

**ELLESMERE TOWN COUNCIL**

Minutes of the Town Council Meeting held virtually on Monday 1<sup>st</sup> February 2021 at 7.15pm.

<b><u>PRESENT:</u></b>	Town Mayor (Chair):	Cllr P Goulbourne
	Councillors:	Cllrs A Devismes, R Hartley, G Hutchinson, G Elner, J Frost, J Mowl, M Hancock, T Hunter and Mrs A Wignall, D Lunn
	Town Clerk and RFO:	Jo Butterworth
	Unitary Councillor:	0
	Members of the Public:	1
	Press:	1
	Police:	0
	Guests:	0

136/20 **To Receive Apologies and Reasons for Absence.**

**RESOLVED - that the apology received from Cllr N Cull be approved.**

137/21 **Disclosure of Personal and Prejudicial Interests**

None requested.

138/20 **Grant Dispensations**

None granted.

139/20 **Police Matters.**

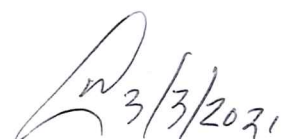
PC Crump submitted a report prior to the meeting which was read out. He confirmed that during the month of January, there have been 2 Recorded Crimes, broken down as follows:

- 1 x Damage to Motor Vehicle
- 1 x Malicious Communication.

There are ongoing enquiries with both Crimes at this time.

Whilst there are fewer crimes this month, Officers are continuing to deal with COVID reports, and we regularly check in with Tesco and the Town Centre. Extra patrols have been out on foot during the evenings after reports of Anti-Social Behaviour.

A query was raised that are the if there have been reports of anti-social behaviour, why have these not been included in the crime figures. There was also a comment made that a councillor had reported a crime to the police, and they had not received a response back from the police. This will be fed back to PC Crump. Noted.

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140/20

**Shropshire Council Report.**

Cllr Hartley had sent her apologies prior to the meeting and provided a brief report for council.

The new Chief Executive has been communicating with staff very well and does an 'Ask Andy Anything' Session for staff, which is really well received. The Staff have also formed a very active steering group looking at any issues raised with working from home, the Council is looking into equipment, and furniture needed by staff to work from home safely and comfortably, and efficiently.

The relocation to Pride Hill in principle is going to the next Council meeting for consideration. There is much discussion re the local elections due in May, and many conflicting stories about them being delayed until October, I will of course the Town Council informed.

Noted.

141/20

**Minutes**

**(a) Town Council Meeting – 4<sup>th</sup> January 2021**

The Clerk pointed out that the last minute number on the draft minutes should be 135/20, not 117/20, she apologised for her error.

It was moved by Cllr A Wignall, seconded by Cllr G Hutchinson and

**RESOLVED – that with change of minute number, the minutes of the Town Council meeting on 4th January 2021 be approved and signed by the Town Mayor as a true record.**

**(b) Climate Change Working Group meeting – 21<sup>st</sup> January 2021**

The minutes for Climate Change Working Group held on January 21<sup>st</sup>, 2021 were noted and recommendations were considered.

It was moved by Cllr A Wignall, seconded by Cllr P Goulbourne and

**RESOLVED – That the Town Council join the Shropshire Climate Action Partnership and sign their pledge of support for net zero carbon Shropshire 2030.**

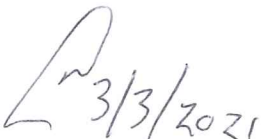
**(c) Climate Change Working Group meeting – 27th January 2021**

The minutes for Climate Change Working Group held on January 27th, 2021 were noted and recommendations were considered.

It was moved by Cllr P Goulbourne, seconded by Cllr A Wignall and

**RESOLVED -**

**To work with Shropshire Climate Change Action Group to assess the Carbon Footprint of the Town Council.**

  
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**To engage with local catchment schools to develop the community challenge and then asking the children and their families to participate.**

**Publicise details of Carbon Footprint Assessment tools residents can do from home and encourage them to report back their findings through the Town Council website.**

CLlr T Hunter abstained from the vote.

142/20

**Public Participation Session**

Local resident Mr R Ward addressed the council and read to members the correspondence he sent, which is listed under agenda item 8b.

“On the 19th of December 2020 at approximately 1030am my wife and I were taking our customary 3 mile walk around Ellesmere. We approached the "Tesco" traffic lights along Oswestry Rd. before turning left into Scotland Str. Having crossed the entry into Cambridge Court, and walking in single file towards the town centre, I was suddenly struck a heavy blow to my right shoulder. I was catapulted into my wife and we both fell to the ground. I became aware of a vehicle passing very close to my head. It transpired that I had been hit by the wing mirror of a passing van.

The van driver stopped and returned to the scene.

The police and an ambulance were called. The police are not taking any action against the driver. My wife and I were taken to The Royal Shrewsbury Hospital. Following examinations and X-rays my wife has been diagnosed with a broken fibula (the non weight bearing bone in her left leg) as well as suffering bruising and scrapes to her face, shoulders, knees and ankles. I suffered severe trauma to my shoulder and had eleven stitches in my left shin where my wife's boot had opened a flap in my leg.

We consider ourselves very lucky that we were not thrown either into the road or the wall.

I have often remarked to my wife how narrow the road is at this point, it's not uncommon to see a lorry using the entire pavement to pass another lorry going in the opposite direction. Elderly people that I know tell me how they push themselves close to the hedge to allow vehicles to pass.

I am writing to you, as The Mayor of Ellesmere, to see if any members of the Town Council have expressed any concerns about the width of the road and pavement between the traffic lights and the roundabout.”

**Councillors agreed to move agenda item 8b forward so that they could discuss the matter raised by Mr Ward.**

*R*  
3/3/2021

**Planning****(b) Planning Correspondence****Letter from Local resident regarding dangers of A495 between Cambridge Court and Sycamore Close.**

The dangers of the stretch of road in question were discussed and Councillors agreed that the matter once again needs to be raised with Highways. Ellesmere Town Council has always had concerns about this particular area and have met with Shropshire Council Highways department on numerous occasions to discuss their health and safety concerns.

It was moved by Cllr G Elner, seconded by Cllr J Frost and

**RESOLVED - It was agreed to write a strongly worded letter to the Highways department whilst also bringing the matter to the attention of Rt Hon Owen Paterson MP (at next week's Lobby Day surgery), Unitary Councillor Mrs A Hartley and make contact the Shropshire Star to see if they could do an article on the dangers of this road.**

**(a) Planning Applications for consideration:**

**Reference: 20/0533 /FUL.**

**Location: Proposed Residential Development Land To The South Of Oswestry Road, Ellesmere.**

**Proposal: Mixed residential development of 107 dwellings; creation of new vehicular access (from A495) and associated road works; estate roads; re-routing of public right of way; landscaping scheme; all associated works.**

The application, public and consultees comments were discussed, one of the public comments was that the roads seemed too narrow, however, chair Cllr Elner had studied the plans and did not think that was the case. Concerns were raised over the maintenance of the green areas, once the development has been completed, following the completion and inadequate management of the green areas on the Persimmon site at the Tesco development. Shropshire Area Ramblers comments regarding the re-routing of the public right of way were considered, and Cllrs agreed that they support the groups observations and they too would also like to see a proper all-weather surface used for the route, they would also like Shropshire Homes to consider a cycle path if it is feasible.

The Ecological Assessment was carried out in 2019, it was thought that further surveys should be carried out as necessary; the pond and land within the Shropshire Council defined Environment Network should be enhanced; and there should be mitigation for Badger, Bat, Hedgehog and small Breeding Birds plus biodiversity compensation and enhancement.

Members were also in agreement that it is important that new homes are designed and built with good digital connectivity for from the outset, avoiding any requirement to install digital infrastructure after developments have been finished.

It was moved by Cllr J Frost, seconded by Cllr R Hartley and

**RESOLVED – to support the application along with the comments raised.**

144/20

**Finance/Contracts.**

**(a) Payments for December 2020.**

The payments made during December 2020 had been circulated with the Agenda.

It was moved by Cllr P Goulbourne, seconded by Cllr R Hartley and

**RESOLVED – that the payments for December 2020 be approved, confirmed, and signed.**

**(b) Covid -19 Local Restrictions Support Grant Application.**

The Clerk reported that an application for the support grant was submitted on 23<sup>rd</sup> November. The grant is to support businesses that had to close due to lockdown the November lockdown. The application was successful and were awarded £2,000 on the December 15th, 2020. To Note.

**(c) Unity Trust Bank Application.**

Members were informed that the current balance of the Town Council current account is £98,855.12, there are unrepresented cheques amounting to £7,963.00 and approximately £3,530.92 (we are still awaiting some invoices) is due to come out of the account during February by Direct Debit or Standing order. The balance at the end of the month will be approximately £87,361.12. To transfer the balance from the TSB account to the Unity Trust account requires full Town Council permission.

It was moved by Cllr G Hutchinson, seconded by Cllr T Hunter and

**Resolved – that council gives permission for the Clerk to transfer remaining balance of the TSB Current account as at 28<sup>th</sup> February over to the new Unity Trust Bank account on the 1<sup>st</sup> March.**

**(d) Employment Law & HR Contract.**

The Clerk reported that the HR & Business Safe contract comes to an end on 31st March 2021. The current contract states that it will automatically renew after the initial period for the same period originally signed for, unless a minimum of 6 months' notice is received, to ensure that there were options available to the Town Council the Clerk gave 6 months' notice on 30<sup>th</sup> September 2020.

3 quotes had been received 2 quotations in writing, and another provided figures over the telephone, as they did not feel that the council would accept the quote due to the price, so they were unwilling to provide a written quotation. We asked for like for like quotations. Company 3 also quoted for a new service called Bright HR which

is cloud based people management software solution for holidays, absence planning and a clocking in system for employees to enable accurate keeping and reporting of staff hours. The other companies were approached to see if they could offer this service, but none were able.

The Current Contract was a 5-year contract:

Peninsula	H & Safety	£852 per annum
Peninsula	HR	£1,243.44 per annum
	<b>Combined Total</b>	<b>£2,095.44</b>

Quotations received

Company 1	Service	1 Year Price	3 Year (pa)	5 Year (pa)
	HR Advice	£1,600	£1,500	
	H & Safety Advice 1 visit	£2,000 (later withdrew this quotation for H & S)		
	<b>Combined Price</b>	<b>£3,600</b>		
Company 2	HR & H & Safety + 1 visit		£4,284.33	£3800.33
Company 3	HR & H & Safety + 1 visit			£1,678.80
<b>Company 3</b>	<b>HR &amp; H &amp; Safety + Bright HR software 1 HS visit</b>			<b>£1,947.60</b>

The Clerk recommended that council consider company 3's quotation for £1,947.60 per annum as it is cheaper than the current contract with more advanced software which will provide more effective employee management.

It was moved by Cllr P Goulbourne, seconded by Cllr G Hutchinson and

**RESOLVED – to accept the quotation from company 3 for £1,947.60 per annum to provide H & S and HR advice for a period of 5 years. The successful company was Peninsula.**

**(e) New LED Light, St John's Hill.**

Members learned that when Shropshire Council were provided with the Town Council's new street lighting inventory following the LED conversion, they highlighted that there was a streetlight up St John's Hill unaccounted for. The Clerk reviewed previous versions of the TC inventory and it appears that when the electricity maintenance contracts were changed 6/7 years ago, and a new inventory had been produced a light had been omitted. This streetlight has now been converted to LED for a cost of £220 plus VAT and a new inventory produced. To note.

