

Minutes of the Annual Town Council Meeting held in Ellesmere Town Hall

Tuesday 2nd May 2023 at 7.15pm.

PRESENT: Town Mayor (Chair): Cllr A Wignall.

Councillors: P Goulbourne, G Elner, A Weeks, P Jones, M Hancock, G Hutchinson, J Mowl, H Anderton, P Johnson and J Howard.

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: 1
Press: 0
Police: 0
Guests: 0

Public Participation Session.

No matters were raised.

05/23/01

Election of Town Mayor for 2023/2024.

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

RESOLVED - that Cllr A Wignall be elected Town Mayor for the 2023/2024 municipal year.

05/23/02

Declaration of Acceptance of Office.

Cllr Wignall signed her declaration of acceptance of office in the presence of the Town Clerk.

05/23/03

Election of Deputy Mayor for 2023/2024.

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

RESOLVED - that Cllr G Hutchinson be elected Deputy Town Mayor for the 2023/2024 municipal year.

05/23/04

Declaration of Acceptance of Office.

Cllr Hutchinson signed his declaration of acceptance of office in the presence of the Town Clerk.

05/23/05

To receive apologies and reason for absence.

None received.

05/23/06

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.
Cllr J Howard	Agenda items regarding items relating to Town Hall.

05/23/07

Grant Dispensations.

Councillor Name	Dispensation
Cllr G Elner	Dispensation under section 33/2c being in the interest of persons living in the authority’s area allow participation and voting on all matters relating to Shropshire Council for his term of office.

05/23/08

Minutes.

(a) To read and note the draft minutes of the Cemetery Working Group meeting held on Thursday 30th March 2023. **Noted.**

(b) To read and confirm the draft minutes of the Town Council Meeting held on Monday 3rd April 2023.

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

RESOLVED – that the minutes of the Town Council meeting on 3rd April 2023 be approved and signed by the Town Mayor as a true record.

(c) To read and note the draft minutes of the Planning and Infrastructure Committee held on Monday 3rd April 2023. **Noted.**

(d) To read and not the draft minutes of the Tourism and Events Committee meeting held on Tuesday 18th April 2023. **Noted.**

05/23/09

Progress report. **Noted.**

05/23/10

Council Committees

(a) The terms of reference and delegated powers for each committee were reviewed.

RESOLVED - to approve the Terms of Reference for each committee.

(b) The scheme of delegation was reviewed.

RESOLVED: to approve the Scheme of Delegation.

(c) RESOLVED that membership of Committees for the 2023/24 municipal year be approved as follows:

Finance, Asset & Resources Committee:

Ex- Officio Members: Town Mayor, Cllrs A Wignall and Deputy Mayor, Cllr G Hutchinson C.

7 Members – Cllrs P Jones, G Elner, M Hancock, P Goulbourne, J Howard, A Weeks + 1 Vacancy.

Staffing & Governance Sub-Committee:

Ex- Officio Members: Town Mayor, Cllr A Wignall VC and Deputy Mayor, Cllr G Hutchinson.

5 Members - Cllrs P Goulbourne, G Elner, H Anderton, P Jones, P Johnson.

Planning & Infrastructure Committee:

Ex- Officio Members: Town Mayor, Cllr A Wignall and Deputy Mayor, Cllr G Hutchinson.

7 Members – Cllrs G Elner, P Jones, M Hancock, P Goulbourne H Anderton, A Weeks, P Johnson.

Cemetery Working Group (6 members):

Cllrs G Elner, P Goulbourne, A Wignall, G Hutchinson, J Howard + 1 vacancy.

Tourism & Event Committee:

Cllrs A Wignall, P Goulbourne, M Hancock, G Elner, H Anderton.

(d) Working Groups

RESOLVED that membership for the following working groups be approved as follows:

Data Protection Working Group:

Cllrs P. Goulbourne, P Johnson + 3 vacancies.

Berwyn View Land Working Group:

Cllrs A Wignall, G Elner, M Hancock, H Anderton, P Jones, J Howard, P Johnson

Policies and Procedures Working group:

Cllrs G Hutchinson, P Jones, P Johnson.

Community Policing Panel:

Cllrs A Wignall, G Hutchinson, P Goulbourne, G Elner and A Weeks. P Johnson.

Ellesmere Town Hall Working Group:

Cllrs A Wignall, G Elner, P Jones, P Goulbourne, M Hancock, G Hutchinson, J Mowl, J Howard, A Weeks, H Anderton, P Johnson.

Health and Well Being Working Group.

Cllrs H Anderton, P Johnson, G Elner, P Goulbourne, A Wignall, G Hutchinson.

(e) Terms of reference for each Working Group were reviewed and new ones created.

RESOLVED - to adopt the Terms of Reference for each committee.

05/23/11

Membership of Outside Bodies.

RESOLVED – that the council’s representatives on outside bodies for 2022/2023 were appointed as follows:

SALC North Shropshire Area Committee:(Mayor, Deputy as Substitute + 1 member).

Town Mayor, A Wignall or substitute Deputy Mayor, G Hutchinson. Cllr P Goulbourne is also the 1 additional member.

The Mere at Ellesmere Advisory Board:

Cllrs P Goulbourne, P Jones, 1 vacancy.

The Clerk reported that the last time Cllr Jones had requested to join the Mere Advisory Board, SALC had advised against his membership due to having an interest. Members discussed Cllr Jones interest and agreed that they were happy to appoint him to the group.

Ellesmere in Bloom Committee:

Cllr A Wignall + 1 Vacancy.

SY12 Project: Cllr A Wignall.

Shropshire Helicopter Liaison Group:

Cllr P Johnson.

Boathouse Contract Group:

Town Mayor, A Wignall or substitute Deputy Mayor. G Hutchinson. Cllr P Goulbourne + Chair of Finance.

Stakeholders – Our Space: Town Mayor, A Wignall or Deputy Mayor, G Hutchinson.

Chamber of Commerce:

Cllr P Goulbourne.

05/23/12

(a) **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.**

The details were 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.

(b) **Cabinet Keys, Clerk’s Office & Cemetery Working Group Cabinet.**

The keys were presented to Cllr A Wignall.

05/23/13

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 2023/2024.

(b) **Shropshire Council.** Street Lighting Energy Contract.

(c) **Shropshire Council.** Payroll Contract.

(d) **Shropshire Council.** Pensions Contract.

(e) Shropshire Council. Play Area inspection Contract.

Noted.

05/23/14

Inventory of land and assets including buildings and office equipment.

The Clerk explained the history of the 4 marquees currently in the shed at the Town Hall. Project SY12 who have taken over the Market Hall have requested these back to go with the other 8 that they keep at the Market Hall and hire out. They have also offered to take ownership of the art screens that the Town Council had previously agreed to dispose of.

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

RESOLVED – That the 4 marquees be returned to Project SY12 and the agreement amended to reflect this.

FURTHER RESOLVED – To give the 32 art screens to Project SY12.

FURTHER RESOLVED – To approve the current inventory of land and assets, which will be updated upon disposal of the art screens and marquees.

05/23/15

Insurance cover in respect of all insured risks.

(a) Members reviewed the renewal schedule from Zurich (2nd year of a 3yr contract due to renew on 1st June 2023). **Noted.**

(b) Members considered a quotation for Cyber Security Insurance.

The Clerk reported that she had not gone out for quotes for Cyber Security due to very few companies covering this. The Clerk recommended that Council stay with BHIB at a cost of £345.45 per year including insurance premium tax.

It was moved by Cllr H Anderton, seconded by Cllr G Hutchinson and

FURTHER RESOLVED – To accept the quote of £345.45 for one year from BHIB for Cyber Security.

05/23/16

The following documents were reviewed as per the Town Council Standing Orders.

(a) Financial Regulations.

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

RESOLVED – Approved without any amendments.

(b) Standing Orders.

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

RESOLVED – Approved without any amendments.

(c) Review the Council's complaints procedure.

RESOLVED – Approved without any amendments.

- (d) Council's procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.

Cllr P Jones proposed removing all Councillors postal addresses from the Town Council website and replacing them with the Town Hall address.

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

RESOLVED – Approved with all Councillors postal addresses be removed from the website and replaced with the Town Hall address.

- (e) **It was moved by Cllr A Wignall, seconded by Cllr Goulbourne and**

RESOLVED – To pass the Data Protection policies to the Data Protection Working Group for review.

- (f) Policy on Press/Media Relations.

RESOLVED – Approved without any amendments.

05/23/17

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

05.06.2023	7.15pm	Ellesmere Town Hall
03.07.2023	7.15pm	Ellesmere Town Hall
04.09.2023	7.15pm	Ellesmere Town Hall
02.10.2023	7.15pm	Ellesmere Town Hall
06.11.2023	7.15pm	Ellesmere Town Hall
04.12.2023	7.15pm	Ellesmere Town Hall
03.01.2024	7.15pm	Ellesmere Town Hall
05.02.2024	7.15pm	Ellesmere Town Hall
04.03.2024	7.15pm	Ellesmere Town Hall
04.04.2024	7.15pm	Ellesmere Town Hall
09.05.2024	7.15pm	Ellesmere Town Hall

Noted.

05/23/18

Bank Account – To receive nominations for Authorised Signatories.

- (a) **RESOLVED – that Cllrs P Goulbourne, A Wignall, G Elner and A Weeks be authorised as signatories for the Council's Bank Accounts.**
- (b) Electronic Transfer payments for salaries. Instructions for each payment must be signed by 2 authorised bank signatories. **Noted.**
- (c) Monthly Bank Reconciliations. 2 signatories required, 1 must be chair of Finance, Asset & Resources Committee. **Noted.**
- (d) Internal Checker for 2023/24 (Non-signatory Councillor).

RESOLVED – that Cllr G Hutchinson be appointed as Internal Checker for 2023/24.

(e) Transfers over £10,000.00 must be signed by Councillor (bank signatory) and Clerk. **Noted.**

(f) Bank Signatories – Cemetery Working Group. To appoint 4 signatories.

RESOLVED – that Cllrs P Goulbourne, A Wignall, G Elner and J Howard be authorised as signatories for the Cemetery Working Group Account.

Bank Signatories – Santander Account.

RESOLVED – that Cllrs P Goulbourne, A Wignall, G Elner, A Weeks, be authorised as signatories for the Santander account.

05/23/19

The following documents were reviewed:

(a) Risk Management Strategy Policy.

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

RESOLVED – that Annual Risk Management Strategy Policy be approved without any amendments.

(b) Financial, Asset & Employee Risk Assessment.

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

RESOLVED – that Financial, Asset & Employee Risk Assessment be approved without any amendments.

(c) Annual review of the effectiveness of Internal Audit & Internal Audit Plan.

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

RESOLVED – that Annual review of the effectiveness of Internal Audit & Internal Audit Plan be approved.

(d) List of Approved Contractors.

Noted.

05/23/20

General Power of Competency & Section 137 expenditure limits.

The Clerk reported that as the council no longer has the general power of competency they will have to continue to use section 137 for any expenditure for the benefit of the community where there is not a specific power to use. The limit for 2023/2024 this year is £9.93 per elector. Number of Electors for Ellesmere TC as of February 2023 was 3393. Using this figure to calculate the maximum expenditure under s.137 for this financial year, it will be $3393 \times £9.93 = £33,692.49$. **Noted.**

05/23/21

Planning.

(a) **Planning Applications for Consideration.**

Reference: 22/02280/REM - Old Railway Station.

Planning Consultation Amendment.

Proposal: Approval of reserved matters (access, appearance, landscaping, layout and scale) pursuant

of 18/01027/OUT for the Outline application for the erection of 57 dwellings with all associated works.

Members felt that the revised proposal was unclear, and that the application should have been resubmitted due to the higher density of housing which is not in keeping with the plan. There were also concerns about increased traffic and that neighbouring properties would be overlooked.

It was agreed that the Town Councils original objections be restated too as they felt their concerns had not been addressed.

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

RESOLVED – to object to the application based on the comments above.

(b) **Planning Decisions. For information only.**

Reference: 23/00593/FUL.

Address: The Bungalow, 14B Brownlow Road, Ellesmere, Shropshire, SY12 0BA.

Proposal: Replacement of an existing bungalow with a two-storey dwelling, detached single garage and temporary static caravan for the duration of the build.

Decision: Grant Permission. Noted.

Reference: 23/00754/LBC.

Address: The Drift House, Grange Road, Ellesmere, Shropshire, SY12 9DE.

Proposal: Installation of one replacement window to existing dwelling affecting a Grade II Listed Building.

Decision: Grant Permission. Noted.

05/23/22

Finance/Contracts.

(a) **Town Council March Payments.**

Chq/Bank Payments made March 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries March 22	7279.71	-	7279.71	LGA1972,s.112(2)
Fasterpay	All Together Ellesmere	MH Cleaning Feb 22	80.00	-	80.00	Food Act 1984 s.50
Fasterpay	All Together Ellesmere	MH Cleaning Mar 23	60.00	-	60.00	Food Act 1984 s.50
Fasterpay	Amazon	stationery	9.63	1.93	11.56	LGA1972 s111
Fasterpay	Ash Waste Services	Skip Emptied TH March	80.75	16.15	96.90	LGA1972 s111
Fasterpay	Ash Waste Services	Skip Emptied MH March	86.95	17.39	104.34	LGA 1972,s.214(6)
Fasterpay	Border Janitorial Ltd	Cleaning Materials	151.54	30.31	181.85	LGA1972 s111
DD	EE	Clerks Mobile Feb 23	21.69	4.34	26.03	LGA1972 s111
DD	EE	Clerks Mobile Mar 23	21.69	4.34	26.03	LGA1972 s111
Fasterpay	Egerton Tree Care	Attend to tree Berwyn View	520.00	104.00	624.00	LGA1972 s111
DD	Entranet	PSTN Rental	11.50	2.30	13.80	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	Broadband - Mar	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	Broadband - Feb	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	eslip	Process of payroll Mth 11	30.18	6.04	36.22	LGA 1972,S.111 LGA(FP)1963,S.5

Chq/Bank Payments made March 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Evans Maintenance	Attend to leaks TH	195.30	39.06	234.36	LGA 1972,S.111
SO	Groundforce	Grounds Maint Contract Feb 22	607.50	121.50	729.00	LGA 1972,S.111
SO	Groundforce	Garden Services Contract Feb 22	1062.50	212.50	1275.00	LGA 1972,S.111
Fasterpay	HMRC	PAYE/NI Feb 22	1854.77	-	1854.77	LGA1972,s.112(2)
Fasterpay	Lewis Howdle Ltd	Repairs to TH Roof	550.00	110.00	660.00	LGA 1972 s.111
Fasterpay	Maxwells	CCTV Electric	121.69	-	121.69	LGA1972 s176
DD	Opus	Gas TH	935.23	187.05	1122.28	LGA 1972,S.133
DD	Opus	Electric TH	668.91	133.78	802.69	LGA 1972,S.133
DD	PWLB	Loans	521.14	-	521.14	LGA 2003, s.4(1)
DD	PWLB	Loans	2225.33	-	2225.33	LGA 2003, s.4(1)
DD	Peninsula	Provision of EAP	19.26	3.85	23.11	LGA 1972,S.111
DD	Peninsula	Employment Services Business Safe & Online Services	155.33	29.34	184.67	LGA 1972,S.111
Fasterpay	Reliant Ltd	Office 365 Licence & Web hosting March 23	91.50	18.30	109.80	LGA 1972,S.111
Fasterpay	Reliant Ltd	Laptop for Cem Co-ordinator	275.00	55.00	330.00	LGA 1972,S.111
Fasterpay	Rialtas	Bookings software & support	407.49	81.50	488.99	LGA 1972,S.111
DD	Ricoh UK Ltd	Printing - Clerks Printer	101.44	20.29	121.73	LGA 1972,S.111
Fasterpay	SAS Electrical Ltd	attend to faulty Defif @ Mere	65.00	13.00	78.00	LGA 1972,S.111
Fasterpay	SALC	Training for Councillors	150.00	-	150.00	LGA 1972,S.111
Fasterpay	Shropshire Council	Joint Energy Costs Jan-Mar 23	315.41	63.08	378.49	PCA 1957,s.3(1) &7 HA1980,s.301
Fasterpay	Shropshire Council	Playground Inspection	392.00	78.40	470.40	PHAA1907,s76(1)
Fasterpay	Shropshire Council Pensions	Pensions March 22	1841.50	-	1841.50	LGA1972,s.112(2)
Fasterpay	TG Builders	Jeyes Fluid	9.81	1.96	11.77	LGA 1972,S.111
Fasterpay	Admin Assistant	Postage	5.70	-	5.70	LGA 1972,S.111
Fasterpay	Town Clerk	Zoom Subscription March	12.99	-	12.99	LGA 1972,S.111
DD	Unity Bank	Bank Charges	18.00	-	18.00	LGA 1972,S.111
Fasterpay	Waterplus	Cross St Toilets	151.22	-	151.22	PHA1936, s125
Fasterpay	Waterplus	TH Water Supply	119.03	-	119.03	LGA 1972,S.125
		Total	21315.67	1373.21	22688.88	

RESOLVED – that the payments for March 2023 be approved, confirmed, and signed.

(b) Cemetery Working Group Payments.

Chq/Bank Payments made March 23						
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	Paperstone Ltd	USB	57.99	11.59	69.58	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Gas Check Cem Lodge	65.00	-	65.00	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Management Fee	71.88	14.38	86.26	LGA1972,S.214(6)
		Total	1315.70	250.14	1565.84	

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

RESOLVED: that the payments for March 2023 be approved, confirmed, and signed.

(c) **Neighbourhood Fund.**

Members noted the £28,855.76 of Neighbourhood Fund monies collected by Shropshire Council in 2022/2023 had now been received. **Noted.**

(d) **NABMA Membership.**

Members reconsidered membership for 2023/2024 following new information received. The Clerk recommended to Council the renewal of membership at a cost of £384.00 per year.

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

RESOLVED: to renew NABMA membership for 2023/2024 at a cost of £384.00.

05/23/23

Ellesmere Market Monthly Report.

Members were satisfied with the initial report and draft market rules, they asked for clarification on comments made regarding the 2005 feasibility study, as well as a copy of the business plan.

05/23/24

Shropshire Council (Off Street Parking Places) Order 2011.

Noted.

05/23/25

Tetra Pak Recycling Point Request.

The Clerk informed members of a request from a resident to install a Tetra Pak recycling point in Ellesmere.

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

RESOLVED: to contact Veolia and investigate the possibility of having a Tetra Pak recycling point installed in Ellesmere.

05/23/26

The Vault.

Concerns regarding the decorations outside at The Vault Public House had been raised by a member of the public. Following a discussion, members did not feel that the decorations were a problem, agreed to write and invite the MOP to have discussions with the owner if he had any further concerns.

05/23/27

Future Agenda Items.

Bonfire Night supporting Otley.
Update on the park at the Mere.

05/23/28

Exclusion of Press and Public.

It was moved by Cllr P Goulbourne, seconded by Cllr P Johnson 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.

05/23/29 **Potential Offer of Cemetery Land.**

The Clerk updated Council on a verbal offer of Cemetery Land.

05/23/30 **Honorary Freeman/Freewoman.**

Members discussed potential nominees for 2023.

RESOLVED – to write to the nominees and offer the award, if accepted they will be invited to the June meeting.

The meeting closed at 9:06pm.

Mayor:

Date:

DRAFT