

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 5th November, 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 E Peers, B Reincke, I Ward, Mrs A Wignall and Mrs J Williams
	Town Clerk:	Mandy Evans
	Assistant Clerk:	Phil Smith
	Unitary Councillor:	0
	Members of the Public:	2
	Press:	1
	Police:	0
	Guests:	0

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

Cllr Mrs K Egerton, a Rural Parish Council member of the Cemetery Working Group (CWG), expressed her disappointment at the changes to the running of the Cemetery following the cessation of the Joint Burial Committee, and stated that she believed that Rural Parish Council members had no say in the running of the Cemetery. The Town Council now had a veto on any spending decisions put forward by the CWG.

132/18 **To Receive Apologies and Reason for Absence.**

RESOLVED - that the apology received from Councillor D Lunn - holiday - be approved.

133/18 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

Cllrs B Reincke, P Goulbourne and Mrs A Wignall declared a personal and non-pecuniary interest in agenda item 12 - correspondence from Ellesmere Men's Sheds - as a member of that group

Cllrs P Goulbourne and Mrs A Wignall declared a personal and non-pecuniary interest in agenda item 20 - Grant Applications - as Friends of the Library.

Cllr Mrs A Wignall declared a personal and non-pecuniary interest in agenda item 12 - correspondence from Shropshire Wildlife Trust - as a member of the Trust.

Cllrs P Goulbourne and I Ward declared a personal and non-pecuniary interest in agenda item 20 - Grant Applications.

134/18 **Grant Dispensations**

None received.

135/18

Response to Public Questions

The Town Mayor and Town Clerk stated that the reasons for the administrative changes to the running of the Cemetery had been clearly set out by both Councils' auditors, and that the Rural Parish Council had agreed to the new arrangements and signing of the new deed/legal agreement for the Cemetery. A meeting had been held in August 2018 with the Cemetery Working Group (CWG) to answer questions they had about the new arrangements, and it was surprising that these same issues were now being raised again. The Rural Parish Council would be consulted on budget/spending decisions relating to the Cemetery, the Cemetery budget was ringfenced with any surplus at year-end split 60:40 between the Town and Rural Parish, and that because half of the Town Council were members of the CWG it was not felt likely that recommendations of the Group would be vetoed. Members of the CWG recognised that there had been a "bedding-in" period for the new arrangements, and the Town Clerk added that the year-end accounting process was still subject to agreement with the Auditor.

136/18

Police Matters

No report for October 2018 had been received.

Cllr Mrs E Peers stated that the West Mercia Police & Crime Commissioner had indicated his willingness to visit local councils and communities, and it was suggested that he be invited to a meeting of the Town Council.

AGREED – that John Campion, West Mercia PCC, be approached about a visit to Ellesmere to address the Council.

137/18

Shropshire Council Report

The Town Mayor reported that Cllr Mrs A Hartley had given her apologies as she was at another meeting.

He reported that Shropshire Council's Cabinet was due to discuss its Community Infrastructure Levy (CIL) policy on 7 November. He recalled promises made by the Shropshire Council Leader regarding CIL money being allocated to those place plan areas where development had taken place. It appeared that the new policy would mean that the CIL for the Marina development would go to the neighbouring council, whereas the impact would be on the town. It was felt that representations should be made to support spending CIL money within the whole local place plan area regardless of which part of the area the development takes place in. Cllr I Ward added that the CIL 123 list did not appear to have been updated, and that there was a real danger that CIL money relating to Ellesmere developments would be used to finance schemes elsewhere in the county.

RESOLVED - that an urgent letter/e-mail be sent to the Shropshire Council Leader and relevant Cabinet Member to request suspension of any further consideration of the CIL policy until proper consultation had been undertaken, and to make clear the Town Council's views/concerns as set out above.

138/18

Minutes

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

RESOLVED - that the minutes of the Town Council meeting on the 1 October, 2018 be approved and signed by the Town Mayor as a true record.

139/18

Staffing and Governance Sub Committee

The draft minutes of the meeting held on 1 October 2018 were received for information, and noted.

140/18

Planning & Infrastructure Committee

The draft minutes of the meeting held on 23 October 2018 were received for information, and noted.

Cllr Mrs A Wignall requested that the response to Shropshire Council's consultation on the Local Transport Plan be circulated to all Members for information.

141/18

Town and Deputy Mayor's Monthly Engagements

The Town and Deputy Mayor's engagements since the last meeting had been circulated, and were noted.

142/18

Clerk's Report

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

The report was noted.

143/18

Correspondence

(i) Items for consideration

The following items of correspondence had been circulated:

Designating more Local Nature Reserves in Shropshire - Shropshire Wildlife Trust had asked the Council to consider applying for designation of Birch Road Pond (currently managed by the Trust) and adjacent public open spaces in the Council's ownership as a Local Nature Reserve (LNR). This would give it greater protection and potentially better leverage for attracting funding. Further information on the process for designation had been provided.

During the ensuing discussion, questions were asked regarding the benefits of designation and the area that the LNR would cover. In particular, it was felt that the land leased by the Cricket Club should not be included in the designation.

RESOLVED - that an application be made in conjunction with Shropshire Wildlife Trust for the designation of Birch Road Pond and Recreation Area as a Local Nature Reserve, subject to safeguards as to continued public use.

Tuesday Market – further to the decision of the Staffing & Governance Sub-Committee to cease using the Council’s staff for the setting-up and taking down of the market stalls due to health risks/duty of care, All Together Ellesmere (ATE) had asked if the Council would consider paying for outside staff to come in or to give a small amount to ATE so they could organise/pay for it. Members noted that the Council was already subsidising the Tuesday Market in other ways (eg paying for cleaning/skip costs), and it was

AGREED – that the request for further financial assistance be declined.

Ellesmere Men’s Sheds - this was a recently formed group with a broad aim to combat social isolation of ‘older men’ in the community. The group currently had temporary use of the Scout’s building but this was not suitable in the long term, and they had asked the Town Council if it could assist in finding a more suitable location/venue for siting its own shed. A suggested location was an area of land next to the entrance to the Cricket Club at Birch Road. Members felt that before this could be considered further, the Men’s Sheds group contact Ellesmere Cricket Club for their views on such a proposal.

Shropshire Playing Fields Association AGM. Thursday 15th November, 2018, The Lantern Community Centre, Shrewsbury (3.15pm). Noted.

Business Leaders’ Breakfast. Wednesday 14th November, 2018 (7.45 – 10.30am) - Shropshire Conference Centre. Noted.

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

Re-tendering of Local Bus Service Contracts – the 449 Welshampton to Oswestry bus service contract was due to be re-tendered next year, and Shropshire Council was consulting local stakeholders by asking for any comment on this service or any particular journeys.

AGREED – that the current timetable should be retained as a minimum provision for this service.

Shrewsbury & Telford Hospitals Trust – invitation for representatives of SaTH to attend meetings of local community groups to explain proposal to temporarily close A&E services overnight at the Princess Royal Hospital, Telford. Noted.

Citizens Advice Bureau AGM – 29 November at Theatre Severn, Shrewsbury Noted.

West Mercia Police Town & Parish Council Survey – results of a Survey to understand the views of local councils on policing, contact and engagement, and crime and anti-social behaviour. Noted.

Oswestry Area Committee – 4 December 2018 at Oswestry Guildhall – Cllr R Hartley to attend.

SALC November 2018 Bulletin – included an update on legal guidance around local council general powers, and it was **agreed** that this be included as an agenda item at the next meeting of the Finance, Asset & Resources Committee.

NALC Bulletin – announcement in the Budget that public toilets will receive new mandatory business rates relief. Noted.

Community Council of Shropshire AGM – 16 November 2018 – noted.

Swan Mere Day Centre – request for a donation towards the cost of hiring Dial-a-Ride to take their service users out to Christmas Lunch. The Town Mayor reported that he would personally make a donation of £50 from his Mayor’s Allowance.

Lease of Mere Cottage – the lease for the new tenant of Mere Cottage had been drawn up by Shropshire Council, and had been circulated. There were some questions about the lease arrangements and the need to ensure that the tenant had the necessary public liability insurance. It was moved by Cllr I Ward, seconded by Cllr J Frost and

RESOLVED – that the new lease for Mere Cottage be signed, subject to assurances being given by the tenant that they have the necessary public liability insurance cover.

Reinstatement of Paving, Cross St – the Town Clerk reported that discussions were being held between SP Energy Networks and Shropshire Council regarding the re-instatement of the paving and the time needed for the works to be done.

144/18

Planning

a) Planning Applications For Consideration

18/04874/FUL – 5 Diksmuide Drive, Ellesmere – erection of first floor extension and alteration to existing dwelling.

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

RESOLVED – that the application be supported. (NB: Cllr I Ward abstained from voting)

b) Planning applications received after the issue of the Agenda

18/05105/TCA – Stanham House, Trimpley Court, Ellesmere – reduce the sides by up to 1m and the top by 1.5m of 1no Cypress tree within Ellesmere Conservation Area.

It was moved by Cllr G Elner, seconded by Cllr I Ward and

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

145/18

Annual Play Area Inspections

The Town Clerk reported that the annual inspections of the play areas at Beech Grove and Kingfisher Way had been completed. The only recommendations were for low risk small-scale repairs/improvements, and these were being actioned.

The report was noted.

146/18

Swan Hill Cemetery

a) Regulations relating to Swan Hill Cemetery

Proposed regulations for the running of the Cemetery, Chapel, Store and Lodge had been circulated. Cllr I Ward advised that reference to burials in existing

vaults needed to be deleted from the document, as there was no longer room for them. The Town Clerk reported that she would amend the Regulations accordingly and bring back to the next meeting for approval.

b) Memorial Safety Policy

A proposed Memorial Safety Policy covering Swan Hill Cemetery and the St Mary's Closed Churchyard had been circulated. In response to a question, the Town Clerk reported that inspection of memorials and headstones needed to be carried out by a qualified person. As there could be a potential cost to this, it was suggested that there should be separate policies for the Cemetery and the Churchyard so that it was clear where the responsibility for each site lay.

RESOLVED - that the Memorial Safety Policy be approved, subject to there being separate documents for Swan Hill Cemetery and St Mary's Closed Churchyard.

147/18

Councillor Vacancy

The Town Clerk reported that, following the resignation of Margaret Lagoyianni, the vacancy had been advertised by Shropshire Council for the required period but no request to hold a by-election had been received. The Council was therefore able to co-opt to the vacancy, and a Public Notice had been issued with a closing date of 6 November for applications. Consideration of the applications received for co-option to the Council would be made at the next meeting.

The report was noted.

148/18

Vision Plan

Cllr B Reincke reported that a document had been circulated setting out the proposed methodology and timetable for developing a Vision Plan for Ellesmere. All Members had been invited to an initial meeting on 12 November 2018 to discuss what sort of things should be included in the Plan, and this would include a walk around the town.

The report was noted.

149/18

Remembrance Day Parade and Church Service

It was noted that the meeting point for the Parade on Sunday 11 November 2018 was Talbot Street Car Park at 10.30am. Following the Church service, the Parade would proceed to the Town Hall where refreshments would be served.

150/18

Christmas Winter Festival – 30 November 2018

The Town Clerk asked for volunteers to switch on the Christmas Lights as part of the Christmas Winter Festival on 30 November. There would be a cost of £770 for the drop-down switches, but these would then remain with the Town Council. The Town Mayor added that he had been involved in organising the main Christmas Tree of Light that would be sited by the Old Town Hall.

151/18

Grant Applications 2019/20

RESOLVED – that the grant applications be considered by the Finance, Asset & Resources Committee as part of the 2019/20 budget deliberations.

152/18

Finance

(i) Payments for September 2018

The payments made during September 2018 had been circulated with the Agenda. It was moved by Cllr Mrs A Wignall, seconded by Cllr I Ward and

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

(ii) 2nd Quarter Accounts

Cllr Mrs E Peers raised some specific queries that she had noticed as part of her role as Internal Checker. The Town Clerk stated that she would need to investigate these further on the finance system before being able to provide a response, and it was

AGREED – that the 2nd quarter accounts be deferred to the next meeting.

(iii) Town Hall – Varnishing the Main Hall Floor

The Town Clerk reported that three quotes had been sought for the re-varnishing of the Main Hall floor, but only one of the contractors was able to carry out the works over a three day period between Christmas and New Year when there were no bookings. There were two options for the lacquer finish, and he had recommended the hard lacquer finish. He had also asked for a 35% deposit in advance of the works.

A question was asked about whether the floor was protected during any tap dancing classes, and the Town Clerk agreed to look into that.

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

RESOLVED – that the quote from Gary Hughes Renovations in the total sum of £5,559 for the varnishing of the Main Hall Floor in a hard lacquer finish be approved. (NB: Cllrs G Elner and Mrs J Williams abstained from voting)

Reference was made to the condition of the Town Hall toilets, and it was agreed that this should be discussed as part of the Town Hall Maintenance Plan at the next meeting.

153/18

Finance – Cemetery Working Group

(i) Payments for September 2018

The payments made during September 2018 had been circulated with the Agenda. It was moved by Cllr P Goulbourne, seconded by Cllr Mrs A Wignall and

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

(ii) Bank Balances as at 30 September 2018 (2nd Quarter)

The balance at the end of the second quarter was £36,504.04. Noted.

(iii) 2nd Quarter Accounts

AGREED – that the 2nd quarter accounts be deferred to the next meeting,

154/18 **Date of Next Meeting**

Monday, 3rd December, 2018

155/18 **Exclusion of Press and Public**

It was moved by Cllr I Ward, 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in the Acts.

156/18 **Exempt Minutes**

The exempt minutes of the meeting held on 1 October 2018 were circulated.

It was moved by Cllr Mrs J Clayton, seconded by Cllr Mrs E Peers and

RESOLVED – that the exempt minutes of the meeting held on 1 October 2018 be approved and signed by the Town Mayor as a true record.

157/18 **Staffing & Governance Sub-Committee Exempt Minutes**

The exempt minutes of the meeting held on 1 October 2018 were tabled for information and noted.

158/18 **HR Audit Report**

The Town Clerk provided an update on actions taken following the HR Audit undertaken by Peninsula, the Council's HR advisors – and which had been discussed by the Staffing & Governance Sub-Committee.

159/18 **Street Lighting Energy**

Members considered options for making savings in the energy costs of the Council's street lighting columns, including the possibility of turning the lights off for part of the night.

The meeting closed at 9.10pm

Mayor:

Date:

DRAFT