

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

Monday 6<sup>th</sup> October 2025 at 7:15pm

<b><u>PRESENT:</u></b>	Mayor: (Chair)	L Woodbridge
	Councillors:	G Elner, M Forshaw, G Hutchinson, M Hancock, N Proffitt, P Jones, J Mooney, A Wignall, S Austin, P Goulbourne
	Town Clerk and RFO:	Jo Butterworth
	Deputy Town clerk & Deputy RFO	Gem Whitley
	Members of the Public:	1
	Unitary Councillor	1
	Police:	0
	Guests:	5

**Public Participation Session.**

The Mayor presented Bethphage with their grant award cheque for £3000.00 she also presented the winners of her photography competition with their framed photograph and prize money.

10/25/01

**To Receive Apologies and Reasons for Absence.**

Apologies were received from Cllr J Howard due to illness.

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

**RESOLVED: that the apologies from Cllrs J Howard be approved.**

10/25/02

**Disclosure of Personal and Prejudicial Interests.**

Councillor A Wignall, disclosed an interest in item 9 on the agenda.

10/25/03

**Grant Dispensations.**

None requested.

10/25/04

**Police Matters.**

**(a) Police Report.**

The Chair read out the report provided by Ellesmere Safer Neighbourhood Team for September relating to the current community priorities of Anti-social behaviour, Drugs and Speeding Traffic Concerns.

Councillors were asked if they wanted to keep their community priorities the same for the next quarter.

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

**RESOLVED – to keep the community priorities the same for the next 3 months.**

At the September meeting Cllrs raised concerns about the accuracy of the report. A response to the concerns was read out to which further concerns were raised. It was agreed to write to West Mercia again.

**(b) Query Response.**

When the PCC Jon Campion and Chief Superintendent Lansdale attended the July meeting Cllr G Elnor raised concern over officers having to log on and off in Oswestry resulting in around 1.5 hours of police time in Ellesmere being lost for each shift. The Clerk had chased a response to the query which was read to members. Chief Superintendent Lansdale spoke to inspector Greenaway who stated that this had previously been looked at but wasn't logistically feasible for all SNT members. She has asked Inspector Ben Stevens to revisit this and see if any of the previous situations of staff have changed and whether it is a feasible option going forward.

Councillor G Elnor still had concerns after this response and asked the Clerk to arrange another meeting with Inspector Greenaway, Chief Superintendent Lansdale and the Police and Crime Commissioner John Campion to discuss the matter further.

10/24/05

**Shropshire Council Report.**

Councillor Radford's report had been circulated prior to the meeting, and she gave a summary to members.

10/25/06

**Market Hall Report.**

Mr A Hunter from Project SY12 gave councillors the opportunity to discuss the Market Hall report which was presented at September's meeting.

Mr Hunter updated members on the day to day running of the Market Hall and his vision of future plans. He also expressed his sadness at having to give notice to external clubs throughout the town who were using the venue.

10/25/07

**Minutes.**

a) It was moved by Cllr P Goulbourne, seconded by Cllr M Forshaw and,

**RESOLVED: that the minutes of the Town Council meeting held on Monday 1<sup>st</sup> September 2025 be approved and signed by the Chair as a true record.**

Cllr L Woodbridge and Cllr M Hancock were not present at the meeting so did not vote.

b) To read and note the minutes of the Planning & Infrastructure Committee held on Monday 29<sup>th</sup> September 2025.

**Noted.**

10/25/08

**Progress Report.**

**Noted.**

10/25/09

**Planning.**

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

**Reference: 25/03172/LBC**

Address: Old Railway Station, Brownlow Road, Ellesmere, Shropshire, SY12 0AP.

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

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

**RESOLVED: Councillors strongly objected to this application they felt that the building was of significant historical importance to the town, as such it is essential that the buildings design, appearance, original features and materials are preserved. The Grade 2 canopy forms an integral part of the building both visually and historically, they felt that replacing it with glazed panels would alter the buildings original appearance.**

**They also felt that the addition of solar panels would alter the visual appearance of an important Grade 2 listed building.**

Cllr A Wignall left the meeting.

**Reference: 25/03595/LBC**

Address: White Lion Antiques, 4 Market Street, Ellesmere, Shropshire, SY12 0AN.

Proposal: Repairs to existing outbuilding roof and supporting walls.

It was moved by Cllr M Forshaw, seconded by Cllr P Goulbourne and,

**RESOLVED: that members support this application with no further comments.**

**(b) Shropshire Council Planning Decisions**

Reference: 25/02401/FUL. View application. Address: 23 Birch Road, Ellesmere, Shropshire, SY12 0ET. Proposal: Demolition of existing external stair and create new rear extension to provide accommodation on the basement and ground floor levels. Decision: Grant Permission.

**Noted.**

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

**Shropshire Council – St John’s Hill Carriageway Repairs 10<sup>th</sup> -12<sup>th</sup> November 2025.**

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

**RESOLVED: that the Town Council give permission for Shropshire Council Highways to carry out the works during their embargo period.**

**Shropshire Council – Road Notice Closure. B5068 Elson Road, Ellesmere.**

**Noted.**

10/25/10

**(a) Town Council Payments for August 2025. Appendix A**

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

**RESOLVED: That the Town Council payments for August 2025 be approved.**

**(b) Cemetery Working Group Payments for August 2025. Appendix B**

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

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

**(c) Annual Governance & Accountability Return for Year Ended 31<sup>st</sup> March 2025.**

The Clerk reported 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 and that no matters for concern had been raised. She went on to explain that she had spoken to PKF Littlejohn who confirmed they had been unable to issue the Notice of Conclusion earlier due their workload being so high.

Cllr Elner suggested that we write to NALC to complain.

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

**RESOLVED:** That the Clerk write a letter to NALC.

**(d) Ellesmere Town Hall**

Councillors were asked to make a decision based on 3 quotes which officers had obtained to carry out a Level 3 Building Survey & Condition Report.

Company 1	£950.00 + VAT
Company 2	£2000.00 + VAT
Company 3	£2600.00 + VAT

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

**RESOLVED:** That Company 1 (Andrew Downton) be awarded this contract.

10/25/11

**Audit or Current Legionella Control Regime.**

**(a) Audit Report.**

The Clerk read a report to members highlighting recommendations of works to be carried out.

**(b) Quotations for recommended works.**

<u>Company 1</u>	£2822.23
<u>Company 2</u>	£2635.00
<u>Company 3</u>	£1958.10

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

**RESOLVED:** that the Contract be awarded to Company 3 (D Powell heating).

10/25/12

**Legionella Water Monitoring**

TOWN HALL QUOTES	
Company 1	£1663.67
Company 2	£1334.00
Company 3	£1296.00

CROSS STREET QUOTES	
Company 1	£1044.42
Company 2	£1184.00
Company 3	£1032.00

It was moved by Cllr L Woodbridge, seconded by Cllr G Hutchinson and,  
**RESOLVED: That the contract be awarded to company 3 (W.E.T.)**

10/25/13

**Cross Street promenade.**

Following previous public consultation, and talks with Shropshire Council members were asked to consider quotations for Tree and Paving works.

The Clerk explained that she had spoken to Shropshire Council tree team who recommended felling and root grinding over relocation of the 4 trees, as the relocation of each tree would cost approximately £20,000 per tree and the tree team would have to ensure that the new location would be suitable for the species to continue to thrive.

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

**RESOLVED: To move forward with the recommendations made by the tree surgeons to grind and fell the trees.**

TREE REMOVAL AND REINSTATEMENT	
Company 1	£2275.00 + VAT
Company 2	£2300.00 + VAT

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

**RESOLVED: That the contract be awarded to company 1 (Benbow Brother's)**

REPLACING WITH BLOCK PAVING	
Company 1	£13,105.40 + VAT
Company 2	£15,835.00 + VAT
Company 3	£23,154.00 + VAT
Company 4	£17,900.00 + VAT

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

**RESOLVED: That the contract be awarded to company 1 (Evan's)**

The Clerk informed members that this would leave some money in the budget and that the Cornovii S106 Working Group would need to meet to discuss the replacement of the trees and do some sketches of how they would like it to look after the paving works have been completed.

10/25/14

**Annual Town Walk**  
**Noted.**

- 10/25/15      **Strategy meeting Report**  
The Clerk explained she was in the process of finalising the report and apologised that it was not finished in time for the meeting. Cllrs agreed a meeting date of the 20<sup>th</sup> of October for the next Strategy meeting.
- 10/25/16      **Town Council Aims and Objectives 2025/2026.**  
It was moved by Cllr P Jones, seconded by M Hancock and
- RESOLVED: That the changes agreed at the Strategy meeting by approved.**
- 10/25/17      **Council Partnerships:**  
**(a) Devolution of Street Scene Services to Town and Parish Councils.**  
Members discussed the possibility of future devolution of services from Shropshire Council. Cllr Woodbridge gave a briefing of a meeting with Alex Wagner the Deputy Leader of Shropshire Council that had been held earlier in the day that not all members had been able to attend.
- (b) Memorandum of Understanding Document from Shropshire Council.**  
Members felt that before they could sign the document to agree to take over services from Shropshire Council, they needed to be provided with more information.
- 10/25/18      **Mental Health Awareness & Suicide Prevention.**  
Members were informed that the seminar which had provisionally been booked by the Samaritans for Tuesday 14<sup>th</sup> October will definitely be taking place in the Town Hall between the hours of 12.30-14.30.
- 10/25/19      **History of Ellesmere Cemetery.**  
The report was noted, and it was agreed to publish it on the website. Members would also like to thank Andy for all of his hard work.
- 10/25/20      **Triathlon Car Parking Issues.**  
The Triathlon is a well-attended function which unfortunately causes several parking issues throughout the town. Especially Brownlow Road and Grange Road.
- It was moved by Cllr G Elner, seconded by Cllr L Woodbridge and
- RESOLVED: That the Clerk write to the event organisers to highlight areas of the town that could be used as alternative parking solutions.**
- 10/25/21      **Future Agenda Items.**  
Councillors wished the following items to be added to a future agenda for discussion.
- .           Business Engagement
  - .           Ellesmere Primary School
  - .           Cllr Forshaw would like to provide a short report on the Nature Recovery Conference that he had attended.
- 10/25/22      **Future Meeting Dates.**  
Planning Meeting – Thursday 16th October at 6.15 pm.  
Strategy Meeting – Monday 20<sup>th</sup> October at 6 pm.

Finance, Asset & Resources Committee – Monday 20th October, Ellesmere Town Hall at 7 pm.

Town Council meeting - Monday 3rd November 2025, Ellesmere Town Hall at 7.15 pm.

10/25/23

**Exclusion of Press and Public.**

It was moved by Cllr A Wignall, seconded by Cllr L Woodbridge 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 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.**

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

**RESOLVED:** that the minutes of the confidential of the Town Council meeting held on Monday 28<sup>th</sup> July 2025 be signed as a true and accurate record.

**(b) Minutes.**

**Noted.**

10/25/25

**Shropshire Council Asset Transfers.**

The Clerk gave an update on a proposed asset transfer from Shropshire Council.

Meeting Closed: 21:25 pm

Chair .....Date .....

# APPENDIX A – TOWN COUNCIL PAYMENTS FOR AUGUST 2025

Date: 17/09/2025

Ellesmere Town Council 2025/2026

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Time: 08:42

Unity Trust Current Account

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Entanet International Ltd	DD	53.39	LGA 1972 S111	Phones
05/08/2025	Peninsula Business Services Lt	DD	24.73	LGA 1972 S111	EAP
05/08/2025	Waterplus	DD	88.73	PHA 1936 S218	Waterplus
08/08/2025	Entanet International Ltd	DD	20.40	LGA 1972 S111	Phones
11/08/2025	British Gas	DD	37.41	LGA 1972 S111	TH Gas bill
11/08/2025	Harlequin Services	SO	708.33	LGA 1972 S111	Gardening contract
12/08/2025	Poplar Properties Wrexham LTD	BACS	372.00	LGA 1962 S111	Hire of toilets for Pump tk
15/08/2025	Ricoh UK Ltd	DD	147.66	LGA 1972 S111	Printers
15/08/2025	Shropshire Council	DD	550.00	LGA 1972 S111	Rates
15/08/2025	Border Janitorial Supplies	BACS	158.12	LGA 1972 S111	Border Janitorial Supplies
15/08/2025	Shropshire Council	BACS	617.69	LGA 1972 S111	Cross street Lantern Emer CO
18/08/2025	J C Dyke	BACS	50.00	LGA 1972 S111	CCTV Electricity Chrges Aug
18/08/2025	Shropshire Council	BACS	550.00	LGPSR2013	Pension Deficit
18/08/2025	A Mere Cycle	BACS	500.00	LGA 1972 S111	A Mere Cycle
18/08/2025	Shropshire Council	DD	41.00	LGA 1972 S111	Rates
19/08/2025	E.on Energy Solutions Ltd	DD	79.60	PHA 1936 S125	CS Elec
20/08/2025	HM Revenue & Customs	BACS	2,148.96	LGA 1972 S112	HMRC
			(2)		
21/08/2025	PESTOKIL	BACS	162.23	LGA 1894 S8(1)	Pest Control
21/08/2025	Safe Aqua	BACS	498.00	LGA 1972 S111	Assesment on Legionella
21/08/2025	H20 hygiene	BACS	354.23	LGA 1972 S111	Water temp checks
21/08/2025	Waterplus	DD	169.36	LGA 1972 S215	TH Water
22/08/2025	Ray Parry Playground Services	BACS	96.00	LGA 1972 S111	Playground inspections
22/08/2025	Parish Online	BACS	192.00	LGA 1972 S111	Mapping Software
22/08/2025	PG Skips Ltd	BACS	85.67	LGA 1972 S111	Bin Collection TH
22/08/2025	Ray Parry Playground Services	BACS	96.00	LGA 1972 S111	Playground inspections
22/08/2025	Parish Online	BACS	192.00	LGA 1972 S111	Mapping Software
22/08/2025	Ray Parry Playground Services	BACS	-96.00	LGA 1972 S111	Posting Duplicate
22/08/2025	Parish Online	BACS	-192.00	LGA 1972 S111	Duplicate posting
26/08/2025	ADMINISTRATION	BACS	2,420.83	LGA 1972	Administration
			S112(2)		
27/08/2025	ADMINISTRATION	DD	8,483.59	LGA 1972 S112	Administration
			(2)		
27/08/2025	Reliant UK Ltd	BACS	538.19	LGA 1972 S111	Phones and website
28/08/2025	Danfo (UK) Ltd	BACS	870.00	PHA 1963 S87	SLA
29/08/2025	Entanet International Ltd	DD	53.39	LGA 1972 S111	Broadband
31/08/2025	Unity Trust Bank	BACS	14.85	LGA 1972 S111	Bank Charges
<b>Total Payments</b>			<u>20,086.36</u>		

## APPENDIX B – CEMETERY WORKING GROUP PAYMENTS AUGUST 2025

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Date: 17/09/2025	<b>Ellesmere Town Council 2025/2026</b>	<b>Page 1</b>
Time: 08:42	<b>Cemetery Working Group</b>	
<b>List of Payments made between 01/08/2025 and 31/08/2025</b>		

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Bowenson & Watson	DD	90.00	LGA 1972 S214(6)	Management fee
22/08/2025	SAS Electrical	BACS	254.88	LGA 1972 S214(6)	Condition report on chapel
<b>Total Payments</b>			344.88		

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