

# ELLESMERE TOWN COUNCIL

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Miss Joanne Butterworth  
Town Clerk & RFO  
1-3 Willow Street  
Ellesmere  
Shropshire  
SY12 0AL



Tel: 01691 622689  
Email: [jo.butterworth@ellesmere-tc.gov.uk](mailto:jo.butterworth@ellesmere-tc.gov.uk)

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Date: 26<sup>th</sup> November 2025

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held **on Monday 1<sup>st</sup> December 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).

### **Ellesmere Primary School Presentation.**

**Headteacher, Mrs Nicola Bond will deliver a 10-minute update on school matters and explain the challenges the school faces.**

## **AGENDA**

- 12/25/01     **To receive apologies and reasons for absence.** To approve.
- 12/25/02     **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.
- 12/25/03     **Grant Dispersations.** 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**).
- 12/25/04     **St Luke's Dukinfield Ltd - Proposed Development at Ellesmere Wharf, Shropshire.**  
To receive a pre-planning application presentation on a proposed development at Ellesmere Wharf. Councillors can ask questions regarding the presentation. No decisions will be made at this part of
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the meeting. Discussions will not bind the Council to making any decision and any views expressed by Councillors are personal and provisional.

- 12/25/05     **Police Matters.**  
To receive a report from the Ellesmere Safer Neighbourhood Team.
- 12/25/06     **Shropshire Council Report.** A report was circulated from Unitary Councillor Rosie Radford with this agenda. This is an opportunity to take 5 minutes to ask any questions arising from the report.
- 12/25/07     **Minutes.**  
**(a) Full Council** - To read and confirm the minutes of the Town Council meeting held on Monday 3<sup>rd</sup> November 2025. [View draft minutes.](#)  
**(b) Town Hall Management Committee** - To read and note the minutes of the Town Hall Management Committee held on Thursday 13<sup>th</sup> November 2025. [View draft minutes.](#)  
**(c) Finance, Asset & Resources Committee** – To read and note the minutes of the Finance, Asset & Resources Committee held on Thursday 13<sup>th</sup> November 2025. [View draft minutes.](#)
- 12/25/08     **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.
- 12/25/09     **Planning.**  
**(a) Planning applications for consideration.**  
Reference: 25/04218/TPO. [View application.](#)  
Address: 178 Oswestry Road, Ellesmere, Shropshire, SY12 0BY  
Proposal: Reduce in height by 4-5 metres and crown lift to 5 metres 1no. Oak protected by the Shropshire Council (Land off Oswestry Road, Ellesmere) TPO 2016 (SC/00269/16).  
  
Reference: 25/04070/LBC.  
Address: Red Lion Hotel, 18 Church Street, Ellesmere, Shropshire, SY12 0HD. [View application.](#)  
Proposal: Internal alterations and refurbishment work. Repair, redecoration and replacement of windows.  
  
Reference: 25/04094/FUL. [View application.](#)  
Address: 9 Kettlemere Close, Ellesmere, Shropshire, SY12 0FX.  
Proposal: Installation of a canopy to the rear of the property to provide covered patio space.  
  
**(b) Planning/Highways Correspondence.**  
**Old Railway Site, Brownlow Road.** To consider correspondence received from a local resident and SJ Roberts.  
**Canal Way and Tesco Development Adoption.** To receive an update.
- 12/25/10     **Open Watercourse.** To receive an update.
- 12/25/11     **Finance.**  
**(a) Town Council Payments for October 2025.** To be approved.  
**(b) Cemetery Working Group Payments for October 2025.** To be approved.
- 11/25/12     **Bank Balances and Reserves.**  
**(a) Bank Balance and Reserve Report.** To consider the report, proposals and recommendations.  
**(b) Transfer of funds.** To approve the transfer of funds to the relevant account/s if required.
- 12/25/13     **Town Hall Hire Charges.** To consider a recommendation from the Town Hall Management Committee to increase charges by 10%.
- 12/25/14     **New Wharf Square.** To consider hire charge recommendations from the Finance Asset & Resources Committee.
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**RESOLVED by the FAR:** to recommend to Full Council that the following charges for the area are charged from 1<sup>st</sup> April 2026.

New Wharf Square	Daily Charge
Ellesmere based Charitable Organisations/Council Departments	£50 per day £250 per week
Community Events	£80 per day £400 per week
National or Regional Charities	£80 per day £400 per week
Commercial Enterprises	£100 per day £500 per week
Use by Armed Forces	No charge

- 12/25/15 **Mayoral Chain.** To consider the following recommendations from the Finance, Asset & Resources Committee.  
**(a) Chain Type:**  
**RESOLVED by the FAR:** to recommend to full council that chain C70 be the preferred choice of the new Chain of Office, with a velvet backing and customised case.  
**(b) Velvet Backing.**  
**RESOLVED by the FAR:** to recommend to full Council that the velvet backing colour should be black.  
**(c) Chain Engraving:**  
**RESOLVED by the FAR:** that to recommend to full Council that the new chain should note be engraved and the Mayors names added to the Honours Board at the Town Hall.
- 12/25/16 **Grant Awards.**  
**(a) Applications.** To consider any grant applications.  
**(b) Swan Mere Day Centre Grant Award.** To receive updated information and consider whether members still happy for the award from October to be made.
- 12/25/17 **Devolution of Services.** To consider the questions from Councillors to be sent to Shropshire Council.
- 12/25/18 **Oteley Request.** To consider a request from Oteley Estate for the Town Council to pay for fencing to edge a path across their estate for public use.
- 12/25/19 **Pension Deficit.** To receive an update.
- 12/25/20 **Correspondence.**  
**(a) New Wharf Road and Traders Carpark.** To consider correspondence received, receive an update on the area and discuss.  
**(b) Broadband Appeal.** To discuss the appeal article and letter written by Shropshire Council.  
**(c) Shropshire Bus Service Improvement Plan.** To receive an update.
- 12/25/21 **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.**
- 12/25/22 **Future Meeting Dates.**  
**Town Council meeting** - Monday 13<sup>th</sup> January, Ellesmere Town Hall at 7.15pm.  
**Finance, Asset & Resources Committee.** TBC.

- 12/25/23      **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”.
- 12/25/24      **Confidential Minutes.**  
**(a) Minutes. Full Council** - To read and confirm the confidential minutes of the Town Council meeting held on Monday 3<sup>rd</sup> November 2025.
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