

# ELLESMERE TOWN COUNCIL

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Miss Joanne Butterworth  
Town Clerk & RFO  
1-3 Willow Street  
Ellesmere  
Shropshire  
SY12 0AL



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Date: 29<sup>th</sup> May 2024

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held **on Monday 3<sup>rd</sup> June 2024**, at Ellesmere Town Hall at 7.15pm, for the transaction of business as set out in the agenda below.

Yours sincerely,

A blue ink handwritten signature of Joanne Butterworth.

Joanne Butterworth  
Town Clerk and Responsible Finance Officer

## MEMBERS OF THE PUBLIC AND PRESS ARE VERY WELCOME TO ATTEND.

**Public Participation Session.** A period of 10 minutes will be granted for members of the public to make representations, answer questions, and give evidence in respect of the business on the agenda, or raise matters for a future agenda (as per section 3 of the Town Council's Standing Orders).

**Meeting Recording Disclaimer: This meeting will be audio recorded to ensure the minutes are accurate. The recording will be deleted once the minutes have been completed.**

## AGENDA

- 06/24/01     **To receive apologies and reasons for absence.** To approve.
- 06/24/02     **Disclosure of Personal and Prejudicial Interests.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that they are required to leave the room during the discussion and voting on

matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the register of members' interests maintained by the Monitoring Officer.

- 06/24/03 **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted (**please contact the Clerk prior to the meeting if you require a dispensation form**).
- 06/24/04 **Police Matters.**  
**(a) Police Report.** To receive a report from West Mercia Police.  
**(b) SNT Monthly Newsletter.** To note.  
**(c) West Mercia Local Policing Charter.** To consider the Town Council's priorities from July – September.
- 06/24/05 **Minutes.**  
**(a)** To read and confirm the minutes of the Town Council meeting held on Thursday 9<sup>th</sup> May 2024. [View draft minutes.](#)  
**(b)** To note the minutes of the Planning and Infrastructure Committee held on Thursday 9<sup>th</sup> May 2024. [View draft minutes.](#)  
**(c)** To read and confirm the minutes of the public meeting held on Monday 29<sup>th</sup> April 2024. [View draft minutes](#)  
**(d)** To note the minutes of the Cemetery Working group held on Thursday 21<sup>st</sup> March 2024. [View draft minutes.](#)
- 06/24/06 **Progress report.** To note actions taken since the last meeting. If you have any queries or questions on the progress report, please contact the Clerk **prior** to the meeting.
- 06/24/07 **Planning:**  
**(a) Planning Applications for consideration:**  
  
**Reference: 24/01834/FUL. [View application.](#)**  
**Address:** Trebarwith, 17 Diamond Way, Ellesmere, Shropshire, SY12 0FH.  
**Proposal:** Single storey extension to front.  
  
**Reference: 24/01740/VRA106. [View application](#)**  
**Address:** Land Off, Brownlow Road, Ellesmere, Shropshire.  
**Proposal:** Application to vary the Section 106 Agreement Planning Application Ref NS/05/00397/FUL the following properties: nos. 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 16, 18, 19, 20, 22, 23, 24, 25, 26, 27, 28, 30, 32, 33, 34, 35, 36, 38, 40, 42 and 44 Smithfield Way, Ellesmere, SY12 0FD.
- (b) Planning Decisions made by the Town Council under delegated powers since the last meeting.**  
  
**Reference: 24/01697/TCA. [View application.](#)**  
**Address: 7 Kynaston Place, Ellesmere, Shropshire, SY12 9BF.**  
**Proposal: Crown reduce by a third 4no Apple within Ellesmere Conservation Area.**  
**TC Response: It was agreed to support the application with no further comments.**

Reference: 24/01351/OHL. [View application.](#)

Address: Morton Grange, Elson Road, Ellesmere, Shropshire, SY12 9EU.

Proposal: Application for Consent under Section 37 of the Electricity Act 1989 to provide a new overhead line.

TC Response: Following further information received directly from Scottish Power, it was agreed to support the application with no further comments.

(b) Planning Decisions. For information only.

Reference: 24/00342/FUL. [View application.](#)

Address: Proposed Dwelling North Of Garth, Willow Street, Ellesmere, Shropshire.

Proposal: Construction of new dwelling with alterations to existing access.

Decision: Grant Permission.

Reference: 24/01049/LBC.

Address: Red Lion Hotel, 18 Church Street, Ellesmere, Shropshire, SY12 0HD.

Proposal: Removal and replacement of a number of existing windows and replacement of glass in some windows.

Decision: Withdrawn.

(c) Freedom Fibre – New Ellesmere Town Poles. To consider correspondence detailing locations for new full – fibre broadband telegraph poles.

06/24/08

#### Finance

(a) Town Council and CWG Receipts/Payments/Summary and Detailed Income & Expenditure reports for final quarter 2023/2024. To be approved.

(b) Town Council Payments for April 2024. To be approved.

(c) Cemetery Working Group Payments for April 2024. To be approved.

(d) Grant Applications. To consider a grant application which if successful will be awarded in July.

(e) Funding Request. To consider a funding request for a local Girl Guide.

06/24/09

#### Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024, Form 3

(a) Section 1 Annual Governance Statement 2023/2024. Town Council to answer questions 1-9.

(b) Section 2 Accounting Statements 2023/2024. To approve.

(c) To note that the Internal Audit has been completed and note contents of year-end report. Section "Annual Internal Audit Report 2023/24 completed by the Internal Auditor.

(d) The Mayor and Clerk sign and date the AGAR and Supporting Statement for submission with the relevant papers to external auditors PKF Littlejohn.

(e) Balance sheet and supporting statement as at 31<sup>st</sup> March 2024 to be signed by the Town Mayor and Clerk.

(f) Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for year ended 31<sup>st</sup> March 2024. Monday 10th June 2024 – Friday 19th July 2024.

(g) Three Year Forward Budget. To be approved.

(h) To confirm the following Earmarked Reserves from the General Reserve Account for the forthcoming year:

Ear Marked Reserve	Amount
Town Hall Capital Reserve	£5,276
Election Costs	£4,400
Neighbourhood Fund 2016/2017	£1,329.43

Neighbourhood Fund 2017/2018	£3,702
Neighbourhood Fund 2019/2020	£12,385.19
Neighbourhood Fund 2020/2021	£11, 416.32
Neighbourhood Fund 2021/2022	£19,692.56
Neighbourhood Fund 2022/2023	£28,855.76
Neighbourhood Fund 2023/2024	£25,523.39
Town Hall Lobby	£30,000
Youth Provision	£2,912.50
CCTV	£5,000
Match Fund Future Projects	£3,193.60
60% CWG Cash Asset	£22,221.63

06/24/10

**Jointly Owned Property.**

**(a) Verbal report.** on property jointly owned by Ellesmere Town Council and Shropshire Council following a meeting held on Wednesday 22nd May 2024, and consider whether to reinvest the Town Councils 50% of the profits back into the Mere for 2024/2025.

**(b) Future Profits.** To discuss and approve a process for future profits of the jointly owned properties.

**(c) Mere Cottage.** To create a list of acceptable and unacceptable uses for Mere Cottage.

06/24/11

**Ellesmere Town Council Offices and Town Hall Working Group.** To receive a verbal report from the working group and consider recommendations.

06/24/12

**S106 Land South of Bridgewater Street, Ellesmere.** To discuss funds received by Shropshire Council to be spent on open spaces in Ellesmere and compile a list of suggested works.

06/24/13

**SY12 Project.**

**(a) Monthly Report.** To discuss and note the monthly report.

**(b) Tuesday Market Setup Costs.** To consider a request to take over the Tuesday Market Setup fees.

**(c) Service Level Agreement.** Depending on the resolution in item (b), approve the amendment of the lease details and term.

06/24/14

**Committee & Working Group Vacancies.** To receive nominations and approve appointment to the:  
**Planning and Infrastructure Committee.** 1 vacancy.  
**Data Protection Working Group.** 1 vacancy.  
**Ellesmere Town Council Offices and Town Hall Working Group.** 2 vacancies.

06/24/15

**Correspondence.**

**(a) Ellesmere Food and Warm Clothing Sharing Project.** To note a thank you card.

**(b) Ellesmere Yarn Bombers.** To note a thank you letter.

**(c) Tomato Energy.** To note correspondence received and consider inviting Tomato Energy to a future meeting.

06/24/16

**Road Closure Notices.**

**Road Closure:** Watergate Street, Ellesmere.

**Start Date:** 16th June 2024 Sunday Working - **End Date:** 16th June 2024.

**Purpose:** Road Closure - Boundary box Install 25mm.

**Works Promoter:** Severn Trent Water.

**Road Closure:** Carriageway -U1119-Coptiviney Junction to Swan Hill.

**Start Date:** 8<sup>th</sup> July 2024 from 7am until 5pm.

**Purpose:** Surface Dressing.

**Works Promoter:** Shropshire Council.

06/24/17 **80<sup>th</sup> D Day Commemoration Service.** To note that the service will take Place at St Mary's Church on Thursday 6<sup>th</sup> June at 7.30pm and the National Beacon will be lit at 9.15pm.

06/24/18 **Future Agenda Items.** To receive details of any items you would like to be considered for a future agenda.

**Please note that discussion on the items cannot take place at this meeting.**

06/24/19 **Future Meeting Dates.**

Monday 1st July 2024 - Town Council meeting at 7.15pm, Ellesmere Town Hall.