

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 2nd October, 2017
at 7.15pm.

PRESENT: Councillors: Cllrs B Reincke, Mrs J Clayton, G Elner, J Frost, P Goulbourne, Mrs M Lagoyianni, Mrs E Peers and I Ward

Clerk: Mandy Evans
Assistant Clerk: Phil Smith

Unitary Councillor:	0
Members of the Public:	0
Press:	2
Police:	0
Guests:	0

Public Question Time No questions were put to the Council.

116/17 Election of Chair for the Meeting

The Town Clerk reported that both the Mayor and Deputy Mayor had submitted their apologies for this meeting. It was therefore necessary to elect a Chair for the meeting.

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

RESOLVED – that Cllr G Elner be elected Chair for the duration of this meeting.

117/17 To Receive Apologies and Reason for Absence.

RESOLVED - that the apologies received from Cllrs R Hartley – away, Mrs A Wignall – away, and Mrs J Williams – family commitment - be approved.

118/17 Disclosure of Personal and Prejudicial Interests in Items on the Agenda

None.

119/17 Grant Dispensations

None received.

120/17 Response to Public Questions

No questions had been received.

121/17 Police Matters.

No report had been received.



122/17

Shropshire Council Report

Apologies had been received from Shropshire Cllr Mrs A Hartley, who was unwell.

123/17

Minutes

It was moved by Cllr P Goulbourne, seconded by Cllr B Reincke and

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

124/17

Planning & Infrastructure Committee

(i) Minutes of meeting held on 29 September 2017

The draft minutes of the meeting of the Planning & Infrastructure Committee held on 29 September 2017 were received.

Shropshire Council Car Parking Strategy - there was a recommendation at minute PI-19/17 that Council approve the Committee's suggested response to the proposals in Shropshire Council's Car Parking Strategy. Cllr G Elner, Chair of the Committee, explained that the Committee had considered the comments from individual Councillors (and those received from a couple of residents) relating to the main proposals in the Strategy concerning car parking charges, extension of charging times, on and off street parking permits, and a tradeperson waiver system. The suggested consultation responses had been circulated.

During the ensuing debate, there was unanimous concern that many of the proposals were not appropriate for small market towns such as Ellesmere, and would have a detrimental impact on local businesses and residents. It was believed that Shropshire Council was trying to impose a "one size fits all" approach that was inflexible for the needs of market towns. An amendment to the suggested response was passed regarding a tradeperson waiver system – to add in comments that the proposed charge of £20 for a waiver was too high, given that it would be passed on to local residents and businesses in the town centre. A maximum charge of £10 was considered more appropriate. All the other suggested responses were agreed.

RESOLVED – that the response formulated by the Planning & Infrastructure Committee to the Car Parking Strategy consultation, with the inclusion of the amendment referred to above, be approved for submission to Shropshire Council.

(ii) Membership of Committee

The Town Clerk reported that there was still a vacancy, and Councillor Mrs A Wignall had expressed an interest in joining the Committee.

RESOLVED – that Councillor Mrs A Wignall be appointed as a member of the Planning & Infrastructure Committee.

125/17

Clerk's Report

The Clerk's report on consultation documents, correspondence circulated since the last meeting and future meetings/events had been circulated with the Agenda.

The report was noted.

126/17

S106 Public Realm Projects

In relation to the project for a new Town Hall entrance, The Town Clerk reported that there had been a meeting with Shropshire Council Premises Services on 27 September to look at design options they had produced. The designs were displayed in the meeting room for Members to view. All the designs included automatic opening doors operating on sensors, and there would be a slight re-modelling of the steps leading up to the entrance. There was the potential for the glazing of the front windows to include a logo/emblem.

The Town Clerk added that once a design had been agreed, Premises Services would be able to progress the scheme, including submitting a planning application. The rules for the S106 funding required that three quotes be sought for the works. Potential tenderers would also be asked to provide a quote for an alarm system to be included.

For the Town Centre benches project, potential contractors were being identified, and, again, three quotes would be required.

RESOLVED - that the design with two vertical glazed panes to the front of the entrance structure and a sloping roof be approved.

127/17

Water Chlorination – Town Hall and Cross St Toilets

Further to the report at the last meeting regarding health and safety checks on the water temperature and chlorination, the Town Clerk reported that quotes had been received from three companies for a risk assessment to be carried out at the Town Hall and Cross St toilets. Details of the quotes were read out. One of the companies had also indicated that they could provide training for Town Hall staff, if required.

It was moved by Councillor I Ward, seconded by Councillor P Goulbourne and

RESOLVED – that the quote from Feedwater Ltd in the sum of £500 for a risk assessment be approved.

128/17

Cricket Club Land, Birch Road

The Town Clerk reported that there had been two incidences of flooding in the last three weeks affecting the Cricket ground. The first of these caused the cancellation of a couple of matches, although the season was now over. The second incident last week had also resulted in flooding at the lower end of Dairy Grove. An engineer from Mouchel (on behalf of Shropshire Council) had been investigating the drainage in the area, and photos of the recent flooding had been sent to her. There had also been contact from the Canals and River Trust. It

was not believed that the extent of the flooding could have been caused just by rainfall, and could be the result of a number of factors. The Mere culvert running across the adjacent land and discharging into Tetchill Brook on the other side of the canal had been identified as a possible cause. The landowner on the other side of the canal had been contacted about potential blockage of the outfall that might be causing water to back-up in the culvert. The owners of the land immediately downstream of Dairy Grove had also been made aware of the situation, and a response was awaited.

While it was believed a partial survey of the culvert had been done as part of the plans for the Marina development, Members felt that a proper survey was needed of its complete length to determine whether there were any blockages or leaks that might be causing the flooding.

RESOLVED – that Shropshire Council be requested to undertake a full survey of the Mere culvert.

129/17 **Collapsed Wall – St Mary’s Churchyard**

The Town Clerk updated Members on progress for the repair of the collapsed section of the boundary wall in the Churchyard. Specification reports from the Church architect had been completed, and were awaiting approval by the Diocese. Once this had been obtained, quotations would be sought for the works.

The report was noted.

130/17 **Tree Survey**

The Town Clerk reported that the survey report had not yet been received from Shropshire Council. Once it was received, she would circulate it to Members.

The report was noted.

131/17 **Christmas 2017 Joint Meeting**

A note of a meeting held on 19 September 2017 with representatives from the Chamber of Commerce and Ellesmere Rotary Club were tabled for information.

In response to questions, the Town Clerk reported that a quote from Gala Lights for the wrapping of lights on the Tree of Light was still awaited, but the costs of the Tree lights themselves would be met by the Rotary Club.

The report was noted.

132/17 **Correspondence**

(i) **Items for consideration**

Road Closure Sunday 29th October, 2017

Severn Trent Water. Scotland Street close to Wharf Road junction to rectify underground leak caused by the vibrations created by recent resurfacing works.
Noted.

Community Enablement Team, Shropshire Council

Members were made aware of the support and services being offered on a commercial basis to Town & Parish Councils. Noted.

Shropshire Council's Community Tree Scheme

The Town Clerk reported that an order had been placed for a wild cherry tree to be planted at the front of the Town Hall grounds. Noted.

Ellesmere Rangers Football Club

A request had been received from the Club to hold a car boot sale on the adjacent car park land. They had been asked to provide the date and to complete the necessary licence form, which included a risk assessment. They were also asking if the Council would contribute towards the cost of an external box to house a defibrillator that the Club had recently acquired.

It was moved by Councillor I Ward, seconded by Councillor P Goulbourne and

RESOLVED – that a donation of £100 be made to Ellesmere Rangers Football Club towards the cost of the external box/housing for their defibrillator.

It was also asked that the Ambulance Service be contacted to make sure that the defibrillator is on their list.

Shropshire Association of Local Councils Annual General Meeting and Conference.

This was taking place on Saturday, 28th October, 2017, Shirehall, Shrewsbury at 2.00pm. Details and associated documents had already been circulated to Members.

Resident letter – Merefest, Cremorne Gardens.

The Town Clerk reported on a letter received from a local resident regarding public access to Cremorne Gardens during the recent Merefest event. She had forwarded the letter to the organisers of the event, Shropshire Wildlife Trust, for them to provide a response.

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

Resignation of Councillor

The Town Clerk reported that a letter of resignation had been received from Councillor Ben Adams, and she had written to him thanking him for his service to the Council. The options open to the Council in terms of the vacancy were then outlined.

It was moved by Councillor I Ward, seconded by Councillor B Reincke and

RESOLVED – that the vacancy be advertised by Notice in the usual way.

Road Safety Policy

The Town Clerk reported that a response had been received from Shropshire Council in respect of road safety issues highlighted at the last meeting. In respect of the condition of the pavements in the Town Centre, they say that they are regularly & routinely inspected and any safety defects are attended to. Regrettably there is no funding for replacement of cracked / damaged slabs , however they will be made safe if they are considered to be a safety problem. Although they had been inspected recently, they would ensure that another safety inspection was carried out and any safety defects dealt with.

The situation was noted, but Members felt it was worthwhile writing to Shropshire Highways (copied to the Cabinet Member) asking how often they survey or risk assess the conditions of pavements.

Street Lighting

Notification had recently been received that the SOX lamps used in the Council's streetlights would no longer be produced after 2020. Enquiries had been made with E:on regarding replacing the existing 63 SOX lanterns with LED lanterns, and the total cost was estimated at £10,710. To replace all the Council's 83 lighting columns with LED lanterns would cost £14,110.

Members recognised the longer term benefits of LED lanterns in terms of reduced energy costs, and therefore it was felt that it would be better to try and replace all the lamps at the same time, rather than phase the works over two or three years. However, this would need to be subject to budgetary considerations.

Following a discussion, it was moved by Councillor I Ward, seconded by Councillor Mrs E Peers and

RESOLVED – that Shropshire Council be asked if money is available from the Community Infrastructure Levy to fund the replacement of street lights, and that ideally all the Council's street lights be changed to LED lamps at the same time.

Town Hall Roof Leak

The Town Clerk reported that there was a leak in the roof above the toilets area. A contractor had been asked to investigate and inspect the condition of other parts of the roof. Noted.

Talbot St Car Park Recycling Area

Further to the Town Council's request (agreed at the last meeting) for the recycling bins in Talbot St Car Park to be removed, notification had been received from Veolia that they would be taking them away on 9 October 2017. Notices had been placed on the bins to say they were going to be removed. Noted.



Installation of Junior Goal Posts, Beech Grove

Following the agreement at the last meeting to pay for the installation of the new goalposts, they had now been erected at Beech Grove Recreation Area. It was agreed that, from a health and safety perspective, the goalposts should be checked by ROSPA.

All Together Ellesmere (ATE)

The notes of the Annual General Meeting of ATE held on 12 September 2017 had been received and circulated. Noted.

Shropshire Council Documents/Presentations

The following documents/information had been circulated:

- Community Led Planning presentation
- Place Plan Review: Town & Parish Council Forum Discussion
- Business Rates Overview
- Shropshire Council's new highways contractor from 1 April 2018 would be Kier. The contract was for 7 years, with an option for a further 3 years depending on performance.

Councillors Training

The Town Clerk reported that, following their induction training recently, Councillors B Reincke and Mrs A Wignall had asked a number of questions about the responsibilities, operation and governance of the Town Council. It was felt that these matters could be addressed through an in-house training session, which had been arranged for 18 October 2017 at 10am. It would be open for all Members to attend. Noted.

133/17

Planning

Planning Applications For Consideration

(i) 17/04523/LBC – Works to facilitate conversion of outbuildings to residential use including insertion of doors and windows; internal alterations affecting a Grade II Listed Building – Mews Cottage, Market Street, Ellesmere.

This application had been deferred by the Planning & Infrastructure Committee on 29 September due to there being no documents available to view on the Planning Portal. Members felt the application would not impact on other properties, and it was moved by Cllr I Ward, seconded by Cllr Mrs J Clayton and

RESOLVED – that the application be supported, subject to the Conservation Officer being satisfied with the conversion proposals.

134/17

Finance

(i) Payments for August 2017.



The payments made during August 2017 had been circulated with the Agenda. It was moved by Cllr I Ward, seconded by Cllr P Goulbourne and

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

(ii) Bank Balances as at 30 September 2017 (2nd quarter)

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

Account 1 - £124,331.95
Account 2 - £2,217.89
Account 3 - £76,356.15
Santander - £75,086.98 (as at 1/4/17)

The report was noted.

(iii) Bank Transfer

The transfer of £10,000 from reserves towards the re-location of the Ellesmere Library to 'Our Space' (as agreed as part of the 17/18 budget) had been completed on 18th September 2017. Noted.

(iv) Internal Checker

The Town Clerk reported that it was necessary to nominate a non-signatory Councillor to overlook the financial procedures once a quarter.

RESOLVED – that Councillor Mrs E Peers be appointed as the Internal Checker for financial procedures.

135/17 Town Walk

It was agreed to defer this item until after the in-house training session on 18 October 2017 (see minute 132 above).

136/17 **Date of Next Meeting**

Monday, 6th November, 2017

The meeting closed at 8.30 pm

Mayor:

Date:



Date: 25/09/2017

Ellesmere Town Council 2017/2018

Page No: 1

Time: 12:38

Cash Book No : 1

User : MAE

Town Council Current A/c

Payments made between 01/08/2017 and 31/08/2017

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2017	British Telecom	DDR	115.36		19.22	4105	101	96.14	Clerks Phone x 2, Broadband
02/08/2017	B Lewis	7340	900.00			4312	103	900.00	Gardening Contract August
02/08/2017	Healthmatic	7341	2,451.78		408.63	4333	103	2,043.15	Cross St WC Clean 1/7/17-30/9
02/08/2017	PG Skips Ltd	7342	64.61		10.77	4404	103	53.84	Skip Hire Mkt Hall
02/08/2017	PG Skips Ltd	7343	74.21		12.37	4604	202	61.84	Skip Hire - TH
02/08/2017	Ricoh UK Ltd	7344	178.80		29.80	4100	101	149.00	Clerk's Printer Lease
02/08/2017	Eastwick Plant Centre	7345	37.35		1.44	4314	103	35.91	Plants for the TH
02/08/2017	SLCC	7346	10.71		0.80	4101	101	9.91	Speed Reads Book
02/08/2017	Paperstone Ltd	87.22	87.22		14.53	4101	101	72.69	Stationery
11/08/2017	J C Dyke	7348	16.58		2.77	4603	202	13.81	General Maintenance - TH
11/08/2017	Aps Boiler Services	7349	338.40		56.40	4603	202	282.00	Annual Service
11/08/2017	Border Janitorial Supplies	7350	262.18		43.70	4603	202	218.48	Cleaning materials TH
11/08/2017	Princes Electrical Contracting	7351	146.40		24.40	4603	202	122.00	PAT testing - TH
14/08/2017	Opus Energy	DDR	62.87		2.99	4132	201	59.88	Gas - TH
14/08/2017	British Gas Business	DDR	1,420.89		236.81	4131	201	1,184.08	Electricity - TH
15/08/2017	Shropshire Council	DDR	804.00			4130	201	804.00	Business Rates - T
18/08/2017	Greenfingers Ltd	7352	569.60		94.93	4310	103	474.67	Grounds Maintenance contract
18/08/2017	All Together Ellesmere	7353	80.00			4404	103	80.00	Market Hall Cleanin - July
18/08/2017	Shropshire Council	7354	7,212.68		9.33	4005	101	-518.61	Payroll recharge - July
						4111	101	46.67	Payroll recharge - July
						4011	203	224.57	Payroll recharge - July
						4010	101	547.74	Payroll recharge - July
						4006	203	41.37	Payroll recharge - July
						4005	101	331.32	Payroll recharge - July
						4001	203	2,234.02	Payroll recharge - July
						4000	101	4,296.27	Payroll recharge - July
18/08/2017	Eastwick Plant Centre	7355	90.00			4314	103	90.00	Bark for TH garden
18/08/2017	Phil Smith	7356	6.44		1.07	4101	101	5.37	Stationery
24/08/2017	Reliant UK Ltd	7357	39.60		6.60	4103	101	33.00	Antivirus - Clerks Computer
24/08/2017	PG Skips Ltd	7358	64.61		10.77	4404	103	53.84	Skip Hire - Mkt Hall
24/08/2017	PG Skips Ltd	7359	74.21		12.37	4604	202	61.84	Skip Hire - TH
24/08/2017	Jones Brothers Weston Rhyn Ltd	7360	1,831.20		305.20	4700	101	1,526.00	Water Pipe Cricket Club
24/08/2017	Paperstone Ltd	7361	261.11		23.35	4101	101	116.76	Stationery
						4102	101	121.00	Stamps

Sub Total Carried Forward

17,200.81

0.00

1,328.25

15,872.56



Date: 25/09/2017

Ellesmere Town Council 2017/2018

Page No: 2

Time: 12:38

Cash Book No : 1

User : MAE

Town Council Current A/c

Payments made between 01/08/2017 and 31/08/2017

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/08/2017	Shropshire Council	7363	6,892.77		9.33	4111	101	46.67	PAYE August
						4011	203	188.35	PAYE August
						4010	101	487.32	PAYE August
						4006	203	10.52	PAYE August
						4005	101	279.33	PAYE August
						4001	203	2,021.76	PAYE August
						4000	101	3,849.49	PAYE August
30/08/2017	Peninsula Business Services Lt	DDR	208.80		34.80	4111	101	174.00	Employment & Business Safe
Total Payments :			24,302.38	0.00	1,372.38			22,930.00	

