Minutes of the Town Council Meeting held in Ellesmere Town Hall

Thursday 10th June 2021 at 7.15pm.

PRESENT:	Town Mayor (Chair):	Cllr P Goulbourne
	Councillors:	G Hutchinson, D Lunn, G Elner, J Mowl, M Hancock, T Hunter, P Jones and Mrs A Wignall
	Town Clerk and RFO:	Jo Butterworth
	Deputy Town Clerk and Deputy RFO:	Jean Hynes
	Unitary Councillor:	0
	Members of the Public:	1
	Press:	1
	Police:	0
	Guests:	0

06/21/ 01 **To receive apologies and reasons for absence.**

Apology received from Cllr A Devismes.

RESOLVED – that the apology received from Cllr A Devismes due being in self-isolation after being contacted by the NHS track & Trace service - be approved.

06/21/02 **Disclosure of Personal and Prejudicial Interests**.

None requested.

06/21/03 **Grant Dispensations**.

An application for dispensation from section 31 (4) was received from Cllr G Elner declaring his interest in any matters relating to the Town Council's relationship with Shropshire Council, requesting dispensation to allow participation and voting on all matters relating to Shropshire between the period 10th June 2021 – 10th June 2025.

RESOLVED- That the request for dispensation from Cllr G Elner be granted for his term office.

06/21/04 **Police Matters**

PC Crump submitted a report prior to the meeting which was read out. He confirmed that during the months of April and May there had been a total of 12 recorded crimes for the 2 months, broken down as follows:

- 5 x Thefts (Shoplifting & Fuel).
- 2 x Criminal Damage
- 1 x Hate Crime
- 1 x Assault

- 1 x Malicious Communication
- 1 x Harassment
- 1 x Sexual Offence

Of those listed, Police have active enquiries in nine.

They are continuing to patrol our open spaces, due to Covid restrictions being lifted, making sure people are still adhering to distancing etc.

Cllr Elner felt that there should be a representative from West Mercia Police that attend the meetings. Town Clerk confirmed that the Police had offered to attend once restrictions are lifted at the end of June. **Noted.**

06/21/05 **Minutes**.

It was moved by Cllr A Wignall, seconded by Cllr D Lunn and

RESOLVED – that the minutes of the Town Council meeting on 13th May 2021 be approved and signed by the Town Mayor as a true record.

06/21/06 **Progress report.** The actions taken since the last meeting were.

The report was noted**.**

Cllr Elner reported that it had taken Shropshire Highways three months and several emails to reply to correspondence regarding an incident involving a pedestrian being knocked down at Cambridge Court and that this response was unsatisfactory.

Cllr G Elner proposed to write again to Shropshire Council inviting them to the next Council meeting.

RESOLVED – that Steve Charmley, Shropshire Council be invited to a future Town Council meeting.

06/21/07 **Planning**

(a) Planning Applications for consideration:
No applications had been received at the time of issuing the agenda.

(b) Planning Decisions (for information only)

Reference: 21/01571/FUL View Application
Address: 2 Cambridge Court, Ellesmere, SY12 0FN
Proposal: Erection of a single storey side extension
Decision: Grant Permission.

Noted.

06/21/08 **Finance/Contracts.**

(a) Town Council Payments for March 2021.

The payments made during February 2021 had been circulated with the agenda.

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

RESOLVED – that the payments for March 2021 be approved, confirmed, and signed.

(b) Town Council Payments for April 2021.

