

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
Town Clerk & RFO
1-3 Willow Street
Ellesmere
Shropshire
SY12 0AL



Tel: 01691 622689
Email:jo.butterworth@ellesmere-tc.gov.uk

Date: 2nd October 2019

To: All Town Council Members
The Public
The Press

You are summoned to attend a Meeting of Ellesmere Town Council to be held on Monday 7th October, 2019 at 7.15pm in the Town Hall, Ellesmere for the transaction of business as set out in the Agenda below.

THE FIRST 10 MINUTES OF THE MEETING WILL BE PUBLIC QUESTION TIME WHICH IS AN OPPORTUNITY FOR THE PUBLIC PRESENT TO SPEAK ON ANY ITEMS ON THE AGENDA OR ANY OTHER CONCERNS THEY WOULD LIKE TO BRING BEFORE THE TOWN COUNCIL.

Yours sincerely,



Joanne Butterworth
Town Clerk and Responsible Finance Officer

AGENDA

1. **To receive apologies and reason for absence.**
2. **Disclosure of Personal and Prejudicial Interest.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
3. **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.
4. **Public Participation Session.**
5. **Police Matters.** To receive a report.
6. **Shropshire Council Report.** To receive a report from Shropshire Cllr Mrs A Hartley.

7. **Minutes.**

(a). To read and confirm the minutes of the Town Council Meeting held on Monday, 2nd September, 2019, (attached).

8. **Town Mayor & Deputy Mayor's Monthly Engagements.**

Town Mayor	Event Attended to represent the Town Council
Saturday 31st August	Library present prize to winner of children's Spaceship model
Friday 13th September	Rev'd Philip Edge's Farewell Party
Saturday 14th September	EADS play at Town Hall
Sunday 15th September	Mayor of Wem's Civic service
Friday 20th September	Mere Melodies Concert
Saturday 21st September	Age UK Fundraising Jazz Event
Sunday 29th September	Mayor of Newport's Civic Service

Deputy Mayor	Event Attended to represent the Town Council
Sunday 8th September	Rev'd Philip Edge's Final Sunday Service
Friday 13th September	Rev'd Philip Edge's Farewell Party

9. **Action List from September's Meeting.** (Attached). Please look back on past action lists and if you have any questions for the meeting, please can these be emailed to the Clerk by no later than Friday 4th October.
10. **Town Clerk's Report.** To receive a report.
11. **Tree Charter and National Tree Charter Day.** To consider signing the National Tree Charter (please find attached a report on this item prepared by Councillor Mrs A Wignall), and discuss marking National Tree Charter day on Saturday 30th November by planting a tree.
12. **All Together Ellesmere.** To receive a report from our Town Council representative, Cllr Paul Goulbourne following ATE's meeting on Tuesday 3rd September.
13. **Vision Plan.** To receive an update on plans for the 'Ellesmere Vision' document, to accept and confirm if all councillors are in agreement (summary of meeting held on Friday 20th September attached).
14. **Community Governance Review.** To receive a report (minutes from the joint meeting with ERPC held on 12th September attached).
15. **Small Market Towns Forum.** To receive a report from the Small Market Towns Forum attended by Town Mayor, Councillor Paul Goulbourne and the Clerk on Wednesday 11th September.
16. **Youth Engagement.** Report on plans and ideas for initial youth engagement as per 'A councillor's workbook on engaging with young people' (attached).
17. **Open Watercourse, Old Dairy Site.** To receive a report.
18. **Town Council Workshop.** To consider arranging for David Preston (former Clerk to Oswestry Town Council) to deliver an event to provide a brief training session to staff and councillors before facilitating a swot analysis of the Town Council to provide us with a 'Council Vision'.

19. **Correspondence:**

(a) Circulated during September for Information only (see Appendix A, attached).

(b) Correspondence for Discussion:

Fizzgigs Community Arts Group – Letter seeking permission to use Birch Road Recreation area on Sunday 3rd November. To consider.

Our Space – Letter seeking permission for use of the Town Council finger posts for a Community Art Project called Mermaids taking place in July 2020.

Email from Christopher Jobson – Information about a publication currently being compiled on the history of the town.

Shropshire Council - Countywide Potholing Trial (circulated 18th September).

Correspondence received via the Town Council website regarding dog fouling. To receive a report.

Speeding Concerns, Grange Road. Correspondence received from a number of residents living on Grange Road requesting speed management be looked into for the area.

Correspondence received from a resident – Elson Road regarding daffodil replacement.

(c) Correspondence received after the Agenda was sent.

20. **Planning.**

(a) **Planning Applications for consideration:**

19/04116/TCA – Rear of St Mary's Court, Ellesmere, SY12 0FR. Reduce in height to 4ft (48 inches) 1no within Ellesmere Conservation Order (circulated on 19th September).

19/04172/FUL – Redbridge House, 3 The Gardens, Birch Road, Ellesmere, SY12. Erection of new oak framed porch to dwelling; erection of new double garage and games room with covered walkway to rear of dwelling (circulated 24th September).

19/03920/FUL – Sandycroft, Birch Road, Ellesmere, SY12 9AA. Erection of part single part two storey extension with balcony to front elevation (circulated 24th September).

19/03907/FUL – The Mallards, Grange Road, Ellesmere, SY12 9DJ. Formation of additional vehicular access to dwelling (circulated 26th September).

(b) **Planning Decisions** (for information)

19/03358/COU - 4 Willow Street, Ellesmere, Shropshire, SY12 0AQ. Change of use of residential dwelling (C3 dwellings) to dental practice (D1 non -residential institutions)
Decision: Grant Permission (circulated on 10th September).

19/02633/FUL – Erection of a timber building to act as a Café/Visitor Centre.
Decision: Grant Permission (circulated on 19th September).

(c) **To consider any other Planning Applications/Decision/Correspondence received after the Agenda was sent.**

(d) **Consultation Document** - Proposed reforms to permitted development rights to support the deployment of 5G and extend mobile coverage (attached). To consider a response (which is needed by 4th November).

(e) **Consultation Document** – Consultation on proposed post-19 travel assistance policy (attached). To consider a response (which is needed by 18th October).

21. **Finance/Contracts**
- (a) Payments for August 2019. To be approved and confirmed (attached).
 - (b) Bank Balances as at 30th September, 2019 (2nd Quarter).
 - (c) Annual Governance & Accountability Return, Year Ended 31st March, 2019. To receive a report.
 - (d) Tree Survey. To consider quotations received for our 2 yearly tree survey, which is due to be conducted in the middle of October.
 - (e) Consultation on the New Code of Audit Practice. To consider a response.
 - (f) CCTV – 2 new cameras installed.
 - (g) LED Lighting Trial. To receive a report and consider awarding the contract for conversion.
 - (h) Temporary Repairs. To consider quotations received for temporary roof repairs & Main Hall ceiling repairs.
 - (i) VAT implications on planned Town Hall projects. Due to the VAT implications related to the Town Hall Roof and New Entrance, it has been recommended that we receive thorough advice from SLCC's VAT specialist Steve Parkinson.
22. **Finance – Cemetery Working Group.**
- (a) Payments for August 2019. To be approved and confirmed (attached).
 - (b) Bank Balances as at 30th September, 2019 (2nd Quarter).
23. **Remembrance Sunday Day Parade and Church Service.** Sunday 10th November, 2019. Assemble at Talbot Street Car Park at 10.30am for parade, followed with a Church Service at St. Mary's Church. Refreshments will be served at Ellesmere Town Hall following the Church Service.
24. **Armistice Day - 2 Minutes Silence.** Monday 11th November, 2019. Assemble in the town Square for 10.40am.
25. **Date of the next meeting – Monday 4th November, 2019 at 7.15pm**
26. **Exclusion of Press and Public.** To resolve “That by the Public Bodies (Admission to Meetings) Act 1960 and under 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 they involve the likely disclosure of exempt information as defined in the Acts”. Exempt Minutes will be kept.
27. **Exempt Minutes.**
- (a). To read and confirm the exempt minutes of the Town Council Meeting held on Monday, 2nd September, 2019, (to be tabled).
 - (b) To note the exempt minutes of the Staffing & Governance Sub-Committee Meeting held on 7th August, 2019. (To be tabled).
28. **Town Clerk's Probationary Period Review.** Select 2 Councillor's from the Staffing and Governance Committee to carry out the Clerk's probationary period appraisal prior to the Staffing & Governance meeting to be held on Tuesday 22nd October.
29. **Town Hall Staff** – To receive an update.