

# ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth  
Town Clerk & RFO  
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Date: 7<sup>th</sup> May 2021

Dear Councillors,

You are summoned to attend a Meeting of The Annual Town Council Meeting of Ellesmere Town Council to be held **on Thursday, 13<sup>th</sup> May, 2021 at 7.15 pm** in the Town Hall, Ellesmere for the transaction of business as set out in the Agenda below.

Yours sincerely,

Joanne Butterworth  
Town Clerk and Responsible Finance Officer

**MEMBERS OF THE PUBLIC AND PRESS ARE VERY WELCOME TO ATTEND.**

**Public Participation Session.** A period of 10 minutes will be granted for Ellesmere Urban residents to make representations, answer questions, and give evidence in respect of the business on the agenda as per section 3 of the [Town Council's Standing Orders](#), or raise matters for a future agenda.

## AGENDA

1. **Election of Town Mayor for 2021/2022.**
2. **Declaration of Acceptance of Office.**
3. **Election of Deputy Mayor for 2021/2022.**
4. **Declaration of Acceptance of Office.**
5. **To receive apologies and reason for absence.**
6. **Disclosure of Personal and Prejudicial 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.

Members are reminded that they are required to leave the room during the discussion and voting on

Birthplace of  
Eglantyne Jebb



matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the register of members' interests maintained by the Monitoring Officer.

7. **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.
8. **Minutes.** To read and confirm the minutes of the Town Council Meeting held on Tuesday 6<sup>th</sup> April 2021. [View minutes](#)

(a) To note the minutes of the Staffing & Governance Sub - Committee held on Thursday 29<sup>th</sup> April. [View minutes.](#)

(b) To note the minutes of the Finance, Asset & Resources Committee meeting held on Wednesday 5<sup>th</sup> May 2021 (to follow) and to consider the following recommendations:

**To take over the responsibility and upkeep of the 2 defibrillators looked after by Ellesmere Rotary Club.**  
**To adopt the amended standing orders.**  
**To adopt the amended Financial Regulation.**

9. **Progress report.** To note actions taken since the last meeting (to follow).

10. **Council Committees**

- (a) To review terms of reference and delegated powers of each committee (copy attached).
- (b) To review the scheme of delegation (copy attached).
- (c) To appoint Councillors onto the following Committees.

<b><u>Finance, Asset &amp; Resources Committee</u></b>	<b>(7 Members plus Town &amp; Deputy Mayor as ex-officio members)</b>
<b><u>Staffing and Governance Sub – Committee</u></b>	<b>(5 Members plus Town &amp; Deputy Mayor as ex-officio members)</b>
<b><u>Planning &amp; Infrastructure Committee</u></b>	<b>(7 Members plus Town &amp; Deputy Mayor as ex-officio members)</b>
<b><u>Cemetery Working Group</u></b>	<b>6 Members</b>

- (d) To appoint Councillors to the following Working Groups

**Working Groups**

GDPR  
Climate Change  
Community Governance Review  
Community Vision Plan  
Local Council Award Scheme

(e) **To agree to disband the following Task & Finish/Working Groups.**

Land Rear of Berwyn View

CCTV

The Mere

Heritage at Risk/Public Realm./Asset Group

Town Hall Maintenance

ETC and ERPC Community Infrastructure Levy.

ETC and ERPC Cemetery Working Group.

Place Plan Working Group

Review of Policies & Procedures (to be reviewed by members of the Finance Committee as per terms of reference)

VE Day Group

Tuesday Market Group

Information & Communications

(f) **Committee Structure** – To appoint members to work with the Clerk in a full review of the Committee Structure.

11. **Membership of Outside Bodies.** To appoint members to the following:

<b><u>The Mere at Ellesmere Advisory Board Committee</u></b>	<b>3 Members</b>
<b><u>SALC North Shropshire Area Committee</u></b>	<b>Town Mayor &amp; Deputy Mayor plus 1 Member</b>
<b><u>Ellesmere in Bloom Committee:</u></b>	<b>2 Members</b>
<b><u>Chester and Shrewsbury Rail users Association</u></b>	<b>1 Member</b>
<b><u>All Together Ellesmere</u></b>	<b>Director or 1 Member</b>
<b><u>Shropshire Helicopter Liaison Group</u></b>	<b>1 Member</b>
<b><u>Boathouse Contract Meeting</u></b>	<b>Mayor or substitute Deputy Mayor &amp; 1 Member</b>
<b><u>Stakeholders - Our Space &amp; Library</u></b>	<b>Town Mayor or substitute Deputy Mayor</b>
<b><u>Chamber of Commerce</u></b>	<b>1 Member</b>

12. **Personal Identification Number and other Passwords for access to the Council's records shall be handed to the Chairman of the Council in a sealed, dated envelope.** This envelope can only be opened in the presence of 2 other Councillors. If the envelope is opened a new PIN/Password must be changed as soon as practicable.

**Cabinet Keys, Clerk's Office & Cemetery Working Group Cabinet. (2).** To be handed over to the incoming Town Mayor.

13. **Review of arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities:**

(a) Shropshire Association of Local Councils. Affiliation fees for 2021/2022.

(b) Shropshire Council. Street Lighting Energy Contract.

14. **To Review the inventory of land and assets including buildings and office equipment**

15. **Review insurance cover in respect of all insured risks.**

16. **To Review the following documents as per the Town Council Standing Orders.**

- (a) Review the Council's complaints procedure.
- (b) Council's procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998. To recommend passing this to FAR Committee for review.
- (c) Policy on Press/Media Relations

17. **Dates, times and place of monthly meeting of the full Council for the year ahead:**

13.05.2021	7.15pm	Ellesmere Town Hall
10.06.2021	7.15pm	Ellesmere Town Hall
08.07.2021	7.15pm	Ellesmere Town Hall
06.09.2021	7.15pm	Ellesmere Town Hall
04.10.2021	7.15pm	Ellesmere Town Hall
01.11.2021	7.15pm	Ellesmere Town Hall
06.12.2021	7.15pm	Ellesmere Town Hall
04.01.2022	7.15pm	Ellesmere Town Hall
07.02.2022	7.15pm	Ellesmere Town Hall
07.03.2022	7.15pm	Ellesmere Town Hall
04.04.2022	7.15pm	Ellesmere Town Hall
05.05.2022	7.15pm	Ellesmere Town Hall

18. **Bank Account – To receive nominations for Authorised Signatories.**

- (a) Signatories for the Council's Bank Accounts for which two Councillors must sign any order for payment.
- (b) Electronic Transfer payments for salaries. Instructions for each payment must be signed by 2 authorised bank signatories.
- (c) Monthly Bank Reconciliations. 2 signatories required, 1 must be chair of Finance, Asset & Resources Committee.
- (d) Internal Checker for 2021/22 (Non-signatory Councillor).
- (e) Transfers over £10,000.00 must be signed by Councillor (bank signatory) and Clerk.
- (f) Bank Signatories – Cemetery Working Group.

19. **To Review:**

- (a) Annual Risk Assessment and Management. Reviewed & Approved on Thursday 11<sup>th</sup> June, 2020 (to follow).
- (b) Annual review of the effectiveness of Internal Audit & Internal Audit Plan (to follow)
- (c) List of Approved Contractors (to follow)

20. **Town Council's Aims and Objectives** – To recommend a review of the Town Council's Aims and objectives (attached).

## 21. **Planning**

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

**Reference: 21/01571/FUL** [View Application](#)

Address: 2 Cambridge Court, Ellesmere, SY12 0FN

Proposal: Erection of a single storey side extension

**Reference: 21/02277/HHE** [View Application](#)

Address: 21 Brownlow Road, Ellesmere, Shropshire, SY12 0AY

Proposal: Erection of a single storey rear extension to detached dwelling. Dimensions 2.50 meters beyond the rear wall, 2.80 meters maximum height and 2.40 meters high to the eaves.

### (b) **Planning Decisions (for information only)**

**Reference: 21/00435/FUL**

Address: 57 Hillcrest, Ellesmere, SY12 0LJ

Proposal: Erection of single storey rear elevation following removal of conservatory

**Decision: Grant Permission**

**Reference: 20/04270/FUL**

Address: 31 Cross Street, Ellesmere, SY12 0AW

Proposal: Change of use and conversion of rear outbuildings to four holiday let properties

**Decision: Grant Permission**

**Reference: 21/00743/VAR**

Address: Ellesmere Primary School , Elson Road, Ellesmere, SY12 9EU

Proposal: Variation of condition no.2 (plans) attached to planning permission reference 18/00109/FUL dated 13/08/2019

**Decision: Grant Permission**

**Reference: 20/05333/FUL**

Address: Proposed Residential Development Land To The South Of, Oswestry Road, Ellesmere, Shropshire

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

**Decision: Withdrawn**

**Reference: 21/00746/FUL**

Address: Ivy House , Scotland Street, Ellesmere, SY12 0DH

Proposal: Erection of 8no flats and formation of new parking areas

**Decision: Withdrawn**

**Reference: 20/05135/FUL**

Address: Bourne House, Trimpley Street, Ellesmere, SY12 0BE

Proposal: Erection of replacement garage at rear of property

**Decision: Grant Permission**

**Reference: 20/03759/FUL**

Address: Proposed Holiday Caravan Site To The East Of, Birch Road, Ellesmere, Shropshire

Proposal: Change of use of land to tourism to include the siting of 20 caravans; creation of new vehicular access and on-site access tracks; landscaping scheme including works to existing ponds

**Decision: Grant Permission**

22. **General Power of Competency & Section 137 expenditure limits.** – To receive a report
23. **Finance/Contracts.**
  - (a) **Bank Account Balances** – To receive a report on the bank balances as at the 30<sup>th</sup> April 2021.
  - (b) Request for Funding – To consider a funding request from Shropshire Council.
24. **Correspondence** –
  - (a) To request from Ellesmere Rangers to maintain football pitches at Beech Grove.
  - (b) St John' Day – To consider a request from Shropshire County Priory Group to take part in Lighting up the Town Hall Green for St John's Day.
25. **Cemetery Working Group.**
  - (b) **Bank Account Balances** – To receive a report on the bank balances as at the 30<sup>th</sup> April 2021.
26. **Shropshire Outstanding Community Competition.** To consider entering the competition.
27. **Future Agenda Items.** To receive any items to be included on the next agenda.