

Minutes of the Town Council Meeting held in Ellesmere Town Hall

Monday 6th December 2021 at 7.15pm.

PRESENT:

Town Mayor (Chair): Cllr P Goulbourne

Councillors: D Lunn, G Elner, P Jones and J Thedens, M Sobczak, M Hancock, Cllr Mrs A Wignall, Cllr T Hunter, Cllr A Devismes.

Town Clerk and RFO: Jo Butterworth

Deputy Town Clerk and Deputy RFO: Jean Hynes

Unitary Councillor: 1 (dual hatted)

Members of the Public: 0

Press: 0

Police: 1

Guests: 1

Public Participation Session.

No matters were raised.

12/21/01 **To receive apologies and reasons for absence.**

Apologies received from Cllr Hutchinson due to family matters.

RESOLVED – that the apologies received from Cllr G Hutchinson - be approved.

12/21/02 **Disclosure of Personal and Prejudicial Interests.**

Councillor Name	Item No
Cllr G Elner	Twin-hatted member declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council

12/21/03 **Grant Dispensations.**

Councillor Name	Dispensation
Cllr G Elner	Dispensation to allow participation and voting on all matters relating to Shropshire Council for his term of office.

12/21/04 **Police Matters.**

PC Crump gave a brief update of the crimes for November with a total of 12 recorded, 6 assaults, (parties known to each other), 3 criminal damage, 1 malicious communication, 1 offensive weapon and 1 burglary (business premises) of those police have active ongoing enquiries in 10.

PC Crump confirmed the Events that took place in the Town during November went well from a Police perspective, and that he has passed on Council thanks to his Colleagues.

Noted.

12/21/05

Guest – Cllr Dean Carroll, Portfolio Holder for Physical Infrastructure, Highways & Built Housing.

Cllr Dean Carroll took the Highways post at the end of September, the council had invited him to attend the meeting to hear their concerns regarding Cambridge Court Junction & Birch Road and other areas in town. The Clerk, Cllr Elnor & Cllr Goulbourne had taken Cllr Carroll on a walkabout of Ellesmere showing him some of the areas of concern the previous week.

Cllr Carroll gave a board overview of how the Highways Department is currently being managed and reported that Shropshire Council had repaired over 18,000 potholes since April, which works out at two and a half thousand a month throughout the county. 96% of repairs have been permanent repairs, the other 4% of temporary repairs on roads that will be resurfaced in the near future. Over the next six to eight months new reporting platform called FIXMYSTREET will be rolled out.

It was reported that Highways Officers are looking into the plans that had been put in place near Cambridge Court, there was a commitment made originally that had never been honoured, Cllr Carroll confirmed officers are back on that case with conversations opening between Shropshire Council and the developers. He will ensure that the officers talk to the Town Council to get their views. Not wanting to make promises he couldn't keep he was unable to give a timescale for when the conversation will happen.

Cambria Avenue, since the walk about, Cllr Carroll has spoken to officers about extending the yellow lines and is waiting for the legal document to be served to make this possible. Cllr Hunter asked if the potholes in Cambria Avenue had been reported, Cllr Carroll will enquire.

Cllr Wignall raised the issue of library signage that she had previously approached Shropshire Council. Cllr Carroll asked if The Clerk or Cllr Elnor could share the details with him, he would investigate it.

Cllr Elnor asked when the Electric vehicle charging points were due to be installed into Cross Street car park and it was confirmed that 25 points due to be installed in various towns across the county, Ellesmere being in phase One B, should have 4 installed in the new year.

Wharf Road – Cllr Carroll informed members that Cllr Elnor with his unitary hat on, had been lobbying for more parking in Wharf Road, and that all he could report at this time was that there are extremely promising signs of this becoming possible.

Cllr Sobczak praised the Shropshire Council Highways interactive map, he said that it is one of the best he has seen.

Councillors thanked Cllr Carroll for attending the meeting, for listening to and addressing their concerns.

12/21/06

Minutes.

(a) It was moved by Cllr A Wignall, seconded by Cllr M Hancock and

RESOLVED – that the minutes of the Town Council meeting on 1st November 2021 be approved and signed by the Town Mayor as a true record.

(b) The minutes of the Cemetery Working Group Meeting held on Thursday 29th July 2021 were noted.

12/21/07

Progress report.

The Clerk gave an update on the lease for West Mercia Police which hopefully is due to be completed 13th December 2021.

Noted.

12/21/08

Planning.

(a) Planning Applications for consideration:

Reference: 21/05422/FUL

Address: 2 Willow Street, Ellesmere, SY12 0AQ

Proposal: Change of use of existing offices to create 1No dwelling

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

RESOLVED – To support the application.

(b) Planning Decisions (for information only)

Reference: 21/03148/FUL (validated: 26/07/2021)

Address: Lloyds Bank, Scotland Street, Ellesmere, SY12 0EQ

Proposal: Change of use from bank (A2) to form 10no. Apartments (C3), with associated works.

Decision: Withdrawn.

Reference: 21/04087/FUL (validated: 20/08/2021)

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

Proposal: Erection of 6No. flats and formation of new parking areas

Decision: Refuse.

Noted.

12/21/09

Finance/Contracts.**(a) Town Council payments for September 2021.**

Chq/Bank Payments made Sept 2021						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries Sept 21	6290.56	-	6290.56	LGA1972,s.112(2)
300021	All Together Ellesmere	MH Cleaning Aug 21	100.00	-	100.00	Food Act 1984 s.50
Chq	BT	Refund	-27.33	-5.47	-32.80	LGA 1972,S.111
Fasterpay	Barlows	PAT Testing	190.00	38.00	228.00	LGA1972 s111
Fasterpay	Border Supplies	Cleaning materials	73.11	14.62	87.73	LGA1972 s111
DD	Entranet	Broadband	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental	12.00	2.40	14.40	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental	50.92	10.18	61.10	LGA 1972,S.111 LGA(FP)1963,S.5
SO	Groundforce	Grounds Maint Contract Aug 21	607.50	121.50	729.00	LGA 1972,S.111
SO	Groundforce	Garden Services Contract Aug 21	1062.50	212.50	1275.00	LGA 1972,S.111
Fasterpay	HMRC	PAYE/NI Aug 21	1104.53	-	1104.53	LGA1972,s.112(2)
Fasterpay	Healtmatic	Public Toilets Cross St - Cleaning Oct-Dec 21	2112.50	422.50	2535.00	Public Health Act 1936,s.87
Fasterpay	Healtmatic	Public Toilets Cross St - Cleaning Apr-June 21	2112.50	422.50	2535.00	Public Health Act 1936,s.87
Fasterpay	Highline Electricl Ltd	Town Hall Flood Light to LED	99.00	19.80	118.80	LGA 1972 s.111
Fasterpay	iHub	Telephones Aug 21	54.45	10.89	65.34	LGA 1972 s.111
Fasterpay	iHub	Telephones Mar,Apr, Jul 21	175.52	35.10	210.62	LGA 1972 s.111
Fasterpay	JDH Business Ser Ltd	Internal Audit	309.00	61.80	370.80	LGA 1972,S.111
DD	Opus	Gas TH	152.01	7.60	159.61	LGA 1972,S.133
DD	Opus	Electric TH	296.95	59.39	356.34	LGA 1972,S.133
Fasterpay	PG Skips	Skip Emptied MH & TH	76.06	15.23	91.29	LGA 1972,s.214(6)
Fasterpay	PKF Littlejohn LLP	Audit Fees	600.00	120.00	720.00	LGA 1972,S.111
DD	Peninsula	Provision of EAP	18.00	3.60	21.60	LGA 1972,S.111
DD	Peninsula	Employment Services Business Safe & Online Services	155.33	29.34	184.67	LGA 1972,S.111
DD	PWLB	loan	2337.13	-	2337.13	LGA2003 S.4(1)
DD	PWLB	loan	533.32	-	533.32	LGA2003 S.4(1)
Fasterpay	Paperstone Ltd	Stationery	53.33	10.66	63.99	LGA 1972 s.111
Fasterpay	Paperstone Ltd	Stationery	50.37	10.07	60.44	LGA 1972 s.111
Fasterpay	Ray Parry Playgrounds	Supply 2 new ropes	140.00	28.00	168.00	PHAAA1907,s.76(1)
Fasterpay	Reliant Ltd	Office 365 Licence & Web hosting Sept 21	91.50	18.30	109.80	LGA 1972,S.111
DD	Ricoh UK Ltd	Printers x2	102.83	20.56	123.39	LGA 1972,S.111
Fasterpay	SLCC	Training for Clerk	75.00	15.00	90.00	LGA 1972,S.111
DD	Shropshire Council	Rates Sept 21	861.00	-	861.00	LGA 1972,S.111
Fasterpay	Shropshire Council	Staff Review	500.00	100.00	600.00	LGA 1972,S.111
Fasterpay	Shropshire Council	Energy costs July - Sept	317.38	63.48	380.86	PCA1957s3(1) &7 HA1980,s301
Fasterpay	Shropshire Council	Music Licence	180.00	-	180.00	LGA 1972,S.145
Fasterpay	Shropshire Council	Joint Energy Costs	317.38	63.48	380.86	PCA1957ss3(1) &7,HA1980,s301
Fasterpay	Shropshire Council Pensions	Pensions Sept 21	1535.45	-	1535.45	LGA1972,s.112(2)
Fasterpay	Spiramus Press	Town & Parish Councils VAT Guide	35.00	-	35.00	LGA 1972,S.111
Fasterpay	The Defib Pad	Defib Pads	73.00	14.60	87.60	PHA1936,s234
Fasterpay	Town Clerk	Reimbursement for zoom subscription	11.99	-	11.99	LGA 1972,S.111
Fasterpay	Waterplus	Town Hall supply	414.27	-	414.27	LGA 1972 s.125
Fasterpay	Waterplus	Cross St PC	181.54	-	181.54	Public Health Act 1936,s.87
Fasterpay	Unity Trust	Bank Charges	18.00	-	18.00	LGA 1972 s.111
		Total	23,498.09	1,954.53	25,452.62	

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

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

(b) Town Council payments for October 2021.

Chq/Bank Payments made Oct 2021						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries Oct 21	6132.84	-	6132.84	LGA1972,s.112(2)
300021	All Together Ellesmere	MH Cleaning Sept 21	80.00	-	80.00	Food Act 1984 s.50
Fasterpay	Amazon	Sationery - Various Inv	16.11	3.23	19.34	LGA 1972,S.111
Fasterpay	Amazon	Cleaning Materials- Various Inv	33.10	6.66	39.76	LGA1972 s111
DD	EE	Clerks Mobile	19.85	3.97	23.82	LGA1972 s111
Fasterpay	Entranet	Broadband	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental	11.00	2.20	13.20	LGA 1972,S.111 LGA(FP)1963,S.5
SO	Groundforce	Grounds Maint Contract Sept 21	607.50	121.50	729.00	LGA 1972,S.111
SO	Groundforce	Garden Services Contract Sept 21	1062.50	212.50	1275.00	LGA 1972,S.111
Fasterpay	Highline Electricl Ltd	Town Hall Flood Light to LED		-	0.00	LGA 1972 s.111
Fasterpay	HMRC	PAYE/NI Sept 21	1109.47	-	1109.47	LGA1972,s.112(2)
Fasterpay	iHub	Telephones Sept 21	52.50	10.50	63.00	LGA 1972 s.111
Fasterpay	Initial Wshroom Hygiene	Cross St PC	822.06	164.41	986.47	Public Health Act 1936,s.87
Fasterpay	Metro Rod Ltd	Emptying Tank	400.00	80.00	480.00	LGA 1972,S.111
DD	Opus	Gas TH	221.46	11.07	232.53	LGA 1972,S.133
DD	Opus	Electric TH	350.02	70.00	420.02	LGA 1972,S.133
Fasterpay	Paperstone Ltd	Postage Stamps	155.95	0.99	156.94	LGA 1972,S.111
Fasterpay	Paul Ashby	Attend to main entrance	165.00	33.00	198.00	LGA1972 s111
DD	Peninsula	Provision of EAP	18.00	3.60	21.60	LGA 1972,S.111
Fasterpay	PG Skips	Skip Emptied MH	73.90	14.80	88.70	LGA 1972,s.214(6)
Fasterpay	Reliant Ltd	Office 365 Licence & Web hosting Oct	91.50	18.30	109.80	LGA 1972,S.111
DD	Shropshire Council	Rates Oct 21	861.00	-	861.00	LGA 1972,S.111
Fasterpay	Shropshire Council	Pyroll Services	1008.00	201.60	1209.60	LGA 1972,S.111
Fasterpay	Shropshire Council Pensions	Pensions Oct 21	1069.79	-	1069.79	LGA1972,s.112(2)
Fasterpay	The Defib Pad	Defib Pads	36.50	7.30	43.80	PHA1936,s234
Fasterpay	Town Clerk	Reimbursement for Training Exps/Remberance Parade	28.53	34.00	62.53	LGA1972 s111

It was moved by Cllr P Jones seconded by Cllr T Hunter and

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

(c) Cemetery Working Group Payments for September 2021.

