

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Tuesday 2nd January, 2018
at 7.15pm.

PRESENT:

Town Mayor (Chair):	Cllr R Hartley
Councillors:	Cllrs Mrs J Clayton, G Elner, J Frost, P Goulbourne, D Lunn, Mrs E Peers, Mrs A Wignall and Mrs J Williams
Town Clerk:	Mandy Evans
Assistant Clerk:	Phil Smith
Unitary Councillor:	0
Members of the Public:	0
Press:	1
Police:	0
Guests:	0

Public Question Time No members of the public were present.

The Mayor welcomed Councillor David Lunn to his first meeting since his co-option to the Town Council.

- 178/17 **To Receive Apologies and Reason for Absence.**
- RESOLVED** - that the apologies received from Councillors Mrs M Lagoyianni
- unwell - and I Ward - personal reasons - be approved.
- 179/17 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**
- None.
- 180/17 **Grant Dispensations**
- None received.
- 181/17 **Response to Public Questions**
- None received.
- 182/17 **Police Matters**
- No report was available for December 2017.
- 183/17 **Shropshire Council Report**
- Apologies had been received from Shropshire Cllr Mrs A Hartley.
- 184/17 **Minutes**



It was moved by Cllr P Goulbourne, seconded by Cllr Mrs J Clayton and

RESOLVED - that the minutes of the Town Council meeting on the 4 December, 2017 be approved and signed by the Town Mayor as a true record.

185/17

Clerk's Report

The Clerk's report on correspondence circulated since the last meeting, planning matters and matters arising from previous meetings had been circulated with the Agenda.

The report was noted.

186/17

Meeting with Shropshire Council Highways

Further to the discussion at the last meeting regarding traffic/highways issues, particularly in the Trimley/Brownlow Road area, the Town Clerk reported that a meeting had been arranged with representatives from Shropshire Council to discuss these concerns. The meeting was taking place on Wednesday 31 January 2018 at 10.30am at the Town Hall, and nominations were sought for around four Members to represent the Council at the meeting.

The Mayor reported that unfortunately he was unable to attend on that date.

RESOLVED - that Councillors G Elnor, P Goulbourne, Mrs E Peers and Mrs J Williams attend the meeting with Shropshire Council Highways on behalf of the Town Council.

187/17

Walkway Around Birch Road Pond

Further to the report at the last meeting that the wooden walkway around Birch Road pond needed to be inspected for remedial repairs, the Town Clerk reported that Shropshire Wildlife Trust had cordoned off the walkway. They were now seeking funding for the necessary works to be carried out, and hoped that the walkway would be open again by the spring.

The report was noted.

188/17

All Together Ellesmere

(i) Market Town Revitalisation Programme Agreement Letter

The Town Clerk reported that the service level agreement between the Town Council and All Together Ellesmere had been updated to reflect the new arrangements regarding the pop-up marquees and the Tourist Information Centre, and had been signed and filed accordingly. Noted.

(ii) Annual Review of Tuesday Market

The Town Clerk reported that no issues regarding the Market had been reported to her over the preceding twelve months. During the ensuing discussion, there was some concern at the reduced number of regular stallholders. While



acknowledging that the responsibility for the promotion and running of the Market lay with All Together Ellesmere, it was suggested whether consideration had been given to having charity stalls as part of the Tuesday Market.

AGREED – that the Council’s representative on All Together Ellesmere (Cllr Mrs M Lagoyianni) be asked to find out information on the current regular stall-holders and whether consideration has been given to including charity stalls as part of the Tuesday Market.

189/17

Correspondence

(i) Items for consideration

The following items of correspondence had been circulated and were noted:

Severn Trent Water – Road Closure on Scotland Street, Ellesmere on 28 January 2018 and Road Closure on Watergate Street, Ellesmere on 4 March 2018.

Arboretum, Castlefields – further to the comments submitted by the Council in relation to the application for removal of trees as part of the Lost Garden Terraces Project, the Shropshire Council Country Parks and Sites Officer (North) had offered to show Members around the Arboretum and explain the plans for the Project. **AGREED** – that the offer of a tour around the Arboretum be accepted.

Merefest – the Shropshire Council Country Parks & Heritage Sites Manager had confirmed that restricting public access to Cremorne Gardens for the Merefest was against the objectives of the Mere Charitable Trust.

Ellesmere Rotary Regatta - a letter of thanks for the Council’s support of the 2017 Regatta had been received. The event had raised £3700 for their nominated charity, with a further £700 donated to local charities.

Universal Credit Full Service – training and awareness sessions relating to the roll-out of Universal Credit across North Shropshire.

Shropshire Mind – information about the work of Shropshire Mind and how to provide support.

(ii) Other Correspondence received after the Agenda being sent out.

Future Hospital Configuration in Shropshire and Telford & Wrekin – letter and report from Cllr Andrew Eade (Telford & Wrekin Council) regarding a proposed ‘third option’ for public consultation on the future of hospital services in the county. Noted.

PSSA Report on the Results of Auditors Work 2016/17 for Local Government Bodies – noted.

Second Homes Survey – a request for NALC member councils to complete a survey to support a proposal from Cromer Town Council for legislative change to enable better funding for services provided to permanent residents in areas with a high proportion of second homes and holiday homes. Noted as not applicable to Ellesmere.

Midwife-Led Maternity Units – notification from the Shrewsbury & Telford Hospital Trust that the inpatient maternity services at Midwife-Led units in Bridgnorth, Ludlow and Oswestry would re-open on 1 January 2018 following temporary closure due to staffing shortages. Noted.



"Ski Sunday" Event – correspondence regarding a request to Shropshire Council to hold a water skiing event on The Mere had been forwarded to the Council. While it was for Shropshire Council to respond, Members felt that it was a good idea/initiative but The Mere was not an appropriate location for water skiing and that perhaps a possible alternative, such as Whitemere, could be explored. The Mayor stated that he had been in touch with the Countryside and Heritage Sites Manager at Shropshire Council regarding this request, and he would convey the Town Council's views to feed into their response.

Ellesmere Joint Parishes Burial Committee – further to the item at the last meeting (minute 171ii), Ellesmere Rural Parish Council had agreed to the Town Council being the lead authority for the Joint Burial Committee (JBC) from 1 April 2018. The Internal Auditor had also clarified the role/powers that the EJPBC would have under the new arrangements. Noted.

190/17

Planning

a) Planning Applications For Consideration

(i) 17/05619/FUL – Erection of a two storey side extension following demolition of existing outhouse, formation of new vehicular access with visibility splay, parking and turning area – 12 Grosvenor Cottages, Ellesmere.

In view of objections to the application from neighbours, it was moved by Cllr G Elner, seconded by Councillor Mrs J Williams and

RESOLVED – that consideration of the application be delegated to the Planning & Infrastructure Committee so that a site visit can take place.

(ii) 17/05512/VAR – Variation of Condition 2 attached to planning permission 07/01210/FUL (erection of 12 dwellings) to allow change of design to plot 7 – Land Rear of Sheraton House, St John's Hill, Ellesmere.

RESOLVED – that the application be supported with no further comments.

(iii) 17/05845/FUL – Alterations and additions to existing property – Lake House, Grange Road, Ellesmere

RESOLVED – that the application be supported with no further comments.

b) Planning Applications/Decisions Received after the Issue of the Agenda

(i) 17/05458/FUL – Erection of a Log Cabin 4.5m x 2.5m x 2.5m high in the front garden of a dwelling house to be used as a home office – 8 Berwyn View, Ellesmere.

This application had been considered previously by the Planning & Infrastructure Committee. However, further information/amendments had been submitted by the applicant, and the Council was asked if it wished to make any revised/additional comments.



RESOLVED – that no additional comments to those made by the Planning & Infrastructure Committee be submitted.

ii) 17/05634/TCA – Works to trees within Ellesmere Conservation Area – Arboretum at The Mere, Ellesmere. Decision: No Objection.

Noted.

c) Proposal to Make Parish and Town Councils Statutory Consultees in the Planning Process

Cllr G Elner, Chair of the Planning & Infrastructure Committee, reported that the issue of giving town and parish councils statutory consultee status had been raised by the National Association of Local Councils and more locally through SALC. It was felt that this proposal would give more weight to the views of local councils and would allow for them to be consulted on planning matters at an earlier stage.

The Town Clerk added that the issue would be discussed by NALC on 16 January 2018. Cllr P Goulbourne added that it was an issue that could be raised by the SALC Executive Committee at a meeting with Shropshire MPs later in the month.

AGREED – that the issue be raised with the Shropshire MPs, pending feedback from NALC on the way forward.

191/17

Finance

(i) Payments for November 2017

The payments made during November, 2017 had been circulated with the Agenda. It was moved by Cllr Mrs A Wignall, seconded by Cllr P Goulbourne and

RESOLVED – that the payments for November 2017 be approved, confirmed and signed as a true copy.

(ii) 2018/19 Budget Deliberations

The Town Clerk reported that she had started work on the budget for next year, and a meeting of the Finance, Asset & Resources Committee would be arranged for later in the month to consider the budget and make recommendations to Full Council. Noted.

(iii) 2018/19 Council Tax Precept

The Town Clerk reported that Shropshire Council had written to set out their requirements for the submission of the Council's precept for 2018/19. They had indicated that if there was a zero increase in the precept, the amount raised would be £202,780.00. Noted.

(iv) Bank Balances – Third Quarter



The Town Clerk notified Members' of the Council's bank balances at the end of the third quarter were as follows:

Account 1 - £71,451.27
Account 2 - £2,218.17
Account 3 - £76,365.67
Santander - £75,086.98 (as at 1/4/17)

The report was noted.

(v) Internal Auditor for 2018/19

RESOLVED - that JDH Business Ltd be appointed as Internal Auditor for 2018/19.

(vi) Provisional 2018/19 Local Government Finance Settlement

AGREED - that the consultation document on the Finance Settlement be considered by the Finance, Asset & Resources Committee.

192/17

Policies and Procedures

(i) Expenses Policy

Further to the discussion at the 6 November 2017 meeting (see minute 150), information was circulated showing the policy of other Town Councils in Shropshire relating to the payment of expenses to Councillors. The Assistant Clerk reported that all those Councils he had spoken to allowed Members to claim for travel expenses for attending official duties eg: attending a training course in Shrewsbury, attending a LJC meeting on behalf of the Council. The standard mileage rate paid was £0.45 per mile. Apart from one Council, no others had a policy for a subsistence allowance or other expenses.

During the ensuing discussion, it was felt that covering Members' travel expenses for attending meetings/training outside the town would help to encourage participation and not leave people out of pocket. It was stressed that it would not be compulsory to claim such expenses, and Councillors could choose not to if they so wished.

The Town Clerk suggested that, if the payment of travel expenses was approved, the new policy be introduced from 1 April 2018 to allow a small sum of money to be allocated in the budget. Any revised policy would also include details of the approved duties that Councillors could claim travel expenses for.

RESOLVED -

(a) that the Expenses Policy be amended to include provision from 1 April 2018 for the payment of travel expenses to Councillors for attending approved duties;

(b) that the mileage rate payable be set at £0.45 per mile.



(ii) Councillors and Clerk Relations Protocol

A draft of a suggested protocol had been previously circulated. The Town Clerk reported that it was based on a national model protocol that had been introduced to assist both Councillors and the Clerk in their working relationships.

RESOLVED - that the Councillors and Clerk Relations Protocol be approved.

(iii) Scheme of Delegation

A copy had been circulated. The Town Clerk reported some minor amendments to the wording had been incorporated.

RESOLVED - that the revised Scheme of Delegation be approved.

193/17


Date of Next Meeting

Monday, 5th February, 2018.

The meeting closed at 8.40pm

Mayor:

Date:



Date: 19/12/2017

Ellesmere Town Council 2017/2018

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Time: 10:57

Cash Book No : 1

User : MAE

Town Council Current A/c

Payments made between 01/11/2017 and 30/11/2017

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	Nominal Ledger Analysis			£ Amount	Transaction Details
					£ VAT	A/c	Centre		
01/11/2017	British Telecom	DDR	115.03		19.17	4105	101	95.86	2 Clerks Phones 1 Broadband
02/11/2017	B Lewis	7400	900.00			4312	103	900.00	Grounds Maintenance - Nov
02/11/2017	SLCC	7401	20.00			4020	101	20.00	Clerk's Training 4/12/17
02/11/2017	HM Plumbing & Maintenance Ltd	7402	339.98			4603	202	339.98	WC Blockage & Repairs - TH
02/11/2017	T Ratcliffe Associates	7403	387.00		64.50	4111	101	322.50	Church Wall Drawings
02/11/2017	Bates Office Services Ltd	7404	38.40		6.40	4101	101	32.00	Shredding Service
02/11/2017	Shropshire Council	7405	7,053.22		11.20	4111	101	56.00	PAYE - October
						4011	203	212.76	PAYE - October
						4010	101	487.32	PAYE - October
						4006	203	13.52	PAYE - October
						4005	101	279.33	PAYE - October
						4001	203	2,143.60	PAYE - October
02/11/2017	The Signtists	7406	50.00			4000	101	3,849.49	PAYE - October
						4402	104	50.00	New Sign - Berwyn View
02/11/2017	Shropshire RCC	7407	26.00			4109	101	26.00	Annual Membershi Renewal
02/11/2017	Ellesmere P J Burial Committee	7408	12,433.67			4452	105	12,433.67	Precept less Loan Repayments
02/11/2017	Shrops Assoc of Local Councils	7409	130.00			4202	102	130.00	Cllr Training - GE & EP
02/11/2017	Ricoh UK Ltd	7410	189.50		31.58	4100	101	157.92	Clerk's Printer
02/11/2017	Border Janitorial Supplies	7411	267.44		44.57	4600	202	222.87	Cleaning Materials TH
02/11/2017	Shrops Assoc of Local Councils	7412	75.00			4202	102	25.00	Cllr Training
02/11/2017	HM Plumbing & Maintenance Ltd	7413	66.00			4020	101	50.00	Clerk's Training
						4603	202	66.00	Ladies WC Repair TH
02/11/2017	Zip Heaters	7414	354.77		59.13	4603	202	295.64	Hydroboil Service & Repair
02/11/2017	Playsafety Ltd	7415	474.00		79.00	4402	104	395.00	ROSPA Inspection
02/11/2017	Greenfingers Ltd	7416	569.60		94.93	4310	103	474.67	Grounds Maintenance
06/11/2017	British Gas Business	DDR	1,055.86		175.97	4132	101	879.89	Gas - TH
13/11/2017	Mrs Mandy Evans - Clerk	7417	32.24		5.37	4570	107	26.87	Remembrance Sunday Refreshmen
13/11/2017	Salop Medical Services (UK) Lt	7418	360.00		60.00	4313	103	300.00	AED & CPR Traini at TH
13/11/2017	J S Wainwright & Son	7419	60.00		10.00	4603	202	50.00	Water Repairs - Ba at TH
13/11/2017	Princes Electrical Contracting	7420	84.00		14.00	4603	202	70.00	Replaced Light - Bar at TH
13/11/2017	Tudor Griffiths	7421	7.04		1.17	4603	202	5.87	Batteries
13/11/2017	S P Services (UK) Ltd	7422	20.87		1.98	4313	103	18.89	AED Kit & AED Bo
13/11/2017	Shropshire Council	7423	1,080.00		180.00	4111	103	900.00	Tree Safety Inspection
13/11/2017	E.on Energy Solutions Ltd	7424	92.20		15.37	4301	103	76.83	S/Light Repairs - S Michael's
Sub Total Carried Forward			26,281.82	0.00	874.34			25,407.48	



Date: 19/12/2017

Time: 10:57

Ellesmere Town Council 2017/2018

Page No: 2

Cash Book No : 1

User : MAE

Town Council Current A/c

Payments made between 01/11/2017 and 30/11/2017

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	Nominal Ledger Analysis			£ Amount	Transaction Detail
					£ VAT	A/c	Centre		
13/11/2017	Technical Services Shrops Ltd	7425	78.00		13.00	4311	103	65.00	CCTV Call out
13/11/2017	K & S Roofing (Whitchurch)LTD	7426	463.18		77.20	4603	202	385.98	Roof Repairs - TH
13/11/2017	Royal British Legion	7427	25.00			4570	107	25.00	Wreath Donation
13/11/2017	Opus Energy	DDR	354.29		59.05	4131	201	295.24	Electricity - TH
15/11/2017	Shropshire Council	DDR	804.00			4130	201	804.00	Business Rates - T
16/11/2017	Aceplay Ltd	7428	1,142.45			4402	104	1,142.45	Play Area Repair & Goal Posts
16/11/2017	Ellesmere Chamber of Commerce	7429	15.00			4215	102	15.00	Xmas Window Comp 1st Prize
16/11/2017	Ellesmere Chamber of Commerce	7430	5.00			4215	102	5.00	Xmas Window Comp - 2nd Prize
20/11/2017	Shropshire Council	7431	120.00		20.00	4700	101	100.00	Post & Sign Installation
20/11/2017	PG Skips Ltd	7432	64.61		10.77	4604	202	53.84	Skip Hire Mkt Hall
20/11/2017	PG Skips Ltd	7433	74.21		12.37	4604	202	61.84	Skip Hire - TH
20/11/2017	Shrops Assoc of Local Councils	7434	50.00			4202	102	25.00	Clerk & Cllr Trainin
20/11/2017	Technical Services Shrops Ltd	7435	900.49		150.08	4311	103	750.41	CCTV Repairs
20/11/2017	J C Dyke	7436	13.45		2.24	4603	202	11.21	Batteries - TH
27/11/2017	Waterplus	7437	336.07			4133	201	336.07	Water - TH
27/11/2017	Waterplus	7438	122.52			4333	103	122.52	Water - Cross St WC's
27/11/2017	Greenfingers Ltd	7439	569.60		94.93	4310	103	474.67	Grounds Maintenance
30/11/2017	Peninsula Business Services Lt	DDR	208.80		34.80	4111	101	174.00	Employment & Business Safe
Total Payments :			31,628.49	0.00	1,348.78			30,279.71	