

ELLESMERE TOWN COUNCIL

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

<u>PRESENT:</u>	Town Mayor (Chair):	Cllr R Hartley
	Councillors:	Cllrs Mrs J Clayton, G Elner, J Frost, P Goulbourne, Mrs M Lagoyianni, Mrs E Peers, B Reincke, Mrs A Wignall and Mrs J Williams
	Assistant Clerks:	Jo Butterworth and Phil Smith
	Unitary Councillor:	0
	Members of the Public:	0
	Press:	1
	Police:	1
	Guests:	0

Public Question Time No members of the public were present.

63/18 **To Receive Apologies and Reason for Absence.**

RESOLVED - that the apologies received from Councillors D Lunn – holiday - and I Ward – holiday – be approved.

64/18 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

None received.

65/18 **Grant Dispensations**

None received.

66/18 **Response to Public Questions**

None received.

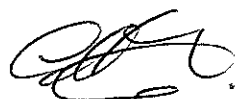
67/18 **Police Matters**

PC Paul Crump presented the Police report for June 2018.

A total of 10 crimes recorded as follows:

- 4 Thefts (2 shoplifting offences)
- 1 Breach of Restraining Order
- 1 Robbery
- 1 Assault
- 2 Burglary (non dwelling)
- 1 Damage to motor vehicle

Officers were actively pursuing enquiries in 8 of those above offences.



It was also reported that there was a new Supervisor – Sgt Claire Greenaway – for the North Shropshire Team. She was mainly based in Wem, and was hoping to meet with Councillors later in the year.

In response to a question about road closures for the upcoming Ellesmere 10k run, and whether there were enough resources to police these, PC Crump stated that there was an issue last year due to the number of runners taking part. He would be meeting with the organisers to try and minimise any disruption and ensure that the event was adequately marshalled.

68/18

Shropshire Council Report

The Town Mayor reported that Cllr Mrs A Hartley had given her apologies due to another meeting engagement. However she had provided a written report on the following matters:

- as many people as possible were being encouraged to respond to the 'Future Fit' consultation on the future provision of hospital services in Shropshire, Telford & Wrekin.

It was noted that the closing date for submissions was 4 September 2018, and as the Town Council would not meet again until early September, it was agreed to consider formulating a Town Council response. Members had had sight of the consultation documents, and there was unanimous support for Option 1 – Emergency Care site at Royal Shrewsbury Hospital and Planned Care site at Princess Royal Hospital.

AGREED – that Option 1 be supported, and the consultation survey be completed accordingly.

- the planning application for housing development on the Old Station site at Brownlow Road had been approved. Cllr Judith Williams had done a good job of putting forward the Town Council's concerns at the Planning Committee meeting, and at least those issues and suggestions for an alternative access had been heard.

- work had started on the Financial Plan for 2019/20 with a backdrop of Adult and Children's Care budgets being very stretched and the need for more savings to be found.

69/18

Minutes

In relation to a question regarding minute 41, the Assistant Clerk reported that no response had yet been received from Shropshire Council about the future of the Community Enablement teams.

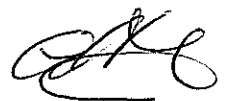
It was moved by Cllr P Goulbourne, seconded by Cllr J Frost and

RESOLVED - that the minutes of the Town Council meeting on the 4 June, 2018 be approved and signed by the Town Mayor as a true record.

70/18

Planning & Infrastructure Committee

(i) Meeting held on 26 June 2018



The draft minutes of the meeting held on 26 June 2018 were received for information, and noted.

(ii) Membership of Committee

Cllr Mrs A Wignall had indicated that she wished to step down from the Planning & Infrastructure Committee. Consideration was given to filling the vacancy.

RESOLVED – that Cllr Mrs E Peers be appointed as a member of the Planning & Infrastructure Committee.

71/18

Clerk's Report (including Town Mayor's Engagements)

The Clerk's report on meetings and correspondence circulated since the last meeting – and including the Mayoral engagements for the past month - had been circulated with the Agenda.

The Deputy Mayor also reported that she had attended the Winston Farm Open Day, the Ellesmere Food & Drink Festival, the North Area Planning Committee meeting on 26 June, and the Armed Forces Day flag raising on 30 June.

The reports were noted.

AGREED – that future reports also contain a list of the Deputy Mayor's engagements.

72/18

Town Hall

(i) Asbestos Survey

The Assistant Clerk reported that an asbestos survey had been carried out on material found in the loft space above the Main Hall during the recent works to isolate the water tank. The results of the survey confirmed that the material was not asbestos.

(ii) New Entrance

The Assistant Clerk reported that Shropshire Property Services, who were managing the Entrance project, had tendered for the works but the successful contractor had gone into administration. It was going to be put out to tender again for hopefully a better response – as only two quotes had been received first time around. It was being recommended that the works be carried out in two stages – the initial ground works followed a month later by the glazing/finishing works. The likely starting date was around September/October 2018.

The reports were noted.

73/18

Cemetery Working Group

(i) Request for Additional Work

The Cemetery Co-ordinator had requested some more weed spraying on the driveways, some pathways and Memorial Garden area in the Cemetery, and to



top-up the soil store. The works would be carried out by the existing maintenance contractors with an estimated cost of £80.

Members of the Cemetery Working Group asked about the process for actioning small maintenance jobs, and it was advised that these should be directed to the Town Clerk (via the Cemetery Co-ordinator) who had delegated powers (in conjunction with the Town Mayor or Finance Committee Chair) to authorise works up to £500.

There was also concern that some members on the Working Group were not fully aware of the reasons and implications of the administrative/legal changes that had had to be made to the way the Cemetery was managed and operated. There was also some dissatisfaction with being called a 'Working Group'. It was suggested that a meeting could be held to clarify the new arrangements, and to see whether it was possible to review the name of the CWG. However, it was made clear that it could not be called a Joint Burial Committee.

RESOLVED - that the request for additional weedspraying and soil at the Cemetery be approved.

(ii) E-mail from Resident

The Assistant Clerk read out an e-mail from a resident regarding the untidy state of the Cemetery and leaking watering cans when they visited on 17 June.

It was noted that there had been some disruption in the grounds maintenance contract following the sudden departure of one of the contractor's managers. The Assistant Clerk reported that the issues had now been addressed by the contractors, including the replacement of the watering cans.

AGREED - that a letter of apology and explanation be sent to the resident, and that the Cemetery Co-ordinator be asked to include the watering cans in his regular checks at the Cemetery.

74/18

Correspondence

(i) Items for consideration

The following items of correspondence had been circulated:

10K - Road Closures/Parking - further to the discussion earlier in the meeting during the Police report, it was agreed to forward the comments of Cllr Mrs E Peers with regard to the closure of Elson Road for the Ellesmere 10k event. Ellesmere Summer Festival. Events Licence Application Form and Associated documents received and kept on file. Noted.

Town Mayor's & Clerks Meeting, Shrewsbury Guildhall, 12.7.18 - as the Town Clerk was on holiday, it was agreed that one of the Assistant Clerks attend this meeting with the Town Mayor.

A495 Willow Street & Victoria Street Road Closure and Diversion Resurfacing Scheme 2018 - 21st and 22nd August, 2018. (20.00pm - 06.00am). Noted.

NHS - Out of Hours medical advice or help phone number 111 (Shropdoc). Noted.



Great British High Street Awards – this correspondence had been forwarded to the Ellesmere Chamber of Commerce. Noted.

RAFA Ellesmere – arrangements being made over weekend of 10-12 August for the display of a token from Shrewsbury. The Town Mayor would be attending a send-off ceremony at the Comrades Club on the morning of 12 August. Noted.

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

BID Foundation event – 10 July in Shrewsbury – noted.

Shropshire Council Statement of Licensing Policy 2019-24 – notification of consultation process. Noted.

SALC June Bulletin – noted.

Shropshire 20mph Campaign – June update. Noted.

Ellesmere on the Map – this e-mail from a local resident raised a number of other suggestions and it was agreed to forward it to Members for any comments.

SALC Training Event – Fundamentals for Councillors – 26 September 2018 at Shirehall. Noted.

NALC Chief Executive's Bulletin – noted.

West Mercia PCC Newsletter – noted.

Fencing at Beech Grove Recreation Area – the Assistant Clerk reported on three quotes that had been received for the repair of fencing panels, and replacement of the fence along the footpath to/from Cherry Drive.

RESOLVED - that the quote in the sum of £1429 from Jim Edwards Property Maintenance & Groundworks be approved.

75/18

Planning

a) Planning Applications For Consideration

None received.

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

(i) 18/02919/FUL and 18/02920/LBC– 18 St John's Hill, Ellesmere – demolition of existing lean-to; erection of new single storey extension; replace existing UPVC and standard windows with purpose-made joinery windows; replace cement render with lime plaster to south elevation; enlarge internal opening between lounge and new extension; block-up redundant doorway.

It was moved by Cllr G Elner, seconded by Cllr Mrs J Williams and

RESOLVED – that the applications be supported.

76/18

Local Council Award

It was reported that the Council still met the Foundation Criteria, and was currently working towards meeting the criteria to obtain Quality status.



RESOLVED - to confirm that the Town Council still meets the Foundation Criteria.

77/18

General Data Protection Regulations

Further to the above Regulations that came into force on 25 May 2018, three further documents had been circulated for approval. In relation to the Website Privacy Notice/Cookies Policy, it was suggested that some wording be added to make clear that the Council's website was hosted by Reach Internet Ltd - who had taken over the contract from Shropshire Tourism.

It was moved by Cllr Mrs A Wignall, seconded by Cllr P Goulbourne and

RESOLVED - that the following documents be approved and adopted:

- Data Protection Impact Assessment
- Subject Access Request Form
- Website Privacy Notice/Cookies Policy, subject to the additional wording

78/18

Review of Policies/Procedures

The Assistant Clerk referred to the documents that had been circulated to Members, with any changes/updates shown in red. Cllr Mrs A Wignall referred to some typographical errors she had identified and would forward to the Town Clerk.

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

RESOLVED - that, subject to correction of any typographical errors, the following policies/procedures be approved:

- Complaints Procedure
- Procedure for Handling Requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 and Publication Scheme
- Risk Assessment & Management Plan
- Health & Safety Policy Statement

79/18

Finance

(i) Payments for May 2018

The payments made during May, 2018 had been circulated with the Agenda. It was moved by Cllr Mrs J Clayton, seconded by Cllr P Goulbourne and

RESOLVED - that the payments for May 2018 be approved, confirmed and signed as a true copy.



(ii) Bank Balances as at 30 June 2018 (1st quarter)

The Assistant Clerk notified Members' that the Council's bank balances at the end of the first quarter were as follows:

Account 1 - £198,396.53
Account 2 - £2,218.73
Account 3 - £76,384.50
Santander - £75,130.83

The report was noted.

(iii) Internal Audit Report 2017/18

The report had been circulated, and the Internal Auditor's opinion was that the Council's system of internal controls was adequate for the purpose intended and effective, subject to some recommendations in an action plan. As previously reported, the adjustments to the accounts to reflect the disaggregation of the former Joint Burial Committee's accounts had been made.

The report was noted.

(iv) Accounting Statements 2017/18

The Assistant Clerk reported that, further to the approval at the last meeting of the AGAR Section 2 Accounting Statements, an adjustment had been made to the total value of cash and short term investments in order to reflect the changes referred to at (iii) above. Box 8 of Section 2 was initialled by the Town Mayor and Town Clerk prior to being submitted to the external auditors. Noted.

(v) BACS Payments – 2 Yearly Review

The Assistant Clerk read out the list of those creditors who currently received payments by BACS.

RESOLVED – that the list of creditors paid by BACS be approved.

(vi) Christmas Lighting Scheme Task & Finish Group

Further to the report at the last meeting, the Task & Finish Group had met to look at the proposals submitted for the Christmas Lighting scheme for the next three years. Some amendments had been made to the proposals, and examples of the preferred options for the lighting displays/features were circulated. In response to a question, the Assistant Clerk reported that the cost of the recommended Scheme was well within the sum budgeted for.

It was moved by Cllr G Elner, seconded by Cllr Mrs J Williams and

RESOLVED – that the recommendations of the Task and Finish Group for the new 3 year Christmas Lighting Scheme, to be supplied by LITE Ltd, be approved.



80/18

Ellesmere Town Council Vision Plan

Further to minute 29/18, Cllr B Reincke provided an update on the work taking place to develop a Vision Plan.

Initial preparatory work was being done for auditing what was currently provided in Ellesmere and on profiling the local population. It was planned to hold a couple of sessions, to which local community groups and others would be able to contribute, where suggestions and ideas for what Ellesmere should look like in, say, 20 years time would be recorded. It was then proposed that these outputs be considered by a Task and Finish Group of the Council in order to collate the ideas and start to develop a joined-up, cohesive vision. Any final decisions on the content of the Vision Plan would be made by the Full Council.

Members welcomed and endorsed the suggested approach, and thanked Cllr Reincke for his work in leading this initiative.

RESOLVED – that a Vision Plan Task & Finish Group be established, consisting of Cllrs G Elner, R Hartley, B Reincke, Mrs A Wignall and Mrs J Williams.

81/18

Stoma Friendly Toilets

Further to the discussion at the last meeting (minute 55/18), Cllr Mrs A Wignall reported that a couple of small adjustments had been made to the disabled toilet in the Town Hall, which meant it was now Stoma friendly. In relation to the Cross Street public toilets, the Assistant Clerk reported that all that was required was the provision of a mirror and shelf in the disabled toilet, which could be done for minimal cost.

AGREED – that the works to make the disabled toilet at Cross Street Stoma friendly be approved.

82/18

Summer Recess

As the full Council would not meet again until early September, it was recommended that arrangements be agreed to delegate decision making powers in the event of an unforeseen urgent decision being required.

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

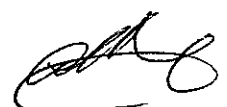
RESOLVED – that powers be delegated to the Finance, Asset & Resources Committee and the Town Clerk to act on behalf of the Council during the Summer Recess.

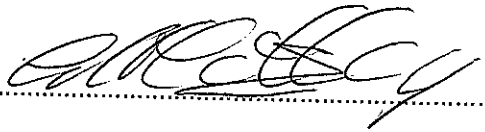
83/18

Date of Next Meeting

Monday, 3rd September, 2018

The meeting closed at 8.59pm



Mayor: 

Date: 3 - 9 - 18

Town Council Current A/c

Payments made between 01/05/2018 and 31/05/2018

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2018	B Lewis	7546	1,085.00			4314	103	85.00	Gardening Extras - May
						4312	103	1,000.00	Gardening Contract - May
01/05/2018	Waterclean Services	7547	80.00			4601	201	60.00	Water Chloronation TH/Cross
						4333	103	20.00	Water Chloronation TH/Cross
01/05/2018	Treefellers Ltd	7548	552.00		92.00	4314	103	460.00	Tree work - St Mary's
01/05/2018	Paperstone Ltd	7549	201.59		12.76	4101	101	63.83	Stationery
						4102	101	125.00	Stamps
01/05/2018	Paperstone Ltd	7550	205.94		13.49	4101	101	67.45	Stamps & Stationery - TH
						4102	101	125.00	Stamps & Stationery - TH
02/05/2018	British Telecom	DDR	126.02		21.00	4105	101	105.02	2 X Clerks Phone 1x Broadband
03/05/2018	Shropshire Council Pensions	7551	1,500.00			4011	203	1,500.00	Lump Sum Deficit 2018/2019
04/05/2018	British Gas Business	DDR	1,792.35		298.72	4131	201	1,493.63	Electricity - TH
08/05/2018	All Together Ellesmere	7552	80.00			4404	103	80.00	Mkt Hall Cleaning - April
08/05/2018	Maxwell's	7553	4.80		0.80	4100	101	4.00	Printing & Laminatin
08/05/2018	Drain Clearing 247 Ltd	7554	192.00		32.00	4603	202	160.00	Grease Trap Cleaning
08/05/2018	RBS Software	7555	610.80		101.80	4103	101	509.00	Omega Support & Maintenance
08/05/2018	Paperstone Ltd	7556	185.97		30.99	4101	101	19.99	Filing Cabinet & Stationery
						4114	101	134.99	Filing Cabinet & Stationery
08/05/2018	Greenfingers Ltd	7558	569.60		94.93	4310	103	474.67	Grounds Maintenance- April
14/05/2018	Opus Energy	DDR	506.71		84.45	4132	201	422.26	Gas - TH
15/05/2018	Ellesmere Festival Committee	7559	250.00			4550	107	250.00	2018/2019 Grant Award
15/05/2018	Shropshire Council	DDR	828.00			4130	201	828.00	Business Rates - TH
17/05/2018	RBS Software	7560	637.44		106.24	4112	101	531.20	Year End Closedown 2017/2018
17/05/2018	Technical Services Shrops Ltd	7561	940.80		156.80	4311	103	784.00	New CCTV Camera
17/05/2018	CPC	7562	8.30		1.38	4600	202	6.92	Steam Cleaner Parts
17/05/2018	Shropshire Council	7563	8,696.73		11.20	4111	101	56.00	PAYE - April
						4011	203	210.14	PAYE - April
						4010	101	509.95	PAYE - April
						4006	203	131.61	PAYE - April
						4005	101	294.95	PAYE - April
						4001	203	2,948.04	PAYE - April
						4000	300	493.04	PAYE - April
						4000	101	4,041.80	PAYE - April
Sub Total Carried Forward			19,054.05	0.00	1,058.56			17,995.49	

Date: 25/06/2018

Ellesmere Town Council 2018/2019

Page No: 2

Time: 11:07

Cash Book No : 1

User : JCB

Town Council Current A/c

Payments made between 01/05/2018 and 31/05/2018

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/05/2018	Princes Electrical Contracting	7564	96.00		16.00	4603	202	80.00	Repairs - TH
17/05/2018	Border Janitorial Supplies	7565	211.35		35.21	4600	202	176.14	Cleaning Materials
17/05/2018	J C Dyke	7566	22.80		3.80	4603	202	19.00	General Maintenance - TH
17/05/2018	PG Skips Ltd	7567	64.61		10.77	4404	103	53.84	Skip Hire - Mkt Hall
17/05/2018	PG Skips Ltd	7568	74.21		12.37	4604	202	61.84	Skip Hire - TH
17/05/2018	Jones Brothers Weston Rhyn Ltd	7569	398.40		66.40	4313	103	332.00	Safety Fence at St Mary's
17/05/2018	K & S Roofing (Whitchurch)LTD	7570	452.96		75.49	4603	202	377.47	Roof Repairs to TH
22/05/2018	Treefellers Ltd	7571	450.00		75.00	4314	103	375.00	Tree Works - St Mary's
22/05/2018	Paperstone Ltd	7572	38.19		6.36	4101	101	9.84	Stationery & Bin for TH
						4600	202	21.99	Stationery & Bin for TH
30/05/2018	Peninsula Business Services Lt	DDR	208.80		34.80	4111	101	174.00	Business Safe/Employment
Total Payments :			21,071.37	0.00	1,394.76			19,676.61	