

Bishop's Castle Town Council Meeting

10th January 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 10th JANUARY 2012 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, J Magill, P.S. Middleton, J.W. Morris, Dr St J Penney and R.D. Wright

In attendance: Mrs D Malley (Town Clerk)

232.11/12 APOLOGIES FOR ABSENCE.

Councillor Wright had given apologies that he may be late due to an earlier meeting he had to attend, Councillor Wright arrived during item 2 on the agenda.

233.11/12.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Carroll declared a personal interest in item 12, floral displays, because she is the treasurer of BCTCIC which had jointly applied with the Town Council for a grant to purchase the floral displays.

b) Declarations of Prejudicial Interest.

Councillors Magill declared a prejudicial interest in item 21 because one of the contractors submitting a quotation is her brother-in-law.

234.11/12 APPROVAL OF MINUTES OF THE MEETING HELD ON 6th DECEMBER 2011

With the following amendments:

Minute 208/11/12 insert information that the Awards for All grant is for £10,000 and is to install PV solar panels on the roof of the public conveniences in the Auction Yard.

Minute 211.11/12 The working party included Councillor Holton.

It was proposed by Councillor Dr Penney, seconded by Councillor Holton and duly resolved that the minutes of the Town Council meeting held on 6th December 2011 be approved and signed by the Mayor as a true record.

235.11/12 APPROVAL OF MINUTES OF THE SPECIAL MEETING HELD ON 20th DECEMBER 2011

It was proposed by Councillor Bavastock, seconded by Councillor Holton and duly resolved that the minutes of the Special meeting held on 20th December 2011 be approved and signed by the Mayor as a true record.

236.11/12 TO RECEIVE OF MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 29TH NOVEMBER 2011

With clarification that item 6.b) second paragraph should read 'individual councillors instead of the Town Council' it was proposed by Councillor Carroll, seconded by Councillor Dr Penney to receive these minutes.

237.11.12 MATTERS ARISING FROM THE MINUTES

a) There were no matters arising from the last minutes

b) i) Speed limit regime on A488. Councillor Carroll proposed the Town Council still request a 30 mph limit over the Brampton Road crossroads because there is already a 30 mph advisory limit in force at this junction. Drivers often drive up to 10 mph over the speed limit, therefore if the speed limit over the junction is 30 mph then drivers would average at 40 mph, however if the speed limit was 40 mph then drivers would average at 50 mph. It was noted that this junction is part of the town centre, especially taking into account the location of the Community College and Brick Meadow residential road. Seconded by Councillor Dr Penney and resolved.

ii) There is currently a cleaner vacancy, the position has been advertised on the notice boards with a closing date of the end of the month.

238.11/12 REPORT FROM THE UNITARY COUNCILLOR

• Councillor Barnes had attended a meeting regarding the future of the SpArC centre in light of proposed Government/Local Authority subsidy cuts. Councillor Barnes reported Shropshire Council is currently in negotiations with Teme Leisure and will report back to the Town Council in due course.

• There will be a meeting next week between Shropshire Council and Bishop's Castle Biomass Ltd regarding the Business Park

• The Fire Service are going out to consultation to establish if residents are willing to pay an extra 3 or 4 pence more on their Council Tax in order to retain existing Fire Stations. Any losses of Fire Stations will not come into affect for five years.

• There will be an item on the next LJC meeting agenda to introduce training locally.

239.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

240.11/12 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Dr Penney to receive the notes of the project team meeting held on 30th November 2011, seconded by Councillor Bavastock and resolved.

b) It was proposed by Councillor Dr Penney to receive the notes of the Management Structure meeting held on 14th December 2011, seconded by Councillor Bavastock and resolved.

c) Sam Hine gave a short report following the Riba C stage meeting with HLF. With regards the round 2 application being delayed until June, this will have a cost implication to the Project Manager's contract as this contract was based on time until the end of March 2012. It was noted that the HLF budget can comfortably accommodate this scenario as it will be considerably under spent on professional fees. With relation to the Project Architect, there will be no impact on his fees as the contract was to reach Riba stage D and therefore is not time sensitive. There is no benefit in not spending all the HLF round 1 funding as any unspent monies will be returned to HLF and not transferred to the Round 2 funding. It may therefore be useful to consider asking the Architect to carry out work in addition to Riba D, e.g. carry out work on the specification. This will help reduce the costs for the Round 2 bid. In delaying the submission of the round 2 application, this will allow more time to submit a stronger bid and allow extra time to secure match funding.

In the opinion of the Architect, the Town Hall will not be usable whilst the renovation works are in progress and consideration needs to be given to temporarily relocating the current uses whilst works take place. The Town Council needs to consider if the project team or Town Council should take the lead on this. It was noted there will be cost implications for this in hire fees however there will also be a reduction in running costs of the Town Hall during this time.

The Management Governance meetings have been progressing well with all partners in support. There will be recommendations brought to the Town Council on an appropriate Management Governance Structure in due course. A recommendation from the Project Team is to form the new Management Structure sooner rather than later to assist in securing additional funding.

It was proposed the report be accepted by Councillor Dr Penney, seconded by Councillor Carroll and resolved.

241.11/12 TOWN AND COUNTRY PLANNING ACT

a) There were no new planning applications considered.

b) i) 11/04845/FUL – 11 Kerry Green. Erection of extension to dwelling. Permission Granted.

ii) 11/04925/FUL – The Chestnuts, High Street. Erection of domestic garage. Permission Granted

iii)09/00574/FUL – 23 High Street. Erection of an extension to dwelling. Withdrawn

iv) 11/04427/FUL – T Barnes Motors, New Street. Change of use. Withdrawn

242.11/12 ACCOUNTS

The amount on the invoice for Access & Habitat was questioned. The clerk outlined the work involved and confirmed the invoice was as per the quotation considered by the Town Council during the August 2011 Town Council meeting.

It was proposed by Councillor Carroll to accept the accounts for payment and authorize signatories to sign the cheques. Seconded by Councillor Magill and resolved

Salaries	2,622.68
Andrew Wallace	18.18
Diane Malley Expenses - black sacks & batteries	7.90
Nikki Rodick Expenses - Farmer's Market mileage	10.82
Fastrack Maintenance - Grass Cutting	153.98
Communities Can - December 2011 (including Drama Support from Appletree)	2,754.40
Simon Marray – Towing of trailer for January 21st Farmers Market	30.00
John Pidgeon Partnership Prepare and issue of cost plan for HLF2 Funding bid	1,850.40
Nick Grinsell – 4 large planters	200.00
PHS – toilet cleaning restock	240.83
Gifford – E&M engineers HLF lottery	975.60
V&W Electrics Ltd – streetlight maintenance	333.43
Access & Habitat Management – Extension to allotments	2,652.00
Cos NW Ltd – photocopier admin fee and excess usage	139.51
Direct Debits	
British Gas – Auction Yard Toilets Electricity 31/10/2011 to	145.25
Grenke Leasing – Photocopier lease 01/01/2012 to 31/03/2012	308.16
SWALEC – Town Hall Toilets electricity	30.98

243.11/12 AUCTION YARD PUBLIC CONVENIENCES

It was proposed by Councillor Carroll to accept the transfer documents and authorise the document to be signed. Seconded by Councillor Magill and resolved.

244.11/12 FRIDAY MARKET

Councillor Wright reported the idea of negotiations with the market traders was to rationalize the space in the market hall to assist in rejuvenating the Friday Market which in turn should help the current traders. It was noted there is currently a waiting list for stall holders for the Friday Market.

An example had been circulated showing how the tables could be laid out which should give the existing stall holders the same amount of table space but would allow an additional double table and a single table into the market hall.

It was proposed the new price structure should be to charge £4.00 per table plus an additional £1.00 for every additional privately owned table, rail, extension boards etc used by the traders, this will allow for the additional space these items take up. Paul Ames currently uses extension boards which damage the tables and are heavy to move about. If he continues to use these boards then he will be required to put a protection on the tables and remove the boards at the end of the market. Alternatively Paul could use additional tables instead of the boards.

Councillor Wright proposed these changes should be implemented at the end of February. Councillor Carroll wished to make an amendment that the change in layout is implemented at the end of February, however the change in charges is implemented at the start of the new financial year.

Councillor Wright accepted the amendment. Councillor Dr Penney asked for Councillor Pinches, Wright and the clerk to be thanked for their efforts. Seconded by Councillor Magill and resolved.

245.11/12 DATES OF TOWN COUNCIL MEETINGS

It was proposed by Councillor Dr Penney to accept the dates of the meeting for 2012 as previously circulated. Seconded by Councillor Magill and resolved.

246.11/12 FLORAL DISPLAYS

Councillor Carroll reported the purchase of the 'Up the pole planters' had been made from the receipt of a grant which had been jointly applied for by the Town Council and BCTCIC. Originally BCTCIC had taken on the responsibility to maintain the planters but this was transferred to the Town Council around 3 years ago and paid for out of the Environment Enhancement Grant. The value of the equipment is £2,500, there are 16 tops in total and 8 poles. There should be a decision to find all the equipment and to store in a secure place.

Over the years there have been various ideas for floral displays, e.g. hanging baskets maintained by businesses. Although this works for a short period of time, experience shows it does not work long term. Another idea is for local businesses to sponsor a planter, this has never been properly followed up. The barrels to the edge of the town had originally been sponsored but the companies involved are no longer taking on this responsibility. There was an idea to better advertise the Civic Society's Best Hanging Basket competition.

The summer planters look very nice as there is a good display that hangs down. There may be an argument for not having winter planters.

Councillor Carroll proposed no decision be taken on the planters at this stage and that interested councillors get together to see if a better system, e.g. sponsorship, would work and defer to a future meeting. Seconded by Councillor Magill and resolved.

247.11/12 QUEEN'S DIAMOND JUBILEE

Ideas for celebrating the Queen's Diamond Jubilee included:

- A Jubilee best hanging basket competition where the baskets should be red, white and blue;
- A celebration dinner/buffet where the ticket prices would cover the cost of the function;
- Mayor's Ball;
- Inviting the MP

It was noted there is no expenditure provision in the budget for this.

Councillor Dr Penney proposed the Mayor and Deputy Mayor meet with both headmasters and bring something forward to the next meeting. Seconded by Councillor Magill and resolved.

247.11/12 INTERNAL AUDIT 2011/12

It was proposed by Councillor Bavastock that the Internal Auditor should have formal qualifications and that a formal quotation from Sue Hackett be obtained. Seconded by Councillor Hird and resolved.

248.11/12 OAK MEADOW FOOTPATH

a) It was noted there is currently £1000 in the footpath lighting budget for a lighting scheme which could be used to light the footpath leading from Corporation Street to Oak Meadow using low level LED lights. It was proposed by Councillor Bavastock that a working party have a site meeting and report back recommendations. The working party is to consist of Councillors Pinches, Bavastock, Carroll and Magill; seconded by Councillor Dr Penney and resolved.

b) There is a ditch that requires digging out just before Abbeyfield, the ditch currently over flows and flood the adjacent garden. It was agreed this item would be added to the footpath lighting working party to consider.

249.11/12 POST 16 EDUCATION TRANSPORT ASSISTANCE

It was proposed by Councillor Bavastock to most strongly object to any increase in Post 16 Education Transport stating families simply do not have the money to pay for it. Councillor Dr Penney asked for an amendment to include an objection to the £10 administration fee. The amendment was accepted by Councillor Bavastock, seconded by Councillor Wright and resolved.

250.11/12 TO RECEIVE REPORTS FROM MEETINGS ATTENDED

a) Councillor Bavastock reported she attended a meeting organised by Mathew Mead in relation to forming a youth company. This was following the idea of an internet café and is a good way of moving forward.

b) Councillor Carroll reported she had attended a PACT panel meeting. The town has received an apology over the lack of policing however there is now a full complement of one Community Police Officer and two PSOs. During June to November 2011 there had been 91 crimes reported in the area, the majority of which are burglary other buildings.

c) Councillor Pinches reported he had attended a Public Hall Committee meeting where it was agreed the Town Council remain the Custodian Trustees of the Public Hall but the Management Committee are Trustees under the Charity Commission.

d) Councillor Carroll reported she had attended an ESWS meeting which mostly covered discussions surrounding the SpArC centre. However it was confirmed ESWS will get business rate relief as a social enterprise. There remains interest in the workshops but not all have been let yet and there have been cuts to staffing hours to reduce costs.

251.11/12 TOWN COUNCIL BLOG

Ideas for the blog include:

- SpArC centre
- Post 16 Education Transport
- Oak Meadow footpath lighting
- Queen's Diamond Jubilee
- Awards For All Grant

252.11/12 CORRESPONDENCE

The correspondence was noted

253.11/12 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

Councillor Wright proposed, seconded by Councillor Carroll and resolved that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

254.11/12 DITCH AT BRICK MEADOW

Councillor Magill left the room.

It was proposed by Councillor Dr Penney to appoint Clive Jones to clear the ditch at Brick Meadow and take away the dredges for £480, seconded by Councillor Carroll and resolved.

255.11/12 REPAIRS IN PLAYING FIELDS

The clerk left the room.

Councillor Bavastock proposed Peter Malley be appointed to carry out repairs in the playing fields, seconded by Councillor Morris and resolved.

With no other items of business the meeting closed at 9.33 pm

Bishop's Castle Town Council Meeting

27th March 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 27TH MARCH 2012 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, J. M. Carroll, N. Hird, M.E. Holton, J Magill, J. Morris, Dr St J Penney and R.D. Wright
In attendance: Mrs D Malley (Clerk)

307.11/12 APOLOGIES FOR ABSENCE.

Councillors S. Farr and M. Furber had given apologies due to work commitments.

308.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Magill declared a personal interest in item 20 as she is on the Parochial Church Council

b) Declarations of Prejudicial Interest.

Councillor Pinches declared a prejudicial interest in item 8 (i) as he is related to the applicant and item 11a) because he has expenses for payment. Councillor Holton declared a prejudicial interest in item 11a because she has expenses for payment.

309.11/12 APPROVAL OF MINUTES

a) With the addition under minute 305.11/12 that the access to the site through Oak Meadow could be a problem and needs looking at, it was proposed by Councillor Bavastock, seconded by Councillor Carroll and duly resolved that the minutes of the Town Council meeting held on 28th February 2012 be approved and signed by the Mayor as a true record.

310.11.12 MATTERS ARISING FROM THE MINUTES

a) i) The Councillor Vacancy has now been advertised.

b)) Councillor Barnes has been given a plan of the Business Park showing two lines where the drainage pipes run.

ii) The enforcement officer is trying to establish the ownership of the erected log cabin backing onto the playing fields and the owner of the double gates.

iii) No quotes had been received for the footpath lighting. The clerk is to follow this up.

iv) Figures have still not been received regarding the part night lighting initiative, the clerk will follow this up.

v) A new Friday market trader had started last Friday with the market being reorganised, however this had not worked well and the new stall had been moved outside. It was agreed the clerk would write to the stall holders again, enclosing a sketch plan, followed by the clerk, the Mayor and Councillor Bavastock meeting the Friday market traders at 7.00 am on Friday morning.

311.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Barry Furber addressed the meeting regarding his planning application to build an affordable dwelling on land adjacent to Field Lane. Mr Furber reported he had lived in Bishop's Castle all of his life and attended school here. He cannot afford to buy a house in Bishop's Castle. The proposed dwelling is within the size limits of the affordable dwelling scheme, it is intended to use a treatment plant to deal with sewerage. Field Lane is already used for access to the field and is in good condition. There is a need to create a new entrance to the site and the hedge will be replaced at the old entrance.

Mrs Huffer addressed the meeting regarding the planning application to build an affordable dwelling on land adjacent to Field Lane. Mrs Huffer wished to point out there is already houses built along the same road and that Barry and Karen wish to stay in the town.

Michael Dawes addressed the meeting regarding the new street lights in Castle Street. He reported the new lights are LED, are bright and cause glare. The lights feel similar to a football stadium, they are inappropriate for a conservation area. He asked if it is possible to insert hoods onto the lamps.

Councillor Charlotte Barnes reported the surgery was attended by a number of residents and Shropshire Council officers and was successful. Barclays Bank Bishop's castle Branch is to be closed on 29th June. A petition has been started to object to this. This item is to be brought to a future agenda.

312.11/12 ALTER THE ORDER OF BUSINESS

Councillor Carroll proposed that item 7, AED scheme is dealt with next and item 18, street lights, is moved to before item 9 on the agenda. Seconded by Councillor Wright and resolved.

313.11/12 SPECIAL MOTION, AED SCHEME

Councillor Carroll reported that additional information was available regarding the AED scheme. The AED scheme will ensure defibrillators are available in public places, they will be stored in steel cases and checked weekly. If required then the reporting person would dial 999 and the operator would give out the number for the code allowing access to the defibrillator.

Councillor Bavastock proposed the Town Council join the scheme and agree to pay the £350 as a contribution. In addition £350 should also be made payable to the First Responders. Councillor Wright clarified this was actually 2 propositions and seconded the first proposition for the Town Council to join the scheme and pay £350 as a contribution. It was duly resolved to join the scheme and contribute £350 with 2 votes against.

314.11/12 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Holton to receive the notes of the project team meeting held on 15th February 2012, seconded by Councillor Wright and resolved.

b) It was proposed by Councillor Holton to receive the notes of the project team meeting held on 7th March 2012, seconded by Councillor Wright and resolved.

c) Councillor Dr Penney proposed to note the latest Round 1 HLF Budget position, seconded by Councillor Carroll and resolved.

d) and f) Councillor Dr Penney reported the Department of Community and Local Government state that the Authority appointed External Auditors should first approve the Town Council giving a lease to a third party. The clerk reported that she had written to the External Auditors whose only comments were that the Council should operate within its powers, the clerk had sought legal advice from NALC who confirmed this can be done. The External Auditors had been advised of this and were happy with this response.

It was confirmed there will be a need for a legal agreement because the Town Council will remain the owners of the Town Hall, a legal agreement will allow the new Charity/Company Limited by Guarantee to manage the building.

Councillor Holton was concerned that the House on Crutches Museum Trust had only agreed in principle to the new organisation. It was noted that this had been discussed for the last three months and that at some stage it needs to be moved forward.

With regards to the Articles of Association Councillor Dr Penney asked to take out the section that relates to the ability to borrow money.

Councillor Bavastock asked if there are examples of similar practices elsewhere. Sam Hine reported that Cleobury Mortimer is an example as is the Royal Cinema in Tenbury Wells.

Councillor Bavastock proposed items d and f are now moved forward and comments regarding the Articles of Association are taken on board, seconded by Councillor Wright and resolved.

e) Councillor Carroll proposed Councillors Farr and Hird are the Town Council's appointed Trustees/Directors to the new structure.

Councillor Dr Penney proposed Councillor Bavastock is appointed as Town Council's Trustee/Director. Councillor Hird agreed Councillor Bavastock is nominated in his place.

Councillor Carroll proposed an amendment that Councillors Bavastock and Farr are the Town Council's appointed Trustees/Directors to the new structure seconded by Councillor Hird and resolved.

g) and h) It was proposed by Councillor Wright to appoint Medlicott Snows to advise on the setting up of the new Charity/Company Limited by guarantee and the required paperwork be delegated to the proposed new Trustees/Directors together with the Mayor and Clerk. Seconded by Councillor Hird and duly resolved.

i) It was proposed by Councillor Carroll that the Town Clerk should be appointed as the Company Secretary, seconded by Councillor Wright and resolved.

315.11/12 TOWN AND COUNTRY PLANNING ACT

Councillor Pinches left the room, Councillor Carroll took the chair.

i) 12/00769/FUL- Land adjacent to Field Lane. Erection of a single affordable dwelling. Councillor Carroll proposed the Town Council support this application. Seconded by Councillor Bavastock and resolved.

Councillor Pinches returned to the room.

ii) 12/00863/FUL – 15 Brick Meadow. Erection of a single storey extension to rear elevation. Councillor Bavastock proposed no objection to this application, seconded by Councillor Dr Penney and resolved.

iii) 12/00981/LBC – 58 Church Street. Installation of 10 solar panels. Councillor Carroll proposed no objection to this application, seconded by Councillor Bavastock and resolved.

iv) 12/01109/FUL – Town Hall, High Street. – Town Hall Restoration. Councillor Carroll proposed no objection, seconded by Councillor Bavastock and resolved.

b) Reports of Planning Applications

i) 12/00543/TCA - Hollenbough, Church Lane, SY9 5AF. Removal of one Cherry tree and one Birch tree within Bishops Castle. No Objection

ii) 12/00106/TCA - 2 Grange Court, Kerry Lane, SY9 5FD. Removal of Sycamore tree within Bishops Castle Conservation Area. No Objection

316.11/12 NEW STREET LIGHTS

Councillor Dr Penney requested the item be deferred to allow members of the council chance to see the new street lights.

Councillor Bavastock asked if this was an approved Town Council scheme, it was confirmed it is. Councillor Bavastock made reference to Gavin Watson's correspondence that he draws advice from DEFRA.

Councillor Wright observed the Town Council is not well enough informed to deal with the viability of hooding the lights and asked that costs be sought.

Councillor Magill reported that in her personal opinion she thought the lights are bright, however many of her neighbours like the lights.

Michael Dawes was asked if the part night lights initiative would help, Mr Dawes answered that hooding the lights would achieve rather more.

The matter is to be brought back to a future agenda.

317.11/12 ONLINE PLANNING APPLICATION CONSULTATIONS

Councillor Bavastock proposed that Shropshire Council be asked to provide a projector and screen to allow the viewing of the plans during Town Council meetings. Seconded by Councillor Carroll and resolved.

318.11/12 SAMDEV PREFERRED OPTIONS CONSULTATIONS

Councillor Carroll commented that the consultation only allowed for an additional 50 – 60 houses on top of what the town already had. The preferred site is not the site identified in the original consultation but is tied in with the Abbeyfield proposal and will have affordable housing included.

Councillor Dr Penney noted the proposed entrance is currently through the Town Council owned play area, it was confirmed a new play area will be provided to replace it. Councillor Bavastock said the consultation has not been well publicized, it was confirmed the consultation period had only just begun.

Councillor Carroll proposed to support the preferred site on condition there is an entrance onto Welsh Street in addition to Oak Meadow, seconded by Councillor Bavastock and resolved.

319.11/12 ACCOUNTS

It was proposed by Councillor Bavastock to accept the accounts for payment up to Councillors expenses and authorise signatories to sign the cheques. Seconded by Councillor Carroll and resolved

	£
Salaries - including HMRC	3,295.30
Andrew Wallace	24.24
Fastrack Maintenance	153.98
Simon Morray – April Farmers Market, Towing of Trailer.	30.00
Communities Can – March Invoice	2,599.75
Elltec – Solar Panels	9570.75
Enterprise South West Shropshire – Photocopies & email transfer	135.08
Diane Malley – Expenses – Postage	12.63
Nikki Rodick – Expenses Farmers Market	10.82
V & W Electrics – Street Light Maintenance -	168.05
Enterprise South West Shropshire – Web Presence Renovation Project HLF	250.00
Keith Phasey – Scaffolding	390.00
BT – Internet Services	119.70
Severn Trent – Town Hall Water	194.52
Rumboll	1560.00
Graham Dudley	278.40
Janes Petals	18.99

Direct Debits

British Gas – Auction Yard Electricity	144.59
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Councillors Pinches and Holton left the room, Councillor Carroll took the chair.

Councillor Dr Penney proposed the Councillor expenses are approved and authorise the signatories to sign the cheques. Seconded by Councillor Bavastock and resolved.

Councillor Expenses

Clr Holton – Curtain Tape and Hooks	8.93
Clr Pinches – meetings at Church Stretton and Ludlow	74.26

320.11/12 BISHOPS CASTLE BUSINESS PARK

a) Councillor Bavastock reported the surgery had been a very positive meeting with some positive ideas although there had been concerns regarding the timescale. It was thought that people who had already spent money in connection with the site should be considered first, e.g. John Sankey. The next meeting of the steering group will be held on 5th April.

b) The Co-operative Bank is considering the suggestion of a Community Energy group. Councillor Bavastock proposed the Town Council should support this idea, seconded by Councillor Holton and resolved.

321.11/12 CORRESPONDENCE POLICY

a) It was proposed by Councillor Carroll to adopt the correspondence policy, seconded by Councillor Magill and duly resolved.

b) Councillor Carroll proposed a letter of apology is sent to the complainant with an explanation that not all correspondence is read out, that a new correspondence policy has been adopted and a copy of the policy included with the letter of apology. Seconded by Councillor Magill and resolved.

322.11/12 QUEEN'S DIAMOND JUBILEE TOWN CRIER'S COMPETITION

It was noted that Councillors Hird and Pinches ended up tendering meals for the Town Criers at the 2011 Town Crier's competition. The competition itself had been a success and the Carnival Committee would welcome the competition being repeated this year.

Councillor Carroll wished to clarify that the Town Council had not agreed to run a Town Crier's competition and that when the Queen's Diamond Jubilee was previously discussed the only suggestion to come forward was to plant trees at the local schools. Councillor Carroll reported the LJC had £200 for each parish for Queen's Diamond Jubilee events and suggested Councillor Hird apply to this fund.

Councillor Hird reported the previous year's competition had been successful and this year would include the cubs in a Junior Town Crier's competition, the Town Hall Project has highlighted the need to do more with young people.

Councillor Wright asked for clarification of who will be running the Town Crier's competition and who would receive the proposed £350. If Councillor Hird wanted the Town Council to consider running the competition then this should be an agenda item in its own right.

Councillor Dr Penney said he had been on the Town Council for 45 years and there had always been a request to support tourism in the town.

Councillor Bavastock asked if it is possible to pay expenses on receipt of an itemised breakdown?

323.11/12 ACCESS TO PLAYING FIELD FROM ADJACENT PROPERTIES

Councillor Bavastock proposed to accept the recommendation of the playing fields working group in respect of requesting the owners of the double gates adjoining the playing fields to change the gates to pedestrian gates and the request from the resident at Clive House to keep the pedestrian gate onto the playing field. Seconded by Councillor Carroll and resolved.

324.11/12 SUMMER PLANTERS

Councillor Carroll reported she has already secured £400 in sponsorship for summer planters from local businesses. There will be a need to find and store safely all of the poles and planters during the winter which Steve Austen has volunteered to do. The Town Council is in receipt of the £3,000 Environmental Maintenance Grant this year and therefore the Town Council can use the money saved by securing the sponsorship to ask Amberol to check the equipment and make sure it is all in good working order. It was clarified there will be 8 summer planters but no winter planters. Councillor Bavastock proposed to accept this recommendation, seconded by Councillor Magill and resolved.

325.11/12 SELLING OF HOT FOOD DURING THE BEER FESTIVAL

It was proposed by Councillor Carroll to go out to tender and give public notice for applications to provide food in the Town Hall by food providers. The application should include evidence of insurance and Food safety Certificates and outline what is to be provided and during what hours. Seconded by Councillor Dr Penney and resolved.

326.11/12 UPGRADING THE LAPTOP COMPUTER

Councillor Bavastock proposed the Town Council's laptop computer is upgraded by the installation of Windows 7, a new keyboard and increased RAM capacity. Seconded by Councillor Carroll and resolved.

327.11/12 APPLICATION FOR STREET CLOSURES

Councillor Carroll proposed the Town Council support the application for road closure orders for the Palm Sunday Procession and Midsummer Rejoicing Procession. Seconded by Councillor Bavastock and resolved.

328.11/12 REPORTS FROM MEETINGS ATTENDED

Councillor Pinches had attended a meeting of South Shropshire Housing Association which was a general report of their practices.

The Community Land Trust is attempting to get all interested parties to the Kings Head footpath together in an attempt to resolve the surface of the footpath.

329.11/12 TOWN COUNCIL BLOG

Tenders for Hot Food
Correspondence Policy

330.11/12 CORRESPONDENCE

a) SSHA, untidy gardens in Kerry Green. An inspection will be carried out. Councillor Barnes reported a estate walk with the Housing Officer in late April.

b) Public Hall Committee, the Town Council does not have the power to appoint or remove Management Committee members however any concerns can be discussed at the AGM.

With no other items of business the meeting closed at 9.40 pm

Signed Date

Bishop's Castle Town Council Meeting

24th April 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 24th APRIL 2012 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, J. M. Carroll, N. Hird, M.E. Holton, J Magill, J. Morris, Dr St J Penney and R.D. Wright
In attendance: Mrs D Malley (Clerk)

1.12/13 APOLOGIES FOR ABSENCE.

Councillors J Magill had given apologies because she is unwell and Councillor J Morris had given apologies due to work commitments. It was proposed by Councillor Carroll to accept the reason for apologies, seconded by Councillor Bavastock and resolved.

2.12/13. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Bavastock declared a personal interest in item 7 and 24 d) as she has been put forward as Town Council representative on the proposed trust. Item 11 as she is going to be a judge in the Town Criers' competition and the item may link to discussions regarding the carnival committee. Councillor Hird declared a personal interest in item 7 and 24 d) as he is a member of the project team and items 10 and 11 as he is involved in the organisation of both projects

Councillor Holton declared a personal interest in item 11 as she is going to be a judge in the Town Criers' competition.

Councillor Farr declared a personal interest in item 7 and 24 d) as he has been put forward as Town Council representative on the proposed trust.

Councillor Pinches declared a personal interest in item 7 and 24 d) as he is a member of the project team and items 10 and 11 as he is involved in the organisation of both projects

b) Declarations of Prejudicial Interest.

Councillor Wright declared a prejudicial interest in item 8 a)i) as he is the owner of the adjoining premises.

3.12/13 APPROVAL OF MINUTES

It was proposed by Councillor Bavastock to approve the minutes from the meeting dated 27th March 2012. Seconded by Councillor Carroll and resolved.

4.12.13 MATTERS ARISING FROM THE MINUTES

a) i) An election has been called. The date for nominations to be made is 3rd May, if the election is contested then the date of the election will be 31st May 2012.

ii) Gavin Cooke has requested technical information to enable him to submit a quote for the footpath lighting.

iii) Information has now been received regarding the part night lighting scheme, this will be brought back to a future agenda.

iv) The web link does not work for the planning applications once forwarded to Councillors, the clerk will attempt to resolve the matter.

b)i) The Feed in Tariff for the Auction Yard toilets is performing better than the Town Hall system. If 43.3 pence per unit is achieved then the Town Council should receive in the region of £40,000 over the next 25 years.

5.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

6.12/12 UNITARY COUNCILLOR

Barclays Bank – the matter is being brought to the next Shropshire Council meeting with a view of asking Barclays Bank to change their minds to close Bishop's Castle Branch or at least consider a shared services scheme. Councillor Barnes asked if anybody who is able to present the petition at council to contact her.

Kingshead footpath - Shropshire Council is considering the footpath surface at the rear of the Kings Head.

SpArC – The new timetable will come into effect between July to September.

Broadband – There is an online petition for faster rural broadband.

Bishop's Castle Primary School – The school has recently had an Ofsted report. There is a need to raise the profile of the school in the town, it is a good school. The pupils have recently been discussing the Town Hall project and are taking part in a poster competition.

7.12/13 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Wright to receive the notes of the project team meeting held on 28th March 2012, seconded by Councillor Carroll and resolved.

b) Councillor Wright proposed the Town Council endorse the sustainable Business Plan.

Councillor Dr Penney proposed the matter be deferred to a special meeting to go through the business plan in detail as he considered this was a financial commitment for the Town Council and the council is responsible for sending the Business Plan in. Councillor Dr Penney stated the Business Plan was too ambitious and at the special meeting there should be a decision of what needed to be taken out of the plan.

Councillor Bavastock proposed the project manager, Sam Hine, be asked to speak. Seconded by Councillor Wright and resolved.

Sam Hine reported the Town Hall Project Team had worked on the document over 6 months and that 3 voting representatives of the Town Council had worked on the plan which included involvement in specialist workshops. The Business Plan had previously been brought to the Town Council and a number of projections had been adjusted as a result of comments received. The text in the plan gave clear evidence of why certain projections had been made including comparisons of similar services in the locality. Also in the plan is a sensitivity document indicating the effect on the plan if figures are 10% and 20% out. The management team will be monitoring performances on a monthly basis to enable prompt action if any one of the income streams is not performing. There are a number of income streams, the plan does not rely on a single income stream. Sam continued that the project team is 100% behind the plan and are confident in the figures, some of which the project team thought were conservative. The Business Plan will be the responsibility of the new management structure and not the Town Council, if the Business Plan fails then the new management structure will be a Company Limited by Guarantee and therefore will not be left to the Town Council to sort out.

Councillor Dr Penney questioned specific activities such as wedding ceremonies and art sales. Sam referred to the evidence in the Business Plan to explain how the figures were arrived at, for example other wedding ceremony locations were charging £500 plus for the ceremony and at the recent art festival £3,000 of art was sold.

Councillor Dr Penney had concerns this was a long term commitment for which the Town Council and the residents of Bishop's Castle should not be put at risk and questioned if any of the activities would take business away from local businesses. Councillor Wright commented that as somebody who owns a bookshop business, his business does better when there are other book sales locally.

Councillor Hird wished to second Councillor Dr Penney's proposal stating that the capital figures had not been finalised at this point. Sam pointed out although the capital figures are referred to in the Business Plan the plan is primarily surrounding revenue costs.

Councillor Bavastock wished to make an amendment in that the Town Council endorse the Business Plan and any minor amendments made are reported to the Town Council, seconded by Councillor Wright.

A named vote was requested, the amended proposal was taken first, in favour Councillors Bavastock, Carroll, Wright, Farr; against Councillors Holton, Dr Penney, Hird and Pinches. With an equality of votes the Mayor gave his casting vote in favour and therefore the amended proposal to endorse the sustainable Business Plan with any minor amendments to be reported to the Town Council was resolved.

c) Councillor Bavastock proposed to endorse the Activity Plan, seconded by Councillor Carroll and resolved.

d) Councillor Wright proposed the Town Council endorse the Research and Interpretation Plan, seconded by Councillor Dr Penney and resolved.

e) Councillor Wright proposed to receive the estimated total project costs, seconded by Councillor Dr Penney and resolved.

f) The clerk recommended deferring this item until further information was received. It was proposed by Councillor Carroll to defer the item. Seconded by Councillor Wright and duly resolved.

8.12/13 TOWN AND COUNTRY PLANNING ACT

Councillor Wright left the room.

i) 12/01319/FUL- 3 Market Square. Conversion of building to residential from commercial to create two flats. Councillor Carroll proposed no objection, seconded by Councillor Bavastock and resolved.

Councillor Wright returned to the room.

ii) 12/02006/FUL - Land At Kerry Green. Erection of 4 no. dwellings; formation of vehicular access – This is a new application and not on the agenda. An extension of time in which to deal with the item was requested.

b) Reports of Planning Applications

i) 12/00981/LBC - 58 Church Street, SY9 5AE. Installation of 10 no. solar PV panels to south elevation. PERMISSION GRANTED

ii) 12/00716/TCA - 5 Bells Court. To fell one semi Mature Beech Tree within Bishops Castle Conservation Area. No Objection

iii) 12/00683/TCA - Oak Villa, Castle Green. To fell 1 leylandii tree and plant a replacement within Bishops Castle Conservation Area. No Objection

iv) 12/00863/FUL - 15 Brick Meadow. Erection of extension to dwelling. Grant Permission

9.12/13 ACCOUNTS

It was proposed by Councillor Bavastock to accept the accounts for payment up to councillors expenses and authorise signatories to sign the cheques. Seconded by Councillor Carroll and resolved.

Salaries	2,300.64
Simon Morray – May Farmers Market, Towing of Trailer.	30.00
Communities Can April Invoice	2,500.00

Diane Malley – Expenses – cable protector, cleaning materials	117.11
Nikki Rodick – Expenses Farmers Market	10.82
V & W Electrics – Street Light Maintenance -	136.51

ALC – Affiliation Fee April 2012- March 2013	539.89
R Marpole – Removal of Tree obstructing lamp	15.00

Election Costs – 21st July 2011	979.02
Severn Trent Water –Town Hall Toilets	24.88

Severn Trent Water – Town Hall	49.75
PHS Group PLC – annual service contracts for public toilets	545.89

Monument Landscape Services – grounds maintenance and gardening	350.33
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Direct Debits

British Gas – Auction Yard Electricity	144.59
SWALEC – Town Hall Toilets Electricity	47.25

BT – Phone Bill	174.64
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10.12/13 QUEEN'S DIAMOND JUBILEE TEA

a) Councillor Bavastock proposed the Town Council support this project and offer financial support of £200. Councillor Carroll proposed the Town Council endorse the way the Committee has been set up to organize the event and that the Town Council should apply for the LJC Jubilee Funding for the Jubilee Tea, seconded by Councillor Bavastock and resolved.

The consideration for the Town Council to provide financial support is to put onto the next agenda.

b) It was noted that Lydbury North parish area is intending to light a Beacon. Councillor Dr Penney proposed a thank you be sent to Churchstoke Community Council for the invitation to join in their Beacon project but state the Town Council is not proposing to take part in the Beacon project. Seconded by Councillor Holton and resolved.

11.12/13 TOWN CRIERS' COMPETITION

It was proposed by Councillor Bavastock to close the meeting to allow Mike Shanahan to speak, seconded by Councillor Holton and resolved.

Mike Shanahan reported he had been the Town Crier of Bishop's Castle for 10 years. This role involves going around the country to tell people about Bishop's Castle, he has been involved in a number of organizations in the town, he has been nominated for the European Guild on Town Criers and he belongs to three associations.

Mike and his partner often fund their own uniforms and pay their own expenses.

The 2011 Town Criers' competition was a success, it was mainly funded by individual Councillors. For the 2012 competition the competing Town Criers will need putting up on the Saturday night, they will require a meal on Saturday evening, breakfast and lunch on Sunday and prizes.

Councillor Bavastock proposed Mike Shanahan is thanked for all he does for the town. The meeting was reopened.

Councillor Hird confirmed the main organization of the competition was by Councillors Pinches, Bavastock, Holton and Hird. The young Town Criers' competition was being run by liaising with Pete Banford. It was felt the responsibility should not fall with the clerk as responsibilities of the council has increased over the years.

Councillor Bavastock proposed the Town Council organise the competition, seconded by Councillor Dr Penney and resolved.

b) Councillor Hird proposed a £350 budget is agreed for the Town Criers' competition, seconded by Councillor Dr Penney and resolved with 1 abstention.

12.12/13 ANNUAL TOWN COUNCIL

It was proposed that the meeting had been forgotten even though the date had been circulated well in advance. It was thought the meeting should be better advertised and Councillors could speak to neighbours and friends in the town to try to encourage more people to attend. It was thought the meeting should not be so formal. It was recognised the meeting is usually only well attended when there is a burning issue of concern.

13.12/13 FRIDAY MARKETS

Councillor Carroll reported there needs to be a process for laying out the Friday market in the Council Chamber following council meetings, alternatively the pews should be replaced by stacking chairs.

Councillor Carroll proposed Councillors change the layout immediately following the council meeting, seconded by Councillor Farr and resolved.

14.12/13 ROYAL BRITISH LEGION GOLF CHALLENGE CUP

It was proposed by Councillor Bavastock to accept the gift of the Golf Challenge cup but advise that the cup must stay at BCHRC until a suitable secure means of displaying the cup can be found. Seconded by Councillor Dr Penney and resolved.

15.12/13 ALLOTMENTS

It was proposed by Councillor Carroll to arrange a meeting between a group of Councillors and members of the Allotment Society to discuss a wildlife policy. The shooting incidents should be reported to the police. Seconded by Councillor Bavastock and resolved.

16.12/13 INTERNAL CONTROLS

It was proposed by Councillor Dr Penney to

a) accept the review of the effectiveness of the Town Council's Internal Controls

b) accept the review of the risk assessment register and

c) to accept the review of the asset register

Seconded by Councillor Wright and resolved.

d) With the addition of 'appearance', Councillor Dr Penney proposed to adopt the Equal Opportunities Policy, seconded by Councillor Wright and resolved.

17.12/13 NEW STREET LIGHTS AT BULL LANE/CASTLE STREET

Councillor Dr Penney reported that the lights are extremely bright from side on and can dazzle motorists. Councillor Bavastock noted there has been mixed views from residents and noted the comments from the scheme designer.

Councillor Dr Penney proposed to suspend the meeting to allow Michael Dawes to speak, seconded by Councillor Bavastock and resolved.

Mr Dawes reported the streetlights were inappropriate for the edge of a conservation area and changed the character to that of a floodlit area. Although there is not a wish to affect road safety, a solution could be achieved with lower level lighting.

The meeting was reopened

Councillor Wright proposed four shields are purchased and put onto the worst offending lights to see if there are any improvements, seconded by Councillor Hird and resolved. The clerk is to liaise with Mr Dawes regarding the worst lights.

18.12/13 CLOSURE OF BARCLAYS BANK

It was proposed by Councillor Carroll to write to Barclays Bank to request that the decision to close Bishop's Castle Branch is reconsidered. Seconded by Councillor Bavastock and resolved.

19.12/13 REPORTS FROM MEETINGS ATTENDED

Councillor Hird reported he attended the meeting with the Friday market traders and thanked the clerk for her good relationship with the traders. Councillor Bavastock suggested a Councillor be appointed as market trader liaison. This is to be put on a future agenda.

20.12/13 TOWN COUNCIL BLOG

Annual Town Meeting

21.12/13 CORRESPONDENCE

a) The circulated correspondence list was noted

b) A letter had been received from Lee White, the landlord of the Kings Head public house regarding the Kings Head footpath. It was agreed to facilitate a meeting of interested parties to try to resolve the problem of the footpath surface.

c) A complaint had been received following the Mayor speaking to Darren Price's sister and Assistant Clerk regarding advertising boards erected for the Boars Head Hotel. The complaint was noted. It was questioned if planning permission was present to erect the advertising boards.

22.12/13 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

Councillor Hird proposed, seconded by Councillor Bavastock and resolved that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

23.12/13 SELLING OF HOT FOOD FROM THE TOWN HALL DURING THE BEER FESTIVAL

It was proposed by Councillor Bavastock that the Town Hall will not be used to sell hot food during the Beer Festival for this year. Seconded by Councillor Carroll and resolved.

24.12/13 TO CONSIDER THE RECOMMENDATIONS OF THE STAFFING COMMITTEE

a) It was proposed by Councillor Wright to confirm the appointment of Victoria Moore, seconded by Councillor Dr Penney and resolved.

b) It was proposed by Councillor Wright to appoint Andrew Broome to cleaning the town's bus shelters. Seconded by Councillor Bavastock and resolved.

c) It was proposed by Councillor Dr Penney to agree an allowance of up to 50 paid hours for the assistant clerk to complete her C.i.L.C.A qualification on the following conditions:

i) it is expected the qualification should be completed within one year; and

ii) there will be a claw back should the assistant clerk leave the employment of the Town Council on the following basis - leaves within 6 months of completion of the C.i.L.C.A. qualification – 75% of allowance paid

leaves within 1 year of completion of the C.i.L.C.A. qualification – 50% of allowance paid

leaves within 2 years of completion of the C.i.L.C.A. qualification – 25% of allowance paid

d) It was proposed by Councillor Bavastock that the current Project Manager and Architect are reappointed without going back out to tender on condition the solicitor advises the Town Council will not breach any contractual terms by doing so. Seconded by Councillor Carroll and resolved.

With no other items of business the meeting closed at 9.55 pm

Signed Date

Bishop's Castle Town Council Annual Meeting

8th May 2012

MINUTES OF THE ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 8TH MAY 2012 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: J. M. Carroll, S. Farr, N. Hird, M. E. Holton, J Magill, W. J Morris, Dr St J Penney, K, Bavastock.
In attendance: Mrs D J Malley (Town Clerk)

The Town Crier, Mayor and Town Clerk entered the meeting.

25.12/13 ELECTION OF MAYOR

Councillor Hird proposed Councillor Pinches as mayor. He is an active member of the community who is especially dedicated to the long running Farmers Market, helping out whatever the weather. Councillor Pinches has revived the Mayors Ball with the £600 raised this year donated to St Johns the Baptist Church, Target 250 and the Public Hall. He assisted in the successful return of the Town Criers Competition at the Carnival. This year the Town Council will be promoting the event and introducing the Beavers own Town Crier Competition. Councillor Pinches is aware of the climate change issues facing the community and has supported the installation of two sets of Solar Panels of the past two years. Therefore Councillor Hird proposed to nominate Councillor Pinches to Mayor for a fourth year. Councillor Dr Penney seconded this proposition, there being no other nominations it was duly resolved to elect Councillor Pinches as Mayor.

26. 12/13 ELECTION OF DEPUTY MAYOR

Councillor Hird proposed Councillor Bavastock as Deputy Mayor. Councillor Hird stated that Councillor Bavastock is a well-recognised member of the community especially for her role in the Bishops Castle Group fighting against the Biomass Development. Councillor Pinches seconded this proposition and with no other nominations it was duly resolved to elect Councillor Bavastock as Deputy Mayor.

The Mayor, Deputy Mayor, Town Clerk and Town Crier left the meeting to robe the newly elected Mayor and Deputy Mayor.

The Mayor, Deputy Mayor, Town Clerk and Town Crier re-entered the meeting.

27. 12/13 DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor read aloud and signed the declaration of office in the presence of the Town Clerk. The Town Clerk counter signed the Mayor's signature.

28. 12/13 OATH OF ALLEGIANCE

The Mayor took the Oath of allegiance to Her Majesty Queen Elizabeth the second on the bible.

29. 12/13 APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Furber and Councillor Wright.

30. 12/13 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced Reverend Stephanie Fountain would be the Mayor's Chaplain. Reverend Fountain was not present but had previously accepted the appointment..

31. 12/13 MAYOR'S CIVIC SERVICE ARRANGEMENTS

The Mayor announced the Mayor's Civic Parade will be on Saturday 2nd June, leaving the Town Hall at 2.40pm to parade along the High Street and Church Street for a service at the Church at 3.00 pm.

32. 12/13 ARRANGEMENTS FOR COUNCIL MEETINGS FOR ENSUING YEAR

Councillor Carroll proposed the arrangements for meetings should remain on Tuesday evenings every four weeks, starting at 8.00 pm. Seconded by Councillor Houlton and resolved.

33. 12/13 APPOINTMENTS TO STAFFING COMMITTEE

Councillor Carroll proposed to the staffing committee should consist of Councillors Carroll, Farr, Hird, Bavastock and Wright. Seconded by Councillor Farr and duly resolved.

34. 12/13 MAYOR'S ADDRESS

The Mayor thanked those attending the meeting and gave a special welcome to the Mayor and Mayoress of Ludlow and the visiting Mayor from Italy, Franco Barbalace and Pato Cuppari.

During the year the Town Council have said good bye to Councillor Jim Gaffney, Councillor Paula Middleton and Councillor Peter Phillips. However it has welcomed the arrival of Councillor Karen Bavastock and Unitary Councillor Charlotte Barnes.

The Town welcomed the announcement from Keith Barrow of Shropshire Council, that they had withdrawn the sale of the Business Park from the Biomass Developers. With a steering group now in place led by Councillor Barnes, all possibilities for the business park can be discussed hopefully in an attempt to create jobs in the town. The Mayor thanked those who worked hard to fight against the developers including Micheal Dawes, Hugh Band, Harry Round, Gill Lawler, Karen Bavastock to name a few.

In addition to the high level works carried out earlier last year, solar panels have now been installed on the Auction Yard public conveniences which with look to provide a £70,000 income over 25 years for the Town Council.

The Town Council have adopted a bulk street lighting electricity scheme in which it comes together with other parishes to purchase the electricity in bulk.

The mayor went on to mention the success of the newly revived Town Criers Competition at the Carnival and that the Beavers will be attempting their own version this year.

The Town Council were joined in July by Project Manager Sam Hine and architect Philip Belchere who are in place to oversee the Town Hall Renovation Project. The project has recently been hit hard by the recent VAT changes and will now be looking at the final costs touching on £1 million instead of the original £800 thousand. £25 thousand has already been raised from donations by fundraising. The mayor paid thanks to all working on the Town Hall project.

The Mayor thanked everyone for attending and invited them to join him for refreshments.

Signed

Bishop's Castle Town Council Meeting (Special)

15th May 2012

MINUTES OF THE SPECIAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 15TH MAY 2012 AT 6.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, J. Magill, J. Morris, Dr St J Penney and R.D. Wright

In attendance: Mrs D Malley (Clerk)

35.12/13 APOLOGIES FOR ABSENCE.

There were no apologies given

36.12/13.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillors Bavastock and Farr declared a personal interest in item 4 as they have been put forward as Town Council representatives on the proposed trust.

Councillor Hird declared a personal interest in item 4 as he is a member of the project team.

37.12/13 TO RECEIVE A REPORT REGARDING VAT IMPLICATIONS OF THE TOWN HALL RENOVATION PROJECT

Kevin Rose of DK Beavers Ltd addressed the council regarding VAT implications of the Town Hall Renovation project. His written report is appended to the minutes.

Questions from Councillors included:

1. What would be an acceptable charge to make on the lease? *Response: It is a matter for the two parties to negotiate with each other. The amount isn't important as long as there is an amount.*
2. VAT implications for the Market Traders. *Response: This would be a matter for the new charity/company as they will be administering the market and not the Town Council. The VAT would be charged on the lease income with the new charity/company and not on the market traders.*

The project manager, Sam Hine, was invited to speak. She stated on bringing the three partners together brings in different skills and strengths. Sam confirmed HLF expect the project to be as tax efficient as possible.

38.12/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

It was proposed by Councillor Bavastock to close the meeting to allow members of the public to speak, seconded by Councillor Dr Penney and resolved.

Michael Dawes asked for clarification on the De Minimus rule. Kevin Rose explained that currently the Town Council can reclaim VAT on business activities up to a maximum of £7,500 a year. If the VAT element of business activity exceeds £7,500 then all business exempt VAT is lost.

It was proposed by Councillor Wright to reopen the meeting, seconded by Councillor Bavastock and resolved.

39.12/13 TO CONSIDER THE TOWN COUNCIL REGISTERING FOR VAT

It was noted that although the Town Council would not have to register for VAT until the outcome of the HLF application was known, an in principle decision was required to enable the project manager to put the appropriate figures into the HLF application form, i.e. they would be net of VAT if the Town Council agreed to register for VAT or including the VAT if the Town Council did not agree to register.

It was reported that by registering for VAT the Town Council would be committed to submitting quarterly VAT returns using a VAT 1 form. Kevin Rose advised that the Town Council would be eligible to register for VAT and could choose the date we would like it effective from. There is a cooling off period allowed but the decision will become binding once the forms are signed.

When asked about the final costs of the scheme, Sam advised that the project team would be meeting on 16th May where the latest Quantity Surveyor figures would be discussed with a view of the project costs being presented to the Town Council the following week.

It was noted that the Town Council would be the organisation that could reclaim the VAT for future repairs to the building.

Councillor Wright proposed that the Town Council agree in principle to opt to tax and to do so only if the HFL funding is approved or the project goes ahead, seconded by Councillor Carroll and duly resolved.

40.12/12 TO CONSIDER APPLYING FOR A PUBLIC WORKS LOAN

Kevin Rose gave some background information regarding the public work loan board which is also in his written report.

Councillor Dr Penney stated he is opposed to applying for a loan and that at the beginning of this project it was promised the Town Council and residents would not be worse off, by applying for a loan would go against that promise. This view was supported by Councillor Hird.

Councillor Bavastock although understood the principles that a loan would be less of a burden on current tax payers but share it out with future tax payers, however she personally is against borrowing and therefore could not support this view.

It was noted the interest rates of the loans are fixed at the same rate during the term of the loan.

Kevin Rose stated he had intended to make the council aware that a loan could be an option if required. Sam Hine agreed stating it should only be considered if there was a funding gap.

Councillor Carroll said the council has currently committed £35,000 from reserves to the project but was unwilling to increase the precept for this year's budget. A loan may be a fairer way to meet this obligation rather than burdening the current tax payers.

Councillor Dr Penney proposed that as it was not necessary to make a decision on this matter immediately then the matter should be left on the table. Seconded by Councillor Wright and resolved.

With no further business the meeting concluded at 7.30 p.m.

Bishop's Castle Town Council Meeting (Special)

22nd May 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 22nd MAY 2012 AT 6.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, J. Magill, J. Morris, Dr St J Penney and R.D. Wright
In attendance: Mrs D Malley (Clerk)

41.12/13 APOLOGIES FOR ABSENCE.

There were no apologies given

42.12/13.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillors Bavastock declared a personal interest in item 21 correspondence, Carnival Committee as she is the press secretary.

Councillors Bavastock and Farr declared a personal interest in item 7 as they are proposed Trustees for the Town Hall Trust.

Councillor Farr declared a personal interest in item 15 as he is a committee member of AMP.

Councillors Hird and Holton declared personal interests in item 11 as they are involved in the organization of the Town Criers' competition.

b) Declarations of Prejudicial Interest.

Councillor Pinches declared a prejudicial interest in item 9 accounts as the Mayors Allowance is on the payments list.

Councillor Bavastock declared a prejudicial interest in item 9 as she has mileage expenses for payment.

43.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING DATED 24TH APRIL 2012

With the following amendments:

The spelling correction of Councillor Holton's name

The second paragraph on page 80, Councillor Wright wanted to point out that when more than one business sells the same products then it is a help rather than a hindrance.

Councillor Magill had not been present during the meeting.

With those amendments it was proposed by Councillor Bavastock and seconded by Councillor Wright to approve the minutes of the meeting dated 24th April 2012.

44.12/13 APPROVAL OF MINUTES FOR THE ANNUAL TOWN COUNCIL MEETING 8TH MAY 2012

It was proposed by Councillor Dr Penney to approve the minutes of the Annual Town Council meeting dated 8th May 2012, seconded by Councillor Bavastock and duly resolved.

45.12/13 TO RECEIVE THE MINUTES OF THE STAFFING COMMITTEE MEETING DATED 24TH APRIL 2012

It was proposed by Councillor Wright to receive the minutes of the Staffing Committee meeting dated 24th April 2012.

46.12/12 MATTERS ARISING

a) Golf Challenge Cup – the Golf Challenge Cup has now been received from the Royal British Legion. It was proposed by Councillor Wright to store the cup at BCHRC, seconded by Councillor Bavastock and resolved.

b) Queen's Diamond Jubilee Tree – The Headteacher of the Primary School has confirmed he is willing to have a tree planted to commemorate the Queen's Diamond Jubilee in the school grounds. It was agreed the tree should be an Oak. Councillor Dr Penney will liaise with the school over the location for the tree to be planted.

47.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

48.12/12 UNITARY COUNCILLOR

Councillor Barnes gave the following report.

Child minders: There is a push to create more choice of child minding services in the area. There are grants available for would be child minders via ESWS.

Broadband: There is an online survey for a better broadband service across Shropshire

Car Club: There will be a meeting on Saturday 26th May in the room above the pharmacy to discuss a new car club. The idea is that a car can be available for community use and will be cheaper for occasional users rather than owning their own vehicle. The vehicle will be a greener model.

Broadband – There is an online petition for faster rural broadband.

Barclays Bank: 800 signatures were obtained in opposition to Barclays Bank being closed.

Primary School: The primary school will be having a Jubilee celebration at the church at 10.45 on 29th May, they will also be having a balloon race and Jubilee feast.

Olympic torch: The Olympic torch will be coming through the County on Thursday and Wednesday of next week.

Business Park: Meetings are progressing well with a number of ideas. One of them was the auction Yard moving onto the Business Park put as Halls are not prepared to put any money into this idea and the fact there are 15 years left on the lease this is not likely.

It has been suggested that for any business use ESWS would be the first point of contact for further information.

The Public Hall Committee may consider moving the public hall as long as it rebuilt within the town.

Councillor Dr Penney asked if those who had originally held interest in the park had been contacted.

Councillor Farr enquired if a new time limit had been issued. Councillor Barnes responded that Keith Barrow is happy with the progress of the group.

It was noted that the group would be making comment in the SAMDev consultation that the business use of the park should be extended to attract different types of business.

49.12/13 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Carroll to receive the notes of the project team meeting held on 18th April 2012, seconded by Councillor Bavastock and resolved.

b) It was proposed by Councillor Carroll that all Councillors except the proposed Trustees should meet with the solicitor to discuss the Heads of Terms. Seconded by Councillor Dr Penney and resolved. It was agreed there would be a meeting on 30th May at the same time as the proposed Trustees also meet.

50.12/13 ALTER THE ORDER OF BUSINESS

Councillor Bavastock proposed the order of business is altered to item 10 to be dealt with next. Seconded by Councillor Carroll and resolved.

51.12/13 RE-ACCREDITATION TO QUALITY COUNCIL STATUS

Councillor Madge Shingleton, the Chairman of the Quality Status panel presented the Quality Status Certificate to the Mayor, congratulating the Council on its achievement and on the presentation of the evidence. Councillor Bavastock proposed a vote of thanks for those involved in preparing and presenting the evidence, seconded by Councillor Dr Penney and resolved.

Councillor Shingleton left the meeting.

52.12/13 TOWN HALL RENOVATION PROJECT

c) *Projected Costs of the Town Hall Project:* Sam Hine presented the projected costs of the Town Hall Project and the funding package, stating the project was a value for money project and is confident the match funding can be achieved. Investigations were still being carried out regarding an appropriate heating system for the Town Hall and the final projected costs will only be finalised once this has been agreed.

Councillor Farr proposed the projected costs and funding package are endorsed on this basis, seconded by Councillor Furber and resolved.

It was proposed by Councillor Carroll that it be delegated to the Mayor, Councillor Bavastock and the clerk to approve the final figures. The Mayor asked for an amendment for the delegation be to Councillor Hird in his place as he has a better understanding of the figures, Councillor Carroll accepted this amendment. Councillor Dr Penney sought clarification regarding the VAT element of the project costs, Sam Hine reported the advice of the VAT expert is that it is perfectly acceptable for the Town Council to register for VAT.

Councillor Wright seconded Councillor Carroll's proposition and it was duly resolved. Councillor Dr Penney abstained.

d) *Relocation of markets during capital works:* Councillor Hird had already looked at a couple of locations including the Methodist Hall. It was agreed the matter should be considered further closer to the time and that it should be widely consulted including the wishes of the market traders.

e) *Town Hall Renovation Account:* It was proposed by Councillor Dr Penney to move the Target 250 Town Hall Renovation Account to the Dudley Building Society to attract a higher interest rate. Seconded by Councillor Holton and proposed.

53.12/13 TOWN AND COUNTRY PLANNING ACT

i) 12/01563/FUL – Land adjoining Glebelands, Church Lane. Erection of a detached single storey dwelling, formation of vehicular access. Councillor Bavastock proposed no objection to encourage young people to stay in the town, seconded by Councillor Dr Penney and resolved.

ii) 12/02006/FUL – Land at Kerry Green. Erection of 4 no. dwellings, formation of vehicular access. Councillor Bavastock proposed an objection of this application due to overdevelopment of the area as she thought 4 houses were too many. There was discussion that there was a rubbish tip underneath the proposed development site, however this is a matter for building control and would not be a material planning consideration.

Councillor Carroll felt the other buildings in the area are also quite closely packed and therefore felt the proposal would fit into the area and proposed no objection. Councillor Dr Penney asked for an amendment to the proposal that it should be brought to attention that there was once a rubbish tip on the proposed development site. Seconded by Councillor Wright. With 8 votes in favour it was resolved.

b) Reports of Planning Applications

i) HEPRE/12/00131 - 41 Welsh Street, SY9 5BS. Internal works to building and works to conservatory - NOT LB (sales particulars listed that it was). PERMISSION GRANTED

54.12/13 ACCOUNTS

It was proposed by Councillor Carroll to accept the accounts for payment up to councillors expenses and authorise signatories to sign the cheques. Seconded by Councillor Bavastock and resolved

£	
Salaries	2,158.43
Simon Murray – June Farmers Market, Towing of Trailer.	30.00
Communities Can May Invoice	2500.00
Nikki Rodick – Expenses Farmers Market + Cable Ties	11.82
PHS Group PLC – Toilet Rolls	81.60
Monument Landscape Services – grounds maintenance and gardening	624.00
Interpublic – Service of Auction Yard Toilets + Signs, Supplies	487.74
Evelyn Bowles – HLF Expenses – Purchase of 10 collection boxes and labels	51.60
Patricia Theobald – HLF Expenses – panel board displays	42.30
Ramboll – M and E Consultants	1560.00
Fastrack Maintenance – Grounds Maintenance	214.72
Janes Petals – Mayor Making Flower Arrangement	15.00
Medlicott Snows – Company Registration fee	40.00
Mike Shanahan – mileage expenses for Mayor Making	41.40
Shropshire Council – Architect Services (Philip Belchere)	20829.60
V&W Electrics – Street light maintenance	85.27
A Wallace – Litter Picking	24.24
Shropshire Council – Joint Energy Contract	489.31
J Pidgeon – Quantity Surveying Services	1380.00
Shropshire Council – Digitisation of BC Charter and Minute Books	570.00

Direct Debits

N Power – Playing Fields Electricity 03/02/12 to 04/05/12 483.88

N Power – Town Hall electricity 15/2/12 to 11/5/12 247.09

Councillor Pinches left the room, Councillor Bavastock took the Chair.

Councillor Carroll proposed the Mayor's allowance be authorised and the signatories be authorised to sign the cheques. Seconded by Councillor Dr Penney and resolved.

Councillor Pinches – Mayor's allowance 320.00

Councillor Pinches returned to the room, Councillor Bavastock left the room.

Councillor Carroll proposed the Councillor Bavastock's mileage expenses be authorised and the signatories be authorised to sign the cheques. Seconded by Councillor Dr Penney and resolved.

Councillor Bavastock – Mileage to ALC meeting in Craven Arms 14.42

Councillor Bavastock returned to the room.

55.12/13 TOWN CRIERS' COMPETITION

a) Councillor Hird proposed the Town Criers' competition is held in the Old Market Square, seconded by Councillor Dr Penney and resolved.

b) It was proposed by Councillor Hird that Mike Shanahan is reimbursed for purchasing the Bishop's Castle Town Criers' Shield at £70.19. Seconded by Councillor Bavastock and resolved.

56.12/13 TOWN CENTRE TRAFFIC ZONE

It was proposed by Councillor Dr Penney to not accept the parking zone plan but request the 20 mph town centre speed limit as an independent scheme, seconded by Councillor Carroll and resolved.

57.12/13 PART NIGHT LIGHTING SCHEME

Councillor Hird proposed the Town Council accept the part night lighting scheme in a bid to cut down on Carbon emissions. Councillor Bavastock was concerned that all the lights in the Corporation Street and Oak Meadow would be switched off. Councillor Holton noted that the new lights in Bull Lane were not included on the plan. It was suggested the lights in Bull Lane are included in the scheme with the majority being switch off and to request some of the lights in Corporations Street and Oak Meadow be left on. Councillor Wright asked it is possible to adjust the lights if necessary.

Councillor replied it was his understanding they can be adjusted. The cost of the equipment required is between £11 and £17 per unit, in addition contractor costs will need to be added.

Councillor Bavastock suggested plans be put up at the SAMDev public meeting to gauge public opinion on the matter. Councillor Dr Penney asked that an item be placed on the next agenda to seek approval to go out to contract for the installation of the equipment.

58.12/13 SAMDEV FOR THE BUSINESS PARK

It was noted the Town Council has made comment on the residential development proposed in the SAMDev consultation but has not commented regarding the Business Park. Currently the designated planning activity for the business park limits activities to industry and commercial enterprise.

Therefore professional services such as accountancy firms cannot practice on site. It was suggested the planning usage be widened to allow any business activity with the exception of retail on site. It was noted that some organisations have retail outlets as a secondary means to their business, e.g. Web Hampers. It was agreed that the correct terminology is required and the matter is to be brought back to a future agenda.

59.12/13 AMP USE OF THE PLAYING FIELDS

It was proposed by Councillor Dr Penney to allow AMP the use of the playing fields for the Park event. Seconded by Councillor Wright and resolved.

60.12/13 TOWN COUNCIL REPRESENTATIVES

The following Town Council representatives were agreed:

a) ESWS – Councillor Pinches

b) AlC Southern Committee – Councillor Bavastock

c) LJC Committee – Councillor Bavastock with Councillor Carroll as substitute

d) Public Hall Committee – Councillor Pinches – the clerk is to confirm how many can be representatives

e) Town Hall Renovation Project – Councillors Bavastock, Farr and Hird

f) Bishop's Castle Primary School Governor – Councillor Carroll

g) Market Traders Liaison – Councillor Bavastock

h) Community Land Trust – Councillor Holton

i) Friends of the Library – Councillor Holton

61.12/13 ALLOTMENTS

a) It was proposed by Councillor Carroll to adopt the wildlife policy, seconded by Councillor Bavastock and resolved.

b) It was proposed by Councillor Dr Penney to approve the allotment holders car parking by removing a couple of the bike jumps. Seconded by Councillor Bavastock and resolved.

c) Councillor Carroll proposed that £200 be offered to the Allotment Society to extend the hedging as long as this amount is in the budget for expenditure on the allotments with the addition that the allotment society will be responsible for the hedge. Seconded by Councillor Bavastock and resolved.

62.12/13 UP THE POLE PLANTERS

It was proposed by Councillor Carroll to purchase plaques for the up the pole planters to acknowledge who the sponsors of the planters are. Seconded by Councillor Magill and resolved.

63.12/13 REPORTS FROM MEETINGS ATTENDED

a) Kings Head footpath – Shropshire Council have given permission for the owner to install a bollard to prevent general traffic using the footpath as a cut through. Quotes are being obtained to tarmac the footpath area. Jonathon Brown may apply for a suitable grant for the works if an appropriate fund can be found. In the short term it was agreed that the aggregate could be butted up against the existing tarmac to stop the trip hazard. It was noted this is not a Town Council matter.

b) The Public Hall AGM reported a good year, accounts will be presented to the council once finalised. There have been some decorating and new chairs purchased. The committee would only consider relocation to a new public hall if it remains in a town centre location.

c) Southern Alc Committee, Andy Mortimer spoke about SAMDev, this needs to be publicised. There are weekly ALC briefings issued.

d) Litter – there had been a meeting in Old Market Square regarding litter especially after events in the town. A list of dates of events has been given to Shropshire Council when additional litter picking will be carried out.

64.12/13 TOWN COUNCIL BLOG

SAMDev meeting

The play events (rounders and tug of war) for the Queen's Diamond Jubilee celebrations.

65.12/13 CORRESPONDENCE

a) Carnival committee – insurance for equipment. It was noted the equipment doesn't belong to the Town Council but was purchased by grants. Other items of correspondence were noted.

With no other items of business the meeting closed at 10.04 pm

Bishop's Castle Town Council Meeting

19th June 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 19TH JUNE 2012 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, J. Magill, J. Morris, Dr St J Penney and R.D. Wright
In attendance: Mrs D Malley (Clerk)

66.12/13 APOLOGIES FOR ABSENCE.

Councillor Bowles had given her apologies as she was on holiday. It was proposed by Councillor Carroll to accept the reasons for the apology, seconded by Councillor Bavastock and resolved.

67.12/13. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillors Bavastock declared a personal interest in item 10 SamDev consultation as her father lives in the street under review.

Councillors Bavastock and Farr declared a personal interest in item 7 as they are proposed Trustees for the Town Hall Trust.

b) Declarations of Prejudicial Interest.

Councillor Pinches declared a prejudicial interest in item 11 as his wife has a listed payment

Councillor Bavastock declared a prejudicial interest in item 20 due to her relationship with the owner of the Boar's Head

68.12/13 APPROVAL OF MINUTES FOR THE SPECIAL TOWN COUNCIL MEETING DATED 15TH MAY 2012

With the following amendments:

To include that Councillor Hird had said that there had been an underspend in fitting the PV Solar panels to the Auction Yard toilets of £4,000 which make up for the shortfall of funds added to the Town Renovation earmarked reserves.

With those amendments it was proposed by Councillor Bavastock and seconded by Councillor Hird to approve the minutes of the special meeting dated 15th May 2012.

69.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON 22nd MAY 2012

It was proposed by Councillor Carroll to approve the minutes of the Town Council meeting dated 22nd May 2012, seconded by Councillor Bavastock and duly resolved.

70.12/12 MATTERS ARISING

a) Town Council Election – Evelyn Bowles has been elected to the Town Council

b) Friday Market – One of the tables had collapsed during the Farmer's Market. It was one of the tables used by Paul Amess and it was thought the use of the heavy boards contributed to the collapse. It was proposed by Councillor Carroll that it be delegated to the Mayor, Deputy Mayor and Town Clerk to ask Paul Amess not to use his boards. Seconded by Councillor Dr Penney and resolved.

71.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Bernard Edwards provided further information and leaflets regarding the Car Club scheme. There is a joining fee of £25 followed by a payment of £5 per month which is then deducted from usage costs. Teenagers can use the scheme as long as they are over 18 and have been driving for a year. It is also possible to book a car from other car club schemes, for example Oxford.

Bernard Edwards provided an update on the recent European Workshop which included the Mayor of Spillango, Italy. It was a workshop on Community Benefit. The feedback has been amazing due to the welcome made by the town and community spirit. The Mayor of sillango has intimated that he would love to be twinned with Bishop's Castle. This item is to be put onto the next agenda.

Darren Price reported the steps had been moved at the Boar's Head because of the need to reinstate the working side elevation. The Boars Head is a growing business and there was a need to reopen this access. The original steps did have a solid wall with flagstone tops. It had not been possible to rebuild the steps in the original place because the Highway has encroached onto the Boars Head's land. Planning had agreed the steps could be rebuilt on the existing footprint under permissible development.

Shropshire Council has agreed to install bollards to protect the steps from passing traffic. It was noted the bollards would also give protection to pedestrians.

The side bar to the steps had been filled in to protect customers using this entrance and on the advice of the architect who recommended the style mirrored the Church Street entrance to the building.

72.12/13 ALTER THE ORDER OF BUSINESS

It was proposed by Councillor Carroll to move item 20 on the agenda next. Seconded by Councillor Dr Penney and resolved.

73.12/13 THE STEPS AT THE BOARS HEAD HOTEL

It was noted this item had been put onto the agenda following representations made to members of the council from residents who were concerned about pedestrian safety whilst walking from in front of the Boars Head, around the steps and towards the Post Office. Pedestrians cannot see through the solid side of the steps and have to step out into the road to see past the steps. In addition residents had raised concern that the concrete plinth could be a trip hazard.

It was reiterated the installation of bollards should assist pedestrians. Councillor Carroll proposed the matter be left on the table, seconded by Councillor Dr Penney and resolved.

74.12/12 UNITARY COUNCILLOR

Councillor Barnes gave the following report.

- The PSCO Ross O'neil is now stationed at Church Stretton leaving PC Anne Gutteridge and PSCO Sheena Jones at Bishop's Castle
- Barclays Bank has confirmed its intention is to still close Bishop's Castle Branch.
- There will be a SAMDev consultation drop in session held at the Church Barn on 3rd July between 4.00 pm – 7.00 pm. Councillor Barnes is hand delivering leaflets herself for the event.

75.12/13 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Carroll, seconded by Councillor Farr to note the final project costs included in the HLF bid.

b) It was proposed by Councillor Carroll, seconded by councillor Wright to receive the financial statement on spending commitments for the HLF Round One bid.

c) It was proposed by Councillor Carroll to receive the notes of the Lease Negotiation meeting held on 30th May 2012 and to agree that further lease negotiation meetings will continue if the HLF funding is agreed. Seconded by Councillor Dr Penney and resolved.

76.12/13 TOWN AND COUNTRY PLANNING ACT

i) 12/02274/TCA – Little Weston, 8 Church Street, SY9 5AA. To fell 3 Leylandi Trees within the Bishops Castle conservation area. It was proposed by Councillor Dr Penney to support this application as the trees are better down, Seconded by Councillor Morris and resolved.

ii) 12/01747/FUL – 51 Church Street, SY9 5AD. Erection of a single storey extension to rear elevation following demolition of the existing. It was proposed by Councillor Farr to make no objection to the application, seconded by Councillor Bavastock. Councillor Magill asked if the look of the extension can be more sympathetic to the conservation area. Councillor Wright proposed an amendment to make no comment on the application, seconded by Councillor Dr Penney. Upon a vote the amendment was carried 5 votes to 4.

iii) 12/02153/ADV – Sports Centre, Brampton Road. Erect and display 2 no. non illuminated fascia signs. It was proposed by Councillor Carroll to support this application as there has been a major consultation within SpArC, the Community College and members of the public regarding the signage. The signs will not have an adverse impact on anybody. Seconded by Councillor Magill and resolved.

iv) 12/02133/FUL - The Pines Residential Home, Colebatch, SY9 5JY. Application under Section 73a of the Town and Country Planning Act 1990 for Erection of two storey detached building to be used as a ground floor workshop/store and first floor accommodation for resident at the care home. Councillor Carroll proposed no objection to this application. Councillor Bavastock questioned if the submitted plans are accurate. It was reported there was an objection from the neighbour due to impact upon his property which is not indicated on the submitted plans. Councillor Wright proposed that an objection is made on the grounds that the plans are inaccurate or incomplete and therefore the council is not in a position to make a judgement. Seconded by councillor Bavastock and resolved.

b) Reports of Planning Applications

i) 12/01109/FUL- Town Hall, High Street, SY9 5BG. Restoration and re-ordering of existing buildings to include removal and replacement of window infills, removal of staircase and installation of lift, enhanced access facilities.

PERMISSION GRANTED

ii)12/01110/LBC – Town Hall, High Street, SY9 5BG. Restoration and re-ordering of existing building to include internal and external alterations, removal and replacement of window infills, removal of staircase and installation of lift, and enhanced access facilities.

PERMISSION GRANTED

c) Enforcement Reports

12/03130/ENF - Boars Head Hotel signs – noted.

77.12/13. SPECIAL MOTION

We the undersigned request a special motion to rescind the decision of the Town Council on 22 May 2012 to make no objection to planning application 12/02006/FUL, Land at Kerry Green for the erection of 4 dwellings. This follows a number of objections from residents which we the undersigned feel raises material planning considerations

Councillor Bavastock

Councillor Pinches

Councillor Hird Councillor Morris A letter written from Mr and Mrs Allwood was read out. Councillor Barnes confirmed the planning officer has written to the agent concerning the issues of different design styles in the area, overdevelopment, and the over shadowing of the bungalows in Grange Road.

It was proposed by Councillor Bavastock to strongly object to this planning application on the grounds of overdevelopment of the site, over shadowing, loss of privacy and loss of light for residents living in the bungalows in Grange Road. Seconded by Councillor Wright with the inclusion of the regret for the loss of trees. It was asked if a tree planting scheme can be incorporated into the plans. The amendment was accepted by Councillor Bavastock and resolved.

78.12/13 SAMDEV CONSULTATION

a) It was noted that Shropshire Council didn't have the right idea about what residents want. The officers are still considering the site at Oak Meadow and will bring reasons to the drop in session of why other sites were not considered. Councillor Hird reported that Richard Hill suggested a community energy scheme.

It was thought that the 40 homes may be better being split onto different, smaller sites and that more were required for affordable homes.

It was pointed out that the Town Council had previously considered this matter and had supported the proposed site on condition access could be made from Welsh Street. Councillor Bavastock confirmed she would not be happy to continue with this idea. It was proposed the matter be brought back to the next agenda and that a special motion would be required.

b) In relation to the business park, the planning officer confirmed the Town Council can make representation that the business use allowed for the business park should be extended to allow other business use, however any retail should only be secondary to the main purpose of any business.

79.12/13 ACCOUNTS

It was proposed by Councillor Bavastock to accept the accounts for payment up to payments in which councilors have interests with the exception of Fastrack Grounds Maintenance who grass cutting has not been up to standard and authorise signatories to sign the cheques. Seconded by Councillor Dr Penney and resolved. It was proposed by Councillor Dr Penney that in addition to the payments listed on the agenda the payment to Shropshire Council for architectural services also be made. Seconded by Councillor Bavastock and resolved.

Salaries and HMRC	3,388.14
Simon Morray – May Farmers Market, Towing of Trailer.	30.00
Communities Can May Invoice including drama project	2,339.80
Diane Malley – Expenses – mileage for audit, & cleaning equipment	22.34
Nikki Rodick – Expenses Farmers Market & vacuum bags	10.20
Monument Landscape Services – grounds maintenance and gardening	604.00
BCHRC – Annual Affiliation Fee	25.00
Accounting Solutions – DCK Beavers VAT report	1447.20
Viking - Stationary	125.32
Mace Bearers - Civic Parade (paid last meeting)	60.00
Fastrack Maintenance - Grass Cutting	not approved
Andrew Wallace – Litter Picking	18.00
BT – Internet services	119.70
Medlicott Snows Solicitors	900.00
Bob Johnson – Structural Engineer	1110.00
Patricia Theobald – expenses for HLF	12.69
ESWS laptop upgrade	147.40
WPS Insurance	3,661.68
Shropshire Council – licence renewals	250.00
Teresa Hampton – mileage for Town Crier	50.00
Shropshire Council	

Payments for which there will be Councillor Declarations of Interest

Councillor Pinches left the room, Councillor Bavastock in the chair.

It was proposed by Councillor Holton to approve this payment and authorise signatories to sign the cheque, along with a thank you to Gaynor Pinches and the working party for their hard work, seconded by Councillor Magill and resolved. Councillor Bavastock proposed that a bunch of flowers are sent to Mrs Pinches however this was not seconded as the matter was not on the agenda.

Mrs Gaynor Pinches – grant for Queen's Diamond Jubilee Tea 300.00

Councillor Pinches returned to the room and re-took the Chair

80.12/13 YEAR END ACCOUNTS

a) *Internal Auditor's Report* - Recommendations from the Internal Auditor were discussed and the response from Mazar's regarding the recommended insurance value figure was noted. Councillor Holton proposed to receive the Internal Auditor's report seconded by Councillor Bavastock and resolved.

b) It was proposed by Councillor Hird approve the Annual Financial Statement and Receipts and Payments summary. Seconded by Councillor Bavastock and resolved.

c) It was proposed by Councillor Magill to approve the Annual Governance Statement. Seconded by Councillor Bavastock and resolved.

81.12/13 QUEEN'S DIAMOND JUBILEE REPORT

It was proposed by Councillor Dr Penney that thanks be made to the Mayoress supported by the working party and their families who laid on a wonderful tea party. Thanks were also made to Mr Plunkett, Mr and Mrs Preshous, Heather Ashden, John Price and the Mayor for paying for the hire of the public hall.

It was noted there had been criticism of the Town Council for the lack of support however it was noted that in many towns and parishes the majority of events were organised by groups other than their local councils. In the town there had been a children's coronation, flags were flown, there was a thanksgiving service, there were tea and street parties and all credit was given to those involved in the various activities. It was unfortunate that the bunting had not been available to the town, it had been previously hired out by Church Stretton.

Councillor Bavastock reported she had received complaints that the Civic Service had been held on a Saturday this year and that the band hadn't been present, however the council had made the most of the event.

82.12/13 TO ADOPT THE CODE OF CONDUCT

It was proposed by Councillor Carroll to adopt the code of conduct, seconded by Councillor Bavastock and resolved.

83.12/13 PART NIGHT LIGHTING INITIAIVE

With minor amendments it was proposed by Councillor Hird to approve the part night lighting scheme, seconded by Councillor Dr Penney and resolved.

It was agreed for Councillor Hird to seek recommendations on appropriate contractors who can install the equipment for the Town council and that the clerk can obtain quotations.

84.12/13 REVIEW OF KEEPING THE TOWN HALL PUBLIC TOILETS OPEN AT NIGHT

It was reported that Andrew Broome cleans the toilets at night through his own choice because he has been asked to ensure the toilets are clean first thing in the morning and he often does not wake up early.

Councillor Magill reported that Andrew had spoken to her and stated that drugs are being used in the toilets and that he had felt vulnerable. The Police are aware of this activity. The clerk confirmed that powder had been found regularly in the cubicles however no syringes had been left.

It was agreed for the advice of the police to be sought prior to a decision being made and that the matter be brought to the next meeting. In the meantime Andrew should be advised not to clean the toilets at night.

85.12/13 TREES ON OAK MEADOW

Councillor Dr Penney reported the tree in question is a medium sized Sycamore tree, there is also a scruffy Rowan. There is no good reason why the tree should be cut back and proposed it is left alone, seconded by Councillor Carroll and resolved.

86.12/13 REVIEW THE USE OF THE BIKE TRACK

It was noted the bike track is little used and is currently extremely overgrown. It was observed that many councillors had not recently seen the bike track. This item is to be brought back to the next agenda after all councillors have had the chance to look at the bike track site.

87.12/13 TO CONSIDER THE DELIVERY OF THE NEWSLETTER

It was noted the newsletter is sometimes received too late to enable it to be delivered in good time of events and that a planned timetable should be produced. Councillor Farr proposed a feasibility study of costs involved in having the newsletter delivered more professionally, seconded by Councillor Wright and resolved. The matter is to be brought to a future agenda.

It was also suggested that an email delivery list be developed to deliver the newsletter electronically to those who requested it, the residue could be delivered by post.

88.12/13 REPORTS FROM MEETINGS ATTENDED

a) LJC meeting – The report included an update on the Mobile Library Service, Highways are not responding promptly to pot hole reports, a police report was received. An update of LJC grants awarded was summarised.

b) Town Criers' Competition – The Old Market Square. It will be taken for the Adult Town Crier Competition, Mary Holton and Karen Bavastock will be the judges. There will be 6 Town Criers attending. The children being part in the competition will join the Carnival Parade and then be judged on the playing fields by the adult Town Criers. There will be in the region of 50 children taking part.

89.12/13 CORRESPONDENCE

a) Correspondence was noted.

There had been additional correspondence received from Shropshire Council regarding a meeting with an officer to discuss section 106 agreement monies subject to the development to the side of Grange Road. There will be a meeting on the morning of 4th July, those who wish to attend should inform the clerk.

With no other items of business the meeting closed at 10.10 pm

Bishop's Castle Town Council Meeting 17th July 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 17TH JULY 2012 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, N. Hird, M.E. Holton, J. Magill, J. Morris, Dr St J Penney and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

90.12/13 APOLOGIES FOR ABSENCE.

Councillor Furber sent his apologies as he was delayed at work.

91.12/13. DECLARATION OF INTEREST

a) Councillor Bavastock proposed that the declaration of interest should remain on the agenda. Councillor Wright seconded as it acts as a reminder. All in favour and resolved.

b) Declarations of Personal Interest.

Councillors Bavastock declared a personal interest in item 8 as she is friends with staff of Web Hampers; Item 9, SamDev consultation as her father lives in the street under review; Item 15 as she was a Town Criers' Judge and is the Carnival Committee Press Officer.

Councillor Hird declared a personal interest in item 15 as he organised the Town Criers' competition.

Councillor Holton declared a personal interest in item 15 as she was a Town Criers' judge.

Councillor Carroll declared a personal interest in item 18 as she provides accommodation to visitors to the beer festival.

b) Declaration of Disclosable Pecuniary Interests:

Councillor Hird declared a disclosable pecuniary interest in item 8 as he has put in an expenses a claim.

92.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 19TH JUNE 2012

With the following amendments:

Minute 67.12/13 amend the reason for Councillor Bavastock's interest in item 20 to due to personal circumstances.

Minute 81.12/13 to include additional information of: 'Thanks were also made to Rev Plunkett for organising the music, Mr and Mrs Preshous for organising the quiz and photographs, Heather Ashton for organising the games, Mr and Mrs John Price, the Mayor and Nev Richards for paying for the hire of the public hall.

With those amendments it was proposed by Councillor Bavastock and seconded by Councillor Magill to approve the minutes of the Town Council meeting held on the 19th June 2012.

93.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Miranda Stanley made reference to item 17, request for a bollard. The road in Market Square outside number 18 is at a pinch point. When vehicles park on both sides of the road it becomes impossible for wider vehicles to get through. Sometimes drivers park their vehicles entirely on the footpath blocking the entrance to 18 Market Square. A cone has been placed in the road at this point which appears to have resolved the problem.

Drivers do not park the other side of the bollard because it is more obvious that the road is too narrow. It is requested the Town Council consider the installation of a bollard at this point, preferably not on the pavement.

Jonathon Grieg wished to speak about two items; the Beer Festival and SAMDev. With regards to the Beer Festival he stated it is an important event, however there was an element that caused trouble. Mr Grieg said he did not think the event should be cancelled. With reference to the SAMDev he disagreed with the idea of one large development on the edge of town stating it would dilute the character of the town. Mr Grieg preferred a number of single plot developments throughout the town.

Nev Richards from the Six Bells spoke regarding the Beer Festival. The Beer Festival was started in 1997 when several hundred real ale enthusiasts attended, there was no damage caused, no police presence was required and no fights. However the feel of the festival has changed, it has become more of a destination for stag and hen nights and other trips out. In the early days the advertising for the festival was directed purely to associated with real ale fanatics however now with social networking more people find out about it. In addition to this there were other events cancelled which resulted in large numbers descending on Bishop's Castle.

There had been a meeting held this morning with the licensees, the police and Evelyn Bowles had also been invited. It was agreed an open meeting should be held between the police, Town Council, licensees and alcohol providers.

94.12/13 ALTER THE ORDER OF BUSINESS

Councillor Bavastock proposed that item 18, Beer Festival is dealt with next. Seconded by Councillor Wright and resolved.

95.12/13 BEER FESTIVAL

The clerk summarised items of correspondence received regarding the Beer Festival.

Councillor Dr Penney proposed there should be a public meeting held the following Tuesday in the Town Hall, seconded by Councillor Holton.

Councillor Carroll stated that PC Anne Gutteridge is writing a report for the licensing authority and recommended delaying a public meeting in order to obtain the view of the licensing officer. Councillor Carroll noted the Beer Festival brings a lot of money into the town and any trouble is caused by a small element who also cause trouble at other Bishop's Castle Festivals. Councillor Carroll proposed an amendment in that there is a public meeting but it is delayed until the licensing officer has made comment.

Councillor Wright agreed with Councillor Carroll, adding there were not enough food outlets available and not enough public toilets. The majority of difficulties occurred in the streets.

Councillor Bavastock said she didn't see the need for a public meeting, the issues raised need to be taken forward and the Town Council should support the licensees in this.

Councillor Bowles had spoken to a number of members of the public who attended the festival. The response was around 50:50 for good and bad experiences of the festival, there was at least 2 fights that took place. Councillor Bowles felt there should be a public meeting, residents of Bishop's Castle deserve to be heard.

Councillor Wright stated he would second Councillor Carroll's proposal if it incorporated Councillor Bavastock's suggestion that the licensees, police, alcohol sellers and Town Council meet first to discuss a way forward then have the public meeting, this way there would be structure to the meeting.

Councillor Carroll accepted this amendment within her proposal.

Unitary Councillor Barnes reported there will be a meeting arranged with police and publicans to discuss the event so they can be ready and prepared for next year.

Councillor Holton stated she had only heard good reports back from the festival but thought there should be better stewarding of the event. Councillor Pinches reported there had only been PC Gutteridge on duty in the town during the event.

The amended proposition was resolved that there should be a meeting between the police, publicans, alcohol providers and the Town Council to discuss a way forward once the licensing officer has made his report. This will be followed by a public meeting,

Councillor Bavastock proposed to close the meeting to allow members of the public to comment, seconded by Councillor Holton and resolved.

Nev Richards reported that Powys Police knew 5 coaches of people where coming to the beer festival following the cancellation of other events and the police failed to inform West Mercia police. With regards to social media, this weekend's Party in the Park is all over Facebook and a similar problem may occur.

The licensees came out of the festival with flying colours, there were large groups of people in each pub which were controlled well.

Sue Willmer added that a number of visitors also came into the shop, everything was brilliant until the Saturday evening when youngsters, who were too young to be served in the pubs, obtained shop bought bottles of larger.

Councillor Bavastock enquired if there will police presence at the Party in the Park. PCSO Jones replied that there was to be a meeting with the organisers later in the week.

Miranda Stanley asked if it is possible to alert food providers, most of the litter remaining was mostly food waste.

96.12/13 ALTER THE ORDER OF BUSINESS

Councillor Carroll proposed that item 17, Parking in Market Square is dealt with next. Seconded by Councillor Dr Penney and resolved.

97.12/13 PARKING IN MARKET SQUARE

Councillor Bavastock proposed the Town Council request Highways investigate the feasibility of installing a bollard in the road outside 18 Market Square, seconded by Councillor Dr Penney and resolved.

98.12/13 REPORT FROM THE UNITARY COUNCILLOR

Councillor Barnes reported the following:

There will be infill bollards outside the Community College to prevent vehicles parking within the bollard section.

The Business Park steering group have made headway. There is now a sub-committee of the group and officers, Mike Ashwell and Hugh Band. The Business Park is being tidied up and new signage erected. Mike Ashwell is to be the first point of contact for people wishing to view the Business Park.

There was a large tree stump on the path to the Sure Start Centre whose roots had caused the path to be uneven, the tree stump has now been removed.

Over 100 people attended the SAMDev meeting and lots of responses have been received. Many responses have been received from the Oak Meadow area, it is requested that residents in other areas of the town are encouraged to respond to get a wider opinion. Another site has been brought forward at Castle Green. Although the deadline for responses is 20th July, late responses will be accepted.

The Beer Festival has already been discussed, Insp. Thomas is to look at preventative policing.

Councillor Wright asked about cuts to the SpArC budget. Councillor Barnes confirmed Shropshire Council had made cuts to Teme Leisure who then made the decision of how to apply the cuts. The lion's share of cuts have been made to Bishop's Castle. It is hoped that the majority of services and classes will still be offered but the timetable altered so the classes are held over a shorter period of time. Councillor Carroll confirmed Teme Leisure had worked with staff and users and agreed to concentrate the usage into 2 days of opening, the overall number of classes should increase. There are talks to keep the theatre going, there will be a new time table starting on 1st August. The Community College will also see if it can assist in opening the centre.

Councillor Bavastock asked why Bishop's Castle has had most of the cuts, Councillor Barnes replied because the running costs are higher, the complication of it being a shared site with the Community College and that more people use the other sites.

99.12/13 TOWN AND COUNTRY PLANNING ACT

a) i) 12/02667/FUL - Bankshead, SY9 5JQ. Erection of an agricultural building to house beef cattle. It was proposed by Councillor Dr Penney to make no objection to the application, seconded by Councillor Carroll and resolved.

ii) 12/025652/COU - Castlehaven, 69-71 Church St, SY9 5AD. Change of use from dwelling (C3) to residential care home (C2). It was proposed by Councillor Carroll to make no objection to the application, seconded by Councillor Bavastock and resolved.

iii) 12/02523/TCA - 2 Bells Court, SY9 5BJ. Crown reduce one Cherry Tree by 2m. It was proposed by Councillor Dr Penney the application be supported and recommend that the tree is removed and replaced with a smaller one, seconded by Councillor Morris and resolved.

b) Planning Working Party

Councillor Carroll proposed there be a working party set up to go and review plans in more detail and report back to the Town Council for decision. There has been a number of occasions where plans end up back on the agenda because the applications had not been looked at fully prior to the meeting.

Councillor Pinches said that all Councillors should take this responsibility. Councillor Wright supported Councillor Carroll stating all Councillors should have the responsibility but in practice this does not happen.

It was confirmed that plans come in at any time prior to the agenda going out. Councillor Holton suggested the clerk let all councillors know that a planning application has come in.

Councillor Carroll amended her proposition to the details of planning applications received are sent to all Councillors on a round robin email and any councillor reviewing the application should inform the clerk. Seconded by Councillor Dr Penney and resolved.

100.12/13 ACCOUNTS

Councillor Hird left the room.

It was proposed by Councillor Dr Penney to accept the accounts for payment and authorise signatories to sign the cheques, excluding the expenses claim of £165 for food for the Town Criers' Competition, this item is to be considered once it is known how much of the budget was spent on mugs. Seconded by Councillor Carroll and resolved.

	£	Cheque No.
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Simon Morray - August Farmers Market, Towing of Trailer. 30.00	2,151.24	
	103892	

Nikki Rodick - Expenses Farmers Market	10.82	103922
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Monument Landscape Services	294.00	103923
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Promo Printing - Town Criers Mugs	237.00	103924
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Interpublic - Public Conveniences Repairs,	174.00	103925
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COS - Photocopier	348.56	103926
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BCBS - Padlocks	16.44	103927
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Paul Lucas - Repairing toilet window	16.74	103928
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WPS - Insurance	14.48	103929
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Teleset - Franking Machine	100.00	103920
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Diane Malley - Expenses -Aluminium Warehouse - Planter Poles	319.18	103930
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Ramboll - M&E Fees	778.80	103931
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Andrew Wallace - Litter Picking	24.24	103932
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Nick Grinsell - planters	400.00	103937
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Play Safety Ltd - annual inspection of play areas	241.20	103939
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Councillor Neil Hird - reimbursement for Town Criers' Competition expenses	15.00	103940
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ALC training - Chairmanship course, Councillor Bavastock	20.00	103941
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Direct Debits

SWALEC - Town Hall Toilets Electricity	55.83	
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Councillor Hird returned to the room

b) Councillor Carroll proposed to receive the 1st quarter monitoring report and bank reconciliation statement seconded by Councillor Wright and resolved.

101.12/13. SPECIAL MOTION - SAMDEV CONSULTATION

The following Bishop's Castle Town Councillors wish to table a special resolution at the Town Council meeting on Tuesday July 17th 2012 to rescind the decision taken at the Town Council meeting on Tuesday March 27th 2012 to support the residential development of a new Abbeyfield House and 40 new houses on land off Oak Meadow under the SAMDev consultation in view of the concerns raised at the public meetings at the Town Hall on June 11th and Church Barn on July 3rd.

New information has been given to Shropshire Council about a landowner's willingness to develop land to the north and/or east of the town, the area first indicated as preferable for development by the Town Council and local residents.

Signed by Councillors Carroll, Wright and Magill

Councillor Wright reported the Town Council hadn't been fully informed regarding traffic problems with a proposed development taking place at Oak Meadow.

It was reported the land owner has approached Shropshire Council regarding Castle Green and although there had been concerns of the impact on the landscape the area does slope off which would lessen the impact.

Councillor Carroll proposed the Town Council support the Abbeyfield development at Oak Meadow as this would generate very little traffic but the remaining 40 houses to be split at Castle Green and Kennels Bank.

Councillor Bavastock disagreed with any development at Oak Meadow including Abbeyfield stating some residents struggle climbing the hill into town, especially to the Doctor's Surgery and therefore Abbeyfields would be better off to the north east of the town also.

Councillor Wright proposed the Town Council object to any development that needs to be accessed from Kerry Lane but the development should be split over smaller sites to the east and north of the town. Seconded by Councillor Carroll and resolved (with 1 vote against).

Councillor Holton reported attending a Community Land Trust meeting where the bottom of the Wintles had been discussed. The large barn had been purchased by the residents and are now negotiating with CLT to develop the area into 2 larger houses and 4 - 6 affordable houses, the Town Council is asked to support this project.

102.12/13 MARKET TABLES

Councillor Bavastock reported a number of meetings she had with Paul Amess. Paul insists the table collapsed because it was not put up properly and not due to the weight of the boards. He has put newspaper down to protect the tables. Councillor Carroll commented that some of the metal on the legs of the tables had bent due to excess weight. Councillor Dr Penney suggested charging for area rather than tables.

Councillor Carroll proposed the decision that the boards should not be used is maintained, and Paul should be asked to remove the boards, seconded by Councillor Magill and resolved.

Councillor Bavastock announced that she is to step down as the Market Liaison Officer as she can no longer commit to the amount of time taken up in this role. It was agreed the clerk and Mayor should speak to Paul regarding the tables.

103.12/ TOWN HALL PUBLIC TOILETS

Councillor Carroll proposed that the toilets are to be left open at night and agree with what PC Anne Gutteridge had suggested, with regular checks being made and the situation reviewed. Seconded by Councillor Morris and resolved.

104.12/13 THE BIKE TRACK

It was proposed by Councillor Wright to put an article in the newsletter and newspapers to ask people to come forward who would like to use the bike track. The feedback from this should be reviewed in the October meeting, seconded by Councillor Dr Penney and resolved.

It was proposed by Councillor Carroll to strim the first 3 metres of the bike track next to allotments in the meantime, seconded by Councillor Wright and resolved.

105.12/13 DELIVERY OF THE NEWSLETTER

Councillor Dr Penney suggested asking the newsagent if they can deliver the newsletter. Councillor Carroll suggested that in the next newsletter we request that those wishing to receive the newsletter by email must contact the office by email.

Councillor Pinches proposed that delivery of the newsletter remains the same. Seconded by Councillor Magill and resolved.

106.12/13 CONDITION OF PROMINENT BUILDINGS IN THE TOWN CENTRE

Councillor Carroll reported that the boarded up window will be replaced shortly, the owner had been waiting for the person responsible for the window prior to replacing it.

It was proposed by Councillor Dr Penney that the clerk write to Shropshire Council regarding the safety of the Chinese Takeaway building and Highways regarding the raised steel plate outside 36 High Street. Seconded by Councillor Bavastock and resolved.

107.12/13 TOWN CRIERS COMPETITION

Report - The adult competition went well, there weren't too many youngsters as some of them were on floats. The adult Town Criers gave instruction to the junior Town Criers. Councillor Bavastock reported that the Town Criers had wanted to lead the carnival however the carnival committee had hosted the event and they decided on the order. If the competition is repeated then the Town Council must liaise closer with the Carnival Committee regarding the organisation.

Councillor Carroll proposed the Town Council reimburse the £20 to Christine Shanahan for the two medallions presented to the junior winners and hold the Town Criers' competition in 2013 on condition sensible arrangements are agreed with the Carnival Committee and a full cost breakdown is made available for the budget meeting in November so the event can be properly budgeted for. Seconded by Councillor Dr Penney and resolved.

108.12/13 PART NIGHT LIGHTING SCHEME

Quotations are being sought, the item is to be brought to the next meeting.

109.12/13 DIAMOND JUBILEE SOUVENIR FOR CROWGATE NURSERY

It was considered giving the children mugs not used from the Town Criers' competition however the Scouts wish to give some mugs to the children taking part in the Carnival and it is not known how many mugs will be left. With 40 children currently at Crowgate and some leaving this week and others arriving from September Councillor Bavastock stated that this is a lesson learnt and something that we must consider in the future.

Councillor Carroll proposed the item be put on the next agenda. Seconded by Councillor Magill and resolved.

110.12/13 MEETINGS ATTENDED

ESWS - Councillor Carroll reported one of the workshop units had now been let. ESWS had formed a partnership with Shropshire Council to provide childminding training and support as there is currently a shortage of childminders in the area.

111.12/13 TOWN COUNCIL BLOG

Skate Park

112.12/13 CORRESPONDENCE

The correspondence list had been circulated and was noted

With no other items of business the meeting closed at 10.00 pm

Bishop's Castle Town Council Meeting

14th August 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 14TH AUGUST 2012 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, M. Furber, M.E. Holton, J. Magill, J. Morris, Dr St J Penney and R.D. Wright.
In attendance: Mrs D Malley (Clerk)

117.12/13 APOLOGIES FOR ABSENCE.

Councillor Hird sent his apologies as he was at another meeting. Councillor Carroll proposed the reason for apologies be accepted, seconded by Councillor Holton and resolved.

118.12/13. DECLARATION OF INTEREST

a) Disclosable Pecuniary Interest

Councillor Bavastock declared a disclosable pecuniary interest in item 9 accounts Councillor expenses as she has a mileage claim and attended the Town Criers' refreshments.

Councillor Farr declared a disclosable pecuniary interest in item 10 b) as he is a Director of Bishop's Castle Town Hall Trust

Councillor Bowles declared a disclosable pecuniary interest in item 10 b) as she is a Director of Bishop's Castle Town Hall Trust

b) Declarations of Personal Interest.

All Councillors declared a personal interest in Bishop's Castle Land Trust due to being shareholders.

Councillor Bavastock declared a personal interest in item 10 as she is a Director of the Bishop's Castle Town Hall Trust; Item 16 as she is interested in receiving training.

Councillor Farr declared a personal interest in item 10a) as he is a Director of the Bishop's Castle Town Hall Trust.

Councillor Bowles declared a personal interest in item 10a) as she is a Director of the Bishop's Castle Town Hall Trust.

119.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 31st JULY 2012

It was proposed by Councillor Wright and seconded by Councillor Carroll to approve the minutes of the Town Council meeting held on the 31st July 2012.

120.12/12 MATTERS ARISING

a) The picnic bench for Crowgate Nursery will be considered at the budget meeting.

b) Councillor Bowles asked for an update regarding a meeting for the Real Ale Festival. Councillor Barnes reported there will be a meeting with the licensing officer, the police and publicans probably on 28th August. The Town Council will be invited.

121.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

a) Grenville Jackson made representation regarding his objection to the planning application for the affordable dwelling off Field Lane. He asked if the Town Council will agree to convene a special meeting because he felt a grievance that the council did not fully consider the objections that had been received. Mr Jackson said he had been checking the Shropshire Council website regularly and noted the application was pending a decision, he had thought this was because it was waiting to go to committee. He had not been told the application would not go to committee if the Town Council supported the application. Grounds included; there not being enough information on the proposal; the site is outside the SAMDev boundary; it will set a precedent for other houses; a truly affordable house should not need a section 106 agreement to prevent development into the loft space, it would be better for amended plans to be approved with a lower roof space; it is a prominent site; it is outside the planning development boundary; the access was not fully considered by the Highways officer.

Mr Jackson said the residents objecting to the development had the will and finances to call a judicial review on the matter.

Councillor Wright proposed the meeting is closed to allow other members of the public to speak, seconded by Councillor Bavastock and resolved.

Gwyneth Furber asked Mr Jackson why he has waited 5 months to ask this question, her son had spent excessive money on this process already. She felt the objectors had a 'not in my back garden' attitude to the application.

It was proposed by Councillor Bavastock to reopen the meeting, seconded by Councillor Dr Penney and resolved.

The clerk explained the procedure for the Town Council to follow in relation to responding to planning application consultations.

b) Julian Symondson said minute 101.12/13 from the meeting of 17th July was not correct in that there have not been definite negotiations going on with BCCLT but there had been feelers put out regarding the possibility of development with a number of organisations. Mr Symondson was concerned that anybody reading the minute would be misled. The shareholders of The Wintles group had not yet had a meeting to discuss the matter; there had been no authority to imply there was an agreement in place and a definite number of homes have not yet been agreed. Councillor Holton confirmed the matter had been discussed at a CLT meeting and she had raised it to inform the council that support would be requested.

Councillor Bavastock proposed that Mr Symondson's comments are reflected in the minutes of this meeting, seconded by Councillor Dr Penney and resolved.

c) Jim Gaffney spoke on behalf of BCCLT and confirmed they were not in negotiation with The Wintles group regarding the land but had made enquiries. The CLT may be in a position to apply for funding for an affordable housing scheme but will require the production of a professional package including a business plan to demonstrate the feasibility of the scheme. Research shows there are 110 people living in South Shropshire who require affordable housing and have stated Bishop's Castle is their preferred choice, there are 28 people living within Bishop's Castle who are interested in the provision of affordable housing. The CLT is requesting a 50% contribution towards the cost of the business plan at £625, this could either be in the form of a loan or grant.

122.12/13 ALTER THE ORDER OF BUSINESS

Councillor Holton proposed that item 7, Community Land Trust is dealt with next. Seconded by Councillor Wright and resolved.

123.12/13 COMMUNITY LAND TRUST

Councillor Dr Penney proposed a loan of £625 is given. A request such as this would normally go to the precept meeting to be budgeted, therefore it would have to be a loan. Seconded by Councillor Holton and resolved. Councillor Carroll asked if the matter can be considered during the budget meeting to see if the Council can offer any other support.

124.12/13 REPORT FROM THE UNITARY COUNCILLOR

Councillor Barnes reported the following:

The tidy up hasn't occurred at the Business Park yet because the contractor has asked for a report on newts. It is intended a tidy up will take place to make the business park look more like a business park with grass cutting and new signage.

Councillor Bavastock asked for Councillor Barnes' opinion on the planning application for the affordable house off Field Lane. Councillor Barnes reported the objectors had not been happy with the criteria for applications to go to committee, she prefers to follow the same stance as town and parish councils that she represents and therefore asked if the Town Council wanted to review the application.

125.12/13 TOWN AND COUNTRY PLANNING ACT

a) i) 12/03157/TPO - Grange Court, Kerry Lane. Removal of one Ash and one Conifer; various work to Yew, Beech and 2 Sycamores protected by TPO. Dr Penney proposed No objection to reducing the crown to the Yew Trees by 25% and no objection to the removal of the Ash and Conifer trees. Object to reducing the Beech tree to 4m, there will be nothing left of it. The Sycamore Trees are causing shade but there is no indication of how much will be drawn back. Councillor Carroll supported this view stating the trees were there before the houses and a TPO was placed on the trees for a purpose. She felt the council should object strongly to felling the trees but accepted the view regarding the Yew Trees. The proposal was seconded by Councillor Magill and resolved

b) i) 12/02667/FUL - Bankshead, SY9 5JQ. Erection of an agricultural building to house beef cattle. Permission granted.

ii) 12/025652/COU - Castlehaven, 69-71 Church St, SY9 5AD. Change of use from dwelling (C3) to residential care home (C2). Permission granted.

iii) 12/02523/TCA - 2 Bells Court, SY9 5BJ. Crown reduce one Cherry Tree by 2m. No objection.

iv) 12/02272/FUL - The Cottage, erection of grain store, alterations to existing vehicular access. Permission Granted.

126.12/13 ACCOUNTS

With the addition of the June payment to Fastrack of £214.72, it was proposed by Councillor Dr Penney to accept the accounts for payment and authorise signatories to sign the cheques, seconded by Councillor Holton and resolved.

	£	Cheque No.
Salaries	2,077.38	
Nikki Rodick - Expenses Farmers Market + Receipt Book	12.77	103854
Monument Landscape Services	726.00	103851
Fastrack - grass cutting June and July		214.72 103856, 103950
FP - Franking Machine annual contract	195.60	103944
Paul Lucas - Farmers' Market help for 5 months		50.00 103951
Diane Malley - Expenses - mileage & cleaning materials		45.93 103945
Andrew Wallace - Litter Picking		30.30 103858
Land Registry - Fee to register Auction Yard Toilets	50.00	103851
Croft - Retention Fee - closure of high level works		1,890.01 103857
BCBS - Hammerite and Brushes, Gate Hook	49.45	103859
Severn Trent - Auction Yard Water		83.12 103852
Severn Trent - Town Hall Water		203.31 103948

Direct Debits

BT - Telephone 204.30 DD

Councillor Bavastock left the room

It was proposed by Councillor Dr Penney that Councillor's expenses be approved and the signatories be authorised to sign the cheques, seconded by Councillor Holton and resolved.

Councillor Bavastock - mileage for LJC meeting and Chairmanship training 39.67 103855

Councillor Hird - reimbursement for expenditure for Town Criers' Competition 165.00 103949

Councillor Bavastock returned to the room.

127.12/13. DISPENSATIONS RELATING TO BISHOPS CASTLE TOWN HALL TRUST

a) Councillor Carroll proposed a dispensation is granted to all councillors to allow discussion and voting at Town Council meetings on any matter relating to Bishop's Castle Town Hall Trust for a period of 4 years. Seconded by Councillor Wright and resolved.

b) i) Councillor Carroll proposed a dispensation for a period of 4 years is granted to Councillor Bavastock to allow discussion and voting at Town Council meetings in matters relating to Bishop's Castle Town Hall Trust with the exception of dealing with contractual terms with the Town Council. Seconded by Councillor Wright and resolved (Councillor Bavastock did not take part in the vote).

ii) Councillor Wright proposed a dispensation for a period of 4 years is granted to Councillor Bowles to allow discussion and voting at Town Council meetings in matters relating to Bishop's Castle Town Hall Trust with the exception of dealing with contractual terms with the Town Council. Seconded by Councillor Bavastock and resolved (Councillor Bowles did not take part in the vote).

iii) Councillor Bavastock proposed a dispensation for a period of 4 years is granted to Councillor Farr to allow discussion and voting at Town Council meetings in matters relating to Bishop's Castle Town Hall Trust with the exception of dealing with contractual terms with the Town Council. Seconded by Councillor Magill and resolved (Councillor Farr did not take part in the vote).

128.12/13 TOWN HALL RENOVATION PROJECT

Councillor Carroll proposed approval to go out to contract for a Project Manager and Architect for the round 2 phase of the renovation project, seconded by Councillor Magill and resolved.

129.12/13 MICHAELMAS FAIR

a) Councillor Bavastock proposed the Farmers' Market is held in the Market Square during the Michaelmas weekend, seconded by Councillor Dr Penney and resolved.

b) Councillor Wright proposed permission is granted to the Michaelmas Fair Committee to erect a stage below the Town Hall, seconded by Councillor Bavastock and resolved.

c) Councillor Carroll proposed permission is granted to the Michaelmas Fair committee to hang banners down the front of the Town Hall on condition the safety harness is worn when entering the bell tower. Seconded by Councillor Farr and resolved.

130.12/13 FUNDING CUTS TO SPARC

Councillor Wright reported he had received representations from people who use the SpArC centre because it appears that Bishop's Castle has borne more than a fair share of the spending cuts. The new advertised opening times do not apply to the swimming pool, Teme Leisure state this requires a heavier subsidy per swim than their other centres. However Teme Leisure has done little to advertise the opening times to visitors of the town for example, visitors do not know when they can swim. Users of the facility have indicated they would be prepared to pay a little more to keep the pool open for longer. It is felt that following the success of the Olympics, it is a bad time to make cuts to these facilities.

Councillor Barnes confirmed there are talks with the Headteacher to the Community College to see if the pool can be kept open for longer. Councillor Carroll pointed out there have been no children's holiday activities over the summer holidays.

Councillor Wright proposed that a representative of Teme Leisure be invited to speak to the Town Council before the next meeting at 7.30 pm, seconded by Councillor Dr Penney and resolved.

131.12/13 CHANGES TO THE TYPE AND AFFORDABILITY OF HOUSING SPD

The changes were noted.

132.12/13 SECTION 106 FUNDS FOR PLAY EQUIPMENT

a) Councillor Carroll proposed the residents of Drews Leasow and the resident warden of Grange Road are consulted regarding the possibility of provision of play equipment in Drews Leasow. Seconded by Councillor Dr Penney and resolved.

b) Councillor Carroll reported there is £30,000 put aside from the developers for the provision of play equipment with an additional £20,000 for ongoing maintenance. There is money to replace faulty play equipment if spent wisely. A report from the playing fields working party had been circulated, the only addition to that is the play equipment in Oak Meadow needs rubbing down and repainting. The wooden ramp to the skatepark needs replacing. Councillor Carroll proposed that the recommendations of the playing fields working party is carried out with the addition of repainting the play equipment up to the amount that can be afforded. Councillor Dr Penney pointed out that the skateboard association had been advised not to purchase a wooden ramp but seconded the proposal and it was resolved.

133.12/13 TRAINING

The clerk reported a list of training sessions requested by Councillors and members of staff. The cost of training sessions is either £20 or £40 dependent on the course.

It was proposed by Councillor Dr Penney that the requests for training be approved, seconded by Councillor Magill and resolved.

134.12/13 TOWN HALL TOILETS

It was noted that the damaged toilet had not been cleared away for one week even though a plumber had been called. The smell had been bad. It was agreed to provide the clerk a list of suitable contractors who can undertake emergency work when needed.

Correspondence from PC Gutteridge was read out, it was noted Andrew Broome no longer cleans the toilets at night.

Councillor Carroll proposed the toilets are kept open seconded by Councillor Dr Penney and resolved.

135.12/13 HARLEY JENKINS STREET CAR PARK

The previous works to the car park has resulted in rain water seeping into the garage of 9 Harley Jenkins Street. Councillor Carroll proposed the clerk write to Shropshire Council to ask that they address the matter, seconded by Councillor Bavastock and resolved.

136.12/13 WATER RECYCLING UNIT

Councillor Wright proposed the water recycling unit at the Auction Public Conveniences is turned off, seconded by Councillor Dr Penney and resolved.

137.12/13 ALLOTMENT SITE TRACK

Councillor Bavastock clarified who would be undertaking the work, it was confirmed it would be the allotment society. Councillor Bavastock proposed approval of the purchase of the scalping to a total £162.50 plus Vat, seconded by Councillor Carroll and resolved.

138.12/13 MEMBERSHIP RENEWAL FOR FRIENDS OF S.H.A.O.N.B.

It was proposed by Councillor Dr Penney to review this item during the budget meeting. Seconded by Councillor Holton. With 8 in favour and 3 against this was carried.

139.12/13 MEETINGS ATTENDED

No reports received.

140.12/13 TOWN COUNCIL BLOG

Councillor Farr reported that although the blog isn't receiving any comments, it does have hits on it. It was agreed to put on the blog the consultation regarding Drews Leasow.

141.12/13 CORRESPONDENCE

The correspondence list had been circulated and was noted

142.12/13 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

Councillor Dr Penney proposed, seconded by Councillor Wright and resolved that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts.

143.12/13 PART NIGHT LIGHTING EQUIPMENT

Councillor Dr Penney proposed the Town Council appoint Ringway to carry out the supply and installation of the part night lighting equipment, seconded by Councillor Morris and resolved.

With no other items of business the meeting closed at 9.27 pm

Signed Date

Bishop's Castle Town Council Meeting

11th September 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 11TH SEPTEMBER 2012 AT 8.25 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, M.E. Holton, J. Magill, Dr St J Penney and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

144.12/13 APOLOGIES FOR ABSENCE.

Councillor Hird sent his apologies because he was unwell. Councillors Furber and Morris sent their apologies because they were working. Councillor Carroll proposed the reason for apologies be accepted, seconded by Councillor Holton and resolved.

145.12/13. DECLARATION OF INTEREST

a) Disclosable Pecuniary Interest

There were no declarations of disclosable pecuniary interests made

b) Declarations of Personal Interest.

There were no declarations of personal interests made.

146.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 14TH AUGUST 2012

It was proposed by Councillor Wright and seconded by Councillor Dr Penney to approve the minutes of the Town Council meeting held on the 14th August 2012.

147.12/12 MATTERS ARISING

a) The Town Hall public toilets have still not been repaired

b) The lock is broken in the ladies Town Hall toilets

c) The income received from the Feed in Tariff was noted

d) It was noted that the planning permission for the Biomass at the Business Park has now expired.

148.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak

149.12/13 RESPONSE FOLLOWING PRESENTATIONS

a) Teme Leisure:

It was proposed by Councillor Bavastock to send a letter to the Chief Executive of Teme Leisure and copied to Councillor Steve Charmley and George Chandler. The letter should register our disappointment in the tone of manner used by the Chief Executive and his apparent unwillingness to listen to the needs of users of the SpArC centre and to summarise the points raised including opening times; publicity and closing doors on potential business users. There was comment made regarding Teme Leisure's website stating Teme Leisure listen carefully to what you say and respond to customers. The letter should be balanced in that Mr Hassan agreed to meet and speak to the users regarding the times for swimming and the hope to see improvements in the future. The proposal was seconded by Councillor Wright and resolved.

b) Administration of Shropshire Council:

Councillor Wright proposed writing a letter to Shropshire Council raising concern about the uncertainty and unnecessary speed at which it is proposed to move services over to IP&E. Councillor Bowles proposed an amendment to include the concern for accountability of service provision, the amendment was accepted by Councillor Wright. Councillor Magill seconded the proposal and it was resolved.

150.12/13 REPORT FROM THE UNITARY COUNCILLOR

There was no report from Councillor Barnes, however in response to questions she reported that she had become aware of the formation of IP&E around one week before the matter went to cabinet. The Liberal group was not against the idea but had been concerned at the speed the decision had been made to form the company and move services across. The company will have a separate Managing Director whose salary will be in the region of £80,000.

151.12/13 TOWN AND COUNTRY PLANNING ACT

i) 12/02006/FUL (amended) land at Kerry Green. Erection of three dwellings. A letter was read out from the Civic Society.

Councillor Carroll agreed with the Civic Society that plot 3 was inappropriate and proposed objecting to this dwelling in its current form. Councillor Bavastock proposed an amendment that the Town Council should strongly object to plot 3 in that this plot is inappropriate for any dwelling and comment should be made highlighting concerns about the suitability of vehicle access to plot 1. Plots 1 and 2 would be more suitable as bungalows to lessen the impact on dwellings in Grange Road. Councillor Carroll withdrew her original proposal. Councillor Magill seconded the amended proposal, and it was resolved.

ii) 12/03383/LBC, Castle Hotel. Sub-division of existing first floor function room to create two hotel bedrooms & en suites. Councillor

Wright proposed no objection, seconded by Councillor Bavastock and resolved.

iii) 12/03469/OHL, Land at Love Lane. Diversion of two spans of existing overhead electricity line and erection of terminal pole and intermediate support. This item had already been dealt with by Shropshire Council.

iv) 12/03664/TCA, The Old Vicarage, Church Lane. Fell 1 Ash Tree within Bishop's Castle conservation area. Councillor Dr Penney proposed the Town Council strongly support this application. The Ash tree is very large, was never planted but self seeded and is growing in the hedge. Recently a large branch dropped from the tree and could of injured somebody. Seconded by Councillor Bavastock and resolved.

b) Reports of Planning Applications

12/02133/FUL: The Pines Residential Home, Colebatch, erection of a two-storey detached building to be used as a ground floor workshop/store and first-floor accommodation for a resident of the care home

Decision: Grant Permission

152.12/13 ACCOUNTS

Councillor Pinches questioned the frequency of grass cutting of the playing fields stating the grass cuttings are very long and that the grass should have been cut more often. Councillor Carroll reported she walked in the playing fields daily and believes the grass has been cut fortnightly which is as per the contract. The clerk was asked to check the frequency of the actual cuts.

The clerk reported that in addition to the invoices listed on the Agenda, further invoices had been received which would require payment to avoid late payment charges. These being BT Internet for £119.70, Eon, installation of lighting scheme at Kerry Lane £12,344.15, also an invoice was received from Ringway for the part night lighting scheme.

Councillor Dr Penney questioned the invoice for Ringway which is raised before the work has been carried out. The clerk confirmed Ringway had asked for this because they are not in formal contract with the Town Council, the obvious internal control risk is that we pay the invoice and the work is not carried out. However the contractors are the main Shropshire Council contractors and reputable. Councillor Dr Penney suggested a compromise in that half the invoice is paid up front, the remaining half upon completion of the work.

Councillor Carroll proposed that the account be approved and signatories authorised to sign the cheques with the exception that the quantity of grass cutting from Fastrack be confirmed and 50% of the Ringway invoice only be paid. Seconded by Councillor Wright and resolved.

	£	Cheque No.	
Salaries	2,792.18	SO & 952,953,	
963,			964, 965
Nikki Rodick – Expenses Farmers Market & mileage	68.95	103953	
Monument Landscape Services – grounds maintenance	677.00	103961	
Fastrack – grass cutting for August		214.72	103969
Diane Malley – Expenses – cleaning materials		4.59	103952
Andrew Wallace – Litter Picking		24.00	103954
ALC – training costs for N. Rodick – Cilca training		20.00	103956
V.W. Electrics – street light maintenance		161.28	103957
Shropshire Council – street lighting energy		489.31	103958
Viking – stationery		34.03	103958
E-on – installation of street lighting scheme Bull Lane/ Montgomery Road		41,915.27	103955
E-on – installation of street lighting at Kerry Lane		12,344.15	103966
BCBS – Scalpings, Plant Feed, Drill Bits		207.14	103960
BT internet		119.70	103962
Ringway – part night lighting equipment (50% of)		632.17	103971

Direct Debits

Npower – Town Hall electricity 228.28

153.12/13. RECYCLING PLASTIC MATERIALS

It was reported that following Veolia taking over the recycling facilities at Crowgate there is no longer the facility to recycle plastic bags but only the higher graded plastics. This is seen as a backwards step. The Town Clerk was asked to write to Shropshire Council and Veolia requesting the facility is reinstated. It was noted that plastic bags can be recycled at Harry Tuffins in Churchstoke.

154.12/13 PROMINENT TO LET ADVERTISEMENT

Councillor Wright proposed a letter is sent to DTZ requesting a more appropriate, smaller sign for the conservation area, seconded by Councillor Bavastock and resolved.

155.12/13 SMART STICKERS FOR WHEELIE BINS

It was proposed by Councillor Bavastock to not support this project. Seconded by Councillor Carroll who commented the scheme would not be successful in Bishop's Castle due to fact that wheelie bins are rarely left out.

156.12/13 HEDGE CUTTING AT BRICK MEADOW

The clerk was asked to write to the home owner to state the Town Council did not believe it to be their responsibility to maintain the hedge and to ask for evidence to show otherwise.

157.12/13 GARDENING IN THE PLAYING FIELDS

a) and b) It was proposed by Councillor Bavastock to approve the purchase of roses and herbs for the playing fields, seconded by Councillor Wright and resolved.

c) It was proposed by Councillor Holton to contact local firms who may collect the garden waste for their digesters, seconded by Councillor Carroll and resolved.

d) Councillor Carroll proposed the playing fields working party meet with the contractor to discuss budget needs for the next financial year, seconded by Councillor Dr Penney and resolved.

158.12/13 MEETINGS ATTENDED

a) Real Ale Festival – the circulated report was noted. There was concern that some of the suggestions in the report are not practical and it was noted that some of the problems occurred through off licenses selling alcohol. The legality of police charging for their presence was questioned however it was thought the report suggested this because the festival is classed as a private function.

b) ESWS – the child minding scheme is going well. There has been another workshop let. It is hoped ESWS will make a surplus this year.

c) Digital Future at Severn Theatre – IP&E will be very digital, councils will be encouraged to carry out credit on line, only payments will be made into bank account. There could be a credit union account for those without bank accounts. It is likely that broadband will be put into council houses to enable on line transactions. It was requested this item be put on a future agenda.

159.12/13 TOWN COUNCIL BLOG

Teme Leisure – to request information on what hours people would like the facilities to be open
Plastic bag recycling

160.12/13 CORRESPONDENCE

The correspondence list had been circulated and was noted

Comments included making the cellar cover safe in High Street and confirmation that the road closure notice had been circulated for Union Street.

With no other items of business the meeting closed at 9.27 pm

Bishop's Castle Town Council Meeting

9th October 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 9TH OCTOBER 2012 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, M.E. Holton, W.J. Morris, Dr St J Penney and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

161.12/13 APOLOGIES FOR ABSENCE.

Councillor Hird sent his apologies because he was unwell. Councillor Magill had sent her apologies because she was delayed at a meeting at work. Councillor Furber sent retrospective apologies.

162.12/13.DECLARATION OF INTEREST

a) Disclosable Pecuniary Interest

Councillors Pinches and Bavastock declared pecuniary interests in item 9 as they had expenses claims

b) Declarations of Personal Interest.

Councillor Wright declared a personal interest in item 10e) as he is a personal friend of Caroline Denham of Medicott Snows.

163.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 11TH SEPTEMBER 2012

It was proposed by Councillor Dr Penney, seconded by Councillor Holton and resolved to approve the minutes of the Town Council meeting held on the 11th September 2012.

164.12/12 MATTERS ARISING

a) Recycling plastic bags. The clerk will write to the Co-op to see if they can assist in providing a recycling facility for plastic bags. There was a comment regarding the length of term for the contract with Veolia, would this mean there could be no changes of the contract for this length of time.

b) Councillor Hird wished to thank everybody for the Get Well card, it was very much appreciated.

c) The hedge between 16 Brick Meadow and the green area is on the outside of a boundary fence and therefore belongs to the Town Council. Councillor Carroll asked that an instruction be issued to cut the hedge back.

d) A letter had been sent to DTZ regarding their for let sign on the former Barclays Bank site. There had been no reply, this will be followed up.

165.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak

166.12/13 REPORT FROM THE UNITARY COUNCILLOR

a) The planning application for housing in Kerry Lane has been refused.

b) There has been work on South Shropshire College Post 16 Education for colleges to work together to ensure Post 16 education is continued in the south of the county.

c) There will be improved signage in Kerry Lane going up to the school. Cllr Barnes will contact Glyn Shaw regarding delineating the bottom of the entrance to the playing fields with Kerry Lane.

d) Additional bollards have been placed outside the Community college. It was noted one vehicle is still being parked there.

e) Objections have been received regarding the planning application for two affordable houses in Castle Green regarding the quality of materials to be used, especially as these homes will be the most prominent. The planning officer has advised Castle Green is not in the conservation area and therefore the materials are not required to be the same.

f) The SpArC advisory committee will be meeting tomorrow. Lee Hassan will be meeting with the 50+ user group shortly.

g) The Government is changing the way schools receive funding for school meals which will cause some difficulty for schools providing hot meals to pupils. Pupils who are entitled to free school meals will still receive them, however officially these do not have to be a hot school meal.

Headteachers do appreciate the importance of hot school dinners, their preference would be to retain them.

167.12/13 RESPONSE FOLLOWING PRESENTATIONS

It was noted that residents had cleared up a lot of the litter following the Beer Festival and Michaelmas Fair, this had happened before street scene workers had come out. Kate Adams said she would arrange for the street cleaners to come out earlier next year.

It was reported that children and young people often throw litter on the floor thinking that somebody else will pick it up. It would be a good idea to visit the primary school and community college to talk to pupils. Councillor Bavastock offered to attend with Kate.

It was agreed the street scene number will be put into the next newsletter.

168.12/13 TOWN AND COUNTRY PLANNING ACT

i) 12/03900/FUL – Field Cottage, Field Lane, SY9 5AG. Change of use of agricultural land to garden and amenity use. Councillor Wright proposed no objection. Seconded by Councillor Dr Penney and resolved.

ii) 12/037886/FUL – Land East of Castle Green, Bishops Castle. Erection of two affordable dwellings and alterations to previously approved parking to create additional parking spaces. Phase 2 of previously approved application 1/08/20452/F. The clerk summarised two letters of objection to the application. Councillor Dr Penney proposed objection because the proposal would have a ribbon effect.

Councillor Wright proposed the meeting be closed to allow a member of the public to speak, seconded by Councillor Dr Penney and resolved.

Mrs Willis asked what will happen to the other 6 proposed houses on the site if these two houses are built first, how will the contractors gain access to the site? There is concern regarding the number and speed of vehicles using Castle Green.

It was proposed by Councillor Wright to reopen the meeting, seconded by Councillor Dr Penney and resolved.

Councillor Carroll proposed no objection to the principle of two affordable houses being built at this location but objection to the difference in quality of materials used. The proposed homes are for a Housing Association and therefore should be of highest quality. Councillor Carroll also noted these affordable homes were part of 4 which should have been built on The Wintles and questioned where the remaining 2 are to be built. Unitary

Councillor Barnes reported the Housing Association have been given 3 years to provide the additional 2 affordable homes. Councillor Bowles asked for an amendment to the proposal to make reference to the other 6 houses on site for which permission was granted in 2011, the current proposal is not in context with the street scene, there are too high for the location and should be lower than the other 6 homes. Councillor Carroll accepted the amendments to the proposal, seconded by Councillor Wright and resolved with 1 vote against.

b) Reports of Planning Applications

i)12/03114/TCA – Grange Court, Kerry Lane, SY9 5FD. Reduce the crowns of three Yew trees by 25%, crown lift Beech tree to 4m, fell one Ash tree and one Conifer tree and draw back two Sycamore trees to reduce excessive shading within the Bishops Castle conservation area. Permission granted

ii)12/03383/LBC – Castle Hotel, Market Square, SY9 5BN. Sub-division of existing first floor function room to create two hotel bedrooms and ensuites, including sound proofing measures to floors and ceilings. Permission granted

c) Enforcements

i) 12/03336/ENF – The Vaults, 30 High Street, SY9 5BQ. Possible unauthorised structure. Noted.

169.12/13 ACCOUNTS

The clerk reported receipt of additional invoices that would require payment to avoid late payment charges for COS photocopying £37.26 and Severn Trent £78.53. A credit note had also been received from PHS bringing a new payment total of £302.55.

Councillor Dr Penney proposed that the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Holton and resolved.

	£	Cheque No.
Salaries	2,205.39	988, 989, 990, 991,
Andrew Wallace	24.24	103973
Interpublic – Repairs to toilets + Supplies	685.32	103974
Enterprise South West Shropshire – Photocopying, Modem Repairs	112.00	103975
COS – Photocopier Toner Delivery	10.74	103976
Dave Cole – Replacement toilet and seat in Town Hall gents public toilets	95.00	103977
Napier and Co – Fees for professional services relating to high level town hall repairs	2040.00	103978
Diane Malley – Expenses, mileage & cleaning supplies	29.64	103979
Nikki Rodick – Expenses	10.82	103980
Monument Landscaping – Grounds Maintenance	222.00	103981
Viking – stationery and fire safety signs	63.74	103982
Fastrack Maintenance Ltd	214.72	103983
PHS – supplies for Town Hall toilets	302.55	103995
Mazars – External Audit	660.00	103985
Simon Murray - Farmers Market	30.00	103993
COS – photocopier use	37.26	103994
Severn Trent	78.53	103996

Councillors Pinches and Bavastock left the room.

Councillor Wright proposed Councillor's expenses be approved and signatories be authorised to sign the cheques, seconded by Councillor Morris and resolved.

Councillor's Expenses

Councillor Keith Pinches – mileage and parking for Shropshire Housing meeting 23.64 103986

Councillor Karen Bavastock – mileage to Code of Conduct training 19.83 103987

Councillors Pinches and Bavastock returned to the room.

170.12/13. TOWN HALL RENOVATION PROJECT

a) Councillor Carroll proposed the Terms and Conditions of the HLF Grant be delegated to the Mayor, Councillor Carroll, Councillor Hird, Councillor Wright together with the Town Clerk. The matter is to be reported back to the Town council, seconded by Councillor Wright and resolved.

b) Councillor Carroll proposed to endorse the decision of the special meeting of 15th May 2011 to opt to tax and authorise an application to register for VAT, seconded by Councillor Wright and resolved.

c) Councillor Bavastock proposed the representatives on the Town Hall Renovation Project be The Mayor, Councillor Carroll, Councillor Hird, Councillor Morris and Councillor Wright, seconded by Councillor Dr Penney and resolved.

d) Councillor Dr Penney proposed that The Mayor, Councillor Carroll, Councillor Hird, Councillor Morris and Councillor Wright be delegated to work on finalising the lease between the Town Council and Town Hall Trust for managing the Town Hall post renovations on condition the lease is brought back to the full Town Council for approval prior to letting. Seconded by Councillor Bavastock and resolved.

e) Councillor Carroll proposed Caroline Denham from MedicottSnows complete the work on the lease for the Town Council, seconded by Councillor Dr Penney and resolved.

f) Councillor Farr proposed a working party of The Mayor, Councillor Carroll, Councillor Hird, Councillor Morris and Councillor Wright consider suitable locations before liaising with the market traders. Seconded by Councillor Bavastock and resolved.

Councillor Dr Penney commented that there may be a suitable location at the rear of Tuffins. Councillor Wright was asked to liaise with businesses adjacent to the Town Hall such as Acanthus and Textile Traders who will be affected when the capital works commence.

171.12/13 EXTERNAL AUDITOR REPORT

The External Auditor's report was noted. Councillor Bavastock proposed the Auction Yard Public toilets be added to the asset register. Seconded by Councillor Carroll and resolved.

172.12/13 BUDGET 2013/14

It was resolved that Councillors Bavastock, Bowles, Carroll and Hird together with the clerk form a working group to work on a draft budget to be brought back to a future meeting for consideration.

173.12/13 GRANT REQUEST FOR CHRISTMAS LIGHTS

It was noted that although there will not be a formal Christmas Lights Festival this year there will be a Children's Christmas Party and Christmas Lights. In addition the Henry Hunter is donating a Christmas Tree for the Old Market Square and the Target 250 group would like to hold a mulled wine and mince pie event. Councillor Carroll proposed a grant to cover the cost of PAT testing the Christmas lights and the hire of a cherry picker to put the lights up. Seconded by Councillor Wright and resolved with 6 votes in favour, 1 against and 2 abstentions. It was confirmed that insurance is in place for the Christmas Lights and the Festivals Officer has carried out a risk assessment for the event.

174.12/13 PART NIGHT LIGHTING SCHEME

It was reported that widowed ladies felt vulnerable when all the street lights are switched off, it was felt there was a Health & Safety issue and that key lights should be left on. The response from the contractor was noted, it was suggested the timing switches needed altering. Councillor Bowles commented that the scheme is not operating as it is meant to leaving lone women having to walk to work in the pitch black early in the morning.

Councillor Bavastock proposed the criteria for lights to be included in the Part Night Lighting scheme should be every other light rather than whole sections of the town being in darkness, seconded by Councillor Dr Penney and resolved. The clerk was asked to write to Shropshire Council regarding this matter.

Councillor Carroll questioned the Town Council owned lights and proposed the same criteria of every other one applied. It was delegated to the Mayor and clerk to adjust the Town Council owned part night street light scheme. Seconded by Councillor Bavastock and resolved.

175.12/13 RESURFACING OF UNION STREET

Councillor Bavastock reported the standard of workmanship on the road resurfacing on Union Street is appalling. There are already loose chippings on the resurfaced road, the top of the road was not completed and residents are very upset about it. Councillor Carroll agreed adding that there are large pot holes remaining at the top of the town, and if it had been known the wagon could not get up to the top of the hill, then an alternative machine used.

Councillor Dr Penney resolved Shropshire Council be asked to return and complete the road resurfacing properly, seconded by Councillor Bavastock and resolved.

176.12/13 PROVISION OF HEDGE AT THE ALLOTMENT SITE

Councillor Dr Penney reported he believed that members of the Allotment Society did not want the hedge at the allotment, Councillor Carroll said it was her belief that the hedge was wanted and that the Allotment Society had applied to the LJC for funding and the Community Tree scheme for free hedges, 3 tenders had been obtained for the work. It was proposed by Councillor Carroll for the Town Council to administer the letting of this contract as the allotment site belongs to the Town Council. Councillor Bavastock commented that she would not like to see a request in the future for assistance in looking after the hedge. Councillor Wright seconded the proposal on the understanding the Allotment Society maintain the hedge and resolved with 5 votes in favour and 4 against.

177.12/13 SURFACE WATER DRAINS

It was noted that drains within Bishop's Castle are all blocked with mud, leaves and debris, also some of the drains are collapsing. Councillor Bavastock proposed a letter be sent to request the drains are properly cleared out and reinstated, seconded by Councillor Dr Penney and resolved.

178.12/13 TRAFFIC CALMING AT OAK MEADOW

A resident had requested this matter be reviewed after witnessing a vehicle almost hit a child who had emerged from the play area. It was noted that residents on Oak Meadow tend to park on their driveways, consequently Oak Meadow is often free of obstacles, and hence drivers drive faster. A concane was mentioned because it is less likely to be a double problem. It was thought Highway should be asked their opinion before residents are consulted on the matter. Councillor Bowles suggested doubling this request up with the request for delineating the Kerry Lane entrance to the playing fields and other speed hazard spots such as Montgomery Road.

179.12/13 PROVISION OF PLAY EQUIPMENT

Councillor Carroll proposed asking suppliers of play equipment for suggestions of what can go on site and before going back out to consultation of residents of Drew Leasow. Seconded by Councillor Dr Penney and resolved.

180.12/13 DIGITAL FUTURE

It was agreed for Councillors Bavastock, Bowles, Carroll and Farr to discuss ways of communicating better with members of the public digitally in future.

181.12/13 MEETINGS ATTENDED

a) Fire Safety – Councillor Bavastock wished to thank the clerk for the work towards meeting Fire Safety regulations. It was noted the fire alarm is currently not working. Councillor Bavastock proposed the clerk be authorized to incur expenditure in order to meet fire safety regulations, seconded by Councillor Carroll and resolved.

b) Code of Conduct Training – the summary was noted

c) LJC – grants had been awarded to the Allotment Society for the hedge and the Grange Road lunch club for a hostess trolley.

182.12/13 TOWN COUNCIL BLOG

Play equipment for Drews Leasow; Street Scene contact details; traffic calming for Oak Meadow; road safety.

183.12/13 CORRESPONDENCE

The correspondence list had been circulated and was noted

Michaelmas Fair - Councillor Bavastock proposed a letter of thanks be sent to John Lucas for all his hard work over the years on the Michaelmas Fair, seconded by Councillor Bowles.

Place Plans – It was proposed Councillors Bavastock, Bowles and Carroll look at the Place Plans and report back to council.

184.12/13 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

Councillor Dr Penney proposed to resolve that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts. Seconded by Councillor Wright and resolved.

185.12/13 APPOINTMENT OF PROJECT MANAGER FOR THE TOWN HALL RENOVATION PROJECT

Councillor Farr reported the Staffing Committee had considered the two tenders received and recommended Sam Hine of Communities Can be awarded the contract of Project Manager .. Councillor Bowles proposed that Communities Can be awarded the contract. Councillor Dr Penney seconded the proposal after clarifying the contract amount was an absolute and fixed. The proposition was resolved.

186.12/13 APPOINTMENT OF ARCHITECT FOR THE TOWN HALL PROJECT

Councillor Farr reported there had been 2 tenders submitted for this contract. After careful consideration, the Staffing Committee recommended Philip Belcher be awarded the Architect's tender. Councillor Dr Penney proposed the recommendation is accepted and Philip Belchere is awarded the Architect's contract for the Town Hall Renovation Project, seconded by Councillor Holton and resolved.

187.12/13 STAFF IMPLICATIONS DUE TO TOWN HALL RENOVATION

The matter was left on the table until further information is known of where the markets and officer staff will be temporarily relocated to.

With no other items of business the meeting closed at 9.27 pm

Bishop's Castle Town Council Meeting

6th November 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 6TH NOVEMBER 2012 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors: K.E. Bavastock, E.A.C. Bowles, J. M. Carroll, S. Farr, M. Furber, N. Hird, M.E. Holton, J. Magill, W.J. Morris, Dr St J Penney and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

188.12/13 APOLOGIES FOR ABSENCE.
There were no apologies.

189.12/13.DECLARATION OF INTEREST

a) Disclosable Pecuniary Interest

Councillors Bavastock, Bowles and Farr declared disclosable pecuniary interests in item 9 and 11 as they are Trustees of Bishop's Castle Town Hall Trust (and hold dispensations).

b) Declarations of Personal Interest.

Councillor Bowles declared a personal interest on the House on Crutches collection of Museums where she is a Trustee.

Councillor Holton declared a personal interest in item 11 as she is a Trustee of the House on Crutches Collection of Museums.

Councillor Dr Penney declared a personal interest in item 11 as he is a Trustee of the Old Castle Land Trust.

Councillor Farr declared a personal interest in item 7a (ii) as he is related to the applicant of Foxholes.

Councillor Bavastock declared a personal interest in item 7a (i) as she has business backs on to premises.

190.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 9TH OCTOBER 2012

It was proposed by Councillor Bavastock, seconded by Councillor Carroll and resolved to approve the minutes of the Town Council meeting held on the 9th October 2012.

191.12/12 MATTERS ARISING

a) (i) Drews Leasow Play Equipment. The clerk will write to the residents of Drews Leasow to thank them for their response and update them on the situation.

(iv) Part Night Lighting. Councillor Wright stated that the response was meaningless and proposed that the previous demand was repeated and the clerk should send a letter requesting a better response in addressing the issues. Seconded by Councillor Bavastock.

b) Councillor Wright felt that it was extraordinary for the Council to have to pay for the DTZ sign to be removed. Councillor Bavastock advised that there are no funds available to pay for the signs to be removed. Councillor Bowles suggested putting a poster in the window instead.

192.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Miranda Stanley wished to support the planning application for the Fox Holes Campsite, stating it is a fantastic business which is highly recommended. Clients come from far and wide bringing repeat business thus boosting the economy. She asked the Council to support the application.

Miranda Stanley noted the successful grant offer of £35,000 from the Pilgrim Trust as well as Heritage Lottery Funding stating that the HLF do not give grants lightly.

Residents had donated nearly £30,000 towards the project demonstrating the level of support there is. There will be an improved usage of space, investing in the Town Hall now is forward looking and it is hoped to see Councillor support of the project.

Jonathan Brown from the Wasteless Society reported their intentions of developing a wind turbine in the local vicinity to create renewable energy for the town and significant annual income for other funds. The grant application was for constraints mapping for the project which takes into account considerations such as tree shading, access to the grid etc. With regards to the grant application from the Community Land Trust it is for the marketing and distribution of a music CD.

193.12/13 REPORT FROM THE UNITARY COUNCILLOR

a) The planning application for housing in Kerry Lane has been refused.

b) The Business Park Steering Group will be having another meeting in December.

c) There will be a surgery held in Acanthus Café on Fridays in November between 10am-11am.

194.12/13 TOWN AND COUNTRY PLANNING ACT

i) i) 12/04216/FUL- 11-13 High Street, Bishops Castle, Shropshire, SY9 5BE. Installation of replacement dormer windows in association with loft conversion; demolition of lean to conservatory. Councillor Dr Penney proposed no objection. Both Councillor Bowles and Bavastock questioned if UPVC windows were acceptable in a conservation area. Councillor Carroll proposed an amendment to make no objection on condition the UPVC windows are acceptable in a conservation area, seconded by Councillor Dr Penney and resolved.

Councillor Farr left the room.

ii) 12/04305/FUL - Foxholes Camping, The Foxholes. Increase caravan storage from 20-30 vans, increase caravan siting from 15-25 vans, erection of timber shed over existing washing up area and erection of a block and timber building following removal of existing chicken shed.

An item of correspondence received concerning implications to Highways safety was read out.

Although there was no objection to the planning application it was noted that there is no pavement along the road into town, drivers have limited view due to the width and bend of the road. Councillor Bowles proposed no objection to the application on condition Highways agree to put additional warning signs to warn drivers of pedestrians in the road along the route into town, seconded by Councillor Carroll and resolved.

Councillor Farr returned to the room.

b) Reports of Planning Applications

i) 12/03900/FUL - Fields Cottage, Field Lane, Bishops Castle, Shropshire, SY9 5AG. Change of use of agricultural land to additional domestic curtilage.

PERMISSION GRANTED

194.12/13 ACCOUNTS

The clerk reported that accounts for payment had been received following the issue of the agenda, these required paying to avoid late payment charges and included Shropshire Council street lighting energy and the remainder of the part night lighting scheme. In addition cheques needed to be raised for the Royal British Legion wreath and Mace Bearers and the Internal Auditor's cheque had not been raised from July. Councillor Bavastock proposed that the accounts, including those listed above be approved and signatories authorised to sign the cheques. Seconded by Councillor Dr Penney and resolved.

