

## ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 4<sup>th</sup> June, 2018 at 7.15pm.

<b>PRESENT:</b>	Town Mayor (Chair):	Cllr R Hartley
	Councillors:	Cllrs J Frost, P Goulbourne, D Lunn, Mrs E Peers, B Reincke, Mrs A Wignall and Mrs J Williams
	Town Clerk and RFO:	Mandy Evans
	Assistant Clerk:	Phil Smith
	Unitary Councillor:	1
	Members of the Public:	1
	Press:	1
	Police:	0
	Guests:	0

Public Question Time The following question/issue was put to the Council:

A resident reported her concerns regarding a planning application for the location of two air conditioning units and two compressors to the rear of the Co-op store on Cross Street, Ellesmere. Her property adjoined the store, and she was concerned that the noise from these units running 24/7 would cause a nuisance, particularly in the evenings if sitting out in the garden. She had raised her concerns with the Planning Officer, but had been told that the likely noise levels were within permitted limits for town centres. She questioned the noise figures being quoted, and would like the planners to consider the noise that would be audible from her garden.

**36/18            To Receive Apologies and Reason for Absence.**

**RESOLVED** - that the apologies received from Councillors Mrs J Clayton - prior commitment, G Elner - unwell, Mrs M Lagoyianni - unwell, and I Ward - holiday - be approved.

**37/18            Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

Councillor P Goulbourne declared a non-pecuniary interest in planning application 18/02274/ADV for consideration at agenda item 12.

Cllr R Hartley declared a personal interest - as a member of Ellesmere Bowling Club - in relation to an item of correspondence from the Club at agenda item 11.

**38/18            Grant Dispensations**

None received.

**39/18            Response to Public Questions**

The Town Mayor stated that the planning application referred to by the member of the public was included on the agenda for discussion later in the meeting, and

the Council would bear in mind the comments made when considering its consultation response.

40/18

**Police Matters**

No report for May 2018 had been received.

41/18

**Shropshire Council Report**

Shropshire Cllr Mrs A Hartley reported on the following matters:

- further to her report at the last meeting regarding a review of Children's Centres in the county, there had been a consultation meeting earlier in the day at the Ellesmere Children's Centre. It wasn't clear how well advertised this had been, but nobody from the public had turned up. It did appear that the Centre was under-utilised at the moment, and the review was suggesting the concentration of 'hubs' in the main market towns, with outreach services being provided to smaller settlements such as Ellesmere. Therefore, the Ellesmere Centre would close under these proposals. Members were encouraged to respond to the on-line consultation exercise on the proposals.

- further to her report at the last meeting, it was confirmed that Councillor Peter Nutting had been elected Leader of Shropshire Council, as well as Mayor of Shrewsbury, for 2018/19.

- a review was also taking place into the future of the Community Enablement teams, with a view to disbanding them and absorbing staff into other teams. Members expressed alarm at this review, given the support and assistance that the local Community Enablement Officer provided to local parish and town councils, voluntary and community groups. In response to a question about what the impact would be on social prescribing, Cllr Hartley stated that it was likely that the two staff involved with that would be moved into Public Health - however, the budgets for public health were also under severe pressure.

**RESOLVED** - that the Council write to the Shropshire Council Leader and the relevant Portfolio Holder (copied to the Chief Executive) asking for more information about the future of the Community Enablement teams, and stressing the importance that they play in supporting local communities and town/parish councils.

42/18

**Minutes**

In relation to a question regarding minute 10, the Town Clerk reported that no response had yet been received from Shropshire Council about the S106 funding provided for the new Town Hall Entrance. No application had yet been made for a loan to cover the shortfall, and it was clarified that the resolution was to agree the principle of a loan up to £25k.

It was moved by Cllr Mrs J Williams, seconded by Cllr Mrs A Wignall and

**RESOLVED** - that the minutes of the Town Council meeting on the 9 May, 2018 be approved and signed by the Town Mayor as a true record.





43/18

### Town Mayor and Clerk's Reports

The Town Mayor and Deputy Mayor reported that they had attended the Joint Dinner with Ellesmere Rural Parish Council and the recent Art Exhibition at Ellesmere College. The Deputy Mayor had also attended a Royal Wedding celebration event and deputised for the Mayor at a Rotary "meet and greet" with representatives from a branch who were campaigning/fundraising for polio prevention.

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

The reports were noted.

44/18

### Conflict of Interest

Further to minute 8 at the last meeting regarding concerns raised about the potential conflict of interest of the Shropshire Council Leader with his role as Mayor of Shrewsbury Town Council, the Town Mayor and Town Clerk reported that it was a matter for Councillor Nutting himself to manage, and that compliance/legal officers at Shropshire Council would be monitoring the situation. In response to questions and further concerns raised by Cllr Mrs E Peers, it was reported that there was no legal basis to prevent a Councillor from being a member (and office-holder) of more than one authority. Councillor Nutting should be aware of the sensitivities of taking on two such high-profile roles, and systems were in place to deal with the declaration of any potential conflicts of interest.

The situation was noted.

45/18

### Cemetery Working Group

The Town Clerk reported that the agency and tenancy agreements for the Cemetery Lodge had been received from Bowen, Son & Watson. Following the last meeting (minute 12), some amendments had been made to the draft Agreement between the Town and Rural Parish Councils. The document was now with the Rural Parish Council for their comments/feedback.

The report was noted.

46/18

### Correspondence

#### (i) Items for consideration

The following items of correspondence had been circulated:

Beech Grove Recreation Area - further to minute 257/17, Greenfingers Ltd (the Council's Grounds Maintenance contractor) had inspected the football pitch area on the playing field following reports of boggy areas forming during the recent season. Greenfingers had advised that there were areas around the perimeter of the pitch that were prone to holding water due to run-off. It was felt that the pitch itself had held up well, considering the wet winter/spring, but it was recommended that it would benefit from some aeration work and top dressing

to help improve drainage and root growth. The Town Clerk reported that she would get some quotes for this work. Noted.

Elson Road Speeding Issues – the Town Clerk reported on recent correspondence from a local resident regarding the speed of traffic on Elson Road, enforcement measures and the possibility of having a pedestrian crossing installed. Shropshire Council Highways and the local Police team had been asked for their comments, and as reported to the Council previously, they had confirmed that there was not a suitable location on Elson Road for a mobile speed camera vehicle, and that the Council had no available funding for speed reduction measures. However, they had suggested whether the Town Council could fund a flashing vehicle activated speed sign for Elson Road. The cost would be around £3-4k, and the Town Clerk advised that this could be included in the estimates for next year's budget.

**RESOLVED -**

- (a) that Shropshire Council be asked if a temporary flashing vehicle activated speed sign can be located on Elson Road for a trial period;**
- (b) that, if the trial is successful in reducing vehicle speeds, consideration be given to including funding in the 2019/20 budget for a permanent sign.**

Seafarers UK Merchant Navy Day, 3<sup>rd</sup> September, 2018 – request for the Town Council to fly the Red Ensign Flag, which is the official flag of the British Merchant Navy, to mark this occasion. Agreed.

NABMA Service Level Agreement – the National Association of British Market Authorities were seeking expressions of interest from members and partners to provide admin and clerical support through a service level agreement. Members agreed that the Town Council did not have the resources to be able to take on such a role.

Ellesmere Town Scout Group - thank you letter following recent hire of the Town Hall for a sleepover. Noted.

Future Fit Briefing to SALC Executive - Monday 4<sup>th</sup> June, 2018 at the Wroxeter Hotel. (7pm). Noted

"Working together to make a difference" Conference - 6<sup>th</sup> June, 2018, Oakengates Theatre, Telford. Noted.

CCTV Grant Application Forms – revised form circulated for community safety partnerships. Noted.

Big River Clean Up – events along the River Severn organised by Shropshire Wildlife Trust. Noted.

Crane Quality Counselling – request for a small grant to this charity providing counselling services in Shropshire for vulnerable groups. The Town Clerk reported that the grants/donations budget for 2018/19 had been allocated.

**AGREED - that an application form be sent to this organisation if they wish to apply for a grant/donation in 2019/20.**

Queens Award for Voluntary Service – nominations for voluntary groups to receive this award to be received by midnight 14<sup>th</sup> September, 2018. Noted.

Youth Commissioning Grant Funding – application to the Local Joint Committee from Ellesmere "Fit and Fed" Youth Holiday. Noted.

NALC L05-18 Data Protection Fees. Noted.





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

Staffing issues – the Town Clerk reported that one of the Caretakers was having problems with setting up the stalls for the Tuesday Market due to a deteriorating back condition.

**AGREED – that the issue be referred to the Staffing & Governance Sub-committee, and that All Together Ellesmere be informed of the situation regarding the market set-up.**

Shropshire HR briefing – 11 July 2018. Noted.

Ellesmere Bowling Club – further to the discussion at the last meeting, a further letter had been received from the Bowling Club inviting Councillors to visit the Club and its site. The Town Mayor added that he had had some further discussions, and it appeared that the Club was looking for assistance in improving access to the site for visitors.

**AGREED – that the invitation be accepted, and that the visit to the Bowling Club take place on Friday 8 June 2018 at 10am, subject to this being acceptable to the Club.**

Canal Warehouse, The Wharf – response to recent concerns received from the owners, Pochins, to say that the building has been inspected and found to be structurally sound. They were also putting together a package of works to undertake repairs and general housekeeping. Noted.

SALC North Shropshire Area Committee – notice of the Annual Meeting on 18 June 2018 in Wem. The Town Mayor would be attending. Noted.

Right Home Right Place – May newsletter. Noted.

SALC Training Event – training for new Mayors, Deputies and support staff – 29 June 2018 at Shirehall. Noted.

Cemetery Working Group – at their meeting on 31 May 2018, the Cemetery Working Group had recommended taking up one of the tarmac paths to allow for additional grave space, and to provide a new non-tarmac access path. The Town Clerk reported that there was no specific money in this year's budget for these works. Cllr J Frost stated that the works were not immediately urgent, and could be deferred to next year.

**AGREED – that the request from the Working Group be included for consideration in the draft budget estimates for 2019/20, and that Ellesmere Rural Parish Council be notified accordingly.**

The Working Group had also asked if the Town Council consider taking over the ownership of the old Workhouse Cemetery. The Town Mayor advised that this was already something that had been raised at the recent meeting with the Leader of Shropshire Council.

Christmas Lighting Scheme – the Town Clerk reported that two of the companies approached about providing a lighting scheme for the next three years had submitted proposals and costs. A meeting of the Task and Finish Group would be convened to look at the proposals in detail. Noted.

Barry's Gardening Services – request for the monthly payments for the gardening contract to be paid by BACS rather than cheque due to bank taking longer to process cheques. It was moved by Cllr P Goulbourne, seconded by Cllr Mrs J Williams and

**RESOLVED - that the monthly payments to Barry's Gardening Services be made by BACS.**



Healthwatch Shropshire – request for volunteers. Noted.

Area 9 Health, Safety & Environment Week – event in Telford from 5-8 June 2018. Noted.

Play Areas – The Play Inspections and Maintenance Officer at Shropshire Council had identified a couple of issues at Kingfisher Walk and Beech Grove play areas that needed remedial work. The Town Clerk reported that she would get quotations for the works ahead of the annual inspections later in the summer. Noted.

Car Parking Charges at Mereside – Shropshire Council were consulting on a proposal to remove the 50% concessions on charges for on-street parking at The Mereside on Sundays and public holidays. The matter had been discussed with representatives from Shropshire Council at a pre-meeting, and it was

**RESOLVED** - that the Town Council supports the proposal to remove the concessions on car parking charges at Mereside in order to encourage off-street parking and reduce congestion, and also to allow more income to be generated for the upkeep of the Countryside Park.

47/18

### Planning

#### a) Planning Applications For Consideration

(i) 18/01027/OUT – Old Railway Station, Brownlow Road, Ellesmere – hybrid application for residential development of 65 dwellings: comprising outline application for the erection of 58 dwellings with all matters reserved, and for full planning application for the conversion of the Old Railway Station building into 7 apartments with car parking, access road, public open spaces and associated works.

The applicants had submitted amended proposals in response to comments submitted by consultees and others. However, the main concerns of the Town Council regarding the access, highway safety and the impact on the local road network had not been addressed by the applicants. It was therefore moved by Cllr Mrs J Williams, seconded by Cllr P Goulbourne and

**RESOLVED** – that the Council re-states its objections to the application as previously submitted on 6 April 2018.

(ii) 18/02007/FUL – 28 Stanham Drive, Ellesmere – erection of two storey and single storey extensions.

It was moved by Cllr P Goulbourne, seconded by Cllr Mrs E Peers and

**RESOLVED** - that consideration of the application be deferred for a site visit.

(iii) 18/02026/FUL – 25-29 Cross Street, Ellesmere – erection of canopy over walkway of 2no AC units, 1 no condenser and 2 no compressors to rear of store on new concrete base and decoration of shop front frames and doors.





Members referred to the representations that had been made earlier in the meeting by a neighbour who was concerned at the potential noise from the air conditioning units/compressors that would be heard from her garden. It was noted that the siting of the units would be immediately next to the boundary wall with the neighbour's garden, and it was felt that not enough had been done to assess the noise impact on the amenity of the garden/outside area of the adjoining property.

It was moved by Cllr P Goulbourne, seconded by Cllr Mrs E Peers and

**RESOLVED** - that the Council objects to the application on the following grounds:

There is concern at the potential noise nuisance that the air conditioning units/compressors will cause for neighbours. It appears that the noise impact report is based on what is likely to be heard inside the neighbouring property, but not on what noise levels will be like in their garden - particularly in the evening. One solution would be to move the units away from the proposed location to another part of the yard, but if this is not feasible then information should be sought on the likely noise levels that would be heard from the garden of the neighbouring property before any decision on the application is taken.

(iv) 18/02274/ADV - Land at Plantation Wood, Sandy Lane, Ellesmere - erect and display 2 no notice boards.

It was moved by Cllr Mrs J Williams, seconded by Cllr J Frost and

**RESOLVED** - that the application be supported with no further comments.

(NB: Cllr P Goulbourne did not vote on this application)

(b) Planning applications received after the issue of the Agenda

(i) 18/02414/FUL and 18/02415/FUL- Lakelands School, Oswestry Road, Ellesmere - construction of an all-weather sports pitch and creation of a temporary vehicular access.

It was moved by Cllr Mrs J Williams, seconded by Cllr Mrs A Wignall and

**RESOLVED** - that the applications be supported in principle, subject to application 18/02414/FUL being conditioned to control the times of usage of the pitch and floodlights in order to minimise any impact on nearby residents.

of the Working Group and the process to be followed for the production of newsletters and press briefings.

**RESOLVED – that the Protocol be approved.**

49/18

**Tuesday Market Workshop Group**

The notes of the first meeting of this newly formed Group had been circulated for information. The Group had been set up under the auspices of the Chamber of Commerce to look at ways to revitalise the Tuesday Market. Cllr B Reincke reported that a second meeting had been held, although fewer traders had attended. A further meeting was being arranged to discuss options and what practical actions might be possible to help the Market.

The report was noted.

50/18

**Road Safety Policy**

Further to Minute 30/18 at the last meeting, one highways safety issue had been notified for reporting to Shropshire Council – at the narrow section of Swanhill traffic coming down the hill should be made to give way to vehicles travelling up the hill. Noted.

51/18

**Town & Parish Council Forums**

The Town Clerk reported that Shropshire Council held occasional forums for town and parish councils on issues of mutual interest. When information on a forthcoming Forum was received, she would e-mail Members to find out who was interested in attending. Noted.

52/18

**Annual Governance & Accountability Return 2017/18**

The Town Clerk referred to the Annual Governance Statement and Accounting Statements for 2017/18, which had been circulated. As previously reported, the Internal Auditor had raised an issue about the consolidation of the former Joint Burial Committee accounts into the Town Council's accounts and the apportionment between the Town Council and Ellesmere Rural Parish Council. This had now been addressed, but approval was needed from the Internal Auditor before the accounts could be formally signed off.

Section 2 box 8 figures for the past 3 years have been altered to reflect the 50% shared assets from the devolved Joint Burial Committee. Ellesmere Rural Parish Council have been notified for their AGAR. 2017/18 Asset Register tabled. All figures to reflect incorporating the figures from the devolved Joint Burial Committee have been completed manually and will need to be set up in our accounts system.

In response to questions about reserves and borrowings, the Town Clerk stated that she would report back on the maximum amount that the Council could borrow against its reserves, and that no action would be taken on a loan towards





the cost of the new Entrance Foyer until the likely full costs were known following a tender process.

**RESOLVED -**

(a) that Members read and answered 'yes' to questions 1-8 and 'not applicable' to question 8 of S1 of the Annual Governance Statement 2017/18 and signed by the Clerk and the Chairman;

(b) that the S2 Accounting Statements (tabled to each Member) for 2017/18 be confirmed, approved and signed by the Clerk and the Chairman;

(c) that the year-end Internal Audit report for 2017/18, including the issue regarding referred to above, be noted;

(d) that the Annual Return and Supporting Statement for year 2017/18 be signed by the Town Mayor and Clerk ready for submission to the External Auditor (PKF Littlejohn);

(e) that the Balance sheet and supporting statement as at 31 March 2018 be signed by the Town Mayor and Clerk

(f) that the Notice of public rights and publication of the Unaudited Annual Governance and Accountability Return for 2017/18 during the period 4 June to 13 July 2018 be approved;

(g) that the three year forecast and cost of running local services be noted;

(h) that the Earmarked Reserves from the General Reserve Account for the forthcoming year be confirmed and approved.

53/18

**General Data Protection Regulations**

The Town Clerk reported that a number of documents relating to the implementation of the new data protection regulations had been circulated. These had been examined by the Task & Finish Group.

It was no longer possible for documents that potentially contained protected personal information could be shared with Members' e-mail addresses, and therefore it was recommended that all Town Councillors and staff be set-up on a Town Council Microsoft 365 e-mail network/address. There was also a need to replace the computer in the Assistant Clerk's office, at an estimated cost of £750.

Thanks were conveyed to the Town Clerk for all her work in ensuring that the Council was compliant with the new Regulations.

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

**RESOLVED -**

(a) that the following documents be approved:



- Privacy Policy
  - Privacy Notices – Employment, staff, councillors and role holders; General; Job Application; Contractors
  - Website Privacy Policy (to be deferred until the next meeting).
  - Data Protection Policy
  - Information Security Policy
  - Retention of Documents and Records Management Policy
  - Subject Access Policy/Subject Access Request form/Replying to Subject Access requests
  - Communications Policy
  - Consent Form
  - Policy on your rights in relation to your data
  - Data Breach Notifications Policy
  - Information Security Policy
- Plus - Register of Personal Data Inventory updated.
- Security Incident Response

(b) that the Town Clerk be appointed as Data Protection Compliance Officer;

(c) that all Councillors and staff be set-up on a Microsoft Office 365 e-mail network/address;

(d) that the purchase of a new office computer be approved.

54/18

**Review of Policies/Procedures**

**AGREED – that the review of the Council’s Complaints Procedure and Procedure for handling Freedom of Information/Data Protection requests be deferred to the next meeting.**

55/18

**Stoma Friendly Toilets**

This item had been placed on the agenda by Cllr Mrs A Wignall, who requested that consideration be given to making the disabled toilet at Cross Street public toilets Stoma friendly. The costs would be minimal.

During the ensuing discussion, it was noted that only RADAR key holders had access to the disabled toilet at Cross Street, and that the disabled toilet at the Town Hall might be a more accessible location.

**AGREED – that the item be deferred to the next meeting pending further information being sought on what is required to make the toilets Stoma friendly.**

56/18

**Finance**

**(i) Payments for April 2018**

The payments made during April, 2018 had been circulated with the Agenda. It was moved by Cllr P Goulbourne, seconded by Cllr B Reincke and



**RESOLVED** – that the payments for April 2018 be approved, confirmed and signed as a true copy.

57/18 **Fire Risk Assessment – Town Hall**

The Town Clerk reported that the Risk Assessment had been updated to include the installation of two carbon monoxide detectors in the Boiler Room.

The report was noted.

58/18 **Armed Forces Day – 30 June 2018**

Members were invited to attend a short ceremony organised by the Royal British Legion at the Town Hall on 30 June 2018 at 9.50am to mark Armed Forces Day.

59/18 **Date of Next Meeting**

Monday, 2<sup>nd</sup> July, 2018

60/18 **Exclusion of Press and Public**

It was moved by Cllr J Frost, seconded by Cllr Mrs A Wignall and

**RESOLVED** - that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in the Acts.

61/18 **Meeting with Shropshire Council Planning Policy Team**

The Town Clerk reported on a request from the Planning Policy Team at Shropshire Council to meet with Councillors. Arrangements for the meeting were discussed.

62/18 **Town Hall Roof**

The Town Clerk reported that, following a couple of minor leaks, enquiries had been made into the feasibility and cost of remedial treatment works to the roof – and details were provided.

The report was noted.

The meeting closed at 9.40pm

Mayor: .....



2 - 7 - 18.

At : 11:43

## Town Council Current A/c

## List of Payments made between 01/04/2018 and 30/04/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
03/04/2018	Peninsula Business Services Lt	DDR	208.80		Business Safe/Employment
03/04/2018	Public Works Loan Board	DDR	3,016.21		Loan Payment
04/04/2018	British Telecom	DDR	125.68		2 x Phones, 1 X Broadband
05/04/2018	Princes Electrical Contracting	7519	112.80		Repairs - TH
05/04/2018	J C Dyke	7520	8.10		General Maintenance - TH
05/04/2018	Greenfingers Ltd	7521	569.60		Grounds Maintenance 2017/2018
05/04/2018	Eastwick Plant Centre	7522	50.00		Bark for TH
05/04/2018	Miss Joanne Butterworth	7523	21.39		Reimbursed for refreshments
05/04/2018	B Lewis	7524	1,000.00		Grounds Maintenance April
05/04/2018	All Together Ellesmere	7525	80.00		Mkt Hall Cleaning - March 2018
05/04/2018	Zurich Municipal	7526	127.82		Insurance 2017/2018 & 2018/19
05/04/2018	Shropshire Playing Fields Assn	7527	30.00		2018/2019 Grant
05/04/2018	Shrops Assoc of Local Councils	7528	1,377.47		SALC Affiliation Fees 2018/19
05/04/2018	NABMA	7529	381.60		Annual Membership 2018/19
05/04/2018	J Reeves - CoCols Coffee Shop	7530	60.00		Catering for P Nutting Meeting
09/04/2018	Shropshire Council	7531	3,819.06		PAYE March 2018
09/04/2018	British Telecom	7532	105.96		Broadband - TH
09/04/2018	J C Dyke	7533	25.20		General Maintenance - TH
09/04/2018	Healthmatix	7534	2,451.78		Cross St WC Cleaning Contract
09/04/2018	Shropshire Council	7535	1,161.08		Joint Energy Costs 4th Qtr
09/04/2018	Ellesmere Town Scout Group	7536	250.00		2018/2019 Grant Award
09/04/2018	Ramped CIC	7537	250.00		2018/2019 Grant Award
09/04/2018	Fizzgigs	7538	250.00		2018/2019 Grant Award
09/04/2018	2nd Ellesmere Brownies	7539	250.00		2018/2019 Grant Award
09/04/2018	Plantation Wood Ellesmere	7540	250.00		2018/2019 Grant Award
09/04/2018	Ellesmere In Bloom Committee	7541	250.00		2018/19 Grant Award
09/04/2018	Ellesmere In Bloom Committee	7542	50.00		Annual Town Planting
13/04/2018	Opus Energy	DDR	673.63		Gas - TH
16/04/2018	Ricoh UK Ltd	7543	157.11		Clerks Printer Qtrly Clicks
16/04/2018	Shrewsbury/Chester Rail Assoc	7544	10.00		2018/19 Membership
16/04/2018	Shropshire Council	DDR	828.00		Rates - TH
27/04/2018	Shropshire Council	7545	1,538.00		Cross St WC - Rates
30/04/2018	Shropshire Council	DDR	208.80		Business Safe/Employment

<b>Total Payments</b>	<b>24,696.09</b>
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