

# 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: 1<sup>st</sup> October 2025

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held **on Monday 6<sup>th</sup> October 2025,** at Ellesmere Town Hall at 7.15pm, for the transaction of business as set out in the agenda below.

Yours sincerely,

A handwritten signature in blue ink, appearing to be '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).

**Presentation of a Grant Award cheque to Bethphage.**

**Presentation to Mayor's Charity Photography winners.**

## **AGENDA**

- 10/25/01 **To receive apologies and reasons for absence.** To approve.
- 10/25/02 **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.

- 10/25/03 **Grant Dispensations.** 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**).
- 10/25/04 **Police Matters.**  
**(a) Police Report.** To receive a report from the Ellesmere Safer Neighbourhood Team, hear responses to questions raised from the September report.
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**(b) Query Response.** To receive the response to queries raised with Chief Superintendent Lansdale that were raised she visited in July.

10/25/05 **Shropshire Council Report.** A report was circulated from Unitary Councillor Rosie Radford prior to the meeting. This is an opportunity to take 5 minutes to ask any questions arising from the report.

10/25/06 **Market Hall Report.** Mr A Hunter from Project SY12 has been invited to discuss the Market Hall report produced for last month's meeting and answer members questions.

10/25/07 **Minutes.**

**(a)** To read and confirm the minutes of the Town Council meeting held on Monday 1<sup>st</sup> September 2025. [View draft minutes](#)

**(b)** To read and note the minutes of the Staffing and Governance meeting held on Monday 29<sup>th</sup> September 2025. [View draft minutes.](#)

10/25/08 **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.

10/25/09 **Planning.**

**(a) Planning applications for consideration.**

**Reference: 25/03172/LBC. View application.** [View application.](#)

**Address:** Old Railway Station, Brownlow Road, Ellesmere, Shropshire, SY12 OAP.

**Proposal:** Replacement external roof covering to main roof, installation of PV panels to roof, installation of 2no rooflights, replacement of canopy roof incorporating glazed panels and installation of extraction grills.

**Reference: 25/03595/LBC. View application.**

**Address:** White Lion Antiques, 4 Market Street, Ellesmere, Shropshire, SY12 OAN.

**Proposal:** Repairs to existing outbuilding roof and supporting walls.

**(b) Shropshire Council Planning Decisions. To note only.**

**Reference: 25/02401/FUL. View application.**

**Address:** 23 Birch Road, Ellesmere, Shropshire, SY12 OET.

**Proposal:** Demolition of existing external stair and create new rear extension to provide accommodation on the basement and ground floor levels.

**Decision: Grant Permission.**

**(c) Planning/Highways Correspondence.**

**Shropshire Council - St John's Hill Carriageway Repairs, 10<sup>th</sup> November – 12<sup>th</sup> November 2025.** To consider giving approval for works to be carried out during highways embargo period.

**Shropshire Council - Road Closure Notice. B5068 Elson Road, Ellesmere.** Date 16<sup>th</sup> October 2025. Purpose Speed reduction – 30mph to allow pole speed testing. To note.

10/25/10 **Finance.**

**(a) Town Council Payments for August 2025.** To be approved.

**(b) Cemetery Working Group Payments for August 2025.** To be approved.

**(c) Annual Governance & Accountability Return Year Ended 31st March 2025.** To receive a verbal report and to note that the Notice of Conclusion of Audit for the AGAR to 31<sup>st</sup> March 2025 was published on 30<sup>th</sup> September for 14 days.

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**(d) Ellesmere Town Hall.** To decide whether to carry out a Level 3 Building Survey or Condition report on Ellesmere Town Hall (to enable the Town Hall Management Committee to create a programme of maintenance) and consider the costs involved.

- 10/25/11 **Audit of Current Legionella Control Regime.**  
**(a) Audit Report.** To consider the report and recommendations.  
**(b) Quotations for recommended works.** To consider quotations for the recommended works.
- 10/25/12 **Legionella Water Monitoring and Control Service Contract.** To consider quotations received.
- 10/25/13 **Cross Street Promenade.** To consider prices for tree and paving works and approve project, before passing to the S106 Cornovii Working group to produce project drawings to enable the works to be completed.
- 10/25/14 **Annual Town Walk.** To note the report.
- 10/25/15 **Strategy Meeting Report.** To note and agree the date for the review meeting.
- 10/25/16 **Town Council Aims & Objectives 2025/2026.** To approve the changes agreed at the strategy meeting.
- 10/25/17 **Council Partnerships.**  
**(a) Devolution of Streetscene Services to Town & Parish Councils.** To discuss the briefing possibility of future devolution of services from Shropshire Council.  
**(b) Memorandum of Understanding document from Shropshire Council.** To discuss the and sign if approved.
- 10/25/18 **Mental Health Awareness & Suicide Prevention.** To confirm the Samaritans will be holding a Seminar at Ellesmere Town Hall on Tuesday 14<sup>th</sup> October 2025.
- 10/25/19 **History of Ellesmere Cemetery & Chapel.** To note the report that Cemetery a Chatting has produced following extensive research and consider publishing the document on the Town Council website.
- 10/25/20 **Triathlon Carparking Issues.** To discuss town parking issues created by the Triathlon events as requested by Cllr G Elner at the September meeting.
- 10/25/21 **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.**
- 10/25/22 **Future Meeting Dates.**  
**Planning Meeting** – Thursday 16<sup>th</sup> October at 6.15pm.  
**Finance, Asset & Resources Committee** – Monday 20<sup>th</sup> October, Ellesmere Town Hall at 7pm.  
**Town Council meeting** - Monday 3<sup>rd</sup> November 2025, Ellesmere Town Hall at 7.15pm.
- 10/25/23 **Exclusion of Press and Public.** To resolve “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 items of business on the grounds they may involve the likely disclosure of confidential information as defined in the Acts”.
- 10/25/24 **Confidential Minutes.**  
**(a) Minutes.** To read and confirm the confidential minutes of the Town Council meeting held on Monday 28<sup>th</sup> July 2025.  
**(b) Minutes.** To read and note the minutes of the confidential Staffing and Governance meeting held on Monday 29<sup>th</sup> September 2025.
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10/25/25

**Shropshire Council Asset Transfers.** To discuss and consider terms of a proposed asset transfer from Shropshire Council.

