

# Bishop's Castle Town Council Meeting

## 7th January 2014

### MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 7th JANUARY 2014 AT 8.00 PM

**PRESENT** Councillor K.E Bavastock, Mayor, in the Chair.

Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S.A. Farr, J. Gaffney, S. Harris, A.M Jackson, I Wall and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

#### 223. 13/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Morris and Price.

#### 224. 13/14 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests  
none were declared

b) Declarations of Personal Interest.

Councillors Bavastock, Bowles and Farr declared personal interests in item 7 Town Hall Renovation Project and 10 Accounts as they are Trustees of Bishop's Castle Town Hall Trust.

All Councillors declared a personal interest in item 11, the Post Office, as they all use the Post Office.

#### 225.13/14 APPROVAL OF MINUTES

With the amendment of minute 212.13/14 to include the following within the first paragraph; '*As an alternative and in order to provide the necessary context for the formation of a Steering Group, it was proposed that an open invitation to all members of the community be delivered with the next newsletter. This invitation will request comments on the issues concerning each household together with contact details of anyone wishing to join the Steering Group or be involved in some way in the work that it will undertake;*'

it was proposed by Councillor Gaffney, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Town Council meeting held on the 8th October 2013.

#### 226.13/14 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 3rd December 2013.

i) *Meeting with the officer from Severn Trent at Brick Meadow.* The meeting had taken place. A suggestion put forward by some residents for a footbridge had been objected to by other residents. The Severn Trent Officer is currently putting together options and the matter will be brought forward to a future meeting.

ii) Fire Service Consultation – the Fire Service had acknowledged the Town Council comments.

b) From previous Town Council meetings

none

#### 227.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

#### 228.13/14 UNITARY COUNCILLOR.

- Moral is still low at Shropshire Council and the planning department still stretched.
- Regarding the business park there is one company currently in talks with Shropshire Council.

#### 229.13/14 TOWN HALL RENOVATION PROJECT

The Town Hall Renovation Project update was deferred pending the Project Board meeting next week. All Councillors are invited to attend the project board meeting to be held on 13th January 2014.

The Project Manager and the newly appointed Town Hall Manager will attend the next Council meeting on 28th January.

#### 230.13/14 MAYOR'S ANNOUNCEMENTS

There are a few fund raising calendars left, can all efforts be made to sell the remaining few. All proceeds will be split evenly between Bishop's Castle Primary School and AMP.

#### 231.13/14 TOWN AND COUNTRY PLANNING ACT

a) none

b) i) 13/04419/LBC, erection of partitions for ensembles to bedrooms etc, Castle Hotel Permission

ii) 13/04366/FUL, erection of steel portal frame extension to industrial unit, Pathway Intermediates Ltd, Unit 3 Love Lane Industrial Estate; Permission

iii) 13/04554/TCA, crown reduce mature Oak tree, High Trees, Bull Lane; No objection iv) 13/04404/TCA, fell Leyland Cypress tree, Old Time, 29 High St.; No objection

v) 12/02006/FUL, erection of dwellings, Kerry Green. Refused

c) Enforcements

NONE

#### 232.13/14 ACCOUNTS

a) Councillor Farr proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Wright and **RESOLVED**.

	£	Cheque No.
Staff Costs	276.50	104444 – 104446
ESWS wordpress tutorial	30.00	104443
Shropshire Council NDR for office in ESWS	63.90	104447
Karen Corfield – Expenses: mileage	10.82	104446
COS – photocopier usage	169.09	104448
FP – Franking machine top up	100.00	104449
Keith Jones – repair of wall to Auction Yard water tank	80.00	104450
Bishop's Castle Methodist Church – room hire	210.00	104451
ICO – Data Controller's Register	35.00	104452
Bishop's Castle Tennis Club – grant	50.00	104453

Councillor Wright proposed the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Harris and **RESOLVED**

<b>Town Hall Renovation Project Costs</b>	£	Cheque No.
Harper & Sons – Building Contract	89,294.50	<b>104454</b>
Shropshire Council – archive cataloguing	3,080.00	<b>104455</b>
ESWS – centre usage and web presence	320.09	<b>104443</b>

#### 233.13/14 BISHOP'S CASTLE POST OFFICE

This item was deferred.

#### 234.13/14 HEDGE LAYING IN THE PLAYING FIELDS

Councillor Wall had met with the Education Officer, Jon Bielstein, of the Stiperstones & Corndon Hill Country Landscape Partnership. The proposed project will be funded by the Heritage Lottery Fund, the aim is to provide two days of hedge laying training with an instructor for 16 – 25 year olds. Councillor Wall proposed the Town Council agree to the hedge laying project to take place in the playing fields, seconded by Councillor Bavastock and **RESOLVED**.

#### 235.13/14 PRUNING YEW TREES AT OLD MARKET PLACE

The clerk was asked to double check if planning permission was required for pruning/shaping of the trees. It was noted the trees are Irish Yew trees and therefore will not grow to the size of a native Yew trees and do not take well to pruning.

The trees are overgrowing the bike racks and are starting to obscure the Old Market Place.

Councillor Jackson proposed that the site be assessed when undertaking the parish plan to see how the look of the Old Market Place can be improved, seconded by Councillor Carroll and **RESOLVED**.

#### 235.13/14 GRASS CUTTING AND GROUNDS MAINTENANCE SCHEDULES

It was stated the schedules are now more organized and the extra detail makes the schedules tighter.

It was questioned if the grass cutting of the verge in Kennels Bank could be decreased to once a month. The clerk confirmed it could but it is quicker for the contractor to do it if the grass is kept short and therefore the contractor would not save that much extra time by doing so.

It was suggested the frequency of invoicing should be included in the contract.

There was discussion about requiring the contractor to engage and recruit volunteers to assist with maintenance in the playing fields. It was agreed the contractor should be required to work with volunteers in the playing fields but due to risk assessments, insurance and CRB checks the volunteers should be found via the Town Council. The Friends of the Playing Fields group should be consulted for their opinion on this.

Councillor Gaffney proposed to approve the schedules with the agreed amendments, seconded by Councillor Wright and **RESOLVED**.

#### 236.13/14 TOWN TWINNING TREE

Councillor Bowles proposed the Town Council accept the quote from Primo Printing for a plaque for the Town Twinning tree, seconded by Councillor Carroll and **RESOLVED**.

#### 237.13/14 PARISH PLAN

Works are progressing, especially work on an insert for the next newsletter. There are two grants available; one will need applying for immediately, the second by the beginning of February. It had been established that the budget heading can be flexible and there can be virement between the budget headings as long as there is still eligible expenditure.

#### 238. 13/14 REPORTS FROM MEETINGS ATTENDED

a) Tourism Action Plan Workshop – This meeting was mostly for tourism providers in Bishop's Castle, Clun and the surrounding area. A written report was circulated and summary of finding of a survey verbally reported.

b) Pub Watch – Councillor Price has now stood down from being Chairman of the group. The group is working together effectively. The last meeting was attended by a licence officer from Shropshire Council. It would appear the advice given out by Sgt Woolley was incorrect in that customers can take open vessels outside. The licencing officer will make contact with the clerk and intends to attend the next Pub Watch meeting dated 12th March.

c) Public Hall Committee - a written report was circulated

#### 239.13/14 ITEMS FOR FACEBOOK

Pub Watch  
Hedge laying  
Town Hall windows

#### 240. 13/14 CORRESPONDENCE

The correspondence was noted.

#### 241.13/14 14 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Bavastock proposed 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 information as defined in the Acts, seconded by Councillor Farr and **RESOLVED**.

#### 242.13/14 TREE WORK IN THE PLAYING FIELDS

The clerk reported that a tree had blown over in Oak Meadow over the weekend. Although this tree had been inspected in the recent past it was thought the clay soil is holding the water and had rotted the trunk just below the surface. It was agreed that the successful Arborist would be asked to inspect the remaining tree and report back to the clerk. If at risk the clerk be authorised to instruct the Arborist to remove the tree at the same time as carrying out the work in the playing fields.

It was proposed by Councillor Bavastock to appoint DGL to carry out the required work, seconded by Councillor Harris and **RESOLVED**.

#### 243.13.14 TOWN CRIER

Councillor Bavastock proposed that an item is put in the newsletter and on Facebook to invite people interested in becoming the Town Crier to come forward. Seconded by Councillor Wall and **RESOLVED**.

With no further business the meeting was called to a close at 9.00 pm

Signed ..... Date

7th January 2014

# Bishop's Castle Town Council Meeting

## 28th January 2014

### MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 28th JANUARY 2014 AT 8.00 PM

PRESENT Councillor K.E Bavastock, Mayor, in the Chair.

Councillors: E.A.C. Bowles, J. M. Carroll, S.A. Farr, A.M Jackson, I Wall and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

#### 244. 13/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillors S. Crowley, J. Gaffney, S. Harris and W.J. Morris. Councillor Bavastock proposed the reasons for apology are accepted, seconded by Councillor Wright

#### 245. 13/14 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests  
none were declared

b) Declarations of Personal Interest.

Councillors Bavastock, Bowles and Farr declared personal interests in item 7 Town Hall Renovation Project and 9 Accounts as they are Trustees of Bishop's Castle Town Hall Trust.

Councillors Bavastock, Bowles and Carroll declared a personal interest in item 13 as they are shareholders of the Community Land Trust.

#### 246.13/14 APPROVAL OF MINUTES

With the amendment of minute 228.13/14 of the word 'moral' to morale' it was proposed by Councillor Bowles, seconded by Councillor Farr and RESOLVED to approve the minutes of the Town Council meeting held on the 7th January 2014.

#### 247.13/14 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 3rd December 2013.

i) *Irish Yew Trees*. It was proposed by Councillor Bavastock that a planning application is made to prune the Irish Yew Trees, seconded by Councillor Wright and RESOLVED.

ii) *Grass Cutting and Grounds Maintenance Schedules* – have now been sent out.

iii) *Post Office* –The clerk was asked to write to the Post Office to establish what is proposed for Bishop's Castle under their proposals.

b) From previous Town Council meetings

i) *SAMDev* – The summary of responses was noted.

ii) *WWI 100th Anniversary* – The Wintles Association will plant poppy seeds on the new verge on the Wintles.

#### 248.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

#### 249.13/14 UNITARY COUNCILLOR.

- Teme Leisure is facing further cuts this year in the region of £30,000. They will need to establish how the cuts will be split over their four sites. SpArC is running well at the moment. The SpArC advisory committee has offered to assist SpArC to run more efficiently.
- There will be no more funding for the LJC for next year. The committee is looking at ways it can continue to work and will seek funding from other means. Shropshire Council is keen for the LJC's to continue but is establishing the main purpose.
- Voluntary redundancies are still continuing.
- The Grange Road Community group has started a bike cycling group. They are keen to set up a 'bikeability' training scheme.
- There are more cuts being made over the next year which will start to affect people. It may be that different ways of doing things will need to be considered.
- At the ESWS meeting it was reported that Bishop's Castle is not classed as a 'hub' and therefore will lose its customer service point. There is a proposal to pilot a 'micro hub' in that there will be a telephone point placed in the library. This raised concern of how people could access an officer, especially as public transport is limited. Councillor Bavastock asked if the Town Council could make representation over this. Councillor Barnes advised that Shropshire Council could be addressed during public question time. The clerk was asked to write a letter to Shropshire Council, included in the letter is making a case for support of ESWS. It was noted that Shropshire Council uses a number of offices from Enterprise House but as there are different departments they do not necessarily talk to each other. Chris Edwards is taking this forward. Councillors Bavastock and Carroll declared interests in this subject as they are Directors of ESWS.
- The Community Action Officer posts should be safe, however officers may take on additional roles.
- Shropshire Council is currently into year 4.9 of the 5 year land supply policy. Therefore there is a risk from developers. It is hoped the SAMDev will be signed at the February Council meeting which will resolve the issue.

#### 250.13/14 TOWN HALL RENOVATION PROJECT

a) Councillor Bavastock proposed the notes of the project board meeting of 13th January 2014 are received. Seconded by Councillor Carroll and resolved.

b) The Project Manager summarized the written report that had been previously circulated and is appended to these minutes. Councillors Bowles and Carroll were thanked for distributing letters regarding the pointing to neighbouring properties.

Councillor Bowles confirmed she had received representations to finish the work as quickly as possible. In relation to the question of erecting the scaffolding over Easter then this should continue if workmen are able to work over the Easter period but not if they are unable to work over this period.

It is hopeful the pointing samples will be carried out next week. English Heritage will be asked to comment in the first instance.

The newly appointed Town Hall Manager, Thomasina Carlyle, was introduced.

#### 251.13/14 TOWN AND COUNTRY PLANNING ACT

a) 13/04313/FUL - Erection of Extension to existing woodchip store, Ransfords Sawmills – revised plan. Councillor Farr proposed no objection, seconded by Councillor Wright and resolved.

b) None

c) Enforcements

None

#### 252.13/14 ACCOUNTS

a) With the condition that the payment to Freestyle is retained until the skate ramp has been inspected by the clerk and Councillor Bowles, Councillor Wright proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Bowles and RESOLVED.

	£	Cheque No.
	1706.46	104 – 104
Staff Costs	215.00	104
ESWS – office & broadband service rental	120.00	104
ESWS – hire of meeting room Oct – Dec	64.00	104
Shropshire Council NDR for office in ESWS	16.04	104
COS – photocopier	39.04	104
Viking – office sundries	362.00	104
Monument Landscape services – H&S checks, installation of bins & maintenance November, December and January	45.00	104
Simon Morray – Assistance in removing planters and February Farmers' Market	13,800.00	104
Freestyle – skate ramp installation date 27th January 2014		

The clerk reported enquiries were being made with BT regarding the rental charges on the invoices. Councillor Bowles proposed the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Jackson and RESOLVED

#### Town Hall Renovation Project Costs

	£	Cheque No.
Harper & Sons – Building Contract	92,229.44	
Martin Thomas Associates LTD	720.00	
ESWS – hire of meeting room Oct - Dec	170.50	
BT phone 638928 line installation for lift	202.46	
BT phone 630023 line installation for fire alarm	202.46	
BT phone 630673 line installation for VIC desk	201.70	
Bob Johnson Engineers Ltd	2,809.50	
Alan Duncan – window graphics	500.00	
Communities Can	2,000.00	
BCHRC – centre usage & printing , room hire and shelf storage	439.49	

It was proposed by Councillor Carroll to approve the payment of the direct debits, seconded by Councillor Bowles and RESOLVED

#### 253.13/14 FINANCE

It was proposed by Councillor Farr to receive the 3rd quarter monitoring report and bank reconciliation statement. Seconded by Councillor Carroll and RESOLVED.

#### 254.13/14 HARASSMENT AND BULLYING POLICY

With minor amendments to the policy Councillor Farr proposed the policy is adopted and the Staffing Committee is the body to deal with any complaint in the first instance. The Staffing Committee will assess if they are able to deal with the complaint themselves or if they need to obtain assistance from an outside organisation to mediate. Seconded by Councillor Jackson and RESOLVED. It was confirmed the policy is applicable to Councillors as well as staff members.

#### 255.13/14 PUBLIC RIGHTS OF WAY ORDER

The Right of Way order for footpath 30 (part) at The Wintles was noted.

#### 256.13/14 COMMUNITY LAND TRUST

After a short discussion this item was deferred to a future agenda pending the outcome of the SAMDev.

#### 257.13/14 CHRISTMAS LIGHTS

Councillor Bavastock proposed that if no offers are made by the 30th January then the Christmas lights can either be donated to somebody who is able to use them otherwise disposed of. Seconded by Councillor Carroll and RESOLVED.

#### 258.13/14 PARISH PLAN

The initial survey has been produced and has been funded by the Kick Start Grant. Responses are by 28th February. There will be an electronic version via Survey Monkey linked to the Town Council website. It was noted the older version is also on the website and this now needs to be removed.

There will be an application for the main grant of £1,500.

Bishop's Castle Patients Group has invited the working party to attend one of their meetings. The Patients Group may wish to be involved in the steering group.

It was agreed the ideas and thoughts of young people need to be included in the plan, Councillor Bavastock proposed permission is given for the working party to approach the Headteachers of both schools, seconded by Councillor Farr and RESOLVED.

Although there will be 5 drop off points around the town an appeal was made for 1 or 2 Councillors who can assist in collecting some surveys.

Councillor Bavastock reported she is happy to take surveys to community group meetings.

#### 259. 13/14 POLICE AND CRIME COMMISSIONER'S BUDGET CONSULTATION

Councillor Carroll proposed the budget proposals are supported, seconded by Councillor Wright and RESOLVED.

#### 260.13/14 REPORTS FROM MEETINGS ATTENDED

a) PACT – Priorities from the last meeting were to monitor alcohol and drug use by youngsters in the town, particularly at Crowgate and in the playing fields; to raise awareness of break ins and crime in and around Station Street. New priorities were to monitor speeding and carry out speed checks; and to raise awareness of rural crime, particularly thefts from rural properties and sheep/castle rustling.

b) ESWS – This is to be put onto a future agenda.

c) Co-operative Trusts – Both Bishop's Castle schools are considering becoming a Co-operative Trust which will help safeguard them in future. There will be a number of public consultations coming up and the final decision will be made in May 2014.

#### 261.13/14 ITEMS FOR FACEBOOK

Parish Plan – survey and volunteers to help collect surveys.

Christmas lights free to good home

Check the website for out of date information.

#### 262. 13/14 CORRESPONDENCE

The correspondence was noted.

#### 263.13/14 14 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Farr proposed 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 information as defined in the Acts, seconded by Councillor Bavastock and RESOLVED.

#### 264.13/14 APPOINT AN INNTERNAL AUDITOR

It was proposed by Councillor Farr to appoint Sue Hackett to carry out the internal audit for this year, seconded by Councillor Bavastock and RESOLVED.

#### 265.13/14 RECOMMENDATIONS FROM THE STAFFING COMMITTEE

a) It was proposed by Councillor Wright to accept the recommendations from The Staffing Committee to not appoint a cleaner for the Town Hall Public Toilets but to buy in cleaning services from the Town Hall Trust. Seconded by Councillor Jackson and RESOLVED.

b) It was proposed by Councillor Jackson to accept the recommendations of the Staffing Committee and agree up to an additional 35 hours pay for the Assistant Clerk to complete her CiL.C.A. qualification. This will be subject to a claw back if the Assistant Clerk leaves the Town Council within 2 years of completing the C.i.L.C.A. qualification. Seconded by Councillor Wright and RESOLVED.

c) It was proposed by Councillor Jackson to accept the recommendation of the Staffing Committee to award a pay rise of 1% to the Town Clerk and Andrew Broome backdated to April 2013. Seconded by Councillor Farr and RESOLVED

With no further business the meeting was called to a close at 9.40 pm

Signed .....

Date

25th February 2014

# Bishop's Castle Town Council Meeting

## 25th February 2014

### MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 25TH FEBRUARY 2014 AT 8.00 PM

**PRESENT** Councillor K.E Bavastock, Mayor, in the Chair.

Councillors: E.A.C. Bowles, J. M. Carroll, S. Crowley, S.A. Farr, S. Harris, A.M Jackson, W.J. Morris, I Wall and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

#### 266. 13/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillor J. Gaffney. Councillor Bavastock proposed the reasons for apology be accepted, seconded by Councillor Jackson.

#### 267. 13/14 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests

Councillor Bavastock declared a disclosable pecuniary interest in item 4a)i) because of personal reasons.

b) Declarations of Personal Interest.

Councillors Bavastock, Bowles and Farr declared personal interests in item 7 Town Hall Renovation Project and 9 Accounts as they are Trustees of Bishop's Castle Town Hall Trust.

Councillors Bavastock declared a personal interest in item 12 as she is a Director of ESWS and 13 due to personal reasons.

Councillor Bowles declared a personal interest in item 9 accounts payable to BCHRC.

Councillor Carroll declared a personal interest in item 13 as the item relates to heritage signs and she runs a tourism based business.

#### 268.13/14 APPROVAL OF MINUTES

It was proposed by Councillor Bowles, seconded by Councillor Carroll and **RESOLVED** to approve the minutes of the Town Council meeting held on the 28th January 2014.

#### 269.13/14 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 28th January 2014.

i) *Post Office*. No information to report.

ii) *BT Invoices* – the telephone lines have been installed, the invoices have been forwarded to Harpers to meet.

b) From previous Town Council meetings

i) *Fire Stations* – The campaign to save the retained Fire Station in Clun was successful.

#### 270.13/14 MEMBERS OF THE PUBLIC WISHING TO SPEAK

A member of the public addressed the Council regarding Bishop's Castle schools becoming a Co-operative Trust. A copy of her address is appended to the minutes.

Bernard Edwards addressed the Council regarding Bishop's Castle schools becoming a Co-operative Trust, putting his view forward as a Governor to Bishop's Castle Community College. There had been a conclusion that forming a Co-operative Trust is the best option for Bishop's Castle schools.

Four proposed external partners have been identified as Mid Counties Co-operative; University of Worcester; Diocese of Hereford; Shropshire Council. The schools would remain as County run schools but would be supported by the Trust. No profits can be made other than to improve education. Becoming Trust status would attract grants not otherwise available to the schools. The Governors would still have control of the schools.

#### 271.13/14 ALTER THE ORDER OF BUSINESS

Councillor Bavastock proposed the order of business is altered to take item 19c) next, seconded by Councillor Wright and **RESOLVED**.

#### 272.13/14 REPORTS FROM MEETINGS ATTENDED

a) Co-operative Trust status for Bishop's Castle schools

Councillor Carroll reported she felt there had been a misunderstanding in that any proposed Trust could not force the schools to do anything they and their governors would not wish to do. The schools can walk away from the Trust at any time without liability. The dangers as outlined by the member of the public in their address are not real dangers but show a lack of understanding of how the Trust would work.

Councillor Bowles confirmed the three Headteachers had made representations from the heart in favour of the move. Personally she would like to see a clause in the agreement to give more protection to the schools but felt that should be left to the governing bodies. Similar moves are being taken in other schools across the country in a response to cuts in funding.

Councillor Wright sought reassurance that partner commercial organisations could not profit from the Trust. Councillor Carroll confirmed that any partnerships would benefit the schools for learning skills e.g. engineering.

It was noted the Town Council had not been formally invited to respond to a consultation on the matter but Councillors in their private capacity are free to respond individually.

#### 273.13/14 UNITARY COUNCILLOR

- The Full Council meeting will be held on Thursday morning, the deadline for members of the public wishing to speak is Wednesday morning.
- The next round of cuts will begin to affect the normal person's everyday services. £40m will be cut this year.
- £20m will be cut from adult social care
- SAMDev went to cabinet last week but will not be ratified until it has been passed to the Planning Inspectorate. Shropshire Council is not expecting to meet the 5 year land supply figures.

- It was reported that contractors vehicles parked at Castle Green were causing an obstruction in that passing vehicles were struggling to get past, Cllr Barnes would follow this up.

#### 274.13/14 TOWN HALL RENOVATION PROJECT

A written report had previously been circulated. The Contractors would now be staying in the site office for another month. The highways works would start on 3rd March and it was proposed to try to keep Market Square open if at all possible. A representative will attend the Project Board meeting on 3rd March to give an update on the works.

#### 275.13/14 TOWN AND COUNTRY PLANNING ACT

a) i) 14/00472/FUL 28 Brick Meadow. Erection of a single storey kitchen extension, carport to side, lean-to garden store and detached workshop. Councillor Jackson noted the workshop would be close to the neighbouring property and could be noisy. It was noted there had been no objections from neighbours. Councillor Carroll proposed no objection, seconded by Councillor Farr and **RESOLVED**.

ii) 14/00643/FUL Sandos, Seven Wells. Erection of an affordable dwelling. Councillor Carroll proposed support of the application. There has been a static caravan on site for years and an existing planning approval on the site. There are a need for affordable dwellings in the town. Seconded by Councillor Wright.

Councillor Jackson proposed an amendment that support should be subject to the applicant conforming to the 2 reports from the tree officer and habitat report. Concerns were also expressed about the height of the building, taking into account the height of the location. Also consideration should be given to removing the clause in the affordable housing scheme that allows an extension to the property after seven years. Councillor Carroll did not accept the amendment and there were no seconders to the amendment.

The proposal to support the application was voted for with 9 votes in favour and 1 abstention and **RESOLVED**.

b) 13/04313/FUL Ransfords Saw Mills. Permission granted.

c) Enforcements

None

#### 276.13/14 ACCOUNTS

a) With the addition of invoices to be paid received from V&W Electrics for £286.50, Interpublic for £260.11 and RCCS Marches for £277.00, Councillor Farr proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Crowley and **RESOLVED**.

	£	Cheque No.
	1971.01	104473 – 104477
Staff Costs	215.00	104478
ESWS – office & broadband service rental	64.00	104479
Shropshire Council NDR for office in ESWS	99.88	104480
COS – photocopier (includes newsletters and surveys)	185.04	104481
Viking – office sundries	148.00	104482
Monument Landscape services – H&S checks, dog bin poles etc	30.00	104483
SALC Planning training	54.00	104484
Andrew Wallace	200.00	104485
BCHRC – storage	16.83	104477
Karen Corfield – Farmers' Market mileage	286.50	104491
V&W Electrics – street light repairs	260.11	104492
Interpublic – public toilet supplies and repairs		

Councillor Farr proposed the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Wright and **RESOLVED**

<b>Town Hall Renovation Project Costs</b>	£	Cheque No.
Harper & Sons – Building Contract	104,682.10	104486
Martin Thomas Associates LTD	864.00	104487
Bowen Consultants (QS & CDM)	5,221.20	104488
Communities Can	2,000.00	104489
SWALEC – disputed invoice (direct debit)	623.35	
Npower – disputed invoice (direct debit)	1,312.32	
RCCS Marches Ltd	277.00	
		104493

It was proposed by Councillor Farr to approve the payment of the direct debits, seconded by Councillor Bowles and **RESOLVED**

Npower – playing fields	164.99
British Gas – Auction Yard toilets electricity	311.93

#### 277.13/14 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

a) Standing Orders - It was noted that Councillors need to observe section 1.o) better in that Councillors should normally only speak once. It was proposed by Councillor Wright that the revised Standing Orders be adopted. Seconded by Councillor Farr and **RESOLVED**.

b) Financial Regulations – With minor amendments being corrected and the inclusion of the council undertaking its own Internal Audit checks it was proposed by Councillor Bavastock, seconded by Councillor Carroll and **RESOLVED** to adopt the revised Financial Regulations.

#### 278.13/14 PARISH PLAN

Surveys have now all been issued and around 32 have been returned to date. Some people have expressed an interest in being involved in the steering group. The data will be stored in a drop box folder held under the Town Council's name for data protection purposes. The scope of issues raised will be collated.

The second grant has now been received.

Best efforts are being made to collect forms in although manpower is a problem.

#### 279.13/14 ENTERPRISE SOUTH WEST SHROPSHIRE

The matter was due to be raised at a SpArC meeting, unfortunately it was cancelled due to the weather. Shropshire Council officers will consider the matter further following the budget being agreed.

#### 280.13/14 HERITAGE SIGN FOR THREE TUNS BREWERY

It was noted the Town Council has received similar requests previously which were not supported as the Town Council did not wish to support one business over another; there are two brewery businesses in the town. It was accepted that the Three Tuns is the oldest licensed brewery in the country and therefore does attract interest regionally and nationally. There were 161 brewery tours last year, a number likely to double this year.

The Town Council should remain consistent in its view, it would not be the wish to have a row of brown heritage signs for the number of heritage buildings we have in the town. The existing brown heritage signs can be reviewed as part of the town plan if necessary.

Councillor Carroll proposed the Town Council support the application for a brown sign for the Three Tuns Brewery, seconded by Councillor Wright. On a vote it was 2 in favour, 5 against with Councillors Bavastock, Crowley and Farr abstaining, therefore the proposition was lost.

#### 281.13/14 STREET COLLECTION APPLICATION

Councillor Bavastock proposed no objection to the street collection by Bishop's Castle Amnesty International Group in Church Street and High Street on Saturday 3rd May 2014. Seconded by Councillor Morris and **RESOLVED**.

#### 282.13/14 ELECTRICITY CABLES IN MARKET SQUARE

Councillor Wright proposed the Town Council encourage replacing the overhead electricity cables underground in Market Square, seconded by Councillor Carroll and **RESOLVED**.

#### 283. 13/14 POTHOLES

Although it was accepted there are a higher than normal amount of potholes in and around town due to the adverse weather conditions, the standard of repairs has deteriorated and several potholes have required repair on a number of occasions. Councillor Bavastock proposed a letter is sent to Shropshire Council regarding this, seconded by Councillor Wright and **RESOLVED**.

#### 284.13/14 STREET CLOSURE ORDERS

Councillor Carroll proposed no objection to the street closure application for the Palm Sunday Procession and the Midsummer Rejoicing Procession. Seconded by Councillor Bowles and **RESOLVED**. The Town Hall Manager should be notified of the Street Closures for information.

#### 285.13/14 BISHOP'S CASTLE COMMUNITY ENERGY TRUST

Councillor Bavastock proposed Bishop's Castle Community Energy Trust is invited to address the next Town Council meeting, seconded by Councillor Carroll and **RESOLVED**.

#### 286.13/14 REPORTS FROM MEETINGS ATTENDED

a) Public Hall Committee – the clerk was asked to look out the deeds to show what land belongs with the public hall.

b) Planning Training Event – It was hoped a crib sheet will be produced for dealing with planning applications. Under new guidelines increased traffic is not a material reason for objecting to an application. From Government there is a big push for development and any application has to be truly dreadful to be refused.

#### 287.13/14 ITEMS FOR FACEBOOK

Town Plan link to survey monkey

Schools consultation including link to the Community college website.

#### 288. 13/14 CORRESPONDENCE

Bishop's Castle Patients will be attending CORRESPONDENCE and Wrekin Trust encouraging community engagement in changes to the Trust. The patients group can report back to the Town Council.

#### 289.13/14 14 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Bavastock proposed 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 information as defined in the Acts, seconded by Councillor Wright and **RESOLVED**.

#### 290.13/14 TOWN HALL RENOVATION PROJECT

Markets - The Town Hall Trust is proposing future days for weekly markets will be Mondays and Thursdays. The Town Council expressed support for this.

Repointing – A letter is to be sent to Shropshire Council as our contracted Architect in respect of the repointing of works for the repointing of the Town Hall.

#### 291.13/14 GRASS CUTTING CONTRACT

It was proposed by Councillor Bavastock to appoint Parks and Gardens to the grass cutting contract for 2014/15. Seconded by Councillor Crowley and **RESOLVED**.

#### 292.13/14 GARDENING CONTRACT

Councillor Bavastock proposed by Council to award the gardening contract Andrew Evans Landscapes subject to satisfactory references. Seconded by Councillor Farr and **RESOLVED**.

#### 293.13/14 REPOINTING OLD MARKET PLACE

The clerk left the room.

It was proposed by Councillor Bavastock to appoint Monument Landscapes Services to repoint the wall at Old Market Place. Seconded by Councillor Farr and **RESOLVED**.

The clerk returned to the room

#### 294.13/14 TEMPORARY CLEANER

It was proposed by Councillor Bavastock to temporarily appoint Marzena Grzechnik as a cleaner to assist following the monthly Farmers' Markets until the markets return to the Town Hall. Seconded by Councillor Farr and **RESOLVED**.

With no further business the meeting was called to a close at 10.09 pm

# Bishop's Castle Town Council Meeting

25th March 2014

## **MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 25TH MARCH 2014 AT 8.00 PM**

Before the start of the meeting Kate Evans and Dave Luckhurst updated the Town Council on the activities of the Community Energy Trust including details about a community energy project for the Community College site.

**PRESENT** Councillor K.E Bavastock, Mayor, in the Chair.

Councillors: E.A.C. Bowles, J. M. Carroll, S.A. Farr, J Gaffney, S. Harris, A.M Jackson, W.J. Morris and R.D. Wright.

In attendance: Mrs D Malley (Clerk)

### 295. 13/14 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Crowley. Councillor Bavastock proposed the reasons for apology be accepted, seconded by Councillor Gaffney

### 296. 13/14 **DECLARATION OF INTEREST**

a) Declarations of disclosable pecuniary interests

Councillors Bavastock and Carroll declared a pecuniary interest in item 11 Accounts as they have mileage claims.

Councillor Gaffney declared a bias in item 9 and 10 because his son has a potential interest in the Community Land Trust exception site.

b) Declarations of Personal Interest.

Councillors Bavastock, Bowles and Farr declared personal interests in item 21 and 23 Town Hall Renovation Project and 11 Accounts as they are Trustees of Bishop's Castle Town Hall Trust.

Councillor Morris declared a personal interest in item 7a)) as he is a personal friend of the applicant

Councillors Bavastock, Bowles, Carroll and Wright declared personal interests in item 9 as they are shareholders in the Community Land Trust. Councillor Bavastock declared an interest in item 4b)) for personal reasons.

### 297.13/14 **APPROVAL OF MINUTES**

It was proposed by Councillor Bowles, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Town Council meeting held on the 25th February 2014.

1 abstention

### 298.13/14 **MATTERS ARISING FROM THE MINUTES**

a) From the Town Council meeting dated 25th February 2014:

i) Potholes – the standard of repair had been reported to Chris Edwards who is following this up on our behalf.

b) From previous Town Council meetings:

i) Post Office – A letter has been received from the Post Office to confirm there are no proposals to make any changes to the Post Office services in Bishop's Castle

ii) Electricity Cables in Market Square – The clerk had attended a site meeting with Western Power regarding putting the electricity cables underground. Western Power will put the cables underground but will not want to pay for it. The job is being costed in the first instance.

### 299.13/14 **MEMBERS OF THE PUBLIC WISHING TO SPEAK**

A member of the public had asked the following statement to be read

"I wanted to correct the minutes of the last meeting. In the report I presented to the meeting last month I stated that my concerns were for community interests, not those of the schools, which subsequent speakers implied. Given the salient points of a fellow public speaker were minuted, I'd be grateful if my principle point could be recorded in the same way. Myself and 100 others have signed a petition expressing concern that community members who comprise the Trust Forum are being allocated a token number of votes, just 3. External partners have no limit in its membership and can be from private industry, are each entitled to their own vote. Given that the Trust Forum's role is to hold the schools and the external partners to account, having just 3 votes renders that task impossible.

Response to the Councillor who dismissed my concerns as a misunderstanding of the proposal – I have consulted with the people at the Co-op Trust College who developed the model put forward for consultation, as well as a corporate lawyer. They all confirm that my understanding of the model is correct."

Lena Cole addressed the Council regarding planning application 14/00885/OUT Ashbrook, Land off Woodbatch on behalf of the residents who are objecting to the application.

The council is asked to strongly object to the planning application on the grounds that Woodbatch Road is too narrow, the increase in cars will cause additional danger to other road users.

The information in the design statement refers to the need for 150 properties in Bishop's Castle, therefore if this outline permission was granted then an application could come forward to build more than 10 houses

The access to the site appears to take part of the garden belong to 2 The Ridge, permission is not given for this.

The SAMDev prefers development to the north/east side of the town which is more accessible with better roads.

Bernard Edwards addressed the Council regarding planning application 14/00885/OUT Ashbrook, Land off Woodbatch. He wished to object to the application due to concerns that the development will exacerbate the drainage issues to the south of the town. Excess surface water already finds its way into the stream on Kerry Lane, this can then pool at the junction of Church Street. The development will add to this problem.

### 300.13/14 **UNITARY COUNCILLOR**

- A petition has been launched regarding poor reception received from the main mobile phone provider, EE. The reception for EE has become worse recently.

- Youth consultation – there is currently one youth session per week in Bishop's Castle which very well attended. Shropshire Council is consulting to see if the session should be retained. Young people want to keep the youth session as it is, they have been proactive by completing a petition and consultation responses

- Business Park – no recent updates.

### 301.13/14 **TOWN AND COUNTRY PLANNING ACT**

a) i)14/00885/OUT Ashbrook, Land off Woodbatch

The clerk reported she had received 11 letters of objection and summarised the points raised. Particular attention was drawn to one letter of objection where the resident had already suffered with surface water running through his garage and had only alleviated this by digging a large trench on the land belonging to the applicant.

Councillor Wright stated the proposed development is outside the development boundary, therefore only exception sites for affordable dwellings should be considered.

Councillor Carroll reported attending a planning meeting, where recent planning regulations and guidance was explained. New legislation gives very little room for objections to applications like this. The planning boundary is old and not considered relevant. The argument of prematurity should be put forward as the SAMDev is so close to being adopted. The narrowness of roads would no longer be an argument and nor is number of cars using the road. Flooding concerns may be considered.

Councillor Jackson agreed with the comment that the current development boundary will probably have no effect on any objection if the proposal is considered sustainable development, it will only be rescinded if there are overwhelming problems. The application is premature in light of SAMDev proposals, the proposals also exacerbate the already dangerous pedestrian/vehicular conflict along Kerry Lane.

Councillor Bowles also attended the training where they had been advised by a barrister how difficult it is to resist development under current regulations. The Town Council has a responsibility to represent residents point of view. Councillor Bowles proposed the Town Council strongly object to the application on the following grounds: The SAMDev consultation is current, and therefore very relevant, Bishop's Castle is expected to supply 150 houses, 85 houses are already committed and the remaining will be windfall, the town should not be penalised because Shropshire Council has not met its obligation for 5 year land supply. The town does not need open market houses over and above the 40 already within the SAMDev proposal. The site is an unsuitable piece of land and the flooding issue needs more investigation. Councillor Wright seconded the proposal

Councillor Gaffney asked if an amendment could be included that access onto the proposed site appears to remove part a private garden. Also to be mentioned is the loss of privacy and loss of security, highways safety, the fact greenfield site and that the drainage needs to be sorted out.

Councillor Jackson recommended that only relevant matters should be included, stating non material considerations will diminish the material elements we want to put forward.

It was noted that there have been recent alterations to guidance on determining applications and an emerging plan can be considered if the application has a substantial impact on emerging plan. For example an additional 10 houses is a significant addition over the 40 houses already agreed.

Upon a vote it was **RESOLVED** to strongly object to the planning application on the grounds put forward by Councillor Bowles.

Councillor Morris abstained.

ii) 14/00762/FUL 4 High Street. Change of use from residential to provide bed and breakfast accommodation, a residential apartment and a yoga studio for use by guests and the general public.

Councillor Bowles proposed no objection, seconded by Councillor Wright and **RESOLVED**

b) Reports of planning decisions - None.

c) Enforcements - None

### 302.13/14 **SAMDEV CONSULTATION**

Councillor Bowles reported the consultation document in relation to Bishop's Castle is a very fair summary and proposed support of it, seconded by Councillor Carroll and **RESOLVED**.

### 303.13/14 **COMMUNITY LAND TRUST EXCEPTION SITE**

Councillor Gaffney left the room.

Councillor Carroll proposed the Town Council agree to write a letter of support for the Community Land Trust's in principle proposal for an exception site for a self build affordable housing scheme on land off Woodbatch Lane. For years there has been a main thrust for more affordable houses and jobs. The only sites suitable are exception sites, which should not be given the same consideration as open housing sites. It is also excellent that the project is for a self build scheme. Councillor Wright seconded the proposal and it was **RESOLVED**.

### 304.13/14 **LOCAL CONNECTIONS**

- Seamus Gaffney and Tallulah De Vaux: It was proposed by Councillor Bavastock to confirm the local connections, seconded by Councillor Bowles and **RESOLVED**.

- Anne-Marie Pope: It was proposed by Councillor Carroll to confirm the local connections, seconded by Councillor Farr and **RESOLVED**.

Councillor Gaffney returned to the room.

### 305.13/14 **ACCOUNTS**

Councillor Wright proposed the accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Gaffney and **RESOLVED**.

	£	Cheque No.
Staff Costs	2132.47	104495-104500,16
ESWS – office & broadband service rental	215.00	104501
ESWS – website updates for 2013-14	200.00	104501
Shropshire Council NDR for office in ESWS	64.00	104518
Shropshire Council – Joint Energy Costs – street lighting	402.01	104502
COS – photocopier	37.53	104503
Severn Trent	344.34	104504
Andrew Wallace	24.00	104505
BCBS – sand & cement to install litter bins	7.01	104506
Karen Corfield – Farmers' Market mileage	10.82	104489
V&W Electrics – street light maintenance	395.21	104507

With the addition of payments to Salop Music Centre and SMC for Audio Visual Equipment. The invoice for Harpers had been received for £77,656.88 Councillor Carroll proposed with the addition of these invoices the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Gaffney and **RESOLVED**

<b>Town Hall Renovation Project Costs</b>	£	Cheque No.
Harper & Sons – Building Contract	77,656.88	104520
COS photocopier Volunteer leaflets	37.33	104503
Communities Can	2,065.25	104508
Patricia Theobald – reimbursement for 5 x USB flash drives	24.95	104509
Eric Neville – Kitchen equipment and fittings	5376.00	104510
Martin Thomas Assoc – M&E	1007.71	104511
DAS Legal assistance	500.00	104494
Preservation Equip Ltd	43.68	104512
Salop Music Centre	10,634.88	104513
SMC Custom Installation	5540.00	104517
Lightfoot Enterprises – office chairs	53.00	104519

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

It was proposed by Councillor Gaffney to approve the payment of Councillor Bavastock's mileage claim for £31.25, (cheque 104515) seconded by Councillor Wright and **RESOLVED**

Councillor Bavastock returned to the room and chair, Councillor Carroll left the room.

It was proposed by Councillor Wright to approve the payment of Councillor Carroll's mileage claim for £13.22, (cheque 104514) seconded by Councillor Jackson and **RESOLVED**

Councillor Carroll returned to the room.

### 306.13/14 **TOWN COUNCILLOR VACANCY**

a) It was confirmed that no request had been received to hold a by-election and therefore the Town Council can co-opt. Councillor Bavastock proposed the Town Council follow the same procedure as the last co-option and that the vacancy be advertised for three weeks, seconded by Councillor Jackson and **RESOLVED**. It was agreed to write and thank Ian Wall for his time and input as the tree warden.

b) It was proposed by Councillor Bavastock that John Morris is appointed as tree warden together with Sue Cooper, the existing tree warden. Seconded by Councillor Carroll and **RESOLVED**.

### 307.13/14 **TOWN PLAN**

Councillor Jackson reported that further publicity had been given to the survey including a presence on the High Street. Ninety responses have now been received. Most respondents are from people living or working in the town. Twenty nine people left contact details and indicated they are willing to be further involved.

A meeting has been arranged to agree a method for cataloging responses.

### 308.13/14 **RISK REVIEW**

The following additions/amendments were proposed:

**Finance;**

Customs & Excise; include 'remain vigilant to changes in legislation'.

Financial Controls and Record; include 'independent checks are carried out by Councillors'

**Legal liability**

Reporting via the Minutes; amend to 'Council meets every 4 weeks'

**Assets**

Civic Regalia; should include for when the Civic Regalia is in use.

With those amendments is was proposed by Councillor Bavastock, seconded by Councillor Carroll and **RESOLVED** to approve the risk review.

### 309.13/14 **ASSET REGISTER**

Land for inclusion is the small play area at Oak Meadow and land at Brick Meadow.

The Public Hall should be added.

With these additions it was proposed by Councillor Bavastock, seconded by Councillor Gaffney and **RESOLVED** to approve the Asset Register

### 310.13/14 **EMERGENCY PLANNING**

Councillor Bowles reported the Emergency Plan would be used in cases of large scale incidents or disasters and would include work in identifying community areas where people can be evacuated.

Councillor Jackson will investigate if it can be accommodated within the work of the Town Plan group. It was proposed by Councillor Bavastock that the Town Plan group should look at the remit and bring it back to the Town Council if it is not possible to include the Emergency Plan in the work of the group. Seconded by Councillor Carroll and **RESOLVED**.

### 311.13/14 **PLANTING POPPY SEEDS IN THE PLAYING FIELDS**

It was proposed by Councillor Carroll to purchase £10 worth of poppy seeds for sowing in the playing fields in commemoration of centenary of WWI, seconded by Councillor Bavastock and **RESOLVED**

### 312.13/14 **REPORTS OF MEETINGS ATTENDED**

- Public Hall committee – A large Severn Trent bill has been received again. An engineer has attended the premises but can't find any leaks, the meter will now be checked.

- ESWS – circulated and noted

- CIL – To date £4,600 has been collected for Community Infrastructure Levy

- LJC – circulated and noted

- Pub watch – The Ale and Gumbo Festival were discussed at the pubwatch meeting. The organisers of the festivals have been in contact with Shropshire Council and police regarding security. The next Pubwatch meeting will be held in May.

### 313.13/14 **ITEMS FOR FACEBOOK**

Town Plan

Councillor Vacancy

Post Office update

### 314.13/14 **CORRESPONDENCE**

A letter has been received from the Old Castle Land Trust regarding the problem of dog mess on the Old Castle land. The Trust is requesting assistance with the emptying of dog waste bins. The clerk was asked to make enquiries with Shropshire Council.

Other items of correspondence were noted.

### 315.13/14 **TOWN HALL RENOVATION**

The project manager reported that work is going well inside; the lift is installed, the VIC desk is in situ, the Audio Visual specialists are installing the equipment.

The commissioning tests for equipment on site will take place on 4th April.

It is anticipated the contractors will finish inside the building week commencing 14th April

Councillor Wright is declared a personal interest due to vicinity of his business to the road works. The road works will need to be the full 6 weeks, the project manager is in daily communication with Mouchel who has assured her they will try to get road open if possible, however H&S for the contractors working adjacent to the Highway will need to be considered. It was noted that contractor's vehicles have been blocking the pedestrian access. Drainage issues have created problems which meant works could not be completed earlier.

Comments had been received regarding the apparent slow pace of the workmen, it had been raised during the public meeting if extended working hours could be used but this was not possible.

The Town Hall Manager is working on a program of events.

The project remains within budget

### 316.13/14 **TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Councillor Bavastock proposed that 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 information as defined in the Acts, seconded by Councillor Bowles and **RESOLVED**.

### 317.13/14 **TOWN HALL RENOVATION**

a) An update regarding remedial works was received.

b) and c) Councillor Wright stated there needs to be more dialogue between the Town Council and the Trust. There is an important issue of the use of the outside space which should be dealt with by the Town Council in consultation with the Trust. Feedback from Trust meetings would be appreciated.

### 318.13/14 **TOWN CRIER**

It was agreed that a working party consisting of Councillor Carroll, Bavastock and Harris invite the prospective Town Criers to an interview/audition and make recommendation back to Town Council.

### 319.13/14 **STREET LIGHT MAINTENANCE CONTRACTS**

Further quotes should be obtained. The matter will be brought to a future agenda.

With no further business the meeting was called to a close at 10.00 pm

# Bishop's Castle Town Council Meeting

## 22nd April 2014

### MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 22nd APRIL 2014 AT 8.00 PM

**PRESENT:** Councillor K.E Bavastock, Mayor, in the Chair.  
Councillors: J. M. Carroll, S Crowley, S.A. Farr, J Gaffney, S. Harris, R.D. Wright.  
In attendance: Mrs M Gwilliam (Assistant Clerk), Ms S Hine.

#### 5.14/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Price (reason not given), Morris (work commitments), and Jackson (illness). Councillor Wright proposed the reasons for apologies be accepted for Councillors Morris and Jackson, seconded by Councillor Gaffney, and **RESOLVED**.

#### 6.14/15 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests - None.

b) Declarations of Personal Interest:

Councillors Bavastock and Farr declared personal interests in items 7 and 9 as they are trustees of the Town Hall Trust; and Councillors Bavastock and Carroll declared personal interests in item 13 as they are Directors of ESWS.

#### 7.14/15 APPROVAL OF MINUTES

It was proposed by Councillor Bavastock, seconded by Councillor Farr and **RESOLVED** to approve the minutes of the Town Council meeting held on the 25th March 2014.

#### 8.14/15 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 25th March 2014:

i) Councillor Bavastock announced the resignation of Councillor Bowles, due to personal and other commitments. The council expressed regret, and appreciation for her work as councillor. The resignation of Councillor Bowles has created a second vacancy. Councillor Bavastock proposed to extend the period for applications and postpone interviews until after the statutory period had elapsed so that interviews for both vacancies could be held together three weeks after the vacancy advertisement date. Councillor Wright seconded the proposal, which was **RESOLVED**.

ii) Councillor Bavastock extended an invitation to all Councillors to come early to the Town Council meeting on 20th May to hear prospective Town Criers.

b) From previous Town Council meetings: None.

#### 9.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK

No members of the public present.

#### 10.14/15 UNITARY COUNCILLOR

The Unitary Councillor sent her apologies for absence.

#### 11.14/15 TOWN HALL RENOVATION PROJECT

a) To receive the Project Manager's Report: Ms S Hine reported that the Town Hall building is now in the 'snagging' phase. There is some final electrical commissioning due shortly and the architect is considering the issue of a 'Completion Certificate'. The highways contractors will return in the summer to lay a safety surface (date to be advised) – the project manager reported the new tarmac requires weathering for a period before the final surface can be laid upon it. A final account is being prepared by the quantity surveyors. No statistics are yet available. However the Project Manager expressed confidence that the scheme would come in within budget. The Town Hall Trust is currently recruiting for two assistants and is also looking for volunteers. There were no questions asked of the project manager.

b) To consider use of the paved area to the front of the Town Hall: The meeting discussed the use of the paved area, and supported the use of this part of the town for the stage at the Michaelmas Fair. It was agreed that the bench previously situated in front of the Town Hall was a popular pedestrian seating area and should be returned as soon as it is possible to do so. Councillor Wright proposed and Councillor Crowley seconded that the bench be replaced in its previous position. **RESOLVED**.

c) To consider a request from the Town Hall Trust regarding use of the Mayor's Parlour: Councillor Bavastock proposed and Councillor Carroll seconded that this issue should be looked at in detail by two non-Trustee Councillors who would discuss the proposals and implications with the Town Clerk and present their recommendations to the next meeting. Councillors Wright and Gaffney agreed to take responsibility for this. **RESOLVED**.

#### 12.14/15 TOWN AND COUNTRY PLANNING ACT

a) Responses to the following were considered:

i) 14/01541/FUL: Banks Head. Erection of agricultural building. Councillor Carroll proposed 'no objection', seconded by Councillor Farr and **RESOLVED**.

ii) 14/01275/FUL: Proposed Residential Development Land, Kerry Green. Erection of 2 new dwellings; formation of vehicular access. It was acknowledged that the developer had now reduced the size of an earlier proposed development but also that there are still concerns of being overlooked. Councillor Gaffney proposed no objection but submitting comments registering Council's concerns re: overlooking and safety of access, seconded by Councillor Harris and **RESOLVED**.

b) The following decision was reported:

i) 14/00472/FUL 28 Brick Meadow: Erection of a single storey kitchen extension, carport to side, lean-to garden store and detached workshop. Permission **Granted**.

c) Enforcements: None

#### 13.14/15 ACCOUNTS

Councillor Crowley proposed the following accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Wright and **RESOLVED**.

	£	Cheque No.
	2,209.75	104527, 538 - 542
Staff Costs	215.00	104520
ESWS – office & broadband service rental	80.00	104520
ESWS – hire of meeting room	59.00	104521
Shropshire Council NDR for office in ESWS	52.18	104522
COS – photocopier	30.00	104523
Andrew Wallace – litter picking		
Monument Landscape services – H&S checks for March, refurbishment of	2,881.00	104546
vandalised bench, repointing wall in Old Market Place	1,995.00	104525
DGL – tree works in playing fields	80.85	104526
Severn Trent – Town Hall	10.86	104527
Karen Corfield – Farmers' Market mileage		

Town Hall Renovation Project costs: Councillor Carroll proposed that the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**

	£	Cheque No.
<b>Town Hall Renovation Project Costs</b>		
Harper & Sons – Building Contract	24,837.44	104544
Bowen Consultants (QS & CDM)	1,800.00	104528
Communities Can	2,000.00	104529
J. Bryce-Smith – adjustments, transport and fitting VIC desk	100.00	104530
BT line rental (to be recharged to J Harpers) 01588 630673	79.56	104531
BT line rental (to be recharged to J Harpers) 01588 638928	79.20	104531
BT line rental and redirection charges 01588 630023	106.78	104531
ESWS – hire of meeting room for TH project	155.00	104520
SMC Custom Installations – Audio Visual	60.00	104532
Eric Neville Catering Supplies - kitchen	288.00	104533
G Ryder & Co Ltd – archival equipment	494.66	104534
Smith of Derby – maintenance to Town Hall clock	1612.80	104535

Councillor Bavastock proposed that two additional payments be approved for payment and cheque signatories authorised to sign cheques. Seconded by Councillor Gaffney, and **RESOLVED**

	£	Cheque No.
Parks and Gardens	£170.00	104547
PHS – sanitation equipment	£64.90	104537

Finally, Councillor Farr proposed that Direct Debits for BT be approved for payment. Seconded by Councillor Wright, and **RESOLVED**

BT – telephone for quarter	265.74
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#### 14.14/15 TO CONFIRM LOCAL CONNECTION APPLICATIONS

a) Dan Gordon Lee and Laura Stobbart – Councillor Carroll proposed and Councillor Gaffney seconded and it was **RESOLVED** with one abstention to confirm local connections.

b) Alan Cheeseman – Councillor Carroll proposed and Councillor Harris seconded and it was **RESOLVED** with one abstention to confirm local connections.

#### 15.14/15 TOWN PLAN

a) To receive an update on the progress of the town plan. Councillor Jackson had sent a brief report which was read to the meeting. A further 15 responses had been received since the last meeting, and all responses were now in the process of being analysed to identify key issues. Council was pleased to hear that former Councillor Bowles will continue working on the town plan.

#### 16.14/15 RESCIND PARKING RESTRICTION ORDER

Council considered the issue of rescinding the parking restriction order at the top of the town. Following a brief discussion, Councillor Wright proposed that Shropshire Council be asked to rescind the parking restrictions at the top of the town. Seconded by Councillor Carroll and **RESOLVED**.

Discussion then focused on the placement of new bollards in this area. It was mentioned that previously the Fire and Rescue Services had remarked on the difficulty of turning left into Market Square from the High Street, something that would now be impossible. It was also reported that one of the bollards prevents vehicles from passing each other, and might cause an obstruction to prams, buggies and mobility vehicles. It was further suggested that in addition to the above issues Shropshire Council be asked to look at what could be done to prevent parked vehicles blocking the road by 18 Market Square. Councillor Gaffney proposed that a letter be written to Shropshire Council asking them to make a site visit and look again at the positioning of the bollards with regard to emergency vehicle access and the other issues. Seconded by Councillor Crowley and **RESOLVED**.

#### 17.14/15 ENTERPRISE SOUTH WEST SHROPSHIRE

Council considered a response to the letter received from Cllr Gwilym Butler. Council expressed disappointment at the tone of Councillor Butler's letter. It was generally agreed that Shropshire Council's 'contribution' to ESWS is actually payment for the many services provided, it is not a grant. Bishop's Castle Town Council has therefore contributed in exactly the same way during its temporary occupation of offices in ESWS, and in terms of its budget has made a significant contribution. It was stated that ESWS doesn't just serve the parish of Bishop's Castle but a far wider area covering many parishes, and that it is therefore right that Shropshire Council pays for the delivery of services to the area. Councillors felt that ESWS does a superb job in supporting small rural businesses and without it there would be fewer businesses and fewer jobs in the area. Therefore Shropshire Council's support is not a subsidy; it is a promotion of local employment.

When Bishop's Castle Town Council's financial support of ESWS was seen as a percentage of Precept, it would compare favourably with Shropshire Council's financial support as a percentage of budgets. Bishop's Castle Town Council will continue to support ESWS as much as possible, within the constraints of a small town council budget. The previous letter Council had sent to Shropshire Council in support of the services provided by ESWS appeared to have inexplicably offended Councillor Butler although no offence was ever intended. Councillor Gaffney proposed that a polite letter explaining Council's position detailing the points above be sent to Shropshire Council. Seconded by Councillor Carroll and **RESOLVED**.

#### 18.14/15 TO CONSIDER THE BOAR'S HEAD JUNCTION

Safety at the junction is a concern, particularly for pedestrians turning into Station Street. It was noted that prams and buggies being pushed around this corner are vulnerable due to the absence of a pavement, and the Unitary Councillor has been informed of a near miss between a buggy and an oncoming vehicle here. It was agreed that there were no obvious answers and some councillors felt that the vehicular arrangements at the junction worked, but that Shropshire Council (Highways) could be asked to re-evaluate the junction area, re-introduce white lines, and prioritize pedestrian safety. Councillor Bavastock proposed and Councillor Carroll seconded that Highways Department be asked to conduct a site meeting to re-evaluate the junction area, to consider introducing white lines, with a view to improving pedestrian safety. It was agreed that Councillor Harris would be invited to this meeting. **RESOLVED**.

#### 19.14/15 TO CONSIDER INSTALLING REFLECTIVE BOLLARDS

To consider installing reflective bollards at Kerry Lane adjacent to the open stream: It was reported that the Highways Dept has proposed installing reflective bollards as a safety measure. This was discussed but the view was that bollards could be too intrusive, stick out too far into the road, and mar the visual aspect of this attractive area. There were no seconders for Councillor Bavastock's proposal that bollards be installed as a safety measure, and the resolution failed.

#### 20.14/15 ELECTRICITY CABLES IN MARKET SQUARE

To consider Western Power's quotation for putting the overhead electricity cables underground: The installation will cost £4968.91 and Western Power states that they only fund 'like for like' work and are therefore unable to fund this operation. It was agreed that although desirable, the Town Council is not in a position to fund the cost of replacing the overhead cables with underground ones. It was agreed that Council could manage a small contribution to the work. Councillor Bavastock proposed and Councillor Harris seconded that Western Power be asked to reassess its position and consider funding the work as a contribution and commitment to the community.

#### 21.14/15 SKATEPARK

To consider issues arising from the installation of the new skate park and the manufacturer's response: Council unanimously agreed that the condition of the installation is disgraceful, considering it has not even gone through a complete season yet. The installation is not fit for purpose. Comments were that the installation is designed to be outdoors so excuses about unusually wet weather causing the problem are invalid, and in any case problems appeared before the wet weather started. Council had acted in good faith, even paying a portion of the cost up front to help the contractor. Councillor Bavastock proposed sending a strong letter to the contractor stating that the installation is not fit for purpose and asking them to sort out the problem immediately. Seconded by Councillor Carroll and **RESOLVED**.

#### 22.14/15 POST-16 TRANSPORT

To consider the Shropshire Council proposals to increase charges and consultation: Councillors felt strongly that the proposals would penalise those living in rural areas. Students have no choice in many cases but to stay on into 6th form and the fare increases will have a dramatic adverse affect on 16 – 18 yr olds in the area. A strong objection must be made. Councillor Carroll proposed and Councillor Crowley seconded returning a strong objection to Shropshire Council's proposals giving reasons for the negative impact on the town and rural areas. **RESOLVED**.

#### 23.14/15 START TIMES AT TOWN COUNCIL MEETINGS

To review the start times of Town Council meetings: Some councillors felt that 8pm was late to start council meetings and would prefer a 7.30pm start. However other councillors felt that it would be difficult to get to a meeting starting at 7.30pm because there are often pre-meeting briefings or presentations so in effect an 8pm meeting did sometimes start at 7.30 or 7.45pm anyway. Councillors were open to compromise and several proposals were mooted, but finally it was agreed to defer any decision until new councillors had been co-opted. Start times could be reviewed at the Annual Meeting of the Town Council in May or the following meeting if councillors had not been co-opted then.

#### 24.14/15 REPORTS OF MEETINGS ATTENDED

a) SpArC Advisory meeting: Councillor Carroll's previously circulated report was noted.

b) Public Hall: Councillor Bowles had been the representative for this. Councillor Carroll will continue to attend the next meeting in her place as a one off. A permanent representative needs to be agreed at our next meeting when we have a full council.

c) To receive reports from any other meetings attended: Councillor Carroll's previously circulated report on the Allotment Association meeting was noted. Councillor Carroll attended the PACT and reported that the Police had so far issued 31 speeding tickets and would continue to have a presence in the area. The Bishop's Castle A488 crossroads presents issues with regards to speeding. Various scams are operating in the area impersonating the Police or banks and asking people for the pin numbers and bank details. People are urged to be cautious. Police are publishing notices warning about the scams in local shops. Other matters discussed at the PACT meeting included contentious parking at the Boars Head corner. It was requested the Town Council PACT representative is notified of forthcoming meetings.

#### 25.14/15 ITEMS FOR FACEBOOK

Scams (PACT)  
Extension of time for people to apply for councillor vacancy

#### 26.14/15 CORRESPONDENCE

The Clerk is currently awaiting a response from Shropshire Council as to whether the new dog waste bin purchased by the Old Castle Land Trust can be included in Shropshire Council's schedule.

#### 27.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Bavastock proposed 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 information as defined in the Acts, seconded by Councillor Carroll and **RESOLVED**.

#### 28.14/15 STREET LIGHT MAINTENANCE QUOTATIONS

Council considered three street light maintenance quotations, and it was agreed that Highline Electrical Ltd offered the most comprehensive and competitive options. Councillor Bavastock proposed and Councillor Carroll seconded that Highline Electrical Ltd be asked to carry out the Annual Clean and defoliation, and Annual Electrical Testing as quoted, and used for fault reporting and repair/replacement, as quoted. **RESOLVED**.

With no further business the meeting was called to a close at 9.38 pm

# Bishop's Castle Town Council Meeting

## 20th May 2014

### MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 20TH MAY 2014 AT 8.00PM

**PRESENT** Councillor K Bavastock, Mayor, in the Chair.  
Councillors: J. M. Carroll, S Crowley, S. Farr, J. Gaffney, S Harris, A.M Jackson, D Price and R.D Wright.  
In attendance: Mrs D J Malley (Town Clerk)

**39.14/15 APOLOGIES FOR ABSENCE**  
Apologies were received from Councillor Morris due to work commitments. Councillor Wright proposed the reasons for apologies be accepted, seconded by Councillor Gaffney, and **RESOLVED**.

**40.14/15 DECLARATION OF INTEREST**  
a) Declarations of disclosable pecuniary interests  
Councillors Bavastock, Carroll and Farr declared disclosable pecuniary interests in item 23b) as they are trustees of the Town Hall Trust; Councillor Price declared a pecuniary interest in item 11b as he owns the Boars Head.  
Councillors Bavastock and Harris declared pecuniary interest in item 12 complaint.

b) Declarations of Personal Interest:  
Councillors Bavastock, Carroll and Farr declared personal interests in items 7 and 9 as they are trustees of the Town Hall Trust; Councillor Bavastock declared a personal interest in item 8c for personal reasons.

Councillor Bavastock wished it to be recorded that she did not have an interest in item 11b as the Highways officer had made it clear the land in question is owned by Shropshire Council.

**41.14/15 APPROVAL OF MINUTES**  
a) It was proposed by Councillor Bavastock, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Special Town Council meeting held on the 17th April 2014.  
b) It was proposed by Councillor Carroll, seconded by Councillor Jackson and **RESOLVED** to approve the minutes of the Town Council meeting held on the 22nd April 2014. The Council wished to thank Meg Gwilliam for the excellent set of minutes produced.  
c) With the amendment to note Rev Fountain was present, it was proposed by Councillor Bavastock, seconded by Councillor Wright and **RESOLVED** to approve the minutes of the Annual Town Council meeting held on the 6th May 2014.

**42.14/15 MATTERS ARISING FROM THE MINUTES**  
a) From the Town Council meeting dated 22nd April 2014:  
i) Co-option of Councillors – It was noted the period for the casual vacancy notice had expired with no requests for an election. It was agreed to carry out informal interviews on 9th June with a 6.30 pm start, the staffing committee will conduct the interviews but other members of the council may also attend.  
ii) Kerry Lane, reflective markers- It was agreed to put on a future agenda a special motion to rescind an earlier resolution in relation to the installation of reflective markers.  
iii) Skatepark – Freestyle have confirmed they will repair the new skateramp.  
b) From previous Town Council meetings:  
i) Planning application for land off Woodbatch Road – It was agreed that Councillor Jackson will attend the site meeting and Councillor Harris will attend the Southern Planning Committee meeting on 27th May 2014.

**43.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK**  
Will Oakley, the Chairman of the Carnival Committee referred to the damage on the playing fields caused by the Mayfair and asked if the council has a plan to prevent similar damage in future.

**44.14/15 ALTER THE ORDER OF BUSINESS**  
Councillor Bavastock proposed item 14, the playing fields, is dealt with next. Seconded by Councillor Wright and **RESOLVED**

**45.14/15 PLAYING FIELDS**  
The playing fields working party had met on site and confirmed the Mayfair vehicles have caused damage to the playing fields due to the very wet conditions. The ruts are more pronounced on the top field. The recommendation is that top soil is brought in, the ground levelled and reseeded, there may be need to temporarily fence the damaged area off. It was thought the remedial cost can be absorbed by the income raised due to the Mayfair. Councillor Carroll proposed the matter be delegated to the clerk to liaise with the contractor, seconded by Councillor Bavastock and **RESOLVED**.

It was agreed that in future years if the ground is dry then the fair will be allowed on the field, with the contingency to move to the auction yard if the weather is wet.

**46.14/15 UNITARY COUNCILLOR**  
The Unitary Councillor sent her apologies for absence.

**47.14/15 TOWN HALL RENOVATION PROJECT**  
a) To receive the Project Manager's Report: Ms Hine summarised a written report that had been circulated. It was highlighted that practical completion will take place imminently; there will be a partial possession certificate with brickwork excepted from certificate. It was noted that BCHRC volunteers had completed the transcript of the First Borough Minute Book. This has taken nearly 3 years of dedication and commitment. The team will now move on to interpreting and sharing the history and stories that have come to light with a wider audience through various events, activities and material held at the Town Hall. The clerk was asked to write and thank the BCHRC volunteers.

b) The Town Hall Trust had requested access to the Town Clerk's office for:

- access to a storage cupboard;
- occasional use by Town Hall Manager for a quiet space;
- use by Registrar for interviewing couples before civil ceremonies;
- occasional access to audio visual equipment and loft space;
- and other ad-hoc events.

It was noted the Town Clerk needs private meetings with members of the public and there is confidentiality in some work carried out, this should not be restricted. Councillor Wright pointed out that it was never the intention originally for Trust employees to use the office space, it had been intended that they work from the VIC in the market hall. Councillor Gaffney thought the management agreement licence should not be altered however it could be that reasonable access is managed informally. Councillor Wright requested more dialogue between Trustees and the Town Council, asking that in future a Trustee report is received. Councillor Bavastock reported she would prefer the Town Clerk's office not to be used by Trust staff but would accept Fridays and Saturdays when the Town Clerk doesn't usually work.  
Councillor Carroll proposed The Town Hall Trust staff be given reasonable access to the Town Clerk's office for access to office storage, access to audio visual equipment, use of quiet office when the Town Council staff are not working and for use by the Registrar. There should be no dedicated space in the office for Trust members of staff. Seconded by Councillor Gaffney and **RESOLVED** with 1 abstention.

c) Councillor Carroll proposed to delegate to the clerk together with the project manager authorisation to purchase office furniture and equipment on condition it is within the agreed HLF project budget. Seconded by Councillor Price and **RESOLVED**.

**48.14/15 TOWN AND COUNTRY PLANNING ACT**  
a) Responses to the following were considered:  
i) 14/01836/TCA Crown reduction of sycamore on Old Castle land, within conservation area. Proposed no objection by Councillor Carroll, seconded by Councillor Crowley and **RESOLVED**.  
ii) 14/01948/FUL Stone House. Installation of 199kW biomass boiler including a small extension to existing boiler room. Proposed no objection by Councillor Carroll, seconded by Councillor Price and **RESOLVED**.

b) Reports of Planning Application Decisions

i) None  
c) Enforcements  
14/04306/ENF Boars Head Hotel. Possible Change of use of a room to a hairdressers. Noted.

**49.14/15 ACCOUNTS**  
Councillor Carroll proposed the following accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Jackson and **RESOLVED**.

		Cheque No.
Staff Costs	£2,261.11	104554,569,70,71,72,73,75
ESWS – office & broadband service rental	£215.00	104548
Shropshire Council NDR for office in ESWS	£59.00	104549
COS – photocopier	£52.38	104550
COS – copying from last November not previously received	£17.64	
FP Francotyp Postalia Ltd – franking machine		104551
Andrew Wallace – extra time on Mondays	£100.00	104552
VW Electrics, street lighting maintenance April 2014	£24.00	104553
Karen Corfield – Farmers' Market mileage	£267.76	104554
Methodist Church – room hire farmers market Jan-Apr14	£10.86	104555
Wendy Oakley, refreshments for Mayor Making	£210.00	104556
Jane's Petals & Gifts, flower arrangement	£100.00	104557
SALC annual affiliation fee	£15.00	104558
Parks and Gardens	£587.14	104568
Andrew Evans – grounds maintenance	£735.00	104574
	£574.90	

Town Hall Renovation Project costs: Councillor Carroll proposed that the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Price and **RESOLVED**

	£	Cheque No.
<b>Town Hall Renovation Project Costs</b>	£2,015.75	104559
Communities Can Project Manager	£410.14	104560

Janitorial Direct – toilet roll holders, soap dispensers and toilet rolls

Black Country Metalworks Ltd – letter box

Argos - telephone

BC Heritage Resource Centre, research/recording for area booklet

BC Heritage Resource Centre, room hire

BC Heritage Resource Centre, used leaflet carousel

MNA Media, Town Hall assistants advert

Gopak – furniture

Wild Edric Media, visitor information film

Devon Art Stands

The Art Shop, stationery for opening

Richard Semple – restoration of Mayor's/Deputy Mayor's chairs

# Bishop's Castle Town Council Meeting 17th June 2014

## MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT ENTERPRISE HOUSE ON TUESDAY 17TH JUNE 2014 AT 8.00PM

**PRESENT** Councillor K Bavastock, Mayor, in the Chair.  
Councillors: J. M. Carroll, S. Crowley, S. Farr, J. Gaffney, A. M. Jackson, J. Morris and R. D. Wright.  
Councillors J. Magill and B. Rodway joined the meeting at item 2.  
In attendance: Mrs D J Malley (Town Clerk)

63.14/15 APOLOGIES FOR ABSENCE  
Apologies from Councillor Harris who is attending fire training.

64.14/14 COUNCILLOR CO-OPTION  
It was proposed by Councillor Carroll to co-opt Julie Magill and Ben Rodway onto the Town Council, seconded by Councillor Jackson and **RESOLVED**.

65.14/15 DECLARATION OF INTEREST  
a) Declarations of disclosable pecuniary interests  
There were no declarations of disclosable pecuniary interests  
Councillor Gaffney declared a bias in item 9a) ii) as his son is interested in an affordable self build project on the same site.  
b) Declarations of Personal Interest:  
Councillors Bavastock, Carroll and Farr declared personal interests in items 8 and 10 b), c) as they are trustees of the Town Hall Trust;  
Councillor Morris declared a personal interest in item 9 a) ii) and iii) as he is a personal friend to the applicants.

66.14/15 APPROVAL OF MINUTES  
a) It was proposed by Councillor Wright, seconded by Councillor Carroll and **RESOLVED** to approve the minutes of the Town Council meeting held on the 20th May 2014.  
It was noted the reflective markers in Kerry Lane will be put onto a future agenda.

67.14/15 MATTERS ARISING FROM THE MINUTES  
a) From the Town Council meeting dated 20th May 2014:  
i) Town Crier has received sponsorship from local businesses for a new uniform  
b) From previous Town Council meetings:  
None

68.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK  
There were no members of the public wishing to speak.

69.14/15 UNITARY COUNCILLOR

- Post 16 Transport costs will increase but not as much as the amount consulted on, the actual increase will be £100 a year.
- Councillor Barnes has put a motion to Shropshire Council regarding organ donating to opt in rather than opt out. A survey is currently out in circulation.
- Business Park – there was a meeting with officers recently and a fresh promotion. A new business may be interested in a specific piece of work on the site.

70.14/15 TOWN HALL RENOVATION PROJECT  
a) The Project Manager's report was received  
b) Planters on the gravel area: Councillor Carroll reported there are watering costs to take into account, however, there used to be 8 planters in the town to water but currently there are only 6 planters, therefore there would be no increase on the number originally held. The request for planters has arisen because of comments that the area looks bare. It was proposed by Councillor Gaffney to obtain costs for purchasing attractive/stone planters, seconded by Councillor Carroll and **RESOLVED**.

c) Window Cleaner: Councillor Bavastock proposed to leave the appointment of a suitable window cleaner to the discretion of the clerk, seconded by Councillor Carroll and **RESOLVED**.

d) Report from the Trustees: Councillor Farr reported the Trust is now working from the Town Hall. The team is working hard, the doors opened last week and so far have been very busy. The staff team is coping very well and individual Trustees are currently devoting a lot of time. There is an ongoing appeal for new volunteers. Over the weekend 80 visitors came into the Town Hall who were very interested in the building. The Trust is promoting other businesses in the town but it should be noted the Trust separate entity to the Town Council and has to generate income to pay for the Heritage Activities. The weekly markets have started. The celebration weekend will be held over 21st/22nd June. There will a Quiz night held with beer provided by the Six Bells, Three Tuns

Councillor Carroll reported she had led a training session for 8 or 9 volunteers, all were very willing and keen. Any volunteers who can fit in occasionally will be useful.

Councillor Jackson suggested trying the market traders from Acton Food Festival.

71.14/15 TOWN AND COUNTRY PLANNING ACT  
a) Responses to the following were considered:  
i) 14/02362/TCA, Llanserth, 2 Kerry Lane it was delegated to the clerk to liaise with tree wardens.  
ii) 14/02411/OUT – Land to South of Woodbatch Road.  
Councillor Gaffney left the room.  
Councillor Wright felt the Town Council clearly has a bias on this outline application as the council has previously supported the Community Land Trust in their project for affordable housing on the site.  
Councillor Jackson proposed making a bold statement that the only housing the town council would consider appropriate is a small development of local affordable housing unless a more appropriate site comes forward.  
Councillor Carroll proposed objecting to the application on the grounds this is an exception site and open value market should not be allowed on an exception site. Councillor Magill seconded.  
Councillor Wright clarified this was not the position he was suggesting as he felt it important not to jeopardise the Town Council's position, he proposed the Town Council neither object nor support as the council has an interest in the affordable homes project. Councillor Carroll withdrew her proposal and seconded Councillor Wright's proposal. Upon a vote there were 6 votes in favour and 3 against and **RESOLVED**.  
Councillor Morris abstained from voting.  
Councillor Gaffney returned to the room.

iii) 14/02400/PMBPA – Pines Barn, Colebatch. –Councillor Carroll proposed no objection, seconded by Councillor Farr and **RESOLVED**.  
Councillors Magill and Morris abstained.

b) Reports of Planning Application Decisions  
i) 14/01836/TCA; land west of Castle Hotel, reduce sycamore tree: **No Objection**

c) Enforcements  
None.

72.14/15 ACCOUNTS  
Councillor Bavastock proposed the following accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**.

		Cheque No.	
		104589,599,600,601,2,3	
Staff Costs	£3,359.89	104578	
ESWS – laminating, new router	£34.75	104579	
COS – photocopier	£61.37	104580	
BCBS sand + cement mortar mix	£5.88	104581	
Andrew Wallace – extra time on Mondays	£24.00	104582	
BT charges for 638141	£169.47	104583	
BT rental and one off charges	£186.00	104584	
D Cole – repair of taps	£83.00	104585	
SDH Accounting & Office Services, internal audit	£280.40	104586	
S Murray, reseeding and repair of Playing Fields surface	£550.00	104587	
Andrew Evans Landscapes, gardening work for May	£531.50	104588	
Peter Malley – Various	£206.20	104589	
Meg Gwilliam – stationery, expenses	£16.38	104620	
Diane Malley – expenses	£111.32	104619	
Sparc Theatre – agreed grant from budget	£500.00	104592	
Allotments – agreed from budget	£250.00	104596	
Bob's Flowers – up the pole planters	£270.00	104594	
PHS – sanitary bins for public toilets	£122.84	104595	
Public Hall – Room hire	£100.00	104598	
Zurich Municipal – insurance	£2352.13		
Methodist Church – room hire	£52.50		
Communities Can Project Manager	£2187.31	104604, 618	
Imprint – printing of 5000 leaflets	£304.00	104605	
EPS – window stickers + fitting	£1170.00	104606	
Promo Printing (Web Hampers)	£221.60	104607,617	
The Sign Workshop – supply of A board	£75.00	104608	
The Happy Bap/ <b>F S Whittingham</b> – refreshments	£150.00	104609	
Evac+Chair – supply and training	£817.20	104610	
ESWS – printing business cards, invites, laminating, new router	£61.30	104578	
FP Francotyp Postalia Ltd – teletext postage	£100.00	104611	
Florian Fire & Safety Ltd	£1381.20	104613	
Picture Hanging Systems Ltd	£144.60	104612	
Jerry Bryce-Smith	£500.00	104614	
Janes Petals and Gifts	£50.00	104615	
Mogo Direct	£1285.20	104616	

b) Town Hall Renovation Project costs: Councillor Crowley proposed that the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**  
**c) Payments made since last meeting**  
Councillor Bavastock

proposed that Direct Debits be retrospectively approved for payment. Seconded by Councillor Carroll and **RESOLVED**

Shropshire Council wedding licence £1610.00  
Furniture at work, office filing system £550.80

d) **Direct Debits**  
Councillor Carroll proposed to approve the setting up of a direct debit for BT telephone and internet. Seconded by Councillor Wright and **RESOLVED**

e) **Transfer of Funds**  
Councillor Bavastock proposed to approve the transfer of funds of £6,000 to the Town Hall Trust, seconded by Councillor Wright and **RESOLVED** (Cheque 104621)

72.14/15 11. YEAR END ACCOUNTS  
a) Councillor Bavastock proposed the approval of the year end accounts, seconded by Councillor Carroll and **RESOLVED**.  
b) Councillor Farr proposed to confirm the figures on the annual return as correct, seconded by Councillor Crowley and **RESOLVED**  
c) Councillor Bavastock proposed to confirm the responses on the Annual Governance Statement, seconded by Councillor Farr and **RESOLVED**  
d) Councillor Bavastock proposed to accept the report of the Internal Auditor, seconded by Councillor Crowley and **RESOLVED**. Comments included recording powers for expenditure, independent checks on the clerk's salary and the valuation of the Town Hall.  
e) The Review of Internal controls was deferred.

73.14/15 GRASS CUTTING  
Councillor Bavastock proposed to allow the contractor one month to improve the quality of the grass cutting and bring it back to a future agenda, seconded by Councillor Crowley and **RESOLVED**.

74.14/15 REQUEST FOR PURCHASE OF LAND  
This item was deferred to the next meeting in order to obtain a plan of the area concerned, obtain an idea of the value of the land, and take advice from residents to see if the land is used. Councillor Crowley confirmed she sees people using the land.

75.14/15 USES FOR OLD FURNITURE  
Councillor Carroll proposed to put the old filing cabinet, cupboard and heaters through Bebbs auction, seconded by Councillor Bavastock and **RESOLVED**.

76.14/15 TOWN PLAN  
Councillor Jackson reported the working group is still ploughing through questionnaires and analysing them into a usable format. Kelly Price has confirmed she would like to be part of the working group. Councillor Jackson confirmed she has mentioned to Glyn Shaw about comments received regarding traffic and parking in the town.

Councillors Rodway and Magill would like to find out more about the work of the town plan group before deciding if they would like to join the group.  
77.14/15 APPOINTMENTS TO OUTSIDE BODIES

- Town Hall Trust: Councillor Bavastock proposed Councillor Rodway, seconded by Councillor Wright and **RESOLVED**.
- LJC ; no representatives put forward
- ALC ; no representatives put forward.
- Public Hall committee; Councillor Bavastock proposed Councillor Gaffney, seconded by Councillor Gaffney and **RESOLVED**.

78.14/15 COMPLAINT

- The notes of the Complaints Committee meeting were received. Councillor Carroll proposed to accept the findings of complaints committee, seconded by Councillor Farr **RESOLVED** with 1 abstention.
- Councillor Bavastock proposed the complaints policy is amended as per the recommendations of the complaints committee, seconded by Councillor Crowley and **RESOLVED**.

79.13/14 WW1 COMMEMORATION IN SHROPSHIRE  
The Town Hall Trust will be holding a WW1 commemoration weekend which can be supported by the Town Council. The Town Clerk will speak to Town Hall staff to establish if any funds can be applied for.

80.13/14 TOWN COUNCIL'S WORKS OF ART  
It was agreed that Councillors Rodway, Wright and Carroll will form a working party to put forward recommendations about the Town Council's art work. It was noted that valuation is only important for insurance purposes or if the wish is to sell the items. The Mayor requested a photograph of each piece.

81.13/14 ANNUAL CIVIC CELEBRATION  
It was agreed that Councillors Bavastock, Carroll, Magill and Wright will form a working group to look at ways of getting more involvement in the Annual Civic Service

82.14/15 TO RECEIVE REPORTS FROM MEETINGS ATTENDED  
a) SpArC – Councillor Carroll reported that Teme Leisure is running on a deficit budget, as Shropshire Council to congratulate them on the organisation enough. Losses are £5,000 less than anticipated. The Chairman of the board wrote to staff at SpArC to congratulate them on mitigating losses and increasing the usage of centre. From 2015 Shropshire Council will be cutting £90,000 over the next 3 years. It is unfortunate that it seems that the better Teme Leisure does, the less Shropshire Council funds. A deficit budget is set at £22,000 over all the leisure centres, and Shropshire Council will be looking to Town Councils to put in money to keep the centres going. Management is investigating power saving measures. It was noted the usage of SpArC is larger than expected for the population, it has the highest membership and lowest drop out rate and therefore there is not much scope for getting more custom in, consequently expenditure will need to be cut.

Concerns were expressed that Teme Leisure does not appear to have confidence in the community energy biomass scheme. It was suggested that this is because management had been informed of other leisure centres' dissatisfaction with similar schemes. It was agreed Teme Leisure should discuss its concerns with the community Energy Scheme. SpArC has highest membership and lowest drop out rate, talking to various organisation to increase business.

b) public hall – no report  
c) Schools: The South West Shropshire Education Foundation Trust has been formed by local schools, therefore they are no longer council controlled. From 1st October the schools will be foundation trusts. The land and property will transfer to the trust and staff will be employed by the trust. Schools will still be ofsted inspected and will still have a local authority governor  
It was noted that any educational standards problems will still be referred to Shropshire Council. The main benefit of the trusts is that it holds charitable status

83.14/15 ITEMS FOR FACEBOOK/WEBSITE  
Local Connection criteria

84.14/15 CORRESPONDENCE  
Various correspondence has been received regarding road closures for utility works.

85.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC  
Councillor Bavastock proposed 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 information as defined in the Acts, seconded by Councillor Carroll and **RESOLVED**.

86.14/15 LICENCE MANAGEMENT AGREEMENT  
The Town Council's solicitor has advised the Licence Management agreement is the correct legal agreement to enable the Town Hall Trust to work from the Town Hall. A lease gives exclusive access to the Town Hall, if granted the Trust will have right to exclude the Landlord. In order to use the shared parts of the building the Trust would have to grant a licence back to the Town Council  
It was noted that the licence management agreement was actually signed by both the Trust and Town Council previously.  
The agreement is a contract and the council is legally obliged to act reasonably otherwise would be in breach of contract.

87.14/15 CLEANING OF PUBLIC TOILETS  
a) Councillor Carroll suggested it makes sense for the Town Hall Trust to employ the cleaner of the public conveniences, otherwise that person would have 2 contracts, 2 sets of holidays etc. It was noted the Town Council pays the public toilet cleaner a higher rate and therefore the contract would need to reflect this. Councillor Carroll proposed to agree that the Trust wish to take on the contract and recharge the Town Council for the cleaning of the Town Hall public conveniences then that would be the most appropriate way forward. In the meantime Nick Yaxley be offered a temporary position as cleaner to the public conveniences for 4 hours a week, seconded by Councillor Gaffney and **RESOLVED**

b) Councillor Bavastock proposed the Town Hall public conveniences remain open 24 hours a day and this to be reviewed if a problem occurs, seconded by Councillor Wright and **RESOLVED**.

88.14/15 ADDITIONAL HOURS FOR ASSISTANT CLERK  
Councillor Bavastock proposed the Assistant Clerk's remain at 12 a week to be reviewed at the next council meeting, seconded by Councillor Farr and **RESOLVED**

With no further business the meeting was called to a close at 9.37 pm

Signed ..... Date 20th May 2014

# Bishop's Castle Town Council Meeting 15th July 2014

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY 15TH JULY 2014 AT 8.00PM

PRESENT Councillor K Bavastock, Mayor, in the Chair.

Councillors: J. M. Carroll, S Crowley, J. Gaffney, S. Harris, A.M Jackson, J. Magill, J. Morris, B Rodway and R.D Wright.

In attendance: Mrs D J Malley (Town Clerk)

## 89.14/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Farr who is unwell and Councillor Price who is exhausted following the Real Ale Trail. Councillor Wright proposed the reason for Councillor Farr's apology is accepted, seconded by Councillor Gaffney and RESOLVED.

## 90.14/15 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests  
None were declared.

b) Declarations of Personal Interest:

Councillors Carroll and Rodway declared personal interests in items 8 and 10 b), c) as they are trustees of the Town Hall Trust; Councillor Jackson reported that she lives on Church Lane but not adjacent to the outline planning application sites to be dealt with under Planning.

## 91.14/15 APPROVAL OF MINUTES

a) With the amendment of the location of the meeting being at the Town Hall and not Enterprise House; removal of the repetition of a sentence on minute 82.14/15 regarding SpArC having the largest membership etc to be replaced with 'SpArC is talking to other organisations'. a correction of the word 'RESOLVED' on minute 72.14/15 d); it was proposed by Councillor Rodway, seconded by Councillor Carroll and RESOLVED to approve the minutes of the Town Council meeting held on the 17th June 2014.

## 92.14/15 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 17th June 2014:

- i) It was noted a window cleaner had been appointed.
- ii) It was noted the Assistant Clerk's hours have now returned to 8 hours a week.

b) From previous Town Council meetings:

- i) New Houses on Castle Green – the clerk is still trying to confirm the local connection criteria.
- ii) Highways matters – the new sign (unsuitable for HGV) at Welsh Street and the re-ordering of the Boars Head junction will be actioned.

## 93.14/15 ROAD CLOSURE ON B4385 AT CASTLE GREEN

Danny Clayton and Kevin Hare from Western Power were present. They reported that the town has had a lot of growth, and therefore an increase in supply to a ringed supply will be installed which will be of more benefit to residents. The officers assured business of their concern in delivering the scheme, going forward the network will have a 50 or 60 year lifespan.

It was noted the Foxholes campsite and Magnolia B&B will be most affected. The officers confirmed a letter drop was issued and signs made to manage the road closure. Western Power has a duty of care to residents and road workers but reiterates they are committed to access as much as possible.

Pedestrian access will always be possible and there will be diversions in place. The road won't always be closed off and where possible vehicular access to drives will be maintained.

The works will be starting in Schoolhouse Lane/Bull Lane and that section will have 2 way lights system in place to start.

The road closure will be in place for 5 weeks. The works in Bull Lane will be over a 6 to 7 day week which won't affect Castle Green, whereas the work on Castle Green can be restricted to a 5 day week to enable access as much as possible over the weekends. Signs will remain out for Foxholes and Magnolia during the works.

Western Power will liaise with the fire service once they are on the ground and know which route on the road they need to take, they will meet directly with fire officers to discuss their requirements.

Wendy Jones, Foxholes Campsite, stated she was disgusted the needs of school buses were put before businesses in the town. She asked if there can be more awareness of parking issues to keep roads as clear as possible. It was agreed the Town Council will put a request on Facebook to ask for consideration on parking in the top end of town whilst the road works are in progress to allow use of the local roads. A bollard was requested for outside 18 Market Square to prevent parking at this point as it is a pinch point.

Geoff Grimes, Magnolia B&B, stated their business and the Foxholes rely on passing trade, this will not happen as there will be no passing trade and that is significant.

Cllr Barnes suggested speaking to residents at The Wintles to establish if vehicles displaced could park at The Wintles.

## 94.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK

KB JW  
Max Baccanello the applicant for planning application at 8 The Cabin.

Mr Baccanello reported the property is currently a 1 bedroom cottage and there is a need to turn it into a family home. The bedroom has to be accessed with a ladder. Mr Baccanello stated he is a local man and would like to stay in the area but could not afford to purchase anything larger. Jonathan Grieg, the architect for this application, reported the planning officers have stated a concern that the proposed extension dominates the existing cottage; however, the existing extension already is dominating. To try to reduce this impact the ridge height has been lowered.

## 95.14/15 ALTER ORDER OF BUSINESS

Councillor Bavastock proposed to alter the order of business to deal with this planning application now, seconded by Councillor Wright and RESOLVED.

## 96.14/15 TOWN AND COUNTRY PLANNING ACT

14/02559/FUL 8 The Cabin. Councillor Carroll proposed no objection, seconded by Councillor Crowley and RESOLVED

## 97.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Jonathan Greig reported that regarding the Enforcement case on 10 The Novers, planning permission not approved, there is a letter dated November 2006 from a planning officer stating the extension appeared to be permitted development. Therefore the extension is a lawful development.

Grenville Jackson spoke in relation to the two outline planning applications on Church Lane. He wished to reiterate that he is being allowed to speak without prejudice to Councillor Jackson's statement.

Mr Jackson stated he had a number of concerns regarding the outline planning applications:

- Design and Access statement refers to access joining Brampton Road and doesn't mention Kerry Lane
- The D&A statement refers to a recent affordable home, this should not be justification as the affordable home uses the single plot exemption policy.
- The Town Council undertook extensive public discussions and drew a tight development line regarding traffic issues on Kerry Lane. The Town Council objected to any proposals for development off Kerry Lane
- There is an approved development on Haining Croft reduced to 2 dwellings which was considered the maximum usage of Church Lane/Field Lane by Highway Engineers. This has already doubled to 4 houses.
- Highways describe considerable difficulties along Church Lane, stating it is a narrow lane and there is a footway to The Pines. The report fails to recognize the application to Field Lane and Haining Croft.
- Volume of traffic to fire station.
- The proposed 4 bungalows all require septic tanks. There are already septic take drainage issues along Church Lane
- Precedent, if accepted it will be difficult to resist further applications.

Chris Jackson spoke regarding the outline planning for a development in Lavender Bank and highlighted the following:

- Traffic problems in relation to outline application to land at Lavender Bank, size and number of agricultural traffic make it a no go for pedestrians
- Kerry Lane, up to Woodbatch varies in width. There are various accesses off Kerry Lane and therefore all traffic needs to use Kerry Lane. There is very poor line of sight at the junction with Woodbatch Road
- Feel strongly the application should be turned down.

Rosemary Farr spoke regarding the outline planning for a development in Lavender Bank and highlighted the following:

- Problems regarding sewerage, public footpath, flooding and traffic
- Public sewer in Lavender Bank is already overloaded.
- Public footpath ignored by the applicant.
- The application site is full of wild flowers. The area is not cut but grazed by sheep and then 'flayed' for hay.
- Flooding from field into garden and the garage of an adjoining property.
- Excess water runs into the stream which also floods, the stream goes behind SpArC then on Clun Road where it disappears into a pipe which then floods further down the road.
- Councillor Wright previously proposed there should not be any more development accessed from Kerry Lane.
- A traffic survey was carried out at Kerry Lane and Boars Head Junction. Kerry Lane junction busier than Boars Head. Old drovers track, at one point is only 4 metres wide.
- Traffic should be material planning reason, H&S should make allowances for pedestrians with pushchairs, elderly people and pupils.
- Alan Meyrick, Shropshire Council, has said Kerry Lane will not be made any wider.
- Applicant says there is a business park in the town and therefore plenty of jobs.

Colin Richards spoke regarding the outline planning for a development in Lavender Bank and highlighted the following:

- Area involved is popular with people who walk for pleasure.

Another member of the public spoke speaking of her difficulty in crossing the road with her young children to get to school.

## 98. 14/15 TOWN AND COUNTRY PLANNING ACT

Councillor Jackson stated that as a council there is a need to address the generalities in the National Planning Policy Framework (NPPF). The background is that Shropshire Council only allocated 4.9 years of housing land in area, the NPPF states there should be an allocation of 5 years plus a 5% buffer, this has to be deliverable within 5 years. Therefore this is not just a short term problem, if council can't demonstrate the 5 year land supply then there is a penalty and could increase the buffer up to 20%, so the problem could get worse. If the targets are not met then any planning strategies are irrelevant, all applications must be considered with presumption for approval if they are sustainable. All developers are quoting these sections of the NPPF within their applications. There is a need to show applicants do not meet this criteria.

Paragraph 17 of the NPPF refers to the core planning principles which should govern the approach to development of settlements and states that "Planning should be genuinely plan led, empowering local people to shape their surroundings .... always seeking to secure ..... a good standard of amenity for all existing and future occupants of land ..... recognising the intrinsic character and beauty of the countryside and supporting thriving rural communities within it. Every effort should be made objectively to identify and then meet the housing ..... needs of an area and ..... take into account ..... housing affordability ". These are part of the policies in the Framework taken as a whole.

The Town Council should generate a set of objections that would significantly and demonstrably outweigh the benefits of the applications when assessed against the policies in (the) Framework taken as a whole.

It has been highlighted that affordable housing is an overwhelming need of the town. These applications do not address this need. The community has rejected developments where access is required off Kerry Lane.

Councillor Jackson proposed the model statement is accepted by the Town Council as a general framework for response to proposed developments where access is off Kerry Lane to show the applications do not comply with NPPF. In addition individual objections should include any site specific material planning considerations. Councillor Jackson also asked that Abbeyfields is added to the statement.

Councillor Gaffney congratulated Councillor Jackson on this work.

a) i) 14/02743/OUT Land to West of Church Lane – Councillor Bavastock proposed the Town Council make a strong objection to this application using the model statement plus the other material considerations highlighted. Seconded by Councillor Crowley and RESOLVED.

ii) 14/02744/OUT Land to East of Church Lane. Councillor Wright proposed the Town Council make a strong objection to this application using the model statement plus the other material considerations highlighted. Seconded by Councillor Rodway and RESOLVED.

iii) 14/02632/OUT Land West of Lavender Bank – Councillor Gaffney proposed the Town Council make a strong objection to this application using the model statement plus the other material considerations highlighted. Councillor Jackson asked for an amendment to include references the flooding in that the design brief says they will address surface water using suitable soakaways. The objection should include what is happening with the flooding at the moment, and ask how applicant is going to effect this and not exacerbate the problem. The amendment was accepted by Councillor Gaffney. Seconded by Councillor Crowley and RESOLVED.

## b) Reports of Planning Application Decisions

i) 14/02117/FUL The Old Pharmacy, church Street. Withdrawn. It was noted a new application has been submitted for this location 14/02957/P31PA (General Permitted Development).

c) Enforcements -14/04345/ENF – 10 The Novers. Noted.

## 99.14/15 UNITARY COUNCILLOR

- Planning matters have dictated the majority of time over the last month
- Residents have fought for a pedestrian crossing on Kerry Lane for some time. Sometimes, planning applications offer to make highways improvements, as a 'sweetener'. If any of the applications for development off Kerry Lane succeed, a condition that a crossing be installed, to benefit the area, could be requested. Councillor Barnes asked if the Town Council can prioritise this as part of CIL money for the future.
- There is movement on the business park but this is not currently in the public domain.
- Flooding in Welsh Street. Highways have agreed to do the works themselves, they will put in a pipe from the manhole cover to take the water away from the house that is being affected.

## 100.14/15 TOWN HALL RENOVATION PROJECT

a) Councillor Wright proposed the Project Manager's report be received, seconded by Councillor Magill and RESOLVED.

b) Trustee numbers – Councillor Bavastock proposed the Town Council would agree to the principle of Trustee representative numbers being increased to 3 per organisation. Seconded by Councillor Jackson and RESOLVED.

c) Report from the Trustees: Deferred to next month.

## 101.14/15 ACCOUNTS

Councillor Gaffney proposed the following accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Magill and RESOLVED.

Staff costs	Amount	Cheque No.
ESWS – room hire for April & May	2,180.48	104637.8
Andrew Wallace – extra time on Mondays	£55.00	104627
S Murray, additional soil required for playing fields	£32.50	104628
Parks and Gardens – grass cutting	£150.00	104629
Diane Malley – cleaning products and poppy seeds	£1357.00	104630
Viking – stationery (£102.98 is Town Hall project)	£15.40	104631
PHS – low risk waste collection	£259.32	104632
Playsafety Ltd – annual inspection of play equipment	£109.01	104633
Jeff Aldridge – Town Crier badge embroidery templates	£344.40	104634
Clare Greig – Town Crier's Uniform	£83.59	104635
BCHRC – affiliation fee	£185	104636
BT – internet	£25.00	104647
	£70.80	104648

b) Town Hall Renovation Project costs: Councillor Gaffney proposed that the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Rodway and RESOLVED

Communities Can Project Manager	£2037.38	104639
Bishop's Castle Building Supplies – steps ladders	£65.11	104640
Midlands News Association – advert for Town Hall Manager	£243.60	104641
Eric Neville – kitchen and cleaning equipment	£1824.78	104642
Evac+Chair –training	£420.00	104643
ESWS – entre usage & meeting room	£639.07	104627
Bowen Consultants – QS & CDM	£288.00	104644
Husk – training in disability best practice	£223.00	104645
Voiceboxx – website maintenance	£432.00	104646
Martin Thomas Associates	£360.00	104649
Office Furniture direct	£291.84	104650
SMC Custom Installation	£500.00	104652

c) Payments made since last meeting

Councillor Bavastock proposed that payments made since last meeting be retrospectively approved for payment. Seconded by Councillor Carroll and RESOLVED

BT – closing invoice from Enterprise House	£66.28
Communities Can – reimbursement for purchase of furniture and equipment	£599.39
Sam Hine – reimbursement for purchase of furniture and equipment	£214.94
Tanners – wine for celebration weekend (funded from HLF project)	£661.24

## 102.14/15 11. FINANCE

a) Internal Controls – Councillor Carroll proposed the review of Internal Controls be adopted , seconded by Councillor Magill and RESOLVED.

b) First quarter monitoring report

Councillor Gaffney requested that the figures not included in the revenue budgets could be shown separately because the total variances are not immediately clear on the current report. This would apply to the Town Hall project and VAT elements. The clerk stated these figures do need to be included on the report as they relate to the figures on the bank reconciliation statement and should give the council comfort that all receipts and payments have been accounted for. The clerk agreed to put these items in a separate column.

It was confirmed the 'rent' heading is for the Town Hall Trust rental income. Councillor Wright proposed to receive the first quarter monitoring report, seconded by Councillor Harris and RESOLVED.

c) First quarter bank reconciliation statement.

Councillor Carroll proposed to receive the first quarter bank reconciliation statement, seconded by Councillor Gaffney and RESOLVED

d) Financial Regulations

Councillor Carroll proposed to adopt the new Financial Regulations, seconded by Councillor Rodway and RESOLVED.

## 103.14/15 GRASS CUTTING

Councillor Carroll informed the meeting that Carnival Committee members had reported the standard of grass cutting for the Carnival had been the best it had ever been.

Councillor Bavastock proposed the town Council continue with the current grass cutting contract and monitor it, seconded by Councillor Carroll and RESOLVED.

## 104.14/15 REQUEST FOR PURCHASE OF LAND

Councillor Wright proposed the Town Council do not sell this amenity land, seconded by Councillor Bavastock and RESOLVED.

## 105.14/15 REPORT OF THE PLAY SAFETY INSPECTION

Councillor Carroll was disturbed that there is plenty of money for play equipment maintenance, and therefore maintenance should have been carried out. The clerk reported problems in that contractors who have been appointed to carry out work then fail to carry the work out. The remedial work to the play surface has now been let to two different contractors neither of which has carried the work out.

Councillor Gaffney stated she uses the play equipment with her children regularly and would like to have the opportunity to set up a volunteers/working party with a view of improving the play facilities. Councillor Crowley is aware of the former Friends of the Playing Fields and would speak to members of this group in the first instance. Councillor Bavastock proposed the Town Council support this group, seconded by Councillor Carroll and RESOLVED.

With regard to the immediate repairs it was agreed the clerk find suitable contractors to carry out this work.

## 106.14/15 TOWN PLAN

Councillor Jackson reported the working group is still ploughing through survey responses.

## 107.14/15 POLICIES

- Risk Assessment - Page. 13 Councillor Wright would like to see a hand rail all the way up the stairs, a short piece should not go across the window, this was supported by Councillor Morris.

Councillor Carroll proposed the fire risk assessment is adopted, seconded by Councillor Bavastock and RESOLVED.

- Fire Safety Policy; Councillor Gaffney proposed the fire safety policy is adopted, seconded by Councillor Wright and RESOLVED
- General Building Risk assessment; this item was deferred to the next meeting.

## 108.14/15 SPECIAL MOTION

To consider a special motion.

'We the undersigned Town Councillors request a special motion to rescind the decision of the Town Council on 22nd April 2014 to not support the installation of reflective bollards on Kerry Lane. This is because it has been confirmed the suggested installation is for black and white posts with a reflective badge similar to the post already in situ and not bollards that would stick out too far into the road.

The new information which has been brought to light was not available when the decision was made.

Signed by: Councillors Bavastock, Harris and Morris

Councillor Gaffney proposed to approve the special motion, seconded by Councillor Bavastock and RESOLVED.

## 109.13/14 FEEDBACK FROM INSPIRATIONAL PATHWAYS

The report had been previously circulated, some of the information is suitable for the Town Plan. The comments were very good for the town.

## 110.13/14 TAPS ON ALLOTMENT SITE

Councillor Carroll proposed to support the addition of taps on the allotment site up to a limit of £300. Councillor Gaffney seconded the proposal as the allotment site is well used and the cost associated in setting up the site should not be compromised, RESOLVED.

## 111.14/15 ITEMS FOR FACEBOOK/WEBSITE

a) Councillor Carroll attended a communications event in Shrewsbury where there was discussion on how to better communicate with residents and encourage dialogue. There was suggestion that Town/Parish Councils use Facebook with the view of checking on the account twice a week. With the existing Town Council Facebook account there is no preamble to say the press could pick up what was posted. The previous difficulties arose because the account was being administered by the Mayor who ended up using the Facebook page daily. The Facebook page should only be dealt with in clerk's office.

Councillor Carroll proposed a preamble is put onto the site to warn contributors that the press may use comments and to confirm the site is only visited twice a week by staff, and the Town Council allow comments on a trial basis. Councillor Bavastock agreed there should be as many avenues as possible to allow members of the public to contact the council but felt the site should be monitored more often than twice a week, at one time she had to monitor the site on an hourly basis. It is also important that individual councillors should not use the Facebook page.

Councillor Rodway confirmed he was a victim of receiving defamatory comments via the Facebook page previously, all the same it is an important avenue of communication for members of the public and he would support its use. Councillor Gaffney asked for clarification on a point of order of how many months it had been since the motion was resolved to not accept public comments, it was confirmed as being over 6 months.

Councillor Carroll reiterated the advice was to monitor the site twice a week, she proposed to allow public comments for a period of six months and then review it. Councillor Gaffney felt the risks of the unpleasantness, especially towards a member of the public, was not worth the benefit the site brings.

Councillor Bavastock asked if Councillor Carroll is willing to amend her proposal to trial the accepting of public comments for one month before review and to give the clerk delegated approval to withdraw the facility if necessary, Councillor Carroll agreed to the amendments. Councillor Bavastock seconded the proposal and it was RESOLVED with one vote against. The matter is to be brought back to next month's agenda

## b) Items for Facebook:

Diversions/Parking regarding the road closure

## 112.14/15 CORRESPONDENCE

a) Shropshire Building Preservation Trust is being wound up.

b) Clerk's magazines are available

c) South Shropshire Housing Association – board member vacancies

d) South Shropshire Housing Association – a letter has been received regarding flooding to Properties in Oak Meadow from the ditch running to the rear of the town area in Oak Meadow owned by the Town Council. A site meeting is being arranged for 30th July between SSHA, Shropshire Council and the Town Council

## 113.14/15 TO EXCLUDE FROM THE PRESS AND PUBLIC

Councillor Bavastock proposed that by the Public Bodies (Access to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Councillor Wright and RESOLVED.

## 114.14/15 PLANTERS FOR THE TOWN HALL

Councillor Rodway reported that Jesmonite Ltd, a local business, is willing to donate an Exco under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the information as defined in the Acts, seconded by Councillor Wright and RESOLVED.

Councillor Wright proposed the item is deferred to the next meeting to investigate further.

Councillor Magill reported that Simon Bedell had previously offered the water trough from the Auction Yard, but there had been difficulty getting the trough removed. Councillor Carroll agreed to approach Simon Bedell about the trough.

## 115.14/15 TOWN HALL RENOVATION PROJECT

a) Town Hall called to a special meeting on Monday 21st July 2014 at 1.00 pm.

b) Town Hall Alarm- Confidential minute.

With no further business the meeting was called to a close at 9.37 pm

Signed ..... Date

# **Bishop's Castle Town Council SPECIAL Meeting**

## **21st July 2014**

MINUTES OF THE SPECIAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON MONDAY 21ST JULY 2014 AT 1.00PM  
CONFIDENTIAL MINUTES

PRESENT Councillor J Carroll, Deputy Mayor, in the Chair.

Councillors: J. Gaffney, S. Harris, A.M Jackson, J. Magill, B Rodway and R.D Wright.

In attendance: Mr I. Cole (Lyon Davidson Solicitors), Ms S Hine (Project Manager) and Mrs D J Malley (Town Clerk)

### 116.14/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bavastock who was on holiday; and Councillors Farr and Magill who were working.

### 117.14/15 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests

None were declared.

b) Declarations of Personal Interest:

Councillors Carroll and Rodway declared personal interests in item 4 as they are trustees of the Town Hall Trust.

### 118.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Carroll proposed 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 information as defined in the Acts, seconded by Councillor Wright and RESOLVED.

Councillor Carroll proposed not to exclude Sam Hine from the meeting as she is the Town Hall Project Manager, seconded by Councillor Rodway and RESOLVED.

### 119.14/15 LEGAL ADVICE

A report from Iain Cole had previously been circulated. Mr Cole summarised points outlined in the report:

Mr Cole summarised the Town Council has a good case and that the Town Council's Insurance will cover the costs. The next steps were put forward and agreed that Mr Cole will write to the other parties and offer the opportunity to appoint on a single joint basis an independent expert to make an assessment.

The timeframe is that letters will be issued by the end of September. It is unlikely the matter will be settled until the end of 2015.

### 120.14/15 FINAL CONTRACT FIGURE

Councillor Carroll proposed that an amount be withheld from the final contract figure on condition a pay less notice giving good reason for the need for monies to be withheld is issued by the contract administrator. The proposal was seconded by Councillor Jackson and RESOLVED with one vote against.

With no further business the meeting was called to a close at 3.00 pm

# Bishop's Castle Town Council Meeting

## 9th September 2014

### MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY 9TH SEPTEMBER 2014 AT 8.00PM

**PRESENT** Councillor J M Carroll, Deputy Mayor, in the Chair.  
Councillors: S Harris, J. Magill and R. D Wright.  
In attendance: Mrs D Malley (Town Clerk).

#### 144.14/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Bavastock and Jackson who were on holiday, Councillor Crowley and Rodway who were working, Councillor Farr and Gaffney who had family commitments. Councillor Wright proposed that the reasons for apologies be accepted seconded by Councillor Harris and **RESOLVED**. Apologies were also received from Councillor Price.

#### 145.14/15 DECLARATION OF INTEREST

a) No declarations of disclosable pecuniary interests.

b) Declarations of Personal Interest:

Councillor Carroll declared a personal interest in items 8b and 9 as she is a Town Hall Trustee.

#### 146.14/15 APPROVAL OF MINUTES

a) It was proposed by Councillor Wright, seconded by Councillor Harris and **RESOLVED** to approve the minutes of the Town Council meeting held on the 12th August 2014.

#### 147.14/15 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 12th August 2014:

- Post Office. A letter has been received from the Post Office stating there are no longer plans to alter anything at the Bishop's Castle branch.
  - Town Hall Public Toilets. The clerk has discussed the possible use of drug taking in the public toilets with the police. The police will pay passing attention when possible. It was agreed the cleaner will report any suspicious activity or remains of evidence of drug use to the clerk such as white powder or empty cellophane packets. Those living nearby are asked to report any anti social behaviour in or around the toilets to the clerk and the matter is to be kept under review.
  - Oak Meadow. Councillors Bavastock facilitated an initial meeting with Oak Meadow Residents, this was also attended by Councillor Crowley. The meeting discussed the possibility of setting up a residents association, the format and constitution of the association was considered. Following this the group have met independently of members of the Town Council. We do not have any further information regarding the vulnerable adult.
- b) From previous Town Council meetings
- Play Equipment: Councillor Crowley had attended a meeting including Councillor Barnes and Mathew Mead regarding updating the play area in the playing fields. Mathew Mead had advised that the owner of the land should be the body to apply for any available grants. Therefore it is requested the group be recognised as a working party of the Town Council and regular updates are to be reported back to council.

#### 148.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK

None registered

#### 149.14/15 UNITARY COUNCILLOR

- The EE petition was presented to Vince Cable. It was thought the problem was compounded due to the fact that a mast was taken down. EE has now apologized and are reinstalling the mast.
- Playing fields – it is the intention to hold a park open action morning, leaflets going out over the next few days. People are being asked what they like about the park at the moment and what they would like to see. This is progressing well.
- Vulnerable adult in Oak Meadow is still of concern for residents. Some reports are not being reported in the correct way. There is a difficulty because of the different agencies involved. An officer from Shropshire Council is assisting to try to form a connection between the agencies.

#### 150.14/15 TOWN & COUNTRY PLANNING ACT

a) Planning Applications received:

None received

b) Reports of Planning Application Decisions:

14/02559/FUL: 8 The Cabin: Erection of first floor extension and two storey side extension with front porch. Decision: Refused

#### 151.14/15 ACCOUNTS

a) **Town Council:** Councillor Wright proposed the Town Council accounts as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Magill and **RESOLVED**. Councillor Harris proposed the invoice for the SLCC conference be approved and Parks & Gardens on condition the invoice is as per the tender figures. Seconded by Councillor Magill and **RESOLVED**.

		Cheque No.
Staff Costs	££3,262.16	104179
Exemplum (formerly COS) – photocopier use July	£22.82	104180
Severn Trent Water – Auction Yard Toilets water	£84.96	104181
V&W Electrics – replacement cheque 104507 lost is the post March 2014	£395.21	104182
Andrew Wallace – litter collection for August	£26.00	104183
Severn Trent – refund for water supply to Town Hall	-£287.95	104188
Andrew Evans – gardening	£566.10	
SLCC - conference	£141.60	

#### **Town Council Direct Debits:**

Councillor Harris proposed approval is given to pay direct debits, Councillor Magill seconded and **RESOLVED**.

Rivers Leasing, quarterly photocopier lease of £275 plus vat.

One off admin set up fee of £150.00 plus VAT August payment total £510.00

Shropshire Council – Business Rates Town Hall Office £104.28

Shropshire Council – Business Rates to Auction Yard –

refund due to small business rate relief -£618.08

Npower –Town Hall costs – to be apportioned with Town Hall Trust £568.07

Npower – Playing Fields £106.19

b) **Town Hall Renovation Project costs:** Councillor Magill proposed that the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Harris and **RESOLVED**

Communities Can Project Manager	£1,000.00	104184	<u>152.14/15 TOWN HALL</u>
Hurfar Engineering Ltd – delivery costs of display boards	£300.00	104186	<u>RENOVATION PROJECT</u>
Samantha Hine – reimbursement for equipment for Town Hall	£162.58	104185	a) To appoint a third Town
Communities Can – Web account email upgrade EUK Host	£37.38	104184	Council Trustee to Bishop's
J Harpers & Sons	£29,386.20	104187	Castle Town Hall Trust:

Councillor Harris proposed Councillor Magill, seconded by Councillor Wright and **RESOLVED**.

b) i) Donation Boxes and notice hook

Councillor Magill proposed to allow 2 donation boxes to be installed on the ground floor and a small, discreet hook to hang a notice on the stone wall at the bottom of the stairs. Seconded by Councillor Wright and **RESOLVED**.

c) Adhesive warning tape to stairs

The Council considered the comments given by Ann Johnson and the architect. The stairs are of even width and depth once you pass the bottom step. The stairs are well lit and bright. It was noted the handrail does not continue around the corner and it would be preferable to continue the handrail than to supply adhesive tape to each stair on the historical stairway.

Councillor Harris proposed the Council just make prominent the bottom step edge with adhesive tape, continue the handrail around the corner on the stairs and display a sign to advise that a lift is available for those who may find the stairs difficult. Seconded by Councillor Wright and **RESOLVED**.

d) Disposal of Clerk's old writing desk.

The Town Hall Trust will most likely hold an auction in the spring of 2015. Councillor Wright proposed authorisation is given to the disposal of the desk. It was questioned what the desk was made out of, this information was not to hand during the meeting. It was requested if the desk could be seen before a decision is made. Councillor Wright withdrew his proposal.

It was agreed to defer a decision to the next meeting.

e) Trustee Report.

Councillor Wright asked who was responsible for the notice board on the Town Hall, the notice board has too many notices displayed and contains commercial notices. It was requested that the notice board should only display local events or events in the Town Hall only.

Sue Willmer has taken over part of the Town Hall Manager's role as a business promoter on a consultant basis. The Board of Trustees is responsible for the management of the Town Hall and the Town Hall Assistants are responsible for the day to day running of the building. The Trust is currently meeting every two to three weeks.

There has been a recent very successful craft fayre and music event. There is a Beer and Quiz night arranged for October.

There have been tensions between traders in the town and Town Hall events, some are solvable, e.g. the opening of the Town Hall basement door will allow easier access to the toilets and timing the ending of the event so it does not coincide with last orders. Traders do need to accept the Trust has to run the Town Hall as a business. It was noted there is a need to be aware of other events if possible.

#### 153.14/15 TOWN PLAN

No update at present

#### 154.14/15 FREEDOM OF INFORMATION ACT

Councillor Wright proposed that a committee is formed to consist of Councillors Bavastock, Carroll, Farr and Wright to deal with the internal review, second by Councillor Harris and **RESOLVED**.

#### 155.14/15 COMMUNITY REMEDY CONSULTATION

Councillor Wright commented that all seven options put forward in the consultation would be acceptable in the appropriate circumstances.

Councillor Wright proposed the consultation is responded to supporting all options but including a letter stating the options would be acceptable only in the appropriate circumstances. Seconded by Councillor Carroll and **RESOLVED**.

#### 156.14/15 SKATEPARK RAMP

Councillor Carroll proposed to give the clerk authority to take action to go to small claims court if the new sub contractor does not carry out work remedial works as promised next week. Seconded by Councillor Harris and **RESOLVED**.

#### 157.14/15 REPORTS ON MEETINGS ATTENDED

a) ESWS – The report was summarised and covered broadband coverage; South Shropshire Housing Association work with young people; a projector for SpArC Theatre; ways of raising money for the Community Funds scheme which is replacing LJC money. It was noted one local company had already donated £1,000; new place plans are being drawn up; Shropshire Council is carrying out a review of Enterprise House to see if any alterations could mean Shropshire Council can deliver services from there; there are investigations to see if the new Leader fund can be accessed; only 1 person from a recent child minding course went on to become a child minder; Concern was expressed about the decline in the use of the MUGA at SpArC and board members asked to consider ways of using it more effectively.

b) The report for the site meeting at Oak meadow regarding flooding was previously circulated and noted.

#### 158.14/15 ITEMS FOR FACEBOOK/WEBSITE

a) No comments received on postings, there were some likes during the month.

b) Items for Facebook:

- 26th September for open day for playing fields event
- there will be no alterations to the current Post Office in Bishop's Castle.

#### 159.14/15 CORRESPONDENCE

Clerks magazine and Place Plan correspondence.

#### 160.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Carroll proposed 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 information as defined in the Acts, seconded by Councillor Wright and **RESOLVED**.

#### 161.14/15 ASSISTANT CLERK'S HOURS

a) Councillor Carroll reported that she and Councillor Bavastock had agreed that the assistant clerk work more hours during the clerk's leave due to taking minutes at the Town Council meeting and dealing with a Freedom of Information request. The hours had totalled 15 additional hours over the two week period. Councillor Magill proposed the additional hours are approved for payment, seconded by Councillor Harris and **RESOLVED**.

b) Councillor Wright proposed that up to 15 additional hours a week can be worked by the assistant clerk if the clerk was not at work in the future. Seconded by Councillor Magill and **RESOLVED**.

#### 162.14/15 APPROVAL OF CONFIDENTIAL MINUTES OF THE SPECIAL TOWN COUNCIL DATED 21ST JULY 2014

Councillor Harris asked for an amendment to the confidential minutes of the Special Town Council meeting dated 21st July 2014.

Together with the removal of Councillor Magill being present, Councillor Harris proposed the amendment, seconded by Councillor Wright and **RESOLVED**.

-

With no further business the meeting was called to a close at 21.25 pm.

Signed ..... Date 7th October 2014

# Bishop's Castle Town Council Meeting

## 9th September 2014

### MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY 9TH SEPTEMBER 2014 AT 8.00PM

**PRESENT** Councillor J M Carroll, Deputy Mayor, in the Chair.  
Councillors: S Harris, J. Magill and R. D Wright.  
In attendance: Mrs D Malley (Town Clerk).

#### 144.14/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Bavastock and Jackson who were on holiday, Councillor Crowley and Rodway who were working, Councillor Farr and Gaffney who had family commitments. Councillor Wright proposed that the reasons for apologies be accepted seconded by Councillor Harris and **RESOLVED**. Apologies were also received from Councillor Price.

#### 145.14/15 DECLARATION OF INTEREST

a) No declarations of disclosable pecuniary interests.

b) Declarations of Personal Interest:

Councillor Carroll declared a personal interest in items 8b and 9 as she is a Town Hall Trustee.

#### 146.14/15 APPROVAL OF MINUTES

a) It was proposed by Councillor Wright, seconded by Councillor Harris and **RESOLVED** to approve the minutes of the Town Council meeting held on the 12th August 2014.

#### 147.14/15 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 12th August 2014:

- Post Office. A letter has been received from the Post Office stating there are no longer plans to alter anything at the Bishop's Castle branch.
  - Town Hall Public Toilets. The clerk has discussed the possible use of drug taking in the public toilets with the police. The police will pay passing attention when possible. It was agreed the cleaner will report any suspicious activity or remains of evidence of drug use to the clerk such as white powder or empty cellophane packets. Those living nearby are asked to report any anti social behaviour in or around the toilets to the clerk and the matter is to be kept under review.
  - Oak Meadow. Councillors Bavastock facilitated an initial meeting with Oak Meadow Residents, this was also attended by Councillor Crowley. The meeting discussed the possibility of setting up a residents association, the format and constitution of the association was considered. Following this the group have met independently of members of the Town Council. We do not have any further information regarding the vulnerable adult.
- b) From previous Town Council meetings
- Play Equipment: Councillor Crowley had attended a meeting including Councillor Barnes and Mathew Mead regarding updating the play area in the playing fields. Mathew Mead had advised that the owner of the land should be the body to apply for any available grants. Therefore it is requested the group be recognised as a working party of the Town Council and regular updates are to be reported back to council.

#### 148.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK

None registered

#### 149.14/15 UNITARY COUNCILLOR

- The EE petition was presented to Vince Cable. It was thought the problem was compounded due to the fact that a mast was taken down. EE has now apologized and are reinstalling the mast.
- Playing fields – it is the intention to hold a park open action morning, leaflets going out over the next few days. People are being asked what they like about the park at the moment and what they would like to see. This is progressing well.
- Vulnerable adult in Oak Meadow is still of concern for residents. Some reports are not being reported in the correct way. There is a difficulty because of the different agencies involved. An officer from Shropshire Council is assisting to try to form a connection between the agencies.

#### 150.14/15 TOWN & COUNTRY PLANNING ACT

a) Planning Applications received:

None received

b) Reports of Planning Application Decisions:

14/02559/FUL: 8 The Cabin: Erection of first floor extension and two storey side extension with front porch. Decision: Refused

#### 151.14/15 ACCOUNTS

a) **Town Council:** Councillor Wright proposed the Town Council accounts as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Magill and **RESOLVED**. Councillor Harris proposed the invoice for the SLCC conference be approved and Parks & Gardens on condition the invoice is as per the tender figures. Seconded by Councillor Magill and **RESOLVED**.

		Cheque No.
Staff Costs	££3,262.16	104176,77,78 + SO's
Exemplum (formerly COS) – photocopier use July	£22.82	104179
Severn Trent Water – Auction Yard Toilets water	£84.96	104180
V&W Electrics – replacement cheque 104507 lost is the post March 2014	£395.21	104181
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#### **Town Council Direct Debits:**

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Shropshire Council – Business Rates Town Hall Office £104.28

Shropshire Council – Business Rates to Auction Yard –

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Npower –Town Hall costs – to be apportioned with Town Hall Trust £568.07

Npower – Playing Fields £106.19

b) **Town Hall Renovation Project costs:** Councillor Magill proposed that the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Harris and **RESOLVED**

Communities Can Project Manager	£1,000.00	104184	<b>152.14/15 TOWN HALL</b>
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Communities Can – Web account email upgrade EUK Host	£37.38	104184	Council Trustee to Bishop's
J Harpers & Sons	£29,386.20	104187	Castle Town Hall Trust:

Councillor Harris proposed Councillor Magill, seconded by Councillor Wright and **RESOLVED**.

b) i) Donation Boxes and notice hook

Councillor Magill proposed to allow 2 donation boxes to be installed on the ground floor and a small, discreet hook to hang a notice on the stone wall at the bottom of the stairs. Seconded by Councillor Wright and **RESOLVED**.

c) Adhesive warning tape to stairs

The Council considered the comments given by Ann Johnson and the architect. The stairs are of even width and depth once you pass the bottom step. The stairs are well lit and bright. It was noted the handrail does not continue around the corner and it would be preferable to continue the handrail than to supply adhesive tape to each stair on the historical stairway.

Councillor Harris proposed the Council just make prominent the bottom step edge with adhesive tape, continue the handrail around the corner on the stairs and display a sign to advise that a lift is available for those who may find the stairs difficult. Seconded by Councillor Wright and **RESOLVED**.

d) Disposal of Clerk's old writing desk.

The Town Hall Trust will most likely hold an auction in the spring of 2015. Councillor Wright proposed authorisation is given to the disposal of the desk. It was questioned what the desk was made out of, this information was not to hand during the meeting. It was requested if the desk could be seen before a decision is made. Councillor Wright withdrew his proposal.

It was agreed to defer a decision to the next meeting.

e) Trustee Report.

Councillor Wright asked who was responsible for the notice board on the Town Hall, the notice board has too many notices displayed and contains commercial notices. It was requested that the notice board should only display local events or events in the Town Hall only.

Sue Willmer has taken over part of the Town Hall Manager's role as a business promoter on a consultant basis. The Board of Trustees is responsible for the management of the Town Hall and the Town Hall Assistants are responsible for the day to day running of the building. The Trust is currently meeting every two to three weeks.

There has been a recent very successful craft fayre and music event. There is a Beer and Quiz night arranged for October.

There have been tensions between traders in the town and Town Hall events, some are solvable, e.g. the opening of the Town Hall basement door will allow easier access to the toilets and timing the ending of the event so it does not coincide with last orders. Traders do need to accept the Trust has to run the Town Hall as a business. It was noted there is a need to be aware of other events if possible.

#### 153.14/15 TOWN PLAN

No update at present

#### 154.14/15 FREEDOM OF INFORMATION ACT

Councillor Wright proposed that a committee is formed to consist of Councillors Bavastock, Carroll, Farr and Wright to deal with the internal review, second by Councillor Harris and **RESOLVED**.

#### 155.14/15 COMMUNITY REMEDY CONSULTATION

Councillor Wright commented that all seven options put forward in the consultation would be acceptable in the appropriate circumstances. Councillor Wright proposed the consultation is responded to supporting all options but including a letter stating the options would be acceptable only in the appropriate circumstances. Seconded by Councillor Carroll and **RESOLVED**.

#### 156.14/15 SKATEPARK RAMP

Councillor Carroll proposed to give the clerk authority to take action to go to small claims court if the new sub contractor does not carry out work remedial works as promised next week. Seconded by Councillor Harris and **RESOLVED**.

#### 157.14/15 REPORTS ON MEETINGS ATTENDED

a) ESWS – The report was summarised and covered broadband coverage; South Shropshire Housing Association work with young people; a projector for SpArC Theatre; ways of raising money for the Community Funds scheme which is replacing LJC money. It was noted one local company had already donated £1,000; new place plans are being drawn up; Shropshire Council is carrying out a review of Enterprise House to see if any alterations could mean Shropshire Council can deliver services from there; there are investigations to see if the new Leader fund can be accessed; only 1 person from a recent child minding course went on to become a child minder; Concern was expressed about the decline in the use of the MUGA at SpArC and board members asked to consider ways of using it more effectively.

b) The report for the site meeting at Oak meadow regarding flooding was previously circulated and noted.

#### 158.14/15 ITEMS FOR FACEBOOK/WEBSITE

a) No comments received on postings, there were some likes during the month.

b) Items for Facebook:

- 26th September for open day for playing fields event
- there will be no alterations to the current Post Office in Bishop's Castle.

#### 159.14/15 CORRESPONDENCE

Clerks magazine and Place Plan correspondence.

#### 160.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Carroll proposed 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 information as defined in the Acts, seconded by Councillor Wright and **RESOLVED**.

#### 161.14/15 ASSISTANT CLERK'S HOURS

a) Councillor Carroll reported that she and Councillor Bavastock had agreed that the assistant clerk work more hours during the clerk's leave due to taking minutes at the Town Council meeting and dealing with a Freedom of Information request. The hours had totalled 15 additional hours over the two week period. Councillor Magill proposed the additional hours are approved for payment, seconded by Councillor Harris and **RESOLVED**.

b) Councillor Wright proposed that up to 15 additional hours a week can be worked by the assistant clerk if the clerk was not at work in the future. Seconded by Councillor Magill and **RESOLVED**.

#### 162.14/15 APPROVAL OF CONFIDENTIAL MINUTES OF THE SPECIAL TOWN COUNCIL DATED 21ST JULY 2014

Councillor Harris asked for an amendment to the confidential minutes of the Special Town Council meeting dated 21st July 2014.

Together with the removal of Councillor Magill being present, Councillor Harris proposed the amendment, seconded by Councillor Wright and **RESOLVED**.

-

With no further business the meeting was called to a close at 21.25 pm.

Signed ..... Date 7th October 2014

# Bishop's Castle Town Council Meeting

7th October 2014

## MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY 7TH OCTOBER 2014 AT 8.00PM

**PRESENT** Councillor K Bavastock, Mayor, in the Chair.

**Councillors:** J. M. Carroll, S. Crowley, S. A. Farr, J. Gaffney, A.M. Jackson, J. Magill, W. J. Morris, and R. D. Wright

**In attendance:** Mrs D Malley (Town Clerk).

### 163.14/15 SUSPENSION OF STANDING ORDERS

It was proposed by Councillor Wright to suspend section 3.1 of standing orders which prevents the recording of the meeting without prior consent, seconded by Councillor Carroll and **RESOLVED**.

### 164.14/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Morris  
Councillor Carroll proposed that the reasons for apologies be accepted, seconded by Councillor Farr and **RESOLVED**.

### 165.14/15 DECLARATION OF INTEREST

a) Declarations of disclosable pecuniary interests.  
Councillors Carroll, Farr and Magill declared a disclosable pecuniary interest in item 26 as they are Trustees of the Town Hall Trust.

### b) Declarations of Personal Interest:

Councillors Carroll, Farr and Magill declared a personal interest in items 8b and 10 as they are Town Hall Trustees.  
Councillor Bavastock declared a personal interest in item 7)ii and 17 because she lives in Corporation Street.  
Councillors Bavastock, Carroll, Farr and Wright declared personal interests in item 13 as they formed part of the Internal Review Working Party.  
Councillor Gaffney declared a personal interest with a bias to item 7i) because he is a director of the Community Land Trust which is considering an affordable housing site off Woodbatch Road, any improvements to the Highways could be seen to be an advantage to the proposals and therefore he will leave the room whilst the matter is discussed.

### 166.14/15 APPROVAL OF MINUTES

a) It was proposed by Councillor Wright, seconded by Councillor Magill and **RESOLVED** to approve the minutes of the Town Council meeting held on the 9th September 2014.

### 167.14/15 MATTERS ARISING FROM THE MINUTES

a) From the Town Council meeting dated 9th September 2014:  
i) Skatepark. The new fabricator did go onto site as promised but upon investigation found the screws to have sheered in greater numbers than anticipated. He has asked permission to remove one of the boards to investigate the cause of the problem in more detail. Upon further inspection the fabricator has now declined the work. The clerk has spoken to Freestyle again today who are now trying to source another skate ramp fabricator who can carry out the repair. Councillor Bavastock proposed the clerk start proceedings to the small claims court, seconded by Councillor Carroll and **RESOLVED**  
b) From Previous meetings  
i) Art working party: The art working party met to consider the Town Council's pictures. A small number of pictures will be recommended to be included in an auction, however the clerk is obtaining advice regarding the heritage value of the pictures in the first instance. A report outlining recommendations will be brought back to the council in due course.  
ii) Electricity Cables in Market Square: A letter has been received from Western Power following the council's request to put the electricity cables underground in Market Square. Western Power is not prepared to install the electricity cables underground unless the customer pays for the work. It was proposed by Councillor Wright to write to Shropshire Council to request support for installing the electricity cables underground in the conservation area, seconded by Councillor Crowley and **RESOLVED**.

### 168.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Rosemary Farr addressed the council regarding the outline planning applications for land south of Woodbatch Road and land East of Lavender Bank. She stated on 3rd July 2014 she contacted Shropshire Highways to enquire about carrying out a traffic survey to ensure it was carried out satisfactorily. On 9th July she spoke to Alan Meyrick from Shropshire Council who explained what needed to be done. Whilst discussing the traffic survey they discussed the possibility of widening Kerry Lane when she was informed the road would never be widened because there is no money available to do the works. Having read the traffic report submitted by the applicants she notes it does highlight a lot of the problems but not all of them. Mrs Farr states the recommendations are not workable, the author has no idea of large agricultural vehicles that regularly use the road which would not cope with some of the suggestions. A pedestrian crossing for parents and children is needed.

A letter was handed to the clerk from a resident present which was read out and appended to the minutes.

### 169.14/15 UNITARY COUNCILLOR

Councillor Barnes had given apologies as she is attending the Liberal Conference in Glasgow. A report would be forwarded in due course.

### 170.14/15 TOWN & COUNTRY PLANNING ACT

a) Planning Applications received:  
i) 14/003834/REM, 1 Garage Mews, Station Street. Councillor Carroll proposed no objection, seconded by Councillor Farr and **RESOLVED**  
ii) 14/00885/OUT, outline for a development to the land south of Woodbatch Road.  
Cllr Gaffney left the room.  
Councillor Jackson informed the council she is still in the process of completing a report for the council to send. The Town Council only became aware on 1st October that this planning application was being revisited and only today has a 124 page report been published with very salient points including officer's report for approval.  
The applicants for land off Woodbatch Road and Lavender Bank have jointly commissioned a highways report which Shropshire Council are using as exceptional circumstance criteria for resubmitting the application to council since the refusal in July, the report does not say on what basis the application can be brought back to the council.  
The officer's report raises four areas of concern;

- Highways
- CIL money to cover improvements to Kerry Lane
- Applicant appealing against the decision; The Localism Act states that if an authority doesn't have the 5 year land supply then the authority will have to pay costs if it loses an appeal.
- A third party may call a judicial review

Bishop's Castle Town Council originally objected to the application on four grounds but the additional information only partially addresses just one reason for objection. The Town Council should continue to object on all four grounds but will need to address the traffic report.

The Highways report is not really credible as it is based on opinion of the author. There is no empirical research or data to back up its thesis. The report concentrates on free flow of traffic to and from the town center, and does not address the main access/egress from Bishop's Castle is via Kerry Lane and not the town center.  
The report can't be relied upon to significantly improve the circumstances of existing residents or assist in improvements to accommodate new development.

There should be a comprehensive study is completed and the works budgeted and committed within a highways improvement programme.

The new information adds nothing to the argument as the survey cannot be given to be reliable. There has been a serious failure to provide interested parties and members of the public with all the information being used in the new recommendation in time for them to make a serious response.

Councillor Bavastock proposed the Town Council proceed on this basis, to continue to object to the application and to comment on the Highways report. Councillor Jackson confirmed she could attend the Southern Planning Committee meeting and speak on behalf of the Town Council. It was agreed that a copy of Councillor Jackson's report would be forwarded to the members of the Southern Planning Committee before the meeting. Seconded by Councillor Carroll and **RESOLVED**.

It was noted that Shropshire Council has now reopened the website for comment on this application, however, there is only left two weeks to receive comments.

Councillor Wright asked if our objection can include that Kerry Lane is a main agricultural route.

Councillor Bavastock proposed the Town Council make a formal complaint in the way Shropshire Council has brought this planning application back to committee.

Councillor Carroll added that it should be included that the application was refused by the Southern Planning Committee and endorsed by the Full Council. The community had thought the matter had been concluded.

Councillor Jackson reported the local ombudsman considered procedural irregularities, they could not overturn a decision. Shropshire Council has said it is within its rights to put the application back to committee, there are no set time limits for issuing decision notices. Councillor Jackson proposed a question regarding their procedure is put to the Southern Planning Committee during their public question time, seconded by Councillor Bavastock and **RESOLVED**.

### 171.14/15 ALTER THE ORDER OF BUSINESS

It was proposed by Councillor Bavastock to alter the order of business to deal with 13, Freedom Of Information Request next. Seconded by Councillor Carroll and **RESOLVED**.

### 172.14/15 FREEDOM OF INFORMATION REQUEST

The Internal Review had taken place on the way the decision was reached and found that the request had been considered correctly. The decision had been sent to the requester who has since lodged a complaint with the Information Commissioner's Office.

### 173.14/15 TOWN & COUNTRY PLANNING ACT

iii) 14/03916/PMBPA, application for Prior Approval under Part3, Class MB for the change of use from agricultural use to residential use; Barn North West of the Pines, Colebatch. Noted

### b) Reports of Planning Application Decisions:

14/01275/FUL, Proposed Residential Development Land, Kerry Green, Bishops Castle, Erection of two dwellings; formation of vehicular accesses, **GRANTED**

### 174.14/15 ACCOUNTS

a) **Town Council:** Councillor Bavastock proposed the Town Council accounts as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and **RESOLVED**.

		Cheque No.
Staff Costs	£2,111.21	104176,77,78 + SO's
Mazars External Audit Fee	£1920.00	104179
Exemplum (formerly COS) – photocopier use	£70.82	104180
Franco typ Postalia Ltd, postage for franking machine	£100.00	104181
Telescopic Window Cleaning	£45.00	104182
Diane Malley, mileage to Telford, SLCC conference	£30.60	104183
Andrew Wallace – litter collection	£26.00	104188
Highline electrical Ltd – street light repair	£327.00	
Andrew Evans – gardening		
Severn Trent – Town Hall public toilets		

b) **Town Hall Renovation Project costs:** Councillor Gaffney proposed that the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Wright and **RESOLVED**

### 175.14/15 REPORT FROM THE EXTERNAL AUDITOR

It was proposed by Councillor Wright to receive the report from the External Auditor, seconded by Councillor Carroll and **RESOLVED**.

	£1,000.00	104184	176.14/15 <u>TOWN HALL RENOVATION PROJECT</u>
Communities Can Project Manager	£1,295.00	104186	a) Clerk's old writing desk.
SMC Custom Installations, electrical/media equipment	£150.00	104185	Councillor Carroll proposed the desk is put into the next auction. It was only kept because it was thought it would be used in
Peter Ellams, restoration work on witness stands	£84.00	104184	<b>RESOLVED</b> .
NWN Media, advertising	£1,000.00	104187	
Wild Eric, production of film	£110.40		
Diane Malley, reimbursement for 2 donation boxes	£55.74		
Diane Malley, reimbursement for anti-slip tape	£90.00		
EPS – window graphics for doors			
heritage activities but is now found to be surplus to requirements and it has no historic value. Seconded by Councillor Wright and <b>RESOLVED</b> .			

### b) Trustee's Report

Councillor Farr reported that the Trust held its AGM last night, the annual report was accepted and the comprehensive report will be circulated in due course. There will need to Town Councillor Trustee replacement.

### 177.14/15 TOWN PLAN

An update report had been previously circulated and was noted. Councillor Jackson drew attention to the need for volunteers to assist in events sessions even if it's just ad-hoc basis.

### 178.14/15 PLACE PLAN REVIEW

Councillor Carroll commented that the community led plan will lead into the Place Plan, she had thought the process was supposed to be simplified. The Place Plan is a weighty document and repetitive. The document talks about the use of industrial land for housing allocation, the clerk was asked to check this.

Councillor Bavastock proposed a letter clarifying procedure as the Town Council is currently undertaking a Town Plan and therefore we are not currently in a position to confirm the Place Plan as being correct. Councillor Carroll seconded the proposal on condition the housing allocation question is picked up and it was **RESOLVED**.

### 179.14/15 PLAY EQUIPMENT

a) Councillor Crowley met with Councillor Barnes and Mathew Mead. A community even was held which was extremely positive. A lot of people attended the event and a lot of mail has been sent in, including letters from the children at Crowgate Nursery. The information is currently being compiled, the indicative results show the requirement will be far more reaching than just play equipment. There will be a need to set up a working party of the Town Council to enable grants and funding to go through the council.

b) and c) Councillor Carroll proposed the working party consist of the current playing fields working party plus members of the community. Councillor Farr reported his family were involved in the original refurbishment and are willing to give advice when needed. Councillor Bavastock seconded the proposal and it was **RESOLVED**.

### 180.14/15 REVISION OF STANDING ORDERS

Councillor Bavastock proposed to revise Standing Order 3.1 in line with the Openness of Local Government Bodies Regulations 2014 to allow a person to:

- film, photograph or make an audio recording of a meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting

The person cannot orally report or comment about a meeting as it takes place if present at the meeting. Seconded by Councillor Carroll and **RESOLVED**.

Councillor Bavastock stated she would prefer if people declared they were recording a meeting, it was noted that there is no requirement to enforce this requirement.

### 181.14/15 SOUTH WEST COMMUNITY FUND

The idea for the community fund came forward from a councillor from another parish who has put £1000 from his own pocket. Councillor Carroll reported that previously Bishop's Castle Town Council has supplied services used by other parishes, and some parishes refused to contribute, Councillor Carroll stated she would not want to contribute to the community fund unless other parishes did so too.

Councillor Gaffney stated he would vote against any such proposition, the community fund is a £100 annual membership. The LJC grant fund was originally set up because second homes council tax does not form part of precept and therefore the fund was intended to give this back to parishes. The Town Council has increased its own donations budget to fill this gap and has previously said it would increase donations in future. Councillor Carroll accepted the argument, adding the Town Council has the power to use donations outside the parish if appropriate under the power of competence. Councillor Carroll proposed the Town Council retain the power to use its own grant money and decline the invitation to contribute to the Community Fund, seconded by Councillor Bavastock and **RESOLVED**.

### 182.14/15 PARKING IN CORPORATION STREET

Councillor Bavastock proposed the bottom part of Corporation Street with the junction of Union Street has some lineage to protect it. Councillor Carroll disagreed, for double yellow lines to be installed there first needs to be an extensive consultation exercise and following that the parking restrictions are unlikely to be enforced. Councillor Carroll proposed if we know the identity of who is parking on the junction then we should contact them directly; parking on the junction is an obstruction, perhaps a polite letter with a copy to the police. Councillor Crowley suggested residents could park in the car park. Councillor Wright seconded Councillor Carroll's proposition and it was **RESOLVED**.

### 183.14/15 COMMUNITY SPEED WATCH SCHEME

Councillor Jackson suggested putting the details of the scheme into a community plan events session to see if anybody is interested in forming a community group, it was noted the scheme doesn't have to be led by the Town Council. It was agreed to put on the scheme onto Facebook.

### 184.14/15 REPORTS ON MEETINGS ATTENDED

a) Site meeting outside Castle Brides – There had been vehicles parking on the dropped kerb outside Castle Brides obstructing the pavement and the entrance to the shop premises. Highways will be installing 3 bollards on the dropped kerb to prevent future parking on the pavement. The pavement is wide enough to take the bollards.  
b) ESWS – the report will be circulated report shortly. ESWS has taken on a new employee for 3 days a week and is looking a methods of saving and/or generating electricity.

### 185.14/15 ITEMS FOR FACEBOOK/WEBSITE

Items for Facebook:  
Speed awareness  
Playing fields working group  
Southern Planning Committee Meeting at Shirehall on Tuesday

### 18514/15 CORRESPONDENCE

- Invitation to join the Remembrance Day Parade on 9th November and the observance of 2 minutes silence at 10.55 am on Tuesday 11th November.
- Resignation of Councillor Rodway

### 186.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Bavastock proposed 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 information as defined in the Acts, seconded by Councillor Farr and **RESOLVED**.

### 187.14/15 CONFIDENTIAL STAFFING MATTERS

Confidential Staffing matters

### 188.14/15 VULNERABLE ADULT

Councillor Bavastock proposed a letter is written to Shropshire Council to request a dispute that is not strictly confidential and therefore can be used by the Town Council. Seconded by Councillor Gaffney and **RESOLVED**.

### 189.14/15 QUOTATIONS FOR TREE WORK

Councillor Crowley proposed to appoint Simon Morray, seconded by Councillor Carroll and **RESOLVED**.

### 190.14/15 TOWN HALL PROJECT

Councillor Gaffney proposed the Town Hall rent commences on 1st September 2014, seconded by Councillor Bavastock and **RESOLVED**.

With no further business the meeting was called to a close at 21.48 pm.

Signed ..... Date 4th November 2014

**Bishop's Castle Town Council Meeting  
4th November 2014**

**PRESENTATION TO BISHOP'S CASTLE TOWN COUNCIL BY BISHOP'S CASTLE PATIENTS GROUP AT 7.45 PM  
TUESDAY 4TH OCTOBER 2014**

Nick Hutchins, the chairman of Bishop's Castle Patients Group (BCPG), reported a successful annual meeting in June. The BCPG is now up to full strength of 9 people. The group meets monthly and their agendas and minutes are displayed on notice boards in the town and on their website. Doctors and/or practice staff attend the meeting. BCPG is currently engaged in workshops about the future of the NHS; and the town surgery has a patient base of around 5300, a quarter of which are from Powys.

Greg Jackson spoke about the future fit program making changes to Health care. BCPG do not see the proposals as a threat, they see them as an opportunity although the group is not complacent.

The future fit proposals allow for one true emergency centre, either in Telford, Shrewsbury or somewhere in between. There will then be between 4 & 8 urgent care centres around the county. Each should be scaled to meet the needs of the area it is in. BCPG hope to make the case with cross border support for an urgent care centre in Bishop's Castle and to get maximum enhancements.

The proposals will mean that the public will not be able to go to the emergency centre in the first instance; they would go to the urgent care centre instead. This should mean that patients could be treated nearer and more quickly, with shorter waiting times.

BCPG hope to influence the decision through work on the task group and by their affiliation to Shropshire Patient's Group.

At 8.00 pm Councillor Wright proposed to delay the start of the Town Council meeting for a further 15 minutes, seconded by Councillor Bavastock and **RESOLVED**.

Councillor Carroll spoke about a presentation given at a recent LJC meeting where it was reported there were discussions regarding opening an urgent care centre in Welshpool, she asked if that would have an impact on Bishop's Castle's case. Nick Hutchins agreed it would have an impact but said it did not seem likely that Powys would agree to an urgent care centre.

The factors that would support the case for an urgent care centre in Bishop's Castle are travel times and use of other supporting data. There will be open public meetings held in due course to enable people to see what the proposals are.

Nick Hutchins said there is a lot of misinformation going around and the public shouldn't get unnecessarily concerned as it is not yet known what will happen. BCPG will try to get as much information as possible. The outcome will be that the distance travelled to an urgent care centre will be closer and patients will be dealt with quicker.

Greg Jackson reported the process is now getting to a critical stage and the group needed to be influencing decisions to be included on the shortlist. BCPG would value a member of the Town Council assisting in shaping the case.

**MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY  
4TH NOVEMBER 2014 AT 8.15PM**

**PRESENT** Councillor K Bavastock, Mayor, in the Chair.

**Councillors:** J. M. Carroll, S. A. Farr, J. Gaffney, S. Harris, A.M. Jackson, S. Lennox, J. Magill, and R. D. Wright  
**In attendance:** Mrs D Malley (Town Clerk).

**191.14/15 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Morris who was working.  
Councillor Farr proposed that the reasons for apologies be accepted, seconded by Councillor Magill and **RESOLVED**.

**192.14/15 DECLARATION OF INTEREST**

a) Declarations of disclosable pecuniary interests.  
Councillor Carroll declared a disclosable pecuniary interest in item 11a as she has expenses for payment.

b) Declarations of Personal Interest:

Councillors Carroll, Farr and Magill declared a personal interest in items 11b, 12 and 21 as they are Town Hall Trustees.

**193.14/15 APPROVAL OF MINUTES**

a) With the amendment of a typing error on page 53 to change significant improve to significantly improve, it was proposed by Councillor Carroll, seconded by Councillor Jackson and **RESOLVED** to approve the minutes of the Town Council meeting held on the 7th October 2014.

b) It was proposed by Councillor Farr, seconded by Councillor Carroll and **RESOLVED** to receive the minutes of the Staffing Committee meeting held on 7th October 2014.

**194.14/15 MATTERS ARISING FROM THE MINUTES**

a) From the Town Council meeting dated 7th October 2014:  
i) Skate park. In accordance with guidance on submitting a legal claim a final written demand has been sent by recorded delivery that either the satisfactory repairs should be carried out or full refund made within one month. Freestyle has now appointed another skate ramp company to carry out the repairs. The clerk has reiterated that all repairs should be completed to a satisfactory condition within the month as outlined in the letter.

b) From Previous meetings  
None arising.

**195.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK**

None registered

**196.14/15 UNITARY COUNCILLOR**

Councillor Barnes reported:

- Future Fits – Councillor Barnes attended a workshop which was interesting. The information was detailed and important to see what the possibilities are. There are a number of options and different services offered. Officers working on the Future Fit proposals will come to town council meetings if required.
- Youth Services - Shropshire Council Youth Service currently provides one weekly session on a Monday. The provision may be passed onto the LJC but with a smaller budget to get youth service back into the area. Town and parish councils may be asked to consider assisting with funding.
- Playing Fields – one of the suggestions that came out of the consultation morning was the idea of a dry pub which is an area separated from the rest of the pub, serving no alcohol, for young people. The licensee of the Kings Head is considering this.
- Mathew Mead will bring colleagues to look at improving the skate park.
- There is an Energize conference in Telford coming up which will provide useful information for the improvement of the playing fields regarding ideas and funding, it is suggested somebody from the town council attends.
- There will be a meeting with Community Land Trust regarding affordable housing sites; Councillor Barnes would like to have some dialogue with the town council regarding this.
- Business Park – a company is currently working with Shropshire Council in looking at the business park. It was requested that the Town Council be consulted in any developments as this may feed into the town plan.

**197.14/15 PATIENT'S GROUP**

It was agreed that it is vital for the town council to have a voice on the Patients Group and there will be a good supply of information from the group to the Town Council. It was proposed by Councillor Gaffney to share the responsibility; Councillor Bavastock will be the representative for the first three months with Councillor Gaffney as the deputy in case Councillor Bavastock is unable to attend. Seconded by Councillor Harris and **RESOLVED**.

**198.14/15 SAMDEV**

It was reported that it is now too late for the council to register to give evidence to the public inquiry; however we may be able to submit a statement for consideration. The meeting is a public meeting and Councillor Jackson will be able to attend. The developers have registered to speak for Woodbatch Road/Lavender Bank. The Inspector has asked specific questions, one of which needs to be addressed in a statement regarding access. It was agreed to submit a statement for consideration in that the Town Council fully supports site BISH13 following lengthy consultations with the community. BISH13 is favoured over the sites behind Oak Meadow and Lavender Bank. The statement will include why the site is preferred and more suitable. Councillor Carroll requested the statement include the fact that the landowner to site BISH13 has indicated his willingness to sell the land for housing and that the site is readily available. It was noted that development is no longer an issue in respect of the mussels in the river Clun because the Severn Trent treatment for the town has phosphate stripping.

Councillor Bavastock proposed Councillor Jackson work with the clerk to submit a statement and she thanked Councillor Jackson for her considerable time spent dealing with planning matters. Seconded by Councillor Gaffney and **RESOLVED**.

**199.14/15 LOCAL CONNECTIONS**

Councillor Gaffney confirmed Mr Maddocks had been introduced to him and he had established his local connections criteria. Councillor Jackson reported she has known Mr Maddocks for a number of years and that he'd been in area for quite a while. Councillor Carroll proposed on that basis Mr Maddocks' local connection is confirmed, seconded by Councillor Gaffney. With 6 in favour and 3 abstentions it was **RESOLVED**.

Councillor Magill and Bavastock both reported they did not know Mr Maddocks.

**200.14/15 TOWN & COUNTRY PLANNING ACT**

a) Planning Applications received:  
None received

b) Reports of Planning Application Decisions:  
i) 14/03093/FUL, Co-Operative, Church Street, surround to existing condensing unit on roof; **GRANTED**.  
ii) 14/03197/OUT, proposed dwelling west of 13 Bankshead, **WITHDRAWN**.  
iii) 14/03834/REM, Garage House, Garage Mews, Station St, approval of reserved matters (pursuant to outline permission 10/04133/OUT), **GRANTED**.  
iv) 14/00885/OUT, Land south of Woodbatch Road. Outline planning for a mixed residential development. **REFUSED**

c) With regard to Shropshire Council's response to the public question put to the Southern Planning Committee meeting, Councillor Jackson commented that the response to questions put have a lot of loop holes in them. There is definitely a case to make a complaint to Shropshire Council; the response gives cause to question the integrity of the officers' responses and therefore the responses to SAMDev. Officer acted pre-emptively to accept a recommendation of a joint highways report when one application hadn't been to the committee. The traffic report required the use of CIL monies from the second application which had not been heard. The officer says the agent contacted the development manager on 23rd July, the day after the first Southern Committee meeting. The area development manager indicated to the agent that the subject may warrant referral back to the committee. The agent came back to Shropshire Council in early September, some 6 to 8 weeks later, asking for a referral pending submission of highways report. At this stage the officers hadn't seen the highways report so would not have known if it was relevant. The response states it is believed members of the Town Council had been present at the site meeting on 26th September, this was not the case. The Kerry Lane junction had been discussed at a previous site meeting. The receipt of the Highways report was the new material evidence that warranted the application going back to committee.

Councillor Bavastock questioned the openness and transparency of Shropshire Council in dealing with false claims. It is essential the matter had caused Councillor Jackson some considerable additional work in dealing with false claims. This is essential the SAMDEV is properly represented by Shropshire Council officers. Clarification was sought that the agent dealing with the application is a former Shropshire Council planning officer. Councillor Jackson stated the complaint should include misuse of officer's delegated powers.

Councillor Jackson proposed the complaint should be sent to the Chief Officer of Shropshire Council, the matter will then be referred to the Ombudsman if a satisfactory outcome is not reached. Seconded by Councillor Carroll and **RESOLVED**.

Mr Jackson was thanked for attending the Southern Planning meeting and putting the questions to the public question time session.

d) Enforcements - none

**201.14/15 ACCOUNTS**

a) **Town Council:** Councillor Carroll left the room.  
Councillor Wright proposed the Town Council accounts as listed on the agenda be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Harris and **RESOLVED**.

		Cheque No.
Staff Costs	£1,842.76	SO's & 104205
Mace Bearers	£60.00	104206
Jane Carroll, mileage expenses to LJC meetings	£18.63	104207
Highline Electrical, parts & labour replacing a light cell	£99.60	104208
Exemplum, copying to 30/09/14	£18.44	104210
SALC, councillor training session, 2 delegates	£40.00	104211
Shropshire Council, joint energy costs, 2nd quarter	£432.71	104212
Diane Malley – shelving for storeroom and postage	£41.19	104213
Andrew Wallace, replacement lost/uncashed cheques	£48.00	104214
BCBS – scalping - bike track/allotments	£39.00	104215
RBL – wreath for Remembrance Day	£25.00	104217
Parks and Gardens – grass cutting	2455.00	104216
Andrew Evans – gardening	1631.80	

Councillor Carroll returned to the room.

b) It was proposed by Councillor Bavastock that the direct debit payment be approved, seconded by Councillor Farr and **RESOLVED**.

BT, line 638141, as at 13/10/14 (debited 27/10/14),	£263.96
BT, internet services, as at 12/10/14 (debited 26/10/14),	£70.80
British Gas – Electricity for Auction Yard toilets	£134.03

c) **Town Hall Renovation Project costs:** Councillor Farr proposed the Town Hall Renovation accounts be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Carroll and **RESOLVED**.

Communities Can Project Management	£1,000.00	104218	
Communities Can, projector screen & trolley	£167.53	104219	
Peter Malley, handyman type duties	£43.00	104220	ii) Half year monitoring report and bank reconciliation statement
Salop Music Centre	£2,658.72	104221	Councillor Gaffney

proposed a virement of £1000 to the playing fields from contingency to cover the tree work, Seconded by Councillor Carroll and **RESOLVED**.

It was proposed by Councillor Bavastock to receive the half year monitoring report and bank reconciliation statement. Seconded by Councillor Farr and **RESOLVED**.

iii) Items for 2015/16 budget

It was agreed to retain budget headings for the forthcoming budget. Councillors Bavastock, Carroll and Harris will meet to discuss the first draft budget.

**202.14/15 TOWN HALL RENOVATION PROJECT**

a) Annual report  
Councillor Bavastock proposed the annual report be received. Seconded by Councillor Carroll and **RESOLVED**.

b) Outdoor Cabinet for wheelie bin  
Further details are sought on the size, style and location of the proposed store to establish if planning permission is required for the store.

c) To appoint a Town Councillor Trustee  
The item was deferred to a future meeting.

d) Trustee's Report  
Councillor Farr reported that Sue Willmer is working very hard as business promoter. The Trust is currently establishing what is working well and what is not working so well. Any ideas for business promotion will be gratefully received.

Trevor Chalkley is the volunteer co-ordinator. The Trust and staff are getting better organised. The Town Council does need to provide another Trustee, it should be noted that this is a big commitment. The Trustees are taking an active role in the running of the Town Hall which is effectively a start-up business.

Councillor Carroll added that the staff are new and procedures had to be put into place, eg booking forms, templates. This is now coming together. It was originally anticipated that the staff would have time to learn on the job but there have been so many visitors in the town hall it has been a struggle to do this.

Councillor Gaffney questioned if the Town Council Trustee had to be a Town Councillor, this was confirmed as it is in the constitution of the Town Hall Trust.

**203.14/15 TOWN PLAN**

An update report had been previously circulated and was noted.

A breakdown of what people value is: -

- Friendliness of the town
- Welcoming nature of people for new people coming to live in the town
- The community feel
- Amazing services e.g. SpArC
- Beautiful countryside

**204.14/15 FREEDOM OF INFORMATION ACT**

Councillor Carroll suggested it is taking so much time to defend the decision to refuse the request for information that we may as well just provide the information. Councillor Bavastock commented that the request is not a public interest case.

It was agreed that the Town Council had been withholding the information for valid reasons and questioned if the information could be redacted by 19th November, taking into account it will then need to be photocopied and distributed by 19th November.

Councillor Lennox, Carroll and Magill volunteered to assist in the redacting of the information.

On this basis Councillor Bavastock proposed the Town Council provide the information, seconded by Councillor Lennox and **RESOLVED**.

**205.14/15 PLAY EQUIPMENT**

The working group is still meeting and researching funding sources.

**206.14/15 REVALUATION OF BUILDING, FIXTURES AND FITTINGS**

Councillor Bavastock proposed that the Town Hall is now revalued and the matter be delegated to the clerk. It was suggested that the insurance company be asked for advice. Seconded by Councillor Wright and **RESOLVED**.

**207.14/15 REPORTS ON MEETINGS ATTENDED**

a) SLCC Conference – the report had previously been circulated and was noted  
b) Allotment – the site meeting had not yet been carried out, the item was deferred to a future meeting.  
c) Councillor training session – attended by Councillors Gaffney and Lennox. The subject of disclosable pecuniary interests was raised; the trainers had advised that if Trustees do not benefit financially from the Trust then they need not declare a disclosable pecuniary interest. Councillor Gaffney thought that doing so could give the impression that the Trustees are benefiting financially when in fact they are not. The clerk raised the matter that the Trust is also a Community Interest Company registered at Companies House; therefore the Trustees are also company directors responsible for the company for financial matters. The interest may be better recorded as a 'bias'. Councillor Gaffney reported that predetermination had been discussed and was a very grey area.

Other subjects covered were disqualification and the 6 month rule, and dispensations.

Councillor Wright stated as a point of order that the items raised had not been on the agenda for consideration, and therefore in order to discuss them, they should be listed on a future agenda.

d) PACT meeting – The meeting was positive, there has been no major anti-social behaviour reported. There have been some speeding initiatives resulting in prosecutions for speeding offences.

**208.14/15 ITEMS FOR FACEBOOK/WEBSITE**

Elections  
Summary of the town plan planning brief

**209.14/15 CORRESPONDENCE**

- Invitation to join the Remembrance Day Parade on 9th November and the observance of 2 minutes silence at 10.55 am on Tuesday 11th November.
- Resignation of Councillor Price – an election has been called and will take place for both vacancies on 11th December 2014. The clerk has two nomination packs; further packs can be obtained from Shropshire Council.

**210.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Councillor Bavastock proposed 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 information as defined in the Acts, seconded by Councillor Farr and **RESOLVED**.

**211.14/15 TOWN HALL RENOVATION**

The solicitor's draft letter had been circulated for comment. Any comments should be made by the beginning of next week.

**212.14/15 TOWN CLERK**

Councillor Farr proposed the Town Council accept the Staffing Committee's recommendation to advertising for a new Town Clerk in the middle of December, with a view to holding interviews in the third week in January. The Staffing Committee will make recommendation for appointment during the 27th January 2015 meeting and it is hoped the new Town Clerk will be in place by 1st March which will enable one month's handover. The Assistant Clerk was stated she is willing to increase her hours to 12 hours a week. It was agreed to hold back on this decision until the interview stage of the process. The interview panel will be the Staffing Committee and Town Clerk. Seconded by Councillor Carroll and **RESOLVED**.

With no further business the meeting was called to a close at 22.00 pm.

Signed ..... Date 2nd December 2014

# Bishop's Castle Town Council Meeting

## 14th December 2014

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD AT THE TOWN HALL ON TUESDAY 2ND DECEMBER 2014 AT 8.15PM

PRESENT Councillor K Bavastock, Mayor, in the Chair.  
Councillors: J. M. Carroll, S. A Farr, S. Harris, A.M. Jackson, S. Lennox, J. Magill, and W.J. Morris.  
In attendance: Mrs D Malley (Town Clerk).

213.14/15 APOLOGIES FOR ABSENCE  
Apologies were received from Councillors Gaffney and Wright who had work commitments. Councillor Jackson proposed that the reasons for apologies be accepted, seconded by Councillor Harris and RESOLVED.

214.14/15 DECLARATION OF INTEREST  
a) Declarations of disclosable pecuniary interests.  
Councillor Lennox declared a bias in 11b as she is a member of the Christmas Lights Committee  
b) Declarations of Personal Interest:  
Councillors Carroll, Farr and Magill declared a personal interest in item 12 as they are Town Hall Trustees.  
Councillor Farr declared a personal interest in planning application just received for 7 Pound Cottage, Union Street because it is near to his home.  
Councillor Jackson declared a personal interest in item 11 because her husband is part of a group who has applied for a grant.

215.14/15 APPROVAL OF MINUTES  
a) With the amendment of the date of the presentation given by Bishop's Castle Patients Group to 4th November 2014 and the request that the Energise Conference is picked up under Matters Arising, it was proposed by Councillor Jackson, seconded by Councillor Carroll and RESOLVED to approve the minutes of the Town Council meeting held on the 4th November 2014

At this point Councillor Harris, who was on call, left the meeting.

b) It was proposed by Councillor Farr, seconded by Councillor Carroll and RESOLVED to receive the minutes of the Staffing Committee meeting held on 4th November 2014.

216.14/15 MATTERS ARISING FROM THE MINUTES  
a) From the Town Council meeting dated 4th November 2014:  
i) Valuation of the Town Hall. Halls Estate Agents have been appointed to carry this out.  
ii) Councillor Vacancies. The Councillor Vacancies are currently being re-advertised.  
iii) Energize Conference. Councillor Lennox is to attend the conference  
b) From Previous meetings  
i) Skate Park. Repairs to the skate park have been carried out.  
ii) Place Plan. There still needs to be a review of the Place Plan. It was agreed a working party should review the place plan and make recommendations back to council in January. The working party will be Councillors Bavastock, Carroll and Jackson.  
iii) A quotation has now been received to install a handrail to the top of the stairs. The need for the handrail was questioned, Councillor Carroll proposed the item is left on the table, seconded by Councillor Farr and RESOLVED.

216.14/15 MEMBERS OF THE PUBLIC WISHING TO SPEAK  
No members of the public wished to speak.  
Councillor Bavastock reported that Carol Clark from Grange Road had wished to attend the meeting and speak but was unwell. The Grange Road group wished to apply for a grant to purchase two new tables. The group provides 24 meals a month to people in the community.

217.14/15 UNITARY COUNCILLOR  
Councillor Barnes had sent her apologies as she is unwell.

218.14/15 TOWN HALL PUBLIC TOILETS  
Councillor Farr reported he had met with the caretaker who has confirmed he is willing to lock the public toilets at night but probably wouldn't be able to open them first thing in the morning. The toilets do need to be protected, Councillor Farr suggested delegating it to the clerk to find somebody to open the toilets in the morning.

It was noted that the toilets need to be opened before the Town Hall as local businesses' customers use the toilets before the Town Hall's opening hours.

Councillor Bavastock proposed the Town Hall public toilets are locked for an initial period of three months and the situation is monitored. The opening hours will be 8.30 – 9.00 am and shut at the discretion of the caretaker. Seconded by Councillor Carroll and RESOLVED.

219.14/15 TOWN & COUNTRY PLANNING ACT  
a) Planning Applications received:  
14/05029/FUL – Pound Cottage, 7 Union Street. Resubmission of previously approved planning application 11/01530/FUL for the erection of extension to dwelling. This application was not on the agenda and an extension of time to deal with it was requested.

b) Reports of Planning Application Decisions:  
14/02411/OUT; erection of dwelling with detached garage, to south of Woodbatch Road, REFUSED.

c) Enforcements - none

220.14/15 ACCOUNTS  
a) **Town Council:**  
The clerk reported 3 invoices had been received following the issue of the agenda; Highline Electrical Ltd £250.20 for street light repairs; DGL Environment Ltd £140.00 for tree work in the playing fields and Evelyn Bowles £7.50, accessories for the Town Hall Christmas lights.  
Councillor Bavastock proposed the Town Council accounts as listed on the agenda and including the three payments above be approved for payment and cheque signatories be authorised to sign the cheques. Seconded by Councillor Farr and RESOLVED.

Staff Costs (including HMRC tax/NI)	£2,575.10	104224+5
Christmas Lights Festival (Christmas trees for town hall)	£120.00	104226
Shropshire Council – Entertainment licence Town Hall and Town Centre	£250.00	104227
Simon Murray – Tree cutting in playing fields	£280.00	104228
Exemplum, copying to 31st October	£25.54	104229
Telescopic Window Cleaning	£45.00	104230
Andrew Wallace, October and November	£52.00	104231+2
Diane Malley – reimbursement for Christmas lights and recorded delivery letter	£106.35	104233
SLCC – membership renewal	£149.00	104234
Highline Electrical Ltd - street light repairs	£250.20	104237
DGL Environment Ltd - for tree work in the playing fields	£140.00	104235
Evelyn Bowles - accessories for the Town Hall Christmas lights.	£7.50	104236

b) It was proposed by Councillor Bavastock that the direct debit payments be approved, seconded by Councillor Magill and RESOLVED.

Npower – electricity for Town Hall (part to be recharged to Trust)	£504.76
Npower – electricity for playing fields	£81.40

c) **Town Hall Renovation Project costs:**

None

221.14/15 BUDGET AND PRECEPT

a) Budget.  
The budget had been previously circulated.  
There was a discussion that the grants budget should be retained at the higher figure of £4,000, due to the fact there will be fewer grants available from other organisations. It was confirmed there will be a requirement to raise the precept whether the grants budget is £3,000 or £4,000.  
The allotment income was considered, it was proposed by Councillor Bavastock to increase the allotment fee by £10 per plot, making the fees £50 a year for a full plot and £30 a year for a half plot. Seconded by Councillor Lennox and RESOLVED.  
Councillor Jackson asked about the grants received for the Town Plan, the clerk confirmed this should be an earmarked reserve and would add this into the reserves sheet.  
The precept level was discussed, it was noted that with devolution of services it is sensible to raise the precept slightly and agreed to accept the 1% increase as suggested in the draft budget.  
This will mean there will be a deficit of £700 of payments over receipts. It was noted that the Town Council is unlikely to spend all of the budget for grants in the current financial year, the underspend will go back into general reserves, the new budget will take the required £700 from general reserves.

b) Precept  
It was proposed by Councillor Carroll that the total amount required to make up the precept and council tax grant is £58,445, seconded by Councillor Farr and RESOLVED.

222.14/15 GRANT APPLICATIONS

It was proposed by Councillor Farr to agree the following grants, seconded by Councillor Magill and RESOLVED.

- a) BCBC £500
- b) Christmas lights festival to include funding for the town map £500
- c) Crucial Crew £168
- d) CAB £500
- e) County Air Ambulance £100
- f) Arts Festival £300
- g) House on Crutches Museum £50
- h) BCHRC £50
- i) BC Patient's Group £500
- j) Old Land Trust nil
- k) Swift Group £120
- l) Lunches 4 All (Grange Road Tea group) on condition a satisfactory grant application is received £300

223.14/15 TOWN HALL RENOVATION PROJECT

a) Project Manager's Report  
The report had previously been circulated and was received. Councillor Bavastock proposed that a letter be sent thanking the Project Manager for all her hard work on the project. Seconded by Councillor Jackson and RESOLVED.

b) Trustee's Report  
Councillor Farr reported that the Town Hall Trust met last night and is still looking for another Town Council Trustee. It was the Project Manager's last normal meeting, in future she will only attend if she needs information for evaluation purposes. Sue Willmer, the business promoter, is working hard. The Town Hall has now been open for 6 months. Individual Trustees are putting in lots of work.  
Councillor Carroll reported the Trust has the benefit of excellent volunteers working in the Town Hall, staff are now never on their own. Next year volunteers will take people on guided tours. The Project Manager is still grant hunting as we still have around £5000 to raise in target 250.

224.14/15 TOWN PLAN

Councillor Jackson reported that they have a new volunteer on the working party who has worked on another parish plan previously. There will be an event in the New Year where information gained to date will be brought back to the community.

225.14/15 CASTLE GREEN/CLOVE PIECE JUNCTION

The new development, Clove Piece has no pavement and the new residents are asking if a pavement will be installed. Councillor Magill reported there is room for a new pavement in the verge. The Wintles development contributed £20,000 to the junction at this location but the £20,000 has never been spent. Councillor Magill asked if a site meeting can be arranged.

Councillor Carroll confirmed Highways have previously looked endlessly at the junction and have still not done anything; they won't do anything until The Wintles has been adopted. It is understood that all the outstanding improvements have now been carried out and therefore the road should now be adopted.

Councillor Carroll asked how can planning applications for developments be approved when there is no provision for a pavement. Currently there is £6,000 or £7,000 in the CIL money and it was suggested it is requested on the Place Plan that a pavement is installed. At Clove Piece the developers have put a gate into bottom corner joining onto a footpath. Further down the footpath is a stile, the footpaths group hope to replace this with a gate. Currently this will be a much safer route although not ideal. It is possible to take pushchairs through similar footpath gates.

Councillor Bavastock proposed that a site meeting is organised with Highways and in the meantime the footpath gate is sorted out. The planning department are to be asked why the provision of pavements are not part of the infrastructure. Seconded by Councillor Magill and RESOLVED.

Councillor Bavastock reported that a resident is not happy with trees planted for screening at Clove Piece because the view will be cut off once the trees have grown in height.

226.14/15 CHRISTMAS LIGHTS

It was proposed by Councillor Carroll, seconded by Councillor Farr to retrospectively authorise the purchase of the Christmas trees and lights for the Town Hall and RESOLVED.

Councillor Bavastock proposed that a letter is sent to thank Henry Hunter for donating a Christmas tree outside the front of the Town Hall, seconded by Councillor Carroll and RESOLVED.

227.14/15 BISHOP'S CASTLE RECORDS

Councillor Carroll proposed the Borough records are stored at County Archive and that it is agreed in principle that Town Council records are also stored there once they are digitised. Seconded by Councillor Jackson and RESOLVED.

228.14/15 APPOINTMENT OF INTERNAL AUDITOR

It was proposed by Councillor Carroll to appoint Susan Hackett as the Internal Auditor for 2014/15, seconded by Councillor Jackson and RESOLVED.

229.14/15 TRAINING UPDATE

This item was deferred to a future agenda.

230.14/15 REPORTS ON MEETINGS ATTENDED

a) ESWS Board – the report had previously been circulated and was noted  
b) Allotment – the report had previously been circulated and was noted  
c) SpArC – the report had previously been circulated and was noted.  
d) CLT – the report had previously been circulated and was noted. Councillor Bavastock reported the CLT had now offered a new tenancy at Kings Court, the home should be let by next week.  
e) Affordable Housing meeting - the report had previously been circulated and was noted. In addition an email had been received from the Chairman of the CLT inviting a member of the Town Council to become a panel member to work on the detailed planning application. It was proposed by Councillor Bavastock to appoint Councillor Jackson as the panel member, seconded by Councillor Carroll and RESOLVED.

f) Planning Inspectorate. Councillor Jackson gave a verbal summary of the Public Inquiry. The Inspector was keen to address three questions relating to the effects on the river Clun; the Bishop's Castle School House Lane site being realistic and satisfactory; and the critical infrastructure policy.  
The agent for the developer off Woodbatch Road did speak but put the same arguments forward as for another site in Bucknell he was representing. Councillor Jackson said the public inquiry was positive for Bishop's Castle.

Councillor Jackson felt she had been alerted to a newspaper article regarding the MP for Shrewsbury and Atcham, Daniel Kawczynski, who is concerned by the number of developers taking advantage of 5 year land supply situation, Mr Kawczynski was asking for contact from parish councils who have concerns. The clerk was asked to make contact with Mr Kawczynski.

g) Patients Group. The Patients Group have had meetings with key influencers from both sides of border. Bishop's Castle should remain an option for a future fit, urgent care centre. The task group working on future fit is suggesting a pilot for the community hospital. If successful this could include improved signposting for the community hospital, improved provision of car parking and possibly an air ambulance pad.  
The public meeting will be held on 3rd February at the community hospital. Councillor Bavastock has agreed to convene a meeting with parish council chairmen and Montgomery councils.

231.14/15 ITEMS FOR FACEBOOK/WEBSITE

Website – the clerk was asked to check the website as it had been reported the December agenda had not been displayed.

Facebook – Grants awarded and to wish everybody a merry Christmas

232.14/15 CORRESPONDENCE

- a) Royal British Legion – thank you for attending Remembrance Day Parade
- b) Request for permission for advertising board to be placed on the highway
- c) Feedback request from Lyons Davidson
- d) Response regarding allotment site visit
- e) Parking across the car park entrance in Church Street

233.14/15 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Bavastock proposed 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 information as defined in the Acts, seconded by Councillor Farr and RESOLVED.

234.14/15 VULNERABLE ADULT

Councillor Bavastock proposed the Town Council send a letter to Shropshire Council. Councillor Jackson requested an amendment to the proposal that the letter should be copied to a named person in the different agencies who have been involved in the placement. The amendment was accepted, seconded by Councillor Jackson and RESOLVED.

With no further business the meeting was called to a close at 21.35 pm.

Signed ..... Date 6th January 2015