

Minutes of the Town Council Meeting held in Ellesmere Town Hall

Monday 3rd June 2024 at 7.15pm.

PRESENT:

Town Mayor (Chair):	G Hutchinson
Councillors:	P Goulbourne, G Elner, A Wignall, P Jones, N Proffitt, L Woodbridge and J Howard.
Town Clerk and RFO:	Jo Butterworth.
Deputy Town Clerk and Deputy RFO:	Gemma Whitley.
Unitary Councillor:	1 (dual hatted).
Members of the Public:	10
Press:	0
Police:	2
Guests:	0

Public Participation Session.

A member of the public attended the meeting primarily to receive an update on the Town Hall but also to raise a concern over the erection of poles in the town by Freedom Fibre and to urge Council to support residents in not allowing them to erect poles which will be for the sole use of Freedom Fibre. This is a short-term, cheap solution with costs over the long term being cheaper if the fibre cabling is run in underground ducts.

Cllr G Hutchinson proposed moving Item 11 to immediately follow Item 6.

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

RESOLVED: that Agenda Item 11 is moved to immediately follow Item 6.

06/24/01

To Receive Apologies and Reasons for Absence

Town Councillor accepted apologies from Cllr J Mowl due to prior commitments, Cllr Weeks due to holiday and the pre-approved apology from Cllr H Anderton-Schofield due to family commitments.

06/24/02

Disclosure of Personal and Prejudicial Interests

Councillor Name	Item No.
Cllr N Proffitt	Item No. 7, Pecuniary Interest.
Cllr P Goulbourne	Item No. 13, Personal Interest.
Cllr A Wignall	Item No.13, Personal Interest.

06/24/03

Grant Dispersations

Cllr G Elner	Twin-hatted member declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council.
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06/24/04

Police Matters

(a) Police Report

PCSO Tracey Walker introduced PC Ant Evans who has recently joined the team in Ellesmere.

PCSO T Walker reported back on the current priorities of the Town Council.

- Antisocial Behaviour – Work carried out on Smithfield Way in response to residents' complaints concerning the play park. Youths identified and spoken to.
- Drugs – Recent arrests for intent to supply and other actions against those responsible has had a positive effect on the situation. No further information can be provided as the investigations are ongoing.
- Domestic Abuse – Domestic calls reduced in recent months, and some have resulted in arrests and positive action being taken.

It was moved by Cllr A Wignall, seconded by Cllr L Woodbridge and,

RESOLVED: that Traffic Offences/Speeding replaces Domestic Violence as the No. 3 Parish Priority.

(b) SNT Monthly Newsletter

Noted.

(c) West Mercia Local Policing Charter.

Councillors reviewed the top 3 Priorities for July – September and removed domestic violence from No. 3 and replaced it with Traffic Offences/Speeding. Domestic violence is always monitored as a top priority and does not need to be one of the Parish Priorities.

06/24/05

Minutes

(a) To read and confirm the minutes of the Town Council meeting held on Thursday 9th May 2024.

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

RESOLVED: that the minutes of the Town Council meeting on 9th May 2024 be approved and signed by the Town Mayor as a true record.

(b) To note the minutes of the Planning and Infrastructure Committee held on Thursday 9th May 2024.

Noted.

c) To read and confirm the minutes of the public meeting held on Monday 29th April 2024.

It was moved by Cllr P Goulbourne, seconded by Cllr L Woodbridge and,

RESOLVED: that the minutes of the Public Meeting held on 29th April 2024 be approved and signed by the Town Mayor as a true record.

(d) To note the minutes of the Cemetery Working group held on Thursday 21st March 2024
Noted.

06/24/06

Progress Report

To note actions taken since the last meeting.

Noted.

06/24/11

Ellesmere Town Council Offices and Town Hall Working Group

Cllr P Goulburne confirmed that 2 meetings have been held to discuss the next steps for the Town Hall. It has been proposed that the Town Council explore options for the future management of the Town Hall by encouraging either a CIO or a CIC or a charity to be formed. It would have to be run completely independently from the Town Council. Invitations are to be placed on social media to invite members of the community to a Public Meeting to investigate willing participation and process involved.

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

RESOLVED: that a Public Meeting is held to discuss the formation of a CIO, CIC or charity to run the Town Hall and to ask for members of the community if they would like to form such a group.

Cllr N Proffitt left the room.

06/24/07

Planning:

(a) Planning Applications for consideration:

Reference: 24/01834/FUL

Address: Trebarwith, 17 Diamond Way, Ellesmere, Shropshire, SY12 0FH.

Proposal: Single storey extension to front.

It was moved by Cllr G Elner, seconded by Cllr L Woodbridge and,

RESOLVED: that Ellesmere Town Council support this application with no further comments.

Cllr N Proffitt rejoined the meeting.

Reference: 24/01740/VRA106

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.

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

RESOLVED: that Ellesmere Town Council would like to object to this application because it is essential to maintain, if not increase, the levels of affordable housing within the town. The S106

was put in place and approved to protect affordable housing and the Town Council would like to ensure that the conditions remain in force.

(b) Planning Decisions Made by the Town Council under Delegated Powers Since the Last Meeting

Reference: 24/01697/TCA

Address: 7 Kynaston Place, Ellesmere, Shropshire, SY12 9BF

Proposal: Crown reduce by a third 4 no Apple within Ellesmere Conservation Area.

TC Response: It was agreed to support the application with no further comments.

Reference: 24/01351/OHL

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.

(c) Planning Decisions - For information only

Reference: 24/00342/FUL

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

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

Decision: Grant Permission.

Noted.

The Clerk passed on a message from a resident of Brownlow Road who wished to express their thanks to the Council for their strong objections to this planning application.

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.

(d) Freedom Fibre – New Ellesmere Town Poles

Freedom Fibre are installing high speed broadband to Ellesmere which will involve the installation of poles throughout the town which they state do not require planning consent.

Cllr Elner commented that planning consent is required and that existing underground networks could be utilised removing the need for the erection of poles. Freedom Fibre have the power to grant themselves planning permission if the correct consultation procedure is followed. If enough objections are received, then the local planning authority can be involved.

The content of the letter and the list of poles is to be put on social media and Council invite Freedom Fibre to a meeting to discuss the proposed location of the poles.

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

RESOLVED: that Ellesmere Town Council post information regarding the proposed location of the Freedom Fibre poles and that Freedom Fibre are invited to attend a meeting to discuss these locations.

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

RESOLVED: that Ellesmere Town Council objects to the proposed locations for the erection of poles as it stands currently.

06/24/08

Finance

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

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

RESOLVED: that the Town Council and CWG Receipts/Payments/Summary and Detailed Income & Expenditure reports for final quarter 2023/2024 be approved.

(b) Town Council Payments for April 2024

Chq/Bank Payments made April 2024						
Payment	Supplier	Description	Net		Gross	Act
Fasterpay	Administration	Administration for salaries	7824.27		7824.27	LGA1972,s.112(2)
Fasterpay	C Austin	C Austin	189.02		189.02	LGA 1972 S112 (2)
Fasterpay	Ash Waste Services	Skip Emptied TH	94.86	18.97	113.83	LGA1972 s111
DD	BT	Bill adjustment	4.00	0.80	4.80	LGA1972 s112
DD	EE	Clerks Mobile	18.00	3.6	21.60	LGA 1972.S111
DD	Entranet	Broadband	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental	15.00	3.00	18.00	LGA 1972,S.111 LGA(FP)1963,S.5
Fasterpay	Harlequin	Grounds maint	708.33		708.33	LGA 1972 .S111
Fasterpay	HMRC	PAYE/NI	2117.96		2117.96	LGA1972,s.112(2)
Fasterpay	HMCTS	JH COSTS	101.00		101.00	LGA 1972 S111
DD	Opus	Gas TH	878.04	175.61	1053.65	LGA 1972,S.133
DD	Opus	Electric TH	902.51	180.50	1083.01	LGA 1972,S.133
Fasterpay	Oswestry Glass	Glass repair to Small hall door	288.72	57.74	346.46	LGA 1972 S111
DD	Peninsula	Provision of EAP	155.33	29.34	184.67	LGA 1972,S.111
DD	Peninsula	Provision of EAP	155.33	29.34	184.67	LGA 1972,S.112
DD	Peninsula	Employment Services	19.26	3.85	23.11	LGA 1972 S111
DD	PWLB	Repayments of loan	1396.69		1396.69	LGA 2003 S4(1)
Fasterpay	R A Faulkner	Town hall hand rail supply and erect	180.00	36.00	216.00	LGA 1972 S111
Fasterpay	Rialtus	Year end software 2024/2025 support	663.36	165.84	829.20	LGA 1972 S112
Fasterpay	Reliant Ltd	Office 365 Licence & Web hosting	55.00	11.00	66.00	LGA 1972,S.111
Fasterpay	Reliant Ltd	365 and apps	102.07	20.41	122.48	LGA 1972 S111
DD	Shropshire Council	Council Tax	469.03		469.03	LGA 1972,S.111
Fasterpay	Shropshire Council	Pensions	2336.06		2336.06	LGA1972,s.112(2)
DD	Waterplus	Cross street supply	163.79		163.79	PHA 1386 S125
Fasterpay	Waterplus	Town Hall supply	201.50		201.50	LGA 1972 s.125
		Total	19,083.62	744.90	19,828.52	

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

RESOLVED: that the Town Council Payment for April 2024 be approved.

(c) Cemetery Working Group Payments for April 2024

Chq/Bank Payments made Apr 2024						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Bowen Son & Watson	Management Fee	86.26		86.26	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Boiler Service Cemetery Lodge	70.00			Lga 1972 S 214 (6)
Fasterpay	Shropshire Council	Council Tax April 2024	50.43			
		Total	206.69	-	86.26	

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

RESOLVED: that the Cemetery Working Group Payments for April 2024 be approved.

(d) Grant Applications

A grant application has been received from the Thursday Social Club.

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

RESOLVED: that a grant of £500.00 be awarded to the Thursday Social Club.

(e) Funding Request.

A Girl Guide has written to Council seeking funding for a trip to Tanzania. The Clerk reminded Council that funding cannot be awarded to an individual. It was suggested that the Guide seek funding from local organisations. Council was willing to allow the individual to use a room at the town hall for fundraising.

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

RESOLVED: that a letter is written to suggest organisations who may be able to assist with funding and to offer the use of a room at the town hall for a fundraising event.

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

Cllr Hutchinson read out the 9 statements and to members along with the explanation of what agreeing Yes to each statement meant.

Response to Questions 1 – 8 - Yes.

Question 9 – N/A

It was moved by Cllr P Goulbourne, seconded by Cllr L Woodbridge and,

RESOLVED: that all Councillors are in agreement with the responses to the questions listed in the Annual Governance Statement.

(b) Section 2 Accounting Statements 2023/2024

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

RESOLVED: that the Accounting Statements 2023/2024 are approved.

(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.

Noted.

(d) AGAR and Supporting Statement for submission with the relevant papers to external auditors PKF Littlejohn

Signed by Cllr G Hutchinson and Town Clerk, J Butterworth.

(e) Balance sheet and supporting statement as at 31st March 2024

Signed by Cllr G Hutchinson and Town Clerk, J Butterworth.

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

Noted.

(g) Three Year Forward Budget

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

RESOLVED: that the three-year forward budget be approved.

(h) 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	£11,392.04
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

The Year End calculation for the end of 2023/2024 is £104,170. Councillors considered the allocation of funds to specific Ear Marked Reserves and decided to hold the funds in General Reserves and defer the decision until after the meeting of Councillors on 13th July 2024.

06/24/10

Jointly Owned Property

(a) Verbal report

Cllr G Elner provided feedback from a meeting on 22nd May 2024 with Shropshire Council regarding the jointly owned properties and confirmed that Shropshire Council have already allocated these funds. Cllr Elner proposed returning this money to Shropshire Council for this financial year only. The funds total £42,503.42 with the Town Council 50% share £21,251.71.

It was moved by Cllr G Elner, seconded by Cllr L Woodbridge and,

RESOLVED: that Ellesmere Town Council's 50% share of the profits from the jointly owned properties is returned to Shropshire Council for reinvestment in The Mere for 2024/2025 only.

(b) Future Profits

Cllr G Elner proposed that going forward discussions should start earlier in the year with Shropshire Council so that the Town Council can vote what they would like to do with their future profits before they are automatically allocated into the Shropshire Council budget.

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

RESOLVED: that going forward discussions should start earlier in the year with Shropshire Council so that the Town Council can vote what they would like to do with their future profits before they are automatically allocated into the Shropshire Council budget.

(c) Mere Cottage

Councillors discussed potential acceptable uses for the jointly owned property Mere Cottage. This building is currently vacant, and income is not being earned. The possibility of Ellesmere Town Council funding the repairs and refurbishment of the property, then claiming 50% back from Shropshire Council was discussed, no decision was made as no costing had been provided by Shropshire Council.

Use of the building will have to go out via a tender process. Local people have expressed an interest in retail/community use of the property. It is a prime location for tourism use. Shropshire Council have been approached with a view to Mere Cottage being converted into an Air B&B. Councillors did not feel that this would be an appropriate use for the property and would prefer the building to be in use all year round for community retail.

Acceptable uses would include:

- Culture – arts and crafts
- Tourism
- Community retail
- Incorporation of Heron Watch

Unacceptable uses:

- Air B & B or Holiday Accommodation.
- Exclude use of duplicate business/services already available at the Mere.

It was moved by Cllr G Hutchinson, seconded by L Woodbridge and,

RESOLVED: that the tender process for the use of Mere Cottage encourages businesses centred around tourism, culture and community retail and excludes use of the property as an Air B&B or for holiday accommodation.

06/24/12

S106 Land South of Bridgewater Street, Ellesmere

Money from S106 funds can be spent on areas of open space within the town. Suggested areas are;

- i) new boardwalk for the Plantation Wood
- ii) Wharf Head
- iii) Workhouse Cemetery initial restoration works

The S106 money has been received by Shropshire Council and totals £24,798.00. These funds must be used towards the improvement of existing off-site open space within the vicinity of the Cornovii site. Clarification of the criteria for the use of these funds is required.

This item is to be passed to the Planning and Infrastructure Committee for discussion on 1st July 2024 and Councillors.

Cllr G Elner reminded Council that Ellesmere Town Council has not been consulted on the use of S106 money since 2018.

06/24/13

SY12 Project

(a) Monthly Report

No report has been received this month. Cllr A Wignall reported that A Hunter would prefer to provide feedback on a quarterly basis.

It was moved by Cllr A Wignall, seconded by Cllr L Woodbridge and,

RESOLVED: that feedback from Project SY12 is now reported to Council quarterly.

(b) Tuesday Market Setup Costs

A request has been made by Project SY12 for the Town Council to take over the Tuesday market set-up fees which is an additional £40.00 per week in addition to the £20.00 per week cleaning costs. This will total £2,000.00 per year. The average profit for the markets is £84.00 - £86.00 per week. Running costs are £76.00 - £94.00 per week with income averaging £160.00 per week.

Project SY12 runs the Tuesday market on behalf of Ellesmere Town Council, members agreed that they were prepared to support the market with an additional £40.00 per week for 12 months provided that the Town Council logo is displayed during the market and featured on all marketing material (the arrangement will be reviewed in 12 months time and will be included in the service level agreement.

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

RESOLVED: that a further £40.00 per week is allocated to Project SY12 to assist with the market set-up fees and that the Service Level Agreement is amended to ensure that the Town Council has recognition on advertising materials.

(c) Service Level Agreement

A new Service Level Agreement will be issued, backdated to 28/03/24, the date on which the new 5-year lease with Shropshire Council was signed off, and will include amendments relating to the recognition of the Town Council on all marketing material and the provision of additional £40.00 costs per week for a 12-month period.

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

RESOLVED: that a new Service Level Agreement with Project SY12 for the running of the Tuesday Market is issued, backdated to 28/03/24, and amended to include the additional £40.00 per week market set-up fee and the requirement for Town Council recognition on all marketing materials.

06/24/14

Committee & Working Group Vacancies

Planning and Infrastructure Committee

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

RESOLVED: that Cllr P Jones joins the Planning and Infrastructure Committee.

Data Protection Working Group

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

RESOLVED: that Cllr P Jones joins the Data Protection Working Group.

Ellesmere Town Council Offices and Town Hall Working Group

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

RESOLVED: that Cllrs P Jones and J Howard join the Ellesmere Town Council Offices and Town Hall Working Group.

06/24/15

Correspondence

(a) Ellesmere Food and Warm Clothing Sharing Project

A letter of thanks has been received from Ellesmere Food and Warm Clothing Sharing Project.

Noted.

(b) Ellesmere Yarn Bombers

A letter of thanks has been received from Ellesmere Yarn Bombers.

Noted.

(c) Tomato Energy

Tomato Energy have written to Ellesmere Town Council to introduce their company and to request an opportunity to further discuss their initiatives with Council.

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

RESOLVED: to approach Tomato Energy and ask for further information and references from other local authorities.

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.

Noted.

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

Start Date: 8th July 2024 from 7am until 5pm.

Purpose: Surface Dressing.

Works Promoter: Shropshire Council.

An amendment to this Notice has been received as follows:

Activity	Permitted Dates <i>*this isn't the actual duration, float is built into these dates to allow for unforeseen delays.</i>		Daytime or night time
	From	To	
Stud Removal	N/A	N/A	N/A
Surface Dressing	08/07/24	10/07/24	Day
Final Sweep	15/07/24	15/07/24	Day
Lining	21/07/24	23/07/24	Day

Noted.

06/24/17

80th D Day Commemoration Service

To note that the service will take Place at St Mary's Church on Thursday 6th June at 7.30pm and the National Beacon will be lit at 9.15pm.

Noted.

06/24/18

Future Agenda Items

The Mayoral Process is to be included on July's agenda.

Cllr P Goulbourne requested the installation of an outside tap at Cross Street toilets to allow access to water for the Ellesmere in Bloom planters.

06/24/19

Future Meeting Dates.

Thursday 20th June – Annual Town Walk at 6.30pm, Ellesmere Town Hall.
Monday 24th June – Finance, Asset and Resources Committee at 7pm, Ellesmere Town Hall.
Monday 1st July 2024 – Planning and Infrastructure Committee at 6pm, Ellesmere Town Hall.
Monday 1st July 2024 - Town Council meeting at 7.15pm, Ellesmere Town Hall.
Saturday 13th July – Meeting of Councillors at 9.30am, Ellesmere Town Hall.

The meeting closed at 21.00pm.

Mayor:

Date: