



# 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 THURSDAY 19<sup>th</sup> AUGUST 2025 AT 7.30PM

PRESENT	APOLOGIES	
Cllr T Halford Cllr M Gayle Cllr G Perry Cllr S. Jones Cllr J. Dickin Cllr J. Magill Cllr E. Embrey Cllr S. Angell Cllr J. Carroll	Cllr L. Kosciuczyk Cllr L. Blundell	

IN ATTENDANCE		
Mr G. Rippon, Mrs C. Owen		
<u>Fire Procedure</u>		

Minute No.	Agenda Item	
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Cllr Carroll thanked the Council for the card, hamper and good wishes sent to her following her recent illness. It was much appreciated.

143-25      1      **APOLOGIES** Cllrs Kosciuczyk and Blundell.

144-25      2      **DECLARATIONS OF INTEREST**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

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

145-25      3      **APPROVAL OF MINUTES**

a) to approve the minutes of the meeting of the Town Council held on 17<sup>th</sup> July 2025.

**RESOLVED** Approved. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

b) to approve the minutes of the Extra-ordinary meeting of the Town Council held on 19<sup>th</sup> July 2025.

**RESOLVED** Approved. Proposed Cllr Magill; Seconded Cllr Halford. All in favour.

- c) to approve the minutes of the Extra-ordinary meeting of the Town Council held on 31<sup>st</sup> July 2025.

**RESOLVED** Approved. Proposed Cllr Angell; Seconded Cllr Halford. All in favour.

146-25      4      **PUBLIC PARTICIPATION SESSION**

None present

147-25      5      **MAYOR'S REPORT**

The War Memorial Faculty has now been granted. The stonemason will hopefully start the restoration at the end of September.

The 2 new benches by the Lychgate are looking good.

There is now a defibrillator sited at The Wintles.

148-25      6      **UNITARY COUNCILLOR**

Cllr Houghton has sent her apologies.

The engineers will come soon to sort the double-clanging of the clock.

149-25      7      **SHROPSHIRE COUNCIL CALL FOR INFORMATION**

Shropshire Council has sent out a survey for councillors to fill in both as individuals and as a council.

Councillors are invited to reply directly as individuals but also to send their replies to the Clerk for compilation for the group response.

**RESOLVED** Councillors should send their replies to the Clerk by 31<sup>st</sup> August so that he can assimilate a collective response which will be circulated by email for Councillors to endorse. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

150-25      8      **VACANCY FOR COUNCILLOR**

There were no applications. However, Cllr Carroll has spoken to an ex-Councillor who is willing to be co-opted.

**RESOLVED.** Rachel Bromley be co-opted onto the Council. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

151-25      Items 9 and 10 order be swapped.

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

10      **REVIEW OF POLICIES**

A small group of Councillors had met with the Assistant Clerk to review the current personnel practice, policies and procedural systems. Cllr Gayle read a brief report to the Council. The committee had agreed and voted on the standing orders

and terms of reference and agreed to change the name to the 'Personnel' Committee.

**RESOLVED** The Council accept the agreed standing orders and terms of reference. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

152-25      9      **REVIEW OF MEMBERSHIP OF COMMITTEES**

**RESOLVED** Cllr Embrey will take up the vacant place on the Personnel Committee. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

**RESOLVED** Cllr Halford be added to the Finance Committee. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

**RESOLVED** Cllrs Dickin, Magill, Carroll, Angell, Gayle and Jones be on the Planning Committee. Proposed Cllr Perry; Seconded Cllr Embrey. All in Favour.

**RESOLVED** The 6 members not on the committees should be nominated as substitutes so as to ensure that all meetings are quorate. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

153-25      11      **HR SUPPORT**

The third quote had now been received. The HR companies had quoted for a 3-year term.

Currently professional advice is offered by SALC, (Shropshire Association of Local Councils) which costs £250 per year. However, help given in the past was not always prompt. There were mixed opinions as to whether the procedures put in place by the personnel committee would negate the need for an external HR support other than from SALC.

**RESOLVED** The HR companies be asked if they would consider a 1-year trial and what the cost would be. Proposed Cllr Halford. Seconded Cllr Magill. 5 for, 3 against.

154-25      12      **THE THREE TUNS**

Cllr Halford had received a letter from Heineken to reassure people that the pub would be opening in a few weeks. However, repairs have still not been made.

Cllr Halford will put an article in the national press, urging Heineken to address the situation as soon as possible. All in favour.

