

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 3rd July, 2017 at 7.15pm.

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

Public Question Time No questions were put to the Council.

63/17 **To Receive Apologies and Reason for Absence.**

RESOLVED - that the apologies received from Cllrs B. Reincke, I Ward and Mrs J Williams - holiday - and Mrs M Lagoyianni - other commitment - be approved.

64/17 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

None.

65/17 **Grant Dispensations**

None received.

66/17 **Response to Public Questions**

No questions had been received.

67/17 **Police Matters.**

CSO K Hogg presented a report for the month of June 2017.

A total of 13 crimes recorded as follows:

- 1 Domestic Burglary.
- 4 Criminal Damage.
- 4 Concern for Safety.
- 2 Assaults.
- 2 Unlisted.

There was also a breakdown of the 43 non-criminal incidents that the Police had responded to during the month.

The report was noted.

68/17

Shropshire Council Report

Shropshire Cllr Mrs A Hartley reported on the official opening of “Our Space – Ellesmere Community Centre & Library” on 27 June by the author and wildlife campaigner Virginia McKenna. Many thanks were due to the Friends of the Library for organising the event. Work was ongoing to complete the re-fit and transfer of services, and there would be an official public opening event on 9th September, 2017. It was believed that “Our Space” would be a vibrant community centre for the local area.

Further to last month’s report, Cllr Mrs Wignall asked if a date had been arranged for the new Shropshire Council Leader to visit Ellesmere. Cllr Mrs Hartley responded that Cllr Nutting was in the process of diarising visits to various parts of the county and Ellesmere would be included.

The report was noted.

69/17

Minutes

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

RESOLVED - that the minutes of the Town Council meeting on the 5 June, 2017 be approved and signed by the Town Mayor as a true record.

70/17

Clerk’s Report

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

The report was noted.

71/17

Meetings Attended During the Month

SALC North Shropshire Area Committee

The Town Mayor and Cllr P Goulbourne had attended a meeting of the Area Committee on 19 June in Wem. There had been a useful presentation on the planning process. Cllr Goulbourne reported that he had been elected to the SALC Executive Committee.

The Town Clerk reported that the Deputy Mayor, Cllr Mrs J Williams, had stepped down from the Area Committee, and that for any formal votes at Area Committee meetings, the Council needed to nominate a voting member.

RESOLVED – that Cllr P Goulbourne be nominated as the Council’s voting member on the SALC North Shropshire Area Committee.

72/17

Christmas 2017 Joint Meeting

The Town Clerk reported that the Chamber of Commerce were seeking to arrange a meeting with the Town Council and Ellesmere Rotary Club to discuss arrangements for Christmas 2017. The proposed meeting date was 5 September 2017 at 4.30pm. Cllr B Reincke had expressed an interest in being involved in planning for Christmas lighting/festive events.

RESOLVED – that Cllr B Reincke and the Town Clerk attend the meeting with the Chamber of Commerce and Rotary Club on 5 September 2017.

73/17

First Aid and AED Training

(i) The Town Clerk reported that a provisional date had been booked at Ellesmere Town Hall on 14 September 2017 for training on use of the defibrillator. The cost of the training had been paid for by a donation from the Masons lodges who used the Town Hall. There would be two sessions limited to 15 spaces per session. Regular hirers of the Town Hall would be approached to attend the training, along with Town Hall staff.

(ii) The Town Clerk reported that the Caretakers would not be attending First Aid at Work Refresher training. This was not an issue, as the responsibility for administering first aid to users of the Town Hall lay with the hirers.

The report was noted.

74/17

Planning Protocol Meeting – 13 July

The Town Clerk reported that a meeting had been arranged with Eddie West and Sue Thomas from Shropshire Council about Parish/Town Council's role in the planning process, the Local Plan, Place Plans and the Neighbourhood Planning process. The meeting would be on Thursday 13 July at 4pm at the Town Hall.

Members were invited to attend, and Cllrs R Hartley, G Elner, J Frost, Mrs E Peers and Mrs A Wignall signalled their intention to attend.

75/17

Policies

(i) Code of Conduct

A revised and updated version of the Members' Code of Conduct had been circulated.

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

RESOLVED - that the revised Code of Conduct be approved.

(ii) Ellesmere Town Council Community Engagement Strategy

A revised and updated version of the Community Engagement Strategy had been circulated. The Town Clerk reported that Cllr Mrs A Wignall had sent some suggestions for re-wording and these would be incorporated into the final document.

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

RESOLVED - that, subject to the inclusion of the suggested amendments, the revised Community Engagement Strategy be approved.

(iii) Unreasonable, Persistent & Vexatious Complaints Procedure

It was moved by Cllr G Elner, seconded by Cllr Mrs A Wignall and

RESOLVED - that the Unreasonable, Persistent & Vexatious Complaints Procedure be approved.

(iv) Appraisal Scheme

The Town Clerk reported that this was based on a model Scheme provided by the Council's employment/HR advisers. Cllr Mrs A Wignall had sent some suggestions for re-wording and these would be incorporated into the final document.

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

RESOLVED - that, subject to the inclusion of the suggested amendments, the Appraisal Scheme be approved.

(v) Standing Orders and Financial Regulations

It was noted that both documents had been updated to reflect the new Committee structure agreed at the Annual Council Meeting.

76/17

Ellesmere Town Council Website

The Town Clerk reported that the contract with Shropshire Tourism for the hosting and support of the website was due to expire at the end of the month. As the new Town Council website designed by Shropshire Tourism had only recently gone 'live', and there were still a few minor issues to be resolved, it was recommended that the contract be renewed for a further twelve months.

RESOLVED - that the hosting/support contract for the Town Council website be renewed with Shropshire Tourism for a further twelve months.

77/17

Neighbourhood Fund

The Town Clerk reported that the Neighbourhood Fund stood unchanged at £2,217.61.

It was noted that the Notification of Requirements and Annual Monitoring Form had to be signed by the local Shropshire Ward Councillor, the Town Mayor and Town Clerk and returned to Shropshire Council by 30 September 2017.

78/17

St Mary's Parish Churchyard

The Town Clerk reported that part of the wall on the southern boundary of the Churchyard had collapsed. The immediate area had been fenced off and made safe. The repair of the wall would be a Town Council responsibility, but permission was first required from the Diocese for any works to be carried out. Before the costs would be known, it was likely that a structural engineer would need to assess the condition of the whole length of the wall in this part of the Churchyard.

In response to a question regarding planning permission, the Town Clerk advised that, because it was in a conservation area, any repairs to the wall might need planning approval. Although this might not be necessary if the bricks from the collapsed wall could be re-used.

The report was noted.

79/17

Ellesmere Cricket Club – Water Leak

Further to the report at the last meeting, the leak had been identified in a corroded pipe running from the Severn Trent main underneath the car park to the pavilion. This was the Council's responsibility, and Members had given endorsement for urgent repairs to be carried out. The Town Clerk reported that, following consultation with the Cricket Club, a new pipe had been laid last week, and the car park had been reinstated.

The report was noted.

80/17

Section 106 Public Realm Funding – Town Hall Entrance

The Town Clerk reminded Members that a bid for £30k of S106 Public Realm Funding for a new entrance to the Town Hall had been submitted. A specialised service would be needed to project manage the design and build, and Shropshire Council Premises Services had been approached about undertaking this role. This would amount to an additional cost of around £5k to the bid, and there was also a possibility that the costs of the works for a good specification (including automatic doors) would be greater than £30k. It was suggested that any costs for the project over and above the Public Realm funding could be met from balances and reserves.

Members recognised the need to progress this scheme before the winter months, and the potential additional costs to the Council were noted.

RESOLVED – that Shropshire Premises Services be engaged to project manage the Town Hall Entrance scheme.

81/17

Correspondence

(i) Items for consideration

Temporary Road Closure

The following road closure was noted - between 19 – 21 Cross Street, Ellesmere. 23rd July, 2017(08.00 – 17.00). New water connection, Amey PLC.

Our Space, Ellesmere Community Centre & Library

It was noted that, following public consultation, 'Our Space' had been chosen as the new name for Ellesmere's Community Centre & Library.

NABMA and Westminster

On the 4th July, 2017 the first meeting of All Party Parliamentary Markets Group in the new Parliament was taking place and they were encouraging our local MP to respond positively to the invitation to attend. Noted.

Public Health England Campaign: Everybody Active Every Day

Cllr A Wignall asked if there were any practical measures that the Town Council could take to promote healthy living and active lifestyles. It was noted that the main responsibilities for public health promotion lay with NHS organisations and Shropshire Council, but that the Town Council could help to publicise any initiatives or activities locally. It was also suggested that the Council could work with Ellesmere Medical Practice to help promote things like flu vaccinations and other campaigns.

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

Environmental Maintenance Grant

Shropshire Council had provided notification that the Environmental Maintenance Grant awarded to the Town Council for 2017/18 would be £754.32. Noted.

Land at Rear of Berwyn View

The Town Clerk reported that a recent ROSPA inspection of the amenity land to the rear of Berwyn View had recommended that the litter/dog waste bin be replaced. The cost would be £280 (including fitting).

The Town Mayor reported that the future use of this landholding had been identified in the Council's aims and objectives for 2017/18.

RESOLVED –

(a) that a new litter/dog waste bin be purchased.

(b) that a meeting of the Land at Berwyn View Task & Finish Group be convened to look at the future use of this landholding.

ETC/ERPC Joint Community Infrastructure Levy Working Group

Notification had been received from Ellesmere Rural Parish Council that their representatives on the Working Group were the same as the previous year – Cllrs S Davenport, K Egerton and S Palmer. Noted.

Mere Cottage Lease

The Town Clerk reported that Shropshire Council had been in discussions with the lease-holder of Mere Cottage regarding the renewal of the lease for a further three years. The lease-holder had indicated that he only wished to extend the lease for a further 12 months. The views of the Town Council, as joint owners of the property, were sought.

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

RESOLVED - that Shropshire Council be informed that the Town Council has no objection to a renewal of the lease on Mere Cottage for a 12 month period.

Welcome to Ellesmere Leaflet

The Town Clerk reported that the Chair of the Ellesmere Chamber of Commerce had written to the Council asking whether it would consider making a financial contribution towards the re-printing and circulation of the "Welcome to Ellesmere" promotional leaflet. The Council had previously contributed £1,000 towards the re-design and printing of the leaflet. Any further contribution could be met from the Contingency Fund.

It was moved by Cllr G Elner, seconded by Cllr P Goulbourne and

RESOLVED - that a contribution of £1,000 be made to the re-printing and promotion of the "Welcome to Ellesmere" leaflet, to be funded from the Contingency Fund.

82/17

Planning

(i) Planning Applications Received After the Issue of the Agenda

17/02920/FUL – Erection of conservatory to rear elevation – 4 St Mary's Court, Ellesmere SY12 0FR

Members did not feel that there would be any adverse visual impact from this proposal. It was moved by Cllr G Elner, seconded by Cllr J Frost and

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

83/17

Powers to Act during Summer Recess

The Town Clerk reported that it was good practice to put contingency arrangements in place in the event of any urgent Members' decisions being required during the summer recess period. As any such decisions were likely to have financial implications, it was recommended that powers to act be delegated to the Finance, Asset & Resources Committee.

RESOLVED - that Council powers to act be delegated to the Town Clerk and the Finance, Asset & Resources Committee during the summer recess period.

84/17

Caretakers' Increased Weekly Hours

The Town Clerk reported that the trial arrangements of the caretakers working 35 hours per week instead of 28 hours had been successful. The Town Hall continued to be busy and the hours being worked by the caretakers now more closely matched their contracted hours. It was therefore proposed that from 1 August 2017 the caretakers' contracted hours be set at 35hrs per week on a permanent basis.

RESOLVED – that the Caretakers’ contracted hours be increased to 35hrs per week on a permanent basis from 1 August 2017.

85/17

Finance

(i) Payments for May, 2017.

The payments made during May, 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 May, 2017 be approved, confirmed and signed as a true copy.

(ii) Bank Balances as at 30 June 2017 (1st quarter)

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

Account 1 - £164,073.34

Account 2 - £2,217.61

Account 3 - £83,790.48

Santander - £75,086.98

The report was noted.

86/17

Date of Next Meeting

Monday, 4th September, 2017.

87/17

Exclusion of Press and Public

It was moved by Cllr Mrs J Clayton, seconded by Cllr P Goulbourne 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Acts.

88/17

Exempt Minutes

The exempt minutes of the meeting held on 5th June 2017 were circulated.

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

RESOLVED – that the exempt minutes of the meeting held on 5th June, 2017 be approved and signed by the Town Mayor as a true record.

The meeting closed at 8.23pm

Mayor:

Date:

DRAFT