

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 4th April, 2016.

<u>PRESENT:</u>	Town Mayor:	Cllr Ian Ward
	Deputy Mayor:	Cllr J Frost
	Councillors:	Cllrs Mrs J Clayton, Mrs J Williams. Cllrs R Hartley, P Goulbourne, G Elner.
	Clerk and RFO:	Mandy Evans
	Assistant Clerk:	Jo Butterworth
	Unitary Councillor:	0
	Members of the Public:	0
	Press:	1
	Police:	0
	Guests:	0

Public Question Time.

No members of the public in attendance.

- 285/15 To receive apologies and reason for absence. Cllr S Thornton – holiday, Cllr Mrs L Davies – daughter unwell and Shropshire Cllr Mrs A Hartley – work commitments. RESOLVED: that the apologies and reasons were approved and confirmed.
- 286/15 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. RESOLVED: to note none received.
- 287/15 Grant Dispensations. In pursuance of the Localism Act 2011, s31 (4) to report on dispensations requested/granted. RESOLVED: to note none received.
- 288/15 Public Participation Session. RESOLVED: to note no questions received.
- 289/15 Police Matters. RESOLVED: due to PC P Crump away on a course 2 months crime figures will be tabled for the May meeting.
- 290/15 Shropshire Council Report. Apologies received from Shropshire Cllr Mrs A Hartley who is away with work commitments. RESOLVED: to note.
- 291/15 Minutes. To read and confirm the minutes of the Town Council Meeting held on: Monday, 7th March, 2016. (Attached). It was agreed to approve and sign the minutes with the following amendments:
Item 268/15 should read “shop owners and not “show owners” and PRESENT to include Cllr Mrs J Williams and to remove Cllr R Hartley – double entry. It was: Proposed by Cllr Mrs J Clayton and seconded by Cllr Mrs R Hartley with all

members who were in attendance: RESOLVED: that the minutes were approved, confirmed and signed as a true copy with amendments.

292/15

Casual Vacancy. The Clerk reported that she has received Cllr Mrs E Cross's resignation this evening, therefore, the Town Council have 2 vacancies. It was: RESOLVED: to write a letter of thanks to Mrs E Cross and Mr M Harris. FURTHER RESOLVED: to advertise the 2 vacancies.

293/15

Meetings/Training Courses - Reports from attended meetings during the last month. The Clerk read notes received from Cllr S Thornton from The Mere Advisory Board meeting which was held on the 10th March, 2016. The key matters were:

Tarmac had repaired some pot holes in the Castlefields car park at no cost to Shropshire Council.

A replacement parking ticket machine was expected to be installed soon.

The Angling Club had restored the wrought iron fence in Cremorne Gardens at no cost to Shropshire Council.

Hedging and clearance work in the Arboretum had been undertaken.

Two new trees had been planted in Cremorne Gardens, a cotoneaster in memory of David Farncombe, and a handkerchief tree was donated by the Probus Club.

The meeting encouraged the Tesco bag fund customer vote.

Shropshire Councillor Mrs Ann Hartley advised the meeting that the future governance of the Mere at Ellesmere was the subject of continuing constructive discussions between Shropshire Council, the Town Council and other interested bodies. Town Councillor Mr S Thornton expressed the hope that the Town Council would be able to play a key role in the future to ensure the Mere and surrounding area remained properly managed and open to the public.

RESOLVED: to note.

294/15

Correspondence.

(a) Items for consideration (information items will be circulated at the meeting).

The Reverend Philip Edge, Parish Church of The Blessed Virgin Mary, Ellesmere. Letters received with the following contents:

(a) Honorary Freeman. The Rev'd P Edge wrote to say how wonderful it is that Mr Terry Davies has been honoured as an Honorary Freeman. RESOLVED: to note.

(b) Footpaths, St. Mary's Churchyard. Poor conditions on the paths rear of the Church. RESOLVED: that this work will be completed as soon as possible by the Grounds Maintenance Contractor.

(c) Addition of Names on War Memorial. Confirmation received from the Church Council and the Diocesan Advisory Committee for approval to have the additional name onto the War Memorial. The Clerk informed Members that she has written to the Conservation Dept. Shropshire Council to see if permission would be needed (was informed verbally that this would not be necessary) and to inform them of the proposed works to clean the War Memorial and Plaques. The Company who are carrying out the cleaning of the plaques informed the Clerk that a new plaque could cost thousands of pounds and to have a name engraved on existing plaque would be around £100.00 to £150.00. The Clerk has

been informed verbally of another request to add a name which is missing and has spoken to the Churchwarden who has asked for more information. Members agreed, that if it is possible, to add the name onto an existing plaque and this matter would need to be advertised greatly beforehand. Removal of the plaques for cleaning took place on the 1st April, 2016. RESOLVED: to note. FURTHER RESOLVED: that the Clerk look into possible funding due to the possibility of other names coming forward.

Ellesmere Rangers Football Club. The Club have been contacted by Shared Access who are an independent owner and operator of wireless communications and infrastructure who lease sites to different mobile operators and would like to replace or use one of the Football Clubs floodlight columns as a communication mast to increase the coverage of 4g to the Ellesmere area. As land owners the Town Council will be informed if the site is suitable. Back in 2013 the Football Club decided that they would not go ahead with fitting a mast because the money would go to the landowner, the Town Council and that they would not be happy to have the mast on one of their floodlights. RESOLVED: to note.

Parish & Town Council Markets Seminar NABMA, Ludlow Market, Wednesday, 29th June, 2016 (10.00am - 13.30pm). RESOLVED: to note.

Bags of Help, Tesco - Funding for the Mere. Funding of £12,000.00 for jetties at the Mere has been awarded through this scheme. The Town Mayor, Cllr I Ward congratulated the members of the public who voted. It was: RESOLVED: to write to Mr S Burkey, Greenspace Officer, Shropshire Council congratulating them and a letter of thanks to all who voted in Tesco's.

Draft Supplementary Planning Documents (SPD) Consultation - Type & Affordability of Housing, Natural Environment and Historic Environment SPDs, 18th March - 29th April, 2016. RESOLVED: to forward the consultation to the Planning, Economic, Development & Land Committee.

Post 16 Education Transport Assistance for Entitled Shropshire Students - Consultation on Arrangements for September, 2016. Responses by 29th April, 2016. RESOLVED: to note.

Resident, Elson Road email regarding speeding on Elson Road. Residents are noticing that the problem with speeding seems to be getting worse and asked if the Council have considered restricting the width of the road or putting in place "build outs" which would not only slow the traffic but reduce crossing distance and improve visibility for pedestrians crossing the road. A response to the email has been forwarded suggesting that this request be put forward to Highways, Shropshire Council. The Town Council will: RESOLVED: pursue the Community Speed Watch.

Resident, Scotland Street regarding vandalism in Ellesmere. Property which has had damage through vandalism and would like the Council know their feelings as this people have to be brought to justice. Cllr G Elner would like to ask the Police at the next available opportunity if it is possible to have extra Police cover in the town. RESOLVED: to note.

Resident letter, Cambria Avenue. Rat Infestation. Letter dated 17th March, 2016 was read to Members. RESOLVED: to forward the letter onto Environmental Health, Shropshire Council.

Connecting Shropshire. Faster Fibre Broadband is now available in Ellesmere. To make the switch to fibre broadband residents need to contact their chosen internet service provider to upgrade their broadband package, the broadband

speeds won't increase automatically. For the exchange area and the cabinet serves their premises and to check the availability of fibre broadband:

<http://connectingshropshire.co.uk/when-and-where/>

The comparison website: <https://www.cable.co.uk/connectingshropshire>.

RESOLVED: to note.

Healthwatch Shropshire to Provide Support for Health Complaints. Free support services in place from the 1st April, 2016. RESOLVED: to note.

Section 137 Expenditure: The Dept. for Communities and Local Government has confirmed that the appropriate sum for Parish Councils for the purposes of Section 137(4)(a) of the Local Government Act 1972 ("the 1972 Act) for 2016/17 is £7.42. RESOLVED: to note.

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

CCTV Camera's Cross Street Toilets. Quotations have been sought like for like. Vandalism to the ladies door was reported to the Police by the Maintenance Contractor on the 30.3.2016 and vandalism has occurred again on the ladies door over the weekend, therefore, to allow the Police to monitor the camera's they would need to be linked to the current system. The Clerk spoke to the Town Mayor, Cllr I Ward and the Chair of Policy & Resources Committee (Cllr S Thornton) prior to the meeting who would like to propose to the Town Council to accept the quote received from our CCTV Contractors even though it was not the lowest they felt it compulsory that this should be easily monitored and beneficial to the Police as they have access to the Town Hall plus there could be funding available through the Bronze Tasking Group. RESOLVED: to have this work completed as soon as possible.

Tourist Information Point, Ellesmere. Email received from the new occupiers of what used to be the tourist information point in Fashelles who have expressed an interest to continue to support local tourism and would like the furniture to remain at no cost to the Town Council. The new occupiers intend to run the shop as a charity collecting funds to support local cancer relief. RESOLVED: to write a letter of thanks to the new owners and to look at the current Service Level Agreement to keep the furniture in the shop for a Tourist Information Point.

Re-tendering of Local Bus Service Contracts. Responses must be received by Tuesday, 5th April, 2016. Members discussed their response and it was: RESOLVED: to forward the following response for contract EL0208, Ellesmere Town Service. Councillors suggested that the service remain to operate on a Tuesday and Friday but feel that the route should be extended to incorporate Swan Hill and Hillcrest. The Town Council would like to invite Shropshire Council to work alongside the Town Council to look at the timetabling and re-routing to see if together it could benefit even more residents without increasing the current costs of running the service

"We are Watching You" Campaign. A letter received from Cllr S Thornton who would like to point out in the light of the unfortunate press reporting of the Council's decision at our last meeting not to participate in the costly "We are watching you" campaign but rather to support local business owners and residents' "Ellesmere Dog Poo Campaign". The misleading headline implied that the Town Council did not support local efforts. The excellent poster campaign championed by Ellen Bridgwood of Nan's Treasure Box has certainly brought the issue to public attention and Cllr S Thornton personally, thinks there has been an

improvement in behaviour as a result. However the posters that Ellen has generously put up at her own cost are already beginning to fade and suffer from the weather and suggests that the Town Council agree to support the campaign by looking to fund some weather-resistant posters around town. Perhaps a small Task and Finish Group could liaise with Ellen Bridgwood and with local printers and sign makers to take this forward. Cllr I Ward replied that additional lamp post signs are being provided by Shropshire Council. The Task and Finish Group will be: RESOLVED: Cllrs S Thornton, P Goulbourne and R Hartley.

Cremorne Garden Toilets. A request from Outdoor Recreation, Shropshire Council for the Town Council to consider taking over the cost of opening, closing and cleaning the Cremorne toilets every other weekend due to staff shortages. RESOLVED: that this item be deferred until the Annual Meeting with Mark Blount, Shropshire Council.

Annual Joint Dinner (BBQ). Note date change to Friday 20th May, 2016 at Greenhill Bank Working Mens Club, Criftins. RESOLVED: to note.

CCTV System. Email received from Mr L McMullan who has sought quotes for 2 camera's to be placed on the front of the Market Hall and one on the side near the back of the Hall due to vandalism in this area recently. Mr McMullan would like to know if there would be any contribution to this cost from the Town Council. All Members questioned if permission had been sought to put cameras on the Market Hall which are apparently personal to Mr McMullan. Members agreed that the Town Council have a system which they fund and maintain and any gaps for additional coverage in the town must be recognised by the local Policing Team and for the Police to liaise with the Town Council. It was: RESOLVED: that the Town Council are not in a position to fund a private CCTV system.

Publication of Independent Maternity Review.

www.sath.nhs.uk/independentreview (Circulated to Members). RESOLVED: to note.

Planning and Play Workshops. Workshops on working towards a better understanding of the local planning system. 21st April and 9th May, 2016. RESOLVED: to note.

Technical Consultation on Implementation of Planning Changes. Duration: 17th February to Friday 15th April, 2016. RESOLVED: to forward to the Planning, Economic, Development & Land Committee.

295/15

Planning.

(a) Applications for consideration:

16/00837/FUL – Natwest, Scotland Street, Ellesmere SY12 0DF. Works to facilitate formation of secure room to enable retainment of ATM service to include installation of new ATM, providing a new servicing room and installation of steel security doors; removal of old ATM. Extension for response: 5th April, 2016. RESOLVED: Ellesmere Town Council support this application in principle as it will be retaining a valuable resource for the people of the town. As the building is in a conservation area, Councillors they would like to see the views of the Conservation Officer on the appearance of the window which will be lined with mesh to the right of the ATM.

(b) To consider any other planning applications received after the issue of the Agenda. (To be notified at Meeting). RESOLVED: to note none received.

16/01281/FUL – 9 Almond Drive, Ellesmere SY12 9PS. Erection of single storey rear extension. RESOLVED: that Members support this second application.

296/15 Funding – Wharf Development. Public Realm and Open Space Enhancements through S106 Commuted Sums. Members agreed in principle to look at play equipment for Beech Grove recreation area and for the Clerk to liaise with Sue Thomas, Community Enablement Officer, Shropshire Council to bring this forward. RESOLVED: to so do.

297/15 Ellesmere Town & Ellesmere Rural Parish Councils web site. It was proposed by the Town Mayor, Cllr I Ward and seconded by Cllr P Goulbourne with all Members in agreement to have a .gov.uk domain name as it gives strength and reassurance for the Town Council. Cost is £109.00 plus VAT for the first 2 years then £61.00 plus VAT for the following 2 years. RESOLVED: to contact Ellesmere Rural Parish Council (ERPC) with this information.

298/15 Nominations for the following:
(a) Planning, Economic Development & Land Committee. (2 vacancies). It was: RESOLVED: that Cllr Mrs J Clayton and Cllr P Goulbourne will fill the vacancies.
(b) Neighbourhood Plan Task & Finish Group. ERPC Members are: Cllrs Kay Egerton and Janet Gargiulo. It was: RESOLVED: that the Town Council representatives will be Cllrs G Elner and R Hartley. FURTHER RESOLVED: to inform Ellesmere Rural Parish Council.

299/15 Interim Audit Report 2015/16. To receive a report. To note Year End Internal Audit will be completed on Friday, 20th May, 2016.
Following the interim audit 2 issues were raised:

(1) Contracts should be awarded as per the financial regulations of the Council. Explanations as to why quotations had not been obtained should be reported within the minutes to ensure that decision making is transparent. RESOLVED: to so do.

(2) The Council should consider whether the procurement levels within the financial regulations remain appropriate. The level of £1,000 for 3 quotations and £5,000 for a formal tender process appear relatively low in comparison to other councils of a similar size and the draft financial regulations produced by NALC. RESOLVED: to review at the Annual Town Council meeting in May, 2016.

300/15 Notice of Audit of Accounts for Year Ending: 31st March, 2016.
(a) Deadline which the Council must approve the Accounts: 30th June, 2016. RESOLVED: to note.
(b) Date by which the Annual Return must be submitted to External Auditor "Mazars": 6th July, 2016. RESOLVED: to note.
(c) Appointed date for the Exercise of Electors' Rights: Friday, 1st July, 2016 for 30 working days. This process has changed and is now the responsibility of the Council to set an appointed date but must include the first 10 working days of July, 2016. RESOLVED: to note.

- 301/15 Clerk & Assistant Clerk – Review of hours. The Clerk and Assistant Clerk reported that increasing their hours from 26 – 30 per week seems to be working well. All Members agreed to adopt the permanent change of hours and to amend contracts accordingly. RESOLVED: to so do.
- 302/15 Gardening Contract 2016/17. A review of this contract has taken place with Cllrs I Ward, P Goulbourne and the Clerk this evening. Mr B Lewis will not include the erection of the Christmas Trees above the shops in his contract from 2016. All areas of the contract was discussed and the amendments will be completed by the Clerk. This contract is a specialist service which includes many varied jobs which are not just gardening related. RESOLVED: to write and inform the shops that the erection of Christmas trees will have to be arranged by the shop owners.
- 303/15 Ellesmere Town Council – Facebook. Members agreed to open this to the public to view but posting messages will be restricted to Councillors, Clerk and Assistant Clerk. RESOLVED: to note.
- 304/15 Payments for February, 2016 to be approved and confirmed. (Payments will be tabled before the meeting due to problems with the scanner to allow Members time to read prior to approving and confirming them as a true copy). RESOLVED: proposed by Cllr R Hartley, seconded by Cllr J Frost and agreed by all Members to approve, confirmed that the payments be signed as a true copy.
- 305/15 Bank Balances as at the end of the 4th Quarter. Current Account: £31,981.44. No.2 Account: £886.97. Reserve Account: £129,597.49. RESOLVED: to note.
- 306/15 Date of next meeting – Wednesday, 4th May, 2016. RESOLVED: to note.
- 307/15 Exclusion of Press and Public. Proposed by Cllr R Hartley, seconded by Cllr P Goulbourne with all Members in favour that it was: RESOLVED: "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 24, 25 & 26 of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts". Exempt Minutes will be kept.
- 308/15 Exempt Minutes. To approve and confirm the minutes from the meeting held on: Monday 7th March, 2016. (Minutes will be tabled before the meeting to allow Members time to read prior to approving and confirming them as a true copy). RESOLVED: to note.
- 309/15 Planning Enforcement Cases. Case tabled. RESOLVED: to note.
- 310/15 Town Hall Maintenance Projects. Updated report tabled to Members. RESOLVED: to note.


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4/5/2016

Town Council Current A/c

Payments made between 01/02/2016 and 29/02/2016

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2016	B Lewis	6915	900.00			4312	103	900.00	Gardening Contract February
01/02/2016	CPC	6916	74.15		12.36	4603	202	61.79	Speaker Mount & Salt Spreader
01/02/2016	Healthmatic	6917	2,451.78		408.63	4333	103	2,043.15	Cross St WC Clean Jan-31/01/16
02/02/2016	Npower	DDR	1,148.40		191.40	4132	201	957.00	Gas - TH
02/02/2016	Npower	DDR	1,037.37		172.90	4132	201	864.47	Gas - TH
03/02/2016	Gala Lights	6918	8,416.60		1,402.77	4303	103	7,013.83	Christmas Lights 2015
04/02/2016	Enserv	6919	120.00			4111	201	120.00	Energy Cert Replaces Chq 6747
05/02/2016	Scottish Power	6921	80.51		3.83	4131	103	76.68	Christmas Lighting Electricity
09/02/2016	Information Commissioners Offi	6922	35.00			4108	101	35.00	DPA Registration
12/02/2016	Central Fire Control	6923	61.80		10.30	4313	103	51.50	Fire Safety Signs
12/02/2016	Gala Lights	6924	288.00		48.00	4303	103	240.00	RCD for Christmas Tree
25/02/2016	Mr Clive Parry	FASTERPA	720.45			4001	203	720.45	Wages Month 11
25/02/2016	Miss N Roberts	FASTERPA	339.07			4001	203	339.07	Wages Month 11
25/02/2016	Mrs Melanie Connor	FASTERPA	211.92			4001	203	211.92	Wages Month 11
25/02/2016	Mrs Mandy Evans - Clerk	FASTERPA	1,668.65			4000	101	1,668.65	Salary Month 11
25/02/2016	Miss Joanne Butterworth	FASTERPA	1,136.86			4000	101	1,136.86	Salary Month 11
25/02/2016	Mr Des Harvey	FASTERPA	469.93			4001	203	469.93	Wages Month 11
26/02/2016	All Together Ellesmere	6932	100.00			4404	103	100.00	Tuesday Market Cleaning - Jan
26/02/2016	HM Revenue & Customs	6933	772.92			4005	101	-0.54	Tax & NI Month 11
						4005	101	219.12	Tax & NI Month 11
						4000	101	554.34	Tax & NI Month 11
26/02/2016	Shropshire Council Pensions	6934	865.69			4011	203	135.05	Pensions Month 11
						4010	101	447.90	Pensions Month 11
						4001	203	59.41	Pensions Month 11
						4000	101	223.33	Pensions Month 11
26/02/2016	TSB Bank	PAYMENT	18.72			4115	101	18.72	Service Charges
29/02/2016	Border Janitorial Supplies	6935	107.16		17.86	4600	202	89.30	Cleaning Materials
29/02/2016	Staples	6936	23.92		3.99	4101	101	19.93	Stationery
29/02/2016	Staples	6937	8.47		1.41	4101	101	7.06	Memory Stick - Reimbursed
29/02/2016	Miss Joanne Butterworth	6938	16.58		2.76	4150	101	13.82	Reimbursed for Refreshments
Total Payments :			21,073.95	0.00	2,276.21			18,797.74	


 4th April 2016