155-25      13      **PLANNING** – None

156-25      14      **PLAYING FIELD**

The Friends of the Playing Field group has put in a grant application to the Council. The fence needs removing as it is dangerous.

**RESOLVED** A Jones be asked for a formal quote to remove and store the fence for future use. Also, to remove the bandstand and dispose of it. If the quote is less than £1,000 he can go ahead. Proposed Cllr Dickin; Seconded Cllr Perry. All in favour.

157-25

15

**GRANT PAYMENT**

- a. **RESOLVED** The Council will pay £2000 to Enterprise House towards the cost of the health and safety equipment to hire out to groups. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.
- b. **RESOLVED** The Council approves the Survey grant for Friends of the Playing Field. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.
- c. Cllrs Dickin and Carroll will meet with Katy and Enterprise House to discuss the reprinting of the town maps and two information boards. If satisfactory, £3000 will be put aside in next year's budget for this.

158-25

16

**MONTHLY FINANCES**

- a. To approve the following invoices for payment.

August 2025 Payments			
Shropshire Council	Rates	135	187.00
BT	telephone /broadband	136	424.98
Unity Trust Bank	Bank charges	137	11.40
Lloyds Bank	Bank charges	138	9.00
Shropshire Pension	Pension	139	1727.80
HMR&C	HMR&C	140	954.43
Staff	Staff Wages	141	4798.13
C. Owen	Minute taker	142	60.00
G. Dudley	Toilet cleaning	143	250.00
Dan Turner	Grasscutting	144	1338.90
Corona	Electricity	145	285.34
Siemens	Postage	146	273.62
Shropshire Council		147	53.00
Allotment Society	Affiliation Fees	148	27.00
Exemplum	Printing	149	10.74
Belvidere lifts	Lift Maintenance	150	174.00
Mailroom	Lease	151	211.20
BCBS	Civic expenses	152	74.11
Halls SMS	Toilet consumables	153	45.91
Exemplum	Printing	154	1766.67
High line	Street Lighting	155	308.74
Exemplum	Printing	156	32.22
Sanford Hankin	Maintenance	157	895.00
A. Jones	Town pride/playing fields	158	2050.00
Wintles Management Group	Grasscutting	159	250.00
Gill Lungley	training	160	245.78
			16464.97

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

- b. **RESOLVED** Mrs Katherine Brown be appointed as interim internal Auditor. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
- c. **RESOLVED** Cllr Jones be added as a signatory to the accounts. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.

- 159-25      17      **PLANNING FOR BIODIVERSITY NET GAIN**  
3 Councillors and 2 from the Climate Action Group are required to form the Working Party.  
Cllrs Kosciuczyk and Bromley will be asked to join the group. This leaves 1 vacancy.
- 160-25      18      **CLIMATE ACTION PLAN**  
**RESOLVED** The 3-year plan be adopted. Proposed Cllr Grant; Seconded Cllr Halford. All in favour.
- 161-25      19      **REPORTS FROM MEETINGS ATTENDED**  
Cllr Magill had attended a church project meeting and the subsequent visioning day, which was excellent. The group would like to make a short presentation to the next council meeting. It was suggested that the group write a short paper to be circulated beforehand.  
Community Land Trust Meeting. More fundraising required.  
Michaelmas and Christmas Lights. More fundraising required.  
There are no further developments re the Public Hall. (currently in the hands of the solicitors).
- 162-25      20      **NEXT MEETING**  
The next regular Council Meeting will be on Tuesday 16<sup>th</sup> September at 7.30pm.
- 163-25      21      **CONFIDENTIAL MATTERS**  
\* 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.  
**RESOLVED** Proposed Cllr Perry; Seconded Cllr Jones. All in favour.  
a) **RESOLVED** Agenda and Minutes of all Council meetings, including committee meetings, to be prepared, taken and retained. Proposed Cllr Carroll; Seconded Cllr Magill. All in Favour.  
b) Staff Appraisals.  
**RESOLVED** A second Councillor is present at staff appraisals. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.  
The Personnel committee will scrutinise procedures etc in connection with staff appraisals and bring back their recommendations to the full council meeting.  
c) Holidays/Sickness. The personnel committee will scrutinise procedure as in b).  
**RESOLVED** Requests for agenda terms should be considered by the Town Clerk and a draft presented to the chair for ratification. Proposed Cllr Embrey; Seconded Cllr Magill. All in favour.  
  
There being no further business The Chairman closed the meeting at 9.21pm.