

ELLESMERE TOWN COUNCIL

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

<u>PRESENT:</u>	Town Mayor:	Cllr Ian Ward
	Deputy Mayor:	Cllr S Thornton
	Councillors:	Cllrs Mrs L Davies, J Clayton, M Lagoyianni. Cllrs P Goulbourne, R Hartley and C Wright.
	Clerk and RFO:	Mandy Evans
	Assistant Clerk:	Jo Butterworth
	Unitary Councillor:	1
	Members of the Public:	0
	Press:	1
	Police:	0
	Guests:	0

Public Question Time. None received.

- 67/16 To receive apologies and reason for absence. Cllr Mrs J Williams and J Frost – away. Cllr G Elner – family commitments. RESOLVED: that the apologies and reason for absence were approved.
- 68/16 Casual Vacancies – To Welcome Cllrs Mrs Margaret Lagoyianni and Mr Chris Wright to the meeting. RESOLVED: to note.
(a) Declaration of Office Forms. RESOLVED: that the forms have been completed and witnessed, signed by the Clerk.
(b) Disclosable Pecuniary Interest Forms. RESOLVED: forms have been received by the Councillors and to be returned within 28 days.
- 69/16 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.
- 70/16 Grant Dispensations. In pursuance of the Localism Act 2011, s31 (4) to report on any dispensations requested/granted. RESOLVED: to note none received.
- 71/16 Public Participation Session. RESOLVED: to note none received.
- 72/16 Town Council Minutes. Question raised at the meeting held on Monday 6th June, 2016 during public question time asking if the Draft Minutes can be made available for members of the public during the meetings. It was: RESOLVED: that upon completion of the draft, unapproved minutes that they will be published on the Ellesmere Town Council website.

- 73/16 Police Matters. During the month of June, the police have had 9 recorded crimes for the Town, broken down as follow: 1 x theft (of a bracelet), 5 x assaults (all persons known to each other bar one stranger altercation), 1 x harassment (domestic related), 1 x criminal damage (to a curtain pole) and 1 x attempt burglary of a shed (suspects did not gain access). Of the 9 listed above, they currently have active enquiries on 8 of them. No further items or incidents to report, other than no reported Police matters during the Regatta. RESOLVED: to note.
- 74/16 Shropshire Council Report. Shropshire Cllr Mrs A Hartley was welcomed to the meeting and began her report informing Members that she will be attending the Local Government Association Conference in Bournemouth tomorrow which will be an interesting agenda. The road closure at Newton Bank on the 27th July, 2016 will hopefully not be for the 3 days. Shropshire Cllr Mrs A Hartley finished by explaining that Shirehall has had a re-organisation with the west wing being vacated and moved to the 5th floor. RESOLVED: to note.
- 75/16 Minutes. To read and confirm the minutes of the Town Council Meeting held on Monday, 6th June, 2016. (Attached). RESOLVED: proposed by Cllr Mrs J Clayton, seconded by Cllr P Goulbourne all Members who were in attendance agreed that the minutes were approved, confirmed and signed as a true copy.
- 76/16 Policy & Resources Minutes. To read and confirm the minutes of the meeting held on Monday 6th June, 2016. RESOLVED: proposed by Cllr S Thornton, seconded by Cllr P Goulbourne, all Members who were in attendance agreed that the minutes were approved, confirmed and signed as a true copy.

Minutes of the Policy & Resources and Staffing & Governance Committees Meeting, Ellesmere Town Council held on Monday, 6th June, 2016 (6.30pm) at Ellesmere Town Hall.

PRESENT: Cllrs I Ward, S Thornton¹, P Goulbourne and Mrs K Chenery.

Mandy Evans, Town Clerk
Jo Butterworth, Assistant Clerk

To receive apologies and reason for absence. Cllr R Hartley and Cllr Mrs L Davies - away. RESOLVED: that the apologies and reason for absence were approved.

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.

Grant Dispersations. RESOLVED: to note none received.

¹ Chair

Assistant Clerk. A letter has been received from the Assistant Clerk dated the 18th May, 2016 notifying the Clerk that she is twelve and a half weeks pregnant and would like to start maternity leave on the 4th November, 2016. Another letter dated the 19th May, 2016 was received as after speaking with her partner she would like her maternity leave to be amended to start from the 18th November, 2016. The Clerk contacted HR, Peninsula who have forwarded a letter to be sent to the Assistant Clerk with information and dates related to the pregnancy. The Clerk informed Members that a meeting has been arranged with Peninsula on the 13th June, 2016 for more guidance. RESOLVED: that all Members agreed to authorise that the letter be sent. FURTHER RESOLVED: that Members agreed to delegate the whole process to the Clerk and to seek further guidance from Peninsula.

Outsource Salaries/Wages. The Clerk has sought a quotation from the Unitary Council, Shropshire Council to outsource wages due to the work load, time and cost that this takes. Salaries will be through a known pay role provider and will include many other specialist services. A meeting has been arranged to discuss further on the 8th June, 2016 and this service could be transferred over by July. Members approved that this process would help reduce the workload with a longer term return of the Clerks time plus the increasing pressures faced by Town/Parish Councils. It was proposed by Cllr Mrs K Chenery, seconded by Cllr P Goulbourne with all Members in agreement to: RESOLVED: outsource salaries/wages and pensions to Shropshire Council and authorise the Clerk to proceed with this matter.

77/16

Meetings attended during the month. The Clerk and Deputy Mayor, Cllr S Thornton who was representing the Mayor at the meeting between Shropshire Council and Town and Parish Councils on 14 June to discuss the transfer of services from Shropshire Council. The Deputy Mayor, Cllr S Thornton said this is a matter which we had also commissioned a Task and Finish Group to consider because we collectively were very keen to ensure that cuts to Shropshire Services did not impact on the Mere or keeping the library. The Deputy Mayor, Cllr S Thornton did not intend to rehearse the details of that meeting which were reported in the local press. The key issue for us, now that the Library position is becoming clearer, is the continuing management of the Mere. Councillors will have seen that, after that meeting, Shropshire Council have developed a strategy for the continuing professional management of the Country Parks and Countryside Heritage Sites in Shropshire, which include the Mere. We had been discussing a range of options for the management of the Mere but most would have required us to take on a good deal of new and different responsibilities as well as the associated risks for the short, medium and long term. We would probably also have had to be ready to increase the precept. Personally I would have been prepared to carefully consider these if it was necessary to do so to protect the Mere. That isn't now the case and, although the new Shropshire approach came as a bit of a surprise, I think we should welcome the long term security it offers for the Mere - the Jewel in our Crown. We need to ensure, of course, that we continue to be involved and consulted on the management of the Mere, on behalf of the local community, and we should continue to press for the Castlefields Car Park and the estate depot to be regarded as part of "The Mere" and safeguarded.

In the circumstances The Deputy Mayor, Cllr S Thornton proposed that we stand down the Task and Finish Group and let Shropshire Council know that we do not



intend to put forward any plans for the local management of additional services. Members agreed to keep the long term security for the Mere and that Castlefields and the Depot also be included and that the Town Council continue to have financial leverage and influence for this area. Members are also mindful to keep a watch on the car parking charges should Shropshire Council start to struggle for funds. The Deputy Mayor, Cllr S Thornton tabled his proposal to the Town Council where it was: RESOLVED: unanimously to stand down the Task and Finish Group and let Shropshire Council know that we do not intend to put forward any plans for the local management of additional services. The Clerk informed Members that the Deputy Mayor, Cllr S Thornton attended the SPEN Electrical Infrastructure event on the 28th June, 2016. The event was the first stage for a project proposal for a new electricity line to use 12m high wood poles between substations in Wem and Oswestry. Further information on the proposal and to respond to the consultation (29th June – 9th September, 2016) is available at: http://www.spenergynetworks.co.uk/pages/reinforcement_to_north_shropshire_electricity_distribution_netowrks.asp. Project update 1 (Summer 2016) tabled. RESOLVED: to note.

78/16 Meeting of Town/Parish Councils – Tuesday, 14th June, 2016.
(a) Memorandum of Cooperation – Redesign of Shropshire Council Services.
Following a meeting of Chairs, Mayors and Clerks on the 8th June, 2016 held in Ludlow and organised by Ludlow Town Council regarding Shropshire Council services being devolved to Town/Parish Councils. Apologies were received from Ellesmere Town Council. The Memorandum of Cooperation was completed after this meeting which was circulated to Town/Parish Councils to ask if they would like to sign up. RESOLVED: that Members agreed as they have no services at this point to take over that they would not sign up to the Memorandum of Cooperation and with this in mind they also: FURTHER RESOLVED: agreed that there is no need to cluster with surrounding Town/Parish Council.

79/16 Correspondence.
(a) Items for consideration (information items will be circulated at the meeting).
Road Closure – Hordley to Lower Hordley, 27th July, for 3 days (9.30-16.00 for Surface Dressing. RESOLVED: to note.
Road Closure- Wharf Road, Ellesmere. 30th August, 2016 for 1 week. Gas Mains Replacement, Wales and West Utilities. RESOLVED: to note.
North Wales and Borders Waterways Partnership of the Canal & River Trust.
Meeting arranged with Mayor, Deputy Mayor and Clerk to discuss a number of projects the partnership are looking at and Ellesmere has been selected as one area to try and improve different aspects of the canal at Ellesmere. Tuesday 5th July, 2016. RESOLVED: to note.
Greenfingers Landscape Ltd. Company has acquired the contract from P&W Contracting and MCO. New contract has been signed, Certificate of Membership (Constructionline), Verification of Insurance and Health, Safety and Environment are all held on file. RESOLVED: to note.

(b) Other Correspondence received after the Agenda being sent out.
Town Service Bus Route 208. Lakeside Coaches will be doing a 4 week trial during September on an extension to the current 208 Town Service route which will include Swan Hill and Hillcrest. If the new route is successful then it will be

registered as the new commercial service for the town. Timetable circulated to Members. RESOLVED: to advertise details on the Councils facebook, website and press.

Market Town Clerks Workshop – Re Grounds Maintenance Design. 14th July, 2016 Shirehall, Shrewsbury (10.00am – 12.00 noon). Shropshire Council wishes to engage with Town/Parish Council over the next 2 years to soft market test potential new service delivery models in respect of the environmental maintenance elements of the current contract with Ringway. New arrangements need to be in place by the 1st April, 2018. RESOLVED: to note.

Town Hall Boilers. Necessary maintenance work is required on the boilers. The cables on the high limit stat have deteriorated and quotation received is £139.11 inc. labour. A new Heating Circuit Pump to supply and fit new pump will be £1422.00 inc. labour. It was: RESOLVED: to obtain further competitive quotes.

Governance & Accountability for Smaller Authorities in England. Includes section 5: Supporting information and practical examples (June 2016). RESOLVED: to circulate to Members.

Model Financial Regulations, NALC – June 2016. RESOLVED: that the Clerk will go through the revised document and will table at that next meeting.

Official Opening Ellesmere Rangers Football Club – Saturday, 30th July, 2016 at 11.00am. Due to the Mayor and Deputy Mayor unable to attend Cllrs P Goulbourne and C Wright will attend to represent the Town Council. RESOLVED: to inform ERFC.

80/16

Planning:

(a) Planning Applications for consideration:

16/02592/FUL – 8 Willow Street, Ellesmere SY12 0AJ. Application under Section 73A of the Town and Country Planning Act 1990 for the erection of Conservatory to the rear elevation. RESOLVED: Ellesmere Town Council would like to support this application providing that there are no objections from the neighbouring properties.

16/02634/HHE – Park House, Ellesmere SY12 9EU. Erection of a single storey rear extension to detached dwelling, dimensions 5 metres beyond rear wall, 3.5 metres maximum height, 2.3 metres to eaves. RESOLVED: Ellesmere Town Council would like to support this application providing that there are no objections from the neighbouring properties.

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

81/16

Ellesmere Town Council Committees/Task and Finish Groups/Membership of Of Outside Bodies and Working Groups. There are vacancies on the following Committees:

Civic Amenities – Cllr Mrs M Lagoyanni.

Policy & Resources – Cllrs C Wright, P Goulbourne and Mrs M Lagoyanni.

Outside Bodies

SALC Northern Area – Clerks to check if this Committee is still valid.

Ellesmere in Bloom – no nominations.

All Together Ellesmere – Director and 1 vacancy. No nominations.

Youth Champion – Clerks to check if this is still valid.

North Shropshire Area Committee – Cllr I Ward.

Task and Finish Group – to note that the Shropshire Council and Ellesmere Town Council Asset and Engagement members are: Cllrs I Ward, S Thornton, P Goulbourne and Mrs J Williams.

RESOLVED: to note changes and circulate to Members.

- 82/16 Powers To Act – Summer Recess. It was agreed by all Members that: RESOLVED: Powers to Act during the summer recess will be given to the Town Mayor, Cllr I Ward, Deputy Mayor, Cllr S Thornton, Chair of Planning, Economic, Development & Land Committee Cllr G Elner and the Town Clerk.
- 83/16 HR Audit Report/Business Safe Evaluation Report, Peninsula. The Clerk explained that she was working through the recommendations from both reports. It was: RESOLVED: that the HR report be followed up by the Staffing & Governance Committee. FURTHER RESOLVED: that the Business Safe Evaluation Report be followed up by the Civic Amenities Committee.
- 84/16 Outsourcing Payroll, Shropshire Council. Contract has been signed and will commence July, 2016. RESOLVED: to note.
- 85/16 Internal Audit Report 2015/2016. The following issues/recommendations were raised:
1. The Council should review the adequacy of their fidelity cover and consider increasing it which is currently £250,000.00. It was: RESOLVED: to increase this to £500,000.00.
2. The fixed asset balance should equal last year's balance plus additions and less disposable/loan repayments. RESOLVED: noted and this is in place for 2016/17.
3. It would be good practice to include information within the fixed assets register on the date of purchases and disposals. RESOLVED: this is in place for 2016/17.
- 86/16 Payments for May, 2016 to be approved and confirmed. RESOLVED: proposed by Cllr S Thornton, seconded by Cllr Mrs L Davies and agreed by all Members to approve, confirmed that the payments be signed as a true copy.
- 87/16 Date of next meeting – Monday, 5th September, 2016. RESOLVED: to note.
- 88/16 Exclusion of Press and Public. Proposed by Cllr S Thornton, 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 23, 24 & 25 and of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts". Exempt Minutes will be kept.
- 89/16 To approve and confirm the exempt minutes from the meetings held on: Monday, 6th June, 2016. RESOLVED: proposed by Cllr P Goulbourne, seconded by Cllr Mrs J Clayton, all Members who were in attendance agreed that the minutes were approved, confirmed and signed as a true copy.
- 90/16 Town Hall Projects. Updated report received. RESOLVED: to note.

At : 12:45

Town Council Current A/c

List of Payments made between 01/05/2016 and 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2016	Paperstone Ltd	6985	62.80		Certificate Frames & Batteries
03/05/2016	Border Janitorial Supplies	6986	11.88		Handwash
03/05/2016	Central Fire Control	6987	41.82		Emergency Safety Signs
03/05/2016	All Together Ellesmere	6988	80.00		Tuesday Mkt Cleaning April
03/05/2016	Paul Ashby Locksmith	6989	192.00		New Locks for Cross St W.C's
03/05/2016	Ricoh UK Ltd	6990	67.93		Clerks Printer Lease April/Jun
03/05/2016	British Telecom	DDR	105.25		Clerks Phones & 1 Broadband
05/05/2016	RBS Software	6992	607.32		Year End Closedown 2015/2016
05/05/2016	E.on Energy Solutions Ltd	6993	87.80		S/light Repairs & Greenaways
05/05/2016	B Lewis	6994	900.00		Gardening Contract - May
11/05/2016	R J Kupski	6995	96.00		Repairs to Cross St WC
16/05/2016	Shropshire RCC	6996	20.00		Auto Enrolment Training
16/05/2016	J C Dyke	6997	9.55		Town Hall Repairs
16/05/2016	PE & HJ Jones	6998	64.80		Green Waste Recycling
16/05/2016	Princes Electrical Contracting	6999	265.15		Fire Alarm Insp & CCTV Power
16/05/2016	Technical Services Shrops Ltd	7000	1,973.98		Install CCTV Cross St WC
16/05/2016	RBS Software	7001	579.60		A/cs Software Contract 2016/17
16/05/2016	Aceplay Ltd	7002	60.00		Repairs to Kingfisher Walk
16/05/2016	Shropshire Council Pensions	7003	896.45		Pensions Month 1
16/05/2016	Shropshire Council	DDR	919.00		Business Rates - TH
16/05/2016	PE & HJ Jones	6998	-0.80		Bank Input Error
26/05/2016	HM Revenue & Customs	7004	1,072.67		Tax & NI Month 2
26/05/2016	Shropshire Council Pensions	7005	911.63		Pensions Month 2
26/05/2016	Mrs Mandy Evans - Clerk	FASTERPAY	1,725.60		Salary Month 2
26/05/2016	Miss Joanne Butterworth	FASTERPAY	1,174.50		Salary Month 2
26/05/2016	Mr Des Harvey	FASTERPAY	543.37		Wages Month 2
26/05/2016	Mr Clive Parry	FASTERPAY	414.77		Wages Month 2
26/05/2016	Mrs Melanie Connor	FASTERPAY	248.92		Wages Month 2
26/05/2016	Miss N Roberts	FASTERPAY	285.73		Wages Month 2
27/05/2016	Zurich Municipal	7006	2,688.10		Insurance 2016/2017
27/05/2016	PG Skips Ltd	7007	74.21		Skip Hire - TH
27/05/2016	PG Skips Ltd	7008	64.61		Skip Hire - Mkt Hall
27/05/2016	Border Janitorial Supplies	7009	23.04		Cleaning Materials - TH
27/05/2016	Princes Electrical Contracting	7010	67.20		Repairs to Floodlights - TH
27/05/2016	TSB Bank	PAYMENT	32.58		Service Charges
31/05/2016	Peninsula Business Services Lt	DDR	208.80		H & S/employment Law Contract

Total Payments	<u>16,576.26</u>
----------------	------------------

Law D
4125-4 2016