*Ln 3/3/2021*

**Cemetery Working Group****(a) Payments for December 2020**

The payments made during December 2020 had been circulated with the Agenda.

It was moved by Cllr A Wignall, seconded by Cllr J Frost and

**RESOLVED** – that the payments for December 2020 be approved, confirmed, and signed.

**(b) Cemetery Benches & Arbour.**

The CWG are looking to replace 3 irreparable benches in the Cemetery, one bench will be purchased from the CWG by Cllr Wignall to replace a memorial bench she had there. It was reported to council that the CWG had received 2 quotations for to make metal benches and a metal arbour for the Cemetery, they had also reviewed prices online.

Company	Service	Price
Company 1	Make 1.6 mtr forged metal bench	£460.00 + VAT per bench
Company 2	Make 1.6 mtr forged metal bench	£1,200 per bench (not VAT registered)
Internet comparison	Stanford Metal & Wooden Bench 1.2 meters	£967.82 plus VAT

Company	Service	Price
Company 1	Make 1 x 4 ft wide, 6ft 6" tall Rose Arbour	£560.00 + VAT
Company 2	Make 1 x 4 ft wide, 5ft 5" tall Arbour	£2,500 (not VAT registered)

**Price to fit £50 per item.**

The CWG's recommendation to council was to accept the quotation from Company 1's for the benches and the arbour, he is a skilled local Blacksmith that has done previous works for the CWG to their satisfaction.

It was moved by Cllr G Hutchinson, seconded by Cllr J Frost and

**RESOLVED** – to accept company 1's quotation to supply and fit 3 benches and 1 arbour for a total cost of £2,140.

**(c) Cemetery Lodge Boiler.**

The boiler at the cemetery lodge was temporarily repaired on the January 21<sup>st</sup>, but requires either long term repair or replacement, 2 quotations for repairs were obtained for a cost of £474.11 or £795.00, however it is advised that with the age

*R* 3/3/2021

and cost of repairs to the boiler it would be more cost effective to replace it with a new boiler.

3 quotations were obtained to supply and fit a new boiler at the Cemetery lodge and passed to the CWG for their consideration and recommendation to council.

Company No	Amount (Excl VAT)	Additional
1	1900.00	10-year warranty
2	2044.38	7-year warranty
3	1750.00	7-year warranty

For best value and when investing in a new boiler it is advised to go for the longest warranty offered, therefore It is recommended that a new boiler is fitted using company 1.

It was moved by Cllr T Hunter, seconded by Cllr D Lunn and

**RESOLVED – to accept the quotation for £1,9000 + VAT with a 10-year warranty. The successful contractor Alan Hall Plumbing.**

146/20

**Christmas Lighting 2021.**

The Clerk reported that she has started to seek quotation for a new Christmas lighting scheme, she has so far received prices from 2 lighting specialists for more than £7,000 per annum. She informed members that as a result of the prices she had been receiving that she had also contacted the current contractor to seek a price to extend the contract for a period of 2 years, which has come back at £5,250 per annum. The Clerk asked Council if they would like her to seek further quotations for consideration by a Christmas Lighting Task and Finish Group or whether they would like to extend the current contract and seek future funding or sponsorship when the contract ends.

It was moved by Cllr P G, seconded by Cllr A Wignall and

**RESOLVED – to extend the current lighting scheme contract for a period of 2 years and seek sponsorship or funding for a future project.**

147/20

**Ellesmere Town Council Volunteer Group.**

Cllr Hunter would like to create and run a Town Council Volunteer Group to conduct weekly litter picks and generally tidy up the town centre. Cllr Hunter works for Shropshire Council at the mere and currently runs a weekly volunteer group there, so has experience in this area.

The Clerk reported that the land proposed to be tidied is in fact owned by Shropshire Council, she had been in touch with the Street Scene department and has been advised of the steps required to be granted their permission to clean the area. She had also contacted the Town Council's insurance company to ensure that if the group is formed that they will be covered.

The council owns litter picking equipment and Cllr Hunter also has a supply at the



mere. So, a consideration to purchase high Viz Jackets which can be bought for as little as 99p per vest and gloves would need to be made.

It was agreed to monitor the Government's National Lockdown Restrictions and for this matter to go on the March agenda for agreement how best to publicise it.

It was moved by Cllr P Goulbourne, Seconded by Cllr G Hutchinson and

**RESOLVED – that Cllr Hunter form a Town Council Volunteer Group to start voluntary work once the Government Guidelines allow for such activities to take place. Cllr Hunter and the Clerk will work together to ensure that all necessary paperwork undertaken.**

148/20

**Local Council Award Scheme.**

The application has been submitted and the Mayor and the Clerk will be presenting the application and the website to NALC's panel on 23<sup>rd</sup> February 2021. Noted.

149/20

**Lobby Day.**

An online surgery between Rt Hon Owen Paterson MP, and the Mayor's and Clerks from Ellesmere, Whitchurch, Wem and Oswestry has been arranged by the Clerk for the February 9th.

Councillors requested the following items be included on the agenda:

Broadband & Mobile Phone Connection issues Shropshire.

Community Governance Review.

Highways - Health & Safety concerns relating to Shropshire roads.

Greener Planning Policy – Call for clearer guidance.

Zero Carbon Shropshire – Request to support the Town Councils pledge.

150/20


**The High Sherriff of Shropshire's Outstanding Young Citizen Awards 2021.**

No nominees had been received. Cllr Wignall informed council that Ellesmere College had awarded local scholarships that saw worthy local candidates apply, she will contact the Clerk with further information.

151/20

**Ellesmere In Bloom.**

Cllr Frost reported to members that the current volunteers running Ellesmere in Bloom Committee would like to retire and that they are looking for new volunteers to keep the group running. Cllr Hunter, informed Cllr Frost that he has a band of willing volunteers that would consider taking over the committee. As this is an outside body and not a committee of the Town Council, they will liaise directly over the matter. Barrie White, reporter of the Oswestry and County Borders advertiser also agreed to include an article in the paper asking for volunteers.

  
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152/20 **Her Majesty's Lord Lieutenant of Shropshire Garden Party.**  
Nominees were discussed and it was agreed to put forward the names of the Covid Heroes first nominated to the High Sherriff to receive recognition of their work in 2020.

153/20 **Progress Report**  
The need for an amendment on the progress report was noted, under Community Vision 116/20b, the health questionnaire results need to be reported to Churchmere Medical Practise at their next meeting.  
  
Noted.

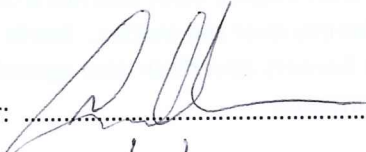
154/20 **Future Meetings**  
Planning & Infrastructure Committee meeting Wednesday 3<sup>rd</sup> February 2021 at 7pm.  
  
Town Council - Monday 1st March 2020 at 7.15pm. Noted.

155/20 **Exclusion of Press and Public.**  
It was move by Cllr g Hutchinson, seconded by Cllr A Wignall and  
  
**RESOLVED** - that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and 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 that they involve the likely disclosure of exempt information as defined in the Acts.

156/20 **Town Council Staffing.**  
The Clerk delivered a confidential report on staffing changes due to Covid -19.  
Noted.

157/20 **Town Hall Roof.**  
A confidential report was circulated to council prior to the meeting, regarding the current condition of the Town Hall roof and the required action. Members considered proposals from 3 contractors manage the Town Hall roof project from start to finish, they selected the services of Andrew Downton BSc, Building Surveying and Project Management.

The meeting closed at 8.59pm.

Mayor:  .....  
Date: 3/3/2021 .....

## Town Council Current A/c

## List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Miss Joanne Butterworth	008206	8.95		Christmas Decs for Town Hall
01/12/2020	Groundforce Ltd	008208	96.00		Refill of water butts
01/12/2020	All Together Ellesmere	008207	80.00		Cleaning of MH
01/12/2020	Groundforce Ltd	SO	1,275.00		Gardening Sevices Contract
01/12/2020	Opus Energy	DD	913.93		TH Electricity
02/12/2020	Des Harvey	008209	7.00		24hr Timer
02/12/2020	Entanet International Ltd	DD	53.69		Broadband
02/12/2020	British Telecom	DD	105.01		Telephones
03/12/2020	EE & T-Mobile	DDR	-19.76		Reimbursement of old contract
04/12/2020	Ricoh UK Ltd	DD	384.07		Admin Assist Printer
04/12/2020	Ricoh UK Ltd	DD	68.17		Clerks Printer
04/12/2020	Ricoh UK Ltd	DD	87.35		Clerks Old Printer
04/12/2020	Ricoh UK Ltd	DD	-208.26		Duplicate Payment Re 8154
05/12/2020	Peninsula Business Services Lt	DD	21.60		EAP Services
10/12/2020	Sequal Trust	008214	10.00		Winner of Best Dressed Win Com
10/12/2020	Sequal Trust	008212	-10.00		Winner of Best Dressed Win Com
10/12/2020	Sequal Trust	008213	20.00		Winner of Best Dressed Win Com
10/12/2020	Gough Thomas & Scott	008214	10.00		Runner up Best Dressed Win Com
10/12/2020	Waterplus	008211	218.10		Water Cross St Toilets
10/12/2020	Lite Ltd	008212	2,649.60		Christmas Lights 3/3 Install
10/12/2020	SLCC	008210	234.00		Membership
14/12/2020	Groundforce Ltd	DD	-1,345.00		correct July Inv ent zero VAT
14/12/2020	Groundforce Ltd	DDR	1,345.00		correct July Inv ent zero VAT
14/12/2020	Bowenson & Watson	DDR	-82.50		correct Sept Inv ent zero VAT
14/12/2020	Bowenson & Watson	DDR	82.50		correct July Inv ent zero VAT
14/12/2020	Groundforce Ltd	SO	729.00		Grounds Maint Contract
14/12/2020	Opus Energy	DD	746.64		TH Electricity
14/12/2020	Opus Energy	DD	614.42		TH Gas
16/12/2020	Ben Williams	008216	140.00		Removal of Rubbish
16/12/2020	TG Builders Merchants	008217	49.98		Heater
16/12/2020	PG Skips Ltd	008215	68.20		MH Skips
21/12/2020	Shropshire Council	FASTERPAY	861.00		TH Rates
21/12/2020	ADMINISTRATION	FASTERPAY	1,153.59		Administration
22/12/2020	ADMINISTRATION	FASTERPAY	5,609.11		ADMINISTRATION
22/12/2020	Shropshire Council Pensions	FASTERPAY	1,352.71		Administration
31/12/2020	Peninsula Business Services Lt	DD	123.19		Employment Services
31/12/2020	Peninsula Business Services Lt	DD	85.20		BusinessSafe
31/12/2020	EE & T-Mobile	DD	22.80		Clerks Mobile

**Total Payments**      17,560.29

 1/2/2021



Cemetery Working Group

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Amazon Payments Europe SCA	000106	47.69		Printer Cartridge
03/12/2020	Bowenson & Watson	FASTERPAY	35.00		Cemetery Lodge
03/12/2020	Bowenson & Watson	FASTERPAY	82.50		Management Fee
14/12/2020	Groundforce Ltd	SO	1,345.00		Grounda Maint Contract
<b>Total Payments</b>			<u>1,510.19</u>		

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