

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

**Monday 13<sup>th</sup> April 2026 at 7:15pm.**

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

**Public Participation Session**

Severn Trent Water Community Flooding Officer for Shropshire, Phil Mark attended the meeting to introduce himself and to explain with STW. It was agreed to undertake a walk to show Mr Mark the town culvert and to discuss what effect new developments in the area will have on the Severn Trent network.

04/26/01

**To Receive Apologies and Reasons for Absence**

Cllr Hutchinson due to holiday.

It was moved by Cllr P Jones, seconded by Cllr J Howard and,

**RESOLVED: that they apology from Cllr Hutchinson be approved.**

04/26/02

**Disclosure of Personal and Prejudicial Interests.**

None received.

04/26/03

**Grant Dispersations**

None requested.

04/26/04

**Police Matters**

**(a) Police Report**

The priorities for Ellesmere Town Council are

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

The mayor read a report aloud from West Mercia Police regarding the above 3 categories.

(b) Police Correspondence

i) A response from Inspector Painter to the Town Councils invitation was noted.

ii) A response from the PCC regarding the Police reform White Paper was noted.

04/26/05

**Minutes**

**(a) Ellesmere Town Council**

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

**RESOLVED: that the minutes of the Town Council meeting held on Monday 2<sup>nd</sup> March 2026 be signed as a true and accurate record.**

04/26/06

**Progress Report**

Noted.

04/26/07

**Planning**

**(a) Planning applications for consideration**

**Reference: 26/00767/FUL**

**Address:** 24 Beech Grove, Ellesmere, Shropshire, SY12 0BZ.

**Proposal:** Proposed single storey side extension.

It was moved by Cllr P Jones, seconded by Cllr P Goulbourne and,

**RESOLVED: that Ellesmere Town Council support this application with no further comment.**

**(b) Planning application response submitted under delegated powers**

**Reference: 26/00585/FUL**

**Proposal:** Erection of 40no. 1-bedroom apartments and 14 no.2-bedroom apartments. Erection of 8 no. new3-bedroom townhouses, creation of associated hard and soft landscaping and amenity spaces.

**Address:** Residential Development Land to the South of New Wharf Road, Ellesmere, Shropshire.

**Decision: Grant Permission.**

**B Shropshire Council Planning Decisions.** For information only.

**Reference: 25/04707/LBC**

**Address:** Old Station House, 1 Ballast Drive, Ellesmere, Shropshire, SY12 0GF

**Proposal:** Proposed addition of 3 number lead formed bat access tiles inserted into the two-storey roof, 3 number external bat boxes fixed externally to the facing brickwork and 2 number internal bat boxes within the tow story roof void.

**Decision: Granted Permission.**

**Reference: 25/04626/LBC**

**Address:** Old Station House, 1 Ballast Drive, Ellesmere, Shropshire, SY12 0GF

**Proposal:** Alterations to 2no. openings on the west facing annexe.  
**Decision:** **Granted Permission.**

**Reference:** **25/04710/LBC**

**Address:** Old Station House, 1 Ballast Drive, Ellesmere, Shropshire, SY12 0GF

**Proposal:** Proposed add of 4no metal letter boxes and doorbells serving ground floor apartments.

**Decision:** **Granted Permission.**

**Reference:** **24/01740/VRA106**

**Address:** Land off Brownlow Road, Ellesmere, Shropshire

**Proposal:** Application to vary the Section 106 Agreement Planning Application Ref NS/05/00397/FUL the following properties nos.

1,2,3,4,5,6,7,8,10,11,12,16,18,19,20,22,23,24,25,26,27,28,30,32,33,34,35,36,38, 40,42 and 44 Smithfield Way, Ellesmere, SY12 0FD.

**Decision:** **Granted Permission.**

**Reference:** **25/04070/LBC**

**Address:** Red Lion Hotel, 18 Church Street, Ellesmere, SY12 0HD

**Proposal:** internal alterations and refurbishment work. Repair, redecoration and replacement of 12 windows.

**Decision:** **Granted Permission.**

**All decisions made by Shropshire Council were noted.**

04/26/08

**Planning Correspondence.**

**Old Railway Bridge on Elson Road.**

A response to queries raised regarding access for the maintenance of the bridge had been received and was noted.

04/26/09

**Highways Correspondence.**

**Cross Street Promenade Project.**

Council received an update from the Clerk regarding the project.

04/26/10

**Finance.**

**(a) Town council Payments for February 2026 – Appendix A**

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

**RESOLVED: that the Town Council payments for February 2026 be approved.**

**(b) Cemetery Working Group Payments for February 206 – Appendix B**

It was moved by Cllr P Goulbourne, seconded by Cllr J Howard and,

**RESOLVED: that the Cemetery Working Group payments for February 2026 be approved.**

**(c) NABMA Membership**

Council considered renewing the NABMA Membership for 2026/2027, now that Shropshire Council are running the Market Hall and are already members.

It was moved by L Woodbridge, seconded by P Goulbourne and

**RESOLVED: to not renew the NABMA membership for 2026/2027.**

**(d) NLA Media Access Licence.**

Council were asked to consider renewing the 2026/2027 licence.

The statistics showed that only 8 articles had fallen under the criteria in the last 12 months and it was agreed not to recirculate articles from the NLA on the website, social media or to photocopy any.

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

**RESOLVED: not to renew the NLA Media licence for 2026/2027.**

**(e) Grant Awards.**

Council considered the first grant applications for 2026/2027.

Ellesmere Bowling Club.

It was moved by A Wignall, seconded by J Mooney and

**RESOLVED: to award £500.00 to Ellesmere Bowling Club.**

Music MOB. (Music Matters in Oswestry and the Borderlands)

It was moved by Cllr P Goulbourne, seconded by Cllr P Jones and

**RESOLVED: to award £500 to MOB**

Ellesmere Tribe Community Project.

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

**RESOLVED: to award £500.00 to Ellesmere Tribe Community Project.**

An individual applied for a grant to attend the World Scout Jamboree, unfortunately council could not support this application it was agreed that The Clerk write to signpost to organisations who could possibly help with her cause.

- 04/26/11      **Section 137 Expenditure Limit.**  
Noted.
- 04/26/12      **Town Council Offices.**  
It was moved by Cllr L Woodbridge, seconded by Cllr P Jones and  
**RESOLVED: to move agenda item 04/26/12 to be discussed after item 04/26/21.**
- 04/26/13      **Arts Festival Sponsorship.**  
£500 grant had been received from Ellesmere Rotary Club. **Noted.**
- 04/26/14      **Jointly Owned Properties.**  
The Clerk delivered a report that showed profits at the boathouse were slightly higher this year than last and that the lease for Mere Cottage with the Paddle Brothers had just been signed and completed. The Town Councils proportion of profits for 2025/2026 is £23,110.62.  
  
Councillors agreed that it was beneficial to put their profits back into the Mere and discussed ring fencing it for a solar raft to tackle the blue green algae and ring fencing the remainder towards the boathouse repairs.  
  
It was proposed by Cllr L Woodbridge, seconded by Cllr N Proffitt and  
**RESOLVED: to ring fence £19,000 for a solar raft to tackle the blue green algae.**  
  
It was moved by Cllr G Elner, Seconded by Cllr A Wignall and  
**FURTHER RESOLVED: to ring fence the remaining £4,110.62 towards the boathouse repairs.**
- 04/26/15      **Mental Health Pop Up Van.**  
Council were asked to consider a request to waive the fees for the van to use New Wharf Square for the benefit of the community.  
  
It was moved by Cllr S Austin, seconded by P Goulbourne and  
**RESOLVED: to waive the charges for the Mental Health Van to use New Wharf Square because supporting the health and wellbeing of the residents is one of the Council's aims and objectives.**
- 04/26/16      **Berwyn View Pump Track**  
The Clerk gave an update on recent vandalism that has happened at the Pump track, The Clerk reported that individuals had been spoken to and the incidents had been reported via 101. A letter from a young resident was then read to council asking members to consider a request for some land to be given to youths to enable them to build some jumps and to supply them with wood to build them.

Members agreed that the Clerk should write back to the resident suggesting that he contact local landowners and also to signpost them to local companies that may be able to donate wood for their project.

04/26/17 **Shropshire Council's – Town and Parish Asset Transfer Policy.**

The Clerk advised that an expression of interest has been put into Shropshire Council.

04/26/18 **Young Ellesmerian Award**

(a) **Minutes**

The minutes of the meeting held to discuss the finer details and criteria of the awards was noted.

(b) **Motion.**

Council members were asked to consider a motion received from Cllr P Jones to introduce a Young Ellesmerian Award for the youth of the town. The Clerk advised that an honorary board would be required for this, she advised that the boards currently in use would also need replacing very shortly and that this would need to be considered when looking at the 2026/2027 budget if the award was approved. The Deputy Clerk had received a quotation for two new boards at a cost of £1,455.80.

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

**RESOLVED: that the motion received by Cllr P Jones be passed unanimously.**

04/26/19 **Policies and Procedures.**  
**Equality and Diversity Policy**

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

**RESOLVED: to re-adopt the Equality and Diversity policy following the changed that were found necessary during CiLCA.**

**Working from Home Policy**

It was moved by Cllr P Jones, seconded by Cllr J Mooney and,

**RESOLVED: to adopt the Working from Home policy following a change in the Employment Law Act.**

04/26/20 **Ellesmere Yard – Foraging Ahead Project.**

It was moved by Cllr L Woodbridge, seconded by Cllr P Goulbourne and,

**RESOLVED: To send a letter of support to Ellesmere Yard for their National Lottery Fund application.**

**Exclusion of Press and Public.**

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

**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 two items of business on the grounds they may involve the likely disclosure of confidential information as defined in the Acts.**

04/26/21

**Partnership Working Workshop and Devolution Report.**

The Clerk reported on a workshop that she had attended and how it tied in with the Devolution report and some possible services that the Town Council may be asked to take over.

04/26/12

**Town Council Offices**

The plans for new Town Council offices were discussed.

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

**RESOLVED: to defer the submission of the plans for the Town council offices until more information has been sought regarding the costs that the council may incur if SC services are devolved to them to ensure that the Council can afford the works.**

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

**FURTHER RESOLVED: to approve architect drawings provided by AJD Surveying Limited.**

It was moved by Cllr L Woodbridge, seconded by Cllr J Howard and

**RESOLVED: to come out of confidential.**

04/26/22

**Motion: Ensuring an Influential Role for Town and Parish/Town Councils in Neighborhood Governance.**

Members were asked to consider the motion and actions required.

It was moved by Cllr N Proffitt and seconded by Cllr J Mooney and,

**RESOLVED: Not to support the motion but to send the template letter to Helen Morgan and Rosie Radford with the words support motion removed.**

04/26/23 **Correspondence.**  
**(a) Buckingham Palace.**  
A thank you letter from the nominees was noted.

04/26/24 **Future Agenda Items**  
None requested.

04/26/25 **Future Meeting Dates.**  
**Annual Meeting of Electors** – Thursday 30<sup>th</sup> April 2026, 6:15pm at Ellesmere Town Hall.  
**Town Council Meeting** – Monday 11<sup>th</sup> May 2026, 7:15pm at Ellesmere Town Hall.

04/26/26 **Exclusion of Press and Public.**

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

**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.**

04/26/27 **Honorary Freeman/Freewoman Award.**

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

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

**RESOLVED: That two nominees were granted Honorary Freeman/Freewoman for 2026 and they will be invited to the Annual Meeting of Electors on the 30<sup>th</sup> of April to receive their awards.**

Meeting Closed at 9.23pm

Chair: .....



## APPENDIX A – TOWN COUNCIL PAYMENTS FOR FEBRUARY 2026

Date: 10/03/2026		Ellesmere Town Council 2025/2026				Page 1			
Time: 11:33		Cashbook 8				User: GW			
Unity Trust Current Account									
Payments made between 01/02/2026 and 28/02/2026									
Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/02/2026	Entanet International Ltd	DD	53.39		8.90	4105	101	44.49	Broadband
02/02/2026	EE & T-Mobile	DD	24.79		4.13	4105	101	20.66	Clerks Mobile
05/02/2026	Peninsula Business Services Lt	DD	24.73		4.12	4111	101	20.61	EAP
05/02/2026	Waterplus	DD	114.00			4333	103	114.00	Water bill Cross Street
05/02/2026	Ricoh UK Ltd	DD	68.17		11.36	4100	101	56.81	Printers
05/02/2026	Harlequin Services	SO	708.33			4312	103	708.33	Grounds maintenance
11/02/2026	JDH Business	000113	1,369.20		228.20	4111	101	1,141.00	data protection serv 2025/26
11/02/2026	Fizzgigs	BACS	500.00			4550	107	500.00	Grant Award
11/02/2026	Barlows (UK) Ltd	BACS	43.20		7.20	4606	202	36.00	Repair to projector
11/02/2026	Highline Electrical Ltd	BACS	272.95		45.49	4303	103	227.46	Festive light call outs
11/02/2026	Complete Roofing Systems	BACS	420.00		70.00	4602	202	350.00	Warranty roof survey
11/02/2026	D Powell	BACS	2,351.61		391.94	4602	202	1,699.54	Works to TH Toilet & TH Boiler
						4333	103	260.13	Works to TH Toilet & TH Boiler
11/02/2026	PESTOKIL	BACS	162.23		27.04	4603	202	135.19	pest control
11/02/2026	Border Janitorial Supplies	BACS	141.29		23.55	4600	202	117.74	Janitorial supplies
11/02/2026	Technical Services Shrops Ltd	BACS	78.00		13.00	4311	103	65.00	Call out CCTV police office
11/02/2026	SALC	BACS	240.00			4202	102	240.00	salc
11/02/2026	Ray Parry Playground Services	BACS	96.00		16.00	4402	104	80.00	Playground inspections
11/02/2026	Amazon Payments Europe SCA	BACS	2.40		0.40	4602	202	2.00	Starter unit flourescent lamp
11/02/2026	PG Skips Ltd	BACS	52.24		8.71	4604	202	43.53	Skip hire
11/02/2026	KEF Properties	BACS	50.00		8.33	4311	103	41.67	CCTV electric
11/02/2026	Reliant UK Ltd	BACS	236.59		39.43	4105	101	55.00	Phones
						4107	101	78.56	365 business basic
						4107	101	8.60	365 apps for business
						4103	101	15.00	365 back ups off site exchange
						4103	101	30.00	Remote back up for 2 machines
						4104	101	10.00	Website hosting fee
11/02/2026	Miss Joanne Butterworth	BACS	27.85			4101	300	27.85	Refund to the clerk stationary
11/02/2026	H20 hygiene	BACS	204.23		34.04	4603	202	110.19	monthly temperature monitoring
						4603	202	60.00	monthly
<b>Subtotal Carried Forward:</b>			7,241.20	0.00	941.84			6,299.36	

## Unity Trust Current Account

Payments made between 01/02/2026 and 28/02/2026

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/02/2026	W.E.T LTD	BACS	206.40		34.40	4333	103	172.00	temperature monitoring
11/02/2026	W.E.T LTD	BACS	129.60		21.60	4603	202	108.00	Legionella monitoring
13/02/2026	Entanet International Ltd	DD	20.40		3.40	4105	101	17.00	Legionella monitoring TH
16/02/2026	British Gas	DD	1,054.70		175.78	4132	201	878.92	Phone line rental
18/02/2026	HM Revenue & Customs	BACS	2,467.96			4000	101	670.80	TH Gas bill
						4000	300	127.80	HMRC
						4000	203	49.40	HMRC
						4001	203	194.20	HMRC
						4000	101	299.84	HMRC
						4005	203	23.54	HMRC
						4005	101	798.83	HMRC
						4005	203	91.46	HMRC
						4006	203	173.21	HMRC
						4005	300	38.88	HMRC
18/02/2026	Shropshire Council	BACS	550.00			4010	101	550.00	Pension deficit
18/02/2026	E.on Energy Solutions Ltd	DD	95.60		4.55	4333	103	91.05	CS electricity
20/02/2026	Danfo (UK) Ltd	BACS	870.00		145.00	4333	103	725.00	SLA Cross street toilets
20/02/2026	Shropshire Council	BACS	1,440.00		240.00	4111	101	1,200.00	Payroll SLA 01/04/2025-31326
25/02/2026	Waterplus	DD	181.47			4133	201	181.47	TH Water
25/02/2026	british gas	DD	994.84		47.37	4132	201	947.47	british gas
26/02/2026	ADMINISTRATION	BACS	2,425.29			4000	101	393.03	administration
						4001	203	47.46	administration
						4000	203	126.96	administration
						4000	300	37.19	administration
						4010	101	1,139.89	administration
						4004	203	146.46	administration
						4011	203	413.26	administration
						4000	300	121.04	administration
27/02/2026	ADMINISTRATION	BACS	8,597.04			4000	101	5,004.11	Administration
						4000	203	697.95	Administration
						4000	300	511.23	Administration
						4001	203	2,383.75	Administration
27/02/2026	Entanet International Ltd	DD	53.39		8.90	4105	101	44.49	Telephones
28/02/2026	Unity Trust Bank	BACS	14.40			4115	101	14.40	bank charges
<b>Total Payments:</b>			<b>26,342.29</b>	<b>0.00</b>	<b>1,622.84</b>			<b>24,719.45</b>	

## APPENDIX B – CEMETERY WORKING GROUP PAYMENTS FOR FEBRUARY 2026

Date: 10/03/2026		Ellesmere Town Council 2025/2026				Page 1			
Time: 11:33		Cashbook 7				User: GW			
Cemetery Working Group									
Payments made between 01/02/2026 and 28/02/2026									
<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/02/2026	Bowenson & Watson	BACS	90.00		15.00	4117	300	75.00	Chapel lodge management fee
<b>Total Payments:</b>			90.00	0.00	15.00			75.00	