

Minutes of the Town Council Meeting held in Ellesmere Town Hall

Monday 7th February 2022 at 7.15pm.

<u>PRESENT:</u>	Town Mayor (Chair):	Cllr P Goulbourne
	Councillors:	G Hutchinson, G Elner, A Wignall, J Mowl, P Jones and M Hancock.
	Town Clerk and RFO:	Jo Butterworth
	Deputy Town Clerk and Deputy RFO:	Jean Hynes
	Unitary Councillor:	1 (dual hatted)
	Members of the Public:	5
	Press:	1
	Police:	1
	Guests:	0

Public Participation Session.

Nicky Stokes represented Ellesmere Chamber of Commerce to raise their concerns regarding the TSB Bank application which was item number 02/22/07 (a) on the agenda. She said there was particular concern over the ground floor being used for residential use. She explained that it was felt that as the building has a central location it offers prime retail space, the building is iconic, original and offers perfect retail premises. She raised several points regarding the application such as Loss of retail premises, unsuitable location (there is no outside area at the TSB bank for health and well-being or for parking cars/bikes and Refuse bins) and explained that there is already a robust scheme of house building elsewhere in the area with 100's more houses coming to Ellesmere.

She pointed out that the Shropshire Council planning statement states "non-town centre uses in ground floor premises should be resisted unless they would support the regeneration of the town centre." And she feels that allowing residential use, particularly for the ground floor will set a precedence for future applications.

It was pointed out that there is no outside area at the TSB bank for health and well-being or for parking cars/bikes and Refuse bins.

James Need from local shop Moolah shared that he and his partner had had 2 offers declined on the TSB Building when it was on the market, they wanted to use it for retail purposes.

02/22/01

To receive apologies and reasons for absence.

Apologies received from Cllr D Lunn due to holiday, Cllr J Thedens, Cllr M Sobczak, and Cllr T Hunter due to ill health and Cllr A Devismes due to work commitments.

RESOLVED – that the apologies received from Cllr D Lunn, Cllr J Thedens, Cllr M Sobczak, Cllr Hunter and Cllr A Devismes - be approved.

02/22/02 **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

02/22/03 **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.

02/22/04 **Police Matters.**

PCSO Hogg presented a report where she confirmed that during the month of January there have been 54 in total, seven of which were duplicated there has been an increase in assault calls, which is due to schools encouraging parents to report direct to West Mercia Police rather than them dealing themselves. Police are aware that there has been an increase of ASB within the town which hasn't been reported though they are aware of the vandalism to Cross Street toilets which has now been allocated to a Police Officer. There was also a theft of 15,000 litres of fuel which enquiries are ongoing.

Cllr Elner enquired why aren't people reporting ASB, PCSO Hogg replied that this was due to various reasons but as they have not gone through the control room then they had not been logged. It was agreed to invite the Police & Crime Commissioner to a future Council meeting.

02/22/05 **Minutes.**

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

RESOLVED – that the minutes of the Town Council meeting on 24th January 2022 be approved and signed by the Town Mayor as a true record.

(b) Minutes of the Staffing and Governance Sub Committee meeting held on Monday 24th January 2022 – **Noted.**

02/22/06 **Progress report.**

The actions taken since the last meeting were - **Noted.**

02/22/07 **Planning.**

(a) Planning Applications for consideration:

Reference: 21/05966/FUL

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

Proposal: Change of use from bank (A2) to form 7no. Apartments (C3), with associated works.

Reference: 21/05967/LBC

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

Proposal: Change of use from bank (A2) to form 7no. Apartments (C3), with associated works.

Members agreed with the comments made during the public participation session together and with comments received prior to the meeting from Judith Williams which were read out.

The Town Council's comments to the previous application 21/03667/LBC on this building from the 16th August 2021 were read out. [View comments](#)

It was heard that the Heritage statement does say anything about the application being detrimental to retail, it does say there will be no visual impact, however the windows are going to be blanked off which have a visual effect.

The Change of use to C3 which covers 6 people living together as a single household was questioned as the application is for 7 individual apartments.

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

RESOLVED – to object to the change of use to this application and to the 7 apartments for the same reasons as before and to incorporate points raised by the Chamber of Commerce.

Reference: 22/00035/FUL

Address: 1 Sparbridge, Ellesmere, SY12 0AS

Proposal: Erection of a single storey extension to rear and associated internal and external Works, including removal of existing kitchen lean-to.

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

RESOLVED – that the application be supported.

(b) Planning Decisions from Shropshire Council (for information only).

Reference: 21/02353/FUL

Address: Former Canal Warehouse, New Wharf Road, Ellesmere, Shropshire

Proposal: Erection of 59No. retirement living apartments and 10No. maisonettes with associated hard and soft landscaping and amenity space (revised scheme)

Decision: Withdrawn – Noted.

Reference: 21/02404/LBC

Address: Former Canal Warehouse, New Wharf Road, Ellesmere, Shropshire

Proposal: Repairs to the Grade II Listed Canal Warehouse

Decision: **Withdrawn – Noted.**

Cllr Jones the building is at rapid risk of deterioration and as a council we could request an urgent works notice is issued on the building. It was agreed to write to Ruth Hitchen to see if this is possible.

(c) CIL Funding.

The Clerk updated Council on the correspondence recently received confirming that CIL Funding has been paused until April 2022 - **Noted.**

02/22/08 **Finance/Contracts.**

(a) Town Council payments for December 2021.

Payments made December 2021						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries Dec 21	6262.13	-	6262.13	LGA1972,s.112(2)
Fasterpay	Amazon	Cleaning Materials & Office Equip	39.14	7.83	46.97	LGA1972 s111
Fasterpay	The Boathouse	Refs for Civic Service 24.10.21	250.00	31.20	281.20	LGA1972 s176
DD	EE	Clerks Mobile Nov 21	19.85	3.97	23.82	LGA1972 s111
DD	EE	Clerks Mobile Dec 21	19.85	3.97	23.82	LGA1972 s111
DD	GT Egerton Tree Care	Attend to Oak Tree at Cherry Tree Drive	380.00	76.00	456.00	LGA1972 s111
Fasterpay	Entranet	Broadband	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental	11.50	2.30	13.80	LGA 1972,S.111 LGA(FP)1963,S.5
300029	Mayor	Mayors Allowance 2021/22	800.00	-	800.00	LG(FP)A 1963,s5
SO	Groundforce	Grounds Maint Contract Nov 21	607.50	121.50	729.00	LGA 1972,S.111
SO	Groundforce	Garden Services Contract Nov 21	1062.50	212.50	1275.00	LGA 1972,S.111
Fasterpay	HMRC	PAYE/NI Nov 21	1184.74	-	1184.74	LGA1972,s.112(2)
Fasterpay	Caretaker	Reimbursement for items	3.50	-	3.50	LGA1972 s111
Fasterpay	Healthmatic	Public Toilets Cross St - Cleaning Jan - Mar 22	2112.50	422.50	2535.00	Public Health Act 1936,s.87
Fasterpay	iHub	Telephones Nov 21	53.43	10.69	64.12	LGA 1972 s.111
Fasterpay	Janerch Arboriculture	Tree Survey	900.00	-	900.00	LGA 1972,S.111
DD	Opus	Gas TH	548.08	109.62	657.70	LGA 1972,S.133
DD	Opus	Electric TH	588.99	117.80	706.79	LGA 1972,S.133
Fasterpay	Paperstone	Stationery	64.33	12.86	77.19	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 Dec 21	155.33	29.34	184.67	LGA 1972,S.111
Fasterpay	PG Skips	Skip Emptied MH	59.12	11.84	70.96	LGA 1972,s.214(6)
Fasterpay	PG Skips	Skip Emptied TH	16.94	3.39	20.33	LGA 1972,S.111
Fasterpay	Princes LHS Ltd	Attend to Emergency Lights in TH & Kitchen	175.00	35.00	210.00	LGA 1972,S.111
Fasterpay	Reliant Ltd	Office 365 Licence & Web hosting November 21	91.50	18.30	109.80	LGA 1972,S.111
DD	Ricoh UK Ltd	Printing	108.84	21.77	130.61	LGA 1972,S.111
Fasterpay	Shropshire Council	Joint Energy Costs Oct- Dec 21	317.38	63.48	380.86	PCA1957ss3(1) &7,HA1980,s301
DD	Shropshire Council	Rates Dec 21	861.00	-	861.00	LGA 1972,S.111
Fasterpay	Shropshire Council Pensions	Pensions Dec 21	1489.45	-	1489.45	LGA1972,s.112(2)
Fasterpay	TG Builders Merchants	Misc Items	14.87	2.97	17.84	LGA1972, s.111
Fasterpay	Town Clerk	Reimbursement for bulbs	14.40	-	14.40	LGA1972 s111
Fasterpay	Town Clerk	Zoom subscription	11.99	-	11.99	LGA 1972,S.111
Fasterpay	Waterplus	Metered Water Town Hall	148.10	-	148.10	LGA 1972,S.125
		Total	18,434.45	1,331.33	19,765.78	

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

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

(b) Cemetery Working Group Payments for December 2021.

Chq/Bank Payments made December 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 P Goulbourne, seconded by Cllr G Hutchinson and

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

(c) Utilities Contracts.

The Clerk reported that being a specialist contract being utilities we have gone out to our current broker who deals with other Town and Parish councils. They went out to Opus, British Gas and Yorkshire Gas & Power, and they have come back recommending the following with Opus:

For gas a three-year fixed contract with an estimated usage is £7,382.17 an increase of £2,731 .00 on current use. A two-year option was £8,100.54.

For electric a three-year fixed contract with an estimated usage is £8,106.76 an increase of £3,297.70 on our current use. A two-year option would be £8,470.68.

The Clerk confirmed that Opus was all renewable energy and recommended to council that we stay with our current supplier, Opus on a three-year contract for both gas and electric.

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

RESOLVED- to renew both gas and electric on a fixed 3-year contract with current supplier, Opus.

(d) Interim Internal Audit.

The Clerk reported that she had received the Interim Internal Audit back from the recent audit and was pleased to confirm that there were no issues to report -**Noted.**

(e) Town Hall Valuation.

The Clerk confirm that Halls Estate Agents had carried out a re-valuation on the Town Hall with a valuation of £770,000 for insurance and £305,000 being market value - **Noted.**

(f) Queen's Green Canopy Working Group.

Prior to the meeting the Clerk had circulated a report agreed at the Queen's Green Canopy group meeting on 24 January 2022 - **Noted.**

A funding request of £500 had been received from the Working Group. The Clerk confirmed that there was money available in the contingency budget.

It was moved by Cllr G Hutchinson, seconded by Cllr G Elner and

RESOLVED – to allocate £500 funding from contingency budget.

(g) Welcome Back Fund.

The Clerk update Council on the Welcome Back Fund project, which will see benches installed at Cross street, repairs and painting of Cross Street public toilets and installation of new vandal proof doors – **Noted.**

(h) Policy on Audio / Visual Recording and Photography at Council Meetings.

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

RESOLVED – that Policy on Audio / Visual Recording and Photography at Council Meetings be adopted.

(i) Defibrillator Maintenance Policy.

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

RESOLVED – that Defibrillator Maintenance Policy be adopted.

02/22/09 **Freedom of Information Request.**

The Clerk reported that a FOI request for outside tendering of contracts had been received in December and that it had been replied to as per guidelines - **Noted.**

02/22/10 **Tree Safety Survey.**

The survey was completed on 31st October 2021 and quotations for works are being sought - **Noted.**

02/22/11 **Fire Risk Assessment of Ellesmere Town Hall.**

The Clerk reported that an assessment was carried out on Tuesday 18th January 2022 and a report had been received the only 2 recommendations were to carry out a practise fire which has been scheduled, and additional fire stickers to exit doors with turn screw entry - **Noted.**

02/22/12 **Civility & Respect Newsletter.**

It was considered and agreed to add a Civility & Respect statement to the Town Council website.

02/22/13 **Jointly Owned Property & The Mere.**

The Clerk read out the questions the members had previously raised regarding the jointly owned property, together with the reply from Shaun Burkey.

Cllr P Jones had concerns over the kiosk tender process and did not want to discuss in the open meeting.

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

RESOLVED – to move item 02/22/13 to Confidential Business.

02/22/14 **Right Homes Right Places Survey Analysis.**

The analysis had been received and distributed prior to the meeting. Cllr A Wignall commented that whilst interesting it did not reflect what the shortages are which would have been more helpful and did not mention any infrastructure that is required. The Clerk felt that to obtain the answers that Cllr A Wignall was after would need to go to Shropshire Council, Infrastructure Committee, after a discussion it was suggested the Clerk to look into the possibility of organising a meeting – **Noted.**

02/22/15 **Restoring Shropshire’s Verges Project (RSVP).**

A report on the RSV Project was circulated with the agenda. It was agreed to invite Janet Cobb to a future meeting to explore the project further.

02/22/16 **Queens Platinum Jubilee Working Group.**

Cllr P Goulbourne informed council that a community meeting had taken place with arrangements for St Mary’s looking to light a beacon on Thursday 2nd June and supplying refreshments and carrying out a service prior. There are plans for a party in the park, the Carnival Committee will host a family sports day but want everyone to input. There was a suggestion to do something in the Town linking it up with the waterways yard the canal and also tying it in with the opening up of nature reserve and the official reveal of the Jubilee plaque on the Jubilee tree. The Clerk is in the process of trying to make arrangements so she can confirm dates of each event - **Noted.**

02/22/17 **Mobile Covid Vaccination Clinic.**

A walk-in clinic will be held at The Wharf on Monday 14th February from 9.30am until 12.30pm – **Noted.**

02/22/18 **Future Agenda Items.**

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

02/22/19 **Future Meeting Dates.**

Ellesmere Town Council – Monday 7th March 2022 – **Noted.**

02/22/20 **Exclusion of Press and Public.**

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

02/22/13 **Jointly Owned Property & The Mere.**

(This item had been moved to Confidential Business to discuss concerns regarding the kiosk tender process raised by Cllr P Jones.)

Discussions were had regarding the kiosk and further discussions will be held at the Mere Advisory Board meeting.

02/22/21 **Planning Enforcement Case.** To receive a confidential report.

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

The meeting closed at 9:15pm

Mayor:

Date: