

ELLESMERE TOWN COUNCIL

Minutes of the Town Council Meeting held in Ellesmere Town Hall on Monday 5th October, 2015.

<u>PRESENT:</u>	Town Mayor:	Cllr Ian Ward
	Deputy Mayor:	Cllr J Frost
	Councillors:	Cllr Mrs L Davies, J Williams, J Clayton, E Cross, K Chenery. Cllr S Thornton, M Harris and Cllr G Elner.
	Clerk and RFO:	Mandy Evans
	Assistant Clerk:	Jo Butterworth
	Unitary Councillor:	0
	Members of the Public:	3
	Press:	1
	Police:	1
	Guests:	Neil Wilcox, Locality Commissioning Manager, Shropshire Council.

Public Question Time.

Resident Mr R Powell asked if it would be possible that the waste plainings from the planned road works due to take place this month could be used on the business car park.

- 126/15 To receive apologies and reason for absence. Cllr R Hartley – holiday.
RESOLVED: that the apologies and reason for absence were approved.
- 127/15 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 not none received.
- 128/15 Grant Dispensations. In pursuance of the Localism Act 2011, s31 (4) to report on any dispensations requested/granted. RESOLVED: to note.
- 129/15 Public Participation Session. To contact Shropshire Council and Mouchel to ask permission to re-use the plaining on the business car park.
- 130/15 Police Matters. CSO T Walker read the following crime figures for September; a total of 8 crimes have been recorded: 3 x Criminal Damage; 2 x Assaults; 1 x Theft; 1 x Burglary Dwelling and 1 x Make Off without paying at a Petrol Station. Of these, they currently have active ongoing enquiries in 7 cases. There were no issues at the Boat Festival or Merefest in Cremorne Gardens and the Safer Neighbourhood Team have started campaigning last week on speeding and school patrols in the area. Cllr M Harris asked if the figures were up or down from last month, figures were the same. Cllr G Elner wanted to know if the CCTV assisted with the reported crimes and CSO T Walker replied that it has in a lot of cases which justifies the new system. CSO T Walker is waiting training on the speed gun. RESOLVED: to note.

- 130/15 (a) Members agreed unanimously to move agenda item 10 to 5(a) and to suspend Standing Orders to allow Neil Wilcox, Locality Commissioning Manager, Shropshire Council to join the meeting to give an update on the library. Ellesmere Library. Neil Wilcox was welcomed to the meeting and explained that Shropshire Council in their bid to save money were looking to support different management levels through the County. Shropshire Council have no agenda to close Ellesmere Library but are looking at a possible re-location. A six week consultation started on Friday, 2nd October, 2015 and closes on the 16th November, 2015 this will allow the Town Council to debate and give their views. Shropshire Council have listed 3 options with their preferred option of re-locating to the Mere's Day Centre. Discussions took place regarding the possibility of refurbishing the 6 bed sits above the Library. There is an Open Day at the Library on the 13th October, 2015 for people to call in and find out more about the options listed on the consultation document. The Town Mayor, Cllr I Ward said the presentation which was given at the Local Joint Committee was very helpful. Cllr G Elner asked Mr Wilcox if the money saved if the re-location did happen would be ring fenced for Ellesmere, which would not but money saved would benefit the rate payers. Members were concerned that they only have another meeting before the close of the consultation and asked Mr Wilcox if it would be possible to extend the response date, which would be considered if the Town Council came up with a better alternative. It was: RESOLVED: to arrange a suitable date and time for Members apart from one abstention received from Cllr Mrs K Chenery to look at the bedsits above the library. FURTHER RESOLVED: to forward the consultation document to Policy & Resources Committee with the recommendation not to choose option 2 and to be open minded and mindful of all the implications as there are other assets which may be offered to Town/Parish Council level in the future.
- 131/15 Shropshire Council Report. Apologies received from Shropshire Cllr Mrs A Hartley. RESOLVED: to note.
- 132/15 Minutes. To read and confirm the minutes of the Town Council Meeting held on: Wednesday, 9th September, 2015. (Attached). Proposed by Cllr Mrs L Davies and seconded by The Deputy Mayor, Cllr J Frost all members who were in attendance: RESOLVED: that the minutes were approved, confirmed and signed as a true copy.
- 133/15 Minutes. To read and confirm the minutes of the Policy & Resources Committee held on: Thursday, 24th September, 2015. (Attached). Proposed by Cllr S Thornton and seconded by Cllr Mrs J Clayton all members who were in attendance: RESOLVED: that the minutes were approved, confirmed and signed as a true copy. FURTHER RESOLVED: to note Cllr G Elner was also present. **(a) Standing Orders**. To approve and confirm adoption as per recommendation made by the Policy & Resources Committee. Cllr M Harris asked who does all the tasks listed in the Standing Orders, Members responded that all Councillors are responsible as they are the rules which must be abided by all Councillors. All Members agreed from November, 2015 meetings will commence at 7.15pm with the first 10 minutes allocated to public question time. RESOLVED: to note. Proposed by Cllr S Thornton and seconded by Cllr Mrs L Davies all members approved: FURTHER RESOLVED: to adopt with no amendments to the Standing Orders. **(b) Local Government Employer's Discretion Policy**. (Attached). To approve and confirm adoption as per recommendation made by the Policy & Resources

Committee. Cllr M Harris commented that there was a number of items in this policy which were decided by 2 committees (Policy & Resources and Staffing & Governance) and wondered if everyone was happy that only 6 people have a say on the decision. Members responded that if this is an issue it would need to be raised before the Annual Town Council meeting in May, 2016 where all Members volunteer to the committees. Terms of Reference for each committee are in the Councillor files explaining which committee have authority to make decisions/recommendations. Cllr S Thornton responded that both these committees should be involved due to any possible financial implications. Proposed by Cllr S Thornton, seconded by Cllr G Elner all Members in favour: RESOLVED: that the policy was approved, confirmed and adopted on pension discretions and a decision taken case for case for the purpose of the LGPS Regulations 2008 (with exception of Regulation 3 "determining employee contribution rate" that this rate will be changed as appropriate whenever a pay change is made).

Minutes of the Policy and Resources Committee Meeting, Ellesmere Town Council held on Thursday, 24th September, 2015 at 12.00 noon at Ellesmere Town Hall.

PRESENT: Councillors: Cllrs I Ward, S Thornton, Cllrs Mrs L Davies and J Clayton.

Town Clerk Mandy Evans
Assistant Clerk: Joanne Butterworth

To elect a Chair for this meeting: Members unanimously agreed that: RESOLVED: Cllr S Thornton be nominated as Chairman for this meeting.

To receive apologies and reason for absence. Cllr R Hartley – work commitments, Cllr J Frost – other commitment. RESOLVED: that the apologies and reasons were approved.

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: to note.

Grant Dispensations. RESOLVED: to note.

Painting – Clerks Office. Three quotations have been received to paint the CCTV room, office, reception and corridors. After considering all 3 quotations it was RESOLVED: to accept the cheapest quote as it seemed to be the best value for money.

Local Government Employer's Discretion Policy. (Draft Attached). RESOLVED: Cllr G Elner proposed that it be recommended to full Town Council to grant approval for the policy at their next meeting, all members present agreed.

Revised Standing Orders. Cllr S Thornton and the Clerk went through the standing orders with members highlighting the changes and taking recommendations where required. RESOLVED: Cllr Mrs L Davies proposed that it be recommended to full Town Council to grant approval for the Standing Orders at their next meeting, all members present agreed.

Exclusion of Press and Public. To resolve "That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be



excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts". Exempt Minutes will be kept. RESOLVED: Cllr I Ward proposed, Cllr Mrs J Clayton seconded and all members were in favour to exclude the press and public. Exempt minutes will be kept.

Town Hall Roof & Windows. To receive a report. RESOLVED: to note.

- 134/15 Casual Vacancy. Closing date: 25th September, 2015. One application received. (Attached). Cllr S Thornton informed Members that if a person was qualified there is the need to appoint. Members unanimously agreed by a show of hands to co-opt Mr Paul Goubourne onto Ellesmere Town Council. RESOLVED: to write and congratulate Mr Goulbourne and arrange a suitable date, time to complete the Declaration of Pecuniary and Personal Interest Form, Declaration of Office and collection of the Councillor Information File.
- 135/15 Highways Sub-Committee. To arrange a meeting to discuss highways issues with Shropshire Council. RESOLVED: that the Clerk will arrange a meeting as soon as possible.
- 136/15 Local Council Award Scheme. To adopt the following policies:
(a) Risk Management Policy Statement. (Attached). Proposed by Cllr S Thornton, seconded by Cllr G Elner all in favour: RESOLVED: to adopt the policy.
(b) Training Policy. (Attached). Proposed by Cllr Mrs L Davies, seconded by Cllr S Thornton all in favour: RESOLVED: to adopt the policy.
(c) Communications Strategy. (Attached). Proposed by Cllr Mrs J Clayton, seconded by Cllr S Thornton all in favour: RESOLVED: to adopt the policy.
(d) Action Plan 2015 – 2016. (Attached). Proposed by Cllr S Thornton, seconded by Cllr Mrs J Williams all in favour: RESOLVED: to adopt the policy as amended.
- 137/15 Correspondence.
(a) Items for consideration (information items will be circulated at the meeting).
All Together Ellesmere (ATE). Letter received to request that the Town Council put a proportion of the money allocated for the setting up of the market be given to ATE to allow them to organise the market set up which will release the Town Council staff who are currently carrying out this task on the request from ATE 6 months ago. Members agreed to: RESOLVED: to forward onto the Policy & Resources Committee together with the last 6 months costings.
(a) To receive nominations from Ellesmere Town Council members for the vacancy of Director on All Together Ellesmere. To note this item was tabled after Lower Park Farm Co-operative. RESOLVED: no nominations were received.
Lower Park Farm Co-operative. The first UK's Community based renewable energy Co-operative. Open meeting to visit and tour an operational on-farm Anaerobic Digester plant. The Town Mayor, Cllr I Ward asked Members to make a response as soon as possible to any requests made by the Clerks. RESOLVED: to confirm the attendance of Cllrs S Thornton, G Elner, I Ward, J Frost, M Harris and Mrs J Williams.
Ellesmere War Memorial, St. Mary's Church. A request for the addition of a name to be added onto the War Memorial which is not included on the Ellesmere or surrounding War Memorials has been looked into between the Clerks and other organisations for help and advice. To forward to the Civic Amenities Committee to proceed with this request and to ensure that proper procedures are followed

together with permission received from all involved. Ellesmere Branch of the Royal British Legion have now received permission from the Diocese of Hereford and the P.C.C. to have the War Memorial professionally cleaned and to remove the plaques for cleaning. If an additional plaque is required the positioning would have to be confirmed and would be after the planned work has been completed. RESOLVED: to forward onto the Civic Amenities Committee.

Pastoral Prefect Award – Lakelands Academy Presentation Evening. 15th October, 2015. In March, 2015 (min ref: 246/15) the Town Council agreed to sponsor a trophy for an award of achievement. Lakelands Academy have asked for a “Pastoral Prefect Award” which will be presented by the Town Mayor at their presentation evening on the 15th October, 2015. A photo of the trophy was shown to Members which was approved. Members all agreed to: RESOLVED: contact Ellesmere Primary School to offer to sponsor a trophy.

Victoria Street/Scotland Street, Ellesmere. Email received from a concerned resident regarding the latest accident on the roundabout on Scotland Street and Victoria Street and the speed of vehicles in this area. This concern was forwarded to the Area Traffic Engineer (North), Shropshire Council. The response received was in view of limited funding this area it was not considered a priority for any introduction of speed reduction measures as both the streets are covered by a 30mph speed limit and suggested that this is an enforcement issue with the Police. RESOLVED: that the local Safer Neighbourhood Team have been informed.

Ellesmere Tree Warden. Email received from Mr R McBride would like to request that he is kept up to date with any details of work to trees in Ellesmere Urban area. In the past he did make the same request to Shropshire Council but was told it was technically impossible. The Town Mayor, Cllr I Ward replied that the Town Council are always very vigilant about any proposed works to trees. The Assistant Clerk informed Members that she has since shown Mr McBride the Planning Portal, Shropshire Council and all planning applications are available to view on agenda's which are placed around the Town Hall and on the web site. Members felt that any responsibility should lie with the Planning Dept. Shropshire Council. RESOLVED: to note.

(b) Correspondence Circulated during the month: Please note that from September, 2015 all Newsletters/Bulletins received will be circulated to all Members and not listed. If there are any items from these documents you wish to be included on a forthcoming agenda please notify the Clerk well in advance. RESOLVED: to note.

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

Resignation letter received from Mr C Parry, Caretaker, Ellesmere Town Hall. Vacancy has been advertised. RESOLVED: to write a letter of thanks to Mr Parry.
Planning Issues Related to the Mere. Email received from the Town Mayor, Cllr I Ward asking permission from Members to forward the following responses in relation to the recent planning applications around the Mere. The Town Council's comments and objection for the Horton's Field application was submitted before the Inspector published the final draft SAMDev report these should be updated to reflect the fact that the Inspector accepted the boundary, so making the application for development on a Greenfield site outside the accepted development boundary. Irrespective of the views of some, the field was also used to host a 'fun fair' during and as part of the Carnival, so it has been used to support at least one of the public events in the town this year.

The Swan Hill Depot application comments can now be supported by the photos and video that the Town Mayor, Cllr I Ward obtained at the weekend of the 'Merefest' showing the extensive use of the Swan Hill – Cremorne land and the Estate Yard for parking by participants and others. It also shows the parking on Swan Hill. This situation is a regular occurrence for summer community events held at the Cremorne Gardens (e.g. Regatta, Carnival, Merefest). This evidence should be submitted as supplementary to the Town Council's original objection. The loss of this access and parking provision threatens the use of the Cremorne Gardens for public events (and, therefore, the holding of community events in the town) and potentially damages the image of the town. Also, this should be reinforced by stating that Shropshire Council needs to provide alternative parking before any planning application is reconsidered. Also, that the Town Council gets assurances that this application is and any future applications will be considered without any regard to pressures that may exist on and from Shropshire Council regarding the raising of capital resources from the sale of this site.

RESOLVED: that all Members agreed to forward these comments on. Ellesmere Rotary Regatta. Thank you letter. RESOLVED: to note.

138/15

Planning.

(a) Planning Application Decisions (for information only). Please note from September, 2015 all decisions will be forwarded onto Members and will not be included on the agenda. RESOLVED: to note.

(b) Planning Applications for consideration:

14/01744/OUT; Outline application (all matters reserved) for mixed residential development; formation of estate roads, Old Station Yard, Brownlow Road, Ellesmere. Consideration by the Northern Planning Committee 29th September, 2015 at 2.00pm. Cllr G Elner attended the North Planning Committee meeting on behalf of Ellesmere Town Council and informed Members that Shropshire Council had always stated that there would not be any development in this area of the town until issues on Trimpley Street were addressed, but the decision made at the meeting was to grant outline permission with a view to address conditions such as access and lorries having access to Fullwoods from Grange Road. The Town Council will have another opportunity to comment when a full application has been received. It was: RESOLVED: that Highways Sub Committee contact Fullwoods to arrange a meeting to discuss access from Grange Road.

15/03885/FUL – 10 Lime Close, Ellesmere SY12 9PD. Erection of a garage extension to front. RESOLVED: that all Members were in favour to support this application apart from one abstention received from Cllr S Thornton as he was not familiar with this property.

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

15/04263/TPO – 7 Lime Close, Ellesmere SY12 9PE. To crown thin 1 x Oak tree by 20% and reduce height by 20% protected by The Salop County (Elson Road, Ellesmere) TPO 1973. It was: RESOLVED: to forward this application onto the Tree Warden, Rob McBride for his views and once received to circulate to Members for their approval before submitting.

15/01389/FUL – Swan Hill Depot, Swan Hill, Ellesmere SY12 0DQ. Erection of five dwellings along with associated external works and landscaping following demolition of existing buildings on site.

Decision: Withdrawn. The Town Mayor, Cllr I Ward informed Members that a revised application would be likely to be re-submitted. RESOLVED: to note.

139/15 Council Drop-In Session. Thursday, 19th November, 2015 (11.00am). Main Hall, Ellesmere Town Hall. RESOLVED: to note.

140/15 Town Mayor's Coffee Morning – Thursday, 8th October, 2015 - Ellesmere Town Hall. RESOLVED: to note.

141/15 Ellesmere Town Council Civic and Community Service – Sunday 11th October, 2015 (10.00am). St Mary's Church, Church Hill, Ellesmere. RESOLVED: to note.

142/15 Budget Deliberations 2015/16. To start the budget process for the forthcoming year. RESOLVED: to note.

143/15 Payments for August, 2015 to be approved and confirmed. (Attached). Cllr M Harris asked for an explanation for 4 payments for cleaning materials during the month and if it was possible that these could be combined to one Company. The Assistant Clerk responded that only 1 out of the 4 highlighted only was for cleaning materials the other payments were for payments for the Tuesday Market Hall cleaning, Cross St. toilets and sanitary waste contracts. Proposed by Cllr M Harris, seconded by Cllr Mrs L Davies all Members agreed: RESOLVED: that the payments were approved, confirmed and signed as a true copy.

144/15 Clerks Appraisal completed on: Tuesday, 15th September, 2015. To confirm 1 point increase backdated from the 1st March, 2015 due to completing the CiLCA Portfolio in March, 2015 as per contract. Cllr M Harris asked Members if the Clerks could leave the room as he would like to discuss the Clerk and Assistant Clerk and felt it best that they left the room whilst the discussion took place. Members agreed to exclude the Clerks and public present. 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 item of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts" and hand written exempt minutes would be taken in the Clerks absence.
The Clerks were called back into the meeting and it was: FURTHER RESOLVED: that the backdated pay was approved by all Members.

145/15 Risk Assessment Policy. RESOLVED: to note none received.

146/15 Date of next meeting – Monday, 2nd November, 2015. RESOLVED: to note.

147/15 Exclusion of Press and Public. Proposed by Cllr S Thornton, seconded by Cllr Mrs E Cross 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.

148/15 To approve and confirm the exempt minutes of the Town Council Meeting held on: Wednesday, 9th September, 2015. (Tabled). RESOLVED: to note.

149/15 To approve and confirm the exempt minutes of the Policy & Resources Committee held on: Thursday, 24th September, 2015. (Tabled). RESOLVED: to note. FURTHER RESOLVED: to note that Cllr G Elner was also present.

