

Bishop's Castle Town Council Meeting

4th January 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 4th JANUARY 2011 AT 8.00PM

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

Councillors: J.M Carroll, S. Farr, M Furber, J. Gaffney, M. E. Holton, J. Magill, P. Middleton, J Morris, Dr St J Penney and R.D. Wright.

In attendance: Mrs D J Malley (Town Clerk)

247.10/11. APOLOGIES FOR ABSENCE.

Councillor Hird gave apologies that he is unwell, Councillor Magill gave apologies that she is away.

248.10/11. DECLARATION OF INTEREST

a) **Declarations of Personal Interest.**

Councillor Middleton declared a personal interest in item 10 as she is a member of the Bishop's Castle Group
Councillor Carroll declared a personal interest in items 8a) and 10 as she is a Director at Enterprise South West Shropshire.
Councillor Gaffney declared a personal interest in items 8 and 10 as he is a Director at the Community Land Trust
Councillor Holton declared a personal interest in items 8 and 10 as she is a member of the Community Land Trust
Councillor Pinches declared a personal interest in items 8a) and 10 as he is the Town Council representative for Enterprise South West Shropshire.

b) **Declarations of Prejudicial Interest.**

Councillors Pinches declared a prejudicial interest in item 7 as he has expenses for payment.

249.10/11. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 7TH DECEMBER 2010

It was proposed by Councillor Gaffney, seconded by Councillor Wright and duly resolved that the minutes of the Town Council meeting held on 7th December 2010 be signed by the Mayor as a true record.

250.10/11 MATTERS ARISING

a)i) Pedestrian Crossing to relocated Post Office:- A response has been received from Glyn Shaw who takes the view the safest location to cross the road is where the majority already cross at the give way line on Station Street. This is where visibility is best and traffic speeds lowest. Mr Shaw would be happy to meet on site to discuss further.

b) i) Shropshire Charter:- An acknowledgment has been received from Shropshire Council following the Town Council's decision not to sign the charter. Shropshire Council state the charter will be regularly monitored and evaluated through liaison meetings with ALC, the larger Local Council Forum and through correspondence with individual councils.

The aspects of the charter commitments that were raised in our letter will be discussed with the Portfolio holder and the Town Council is invited to discuss the charter in more detail if we wish.

ii) Status of lane between Castle Street and Salop Street:- The Mayor and Town Clerk attended a meeting with Shropshire Council Officers and the new owner of the Castle Hotel. The officers confirm the lane is a Highway, they do have concerns of the safety of general use of the lane as a Highway. To this end they propose to carry out a consultation exercise during February with regards to slowing down the speed of vehicles using the lane. The consultation will include a letter drop in the vicinity of the lane, and an officer will be in the Council Chamber to discuss the matter on Friday 18th February 2011.

iii) Concert in the Town Hall:- The concert held in the Town Hall raised £80 for the Town Hall Regeneration Project. The organisers have booked another concert in the Town Hall for Sunday 20th February.

iv) Market Hall Tables:- Since receiving an offer from Castlewood for the market hall tables there has been enquiries made for the tables from other sources. It was confirm sealed bids would be asked for.

251.10/11 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

252.10/11 TOWN AND COUNTRY PLANNING ACT

- 10/04864/FUL – Plot 34 The Wintles. It was proposed by Councillor Carroll to submit no objection because the lowering of the height is more acceptable and is what the Town Council previously asked for. Seconded by Councillor Wright and resolved.
- 10/05317/ADV – 59-63 Church Street. It was proposed by Councillor Dr Penney to make no objection, seconded by Councillor Holton and resolved.
- 10/05523/TCA – The Rectory, Church Lane. It was proposed by Councillor Dr Penney to support this application as the tree is unsatisfactory and is split. Seconded by Councillor Morris and resolved.

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Reports of planning applications decisions.

10/04777/FUL – Land opposite Corn Cottage, 3 Castle Green. Permission granted.

10/05127/TCA – The Old School House, Bull Lane. No Objection

253.10/11 ACCOUNTS

It was proposed by Councillor Carroll, seconded by Councillor Morris and duly resolved that the accounts listed below be approved and the authorised signatories be instructed to sign the cheques.

	£
Salaries	1,479.85
Andrew Wallace	18.18
Fastrack Maintenance	143.35
Clive Pritchard – playing field maintenance	200.50
Clive Pritchard – other ground maintenance	107.50
COS NW Ltd – photocopier usage/lease	26.85
Diane Malley – expenses, refreshments, postage	14.58
V & W Electrics for October & November	716.82
Evelyn Bowles & Richard Moulson – expenses for TH project	214.09
ALC – Power of Well Being Training	235.20
Shropshire Trophy & Bowling Centre	28.00
Viking Direct – stationery	147.65
BT – Internet Services	112.76
Croft Building Conservation Ltd	34,166.39
Jim Pratt – Farmer's market	30.00
Paul Lucas – Farmer's market	30.00
Shropshire Council – advertising consent for notice board	167.50

Direct Debit

Npower – playing fields 57.34

The Mayor then left the room, Councillor Carroll took the Chair. Councillor Gaffney proposed that the expenses listed below be approved and the authorised signatories be instructed to sign the cheques. Seconded by Councillor Dr Penney and duly resolved

K.E.C. Pinches: 38.46

The Mayor returned to the room.

254.10/11 MARKET TOWNS REVITALISATION PROGRAMME

a) Councillor Wright proposed supporting the projects put forward by Councillor Phillips which are both of great importance to the town, the Town Hall project meets nearly all the criteria and the refurbishment of the units is the best possible use of money to encourage employment in the town. Seconded by Councillor Carroll and duly resolved. Councillor Carroll confirmed there will be £10,000 match funding for the units from Shropshire Council

b) Councillor Wright thought the proposal for PV cells on Auction Yard toilets should be applied for if there was spare money available. It was noted the project met fewer criteria and therefore should have lower priority.

Councillor Gaffney asked that the former resolution to support the Community Land Trust to build units on the Business Park be left on the table. The CLT's position has not changed on the matter but it would not be likely at this present moment that the project would be achievable in the time frame.

255.10/11 DEVOLUTION OF THE PUBLIC CONVENIENCES

The clerk confirmed more precise figures had been requested, alternatively the one off payment should be £7,000. A response had not yet been received from this. There had been a Cabinet meeting on 22nd December where authorisation was being sought to negotiate with town and parish councils on an individual basis. The item is to be deferred until the February meeting.

Approval was given to Councillor Carroll to put a question to the Shropshire Council meeting on 13th January regarding the very little notice given to the Town Council in relation to the devolution of the public conveniences. It is assumed there will be other services in which Shropshire Council may consider cutting back on and there should be closer working with town and parish Councils on this.

256.10/11 BISHOP'S CASTLE BUSINESS PARK

Councillor Dr Penney felt disappointment that the Biomass Company had asked for so much land on the Business Park and suggested the Town Council ask for more land from the left hand side of the kerb to the allotments site. Councillor Carroll supported this but thought the Town Council should accept the lease on the land on offer in any case as it would be a disservice to the allotment holders if we didn't do this. With the land on offer the allotment site could be extended and if the BMX track wasn't needed then the units could be put there. The Town Council would be in good standing to get the rest of the land if the Biomass did not use it.

Councillor Gaffney referred to Mr Stirling's letter and confirmed the Community Land Trust would not put any money into the leasing of the land. The Town Council would be the best organisation to take on the lease of the land. Councillor Gaffney agreed with Councillor Dr Penney that the Town Council should pursue the rest of the land. It was commented that it should be established who owns the lane that runs off the A488 to the bike track.

Councillor Middleton expressed her unhappiness about accepting the offer of the lease until it was known what use the Biomass Company had in mind for the remainder of the land.

Councillor Carroll proposed the Town Council seek to be the lease holder for the land on offer and press for the area of land to be increased.

Seconded by Councillor Dr Penney and duly resolved 9 votes in favour and 1 abstention.

257.10/11 CONSULTATION ON SPD ON TYPE AND AFFORDABILITY OF HOUSING

This was deferred to the next meeting.

258.10/11 UPDATE ON TOWN HALL REPAIRS

The repairs to the sash windows have been completed (except the cleaning of the glass). The repairs to the stone around the Venetian window are ongoing. The old flag pole has been taken down and we are awaiting delivery of the new flag pole (snow hampered delivery).

Roof repairs will be completed once the top section of scaffolding is taken down.

259.10/11 DIGITAL SWITCH OVER CAMPAIGN

Councillor Wright proposed that the lamp post advertising is not accepted in Bishop's Castle as this type of advertising is totally unacceptable within the conservation area and outside the conservation area will not be seen. Seconded by Councillor Dr Penney. Councillor Carroll thought the advertising would be acceptable outside the conservation area. It was duly resolved to not accept the advertising in Bishop's Castle 9 votes for and 1 against.

260.10/11 RISK ASSESSMENT

Councillor Gaffney proposed the acceptance of the risk review schedule, seconded by Councillor Carroll and resolved.

261.10/11 TOWN CRIER'S COMPETITION

This item was deferred to the next meeting.

262.10/11 MEETINGS ATTENDED

There were no reports from meetings attended.

263.10/11 TOWN COUNCIL BLOG

It was agreed to put details of the Business Park;

264.10/11 CORRESPONDENCE

In the brown envelope is correspondence relating to the LJC bulletin, training courses and LCR magazine.

Community working restructure, Frances Hall will be retiring in March and replaced by Mathew Mead.

Environmental Maintenance Grant will continue for 2011/12.

265.10/11 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

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

266.10/11 CONTRACTOR TO REMOVE DEAD OAK TREE AT LAND OFF KERRY GREEN

It was proposed by Councillor Dr Penney to instruct Dr Penney to remove the Oak Tree once it had been confirmed as dead by Dr Penney in his capacity as Tree Warden. Seconded by Councillor Morris and duly resolved.

267.10/11 WARM HAND DRYER

It was proposed by Councillor Dr Penney to delegate to the clerk to purchase a suitable warm air hand dryer up to the value of £100. Seconded by Councillor Holton and duly resolved.

268.10/11 UNION JACK FLAG

It was proposed by Councillor Dr Penney to purchase the flag from Up The Pole for £88 plus delivery. Seconded by Councillor Carroll and resolved.

There being no further business the mayor closed the meeting at 8.49 p.m.

Bishop's Castle Town Council Meeting

1st February 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 1ST FEBRUARY 2011 AT 8.00PM

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

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

In attendance: Mrs D J Mailey (Town Clerk)

269.10/11. APOLOGIES FOR ABSENCE.

Councillor Magill gave apologies that she is away.

270.10/11. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillors Holton and Hird declared a personal interest in item 21 as they either have or are members of organisations that have accounts with Dudley Building Society

b) Declarations of Prejudicial Interest.

Councillors Pinches declared a prejudicial interest in item 7 as he has expenses for payment.

Councillor Wright declared a prejudicial interest in item 8a)v) as he lives in the neighbouring property

Councillor Furber declared a prejudicial interest in a planning application for his own property that had been received since the agenda had been issued

271.10/11. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4TH JANUARY 2011

It was proposed by Councillor Gaffney, seconded by Councillor Dr Penney and duly resolved that the minutes of the Town Council meeting held on 4th January 2011 be signed by the Mayor as a true record.

272.10/11 MATTERS ARISING

a) *ji) a ji))*Digital switchover advertising campaign:- Following the Town Council's request that no advertising should take place within Bishop's Castle, there has been no acknowledgment to this request and advertising boards have been erected onto street lighting columns on the outskirts of the town. The clerk is to repeat the request that the advertising should not take place within Bishop's Castle and request the removal of the advertising.

ii) Removal of the dead Oak Tree at Kerry Green:- Councillor Dr Penney confirmed the tree was dead. The tree has now been removed.

b) i) Market Hall Tables: Three sealed bids had been received, the highest of which was for £206.

273.10/11 UNITARY COUNCILLOR

Councillor Heather Kidd addressed the council about the current public consultation on hospital provision. It is proposed to move all consultancy led maternity services to Telford Hospital. This is of great concern to residents in south Shropshire, rural areas and mid Wales due to the distance and time taken to reach Telford hospital. The time taken could be vital in the case of an emergency pregnancy for example.

The reasons for keeping the consultancy led service at Shrewsbury are that all roads lead to Shrewsbury and there is public transport available to Shrewsbury but not Telford.

The consultation period expires on 14th March and Councillor Kidd is encouraging people to respond to the consultation.

274.10/11 HOSPITAL SERVICES

Councillor Dr Penney proposed the town council object to the proposals in the consultation due to the distance and time taken to reach Telford from south Shropshire and Wales. The maternity unit should be moved to the Royal Shrewsbury Hospital and a new purpose built maternity hospital should then be built in Shrewsbury. Also for the same reason consultant led oncology and paediatrics should stay at Royal Shrewsbury Hospital. Seconded by Councillor Holton and duly resolved.

275.10/11 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

276.10/11 TOWN AND COUNTRY PLANNING ACT

- 11/00098/FUL – Crowgate Plot 1A, Bishop's Castle Business Park. It was proposed by Councillor Dr Penney to make no objection, seconded by Councillor Carroll and resolved.
- 11/00148/LBC – 59-63 Church Street. Withdrawn as the section where notice board is to be displayed is not listed.
- 11/00147/ADV – 59-63 Church Street. Councillor Dr Penney proposed no objection, seconded by Councillor Gaffney and resolved.
- 11/00182/FUL – Bishop's Castle Community College. Councillor Carroll proposed no objection, seconded by Councillor Holton and resolved
- 11/00216/VAR – 1 – 4 The Stables, Salop Street. Councillor Wright left the room. It was proposed by Councillor Gaffney to object to this application. The stables building worked well as part of the Three Tuns. If the homes were separated then problems would occur for new residents due to the level of disturbance from the Three Tuns, the use of the garden and there would be access issues for residents and neighbouring businesses. The Three Tuns Brewery is an important part of Bishop's Castle Community. The Town Council disagrees that there is not a viable business in holiday accommodation for the Stables. Seconded by Councillor Carroll and resolved. Councillor Wright returned to the room.
- 11/00039/COU – Bishop's Castle Post Office, 74 Church Street. Councillor Furber left the room. This was delegated to the clerk to respond to. Councillor Furber returned to the room.

Reports of planning applications decisions.

10/05523/TCA – The Rectory, Church Lane. No objection
0/04864/FUL – Plot 34 The Wintles. Permission granted

277.10/11 ACCOUNTS

It was proposed by Councillor Gaffney, seconded by Councillor Dr Penney and duly resolved that the accounts listed below be approved and the authorised signatories be instructed to sign the cheques.

	£
Salaries	1,202.73
Andrew Wallace	24.24
Fastrack Maintenance	146.40
Clive Pritchard – playing field maintenance	200.50
Clive Pritchard – other ground maintenance	67.00
COS NW Ltd – photocopier usage/lease	90.00
Diane Malley – post office	73.00
Up The Pole – Flag pole	111.60
BCHRC – shelf storage space for 8 shelves	160.00
Wood Matters – removal of Dead Oak	255.00
Npower – street lighting energy	601.64
V&W Electrics	226.24
Direct Debit	
Npower – Town Hall	161.39
Atlantic Electric – toilets electricity	70.23
BT – telephone bill	156.28

The Mayor then left the room, Councillor Carroll took the Chair. Councillor Dr Penney proposed that the expenses listed below be approved and the authorised signatories be instructed to sign the cheques. Seconded by Councillor Holton and duly resolved

Councillor Expenses	
K.E.C. Pinches – Mayor's allowance for 2010/11	320.00
Mileage for Farmer's Market	10.82

The Mayor returned to the room.

278.10/11 QUARTERLEY MONITORING REPORTS

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

279.10/11 DEVOLUTION OF THE PUBLIC CONVENIENCES

Clarification was asked for regarding the claw back should the town council not retain the public conveniences in their current use. The Auction Yard was discussed, the offer of public conveniences for the use of the Auction Yard would be important, Shropshire Council secure in the region of £20,000 a year in rent for the Auction Yard yet have offered nothing back in rental for the use of the public conveniences.

It was noted the Mayor, Deputy Mayor and Clerk met with the engineer on site who confirmed savings should be achieved by turning the recycling unit back on and reprogramming the heating.

Meter readings can be taken weekly to see the usage of electricity and water.

The one off offer by Shropshire Council had now been increased to £6,000.

A letter is to be sent to Shropshire Council referring to the empowerment of the community, Shropshire Council are willing to empower town and parish councils when it comes to incurring expenditure, but not willing when it comes to receive income.

The matter is to be brought back to the next meeting.

280.10/11 BISHOP'S CASTLE BUSINESS PARK

Councillor Carroll proposed to accept the offer of the lease of the land at Bishop's Castle Business Park and confirm to Shropshire Council our willingness to lease more land if it becomes available. In addition Medicott Snows solicitors to be appointed to act on behalf of the Town Council. Seconded by Councillor Wright.

Councillor Dr Penney asked for an amendment to request Shropshire Council solicitors do the legal work for the Town Council. Seconded by Councillor Hird.

Concern was raised at this as it would be in the town council's own interests to instruct an independent solicitor. Councillor Dr Penney and Councillor Hird withdrew the amendment and added the amendment that at least two quotations are obtained for the legal work and the appointment of solicitor be delegated to the clerk. Councillor Middleton requested the time should be fixed. The proposal and amendment was duly resolved.

Councillor Dr Penney proposed a request is made to Shropshire Council to provide a written statement to indemnify the town council against any future claims of ill health caused by the biomass on those working on or eating produce on the allotment site. Councillor Holton seconded. With 6 votes for and 3 votes against this was resolved.

281.10/11 MANAGEMENT OF THE FARMERS MARKET

a) There was some discussion as to whether there was requirement for a person to be present at 7.00 am on the Saturday morning of the Farmer's Market to get any parked vehicles removed, to indicate how many stalls were required and to sort out any issues that arise. Councillor Hird was of the opinion there was no need whereas Councillor Pinches thought there was a need. Councillor Hird suggested asking John Lucas from Village Outreach to bring the stalls up to the square on a Friday afternoon, store the stalls in the yard of the Poppy House. On completion of the Farmer's Markets, the stalls are taken down and stored in the yard of the Poppy House until Monday when John Lucas could take them back to Village Outreach.

It was noted there could be a cost implication for to this and permission would need to be sought from the owners of the Poppy House,

It was noted the prospective Assistant Clerks had indicated they would be willing to give some time on one Saturday a month to assist at the Farmer's Market but the details had not been discussed. It may be unreasonable to ask the Assistant Clerk to attend at 7.00 am on the Saturday morning but more reasonable to ask that they attend late morning to collect the rent from those paying monthly.

Councillor Pinches asked if there were any other volunteers to assist on Saturdays.

Councillor Wright asked the council to recognise the work that Councillors Pinches and Hird had put into the Farmer's Market which has been a great benefit to the town.

Councillor Carroll proposed to trial for six months attendance by the Assistant Clerk if agreeable, to collect the rent, a list of those who have booked stalls is left for the volunteers and further enquiries are made into the cost for Village Outreach to bring and collect the stalls, and if the Poppy House owners agree. Seconded by Councillor Gaffney and resolved.

b) It was proposed by Councillor Wright, seconded by Councillor Dr Penney and duly resolved to approve the payment due to Jim Pratt direct to a charity of his choice.

282.10/11 CONSULTATION ON SPD ON TYPE AND AFFORDABILITY OF HOUSING

It was proposed by Councillor Wright to make no representation, seconded by Councillor Dr Penney and resolved.

283.10/11 BUS STRATEGY AND TRANSPORT PLAN

It was thought the consultation exercise was not sufficient, the proposals had not been thought through clearly. Cutting the bus services in the day would mean passengers cannot get to Shrewsbury for interviews, visit the hospital or sign on. A bus would be stranded also in the middle of the day. Councillor Wright proposed inviting an officer to attend the next town council meeting to explain the proposals to the council. The officer should also be asked to consider Shropshire Link buses taking over any lost routes. Councillor Pinches suggested finding out the position of Minsterly Motors. Seconded by Councillor Gaffney and resolved.

284.10/11 BISHOP'S CASTLE & SURROUNDING AREA PLACE PLAN

Councillor Wright proposed sending the amendments as circulated, seconded by Councillor Carroll and resolved.

285.10/11 UPDATE ON TOWN HALL REPAIRS

Work has begun again on the roof. It is hoped the work will be completed over the next couple of weeks.

286.10/11 FOOTPATH ALONG KINGS HEAD

Councillor Carroll confirmed the aggregate had initially been installed by the tourism group. The surface had been recommended to the group as a material that was fit for purpose. There is some aggregate left which will be used for infill and to re-roll the surface once the weather improves. Councillor Dr Penney proposed that as the path belongs to the Kings Head a copy of the letter should be forwarded to them, seconded by Councillor Holton and resolved.

287.10/11 COMMISSION OF A BISHOP'S CASTLE FLAG

Councillor Hird thought it would be a good idea to use the flag pole more often, residents who wish to celebrate a special birthday or anniversary could pay a small donation to the renovation fund to have the flag flown in their honour. The design of the flag should be the seal, black on a white background, with 1609 and Bishop's Castle underneath it. The flag should be slightly smaller than the Union flag due to proximity of the weather vane.

Estimates had been obtained for a flag without the wording, a single sided flag would be in the region of £182 and a double sided flag would be £245. It was proposed by Councillor Dr Penney, seconded by Councillor Hird to purchase a double sided flag.

288.10/11 TOWN CRIER'S COMPETITION

Councillor Hird has spoken to Mike Shanahan about the possibility of a Town Crier's competition during the Carnival weekend. There would be 12 Town Criers who would require accommodation. The competition would be run by the Carnival Committee. Councillor Dr Penney proposed the clerk write to the Carnival Committee in support of the competition and to confirm town council would assist in trying to find accommodation for the visiting town criers.

289.10/11 INVESTMENT OF TOWN COUNCIL FUNDS

Councillor Gaffney expressed concern at the number of special resolutions being put forward to overturn previous resolutions on adhoc grounds. Councillor Hird reported the CCLA had not taken up the scheme for which the town council had earmarked for investment. Councillor Carroll asked that the special motion be amended to replace the words 'Dudley Building Society' with 'the clerk to advise the council on suitable accounts'.

The special motion proposed was therefore to request that the decision to invest money in CCLA and major banks is rescinded and that the clerk is to advise the council on suitable accounts to place funds.

Seconded by Councillor Carroll and resolved.

290.10/11 MONITORING EQUIPMENT FOR THE BUSINESS PARK

It was proposed by Councillor Gaffney to request Shropshire Council install appropriate monitoring equipment at the Business Park now as it is important to have base line readings in which to compare readings against once the Biomass plant is running. Seconded by Councillor Wright and resolved.

291.10/11 SHROPSHIRE OLYMPIAN FESTIVAL

The Town Council does not wish to put a team together for this event

292.10/11 SUPPORT OF AN E-PETITION

Councillor Wright proposed the town council support the e-petition and leave it to individual councillors to decide if they also wish to support the e-petition as residents. Seconded by Councillor Dr Penney and resolved.

293.10/11 MEETINGS ATTENDED

Councillor Carroll had attended the SpArC advisory committee meeting. There will 35% of cuts from Shropshire Council subsidiaries for the forthcoming year. It is proposed to keep membership costs the same but increase day pay rates by 5%. There will be a deficit over the next year but it is hoped to recoup this over the following two years.

294.10/11 TOWN COUNCIL BLOG

It was agreed to put on details of the flag;

295.10/11 CORRESPONDENCE

a) Councillor Phillips wrote via email showing his concern for vandalism around the town including the removal of the plaque from the bench at the bottom of the town.

With regards to vandalism in the playing fields a piece has been put in the newsletter to encourage residents to report incidents to the police. A quotation had been received from V&W Electrics for repairs to the lamps in the playing field of £793.16 plus VAT.

b) A letter had been received from the parish administrator regarding applications for street closure orders for Palm Sunday Procession, Midsummer Rejoicing Procession and Good Friday Procession. There were no objections to these street closure order applications.

296.10/11 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

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

297.10/11 APPOINTMENT OF ASSISTANT CLERK

It was proposed by Councillor Dr Penney to accept the recommendation of the staffing panel and appoint Mrs Nikki Rodick as Assistant Clerk on £8.74 per hour. Seconded by Councillor Holton and duly resolved.

298.10/11 CLERK'S STAFF APPRAISAL

It was reported the clerk's staff appraisal had now taken place with no issues from either side.

There being no further business the mayor closed the meeting at 9.55 p.m.

Signed Date

Bishop's Castle Town Council Meeting

1st March 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 1ST MARCH 2011 AT 8.OOPM

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

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

In attendance: Mrs D J Malley (Town Clerk)

299.10/11. APOLOGIES FOR ABSENCE.

Councillor Wright gave apologies that he is away, Councillor Furber gave apologies as he is working.

300.10/11. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillors Gaffney, Holton, Hird and Magill declared a personal interest in item 13 as they are shareholders of the Community Land Trust. Councillor Gaffney is also a Director but explained the interest was personal as the shares do not receive interest and therefore no shareholders stand to gain financially.

Councillors Hird and Pinches declared personal interest in item 4a)ii) as they are volunteers for the Farmer's Market.

b) Declarations of Prejudicial Interest.

Councillors Pinches and Carroll declared a prejudicial interest in item 7 as they have expenses for payment.

301.10/11.APPROVAL OF THE MINUTES OF THE MEETING HELD ON 1ST FEBRUARY 2011

With the amendment of the addition of the word 'in' on minutes 273.10/11, last sentence in first paragraph to read 'in the case of an emergency in pregnancy for example', it was proposed by Councillor Dr Penney, seconded by Councillor Holton and duly resolved that the minutes of the Town Council meeting held on 1st February 2011 be signed by the Mayor as a true record.

302.10/11 MATTERS ARISING

a)i) *Business Park*:- Councillor Middleton suggested SALC could act as the solicitors for the town council for the lease of the land at the business park. The clerk is to make enquiries.

ii) *Management of the Farmer's Market*:- Councillor Carroll proposed accepting the clerk's report in that the assistant clerk should be present during the morning of the Farmer's Market until all Traders have arrived and trading and the rent is collected. Seconded by Councillor Farr and resolved.

iii) *Commission of a Bishop's Castle Flag*:- A double sided flag has been ordered.

iv) *Sale of Town Hall furniture*:- Councillor Middleton proposed that the furniture in the Council Chamber such as the panelling is not sold. The furniture should be incorporated into the renovation and if necessary Michael Dawes has offered to store any furniture in his barn. Seconded by Councillor Carroll and duly resolved.

b) i) *Street Trading*:- This has now been delegated to the town council.

303.10/11 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak.

304.10/11 TOWN AND COUNTRY PLANNING ACT

- 11/00649/FUL – Homeleigh, Station Street. Formation of a vehicular access. It was proposed by Councillor Carroll that this matter is delegated to the clerk to make comment on condition the application does in fact relate to Homeleigh and not Hillcrest. Seconded by Councillor Morris and resolved.

ii) Reports of planning applications decisions.

None were received.

iii) Councillor Carroll proposed the town council object to the proposal to remove the triggers for matters to go to Planning Committee meetings, the proposal is anti-democratic. Instead of the Chairman or Vice Chairman of the Planning Committee being able to veto an application going to Committee there should be a panel to make this decision to include the local member for the area. Seconded by Councillor Dr Penney and resolved.

305.10/11 ACCOUNTS

It was proposed by Councillor Dr Penney, to pay all accounts except for Medicott Snows. Councillor Carroll asked for an amendment to this in that if SALC are unable to offer legal services at a more attractive rate than Medicott Snows then the clerk be given delegated authority to pay this item. The amendment was accepted by Councillor Dr Penney, seconded by Councillor Carroll and duly resolved.

	£
Salaries	1,429.97
Andrew Wallace	24.24
Fastrack Maintenance	143.35
Clive Pritchard – playing field maintenance	200.50
Clive Pritchard – other ground maintenance	74.00
Diane Malley – mileage & postage	8.65
Garden Rescue – 20 hours weed & mulch beds	200.00
Jane's Petals & Gifts	15.00
Arrow County Supplies – cleaning material toilets	523.10
Rasi Ismail – refund for Farmer's Market	12.50
Severn Trent – water public toilets	449.27
SpArC – grant for mural	750.00

Direct Debit	
Npower – street lighting	512.04
Npower – playing fields	190.75

If SALC are unable to provide legal services	
Medicott Snows Solicitors – lease of Business Park	350.00

The Mayor and Deputy Mayor then left the room, Councillor Dr Penney took the Chair. Councillor Gaffney proposed that the expenses listed below be approved and the authorised signatories be instructed to sign the cheques. Seconded by Councillor Hird and duly resolved

K.E.C. Pinches – Mileage for Farmer's Market	5.41
J.M. Carroll – Mileage for Shirehall, SC council meeting & LJC meeting	31.25

The Mayor and Deputy Mayor returned to the room.

306.10/11 DEVOLUTION OF THE PUBLIC CONVENIENCES

Councillor Carroll proposed that the Town council agree to take over the running of the Auction Yard toilets under the following conditions:

- a one off payment from Shropshire Council is made of £6,000
- The Town Council accept Hall's offer of £500 per year towards the running costs.
- Shropshire Council carry out a full service of the public conveniences, including stripping the urinal pipes, cleaning or replacing as necessary and adding McAlpine removable fittings for easier future cleaning.
- The electrical wiring is reinstated so that the lights are only on when the toilets are occupied
- The recycling unit is reinstated
- The unused recycling unit at Craven Arms is given to the Town Council for parts/repairs.

Seconded by Councillor Holton and duly resolved.

307.10/11 CONSULTATION ON BUS STRATEGY AND TRANSPORT PLAN

It was noted that although the majority of the 552/553 route was run profitably, the middle of the day routes from Plox Green to Bishop's Castle were heavily subsidised. However it is still necessary for a bus to come into or leave Bishop's Castle to rejoin the profitable part of the journey. Minsterley Motors has made an offer to Shropshire Council to run these parts of the journey and this will be considered as part of the consultation.

The Arriva Sunday service may be able to run part of a service with half the subsidy and therefore there will be a choice of half the current Sunday service or the same Sunday service but running only half the year.

Shropshire Link bus was discussed, it was reported it was not popular and not understood. Councillor Gaffney stated he and family members had used the service and it had worked well on each occasion.

There are some regular journeys the Shropshire Link makes, e.g. into Churchstoke, these will be made more public and Shropshire Council will make the website more user friendly.

308.10/11 TOWN HALL PARTNERSHIP

The clerk reported an amendment to the circulated minutes in that the Partnership would not meet again. If the bid is successful then a project team will need to be appointed by the various partners in accordance with the bid. If unsuccessful the Town Council will need to make a decision on what to do.

It was confirmed that if the bid is successful then the Project officers will be appointed following open procurement.

309.10/11 COMMUNITY ENGAGEMENT STATEMENT

Councillor Gaffney proposed the community Engagement Statement be adopted, adding the Town Council should make more of an effort to flag up items of interest to specific interest groups, seconded by Councillor Dr Penney and duly resolved.

310.10/11 POWER OF WELL BEING

Councillor Carroll proposed the Town Council adopt the Power of Well Being, seconded by councillor Gaffney and duly resolved.

311.10/11 GRANT TO COMMUNITY LAND TRUST

Councillor Gaffney reported the work should be completed on the two houses behind the Kings Head by the end of May which will be known as the Kings Head Yard. Prospective tenants should be from Bishop's Castle and meet the criteria for affordable housing.

The Community Land trust owns £120,000 in assets, however this value may increase after the houses have been completed.

During 2010 the Community Land Trust held an event called Landfest where £2,500 was raised in donations and a further £6,000 was sold in shares. The publicity budget had been met by a Co-op grant which has now run out. There will be another Landfest event held again during the year and a grant of £250 is requested for pre-publicity for this year's event. Councillor Gaffney confirmed he will produce receipts of expenditure incurred. It was proposed by Councillor Farr, seconded by Councillor Carroll and duly resolved to award a grant of £250 to the Community Land Trust.

312.10/11 APPOINTMENT OF INTERNAL AUDITOR

Councillor Dr Penney proposed to appoint John Nicholls seconded by Councillor Carroll and resolved.

313.10/11 SHROPSHIRE COUNCIL'S LETTER REGARDING ICT SERVICES

Councillor Carroll proposed the clerk write to Shropshire Council regarding the letter, treating parish and town councils in this way will make councils less likely to sign the charter. Seconded by Councillor Dr Penney and resolved.

314.10/11 PROPOSED CLOSURE OF LYDBURY NORTH SCHOOL

Councillor Hird proposed the Town Council object to this proposal, although the school is outside the town boundary, there are some residents within the town who prefer to send their children to Lydbury North school. The school was started by the church and remains part funded by the church. Some parents choose to send their children to a church school and there is not another church school locally. Closing this school will take away freedom of choice for parents. Lydbury North has put itself forward as a Hub for Development and therefore it does not make any sense to close the school, it will deter families from wanting to live there if there is no school in the village. Councillor Carroll added that Bishop's Castle Primary School has not got 35 spare places for pupils and that a new classroom would have to be built. The proposal to object was seconded by Councillor Gaffney and duly resolved.

315.10/11 CONSULTATION ON BROADBAND FOR RURAL AREAS

Councillor Dr Penney proposed the Town Council support this consultation, seconded by Councillor Farr and resolved.

316.10/11 REPORTS OF MEETINGS ATTENDED

Councillor Carroll reported she had attended a PACT meeting. PC Nick Williams is long term sick, Bishop's Castle will be covered by the beat officer from Church Stretton. There will also be 3 CSO's for the town and Anne Gutteridge will be returning full time.

Matters raised included speeding traffic on the A488 and through villages, the CSO's will be trained in the use of the speed gun. Also the vandalism in the playing fields was discussed with residents asked to report the names of those responsible in confidence. There has also been incidents of disturbance on Friday nights in Market Square and High Street, especially in the vicinity of the Indian Restaurant. Residents are requested to ring the police and report any items of crime, damage or nuisance as currently there are few reports in the town.

317.10/11 TOWN COUNCIL BLOG

It was agreed to put on details of vandalism and nuisance: The auction Yard Public conveniences: And the swings in the playing fields.

318.10/11 CORRESPONDENCE

In the brown envelope for circulation is:

- Wasteless Society Newsletter
- Powys County Council's Potential Development sites
- Legal update regarding Byelaws
- Clerks and Councils Direct

There being no further business the mayor closed the meeting at 8.56 p.m.

Bishop's Castle Town Council Meeting 29th March 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 29th MARCH 2011 AT 8.OOPM

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

319.10/11. APOLOGIES FOR ABSENCE.

Councillor Furber gave retrospective apologies as he was working.

320.10/11. DECLARATION OF INTEREST

a) Declarations of Personal Interest.
Councillors Hird declared a personal interest in item 7a) as he is the treasurer of the Hospital Equipment Fund and in item 15 as he is a helper at the Farmer's Market.
Councillor Holton declared a personal interest in item 7a) as she is a trustee of the Hospital Equipment Fund.

b) Declarations of Prejudicial Interest.
Councillors Pinches declared a prejudicial interest in item 7 as he has expenses for payment.
Councillor Carroll and Gaffney declared a prejudicial interest in item 6iii) as this is a planning application for a friend and neighbour.

321.10/11. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 1ST MARCH 2011

It was proposed by Councillor Gaffney, seconded by Councillor Hird and duly resolved that the minutes of the Town Council meeting held on 1st March 2011 be signed by the Mayor as a true record.

322.10/11 MATTERS ARISING

a) *Ji) Business Park:-* NALC were unable to act for the Town Council and therefore Medlicott Snows has been appointed. Officers had not formally responded to the Town Council's request to confirm the Town Council will not be liable if there are any future health issues due to the presence of the Biomass. The Clerk was asked to write a reminder letter.

ii) *Shropshire Charter:-* a letter received from Keith Barrow, leader of the council, talks about forging deeper relationships with Town and Parish Councils as part of the Government's Localism Bill. The Charter will be revisited in order to develop a new lighter touch version. In the meantime Shropshire Council will continue the current IT support arrangements.

iii) *Removal of Planning Triggers:-* The new procedure will come in on 1st April. The planning trigger for 6 or more residences has now been removed. For Town and Parish Councils there will be an additional filter of local Members and Committee Chairman and Planning Officer to ensure that non material or minor applications do not go to committee.

323.10/11 MEMBERS OF THE PUBLIC WISHING TO SPEAK

John Lucas referred to item 15 on the agenda, location of Farmer's Market during Michaelmas weekend. The reason this request had been made is because there is usually congestion at the top of the town during the Michaelmas weekend, the Farmer's Market trader usually like to finish early and they will be blocked in because of the road closure order. This also leaves the stalls empty for the remainder of the afternoon. If the market was relocated during the weekend then the market traders could get in and out of the town and there would be more space in Market Street which will help the shop owners. The Michaelmas Fair committee will ensure there is signage and entertainment to the Farmer's Market to encourage visitors up to the market. The owners of the Castle Hotel had indicated he is happy with this arrangement.

324.10/11 REARRANGE ORDER OF BUSINESS

Councillor Carroll proposed to move item 15 next to enable Mr Lucas to hear the debate, seconded by Councillor Farr and duly resolved

325.10/11 LOCATION OF FARMER'S MARKET DURING MICHAELMAS WEEKEND

Councillor Gaffney thought the interests of the shop keepers should be considered and moving the Farmer's market during the weekend will make a huge difference to them. Councillor Wright agreed but felt it polite to consult the market traders and bring the items back to a future agenda. Councillor Gaffney said the decision should be made by the town council and proposed that the Farmer's Market be moved to the Castle Hotel Car Park, seconded by Councillor Dr Penney and duly resolved with 1 vote against.

326.10/11 MEMBERS OF THE PUBLIC WISHING TO SPEAK

a) Dr Adrian Penney reported the formal opening of the Community Hospital will take place on Tuesday 12th April at 3.45 and invited members of the Town Council to attend. The hospital will be opened by Roy Lilley, a health journalist.
Dr Penney also wished to clarify his personal position in that he was being prevented from carrying out clinical work at the doctor's surgery and consequently patients are unable to obtain prompt appointments to see a doctor. Dr Penney asked if it is possible for the Town Council to approach the PCT to provide support for Dr Penney's return to practice.

b) Robert Gwyther had registered to speak but was unable to attend the meeting. A letter was read out on his behalf requesting the parking in Bishop's Castle be reviewed.

The Clerk was asked to put both matters raised on the next agenda with a copy of Mr Gwyther's letter being circulated to all Councillors.

327.10/11 TOWN AND COUNTRY PLANNING ACT

a) i) 11/00813/FUL and 11/00814/LBC – The Old Bull, 1 Bull Street. To divide existing property into 2 No. Self-contained dwellings with alterations to access and boundary wall/fence. Councillor Carroll proposed no objection, seconded by Councillor Wright and resolved.
ii) Councillors Carroll and Gaffney left the room. Councillor Wright proposed the meeting be adjourned to allow Mr Lucas to speak, seconded by Councillor Middleton and resolved. Mr Lucas reported the Porch House was timber fronted and stone backed. The water was getting into the stone causing it to crumble. The treatment would cause the rear of the property to look different but was necessary to protect the building. The meeting was re-adjourned.

11/00846/LBC – 33-35 High Street. Re-pointing and replace stone on the west and south walls affecting a Grade II listed building. Councillor Holton proposed no objection, seconded by Councillor Wright and resolved. Councillor Carroll and Gaffney returned to the room.

b) Reports of Planning Applications

i) 11/00182/FUL – Bishops Castle Community College. Erection of a single storey classroom building and glazed link, relocation of existing demountable building. Permission granted.
ii) 11/00039/COU – Bishop's Castle Post Office. Change of use of ground floor to residential. Permission granted.
iii) 11/00147/ADV – 59-63 Church Street. Erection of a notice board. Permission granted.
iv) 11/00098/FUL – BC Business Park – Erection of workshop/office building. Permission granted.

328.10/11 ACCOUNTS

It was proposed by Councillor Wright to pay all accounts listed up to Councillor expenses and authorise the signing of cheques, seconded by Councillor Dr Penney and duly resolved.

	£
Salaries including Inland revenue	1,390.62
Clive Pritchard – playing field maintenance	200.50
Clive Pritchard – other ground maintenance	70.00
Diane Malley – restock stamps, mop, keys cut, vacuum bags	133.78
Diane Malley – AVG internet security – 2 years	29.99
Enterprise South West Shropshire	16.50
BT Internet services	115.16
COS – photocopier use (including newsletter)	158.45
V&W Electrics Ltd, lighting maintenance & repairs/replacement	1,172.25
Nikki Rodick – mileage for Farmer's Market	10.82
BCCLT grant	250.00
BC Hospital Equipment Fund (donation on behalf of Jim Pratt for Assistance at Farmer's Markets)	120.00
Dave Cole – replacement water heater for kitchen	136.00
Shropshire Council – non domestic rates annual amount due	1,172.13

The Mayor then left the room, Councillor Carroll took the Chair. Councillor Dr Penney proposed that the expenses listed below be approved and the authorised signatories be instructed to sign the cheques. Seconded by Councillor Hird and duly resolved

K.E.C. Pinches – Mileage for training at Shirehall	27.65
Driving trailer & assistance at Farmer's Market (to be donated to BCCLT)	30.00

The Mayor returned to the room.

329.10/11 HERITAGE LOTTERY FUND

a) The clerk gave brief report on the financial and legal status of the HLF grant offer. The offer of grant is £56,500, there will be £35,000 from the Market Towns Revitalisation Project and an expected value of volunteer hours of £11,250. There will be a legal agreement with the Heritage Lottery Fund and the grant funding is to be spent upon the development work as defined in the application, supporting documents and offer letter itself.

b) The project officer, Evelyn Bowles, addressed the Council. She outlined the two grants, (HLF and Shropshire Councils MTRF) met the two organisations priorities of town revitalisation and caring for our shared heritage. Both organisations recognised the importance of the contributions of each other organisation's priorities' to the overall project.

There will need to be a project team made up of representatives from the three organisations of the Town Council, BCTIC and BCHRC, the recommendation is for two from each sit on the project team. The project team will need to meet regularly, other consultant contributors will come and go as required. The project team will be co-ordinated by a Project Manager who will need to be appointed by the Town Council following formal tender.

Evelyn confirmed that the total actual costs of the development is estimated to be within the total of the two grants.

The project team will be working directly to the HLF grants officer, there will shortly be a meeting with the grants officer and the newly formed project team.

c) Councillor Carroll proposed the Town Council congratulate Evelyn Bowles and Richard Moulson for all their hard work on the HLF bid, without their input the success would never have been achieved, seconded by Councillor Dr Penney and resolved.

d) Councillor Carroll proposed that Councillor Farr be one of the Town Council representatives on the project team, seconded by Councillor Wright and duly resolved with 2 votes against.
Councillor Holton proposed Councillor Hird be the other Town Council representative on the project team, seconded by Councillor Dr Penney and duly resolved 6 votes in favour and 5 votes against.

e) Councillor Carroll proposed all legal decisions should be made by the town council whereas the minor decisions should be delegated to the project team, otherwise the project would not be able to move forward without constant town council meetings. Councillor Dr Penney asked if this delegation can be provisional that can be changed if circumstances change. The project officer was allowed to give advice on this matter in that the permission to proceed from HLF is a contract and a decision on delegation levels is required. Ideas can be brought to the council for decisions and with regular reports councillors can flag up areas where there are concerns. Councillor Dr Penney seconded the original proposal and it was duly resolved.

f) Councillor Carroll proposed that the staffing committee with the addition of Evelyn Bowles be delegated to paper sift and interview prospective Project Managers to make recommendation to the Town Council on a suitable candidate for appointment, seconded by Councillor Dr Penney and duly resolved.

g) It was proposed by Councillor Carroll to give the clerk permission to go out to formal tender to procure a Project Manager as soon as permission is given by the HLF, seconded by Councillor Gaffney and duly resolved.

330.10/11 TOWN HALL HIGH LEVEL REPAIRS

Councillor Gaffney proposed that a new schedule be provided listing purely what was being charged for and without the omissions being included. Councillor Hird asked for an amendment to include a meeting with Pam Oakden to discuss the schedule. Seconded by Councillor Dr Penney and duly resolved. It was agreed that the meeting be delegated to the Mayor, Deputy Mayor, Councillors Farr and Hird.

331.10/11 POLICING LEVELS

It was reported that Sgt Bailey was covering Bishop's Castle part time from Church Stretton, PC Anne Gutteridge had been stationed at Craven Arms. There will be a new Chief Constable in June and it is likely that the matter will not be resolved until then. Although there are 2 PCSO's they do not work after 10.00 pm. All incidents and/or crime should be reported to the police. Councillor Carroll proposed the clerk write to Chief Inspector Dunn at Shrewsbury highlighting the policing in the town is unsatisfactory. Seconded by Councillor Dr Penney and resolved.

332.10/11 FREEDOM OF INFORMATION ACT

a) Councillor Hird briefly gave a report on the Freedom of Information Act training he and the Mayor had attended, a new Town Council scheme will be presented for approval at the next meeting.

b) Councillor Gaffney proposed that consideration should be given to requesting information from Shropshire Council regarding the decision to offer the lease for the business park to Bishop's Castle Biomass Ltd, especially in relation to the amount of money offered and what proposals were put forward in the bid in respect of the land beyond the area with planning permission taking into account the requirement for employment. Seconded by Councillor Hird and duly resolved.

333.10/11 TOWN CREST

Councillor Dr Penney proposed the Town Council allow the use of the Town Crest by the Marches Community Choir on mugs, seconded by Councillor Carroll and resolved.

334.10/11 TOWN CRIER'S COMPETITION

Councillor Hird requested approval of expenditure in the region of £130 for the presentation of mugs to the competing Town Criers and prizes for the 1st, 2nd and 3rd places of the competition. Clarification was sought of who would be presenting the prizes, either the Carnival Committee or the Town Council. It was confirmed the prizes would be awarded from the Town Council by the Mayor. It was proposed by Councillor Carroll, seconded by Councillor Magill and duly resolved to approve this expenditure.

335.10/11 DRAINAGE FROM THE PLAYING FIELDS

Councillor Carroll proposed to carry out drainage improvements from the playing fields at the Union Street entrance, the excess water is currently drained into Anthony Jones premises. Seconded by Councillor Dr Penney and duly resolved.

336.10/11 GRANT TO SOUTH SHROPSHIRE CRUCIAL CREW

Councillor Hird proposed to award a grant of £100 to South Shropshire Crucial Crew. Seconded by Councillor Hird and resolved.

337.10/11 SHELTER FOR OUTSIDE FRIDAY MARKET STALL

Councillor Carroll proposed the Town Council purchase a white 2m x 2m pop up gazebo advertised at £60.99, seconded by Councillor Dr Penney and resolved.

338.10/11 REPORTS OF MEETINGS ATTENDED

There were no reports from meetings received.

339.10/11 TOWN COUNCIL BLOG

It was agreed to put on details policing including the non emergency police number, and the success of the Heritage Lottery Fund bid.

340.10/11 CORRESPONDENCE

In the brown envelope for circulation is:

- LCR closure to Clun Bridge
- LCR magazine
- The Clerk magazine
- Localism Bill
- Referendum details for 5th May

341.10/11 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

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

342.10/11 GROUND'S MAINTENANCE AND GARDENING CONTRACTS

Councillor Dr Penney proposed that the brownies garden be maintained privately by Mrs Calvert, seconded by Councillor Carroll and resolved. There was discussion about whether public liability insurance is held or not by contractors and contractors who had previously undertaken the work did not currently have public liability insurance.

Councillor Dr Penney proposed Salvia Services be awarded the contract for the grounds maintenance and gardening contracts for in and out of the playing fields with the exception of the Brownies garden. Seconded by Councillor Hird and duly resolved with 7 votes in favour, 2 against and 1 abstention.

Councillor Middleton expressed concern that the roots to the plants on the cobbles garden may damage the foundations of the Town Hall, This is to be considered during the renovation project.

There being no further business the mayor closed the meeting at 9.42 p.m.

Signed Date

Bishop's Castle Annual Town Meeting

5th April 2011

MINUTES OF BISHOP'S CASTLE ANNUAL TOWN MEETING HELD ON TUESDAY 5th APRIL 2011 8.00PM IN THE TOWN HALL

PRESENT: Councillor Keith Pinches, Mayor, in the Chair.

Councillors: J. Carroll, S Farr, M. Furber, N. Hird, M. Holton, J Magill, Dr St.J. Penney, and R.D. Wright. Also present were 3 members of the public, Shropshire Council Community Officer Mathew Mead, Police Inspector Graham Preece, PCSO Sheena Jones

In attendance: Mrs D. Malley, Town Clerk, Nikki Rodick, Assistant Clerk

- TO RECEIVE APOLOGIES

There were no apologies received

- TO AGREE THE MINUTES FROM THE ANNUAL TOWN MEETING DATED 4TH MAY 2010.

It was proposed by Councillor Wright, seconded by Councillor Hird and duly resolved to agree the minutes of the annual Town Meeting dated 4th May 2010.

- MATTERS ARISING FROM ANNUAL TOWN MEETING ON THE 4TH MAY 2010
- There is a new developer involved in The Wintles. New plans are expected to be submitted in due course.

- POLICING IN THE TOWN

Inspector Preece apologised for the lack of a police officer in the town and assured the meeting the police are trying to sort out the staffing issues. Currently the town is being covered by a response team working out of Craven Arms as well as the Community Officers. Although the Community Officers are contracted to only work up until 10.00 pm, the response officers are on call 24/7. There is a new radio system that shows a red dot on the force map to show the locations of officers to allow better policing.

Inspector Preece gave a brief policing report that there had been a rise of community offences over the previous 12 months. There had been 50 more inquisitive crimes (theft & theft for vehicles), and 15 more theft/handling, burglary other offences. There had been one person committing crime in the area sent to prison during the year.

The police force is facing difficult budgeting with savings of £34m having to be found over the next 5 years. An alliance with Warwickshire Police Force will make some savings.

There was some discussion of young people drinking in the playing fields and if more community engagement with the police could help. Insp Preece raised the point of police officers being expensive youth workers and do the public prefer to see police policing? There is still the community football sessions taking place but this may not be attracting the target young people. Irene Stellfox, the youth support worker, reported she had been made redundant. Mathew Mead confirmed Shropshire Council were trying to source some funding for community work. Karen Bavastock thought it is a big ask to expect volunteers to take on youth work.

The officers were thanked for attending the meeting and left.

- TO RECEIVE QUESTIONS AND COMMENTS FROM ELECTORS
- What is the Town Council doing in relation to the Biomass? There were conditions attached to the planning permission, can the Town Council ensure these conditions are adhered to?
- A letter was received from Environment enforcement which indicated the department is/has monitored 150 cases for public protection. The clerk was asked to request more details about this.
- The Biomass group have made a Freedom of Information request for the recommendation report and a copy of the contract for the Biomass
- There was some confusion that the site could be a waste transfer site, this needed clarifying.

When meeting with officers regarding the business park lease, the officers had said that there would be a change of use planning application for the intended other uses of the land.

There being no further business, the meeting closed at 8.33 pm.

Signed
Mayor of Bishop's Castle

Bishop's Castle Town Council Meeting

10th April 2011

MINUTES OF THE ANNUAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 10TH MAY 2011 AT 8.00PM

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

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

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

29.11/12 ELECTION OF MAYOR

Councillor Hird stated Councillor Pinches is a well known member of the community and always has their interest at heart. He commended Councillor Pinches on his dedication to the long running Farmers Market and his ongoing support of the Craft Markets and Table Top Sales. Even during busy farming periods and times of ill health Councillor Pinches would still be present to offer his help. His involvement with the Biomass Development has been complimented by Shirehall. Councillor Pinches has rejuvenated the Majors Ball ensuring any surplus made is directly passed on to Bishops Castle Hospital a cause very important to him. Therefore Councillor Hird proposed to nominate Councillor Pinches to Mayor for a third year. Councillor Mary Houlton seconded this proposition, there being no other nominations it was duly resolved to elect Councillor Pinches as Mayor.

30.11/12 ELECTION OF DEPUTY MAYOR

Councillor Wright proposed Councillor Carroll as Deputy Mayor for a third year. Councillor Wright stated Councillor Carroll is an experienced and conscientious councillor who works for what she believes in even if sometimes that may be unpopular. With her background in journalism she pays great attention to detail and lets nothing pass her by. She will be very helpful to the Mayor and the Clerk. Councillor Magill seconded this proposition and with no other nominations it was duly resolved to elect Councillor Carroll as Deputy Mayor.

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

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

31.11/12 DECLARATION OF ACCEPTANCE OF OFFICE

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

32.11/12 OATH OF ALLEGIANCE

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

33.11/12 APOLOGIES FOR ABSENCE.

Apologies were received from the Unitary Councillor Peter Phillips.

34.11/12 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced Reverend Stephanie Fountain would be the Mayor's Chaplain. Reverend Fountain said prayers.

35.11/12 MAYOR'S SUNDAY ARRANGEMENTS

The Mayor announced the Mayor's Civic Parade will be on Sunday 5th June, leaving the Town Hall at 10.40 to parade along the High Street and Church Street for a service at the Church at 11.00 am. The parade will return from the church at about 12 noon.

36.11/12 ARRANGEMENTS FOR COUNCIL MEETINGS FOR ENSUING YEAR

Councillor Wright proposed the arrangements for meetings should remain on Tuesday evenings every four weeks, starting at 8.00 pm, the first meeting being 24th May 2011. With exception to January 2012 meeting which currently falls on a bank holiday and should be rescheduled for 10th January 2012. The annual Council Meeting to be held on the 11th May 2012. Seconded by Councillor Dr Penney and resolved.

37.11/12 APPOINTMENTS TO STAFFING COMMITTEE

Councillor Magill proposed to keep the staffing committee as it is, seconded by Councillor Morris and duly resolved to retain the staffing committee as Councillors Carroll, Farr, Hird and Wright.

38.11/12 MAYOR'S ADDRESS

The Mayor addressed the meeting reporting that the Council had received good news in March regarding the renovation of the historic Town Hall. He announced that we have received a first round pass from the Heritage Lottery Fund bringing a grant of £56,500 towards the final phase of the development fund and an additional £35,000 has been granted by Shropshire's Market Town Revitalisation Fund. This funding allows the necessary plans to be developed to carry this project forward. He stated that we have great confidence that this special building will enjoy the continued support of the Heritage Lottery Fund and that of other funders. Mayor Pinches showed his appreciation to Evelyn Bowles and Richard Moulson for their continued work on the project and the historical and heritage input from Patricia Theobald and her volunteers at Bishops Castle Heritage Research Centre.

The Mayor welcomed the recently appointed Assistant Town Clerk, Nikki Rodick.

Mayor Pinches reported that the last year has been an interesting one. The roof of the Town Hall has been retiled and made weather proof, the clock tower has been repaired and repainted, a new flag pole has been erected. In addition to the Union Flag we now have a Town Flag which can be hired for £5 to be flown for celebrations. The Council Chamber windows have been repaired and repainted and the loft has been insulated. He spoke of the new 3.24kwp solar system that has been installed which will provide the council with a guaranteed 25 year income. He announced that the high level works cost £87,000, which included grants obtained of £56,000.

The Mayor touched on the ongoing topic of the Biomass Power Project reporting that the Council deferred signing the Shropshire Charter in response to the lack of support from Shropshire Council. He announced that the Town Council are in negotiations with Shropshire Council to purchase a lease on some of the land remaining at Crowgate. Shropshire Council are being pressed to confirm that the Inspectors conditions will be rigorously enforced.

The Mayor described his recent visit to the newly refurbished Hospital and how impressed he was with the improvements and facilities that can now be provided. He congratulated the Bishops Castle and District Land Trust on the completion of two new affordable homes in town. He announced that the Farmers Market has produced good profits and that the introduction of Table Top Sales and Craft Fairs have received good support. He mentioned the success of the rejuvenated Major Ball which saw 123 people attend and £600 raised for the Bishops Castle Community Hospital Equipment Fund.

The Mayor wished to thank his fellow councillors for their time and hard work; Diane and Nikki for the efficient running of the Council office; Chris Robinson, the clock winder; Ian Holton, for cleaning the cobbles; Mike Shanahan for being such an excellent Ambassador for our town and the various committees and volunteer groups in the town.

He paid thanks to all the people involved in various committees in the town organising festivals and events such as the Triathlon, Carnival, Michaelmas Fair, Walking Groups, Christmas Lights, Beer Festival, Craft Fairs, Land Trust Events, Exhibitions etc. The events all help our economy and make Bishops Castle the unique Market town it is. He extended his thanks those volunteers who work in the community with Meals on Wheels, First Responding and at the church and hospital and anyone who helps our residents in anyway.

The Mayor thanked everyone for attending the meeting and closed the meeting

Signed

Minutes of the Special Meeting of the Bishop's Castle Town Council

13th April 2011

MINUTES OF THE SPECIAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON WEDNESDAY 13TH APRIL 2011 AT 8.00PM

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

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

In attendance: Mrs D J Malley (Town Clerk)

1.11/12. APOLOGIES FOR ABSENCE.

Councillor P. Middleton gave apologies as she is attending a business meeting.

2.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

There were no declarations of personal interests made.

b) Declarations of Prejudicial Interest.

There were no declarations of prejudicial interests made.

3.11/121. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 29th MARCH 2011

It was proposed by Councillor Wright, seconded by Councillor Hird and duly resolved that the minutes of the Town Council meeting held on 29th March 2011 be signed by the Mayor as a true record.

4.11/12 ACCOUNTS

The clerk explained that the actual amount for payment differed from the amount written on the agenda due to the way the agreed £558 had been deducted from the account. The deduction had been applied differently which in turn affected the 2.5% retention figure. The actual amount for payment is **£26,822.82**. Councillor Gaffney sought clarification on some of the variations including roofing works, management fees and the railings around the access deck. Councillor Hird expressed his concern that the preliminary fees were higher than the scaffolding fees and thought this to be excessive concluding that all future contracts should be studied in far more detail. Councillor Gaffney proposed this payment be approved, seconded by Councillor Carroll and duly resolved.

It was proposed by Councillor Gaffney to pay all other accounts and authorise the signing of cheques, seconded by Councillor Carroll and duly resolved.

	£
Nobridge Ltd – Health and Safety Repairs to play area	330.00
Fastrack Maintenance Ltd – grounds maintenance for March	149.45
Up The Pole – Bishop's Castle Flag	324.00
COS – photocopier usage	28.64
Interpublic – toilet rolls and minor spares for Auction Yard Toilets	291.60

5.11/12 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Carroll to accept the recommendation of the Town Hall Renovation Partnership in the meeting of 8th February 2011 in that a Building Preservation Trust is not pursued at the present time but kept under review. It may be beneficial that if successful in the grant application a development trust is considered whilst the project team carry out the grant application development stage and to manage the use of the building long term under delegated powers. This can be considered in more detail at a future date. Seconded by Councillor Holton and resolved.

b) i) and ii) Councillor Carroll proposed the Town Council give permission to go out to tender for the Capital Works Development to either an architect or chartered building surveyor with accreditation for working with historical buildings and that the staffing committee plus Evelyn Bowles be delegated to paper sift, make follow up enquiries, interview and make recommendations to full council to agree the contract. Councillor Holton proposed an amendment that the chartered building surveyor be omitted as an architect would be better for the job as they would have more experience and better qualifications. The amendment was seconded by Councillor Dr Penney. Councillor Gaffney seconded the original proposal stating the town council should leave its options open. Upon a vote the amended proposal was lost with 5 votes for the amendment and 6 votes against. Upon a vote for the original proposal there were 6 votes for and 5 against, therefore it was duly resolved.

There being no further business the mayor closed the meeting at 9.20 p.m.

Bishop's Castle Town Council Meeting 26th April 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 26TH APRIL 2011 AT 8.00PM

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

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

In attendance: Mrs D J Malley (Town Clerk)

6.11/12. APOLOGIES FOR ABSENCE.

Councillor J Morris gave apologies due to bereavement.

7.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Hird declared a personal interest in item 21c)i)ii) as he is a volunteer for the Wasteless Society and works with Andrew Broome.

b) Declarations of Prejudicial Interest.

Councillor Dr Penney declared a prejudicial interest in item 10 as his son is a partner in the medical practice.

Councillor Middleton declared a prejudicial interest in item 11 as she has a business on Church Street.

8.11/121. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD ON 13TH APRIL 2011

It was proposed by Councillor Wright, seconded by Councillor Gaffney and duly resolved that the minutes of the Town Council meeting held on 13th April 2011 be signed by the Mayor as a true record.

9.11/12 MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 13TH APRIL 2011

It was proposed by Councillor Wright, seconded by Councillor Carroll and duly resolved to receive the minutes of the staffing committee meeting held on 13th April 2011.

10.11/12 TO ALTER THE ORDER OF BUSINESS

It was proposed by Councillor Carroll, seconded by Councillor Wright and duly resolved to alter the order of business to take item 10 at this point.

11.11/12 HEALTH CARE IN BISHOP'S CASTLE

Councillor Carroll proposed that no action be taken with the knowledge that appropriate action is being taken by the appropriate body, seconded by Councillor Hird and resolved.

12.11/12 MATTERS ARISING FROM THE MINUTES

The Farmers Market traders have been given a letter regarding the change of location during Michaelmas Fair weekend.

13.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak

14.11/12 TOWN AND COUNTRY PLANNING ACT

a) i) 11/00783/COU – 32 Church Street, change of use from shop to cafe/coffee shop. Councillor Carroll proposed no objection, seconded by Councillor Wright and resolved.

ii) 11/01222/FUL – Charles Ransford & Sons Ltd, erection of steel portal building. Councillor Gaffney reported the proposed building would not be the largest in footprint on the site but at 12.5 metres in height would be one of the tallest. The proposed building is to be situated on the Love Lane side of the site and therefore should not impact on the town. Due to these reasons Councillor Gaffney proposed no objection, seconded by Councillor Dr Penney and resolved with one abstention.

iii) 11/01568/TCA – 7 Pound Close, remove dead wood from Ash tree and reduce to 15 feet. Councillor Dr Penney proposed to support this application, the Ash tree is currently too big, seconded by Councillor Carroll and resolved.

b) Reports of Planning Applications

i) 11/00649/FUL – Homeleigh Station Street. Formation of vehicular access. Permission granted

ii) 11/00846/LBC – The 33-35 High Street. Re-pointing and replace stone on the west and south walls. Permission granted.

15.11/12 ACCOUNTS

Councillor Hird enquired about a previous large Severn Trent water bill, the clerk informed him it was due to a water leak that had now been fixed. Councillor Gaffney asked if the NALC membership was useful to the town council, the clerk reported all the legal updates were sent through from NALC, in addition legal advice is often sought from them.

It was proposed by Councillor Magill to pay all accounts with the exception of the disputed Npower invoice and authorise the signing of cheques, seconded by Councillor Carroll and duly resolved.

	£
Salaries	1,740.51
Andrew Wallace	24.24
Diane Malley – Rabbit Netting, postage, mobile phone (for Andrew Broome), dusters	107.87
Nikki Rodick – Expenses – Farmers Market Signs	10.82
ALC – Power of Well Being Training 2x Delegates	40.00
ALC - Affiliation Fee 1/04/2011 – 31/03/2012	538.39
Severn Trent Water – Town Hall Toilets 01/10/2011 to 1/04/2011	23.33
Severn Trent – Town Hall 01/10/2011 to 01/04/2011	46.65
Shropshire Council – By – election	100.00
Paul Lucas – Farmer's market	30.00
Clive Pritchard – playing fields 18/3/11-31/3/11	98.00
Clive Pritchard – maintenance 18/3/11-31/3/11, repair fence to Allotments	188.00
Salvia Services – grounds maintenance & repairs to step	684.50
Direct Debit	
Atlantic Electric and Gas – Quarter 4 2010/2011	55.24
BT – telephone	138.60

16.11/12 LEASE OF THE BUSINESS PARK

Councillor Hird asked for the following amendments:

- The term of lease be increased to 999 years
- With reference to clause 2h, a counter indemnity be requested regarding the risk caused by the Biomass
- With reference to clause 2k, the Wasteless Society be included

Councillor Carroll did not agree with asking for a counter indemnity as the Town Council has no ownership or responsibility for the remainder of the business park and felt that asking for a 999 year lease would complicate the issue.

Councillor Gaffney stated advice had already been sought regarding the indemnity which stated if the Biomass did cause ill health and the company had gone into liquidation then damages would be sought from the land owner not the town council. However Councillor Gaffney questioned why the town council had to agree sum of insurance with the landlord, surely the town council as a responsible body could agree the level of its own insurance

Councillor Carroll strongly felt the matter should not be held up another month and proposed to agree the lease. The proposal was not seconded and Councillor Carroll withdrew the proposal.

Councillor Gaffney also questioned why approval had to be sought to put up signs, Councillor Holton questioned if the town council had to seek approval each time an allotment tenancy changed. Councillor Middleton sought clarification of which track right of access was over.

Councillor Gaffney proposed that matters highlighted are raised with Shropshire Council direct and press for more discretion on the part of the town council, seconded by Councillor Middleton and duly resolved with one vote against.

17.11/12 SITE ALLOCATIONS

It was proposed by Councillor Magill to make comment that the number of houses should be 100 houses or less, seconded by Councillor Carroll and duly resolved.

18.11/12 PARKING IN CHURCH STREET

Councillor Dr Penney proposed that a meeting should be held at 7.30 pm prior to the next Town Council meeting for traders to discuss the parking issues in Church Street, seconded by Councillor Holton and resolved. Councillor Carroll suggested contacting Biznet.com.

19.11/12 CONDITION OF 28 HIGH STREET

Councillor Carroll proposed the poor condition of this listed building should be raised with Shropshire Council with copies of the letter being sent to the landlord and tenant, seconded by Councillor Wright and resolved.

20.11/12 REPRESENTATIVE TO THE LJC

It was noted there was some disappointment with the LJC set up due to the procedure of pre-meeting deciding on grants which does not allow for any representations during the LJC meeting itself, it was noted there was also one occasion where Councillor Carroll had been unable to attend the LJC meeting, the town council had appointed a substitute who had not attended due to illness. The town had therefore not been represented over the Biomass.

Councillor Gaffney proposed Councillor Carroll be reappointed as the Town Council representative, seconded by Councillor Magill and resolved.