	£	Cheque No.
Salaries	1988.96	
Andrew Wallace	30.30	103997
Diane Malley - Expenses	27.26	103998
Nikki Rodick - Expenses	10.82	103999
Monument Landscaping - Grounds Maintenance	282.00	104000
Simon Marray - Farmers Market November	30.00	104001
V&W Electrics - Street Light Maintenance	112.13	104002
Teleset - Franking Machine Credit	100.00	104003
Viking - Assembly Point Sign	5.00	104005
Fastrack Maintenance	160.02	104006
KP Fire Safety - Fire Extinguisher maintenance	43.44	104015
Mace Bearers	60.00	104011
ALC - replacement for destroyed cheque 103941	20.00	104012
Ringway - PNL	79.02	104013
SDH Accounting - Internal Audit	225.00	104014
Shropshire Council - street light energy	489.31	104016
Royal British Legion - wreath	25.00	104017

Direct Debits:

SWALEC - Town Hall Toilet Electricity

50.02

BT - phone bill

204.27

195.12/13. TOWN HALL RENOVATION PROJECT

a) Pilgrim Trust: Councillor Bowles wished to congratulate Sam Hine on securing a grant for £35,000 from the Pilgrims Trust. It was proposed by Councillor Bavastock to accept the grant offer from the Pilgrims Trust, seconded by Councillor Wright and resolved.

b) Heritage Lottery funding: Councillor Bavastock proposed to accept the Terms and conditions of the HLF grant as per the offer of grant letter with the amendments as per agreed with HLF, this includes appendices 1 and 2 of the grant offer letter. Seconded by Councillor Carroll and resolved.

c) Project Board: Councillor Carroll proposed that an overall project board should be formed consisting of the Town Hall Trustees and the Project Team Working Party. Seconded by Councillor Magill and resolved.

d) Cash flow during the project: Sam Hine explained that during the project the Town Council will need to pay contractor's invoices and then reclaim grant money from grant providers. This will cause cash flow difficulties as currently there are not enough funds in the Town Council's reserves to cover the expenditure before reimbursement is made. Enquiries have been made with Shropshire Council officers who have indicated a bank rolling facility may be available to the Town Council but there needs to be a formal application. There could be a potential that interest may be charged. Sam had spoken to Shropshire Council members who are supportive of the project. This will be the most cost effective way of managing the cash flow. The cash flow situation will have no bearing on the Town Council's precept for the next financial year.

Councillor Hird suggested a clause of 5% retention on contractor's invoices which may help the cash flow.

Councillor Bavastock proposed a formal request is made for a bank rolling facility from Shropshire Council, Councillor Carroll asked for an amendment that the cash flow facility should be interest free. The amendment was accepted by Councillor Bavastock, seconded by Councillor Carroll and resolved.

It was noted that a letter had been sent to the local newspaper which had caused incorrect and misleading information to be printed, this had caused some upset in the town. Councillor Farr asked if a correction can be issued.

Councillor Wright requested a future agenda item to adopt a policy for relations with the press.

196.12/13 MONITORING AND BUDGET

1. Councillor Carroll proposed the half yearly monitoring report be accepted, seconded by Councillor Magill and resolved.
2. The clerk went through the budget proposal line by line.

It was noted the increase per band D property where council tax is paid would be around £10 a year.

There was discussion regarding increasing the precept as there were concerns for members of the public struggling with the economic climate and this was compared to the prospect of cutting services in which to keep the precept down.

It was proposed by Councillor Carroll to accept the draft budget and set the precept for 2013/14 at £52,500. Seconded by Councillor Wright.

Upon a named vote those voting in favour were:

Councillors Carroll, Holton, Wright, Bowles, Magill, Furber and Farr

Those voting against were:

Councillors Pinches, Dr Penney, Hird, Bavastock and Morris.

The vote was carried 7 votes to 5.

197.12/13 GRANT APPLICATIONS

Councillor Bavastock proposed that no grants were offered this year in view of the budget that had just been discussed. There was no seconder for this proposal and it was agreed to consider each grant application separately.

1. BCHRC - it was proposed by Councillor Carroll to award a grant of £100, seconded by Councillor Wright. It was proposed by Councillor Bavastock that there be an amendment to award £50, seconded by Councillor Dr Penney. It was resolved to award a grant of £50.
2. BC House on Crutches collection of Museums - it was proposed by Councillor Dr Penney to award a grant of £50, seconded by Councillor Morris. It was resolved to award a grant of £50.
3. BC Arts Festival - it was proposed by Councillor Magill to award a grant of £100, seconded by Councillor Carroll. It was proposed by Councillor Bavastock that there should be no grant awarded, there was no seconder for this. It was resolved to award a grant of £100.
4. Crucial Crew - it was proposed by Councillor Wright to award a grant of £100, seconded by Councillor Carroll. It was resolved to award a grant of £100.
5. First Responders - it was proposed by Councillor Bavastock to award a grant of £100, seconded by Councillor Magill. It was resolved to award a grant of £100.
6. CAB - it was proposed by Councillor Wright to award a grant of £100, seconded by Councillor Dr Penney. It was resolved to award a grant of £100.
7. Dial-a-ride - it was proposed by Councillor Carroll to award a grant of £100. It was proposed by Councillor Bavastock that there be no grant awarded due to the amount of reserves the organisation has, Councillor Carroll withdrew her proposal and seconded Councillor Bavastock's proposal. It was resolved to award no grant.
8. Wasteless Society - it was proposed by Councillor Carroll to award a grant of £400, seconded by Councillor Wright. It was resolved to award a grant of £400.
9. Bishop's Castle and Community Land Trust - Councillor Bavastock proposed £50, Councillor Carroll proposed £100, seconded by Councillor Magill. It was resolved to award a grant of £100
10. The Old Castle Land Trust - Councillor Hird proposed a grant of £100 is awarded, seconded by Councillor Holton. However Councillor Bavastock proposed that no grant award should be offered as the Trust is reported to have significant cash assets, seconded by Councillor Wright.

Upon a vote there were 6 votes in favour of awarding a grant of £100 and 6 votes against. The Mayors casting vote was in favour of awarding a grant of £100 and therefore this was carried.

198.12/13 GRANT AWARDING POLICY

Councillor Farr requested an amendment to the grant application form to provide room to complete figures showing income, expenditure and bank/cash balances held.

It was proposed by Councillor Wright that with the above amendment the grant awarding policy for 2013/14 is accepted, seconded by Councillor Bavastock and resolved.

199.12/13 PARKING OF VEHICLES IN STATION STREET

It was agreed that Councillors will look at the parking difficulties in Station Street and Union Street and that the item be brought back to a future agenda.

200.12/13 POST 16 EDUCATION TRANSPORT

This item was deferred to a future agenda

201.12/13 STREET NAMING AT CASTLE GREEN

It was thought Castle Close would not be an appropriate name for the development because this would cause confusion with similar named streets, in addition the Town Council has a policy of naming new developments after historic field names. Councillor Carroll proposed the matter be delegated to the Mayor and clerk to find a suitable field name close to the site, seconded by Councillor Wright and resolved.

202.12/13 REPORTS FROM MEETINGS ATTENDED

No reports were received.

203.12/13 TOWN COUNCIL BLOG

Unitary Councillor Barnes' surgery venues and times

204.12/13 CORRESPONDENCE

The correspondence list had been circulated and noted.

There had also been correspondence received and circulated from

1. Lee White, Kings Head regarding the public footpath.
2. Patricia Theobald regarding the article in the newspaper regarding cash flow and the Town Hall Renovation Project.

205.12/13 EXTENDING THE MEETING

It was proposed by Councillor Wright to extend the meeting by 10 minutes, seconded by Councillor Carroll and resolved.

206.12/13 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

It was proposed by Councillor Bavastock to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Wright and resolved.

207.12/13 LEASE NEGOTIATIONS

Councillors Bavastock, Bowles and Farr left the meeting.

Councillor Carroll proposed to accept the recommendation from the Town Hall Renovation Working Party to set the lease amount at £1,300, seconded by Councillor Wright.

Councillor Dr Penney proposed the matter should not be decided now as more information was needed. With no seconder the original proposal was put to the vote.

By 5 votes in favour and 4 against it was resolved the level of rent for the Trust should be set at £1,300 per year.

With no other items of business the meeting closed at 10.10 pm

Bishop's Castle Town Council Meeting

4th December 2012

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 4TH DECEMBER 2012 AT 8.00 PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.

Councillors:, E.A.C. Bowles, J. M. Carroll, S. Farr, M.E. Holton, J. Magill, Dr St J Penney and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

208.12/13 APOLOGIES FOR ABSENCE.

Apologies were received from Councillors K.E. Bavastock who was not well, M. Furber who had work commitments, N. Hird who was on holiday and W.J. Morris who had an operation earlier that day. Councillor Holton proposed to accept the reasons for apologies, seconded by Councillor Carroll and resolved.

209.12/13. DECLARATION OF INTEREST

a) Disclosable Pecuniary Interest

Councillor Pinches declared a disclosable pecuniary interest in item 7a)i) as this is his planning application.

Councillors Bowles and Farr declared disclosable pecuniary interests in item 9 and 27 as they are Trustees of Bishop's Castle Town Hall Trust (and hold dispensations).

b) Declarations of Personal Interest.

Councillors Pinches, Holton and Dr Penney declared personal interests in item 9e) as they are members of the Civic Society.

210.12/13 APPROVAL OF MINUTES FOR THE TOWN COUNCIL MEETING HELD ON THE 6th NOVEMBER 2012

It was proposed by Councillor Wright, seconded by Councillor Carroll and resolved to approve the minutes of the Town Council meeting held on the 6th November 2012.

211.12/12 MATTERS ARISING

a) i) Part Night Lighting Scheme – It was noted that Shropshire Council will only alter their scheme if there was an outburst of crime.

ii) Street naming - The name 'Clove Piece' had been put forward for the name of the development on Castle Green

b)i) DTZ sign – it was hoped the DTZ to let sign will be coming down over the next month.

ii) Traffic Calming in Oak Meadow - This item is to be considered later in the agenda together with other road safety issues

iii) Road resurfacing in Union Street – it was noted that there will be a site meeting with officers and Unitary Councillor Barnes.

iv) Land Registry for the Auction Yard Public conveniences – it was agreed for Medlicott Snows to submit the Land Registry application on behalf of the Town Council

212.12/13 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak

213.12/13 REPORT FROM THE UNITARY COUNCILLOR

Councillor Barnes had retrospectively given her apologies as she was unwell.

214.12/13 ALTER THE ORDER OF BUSINESS

Councillor Carroll proposed the order of business be altered to deal with item 21 Digital Future to immediately follow item 14, Press Policy, as the items are connected. Seconded by Councillor Dr Penney and resolved.

215.12/13 TOWN AND COUNTRY PLANNING ACT

Councillor Pinches left the room. Councillor Carroll took the chair.

a) i) 12/04500/FUL- Old School, Station Street. Conversion of existing school building to a single dwelling with garden and courtyard and associated off street parking. Councillor Dr Penney proposed support of this application as it is an improvement on the existing building. Seconded by Councillor Bowles and resolved.

Councillor Pinches returned to the room.

ii) 12/02006/FUL – Land at Kerry Green. Erection of three dwellings and formation of vehicular access. Councillor Bowles stated it was difficult to find any differences to the previous application and proposed an objection due to the overdevelopment of the site. Seconded by Councillor Dr Penney and resolved.

iii) 12/04901/TPO – 1-8 Grange Court, Kerry Lane. To fell one Beech tree and cut to ground level one Ash stump protected by TPO. Councillor Dr Penney reported the Beech tree is diseased and proposed no objection. Councillor Bowles proposed an amendment that there is a condition that replacement trees are planted. Councillor Dr Penney accepted the amendment, seconded by Councillor Carroll and resolved. Councillor Magill wished to record her objection to the application; the TPO had been placed to protect the trees.

b) Reports of Planning Applications

i) 11/05295/VAR - Plots 22, 24, 25 & 26 The Wintles, SY9 5ES. Modification under Section 106A of the Town & Country Planning Act 1990 for the removal of the affordable housing element from the Section 106 Agreement.

PERMISSION GRANTED

ii) 12/03786/FUL - Land East Of Castle Green. Erection of two affordable dwellings and alterations to previously approved parking to create additional parking spaces (phase 2 of previously approved scheme for 6 affordable dwellings).

PERMISSION GRANTED

iii) 12/04216/FUL - 11-13 High St, SY9 5BE. Installation of additional and replacement dormer windows in association with loft conversion.

PERMISSION GRANTED

216.12/13 ACCOUNTS

Councillor Carroll proposed that the accounts be approved and signatories authorised to sign the cheques. Seconded by Councillor Magill and resolved.

	£	Cheque No.
Salaries including quarterly payment to HMRC	3,056.03	104029-033
Andrew Wallace	24.24	104019
Nikki Rodick – Expenses	10.82	104020
Monument Landscaping – Grounds Maintenance	199.00	104021
Simon Morray - Farmers Market December	30.00	104022
Fastrack Maintenance	160.02	104023
SLCC – Membership	145.00	104024
Norman Reid – Christmas Lights inspection	95.00	104025
Andrew Broome	7.70	
V&W Electrics (assigned to Working Capital Partners Ltd)	203.14	104026
Phil's Tool hire	240.00	104027
Pudsey Diamond Engineering	253.92	104028

Direct Debits:

British Gas – Auction Yard Toilets 76.53

N Power – Playing Fields Electricity 152.61

217.12/13. TOWN HALL RENOVATION PROJECT

a) *Shropshire Hills Leader Fund*: It was proposed by Councillor Holton to accept the grant offer from the Shropshire Hills Leader Fund, seconded by Councillor Carroll and resolved.

b) *Working Party Notes*: Councillor Holton proposed to receive the notes from the Working Party meetings held on 25th October and 20th November 2012. Seconded by Councillor Carroll and resolved.

c) *HLF Start up Meeting*: The clerk gave a verbal report following the HLF start up meeting. Councillor Wright proposed the report be received, seconded by Councillor Carroll and resolved.

d) *Process for selecting main contractor*: Councillor Carroll proposed the selection procedure as outlined in the information report be approved, seconded by Councillor Holton and resolved.

e) Councillor Bowles proposed that members of the Town Council and members of the Trust be invited to a meeting with the Civic Society, the Project Architect and Project Manager. Councillor Holton proposed an amendment that the invitation is limited to two representatives of the Civic Society and two members of the Trust. The amendment was accepted by Councillor Bowles, seconded by Councillor Wright and resolved.

218.12/13 FIRE ALARM

It was proposed by Councillor Carroll to accept the quote to carry out repairs to the fire alarm, seconded by Councillor Magill and resolved.

219.12/13 FOOTPATH LIGHTING AT OAK MEADOW

Councillor Carroll explained there had been delays obtaining the quotation due to permissions being sought to dig the trench required to lay the cabling. However the quotation was more than the budget allowed. It was proposed by Councillor Dr Penney to move the agenda item to the end of the meeting where the details of the quotation can be discussed in closed session. Seconded by Councillor Carroll and resolved.

220.12/13 TO CONSIDER A REQUEST FOR A GRANT

It was agreed that in accordance with the Grants policy that only urgent grants should be considered outside the November Grants meeting. Councillor Carroll proposed a letter is sent to Severn Hospice to advise them of the grants policy and invite them to apply for November 2013's meeting. Seconded by Councillor Wright and resolved.

221.12/13 SPEED MANAGEMENT POLICIES

Councillor Carroll stated it was appalling that the Town Council has been asked to comment on this policy when we have already been consulted on several speed issues around the town and are still waiting for agreed speed limits to be actioned. Seconded by Councillor Dr Penney. Councillor Bowles disagreed because this is a new policy to replace existing and if the Town Council do not wish to comment then it would lose its chance to.

Councillor Bowles felt the council should find out what road safety issues members of the public have and invite Councillor Barnes to assist compile a list. Councillor Bowles added that she would be willing to visit town groups.

It was agreed to ask Councillor Barnes if any road safety issues have been raised during her weekly surgeries.

222.12/13 PRESS POLICY

The following amendments were put forward:

Section 1, paragraph 5, make this less ambiguous that if councillors express their views on a personal basis then this is made clear. Any personal statements made should be copied to the clerk.

Section 1, paragraph 6, must make reference to working parties of the council as well as council meetings held in closed session.

Section 3, paragraph 1 should not list the media where the agendas are sent as this may change in time, i.e. new newspapers may start.

With those amendments it was proposed by Councillor Carroll to adopt the press policy, seconded by Councillor Holton and resolved.

223.12/13 DIGITAL FUTURE

A working party had met to discuss digital future and means of communication. It was reported that there are large numbers of the community where communication isn't effective including younger people. The blog isn't well read. It was also noted that many people choose to contact Councillor Bavastock through her personal Facebook page which would now be contrary to the Press Policy if she responds in future. Councillor Carroll proposed the recommendations of the working group are adopted including the Town Council set up a Facebook page for the Town Council which had safeguards and the setting up of a Wordpress website that can be regularly updated by Town Council staff and will sit alongside the Bishop's Castle website. Seconded by Councillor Bowles and resolved with 5 votes in favour and 3 votes against.

224.12/13 PLACE PLAN

A report from the working party had been circulated by email a day before the meeting. Councillor Dr Penney had not received the report prior to the meeting.

The report was intended to be comments on the existing place plan which needed to be read in conjunction with the existing document Councillor Holton questioned if other town groups should be mentioned under Social and Community Infrastructure. Members on the working party explained that the section to which Councillor Holton referred was specific to the Town Hall Renovation.

Councillor Wright proposed the report be accepted, seconded by Councillor Carroll and resolved with 5 votes in favour and 2 abstentions.

225.12/13 HIGHWAY SAFETY

a) *Station Street* - Councillor Carroll reported the white line at the top of Station Street at Garage Mews is well respected, the road is wide enough for two way traffic above this line and below the line there is good visibility. Councillor Carroll did not consider the van that regularly parks above the line is causing undue obstruction, there is enough room at this point in the road to move out to see past the vehicle.

Union Street - Councillors had not experienced any difficulties in relation to parked vehicles in Union Street.

There was discussion that the only way to tighten up on parking in issues around the town is with the implementation of parking restrictions. It was proposed by Councillor Carroll to not take any action, seconded by Councillor Farr and resolved.

b) Councillor Bowles offered to assist Unitary Councillor Barnes in collecting any concerns residents have regarding highway safety. Councillor Dr Penney proposed the clerk write to Councillor Barnes to ask if she is willing to compile a list of concerns regarding highway matters, seconded by Councillor Holton and resolved.

226.12/13 POST 16 EDUCATION TRANSPORT

The correspondence was noted. Councillor Wright proposed that a response be sent noting it is unfortunate that there needs to be an increase in post 16 education transport and this could have a negative effect on post 16 education, especially in Bishop's Castle. Seconded by Councillor Farr and resolved.

227.12/13 KINGS HEAD FOOTPATH

It was proposed by Councillor Dr Penney to make a donation of £200 from the footpath budget towards the resurfacing of the public footpath adjacent to the Kings Head in a suitable surface and the payment only be made once the resurfacing has been carried out. Seconded by Councillor Carroll and resolved.

It was proposed by Councillor Carroll that the Town Council make a joint application with the owner of the Kings Head and The Community Land Trust to apply for LJC funding for the resurfacing of public footpath adjacent to the Kings Head. Seconded by Councillor Holton and resolved.

228.12/13 PLAYING FIELDS WORKING PARTY

A report from the playing fields working party had been circulated prior to the meeting with a recommendation for the purchase of new play equipment consisting of a new stealth hip with grind box for the skatepark and 4 metre web net from Safe & Sound Playgrounds. The 2 x double swing sets should be replaced and the witches hat in the main play area to be replaced. £3,000 from the skateboard association be ring fenced for future maintenance of the area. The old oak tree trunks be moved outside the play area and carved into woodland themed benches. Total cost £29,550.

In addition a further £500 is taken from capital to purchase plants as infill on the beds.

Councillor Carroll proposed the recommendations of the working party are approved, seconded by Councillor Farr and resolved.

229.12/13 CHRISTMAS LIGHTS STORAGE

Councillor Carroll reported there was some money in the Christmas Lights budget for storage. It was noted Councillor Furber could offer storage space but would need to make a small charge for this. It was agreed to also make enquiries at Enterprise House and defer the item to the next agenda.

230.12/13 COUNCIL MEETING DATES

It was proposed by Councillor Holton to approve the 2013 council meeting dates as circulated, seconded by Councillor Wright and approved.

231.12/13 REPORTS FROM MEETINGS ATTENDED

All reports have previously been received.

232.12/13 TOWN COUNCIL BLOG

The proposals for the playing fields

233.12/13 CORRESPONDENCE

The circulated items of correspondence were noted.

234.12/13 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

It was proposed by Councillor Carroll to exclude members of the public and press on the grounds the business involves the likely disclosure of exempt information. Seconded by Councillor Wright and resolved.

235.12/13 TOWN HALL RENOVATION PROJECT

Councillor Carroll proposed the recommendations of the working party and Architect be accepted and appoint the following for the design team:

Quantity Surveyor/CDM Co-ordinator – Bowen Consultants
Mechanical and Electrical Consultants – Martin Thomas Associates Ltd
Structural Engineer – Bob Johnson

Seconded by Councillor Farr and resolved.

236.12/13 FOOTPATH LIGHTING AT OAK MEADOW

The different elements of the quotation were discussed, split into trench excavation and the wiring of the lights. It was discussed if the pay back scheme could be used to dig the trench. It was agreed to leave the item on the table for a future agenda.

With no other items of business the meeting closed at 9.45 pm