Chq/Bank Payments made April 2021

Payment	Supplier	Description	Net	Vat	Gross	Act
300014	All Together Ellesmere	MH Cleaning	60.00	-	60.00	Food Act 1984 s.50
DD	BT	Telephones	48.10	9.62	57.72	LGA 1972,S.111
Fasterpay	CTR Garden Maint	Supply & fit fire gate at TH	430.00	0.00	430.00	LGA 1972,S.111
Fasterpay	Central Fire Control	Service of Fire Equip	158.75	31.75	190.50	LGA 1972,S.111
Fasterpay	Jim Edwards	Levelling of soiled area TH	320.00	-	320.00	LGA 1972,S.111
DD	Entranet	Broadband & Instllation	89.42	17.89	107.31	LGA 1972,S.111 LGA(FP)1963,S.5
Fasterpay	Griffiths Hir Shop	Hire of dehumidifier	96.00	19.20	115.20	LGA 1972,S.111
SO	Groundforce	Grounds Mint Contract	607.50	121.50	729.00	LGA 1972,S.111
Fasterpay	Highline Electrical Ltd	Upgrade of light St John's Hill	220.00	44.00	264.00	LGA 1972,S.111
Fasterpay	Johnson & Edwards Plumbing & Heating	Call out and replace valve in Public Toilets, Cross St.	64.50	12.90	77.40	Public Health Act 1936,s.87
Fasterpay	NABMA	Subscription	369.00	-	369.00	LGA 1972,S.143
DD	Opus	Gas TH	532.04	106.41	638.45	LGA 1972,S.133
DD	Opus	Electric TH	266.48	53.30	319.78	LGA 1972,S.133
Fasterpay	PG Skips	Skip Emptied MH	71.05	14.20	85.25	LGA 1972,s.214(6)
DD	Peninsula	Employment Services	155.33	29.34	184.67	LGA 1972,S.111
DD	Peninsula	Provision of EAP	18.00	3.60	21.60	LGA 1972,S.111
Fasterpay	Shropshire Council	Rate Cross St PC	1596.80	-	1596.80	Public Health Act 1936,s.87
Fasterpay	SLCC	Training for Clerks & Admin	215.00	43.00	258.00	LGA 1972,S.111
Fasterpay	Technical Services Ltd	New LED TV & Relocate system	986.61	197.32	1183.93	LGA 1997, s.31
Fasterpay	Waterplus	Services to PC Cross St	61.38	12.28	73.66	Public Health Act 1936,s.87
Fasterpay	Town Clerk	Reimbursement for zoom subscription	11.99	-	11.99	LGA 1972,S.111
300016	2nd Ellesmere Brownies	Grant	250.00	-	250.00	LG(MP)A1976,s.19(3)
300017	Ellesmere Bowling Club	Grant	250.00	-	250.00	LG(MP)A1976,s.19(3)
300018	Fizzgigs	Grant	250.00	-	250.00	LG(MP)A1976,s.19(3)
300019	Hope House Children's Hospice	Grant	250.00	-	250.00	LGA1972,s.137
300015	Shropshire Wildlife Trust Ellesmere	Grant	150.00	-	150.00	LGA1972,s.137
Fasterpay	The New Saints FC	Donation	500.00	-	500.00	LGA1972,s.137
Fasterpay	Administration	Salaries April	5851.13	-	5851.13	LGA1972,s.112(2)
Fasterpay	Shropshire Council Pensions	Pensions April	1368.62	-	1368.62	LGA1972,s.112(2)
Fasterpay	HMRC	PAYE/NI March 21	1713.98	-	1713.98	LGA1972,s.112(2)
		Total	**16,961.68**	**716.31**	**17,677.99**	

It was moved by Cllr G Hutchinson, seconded by Cllr M Hancock and

RESOLVED – that the payments for April 2021 be approved, confirmed, and signed.

(c) Town Council Receipts/Payments/Income & Expenditure reports for final quarter 2020/2021.

The receipts/payments/income & expenditure made during the final quarter 2020/21 had been circulated with the agenda.

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

RESOLVED – that the Receipts/Payments/Income & Expenditure for the final quarter 2020/2021 be approved, confirmed, and signed.

(d) Cemetery Working Group Payments for March 2021.

The payments made during March 2021 had been circulated with the agenda.

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

RESOLVED – that the payments for March 2021 be approved, confirmed, and signed.

(e) Cemetery Working Group Payments for April 2021.

Chq/Bank Payments made April 2021

Payment	Supplier	Description	Net	Vat	Gross	Act
so	Groundforce Ltd	Swan Hill Grounds Maint	1120.83	224.17	1345.00	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Management Fee	68.75	13.75	82.50	LGA1972,S.214(6)
000111	Shropshire Council	Non-Domestic Rates	935.63	-	935.63	LGA1972,S.214(6)

(f) Cemetery Working Group Receipts/Payments/Income & Expenditure reports for final quarter 2020/2021.

The receipts/payments/income & expenditure made during the final quarter 2020/21 had been circulated with the agenda.

It was moved by Cllr J Mowl, seconded by Cllr T Hunter and

RESOLVED – that the Receipts/Payments/Income & Expenditure for the final quarter 2020/2021 be approved, confirmed, and signed.

06/21/09 **Town Council Insurance**

The Town Clerk reported that due to the ongoing issue at the Cemetery Lodge we have been advised to renew with Zurich for a further 12 months for the quotation considered by the Finance, Asset & Resources committee on 5th May 2021 at a cost

of £3,569.72. The Cyber Security Insurance had been taken out with BHIB at a cost of £299.99 as agreed by the FAR on 5th May 2021.

The report was noted.

06/21/10 **Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2021, Part 3.**

The Clerk reported that the internal audit had been completed on the 1st June and the following recommendations were made.

In future, only monies due from third party debtors should be included in debtors in the council balance sheet.

The council should either establish a rolling three-year financial plan for revenue and capital as required by the current Financial Regulations (FRs) or update FRs to reflect the current annual budget procedure.

The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.

The points raised were noted and will be implemented throughout the current financial year.

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

RESOLVED -

(a) that members read and answered 'yes' to questions 1- 8 and 'not applicable' to question 9 of Section 1 of the Annual Governance Statement 2020/21.

(b) that the Section 2 Accounting Statements 2020/21 be confirmed, approved.

(c) that the year-end Internal Audit report for 2020/2021 be noted.

(d) that the Annual Return and Supporting Statement for 2020/21 be signed by the Town Mayor and Clerk ready for submission to the External Auditor (PKF Littlejohn).

(e) that the Balance sheet and supporting statement as of 31st March 2021 be signed by the Town Mayor and Clerk;

(f) that the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for year ended 2020/21 during Monday 14th June 2021 – Friday 23rd July 2021 be approved.

(g) that the three-Year Forecast be noted;

(h) that the cost of running local services be noted;

(i) That the following Earmarked Reserves from the General Reserve Account for the forthcoming year be confirmed and approved.

Ear Marked Reserve	**Amount**
Town Hall Capital Reserve	£65,000
Election Costs	£4,500
Neighbourhood Fund 2016/2017	£1,329.43
Neighbourhood Fund 2017/2018	£3,702
Neighbourhood Fund 2019/2020	£12,385.19
Neighbourhood Fund 2020/21	£11, 416.32
Town Hall Lobby	£30,000
CCTV	£5,000
Town Hall WC Water Damage	£700
60% CWG Cash Assets	£34,104.20

06/21/11 **Cemetery Working Group.**

It was recommended by the CWG that Mr J Frost be appointed as an advisory member to the Committee due to his years of knowledge of the Cemetery.

RESOLVED: that members were happy to invite Mr J Frost onto the CWG Sub Committee as an advisory member.

06/21/12 **Correspondence**.

(a) Ellesmere Swimming Pool.

After a short report It was suggested that the Town Clerk to contact Shropshire Leisure and Wem Town Council and ask how local pools are managed and that the matter be passed to the FAR Committee to investigate further.

RESOLVED: Members agreed Town Clerk to contact Shropshire Leisure and Wem Town Council and FAR Investigate further.

(b) Ellesmere Cricket Club.

Correspondence received from James Harrison, Ellesmere Cricket Club was read to members informing them of action the club have taken to investigate drainage issues at the Birch Road site.

The Club are now looking to purchase a piece of land the rural area to build a community Clubhouse. It is estimated that the project will cost between 500k - 750k. The club has been fundraising towards this goal and are looking at other funding opportunities. They will be inviting the Town Council for a presentation of

the project at a later date. **Noted.**

05/21/13 **Ellesmere Market Charter 800th Anniversary Event.**

The details of the event were discussed and it was;

RESOLVED - that the Town Council take the lead in the event to enable adequate Public Liability Cover and event management to be put in place.

06/21/14 **The Queen's Green Canopy**

A discussion took place regarding the initiative and whether the council should look to co-ordinate a scheme. Members thought that planting a tree for the Queen's Jubilee was very appropriate and could be done in conjunction with the official opening of the Birch Road Nature Reserve in June 2022, although it was pointed out the importance of selecting the correct location and also the correct species of tree for that location. It was suggested that more trees could be planted throughout the community and that the council could put a call out for planting locations and that work could possibly done to encourage the schools to participate in the scheme.

It was agreed to pass the topic of the Queen's Green Canopy to the Climate Change group to look into further.

RESOLVED – that the Town Council organise an event in June next year to officially open Birch Road Nature reserve and to plant a tree to mark the Queen's Platinum Jubilee.

FURTHER RESOLVED - pass onto the Queen's Green Canopy Scheme to the Climate Change Working Group to look at engaging the community and suitable locations and tree types to plant, they will report back to full council.

06/21/15 **Armed Forces Day – Saturday 26th June 2021, 9.50am assembly (invitation only).**

Due to Covid, Town Mayor Councillor Paul Goulbourne will represent the Town Council at the 10am Flag raising.

Noted.

06/21/16 **Future Agenda Items.**
The following items were requested to be included on a future agenda.

Cllr P Goulbourne – Queen's Platinum Jubilee Working Group.
Cllr J Mowl – Birch Road highway issues.

06/21/17 **Exclusion of Press and Public**

It was move by Cllr G Hutchinson, seconded by Cllr T Hunter 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 may involve the likely disclosure of exempt information as defined in the Acts.

06/21/18 **Town Hall Staffing.**

Town Clerk reported to council that interviews where held on Wednesday, 9th June for the two vacancies of Caretaker Assistant/Cleaner. The Town Clerk made recommendation to Council for the successful applicants before they chose the successful candidates.

06/21/19 **Planning Enforcement Case.**

The Town Clerk reported on a notification received from Shropshire Council regarding a planning enforcement case.

06/21/20 **Honorary Freeman/Woman 2021**.

2 Nominations were received and approved for the 2021/22 Honorary Freeman/Woman award.

The meeting closed at 8:40pm

Mayor: ……

Date: ……