital Campaign.</u> Another successful recruitment day had brought in more staff. There will be a public meeting on Thursday 21 st March to inform the public of the developments to date and also Dr Penney will talk about potential future outpatient services. The decision to re-open or not will be taken by the Integrated Care Board on 4 th April at a meeting in Ludlow. If decided favourably it is hoped the hospital will re-open in the summer. <u>War Memorial.</u> The faculty has been approved. Work will start on 8 th April. £1700 has been donated already and money has already been set aside in the 2024-5 budget. <u>Annual Town Meeting.</u> The date has been set for 23 rd April. Grants will be awarded. <u>Shropshire Council</u> has repaired the wooden handrail on the cobbles and done the work at the crossroads. They have agreed to look at imposing a 20mph speed limit around the Community College to protect students.
43-24	6	<u>REPORT FROM THE CLERK</u> <u>Training of Councillors.</u> Awaiting on a revised date. Graffiti Board is in hand. The Clerk is still chasing the street lighting and street cleaning. <u>Town Hall Trustee.</u> Another Councillor is required.
44-24	7	<u>YOUNG PEOPLE'S SERVICES</u> Unfortunately, there has been another complaint re anti-social behaviour in the skate park. Cllr Stelman has informed Shaun Cullis, Bishop's Castle's Community Support Officer, who will follow it up. Hereford Diocese has secured a £500,000 grant to facilitate two youth hubs in Leominster and Bishop's Castle. It is hoped that any activity will work symbiotically with other youth projects, such as the Going Wild Youth Project, Rainbow, and other youth groups in the town. Cllr Stelman has been in conversation with the Army Cadets organisation re the Cadet Hall which has been empty for 3-4 years. They will be re-starting Cadets later this year, but they have indicated that they would be willing to share the building in the future.
45-24	8	<u>UNITARY COUNCILLOR</u> <u>Highways</u> has produced a list of roadworks/resurfacing this year. The Cabins and Banks Head are not on the list.

The Neighbourhood Plan has been agreed by cabinet at Shropshire Council. The leader of the Council was very complimentary about it. The Character Assessment will be produced as a stand-alone document for future reference. Thanks to Anne-Marie Jackson for her hard work on this. There will now be a referendum on 2nd May. 50% of people have to be in agreement for it to pass.

SpArC The contract has been transferred from Shropshire Council to Shropshire Community Leisure Trust for the next 3 years.

Shropshire Council Budget. A saving of £62 million will probably require cuts to waste recycling, highways, staff posts and more. The Home Point housing list will be closed in the short term. This will exacerbate the housing shortage further, especially in the areas affected by the pearl mussels. There will be consultations.

Connexus. They have offered to meet with the Town Council to discuss how houses are allocated. More stock is being auctioned off.

46-24

9

COUNCILLOR MENTORING, TRAINING AND PORTFOLIO HOLDERS

1. To discuss and appoint New Councillor buddy system
2. To discuss and suggest suitable dates for Councillor training.

To be confirmed by the trainer.

3. To discuss a system of Councillor portfolio holders and allocate Councillors to the various positions.

Function Service	Councillors
Youth and Safeguarding	Stelman, Jones and Blundell
Climate Action/Biodiversity	Perry and Kosciuczyk
Town Scape (Highways, Parking, Culture, Heritage, Promotion)	Dickin, Perry, Carroll, and Gayle
Newsletter	Halford
Finance	Houghton and Morris
Public Hall	Perry
Planning	Perry and Carroll
Personnel	Mayor and Deputy Mayor
Tourism and Footpaths	Carroll and Halford
Local Housing	Houghton and Dickin

47-24

10

CLIMATE ACTION PLAN

RESOLVED. Agreed and adopted. Proposed Cllr Houghton; Seconded Cllr Perry. All in Favour.

48-24

11

PLANNING

1. 24/ 24/00901/LBC

Application for works to replace cement render with lime render, relay the front roof with existing tiles and improve insulation, relay the link extension roof with existing tiles, add lead flashing, replace one roof light and add another, remove chimney fragment, replace guttering at The Old Perukier , 5 Salop Street, Bishops Castle, Shropshire, SY9 5BW.

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

49-24

12

CCTV

There have been some burglaries in the town recently. The Council discussed whether it would be appropriate to install CCTV cameras at the crossroads at the bottom of

Kennels Bank and Brampton Road (only). They would not be monitored, but would provide information on the movement of vehicles to the Police, if requested. Careful consideration of positioning to ensure student safeguarding would be paramount. A policy would need to be written. Match funding could be available from the Police and Crime Commissioners. Smart Water signs are a deterrent, but our rurality is a factor. Residents need to mark their goods with Smart Water so that stolen items recovered can be returned. A public awareness campaign is needed to promote home security.

RESOLVED. The Clerk should investigate the costs of installing 4-6 cameras on the approach roads and ask what match funding is available. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

50-24 13 and
14

MONTHLY FINANCES

i) To receive the bank reconciliation

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

The new internal auditor is Kathryn Lloyd.

ii) To receive the following invoices for payment.

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	March Return	1042.29
HMRC	PAYE and NI	March Return	738.06
Staff salaries	4 staff	March Return	3080.64
C. Owen	Minute taker	389.	40.04
G. Dudley	Toilet cleaning	390.	500.00
D. Turner	Grass cutting	391.	1115.75
BCAS	Membership subs	392.	84.00
Rob Davies Services	Old Market square	393.	180.00
BCBS	Materials	394.	66.87
Kevin Clancy	Allotments	395.	176.00
Exemplum	Printing	396.	10.74
Shropshire Council	Joint energy	397.	1193.40
Food bank	Repayment	398.	2000.00
Lennox Electrical	Change lamps (Town Hall)	399.	144.00
For information			
BT	telephone /broadband	400.	426.98
Siemens	Printer lease	401.	219.62
SSE	Electricity	402.	3389.94
Water Plus	Rates	403.	112.27
Corona	Electricity	404.	120.98
Lloyds Bank	Bank charges	405.	3.00
Total			14644.58

Extra Invoices: Mark 1 (Fire Safety) £101.23; Exemplum (Printing) £975.10.

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

iii). To agree training for one Councillor. £35.

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

iv). To discuss and decide a group to discuss grant applications.

Grants of £8460 have been approved by the formed group with two applications requiring further clarification before deciding.

14 **INVOICES** – already addressed in 13 ii).

51-24 15 **REPORTS FROM MEETINGS ATTENDED**

Cllr Houghton had attended an Enterprise South West Shropshire meeting and a SpArC trustee meeting. Both were very positive and focussed.

52-24 16 *** UPDATE ON THE PUBLIC HALL**

Members were updated with the progress of the public hall

53-24 17 *** ISSUES IN RELATION TO THE CIVIL DEFENCE BOWLING CLUB**

The Town Council will take over responsibility of the site for the time being

54-24 18 *** ISSUES IN RELATION TO THE ALLOTMENTS**

RESOLVED The Council will attempt to resolve the complaint..

55-24 19 **NEXT MEETING** Tuesday 16th April at 7.30pm. Meeting closed at 21.23pm.

* 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



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The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL
CHAMBER, TOWN HALL ON TUESDAY 16th APRIL 2024 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr B. Drake Cllr S. Morris Cllr T. Halford Cllr R. Houghton Cllr J. Dickin Cllr M Gayle Cllr L. Kosciuczyk Cllr S. Jones Cllr L. Blundell	Cllr G Perry Cllr A. Stelman
IN ATTENDANCE	
Mr G. Rippon, Mrs C. Owen. <u>Fire Procedure</u>	

Minute No.	Agenda Item
56-24	1 <u>APOLOGIES</u> Cllrs Perry and Stelman
57-24	2 <u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. Cllr Dickin, Item 10; Cllrs Carroll and Houghton, Item 13 ii.
58-24	3 <u>APPROVAL OF MINUTES</u> of 19 th March 2024. RESOLVED Accepted. Proposed Cllr Stelman; Seconded Cllr Kosciuczyk. All in favour.
59-24	4 <u>PUBLIC PARTICIPATION SESSION</u> None present
60-24	5 <u>REPORT FROM THE MAYOR</u> <u>Fences</u> Dan Turner will repair the damage to fences in Oak Meadow and the playing fields. <u>Playing Fields</u> There have been more reports of anti-social behaviour. The Police are doing more patrols. <u>South Shropshire Mayors' Network Meeting</u> This was a very pro-active meeting of South Shropshire Mayors along with Stuart Anson (Conservative Candidate) and

Matthew Greene (Liberal Democrat). There was concern expressed that when Shropshire Council makes its budget cuts, Local Councils will be expected to pick up the bill for services such as libraries and recycling. Shropshire Council is preparing a package for Shropshire Association of Local Councils to brief them of the likely expectations. The Mayors' Network will continue to meet monthly to work together to find solutions and ways of working more collaboratively, e.g. collective buying of commonly required services.

Cllr Dickin has contacted Leslie Picton re the unfairness of the pearl mussel issue which is preventing new houses being built in Bishop's Castle, meaning that the increased precepts are borne by the same number of people. Other parishes have had new builds which has meant that increased costs are spread over more residents.

Hospital The hospital will be re-opened. Well done to the Save our Beds Team! (Lydbury North Parish Council also asked for thanks to be passed on to the team.) An opening date will be confirmed soon. The Physiotherapy department has re-opened.

War Memorial. There has been a delay in sorting out the red tape, but thanks to Cllr Halford, work will start soon.

Buddy Councillors. Each new councillor has now been assigned a buddy to assist them as necessary while they settle in to the role.

61-24 6

REPORT FROM THE CLERK

Business Park The Clerk will write to Shropshire Council to request a meeting to discuss the largely under-used Business Park and what can be done about it. (The lights are permanently on, also). Meanwhile, Enterprise House's business units are full with a waiting list. Cllr Dickin has emailed Leslie Picton and Dean Carroll (Assets Dept, Shropshire Council) but not had a reply.

Donation The Clerk has received a donation towards the War Memorial from Mr and Mrs Preshous.

62-24 7

UNITARY COUNCILLOR

Shropshire Council Budget cuts.

The Green Bin Consultation is now live but is tied up with the consultation about closing recycling centres. Shropshire Council is considering pyrolysis – burning green waste to make char. However, this will only work if people are prepared to pay for green waste collection. There are concerns about a potential increase in fly-tipping and the distance needed to travel to other recycling centres if some close. Questions will be asked of Shropshire Council, such as whether hours of opening be reduced instead.

The school library service has been suspended, (mainly affecting primary schools).

Some public libraries will lose their funding next year but no details yet. Without a grant the Bishop's Castle Library will be difficult to maintain.

Some services may be contracted out, such as grass verge cutting.

63-24 8

CYBER SECURITY

There has been a free offer from an IT provider in Newtown for a cross-over with our server and another so that each server is backed up by the other. (Encrypted).

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

64-24 9

PUMP TRACK

The Town Council has been successful in its bid to the Commonwealth Legacy Fund for a grant of £15,000. Two other grants have been applied for: Wind Foundation, £1,500 and Hilltop Honey, £1000.

£1000 has been given in donations so far, and the young people are fundraising.

The ground has been settling over the winter and further work can now begin. A further £14,000 is needed to finish the project, (total estimate £30,000). Despite the expense this remains a good price with some of the resources/time being donated.

RESOLVED. The contractor be asked to split the remaining work into different phases with associated costs, so that a planned timetable of work and payments can be negotiated and paused if necessary to secure more funds. Proposed Cllr Houghton; Seconded Cllr Morris. All in Favour.

65-24 10

PLANNING

There will be a referendum on the Neighbourhood Plan on 2nd May. 50% of people who vote on it have to be in agreement for it to pass. Full plans are available in the Town Hall and the library and there are summary sheets available and posters. People are encouraged to look at the plans, make up their own mind, and vote. However, Councillors themselves are not allowed to give comment on the scheme now the election process has started.

1. 24/01222/DIS

Discharge of condition 9 (construction management plan) on planning permission 23/01242/FUL

(For information only)

2. 24/000936 Due to an oversight, this planning application was not brought to the Town Council for comment. The application was subsequently refused by Shropshire Council. The applicant has the right to appeal against the decision if they so wish.

66-24 11

CCTV

There have been more thefts. The Clerk has received a quote from KJ Electronics Systems Ltd of £4970 + VAT to install 7 CCTV cameras on 6 entry/exit points to the town. These would be powered from Street lights owned by the Town Council, bar one which is owned by Shropshire Council. Reviewing the information would be on request by the Police only. Only two companies in the county have permits to install them. Cleobury Mortimer had cameras installed and their crime rate has reduced.

RESOLVED. This be agreed in principle, an application be made to the Police Commissioner's Office towards funding, and an article be put in the newsletter with maps and plans explaining where and how they will be used. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

67-24 12

TOWN HALL TRUST

The Trust comprises of 3 members from the Tourism Co; 3 from Bishop's Castle Heritage Resource Centre and 3 from the Town Council. There are 2 vacancies from the Town Council. Cllr Gayle agreed to stand. This leaves one vacancy to be filled.

68-24 13

MONTHLY FINANCES

i) To receive the bank reconciliation

It was noted that the reserves are low. This will need addressing in the future.

ii) Grants – to approve the final list.

Grants totalling £10,210 were awarded.

St John the Baptist Church - £2000 towards the Clock Tower floor and new guttering.

Climate Action Group - £500 towards an environment day.

BC Football Club - £1000 for a Portaloo.

Walking Festival - £760 towards training for leaders and funding a national speaker.

Castle Carols - £500 increasing accessibility by zoom use to promote worldwide.

Friends of the Primary School – £1,200 for history books and weather stations.

The Community College – £1,500 for basket balls and other sport equipment.

BC Tennis Club – £500 towards training and coaching.

Enterprise House - £500 for printing of leaflets.

Going Wild Kids Club - £1000 to purchase equipment and resources.

Railway Museum - £750 towards a security light.

RESOLVED. Proposed Cllr Blundell; Seconded Cllr Kosciuczyk. All in favour.

iii) To receive the following invoices for payment.

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	April Return	1042.29
HMRC	PAYE and NI	April Return	738.06
Staff salaries	4 staff	April Return	3080.64
C. Owen	Minute taker	1.	40.04
G. Dudley	Toilet cleaning	2.	500.00
D. Turner	Grass cutting	3.	1338.90
BCBS	Materials	4.	11.81
G.J. Rippon	Expenses	5.	43.99
Wendy Oakley	Refreshments	6.	600.00
Viking	Stationery	7.	143.64
Halls SMS	Toilet supplies	8.	110.16
Exemplum	Printing	9.	1728.35
TDP	Planter	10.	263.16
Blachere	Christmas lights	11.	1656.00
VT Prints	Printing In lieu of Grant to the Carnival	12.	£837.60
For information			
BT	telephone /broadband	13.	427.76
Water Plus	Rates	14.	34.80
Water Plus	Rates	15.	48.55
Shropshire Council	Rates	16.	188.25
	Total		£12754.00

Extra Invoices: Window Cleaner, £48; Allotments (compost toilet and gate), £169.

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

69-24 14

VIRE BUDGET HEADING

£10,000 was allocated in the budget for the Charter. There is £7,500 to spend. It is proposed to vire the money to boost tourism and street scape in order to provide more notice boards, planters and tidy up the signage.

- RESOLVED** The money can be vired. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.
- 70-24 15 **RED SHELTER**
 The shelter was damaged by the young people and so removed and temporarily returned to the sculptor. The Clerk has a potential buyer, once repaired.
RESOLVED The sculptor repairs it and it is offered to the contact for sale. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.
- 71-24 16 **CIVIC AWARDS**
 Civic Awards and Allotment Awards will be presented after the Mayor's Service on 9th June. Nominations will be sought via Facebook and Website; and posters in Six Bells and Drovers Travel and elsewhere.
- 72-24 17 **REVIEWS**
 To review Council's procedures for management of Risks and Internal Controls, and To resolve that its arrangements for managing risks and internal controls are adequate.
 (Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. Source – JPAG 2023).
RESOLVED Accepted. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.
- 73-24 18 **REQUIREMENTS REGARDING MANAGING RISKS**
 To consider setting up a Risk Register to formalise the management and regular monitoring of risks in line with JPAG guidance.
RESOLVED A Risk Register be set up and reviewed at next meeting. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.
- 74-24 19 **REPORTS FROM MEETINGS ATTENDED**
 Cllrs Houghton and Carroll had attended an Enterprise South West Shropshire meeting. It was very positive with discussions about a trade directory, the library and future funding. It is expecting to break even this year. However, the only grant funding is for the library. All the units are let and the theatre is going well.
 Councillors Halford and Carroll had attended a Tourism Co. meeting. Polly Owen had outlined the development of the BC and Beyond website, which is going well with over 30,000 hits last year. The Walking Festival has 18/23 routes sold out. Glyn Roberts explained the work of the P3 group who maintain the local paths and stiles/kissing gates on behalf of Shropshire Council. Whether to have leaflets (or lists of leaflets with signposting to the Town Hall) in all venues; festivals and the development of a community calendar on BC and Beyond website, were also discussed. Articles will be written for the newsletter.
 There has also been a very positive Allotments Meeting.
 Cllr Dickin has been in consultation with the owners of the Cadet Hall and 3 applications for use by organisations have been sent off.
 Cllr Dickin had been in conversation with the owner of the May Fair. They will be here in May as usual, with half-price tickets available for students on the Sunday. She has requested a meeting with Councillors to discuss the options for next year if the Coop building goes ahead.
Civil Defence Bowling Green. Conversations have established that part of the Living Village Trust still exists so its ownership/future can be determined.

NEXT MEETINGS

Tuesday 23rd April at 7 pm. Annual Town Meeting and awarding of Grants.

Tuesday 21st May at 7.30pm Mayor Making and next Town Council Meeting, followed by nibbles and drinks).

Sunday 9th June at 11am (with procession before)? at St John the Baptist Church.
Followed by presentation of Civic and Allotments awards.

Meeting closed at 21.25pm.



BISHOP'S CASTLE TOWN COUNCIL



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The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES OF THE MAYOR MAKING AND ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ON TUESDAY 21ST MAY 2024 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr T. Halford Cllr G Perry Cllr J. Dickin Cllr M Gayle Cllr S. Jones Cllr L. Blundell	Cllr S. Morris Cllr R. Houghton Cllr B. Drake Cllr L. Kosciuczyk

IN ATTENDANCE

Mrs SJ Smith, Clerk, Mrs C. Owen, Mr A Evans, Town Crier and approximately 40 members of the public.

Fire Procedure

Minute No.	Agenda Item	
76-24	1	<p><u>ELECTION OF MAYOR</u></p> <p>RESOLVED Cllr Dickin was elected. Proposed Cllr Jones; Seconded Cllr Blundell. All in favour.</p>
77-24	2	<p><u>ELECTION OF DEPUTY MAYOR</u></p> <p>RESOLVED Cllr Stelman was elected. Proposed Cllr Perry; Seconded Cllr Halford. All in favour. The Town Crier announced the results.</p>
78-24	3	<p><u>DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE</u></p> <p>The Mayor and Deputy Mayor declared their acceptance and oath and signed the documents.</p>
79-24	4	<p><u>APPOINTMENT OF THE MAYOR'S CHAPLAIN</u></p> <p>Revd Stephanie Fountain was nominated.</p>
80-24	5	<p><u>APPOINTMENT OF MAYOR'S CONSORT</u></p> <p>Mr Shane Breeze was nominated. (The Mayor thanked Ms V Anthony for her support).</p>
81-24	6	<p><u>MAYOR'S CIVIC DAY ARRANGEMENTS</u></p> <p>The Civic Service will be held at St John's Church at 11am, with procession before and Civic Awards presented afterwards.</p>

- 82-24 7 **APOLOGIES** Cllrs Drake, Morris, Houghton and Kosciuczyk.
- 83-24 8 **COUNCILLORS' ACCEPTANCE OF OFFICE**
The Clerk received the acceptance of office from the Councillors.
- 84-24 9 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. Cllrs Perry and Dickin Item 20.iv. Invoices. (Defib Warehouse and Mayor's Allowance).
b) To declare any personal interests. None
- 85-24 10 **APPROVAL OF MINUTES** of 18th April 2024.
RESOLVED Accepted. Proposed Cllr Halford; Seconded Cllr Gayle. All in favour.
It was noted that the Allotments Awards will now be distributed in the Autumn, not in June, as stated in the minutes.
- 86-24 11 **RESOLVED** In the absence of the Clerk it was agreed to defer items 11 and 12 to the next meeting and ask the Clerk to circulate the information to all Councillors. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
REVIEW OF COMMITTEES
a. Continuation of Committees, Working Parties, Task & Finish Groups etc
b. Terms of Reference of Committees etc
c. Membership of Committees etc
d. Confirm Delegated Powers of Committees, Working Parties, Task & Finish Groups etc
- 87-24 12 **REPRESENTATION ON OUTSIDE BODIES**
SALC, LJC, PACT, SPARC, Public Hall, Town Hall Trust, and any other bodies.
- 88-24 13 **RESOLVED** In the absence of the Clerk it was agreed to defer items 13 and 14 to the next meeting and ask the Clerk to circulate the information to all Councillors. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.
REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS
Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks.
- 89-24 14 **REVIEW OF POLICES**
Council's Complaints Procedure, Council's procedures for handling requests made under the Freedom of Information and Data Protection Acts, Council's Press policy.
- 90-24 15 **PUBLIC PARTICIPATION SESSION** None wishing to speak.
- 91-24 16 **UNITARY COUNCILLOR** Not present
- 92-24 17 **REPORT FROM THE CLERK**
Albert Howard Plaque The plaque has now been cast and will be mounted inside the Town Hall. A cheaper replica will be mounted on the outside of the Town Hall.
RESOLVED. Agreed. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
- 93-24 18 **NEIGHBOURHOOD DEVELOPMENT PLAN**
At the referendum, 88.5% of those who voted were in support of the plan. Shropshire Council need to adopt the plan at its July meeting for it to become a legal document.
- 94-24 19 **PLANNING**
a. 24/01736/FUL
Application for a proposed extension to bedrooms and living accommodation to front and rear of existing dwelling at 80 Oak Meadow, Bishops Castle, Shropshire, SY9 5PA

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

95-24 20

MONTHLY FINANCES

i) To note the bank reconciliation

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

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

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

iii) To agree the Accounts 2023-2024 – in the absence of the Clerk it was agreed to defer to next meeting.

iv) To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	May Return	1042.29
HMRC	PAYE and NI	May Return	738.06
Staff salaries	4 staff	May Return	3080.64
C. Owen	Minute taker	36.	60.00
G. Dudley	Toilet cleaning	37.	500.00
Dan Turner	Grass cutting	38.	1338.90
Sentinel	Alarm	39.	370.24
PHS	Toilet consumables	40.	1228.82
PHS	Toilet consumables	41.	490.08
Boels Rental Limited	Playground equipment	42.	652.74
Exemplum	Printing	43.	25.02
SALC	Affiliation Fees	44.	837.10
DEFIB Warehouse	Maintenance	45.	84.54
PWLB	Loan	46.	4489.93
Zoom	Subscriptions	47.	155.88
Halls SMS	Toilet Consumables	48.	55.08
Mousematt	IT service	49.	720.00
J. Dickin	Mayor's allowance	50.	£1000.00
For Information			
BT	telephone /broadband	51.	473.67
Shropshire Council	Rates	52.	187.00
Lloyds Bank	Bank Charges	53.	3.00
Going Wild	Yearly Grant	52.	1000.00
	Total		16204.19

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

96-24 21

NEXT MEETING

Tuesday 18th June at 7.30pm Meeting closed at 19.51pm.

The Town Crier invited all to attend the reception downstairs.



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 18th JUNE 2024 AT 7.30PM

PRESENT	APOLOGIES	
Cllr J. Carroll Cllr A. Stelman Cllr T. Halford Cllr G Perry Cllr B. Drake Cllr S. Jones Cllr L. Blundell Cllr S. Morris	Cllr R. Houghton Cllr L. Kosciuczyk Cllr J. Dickin	
IN ATTENDANCE		

Fire Procedure

Minute No.	Agenda Item	
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With sadness the Council is informed that ex-Deputy Mayor Ms Abbie Naiad has died. The Council extends its condolences to family and friends.

97-24 1 **APOLOGIES** Cllrs Drake, Morris, Houghton and Kosciuczyk.

98-24 2 **DECLARATIONS OF INTEREST**

a) To declare any disclosable pecuniary interests. Cllrs Perry Item 15.vii. Invoices.

b) To declare any personal interests. None

99-24 3 **APPROVAL OF MINUTES** of 21st May 2024.

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

100-24 4 **PUBLIC PARTICIPATION SESSION**

Mr Glynne Roberts asked the council whether there were enough defibrillators in town and whether a map could be produced of their locations. Not all defibrillators are accessible 24/7. (Some are in business premises, for example). There is not a 24/7 accessible defibrillator at the top of town, for instance. Also, could training be laid on? Enterprise House are supportive and would consider it. (Councillors could be trained).

Cllr Perry assured Mr Roberts that all the 24/7 defibrillators reassuringly talk you through what to do. The private ones are all slightly different.

It would also be useful to have a first responder in the town.

RESOLVED. a) Consider purchasing a 24/7 defibrillator for the top of town and facilitate the recruiting of a first responder; b) form a small group to work out the best location and think about how best to recruit a first responder for the town. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.

Mrs Cathy Owen spoke on behalf of the Church, which has been trying over the last 6 years to acquire a small parcel of overgrown land adjacent to the Churchyard in order to extend it. There are only about 10 years of burial space left. It would be beneficial to the town to have the Church continuing to manage the Churchyard, because once declared full the local Council would have to take over the maintenance and insurance. The Town Council fully supports this action, but Shropshire Council, who owns the land, seems unable to sort out the issue.

RESOLVED. The Clerk will write to Shropshire Council to ask them to resolve the issue. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

101-24 5 **REPORT FROM THE CLERK**

Water Plus outstanding bill.

RESOLVED. Water Plus be asked if the instalments can be spread over two years. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

The Clerk had received a large invoice for the Pump Track.

The change of auditor has been beneficial, with £17,000 of unclaimed VAT having been spotted. The new auditor is very thorough.

102-24 6 **UNITARY COUNCILLOR**

Not present

103-24 7 **DEFIBRILLATORS**

Already discussed in item 4.

104-24 8 **REVIEW OF COMMITTEES**

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

b. Terms of Reference of Committees etc

c. Membership of Committees etc

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

e. Note portfolio Holder of Youth and Safeguarding, Climate Action/Biodiversity, Town Scape (Highways, Parking, Culture, Heritage, Promotion), Newsletter, Finance, Public Hall, Planning, Personnel, Tourism and Footpaths, Local Housing

RESOLVED All accepted as circulated and amended. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

105-24 9 **REPRESENTATION ON OUTSIDE BODIES**

SALC, LJC, PACT, SPARC, Public Hall, Town Hall Trust, and any other bodies.

RESOLVED Accepted as circulated and amended. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

106-24 10 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**

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

RESOLVED. All the above are up to date apart from the Assets Register which is under review for the correct audit format. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

107-24 11

REVIEW OF POLICES

Council's Complaints Procedure, Council's procedures for handling requests made under the Freedom of Information and Data Protection Acts, Council's Press policy.

RESOLVED. All the above are up to date. Proposed Cllr Perry; Seconded Cllr Morris. All in favour.

108-24 12

AUDIT OF CURRENT 'PUBLIC' SPACE IN BISHOP'S CASTLE

Cllr Halford had prepared a paper that was circulated to Councillors prior to the meeting.

The Church requires a lot of money spending on it: in particular the roof is leaking and needs repairing to make it watertight. Along with SpArC, it is the largest venue in town and there is a plan to make the Church building more accessible for community use in addition to the weekly services, baptisms, weddings and funerals. Also, the Public Hall, Scout Hall and Civil Defence Bowling Green site are also currently under review. It is suggested that a co-ordinated approach to the re-development of the town's public spaces would be beneficial and an understanding of the requirements of the community, local charities and visitors would be helpful in the planning of the future use of these public spaces. A quote has been received from Resources for Change of £4-5,000 to undertake the consultation exercise.

RESOLVED The audit be funded as per the paper. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

109-24 13

ESWS

Promotion of Bishop's Castle & surrounding areas as a key visitor destination through Enterprise South West Shropshire. (£2,400 + VAT). A paper had been circulated.

RESOLVED. The funding is already in place. Therefore the proposal is accepted and can proceed. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.

110-24 14

PLANNING

a. 24/02013/FUL

Application for the creation of 2 bedrooms within the loft space at Tall Trees Church Lane Bishops Castle Shropshire SY9 5AF

RESOLVED. Support. Proposed Cllr Perry; Seconded Cllr Drake. All in favour.

111-24 15

MONTHLY FINANCES

i. To note the Bank Reconciliation

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

ii. To receive the internal auditors report

iii. To agree the governance statement on the Annual return

iv. To agree the statement of accounts on the Annual return.

v. Grant to Enterprise House 720.00 (Community Drop in)

RESOLVED. Items ii., iii., iv., and v. are deferred to an extraordinary Full Council Meeting before 30th June as awaiting information from the internal auditor.

vi. Grant to Enterprise House 720.00 (Community Drop in) (Omitted in error from the grants list).

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

To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	June Return	1131.17
HMRC	PAYE and NI	June Return	812.80
Staff salaries	4 staff	June Return	3250.97
C. Owen	Minute taker	81.	60.00
G. Dudley	Toilet cleaning	82.	500.00
Dan Turner	Grass cutting	83.	1338.90
Happy bap	Civic expenses	84.	400.00
Josh Dickin	Twinning	85.	22.00
Lovatt	Skip hire	86.	300.00
Rural Services Partnership	Affiliation Fees	87.	120.00
Halls SMS	Toilet consumables	88.	38.02
Millford collection	Town pride/playing	89.	648.00
Glasdon	Town pride/playing	90.	836.96
Viking	Printing	91.	203.03
Grant Perry	Town pride/playing	92.	27.46
BCBS	Town pride/playing	93.	212.30
TWJ Partnership	License fee	94.	1.00
RC Jones	Allotments	95.	2640.00
BCBS	Allotments	96.	128.34
For Information			
BT	telephone /broadband	97.	487.93
water plus	Water rates	98.	4.97
Lloyds Bank	Bank Charges	99.	3.00
Going Wild	Yearly Grant	100.	1000.00
SSE	Electricity	101.	2297.57
SSE	Electricity	102.	256.97
SSE	Electricity	103.	296.80
Shropshire Council	Rates	104.	187.00
	Total		10712.85

The Invoice for RC Jones was deleted from the above list as it had been sent to the Council in error.

Extra Invoices: Mr Denbigh (Service of Clock) £308.40; Exemplum printing £898.04; Window Cleaning £48; Play Safely (safety checks) £422.40; TDP Planters £3,477.14.

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

It was noted that the fence in the park needs repairing as a matter of urgency.

112-24 16 **REPORTS FROM MEETINGS ATTENDED**

None attended.

113-24 17 **NEXT MEETING**

Tuesday 16th July. Meeting closed at 20.52pm.



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 28th June 2024 AT 3.30PM

PRESENT

Cllr J. Carroll (until 3.35pm)
Cllr A. Stelman
Cllr T. Halford
Cllr G Perry
Cllr R. Houghton

APOLOGIES

Cllr L. Kosciuczyk
Cllr J. Dickin
Cllr B. Drake
Cllr S. Jones
Cllr L. Blundell
Cllr S. Morris

IN ATTENDANCE	
G.J.Rippn	

Minute No.	Agenda Item	
114-24	1	<u>APOLOGIES</u> Se list above
115-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. None
116-24	3	<u>FINANCE</u> <ul style="list-style-type: none"> i. To note the Yearly Bank Reconciliation RESOLVED The Yearly Bank Reconciliation was noted and agreed ii. To agree the accounts 31st March 2024 RESOLVED The accounts 31st March 2024 was noted and agreed iii. To receive the Internal Auditors Report RESOLVED The Internal Auditors Report together with the Recommendations were noted. It was agreed that an action plan be formulated together with the clerk and two/three councillors to work through the several recommendation prior to the interim audit in the autumn. The clerk to drafty a letter to accompany the annual return to itemise the initial actions. It was also agreed to have an interim Audit in the Autum.

iv. To agree the Governance Statement on the Annual return
RESOLVED
The Governance Statement was noted and agreed

v. To agree the Statement of Accounts on the Annual return.
RESOLVED
The Statement of Accounts was noted and agreed

The meeting was closed at 4.35pm



BISHOP'S CASTLE TOWN COUNCIL



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MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ON TUESDAY 16th JULY 2024 AT 7.30PM

PRESENT	APOLOGIES	
Cllr J. Carroll Cllr A. Stelman Cllr T. Halford Cllr G Perry Cllr B. Drake Cllr J. Dickin Cllr L. Blundell Cllr S. Morris Cllr R. Houghton Cllr M. Gayle	Cllr L. Kosciuczyk Cllr S. Jones	
IN ATTENDANCE		

Fire Procedure

Minute No.	Agenda Item	
117-24	1	<u>APOLOGIES</u> Cllrs Jones and Kosciuczyk.
118-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 10.3 Invoices. Cllr Perry. b) To declare any personal interests. Item 12. Meetings attended Cllr Dickin as Chair of the Carnival Committee.
119-24	3	<u>APPROVAL OF MINUTES</u> of 18 th and 28 th June 2024. RESOLVED 18 th June accepted with correction to the apologies. (Should be Cllrs Dickin, Kosciuczyk, Houghton and belatedly Cllr Gayle). Proposed Cllr Stelman; Seconded Cllr Halford. All in favour. 28 th June: Accepted Cllr Perry; Seconded Cllr Stelman. All in favour.
120-24	4	<u>PUBLIC PARTICIPATION SESSION</u>
	12a	RESOLVED Part of Item 12 (Meetings attended) be brought forward. Proposed Cllr Perry; Seconded Cllr Blundell. All in favour. <u>Report from the Climate Action Group meeting.</u> 1. Following feedback after the Carnival, the Climate Action Group's aim is to achieve <u>zero waste</u> for all next year's Town Events. Hopefully the Town Council can liaise with various groups to agree a plan to achieve this.

Cllr Dickin, who is chair of the Carnival Committee, recorded his thanks to volunteers, in particular Dave Luckhurst, for sorting the recycling after the Carnival and taking it away. It was apparent that the public did not use the appropriate bins, so need to be encouraged to recycle properly. In future, Festival organisers will need to factor in a cost to have recycling taken away.

Cllr Houghton informed the Council that, from October, households wanting green bin collection, (for compostables), will need to pay £56 per year. Also, as a temporary measure, food waste will need to go in the black bin.

Cllr Perry informed the council that the recycling centre at Craven Arms will stay open but with reduced hours. Customers will need to book a slot.

2. Going Wild Project. This is already in place in a number of areas e.g. Playing fields, Old Market Square, but the opportunity exists to cover other areas. Cllr Kosciuczyk will meet with Bernard Edwards and Dan Hodgkiss, (Project leader), next week.

3. Following a change in Government legislation, the group asked that biodiversity be included on every Council agenda. (Planning for Biodiversity Net Gain).

121-24 5

REPORT FROM THE CLERK

Nothing to report from the Clerk.

Report from the Mayor

Shropshire Council cuts. The Mayor and Deputy Mayor met with other Mayors at the South Shropshire Mayors' Forum. Pete Bamford and Jane Trethewey presented Shropshire Council's planned changes/cuts to services and the need for Local Councils to step up to meet the shortfall. The Shropshire Councillors seemed to have no idea of the impact their management of finances had caused other people. A lot of money had been spent on major projects with little benefit for other areas, especially the rural communities. It is very difficult for the small rural councils to raise extra funds through the precepts because their population is so small. Rural communities are adversely affected, especially in Bishop's Castle and Clun with the ban on new housing. The Shropshire Councillors came to 'consult' the local councils, but their envisaged 'partnership' of working with local councils was only one way. There was no mention of Shropshire Council pressing the Government for extra funding.

Cllr Houghton added that Shropshire Council currently gives a grant of £33,000 to Enterprise South West Shropshire for the library. If Shropshire Council were to cut or withdraw this grant, plans would need to be made to source more revenue to support it. Other parish councils would need to be included in the conversations as the library serves the residents from neighbouring parish councils as well as Bishop's Castle.

The new planters have been installed and look very nice.

The Carnival went well, although the rain was ill-timed. More public support is needed.

Connexus has written to Ox Leasowe residents asking them to pay 45p per week to cover installing the street lights. Drainage is also an issue, after recent flooding.

Unfortunately, there has been more anti-social behaviour in town.

RESOLVED. Invite Inspector Kelly to a future Council meeting to discuss. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

Fan Zone, 28th July. Fund-raiser for SpArC to watch Oliver Morgan's Olympic swim.

122-24 6

UNITARY COUNCILLOR

Cllr Houghton will table a question in the Shropshire Council meeting re STWA’s suggestion to pipe the foul water from the Bishop’s Castle area into the River Onny. Isn’t this just moving the problem into another river? The Onny flows into the Teme, which has just been accredited with safe bathing status. A lot of work has been going on with landowners, the Land Association, Clun Mitigation Project, National Angling Association and Natural England to resolve the pearl river mussel issue. Improving the sewerage works alone won’t work. Harper Adams has suggested that improving the sewerage works and extra reedbeds could solve it. Surveyors are talking to landowners.

The Neighbourhood Plan should be approved at Shropshire Council’s meeting.

Stone house Hospital opened on Monday. This is great news.

There are discussions happening to try to resume the local phlebotomy service .

High Street resurfacing will start soon, along with the marking out of 2 enforceable disabled spaces outside the chemist and one at the top of the High St). (The Copall Paddock junction falls outside the council’s remit as it is unadopted).

The foul water and spring leak in Salop St will be resolved shortly by STWA and Shropshire Council.

Churchyard Extension proposal. Cllr Houghton will follow up.

SpArC has had a lot of support. £162,000 of the £250,000 needed has been raised.

123-24 7

ESWS

Already dealt with last month.

124-24 8

AUCTION YARD TOILETS

Three tenders are required. 2 will be received soon and one is being chased. The quotes will include rainwater harvesting. Costs relating to the use by Halls will need to be revisited as the toilets when inspected after the market were left in a terrible state.

125-24 9

PLANNING Already dealt with last month.

126-24 10

MONTHLY FINANCES

i. To note the Bank Reconciliation

RESOLVED. It is noted that it can’t be reconciled at present. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

ii. To discuss the final invoice for the pump track of £33216.00.

The track is well used and the parents are pleased with it. The shelter has not been sold on as yet. The young people have raised £700 so far.

RESOLVED. This invoice be paid and the young people encouraged to continue fundraising. (There is another fundraiser planned in the summer). Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	July Return	1033
HMRC	PAYE and NI	July Return	759.32
Staff salaries	4 staff	July Return	3037.05
C. Owen	Minute taker	108	60.00

G. Dudley	Toilet cleaning	109	500.00
Dan Turner	Grass cutting	110	1338.90
Lennox Electrical	Auction Yard Toilets	111	132.00
The Mailing Room	Postage change	112	84.00
RMTG	Subscription	113	100.00
CR. Hammer	Repair to playground fencing	114	520.00
Enterprise house	News letter	115	650.00
BCBS	Materials	116	34.98
RC Jones	Allotments	117	2640.00
G. Perry	Defib Pads	118	63.54
Janes Petals	Plants for planters	119	322.11
Sue Salisbury	Finance assistance	120	204.45
K. Lloyd	Internal Audit	121	1289.64
For Information			
BT	telephone /broadband	122	487.93
water plus	Water rates	123	35.21
water plus	Water rates	124	49.61
water plus	Water rates	125	14.59
water plus	Water rates These include 9285.69 + 418.05 + 343.54	126	10071.08
Lloyds Bank	Bank Charges	127	3.00
Corona	Electricity	128	106.46
Shropshire Council	Rates	129	187.00
Shropshire Council	Licence	130	70.00
Shropshire Council	Licence	131	70.00
Total			23,864.17

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

127-24 11 **TO REGISTER THE TOWN HALL WITH THE LAND REGISTRY**

Minutes from the 18th century prove that the Town Council owns the building.

RESOLVED The building should be registered. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

128-24 12 **REPORTS FROM MEETINGS ATTENDED**

a) Climate Action Group already reported in Item 4

b) Enterprise South West Shropshire. Last year ESWS made a loss of only £487 which was very good considering the loss the previous year of over £20,000.

The building is full and the website is going well. It was agreed in principle that the Bishop's Castle and Clun Tourism Company should be absorbed by ESWS. Legalities concerning the transfer of trusteeship of the Town Hall Trust are being checked. (BCCTC supplies 3 out of 9 trustees).

c) Cllr Perry has met with Glynne Roberts. A grant application for a defibrillator at the top of town has been submitted. ESWS will be encouraged to purchase their own to hire out by Village Outreach for public events.

A map of their locations will go on the website and in the BC Newsletter.

129-24 13

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.

130-24 14

STAFFING MATTERS

a. To receive an office review

This is a review of office systems and how they can be improved, particularly with regard to the different ways information can be communicated with the public, and how different systems might better support the office staff. A preliminary meeting was held to discuss how to proceed. A survey will be constructed.

RESOLVED The Council ratifies the decision to carry on with the review.
Proposed Cllr Stelman; Seconded Cllr Perry. All in favour.

b. To discuss additional staff to assist with finance.

This suggestion was stimulated by the internal auditor's report. 4 hours per week is suggested, with a start date of August 1st.

The Clerk emphasised the fact that additional hours were required at first to clear the backlog of finance issues highlighted during the internal audit.

RESOLVED. The council accepts the proposal to engage additional staff, 4hrs from 1st of August suggestion also additional hours to resolve issues raised at Audit.
Proposed Cllr Perry. Seconded Cllr Stelman. All in favour.

131-24 15

NEXT MEETING

Tuesday 20th August. Meeting closed at 21.08pm.



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 AUGUST 2024 AT 7.30PM

PRESENT	APOLOGIES	
Cllr J. Carroll Cllr A. Stelman Cllr T. Halford Cllr G Perry Cllr J. Dickin Cllr L. Blundell Cllr S. Morris Cllr R. Houghton Cllr M. Gayle Cllr S. Jones Cllr L. Kosciuczyk	Cllr B. Drake	
IN ATTENDANCE		

Fire Procedure

Minute No.	Agenda Item	
132-24	1	<u>APOLOGIES</u> Cllr Drake.
133-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. None
134-24	3	<u>APPROVAL OF MINUTES</u> of 16 th July. RESOLVED Accepted. Proposed Cllr Perry; Seconded Cllr Houghton. All in favour. Point of note: The Neighbourhood Plan was approved at the meeting of Shropshire Council, so is now enforceable.
135-24	4	<u>PUBLIC PARTICIPATION SESSION</u>
	10	RESOLVED Item 10 be brought forward. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour. Mr Mike Ashwell spoke on behalf of the Lingen Davies Cancer Fund's project to install bins for boys into all public toilets. Many men undergoing cancer treatment and with prostate issues suffer from incontinence issues. Currently sanitary bins are only provided in female toilets. The charity is asking all the providers of public toilets in Bishop's Castle to provide sanitary bins in all of their toilets and so become an 'exemplar town' for promotional purposes. Branding would be put on the doors and the Lingen Davies charity would put a location map on their social media platforms. Once the bins had been provided

(October possibly) there would be a press release of this positive story. This scheme would then be rolled out to the rest of the county.

PHS could provide extra bins for the toilets provided by the Town Council for £327 per year for a 3-year term.

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

Thanks were recorded for Mr Ashwell and the Lingen Cancer Trust's hard work.

136-24 5 **REPORT FROM THE MAYOR**

Police Presence. Unfortunately, the police did not attend the council meeting as requested to address the issues around antisocial behaviour in town.

RESOLVED: Cllr Dickin should request a meeting with Inspector Kelly before the next Council Meeting. Proposed Cllr Stelman; Seconded Cllr Houghton. All in favour.

However, the public must log their complaints on-line, via 101, or via a form handed in at the Police Station. The police will only respond if complaints are officially logged. These can be made anonymously. If they don't know, they cannot act.

Fan Zone This event, (to watch and follow Oliver Morgan's participation in the Olympics), was a great success. Approximately £6,000 was raised for SpArC swimming pool. The importance of having swimming pools in rural areas was stressed.

From September, the mayor will work on Mondays from 1-4.30pm in the Town Hall.

Resurfacing. This has begun in the Hight St. The workmen have been very compliant and helpful.

137-24 6 **REPORT FROM THE CLERK**

The Clerk had received a letter showing good examples of low-level lighting.

The Clerk had received a letter showing the results of the consultation with regard to putting in street lights on Ox Leasowe. The majority had declined the extra lights.

However, the residents had been asked whether they would pay for the lights, not whether they wanted them.

138-24 7 **UNITARY COUNCILLOR**

SpArC has had a lot of support. £178,000 of the £250,000 needed has been raised, thanks to the Fan Zone event.

Shropshire Council have launched a consultation about removing CCTV from Shrewsbury town centre because of costs.

There are no further details about the £56 green bin charge starting in October. Food waste will need to go in the black bin for the time being.

Parish and Local Councils need to feedback by 16th September whether they will help Shropshire Council to pay for Highways, Leisure and Street Scene services. Small Parish Councils are reluctant to increase precepts, especially where the housing embargo continues.

County Councillors Houghton, Kidd and Hartin will arrange a meeting for South Shropshire Councils to discuss the situation soon.

- 139-24 8 **ROAD NAME BOARDS FOR WINTLES LANE**
- 140-24 9 **PARKING RESTRICTIONS**
- Disabled Bays.
- RESOLVED:** The bay at the top of the hill be removed. 2 bays outside the chemist, 2 in the auction yard, 2 in Harley Jenkins Street and 1 outside the church be repainted and a traffic order added and correct signage. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.
- Salop St.
- RESOLVED:** Double yellow lines should be marked around both corners at the Station St end, (to the shorter distance shown on the draft plan). An H-bar and no parking should be painted at the pinch point on the opposite side to the Three Tuns. Proposed Cllr Morris; Seconded Cllr Carroll. All in favour.
- Boar's Head junction.
- RESOLVED:** A raised table to slow traffic down will be installed. Road markings will give priority to traffic coming up from the Church to turn into Station St, and give way markings will be painted at the bottom of Union St and where Church St meets Station St.. Proposed Cllr Perry; Seconded Cllr Kosciuczyk. All in favour.
- Conservation Area. The Neighbourhood Plan requires that no through traffic or heavy vehicles be allowed in the conservation area unless for access only.
- RESOLVED** Appropriate access only signage be put at all approaches to the town and in particular on the edges of the conservation area. Proposed Cllr Carroll; Seconded Cllr Gayle. All in favour.
- 10 **BINS for BOYS** - already covered in item 4.
- 141-24 11 **SHROPSHIRE COUNCIL PROVISION**
- A basic survey has been sent out from Shropshire Council to all parish councils asking whether parish councils are willing to help Shropshire Council or not.
- There will be a mayor's network meeting in September to discuss this. Parish Councils need more information to justify any rise in precepts.
- RESOLVED:** The town council replies to the effect that it is unable to decide until it has more details. Shropshire Council needs to call an area place plan, so that a coordinated response can be ascertained and delivered fairly, (e.g. some services are sited in one ward but serve an area covered by many wards). Also, an Equality Impact Evaluation that looks at rurality issues needs undertaking. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour
- 142-24 12 **ALLOTMENTS**
- RESOLVED.** The council changes the terms of the deposit payable for a new plot from £200 per se, to £200, £100 or £50 depending on size of plot, (with the option of paying in installments). Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.
- There has been a formal complaint made following a recent inspection of allotments.
- RESOLVED.** The Clerk will refer the complaint to the allotments liaison group who will discuss it and bring back to the September meeting.

PLANNING

a. 24/02882/VAR

Variation of Condition No. 2 (approved drawings for Plot attached to permission 19/02170/FUL dated 24 October 2019 at Land West Of The Wintles, Bishops Castle, Shropshire.

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

An application had been received regarding a tree and referred to the tree warden.

MONTHLY FINANCES

i. To note the Bank Reconciliation

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

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	September Return	1166.1
HMRC	PAYE and NI	September Return	808.9
Staff salaries	4 staff	September Return	3363.8
C. Owen	Minute taker	108.	60.00
G. Dudley	Toilet cleaning	109.	500.00
Dan Turner	Grass cutting	110.	1338.9
Mousematt	IT	111.	341.80
Janes Petals	Town pride/playing fields	112.	341.80
Shropshire Council	licence	113.	70.00
Shropshire Council	licence	114.	70.00
Allotment Society	Maintenance	115.	17.41
Allotment Society	Maintenance	116.	131.9
BCHRC	Affiliation Fees	117.	25.00
LG inspections	Lift Maintenance	118.	210.00
Halls SMS	Toilet consumables	119.	55.08
Enterprise House	Materials	120.	15.00
Enterprise House	Christmas lights	121.	157.50
Wildes Plant Hire	Town pride/playing fields	122.	122.40
SLCC	training	123.	566.80
BCBS	Materials	124.	743.3
PWCS	Window cleaning	125.	48.00
Smiths of Derby	Clock repairs	126.	2053.4
Viking	Stationery	127.	118.9
G.J.Rippon	Expenses	128.	58.02
For Information			
BT	telephone /broadband	129.	488.2
water plus	Water rates	130.	120.10
Lloyds Bank	Bank Charges	131.	3.00
SSE	Electricity	132.	535.40
Shropshire Council	Rates	133.	187.00
	Total		13718.10

RESOLVED. The invoices be paid except for the clock repairs. Proposed Cllr Houghton; Seconded Cllr Morris. All in favour.

145-24 15

PLANNING FOR BIODIVERSITY NET GAIN

Going Wild are progressing with investigating the green sites. The civic bowling green site is still waiting confirmation of ownership.

Following the Michaelmas Fair, the Climate Action Group did a very good job of reducing the waste left by the public. More conversations need to be had with the food vendors about their waste avoidance.

On 25th September there will be a public meeting at the Three Tuns to discuss the Community Heat Network.

146-24 16

REPORTS FROM MEETINGS ATTENDED

Old Market Square renovations continue. Thanks to Cllr Gayle, her daughter and other residents for weeding a large part of it.

147-24 17

NEXT MEETING

Tuesday 17th September. Meeting closed at 21.22pm.



BISHOP'S CASTLE TOWN COUNCIL



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MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL
CHAMBER, TOWN HALL, ON TUESDAY 17th SEPTEMBER 2024 AT 7.30PM

PRESENT	APOLOGIES	
Cllr J. Carroll Cllr A. Stelman Cllr T. Halford Cllr J. Dickin Cllr L. Blundell Cllr S. Morris Cllr R. Houghton Cllr M. Gayle Cllr S. Jones Cllr L. Kosciuczyk Cllr B. Drake	Cllr G Perry	
IN ATTENDANCE		

Fire Procedure

Minute No.	Agenda Item	
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- | | | |
|--------|---|---|
| 148-24 | 1 | <u>APOLOGIES</u> Cllr Perry. |
| 149-24 | 2 | <u>DECLARATIONS OF INTEREST</u>
a) To declare any disclosable pecuniary interests. None
b) To declare any personal interests. Item 11 Cllr Dickin |
| 150-24 | 3 | <u>APPROVAL OF MINUTES</u> of 20 th August 2024.
RESOLVED Accepted with slight correction. Proposed Cllr Kosciuczyk;
Seconded Cllr Stelman. All in favour. |
| 151-24 | 4 | <u>PUBLIC PARTICIPATION SESSION</u>

Miranda and Laurie Stanley complained to the council that repairs to the Town Hall chimney, identified 18 months ago, had still not been undertaken, despite repeated pleas to the council to do so. Mr and Mrs Stanly's property backs on to the Town Hall.

The Mayor apologised for the delay. It was agreed that the Council should undertake the work as soon as possible. |

A member of the public brought to the Council's attention the issue of trees in the playing fields with overhanging branches into Copall Paddock gardens. Some branches had come down in recent bad weather.

The Council resolved to look into it as part of works to tidy up the playing fields. A tree surgeon would need to be contacted.

152-24 5 **REPORT FROM THE MAYOR**

The Mayor welcomed PC Coote to the meeting to discuss the anti-social behaviour in the playing fields. Recently, a den has been made in the undergrowth, using discarded rubbish and furniture, and fires have been lit.

The Mayor had met with Inspector Kelly beforehand, but no incidents were being reported to the police. If none are reported, the police cannot divert resources to deal with the problem.

There are many ways to report incidents - by phone, on-line or at the Police Station (if the cars are there). PC Coote will send through some posters/media posts that the Council can use to educate the public in how to report incidents.

However, noise issues are environmental health issues, not police. Fly tipping is the Council's remit. Traffic violations come under traffic issues. If people spot a fire, they should send for the fire brigade.

The PCSOs have been asked to pop into the park of an evening, and the PCs will pop in in the early hours if not employed elsewhere, but it is imperative that incidents are logged with the police. (Not the Town Council)! People can report anonymously.

Inspector Kelly will write an article for the next BC Newsletter.

Playing Fields A skip has been ordered to remove the rubbish and brushings from the playing fields to discourage den making. Thanks go to the volunteers who regularly tidy up the playing fields – it is much appreciated. The Mayor will bring a proposal to the next meeting to discuss forming a Friends of the Playing Fields group.

CCTV. Cllrs Dickin, Stelman and Houghton met with the PC Commissioner to discuss grants for cameras on the crossroads. The rural aspect of Bishop's Castle was stressed.

The French visitors will be in town this weekend for Michaelmas.

The Monday open office from 1-4.30pm in the Town Hall is working well.

The War Memorial work is still awaiting permission to start.

The Year 11s at the Community College will be doing Community Service as part of the enrichment programme. Suitable work needs to be found for them.

153-24 6 **REPORT FROM THE CLERK**

The bins for boys have been ordered. Once in situ a photograph will be taken for publicity.

154-24 7 **UNITARY COUNCILLOR**

Green bin charge starting in October. There have been issues with paying on-line/phone. There are conflicting messages about what to do with food waste.

Hopefully, Shropshire Council's transport plans will be in line with what was in the place plan locally, once announced.

The finance scrutiny has revealed that Shropshire Council's cost-cutting exercise will leave it with very little in reserve. There is a full Shropshire Council meeting next week.

Cllr Houghton has sent two chasing emails to Shropshire Council re the graveyard extension and had no response. She has escalated the matter to the director.

An area of the swimming pool at SpArC has been closed off because the lining is damaged. Options are being considered. £190,000 out of £250,000 has been raised.

Thanks to Highways for their work and helpfulness re the resurfacing of the High Street. The residents and businesses are thanked for their patience. Business was impacted and going forward, Bishop's Castle needs to be promoted more as a destination to bring back the customers.

Some of the white lining has been done, e.g. the junctions. Some of the requests did not have a suitable traffic order so needed clarification before executing.

155-24 8

TESTIMONIAL BENCH

The bench outside Church has broken after 20 years. It had a plaque thanking Cllr Carroll for her work as Mayor. A member of the public is interested in providing towards a bench in memory of her partner. There is a similarly aged bench on the straight mile dedicated to another former Mayor. (Food for thought as how to recognise the work of other former Mayors).

RESOLVED The clerk will ask Anthony Jones to make a replacement bench of the same style. The member of the public will be asked for a donation. There will be a memorial plaque made as well as the mayoral plaque. Proposed Cllr Houghton; Seconded Cllr Gayle. All in favour.

156-24 9

TOWN HALL MAINTENANCE

Several maintenance issues have arisen with regard to exterior decor, chimney repairs and guttering. The toilets need a deep clean. The Council has a general maintenance pot of £4000 for the Town Hall. The Town Hall Trust pays £2000 rent per annum to the Town Hall. However, income hasn't recovered fully since the pandemic, and costs and salaries have risen. The trustees are asking for a long-term maintenance plan and funding in next year's budget to meet the costs.

RESOLVED A plan is drawn up of jobs that need doing, with the chimney and high up jobs dealt with as priority. Year 11 students be utilized to help with decorating jobs where appropriate. The Trust's current finances and actions going forward be prepared for the next meeting. Proposed Cllr Houghton; Seconded Cllr Gayle. All in favour.

157-24 10

SHROPSHIRE COUNCIL PROVISION

The South Shropshire Mayors met with Shropshire Council to discuss its request for Parish Councils to assist Shropshire Council to reduce its deficit by increasing their precepts. 10% was suggested.

This was rejected on the grounds that one council cannot ask another council for money, and also because the Parish Councils need to justify what the increased precepts would be used for.

Shropshire Council replied that if refused then their services would be cut. Shropshire Council is duty-bound to deliver some services, e.g. schools, but other services could be cut unless the parish councils pay for them in their precepts. Without knowing which services would be cut specifically, the Parish Councils cannot adjust their precepts. It was strongly felt that the smaller rural councils would be poorly served by this proposal, particularly with the local housing ban

preventing any growth in population to spread the cost. Bishop's Castle would be disproportionately affected because some of the services provided in its catchment are used by residents from other parish councils, e.g. library and swimming pool.

157-24 11

MAYORAL POLICY

RESOLVED. The council changes the mayoral policy by deleting the last sentence in paragraph 2 which refers to the length of term of office being 3 years. Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.

158-24 12

PLANNING

None received.

159-24 13

MONTHLY FINANCES

i. To note the Bank Reconciliation

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

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	September Return	1166.10
HMRC	PAYE and NI	September Return	808.95
Staff salaries	4 staff	September Return	3363.85
C. Owen	Minute taker	187	60.00
G. Dudley	Toilet cleaning	188	500.00
Dan Turner	Grass cutting	189	1338.90
Viking	Stationery		118.98
G.J. Rippon	Expenses		58.02
CR Hamer	Town pride/playing		1040.00
P Chamberlain	Window cleaning		48.00
ABC Fire	Fire Safety		1017.69
PHS	Toilet consumables		104.45
PHS	Toilet consumables		17.18
BCBS	Materials		95.44
Mousemat	IT		605.00
JJ Historical Plasterers	Old Markt Square		1400.00
Highline	Street Lamp		469.20
For Information			
BT	telephone /broadband		487.96
water plus	Water rates		359.25
water plus	Water rates		49.99
water plus	Water rates		85.40
Lloyds Bank	Bank Charges		9.00
Corona	Electricity		75.36
Corona	Electricity		36.61
Corona	Electricity		84.31
Shropshire Council	Electricity		1317.11
Shropshire Council	Electricity		1317.11

Shropshire Council	Rates		187.00
	Total		16220.86

RESOLVED. The invoices be paid as presented at the meeting (above). Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

160-24 14

PLANNING FOR BIODIVERSITY NET GAIN

There appeared to have been some use of pesticide at the Primary School.

161-24 15

REPORTS FROM MEETINGS ATTENDED

Cllr Houghton had attended a Community Land Trust meeting. The Open Day at the old Stars shop will be this Friday at 5pm. All Councillors welcome.

162-24 16

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.

163-24 17

ALLOTMENTS ISSUE

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

RESOLVED In line with the Council's Policy a warning letter should be issued to the tenant in question. Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour bar 4 abstentions.

164-24 18

NEXT MEETING

Tuesday 15th October. Meeting closed at 21.34pm.



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 OCTOBER 2024 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Carroll Cllr A. Stelman Cllr S. Jones Cllr G Perry Cllr J. Dickin Cllr L. Blundell Cllr S. Morris Cllr R. Houghton Cllr M. Gayle	Cllr T. Halford Cllr L. Kosciuczyk Cllr B. Drake
IN ATTENDANCE	
S. Smith Finance officer	

Fire Procedure

Minute No.	Agenda Item	
165-24	1	<u>APOLOGIES</u> Cllrs Drake, Halford and Kosciuczyk; and the Town Clerk.
166-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. Item 11 Cllr Houghton.
167-24	3	<u>APPROVAL OF MINUTES</u> of 17 th September. RESOLVED Accepted. Proposed Cllr Morris; Seconded Cllr Stelman. All in favour.
168-24	4	<u>PUBLIC PARTICIPATION SESSION</u> Inspector Damien Keely introduced himself. He was appointed in April. He encouraged people to report incidents when they saw them via the routes now publicised. However, Bishop's Castle remains a low crime area. He acknowledged that there are 3 topics of concern for the town: Antisocial Behaviour; Drugs and Traffic Offences. On a recent patrol, PC Coote encountered some children out late creating a disturbance. (One was riding a noisy moped). The PC has spoken to the parents involved and notified the noise issue to Environmental Health. There was also some evidence of drug taking. (The den has now been removed to the skip). The County is known to have one county line running through Bridgnorth with spokes out to other areas and one known opportunist who buys when in the city and sells it to friends when home. The Police are conducting high intensity target evenings to deal with speeding and antisocial driving (driving carelessly or dangerously); and tackling drink driving by

talking to licensed premises staff about not serving drink to drunk customers and visiting at 'kick out' time to discourage driving over the limit.

Cllr Stelman asked about follow up from arrests/charging/court cases. Inspector Kelly took note, but there are restrictions in law on what information can be disclosed.

Inspector Kelly was thanked for his attendance, update and on-going support.

169-24 11 **RESOLVED** Item 11 be brought forward. Proposed Cllr Dickin; Seconded Cllr Perry. All in favour.

RIVER ONNY SEVERN TRENT WATER AUTHORITY PROPOSAL

Mrs Georgie Ellis, from Lydbury North Parish Council, addressed the council on STWA's proposal to take an outflow pipe from the Crowgate Sewage Works across the fields to Eyton and into the River Onny, in order to divert the effluent from Bishop's Castle away from the River Clun catchment. (Currently the route is via the River Kemp to the River Clun). The River Clun hosts the endangered River Pearl Mussels. House building in the Clun Valley catchment, including Bishop's Castle, is currently on hold because of the risk of effluent polluting the river system. This proposal by STWA would offer a possible solution for Bishop's Castle only.

STWA have not consulted Lydbury North Parish Council. The farmers have been told if they do not comply there will be compulsory purchase orders issued on the land required for the pipes. Land Agents were denied access for a feasibility study because the land owners were not properly asked. Plowden Fishing Club were able to find out the details of the proposal via a Freedom of Information Request to the Environment Agency and Shropshire Council.

The River Onny is a very healthy river. Its headwaters are from Corndon and the Stiperstones. Salmon parr has been found as far upstream as Linley. The River Teme (into which the River Onny flows) has been designated as safe bathing water at Ludlow.

It makes no sense to divert effluent from one healthy river to another healthy river. Cllr Ellis asked Bishop's Castle Town Council to work with Lydbury North Parish Council to oppose this proposal, and to ask STWA to find a better solution.

Apparently, STWA is one of the worst dumpers of raw sewage into the river systems, with over 300 overflows into the River Clun in the last 3 years. Cllr Houghton advised the councillors that there is a planned upgrade of the sewage works in 2035.

However, the moratorium on house building won't necessarily be lifted unless STWA improve the whole sewage treatment in the area. This could be an opportunity to work with STWA to find a much better, cleaner, solution.

RESOLVED: The Town Council objects to the plan to divert water into the River Onny, because we are not satisfied that it would mitigate the objection that Natural England and the Environment Agency have to the building of houses in Bishop's Castle and the River Clun catchment area. The Council will write to STWA and ask what alternatives have they considered; what consultations they have undertaken and what timescales are in place. We need to work with STWA to find a better solution. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

Cllr Dickin sought the Council's permission to meet with Lydbury North Parish Council and Myndtown PC to discuss options. Approved.

170-24 5 **REPORT FROM THE MAYOR**

Antisocial behaviour. In consultation with The Community College, a strongly worded letter has been sent out to all parents asking for their support in exhorting their children to behave better and respect other residents.

Sunshine Coach Football Club. Cllrs Jones, Dickin and Stelman had a constructive meeting with this organisation. They were impressed with the local sports facilities.

The state of Shropshire Council's finances is worrying.

Cllr Matt Potts has agreed to pay a site visit and meet councillors at the Business Park to discuss unit lettings.

The Rural Market Towns Group have been in touch and will send some information.

171-24 6 **REPORT FROM THE CLERK**

The Clerk was absent but Cllr Perry reported that correspondence in connection with Colebatch phone box is being dealt with.

172-24 7 **UNITARY COUNCILLOR**

Green bins. There have been issues with the stickers to show payment has been received as they are not sticky and fall off. New stickers have been ordered.

Appointment slots need to be made with the recycling centre from November.

Shropshire Council will stop delivering some services due to lack of finances, including resurfacing roads. Cllr Houghton is very concerned about the continued delivery of services for Looked After Children, especially for the 2 – 4 year-olds.

Following complaints of the 7.30am 522 bus arriving late into Shrewsbury and missing connections, Minsterley Motors has applied to bring the departure time forward.

Salopian Maintenance have resumed work on a bungalow in town after a delay waiting for a permit from STWA.

173-24 8 **WAR MEMORIAL UPDATE**

Cllr Dickin has been trawling through the archives in Bishop's Castle and Shrewsbury to try to ascertain ownership of the War Memorial before restoration can commence. There was a meeting in 1918 between the Church, the Royal British Legion and the Royal Navy about it but unfortunately the minute taker's writing is illegible.

The Mayor has written to the Diocese's solicitor about the issue.

174-24 9 **FRIENDS OF THE PLAYING FIELDS**

RESOLVED: The Mayor will form a group with another councillor and interested members of the public. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour

175-24 10 **TOWN HALL TRUST**

Cllr Perry had written a paper to explain the Trust's financial position and maintenance issues, (including the chimney repair). Quotes have been sought but not yet received.

Cllr Houghton welcomed the report but asked for more details of costs expected and plans of action. Staffing has been reduced and there will be reduced opening hours in the winter. Use of rooms and costs currently charged are also being looked at. Staff are being asked to log how long it takes to do specific jobs, e.g. preparing for lettings, setting up rooms/exhibitions; dealing with tourists etc., to help with planning.

11 **RIVER ONNY SEVERN TRENT WATER AUTHORITY PROPOSAL**

Already discussed in item 4.

176-24 12 **PLANNING**

None received.

177-24 13 **MONTHLY FINANCES**

- i. To note the Bank Reconciliation

RESOLVED. It was noted that September figures matched the bank statements. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.

ii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	October Return	1166.10
HMRC	PAYE and NI	October Return	808.95
Staff salaries	4 staff	October Return	3363.85
C. Owen	Minute taker	223.	60.00
G. Dudley	Toilet cleaning	224.	500.00
Dan Turner	Grass cutting	225.	1338.90
BCBS	Materials	226.	743.33
BCBS	padlock	227.	45.58
For Information			
BT	telephone /broadband	228.	488.71
water plus	Water rates	229.	120.10
Lloyds Bank	Bank Charges and misc	230.	269.31
SSE	Electricity	231.	535.40
Shropshire Council	Rates	232.	187.00
	Total		9627.23

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

178-24 14 **PLANNING FOR BIODIVERSITY NET GAIN**

The Food Resilience Paper is being rewritten to include planning for extreme events.

Ideas for consideration: one action you can do at home – (newsletter item)? Green Plaque Town? Does St Marcel have a climate action group?

The Community Heat Network has not put in for planning permission yet.

179-24 15 **CLIMATE ACTION PLAN**

It is time to review the Climate Action Plan and decide on priorities going forward and identify any budget implications. Cllr Kosciuczyk will form a subcommittee. Cllr Stelman volunteered to serve on it.

180-24 16 **REPORTS FROM MEETINGS ATTENDED**

Enterprise South West Shropshire AGM is on 4th November.

181-24 17 **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.

182-24 18 **REIMBURSEMENT OF DONATION**

RESOLVED The donation be reimbursed. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

183-24

19

NEXT MEETING

Tuesday 19th November. Meeting closed at 21.04pm.



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ON TUESDAY 19th NOVEMBER 2024 AT 7.30PM

PRESENT	APOLOGIES	
Cllr J. Carroll Cllr S. Jones Cllr G Perry Cllr L. Kosciuczyk Cllr J. Dickin Cllr L. Blundell Cllr S. Morris Cllr R. Houghton Cllr M. Gayle Cllr T. Halford Cllr B. Drake	Cllr A. Stelman	
IN ATTENDANCE		

Fire Procedure

Minute No.	Agenda Item	
184-24	1	<u>APOLOGIES</u> Cllr Stelman.
185-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 13, Cllr Gayle. b) To declare any personal interests. Item 13, Cllr Houghton; Item 9, Cllrs Gayle, Perry and Carroll.
186-24	3	<u>APPROVAL OF MINUTES</u> of 15 th October. RESOLVED Accepted. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.
187-24	4	<u>PUBLIC PARTICIPATION SESSION</u> Allan Wilson, vice-chair of SALC (Shropshire Association of Local Councils), spoke to the council about Shropshire County's Local Nature Recovery Strategy. DEFRA requires that all County Councils publish their report in the summer of 2025. SALC members are visiting all local councils to ask for their support, mainly by providing examples/case studies of what is working locally to inform and roll out good practice across the County. Bishop's Castle already has experience of good practice with the work of Going Wild and the Climate Action Group.

There will be a conference at The Sylvester Horne Institute in Church Stretton on 6th December from 9.30am to 4.30pm. The Local Councils will be invited.

It is hoped that all the local Councils will join together in backing this project, providing an opportunity to apply for grant money for collective projects to make better use of them by community and increase biodiversification of green, garden and industrial spaces, for example.

188-24 8

HIGHWAY ISSUES

RESOLVED Item 8 be brought forward. Proposed Cllr Houghton; Seconded Cllr Blundell. All in favour.

Ms Jane Gallagher spoke to the Council about the lack of disabled parking spaces in the town. This was an issue for Ms Gallagher's disabled mother in particular, who struggles to find a suitable place to park. More spaces had been promised after the re-surfacing, but none had appeared. Was there a way this could be done without waiting for Highways to do it?

Cllr Houghton explained that this had been an issue for the council since 2020, during which time Highways had repeatedly failed to mark out what had been agreed. However, Cllr Houghton managed to have a face to face video call with Derek Buchanan, Senior Highways Officer, who was appalled to discover that despite a public consultation to determine where the spaces and other white-lining should be marked up, and assurances made, not only had the work not been done, but there was no record of the agreed work either.

The Clerk consulted the Road Traffic Regulations Act of 1984. Articles 57, 63 and 72 seemed to suggest that the Local Council can mark out the spaces and other traffic signage themselves, as long as no traffic order is required. A traffic order is needed to make it enforceable, and thereby visited by a traffic warden.

RESOLVED: The Council will continue to pursue the issue with Derek Buchanan and find out the costs of commissioning a contractor to mark up all the missing white-lining. Proposed Cllr Houghton; Seconded Cllr Perry. All in favour.

189-24 5

REPORT FROM THE MAYOR

The Mayor had a positive meeting with Cllr Matt Potts at the Business Park to discuss unit lettings.

190-24 6

REPORT FROM THE CLERK

The Clerk had received a grant for £17,000 for the scaffolding and clock repairs.

RESOLVED: The Clerk can go ahead with organising the repair to the clock along with other remedial work on the roof, gutters, windows etc. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

The scaffolding needs to be secure and not accessible when unattended.

The Clerk had checked with Land Registry and the Town Hall is not registered with them. It will cost £230 to be registered.

RESOLVED: The Clerk can go ahead with the registration. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

Stile 61 at Star Farm. This needs repair/replacing. Maintenance is provided by the Parish Paths Partnership (P3) group on behalf on Shropshire Council.

- 191-24 7 **UNITARY COUNCILLOR**
- Green bins are in place. The booking system at the recycling centre is in operation.
- The flooding in Colebatch was bad again. Cllr Houghton has sent details to Shropshire Council. The brook was very high by the Six Bells and in Bowling Green Close. Only 4 sandbags are allocated for Bishop's Castle and are stored in Craven Arms. The environment agency water level monitor in Bishop's Castle doesn't work
- Shropshire Council's Cabinet meets on 20th November to look at the budget. Final decisions won't be made on the budget until the Government announces its plans for local authorities in December. The budget deficit will be addressed by changes to services. Cllr Houghton is very concerned about the continued delivery of services for Looked After Children.
- SpARC has had 2 successful fundraising events: bonfire night and an auction and Cheese and Wine in Clun, which raised £3,000+ and £4,000+ respectively. £210,000 has been raised so far.
- 192-24 8 **HIGHWAYS ISSUES** – Item 188-24.
- 192-24 9 **TOWN HALL TRUST**
- October had been a good month, financially. Cllr Perry was thanked for providing details of the Town Hall Trusts projected costs. Grant funding is being explored.
- Two Community College students had begun their enrichment service.
- 193-24 10 **STREET FURNITURE**
- Residents on Salop Street have requested bollard(s) to be put on the corner of Salop Street and Market Square to stop vehicles mounting the kerb. It is not known if access for wheelchair/mobility scooter users would be compromised as a result.
- RESOLVED.** The Clerk will investigate costs, designs and legalities of positioning bollards/railings on the corner.
- 194-24 11 **KEROSENE LEAK UPDATE**
- The kerosene is still leaking and the source not yet found. Shropshire Council, Environment Agency, STWA and Natural England all say it is not their responsibility, but a matter for insurance. However, it would be of great concern if the water gets into the River Clun catchment. Leaflets are being delivered to all properties to the north or on higher ground asking everyone to check their tanks as a matter of urgency and confirm they have done this.
- 195-24 12 **PLANNING**
1. 24/04298/TCA
- Application to fell 2no Silver Birch and replant with Weeping Birch within Bishops Castle Conservation Area at Church View 3 Church Street Bishops Castle Shropshire SY9 5AA
- RESOLVED** Support. Proposed Cllr Perry; Seconded Cllr Blundell. All in favour.
2. 24/04165/AMP

Application for amendments to Windows, and Removal of Approved Cladding on Planning Permission 24/02013/FUL at Tall Trees Church Lane Bishops Castle Shropshire SY9 5A

Already dealt with.

3. 24/04075/TCA

Application to crown reduce by 8-10ft 1no Acer within Bishop's Castle Conservation Area at 9 Pound Close Bishops Castle Shropshire SY9 5DJ

RESOLVED Support. Proposed Cllr Perry; Seconded Cllr Blundell. All in favour.

Planning 12.4 on the agenda is out of this parish's remit.

196-24 13

MONTHLY FINANCES

i. To note the Bank Reconciliation

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

Mrs Smith was thanked for her work in producing the reconciliation.

ii. To receive the draft budget 2025-6.

There will be another budget meeting this week.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	November Return	1334.03
HMRC	PAYE and NI	November return	831.37
Staff salaries	4 staff	November Return	3693.05
C. Owen	Minute taker	225.	60.00
G. Dudley	Toilet cleaning	226.	500.00
Dan Turner	Grass cutting	227.	1338.90
Halls SMS	Toilet consumables	228.	74.09
Unity Trust Bank	Bank charges	229.	12.90
BCBS	Maintenance	230.	186.52
Viking	Stationery /postage	231.	90.68
BAE Jones	Town Hall	232.	345.60
Walking Festival	Grants	233.	160.00
Shropshire Council	training	234.	165.00
James Hallam	Insurance	235.	11212.53
James Hallam	Insurance	236.	458.99
Allotment Society	membership Fees	237.	138.00
Allotment Society	Maintenance	238.	685.00
High line	Street Lighting	239.	108.00
Dan Turner	Maintenance	240.	72.00
Blachere	Christmas lights	241.	1934.40
SLCC	training	242.	718.00
Exemplum	Printing	243.	929.45
BC HS	Grants	244.	1213.40
WPG	Printing	245.	48.00

Belvidere lifts	Maintenance	246.	624.00
Dial a Ride	twinning	247.	133.50
RBL	Grants	248.	67.50
PHS	Toilet consumables	249.	243.41
For Information			
BT	telephone /broadband	250.	522.56
Lloyds Bank	Bank Charges and misc.	251.	342.00
Shropshire Council	Rates	252.	187.00
	Total		29062.07

Extra invoice: £15,000 to SpARC.

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

- 197-24 14 **PLANNING FOR BIODIVERSITY NET GAIN**
An air pollution monitor has now been installed in the town. The Community Heat Network has distributed brochures.
- 198-24 15 **CLIMATE ACTION PLAN**
Cllr Kosciuczyk will inform the clerk of any budget implications.
- 199-24 16 **REPORTS FROM MEETINGS ATTENDED**
The Mayor met with Polly Owen at Enterprise South West Shropshire to discuss coordinating support for events, e.g. risk assessments.
Enterprise South West Shropshire has a new chair. A recent event attracted a lot of interest from outside the area. However, the cost of living event was not well supported but appreciated by those who attended. They will repeat the event in 3 months.
- 200-24 17 **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.
- 201-24 18 **HR SUPPORT**
As not all quotes have been received, this discussion will be deferred to the next meeting.
RESOLVED. Any war donations be reimbursed if requested. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.
- 202-24 19 **NEXT MEETING**
Ordinary Town Council meetings Tuesday 17th December 2024. The meeting closed at 21.08pm.



BISHOP'S CASTLE TOWN COUNCIL



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

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL
CHAMBER, TOWN HALL, ON TUESDAY 17th DECEMBER 2024 AT 7.30PM

<p>PRESENT</p> <p>Cllr J. Carroll Cllr S. Jones Cllr T. Halford Cllr B. Drake Cllr Stelman Cllr L. Blundell Cllr S. Morris Cllr R. Houghton</p>	<p>APOLOGIES</p> <p>Cllr J. Dickin Cllr G Perry Cllr M. Gayle</p>	
IN ATTENDANCE		

Fire Procedure

Minute No.	Agenda Item	
203-24	1	<u>APOLOGIES.</u> Cllr J. Dickin, Cllr G Perry, Cllr M. Gayle.
204-24	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. None b) To declare any personal interests. None
205-24	3	<u>APPROVAL OF MINUTES</u> of 19 th November. RESOLVED Accepted. Proposed Cllr Morris; Seconded Cllr Blundell. All in favour.
206-24	4	<u>PUBLIC PARTICIPATION SESSION</u> None present.
207-24	5	<u>REPORT FROM THE MAYOR</u> Not present.
208-24	6	<u>REPORT FROM THE CLERK</u> Nothing to report.
209-24	7	<u>UNITARY COUNCILLOR</u> <u>Shropshire Council</u> The budget proposal has been issued for public consultation, (available on Shropshire Council's website). However, the Council is still waiting on the Government Settlement figures, (due on 19 th December). There will be cuts, and some services will be delegated to the responsibility of local councils. It is not clear at this stage which – there are many suggestions in the consultation document. Individuals are encouraged to respond to the consultation before 6 th January. In addition, Councillors are asked to send their comments to the Clerk - no later than 10 th January, so that the Clerk can compile a report for the next Council meeting and a response to Shropshire Council can be made subsequently.

Some Shropshire Councillors have left the Conservative Party and are standing as Independents. This means that the Conservatives no longer have a majority and there may need to be some changes to membership of committees.

From now on, Elections fees will need to be paid by local councils in the same tax year as any election is held.

Graveyard. Cllr Houghton has had no further response from Shropshire Council.

210-24 8

HIGHWAYS ISSUES

White lines and disabled spaces.

Cllr Houghton had corresponded with Derek Buchanan. He said the white lines should have been painted immediately after the re-surfacing as agreed. He sent Cllr Houghton a spreadsheet showing there was permission for a traffic order on one disabled space outside the Pharmacy. No reason has been given why all the white lining already agreed has not been done, (including the extra disabled spaces). He has not yet located the consultation document with all the details.

Road signs for the Wintles. This is a Shropshire Council responsibility.

RESOLVED: The Clerk will write to Andy Wilde at Shropshire Council and copy in Dan Morris and Cllr Houghton, (who will also forward the letter to Derek Buchanan). Proposed Cllr Blundell; Seconded Cllr Carroll. All in favour.

211-24 9

SERVICES TO YOUNG PEOPLE

The Youth Project has been running for 2 years thanks to grants from STWA and Shropshire Council. The funding runs out in March 2025. The main costs are the Youth Worker and the Hire of the hall. £7,500 is needed to continue for 6 months.

The project was set up with 3 objectives: to establish a Youth Parliament (to hear the voice of young people); to establish a group for 12-16 year-olds; and an after school group for a younger age.

The two groups are well supported but, despite efforts, the youth parliament never got going. Cllr Stelman will meet with Andrew Kirk who runs the Senate at The Community College, and also the Head of the Primary School.

Grant providers are reluctant to provide funding for groups/initiatives that are already set up, so Cllr Stelman is proposing that emphasis is made in pursuing the youth 'voice' element as a new initiative with the setting up of a Youth Citizen Award. (Paper already circulated to Councillors).

Whilst the Town Council is keen to continue to support the youth, the budget will be very tight this year and cannot commit to much support, so other ways of fund-raising need to be sought. Fund-raising could be part of the Youth Citizen Award along with attending a council meeting, talking to Councillors about their roles, and assisting with community events.

RESOLVED: In principle, the Council supports the idea of pursuing the setting up of a Youth Citizen Award; exploring ways of securing continued funding; and the setting up of a subcommittee to develop an agenda/timetable for a fund-raising plan. Proposed Cllr Carroll; Seconded Cllr Houghton. All in favour.

212-24 10

KEROSENE LEAK UPDATE

The kerosene is still leaking (less than was) and the source not yet found,.

213-24 11

PLANNING

1. 24/04490/TCA

DEVELOPMENT PROPOSED - Fell 1no. Cedar of Lebanon (T1) and reduce by 3m in height and circumference 1no. Himalayan Birch (T2) within Bishop's Castle Conservation Area Over Quesnel, Harley Jenkins Street, Bishops Castle, Shropshire, SY9 5AH

The tree warden is in support of this proposal.

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

214-24 12

MONTHLY FINANCES

i. To note the Bank Reconciliation

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

ii. To receive the budget 2025-6 together with the precept demand.

This has been difficult to set because of the uncertainty of Shropshire Council's budget proposals. Therefore, the budget has been prepared with the information given to it at present. It will be £313.63 for 2025-6, which equates to an increase of £2.35 per household per month on last year. (An increase of 9.9%).

RESOLVED. The budget and precept demand are accepted. Proposed Cllr Carroll; Seconded Cllr Morris. All in favour.

iii. To approve the following invoices for payment:

Payee	Item	Invoice	Amount £
Shropshire County Pension Fund	Monthly pension payment	December Return	1334.03
HMRC	PAYE and NI	December Return	831.37
Staff salaries	4 staff	December Return	3693.05
C. Owen	Minute taker	308.	60.00
G. Dudley	Toilet cleaning	309.	500.00
Dan Turner	Grass cutting	310.	1338.90
Shropshire Council	Electricity	311.	1317.11
Lloyds Bank	Bank charges	312.	3.00
BT	telephone /broadband	313.	518.98
Siemens	Postage	314.	219.62
Shropshire Council	Rates	315.	187.00
P Chamberlain	Window cleaning	316.	48.00
BCBS	maintenance	317.	178.80
Viking	Stationery /postage	318.	184.21
Boels Rental Limited	Maintenance	319	1011.54
Blachere	Christmas lights	320	930.00
Halls SMS	Toilet consumables	321	58.23
Manthrig Limited	Scaffolding	322	2,790.
Lloyds Bank	Credit Card	323	342.00
Belvidere	maintenance	324	624.00
	Total		13379.84

Extra Invoice: Highline. £1022.40.

RESOLVED. The invoices plus the extra one be paid. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour.

- 215-24 13 **PLANNING FOR BIODIVERSITY NET GAIN** Nothing to report.
- 216-24 14 **CLIMATE ACTION PLAN** Nothing to report.
- 217-24 15 **REPORTS FROM MEETINGS ATTENDED** None attended.
- 218-24 16 **NEXT MEETING**
Tuesday 21st January 2025. The meeting closed at 20.42pm.