Chq/Bank Payments made Sept 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)
yments ma	Mike Jones Blacksmith	Benches &Arbor	2396.00	479.20	2875.20	LGA1972,s214(6)

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

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

(d) Cemetery Working Group Payments for October 2021.

Chq/Bank Payments made October 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)

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

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

(e) Bank Account Transfers.

The Clerk reported the result of year end calculation from 2020/21 and informed council that the following amounts need to be transferred from the current to the reserves & Neighbourhood Fund Account.

Bank Transfers from the Current Account to Reserves		
2020/2021 Year End Transfer		55,996.90
2021/2022 Elections Cost E/Marked Reserved		2,250.00
Match Fund Pot		3,193.60
Total		61,440.50
Bank Transfer from Current Account to Neighbourhood Fund Account		
2020/2021 Neighbourhood Fund		11,392.04

It was moved by Cllr P Goulbourne, seconded by Cllr J Thedens – all agreed and

RESOLVED – that the transfers be approved.

(f) SC Outdoor Partnerships & Jointly Owned Property.

Councillor T Hunter Left the room during is discussion.

Following on from the Boathouse Contract meeting the Town Clerk and Cllr Elnor were invited to a meeting with the Outdoor Recreation Officers, Pete Banford & Shaun Burkey and Funding Officer Cllr P Gossage to look at the plans they have for the play area. They are hoping to completely refurbish the play area, put a kiosk just in front of it to sell refreshments and they would also like to refurbish the toilets. They are hoping to bring all projects inline and have a grand reopening Easter 2022. Shropshire Council have applied for £90,000 funding towards the play area with inside funding for infrastructure of the kiosk, they have requested that the Town Council contribute £10,000 to the refurbishment of the toilets. Councillors welcomed the news of the project as it will be good for the town.

Cllr Jones asked if they were going charge to use the toilets, the Clerk informed him that Shaun Burkey was not in favour of the idea but that they would be on automatic time locks. Councillors agreed that a system was needed to make them vandal proof.

Cllr Elnor reported the planned location of the kiosk and reported that the company with a Kiosk at the Quarry in Shrewsbury had a spare kiosk that the outdoor recreation team wanted to install next to the play area selling refreshments.

Members were not in favour of the planned location due to loss of the view of the mere from the play area and wanted to know if the location had been approved and if so by who. They also wanted to know if placing it where the original café was planned to go had been considered. It was also questioned that if the company from Shrewsbury supplied the Kiosk would a tender process still take place to give local people the opportunity to apply for the tender. They would like to be more involved or at least consulted on this if possible.

Consideration was given to the request for £10,000, Councillors would ideally like to see a coin/card operated system introduced or at the very least they would like to see vandal proof automatic locking and opening doors introduced (as Shaun had suggested at our previous meeting), they would also like to know who would make the decision as to which outcome is more likely and would they be consulted? The reason they like the coin operated idea is because it has cut down the vandalism to the town centre toilets and although it does not provide a huge income, it deters vandals and does offset some of the running costs.

It was questioned whether a baby changing station would be considered during the refit as the Boathouse is a long way to go from the park, especially if a parent has other children that are playing the park.

Councillors would like to see a plan of what Outdoor recreation has in mind for the mere now and in the future.

It was moved by Cllr P Goulbourne, seconded by Cllr J Thedens

RESOLVED –

Cllr T Hunter left the room and was not included in the vote.

(g) Ellesmere Youth Project.

The Clerk requested Council to consider costs of £3,800 to deliver a weekly youth club to children in Ellesmere over 38 weeks commencing April 2022.

It was moved by Cllr T Hunter, seconded by Cllr P Jones all agreed

As this was agreed and that it is a Town Council initiative Council was asked to consider providing to facilitate the youth club by free use of the Town Hall for TNS.

It was moved by Cllr T Hunter, seconded by Cllr P Jones all agreed

Council was asked if they would support the holiday activity for 2022/23 and if they wanted to include when looking at the budget deliberations.

RESOLVED- Council agreed to contribute £3,800 to deliver a weekly youth club commencing April 2022, free use of the Town Hall for TNS to facilitate the youth club and to include holiday support when looking at budget deliberations for 2022/23.

(h) Town Hall Business Rates.

Cllr P Jones reported from the Business Rates Working Group that Council are paying too much for business rates as we are classified as offices rather than a Town Hall premises and that the building hasn't been broken down and the business rates offices sees us as premium office space at £42 m² instead of breaking the space down, Cllr P Jones gave an example of a similar size premises which was broken down and their base rate was £25 per m² and are paying between £16 - £25 for their building which equates to 60% less than we are paying. Concluding that we could reevaluate the building to have the business rates reviewed and with minimal effort and risk and confident the rates should go down and if they did 6 years overpayments could be reclaimed, if we get the premises revaluated, they should come down to £10,500 and if under £15,000 a further discount can be claimed as a small business. Council agreed that Cllr Jones and the Clerk pursue the matter further.

12/21/10 **LGA Code of Conduct.**

Council agreed to adopt the LGA Code of Conduct.

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

RESOLVED – All agreed to adopt LGA Code of Conduct.

12/21/11 **Protocol for Ellesmere Cemetery.**

Council approved the protocol received from the CWG for management of burials at Ellesmere Cemetery.

RESOLVED – Approved

12/21/12 **Play Area Inspections.**

The Clerk reported that Beach Grove and Kingfisher Walker play areas had recently had their annual inspection carried out, and the only risk, which was a moderate risk was down at Beach Grove where some of the bolts has come loose on the basket swing and was tightened up by the weekly play area inspector, everything else was low risk for example, loose slats in the fence, rough and worn timber which the Clerk

was hopeful that all this could be rectified within this year's budget anything that can't will look at including in next year's budget.

Noted.

12/21/13 **Ellesmere Rangers FC.**

The Clerk read correspondence received and was read to members informing them of the poor condition of the drive between Beech Dive and Beach Grove football field which has deteriorated badly over the past few years and are now receiving lots of complaints regarding its condition. As this is Council property, they have requested for it to be repaired whilst they accept that most of the traffic is from Ellesmere Rangers, they did not know where they stood legally about digging up the drive. Cllr Elner proposed to give them permission to tarmac it themselves.

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

RESOLVED – give permission to seek contractors to get the works carried out once the work has been completed, Council can be in a position to consider how much to contribute.

12/21/14 **Shropshire Probation Service.**

The Clerk updated Council that they had a walk around the town with the Supervisor of Shropshire Probation Service to see what could be done. Weeding, moss removal and sign cleaning, though signs was more difficult as most of the signs are as you enter the town and due to traffic, this causes a safety issue. They have offered to attend two Mondays a month; the service is free of charge. If Council are happy to go ahead, they will need to sign a work provider agreement. Consent would also be required from Council to agree to Community payback being publicised in reports. If Council want to go ahead, they could start in January 2022.

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

RESOLVED – for the Shropshire Probation Service Community Payback to commence in the town in January 2022.

12/21/15 **Future Agenda Items.**

No new topics to be included on a future agenda were requested.

12/21/16 **Future Meeting Dates.**

Staffing & Governance - Thursday 16th December, 6pm, Ellesmere Town Hall.

Finance, Asset & Resources Committee – Budget Deliberations - Thursday 16th December, 7pm, Ellesmere Town Hall.

Noted.

12/21/17 **Exclusion of Press and Public.**

It was moved by Cllr G Elner, 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 may involve the likely disclosure of exempt information as defined in the Acts.

12/21/18 **Confidential Business Report**

It was moved by Cllr P Goulbourne, seconded by Cllr P Jones and

RESOLVED – Confidential Business Report from 1st November 2021 is true and accurate

12/21/19 **Pick & Mix Events.**

Council received a report, to consider holding 2 Family festivals in 2022 and discuss the proposal, terms of hire and set charges.

12/21/21 **Town Hall Hire Charges.**

Council considered a recommendation from the Town Hall Hire Charges Working Group following their review of the current charges.

12/21/22 **Planning Enforcement Case.**

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

The meeting closed at 9:20pm

Mayor:

Date: