

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 5th March, 2018 at 7.15pm.

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

Public Question Time No members of the public were present.

220/17 **To Receive Apologies and Reason for Absence.**

RESOLVED - that the apologies received from Councillors Mrs J Clayton – delayed at airport, J Frost – prior appointment, B Reincke – unwell and I Ward – unwell - be approved.

221/17 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

None.

222/17 **Grant Dispersations**

None received.

223/17 **Response to Public Questions**

None received.

224/17 **Police Matters**

No report had been received.

225/17 **Shropshire Council Report**

Shropshire Cllr Mrs A Hartley reported on a number of local issues:

- Youth Service funding – following strong community responses to the proposed changes to the funding of youth services, which would have seen Ellesmere lose all its £3k of allocated money, the Cabinet had revisited the proposals and agreed a change in the formula for allocating funding. This

meant that for 2018/19 Ellesmere would now receive £4k. A meeting of the Local Joint Committee would be called to look at how the extra money should be spent.

Members welcomed the reinstatement, and improvement of, the funding for youth services, and thanked Cllr Mrs Hartley for her efforts in lobbying for a fairer deal for small market towns.

- Land adjacent to Tesco store at The Wharf – Shropshire Council had been awarded £544,507 from the Government's Land Release Fund to enable a housing scheme on brownfield land they owned (former dairy site). The funding would be used for ground investigation/remediation works etc, and allow the site to be de-contaminated and cleaned-up to enable a development of up to 60 apartments, some of which might be for extra care provision.
- Drainage issues in Birch Road/Jebb Court area – Shropshire Council would be serving an Order on the landowner to clear the watercourse into which the Mere culvert flowed. If there was no response, the Council would undertake the work and bill the landowner for the cost.
- Land adjacent to New Wharf Road – the Council was now actively looking for alternative uses for this piece of land, which was currently being used as an informal traders' car park.
- The new Car Parking Strategy had now been approved by the Cabinet. Some changes had been made to the Strategy as a result of the public consultation exercise. However, she believed there was a need to revisit Sunday parking at the Mere.
- Cremorne Gardens – the Council was applying for an EU grant to tidy up and revitalise the Old Workyard area. If successful, it was planned to open up the site into a leisure area/craft units/café, and upgrade the existing nearby toilets.
- Council Leader Visit – Cllr Peter Nutting had confirmed that he would be visiting Ellesmere on Thursday 5 April 2018 for a look around the town and to attend the Town Council meeting that evening.
AGREED – that the Working Party (consisting of Cllrs G Elner, R Hartley and Mrs J Williams) have a pre-meet with Shropshire Cllr Mrs A Hartley to discuss ideas and suggestions for developments/initiatives in Ellesmere that can be drawn to the attention of the Shropshire Council Leader during his visit on 5 April.

The report was noted.

226/17

Minutes

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

RESOLVED - that the minutes of the Town Council meeting on the 5 February, 2018 be approved and signed by the Town Mayor as a true record.

227/17

Staffing and Governance Sub –Committee Minutes

The draft minutes of the meeting of the Staffing & Governance Sub-Committee held on 20 February 2018 were received for information, and noted.

228/17

Planning & Infrastructure Committee Minutes

The draft minutes of the meeting of the Planning & Infrastructure Committee held on 23 February 2018 were received for information, and noted.

It was noted that the consultation period for the Shropshire Council Traffic Sensitive Review ended on 5 March.

229/17

Clerk's Report

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

The report was noted.

230/17

Town Council Briefings/Newsletter

Further to the actions agreed at the last meeting (see minute 211/17), a suggestion had been made that the co-ordinating group of members should become a sub-committee. There had also been a request from Cllr Mrs J Clayton to join the Group.

RESOLVED – that the group be known as the Newsletter/Briefings Working Group, with a membership of Cllrs Mrs A Wignall, Mrs M Lagoyianni, B Reincke and Mrs J Clayton.

231/17

Correspondence

(i) Items for consideration

The following items of correspondence had been circulated:

North Shropshire Wheelers Community Bus Project - a poster advertising for volunteer drivers had been put up on the Town Hall noticeboard. Noted
Ellesmere Sculpture Initiative Project - the Ellesmere Sculpture Initiative were working on a funding bid to the Heritage Lottery Fund to commemorate the centenary of Save the Children in 2019. The charity was established by Eglantyne Jebb from the Lyth in Ellesmere and they were working with partners, including Save the Children, to commemorate the important event.
AGREED – that the Town Council offer their support in principle for the proposals to commemorate the centenary of Save the Children in 2019.

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

Shropshire Playing Fields Association – had requested a donation of £30-£50 towards its day-to-day running and related projects. It was moved by Cllr G Elner, seconded by Cllr P Goulbourne and

RESOLVED – that a donation of £30 (payable in the 2018/19 financial year) be made to the Shropshire Playing Fields Association.

Ellesmere Crafters - a small group of local “Guerrilla Knitters” were seeking permission to ‘yarn bomb’ public areas in Ellesmere over the summer holiday period. Areas being considered included Cross St and the trees outside the Town Hall. The Town Clerk reported that she would direct the organisers to the appropriate body/contact for those areas/fixtures not under Town Council control. Members were supportive of this community idea, and it was **AGREED – that permission be given for the trees outside the Town Hall to be decorated, subject to confirmation that the organisers have the necessary public liability insurance.**

Off Street Parking Places Order – notification from Shropshire Council of a 10p increase in the charges for Castlefields and The Moors car parks with effect from 1 April 2018. Noted.

Shropshire Association of Local Councils – events programme, February and March Bulletins, and new toolkit to prepare Councils for the new General Data Protection Regulations. Noted.

Letter to NALC from Sec of State for Housing, Communities & Local Govt – response from the Government to issues raised by NALC. Noted.

Ellesmere Chamber of Commerce Newsletter and Minutes of 31 January 2018 meeting – Noted. It was agreed that in future these documents be circulated to Members by the Clerk upon receipt.

North Shropshire Area Committee – meeting with Owen Paterson MP on 9 March had been cancelled following his recent horse riding accident. Noted.

Mere Advisory Board – Notice of a meeting to be held on 8 March 2018. ETC’s representatives were Cllrs J Frost, R Hartley and I Ward.

The Boathouse, Ellesmere – a revised lease for the Boathouse was being negotiated between Shropshire Council and the current tenant. The Town Council, as joint owners of the property, had been asked for their views, and some comments had been made by a Member. The Town Clerk read out the response from Shropshire Council’s Legal Officer to the comments, and added that the tenant had requested that the lease be granted within the provisions of the Landlord & Tenant Act 1954. This would mean the tenant would have an automatic right of renewal at the end of the lease term. As it was a long term lease, the SC Legal Officer was minded to agree to the amendment.

Reassurances were sought regarding the maintenance of the building, and it was reported that Shropshire Council’s Estates team made regular monitoring checks on its condition. It was felt that the proposed lease terms were fairly standard for commercial properties, and that the current tenants were making a success of the business.

RESOLVED - that Shropshire Council be notified that the Town Council has no objection to the revised lease for the Boathouse.

National Minimum Wage (NMW) – would increase to £7.83 per hour for over 25s from 1 April. The Town Clerk reported that the wages for the Assistant Caretakers would increase accordingly as they received 3% above the NMW.

Replacement of Gas Pipes at Cambria Avenue, Ellesmere – a resident of Cambria Avenue had asked for it to be brought to Members' attention that Wales & West Utilities did an exceptionally good job in replacing the gas pipes – the work finished ahead of schedule and the road was left in a great condition.

AGREED – that the Council write to Wales & West Utilities congratulating them on the job done at Cambria Avenue.

232/17

Planning

a) Planning Applications For Consideration

(i) 17/06077/FUL – Conversion of existing covered area to front of main entrance to an enclosed lobby area – Ellesmere Town Hall, Willow Street, Ellesmere. Decision: Granted.

b) Planning Applications/Decisions Received after the Issue of the Agenda

(i) 18/00938/TPO – Crown reduce by 0.5m 1 no oak tree protected by the NSDC (Elson Park, Ellesmere) TPO 1987 – 1 Almond Drive, Ellesmere.

Members noted that the proposed works to the tree would be carried out by a local tree specialist.

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

233/17

Road Safety Policy

The Town Clerk reported that she had received a response from the Area Traffic Engineer (North) with regards to the suggestions made at the last meeting (see minute 212/17).

Possible mini roundabout at junction of Trimpey and Willow St; weight restriction on Brownlow Rd; extend speed restrictions on Elson Rd; look at safety of Scotland St/Victoria St mini-roundabout; complete the modifications to the Sparbridge roundabout – all to be put forward for consideration of funding as part of the future Capital Works Programme;

Extension of double yellow lines on Cambria Ave – would be progressed through local highway revenues budgets as part of 2018/19 programme;

Residents parking scheme in Brownlow Rd – to be included on the list of residents parking scheme requests to receive further consideration when the new Shropshire Council Parking Strategy has been approved;

Timing of parking warden visits – to be forwarded to the Parking Services team.

Members were pleased that these schemes were being taken forward, but that they needed to be monitored to make sure they were not forgotten about. Reference was also made to large pot-holes in Birch Road and Trimpey Street, and the Town Clerk stated that these would be reported to Shropshire Highways.

234/17

Section 106 Public Realm Projects

The Town Clerk reported that all the documentation had been completed for the release of the funding for the town centre benches refurbishment project. However, she was still waiting to hear from Shropshire Council on the outcome of the bid for £30k for the Town Hall Entrance project.

The report was noted.

235/17

Centenary of End of WW1

The Town Clerk reported on the scheme being co-ordinated by the Royal British Legion for 'Silent Soldier' figures to be installed in public places to mark the end of the First World War. The cost was £250 per figure.

AGREED – that the Council sponsor a 'Silent Soldier' figure for installation at the Town Hall (exact location to be agreed at future date).

236/17

Internal Audit Update

(i) General Data Protection Regulations - the Town Clerk reported that an audit had been carried out on 21 February 2018 looking at the Council's readiness for the new Data Protection Regulations. There were some recommendations for urgent action/checks, and these were being actioned. She would meet with the Task & Finish Group to go through the report in detail, check what needs doing, and make sure that the key issues had been actioned.

(ii) Joint Burial Committee – the Town Clerk reported that the Cemetery Co-ordinator had sent the required information to the Internal Auditor. It had been confirmed that the assets would be apportioned 50:50 between the Town Council and the Rural Parish Council, and the Burial Committee's accounts for the last two years had been incorporated into the Town Council accounts.

(iii) Partial VAT Exemption – the Town Clerk reported that the VAT element on the new Town Hall entrance could mean that the Council would exceed its limit on exemption from VAT. She would seek a more detailed calculation from Rialtas Business Solutions to determine if there would be an adverse impact.

The Update was noted.

237/17

St Mary's Churchyard

(i) Boundary Wall

Further to report at the last meeting (see minute 213/17), a second quote for the repairs to the Churchyard wall had been received and circulated to Members. Although it was a bit more expensive, it was felt that it was a more detailed and professional quote and therefore had been accepted. The works would commence in the first week of April 2018. Noted.

(ii) Tree Risk Assessment Report

Further to the report at the last meeting (see minute 213/17), the Town Clerk reported that three quotations had been sought for the recommended tree works at the Churchyard. Only one had come back, and given the urgent need for the works to be carried out, it was recommended that the quote be accepted.

AGREED – that the quotation of £460 + VAT from Treefellers Ltd be accepted.

238/17

Health and Safety

The Town Clerk reported that the General Risk Assessment and the Periodic checklists for staff members had been completed, and any actions would be followed up.

In relation to PAT testing at the Town Hall, it had been recommended that this take place annually due to the heavy public use of the building. Members endorsed this approach.

239/17

Town Hall Maintenance

The updated Maintenance Plan and Forward Plan for the Town Hall had been circulated with the Agenda. Members noted a couple of omissions in the Maintenance Plan which the Town Clerk would rectify.

There was a discussion about the look of the Town Hall interior, and it was suggested that this could be re-visited when it was due for re-decoration.

The Plans were endorsed.

240/17

Finance

(i) Payments for January 2018

The payments made during January, 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 January 2018 be approved, confirmed and signed as a true copy.

241/17

Date of Next Meeting

Thursday, 5th April, 2018.

242/17

Exclusion of Press and Public

It was moved by Cllr G Elner, 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 may involve the likely disclosure of exempt information as defined in the Acts.

243/17

Honorary Freeman/Freewoman

Members discussed potential nominees for 2018, and it was **AGREED** that further discussion on three potential nominees take place at the next meeting.

The meeting closed at 8.40pm

Mayor:

Date: