

Minutes of the Town Council Meeting held in Ellesmere Town Hall

Monday 5th June 2023 at 7.15pm

<u>PRESENT:</u>	Town Mayor (Chair):	Cllr A Wignall
	Councillors:	G Hutchinson, P Jones, A Weeks, H Anderton, G Elner, J Howard, M Hancock, P Goulbourne
	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:	5
	Press:	1
	Police:	2
	Guests:	0

Public Participation Session.

No matters were raised.

- 06/23/01 **To receive apologies and reason for absence.**
Apologies were received from Cllr J Mowl due to a prior engagement.
It was moved by Cllr G Hutchinson, seconded by Cllr P Goulbourne and
RESOLVED – that the apologies received from Cllr J Mowl- be approved.

- 06/23/02 **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.

Cllr P Jones explained to members that he had received advice from Shropshire Council via the Clerk regarding the declaration of interests and dispensations when sitting on the Meres Advisory Board and during Town Council meetings.

- 06/23/03 **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.

06/23/04 **Police Matters.**

(a) PCSO Tracey Walker and PCSO Pete Roberts of West Mercia Police gave a verbal report for the months April and May 2023. The Clerk had not received a written report.

April 2023

- 12 x Personal (Domestics, Assaults, Sudden deaths)
- 3 Duplicates
- 2 ASB
- 1 x Theft
- 3 Police generated
- 3 abandoned
- 3 Suspicious circumstances
- 5 RTC's highways issues

May

- 20 x Personal (Domestics, Assaults, Sudden deaths)
- 3 Duplicate
- 3 Burglary
- 1 Criminal damage
- 3 Theft
- 4 Abandoned
- 1 Animal related
- 5 Suspicious circumstances
- 7 RTC's highways issues

06/23/05 **Honorary Freeman/Freewomen 2023 Awards.**

Awards were presented to this year's Freeman & Freewomen of Ellesmere. Mr A Hinton and Mrs D Hinton along with Mrs F Butler were this year's recipients of the Council's annual awards in recognition of their long-standing service to Ellesmere.

06/23/06 **Exclusion of Press and Public.**

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

RESOLVED - "That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for items 6a – 6c of business on the grounds they may involve the likely disclosure of confidential information as defined in the Acts".

06/23/07 **Casual Vacancies.**

(a) The Clerk reported that one application had been received for co-option to fill the council vacancy. A redacted copy of the application form had been circulated to councillors prior to the meeting in accordance with the Town Council's Co-option Policy.

(b) A five-minute presentation from the candidate was received.

(c) A vote was carried out with the successful candidate called back into the meeting to sign the Declaration of Acceptance of Office.

RESOLVED – that N Proffitt be co-opted to fill the council vacancy.

Chq/Bank Payments made April 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries April 23	7808.47	-	7808.47	LGA1972,s.112(2)
Fasterpay	Ash Waste Services	Skip Emptied TH April	83.34	16.67	100.01	LGA1972 s111
Fasterpay	Ash Waste Services	Skip Emptied MH April	86.10	17.22	103.32	LGA 1972,s.214(6)
Fasterpay	D Harvey	Reimbursement for shovel	6.25	-	6.25	LGA1972 s111
Fasterpay	Ellesmere In Bloom	Grant	600.00	-	600.00	LG(MP)A1976,s19(3)
Fasterpay	Ellesmere Girl Guides	Grant	500.00	-	500.00	LG(MP)A1976,s19(3)
DD	Entranet	PSTN Rental	11.50	2.30	13.80	LGA 1972,S.111 LGA(FP)1963,S.5
Fasterpay	Evans Maintenance	Repairs to Toilets	158.70	31.74	190.44	LGA 1972,S.111
SO	Groundforce	Garden Services Contract Mar 23	1062.50	212.50	1275.00	LGA 1972,S.111
SO	Groundforce	Grounds Maint Contract Mar 23	607.50	121.50	729.00	LGA 1972,S.111
Fasterpay	HMRC	PAYE/NI Feb 22	1925.67	-	1925.67	LGA1972,s.112(2)
Fasterpay	Healthmatic Ltd	Cleaning Cross St Toilets July-Sept	2112.50	422.50	2535.00	PHA1936,s.87
Fasterpay	Hotline.co.uk	Bear & Bottles	3153.77	630.76	3784.53	LGA1972 s145
Fasterpay	iHub	Telephones Mar 23	54.00	10.80	64.80	LGA 1972 s.111
Fasterpay	iHub	Telephones Feb 23	53.31	10.66	63.97	LGA 1972 s.111
DD	Opus	Gas TH	919.44	183.89	1103.33	LGA 1972,S.133
DD	Opus	Electric TH	882.03	176.41	1058.44	LGA 1972,S.133
Fasterpay	PPL PRS Ltd	Music Licence	174.39	34.88	209.27	LGA 1972,S.111
Fasterpay	Paperstone Ltd	Stationery	54.97	10.99	65.96	LGA 1972,S.111
DD	Peninsula	Provision of EAP	19.26	3.85	23.11	LGA 1972,S.111
Fasterpay	RBS Software	Support & Maint Licences	625.93	125.18	751.11	LGA 1972,S.111
Fasterpay	Shropshire Council	Replace Memorial Tree	200.00	-	200.00	LGA 1972 S137
Fasterpay	Shropshire Council	Playground Inspection	392.00	78.40	470.40	PHAA1907,s76(1)
DD	Shropshire Council	Rates Apr 23	988.91	0.00	988.91	LGA 1972,S.111
Fasterpay	Shropshire Council Pensions	Pensions April 23	1934.59	-	1934.59	LGA1972,s.112(2)
Fasterpay	Town Clerk	Zoom Subscription April	12.99	-	12.99	LGA 1972,S.111
Fasterpay	Waterplus	Cross St Toilets	94.21	-	94.21	PHA1936, s125
		Total	24522.33	2090.25	26612.58	

06/23/08 **Minutes.**

(a) To read and confirm the minutes of the Town Council meeting held on Tuesday 2nd May 2023.

It was moved by Cllr P Goulbourne, seconded by Cllr H Anderton, and

RESOLVED – that the minutes of the Town Council meeting on 2nd May 2023 be approved and signed by the Town Mayor as a true record.

06/23/09 **Progress report.**

Noted.

06/23/10 **Finance/Contracts.**

(a) Town Council Receipts/Payments/Income & Expenditure reports for final quarter 2022/2023.

The reports had been circulated prior to the meeting.

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

RESOLVED - that the Receipts/Payments/Income & Expenditure reports for final quarter 2022/2023 be approved, confirmed and signed.

(b) Town Council Payments for April 2023.

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

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

(c) Cemetery Working Group Payments for April 2022.

Chq/Bank Payments made April 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	Chris Egerton	Tree work	1100.00	-	1100.00	LGA1972,S.214(6)
Fasterpay	Shropshire Council	Rates 2023/24	536.43	-	536.43	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	CO Alarm	18.21	-	18.21	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Repair to pipework	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	2912.35	238.55	3150.90	

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

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

(d) Cemetery Working Group Receipts/Payments/Income & Expenditure reports for final quarter 2022/2023.

The reports had been circulated with the agenda.

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

RESOLVED – that the Receipts/Payments/Income & Expenditure for the final quarter 2022/2023 be approved, confirmed, and signed.

(e) Insurance.

As a result of the removal of the art screens and marquees the insurance renewal had reduced by £23.78 bringing the total down to £3,519.39.

(f) Sanitary Disposal Contract.

The assistant clerk reported that she had contacted companies for quotes for the above contract.

The following quotes had been received.

Company 1	£1663.35
Company 2	£1016.04
Company 3	£808.17
Company 4	£1790.00
Company 5	£1051.17

It was moved by Cllr P Goulbourne, seconded by Cllr A Weeks

RESOLVED - to accept the quotation from company 3 for £808.17. The successful company was PHS.

(g) Grant applications

Councillors considered the grant applications and agreed the following.

Organisation	Project	Amount Requested	Amount Granted
Bowling Club	Lighting	£500.00	Query whether the works have already been completed.
Ellesmere & District Day Centre	Outings, Speakers, and Entertainment	£500.00	£500.00
Ellesmere Town Scout Group	New scout hut	£500.00	Request more specific information regarding the use of the £500.
The New Saints FC Foundation	Seeking funding support towards our 2023/2024 universal access Ellesmere Holiday Activities and Food programme.	£1700-£2000	Further information required.

h) Cemetery Printer.

To note that a new printer was purchased for the Cemetery Co-ordinator at a cost of £133.32.

(i) Business Rates Relief Appeal.

Cllr P Jones summarised the report that had been circulated with the agenda regarding Business Rates Relief. He confirmed that the Town Council will be reclaiming rates relief back to 2017 a total of £27338.00 plus interest from Shropshire Council.

Noted.

06/23/11

Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023, Form 3

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 no to question 4 due to the wrong document being posted on the website and 'not applicable' to question 9 of Section 1 of the Annual Governance Statement 2022/23.

(b) That the Section 2 Accounting Statements 2022.23 be confirmed, approved.

(c) The contents of the Internal Audit report was reported to members. Noted.

- (d) The Town Mayor and Town Clerk signed and dated the AGAR and Supporting document for submission.
- (e) The Town Mayor and Town Clerk signed and dated the Balance Sheet and supporting statement.
- (f) The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31st March 2023, dates were reported Tuesday 13th June 2023 – Monday 24th July 2023.
- (g) Three Year Forecast. Noted.
- (h) Cost of Running Local Services. Noted.
- (i) Earmarked Reserves for the forthcoming year.

Ear Marked Reserve	Amount
Town Hall Capital Reserve	£85,000
Election Costs	£4,400
Neighbourhood Fund 2016/2017	£1329,43
Neighbourhood Fund 2017/2018	£3702,00
Neighbourhood Fund 2019/2020	£12.385.19
Neighbourhood Fund 2020/2021	£11.416.32
Neighbourhood Fund 2021/2022	£19.692.00
Neighbourhood Fund 2022/2023	£28.855.76
Town Hall Lobby	£30.000.00
Youth Provision	£5,032.00
CCTV	£5,000.00
Match Fund Future Projects	£3,193.60
60% CWG Cash Asset	£23,693.14

06/23/12 **Saving Account**

- a) The bank account balances as of 31st March 2023 from balance sheet were noted.
- (b) 2022/2023-year end calculation and transfer.

RESOLVED – Deferred until July.

(c) **Savings Account Selection.**

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

RESOLVED - To open two savings accounts, one with Insignas and one with CCLA and that Cllrs, A Wignall, P Goulbourne, G Elner & A Weeks be signatories.

- (d) To approve the amount to open the savings account with and approve the transfer of funds.

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

RESOLVED – to transfer funds from the reserve accounts into the two accounts. transferring £25,000.00 to CCLA and the remaining £50766.84 to Insignas.

06/23/13 **Vandalism at Kingfisher Walk Play Area.**

The Clerk informed council of the cost to repair the fences and sign which had been vandalised at Kingfisher Walk play area on two separate occasions. The total value

of repair works came to £236.50. It was agreed to investigate the costs of a metal fence to deter vandalism.

RESOLVED – That the Town Clerk would look into the cost of metal railings for Kingfisher Walk Play Area.

06/23/14 **Ellesmere Market Hall.**

- (a) Monthly report noted.
- (b) The agreement between Ellesmere Town Council and Project SY12 has been signed and the Marquees have been collected by them and removed from the Town Council insurance and assets list. **Noted.**
- (c) The art screens have been collected by Project SY12 and removed from the insurance and assets list. **Noted.**

06/23/15 **Medical Provision. To discuss the responses received.**

Council discussed correspondence received from Rachel Robinson, Director of Public Health and from the Chair of the Integrated Care Board, in response to a letter sent from the Town council expressing concerns over the medical provisions within the town.

It was agreed to resend the letter to the CEO of the ICB and Ellesmere Medical Practice. And further agreed for the Health and Wellbeing working group to meet and discuss the matter further.

06/23/16 **The Mere.**

- a) Cllr A Wignall reported that S Burkey of Shropshire Council had written to the Environment Agency about the early bloom of algae at the mere this year. It was reported that Mr Burkey had not yet received a response,

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

RESOLVED – that the Clerk write to the Environment Agency and Shropshire Council asking that they seek expert advice.

- b) Council received a report from the Clerk regarding the play equipment at The Mere. It was reported that Ellesmere Primary school pupils will be asked to open the play area.
- c) The Clerk reported that she had asked for an update on the public conveniences from Shropshire Council.
- d) To note the minutes of the Mere Advisory Board meeting held on 23rd of March 2023. **Noted.**

06/03/17 **Scotland Street Traffic Lights.**

It was reported that there is a problem with detection of traffic on the Oswestry Road set of lights. Highways have ordered a new detector, and this will be fitted in

due course.

06/03/18 **Ellesmere Yard Heritage Lottery Application.**

To note that the letter of support approved by councillors on the 16th of May 2023 has been submitted. Noted.

06/03/19 **Shropshire Cycling and Walking Plan Consultation.**

It was agreed that council will make individual responses to the survey, the Clerk agreed to recirculate the link.

06/03/20 **Cross Street Public Conveniences.**

Council was read a letter from a resident about the toilets on Cross Street asking for the toilets to be free of charge for people that do not carry cash. The Clerk reported that the cost for a contactless and coined machine would be approx. £4,100.00, She then detailed the income and expenditure for the running Cross Street toilets.

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

RESOLVED – that all future services provided by the Town Council should give people the option to pay by cash or card.

Two councillors voted for, seven voted against and one abstained to vote. Motion was not carried.

06/03/21 **Armed Forces Day Saturday 24th June 2023.**

Noted.

06/03/22 **Future Agenda Items. To receive any items to be considered for a future agenda.**

Actions by Shropshire Council regarding work within Ellesmere.

06/03/23 **Future Meeting Dates.**

Full Council Monday 3rd July 2023. **Noted.**

Community Policing Panel. Provisional date of 15th June. **Noted.**

TBC. Town Hall WG – TBC. **Noted.**

Berwyn View Land WG – TBC. **Noted.**

Policies and Procedures WG – TBC. **Noted.**

Health & Well Being WG – TBC. **Noted.**

06/03/24 **Exclusion of Press and Public.**

It was moved by Cllr G Hutchinson, 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.

06/03/25 **Town Hall Roof.**

Cllr J Howard disclosed an interest and left the room.

Members received an estimate of costs for works to the Town Hall Roof and a sample of a liquid roof coating.

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

RESOLVED – To accept A Downton’s renewed charges.

FURTHER RESOLVED - That the Town Clerk instruct A Downton to draw up the specification and for the Clerk start the tender process for the works required.

06/03/26

Mere Cottage.

Council received notice that the tenant has not renewed the lease. **Noted.**

The meeting closed at 9:26pm

Mayor:

Date: