

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 7th December, 2015.

<u>PRESENT:</u>	Town Mayor:	Cllr Ian Ward
	Deputy Mayor:	Cllr J Frost
	Councillors:	Cllr Mrs L Davies, J Clayton, J Williams, K Chenery, Cllr S Thornton, R Hartley, P Goulbourne, M Harris and Cllr G Elner.
	Clerk and RFO:	Mandy Evans
	Assistant Clerk:	Jo Butterworth
	Unitary Councillor:	1
	Members of the Public:	6
	Press:	2
	Police:	0
	Guests:	0

Public Question Time.

1. Elaine Gough resident would like the Town Council's continued support in objecting to the new planning application Land East of Teal Drive.
 2. Residents from Almond Drive have concerns about a 2 storey extension on this drive and in particular the position of the windows on the west side of the extension and will be overlooking the neighbouring patio and conservatory.
- 183/15 To receive apologies and reason for absence. Cllr Mrs E Cross – work commitments. RESOLVED: that the apologies and reason for absence were approved.
- 184/15 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 Cllr S Thornton declared an interest on agenda item: 14 (a) 15/04813/FUL and will leave the room when this item is due to be discussed.
- 185/15 Grant Dispensations. In pursuance of the Localism Act 2011, s31 (4) to report on any dispensations requested/granted. RESOLVED: to note none received.
- 186/15 Public Participation Session.
1. The new planning application Land East of Teal Drive. Members agreed to move this item to agenda item 4(a). RESOLVED: to note.
2. The Town Mayor, Cllr I Ward informed Members that the planning application on Almond Drive was discussed at a Special Town Council meeting on the 16th November, 2015 where it was agreed to support with no further comments. Residents have put their complaints in to the Planning Officer who will hopefully take these on board. RESOLVED: to note.
- 186/15 (a) **(a) Planning Applications for consideration:**

15/04813/FUL – Land East of Teal Drive, Ellesmere. Erection of 68 dwellings to include on-site open space provision and 7 no. on-site affordable dwellings. Cllr Mrs K Chenery declared an interest and left the room with Cllr S Thornton. Members agreed to fight this new application which is the same as the previous planning application. It was: RESOLVED: that the Town Mayor, Chair of Planning and the Clerk compile the response with the same views as on the first application and using an addendum from a recent planning application which was refused in Ellesmere which contains material planning objections. This letter will be circulated to all Members.

187/15

Police Matters. A Total of 15 Recorded Crimes for the two Months of October and November, broken down as follows:

- 4 x Shoplifting Offences, in Town Centre Shops.
- 3 x Burglary of Homes, where items have been stolen.
- 2 x Assaults (minor). Persons known to each other.
- 2 x Theft from Motor Vehicle.
- 1 x Public Order Offence (between two Males)
- 1 x Theft (Diesel from Fuel Pump)
- 1 x Criminal Damage
- 1 x Burglary of an Outbuilding.

Of the 15, Police have active ongoing enquiries in 11 at the time of writing. Police had no incidents reported for Halloween and Bonfire Night. Both the Remembrance Sunday Parade and the Winter Festival went smoothly, again with no reported incidents. CSO Tracey Walker has now been trained in the use of the Speed Detector, which now makes 3 Officers trained for the Ellesmere and Ellesmere Rural area.

Cllr S Thornton asked the Clerk if the local policing team have been notified about the speeding concerns on Grange Road from the Drop in Session held on: 19th November, 2015. The Clerk replied that they have been informed. RESOLVED: to note.

188/15

Shropshire Council Report. RESOLVED: that this item be deferred as Shropshire Cllr Mrs A Hartley is held up in another meeting.

189/15

Minutes. To read and confirm the minutes of the Town Council Meeting held on: Monday, 2nd November, 2015. Proposed by Cllr S Thornton and seconded by Cllr Mr R Hartley all members who were in attendance: RESOLVED: that the minutes were approved, confirmed and signed as a true copy.

190/15

Minutes. To read and confirm the minutes of the Special Town Council Meeting on: Monday, 16th November, 2015. Proposed by Cllr S Thornton and seconded by Cllr Mrs L Davies all members who were in attendance: RESOLVED: that the minutes were approved, confirmed and signed as a true copy.

191/15

Shropshire Council Asset Transfer & Ellesmere Town Council Engagement Task and Finish Group. Appendix A. RESOLVED: to note.

Minutes. To read and confirm the minutes of the Highways Sub Committee Meeting on: Monday, 23rd November, 2015.). Proposed by Cllr G Elner and seconded by Cllr Mr J Frost all members who were in attendance: RESOLVED: that the minutes were approved, confirmed and signed as a true copy.

**Minutes of the Highways Sub Committee held at
Ellesmere Town Hall on Monday 23rd November, 2015**

PRESENT:	Chairman:	Cllr G Elner
	Vice Chairman:	Cllr J Frost
	Councillors:	Cllr I Ward
	Assistant Clerk:	Jo Butterworth
Guests:		Cllr Mrs A Hartley – Unitary Councillor, Wendy Williams & Spencer Davis – Fullwood

Cllr I Ward proposed that item 4 is be the first item on the agenda to elect a Chairman for the meeting. RESOLVED: to do so.

To elect a Chair for 2015/16. Cllr I Ward proposed that Cllr G Elner be elected as Chairman, Cllr Frost seconded. RESOLVED: Cllr G Elner accepted.

To receive apologies and reason for absence. Cllr R Hartley – work commitments, Clerk, Mrs M Evans – family commitments. RESOLVED: that the apologies and reasons 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 Dispensations. In pursuance of the Localism Act 2011, s31 (4) to report on any dispensations requested/granted. RESOLVED: to note none received.

To elect a Vice Chair for 2015/16. Cllr I Ward proposed the Cllr J Frost be elected as Vice Chairman, Cllr G Elner seconded. RESOLVED: Cllr J Frost accepted.

To welcome Spencer Davis, CEO/CFO, Wendy Williams, HR Manager, Fullwood, Shropshire Cllrs Mrs Ann Hartley (a) 14/01744/OUT – Outline application (all matters reserved) for mixed development; formation of estate roads - Old Station Yard, Brownlow Road, Ellesmere.

Cllr Elner started discussions by explaining to the guests the reason for the meeting was to discuss the Town Council's concerns about certain areas in the town that they consider as dangerous, especially Trimpey Street and Brownlow Road. He then went on to raise concerns about the access being used by Fullwood to reach their stores, particularly now that outline planning for a residential housing development which will be use the same entrance has been granted and asked if they had any future plans for an alternative access. Cllr Elner explained that the Town Council would like to work with Fullwood to try to resolve any issues, such as overnight HGV parking and large volumes of traffic entering and exiting the site entrance. Spence Davis replied that Fullwood have

a right of way over the Old Station Yard site which is guaranteed with conveyance, the planning application terms included a perimeter fence to fence off the development site from Fullwood, which so far has not been erected. Wendy Williams explained that the entrance is used by HGV's and other vehicles to access the stores and also their staff use an area of their land as a carpark. A number of signs in different languages are displayed asking hauliers not to park on the site overnight and the gates are locked by Fullwood staff at 6pm for security. Any company's HGV's locked in overnight are contacted to ask for this not to happen again. A discussion then took place detailing how an alternative entrance on Grange Road had been looked at a number of years ago and highlighted that again that there is land owned by a couple of different parties and also a public footpath running along the boundary of Fullwood a the adjacent field. It also highlighted that an area of land adjacent has been earmarked as industrial land and that the creation of a new entrance onto Grange Road would not only benefit Fullwood but any future industrial development in that area. Mr Davis suggested that Fullwood was prepared to consider alternative means of suitable access to its site provided this was at no cost to Fullwood. Cllr Mrs A Hartley pointed out that the new residential development will attract CIL monies and suggested that the money be directed to create a new access onto Grange road if possible. It was also noted that the site is currently up for sale. Fullwood were helpful and supportive of our proposal and were thanked their understanding and consideration. The Town Council look forward to working together with them in the future for the benefit of the town and local community. RESOLVED: that the Town Council will explore the possibilities of the creation of a new entrance to facilitate needs for both Fullwood and the land marked for industrial use.

Proposal for revised Speed Limit Traffic Order - Mereside and Town Centre. Cllr I Ward has drawn up a map showing suggested proposed speed limits, which he will circulate. It was also RESOLVED: that the Town Council should be looking at Community Speed Watch. FURTHER RESOLVED: to defer this item for discussion at a future meeting.

Proposal for revised On-Street Parking Traffic Order. RESOLVED: to defer this item for discussion at a future meeting.

Highways issues: Trimpley Street, Scotland Street, Cross Street and Brownlow Road. RESOLVED: to defer this item for discussion at a future meeting.

Highway Asset Management Strategy & Communications Strategy for Highway Asset Management, Shropshire Council. Consultation documents, response by: 26th November, 2015. <http://new.shropshire.gov.uk/get-involved/highways-asset-management/> RESOLVED: Cllr Ward would like to ask Shropshire Council if they receive any incentive monies from Central Government for managing it's lighting in an energy efficient way. FURTHER RESOLVED: Cllrs then went through the answers to the consultation which will be submitted online.

193/15

Local Council Award Scheme. The Clerk informed Members that they now meet the criteria for the Foundation Level and read criteria to Members. It was: RESOLVED: that Members unanimously agreed that they meet the criteria to apply for the Foundation Level and to contact SALC (accreditation panel) and

forward fee of £50.00. FURTHER RESOLVED: Cllr S Thornton thanked the Clerks for collating information and documents required to meet the criteria.

194/15

The Big Conversation, Shropshire Council. Extension to response date to: 4th January, 2015. Each Member to respond individually on this survey which is the first stage of the Big Conversation. RESOLVED: to note.

195/15

Correspondence.

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

Road Safety in our Rural Towns and Villages. Ruyton XI Towns Parish Council. Road Safety in Rural Towns and Villages presentation by Ben Hamilton-Baillie on Thursday, 3rd March, 2016 at Shirehall Council Chamber. (5.30pm-7.30pm). RESOLVED: that Cllrs I Ward, J Frost and P Goulbourne will attend representing Ellesmere Town Council.

Barriers, Tree of Light. Following new LED lights and RCD fittings on the Tree of Light we have been informed that barriers of 2 metres around the tree must be in place, which has been completed temporarily by the Ellesmere Branch of the Rotary Club for 2015/16. Members agreed in principle to spend money on new barriers for 2016 so they are compliant but they would need time to investigate it more thoroughly together with looking at possible storage areas for the new barriers. RESOLVED: to contact Ellesmere Branch of Rotary Club to inform them of the Town Councils decision.

Ellesmere Cricket Club, (ECC) Birch Road, Ellesmere. A letter dated 2nd December, 2015 received from Ellesmere Cricket Club was read to Members together with a drainage proposal and quote for proposed works to a pond due to the ground being a natural reservoir for retaining water. ECC are proposing to install a drainage system that will isolate the playing field from all surrounding land, therefore, only having to drain their own surface water. Shropshire Wildlife Trust are very interested and have offered their assistance with the pond creation if plans are approved. As the Town Council are the Landlords consent would be required. It was: RESOLVED: agreed to give ECC consent on the understanding that they have taken into account all Health and Safety provisos and that there would be fence built around the pond if required under the Health and Safety Legislation to segregate this area.

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

Tesco Local Community Scheme. Funding Scheme for local community groups to be used for "green" projects. Deadline date has been extended to until the 15th January, 2016. The funding is from the 5p charge applied for the payment of carrier bags. It was: RESOLVED: to pass details onto the Cricket Club, Outdoor Recreation Team – Shropshire Council, Ellesmere in Bloom and Mere's and Mosses.

Community Right to Bid – Swan Hill Depot. Nomination form has been completed following a resolution from a previous meeting. The Town Mayor, Cllr I Ward requested that a copy of the bid be sent to: Festival Committee, 10k, Triathlon, Winter Christmas Festival and Carnival Committee who all use this area for their events to back up our bid. RESOLVED: to so do.

196/15

Shropshire Council Report. Shropshire Cllr Mrs A Hartley began her report by explaining the unprecedented position that Shropshire Council are in since the resignation of the Leader of the Council, Mr K Barrow as their legislation does not cover a Leader resigning. A nominated new Leader will be ratified at full Council on the 17th December, 2015, currently the acting Leader is Cllr S Charmley. Directors have been in a meeting discussing the financial constraints today with the main topic being the 155 services currently run by Shropshire Council who will not be able to continue to finance. Shropshire Council's priority being vulnerable people.

Shropshire Cllr Mrs A Hartley urged as many people as possible from the Ellesmere and surrounding areas to complete the survey for the "Big Conversation". The vision for Shropshire Council by 2020 is that they would be self-sufficient.

The Town Mayor, Cllr I Ward asked if the 2% increase for elderly services would make any difference. Shropshire Cllr Mrs A Hartley would circulate to all Members a financial breakdown as Adult Social Care nationally will be £2 billion by 2019/2020.

RESOLVED: to note.

197/15

Planning.

(a) Planning Applications for consideration:

15/04813/FUL - Land East of Teal Drive, Ellesmere. Erection of 68 dwellings to include on-site open space provision and 7 no. on-site affordable dwellings.

RESOLVED: that this item was discussed under item 186/15 (a).

14/04047/OUT - Outline application for mixed development of a hotel, boating marina, leisure complex, pub/restaurant, residential, holiday cabins and touring caravans with associated infrastructure to include access - Proposed Marina South of Canal Way, Ellesmere. The Town Mayor, Cllr I Ward had noticed that the boundary between the canal, log cabins and caravan site does not show a break. It was agreed to send the following comment: RESOLVED: that Councillors have noticed that in the proposal there is no planned barrier between the canal side, log cabins & caravans. Councillors would like to see a landscaping barrier/bund introduced to soften the visual impact from the canal, suggestions of a vegetation bund which is not extensive with deciduous trees or a hedge, as currently there appears to just be open space with no break.

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

198/15

Payments for October, 2015 to be approved and confirmed. Cllr P Goulbourne asked the Clerks what the payment for the locksmith was for. The Clerks replied that this was for access to electricity supply for a street light reported as faulty, which was attached to a property and no key could be found so new keys had to be cut. Proposed by Cllr R Hartley and seconded by Cllr P Goulbourne all members agreed unanimously: RESOLVED: that the October payments be approved, confirmed and signed.

199/15

All Together Ellesmere. To note copy of the accounts for yearend 31st July, 2015 have been received. RESOLVED: to note.

- 200/15 Caretaker Vacancy - Town Hall. Following placing an advert in the local press one applicant has expressed interest. The applicant will be invited to an interview after Christmas. RESOLVED: to note. FURTHER RESOLVED: to write a letter of thanks to Caretaker Mr D Harvey for covering whilst the vacancy is filled and for all his hard work and dedication.
- 201/15 Risk Assessment Policy.
 (a) Fire Risk Assessment – Tuesday, 13th October, 2015. The Clerk read the following recommendations to Members.
- Ceiling tiles in Main Hall and Kitchen appear to be of fibrous composite material which may increase fire spread.
 - Portable appliance testing is carried out annually on electrical equipment. Last completed May, 2015 this can be extended to every 3 years.
 - Main electrical system should be conducted and certification every 5 years. Last completed January, 2012 due January, 2017.
 - Cooker hood cleaned in house.
 - Fire Safety Policy and Emergency Action Plan needs reviewing.
 - No labels to confirm furniture is fire resistant.
 - Signs and notices are not to the latest standard.
 - Log Book in place from 30th November, 2015 for all the required checks.
- RESOLVED: that the Clerk will action all the recommendations.
- 202/15 Christmas Window Competition – Monday, 14th December, 2015 at 9.30 with guest judge Karen Humphreys, Ducklings Leader. RESOLVED: to note.
- 203/15 Christmas Office Closing Times. RESOLVED: that Members agreed that the office will close from Thursday, 24th December, 2015 until Monday 4th January, 2016.
- 204/15 Date of next meeting – Monday, 4th January, 2015. RESOLVED: to note.
- 205/15 Exclusion of Press and Public. Proposed by Cllr S Thornton, seconded by Cllr Mr R Hartley 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 of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts". Exempt Minutes will be kept.
- 206/15 To approve and confirm the exempt minutes of the Town Council Meeting held on: Monday, 2nd November, 2015. (Tabled). RESOLVED: to note proposed by Cllr S Thornton, seconded by Cllr Mrs L Davies all Members agreed that the exempt minutes were approved, confirmed and signed as a true copy.

La L D
 4/11/2015

APPENDIX A - Clerks Report- Monday, 7th December, 2015

Shropshire Council Asset Transfers and Ellesmere Town Council Engagement Task and Finish Group

Meeting held on: 16th November, 2015 at 6.30pm

Attendees: Cllr Ian Ward, G Elner, P Goulbourne, S Thornton and Mrs J Williams.
Mandy Evans, Town Clerk
Jo Butterworth, Assistant Clerk

Members discussed the following assets under Shropshire Council control:

Car Parking - Car parking charges for the last financial year were tabled and discussions in the future with Shropshire Council regarding the car parks in Ellesmere.

Cross Street	85
Talbot Street	69
Sparbridge	24

Total 178

Garages - To liaise with Shropshire Council.

Mere - Ellesmere Town Council are mindful that the Mere needs to be protected.

Market Hall - To liaise with All Together Ellesmere and Shropshire Council to discuss the Market Hall and Tuesday Market.

Swimming Pool - In the hands of the Primary School.

Business Car Park - Ring-fenced for a surgery. To look at the possibility of obtaining the car park from Shropshire Council.

Cemetery, Swan Hill - Shropshire Council have a statutory responsibility to look at new cemetery sites. Members agreed that this was not a priority for ETC at this stage.

Recycling, Cross Street - this is an area of concern as to the amount of various waste which is left in this area. Suitable re-location would be at the Business Car Park.

Street Lighting - Ellesmere Town Council currently have 83 street columns which are an on-going liability and to consider if Shropshire Council would be prepared to take them over.

12/12/15
4/1/2015

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	Nominal Ledger Analysis			£ Amount	Transaction Detail
					£ VAT	A/c	Centre		
02/10/2015	British Telecom	DDR	104.89		17.48	4105	101	87.41	Clerks Phones & 1 Broadband
05/10/2015	B Lewis	6833	900.00			4312	103	900.00	Gardening Contract - October
05/10/2015	All Together Ellesmere	6834	80.00			4404	103	80.00	Mkt Hall Cleaning - Sept
05/10/2015	Paul Ashby Locksmith	6835	132.00		22.00	4603	202	57.00	Lock replacement
05/10/2015	British Telecom	6836	72.00			4301	103	53.00	Gain Entry & Lock replacement
13/10/2015	PE & HJ Jones	6837	21.60		12.00	4105	101	60.00	Broadband - TH
13/10/2015	P & W Maintenance Ltd	6838	691.20		3.60	4314	103	18.00	Green Waste Recycling
13/10/2015	Healthmatic	6839	2,451.78		115.20	4310	103	576.00	Grounds Maintenance Sept
13/10/2015	Staples	6840	152.04		408.63	4333	103	2,043.15	Cross St Cleaning Oct - Dec
13/10/2015	PG Skips Ltd	6841	80.76		5.84	4101	101	29.20	Stationery
13/10/2015	PG Skips Ltd	6842	92.76			4102	101	117.00	Stamps
13/10/2015	Shropshire Council	6843	1,009.21		13.46	4404	103	67.30	Skip Hire - Mkt Hal
13/10/2015	E.on Energy Solutions Ltd	6844	49.31		15.46	4604	202	77.30	Skip Hire - TH
13/10/2015	E.on Energy Solutions Ltd	6844	-49.31		168.20	4300	103	841.01	Jnt Energy Costs July -Sept
15/10/2015	Shropshire Council	DDR	912.00		8.22	4300	103	41.09	S/light repair at Beech Drive
20/10/2015	Npower	DDR	373.63		-8.22	4301	103	-41.09	Chq returned by E.on
20/10/2015	Npower	DDR	956.79			4130	201	912.00	Business Rates - T
21/10/2015	HM Revenue & Customs	6845	747.53		17.79	4132	201	355.84	Gas - TH June - September
21/10/2015	Association of Local Councils	6846	20.00		159.46	4132	201	797.33	Gas - TH April - June
21/10/2015	Border Janitorial Supplies	6847	210.00			4006	203	4.73	Tax & NI Month 7
21/10/2015	Shropshire Council Pensions	6850	884.70			4005	101	208.77	Tax & NI Month 7
27/10/2015	Miss N Roberts	ETRANSFE	231.48			4001	203	9.23	Tax & NI Month 7
27/10/2015	Mrs Melanie Connor	ETRANSFE	241.27			4000	101	524.80	Tax & NI Month 7
27/10/2015	Mr Clive Parry	ETRANSFE	859.81			4202	102	20.00	Chairmanship Skill ST
27/10/2015	Mr Des Harvey	ETRANSFE	731.32			4606	202	175.00	Vacuum Cleaner
27/10/2015	Miss Joanne Butterworth	ETRANSFE	1,018.72			4011	203	160.49	Pensions Month 7
27/10/2015	Mrs Mandy Evans - Clerk	ETRANSFE	1,722.01			4010	101	435.46	Pensions Month 7
						4001	203	70.61	Pensions Month 7
						4000	101	218.14	Pensions Month 7
						4001	203	231.48	Wages Month 7
						4001	203	241.27	Wages Month 7
						4001	203	859.81	Wages Month 7
						4001	203	731.32	Wages Month 7
						4000	101	1,018.72	Salary Month 7
						4000	101	1,722.01	Salary Month 7
Sub Total Carried Forward			14,697.50	0.00	994.12			11,981.37	

1010



Date: 07/12/2015

Time: 13:06

Ellesmere Town Council 2015/2016

Page No: 2


Cash Book No : 1

User : MAE

Town Council Current A/c

Payments made between 01/10/2015 and 31/10/2015

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	Nominal Ledger Analysis			Transaction Detail
					£ VAT	A/c	Centre	
28/10/2015	TSB Bank	PAYMENT	24.00			4115	101	24.00 Service Charges
Total Payments :			14,721.50	0.00	994.12			13,727.38

10 L 
7/12/2015