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2/11/15

Town Council Current A/c

Payments made between 01/08/2015 and 31/08/2015

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail:
03/08/2015	Healthmatic	6772	2,061.78		343.63	4333	103	1,718.15	Cross St Clean - Credit no
03/08/2015	Border Janitorial Supplies	6773	71.49		11.92	4600	202	59.57	Cleaning Materials
03/08/2015	Princes Electrical Contracting	6774	40.20		6.70	4603	202	33.50	Town Hall Repairs
03/08/2015	Shropshire Council	6775	1,009.21		168.20	4300	103	841.01	Jnt Energy Costs - S/lights
03/08/2015	All Together Ellesmere	6776	80.00			4404	103	80.00	Tuesday Mkt Cleaning
03/08/2015	Accordial	6777	474.00		79.00	4603	202	395.00	Repairs to movable wall
03/08/2015	British Telecom	6778	116.77		19.46	4105	101	97.31	Broadband Service
03/08/2015	B Lewis	6779	900.00			4312	103	900.00	Gardening Contract - August
03/08/2015	Ellesmere P J Burial Committee	6780	12,345.07			4452	105	12,345.07	2015/2016 Precept Minus Loan
03/08/2015	British Telecom	DDR	124.30		20.71	4105	101	103.59	Both phones and 1 Broadband
05/08/2015	Sanchi Jewellers	6781	18.00		3.00	4203	102	15.00	Engraving of Rega
05/08/2015	HM Revenue & Customs	6782	556.50			4005	101	158.38	Tax & NI Month 4
						4000	101	398.12	Tax & NI Month 4
05/08/2015	Shropshire Council Pensions	6783	783.16			4011	203	147.07	Pensions Month 4
						4010	101	381.36	Pensions Month 4
						4001	203	64.72	Pensions Month 4
						4000	101	190.01	Pensions Month 4
12/08/2015	Severn Trent	6784	328.39			4333	103	328.39	Water - Cross Street
12/08/2015	Mrs Mandy Evans - Clerk	6785	17.19		2.86	4150	102	14.33	Reimbursed for refreshments
12/08/2015	Thomas Fattorini Ltd	6786	36.35		6.06	4203	102	30.29	Ribbon for Mayoress Badge
12/08/2015	Staples	6787	88.67		14.78	4101	101	73.89	Stationery
12/08/2015	P & W Maintenance Ltd	6788	691.20		115.20	4310	103	576.00	Grounds Maintenance - July
12/08/2015	Playsafety Ltd	6789	156.00		26.00	4402	104	130.00	ROSPA Inspection & Report
12/08/2015	E.on Energy Solutions Ltd	6790	49.31		8.22	4301	103	41.09	Repairs o/s 21 Lim Close
12/08/2015	PE & HJ Jones	6792	43.20		7.20	4314	103	36.00	Green Waste Recycling
12/08/2015	Shrops Assoc of Local Councils	6793	60.00			4020	101	60.00	Civic Role Training x 3
12/08/2015	Rentokil Initial Ltd	6795	85.02		14.17	4605	202	70.85	Vending Machine t 30/06/16
12/08/2015	Rentokil Initial Ltd	6796	433.47		72.24	4605	202	361.23	TH Sanitary Contract & Cross S
14/08/2015	City Environmental Services Ltd	6802	540.00		90.00	4401	104	450.00	Asbestos Survey - Youth Club
17/08/2015	Shropshire Council	DDR	912.00			4130	201	912.00	Business Rates - T
24/08/2015	B. Lewis	006803	900.00			4312	103	900.00	Gardening services - Sept.
24/08/2015	Mrs Mandy Evans - Clerk	6794	1,444.20			4000	101	1,444.20	Salary Month 5
24/08/2015	Miss Joanne Butterworth	6797	1,018.72			4000	101	1,018.72	Salary Month 5
24/08/2015	Mr Clive Parry	6798	554.55			4001	203	554.55	Wages Month 5
Sub Total Carried Forward			25,938.75	0.00	1,009.35			24,929.40	

Date: 23/09/2015

Ellesmere Town Council 2015/2016

Page No: 2

Time: 11:10

Cash Book No : 1

User : MAE

Town Council Current A/c

Payments made between 01/08/2015 and 31/08/2015

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail:</u>
24/08/2015	Mr Des Harvey	6799	475.52			4001	203	475.52	Wages Month 5
24/08/2015	Mrs Melanie Connor	6800	224.44			4001	203	224.44	Wages Month 5
24/08/2015	Miss N Roberts	6801	227.60			4001	203	227.60	Wages Month 5
28/08/2015	TSB Bank	PAYMENT	26.94			4115	101	26.94	Service Charges
Total Payments :			26,893.25	0.00	1,009.35			25,883.90	

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