



BISHOP'S CASTLE TOWN COUNCIL



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

The Town Hall
Bishop's Castle
Shropshire
SY9 5BG

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL
CHAMBER, TOWN HALL, ON TUESDAY 21ST JANUARY 202 AT 7.30PM

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

GR Rippon, CA Owen and 1 member of the public.

Fire Procedure

Minute No.	Agenda Item	
------------	-------------	--

1-25 1 **APOLOGIES.** Cllr S. Morris, Cllr R. Houghton, Cllr M. Gayle (15 minutes late).

2-25 2 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. None
b) To declare any personal interests. Item 21. Cllrs Drake; Carroll; Halford.

3-25 3 **APPROVAL OF MINUTES** of 17th December. **RESOLVED** Accepted with slight correction to Item 9. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.

4-25 4 **PUBLIC PARTICIPATION SESSION** Ms Daphne Du Cros updated the Council on the Bishop's Castle Food Resilience Strategy, (part of the Climate Action Plan for the town). The strategy was launched in 2021 with a plan up until 2025 and so is up for review and revision. A meeting organised by Lightfoot to discuss the town's food resilience on 20th January 2025 saw 36 attendees from across the local food industry discussing the present situation and how it could mobilise resources and people when crises occur affecting accessibility to food.

A report will be drawn up, based on a review of the last three years, the discussions from the meeting and further research to propose a strategy for the next three years. Ms Du Cros sought a few volunteers from the Council to join a

small task force to this end. It will then be brought back to Council for their scrutiny and approval.

5-25 5 **REPORT FROM THE MAYOR**

Sunshine Coast FC International Academy UK, will be holding a meeting in the council chamber at 6:30pm on Wednesday 29th January, please come along if you can, listen to their plans, and ask questions. It really does hold a lot of potential for our Town and surrounding areas.

Town Twinning AGM Monday 3rd February – 6pm

Formation of a new Friends of the playing fields and play areas group Monday 10th February - 6pm

Meeting of town businesses, to look at the year head and listen to any concerns. Monday 17th February – 7pm

Public meeting regarding the Three Tuns Monday 24th February – 7pm

.

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

The clerk reported that he had been successful in obtaining a grant from the Heritage Lotteries. The scaffolding around the town hall is going up so the chimney can be repaired. The Clock has gone for repair.

7-25 7 **UNITARY COUNCILLOR** Not present

8-25 8 **HIGHWAYS ISSUES**

RESOLVED Item 14 (**ROAD MARKINGS**) should be discussed with Item 8. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

&
14

White lines and disabled spaces.

Following on from the unsatisfactory progress of white lining re disabled spaces and H bars etc. not done after the resurfacing and previous consultation, Shropshire Council has now asked for a spreadsheet containing all the jobs that have not been done. Changes of Shropshire staff and budget issues seem to have conspired into Highways losing all the agreed decisions.

Councillors Dickin; Carroll; Drake and Gayle will meet as soon as possible to recompile the list of requirements.

.

9-25 9 **SHROPSHIRE COUNCIL BUDGET CONSULTATION RESPONSE**

Councillors who have not yet responded individually to the consultation are encouraged to do so.

.

RESOLVED. The Council will send a formal reply to voice its concerns that Shropshire Council should not divest itself of its responsibilities in rural areas by passing on the costs to local parishes who do not have the financial means to raise the extra money, particularly when the moratorium on building houses prevents any expansion of the local population, thus placing an unfair financial burden on the existing residents.

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

.

10-25 10 **HR SUPPORT**

It was decided not to pursue this.

11-25 11

RIVER ONNY

Cllr Dickin had been unable to contact the relevant people so this will be adjourned to the next meeting.

12-25 12

AUCTION YARD FIT METER

The Clerk still hasn't had a reply from the CEO of the company. He will contact the ombudsman if no reply by the end of January.

13-25 13

SERVICES TO YOUNG PEOPLE

£7500 is needed to continue to keep the project going on for a further 6 months from April. The council would like to support the services to young people going forward, but is facing a tight budget. However, there has been some underspend in some areas of this year's budget.

RESOLVED. The Council agrees to underwrite the project up to £7500 from existing 2024-25 underspend to act as a stop gap whilst other funding is sourced. Proposed Cllr Carroll; Seconded Cllr Gayle. All in favour.

Councillor Stelman is hoping to develop a Citizen's award as a new initiative within the project to attract further grant money. (It is not possible to secure grant funding for existing projects).

14-25

ROAD MARKINGS already discussed with item 8.

15-25 15

PLANNING

1. 24/04797/DIS Application to discharge of Condition 5 (Drainage) of planning permission 23/01242/FUL Site of Former Countrywide Warehouse Station Street Bishops Castle Shropshire SY9 5AQ

Noted.

16-25 16

MONTHLY FINANCES

- i. To note the Bank Reconciliation

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

- ii. To receive the budget 2025-6 together with the precept demand. (An increase of 9.9%).

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

- iii. To approve the following invoices for payment:

Shropshire Pension	Pension	329	1334.03
HMR&C	HMR&C	330	831.37
G.J.Rippon	Staff Wages	331	3693.05
Nick Yaxley	Staff Wages	331	
P.Eldridge	Staff Wages	331	
Sarah Smith	Staff Wages	331	
C. Owen	Minute taker	332	60.00

G. Dudley	Toilet cleaning	333	500.00
Dan Turner	Grass cutting	334	1338.90
Lloyds Bank	Bank charges	335	3.00
Unity Trust Bank	Bank charges	336	12.15
SSE	Electricity	337	529.56
BT	telephone /broadband	338	518.98
Shropshire Council	Rates	339	187.00
Waterplus	Water rates	340	75.46
Mark One	Fire Safety	341	101.23
High line	Street Lighting	342	152.40
Glynn Roberts	Pump Track	343	86.83
ICO	Subscriptions	344	35.00
Resource for change	Survey	345	1333.75
Blue Stone	Printer lease	346	525.60
Exemplum	Printing	347	2701.01
BCBS	Materials	348	149.32
Halls SMS	Toilets Consumables	349	167.55
G.J. Rippon	Expenses	350	111.29
Tony Baker	Maintenance	351	510.00
Viking	Stationery/Postage	352	148.58
	Total		15106.06

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

17-25 17 **PLANNING FOR BIODIVERSITY NET GAIN** Nothing to report.

18-25 18 **CLIMATE ACTION PLAN**

Cllr Kosciuczyk asked for a couple of Councillors to join the Climate Action Group to suggest the priorities for the next 3 years to present to Council.

19-25 19 **REPORTS FROM MEETINGS ATTENDED** **None** attended.

Cllr Carroll had attended and Enterprise South West Shropshire meeting. It will make a profit this year. Flexible use of staff is being developed. The finance system is being changed. It has taken over the Tourism for the town and is in the process of becoming a Community Interest Company.

Cllr Perry had attended a meeting of the Football Foundation who have pots of money to spend so watch this space.

20-25 20 **TO EXCLUDE MEMBERS OF PRESS AND PUBLIC**

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

21-25 21 **STAFFING AND COMPLAINTS**

1. To agree the recommendation of the staffing group.
2. To discuss the way forward for the first part of the letter of complaint against the Council.

RESOLVED To discuss item 21.2 before 21.1. Agreed. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

21.2 A tenant had made 2 complaints.

RESOLVED Two Cllrs will meet with the tenant in the Town Hall to discuss the issue. The Clerk will be in the building should any legal clarification be needed.

The second complaint will be handled by Shropshire Council.

21.1 Request for the Clerk's contract to be brought into line with other local authority contracts for the same position. (The Clerk left the meeting).

RESOLVED. The increments relating to qualifications will be approved.

Any increments relating to length of service will be looked at by the staffing committee when the current appraisal process has been concluded and agreed.

22-25

22

NEXT MEETING

Tuesday 18th February 2025. The meeting closed at 20.24pm.



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 18TH FEBRUARY 2025 AT 7.30PM

PRESENT		APOLOGIES	
Cllr J. Carroll Cllr S. Jones Cllr T. Halford Cllr Stelman Cllr L. Blundell Cllr M. Gayle Cllr J. Dickin Cllr L. Kosciuczyk Cllr S. Morris Cllr R. Houghton		Cllr B. Drake Cllr G Perry	
IN ATTENDANCE			
GR Rippon, S J Smith and two members of the public.			
Fire Procedure			
Minute No.	Agenda Item		

23.25 1 **APOLOGIES** Cllr Drake; Cllr Perry.

24.25 2 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. Item 13ii Cllr Houghton.
b) To declare any personal interests. Item 8 CLT . Cllr Haughton; Cllr Stelman.

25.25 3 **APPROVAL OF MINUTES** of 21st January 2025.
RESOLVED to accept minutes and chairman instructed to sign copy.
Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.

26.25 4 **PUBLIC PARTICIPATION SESSION**
Member of the public addressed council on item 12.2.

THE CHAIRMAN CLOSED THE PUBLIC FORUM AND OPENED THE PARISH COUNCIL MEETING AT 19.50.

- 27.25 12.2 **PLANNING**
- The Council approved the mayors request to move and review agenda Item 12.2. Proposed Cllr Stelman; Seconded Cllr Halford. All in favour.
- 25/00177/FUL Land to the West of Coney, Bishops Castle, 80m wind turbine.
- Reviewed by council and **RESOVLED** to support.
- Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.
- 28.25 5 **REPORT FROM THE MAYOR**
- Town Festival Committee. Members of the community have joined committees to ensure that there will be sufficient people to manage the Towns festivals.
- White Lining. Cllr Carrol and Cllr Dicken have collated a list of white lining. Cllr Houghton will be submitting this to Shropshire Council for action.
- 29.25 6 **REPORT FROM THE CLERK**
- SLCC Practitioners conference. Received Clerk's report.
- HMRC Assistance Finance Officer recovered monies from HMRC.
- FITT payment. This been forwarded to Ombudsmen for action.
- Broken Styles. Cllr Carroll addressed council.
- RESOVLED** to instruct Town Clerk to write to The United Pack and request that the damage is repaired. Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour.
- Land registry. Documents are being obtained to progress this item.
- 30.25 7 **OFFICER TRAINING**
- FILCA course in finance Assistant Financial Officer.
- RESOLVED** to agree training.
- Proposed Cllr Stelman; Seconded Cllr Dicken. All in favour.
- Councillor Training will be arranged for May/June 2025. NOTED.
- 31.25 8 **UNITARY COUNCILLOR**
- Tip booking system has been removed for cars. Home Post Code is required. The issue around SY21 post codes is being resolved. Some Larger vehicles are being asked to book.
- Budget The budget setting process was collaborative this year up until last week, when some opposition parties withdrew because of lack of information. The cabinet has written to Government asking to sell assets to pay redundancies and Price Waterhouse costs. Cllr Carroll asked if the 3-weekly collection for Black bins may be reconsidered in 2026 when food waste collection is implemented.

Connexus. Two Connexus properties are for sale in Grange Road and More. Council reviewed housing stock, condition and inability to build new housing in Bishops Castle. It is considered that a suitable contribution could be used for community schemes, bringing properties in to use (Community Land Trust have redeveloped two properties), or new properties. Historically a number of properties in Bishops Castle did not have a local connection 106 in place. This has been updated, and local connection 106 properties will only be available for Shropshire residents.

RESOLVED to instruct Town Clerk to write and invite Connexus Chief Executive to a meeting with this council.

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

RESOLVED to instruct Town Clerk to write to Connexus and request contributions from the sale of these properties to be used for suitable schemes in Bishops Castle.

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

- 32.25 9 **PLAY AREA** NOTED
Play Area Inspection Reports. Weekly visual inspection to be undertaken by Town Warden.
Damage to roundabout reported.
ROSPA inspections are carried out annually.
- 33.25 10 **PUBLIC MEETING**
Cllr Halford and Cllr Dicken will arrange a public meeting to discuss the Three Tuns in March. Cllr Blundell noted that the brewery and public house are separate businesses.
- 34.25 11 **RIVER ONNY UPDATE**
A public meeting will be held at the Town Hall, time and date to be confirmed

Severn Trent have offered community funding which is from a separate department.
RESOLVED to instruct Town Clerk to contact and confirm what this funding can be used for i.e. criteria and amount.
Proposed Cllr Houghton; Seconded Cllr Carroll. All in favour.
- 35.25 12 **PLANNING** NOTED
24/04797/DIS Application to discharge of Condition 5 (Drainage) of planning permission.23/01242/FUL Site of Former Countrywide Warehouse Station Street Bishops Castle.
- 36.25 13 **MONTHLY FINANCES**
i. To note the Bank Reconciliation
RESOLVED. Noted.
Proposed Cllr Houghton; Seconded Cllr Stelman. All in favour.

- ii. To approve the following invoices for payment:
£5,000 has been paid from the approved grant payment of £15,000 for SpARC, of which £10,000 remains to be paid.
Photographs of Chimney repair have been taken. Three further chimneys will be repaired.

RESOLVED. The invoices be paid.

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

Shropshire Pension	Pension	357	1203.27
HMR&C	HMR&C	358	931.74
G.J.Rippon	Staff Wages	359	3660.69
Nick Yaxley	Staff Wages	359	
P.Eldridge	Staff Wages	359	
Sarah Smith	Staff Wages	359	
C. Owen	Minute taker	363	60.00
G. Dudley	Toilet cleaning	364	500.00
Dan Turner	Grass cutting	365	1338.90
BT	telephone /broadband	366	621.50
BCBS	Maintenance	367	145.65
Mousemat	IT	368	838.53
Allotment Society	Membership Fee	369	282.00
W Oakley	Civic	370	60.00
Sparc	Grant (£15,000 approved)	371	5000
Clare Town Crier	Civic	372	30.00
P Chamberlain	Window Cleaning	373	48.00
T Baker	Maintenance	374	560.00
	Total		15789.28

37.25 14 **PLANNING FOR BIODIVERSITY NET GAIN**

Tree planting will take place on Saturday 8th March from 10 – 12 noon.

The chairman thanked Going Wild for clearing and replanting the Towns planters.

Cllr Gayle reported that fruit trees have been found in the hedgerows.

Cllr Carrol reported that the up the pole planters are still in situ. Town Clerk to confirm removal and donation.

38.25 1 15 **CLIMATE ACTION PLAN**

To receive a progress report from Cllr Kosciuczyk Meeting on Thursday 20th March to consider Climate Action Plan and impacts (meeting details to be circulated.) Cllr Stelman has joined this group.

39.25 16 **REPORTS FROM MEETINGS ATTENDED** None attended.

40.25 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.

41.25 18 **STAFFING AND COMPLAINTS**

1. Complaint by Allotment Holder. The Town Clerk wrote and invited the complainant to a meeting. The complainant responded they are unable to meet with councillors as they are awaiting legal advice. A second letter was sent, no response has been received to date.
2. Employment of a Town Warden. This post is being made to consolidate maintenance and cleaning tasks. The position has been allocated funding in the 2025-2026 budget; to include wages, equipment and a vehicle. It is considered this role may expand due to the possibility services may be devolved by Shropshire council. Neighbouring' Councils have indicated interest in joint employment opportunities.
ACTION the clerk will circulate a job description and list of responsibilities to council for input from councillors. Current contracts will be reviewed.

42.25 19 **NEXT MEETING**

Regular Town Council meeting Tuesday 18th March 2025.

There being no further business The Chairman closed the meeting at 20.42pm.



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 18TH MARCH 2025 AT 7.30PM

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

GR Rippon, CA Owen and 2 members of the public.
Fire Procedure

Minute No.	Agenda Item	
43-25	1	<u>APOLOGIES.</u> Cllr S. Jones.
44-25	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Item 18.3 <i>Written request for dispensation:</i> <i>The Clerk reminded members that he had received a written dispensation from all Councillors in respect of the Public Hall as the Council corporate was the custodian trustee of the Public Hall. Without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of business.</i> b) To declare any personal interests. Item 10. Cllrs Dickin, Stelman and Houghton.
45-25	3	<u>APPROVAL OF MINUTES</u> of 18 th February. RESOLVED Minutes were accepted. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour. Clarification was sought on item 34-25 (River Onny update) re the funding being proposed by STWA for community compensation via a sub-contractor.
46-25	4	<u>PUBLIC PARTICIPATION SESSION</u>

Mr Stuart Taylor spoke to the council as a trustee of the Community Land Trust.

Following on from the River Onny meeting and the continuing moratorium on house building (to protect the Pearl River Mussel colonies identified at risk in 2014 in the River Clun a Special Area of Conservation), Mr Taylor asked the Town Council to write to the Secretary of State, Angela Rayner MP, to intervene to find a solution. Bishop's Castle is fortunate because it has a neighbourhood plan in force, but it is unable to implement it with regard to new housing. There appears to be no apparent way forward, despite repeated requests by the Town Council to the relative agencies for a solution to be found. Cllr Halford is putting an article together for the town newsletter to explain the current situation and issues.

RESOLVED: Move Item 10 forward. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

47-25 10

RIVER ONNY UPDATE

Four agencies are involved: STWA; Natural England; the Environment Agency and Shropshire Council. (They make up the Strategic Clun Liaison Group tasked specifically to find a solution). Shropshire Council and Natural England did not attend the meeting held to discuss diverting waste water into the River Onny, although 200 members of the public attended. An example of a successful solution in Herefordshire was presented at the meeting, where Hereford Council were instrumental in facilitating what was necessary. The Town Council has been told that the only solution is to install reed beds/lakes in addition to improving the sewage treatment works. However, Shropshire Council has shown no interest in finding a solution, Natural England and the Environment Agency haven't got the resources, and STWA would apparently seem to prefer to just divert the problem elsewhere instead of treating the waste water.

The Town Council is dismayed at the length of time that has elapsed and does not understand why STWA/Shropshire Council have not made the necessary changes to the treatment of sewage. Is an anaerobic digester another solution?

The Town Council would like to know who holds these agencies to account? Who regulates them and enforces what should be done for the best interest of the local community?

RESOLVED: A letter will be written to the Secretary of State: with Shropshire Council, the Strategic Clun Liaison Group and the local MP copied in. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.

48-25 5

REPORT FROM THE MAYOR

The public is invited to apply for the next round of grants.

49-25 6

UNITARY COUNCILLOR

Shropshire Council's Local Plan is no longer in place.

50-25 7

VE DAY CELEBRATION 2025

There will be a beacon in the park. Small grants will be available if people want to hold street parties.

51-25 8

SHROPSHIRE PARISH COUNCIL ELECTIONS

Nomination Papers have been sent out. If there are more than 14 nominees there will need to be an election. Proposers and Seconders need to come from the Bishop's Castle Council catchment.

Cllr Houghton has decided to stand down after 10 years of service. The Mayor thanked Cllr Houghton for her long service and expertise.

52-25 9

THE THREE TUNS

Following the public meeting on 17th March, the property surveyor from Star Pubs came to look at the buildings. The property is sound, but the Salop Street exterior needs attention and the living accommodation needs better fire escapes.

Star pubs are keen to invest in the property and maintain it as the tourist attraction it is. Thank you to the Councillors involved in arranging the meetings.

10

RIVER ONNY

Already discussed.

53-25 11

STAGING OUTSIDE THE TOWN HALL

The current staging used at Festivals is difficult and time-consuming to erect and take down. A suggestion is to make an area of staging in front of the town hall with steps up to it and a rail around as an alternative. This area could be used for leisure seating with storage space underneath. Estimated cost is £15,000 to paid for using a grant and the existing staging sold.

RESOLVED: Costs and planning permissions be sought. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

54-25 12

PLANNING

None received.

55-25 13

MONTHLY FINANCES

i. To note the Bank Reconciliation

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

ii. To appoint Ms J Ince as internal auditor.

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

iii. To approve the following invoices for payment:

MARCH 2025 PAYMENTS			
Shropshire Pension	Pension	383	1143.48
HMRC	HMRC	384	831.37
Staff Wages	Staff Wages	385	3673.05
C. Owen	Minute taker	386	60.00
G. Dudley	Toilet cleaning	387	500.00
Dan Turner	Grasscutting	388	1338.90
Lloyds Bank	Bank charges	389	3.00
BT	telephone /broadband	390	523.21
Siemens		391	219.62
Mark One	Fire Safety	392	106.80
SSE	Electricity	397	1317.11
BCBS	Maintenance	391	23.06
Unity Trust Bank	Bank charges	392	10.80
Dan Turner	Maintenance	397	908.40

Town Hall Trust	Civic expenses	398	62.80
Salop Hire Services	Maintenance	401	300.00
Manthrig Ltd	Maintenance	402	6584.40
TOTAL			17626.00

An extra invoice has been received from Enterprise House for £2880.

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

56-25 14 **PLANNING FOR BIODIVERSITY NET GAIN**

Everyone is encouraged, now spring is here, not to use illegal pesticides and herbicides.

57-25 15 **CLIMATE ACTION PLAN**

There will be a meeting on 20th March to discuss changes needed to the Climate Action Plan after its 3-year review.

58-25 16 **REPORTS FROM MEETINGS ATTENDED**

Cllr Carroll had attended and Enterprise South West Shropshire meeting. It will make a small profit this year. The library figures are positive. It is still trying to get the lease sorted with Shropshire Council. It is still in the process of becoming a Community Interest Company.

The SpArC fundraising finale was very good and the sum of £252,000 has been raised. Well done to all involved.

There was a meeting to review the Town Hall's Wedding package. Feedback is sought from previous wedding couples. Maybe an open day? Suggestions are to have set days when weddings will be permitted, rather than a blank calendar. Details of the licence will be reviewed before renewal.

59-25 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.

RESOLVED: Proposed Cllr Carroll; Seconded Cllr Stelman. All in favour. The 2 members of the public left the room.

60-25 18 **STAFFING UPDATE AND UPDATE ON THE PUBLIC HALL**

1. To ratify the job description for the Town Warden.

Some suggestions were made and alterations discussed.

RESOLVED: Authority is delegated to Cllrs Stelman and Dickin to make the changes and proceed. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

2. To discuss celebrations for a long serving business.

It was decided to thank the company for their 50 years of service by giving them a civic award at Mayor's Service.

3. To receive an update on the Public Hall.

The deeds and bank account statements have now been acquired and are locked safely away. A valuation of net value will be arranged and the sale can then

proceed. Money from the sale needs to be ring-fenced for charity meeting venues in town.

61-25

19

NEXT MEETING

Tuesday 15th April 2025.

There being no further business the chairman declared the meeting closed at 21.10pm.



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 APRIL 2025 AT 7.30PM

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

GR Rippon, CA Owen and 5 members of the public.

Fire Procedure

Minute No.	Agenda Item		
------------	-------------	--	--

62-35

4

PUBLIC PARTICIPATION SESSION

Mr Alan Walklett spoke to the Council about the recent activities of the newly formed Friends of the Playing Field. So far, the group had been tidying up some of the flower beds, in conjunction with Going Wild. They had also produced a report of jobs to be done, including the removal and replacement of some damaged equipment. Grants would be needed to pay for some of the repairs. The group were advised to set themselves up as a small group with a constitution and a bank account, which would make it easier to apply for grants. The group were asked to draw up a full list of items for repair/removal, plus costings and send to the Council for their consideration. The more urgent issues had already been brought to the attention of the Council who will liaise with the contractor as appropriate.

Ms Sue Cooper, Ms Helen Fairweather and Mr Martin Howitt reported back on the results of the consultation of the People and Public Spaces Project. There had been a good response, particularly to the on-line survey. Younger people were consulted specifically to make sure their voices were heard. The report concluded that there were a good variety of venues in Bishop's Castle, but a lack of a large venue was identified. (The Public Hall is now out of action and the Church facilities could be much improved). The Church is keen to re-order the building to make it a better, more adaptable, community space and is in the process of going to tender to appoint an architect. The full report of the

consultation will be made available around the town. Sue thanked the Council very much for their support in this project.

- 63-25 1 **APOLOGIES** Cllrs Dickin; Gayle; Drake and Morris.
- 64-25 2 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. None.
b) To declare any personal interests. Item 9.1 Cllr Perry.
- 65-25 3 **APPROVAL OF MINUTES** of 18th March. **RESOLVED** Minutes were accepted after a slight correction. Proposed Cllr Perry; Seconded Cllr Jones. All in favour.
The Clerk will chase a reply in connection with planning permission for the staging outside the Town Hall
- 4 **PUBLIC PARTICIPATION SESSION** Already done
- 66-25 5 **REPORT FROM THE MAYOR**
The Mayor would like to thank the councillors who are standing again.
He would particularly like to thank Cllrs Houghton, Drake and Morris who have chosen not to stand again.
Events for VE Day will be advertised later this week.
There will be a meeting on Friday to finalise the advertisement for the Town Warden.
Councillors are reminded that they need to put in their election expenses claim forms between the 1st and 6th May or face a £50 per day fine. .
- 67-25 6 **UNITARY COUNCILLOR**
Cllr Houghton had spent a half day with the CEO of Connexus looking at the properties that have been disposed of or are not currently occupied. It costs Connexus £80-100,000 to upgrade existing properties to the required standards. Consequently, a lot of stock has been sold off. For every 10 properties sold off, Connexus plan to rebuild 1 new one, (although the moratorium on house building in Bishop's Castle prevents this at the moment). Some tenants have the right to buy, which can mean a further reduction in available housing stock. Connexus will look at the land identified for house building in the Neighbourhood Plan.
- 68-25 7 **FINGER POSTS**
The two finger posts in the Old Market Square and outside Stars were bought by the Tourism Group many years ago and need refurbishing.
RESOLVED. The Community Land Trust will be asked who powder-coated the bollards outside Stars in order to get a quote for powder-coating the fingerposts in the same apple green and cream colours. Proposed by Cllr Perry; Seconded by Cllr Halford. All in favour.
- 69-25 8 **DRINKING TAP ON THE TOWN HALL**
At the moment visitors to the town rely on the goodwill of shops and businesses in the town to refill their water bottles. Providing a water fountain in the Old Market Square proved too costly as there is no water supply there. In order to provide free water to visitors 24/7 it was wondered whether a water fountain on the side of the Town Hall building could be provided.

RESOLVED. The Council will investigate whether planning permission is needed and what the cost implication is. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

70-25 9

PLANNING

1. 25/01239/FUL Application for the erecting of a Single storey rear extension 29 Brick Meadow, Bishops Castle, Shropshire, SY9 5DH

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

2. 25/01195/FUL Application for the formation of gated access following removal of section of car park wall, and erection of roof canopy over part of rear courtyard Castle Hotel, Salop Street, Bishops Castle, Shropshire, SY9 5BN

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

71-25 10

PUBLIC CONVENIENCE

To decide whether to apply for a PWLB (Public Works Loan to the PWL board) to refurbish the Public Conveniences in the Auction Yard to the value of £75k.

RESOLVED. An application should be made. Proposed Cllr Carroll; Seconded Cllr Blundell. All in favour.

72-25 11

MONTHLY FINANCES

- i. To note the Bank Reconciliation

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

- ii. To approve the following invoices for payment:

PAYMENTS			
Shropshire	Pension	1	1,563.66
HMR&C	HMR&C	2	1,022.66
Staff Wages	Staff Wages	3	4,133.30
C. Owen	Minute taker	4	60.00
G. Dudley	Toilet cleaning	5	500.00
Dan Turner	Grass cutting	6	1338.90
Lloyds Bank	Bank charges	7	46.88
Unity Trust	Bank charges	8	10.65
SSE	Electricity	9	524.70
Halls	Toilet Consumables	10	110.16
BT	telephone /broadband	11	551.47
Shropshire Council	Rates	12	188.25
Marc One	Fire Safety	13	401.83
Smiths of Derby	Town Hall Clock	14	3080.16
L G Inspections	Lift Maintenance	15	210.00
Shropshire Council	Meeting	17	150.00
Exemplum	Printing	18	3565.70
TOTAL			17,468.97

15.04.25			
----------	--	--	--

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

- 73-25 12 **PLANNING FOR BIODIVERSITY NET GAIN**
Nothing to report.
- 74-25 13 **CLIMATE ACTION PLAN**
The revised Climate Action Plan has been circulated to Councillors for their perusal.
- 75-25 14 **REPORTS FROM MEETINGS ATTENDED**
Cllr Houghton is standing down. She is a member of three groups which will need replacing with other councillors after the election.
- 76-25 15 **NEXT MEETING**
Tuesday 20th May 2025. The meeting closed at 20.53pm.

Meeting of the Trustees of the Public Hall

Cllr Perry chaired the meeting.

The trustees agreed to accept the offer of £150,000 (identified independently to represent the current market value), plus any ex-gratia payments offered to purchase the Public Hall site. The deeds state that the proceeds have to be used solely for the use of meeting places in the area. A legacy donation of £2000 has also been received for this purpose.

The trustees will appoint PCB Solicitors to undertake the conveyancing.



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 MAYOR MAKING AND ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, TOWN HALL, ON TUESDAY 20TH MAY 2025 AT 7.30PM

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

IN ATTENDANCE

Mr G Rippon, Clerk, Mrs C. Owen, Mr A Evans, Town Crier and approximately 40 members of the public.
Fire Procedure

Minute No.	Agenda Item	
77-25	1	<p><u>ELECTION OF MAYOR</u></p> <p>RESOLVED Cllr Dickin was elected. Proposed Cllr Stelman; Seconded Cllr Gayle. All in favour.</p>
78-25	2	<p><u>MAYOR'S REPORT</u></p> <p>The Mayor informed those present that it was a privilege to serve the community and that as there were on-going projects that he wished to follow through he would be honoured to continue as Mayor. He was pleased that a full council of 12 councillors had been elected on 1st May. They would now focus themselves on the tasks ahead.</p>
79-25	3	<p><u>ELECTION OF DEPUTY MAYOR</u></p> <p>RESOLVED Cllr Stelman was elected. Proposed Cllr Blundell; Seconded Cllr Kosciuczyk. All in favour. The Town Crier announced the results.</p>

- 80-25 4 **DECLARATION OF ACCEPTANCE OF OFFICE AND OATH OF ALLEGIANCE**
The Town Crier informed those present that the Mayor and Deputy Mayor would now robe. After robing, the Mayor and Deputy Mayor declared their acceptance of office and oath of allegiance and signed the documents.
- 81-25 5 **APPOINTMENT OF THE MAYOR'S CHAPLAIN**
Revd Stephanie Fountain was nominated.
- 82-25 6 **APPOINTMENT OF MAYOR'S CONSORT**
Ms Lindsey Habgood-Benbow was nominated.
- 83-25 7 **MAYOR'S CIVIC DAY ARRANGEMENTS**
The Civic Service will be held at St John's Church in July.
- 84-25 8 **APOLOGIES** None
- 85-25 9 **COUNCILLORS' ACCEPTANCE OF OFFICE**
The Clerk received the acceptances of office from the Councillors. All complete.
- 86-25 10 **DECLARATIONS OF INTEREST**
a) To declare any disclosable pecuniary interests. None
b) To declare any personal interests. None
- 87-25 11 **APPROVAL OF MINUTES** of 15th April 2025.
RESOLVED Accepted. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.
- 88-25 12 **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
RESOLVED It was agreed to defer item 12 to the next meeting. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.
- 89-25 13 **REPRESENTATION ON OUTSIDE BODIES**
SALC, LJC, PACT, SPARC, Public Hall, Town Hall Trust, and any other bodies.
RESOLVED It was agreed to defer item 13 to the next meeting. Proposed Cllr Perry; Seconded Cllr Stelman. All in favour.
- 90-25 14 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**
Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks. The Clerk confirmed that the regulations had been updated.
RESOLVED It was agreed to review at the next meeting. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.
- 91-25 15 **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 It was agreed to defer item 15 to the next meeting. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.
- 92-25 16 **PUBLIC PARTICIPATION SESSION** None wishing to speak.
- 93-25 17 **UNITARY COUNCILLOR** Not present

- 94-25 18 **REPORT FROM THE CLERK** The Public Works Loan application has been made.
- 95-25 19 **PLANNING** None to date
- 96-25 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. Confirmed by the Clerk.

iii) To agree the Accounts 2024-2025.

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

iv) To approve the following invoices for payment:

	May 2025 Payments		
Exemplum	Printer Lease	27	2042.75
PHS	Toilet consumables	28	227.75
PHS	Toilet consumables	29	636.53
Shropshire Council	Rates	30	187.00
PWLB	Loan	31	4489.93
Enterprise House	Civic Expenses	32	24.00
P Chamberlain	Window Cleaning	33	48.00
Unity Trust Bank	Bank charges	34	10.65
BT	Telephone/Broadband	35	579.66
Harry Ray	Survey	36	180.00
Smiths of Debry	Town Hall	37	339.60
Youth Forum	Grants	38	7500.00
Halls SMS	Toilet Consumables	39	29.28
Lloyds Bank	Credit Card	40	75.46
Dan Turner	Grasscutting	41	1338.90
Shropshire	Pension	42	1243.42
HMR&C	HMR&C	43	853.01
GJ Rippon	Staff Wages	44	3454.71
S Smith	Staff Wages	45	
N Yaxley	Staff Wages	46	
P Eldridge	Staff Wages	47	
C Owen	Minute Taker	48	60.00
G Dudley	Toilet Cleaning	49	500.00
GJ Rippon	Expenses	50	134.02
Resources for change	Consultation	51	1338.75
Resources for change	Consultation	52	1338.75
Tony Baker	Maintenance	53	510.00
HMR&C	HMR&C	54	212.05
Total 15.5.25			27343.60

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

- 97-25 21 **NEXT MEETING**

Annual Town Meeting 27th May 2025.

Regular Council Meeting, Tuesday 17th June at 7.30pm. Meeting closed at 19.46pm.

The Town Crier invited all to attend the reception downstairs.



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 17TH JUNE 2025 AT 7.30PM

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

IN ATTENDANCE

Mr G Rippon, Clerk, Mrs C. Owen, County Cllr R. Houghton

Fire Procedure

Minute No.	Agenda Item	
98-25	1	<u>APOLOGIES</u> Cllrs Dickin; Perry and Carroll.
99-25	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Cllr Embrey, Item 14. b) To declare any personal interests. Cllr Embrey, Item 14.
100-25	3	<u>APPROVAL OF MINUTES</u> of 20 th May 2025. RESOLVED Accepted. Proposed Cllr Blundell; Seconded Cllr Magill. All in favour.
101-25	4	<u>REVIEW OF COMMITTEES</u> 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 All in order. Cllr Embrey volunteered to serve on the Safeguarding and Youth committee, and also the Townscape committee. Cllrs Gayle and Magill volunteered to form a committee looking at the Council's social media and website presence and accessibility of up-to-date information.
102-25	5	<u>REPRESENTATION ON OUTSIDE BODIES</u> Committees stay the same apart from the additions below. SALC, (Cllr Stelman was added); LJC; PACT; SpArC, (Cllr Magill was added); Public Hall; Town Hall Trust;

CLT, (Cllr Angell was added); Cllr Halford has stepped down from the People and Public Places Project, (Cllr Magill was added).

- 103-25 6 **REVIEW OF GOVERNANCE AND INTERNAL CONTROL ITEMS**
Standing Orders, Financial Regulations, Assets Register, Insurance cover for all insured risks.

The Clerk informed the Council that this was all in order, apart from the insurance which is due to be renewed on 1st July 2025, with increased cover for Council regalia following a recent valuation.
- 104-25 7 **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.

Cllr Gayle has been reviewing the Complaints Policy.

RESOLVED Cllr Gayle will prepare a brief report for the next meeting. Proposed Cllr Magill; Seconded Cllr Embrey. All in favour.
- 105-25 8 **PUBLIC PARTICIPATION SESSION** None present.
- 106-25 9 **MAYOR'S REPORT**

Nothing from the Mayor, the Clerk reported that he had referred the tree with a large fungus to an arborist for advice.
- 107-25 10 **UNITARY COUNCILLOR**

Cllr Houghton congratulated councillors on their election to the council.

The first Shropshire Council meeting had been held to appoint Council positions.

Duncan Borrowman is Chair and Gary Groves is Vice Chair. Heather Kidd is leader. Cllr Houghton holds the portfolio for Social Services and Adult learning.

There are budget pressures with £34 million to find. The spending review announced in parliament last week brings little money to the unitary councils. The North West Relief Road situation isn't resolved.

There is no further progress on the sewage issue, but the pipe to the River Onny scheme has been scrapped.

The Police have announced that the Community Support Worker shifts will finish at 8pm, which is disappointing with regards to policing antisocial behaviour in the town in an evening. People are encouraged to report any incidents to the Police helplines to highlight the issues.

RESOLVED Cllrs Blundell and Gayle will write a letter expressing the town's concern.

Cllr Houghton has been meeting with Derek Buchanan re the white-lining and demarcation of disabled spaces. Work is due to start in 3-4 weeks.

Progress has been made on the scheme to reduce the speed limit to 20mph outside the Community College. There will be reduced speed limits on Brampton Road and the A488 for a small section. It is proposed that a pedestrian crossing will be controlled by the College in term times, but a solution is needed at all times with the sports fields across the road being used throughout the year. Cllr Houghton suggests that the speed limit on the A488 should be lowered to 40mph (down from 50mph) along Love Lane, except for the new 20mph section.

RESOLVED Cllr Houghton is asked to follow up on the suggestions made in the earlier discussion. Proposed Cllr Gayle; Seconded Cllr Angell. All in favour.

Cllr Houghton left the meeting.

108-25 11 **YOUNG PEOPLE'S SERVICES**

The present Youth worker, Christine Perkins, will be retiring at Christmas. Therefore, South Shropshire Youth Forum and the Council will need to advertise the job in September. A bid of £20,000 has just been placed with the National Lottery Awards for All, for the Young Citizen's Award Scheme. £27,500 will be needed next year overall, so an extra £7,500 will be needed.

109-25 12 **SHROPSHIRE SCHOOLS 20MPH PROGRAMME**

This has already been discussed in the Unitary Councillor section (item 10).

110-25 13 **PLANNING**

25/01971/TCA

Application to fell & re-plant with similar species 1no Birch within Bishops Castle Conservation Area at 10 Church Street Bishops Castle Shropshire SY9 5AA

Whilst the Council was fully in favour of replanting a tree, no-one knew why the tree felling had been requested.

ACTION Cllr Angell will speak to the residents and report back to the Clerk ASAP.

111-25 14 **GRANT PAYMENT**

Cllr Embrey declared an interest and left the room.

RESOLVED: A costing be provided to the Clerk. Proposed Cllr Magill; Seconded Cllr Gayle. All in favour.

Cllr Embrey returned to the meeting.

ACTION for the Clerk

112-25 15 **MONTHLY FINANCES**

i. To discuss assisting Enterprise House with the purchase of Health and Safety equipment for hire out to groups who need pedestrian controlled equipment. Following a change in the law, this equipment is now considered essential for public events.

Enterprise House proposes that the equipment is provided free for Town Council's use, a small fee for local events and a more commercial rate for groups from outside the area. They are asking the Council to buy the equipment at a cost of £2400 + VAT.

RESOLVED. A letter be written to Enterprise House to ask them if they are prepared to put some money towards this cost. Proposed Cllr Stelman; Seconded Cllr Gayle. All in favour.

ACTION for Cllr Stelman.

ii. To approve the following invoices for payment:

RESOLVED The invoices be paid. Proposed Cllr Angell; Seconded Cllr Embrey. All in favour.

iii. To receive the Internal Auditors Report

RESOLVED

The Internal Auditors Report together with the Recommendations were noted.

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

June 2025 Payments			
News UK Adv	Advertising	55	744.02
SpArC	Grants	56	20000.00
SpArC theatre	Grants	57	5000.00
God's Acre	Grants	58	1000.00
Janet Ince	Internal Audit	59	800.00
Shropshire Council	Rates	62	187.00
BT	telephone	63	579.66
Cricket Club	Grants	64	750.00
Tennis Club	Grants	65	500.00
Diabetic Club	Grants	66	500.00
Primary School	Grants	67	500.00
Community Land Trust	Grants	68	500.00
Party in the Park	Grants	69	1000.00
800 Club	Grants	70	500.00
Going Wild	Grants	71	1000.00
Unity Trust Bank	Bank charge	72	10.65
Shropshire Pension	Pension	73	1243.42
HMR&C	HMR&C	74	853.01
Staff	Staff Wages	75	3454.71
G.J. Rippon	Expenses	76	162.68
C. Owen	Minute Taker	79	60.00
G. Dudley	Toilet Cleaner	80	500.00
Dan Turner	Grasscutting	81	1338.90
Exemplum	Printer lease	83	547.97
Viking	Stationery	84	138.72
Ray Parry	Playground	85	867.60
National World Pub	Advertising	86	159.46
			42897.80

113-25 16 **PLANNING FOR BIODIVERSITY NET GAIN**

Going Wild have been holding working parties throughout the town to manage the community spaces. The meadows are looking good.

114-25 17 **CLIMATE ACTION PLAN**

The revised Climate Action Plan will be circulated to all Councillors so that it can be adopted at the next meeting.

115-25 18 **REPORTS FROM MEETINGS ATTENDED** – None

116-25 19 **CONFIDENTIAL MATTERS** – None

* 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.

117-25 21 **NEXT MEETING**

Regular Council Meeting, Tuesday 15th July at 7.30pm.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT XXXX PM



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 JULY 2025 AT 7.30PM

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

IN ATTENDANCE
Mr G Rippon, Clerk, Mrs C. Owen, County Cllr R. Houghton plus 2 members of the public

Fire Procedure

Minute No.	Agenda Item	
118-25	1	<u>APOLOGIES</u> Cllrs Gayle and Carroll.
119-25	2	<u>DECLARATIONS OF INTEREST</u> a) To declare any disclosable pecuniary interests. Cllr Dickin, Item 10.1 b) To declare any personal interests.
120-25	3	<u>APPROVAL OF MINUTES</u> of 17 th June 2025. RESOLVED Accepted. Proposed Cllr Kosciuczyk; Seconded Cllr Embrey. All in favour.
121-25	4	<u>PUBLIC PARTICIPATION SESSION</u> RESOLVED Item 7 be moved forward. Proposed Cllr Blundell; Seconded Cllr Perry. All in favour.
122-25	7	<u>PLAYING FIELDS</u>
	7.1	<u>To receive a brief report on the consultation from the playing fields.</u> Mr Alan Walklate spoke on behalf of the Friends of the Playing Fields. There have been weekly gardening sessions since May, assisted by Lizzie Swales. The group shared a gazebo with Going Wild at the Carnival. Assisted by Christine Perkins and the young people, a public consultation about the park has begun, with questionnaires received from 30 young people and 20 adults so far. It is on-going with the results collated in the autumn. They have set up a new Facegroup account (43

members) and an email account. The group have been looking at the fence which is in need of repair/replacement. A lot of the wood could be planed and re-used.

The group is intending to apply for a grant from the council to pay for the consultation and will be looking for other sources of grant funding. It has contacted Shropshire Playing Fields Association for advice.

Cllrs Perry and Dickin thanked the group for their hard work already undertaken and continuing. The questionnaire will be put on the web-site and the fence and grant discussed at Council

To discuss and decide on the report of the tree surgeon.

7.2

RESOLVED The Council will accept the offer from Sanford to reduce the crown and do the remedial work on the red oak as described. Proposed

123-25

5

MAYOR'S REPORT

Cllr Stelman has resigned. The Mayor thanked him for his service to the town, and in particular to him as Deputy Mayor. This will be a huge loss to the Council.

There is now a vacancy on the Council. Notice has been served. Prospective Councillors have 14 days to find support from at least 10 people to stand for election. The Council will meet to appoint a new Deputy Mayor.

The Carnival was a great success, thanks to the hard work of a few people, demonstrating what a great community we live in. Well done.

124-25

6

UNITARY COUNCILLOR

Shropshire Council is promoting vaccinations in children and older people.

There is a lot of pressure for funding – only £600,000 is held in reserves.

The NW Relief Road project has been scrapped, leaving a bill of £39 million for preliminary work to be paid by either Shropshire Council or Government.

Ofsted has inspected the Children and Social Care Services. Reports are due in August. There is a great demand for foster carers, with more than 700 children currently in care.

Shropshire's Local Plan (development) has been deemed unfit, but our Neighbourhood Plan remains in force.

There is some CIL money to spend (Community Infrastructure Levy). £300,000 for SpArC and £70,000 for Chirbury School, so far.

The A488 (Hope Valley road) will remain closed until 22nd August. Buses are being rerouted through Stiperstones.

The Parish Council Survey needs completing and returned to Shropshire Council.

Cllr Houghton will contact Connexus re the plan for 2 empty properties in town.

Cllr Houghton left the meeting.

7

PLAYING FIELDS already discussed.

125-25

8

REPRESENTATION ON OUTSIDE BODIES

There is a vacancy on the Library Committee. Cllr Magill volunteered to take this role.

126-25

9

REVIEW OF POLICIES

1. Risk Assessment and Risk Management

The Clerk informed the Council that it was fit for purpose.

2. Complaints Policy – deferred to next meeting.

127-25 10

PLANNING

None received.

128-25 11

GRANT PAYMENT

To discuss the purchase of Health and Safety Equipment to hire out to groups.

(In the wake of Martin’s Law and new guidelines for public events). Enterprise House has now bought the equipment. The Mayor will find out more for the next meeting.

129-25 12

MONTHLY FINANCES

i) To approve the following invoices for payment:

July 2025 Payments			
Shropshire Council	Rates	82	187.00
BT	telephone	83	579.66
Unity Trust Bank	Bank charges	84	12.00
Lloyds Bank	Bank charges	85	3.00
Shropshire Pension	Pension	86	1243.42
HMR&C	HMR&C	87	853.01
Staff	Staff Wages	88	3454.71
C. Owen	Minute Taker	89	60.00
G. Dudley	Toilet Cleaner	90	500.00
Dan Turner	Grasscutting	91	1338.90
SSE	Electricity	92	536.31
Play Safety	Playground inspections	93	547.97
James Hallam	Insurance	94	11987.45
James Hallam	Insurance	95	483.99
BCBS	Maintenance	96	12.71
Sevenside	Defib	97	1678.80
Waterplus	Rates	98	32.33
A. Evans	Town Pride/Playing Fields	99	101.02
Josh Dickin	Town Pride/Playing Fields	100	233.89
DA & KM Owen	Window Cleaning	101	50.00
MM Fabrications	Handrail in Town Hall	102	796.51
Enterprise House	Printing	103	50.00
Shropshire Council	Licence	104	70.00
Shropshire Council	Licence	105	70.00
Tony Baker	Maintenance	106	200.00
			24,966.71
St John’s PCC	Clock Grant	107	2,000
			26,966.71

RESOLVED The invoices be paid, including the Clock grant. Proposed Cllr Perry; Seconded Cllr Angell. All in favour.

ii) To approve interim Audit in September

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

- 130-25 13 **PLANNING FOR BIODIVERSITY NET GAIN**
The meadows are looking good. More understanding is needed about Shropshire's Bio Char project.
- 131-25 14 **CLIMATE ACTION PLAN**
Going Wild are working hard. The 3 new management plans identified in the Plan are already underway. (Market Square, Garden Contractors' Guidelines and Planters). Further actions are identified in red, with an approximate timescale assigned. A working group could alleviate some of the work of the council.
RESOLVED The (3 year) Action Plan be accepted. Proposed Cllr Kosciuczyk; Seconded Cllr Perry. All in favour.
- 132-25 15 **REPORTS FROM MEETINGS ATTENDED** - None
- 133-25 16 **NEXT MEETING**
Regular Council Meeting, Tuesday 18th^h August at 7.30pm.
Meeting closed at 20.21 pm following the item below.
- 134-25 17 * To resolve that by the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting on the grounds the business to be discussed involves the likely disclosure of confidential information as defined in the Acts.



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 EXTRAORDINARY MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL, ON THURSDAY 17TH JULY 2025 AT 7.30PM**

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

Fire Procedure

Minute No.	Agenda Item	
135-25	1	<u>APOLOGIES</u> Cllrs Gayle, Perry, Jones and Carroll and the Clerk.
136-25	2	<u>DECLARATIONS OF INTEREST</u> 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
137-25	3	<u>APPOINTMENT OF DEPUTY MAYOR</u> RESOLVED Cllr Magill to be appointed. Proposed Cllr Halford; Seconded Cllr Embrey. All in favour. The declaration of Office will be signed as soon as possible.
138-25	4	<u>CONFIDENTIAL MATTERS</u> * 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. Discussed under this heading was staffing protocol

The meeting closed at 20.56pm.



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 EXTRAORDINARY MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD
IN THE COUNCIL CHAMBER, TOWN HALL, ON THURSDAY 31st JULY 2025 AT 7.30PM**

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

Fire Procedure

Minute No.	Agenda Item	
139-25	1	<u>APOLOGIES</u>
140-25	2	<u>DECLARATIONS OF INTEREST</u> 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
141-25	3	<u>PUBLIC CONVENIENCE</u> <u>RESOLVED:</u> At the Bishop's Castle Town Council meeting on 24th July 2025, it was resolved to seek the approval of the secretary for housing, communities and Local Government to apply for borrowing approval for the loan of £45,000 over the borrowing term of 20 years for the refurbishment of the Public Convenience. The Annual loan repayments will come to around £34797 It is also intended to increase the council tax precept for the purpose of the loan repayments by 9.9% which is the equivalent of an additional £28.85 a year. This has been subject to a precept increase consultation.

142-25 4

NEWSLETTER

A cost analysis was presented to council to look to move production of the newsletter to Enterprise House.

RESOLVED: To produce the next two editions of the newsletter at Enterprise House. Pending a successful trial period to review further editions and the printer facilities in the Town Council Offices. Proposed Cllr Gayle; Seconded Cllr Perry. All in favour.

142-25 5

H R SUPPORT

Two HR proposals were presented to council. Council discussed current practises, policies and procedures. Cllr Halford addressed council with regards to current procedure. Cllr Kosciuczyk asked what a HR company would be instructed to undertake in relation to the councils' requirements. Cllr Embrey noted that training courses would enable both councillors and staff to undertake HR procedures. It was noted that this proposed expenditure is not budgeted for, a budget diriment could be made from the Training Budget.

RESOLVED: To obtain a further quotation and defer the proposal until the August meeting where a decision will be made. Proposed Cllr Halford; Seconded Cllr Magill. All in favour.

RESOLVED: That Cllr Gayle; Cllr Perry, Cllr Embrey and the Assistant Clerk would undertake a review of current personnel practise, policies and procedural systems in place (incl. employment contracts) with a view to updating where required. To consider one off projects in specialised areas; the introduction of time sheets and holiday notification periods for employees. Proposed Cllr Perry; Seconded Cllr Gayle. All in favour.

The meeting closed at 20.26pm.



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 THURSDAY 19th 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			

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 17th 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 19th 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 31st 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 31st 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 Kosciuczyk 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 regarding the Public Hall. (currently in the hands of the solicitors).

162-25 20 **NEXT MEETING**

The next regular Council Meeting will be on Tuesday 16th 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.

There being no further business The Chairman closed the meeting at 9.21pm.



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 THURSDAY 16th SEPTEMBER 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 J. Carroll Cllr L. Kosciuczyk Cllr L. Blundell		Cllr S. Angell
IN ATTENDANCE		
Mr G. Rippon, Mrs C. Owen and members of the public. Fire Procedure.		
Minute No.	Agenda Item	

- 164-25 1 **APOLOGIES**
- 165-25 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
- 166-25 3 **APPROVAL OF MINUTES**
 To approve the minutes of the meeting of the Town Council held on 19th August 2025.
RESOLVED Approved. Proposed Cllr Perry; Seconded Cllr Halford. All in favour.
- 167-25 4 **PUBLIC PARTICIPATION SESSION**
 A member of the public updated the council on the Wind turbine and Heat network. Planning has been approved for the wind turbine, which must be started within 2 ½

years. However, now that SpArC has had funding approved which includes a new heat network of its own, there is not a business case for taking the heat network side of the project forward at this present time. It is hoped the wind turbine can supply electricity to SpArC and other clients. At a recent public meeting there were 50 expressions of interest, which is encouraging.

A member of the public asked how the English Devolution Bill will affect the way local government is run. Councillor Houghton said the question would be better addressed to Shropshire Council as little is known at local level as yet.

A member of the public spoke on behalf of a friend who was very unhappy about the lack of progress in an on-going situation, in particular, the lack of communication from the council. It would appear that a letter sent by post and email in July had not been received. The Council apologised and immediately agreed to resend the letter.

168-25 5 **MAYOR'S REPORT**

The Civic Service will be at 11am on 28th September, with the parade starting at 10.30am from the Town Hall. It is hoped that many will come to support this event which will have a celebration theme. There will be refreshments afterwards.

The War Memorial restoration will happen in October.

The Clerk reported that Smith and Derby have been in contact regarding the clock part that needs re-fashioning. The Public Works Loan has been applied for.

169-25 6 **UNITARY COUNCILLOR**

The Business Park currently has 2 vacant units. Some units are used for storage.

Cllr Houghton will find out about the situation with the old recycling area.

The white lining due to take place on Monday did not happen. Cllr Houghton will chase. There is a site meeting planned soon to discuss the marking of the junctions.

Shropshire Council and DVLA have been contacted regarding the vehicles left in Church St Car Park. The Community Land Trust will write a supporting letter for their removal to Highways.

Residents have received a consultation letter about the proposed reduced speed limit of 20mph outside The Community College.

Shropshire Council has declared a financial emergency and an independent board has been appointed to see what can be done. The deficit is a result of poor decisions in the past, lack of Council Tax increases, increased demand for Adult Social Care and the Looked After Children provision. 65% residents are over 65 (compared to 18% national average) and over 700 children are in care.

SpArC has been awarded a £2.7 million decarbonisation grant. This will involve solar panels, insulation, a new green heating system and a much-improved pool. However, a new electric sub-station needs to be built before work can start. The bid was successful, in part, because of the £250,000 raised by the community.

170-25 7 **REVIEW OF MEMBERSHIP OF COMMITTEES**

RESOLVED. Cllr Kosciuczyk will join the Finance Committee. Proposed Cllr Perry; Seconded Cllr Magill. 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 Carroll; Seconded Cllr Gayle. All in favour.

- 171-25 8 **HR SUPPORT**
 Of the 3 companies contacted for a 1-year quote, only 1 has been supplied. 3 quotes would be needed to make a decision. The Council already subscribes to SALC, (Shropshire Association of Local Councils).
RESOLVED. To arrange for the Personnel Committee to meet with SALC to discuss issues with them first, and defer the decision on an external HR Companies until the outcome of that meeting. Proposed Cllr Perry; Seconded Cllr Magill. All in favour.
- 172-25 9 **THE THREE TUNS**
 Cllr Halford's recent email has been acknowledged but not responded to as yet. If nothing happens, Cllr Halford suggests another town meeting and maybe a protest outside parliament. Cllr Halford was thanked for his efforts.
- 173-25 10 **CCTV ENTRANCE CAMERAS**
RESOLVED. Following Cllr Magill addressing council on the importance of CCTV. The Clerk will obtain a quote for 6 cameras and look into the management of the data. (The cameras would be sited on the 5 entrances to the town and the auction yard).
 Inspector Kelly will be asked about an Automatic Number Plate Recognition (ANPR) Camera when he attends Council next month.
- 174-25 11 **PLANNING –**
 25/02812/FUL Installation of 3 camping pods and 1 railway carriage at Foxholes.
RESOLVED. Support. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
 25/03287/LBC Replacement of windows & doors 28 High Street, Bishop's Castle.
RESOLVED. Support. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.
- 175-25 12 **PLAYING FIELD**
 The dangerous bandstand is still standing. Clerk will arrange removal and ensure it is taped off.
 The old bowling green land is looking very untidy with some broken fence panels and long grass. The Lease relating to the old Bowling Green has not been transferred to the Council yet.
RESOLVED. Dan Turner be asked to quote for replacing the panels and do a general tidy up, with permission to go ahead if less than £1000. Proposed Cllr Perry; Seconded Cllr Embrey. All in favour.
- 176-25 13 **GRANT PAYMENTS**
 None received
- 177-25 14 **MONTHLY FINANCES**
RESOLVED. The following invoices be paid. Proposed Cllr Perry; Seconded Cllr Blundell. All in favour.

SEPTEMBER 2025 PAYMENTS			
Shropshire Council	Rates	164	187.00

BT	telephone /broadband	165	441.94
BT	telephone /broadband	166	60.00
Lloyds Bank	Bank charges	167	492.99
Unity Trust Bank	Bank charges	168	11.10
Waterplus	Rates	169	45.88
Shropshire Council	Pension	170	1569.15
HMR&C	HMR&C	171	891.63
HMR&C	HMR&C	172	135.20
G.J. Rippon	Staff Wages	173	4335.58
Sarah Smith	Staff Wages	174	
Nick Yaxley	Staff Wages	175	
P. Eldridge	Staff Wages	176	
Stevan Warburton	Staff Wages	177	
C. Owen	Minute taker	178	60.00
Dan Turner	Grasscutting	179	1338.90
PHS	Toilet cleaning	180	107.70
Shropshire Council	Electricity	181	1306.81
Enterprise House	Grants	182	2000.00
P Chamberlain	Window Cleaning	183	52.00
LG inspections	Lift Maintenance	184	210.00
Dan Turner	tree maintenance	185	540.00
A. Walklett	Maintenance	186	226.28
Enterprise House	Printing	187	1239.96
Smith's of Derby	Town Hall	188	210.00
BCBS	Maintenance	190	32.24
Corona	Electricity	191	305.24
Mousemat	IT	192	199.90
G.J. Rippon	Expenses	193	344.93
EE	telephone /broadband	194	27.59
Halls SMS	Toilet consumables	195	38.95
Mid Wales Sign & Prt	Corporate Clothing	196	99.30
Marches Machinery	Leaf Blower	197	175.00
Tony Baker	Maintenance	198	380.00
TOTAL			17065.27
16.09.25			
Signed			

To note that two VAT 126 refund claims have been submitted; 01.10.2024 £3743.82 and 01.01.2025 £4608.33.

A further claim will be submitted for under declaration of VAT £1420.93 (due to deregistration).

VAT 126 refund for periods 01.04.2025 and 01.09.2025 will be submitted on successful receipt of CRN from HMRC.

To note the bank reconciliation

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

178-25 15 **PLANNING FOR BIODIVERSITY NET GAIN**

There is still a vacancy for a third Councillor on the working group.

179-25 16 **CLIMATE ACTION PLAN**

The terms of reference have been distributed.

180-25 17 **REPORTS FROM MEETINGS ATTENDED**

There is a meeting next week with Enterprise House to discuss the working relationship between the Town Hall Trust and the BC and Beyond website.

Cllr Magill committee member attendance at the CLT.

The defibrillator has been installed at the Wintles. Signposts will be installed.

181-25 18 **NEXT MEETING**

The next regular Council Meeting will be on Tuesday 21st October at 7.30pm.

182-25 19 **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. Noted. Proposed Cllr Perry; Seconded Cllr Blundell. All in favour.

There being no further business the Chairman closed the meeting at 9.10pm.



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 THURSDAY 21ST OCTOBER 2025 AT 7.30PM

PRESENT	APOLOGIES
Cllr J. Magill, Vice Chair, Presided Cllr T Halford Cllr M Gayle Cllr S. Jones Cllr E. Embrey Cllr J. Carroll Cllr L. Kosciuczyk Cllr L. Blundell Cllr S. Angell	Cllr J. Dickin Cllr G. Perry Cllr R. Bromley
IN ATTENDANCE	

Mr G. Rippon, Mrs C. Owen, Mrs S. Smith, Inspector D. Kelly, Sergeant J. Price, 8 members of public.

Minute No.	Agenda Item	
183-25	1	<u>APOLOGIES</u> Cllrs Dickin; Bromley and Perry.
184-25	2	<u>DECLARATIONS OF INTEREST</u> 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
185-25	3	<u>APPROVAL OF MINUTES</u> To approve the minutes of the meeting of the Town Council held on 16 th September 2025. RESOLVED Approved. Proposed Cllr Gayle; Seconded Cllr Carroll. All in favour.
186-25	4	<u>PUBLIC PARTICIPATION SESSION</u> i <u>Inspector Kelly</u> gave his annual report. Staffing levels have been increased. The local priorities remain the same, tackling drugs, anti-social behaviour and drink-driving. Since June, £1.34 million of illegal drugs have been seized.

Please continue to report any incidents with regard to the above as it helps the Police to understand the bigger picture which can then lead to arrests.

Inspector Kelly is in favour of CCTV cameras on the approaches to the town. The Police would welcome a conversation with regard to bidding for an ANPR Camera.

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

186-25

8

YOUTH PROVISION

A member of Public addressed the Council. The current Youth Worker s will retire at Christmas. Also, the current funding will run out at Christmas.

Currently, there are 2 groups:

A drop-in for older students once a week at the Methodist Hall. (14 attendees).

An after-school (Monday) club at the Primary School for 8-11 year-olds to help with transition to the Secondary School). (28 attendees)

The Council would like to thank Christine for her diligence, resilience and imaginative approach in weaving education and fun together.

The grant funding so far has been for seed-funding, with the Council matching the second grant to a tune of £7,500.

There are 4 options for the Council:

- 1) Do nothing.*
- 2) Carry on the same but task a councillor with the portfolio for Youth Provision to apply for grants as soon as possible.*
- 3) To absorb the work into other existing groups in the town, e.g. the Friday Drop-in at the Church, and/or Going Wild for Kids.*
- 4) Take over the project in its entirety to show it cares about the local youth. It would cost £28,000 per year and involve recruiting a new Youth Worker who would be paid through South Shropshire Youth Forum with Council/Grant Money.*

Statistics from the High Sherriff's Office show that ¼ of young people in Shropshire are diagnosed with Mental Health issues, and numbers of exploitation, self-harm, theft related to drugs, and addiction are increasing.

The Council thanked Andy for his work with young people.

186-25

4 ii

UNITARY COUNCILLOR

- Unitary Cllr Houghton made a report to Council.
- Shropshire Council's Financial situation is still very serious.
- Green bin charge is due - £56.
- At the recently held Local Nature Recovery Conference, Bishop's Castle is still seen to be leading the way.
- 11,000 pot-holes have been filled since May.
- Shropshire council will tow away the abandoned vehicles imminently.

186-25

4 iii a

PUBLIC SESSION

The Michaelmas Fair representative asked for support and clarification from the Council with regards to the possibility of an Events Co-ordinator being appointed for the town to take away some of the responsibility from the volunteers who organise the different festivals throughout the year.

The Michaelmas Fair Committee currently has no chair, with no prospect as yet of anyone stepping up to the role. (AGM is in January). The volunteers are happy to

shoulder all the work and already have a good manual to follow, but people are concerned about the responsibility. Should the Town Council take the responsibility?

RESOLVED This be discussed at December meeting to allow the Clerk time to prepare information. Proposed Cllr Carroll; Seconded Cllr Angell. All in favour.

RESOLVED. Item 13 be brought forward. Proposed Cllr Blundell; Seconded Cllr Embrey. All in favour.

FRIENDS OF THE PLAYING FIELDS

186-25 4 iii b
& 13)

Members of the group had previously circulated the results of the consultation report to the Council and asked the Council to decide a way forward.

Some remedial work is urgent. Grants will need to be applied for.

187-25 5

MAYOR'S REPORT

Councillors are reminded that information discussed and shared under Confidential Matters at Council meetings MUST be kept confidential at all times.

In future, there will be a 'CORRESPONDENCE' item on the agenda.

188-25 6

CLERK'S REPORT

- SALC meetings. Suggested dates will be circulated.
- CCTV The clerk suggests setting up a small group to look at costs.
- The Clerk will contact the Police regarding an ANPR camera.
- A Green Council Biodiversity Audit will be undertaken at no cost to the Council.
- The appointment of an Events Co-ordinator would impact on the budget.
- The Planning permission for Emrys Jones and Co has been granted.
- The purchase of the telephone kiosk has been agreed at £1.
- The reply from the Housing Secretary has been circulated to councillors. Cllr Halford is working on a reply.

189-25 7

BISHOP'S CASTLE WAR MEMORIAL

i. Faculty Agreement was presented to council.

ii. Due to unforeseen circumstances, beyond the control of the Town Council and the Church, the works to The War Memorial have been delayed will not be completed before Remembrance Day.

190.25 8

YOUTH PROVISION Item moved and discussed under 186.25

191-25 9

REVIEW OF COMMITTEES

RESOLVED. Cllrs Angell and Kosciuczyk be added to the Allotments Committee to replace Cllr Halford and ex-Cllr Morris. Cllr Carroll still stands. Proposed Cllr Embrey; Seconded Cllr Gayle. All in favour.

192-25 10

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding between Bishops Castle Town Council and Shropshire Council has been agreed and is awaiting signature.

193-25 11

PLANNING –

i. 25/03740/AG2 West of Stank Lane Bishops Castle Shropshire.

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

- ii. A new application was received for the reduction of trees.
The Clerk will liaise with the Tree warden.

194-25 12 **GRANGE RD/KERRY GREEN**

Planting of Charter Oaks on the green at Grange Road.

RESOLVED. Support. Proposed Cllr Carroll; seconded Cllr Gayle. All in favour.

195.25 13 **PLAYING FIELD** Item moved and discussed under 186.25 4iii b.

196-25 14 **MONTHLY FINANCES**

- i. to note the bank reconciliation

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

- ii. to approve the following October invoices for payment

OCTOBER 2025 PAYMENTS			
Shropshire Council	Rates	203	187.00
BT	telephone /broadband	204	287.52
Dan Turner	Grasscutting	205	1338.90
Lloyds Bank	Bank charges	206	3.00
Unity Trust Bank	Bank charges	207	11.70
PHS	Toilet cleaning	208	63.17
waterplus	Rates	209	78.41
G.J.Rippon	expenses SLCC Subs IT hardware	210	443.99
Staff		211-	
	Staff wages	215	4335.58
C. Owen	Minute taker	216	60.00
C. Owen	Minute taker extra meeting	217	10.00
Grant Perry	Maintenance	218	324.00
waterplus	Rates	219	29.41
Shropshire Council	Pension	220	1569.15
HMR&C	HMR&C	221	136.28
HMR&C	HMR&C	222	891.63
Halls SMS	Toilet consumables	223	59.47
Janes Petals	Civic expenses	224	105.00
A. Jones	Civic expenses	225	540.00
High line	Street Lighting	226	570.00
BCBS	Maintenance	227	16.27
Mark One	Fire Safety	228	106.80
SSE	Electricity	229	80.27
Allotment Society	Maintenance	230	713.00
Halls SMS	Toilet consumables	231	123.33
BT	telephone /broadband	232	240.24
SSE	Electricity	233	2653.00
Blue Stone	Printer lease	234	525.60
Blue Stone	Printer lease	235	36.00
SSE	Electricity	236	69.00

Wendy Oakley	Civic expenses	237	650.00
EE	telephone /broadband	238	26.78
TOTAL			16284.50

RESOLVED. The presented invoices be paid. Proposed Cllr Angell; Seconded Cllr Embrey. All in favour.

197-25 15 **PLANNING FOR BIODIVERSITY NET GAIN**

Vacancy for a third Councillor on the working group.

Planting of hedgerow and seeding has been done at the Tennis Club.

198-25 16 **CLIMATE ACTION PLAN**

RESOLVED. The terms of reference be accepted. Proposed Cllr Kosciuczyk; Seconded Cllr Halford. All in favour.

RESOLVED. In future, agenda items 15 and 16 will be merged. Proposed Cllr Kosciuczyk; Seconded Cllr Gayle. All in favour.

199-25 17 **REPORTS FROM MEETINGS ATTENDED**

Bishop's Castle and Beyond Instagram account. Cllr Gayle has met with Enterprise House. There will be a meeting next month to discuss how to move forward with the shared resource.

200-25 18 **NEXT MEETING**

The next regular Council Meeting will be on Tuesday 18th November at 7.30pm.

201-25 19 **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. Noted. Proposed Cllr Embrey; Seconded Cllr Kosciuczyk. All in favour.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN CLOSED THE MEETING AT 9.46PM.



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 THURSDAY 19th NOVEMBER 2025 AT 7.30PM

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

IN ATTENDANCE

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

Fire Procedure

Minute No.	Agenda Item
------------	-------------

202-25 1 **APOLOGIES** Cllr Bromley.

203-25 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. Cllrs Carroll; Gayle and Perry, item 10. Cllrs Gayle and Kosciuczyk, Item 20.i).

204-25 3 **APPROVAL OF MINUTES**

To approve the minutes of the meeting of the Town Council held on 21st October 2025. **RESOLVED** Approved with slight correction re hedgerow. Proposed Cllr Gayle; Seconded Cllr Carroll. Passed by majority.

205-25 4 **PUBLIC PARTICIPATION SESSION**

- i) Unitary Councillor. Cllr Houghton was not present but had circulated her report to Councillors. She asked for the Colebatch flooding issues to be discussed at the next meeting.

ii)

PUBLIC SESSION

206-25 10 **RESOLVED.** Item 10 be brought forward. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

TOWN HALL TRUST AND CURRENT FINANCIAL SITUATION

Town Hall Trust trustees presented a report about the Town Hall Trust.

In 2012 the National Lottery Fund awarded a grant of over £6,500 to provide Tourist Information and to manage the Town Hall for 25 years. Although footfall is declining, art sales and wedding income is up and in 2024-5 a previous £10,000 deficit was reduced to just £217.02, thanks to the hard work of the Town Hall staff.

A recent consultation revealed that the role of the Town Hall in promoting the local economy is not always clear. Bishop's Castle is a market town. Therefore, the current focus is to promote the local markets, local produce and Arts Festival, as well as regular exhibitions, book sales, and expanding the wedding packages.

The Trust is exploring funding opportunities. It might be advantageous to open on a Sunday in lieu of another day in the week. Visitors will be asked to fill in a questionnaire in Spring.

Wages have increased in tandem with the living wage. The staffing level has been cut from 35 hours per fortnight to 27 hours. The Trust relies heavily on volunteer staff, to which it is very grateful.

205-25 4
cont.

ii) **PUBLIC SESSION continued**

Cllr Gayle did not declare a pecuniary interest. Cllr Gayle voluntarily left the room due to a possible conflict of interest

A member of public spoke to the Council on behalf of an allotments tenant.

207-25 5 **MAYOR'S REPORT**

The Mayor is taking the Sunshine Coach footballers to France next week as part of the twinning.

208-25 6 **CLERK'S REPORT**

Nothing to report.

209-25 7 **BISHOP'S CASTLE WAR MEMORIAL**

The work has started this week. The Mayor will meet with the vicar to discuss maintenance going forward.

210-25 8 **YOUTH PROVISION**

Cllr Dickin has met with the Youth Pioneer for the Diocese. Ways of working together will be explored.

Council expressed its thanks to current youth worker who is retiring.

RESOLVED. Thank you gift will be presented. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

Councillors are asked to consider taking on the portfolio for youth provision.

211-25 9 **OLD BOWLING GREEN**

Living Village is drawing up an agreement. Leftover equipment in the building needs to be removed. The Town Warden will use one shed, clear the access and

tidy it up. It is a protected green space which could have multiple uses. The public will be consulted before a decision is made by the Town Council.

10 **TOWN HALL TRUST AND CURRENT FINANCIAL SITUATION**

Already discussed.

212-25 11 **PUBLIC HALL**

There have been issues with the Land Registry because part of the land is registered and part not. Both sets of solicitors are searching for any covenants connected to the Public Hall, but none have been found so far.

213-25 12 **FRIENDS OF THE PLAYING FIELD**

The council welcomes the plan as presented at the last meeting. The Council will help the Friends with their grant applications.

The fence and bandstand need taking down as a matter of urgency. D T will be asked to meet with A J and the Town Warden to discuss what can be kept and stored and what disposed of. DT will be asked to quote for taking it down.

214-25 13 **BISHOP'S CASTLE AND BEYOND INSTAGRAM ACCOUNT**

At the Town Hall Trust meeting the idea of re-branding Bishop's Castle as a market town was adopted, with socials focussing on historic gardening, contemporary gardening and local produce.

Enterprise House think that Bishop's Castle was being left out of promotion in the wider area because the Council was no longer a member of Visit Shropshire.

One option might be to be a bronze member and pay Enterprise House 2 hours a month to supply articles to Visit Shropshire for distribution. More information on costs is needed.

215-25 14 **PLANNING –**

An application had been received for some tree work which the clerk has forwarded to the tree warden.

216-25 15 **MONTHLY FINANCES**

- i) to note the bank reconciliation

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

- ii) to approve the following November invoices for payment

NOVEMBER 2025 PAYMENTS			
Waterplus	rates	241	324.72
Shropshire Council	Rates	242	187.00
BT	telephone /broadband	243	287.52
Dan Turner	Grasscutting	244	1338.90
Lloyds Bank	Bank charges	245	41.53
Unity Trust Bank	Bank charges	246	10.35
G.J. Rippon	Staff Wages	247	4335.58
S Smith	Staff Wages	248	
N Yaxley	Staff Wages	249	
P. Eldridge	Staff Wages	250	
S Warburton	Staff Wages	251	

C. Owen	Minute taker	252	60.00
Halls SMS	Toilet consumables	253	123.12
Ray Parry	Play Area	254	360.00
Mousemat	IT	255	270.00
EE	telephone /broadband	256	10.20
Blachere	Christmas Lights	257	2205.17
High line	Street Lighting	258	237.56
P Chamberlain	Window Cleaning	259	52.00
BCBS	Maintenance	260	50.28
SLCC	Training	261	873.60
D Turner	Play Area	262	3000.00
D Turner	Play Area	263	1440.00
PWLB	Loan	264	4489.93
Enterprise House	Printing	265	1069.96
PKF Littlejohn	Audit	266	756.00
RBL Wreath	Civic expenses	267	28.50
RBL Donation	Civic expenses	268	60.00
BT	telephone /broadband	269	240.25
Shropshire Council	Pensions	270	1569.15
HMRC	HMRC	271	891.63
SSE	Electricity	272	188.18
Dial A Ride	Civic expenses	273	133.50
SSE	Electricity	274	1299.07
TOTAL			25933.70

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

iii) The finance committee has met to start work on the Budget and Precept demand for 2026-2027 and will bring proposals to the next meeting.

217-25 16

PLANNING FOR BIODIVERSITY NET GAIN

The working group have identified a large number of green spaces. Going Wild will draw up a management plan.

The air pollution is not as bad as originally thought.

Thank you to all the litter pickers.

218-25 17

CORRESPONDENCE – none received other than already in the agenda.

219-25 18

REPORTS FROM MEETINGS ATTENDED

Cllr Carroll had attended an Allotment Liaison Committee Meeting. A list of materials to improve the site has been drawn up. A banner will be purchased for the road-side fence to advertise vacant lots.

The amount required for a deposit has been queried in the light of the fact that the group will clear any vacant plots that are left in poor state, themselves. (In the past

contractors were brought in to do this at considerable cost to the Council). The site will be tidied up generally.

220-25 19

NEXT MEETING

The next regular Council Meeting will be on Tuesday 16th December at 7.30pm.

221-25 20

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. Agreed and that item 20.i) will be discussed after 20.ii) and 20.iii).
Proposed Cllr Perry; Seconded Cllr Embrey. All in favour.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN CLOSED
THE MEETING AT 9.08PM.**



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 THURSDAY 16th DECEMBER 2025 AT 7.30PM

PRESENT	APOLOGIES
Cllr T Halford Cllr M Gayle Cllr S. Jones Cllr J. Magill Cllr E. Embrey Cllr J. Carroll Cllr L. Kosciuczyk Cllr L. Blundell Cllr S. Angell Cllr J. Dickin (Arrived at 8 pm) Cllr G. Perry Cllr R. Bromley	

IN ATTENDANCE

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

Fire Procedure

Minute No.	Agenda Item
------------	-------------

222-25 1 **APOLOGIES** Cllr Dickin for being late.

223-25 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. Cllr Perry, item 14.

224-25 3 **APPROVAL OF MINUTES**

To approve the minutes of the meeting of the Town Council held on 18th November 2025. **RESOLVED** Approved with slight correction. Proposed Cllr Gayle; Seconded Cllr Perry. All in favour.

225-25 4 **PUBLIC PARTICIPATION SESSION**

i. Unitary Council member.

The graffiti on Union Street had been removed.

Shropshire Council's finances were no better. A budget consultation has been released. People are urged to respond, both individually and corporately. Similarly, there was a tourism consultation which needs replies.

The flooding at Colebatch was not as bad as previously, thanks to some work by residents to keep routes clear. However, Highways need to look at the lane.

Shropshire Council is planning to demolish the old Shirehall and redevelop the land for housing and a GP Surgery.

The buildings in Salop Street get peppered with salt from the gritter due to the narrowness of the street. Would a grit bin be better?

ii. Friends of Bishops Castle Playing Fields.

The group expressed its thanks to the Council for approving and supporting the consultation.

So far, scarifying, seeding of wild flowers, daffodil planting, hurdle-making and dead hedge-laying have all taken place. Two oak trees had had their crowns reduced to make them safe.

The group hoped the Council would be able to apply for grants on their behalf and expressed an interest in working on the Old Bowling Green site once ownership has been transferred. A working group of two Councillors and volunteers was suggested to look at options once the paperwork is finalised.

226-25 5

MAYOR'S REPORT

The War Memorial has been restored.

The Mayor attended a meeting of the Clun Liaison Group to discuss the catchment of the River Clun and how to proceed in finding a solution to the Pearl River Mussel problem. There were representatives from Shropshire Wildlife Trust; Severn Trent; Natural England and the Environment Agency. Natural England's bill is going for Royal Assent this week. However, Natural England have many projects around the country and little money, so it is unlikely that anything will be done until 2027-8.

Volunteers have been monitoring the river for 3 years and sending the data to Natural England, but the local area is not a priority for them.

On a brighter note, Severn Trent have improved the quality of the water coming from the sewage works from 0.4% to 0.2%. A £2.5million investment to be spent before 2030 will reduce this down to 0.1%.

Christmas lights looked good. The Church were grateful for the lit-up nativity scene which has been given centre stage in front of the high altar.

227-25 6

CLERK'S REPORT

The Clerk had received good comments about the lights.

Smith and Derby's initial report on the town clock has highlighted severe wear. In order to refurbish it, the mechanism would need to be removed and repaired at an estimated cost of £16,500, (plus scaffolding costs). The Clerk will send the full report to Councillors with a view to discussing this at the next meeting.

228-25 7

COLEBATCH FLOODING ISSUES

RESOLVED A site meeting be called with Cllr Perry; Shropshire Cllr Houghton; a Mainstone Councillor; a Highways officer; a ST Flooding Officer and a few

residents to work out the optimum drainage solutions. Proposed Cllr Carroll; Seconded Cllr Angell. All in favour.

229-25

8

PROVISION OF SCHOOL LIBRARY

RESOLVED Cllr Dickin will pass the order over to Enterprise South West Shropshire for consideration and discuss possibilities. Proposed Cllr Perry; Seconded Cllr Carroll. All in favour.

230-25

9

PORTFOLIO FOR YOUTH PROVISION

RESOLVED. Cllrs Blundell and Embrey will take on this portfolio and assess the provision, now that the current funding has expired and Youth worker has retired. Proposed Cllr Carroll; Seconded Cllr Magill. All in favour.

231-25

10

GROUNDS MAINTENANCE CONTRACT

RESOLVED Mr Turner 's contract be renewed for 3 years. Proposed Cllr Carroll; Seconded Cllr Perry. All in favour.

232-25

11

OLD BOWLING GREEN

Paperwork is still being finalised. Noted.

233-25

12

PUBLIC HALL

The search goes on for the ancient covenant. Noted,

234-25

13

TOWN EVENT AND CIVIC COORDINATOR

Cllr Dickin will discuss with Enterprise House to find out what is needed and the costs involved. There could be scope for the Town Warden to pick up some of the regular processes as part of his job. Noted.

235-25

14

APPLICATION TO ACQUIRE LAND

The patch of land on which the resident wishes to park is identified as a green space in the Neighbourhood Plan and is therefore protected.

RESOLVED Request refused. Proposed Cllr Magill; Seconded Cllr Kosciuczyk. Passed by majority.

236-25

15

OFFICE RELOCATION

The finance Committee is looking at the feasibility of moving the office to Enterprise House to make it more accessible to the Public.

RESOLVED Cllrs Halford and Kosciuczyk will investigate and provide more detail and look at costs. Proposed Cllr Embrey; Seconded Cllr Jones. All in favour.

237-25

16

PLANNING –

a. 25/03271/FUL

Replacement of roof weathering to swimming pool roof and provision of new insulated render system to the external walls of the swimming pool. Provision of external air source heat pumps and provision of new electrical sub-station at SpArC Bishop Castle Leisure Centre, Brampton Road, Bishops Castle, Shropshire, SY9 5A. Noted.

b. 25/04511/TCA

Application to reduce in height by 50% and trim sides by approx. 1m 1no Leylandii (T1) & reduce height by 1m 2no Lawson's Cypress (T2&T3) within Bishop's Castle Conservation Area at Chittol, Church Street, Bishops Castle.

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

- c. 25/04474/VAR
Application for the variation of Conditions 12 (hours of opening) and 13 (deliveries) attached to application reference number 23/01242/FUL at the- Site Of Former Countrywide Warehouse, Station Street, Bishops Castle, Shropshire, SY9 5AQ. Noted.

238-25

17

MONTHLY FINANCES

- i. To note the bank reconciliation.
RESOLVED Noted. Proposed Cllr Carroll; Seconded Cllr Magill. All in favour.
- ii. Grant Application
The application received from the Community Land Trust will be considered in the grant window next Spring.
- iii. To approve the following December invoices for payment:
RESOLVED Approved. Proposed Cllr Carroll; Seconded Cllr Halford. All in favour.

DECEMBER 2025 PAYMENTS		
Waterplus	rates	324.72
Shropshire Council	Rates	187.00
BT	telephone /broadband	287.52
Dan Turner	Grasscutting	1338.90
Lloyds Bank	Bank charges	3.00
Unity Trust Bank	Bank charges	12.60
G.J.Rippon	Staff Wages	4346.38
Sarah Smith	Staff Wages	
Nick Yaxley	Staff Wages	
P.Eldridge	Staff Wages	
Stevan Warburton	Staff Wages	
C. Owen	Minute taker	60.00
BT	telephone /broadband	240.25
BCBS	Maintenance	105.30
James Edge Electrical	Maintenance	56.00
Exemplum	Printing	718.92
Seimens	Postage	219.62
Katherine Brown	Audit	463.00
Halls SMS	Toilet consumables	107.97
Waterplus	Rates	45.88
Enterprise House	Newsletter	1039.96
L O'Leary	War Memorial	2420.00
Shropshire Council	Electricity	1306.81
Yorkshire Gas & Power	Electricity	230.10
TOTAL 11.12.2025		13513.93

iv. Budget 2026-27

The Finance Committee have trimmed the budget as much as they can since the first draft. The final version will be submitted in January.

RESOLVED The budget be accepted in the draft as seen with the minor alterations made as agreed in the finance meeting. Proposed Cllr Carroll; Seconded Cllr Kosciuczyk.

239-25 18 **PLANNING FOR BIODIVERSITY NET GAIN**

RESOLVED Cllr Bromley be appointed to the Climate Action Group. Proposed Cllr Gayle; Seconded Cllr Magill. All in favour. Cllr Bromley was welcomed.

240-25 19 **CORRESPONDENCE**

Cllr Dickin had brought thank you cards for the Street Cleaner, Youth Worker and Tree Warden, which he circulated to Councillors for signing.

241-25 20 **REPORTS FROM MEETINGS ATTENDED**

Cllr Angell invited Cllrs to attend the fundraiser in the pop-up shop for the Community Land Trust.

242-25 21 **NEXT MEETING**

Regular Town Council meeting Tuesday 20th January 2026.

243-25 22 **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.

THERE BEING NO FURTHER BUSINESS THE CHAIR CLOSED THE MEETING AT 9.35PM.