

Minutes of the Town Council Meeting held at Ellesmere Town Hall

Monday 6th November 2023 at 7.15pm

PRESENT: Town Mayor (Chair): Cllr A Wignall

Councillors: G Hutchinson, N Proffitt, A Weeks, H Anderton-Schofield, G Elner, P Jones, J Mowl, L Woodbridge, M Hancock, P Goulbourne

Town Clerk and RFO: Jo Butterworth

Deputy Town Clerk and Deputy RFO: Jean Hynes

Admin Assistant: G Whitley

Unitary Councillor: 1 (dual hatted)

Members of the Public: 0

Press: 1

Police: 0

Guests: 1

Public Participation Session.

A member of the public came to discuss his concerns regarding the abandoned car that has been left outside his property on Canal Way advertising for scrap cars. The Clerk advised she would speak to Shropshire Council highways department.

11/23/01 **To receive apologies and reason for absence.**

Apologies were received from Cllr J Howard due to illness.

It was moved by Cllr M Hancock, seconded by Cllr P Goulbourne and
RESOLVED: that the apologies received from Cllr J Howard - be approved.

11/23/02 **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	11/23/13– Ellesmere Cricket Club. Cllr Jones is Club Secretary.

11/24/03 **Grant Dispersations.**

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.

11/23/04 **Police Matters.**

(a) October Safer Neighbourhood Team Newsletter. Noted.

b) Police Report.

There was no police presence at the meeting. Cllr A Wignall read out a report that had been received from West Mercia.

11/23/05 **Minutes.**

(a) It was moved by Cllr P Goulbourne, seconded by Cllr P Jones and

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

(b) Members noted the minutes of the Community Policing Panel, Walk conducted on Thursday 27th September 2023.

(c) Members noted the minutes of the Staffing and Governance Sub-Committee held on Thursday 10th October 2023.

11/23/06 **Administration Assistant Role.**

The Clerk gave members details of the successful candidate that had been offered and accepted the role of administrative assistant with a start date of 27th November 2023. Cllr Elner thanked the Deputy Clerk for her service and dedication to the Council and wished her well for the future.

11/23/07 **Progress Report.** Noted.

11/23/08 **Finance/Contracts**

(a) Town Council Payments for September 2023.

Chq/Bank Payments made Sept 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries Sept 23	7357.92	-	7357.92	LGA1972,s.112(2)
Fasterpay	Ash Waste Services	Skip Emptied TH Sept	77.94	15.59	93.53	LGA1972 s111
Fasterpay	Andrew Downton	Professional Fees for TH roof	1024.20	204.84	1229.04	LGA1972,S111
Fasterpay	Barlows	Service to defluff heaters	179.65	35.93	215.58	LGA1972,S111
Fasterpay	Ellesmere & District Day Centre	Grant	500.00	-	500.00	LG(MP)A1976,s19(3)
Fasterpay	Ellesmere Bowling Club	Grant	400.00	-	400.00	LG(MP)A1976,s19(3)
DD	Entanet	PSTN Rental	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entanet	Broadband Sept	15.00	3.00	18.00	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
Fasterpay	R A Faulkner	Attended to Promenade slabs	126.00	25.20	151.20	LGA 1972,S111
SO	Groundforce	Grounds Maint Contract Aug 23	607.50	121.50	729.00	LGA 1972,S.111
Fasterpay	Harlequinn Service	Gardening Aug	708.33	-	708.33	LGS 1972,S111

Chq/Bank Payments made Sept 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	HMRC	PAYE/NI Aug 23	1539.84	-	1539.84	LGA1972,s.112(2)
Fasterpay	iHub	Telephones Aug 23	52.65	10.53	63.18	LGA 1972 s.111
Fasterpay	Institute Cemetery & Crematorium	Training Course for JB/AC	300.00	60.00	360.00	LGA 1972, S111
DD	Opus	Gas TH	62.98	3.15	66.13	93.53
DD	Opus	Electric TH	453.37	90.67	544.04	LGA 1972,S.133
Faterpay	PKF Littlejohn LLP	AGAR Audit	840.00	168.00	1008.00	LGA 1972,S111
Fasterpay	Passey Plumbing	Replace pipework Cross Street WC	125.00	-	125.00	LGA 1972,S111
DD	Peninsula	Provision of EAP	19.26	3.85	23.11	LGA 1972,S.111
Fasterpay	Premier Wall Service	Standard wall service	335.00	67.00	402.00	LGA 1972,S111
DD	Public Works Loan	Loan Account	517.08	0.00	517.08	LGA 2003 S4(1) NLA 1968,S3 PWLA 1965 S2
Fasterpay	Reliant	365 and apps Sept	102.07	20.41	122.48	LGA 1972 S111
DD	Ricoh Ltd	Clerks Printer	110.99	22.20	133.19	LGA 1972,S111
Fasterpay	SALC	ALC affiliation fees	1803.63	-	1803.63	LGA 1972 S111
Fasterpay	Shropshire Council Pensions	Pensions April 23	1984.83		1984.83	LGA1972,s.112(2)
Fasterpay	TG Builders Merchants	Supplies	5.60	1.12	6.72	LGA 1972 S111
Fasterpay	The New Saints Foundation	Youth Club Provision	790.00	-	790.00	LG(MP)AIG76,S19(3)
Fasterpay	The New Saints Foundation	Grant	500.00	-	500.00	LG(MP)A1976,s19(3)
SO	Unity Trust Bank	Bank Charges	18.00	-	18.00	LGA 1972 s.111
Fasterpay	Waterplus	Cross St Toilets	294.47	-	294.47	PHA1936, s125
Fasterpay	Waterplus	TH water July - Aug 23	870.95	-	870.95	PHA1936, s125
		Total	21811.24	870.79	22682.03	

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

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

(b) Cemetery Working Group Payments for September 2023.

Chq/Bank Payments made Sept 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	Bowen Son & Watson	Management Fee	71.88	14.38	86.26	LGA1972,S.214(6)
		Total	1192.71	238.55	1431.26	

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

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

(c) Detailed Income & Expenditure report 2nd Quarter.

The Clerk informed the council of the income and expenditure for the second quarter. **Noted.**

(d) CWG Detailed Income and Expenditure report 2nd Quarter.

The Clerk informed the council of the income and expenditure for the second quarter. **Noted.**

(e) Loan Settlement.

The Clerk informed members of the final loan settlements (previously agreed in minute number 10/23/09e) £1,479.43 and £5,075.62, a slight change in the amounts agreed in October due to interest on the loans. **Noted.**

(f) Christmas Lighting Contract.

Members received an update and confirmed the change of contractors and new lighting scheme which had previously approved by council via email on the 3rd October due to the old contractors going into administration. **Noted.**

(g) Sanitary Disposal Contract.

Council received an update and approved the addition additional costs of £277.20 per annum. **Noted.**

(h) CCTV Camera Quotes.

Members considered the following quotations from our CCTV maintenance contractor for repairs to the TSB camera.

Repair only	£674.95
Replace with a removable camera	£3238.20
Replace with 180° camera	£2962.61

The Clerk informed members that there is enough in the budget and reserves and that match funding will be sourced.

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

RESOLVED – to accept the quotation for the replacement of a 180° camera at a cost of £2,962.61 plus VAT.

11/23/09

Liaison Group Membership.

(a) Events Liaison Group.

Cllrs H Anderton-Schofield, A Wignall, J Mowl, N Proffitt and P Goulbourne.

(b) Tourism Liaison Group.

Cllrs L Woodbridge, G Elner, A Wignall, P Goulbourne and J Mowl.

RESOLVED: to approve town council membership for each liaison group.

FURTHER RESOLVED: to write to local businesses and organisations to invite members.

11/23/10

Policies & Procedures.

Members reviewed and adopted the following Policies and Procedures.

- (a) Annualised Hours Policy.
- (b) Vexatious Complaints Procedure.
- (c) Lone Worker Policy.

It was moved by Cllr P Goulbourne, Seconded by Cllr H Anderton-Schofield and

RESOLVED: that the above polices be approved.

- 11/23/11 **Health and Wellbeing Working Group.**
The item was removed from the agenda.
- 11/23/12 **Annual Town Walks.**
(a) The annual town walk report. **Noted.**
(b) The Clerk informed members of the response from Shropshire Wildlife Trust in relation to safety concerns at Birch Road Pond, the Clerk was asked to check the details of the lease. **Noted.**
- 11/23/13 **Ellesmere Cricket Club.**
Cllr P Jones Left the room prior to this discussion.

The Clerk requested members to consider a request for works to be undertaken at Ellesmere Cricket Club.

It was moved by Cllr P Goulbourne, seconded by Cllr G Elner and
RESOLVED – to grant permission to fill a ditch with topsoil.
- 11/23/14 **Open Watercourse, Old Diary Site.**

Council received details of annual arrangements made by a local businessman to clear the open watercourse and considered a request to contribute towards the cost of the works. Members discussed the importance of maintaining the site and agreed to contribute towards the cost of maintenance using neighbourhood fund monies.

It was moved by Cllr P Goulbourne, seconded by Cllr J Mowl and
RESOLVED: to make a contribution of £600.00 towards the cost.
- 11/23/15 **Neighbourhood Plan Course.**

Members received details of a planning course attended by the Clerk and Mayor and were asked to consider hosting a course for Ellesmere Town Council and other councils to help understand the status, scope and value of Neighbourhood Plans and what is involved in preparing them. It was agreed to invite David Kaiserman to a deliver a training course to members at a cost of £400 plus travel expenses.

It was moved by Cllr G Hutchinson, seconded by Cllr P Goulbourne and
RESOLVED: that David Kaiserman be invited to offer a training course at a cost of £400 plus travel, with invites extended to other councils.
- 11/23/16 **A Fair Financial Settlement for Rural Councils For 2024/25.**

Members considered supporting a campaign by rural councils co-ordinated by the Rural Services Network.

It was moved by Cllr A Wignall, seconded by Cllr J Mowl and
RESOLVED: to support the campaign, sign the letter template and forward to MP.
- 11/23/17 **Ellesmere Market Hall Monthly Report.**

Members noted the monthly report which was well received. **Noted.**
- 11/23/18 **Correspondence:**

(a) The condition of the Cremorne Gardens. Members were informed that the concerns had been reported to and were being addressed by Shropshire Council. **Noted.**

(b) Speeding and details of an incident on Grange Road. The Clerk reported that Grange Road is now on the Police speed hotspot list and that she has written to the West Mercia Safer Roads team to ask them to conduct a speed survey. **Noted.**

(c) Thank you email from a local resident in Cedar Avenue. **Noted.**

11/23/19 **Shropshire Council Street Scene.**

Members noted update to Shropshire Council Street Scene. **Noted.**

11/23/20 **Armistice Day and Remembrance Sunday.**

Members noted the details of events.

11/23/21 **Christmas Tree Festival at Ellesmere Methodist Church.**

Members were asked to consider entering a Town Council tree, there was no volunteers.

11/23/22 **Christmas Light Switch on Friday 24th November 2023 at 6.15pm.**

The Clerk requested volunteers to help with the switch on.

11/23/23 **Future Agenda Items.**

Berwyn View Land WG.
Tourism LG.
Events LG.
Town Hall WG.

11/23/24 **Future Meeting Dates.**

Saturday 18th November 2023 -Meeting of Councillors, Town Hall, 10am – 2pm.
Monday 20th November 2023 - Finance, Asset & Resources Committee, Town Hall, time tbc.
Monday 4th December 2023 - Town Council meeting at 7.15pm.
Monday 18th December 2023 - Finance, Asset & Resources Committee, Town Hall, time tbc.
Noted.

The meeting closed at 8:15pm

Mayor:

Date: