

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

Thursday 13th May 2021 at 7.15pm.

<u>PRESENT:</u>	Town Mayor (Chair):	Cllr P Goulbourne
	Councillors:	G Hutchinson, D Lunn, G Elner, J Mowl, M Hancock, T Hunter, P Jones and Mrs A Wignall
	Town Clerk and RFO:	Jo Butterworth
	Deputy Town Clerk and Deputy RFO:	Jean Hynes
	Admin Assistant	Vanessa Hughes
	Unitary Councillor:	1
	Members of the Public:	0
	Press:	0
	Police:	0
	Guests:	0

05/21 – 1 **Election of Town Mayor for 2021/2022.**

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

RESOLVED (unanimously) – that Cllr P Goulbourne be elected Town Mayor for the 2021/22 municipal year.

05/21 – 2 **Declaration of Acceptance of Office.**

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

05/21 – 3 **Election of Deputy Mayor for 2021/2022.**

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

RESOLVED - that Cllr Wignall be elected Deputy Town Mayor for the 2021/22 municipal year.

05/21 – 4 **Declaration of Acceptance of Office.**

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

05/21 – 5 **To receive apologies and reason for absence.**

Apology received from Cllr A Devismes.

It was moved by Cllr T Hunter, seconded by Cllr G Hutchinson and

RESOLVED – that the apology received from Cllr A Devismes due to work commitment - be approved.

05/21 - 6 **Disclosure of Personal and Prejudicial Interests.**

Cllr G Hutchinson declared a personal interest in item 05/21 -8 (b) To take over the responsibility and upkeep of the 2 defibrillators looked after by Ellesmere Rotary Club.

05/21 - 7 **Grant Dispensations.**

None requested.

05/21 - 8 **Minutes.**

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

RESOLVED – that the minutes of the Town Council meeting on 6th April 2021 be approved and signed by the Town Mayor as a true record.

(a) The minutes of the Staffing & Governance Sub - Committee held on Thursday 29th April were noted.

(b) The minutes of the Finance, Asset & Resources Committee meeting held on Wednesday 5th May 2021 were noted and the Committees recommendations considered.

It was also recommended by the Finance Asset and Resources Committee to take over the responsibility and upkeep of Rotary’s Defibrillator machines.

To accept the change Footnote 3 to Regulation 111.1.c on page 16 of Ellesmere Town Council’s Financial Regulations and to adopt them.

It was also recommended by the Finance Asset and Resources Committee to adopt the standing orders with an amendment that Standing Order 26b change to 4 councillors.

It was moved by Cllr A Wignall, seconded by Cllr D Lunn all agreed with Cllr G Hutchinson abstaining and

RESOLVED - To take over the responsibility and upkeep of the 2 defibrillators looked after by Ellesmere Rotary Club.

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

FURTHER RESOLVED: To adopt the amended standing orders.

It was moved by Cllr G Hutchinson, seconded by Cllr T Hunter and

FURTHER RESOLVED: To adopt the amended Financial Regulation.

05/21 - 9 **Progress report.** The actions taken since the last meeting were **noted.**

05/21 - 10 **Council Committees**

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

It was moved by Cllr G Hutchinson and seconded by Cllr Mowl and

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

(b) The scheme of delegation was reviewed.

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

RESOLVED: to adopt the Scheme of Delegation.

(c) To appoint Councillors onto the following Committees.

RESOLVED - that membership of Committees for the 2021/22 municipal year be agreed as follows:

Finance, Asset & Resources Committee

Ex- Officio Members: Town Mayor, Cllr P Goulbourne and Deputy Mayor, Cllr A Wignall.

7 Members – Cllrs G Elner, T Hunter, P Jones, M Hancock, D Lunn, G Hutchinson + 1 vacancy.

Staffing & Governance Sub-Committee

Ex- Officio Members: Town Mayor, Cllr P Goulbourne and Deputy Mayor, Cllr A Wignall.

5 Members - Cllrs G Elner, G Hutchinson, D Lunn, T Hunter + 1 vacancy.

Planning & Infrastructure Committee

Ex- Officio Members: Town Mayor, Cllr P Goulbourne and Deputy Mayor, Cllr A Wignall.

7 Members – Cllrs G Elner, M Hancock, J Mowl, D Lunn, P Jones + 2 Vacancy.

Cemetery Working Group (6 members): Cllrs G Elner, P Goulbourne, A Wignall, G Hutchinson, T Hunter, J Mowl.

Cllr Wignall suggested forming a Tourism Committee with an invite to Chamber of Commerce and any other interested parties to join and after a discussion it was moved by Cllr Hunter, seconded by Cllr Mowl and

RESOLVED – all agreed that a Tourism Committee be formed with the following members would be on the committee for Ellesmere Town Council. Cllrs A Wignall, P Goulbourne, D Lunn, M Hancock, J Mowl.

(d) To appoint Councillors to the following Working Groups

RESOLVED – that the following working Groups be appointed for the 2021/2022 municipal year and that the membership of the groups be agreed as below.

Working Groups

GDPR

Cllrs P Goulbourne, J Mowl, P Jones + 1 vacancy.

Climate Change

Cllrs P Goulbourne, A Wignall, G Elner, D Lunn, G Hutchinson + 1 vacancy.

Community Governance Review

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

Community Vision Plan

Cllrs P Goulbourne, A Wignall, G Elner, D Lunn, J Mowl, T Hunter.

Local Council Award Scheme

Cllrs P Goulbourne, A Wignall, G Hutchinson.

(e) To agree to disband the following Task & Finish/Working Groups.

Land Rear of Berwyn View

CCTV

The Mere

Heritage at Risk/Public Realm/Asset Group Town Hall Maintenance

ETC and ERPC Community Infrastructure Levy

ETC and ERPC Cemetery Working Group

Place Plan Working Group Review of Policies & Procedures (to be reviewed by members of the Finance Committee as per terms of reference) VE Day Group

Tuesday Market Group Information & Communications

It was questioned why Berwyn View and CCTV were included and the Town Clerk pointed out that they both fall under the remit of Finance Assets and Resources.

RESOLVED – all in agreement to the disbandment.

(f) Committee Structure

The Clerk informed members that following training she had recently attended that that a full and detail review of the committee structure needed to be undertaken during the year and the any members carrying out the review would need to attend SLCC's Committee Structure training being held on 16th June. From 2pm until 3pm.

RESOLVED: Cllrs P Goulbourne, A Wignall, G Hutchinson, D Lunn, M Hancock and J Mowl agreed to carry out review with the Clerk and undertake the necessary training.

05/21/11

Membership of Outside Bodies

RESOLVED – that the council’s representatives on outside bodies for 2021/2022 be appointed as follows:

SALC North Shropshire Area Committee (Mayor, Deputy as Substitute + 1 member). Town Mayor, P Goulbourne, or substitute Deputy Mayor, A Wignall. Cllr A Wignall is also the 1 additional member.

The Mere at Ellesmere Advisory Board Committee: Cllrs T Hunter, J Mowl, P Jones.

Ellesmere in Bloom Committee: Cllrs J Mowl, A Wignall.

Chester and Shrewsbury Rail Users Association: Cllrs A Wignall.

All Together Ellesmere: Cllr P Goulbourne (Ordinary Member), J Mowl (Director).

Shropshire Helicopter Liaison Group: + 1 Vacancy.

Boathouse Contract Group: Town Mayor, P Goulbourne or substitute Deputy Mayor, A Wignall, G Hutchinson.

Chamber of Commerce: Cllrs P Goulbourne, D Lunn, A Wignall.

Stakeholders – Our Space: Town Mayor, P Goulbourne or Deputy Mayor, A Wignall.

05/21 – 12

Personal Identification Number and other Passwords for access to the Council’s records.

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.

Cabinet Keys, Clerk’s Office & Cemetery Working Group Cabinet. (2). Due to his continued appointment as Mayor Councillors P Goulbourne retained the keys he has held in his possession for the last 2 years.

05/21 – 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 2021/2022.

(b) Shropshire Council. Street Lighting Energy Contract.

Noted.

05/21 – 14 **To Review the inventory of land and assets including buildings and office equipment.**

It was noted that following the resolution made in minute number 05/21 – 8, that the 2 new defibrillators will need to be added the inventory and insurance, once acquired.

The current inventory along with identified future changes was noted.

05/21 – 15 **Review insurance cover in respect of all insured risks.**

Town Clerk reported that Finance Assets and Resources Committee had agreed that after obtaining quotes for insurance cover it had been agreed to take out a 3-year contract with BHIB plus cyber security cover which neither companies included within their quotes.

The report was noted.

05/21 – 16 **To Review the following documents as per the Town Council Standing Orders**

(a) Review the Council's complaints procedure.

It was also suggested that page 2 includes Town Council Administration as a heading and confirmed that the GDPR needed amending to be the Data Protection Act 2018

RESOLVED: Members agreed that with these amendments the policy be approved.

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

It was agreed that this procedure needs to be reviewed in depth.

RESOLVED –The FAR Committee will review this procedure and bring it back to council for approval.

(b) Policy on Press/Media Relations Policy.

RESOLVED: to approve the policy with no amendments.

05/21 – 17 **Programme of meeting 2021/2022:**

RESOLVED: that the programme of meetings for the 2021/22 municipal year, as shown below, be approved.

13.05.2021	7.15pm	Ellesmere Town Hall
10.06.2021	7.15pm	Ellesmere Town Hall
08.07.2021	7.15pm	Ellesmere Town Hall
06.09.2021	7.15pm	Ellesmere Town Hall
04.10.2021	7.15pm	Ellesmere Town Hall
01.11.2021	7.15pm	Ellesmere Town Hall
06.12.2021	7.15pm	Ellesmere Town Hall

04.01.2022	7.15pm	Ellesmere Town Hall
07.02.2022	7.15pm	Ellesmere Town Hall
07.03.2022	7.15pm	Ellesmere Town Hall
04.04.2022	7.15pm	Ellesmere Town Hall
05.05.2022	7.15pm	Ellesmere Town Hall

05/21 – 18

Bank Account – To receive nominations for Authorised Signatories.

RESOLVED – that Cllrs P Goulbourne, A Wignall, G Elner and J Mowl be authorised as signatories for the Council’s Bank Accounts.

(b) Electronic Transfer payments for salaries.

It was noted that each payment must be signed by 2 authorised bank signatories.

(c) Monthly Bank Reconciliations.

It was noted that 2 signatories are required, 1 must be chair of Finance, Asset & Resources Committee.

(d) Internal Checker for 2021/22 (Non-signatory Councillor).

RESOLVED – that Cllr G Hutchinson be appointed as Internal Checker for 2021/22

(e) Transfers over £10,000.00

It was noted that transfers over £10,000.00 must be signed by a Councillor (bank signatory) and Clerk.

(f) Bank Signatories – Cemetery Working Group.

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

05/21 – 19

To Review:

(a) Annual Risk Assessment and Management Plan. Reviewed & Approved on Thursday 11th June 2020. The Clerk informed members that she would like to work with the Finance, Asset & resources Committee to review the format of this document at a future date.

It was moved by Cllr A Wignall, seconded by Cllr M Hancock, and

RESOLVED – that Annual Risk Assessment and Management Plan be approved.

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

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

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

(c) List of Approved Contractors.

RESOLVED - All members agreed to approve the list of approved contractors.

05/21 – 20

Town Council's Aims and Objectives

A report had been circulated with the agenda outlining the Council's aims and objectives relating to the development of the town, Council services and assets.

The Clerk recommended a full review of this document is carried out to identify the Council's future aspirations so that as funding becomes it can be applied for if the council is eligible.

It was moved by Cllr T Hunter, seconded by Cllr J Mowl, and

RESOLVED – that the Council's Aims and Objectives report be approved.

FURTHER RESOLVED: that FAR Committee carry out a more detailed review to identify areas for funding to be applied for as the opportunity arises.

05/21 – 21

Planning

(a) Planning Applications for consideration:

Reference: 21/01571/FUL Address: 2 Cambridge Court, Ellesmere, SY12 0FN.

Proposal: Erection of a single storey side extension.

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

RESOLVED – that application be supported with no further comments.

Reference: 21/02277/HHE

Address: 21 Brownlow Road, Ellesmere, Shropshire, SY12 0AY.

Proposal: Erection of a single storey rear extension to detached dwelling. Dimensions 2.50 meters beyond the rear wall, 2.80 meters maximum height and 2.40 meters high to the eaves.

It was moved by Cllr Elner, seconded by Cllr Hunter, and

RESOLVED – that application be supported with no further comments.

(b) Planning Decisions (for information only).

Reference: 21/00435/FUL

Address: 57 Hillcrest, Ellesmere, SY12 0LJ.

Proposal: Erection of single storey rear elevation following removal of conservatory.

Decision: Grant Permission.

Reference: 20/04270/FUL

Address: 31 Cross Street, Ellesmere, SY12 0AW.

Proposal: Change of use and conversion of rear outbuildings to four holiday let properties.

Decision: Grant Permission.

Reference: 21/00743/VAR

Address: Ellesmere Primary School, Elson Road, Ellesmere, SY12 9EU.

Proposal: Variation of condition no.2 (plans) attached to planning permission reference 18/00109/FUL dated 13/08/2019.

Decision: Grant Permission.

Reference: 20/05333/FUL

Address: Proposed Residential Development Land To The South Of, Oswestry Road, Ellesmere, Shropshire.

Proposal: Mixed residential development of 107 dwellings; creation of new vehicular access (from A495) and associated road works; estate roads; re-routing of public right of way; landscaping scheme; all associated works.

Decision: Withdrawn.

Reference: 21/00746/FUL

Address: Ivy House, Scotland Street, Ellesmere, SY12 0DH.

Proposal: Erection of 8no flats and formation of new parking areas.

Decision: Withdrawn.

Reference: 20/05135/FUL

Address: Bourne House, Trimpley Street, Ellesmere, SY12 0BE.

Proposal: Erection of replacement garage at rear of property.

Decision: Grant Permission.

Reference: 20/03759/FUL

Address: Proposed Holiday Caravan Site to the East of, Birch Road, Ellesmere, Shropshire.

Proposal: Change of use of land to tourism to include the siting of 20 caravans; creation of new vehicular access and on-site access tracks; landscaping scheme including works to existing ponds.

Decision: Grant Permission.

All planning decisions were noted.

05/21 – 22

General Power of Competency & Section 137 expenditure limits.

The Clerk had circulated with the agenda an introduction to key facts for local councils on GPC and informed member that Ellesmere Town Council no longer meets the criteria. As the council will no longer have GPC they will have to use section 137 for any expenditure for the benefit of the community where there is not a specific power to use. There is a limit as to how much can be spent under this power, the limit this year is £8.41 per elector. Number of Electors for Ellesmere TC as of February 2021 was 3336. Using this figure to calculate the maximum expenditure under s.137 for this financial year, it will be $3336 \times £8.41 = £28,055.76$.

Noted.

05/21 – 23

Finance/Contracts.

(a) Bank Account Balance - bank balances as of 30th April 2021

TSB No 1 Account £12,030.56

New Unity Trust Current Account £281,312.00

TSB No 2 Account (Neighbourhood Fund) £18,409.98

TSB No 3 Account (Reserves) £90,263.52
Santander Account (Reserves) £93,743.43
Noted.

(b) Request for Funding – The Clerk reported that a request for funding have been received from Shaun Burkey, Countryside and Heritage Sites Manager for Shropshire Council towards play equipment for the Mere. After much discussion it was unanimously agreed that the Town Council would like more control over the profits received from the properties that they jointly own with Shropshire Council, which are the Boathouse and Mere Cottage and it was

RESOLVED - to ask for confirmation from Shropshire Council's finance department what level of profit the Town Council is due to receive from their jointly owned properties and to see if that money could be ringfenced for new play equipment in the Cremorne Gardens.

05/21 – 24

Correspondence

(a) A request had been received from Ellesmere Rangers had to seed, feed and weed the outside football pitches at Beech Grove recreation area, they needed the Town Council's permission to apply for funding to improve the condition of the pitches.

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

RESOLVED – that permission be granted.

(b) St John's Day – To consider a request from Shropshire County Priory Group to take part in Lighting up the Town Hall Green for St John's Day.

Town Clerk informed Council that she had already contacted the council's street lighting contractor to obtain a price for consideration, but was still awaiting a quotation.

RESOLVED – that the Town Council agree in principle and that the costs should be considered by the finance committee once known.

05/21 – 25.

Cemetery Working Group

Bank Account Balance - bank balance as at 30th April 2021

TSB Current Account £53,554.69.

Noted.

05/21 – 26.

Shropshire Outstanding Community Competition.

Consideration was made whether to enter the competition. After much discussion, Cllr Wignall complete application on behalf of the town and invite the community and all local organisations to submit suggestions to put together as strong an entry as possible.

It was moved by Cllr P Goulbourne, seconded by Cllr T Hunter and

RESOLVED – that the Town Council would like to enter the competition, Cllr Wignall will lead the application working with the community and other organisations.

05/21 – 27 **Future Agenda Items.**

The following items were requested to be included on the June agenda.

Cllr M Hancock – Ellesmere Sculpture Initiative
Cllr A Wignall – Swimming Sessions update.

The meeting closed at 9:03pm

Mayor:

Date: