

**Minutes of the Meeting of Ellesmere Annual Town Council held on Tuesday, 6th May, 2014
at 7.20pm at Ellesmere Town Hall.**

PRESENT: The Town Mayor, Cllr A Clarke, The Deputy Mayor, Cllr J Frost, Cllrs Mrs L Davies, Mrs J Williams, Mrs S McMullan, R Harrington, I Ward, G Elner, B Knight, B Phillips, and R Hartley.

In attendance: Mandy Evans, Town Clerk
Jo Butterworth, Assistant Clerk

Questions from the Public. Chris Hesketh asked if members of the Town Council had any opinions on the planned methane extraction in Dudleston Heath as this will have an effect on Ellesmere and highlighted the following web site with information about this issue:

www.frackfreedudleston.org.uk

1/14 Election of Town Mayor for 2014/2015. First nomination was proposed by Cllr G Elner seconded by Cllr R Hartley for Cllr A Clarke. Second nomination was proposed by Cllr B Knight with no seconder for Cllr I Ward. Third nomination was proposed by Cllr Mrs S McMullan and seconded by Cllr Mrs J Williams for Cllr G Elner, Cllr G Elner declined his nomination. With a show of 8 hands for the first nomination Cllr A Clarke it was: RESOLVED: that Cllr A Clarke be nominated as Town Mayor for 2014/15. The Chain of Office will remain with the elected Mayor together with the Old Chain of Office.

2/14 Declaration of Acceptance of Office. RESOLVED: that the Town Mayor and Clerk signed the Declaration form which was read by the Town Mayor.

3/14 Election of Deputy Mayor for 2014/2015. Nomination was proposed by Cllr G Elner and seconded by Cllr R Hartley for Cllr J Frost. With a show of 8 hands it was: RESOLVED: that Cllr J Frost be elected as Deputy Mayor for 2014/15.

4/14 Declaration of Acceptance of Office. RESOLVED: that the Deputy Mayor and the Clerk signed the Declaration form which was read by the Deputy Mayor.

5/14 To receive apologies and reason for absence. RESOLVED: none received.

6/14 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.

7/14 Grant Dispensations. RESOLVED: to note none received.

8/14 Public Participation Session. To place gas methane extraction on the June agenda. RESOLVED: to so do.

9/14 Police Matters. Inspector R Klair was welcomed to the meeting who reported that during the last month a total of 14 incidents have been reported. St. George's parade went well despite the weather. Inspector R Klair informed members that the Police have now changed their mission statement to: "protect people from harm, death, injury, loss or distress" to make it clear to the public and officers what the police are here to do which is to target people doing harm in the communities. RESOLVED: to note.



10/14 Shropshire Council Report. Shropshire Cllr Mrs A Hartley reported that Shropshire Council are working with the Police for anti-social behaviour. The Town Mayor asked if the marina development was getting any closer as members are aware of the number of housing planning applications they have been receiving lately. Shropshire Cllr Mrs A Hartley informed the council that the development is very close. The SAMDev is to go to the Minister imminently and she is doing all she can with the planning officers turning these applications down. The SAMDev has given some weight as Ellesmere is a small town without the infrastructure to support extra houses apart from the marina development which will also give a new road, jobs, houses and help the businesses in the town. Regarding the 5 year housing shortage areas in the town have been identified and approved by Cabinet. RESOLVED: to note.

11/14 Minutes. To read and confirm the minutes of the Town Council Meeting held on Monday, 7th April, 2014. (Attached). RESOLVED: that the minutes were approved, confirmed and signed as a true copy.

12/14 Policy & Resources Committee. To approve and confirm the minutes of the meeting held on Wednesday, 23rd April, 2014. (Attached). RESOLVED: that the minutes were approved, confirmed and signed as a true copy.

Minutes of the Meeting of Policy and Resources Committee, Ellesmere Town Council held on Wednesday, 23rd April, 2014 at 9.30am at Ellesmere Town Hall.

PRESENT: Cllrs A Clarke, I Ward, J Frost, G. Elnor and Cllrs Mrs L Davies and J Williams.

In attendance: Mandy Evans, Town Clerk
Jo Butterworth, Assistant Clerk

BUSINESS OF THE MEETING

To receive apologies and reason for absence. Cllr R Hartley – prior engagement.

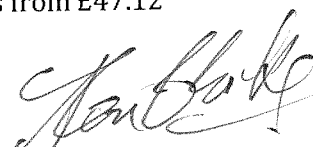
Disclosable Pecuniary Interests. To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. RESOLVED: none received.

Grant Dispensations. RESOLVED: to note none received.

Financial Regulations. (New NALC publication). Members agreed to: RESOLVED: to defer this item until a future meeting due to the Clerk attending a training session organised by SALC on the 16th June, 2014.

Commissioning for the Future – Shropshire Council Commissioning Strategy. Members agreed to forward the following response to Shropshire Council. Ellesmere Town Council comments are; it seems that Shropshire Council are devolving more work down to Town/Parish Councils whose resources are limited. The extra work would also mean extra administration costs. Members are concerned that councillors lack the knowledge which would be required and would need support as councillors are volunteers and not paid qualified officers. They feel to maintain control throughout the County it is important that the quality and continuity is kept. They would like Shropshire Council to suggest what the Town/Parish Councils would be commissioning and what resources/training facilities and would support be available. RESOLVED: to so do.

Christmas Lighting Project – Christmas Trees/Lights. After much suggestions and discussions members agreed to: RESOLVED: reduce the cost of the trees/lights above the shops from £47.12



to £25.00. FURTHER RESOLVED: cost for brackets will be met by the Town Council (£35.00). FURTHER RESOLVED: to refund the excess to the businesses who have already purchased trees/lights.

Community LED Plan/Update Town Plan. Members agreed that it they would look at completing a new Town Plan and not proceed with a Community LED Plan. It was: RESOLVED: to look at costs to start this process.

Aims and Objectives – Ellesmere Town Council. To defer this item until the Annual Town Council meeting on: Tuesday, 6th May, 2014. RESOLVED: to so do.

Exclusion of Press and Public. 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. RESOLVED: to note.

13/14 Upgrade the Recording and Control Equipment – Public Surveillance CCTV within the Ellesmere Town Council Area. All tenders received were marked as per the qualifying questionnaire. The Policy and Resources Committee recommend that the Town Council accept the tender from Technical Services (Shropshire) Ltd who met the specification at the most competitive price RESOLVED: that members approved and confirmed to accept the proposal received from Technical Services (Shropshire) Ltd.

14/14 To confirm committees.

- Policy & Resources
- Civic Amenities
- Planning, Economic, Development & Land/Highways Sub Committee
- Staffing & Governance

RESOLVED: members approved that these committees remain in operation for 2014/15.

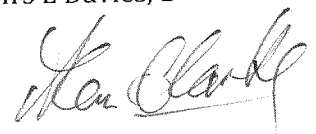
15/14 Review the terms of references for committees. (Terms in Councillor file).

- Policy & Resources
- Planning, Economic, Development & Land/Highways Sub Committee
- Civic Amenities
- Staffing & Governance

RESOLVED: members approved these references with no amendments for 2014/15.

16/14 Receipt of nominations to existing Town Council Committees. To appoint members to the following committees:

- Planning, Economic, Development & Land - Ex Officio members: Town Mayor/Deputy Mayor. Cllrs G Elner, I Ward, R Harrington, B Phillips, R Hartley, Mrs S McMullan, Miss E Edwards.
- Highways Sub Committee – Cllrs G Elner, J Frost, I Ward, A Clarke
- Civic Amenities – Ex Officio Members Town Mayor/Deputy Mayor. Cllrs G Elner, Mrs S McMullan, Miss E Edwards, I Ward, R Harrington.
- Staffing & Governance – Cllrs A Clarke, J Frost, G Elner, R Hartley, Mrs L Davies, B Knight.



RESOLVED: to note no changes have been made.

17/14 Adjournment of the Meeting to enable the following committees to meet to elect a Chairman and Vice Chairman: (Agenda's attached). RESOLVED: The Town Mayor adjourned the meeting to allow the following meetings to take place.

- Planning, Economic, Development & Land Committee

Minutes of the meeting of the Planning, Economic, Development & Land Committee held on Tuesday, 6th May, 2014

BUSINESS OF THE MEETING

1. To elect a Chairman for 2014/2015. RESOLVED: that Cllr G Elner be elected as Chairman for the ensuing year.
2. To elect a Vice Chairman for 2014/2015. RESOLVED: that Cllr I Ward be elected as Vice Chairman for the ensuing year.

- Civic Amenities Committee

Minutes of the meeting of the Civic Amenities Committee held on Tuesday, 6th May, 2014

BUSINESS OF THE MEETING

1. To elect a Chairman for 2014/2015. RESOLVED: that Cllr I Ward be elected as Chairman for the ensuing year.
2. To elect a Vice Chairman for 2014/2015. RESOLVED: that Cllr R Harrington be elected as Vice Chairman for the ensuing year.

- Staffing & Governance Committee

Minutes of the meeting of the Staffing & Governance Committee held on Tuesday, 6th May, 2014

BUSINESS OF THE MEETING

1. To elect a Chairman for 2014/2015. RESOLVED: that Cllr A Clarke be elected as Chairman for the ensuing year.
2. To elect a Vice Chairman for 2014/2015. RESOLVED: that Cllr R Hartley be elected as Vice Chairman for the ensuing year.

18/14 To reconvene the Annual Town Council Meeting. RESOLVED: to note meeting reconvened.

19/14 Policy & Resources Committee:



- (a) To note the Members and their Deputies appointed to the Committee. Town Mayor, Deputy Mayor, Cllrs G Elner, I Ward, R Hartley, Mrs L Davies and Mrs J Williams.
 - (b) Appointment of an additional 3 Members of the Council to the Committee.
- RESOLVED: to note no member changes to this committee.

20/14 Appointment of any new committees/task and finish committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.

(a) Task and Finish Groups:

- Land Rear of Berwyn View. Cllrs G Elner, A Clarke, R Harrington, B Phillips, R Hartley, J Frost.
- Centenary of World War 1. Cllrs R Harrington, B Phillips, A Clarke, G Elner, Mrs L Davies.

RESOLVED: no changes to members of the task and finish groups.

(b) New Committees:

- CCTV Committee: RESOLVED: members: Cllr I Ward, G Elner, A Clarke, R Harrington.
- Mere Committee: RESOLVED: members: Cllr I Ward, G Elner, A Clarke, R Harrington.

21/14 Ellesmere Town Council review the following:

Standing Orders and New National Association of Local Councils Draft Financial Regulations. (Blue files) RESOLVED: that the Standing Orders remain in place for 2014/15 with no amendments. FURTHER RESOLVED: to defer Financial Regulations until the Clerk has attended a training course on the 16th June, 2014.

22/14 Review of arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities:

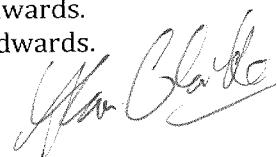
- (a) National Association of Local Councils - Direct Access Scheme - NALC. RESOLVED: that the town council do not meet the criteria. FURTHER RESOLVED: to note.
- (b) Shropshire Association of Local Councils. Affiliation fees for 2014/2015. (2979 electors @ 28p per elector plus £60.00 admin fee = £894.12. NALC Affiliation fee @ 55p per elector = £1463.85. Area Committee fee = £15.00. Total £1,072.97). RESOLVED: to note the figure £1463.85 should read "£163.85". FURTHER RESOLVED: to note that the Council remains in membership with this body.

23/14 To Review of inventory of land and assets including buildings and office equipment. (Copy attached). RESOLVED: members approved the updated list.

24/14 Review insurance cover in respect of all insured risks. Insurance schedule up to date. Three year insurance term due to expire 2016. RESOLVED: to note.

25/14 Membership of Outside Bodies.

- (1) Ellesmere Joint Parishes Burial Committee. RESOLVED: that members are: Cllrs J Frost, G Elner, B Phillips, A Clarke, B Knight, J Williams.
- (2) Local Joint Committees. RESOLVED: that members are: Town Mayor or substitute Deputy Mayor.
- (3) The Mere at Ellesmere Advisory Board Committee. RESOLVED: that members are: Cllrs J Frost, I Ward, A Clarke.
- (4) SALC Northern Area. RESOLVED: that members are: Town Mayor, Deputy Mayor, I Ward.
- (5) Ellesmere in Bloom Committee. RESOLVED: that members are: J Frost, E Edwards.
- (6) Ellesmere Festival Committee. RESOLVED: that members are: A Clarke, E Edwards.



- (7) Triathlon. RESOLVED: that members are: Cllr G Elner.
- (8) Chester and Shrewsbury Rail users Association. RESOLVED: that members are: Cllr I Ward.
- (9) Joint Emergency Planning Group. RESOLVED: that members are: Cllrs J Frost, Mrs S McMullan.
- (10) Friends of the Mere. RESOLVED: that members are: Cllr B Phillips.

26/14 To Review:

- (a) Review the Council's complaints procedure. (Blue files). RESOLVED: that this document remains in operation for 2014/15.
- (b) Review the Council's procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998. (Blue files). RESOLVED: that this document remains in operation for 2014/15.

27/14 Ellesmere Town Council – Policy on Press/Media Relations. (Policy attached for approval and adoption). RESOLVED: that members approved and confirmed the policy unamended.

28/14 Dates, times and place of monthly meeting of the full Council for the year ahead. RESOLVED: to note.

02.06.14	7.20	Committee Room, Ellesmere Town Hall
07.07.14	7.20	Committee Room, Ellesmere Town Hall
01.09.14	7.20	Committee Room, Ellesmere Town Hall
06.10.14	7.20	Committee Room, Ellesmere Town Hall
03.11.14	7.20	Committee Room, Ellesmere Town Hall
01.12.14	7.20	Committee Room, Ellesmere Town Hall
05.01.15	7.20	Committee Room, Ellesmere Town Hall
02.02.15	7.20	Committee Room, Ellesmere Town Hall
02.03.15	7.20	Committee Room, Ellesmere Town Hall
08.04.15	7.20	Committee Room, Ellesmere Town Hall
06.05.15	7.20	Committee Room, Ellesmere Town Hall

29/14 Bank Account – Authorised Signatures. Signatories for the Council's Bank Accounts for which two Councillors must sign any order for payment. RESOLVED: it was agreed that the signatories remain the same for 2014/15 on all accounts operated by Ellesmere Town Council for which any 2 Councillors must sign any order for payment.

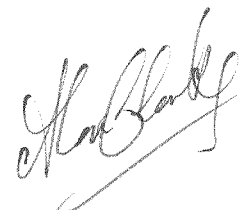
30/14 To Review:

- (a) Annual Risk Assessment and Management. (Copy attached). RESOLVED: that the updated document remains in operation for 2014/15.
- (b) Annual review of the effectiveness of Internal Audit. (Copy attached). RESOLVED: that the updated document remains in operation for 2014/15.
- (c) List of Contractors. (Copy attached). Updated. RESOLVED: that the updated document remains in operation for 2014/15.

31/14 Aims and Objectives. (Copy attached). RESOLVED: that the updated document remains in operation for 2014/15

32/14 Matters Arising from the Minutes.

- a) Progress Report – for consideration. (No Report). RESOLVED: to note.



33/14 Correspondence – items for consideration (information items will be circulated at the meeting).

Road Closure Tri UK Triathlon – 25th May, 2014. Shropshire Council. RESOLVED: to note.

Post 16 Education Transport Assistance for Entitled Shropshire Students – Consultation on Arrangements from September, 2014. Passenger Transport Commissioning Group, Shropshire Council. No proposed changes for details go to: Shropshire.gov.uk. RESOLVED: to note.

NHS Shropshire Clinical Commissioning Group. Leaflet. RESOLVED: available to members on request.

Rt. Hon. Owen Paterson MP. Response letter re: National Planning Policy Framework. Letter read to members. RESOLVED: to note.

Training Update – Shropshire Association of Local Councils. RESOLVED: to note.

Invite to join a Rural Sounding Board – The Rural Services Network. RESOLVED: to note.

(a) Correspondence Circulated during the month:

SALC Bulletin – 11th April, 2014. RESOLVED: to note.

Shropshire Council: Meeting with Planning Minister 9.4.2014/Letter from Cllr M Price, Portfolio Holder for Planning and Housing, Shropshire Council. RESOLVED: to note.

Shaping you outdoors, Shropshire Council. RESOLVED: to note.

SALC Bulletin – 25th April, 2014. RESOLVED: to note.

Other Correspondence received after the Agenda being sent out.

Support more funds for parish council's proposal – Local Works Organisation. RESOLVED: to note.

Ellesmere Food & Drink Festival. Plans for a fun fair by the Wharf Head next to Tesco's. RESOLVED: to inform our insurers and to request completed Premises Licence Forms.

Request for land to build a house via the "Right to Build" Scheme. RESOLVED: to find more information regarding this scheme.

34/14

(a) Planning Application Decisions (for information only)

13/04935/LBC – 6 High Street, Ellesmere SY12 0EP. Installation of new door to ground floor shop affecting a Grade II Listed Building.
Decision: Grant Permission.

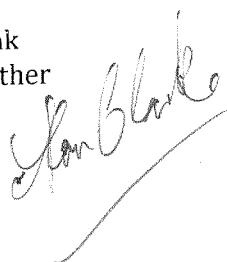
14/00774/FUL – 7 Cygnet Close, Ellesmere SY12 9QB. Erection of a first floor side extension.
Decision: Grant Permission.

14/00931/TCA – Sandycroft, Birch Road, Ellesmere SY12 0ET. Notification of works to include the removal of one Silver Birch tree and three Cypress trees in Ellesmere Conservation Area.
Decision: No Objection.

14/00562/LBC – Red Lion Hotel, 18 Church Street, Ellesmere SY12 0HD. Replacement tie beam to roof truss due to woodworm infestation and fungal decay.
Decision: Grant Permission.
RESOLVED: to note all decisions.

(b) Planning Applications for consideration:

14/01687/TPO – Land Adjacent to Diamond Way, Ellesmere SY12 0FH. To crown clean 3 Mature Oak; Remedial Prune 2 Mature Oak; Crown Reduce 1 Mature Oak; cut ivy from 1 Hawthorn and 1 Sycamore and Remove 1 Mature Oak protected by Shropshire Council (Land at Former Dairy Crest Site, Wharf Road, Ellesmere) TPO 2011. RESOLVED: Ellesmere Town Council would like to support this application, and as the Mature Oak that is being removed is protected by a TPO members would like to request that another



tree the same be planted to replace it once removed. If you are able to confirm to the Council whether this is possible it would be much appreciated.

14/01674/FUL – The Lakelands School, Oswestry Road, Ellesmere SY12 0EA. Erection of a single storey front extension to provide a “Special Educational Needs (SEN) Hub. RESOLVED: Ellesmere Town Council wishes to support this application with no further comments.

(c) To consider any other planning applications received after the issue of the Agenda. (To be notified at Meeting).

14/01744/OUT – Old Station Yard, Brownlow Road, Ellesmere. Outline application (all matters reserved) for mixed residential development; formation of estate roads. RESOLVED: Ellesmere Town Council would like to object to this application and have made the following comments: 1) The access to the proposed development is via Brownlow Road which already has existing traffic problems that both residents and the Town Council have expressed concerns about previously. A large amount of heavy HGV vehicles access the Fullwoods site from the proposed entrance of this development which is already extremely dangerous for pedestrians and members feel that an increase in traffic to this area would increase the dangers posed particularly as this is one of main roads used for children and parents walking to and from both schools. 2) The bottleneck at the top of Trimpley Street already has to cope with an enormous volume of traffic and this development will increase that level of traffic. 3) From looking at the indicative plan members commented that it shows insignificant turning circles for vehicles on the development, which will result in them having to drive onto driveways and reverse onto the newly built busy roads to exit their plots, which they considered a danger to other motorists and pedestrians. This application would be outside the development boundary already agreed in the SAMDev which is about to go to cabinet. 4) Members have concerns that with the SAMDev already including site ELL003 which had full Town Council support in providing 250 dwellings in on area as opposed to having housing in three separate locations. Member have concerns that any additional developments would over development the town and would be beyond the capabilities of the current infrastructure. 5) Although this application does not include the Grade 2 listed Station building, there is mention of it in the design and access statement Members would like to make sure that if any development should be proposed to this in the future that there is a significant area of land left surrounding the protected building.

35/14 Mere Contribution 2015/16. To start talks with Shropshire Council regarding the contribution from Ellesmere Town Council from 2015. RESOLVED: to arrange a meeting with members of Shropshire Council and the Mere Committee, Ellesmere Town Council.

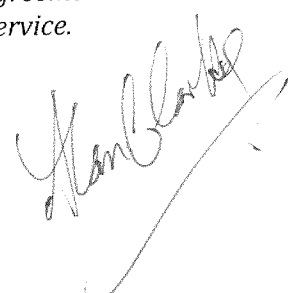
36/14 Internal Audit Report - Interim Audit 2013/2014.

- 1 The Council made the following grants during the year for which we could not find a supporting receipt:

- Ellesmere Chamber of Commerce £1020.00
- Fashelles – Wendy Pugh £1200.00

Receipts should be requested for all grants.

The Council should establish a Service Level Agreement with the new provider of the Tourist Information Service.



The payment to Fashelles-Wendy Pugh was to provide a tourist information centre.. There is no SLA in place stating what service is provided.

- 2 There are some differences in the audit sheet recording the money collected for the Gents toilet and the amount banked and entered in the ledger. *If an error is discovered in the amount collected when it is recounted for banking then this should be noted on the collection sheet.*
- 3 There is a significant difference between the amount that has been collected by the Council and the amount that has been recorded on the coin machine in the Gents Toilet as collected. The machine is recording this as £1867.85 more than actually collected. *The council need to investigate the reason(s) for the difference between bankings and the amount apparently collected as displayed on the coin machine.*
The Company that provide the machine must urgently ensure that it is working correctly and ensure that access to the machine is restricted according to the internal control requirements of the council.

RESOLVED: that receipts will be requested in future for all grant payments.

FURTHER RESOLVED: the Council need to have a Service Level Agreement in place with the Tourist Information Centre.

FURTHER RESOLVED: to note any errors with the amount collected from Cross Street toilets on the collection sheet.

FURTHER RESOLVED: report received from contractor's state that the errors between banking and amount collected could be caused by tailgating and the lock could be forced easily. 2 new fire doors have been fitted.

FURTHER RESOLVED: names of people who have access to the coin operated machines has been received and will be kept on file.

37/14 Payments for March, 2014 to be approved and confirmed. RESOLVED: that the payments were approved, confirmed and signed.

Receipts/Payments/Income & Expenditure reports for final quarter to be approved and confirmed. (Reports to be tabled). FURTHER RESOLVED: that the quarterly reports were approved, confirmed and signed.

Cheque Signing Record. From April, 2014 a list of all cheques which have been signed and on what date and by whom will be completed. The first report was tabled to allow Councillors know the layout of this new report. The report will be filed with the Accounts File in the office every month. Members who are not cheque signatories are to complete spot checks.

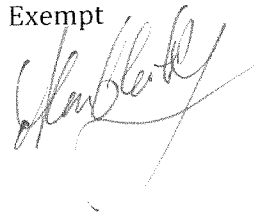
RESOLVED: to so do. FURTHER RESOLVED: to complete spot checks by non-signatory members.

38/14 Clerk's Appraisal. RESOLVED: to defer this item.

39/14 Risk Assessment Policy. To consider and amend as necessary. RESOLVED: to note no amendments.

40/14 Date of next meeting – Monday 2nd June, 2014. RESOLVED: to note.

41/14 Exclusion of Press and Public. 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. RESOLVED: to note.

A handwritten signature in black ink, appearing to be 'John Blewett', written in a cursive style.