21.11/12 DISPLAY INDICATOR FOR TARGET 250 APPEAL

Councillor Carroll proposed a banner displaying the target 250 with coloured blocks in amounts to enable the public to see the amount raised and gain information on how to donate. A budget of up to £200 should be allowed for this, the banner to be approximately 3ft x 10 ft and be hung on the front of the town hall. It was agreed the banner should only be displayed for one week in every month. Seconded by Councillor Wright and resolved.

22.11/12 SERVICES FOR PUBLIC CONVENIENCES

It was proposed by Councillor Dr Penney, seconded by Councillor Carroll and resolved to use the services of PHS for sanitary disposal for Auction Yard and Town Hall, water management system for Town Hall, toilet roll dispenser for the Town Hall, sharps kit for the Town Hall, soap dispenser for the Town Hall and a hand dryer for the Town Hall.

23.11/12 ELECTRICAL WORKS IN THE PLAYING FIELDS

It was proposed by Councillor Dr Penney, seconded by Councillor Gaffney and resolved to delegate the matter to the Mayor, Deputy Mayor and Town Clerk to appoint a suitable contractor to carry out the grounds work in relation to the trench required to lay the cable.

24.11/12 TO RECEIVE REPORTS FROM MEETINGS ATTENDED

There were no reports received

25.11/12 TOWN COUNCIL BLOG

The completion and letting of the Community Land Trust Houses

26.11/12 CORRESPONDENCE

In the brown envelope for circulation were items from Shropshire Playing Fields Association, the Public Hall Committee AGM, and guides tours of the town.

A letter of resignation was received from Councillor Gaffney with effect from 27th April 2011 who will be spending the next 12 months travelling. Councillor Magill proposed the town council expresses its thanks to Councillor Gaffney for time served on the Council as a Councillor and Mayor, seconded by Councillor Wright who added that he hoped Councillor Gaffney would return to the Town Council one day, and resolved.

27.11/12 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

28.11/12 RECOMMENDATIONS OF THE STAFFING COMMITTEE

- It was proposed by Councillor Carroll that the rate of pay for the Assistant Clerk when working on Saturday morning on the Farmer's Market should be at time and a half. Seconded by Councillor Farr and resolved
- It was proposed by Councillor Carroll that the Town Council request to become a designated body in the Local Government Pensions scheme and that all employees are offered membership to that scheme. Seconded by Councillor Hird and resolved.
- i) It was proposed by Councillor Hird that Andrew Broome's hours be increased from 12 hours per week to 15 hours per week, seconded by Councillor Carroll and resolved.

ii) It was proposed by Councillor Carroll, seconded by Councillor Hird to vire £500 from the grant for the Wasteless society to the Staffing Costs budget.

- It was proposed by Councillor Farr to appoint on a Casual basis the toilet cleaner from Clun if willing to cover periods when Andrew Broome is on annual leave or otherwise unable to work. If not willing then the casual vacancy is to be advertised within the town. Seconded by Councillor Hird and resolved.

With no other items of business the meeting concluded at 9.20 pm.

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Signed Date

Bishop's Castle Town Council Meeting 24th May 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 24TH MAY 2011 AT 8.00PM

Prior to the start of the meeting there was a public meeting for traders regarding parking in Church Street. Mr Gwyther requested consideration is given to regulating car parking in Church Street and suggested limiting car parking to 45 minutes as in Knighton. Mr Gwyther made reference to a Mercedes vehicle that had been for sale and did not move for several weeks and the fact that residents park in the street nearly permanently. There is a safety issue that due to vehicles parked down one side exacerbated by the narrowness of the road, vehicles are often driven on the pavement in an attempt to get through. This has obvious dangers for pedestrians and customers leaving the shop. Mr Gwyther stated he had nearly been knocked down twice as well as damage caused to the shop's blinds. The layout of the Boar's Head junction does not help the situation. Mr Gwyther understands as a resident he can ask Parkright to police the parking in the town.

The clerk read out two letters that had been received, the first from Dogsbodies who state they require a parking place outside their premises all day due to the nature of their business. The second letter was from Simon Harris from the Dudley Building Society referring to the Boar's Head junction.

Karen Bravastock agreed that the Boar's Head junction is a problem, there is a face book page recording endless near misses. Karen said although she had sympathy with Mr Gwyther, she would not be in favour of Parkright coming to the town.

Darren Price thought the parking had improved slightly due to the relocation of the post office as there is a large car park at the new premises. The car park could be utilised but as there would need to be some improvements to the surface and the insurance would have to be changed then a pay and display system would be needed, the payment would be used to cover the cost of surfacing and insurance.

Councillor Dr Penney stated the narrowing of the road at the cross roads junction does make the problem worse, consideration could be given to removing the narrowness of the junction and introducing a maximum 3 hour parking limit.

Councillor Carroll confirmed this subject has arisen periodically ever since she moved to the town. A Highways scheme had been put forward last year and Mr Gwyther had spoken to officers at that time. The Town Council had voted against the parking restrictions because it was felt they would bring traffic wardens to the town. The problem of driving along the pavement could be solved by installing bollards. With regarding the Boars Head junction, the Town Council did not initiate the changes but did support the changes.

Mr Gwyther said although he wasn't against bollards, they would be inconvenient for him due to delivery lorries not being able to pull up outside his shop.

Evelyn Bowles commented that visitors to their shop say how refreshing it is to come to the town where there are no parking restrictions and people simply considerate each other. She confirmed their business did not particularly have any problem with parking but did acknowledge her type of business is different to Mr Gwyther's.

Councillor Middleton observed that if local residents are parked on the street there are no parking places left for tourists or customers. Gwyther's shop is used by many elderly people and need to park close by.

A resident, Mr Geoff Hill, stated he owned a house with no parking allocation, if a regularity system was introduced where would his neighbours and he park their cars?

It was noted that with the implementation of car parking restrictions and charges, Craven Arms and Church Stretton had both suffered a loss of visitors and trade.

AT 8.00 PM THE PUBLIC MEETING CLOSED AND THE TOWN COUNCIL MEETING STARTED.

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

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

39.11/12 APOLOGIES FOR ABSENCE.

There were no apologies for absence

40.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Farr declared a personal interest in item 7a)i) and iii) as he a neighbour of the applicants and 13) as he is on the committee organising the party in the park.

Councillor Middleton declared a personal interest in item 10 as she is on the biomass group.

b) Declarations of Prejudicial Interest.

Councillor Carroll declared a prejudicial interest in item 7a)ii) as her premises adjoins the application site

Councillor Pinches declared a prejudicial interest in item 8 accounts as he has expenses for payment

Councillor Middleton declared a prejudicial interest in item 5 as her family has a business on Church Street.

41.11/121.APPROVAL OF THE MINUTES OF THE MEETING HELD ON 26TH APRIL 2011

With the amendment of the deletion of sentence under 20.11/12 'The town had therefore not been represented over the Biomass' and confirmation that Councillor Dr Penney had left the room whilst item 11.11/12 was discussed, it was proposed by Councillor Wright, seconded by Councillor Hird and duly resolved that the minutes of the Town Council meeting held on 26th April 2011 be approved and signed by the Mayor as a true record.

42.11/12 MINUTES OF THE ANNUAL TOWN MEETING HELD ON 10TH MAY 2011

With the following amendments:-

Correction of the word Mayor from Major;

29.11/12 correction of Councillor Holton's name

32.11/12 amendment of capitalisation the initial S in Her Majesty Queen Elizabeth the Second

38.11/12 last line of third paragraph to amend sentence to 'with grants of £56,000 obtained'.

With these amendments it was proposed by Councillor Carroll, seconded by Councillor Dr Penney and duly resolved to receive the minutes of the Annual Town Meeting held on 10th May 2011.

43.11/12 MATTERS ARISING FROM THE MINUTES

The grounds work contract in the playing fields has been let to Ian Rowson and the work should be carried out in time for the Carnival.

44.11/12 PARKING IN CHURCH STREET

Councillor Middleton left the room.

Points raised in the public meeting were noted regarding visitor's point of view that the town is special because of the lack of parking regularity is a huge bonus for the town, the use of traffic wardens would not be suitable for this town and regularity would not address the issue of where the town residents would park. The current car parks are all well used, there may be some use of businesses liaising with Darren Price regarding an agreement for utilising the car park behind the Boar's Head.

The problem of vehicles being driven on the pavement is a serious one that could be resolved with the use of bollards.

Councillor Wright proposed the installation of one bollard on the dropped kerb to the south side of Gwyther's shop, and the investigation of whether white lines could be used at this location to prevent vehicles parking. The use of Town Council parking notices should continue to be placed on the windscreens of vehicles that are parked inconsiderately, seconded by Councillor Dr Penney and resolved.

In addition Councillor Holton proposed the business owners are written to, to request members of staff use the car parks during the day to free up some of the road side spaces. Seconded by Councillor Dr Penney and resolved.

Councillor Middleton returned to the room.

45.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Darren Price said that the post box had been removed because it was on private property, if it had been installed on the pavement then it would have stayed. There were limited locations around the Boar's Head where the post box could be located due to the depth the box needs to be installed and the location of underground utility pipes/cables. The Royal Mail will not put in an additional post box due to the cost in collection but may consider moving a post box from one location to another.

46.11/12 TO ALTER THE ORDER OF BUSINESS

It was proposed by Councillor Dr Penney, seconded by Councillor Carroll and resolved to alter the order of business to take item 19 next.

47.11/12 REMOVAL OF POST BOX IN CHURCH STREET

It was proposed by Councillor Wright to relocate the post box from Kennels Bank (or any other post box that is not well used) to a suitable place in the top end of Church Street or High Street. Seconded by Councillor Carroll and resolved.

48.11/12 TOWN AND COUNTRY PLANNING ACT

a) i) 11/01885/TCA – Stoney Pound, Union Street. To remove two Holly Trees in road hedge and plant two more back from hedge within Bishops Castle Conservation area. Councillor Morris proposed no objection, seconded by Councillor Hird and resolved.

ii) Councillor Carroll left the room, 11/01701/FUL – 35 Union Street. Formation of new pedestrian access and installation of garden gate. Councillor Morris proposed no objection, seconded by Councillor Dr Penney and resolved. Councillor Carroll returned to the room.

iii) 11/01530/FUL – 7 Pound Cottage, Union Street. Erection of a two storey extension following demolition of existing extension. Councillor Dr Penney proposed no objection, seconded by Councillor Morris and resolved.

iv) 11/01509/FUL – 44 Church Street. Erection of storage shed at the rear of existing shop. It was proposed by Councillor Dr Penney, seconded by Councillor Carroll and resolved to make no objection.

b) Reports of Planning Applications

i) 11/00783/COU – 32 Church Street. Change of use of shop to cafe/coffee shop – Permission Granted

ii) 11/01568/TCA – 7 Pound Close, remove dead wood from Ash tree and reduce height to 15 feet. No objection.

49.11/12 ACCOUNTS

Councillor Hird enquired about the ownership of the wall in front of the public conveniences at the Auction Yard. The clerk would make enquiries.

It was proposed by Councillor Hird to pay all accounts with the exception of Councillor expenses and authorise the signing of cheques, seconded by Councillor Wright and duly resolved.

	£
Salaries	1,788.58
Andrew Wallace	18.18
PHS Group Plc – Public Conveniences Servicing	527.38
Janes Petals – Mayor Making Flowers	15.00
Mike Shanahan – Town Crier Outfit	537.44
Enterprise South West Shropshire – Web Maintenance 2010/11	240.00
Fastrack Maintenance – Grounds Maintenance	206.60
Shropshire Council – Joint Energy Contract 1st Quarter	384.13
Diane Malley – Expenses (postage & cleaning products)	21.95
Midlands News Association – Town Hall Project advert	420.00
Charles Shaw Stonemason – emergency repair to wall	150.00
Nikki Rodick – FM mileage and postage	19.54
Dave Cole – service of water points in playing fields	52.50
Salvia Services – grounds maintenance & clearance at bike track & fence repair in playing fields	629.50
COS – photocopier use	44.28
British Gas- electricity to Auction Yard toilets	150.02
Viking Direct	167.20

Direct Debit

Npower – 04/02/2011 to 11/05/2011 – Town Hall 333.75

Npower – playing fields 297.83

The Mayor then left the room, Councillor Carroll took the chair. Councillor Wright proposed to approve the Mayor's expenses and authorise the signing of the cheques, seconded by Councillor Hird and duly resolved.

The Mayor returned to the room.

50.11/12 PUBLIC HALL COMMITTEE

Mary Jones presented the annual report and accounts to the Town Council. Mary Jones stated she believed an item of correspondence had been sent to the Town Council from Darren Price and asked if this item of correspondence could be made public. It was proposed by Councillor Carroll that the matter should be considered by the Town Council in closed session, seconded by Councillor Magill and resolved.

51.11/12 LEASE FOR THE BUSINESS PARK

Councillor Hird reported there were two private sector companies who recently negotiated 999 year leases on land with Shropshire Council, one of which also did not have to agree insurance terms with the council. Councillor Carroll pointed out that the allotment holders are anxious that the lease should be signed to secure the land for them. It was proposed by Councillor Dr Penny that the clerk seek advice from NALC and our own solicitor regarding any future liability the Town Council may have in respect of the allotment tenants. Seconded by Councillor Hird and duly resolved.

Councillor Hird made a separate proposal that the clerk is also to write back to Andrew Stirling regarding 999 year lease and insurance. The proposition was seconded by Councillor Dr Penny and resolved with 7 votes for and 3 against.

52.11/12 SUBSTITUTES FOR TOWN HALL RENOVATION PROJECT TEAM

There was some discussion of why a member of the Civic Society was not on the project team. It was explained that the three partner organisations had specific roles in respect of the project. There will be occasions during the process where consultations will need to be made and the Civic Society will have a valid role at that point. It was also pointed out that Councillor Hird, who is on the project team, is also a member of the Civic Society.

Councillor Carroll proposed Councillor Wright be one substitute, seconded by Councillor Magill and resolved. Councillor Dr Penny proposed Councillor Morris be the second substitute, seconded by Councillor Hird and resolved.

53.11/12 MAY FAIR LEASE

Councillor Wright proposed a reduction of £100 on the lease fixed for three years, followed by an increase of £30 per year, i.e. £675 for 2012/13/14 followed by £705 for 2015 and £735 for 2016, seconded by Councillor Dr Penney and resolved.

54.11/12 PARTY IN THE PARK II

It was proposed by Councillor Carroll, seconded by Councillor Magill and resolved to allow the use of the playing fields for this event.

55.11/12 REVIEW OF INSURANCE

The insurance schedule was reviewed and it was proposed by Councillor Carroll to accept the current level of insurance, seconded by Councillor Holton and resolved.

56.11/12 ELECTRICITY PROVIDERS FOR THE AUCTION YARD

It was proposed by Councillor Carroll, seconded by Councillor Hird and resolved to accept the new contract with British Gas which represented quite a saving on the current rate.

57.11/12 ADOPT A KIOSK

This item was deferred for further information.

58.11/12 REGISTRATION WITH ENERGY SHARE

It was proposed by Councillor Hird to register with energy share, seconded by Councillor Dr Penny and resolved.

59.11/12 TOWN CRIER COMPETITION

1. Requests for assistance in putting up Town Criers was made, any offers of help to be made to Councillor Hird.
2. Councillor Morris proposed no objection to using any surplus funds from £130 already approved to purchase mugs and prizes being used to provide a light supper for the Town Criers, seconded by Councillor Wright and resolved

60.11/12 FREEDOM OF INFORMATION ACT

It was proposed by Councillor Wright to adopt the following policies

1. The recruitment policy
2. The Data Protection Policy
3. Retention of Documents schedule
4. The model scheme for the Freedom of Information Act

Seconded by Councillor Farr and resolved.

61.11/12 REPORTS FROM MEETINGS ATTENDED

The Public Hall Committee AGM has previously been discussed.

62.11/12 TOWN COUNCIL BLOG

Suggestions for items for the blog included the BT telephone kiosk, the position of the post box, parking in Church Street and the Town Crier's Competition.

63.11/12 CORRESPONDENCE

Correspondence included a complaint regarding the unsuitability of Welsh Street for HGVs. The clerk was asked to contact the developer of The Wintles to put out signage for development vehicles to use alternative routes.

64.11/12 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

65.11/12 REQUEST FOR INFORMATION

The contents of the item of correspondence was looked at in more detail, Councillor Carroll proposed there is no legal reason to refuse access to the correspondence, seconded by Councillor Wright and resolved

With no other items of business the meeting concluded at 9.53 pm.

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Signed Date

Bishop's Castle Town Council Meeting

21st June 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 21ST JUNE 2011 AT 8.00PM

PRESENT Councillor K.E.C.Pinches, Mayor, in the Chair.
Councillors: J. M. Carroll, S. Farr, M Furber, N. Hird, M. E. Holton, J Magill, P Middleton, Dr St J Penney and R.D. Wright
In attendance: Mrs D J Malley (Town Clerk)

66.11/12 APOLOGIES FOR ABSENCE.

Councillor Morris had given apologies due to work commitments.

67.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.
Councillor Magill declared a personal interest in item 6a) ii) as she knows the applicant

b) Declarations of Prejudicial Interest.
Councillor Pinches declared a prejudicial interest in item 6a) i) as he owns premises which adjoins the application site and 6a) iv) as this is his father in law's premises.
Councillor Dr Penney declared a prejudicial interest in item 6a) i) and 6a) vii) because he has properties close to the application sites.

68.11/121. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 24TH MAY 2011

With the correction of the spelling of Karen Bavastock's surname on page 11, third paragraph and the amendment of paragraph 8, page 11, second line to 'people simply consider each other', it was proposed by Councillor Wright, seconded by Councillor Hird and duly resolved that the minutes of the Town Council meeting held on 24th May 2011 be approved and signed by the Mayor as a true record.

69.11/12 MATTERS ARISING FROM THE MINUTES

a) The Town Council has now registered with energy share
b) the new notice board has been installed on the wall of the Co-op
c) Mr and Mrs Wynn have agreed the new terms for the lease for the May Fair.

70.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Councillor Dr Penney addressed the council regarding planning application 11/002298/FUL, 36 High Street. Although this is a renewal of an extant planning permission there are further considerations in addition to those originally taken into account. The entrance onto School Lane from Station Street is now far more dangerous due to the fact there is now more traffic using Station Street, vehicles are travelling faster and there are heavier vehicles now using the road. In addition one of the proposed properties has an upstairs sitting room which will directly look into the living room of Lane House Bungalow and is only 14.5 metres apart, this is far less than the 21 metres that it recommended. Also School Lane is not suitable for additional traffic or vehicles driving at 30 mph.

Heather Willis added that 12 dwellings are too many and questioned why there are so many houses earmarked for School Lane and Castle Green? It would be better if the proposed Castle Green houses were all terraced to adjoin what's already there, thereby negating the need for an additional road. It would be more in keeping to have fewer houses, Bishop's Castle is on the edge of the AONB.

71.11/12 TOWN AND COUNTRY PLANNING ACT

a) i) 11/02298/FUL – 36 High Street, renewal of extant planning permission for 12 dwellings. The Mayor and Councillor Dr Penney left the room, Councillor Carroll took the Chair. The reasons for the previous town council objection were read out which included:

- Division of application across two sites
- Over development of Station Street and Castle Green
- Station Street access is an intrusion on neighbours
- Very little garden space
- Concerns regarding the retaining wall adjacent to Prospect House
- Concern over storm drainage from site
- Safety issues regarding access to Castle Green site
- Elevated position of Castle Green site

Councillor Wright proposed the Town Council make the same objections as previously with the new additional concerns of increased volume and speed of traffic in Station Street making the access more dangerous, and the fact one of the proposed property's sitting rooms will directly look into the living room of an existing property. Councillor Hird asked for an amendment to request the planning committee carry out a site visit, the amendment was accepted by Councillor Wright. The proposal was seconded by Councillor Hird and resolved 6 votes in favour and 1 against. The Mayor and Councillor Dr Penney returned to the room

ii) 11/02098/FUL – 43 Grange Road. Erection of a two storey extension to side and single storey porch extension to the front. Councillor Carroll proposed no objection, seconded by Councillor Magill and resolved.

iii) 11/02083/TPO – The Chestnuts, High Street. Councillor Dr Penney proposed no objection as the tree is diseased and there is no hope for it, seconded by Councillor Wright and resolved.

iv) 11/02317/TCA – Oak Villa, Castle Green. The Mayor left the room, Councillor Carroll took the chair. It was proposed by Councillor Dr Penney, seconded by Councillor Holton and resolved to make no objection. The Mayor returned to the room.

v) 11/01610/FUL – The Field, 4 Field Lane. Erection of a conservatory to rear elevation. It was proposed by Councillor Carroll, seconded by Councillor Magill and resolved to make no objection.

vi) 11/02001/FUL – 7 Salop Street. Erection of a single storey extension. It was proposed by Councillor Carroll, seconded by Councillor Farr and resolved to make no objection.

vii) 11/02224/FUL – The Wintles. Erection of 4 detached dwelling (plots 28-31) with associated landscaping. Councillor Dr Penney left the room. Councillor Wright proposed to make an objection to this application due to the height of plots 30 and 31. The proposed dwellings are unnecessarily close to the boundary with the dwelling known as The Burgage. Due to the level of the ground contours in addition to the height of the buildings the proposals would be overly dominant and intrusive on The Burgage. In addition, the original permission for the site stipulated that the roads should be brought up to adoptable standard before any of the homes on The Wintles were occupied. This departure from the original conditions should now be addressed and the roads brought up to standard.

Councillor Carroll asked that an amendment be included in that the junction at Castle Green should be properly finished, Councillor Wright accepted the amendment.

There was some discussion of whether the road could ever be an adoptable standard but it was noted the road had been downgraded from highway to a lane and should be capable of being adopted.

The proposal was seconded by Councillor Magill and resolved.

b) Reports of Planning Applications

i) 11/01509/FUL – 44 Church Street. Erection of extension to provide shed and alterations to shop front. Permission granted

72.11/12 ACCOUNTS

An invoice had been received that day for Mr Bishop who had carried out repairs to the gate in the playing fields. It was agreed this invoice could be dealt with.

It was proposed by Councillor Carroll to pay all accounts and authorise the signing of cheques, seconded by Councillor Hird and duly resolved.

	£
Salaries including Inland Revenue Tax & NI quarter 1	2,449.84
Andrew Wallace	18.18
Diane Malley – Expenses	42.54
Nikki Rodick – Expenses – Farmers Market Signs + Postage	12.59
ALC – Localism Conference 2x Delegates	30.00
BT – Telephone Rental 01/06 to 31/08	115.16
Shropshire Council – Town Hall Premises Licence	180.00
Shropshire Council – Town Centre and adjacent street Premises Licence	70.00
I & C Rowson – Digging of trench at playing fields	550.00
Fastrack Maintenance – Grounds Maintenance	206.61
BCHRC – Annual Affiliation Fee May 2011 – April 2012	25.00
Viking – Ink Cartridges	22.15
Castlewood – Notice board	642.00
PHS Group – Public Convenience services	280.20
LCR – Subscription Notice for local council magazine	15.50
G Latchford – 4 hanging baskets	36.00
Medlicott Snows - additional cost for commercial searches	197.04
WPS Insurance	3,529.22
J.A. Nicholls – internal audit	150.00
Salvia Services – monthly maintenance	629.50
Salvia Services – additional agreed work – repair to leak in allotments & Repair to benches	446.00
Simon Morray – tow trailer & assistance at Farmers' Market	30.00
E Bishop – repair of gate to playing fields	111.00
Direct Debit	
British Gas -	
N Power – 04/02/2011 to 18/05/2011 Town Hall	333.75
Atlantic Electric and Gas – Quarter 4 2010/2011	55.24

73.11/12 YEAR END ACCOUNTS

a) i) Councillor Carroll proposed to receive and note the Internal Auditor's report, seconded by Councillor Hird and resolved

ii) Councillor Carroll proposed to approve the updated asset register, seconded by Councillor Wright and approved.

iii) Councillor Dr Penney proposed increasing the fidelity insurance limit to £100,000, seconded by Councillor Farr and resolved.

b) Councillor Wright proposed that the Town Council approve the figures for the Annual Return and Receipts and Payments Summary, seconded by Councillor Carroll and duly resolved.

c) Councillor Carroll proposed that the Town Council approve the Annual Governance statement, seconded by Councillor Wright and resolved

d) Councillor Carroll proposed that the year end bank reconciliation statement is received and accepted, seconded by Councillor Wright and resolved.

e) Councillor Carroll proposed that the review of internal controls report be accepted and that the two Councillors responsible for carrying out internal control checks remain as Councillor Farr and Furber and checks take place at least quarterly. Seconded by Councillor Magill and resolved.

74.11/12 REVIEW OF REGISTER OF MEMBERS' INTERESTS

It was proposed by Councillor Carroll that all members should confirm to the Town Clerk that they have reviewed their register of interests by the date of the next town council meeting. Seconded by Councillor Dr Penney and duly resolved.

75.11/12 LEASE FOR THE BUSINESS PARK

The clerk reported that there had been some amendments to the lease as per the town council's requests in relation to insurance requirements, erecting sheds, displaying to let signs and tenancy agreements for allotment holders. Shropshire Council would not agree to a 999 year lease and would not accept the indemnity clause written by our solicitor.

Councillor Carroll proposed the Town Council now accept the lease. Legal advice from NALC has confirmed the Town Council cannot be liable should any future claims arise from the Biomass and she found it hard to understand why a 999 year is more valuable when the land cannot be sold on or given away. Also the Town Council previously wrote to Shropshire Council requesting a 99 year lease for the site, it seems unreasonable to now refuse to accept a 125 year lease.

Councillor Hird felt a 999 year lease will be considerably valuable to the Community Land Trust when they erect workshops on the land, it will add value to the buildings. Whilst he would reluctantly accept that Shropshire Council will not indemnify the town council he is of the opinion the council should stand up for a 999 year lease.

Councillor Wright pointed out this matter has already been deferred twice before and felt the difference between the length of the lease at this point of time is marginal and seconded Councillor Carroll's proposal to accept the lease. With 7 votes for and 3 against the lease was approved.

76.11/12 FARMERS' MARKET

It was agreed that it should be tightened up of what is sold at the Farmer's Markets. Customers expect that local produce or locally made goods should be sold. It was recognised there is some difficulty in this for example not all ingredients will be local such as palm oil and most flour for bread. It was felt that as this area is predominantly rural the radius acceptable should be more than 20 miles. If not all ingredients to the end product cannot be locally sourced then the end product should be locally made, e.g. bread and cakes. It is not acceptable for any goods sold to be purchased from national supermarkets especially if the product is not a local product.

Councillor Hird proposed a pamphlet/leaflet should be produced as a marketing tool for the Farmers' Market. This should list where goods originate from and will give a reason to request this information from stall holders without the need to single any out. Councillor Carroll seconded and it was duly resolved.

77.11/12 FRIENDS OF SHROPSHIRE HILLS AONB

Councillor Dr Penney proposed the town council do not subscribe to this organisation, the town council needs to be careful how it spends voters' money.

Councillor Carroll reported the organisation is valuable to the town's economy by way of the tourism the surrounding area attracts. The organisation gives a lot of grants, aids the local farmers and protects the landscape and said she would not vote for this proposal.

Councillor Holton seconded the proposal stating Bishop's Castle is excluded from the AONB. Councillor Middleton said she was disappointed that the organisation did not support the town over the Biomass which would impact greatly on the AONB, however she is of the opinion the town council should join to get represented on their committee and have more say in similar matters.

On a vote there were 3 for in favour of the proposal and 7 votes against.

Councillor Carroll proposed the town council subscribe to the organisation for £50 per year, seconded by Councillor Magill. With 7 votes in favour and 3 against the proposal was resolved.

78.11/12 REPORTS FROM MEETINGS ATTENDED

Councillor Middleton reported a letter she had received from Mathew Mead in relation to the way the LJC meeting deal with grants. Councillor Carroll highlighted the importance of getting the support from your local councillor for any LJC grants applied for.

Councillor Carroll reported that from the LHC on 16th June grants went through for the Civic Society's Town Trail and also Lydham Church window. Councillor Hird had been re-affirmed and there had been a report about localism.

79.11/12 TOWN COUNCIL BLOG

Suggestions for items for the blog included the Carnival and the lease for the Business Park. Proposed by Dr Penney, seconded by Councillor Carroll and resolved.

80.11/12 CORRESPONDENCE

Correspondence included a notice of repair works to Clun bridge, the approach to A advertising boards, a FOI request, a letter from the CAB and a Wasteless Society newsletter.

81.11/12 ADJOURN THE MEETING

Councillor Wright proposed the meeting be adjourned to allow a member of the public to speak, seconded by Councillor Hird

82.11/12 CAPITAL WORKS AND PROJECT MANAGER CONTRACTS

Evelyn Bowles thanked the town council for allowing her to be part of the selection process and sit in on the interviews for the Capital Works and Project Manager contracts. Evelyn then gave a report on the findings of the selection process with regards to the applications received.

Councillor Wright wished to thank Evelyn on behalf of the town council for all the help and assistance given on the matter

83.11/12 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

84.11/12 APPOINTMENT OF PROJECT MANAGER FOR THE TOWN HALL PROJECT

Councillor Carroll proposed the town council appoint Sam Hine from Communities Can for the role of project manager. Seconded by Councillor Hird and resolved.

85.11/12 APPOINTMENT OF CAPITAL WORKS CONTRACT

Councillor Farr proposed the town council appoint Philip Belchere from Shropshire Council in the role of capital works contract, seconded by Councillor Wright and duly resolved.

With no other items of business the meeting concluded at 9.49 pm.

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Signed Date

Bishop's Castle Town Council Meeting 19th July 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 19th JULY 2011 AT 8.00PM

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

86.11/12 APOLOGIES FOR ABSENCE.

Councillor Middleton had given apologies due to family commitments.
Councillor Magill had given apologies as she was attending another meeting. It was proposed by Councillor Carroll, seconded by Councillor Farr and resolved to accept the apologies.

87.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.
Councillor Hird declared a personal interest in item 10 as he has a business connection with the Solar PV Company.
b) Declarations of Prejudicial Interest.
Councillor Pinches declared a prejudicial interest in item 7 as he has expenses for payment. Councillor Carroll declared a prejudicial interest in item 7 as she has expenses for payment.

88.11/121.APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21st JUNE 2011

With an addition to sentence in section 78.11/12, paragraph 2, page 22, Councillor Hird proposed that it should include 'the grant was for the flower festival' it was proposed by Councillor Hird, seconded by Councillor Wright and duly resolved that the minutes of the Town Council meeting held on 21st June 2011 be approved and signed by the Mayor as a true record.

89.11/12 MATTERS ARISING FROM THE MINUTES

a) i) The Members interests have all been signed.
ii) The Lease has now been signed by the Mayor and the Town Clerk
b)j) A letter was received from the Royal Mail advising that there are no funds to relocate the post box on Church Street/High Street.

90.11/12 TO ALTER THE ORDER OF BUSINESS

It was proposed by Councillor Wright and seconded by Councillor Penney and resolved to alter the order of business to take item 16 after members of the public wishing to speak.

91.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Mrs Morris wished to express her disappointment that a hot food seller was allowed to operate from the Town Hall during the Beer Festival (7th and 8th July). She stated that her takings were half that of the previous year. She has invested hundreds of thousands of pounds over the last two years into her business and relies heavily on big events in the town. She requested that any further instances of hot food sellers operating from the Town Hall in the future must be advertised.

A letter from the owners of Crumbs and Acanthus was read expressing their disappointment that a hot food seller was allowed to trade in the Town Hall over the Beer Festival weekend, commenting that it took away business from traders in the town. They had no prior warning that this stall was going to trade and had invested a lot of time, money, staff and quality food to cater for the beer festival.

92. 11/12 HIRE OF TOWN HALL DURING BEER FESTIVAL

Councillor Wright wanted confirmation as to who arranged for the hot food stall to be in the Town Hall as a quote in the paper suggested that it was the Town Councils decision. The Clerk confirmed two stallholders, who attend the Farmers Market, enquired if they could hold a stall over the Beer Festival weekend. Councillor Dr Penney believed that the traders within the town must be considered. It was noted by Councillor Carroll that the Beer Festival is not like the Michealmas Fair and traders were not expecting to see food stalls. The food being sold in the Town Hall was understood to be of poor quality and not produced locally hence not what the Town Council tries to encourage. Councillor Wright suggested that even though traders had reported half the takings of last year it cannot be the sole reason and if the selling of hot food in the Town Hall were to be restricted there would be implications for future events. Councillor Wright proposed that the selling of hot food in the Town Hall be put on the agenda for the next meeting, seconded by Councillor Holton and resolved.

93.11/12 TOWN AND COUNTRY PLANNING ACT

a) i) 11/02289/FUL – Harp House, 26 Church Street. Erection of new entrance gates and erection of lean-to greenhouse at rear. Councillor Holton proposed no objection seconded by Councillor Morris and resolved.

b) Reports of Planning Applications
i) 11/01222/FUL – Charles Ransford & Son Ltd, Station Street. Erection of a steel portal building to house log plant equipment. Permission Granted.
ii) 11/02083/TPO – The Chestnuts, High Street. Fell one horse chestnut tree covered by the South Shropshire District Council.(The Chestnuts, Bank Garden adjacent to 4 High Street). Permission Granted.
iii) 11/02317/TCA – Oak Villa Castle Green. To reduce in height by 6m 1No Leylandii tree. No objection.
iv) 11/02001/FUL – 7 Salop Street. Erection of a single storey building. Grant permission.

94.11/12 ACCOUNTS

A discussion took place regarding the standard of work by Salvia Services, it was agreed the Mayor and Clerk would have a site meeting with him. It was proposed by Councillor Penney to pay all accounts with exception of Councillor's expenses and authorise the signing of cheques, seconded by Councillor Carroll and duly resolved.

	£
Salaries	2,029.46
Andrew Wallace	24.24
Diane Malley –Expenses – mileage & trowel/cement	115.73
Nikki Rodick – Expenses – Farmers Market	10.82
COS NW Ltd – Photocopier	37.10
Pots and Dots – Town Crier Mugs	90.00
Fastrack Maintenance – Grounds Maintenance	206.61
Nick Grinsell - 4 Large Planters	200.00
V&W Electric Ltd - May Street Lighting Maintenance	87.19
Salvia Services – monthly maintenance	659.50
BCBS – Cable Ties	7.54
Gavin Cooke - work carried out in playing fields and town hall	510.00
Medlicott Snows – Balance for business park	590.00
Simon Morray – tow trailer for Farmers' Market	30.00
Interpublic – cleaning supplies & repairs to Auction Yard	271.74

Direct Debit	
British Gas - 30/04/2011 – 30/06/2011 credit note £47.59	
Atlantic Electric and Gas – Quarter 1 2011/2012	57.68
Councillor's Expenses	

The Mayor and Councillor Carroll then left the room and Councillor Penney took the chair. Councillor Wright proposed to approve the Mayors and Councillor Carroll's expenses and authorise the signing of the cheques, seconded by Councillor Holton and resolved.

Keith Pinches – Refreshments for Town Criers (from £130 budget)	40.00
Jane Carroll – mileage to LJC meeting at Snailbeach	15.63

The Mayor and Councillor Carroll then returned to the room.

95.11/12 1st QUARTER MONITORING REPORT

a) i) Councillor Carroll proposed to receive the 1st quarter monitoring report seconded by Councillor Wright and resolved.
ii) Councillor Carroll proposed to receive the 1st quarter bank reconciliation statement, seconded by Councillor Wright and approved.

96.11/12 SOLAR PV SYSTEM ON AUCTION YARD PUBLIC CONVENIENCES ROOF.

Councillor Hird reported that the UK has failed to meet their targets in reducing emissions by 3% and the Town Council should take every opportunity to address the issue. Councillor Hird suggested a Solar PV system could be installed on the south roof of the Auction Yard toilets. Five Solar PV system providers have been approached for quotations with one reply received. A system is likely to cost in the region of £13,000. From October 2012 a total of £6,500 could be applied for from Awards For All. It may be possible to apply for funding from the Energy Savings Trust, Green Energy Trust or the Carbon Trust for the remainder. Alternatively a Public Works Loan Board could offer a loan at 2% rate interest.

Over 25 years it has been calculated that an income of £40,000 can be generated through FiTS. The income could also be recognised on the 10 year business plan for the Town Hall Project. Councillor Hird proposed that the research should continue, seconded by Councillor Penney and resolved.

97.11/12 ALLOTMENT SITE

a) Councillor Carroll suggested that that the corner plot of land at business park should be altered to allotments, creating 6 full plots and two half plots, thus giving permission for strimming, rabbit proof fencing and an additional water tap to be installed so that allotment holders can get started on their plots before the autumn. The clerk was given permission to obtain quotations.

98.11/12 CHRISTMAS LIGHTS GRANT

Councillor Carroll reported that Pat Robinson from the Christmas Lights Committee would like to use the Christmas lights that Councillor Pinches has so as they can continue the lights up the High Street. The Christmas Lights Committee has asked for a grant of £500 to cover the cost of checking the original fastenings, an electrician to provide a safety certificate and the hire of a cherry picker. Dr Penney proposed that the Council pay for the work required direct up to a maximum of £500, seconded by Councillor Holton and resolved.

99.11/12 PHOTOCOPIER AND FRANKING MACHINE PACKAGE

With the current photocopier being very unreliable and over six years old it needs replacing. A new photocopier would cost an additional £14.92 a month with a 5 year contract with COS NW Ltd our current provider. In addition a Franking Machine would cost £69.59 per quarter but then postage is around 25% less. Councillor Wright proposed that as it will save labour the Council should go ahead with the Photocopier and Franking Machine, seconded by Councillor Farr.

100.11/12 POLLING DISTRICTS AND POLLING PLACES REVIEW

Councillor Carroll proposed that the Polling station in our parish should remain in the Public Hall to avoid any confusion as in previous years, seconded by Councillor Furber and resolved.

101.11/12 PLANNING GUIDANCE FOR DEVELOPERS

Following a request from another Council, Councillor Penney proposed to support the call for new planning guidance to major developers to attend town and parish meetings to answer questions if requested and to provide resources to enable town and parish councils to access their application based on a professional critique of their evidence. Seconded by Councillor Holton and resolved.

102.11/12 REPORTS FROM MEETINGS ATTENDED

a) Localism Bill – The meeting covered Neighbourhood Plans in which the local community can decide where they want see development in the town. There is a possibility the Council could receive a grant of £500 to include Neighbourhood Planning within the Parish Plan. Participatory budgeting was also covered where, instead of a body like the Town Council making decisions on grants, the community can come forward to request money and it is then voted on as to who should receive the money.
b) Dial a Ride AGM – Dial a ride now have a second vehicle which is available for private hire with the hirers own driver or a Dial a Ride driver. The new bus needs to have more publicity.

103.11/12 TOWN COUNCIL BLOG

Suggestions for items for the blog included the factory units at Enterprise House.

104.11/12 CORRESPONDENCE

a) Adult Social Care Services.

With no other items of business the meeting concluded at 9.03 pm.

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Signed Date

Bishop's Castle Town Council Meeting 16th August 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 16TH AUGUST 2011 AT 8.00PM

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

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

105.11/12 APOLOGIES FOR ABSENCE.

Councillor Middleton had given apologies due to family commitments.

106.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Farr declared a personal interest in item 12 as he is a member of the AMP committee which had an event on the weekend of the litter incident.

Councillor Holton declared a personal interest in item 13 as she resides at Copall Paddocks which backs onto the playing fields where a number of houses in her road have access through to the field.

Councillor Hird declared a personal interest in item 9 as he has bought produce from the market traders in question. He also declared a personal interest in item 11 as he has worked with the applicant as a volunteer.

b) Declarations of Prejudicial Interest.

Councillor Pinches and Councillor Furber declared a prejudicial interest in item 11 as they are related to the parties in question.

Councillor Carroll declared a prejudicial interest in item 10 f) as she is the Treasurer of the BCTCIC.

Councillor Bavastock declared a prejudicial interest in item 21 as she is involved with both parties

107.11/121. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 19TH JULY 2011

With the amendment of section 87.11/12 a) from 'business connection' to 'customer connection' as requested by Councillor Hird, it was proposed by Councillor Wright, seconded by Councillor Hird and duly resolved that the minutes of the Town Council meeting held on 19th July 2011 be approved and signed by the Mayor as a true record.

STATEMENT FROM COUNCILLOR PETER PHILLIPS

Councillor Phillips addressed the Town Council announcing his resignation as Shropshire Councillor. He felt that he had to give up for a number of reason and poor health was not one of them. He expressed his appreciation on how the Town Council worked together and many achievements can be seen when walking around the town. Councillor Phillips commented on the hard times the local community has faced with the Biomass proposals and the threat to our schools. With only five Quality Councils in Shropshire, he believed Bishops Castle was one of the best.

Councillor Dr Penney paid thanks to Councillor Phillips who served the people very well and wished him a happy retirement.

108.11/12 MATTERS ARISING FROM THE MINUTES

a) The new photocopier has arrived just in time for the newsletter run.

b) Karen Bavastock has been elected as the Towns new Councillor.

c) A deposit has been made in to the Dudley Building Society.

109.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak

110.11/12 TOWN AND COUNTRY PLANNING ACT

b) Reports of Planning Applications

i) 11/02289/FUL- Harp House, 26 Church Street, SY9 5AA. Erection of new entrance gates and greenhouse. Permission Granted.

ii) 11/02290/LBC – Harp House, 26 Church Street, SY9 5AA. Works to facilitate erection of new entrance gates and lean to greenhouse at the rear affecting a Grade II listed building. Permission Granted

111.11/12 ACCOUNTS

a) It was proposed by Councillor Carroll to pay all accounts with the exception of the Salvia Services Invoice and the disputed Business Rates bill, and authorise the signing of cheques, seconded by Councillor Dr Penney and duly resolved.

Salaries including	£	1987.13
Andrew Wallace		24.24
Diane Malley –Expenses, stamps & flash cleaner		3.34
Nikki Rodick – Expenses – Farmers Market milage and meeting Shirehall.	42.07	
Eye Level Display – Target 250 Banner		150.00
Fastrack Maintenance – Grounds Maintenance		206.61
Steve Austin – Installing Planters		60.00
Janes Petals – Polish		15.00
Salvia Services – monthly maintenance		714.50
BCBS – Cement for Auction Yard Steps		11.20
Shropshire Council – Street Lighting Electricity		288.10
Communities Can Limited – Project Management for Town Hall Project		2,500
Simon Morray – Tow Trailer for Farmers Market		30.00
GJ & SA Dudley – cover for Andrew Broome whilst on annual leave		87.00
Paul Lucas – Farmers Market Assistance		30.00
Teleset – postage for franking machine		100.00
Alan Birkell – Mending of Mayors Chain Box		25.00
Direct Debit		
BT - Telephone for the quarter		190.72
Npower – Playing Field Electricity 4/5/11 to 4/8/11		307.83

Following the Council meeting in July a site meeting was undertaken with Ralph from Salvia Services which highlighted a number of areas where the Council were not satisfied with the work undertaken. On inspection of the borders this month the Council are still not satisfied. Councillor Bavastock noted the Barrels at the entrance to the town are in poor repair. She was shocked by the amount invoiced each month when little seems to be done. Councillor Carroll suggested that an itemised invoice should be produced each month stating exactly what has been done. Councillor Bavastock proposed that this months invoice should be deferred, seconded by Councillor Dr Penney. Councillor Carroll proposed that the item on the invoice with regards to the mending of the gate to the playing field should be paid (£55) as this has been done and was a necessity for the security of the field, seconded by Councillor Penney.

Councillor Carroll proposed deferring payment of the invoices received from Shropshire Council regarding business rates and the Clerk should contact Shropshire Council to discuss. Seconded by Councillor Hird.

Shropshire Council Non Domestic Business Rates	
Town Hall	£3,074.30 over year
Town Hall Toilets	£736.10
Auction Yard Toilets	£1753.65

b) Councillor Carroll proposed £115 should be paid to Mrs Bindloss, seconded by Councillor Wright and resolved. Councillor Bavastock proposed that all contracts must stipulate that the contract holder is responsible for paying any sub contractors. Seconded by Dr Penney and resolved.

112.11/12 SELLING OF HOT FOOD IN THE TOWN HALL

Councillor Wright agreed this was a very difficult topic as local traders blamed the loss in takings on the weekend of the beer festival solely on the hot food stalls in the Town Hall. However there are other factors that must have contributed to their losses e.g. Pubs selling food throughout the day and the BBQs that were offered. He believed that we must look at our policies of selling food from the Town Hall as the Farmers Market insists on traders selling good quality food which is important and restricts the stall holders undercutting the local traders. Councillor Pinches believed that visitors to the Beer Festival do not want to sit down to have a meal they just want to have food on the go. Councillor Bavastock noted that good quality food was sold from the Town Hall and in many cases other establishments were closed in the Town early in the morning and later in the evening, stating that when you are in business you are in competition. She suggested that in the future consultations should take place with local establishments. Councillor Bavastock continued by proposing that we should put the food stalls in the Town Hall out to tender on these occasions, giving local traders the opportunity to apply. Seconded by Councillor Farr and resolved with 10 in favour and 1 against.

113.11/12 TOWN HALL RENOVATION PROJECT

a) Councillor Carroll proposed the Council received the notes from the Town Hall Renovation Project dated 21st July 2011. Seconded by Councillor Bavastock.

b) Councillor Carroll proposed that the Council received the notes from the Town Hall Renovation Project dated 4th August 2011

c) Councillor Wright proposed the Council defer all decisions for a special meeting when the Clerk and Project Manager are present. Seconded by Councillor Magill.

d) Councillor Morris expressed his concerns over suggestions that the partition wall in the market hall were to be removed. The assistant clerk read out a letter received from the Civic Society which stated that the Civic Society funded the wall as it was necessary to reduce the drafts and cold entering the Town Hall. The wall allowed the hall to be used when meetings were being held upstairs and if it were to be removed the hall will once again be drafty. Councillor Carroll agreed the wall had served its purpose over the years but there are other ways to insulate the hall. Councillor Wright proposed that any conversations regarding the removal of the partition wall in the Town Hall should take place with the architect present. Seconded by Councillor Bavastock on the proviso that more information on the matter will be given.

e) Councillor Wright proposed the Council defer all decisions for a special meeting when the Clerk and Project Manager are present. Seconded by Councillor Magill.

f) Councillor Carroll left the room.

As recommended by the Clerk two representative should be chosen from the Council to meet with the project manager and BCTCIC. Councillor Dr Penney felt that all Councillors should be allowed to attend the meetings with the other partners. Councillor Bavastock proposed the that all should be involved in the negotiations over the lease. Seconded by Councillor Wright. 9 in favour and 1 against. Councillor Carroll returned to the room.

g) As a matter to be taken back to the project team, Councillor Bavastock put forward her desire to encourage the use of the Town Hall now rather than after the renovation, thus creating a customer base today who can assess the advantages and limitations of the building and how it can work as an essential part of the community. Councillor Bavastock proposed that the Town Council supports looking at the feasibility of running a community internet cafe in the town hall. On agreement she would look for volunteers, financial support and the provision of laptops etc.

114.11/12 CONFIRMATION OF LOCAL CONNECTION REGARDING REQUEST TO BUILD AN AFFORDABLE HOME

Councillor Pinches and Councillor Furber left the room. Councillor Carroll took the chair. Councillor Wright proposed that the Council confirms that Karen Huffer and Barry Furber have local connections in their request to build an affordable home. Seconded by Councillor Magill and duly resolved.

115.11/12 LITTER IN MARKET SQUARE

Councillor Farr stated that the litter around the Market Square coincided with the party in the park however it was not responsible for the litter. Councillor Bavastock supported this statement as she had comments from a local resident who commended Councillor Farr and his wife on their thorough cleaning up after the event. Pictures presented to the Council show that the bins located in Market Square are clearly full and over spilling on to the surrounding areas, the rubbish consisting of mainly chip shop packaging. Councillor Carroll requested the Assistant Clerk find out how often they are emptied and the cost of additional/bigger bins. Councillor Farr mentioned that a letter had been written to the proprietors of the Chip Shop previously, to keep an eye on the matter and now it is necessary to write to the licencing department to investigate. Councillor Bavastock stated that the premises is rated therefore they have a responsibility in cases of hygiene. The litter is an issue which needs addressing as it can ultimately attract rats and other vermin. Councillor Bavastock proposed that the Council contact Shropshire Council for information on the matter. Seconded by Councillor Morris. Councillor Hird advised speaking to Heidi Steele who is the street cleaning officer.

116.11/12 BOUNDARY HEDGE AT THE REAR OF CLIVE HOUSE

Councillor Carroll proposed that the Council writes to the person responsible for putting the gate in the boundary hedge of the playing fields and to advise them that permission is required or the gate must be removed. On receipt of a response the matter can then be resolved. Seconded by Councillor Magill. Councillor Magill also noted that the gate had been made of a pallet which is unsuitable. Councillor Wright added that if any gates are to be installed in the future they must be passed by the Council first.

117.11/12 TO CONSIDER ADOPTING THE TELEPHONE KIOSK IN KERRY LANE

The assistant clerk confirmed that an email has been received on the 12 of August advising that the Telephone Kiosk on Kerry Lane has been removed from the removal listings for the time being.

118.11/12 GATE BETWEEN THE CHURCHYARD AND COMMUNITY COLLEGE

Councillor Carroll stated that the gate between the school and church yard always used to be open. The last vicar and principle of the school requested it be locked to stop children escaping into the church yard. The pathway allows the public to pass through the church yard. The sacred space project highlights places people value and the church yard would be classed as one of these and having the gate locked cuts it off from the community. Councillor Carroll suggested that now there is a new vicar and head teacher it is a good time to unlock the gate. Councillor Dr Penney proposed the Council writes to the vicar for her opinion. Councillor Morris stated that having the gate unlocked will simply increase the litter in the church yard. Councillor Wright suggested that if it were to be a problem for the school it should remain locked. Councillor Bavastock proposed a letter should be sent to both parties. Seconded by Councillor Wright and resolved.

119.11/12 JUNCTION OF CHURCH LANE AND KERRY LANE

Councillor Dr Penney agreed the junction is very dangerous. Councillor Wright proposed the Council write to the Highways. Seconded by Councillor Dr Penney and resolved.

120.11/12 MEETINGS ATTENDED

a) Southern Planning Committee – The Wintles. The Mayor attended the meeting at the Wintles. The developers appear to have misled the planning department by holding up 4 poles suggesting this will be the height of the buildings however this was to represent the height of the gutters. During the planning committee meeting it was agreed to remove a floor from the houses, it had previously been agreed to reduce the steeple on the main tower. Original plans were to have the high buildings at the bottom of the development and the low rise at the top however this has never been the case. The topic of affordable homes was not mentioned at the meeting even though they are part of the plans. Councillor Carroll proposed writing a letter to the planning committee and enquire as to where the affordable houses are as this was an initial requirement of the planning. Councillor Wright seconded.

b) TASS – Councillor Bavastock attended the TASS meeting in which it was clearly demonstrated that affordable houses are in great demand. 1000 bids for 10 properties in Ludlow with 67 bids for 1 property. Properties are overcrowded with 9 people in one house as other properties are not available. A disabled citizen who has lived in the area for 39 years is in urgent need of a bungalow with shower facilities and one again nothing is available. There are great concerns that the properties are being allocated to people from outside the area. Councillor Pinches noted that as the system is based on points, the local citizens are not achieving enough points and missing out on the homes. Some residents in Oak Meadow have complained about the height of trees which are blocking the signal to their television ariels and want to know who is responsible. There are no lights present down the lane behind Oak Meadow which is a safety concern. Councillor Dr Penney advised that the trees do not belong to the Town Council but the Housing Association. Councillor Bavastock proposed that the Town Council write to the Housing Association about our concerns. Seconded by Councillor Dr Penney and resolved.

121.11/12 TOWN COUNCIL BLOG

Suggestions for items for the blog included the litter problem and local housing issues.

122.11/12 CORRESPONDENCE

a) Noise from public houses – Following a letter from Norman Jones complaining about the noise from Public Houses it was proposed by Councillor Carroll and Seconded by Councillor Bavastock that a letter should be sent to Mr Jones encouraging him to keep a log of incidents that occur and contact the Licensing Board.

b) Road Closure during Carnival – Councillor Carroll proposed that Councillor Hird should write a letter to the Carnival committee as this was organised by him and not the Town Council. Seconded by Councillor Wright.

c) Over grown hedge at High Trees, Bull Lane – Councillor Carroll proposes the Council write to the owners of the property. Seconded by Councillor Dr Penney.

d) A letter from Evelyn Bowles regarding Road Safety– Kerry Lane and Montgomery Road were of great concern to a number of residents that Mrs Bowles had spoken to. Especially the Woodbatch junction and the playing field exit onto Kerry Lane. Speeding was another concern especially down Oak Meadow where the School and Sure Start centre are. Councillor Wright proposed that Mrs Bowles raises these points as a member of the public. Seconded by Councillor Carroll.

123.11/12 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

124.11/12 TO ALTER THE ORDER OF BUSINESS

It was proposed by Councillor Wright and seconded by Councillor Penney and resolved to alter the order of business to take item 22 and 23 next as Councillor Bavastock must leave for item 21.

125.11/12 VOLUNTARY LITTER PICKING

Councillor Bavastock proposed that the Town Council must acknowledge Richard's help and when the contract is up for tender discuss a suitable reward, not necessarily monetary but something fitting. Seconded by Councillor Carroll and resolved.

126.11/12 PROPOSED EXTENTION TO ALLOTMENT SITE

Councillor Bavastock proposed Access and Habitat Management be awarded the work for the extension to the allotment site. Seconded by Councillor Magill and duly resolved.

Councillor Bavastock proposed the meeting.

127.11/12 PUBLIC HALL

Councillor Wright proposed that as Mr Price has advised by Councillor Carroll he is seeking Legal advice the Council can not pursue the situation at present and a letter must be sent to advise. Seconded by Councillor Carroll and resolved.

Councillor Dr Penney proposed a letter is sent to the Public Hall Committee to ensure they are adhering to their constitution rules. Seconded by Councillor Carroll and resolved.

With no other items of business the meeting concluded at 10.22pm.

Signed Date

Bishop's Castle Town Council Meeting

30th August 2011

MINUTES OF THE SPECIAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 30TH AUGUST 2011 AT 8.00PM

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

Councillors: J. M. Carroll, K. Bavastock, S. Farr, N. Hird, M. E. Holton, J Magill, J.Morris, Dr St J Penney and R.D. Wright
In attendance: Mrs D Malley (Town Clerk), Sam Hine (Project Manager) and Philip Belchere (Project Architect)

128.11/12 APOLOGIES FOR ABSENCE.

Councillor Middleton had given apologies due to family commitments and M Furber due to work commitments.

129.11/12. DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Wright declared a personal interest in item 6 as he is a member of BCTCIC

b) Declarations of Prejudicial Interest.

Councillor Carroll declared a personal and prejudicial interest in item 6 as she is the Treasurer of the BCTCIC.

130.11/12 REVIEW PLANS FOR THE TOWN HALL

Philip Belchere confirmed he has a meeting with an officer of English Heritage tomorrow.

A number of plans were circulated showing suggestions for the basement, ground floor and first floor.

It was noted to secure disabled access to the building a lift could be inserted in the bottom left hand corner of the building. This is the only position the lift could go due to the constraints of the building and services. Even with the smallest lift possible there will be a need to cut into the beam which could then be strengthened by a steel plate. Although it is regretful that the historic beam would have to be cut into there is a balance with making the building accessible,

A number of catering points were considered ranging from small pods to larger catering points. The suggestion of a catering point in the Town Council office was thought not suitable.

The wooden floor could be removed in the market hall to reveal the stone flagged floor. If the stone flags are not in good condition then they will need to be took up and replaced, however this will allow for under floor heating to be inserted underneath. The HLF mentor has advised stone flags are preferable acoustically to wooden flooring.

There is a suggestion to remove the partition wall in the market hall, this will return the market hall to its historic context. The draught can be managed with the type of doors used and the fire risk can be managed using fire engineering, i.e. sprinklers, detectors etc.

The arched windows to the market hall can be returned to full length using a double glazed frameless glazing system. Therefore only the opening will be seen and not the frame. This will give the appearance of the original market hall.

It may be possible to spray Thermal Lime onto the walls, this will help insulate the building and also gives a fantastic lime finish. There is a need to up skill the building to make it more sustainable.

The location of the Tourist Information point was discussed. It was reported the project team had tried a number of layouts for the counter including adjacent to the stairs and had come to the conclusion the location marked on plan number SK2 was the preferable location.

On the first floor the windows can be Quatrosealed, this involved inserting a special grease on each moving part, pumping material into all voids which when has gone off it perfectly fills all the voids. Curtains also help with insulation.

The disabled access into the building will be via the basement floor at a new door inserted where the window is nearest the corner. The public toilets will be rearranged to allow for male and female toilets, a disabled toilet, storeroom and possible catering facilities. It is a requirement to provide a disabled toilet for disabled users of the building. There will need to be an 'Evac chair' for the evacuation of disabled people in the case of emergencies when the lift cannot be used.

Councillor Morris questioned if the ground floor was stable enough when carrying out works to the basement. Philip responded that anything removed that was load bearing would be replaced with load bearing supports.

There will be investigations to see if the headroom to the basement could be increased.

Philip Belchere answered a number of questions regarding the plans and was thanked for attending the meeting.

131.11/12 TO CONSIDER THE DRAFT TERMS OF REFERENCE FOR THE PROJECT TEAM

It was confirmed that it is good practice to review terms of reference on a regular basis and this should be done by the project team with any changes to be approved by the partner groups.

Councillor Bavastock proposed amendments should be included as follows:

- to show who has voting rights
- to make the Town Council responsible for all decisions with the project team being responsible for making recommendations
- the project team to deliver monthly progress reports with any decisions required to be put in writing and sent out with Town Council Agendas
- Town Council should double up on some of the responsibilities such as encouraging community involvement, positively promoting the project, co-opting others as appropriate, celebrating success
- Town Council should make time available to hold special meetings for any decisions deemed urgent
- To be quorate 2 two representatives from each of the partner organisations should be present
- The Mayor/Town Council should have the casting vote on the project team

Councillor Hird thought the Town Council should make any final decisions as it is the Town Council who will be carrying the project out. Councillor Farr disagreed stating there would be no point having representatives or the project team, there should be delegated powers up to a point.

Samantha Hine was invited to speak and advised the Town Council to think carefully about the implications of making all the decisions. Some matters for discussion would be more appropriate or affect the Tourism Company or the Heritage Centre in their roles on the project and therefore it would not be appropriate for the Town Council to make those decisions. The draft Terms of Reference had a safeguard that any financial implications outside that already agreed should come back to the Town Council and if any representative present identifies a need to seek the views of their partner organisation then the matter would be referred back. Sam further pointed out that there were two Town Council representatives, plus the Mayor plus the Town Clerk on the Project Team.

The clerk advised that due to the Town Council meeting monthly and the project team meeting fortnightly there would be a need to call more Special Town Council meetings if the Town Council were to make all the decisions otherwise the project team would be unable to move forward.

Councillor Wright thought it would not be practical for the Town Council to make all the decisions and proposed to accept the Terms of Reference as they stand. Seconded by Councillor Farr.

Councillor Hird felt that anything with a financial implication should come back to the Town Council, he was concerned about the long term viability of the project. Samantha Hine confirmed any financial implications beyond what had already been agreed and set out in the budget heading within the HLF approval would come back to the Town Council.

Upon a vote there were five votes in favour of accepting the Terms of Reference and five votes against.

Councillor Carroll proposed an amendment to the original proposition that anything not already approved in the HLF bid to do with finance, the budget, the building itself, and the project management should come back to the Town Council. In addition if required the Town Council should call a Special Meeting to deal with any such matters. In addition any decisions not agreed by a majority on the Project Team should also be referred back to the Town Council for a decision. Seconded by Councillor Wright and duly resolved.

132.11/12 TOWN AND COUNTRY PLANNING ACT

11/02224/FUL The Wintles, erection of 4 detached dwellings (plots 28 – 31) with associated landscaping.

Councillor Dr Penney proposed to object to the amended application. The reduction in height and movement from the rear boundary is inconsequential. The grounds for objection are the height and impact on neighbouring properties and the wider area. Seconded by Councillor Wright and duly resolved with 9 votes for and 1 against.

In addition if the planning committee do approve the application there is to be a request for the removal of permitted planning rights in respect of inserting rear windows as a later date.

Councillor Carroll left the meeting at this point.

133.11/12 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Councillor Wright proposed, seconded by Councillor Holton and duly resolved that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting on the grounds the business involves the likely disclosure of exempt information as defined in the Acts. The Project Manager was invited to remain in her professional capacity to provide advice.

134.11/12 LEASE NEGOTIATIONS FOR THE TOWN HALL

Samantha Hine advised that the lease will have to be agreed but not signed by the time the Round 2 application goes in. The lease should not be signed until such time that the HLF Round 2 bid is successful.

It was proposed by Councillor Wright, seconded by Councillor Bavastock and resolved to not make any decisions at this time but to meet with the Tourism Group on 8th September.

With no other items of business the meeting concluded at 9.57 pm.

Signed Date

Bishop's Castle Town Council Meeting

13th September 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 13TH SEPTEMBER 2011 AT 8.00PM

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

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

In attendance: Mrs D Malley (Town Clerk)

136.11/12 APOLOGIES FOR ABSENCE.

Councillor Middleton had given apologies due to family commitments. It was proposed by Councillor Hird, seconded by Councillor Holton and resolved to accept the reason for apologies.

Councillor Furber had also sent apologies due to work commitments but this message was not received until after the meeting.

137.11/12.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Bavastock declared a personal interest in item 4b)i) as she is the Chairman of the Bishops Castle group.

Councillor Hird declared a personal interest in item 4b)i) as he is the Treasurer of the Bishops Castle group.

Councillor Carroll declared a personal interest in item 8e) and f) as she is a Director of BCTCIC

b) Declarations of Prejudicial Interest.

Councillor Pinches declared a prejudicial interest in item 7 as he has expenses for payment.

138.11/121.APPROVAL OF THE MINUTES OF THE MEETING HELD ON 16TH AUGUST 2011

With the following amendments:

- 113.11/12 g) it was agreed that Councillor Bavastock should address the Town Hall Project Team
- 115.11/12 amend Heidi Steele's job title to 'Street Scene Officer'.
- 120.11/12 b) it was agreed to organize a meeting with a Senior Officer from the Housing Association
- 125.11/12 A letter of thanks should be sent now and a reward discussed when the contract is up for tender.

It was proposed by Councillor Carroll, seconded by Councillor Wright and duly resolved that the minutes of the Town Council meeting held on 16th August 2011 be approved and signed by the Mayor as a true record.

139.11/12 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD ON 30TH AUGUST 2011

It was proposed by Councillor Bavastock, seconded by Councillor Carroll and duly resolved that the minutes of the Special Town Council meeting held on 30th August 2011 be approved and signed by the Mayor as a true record.

140.11/12MATTERS ARISING FROM THE MINUTES

a) i) The election for Unitary Councillor will take place on 29th September.

ii) A meeting is in the process of being arranged regarding the Housing Association

b) i) Councillor Wright proposed clarification is sought to explain what the automated real time network system of monitoring actually monitors. It was noted that incineration and combustion plants are monitored by this method and to set a base line this monitoring should take place in Bishop's Castle to enable comparisons in air quality to be made. Seconded by Councillor Dr Penney and resolved.

ii) Confirmation that the lease for the allotment site has been completed.

141.11/12MEMBERS OF THE PUBLIC WISHING TO SPEAK

There were no members of the public wishing to speak

142.11/12 TOWN AND COUNTRY PLANNING ACT

- None

b) Reports of Planning Applications

i) 11/02224/FUL - The Wintles, erection of 4 detached dwellings with associated landscaping. Permission Granted

ii) 11/00216/VAR - 1-4 The Stables, Salop Street. Removal of condition 2 of the Planning Permission 1/07223/P dated 21st November 1996, to allow ancillary accommodation to be severed from and occupied independently of public house. Decision Refused.

- 10/04133/OUT - Land adjoining Old Garage, erection of a dwelling. Permission

143.11/12 ACCOUNTS

a)It was proposed by Councillor Dr Penney to pay all accounts and authorise the signing of cheques, seconded by Councillor Bavastock and duly resolved.

	£
Salaries	2,873.56
Andrew Wallace	24.24
Diane Malley Expenses - Scourers and bin bags	3.12
Nikki Rodick Expenses - Postage + Farmers Market Mileage	16.07
I & C Rowson—Repairs to slab at public toilets & drainage work at playing field entrance	2,313.22
Fastrack Maintenance - Grass Cutting	206.61
Salvia Services	659.50
Playsafety Limited—Annual Inspection of Play Areas	270.00
Mazars- External Audit Report	660.00
ALC—Agenda and Minutes Training x 1 Delegate	20.00
Severn Trent—Water Town Hall April—August 2011	126.15
Communities Can - August 2011	1,750.00
Npower - street lighting final invoice	419.63

Direct Debits -

Npower—Town Hall Electricity 280.83

Grenke Leasing Limited - Photocopier Lease 28/07/11 to 31/12/11 308.16

b) The Mayor left the room. Councillor Dr Penney proposed Councillors expenses should be approved and authorization should be given to sign the cheques. Seconded by Bavastock and resolved.

Keith Pinches - mileage

2 x planning committee Ludlow, 1x HA meeting in Ludlow 64.91

The Mayor returned to the room.

144.11/12 TOWN HALL RENOVATION PROJECT

a) Councillor Carroll proposed that the notes of the meeting dated 1st September 2011 are received, seconded by Councillor Bavastock and resolved.

- Councillor Hird proposed that Councillor Bavastock be appointed as Town Council representative to the project team as she has taken a keen interest in the project and has some valid points. Seconded by Councillor Holton and resolved.
- The notes from the lease negotiations meeting were circulated and briefly summarized by the clerk
- Councillor Carroll proposed an asbestos survey is carried out, seconded by Councillor Morris and resolved.
- Dr Penney proposed the infrared counter equipment is installed into the Town Hall, seconded by Councillor Bavastock and resolved.
- Councillor Bavastock proposed the commissioning of the Apple Time Capsule, seconded by Councillor Wright and resolved

145.11/12 PUBLIC CONVENIENCES

Councillor Bavastock proposed the Town Council's solicitor looks over the transfer documents, seconded by Councillor Carroll and resolved.

146.11/12 PLAY SAFETY INSPECTION

Councillor Wright proposed the clerk be given authority to cause the necessary repairs to the play equipment. Seconded by Councillor Dr Penney and resolved.

147.11/12 TO CONSIDER A REQUESTS FOR DONATIONS.

This item was deferred until the budget meeting.

148.11/12 PROPOSED AMENDMENT TO FOOTPATH 27

Councillor Carroll proposed the amendment be accepted as there is no evidence that the footpath shown on the definitive map has ever been used. Seconded by Councillor Dr Penney and resolved.

149.11/12 REPRESENTATIVE TO THE SOUTHERN AREA ALC COMMITTEE

Councillor Carroll proposed Councillor Bavastock be appointed to Town Council representative on this committee. Seconded by Councillor Hird and resolved.

150.11/12 TOWN COUNCIL WHEELIE BINS

The purpose of the wheelie bins were for Fairs and event organizers to use them during events. The organizers should ensure they are emptied before returning. It was suggested the Town Council ask Village Outreach if the bins can be stored there. Councillor Magill proposed a letter of thanks be sent to the Furniture scheme for donating the bins. Seconded by Councillor Bavastock and resolved.

151.11/12 HOT FOOD PROVISION AT CHRISTMAS LIGHTS FESTIVAL

Councillor Bavastock proposed the Town Council should go out to tender to provide a Hot Food Stall if the Christmas lights switch on is at the top end of the town. Councillor Carroll proposed an amendment that the town Council do not go out to tender at all because the Flea Market will be using the Town Hall on that date. Seconded by Councillor Magill and resolved.

152.11/12 MEETINGS ATTENDED

a) Southern Planning Committee - The Wintles. The Mayor attended the planning meeting regarding The Wintles and felt the Town Council had been treated very poorly. Councillor Bavastock proposed the Town Council write to complain that our objections were not adhered to. Councillor Carroll warned against this as a refusal can only be given on strong planning grounds otherwise Shropshire Council risk an appeal. Councillor Dr Penney was concerned that members of the public's objections no longer triggered an application being referred to the Planning Committee. Councillor Bavastock suggested a letter include Shropshire Council looking at its procedures to include members of the public more. Councillor Carroll noted that these procedures had only recently been adopted by Shropshire Council and therefore members of the public wishing to object to an application should make their objections to the Town Council. In the case of The Wintles the application had gone to the Planning Committee to consider but there had also been a site visit.

b) ESWS - There was a good financial report despite a reduction in staffing hours. 1.5 units have been let. The grant money received from the MTRP and Shropshire Council was all for Capital works, this had not been made clear when the grants were sought.

c) LJC - out of the £500,000 MTRP money made available to the area, only £60,000 has actually been awarded. There were 4 applications locally that were turned down for the grant without any reasons given. Councillor Carroll was asked to raise this matter at the October LJC meeting.

153.11/12 TOWN COUNCIL BLOG

- Suggestions for items for the blog include the units at ESWS
- The clerk was asked to look at the legal side of the Town Council having a Facebook page. Councillor Farr pointed out that with the blog any entries were screened, however this is not possible on Facebook. It was agreed to leave this item on the table until further information was available.

154.11/12 CORRESPONDENCE

a) Wace Morgan Solicitors letter - noted

b) Feedback results for the Community Toolkit Event - both Councillors Bavastock and Carroll felt disappointed at the feedback for the Community Toolkit event. A letter of complaint is to be sent.

c) Copy of Ludlow and the Shropshire Hills Brochure - noted

d) Incineration of rubbish and fly tipping - Councillor Carroll was asked to put an item on the next LJC meeting agenda to request a break down on how much has been saved from removing the community skips and how much expenditure has increased in fly tipping. The clerk was also asked to write to Shropshire Council regarding this matter with a copy to Mr Kerswell.

e) RHS Britain in Bloom - noted

f) Clerk & Clerk's Direct Magazines - magazines are to be circulated

With no other items of business the meeting closed at 9.09 pm

Bishop's Castle Town Council Meeting

11th October 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 11TH OCTOBER 2011 AT 8.00PM

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

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

In attendance: Mrs D Malley (Town Clerk)

155.11/12 APOLOGIES FOR ABSENCE.

Councillor Middleton had given apologies due to family commitments. It was proposed by Councillor Carroll, seconded by Councillor Holton and resolved to accept the reason for apologies.

156.11/12.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Farr declared a personal interest in item 7a)i) as the applicant is a relative
Councillor Magill declared a personal interest in item 7a)i) as the applicant is a friend
Councillor Bavastock declared a personal interest in item 23 due to personal connections
Councillor Hird declared a personal interest in item 20a) and c) as he has had customer relationships with some of the companies who have submitted tenders
Councillor Dr Penney declared a personal interest in item 20a) due to personal dealings with one of the companies who has submitted a tender

b) Declarations of Prejudicial Interest.

Councillor Bavastock declared a prejudicial interest in item 8b) as she has expenses for payment and item 13 due to personal circumstances.

157.11/121.APPROVAL OF THE MINUTES OF THE MEETING HELD ON 13TH SEPTEMBER 2011

It was proposed by Councillor Wright, seconded by Councillor Carroll and duly resolved that the minutes of the Town Council meeting held on 13th September 2011 be approved and signed by the Mayor as a true record.

158.11/12 MATTERS ARISING FROM THE MINUTES

a) i) *Unitary Councillor* - Charlotte Barnes had been elected as Unitary Councillor. Councillor Barnes was present at the meeting and stated she was happy to come to future meetings if it is the wish of the Town Council
ii) *Christmas lights* - There is to be a meeting of the Christmas Lights Festival Committee the following evening, however it is understood the lights switch on would take place outside the Boars Head as per last year.
b) i) *Gate between Churchyard and Community College* - The PCC had responded stating they wish to find out more details. A resident had written to say she hoped the gate will be reopened. There has not yet been a response from the Community College.
ii) *Business Rates*- The valuation office is looking into this matter on our behalf and Chris Edwards is making enquiries at Shropshire Council. In the meantime the Town Council should pay the Non-Domestic rates because it is an offence not to.

159.11/12 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Dr Penney, seconded by Councillor Bavastock and resolved to receive the notes of the Project Team meeting held on 14th September 2011
b) It was proposed by Councillor Bavastock, seconded by Councillor Dr Penney and resolved to receive the notes of the Project Team meeting held on 28th September 2011
c) It was proposed by Councillor Carroll, seconded by Councillor Wright and resolved to receive a financial monitoring report for the Town Hall Project
d) It was proposed by Councillor Wright, seconded by Councillor Hird and resolved to accept the recommendation of the Project Team to appoint Gifford as the Mechanical & Electrical Consultant
e) It was proposed by Councillor Carroll, seconded by Councillor Farr and resolved to accept the recommendation of the Project Team to appoint SMC Custom Installations as the Audio Visual Consultant
f) It was proposed by Councillor Carroll, seconded by Councillor Wright and resolved to receive the revised timetable for the project from September to March

160.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

a) Gill Lawlor, a resident of Brick Meadow, asked for further information regarding where the air quality monitors are installed in relation to the propose Biomass Plant and if the information on air quality readings will be displayed. They should be recorded now to have a base to compare with should the plant be built.

There was a letter in the South Shropshire Journal from somebody who was going to purchase a property in Bishop's Castle until they found out about the Biomass plant.

Mrs Lawlor requested the Town Council write to Keith Barrow regarding the comment by Georgie Ellis to call for the land at the Business Park being put back on open market if the legal agreement with the Biomass company is not signed within one month.

b) Two items of correspondence had been received from Miranda Stanley with a request they are read out in public forum:

- The logistics of the Farmer's Market during the Michealmas Fair weekend
- Brown Tourist signs for pubs, cafes and restaurants.

161.11/12 TOWN AND COUNTRY PLANNING ACT

- i) 11/03858/FUL The Foxholes. Erection of a single storey extension to rear elevation. It was proposed by Councillor Wright to make no comment as there were no elevation plans submitted. Seconded by Councillor Carroll. Councillor Bavastock proposed no objection as the proposal is a single storey at the rear elevation and therefore cannot be seen. Councillor Wright felt that proper plans should be submitted and therefore no comment would be appropriate. With 7 votes the proposal to make no comment was carried.

ii) 11/04487/TCA The Malthouse, 20 Welsh Street. Councillor Dr Penney proposed the application is supported, seconded by Councillor Bavastock and resolved.

- Reports of Planning Applications
None were received
- Development to the South of Grange Road. Councillor Wright proposed it was not appropriate to make comment before a formal application is submitted to Shropshire Council. It was noted during the public consultation on site allocations that the north east of the town was the preferred location. There are concerns regarding road access to the south plus the pressure on the sewers. Seconded by Councillor Dr Penney and resolved.

Councillor Bavastock felt that any houses built in the town should be affordable.

162.11/12 ACCOUNTS

a)It was proposed by Councillor Carroll to pay all accounts and authorise the signing of cheques with the exception of Salvia Services which should only paid once his work schedule had been checked, seconded by Councillor Bavastock and duly resolved.

	£
Salaries	2,142.79
Andrew Wallace	24.24
Diane Malley Expenses - white gazebo for entrance to Town Hall & postage	66.95
Nikki Rodick Expenses - Farmers Market Mileage + Litter Picking Equipment	51.79
Fastrack Maintenance - Grass Cutting	206.61
Salvia Services – September & replacement hanging baskets & materials for barrels	703.50
Wicksteed – replacement of swing seat and surface repair kit	186.19
COS – photocopier usage	43.99
PHS – Annual Duty of Care Waste Transfer fee	22.27
G Bryan Jones LTD – shackle for swings	5.99
Communities Can - October 2011	3,000.00
Teleset – top up for franking machine	100.00
Viking – ink cartridges, paper & other stationery	203.87
K P Fire – service of Fire Extinguishers	43.44
BCBS – cable ties for Farmer's Markets signs	2.17
Shropshire Council Business Rates	
Auction Yard Public Conveniences	247.65
Public Conveniences Town Hall	106.10
Direct Debits -	
Atlantic Electric – Town Hall toilets	37.30

b) Councillor Bavastock left the room. Councillor Carroll proposed Councillors expenses should be approved and authorization should be given to sign the cheques. Seconded by Councillor Morris and resolved.

Councillor Bavastock –return mileage to LJC and Southern ALC meetings 24.64

Councillor Bavastock returned to the room.

163.11/12 FARMER'S MARKET AND MICHAELMAS WEEKEND

a) It was agreed to not hold the Farmer's Market in the Castle Hotel car park in future years. Councillor Hird proposed the stall holders that attended the market during Michaelmas weekend be given a refund. During the budget considerations the lettings costs should be considered in more detail. Seconded by Councillor Bavastock and resolved. The clerk was asked to reply to Mr Pratt and the Michaelmas Fair committee.

b) Councillor Hird proposed that publicity should be given to the 10 year anniversary of the Farmer's Market, the Town Crier should be asked to attend the day and some sort of street music playing to attract visitors. Seconded by Councillor Carroll and resolved.

164.11/12 PUBLIC CONVENIENCES

Councillor Carroll proposed the Town Council should go back to Shropshire Council direct and ask that the legal documents be changed back to a 10 year claw back period, seconded by Councillor Magill and resolved.

165.11/12 LOCATION OF DEED BOX AND CHARTER BOX

It was agreed the Deed box and plaque should not return to HSBC and that the plaque be displayed somewhere suitable.

Councillor Carroll proposed the charter box be retained at BCHRC. Councillor Dr Penney disagreed and proposed the charter box be returned to HSBC for safe keeping. There was discussion regarding temperature and humidity control at both HSBC vault and BCHRC. Although BCHRC is not temperature controlled it is well insulated and has humidity control whereas the HSBC vault is damp. If the charter box is returned to HSBC then it will need to be locked which would require it being locked in a larger box. Councillor Bavastock seconded Councillor Carroll's proposal to retain the charter box at BCHRC and it was resolved. Councillor Dr Penney voted against and there was one abstention.

166.11/12 PV SOLAR TECHNOLOGY

Councillor Hird reported that together with the Wasteless Society, investigations were ongoing regarding the possibility of installing Solar PV panels on the roof of the Public Hall and a Solar tracking system on the land adjacent to the Community College.

167.11/12 BROWN TOURIST SIGNS FOR THE BOARS HEAD HOTEL

Councillor Wright proposed the Town Council do not support this application. Although it is claimed the Boars Head is the oldest pub in the town it is also the most modified, bearing little resemblance to how it was even 20 years ago. It was also felt it would be wrong to promote one business over another. Seconded by Councillor Carroll and resolved.

168.11/12 BOUNDARY COMMISSION REVIEW

Councillor Carroll proposed no comment. Seconded by Councillor Bavastock and resolved.

169.11/12 QUEEN'S DIAMOND JUBILLEE

This item had been a request from Lydbury North Parish Council which is considering purchasing medals for the children of their parish and asked if the Town Council wish to purchase the medals jointly. Councillor Carroll had spoken to the Headteacher at Bishop's Castle primary school who said he would be delighted to give out the commemorative medals to his pupils. Councillor Carroll proposed 140 medals are ordered. Unitary Councillor Barnes asked if this could be circulated to other parish councils also. Seconded by Councillor Dr Penney and resolved.

170.11/12 MEETINGS ATTENDED

a) Housing Association – The Housing Association Chief Executive, Martin Holland, attended a meeting arranged by the clerk. Also in attendance was Joan Grant, the Chairman of the Tenants Association, Councillors Bavastock, Carroll, Magill and the clerk. Mr Holland brought statistics to the meeting that did not reflect the feedback received from residents. It was noted there are few homes in Bishop's Castle compared to those wishing to be accommodated here. It is unlikely that you will be housed in Bishop's Castle unless you are a priority case or at least Gold banded. Some people had complained of rudeness by Housing Association staff. We were advised all telephone calls are recorded. Mr Holland advised Shropshire Council did have a 'local housing policy' but 'local' is defined as anywhere in Shropshire. He advised lobbying Councillor Mal Price for a change in policy. Cllr Price will be attending the February LJC meeting where this can be discussed further. Shropshire Council is using the new homes bonus for repairing pot holes and not for building affordable homes.
b) LJC – The business park will be on the next agenda
c) Southern Area ALC – Chris Edwards attended to discuss the localism bill. The AGM will be held on 5th November and costs £20 per delegate. There will be a planning presentation by Jake Berriman. The meetings would welcome more input from clerks.

171.11/12 TOWN COUNCIL BLOG

- Housing, defining the average wage for the area
- Councillor Dr Penney proposed the Town Council do not have its own Facebook page due to not being able to screen any offensive comments, seconded by Councillor Holton and resolved with one abstention.

172.11/12 CORRESPONDENCE

Correspondence received was noted.

173.11/12 EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

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

174.11/12 PV SOLAR PANELS ON THE AUCTION YARD PUBLIC CONVENIENCES

Comparisons of quotations and the Feed in Tariffs generated from differing modules were considered.

Councillor Bavastock proposed that an application is made to Awards For All and costs for security measures for the area are obtained. Seconded by Councillor Wright and resolved.

175.11/12 ASBESTOS SURVEY

Councillor Bavastock proposed City Environmental is appointed to carry out the asbestos survey, seconded by Councillor Carroll and resolved.

176.11/12 PLAY EQUIPMENT

It was noted new equipment for Oak Meadow has been ordered from Wicksteed.

The costs received from Playdale for the wooden play equipment were noted. Councillor Carroll proposed to accept the clerk's recommendations to consider alternative quotations to repair the equipment where possible and purchase non repairable equipment from Playdale. Seconded by Councillor Dr Penney

177. 11/12 PUBLIC HALL COMMITTEE

The clerk was asked to write to the public hall committee to ensure the constitution is adhered to in the future.

With no other items of business the meeting closed at 9.48 pm

Bishop's Castle Town Council Meeting

8th November 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 8TH NOVEMBER 2011 AT 8.00PM

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

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

178.11/12 APOLOGIES FOR ABSENCE.

There were no apologies for absence received

179.11/12.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

Councillor Dr Penney declared a personal interest in item 16 as he is a blue badge holder and 12i) b) as he is a member of the Old Castle Land Trust.

Councillor Farr declared a personal interest in item 12 i) c) as he is on the Arts Festival Committee

Councillor Bavastock declared a personal interest in item 12 i) e) due to personal connections

Councillor Holton declared a personal interest in item 12 i) a) as she is a member of BCHRC Committee.

b) Declarations of Prejudicial Interest.

Councillor Furber declared a prejudicial interest in item 13 iv) as he advertises in the Newsletter.

Councillor Middleton declared a prejudicial interest in item 12 i) b) as she is a trustee of the Old Castle Land Trust.

Councillor Bavastock declared a prejudicial interest in item 10b) as she has expenses for payment; item 8 due to personal circumstances; and item 13 iv) because she advertises in the Newsletter

Councillor Wright declared a prejudicial interest in item 13 iv) because he advertises in the Newsletter

Councillor Carroll declared a prejudicial interest in item 12 i) c) as she is the Treasurer of BCTCIC

180.11/121.APPROVAL OF THE MINUTES OF THE MEETING HELD ON 11TH OCTOBER 2011

It was proposed by Councillor Wright, seconded by Councillor Bavastock and duly resolved that the minutes of the Town Council meeting held on 11th October 2011 be approved and signed by the Mayor as a true record.

181.11/12 MATTERS ARISING FROM THE MINUTES

a) i) Business Park –A letter has been sent to Keith Barrow including an invitation to attend the December Town Council meeting.

ii) PV Solar Panels on Auction Yard Public conveniences – An application has been submitted to Awards For All. Councillor Hird is in the process of obtaining quotations for security to the area. It should also be noted that from 12th December 2012 the Feed in Tariff for new applications will be reduced from 43.3 pence per unit to 21 pence per unit. This only affects any new applications and will not affect the Feed in Tariff rate for the Town Hall's PV solar panels. The matter will be brought back to the Town Council when the outcome of the Awards For All grant is known.

iii) The storage of The Charter – A letter has been received from BCHRC to re-affirm the conditions of the storage facilities at BCHRC.

182.11/12 TOWN HALL RENOVATION PROJECT

a) It was proposed by Councillor Carroll, seconded by Councillor Wright and resolved to receive the notes of the Project Team meeting held on 26th October 2011

b) It was proposed by Councillor Bavastock, seconded by Councillor Holton and resolved to receive the notes of the Lease Negotiations meeting held on 18th October 2011

c) The date of the public consultation meeting for the Town Hall Plans was noted at 22nd November 2011.

d) The date of 14th November 2011 was agreed for the next Management Structure meeting.

183.11/12 UNITARY COUNCILLOR

Councillor Barnes had given her apologies.

184.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Carol Clarke addressed the meeting regarding the grant application for Bishop's Castle Lunch Club. The club meets monthly and is open to anybody in the community. Currently over 20 people attend and there are not enough tables in which to sit everybody. Grants have already been received from the LJC and the Housing Association. The application for a grant is to cover the cost of 2 tables.

185.11/12 SPECIAL MOTION

Councillor Carroll proposed the special motion is withdrawn, seconded by Councillor Wright and resolved.

186.11/12 TOWN AND COUNTRY PLANNING ACT

1. i) 11/04416/FUL 45 Welsh Street: Demolition of existing redundant pole and corrugated tin barn and erection of single storey glazed entrance porch and two storey glazed entrance porch and two storey extension to south elevation. Councillor Wright proposed no objection. Seconded by Councillor Carroll and resolved.

ii) 11/04534/TPO Bowling Green, Castle Green: Removal of Larch tree protected by TPO. It was proposed by Councillor Dr Penney to make no objection on condition the tree is replaced by a Scots pine and not a Corsican Pine. Seconded by Councillor Bavastock and resolved.

1. Reports of Planning Applications
11/03858/FUL The Foxholes: Erection of single storey extension to rear elevation. Permission was granted.

187.11/12 ACCOUNTS

a) It was proposed by Councillor Dr Penney to pay all accounts and authorise the signing of cheques with the exception of Salvia Services which should only paid once his work schedule had been checked, seconded by Councillor Bavastock and duly resolved. It was noted there should be a payment for the Remembrance Day Wreath to be made

	£	
Salaries		2,005.21
Andrew Wallace		30.30
Diane Malley Expenses - kettle for market hall		9.87
Nikki Rodick Expenses - Farmers Market Mileage	14.32	
Simon Morray – tow trailer at Farmer's Market		30.00
Fastrack Maintenance - Grass Cutting		153.98
Communities Can - October 2011 (including printing costs)		2,529.00
Salvia Services – October 2011		659.50
Interpublic – Auction Yard toilets: (Repair to pressure washer, replacement water filters, light tubes & cleaning material)	474.58	
Glenys Latchford – hanging baskets		37.50
Paul Lucas – Farmer's Market help (paid in October)		30.00
Mace Bearers		60.00

b) Councillor Bavastock left the room. Councillor Carroll proposed Councillors expenses should be approved and authorization should be given to sign the cheques. Seconded by Councillor Morris and resolved.

Councillor Bavastock – return mileage to LJC at Bucknall 18.03

Councillor Bavastock returned to the room.

188.11/12 QUARTER FINANCIAL MONITORING REPORT

a) It was proposed by Councillor Wright to accept the second quarter monitoring report. Seconded by Councillor Farr and resolved.

b) It was proposed by Councillor Wright to accept the second quarter bank reconciliation report. Seconded by Councillor Farr and resolved.

189.11/12 GRANT APPLICATIONS

i) Councillor Wright proposed to award £140 to the Grange Road lunch club and £100 to Citizens Advice Bureau. Seconded by Councillor Morris and resolved.

It was noted the public hall committee could apply to the LJC for funding for their project.

Councillor Carroll then left the room.

Councillor Wright proposed to adjourn the meeting to allow Sue Wilmer to talk about the Arts Festival. Seconded by Councillor Magill and resolved. The Arts Festival is to be held in February half term to encourage tourism and trade into the town. Any grant will be used for promotion of the Arts Festival.

The meeting then re-opened.

Councillor Magill proposed to award the following:

House on Crutches museum £100;

Old Castle Land Trust £100;

Arts Festival £100;

Skateboard association £50;

West Shropshire Talking Newspaper £50;

Councillor Bavastock asked for an amendment to include £60 for Dial-a-ride which was accepted by Councillor Magill. Seconded by Councillor Bavastock and resolved.

Councillor Carroll returned to the room.

ii) It was proposed by Councillor Bavastock to formalise the grant application process by creating a grant application form and requesting a copy of the accounts from applicants. Seconded by Councillor Morris and resolved.

190.11/12 2012/2013 BUDGET

a) Income

i) Town Hall Hire

It was agreed that there should be different rates for hiring the Town Hall and that the Town Hall should be split into sections such as the market hall or council chamber etc.

It was proposed by Councillor Carroll to implement the following:

	Non Profit making organisations	Commercial organisations
Market Hall	£7.00 per hour up to a maximum of £42	£8.00 per hour up to a maximum of £64
Market Hall foyer and Steps	£7.00 per hour up to a max of £42	£9.50 per hour up to a max of £76
Council Chamber	£6.50 per hour up to a maximum of £39	£7.50 per hour up to a max of £60
Town Hall (ex Mayor's Chamber)	£12.50 per hour up to max of £75	£14.50 per hour up to max of £116

Notice should be given to regular hirers as soon as possible so they can adjust.

Seconded by Councillor Bavastock and resolved.

ii) Market stall rentals

It was noted that there was inconsistency between the current market stall rental fees and the number of tables actually taken. An example is that some Friday Market stalls take two tables for £6.60 whereas there are Farmer's Market stallholders that use one table for £12.50. Some market stall holders have simply expanded over the years when there has been a vacancy near to them.

Councillor Bavastock proposed all market stalls should be charged the same per table at £6.60. Councillor Carroll requested an amendment that the Farmer's Market outdoor stallholders with two tables should remain at £12.50 to recognise the fact they are outside. Councillor Bavastock accepted the amendment, Councillor Carroll seconded and it was resolved.

iii) a) allotment rents.

It was proposed by Councillor Carroll to increase allotment rents to £40 per full plot and £20 per half plot. Seconded by Councillor Bavastock and resolved.

b) Councillor Carroll proposed all new plots should be half size, seconded by Councillor Dr Penney and resolved.

iv) Newsletter Advertising

Councillors Wright, Bavastock and Furber left the room.

Councillor Magill proposed the advertising fee be increased to £10 per issue, seconded by Councillor Carroll. Councillor Dr Penney proposed an amendment that the fee be increased to £7.50 per issue, seconded by Councillor Morris. With 7 votes for the amendment to increase the advertising to £7.50 per issue was carried.

Councillors Wright, Bavastock and Furber returned to the room.

b) Items for inclusion under expenditure

Councillor Carroll suggested increasing the donations heading. SpArC may request some financial assistance over the next year.

It was agreed that in regard to the PV solar panels on the Auction Yard public conveniences roof, no decision should be made until the outcome of the Awards For All grant application is known.

191.11/12 PUBLIC CONVENIENCES TRANSFER DOCUMENTS

It was proposed by Councillor Bavastock that the Town Clerk should respond to Mr Brown's letter regarding the claw back period. Seconded by Councillor Hird and resolved.

192.11/12 SPEED LIMITS

It was proposed by Councillor Carroll to make comment that Lydbury North Road junction should be reduced to 30 mph. The Love Lane junction should be reduced to 40 mph with the 40 mph extending to the Lydbury North Road junction speed limit of 30 mph and also extend along School House Lane as indicated on the plan. In addition the built up area within the town centre should become a 20 mph zone. Seconded by Councillor Wright and resolved.

Councillor Dr Penney asked if a site meeting could be arranged in School Lane as this lane required review urgently.

193.11/12 BLUE BADGE CHARGING POLICY REVIEW

Councillor Bavastock proposed no comment. Seconded by Councillor Wright and resolved.

194.11/12 MEETINGS ATTENDED

a) ESWS – Although there has been interest in the workshops they have not yet been let. The application for a grant to build an office to the rear had previously been turned down, however ESWS have been invited to reapply.

195.11/12 TOWN COUNCIL BLOG

1. Ideas for Town Hall uses and promotion of the consultation evening

2. Grants given

3. Grange Road lunch club

4. Famers' Market

196.11/12 CORRESPONDENCE

Correspondence received was noted.

The Mayor reminded the meeting that the act of Remembrance would be held on Friday 11th November at the War Memorial.

With no other items of business the meeting closed at 9.30 pm

Bishop's Castle Town Council Meeting

6th December 2011

MINUTES OF THE MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 6TH DECEMBER 2011 AT 8.00PM

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

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

Prior to the start of the meeting the Mayor welcomed the Headteacher of the Community College, Mr Doust, and members of the Community College Senate who gave a short update of the activities they were involved in. A cheque was presented to the Mayor for the Town Hall Renovation Project.

197.11/12 APOLOGIES FOR ABSENCE.

Councillors Magill and Morris had given apologies due to work commitments. It was proposed by Councillor Carroll, seconded by Councillor Bavastock to accept the reasons for apologies and duly resolved.

198.11/12 DECLARATION OF INTEREST

a) Declarations of Personal Interest.
Councillor Dr Penney declared a personal interest in item 8b) ii) as the planning application is near to his property.
Councillor Bavastock declared a personal interest in item 8 b) iii) because she knows the applicant.
Councillor Carroll declared a personal interest in item 17 because she attended the SpArC advisory Committee

b) Declarations of Prejudicial Interest.
Councillor Furber declared a prejudicial interest in a planning application just received and not on the agenda of 11/04427/FUL T Barnes Motors, New Street because he is friends with the applicant.

199.11/121 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 8th NOVEMBER 2011

It was proposed by Councillor Wright, seconded by Councillor Bavastock and duly resolved that the minutes of the Town Council meeting held on 8th November 2011 be approved and signed by the Mayor as a true record.

200.11/12 MATTERS ARISING FROM THE MINUTES

a) i) *Site meeting in School Lane* – There had been a site visit in School Lane with Glyn Shaw who had agreed to put additional 'SLOW' markings in the road.

201.11/12 UNITARY COUNCILLOR

Councillor Barnes reported that Councillor Barrow had been unable to attend the meeting but has asked that Bishop's Castle Biomass Ltd make their intentions clear regarding the Business Park soon.

A site meeting is to be held outside the Community College following a serious accident recently.

Councillor Barnes is investigating affordable housing for local people and will report back in due course.

202.11/12 MEMBERS OF THE PUBLIC WISHING TO SPEAK

Rosie Byrd – a letter was read out which had been signed by Friday Market traders in response to the rent review.

Cait Leech – a report was given regarding the work of the Arts and Theatre at SpArC. Cait highlighted with Government and Shropshire Council cuts there is likely to be a shortfall of £10,000 for the following financial year. Other sources of funding were being sought but it is often found that funding providers often support projects that have been given local support.

203.11/12 ALTER THE ORDER OF BUSINESS

It was proposed by Councillor Carroll to move item 17 on the agenda to before item 10. Seconded by Councillor Wright and resolved.

204.11/12 TOWN HALL RENOVATION PROJECT

1. The project architect, Philip Belchere, gave a presentation of the plans. Questions were asked including the possibility of noise from the heat exchange process, modesty in relation to the level of windows to the east elevation and fire engineering.

1. It was proposed by Councillor Wright seconded by Councillor Bavastock and resolved to approve the final set of plans as presented by Philip Belchere. The Town Council wished to extend thanks to Philip for his work on the project.

1. A written progress report was circulated by Sam Hine together with the draft business plan and activity plan.

1. It was proposed by Councillor Carroll to receive the Management Structure meeting notes held on 14th November 2012. Seconded by Councillor Wright and resolved.

205.11/12 TOWN AND COUNTRY PLANNING ACT

i) 11/04845/FUL – 11 Kerry Green, Bishops Castle, SY9 5AR. Erection of a rear two storey extension. It was proposed by Councillor Carroll to make no objection, seconded by Councillor Dr Penney and resolved.

ii) 11/04925/FUL – The Chestnuts, High Street, Bishops Castle, SY9 5BQ. Erection of a detached garage. It was proposed by Councillor Carroll to make no objection, seconded by Councillor Bavastock and resolved

iii) 11/04662/FUL - Corn Cottage, 3 Castle Green, Bishops Castle, Shropshire, SY9 5BY. Erection of a sunroom/conservatory to rear elevation. It was proposed by Councillor Holton to make no objection, seconded by Councillor Bavastock and resolved

iv) 11/05138/FUL – Stone House Hospital, Union Street. Erection of two extensions to building (glazed sitting room and glazed porch). It was proposed by Councillor Wright to make no objection, seconded by Councillor Bavastock and resolved

v) 11/04427/FUL – T Barnes Motors, New Street SY9 5DQ. Change of use from A1 (retail) to A5 (Hot food take away) to include internal alterations; installation of new shop frontage. This item was not on the agenda and was deferred until a future meeting.

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Reports of Planning Applications

i) 11/04487/TCA – The Malthouse, 20 Welsh St, Bishops Castle, SY9 5BT. To crown thin by 30% and remove one stem which overhangs Meadow Rise, one Ash tree and remove overhanging branches, one Apple tree within Bishops Castle Conservation area. No Objection.

ii) 11/04534/TPO - Bowling Green, Castle Green, Bishops Castle. Removal of Larch tree protected by The Council of South Shropshire District Council, (Land at the Bowling Club, Bishops Castle, SY9) TPO 1997. Permission Granted.

iii) 11/04416/FUL - 45 Welsh Street, Bishops Castle, Shropshire, SY9 5BS. Erection of extensions to dwelling. Permission Granted.

206.11/12 ACCOUNTS

a) The grounds maintenance was still unsatisfactory. It was agreed a site meeting should be arranged with the Mayor, Councillor Hird and the clerk. It was proposed by Councillor Wright to pay all accounts and authorise the signing of cheques with the exception of Salvia Services which should only paid following the site meeting on the agreement of those attending, seconded by Councillor De Penney and duly resolved.

	£	
Salaries including Inland Revenue		3,296.89
Andrew Wallace		24.24
Diane Malley Expenses - Bucks Fizz & cakes for FM 10th anniversary		19.99
Nikki Rodick Expenses - Farmers Market Mileage + Bucks Fizz + Cups		23.22
Town Crier – Farmers Market 10th Anniversary Mileage		40.50 Fastrack Maintenance - Grass
Cutting	153.98	
Royal British Legion – Wreath		25.00
Salvia Services – November Maintenance		659.00
Norm Reid – Checking and testing of 4 strings of lights for Christmas Lights		60.00
Phils Tool Hire Ltd – platform for Christmas lights		209.70
Shropshire Council – Joint Energy Contract 2011/12 3rd Quarter		288.10
Patricia and Tony Theobald – Expenses Mileage for Town Hall Project		442.35
City Environmental Services Ltd – Asbestos Management Survey		594.00
PHS Group Plc – Toilet Rolls		81.60
2011	2580.20	Communities Can - November
SLCC membership		140.00
Gifford – N&E consultants TH project		975.60
Direct Debits -		
Atlantic Electric – Town Hall toilets Quarter 3 2011/12		28.29
Npower – Town Hall Electricity 11/08/2011 to 10/11/11		308.75
Npower – Playing field Electricity 04/08/2011 to 03/11/11		304.53

207.11/12 DONATION REQUESTS

a) Bishop's Castle Skateboard Association

It was noted that the town council had previously agreed to make a donation of £500 for five years to the Association. 2011 was the fifth year and therefore the £500 should be donated. It was proposed by Councillor Wright to increase the donation already made to total £500 and to request to see the Associations account. Seconded by Councillor Hird and resolved.

b) Nativity Saturday Market –

It was proposed by Councillor Bavastock not to make a donation to this as it is a commercial enterprise, seconded by Councillor Wright and resolved.

c) SpArC

Councillor Carroll proposed the Town Council precept to maintain this community facility and an amount of £2,000 should be made available in the financial year 2012/13. Seconded by Councillor Wright.

There was disagreement from Councillors Bavastock and Hird that the precept should not be used to support the SpArC centre. Councillor Middleton suggested other support be given such as work experience opportunities.

In a vote there were 3 votes for the proposal and 7 votes against. The proposal was therefore lost.

d) Marie curie Cancer care

It was proposed by Councillor Dr Penney to make no donation to this appeal as it is for outside Bishop's Castle area. Seconded by Councillor Bavastock and resolved.

e) Playground Association

It was proposed by Councillor Dr Penney to not subscribe to the Playground association. Seconded by Councillor Bavastock and resolved.

208.11/12 PV SOLAR PANELS

It was proposed by Councillor Hird to accept the offer of a grant from Awards for All. Seconded by Councillor Bavastock and resolved

209.11/12 2012/2013 BUDGET

1. The letter from the Friday traders was noted. It was noted the Town Council did not wish to increase rents but for traders to pay for the number of tables they use. It was proposed by Councillor Hird that the Mayor and Councillor Wright speak to the Friday Traders. Seconded by Councillor Carroll and resolved.

1. Councillor Carroll thought the donations budget should be increased to £5,000 and that £5,000 be put into reserves for the Town Hall Renovation project. She noted there was nothing left in the street lighting reserves and that should be built up again. Councillor Carroll pointed out that until last year there had been no increase in the precept for some years which had meant that there was an individual decrease to council tax payers because in previous years the tax base had increased. Shropshire Council was now capped and indeed facing cuts and therefore the precept should be used to pay for services. Councillor Wright agreed that other local activities should be supported.

Councillor Bavastock disagreed in raising the precept and said the council should be more careful in what it supports.

Councillor Hird felt there could be reductions made in current expenditure, for example in the playing fields, grants, youth support, allotments, footpaths and salaries if the Town Council go back to using volunteers for the Farmers' Market.

Councillor Carroll proposed to accept the budget, seconded by Councillor Wright, with 3 votes in favour and 5 against the proposal was lost.

The budget is to be deferred to a special meeting to be held during December.

210.11/12 PRECEPT

Councillor Bavastock proposed the precept should remain the same level as the previous year, £45,650, seconded by Councillor Dr Penney.

A named vote was requested.

In favour of the proposition were Councillors: Pinches, Bavastock, Holton, Dr Penney, Hird, Middleton

Against the proposition were Councillors: Carroll, Farr, Wright and Furber.

The proposal was carried.

211.11/12 TO CONSIDER LOCAL PRIORITIES THROUGH PARTNERSHIP WORKING

It was proposed that a working party review this document and report its finding back to the special meeting. The working party consist of Councillors: Pinches, Dr Penney, Carroll, Bavastock and Unitary Councillor Barnes. Proposed by Councillor Carroll, seconded by Councillor Bavastock and resolved.

212.11/12 REQUEST FROM LOCAL DEVELOPER

To be discussed by the working party.

213.11/12 PUBLIC CONVENIENCES TRANSFER DOCUMENTS

This item was deferred to a future meeting.

214.11/12 OAK MEADOW FOOTPATH

It was proposed by Councillor Carroll to request dog fouling signs along the footpath, seconded by Councillor Bavastock and resolved. The other items were deferred to a future meeting.

215.11/12 UNAUTHORISED ENTRY INTO THE PLAYING FIELDS

Councillor Carroll proposed the gate be removed and hedge re-instated. Seconded by Councillor Hird and resolved.

216.11/12 QUEEN'S DIAMOND JUBILEE

Deferred to a future meeting.

217.11/12 INTERNAL AUDIT 2011/12

Deferred to a future meeting

218.11/12 MEETINGS ATTENDED

Deferred to a future meeting

219.11/12 TOWN COUNCIL BLOG

Deferred to a future meeting

220.11/12 CORRESPONDENCE

Correspondence received was noted.

221.11/12 EXTEND THE TIME OF THE MEETING

Councillor Wright proposed the meeting be extended to 10.10 pm. Seconded by Councillor Carroll and resolved

222.11/12 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

223.11/12 TO CONSIDER QUOTATIONS FOR PV SOLAR PANELS ON THE AUCTION YARD PUBLIC CONVENIENCES

Deferred to a future meeting

224.11/12 STAFFING COMMITTEE MEETING HELD ON 29TH NOVEMBER 2011

1. The clerk left the room

It was proposed by Councillor Wright, Seconded by Councillor Bavastock and resolved to accept the recommendations of the Staffing Committee in relation to salary increments.

The clerk returned to the room

1. It was proposed by Councillor Wright, Seconded by Councillor Bavastock and resolved to update the Town Council website

With no other items of business the meeting closed at 10.12 pm

Bishop's Castle Town Council Meeting

20th December 2011

MINUTES OF THE SPECIAL MEETING OF BISHOP'S CASTLE TOWN COUNCIL HELD IN THE TOWN HALL ON TUESDAY 20th DECEMBER 2011 AT 8.00PM

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

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

In attendance: Mrs D Malley (Town Clerk)

225.11/12 APOLOGIES FOR ABSENCE.

Councillors Morris had given apologies due to work commitments.

226.11/12.DECLARATION OF INTEREST

a) Declarations of Personal Interest.

There were no personal declarations of interest made

b) Declarations of Prejudicial Interest.

Councillors Furber and Magill declared a prejudicial interest in a planning application

11/04427/FUL T Barnes Motors, New Street because they are friends with the applicant.

227.11/12 TOWN AND COUNTRY PLANNING ACT

i) 11/04427/FUL T Barnes Motors, New Street. Change of use from A1 (retail) to A5 (hot food takeaway) to include internal alterations; installation of new shop frontage.

It was proposed by Councillor Bavastock to make no objection on condition there is a time limit imposed that the premises must close by 9.30 pm so as to not cause a nuisance to neighbouring residents and consideration is given to making New Street one way to traffic. The road is currently narrow with little passing places and no footpath, concerns were raised that the proposals would increase usage of this road and a one way system would alleviate problems associated with this. Seconded by Councillor Wright and resolved.

ii) 11/05495/VAR – Plots 22, 24, 25 & 26 The Wintles. Modification under Section 106A of the Town & Country Planning Act 1990 for the removal of the affordable housing element from the section 106 agreement. It was proposed by Councillor Bavastock to most strongly object to this application on the grounds that a legal agreement was made in good faith and should be adhered to. Seconded by Councillor Dr Penney and resolved.

iii) 11/05362/FUL - Banks Head, SY9 5JQ. Proposed roof over existing agricultural yard between two existing storage buildings. It was proposed by Councillor Bavastock to make no objection, seconded by Councillor Carroll and resolved

228.11/12 TO CONSIDER THE REVISED GARDENING AND GROUNDS MAINTENANCE SCHEDULE

a) Councillor Dr Penney noted some of the beds were full of wild strawberry and other weeds and were no good. The boulder beds were better. He suggested planting more shrubs closer together and grassing over the remainder.

Councillor Carroll pointed out that the contractor had spent more hours carrying out checks than actually gardening. There is an opportunity for the Duke of Edinburgh students to help clear the beds and using the capital budget from Oak/Brick Meadow, perennials could be purchased to fill up the spare spaces.

Councillor Pinches felt the schedule could be reduced further by reducing the amount of times the hedges were cut back and reducing the number of health and safety checks taking place.

Councillor Carroll proposed the revised schedule be accepted, seconded by Councillor Magill and resolved.

b) It was reported that following the site visit with Salvia Services with the Mayor, Councillor Hird and the clerk there had been a mutual agreement to terminate the contract as of 14th December and that Salvia Services will be paid up to that date. It was noted there were items such as Health and Safety checks that need to be continued until the financial year end.

The clerk left the room

Councillor Carroll proposed that Peter Malley be appointed as an emergency contract to undertake the safety checks and water winter baskets until a new contractor is appointed. Seconded by Councillor Magill and resolved.

The clerk returned to the room.

229.11/12 TO CONSIDER THE ANNUAL BUDGET

a) Councillor Wright reported back the meeting the Mayor and he had with the Friday Market traders. The traders insist they will be unable to trade with less space. It was acknowledged the Town Council has allowed the traders to expand without objection over a period of many years. The traders suggest they may accept a small increase in rental. The idea of additional stall holders may assisting the current market was muted, the traders were mainly concerned there would be more competition but generally thought the market could expand upstairs in preference to stall holders crossing over to the Saturday Market.

Councillor Wright proposed a small rental increase of 10% which would be the equivalent of 66 pence for a single stall.

Councillor Carroll suggested the tables are reorganised like the Farmer's Market so there are three L shaped stalls along the east wall. Councillor Bavastock felt a table policy should be enforced now so as to not set precedence for future years.

It was proposed by Councillor Dr Penney that Councillors Pinches and Wright, together with the clerk meeting with the traders individually, seconded by Councillor Holton and approved.

b) Budget.

Individual budget heading were discussed such as toilets, it was thought this budget heading could be reduced because the PV solar panel costs are likely to be reduced by 30% in February/March time.

There was discussion of why half the allotment income was returned to the Allotment Society, it was reported this took place to allow the society to carry out minor works without bothering the Town Council. Councillor Bavastock proposed an annual review should take place of this procedure, seconded by Councillor Wright and resolved.

The clerk reported she was still attempting to address the loss of small business rate relief in relation to the business rates.

It was agreed to bring the item heading of floral displays back to a future agenda. It was noted the floral displays are paid for out of the Environmental Enhancement Grant.

Councillor Carroll proposed the budget be accepted as it is, seconded by Councillor Wright and duly resolved (with 2 votes against).

230.11/12 TO CONSIDER LOCAL PRIORITIES THROUGH PARTNERSHIP WORKING

Councillor Carroll gave a short report on the Communities Infrastructure Levy (CIL).

The clerk reported the recommendations of the working party who worked on this consultation.

It was proposed by Councillor Bavastock, seconded by Councillor Wright and duly resolved to accept the responses suggested by the working party.

231.11/12 ACCOUNTS

Further accounts had been received:

	£
Ian Rowson – emergency repair and replacement to fencing in Oak Meadow	660.00
Interpublic – repairs to water recycling unit	254.64
Overtime for Andrew Broome following Christmas Lights festival	

With the addition of the above accounts it was proposed by Councillor Carroll to accept the accounts for payment and authorize signatories to sign the cheques. Seconded by Councillor Wright and resolved

Ian Rowson –	£590
to excavate ditch at Town Hall large enough for 3 x 1m earthing mats to be installed	
BT – intranet services	£119.70

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With no other items of business the meeting closed at 7.43 pm