Minutes of the Town Council Meeting held in Ellesmere Town Hall

Monday 6th June 2022 at 7.15pm

PRESENT:	Town Mayor (Chair):	Cllr A Wignall
	Councillors:	P Goulbourne, G Elner, J Mowl, P Jones, T Hunter, M Sobczak, J Thedens and M Hancock
	Town Clerk and RFO:	Jo Butterworth
	Deputy Town Clerk and Deputy RFO:	Jean Hynes
	Admin Assistant	Gemma Whitley
	Unitary Councillor:	1 (dual hatted)
	Members of the Public:	0
	Press:	1
	Police:	0
	Guests:	0

Public Participation Session.
No matters were raised.

Administrative Assistant

Gemma Whitley was introduced and welcomed as the new Administrative Assistant who commenced employment on 6th June 2022.

06/22/01 **To receive apologies and reason for absence**.
Apologies were received from Cllr G Hutchinson due to holiday.

It was moved by Cllr P Goulbourne, seconded by Cllr M Hancock and

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

06/22/02 **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.

06/22/03 **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.

06/22/04 **Police Matters**.

(a) Inspector Greenaway of West Mercia Police was not present to give a verbal report and the Clerk had not received a written report.

06/22/05 **Minutes**.

(a) To read and confirm the minutes of the Town Council meeting held on Thursday 5th May 2022.

It was moved by Cllr P Goulbourne, seconded by Cllr T Hunter and

RESOLVED – that the minutes of the Town Council meeting on 5th May 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 23rd May 2022 – **Noted.**

(c) Minutes of the Planning and Infrastructure meeting held on Monday 23rd May 2022 **– Noted.**

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

Cllr G Elner was not able to update council on item 11/21/06 as the Council are still waiting on a response from Shropshire Council which he chased on 31st May and is hopeful to have an answer within the next week. The actions taken since the last meeting were - **Noted.**

06/22/07 **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: 22/00384/FUL (validated: 26/01/2022)
Address: Kilry, Elson Road, Ellesmere, Shropshire, SY12 9EU
Proposal: Erection of single storey side extension and two storey rear extension, internal and roof alterations
Decision: Grant Permission - Noted.

Reference: 22/00824/FUL
Address: Barn Adj to Rose Cottage, The Cross, Ellesmere, Shropshire, SY12 9DN
Proposal: Conversion of barn to a dwelling with change of use of land to residential, alterations to vehicular access, creation of private amenity area, parking area and installation of a private treatment plant
Decision: Grant Permission - Noted.

06/22/08 **Finance/Contracts.**

(a)Town Council Payments for April 2022.

Chq/Bank Payments made April 2022						
Payment	**Supplier**	**Description**	**Net**	**Vat**	**Gross**	**Act**
Fasterpay	Administration	Salaries Apr 21	6032.86	-	6032.86	LGA1972,s.112(2)
Fasterpay	Administration	Exps & Mileage	92.20	-	92.20	LGA1972,s.112(2)
Fasterpay	All Together Ellesmere	MH Cleaning Mar 22	100.00	-	100.00	Food Act 1984 s.50
Fasterpay	Buzz Catering	Cleaning Materials	70.55	14.11	84.66	LGA1972 s111
Fasterpay	Central Fire Control Ltd	Servicing of Extinguishers	157.20	31.44	188.64	LGA1972 s111
DD	Entranet	Broadband	11.50	2.30	13.80	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental March 22	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental Apr 22	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
SO	Groundforce	Grounds Maint Contract Mar 22	607.50	121.50	729.00	LGA 1972,S.111
SO	Groundforce	Garden Services Contract Mar 22	1062.50	212.50	1275.00	LGA 1972,S.111
Fasterpay	Healthmatic	Cross ST PC Cleaning Apr-June 22	2112.50	422.50	2535.00	Public Health Act 1936,s.87
Fasterpay	HMRC	PAYE/NI Mar 22	2310.24	-	2310.24	LGA1972,s.112(2)
Fasterpay	iHub	Telephones Mar 22	52.51	10.50	63.01	LGA 1972 s.111
Fasterpay	NABMA	Annual Subscription	384.00	-	384.00	LGA 1972 s.143
DD	Opus	Gas TH	633.50	126.70	760.20	LGA 1972,S.133
DD	Opus	Electric TH	486.03	97.21	583.24	LGA 1972,S.133
Fasterpay	Parkinson Partnership	Professional Fees	300.00	-	300.00	LGA 1972,S.111
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	PG Skips	Skip Emptied TH	67.76	13.56	81.32	LGA 1972,S.111
Fasterpay	Reliant Ltd	Office 365 Licence & Web hosting January 22	91.50	18.30	109.80	LGA 1972,S.111
Fasterpay	Rialts	VAT Annul Support	59.00	11.80	70.80	LGA 1972,S.111
Fasterpay	SALC	ALC Affiliation Fees	1692.96	-	1692.96	LGA 1972,S.111
Fasterpay	Shropshire County Pension	Deficit	800.00	-	800.00	LGA1972,s.112(2)
DD	Shropshire Council	Rates Apr 22	858.75	-	858.75	LGA 1972,S.111
Fasterpay	Shropshire Council Pensions	Pension Jan 22	1511.99	-	1511.99	LGA1972,s.112(2)
Fasterpay	Town Clerk	Zoom subscription	11.99	-	11.99	LGA 1972,S.111
		Total	**19,687.92**	**1,118.62**	**20,806.54**	

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

RESOLVED – that the payments for April 2022 be approved, confirmed, and signed.

(b) Town Council Receipts/Payments/Income & Expenditure reports for final quarter 2021/2022.

The receipts/payments/income & expenditure made during the final quarter 2021/22 had been circulated prior to the meeting.

It was moved by Cllr P Goulbourne, seconded by Cllr T Hunter and

RESOLVED – that the Receipts/Payments/Income & Expenditure for the final quarter 2021/2022 be approved, confirmed, and signed.

(c) Cemetery Working Group Payments for April 2022.

Chq/Bank Payments made Apr 2022						
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	71.88	14.38	86.26	LGA1972,S.214(6)
Cheque	Paperstone Ltd	Stationery	40.33	8.06	48.39	LGA1972,S.214(6)
Cheque	Shropshire Council	Rates 2022/2023	935.63	-	935.63	LGA1972,S.214(6)

It was moved by Cllr P Goulbourne, seconded by Cllr T Hunter and

RESOLVED – that the payments for April 2022 be approved, confirmed, and signed.

(d) Cemetery Working Group Receipts/Payments/Income & Expenditure reports for final quarter 2021/2022.

The receipts/payments/income & expenditure made during the final quarter 2021/22 had been circulated with the agenda.

It was moved by Cllr P Goulbourne, seconded by Cllr T Hunter and

RESOLVED – that the Receipts/Payments/Income & Expenditure for the final quarter 2021/2022 be approved, confirmed, and signed.

06/21/09 **Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2022, Part 3.**

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

The council should revert to the previous correct method of accounting for the parish council share of the burial committee funds by only using journals between earmarked reserves and other creditors to reflect the changes, thereby ensuring no Debits or Credits are posted to the actual town council income or expenditure accounts.

Budgets should be established for all expenditure categories.

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

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

RESOLVED -

(a) that members read and answered 'yes' to questions 1- 9 and 'not applicable' to question 9 of Section 1 of the Annual Governance Statement 2021/22.
(b) that the Section 2 Accounting Statements 2021/22 be confirmed, approved.
(c) that the year-end Internal Audit report for 2021/2022 and note contents of year-end report. Section "Annual Internal Audit Report 2021/22 completed by the Internal Auditor - Noted.
(d) that the Annual Return and Supporting Statement for 2021/22 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 2022 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 2021/22 during Monday 13th June 2022 – Friday 22nd July 2022 be approved.

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

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

(i) the following Earmarked Reserves from the General Reserve Account for the forthcoming year:

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
Neighbourhood Fund 2021/22	£19,692
Town Hall Lobby	£30,000
CCTV	£5,000
60% CWG Cash Assets	£27,689.24

06/22/10 **Community Governance Review.**

A counterproposal from Ellesmere Rural Parish Council on the ERPC & Ellesmere Urban boundary was discussed and approved. Council also commented that it is beneficial to all to work together and that the changes to the boundary would benefit both parties. Cllr Baker asked that if the changes are implemented, if ERPC could still be consulted on spending of any CIL funds which would affect both councils.

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

RESOLVED – that the proposal from Ellesmere Rural Parish Council be approved.

06/22/11 **Shropshire Verges Project.**

The Clerk had circulated a summary of the project prior to the meeting for members to consider whether the Town Council would like to participate in this project.

It was moved by Cllr A Wignall seconded by Cllr P Jones and

RESOLVED – that a working group for Shropshire Verges Project be formed with the following members Cllrs A Wignall, P Jones, T Hunter and J Mowl and to also approach Shropshire Wildlife Trust to come onboard.

06/22/12 **Councillor Recruitment Drive.**

Ideas on recruiting more Councillors were discussed as there is currently two vacancies at Ellesmere Town Council. It was agreed that each councillor collect 2 application forms from the Clerk's office and approach people they know to see if

they would be interested in becoming a councillor. It was recommended that applicants be made aware that there is no guarantee that their application will be successful to avoid disappointment. It was also agreed to add a statement from each councillor on the Town Council's website to encourage others to join. The Clerk also suggested creating a promotional video in the future.

06/22/13 **Parking Issues at the Mereside.**

Cllr Elner raised issues of parking alongside the Mereside, speeding, parking especially in the motorcycle bays, road markings are not clear and there have been a lot of accidents, near misses, drains are sinking and speeding. Cllr Elner would like all these issues addressed properly by Shropshire Council to mark bays clearly and perhaps speed bumps as a suggestion, signage road markings with involvement from the Police to enforce parking.

The Clerk suggested these issues could be discussed under Planning. Cllr T Hunter commented the motorcycle bays could be extended as the bays are too narrow in addition there is a need for a crossing to the Plantation. Town Clerk stated that the crossing is in the place plan and that as the Town Council Annual Walk will be in July these issues could be looked at then.

It was agreed to have the town walk in July then to have a meeting with highways.

06/21/14 **Correspondence**.

(a) 2nd Ellesmere Brownies.

The Clerk read to members correspondence received from 2nd Ellesmere Brownies giving thanks for the grant funding **- Noted**.

(b) Shropshire Council Library Service – Ellesmere.

The Clerk read to members correspondence received from Shropshire Council Library Services giving thanks for the grant funding **- Noted**.

(c) Arriva Bus Service.

Correspondence from a local resident had been received asking why the early morning Arriva bus to Oswestry had stopped, he works at the hospital and can no longer be there for 8am start and he is also aware there are other people on bus in the same predicament.

Cllr Elner suggested writing to Shropshire Council as Ellesmere is losing out with people not being able to get to work or college.

Clerk to write to Celia Motley at Shropshire Council highlighting the problems faced by resident and asking for them to review the changes.

(d) Memorial Bench Requests.

The Clerk confirmed that 2 requests for memorial benches have been received and that the Clerk is looking into creating a memorial policy to deal with this.

Councillors were asked to decide what design of bench they liked. Town Clerk informed council that the two requests received would like to have their benches situated down by the Wharf next to the crane.

Applications will come to Council first with choice of benches to be like for like in the area.

Cllr M Sobczak enquired what the options were for memorial plaques per bench. Cllr Wignall confirmed that it would be 1 plaque per bench.

Cllr Wignall went through the proposed policy with all members agreeing on the amendments and approved the policy. The Clerk if two requests for Wharf Road could this be passed over to the Finance Committee to choose the type of benches for that location and it was agreed to look at different locations and bench suggestions for those areas on the town walk.

It was moved by Cllr P Goulbourne, seconded by Cllr T Hunter and

RESOLVED – Policy was approved with the amendments by Council and passed over to Finance Committee to look at Wharf Road benches.

(d) **Shropshire Council Customer Services Bus.**

The Clerk confirmed the dates and times the bus will be visiting 10am – 2pm.

	Date	**Location**	
Thursday	**09-Jun**	**Ellesmere**	**Cross St car Park**
Thursday	**07-Jul**	**Ellesmere**	**Cross St car Park**
Thursday	**04-Aug**	**Ellesmere**	**Cross St car Park**

Noted.

06/22/15 **Future Agenda Items.**

Neighbourhood Plan – Planning Committee.
Supporting young people into employment
Food and Fuel Poverty
Councillors Photographs
20's Plenty / Speed watch
Burial Land
Policy Enforcement.

06/22/16 **Future Meeting Dates.**
Ellesmere Town Council – Monday 4th July 2022 at 7.15pm **-Noted.**

06/22/17 **Exclusion of Press and Public**.

It was moved by Cllr G Elner, seconded by Cllr M Hancock 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.

06/22/18 **Confidential Business Report.**

(a) To read and confirm the confidential minutes of the Town Council meeting held on Monday 11th April 2022.

It was moved by Cllr P Goulbourne, seconded by Cllr J Mowl and

RESOLVED – that the minutes of the Confidential Town Council meeting on 11th April2022 be approved and signed by the Town Mayor as a true record.

06/22/19 **Planning Enforcement Case.**

None received **- Noted**

The meeting closed at 8:37pm

Mayor: ……

Date: ……