

Minutes of the Town Council Meeting held in Ellesmere Town Hall

Monday 7<sup>th</sup> April 2025 at 7.15pm

**PRESENT:**

Town Mayor (Chair): Cllr G Hutchinson

Councillors: Cllrs L Woodbridge, G Elner, P Goulbourne,  
A Weeks, M Hancock, M Forshaw, J Howard,  
N Proffitt, A Wignall

Town Clerk and RFO: Jo Butterworth

Assistant Clerk & Assistant RFO Gem Whitley

Unitary Councillor: 1 (dual hatted)

Members of the Public: 1

Press: 0

Police: 0

**Public Participation Session.**

Alex Hunter gave a 5-minute presentation in support to the grant application request at item 04/25/10(a).

04/25/01 **To Receive Apologies and Reasons for Absence.**

Apologies were received from Cllr P Jones due to work commitments.

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

**RESOLVED: that the apologies received from Cllr P Jones be approved.**

04/25/02 **Disclosure of Personal and Prejudicial Interests.**

None disclosed.

04/25/03 **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.

04/25/04

**Police Matters.**

**(a) Police Report.**

Cllr G Hutchinson read a report provided by PCSO Hogg regarding anti-social behaviour, community engagement, speeding and drugs which occurred in March 2025.

It was brought to members attention that the PCC are considering reducing the hours of PCSO's which will see them not being able to work past 8pm.

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

**RESOLVED: To write a strongly worded letter expressing the Council's concerns to the Police and Crime Commissioner, John Campion, The Home Secretary, The Local MP and the leader of Shropshire Council this will be copied to neighbouring parish councils.**

**(b) Policing Charter.**

Council members considered their priorities for April – October 2025 it was agreed to keep the priorities the same for the period mentioned, which are;

- 1 Anti-Social Behaviour
- 2 Drugs
- 3 Speeding/Traffic Concerns

**(c) Cross Street Toilet Vandalism.**

The Clerk gave an update on the actions taken by the police regarding the vandalism that occurred at Cross Street toilets in November 2024.

**(d) Noted.**

04/25/05

**Minutes.**

**(a)** It was moved by Cllr A Wignall seconded by Cllr P Goulbourne and,

**RESOLVED: that the minutes of the Town Council meeting on Monday 3<sup>rd</sup> March be approved and signed by the Town Mayor as a true and accurate record.**

**(b) Minutes of the Cemetery Working Group meeting held on the 27<sup>th</sup> March 20025. Noted.**

04/25/06

**Progress Report.      Noted.**

04/25/07

**Planning.**

**(a) Planning Applications for Consideration**

**Reference: 25/00724/FUL**

**Address: The Cambrian, Trimpley Street, Ellesmere, Shropshire, SY12 0AD**

**Proposal: Change of use of a single room, currently designated as a shop (Class E), within The Cambrian to residential use (Class 3).**

Members discussed the proposed change and felt that the owners should be sympathetic to the original style of the building.

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

**RESOLVED:** to support the application as there were no material reasons to object.

04/25/08

**Finance.**

**(a) Town Council Payments for February 2025 – Appendix A**

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

**RESOLVED:** that the Town Council Payments for February be approved.

**(b) Cemetery Working Group Payments for February 2025 – Appendix B**

It was moved by Cllr J Howard, seconded by Cllr M Hancock and,

**RESOLVED:** that the Cemetery Working Group Payments for February 2025 be approved.

**(c) Annual Leave.** It was noted that the annual leave was processed as instructed by council via email on the 5<sup>th</sup> March 2025.

04/25/09

**Ear Marked Reserves.**

It was moved by Cllr J Howard, seconded by Cllr G Elner and,

**RESOLVED:** that all Neighbourhood Fund EMRs be placed under one nominal code for accounting purposes.

04/25/10

**Project SY12.**

**(a) Grant Application.**

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

**RESOLVED:** to approve the grant of £3,000 to Project SY12 from the 2025/2026 Tourism budget to pay for membership to promote Ellesmere through Visit Shropshire.

**(b) Market Report. Noted.**

04/25/11

**Jointly Owned Property Meeting Minutes.**

The minutes were noted, and the Clerk gave an update as she had received the turnover certificate from The Boathouse. They discussed whether they would like to invoice Shropshire Council for their 50% or whether they would like to reinvest it back into the Mere. Members agreed that their 50% share should be ringfenced and reinvested back into the running costs and management of the Ellesmere site only.

The Clerk will arrange a meeting with Ed Andrews to discuss how the Town Councils share of the profits from The Boathouse will be spent on the Mere.

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

**RESOLVED: to reinvest the Town Councils 50% of the profits back into the running of the mere, to be ringfenced for Ellesmere only.**

**FURTHER RESOLVED: to arrange a meeting with Ed Andrews to discuss how the Town Councils share of the profits from The Boathouse will be spent at the Mere.**

04/25/12

**Mere Cottage.**

**(a)** The Clerk reported that Shropshire Council have reconsidered the proposal to fix an internal lining to the walls of the cottage as they did not think it would improve matters and may fail with this construction and it would also, even if marginally, reduce the size of the rooms.

**(b)** The Clerk reported on the response that was given to Freedom of Information request regarding the cottage.

05/24/13

**Renewable Energy Feasibility Study.**

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

**RESOLVED: To pass the feasibility study to the Finance Assets and Resources Committee for review.**

04/25/14

**Contracts and Tenders.**

**(a) LED Lighting Town Hall**

Members had received this quotation earlier in the year and asked for a breakdown in the price so that they could decide if they wanted to do the works in stages.

Members discussed the price and agreed that it would be more cost effective to replace all of the lights within the quotation.

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

**RESOLVED: to accept the broken-down quotation provided by SAS Electrical to replace the lighting at the town hall.**

**FURTHER RESOLVED: The Clerk will look at the funding streams recommended in the feasibility study from Item 13.**

**(b) Town Hall Window Films**

Company	Amount (Excl VAT)	Additional information
1	£1199.00	Windows only
1	£1381.40	Windows and cabinet
2	£945.60	Windows and cabinet
3	£1424.00	Windows only
3	£1529.00	Windows and cabinet

Both companies 1 and 2 visited site, and whilst company 3 are the most competitive they did not visit the hall. Company 1 were much more thorough in their approach to assess the works and undertook the work originally.

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

**RESOLVED: that the works for the window film is awarded to company 1, which was Sureguard Windows.**

**(c) Town Hall Chain Link Windows**

The Clerk reported on works carried out to one of the windows in the main hall during the last storm. A quotation had been obtained to install a new tester chain link system. Members did not feel able to make a decision, until recommendations contained in the report from item 13 had been considered by the Finance, Asset and resources Committee.

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

**RESOLVED: That until the Finance Asset and Resources committee had looked at the energy feasibility study this item should be deferred.**

**(d) Kingfisher Walk & Beech Grove Recreation Gound Play Area Inspection Tenders.**

Company No	Amount (Excl VAT)	Comments
Company 1	£40.00 per site	Per monthly check
	£150.00 per site	Annual ROSPA Check
Company 2	£50.00 per site	Per Monthly check
	£100.00 per site	Annual ROSPA Check
Company 3	£70.00 per site	Monthly check
	£390.00 per site	Annual ROSPA Check

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

**RESOLVED: that the contract be awarded to Company 1. The successful contractor was Ray Parry Playgrounds.**

04/25/15

**Policies and Procedures.**

**Safeguarding Policy.**

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

**RESOLVED: that the Safeguarding policy be adopted.**

04/25/16

**Berwyn View Pump Track Project.**

Cllr P Goulbourne gave members an update. They were informed that the crowdfund target of £69,000 had been exceeded and that £70,232 had been raised, which included a £20,000 pledge form the Town Council's Neighbourhood Fund Ear-

Marked reserves. The project contract can now be put out to tender. The Clerk gave the dates for the deadline of the project to be delivered. Cllr Goulbourne said that it had been humbling to see the support from local people and businesses.

It was agreed to advertise the tender and publicise the documentation.

04/25/17

**Working Groups.**

(a) **Events Liaison Working Group.**

The minutes were read.

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

**RESOLVED: that the cash prize donation to be awarded from the VE Budget for the VE Day Window Competition be as follows:**

**1<sup>st</sup> prize £50.00**

**2<sup>nd</sup> prize £30.00**

**3<sup>rd</sup> prize £20.00**

(c) **VE DAY Service.** This will be held at St Mary's Church, Thursday 8<sup>th</sup> May at 7.30pm. All welcome. **Noted.**

04/25/18

**Repair of the A495 Tunnel Bank.**

Cllr G Hutchinson read a complaint received from Cllr Weeks regarding the unacceptable standard of the repairs carried out at Tunnel Bank. Cllr Elner expressed that he had raised concerns about the repair work carried out by Shropshire Council Highways, and had told them they should not pay for the inadequate repair work which had been carried out. Members agreed for the Town Council to write to the head of Highways and Lesley Picton and to put this item on the May agenda when they would hopefully have received a response.

04/25/19

**Elections.**

The Clerk reported that we had an uncontested election which leaves us with 2 vacancies. Co-option for the vacancies can begin from the 2<sup>nd</sup> May. Cllr Weeks told members that she would apply for co-option.

04/25/20

**Future Agenda Items.**

Road repairs on the A495 at Tunnel Bank.

Parking at the Mereside.

Pride Flag.

04/25/21

**Future meeting dates.**

Annual Meeting of Electors. Tuesday 6<sup>th</sup> May 2025, 6pm at Ellesmere Town Hall.

Annual Town Council Meeting. Monday 12<sup>th</sup> May 2025, 7.15pm at Ellesmere Town Hall.

04/25/22

**Exclusion of Press and Public**

It was moved by Cllr P Goulbourne, 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 the remainder of the meeting for the following item of business on the grounds it may involve the likely disclosure of confidential information as defined in the Acts.**

04/25/23

**(a) Confidential Minutes.**

It was moved by Cllr P Goulbourne, seconded by Cllr N Proffitt and,

**RESOLVED: that the confidential minutes of the Town Council Meeting held on Monday 3<sup>rd</sup> March 2025 be signed as a true and accurate record.**

04/25/24

**Honorary Freeman/Freewoman Award**

Councillors nominated recipients for these awards in the March, for members to research and formally propose at this meeting. After much discussion,

It was moved by Cllr N Proffitt, seconded by Cllr G Elner and

**RESOLVED: that 3 of the 4 nominees were granted Honorary Freeman/Freewoman for 2025 and they will be invited to the Annual Meeting of Electors on the 6<sup>th</sup> May to receive their awards.**

Meeting closed at 21:03pm

Chair .....

Date .....

## List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/02/2025	Waterplus	BACS	58.78	LGA 1936 S218	CS water bill
05/02/2025	Peninsula Business Services Lt	DD	23.11	LGA 1972 S111	EAP
07/02/2025	Ricoh UK Ltd	DD	132.93	LGA 1972 S111	Printers
10/02/2025	Harlequin Services	SO	708.33	LGA1972 S111	Gardening contract
12/02/2025	SLCC	BACS	450.00	LGA 1972 S111	CILCA Training
12/02/2025	Reliant UK Ltd	BACS	182.59	LGA 1972 S111	Phones and 365
12/02/2025	H2O hygiene	BACS	86.40	LGA 1972 S111	Legionella samples
12/02/2025	Project SY12 CIC	BACS	220.00	Food act 1984 S51	Tuesday Market Weekly cleaning
12/02/2025	PG Skips Ltd	BACS	52.07	LGA 1972 S111	Skip collection
12/02/2025	Alpine Gas Engineers LTD	BACS	350.94	LGA 1972 S111	Boiler and Water heater
12/02/2025	Dave Madden Plumbing	BACS	130.00	LGA 1972 S111	Cross St WC hot water tap
12/02/2025	Scottish Power	BACS	46.12	LGA 1972 S133	Electricity
12/02/2025	R A Faulkner	BACS	351.60	LGA 1972 S111	Repair to Sign
12/02/2025	R A Faulkner	BACS	283.92	LGA 1972 S111	RA Faulkner
12/02/2025	PESTOKIL	BACS	151.34	LGA 1894 S8(1)	Pest control service
12/02/2025	Porthywaen Silver Band	BACS	25.00	LGA 1972 S111	Deposit for VE/VJ Day
12/02/2025	Park Run	BACS	500.00	LG (MP) A/G76 S19 (3)	Grant Award
12/02/2025	Paperstone Ltd	BACS	161.37	LGA 1972 S111	Stationary
12/02/2025	Paperstone Ltd	BACS	6.60	LGAS 1972 S111	stationary
12/02/2025	Paperstone Ltd	BACS	-6.60	LGA 1972 S111	Duplicate entry reversal
12/02/2025	Paperstone Ltd	BACS	-6.60	LGA 1972 S111	Credit note for damaged stock
13/02/2025	Information Commissioners Off	BACS	40.00	LGA 1972 S111	Information Commissioners Off
14/02/2025	British Gas	DD	1,068.94	LGA 1972 S133	TH Gas Bill
14/02/2025	Entanet International Ltd	DD	18.00	LGA 1972 S111	Phone lines
18/02/2025	EDF Energy	DD	176.24	PHA 1936 S125	CS Toilets
19/02/2025	HM Revenue & Customs	BACS	1,690.69	LGA 1972 S112 (2)	HM Revenue & Customs
20/02/2025	Waterplus	DD	143.81	LGA 1972 S111	TH Water
20/02/2025	Waterplus	DD	143.81	LGA 1972 S215	TH Water
20/02/2025	Waterplus	DD	-143.81	LGA 1972 S215	Duplicate entry
21/02/2025	Amazon Payments Europe SCA	BACS	6.06	LGA 1972 S111	Fire exit sign
21/02/2025	Alpine Gas Engineers LTD	BACS	378.82	LGA 1972 S111	Heating vessel on boiler TH
21/02/2025	Tivoli Group LTD	BACS	1,505.17	LGA 1972 S111	Grounds maintenance
24/02/2025	Border Janitorial Supplies	BACS	233.42	LGA 1972 S111	Janitorial supplies
24/02/2025	Complete Roofing Systems	BACS	420.00	LGA 1972 S111	6 monthly roof inspection TH
26/02/2025	ADMINISTRATION	BACS	2,464.07	LGA 1972 S112(2)	administration
27/02/2025	ADMINISTRATION	BACS	8,731.95	LGA 1972 S112 (2)	Administration
28/02/2025	Peninsula Business Services Lt	DD	184.67	LGA 1972 S111	Employment Services
28/02/2025	Highline Electrical Ltd	BACS	94.80	LGA 1972 S111	St Johns/Sandy lane light rep
28/02/2025	Unity Trust Bank	BACS	14.40	LGA 1972 S111	Bank charges
28/02/2025	EDF Energy	DD	173.30	LGA 1972 S111	Electricity bill TH
<b>Total Payments</b>			<b>21,252.24</b>		

Date: 02/04/2025

**Ellesmere Town Council**

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Time: 13:01

**Cemetery Working Group**

**List of Payments made between 01/02/2025 and 28/02/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2025	Bowenson & Watson	BACS	90.00	LGA 1972 S44(6)	Management fee
<b>Total Payments</b>			<u>90.00</u>		

**Appendix B**