

Minutes of the Town Council Meeting held at Ellesmere Town Hall

Monday 1st June 2026 at 7:15pm

PRESENT: Town Mayor (Chair): Cllr P Jones

Councillors: Cllr N Proffitt, G Elner, P Goulbourne, L Woodbridge,
M Forshaw, G Hutchinson, S Austin, M Hancock, J
Howard, A Wignall, J Mooney.

Town Clerk and RFO: Jo Butterworth.

Deputy Clerk &
Deputy RFO: Gem Whitley

Members of the Public: 1

Unitary Councillor: 1

Press: 0

Police: 0

Public Participation Session.

None.

06/26/01 **To Receive Apologies and Reasons for Absence.**

None received.

06/26/02 **Disclosure of Personal and Prejudicial Interests.**

Cllr S Austin declared a personal interest in Agenda Item 06/26/07

Cllr P Jones declared a personal interest in Agenda Item 06/27/11 (f).

Cllr G Hutchinson and Cllr A Wignall declared a personal interest in Agenda Item
06/06/26/21(a).

Cllr A Wignall declared a personal interest in Agenda Item 06/26/22

06/26/03 **Grant Dispersations.**

None requested.

06/26/04 **Police Report.**

Not received in time for the meeting.

06/26/05 **Shropshire Council Report:**

Cllr P Jones proposed an extension of 5 minutes for this item at the request at Cllr
Wignall as she had some questions in relation to the report.

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

RESOLVED: To extend the question time to 10 minutes.

Cllr A Wignall asked Cllr Radford if in future she would be able to incorporate within her reports what duties she is currently working towards for Ellesmere. Cllr Wignall also spoke of housing needs for the elderly and health and Wellbeing for residents. Cllr P Jones felt these items were better discussed as an agenda item, the Clerk agreed to include them in a future meeting.

Cllr P Jones asked Cllr Radford if she would be interested in working together to offer a 'Meet your Councillors' drop-in session to the residents of Ellesmere, Cllr Radford welcomed this idea.

06/26/06

Minutes.

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

RESOLVED: that the minutes of the Town Council meeting on Monday 11th May 2026 be approved and signed by the mayor as a true and accurate record.

(b) Minutes of the Planning & Infrastructure Committee meeting held on the 11th of May 2026.

Noted.

06/26/07

Progress Report.

Noted.

06/26/08

Planning.

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

No applications had been received.

(b) **Shropshire Council Planning Decisions.**

Reference: 26/01252/ADV.

Address: Red Lion Hotel, 18 church Street, Ellesmere, Shropshire, SY12 0HD.

Proposal: New external signage and lighting to replace the existing.

Noted.

06/26/09

Planning Correspondence.

SJ Roberts. The latest letters sent to residents from SJ Roberts was, **Noted.**

The Clerk updated members on the correspondence received from the planning department in reply to residents and Councillors concerns.

It was proposed by Cllr P Jones, Seconded by G Elner and,

RESOLVED: to write a letter of complaint to Leader Heather Kidd and the Chief Executive of Shropshire Council regarding the response times relating to this matter.

06/26/10

Highways Correspondence.

Sparbridge to Tunnel Bank Closure.

The Clerk reported on the upcoming road closures which are due to start on Tuesday 2nd June and complete on 3rd of July 2026. The works will be undertaken in 4 phases. With Phase 2 to be completed prior to the Triathlon weekend. During the closure there will be no vehicular access during the hours of 9:30-16:00 Monday – Friday.

06/26/11

Finance.

(a) Detailed income and Expenditure 4th Quarter 2025/2026.

Noted.

(b) Town Council Payments for April 2026.

It was moved by Cllr G Hutchinson, Seconded by Cllr J Howard and,

RESOLVED: that the Town Council Payments for April 2026 be approved.

(c) Cemetery Working Group for April 2026.

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

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

(d) Grant Awards

No applications received.

(e) Town Council Gardening Services.

The Clerk reported that the contract was held by Blue Jay Cleaning Services who were working in conjunction with Coopers Maintenance. Coopers Maintenance have been fulfilling the contractual duties. The Deputy Clerk had received correspondence informing the council that from 1st June 2026 the two companies were no longer working in partnership and that going forward they would like Cooper's maintenance to fulfil the contract.

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

RESOLVED: that the remainder of the contract be moved to Cooper's Maintenance and a new contract to be signed by the Town Council and director of Cooper's Maintenance.

(f) Mayor's Allowance.

The current Mayor Cllr P Jones asked for the mayor's allowance to be paid directly into the Mayor's Charity Account.

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

RESOLVED: that the Mayor’s Allowance be paid directly into the Mayor’s Charity Account.

06/26/12

Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2026, Form 3.

(a) Section 1 Annual Governance Statement 2025/2026.

Cllr P Jones read aloud the Annual Governance Statement of Ellesmere Town Council.

Members gave answers to Questions 1-9.

(b) Section 2 Accounting Statements 2025/2026.

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

RESOLVED: that the Accounting Statements for 2025/2026 be approved.

(c) Internal Audit.

Members noted that the Internal Audit has been completed and noted the contents of the year-end report.

(d) AGAR & Accounting Statement.

The Mayor and Clerk signed and dated the AGAR and Accounting Statement for submission with the relevant papers to external auditors PKF Littlejohn.

(e) Balance Sheet and Supporting Statement.

The Mayor and Clerk signed the balance sheet and supporting statement dated the 31st of March 2026.

(f) Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for year ended 31st March 2026.

Wednesday 3rd June 2026 – Tuesday 14th July 2026.

Noted.

06/26/13

Three Year Forward Budget.

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

RESOLVED: that the Three Year Forward Budget be approved.

06/26/14

Ear Marked Reserves.

Ear Marked Reserve	Amount
Town Hall Capital	10,276.00
Burial 40%	35,189.80
Youth Provision	1,410.00

Elections Costs	4,400
CCTV	5,000
Neighbourhood Fund Money	19,818.07 + 22,156.71 (2025/2026) = 41,974.78
Match Fund Future Projects	3,193.60
S106	24,798.00
Town Hall Repairs & Offices	105,000
Street Lighting Maintenance Programme	21,612.00
Total	252,854.18

06/26/15

Insignis Account Maturing

(a) Banks.

Council were asked to choose an Insignis platform to place funds in when the account matures on 22/06/2026. As of the 04/06/2026 the account total was £80,121.37 the Clerk explained this would alter slightly on maturity due to interest accrued added.

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

RESOLVED: that the funds and interest will be placed in an SBI UK for a 6-month fixed term.

(b) Transfer of Funds.

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

RESOLVED: that the full amount including interest be placed in the agreed account.

(c) Last month's Transfers.

Noted.

06/26/16

2025/2026 Neighbourhood Fund.

£22,156.71 has been received from Shropshire Council and will be held in the Neighbourhood Fund account until allocated for use.

Noted.

06/26/17

Cross Street Promenade.

The Clerk reported that Shropshire Council had not replied with details of what they are now planning to do at Cross Street despite being given a deadline to respond. It was agreed to reallocate the S106 funding for use on a public open space owned by the Town Council instead.

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

RESOLVED: write to Shropshire Council informing them of council's decision to reallocate the money and express the disappointment in how the project has been managed so far.

06/26/18

Cross Street Toilets.

The Clerk gave an update on recent damage of the toilets, informing council that the individuals responsible had been spoken to by the police. One of the individuals had been brought into the town hall to apologise to the Clerk and Deputy Clerk and gave a £100.00 in compensation to cover the cost of the damage to the doors.

The Clerk advised that she had been in discussions with Danfo regarding further protection to vandalism. Danfo had looked at various options but felt that large slide bolts would be the best option. These would be at a cost of £120.00 for both ladies and gents' toilets.

It was moved by Cllr L Woodbridge, Cllr J Mooney and,

RESOLVED: to accept the quotation from Danfo and use the money given as compensation towards the final bill.

06/26/19

Berwyn View.

(a) Pump Track Funding.

To note that the final amount of the money raised for the pump track was spent on Benches, a bike rack and CCTV as agreed by council in March, min no: 03/26/13.

Noted.

(b) Footpath and Start Hill.

Council were asked to consider quotations for a path and new start hill at Berwyn View.

Quotations had been received by Clarke and Kent to level areas out install a 6x6m tarmac start hill and a tarmac path for £9,400.00 Shropshire Council had also quoted for a compacted stone path only at a cost of £8,139.00 but were unable to quote for the start pad as it is specialist and they did not have the experience. A third quote had been requested from A Faulkner, who was refused to quote as he could not meet the necessary health and safety requirements needed to fence off the start pad area.

The Clerk advised that the Section 106 Cornovii money initially allocated to the promenade could be used for this project.

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

RESOLVED: to accept the quotation from Clarke and Kent for both the path and the start pad.

- 06/26/20 **Tree Survey Works.**
 A tender sheet for Tree works was circulated prior with the agenda.
 It was moved by Cllr P Jones and seconded by Cllr N Proffitt and,
RESOLVED: to accept the quotation from Company one. Members were then informed that the successful contractor was Benbow Brothers.
- 06/26/21 **Art Festival.**
 Councillor Elner felt that these two items would be better discussed the other way around.
 It was moved by Cllr G Hutchinson, seconded by Cllr N Proffitt and,
RESOLVED: to discuss item 21b first.
(b) Arts Festival Organisers
 Cllr L Woodbridge asked members if they are happy for Discover Ellesmere CIC taking over the Arts Festival in the future.
 It was moved by Cllr P Goulbourne, seconded by Cllr A Wignall and,
RESOLVED: to Discover Ellesmere CIC taking over the Art Festival, Ellesmere Town Council will have members on the board to help with the event.
(a) Budget.
 Cllr Woodbridge reported that the event was a huge success and that all funds donated had not been utilised. She suggested to return the donation made by The Rotary Club with the remaining funds being returned to The League of Friends as the donation they had given was to cover the First Aid and this had been sourced cheaper than first quoted.
 It was moved by Cllr L Woodbridge, seconded by Cllr P Jones and,
RESOLVED: to return £500.00 to Ellesmere Rotary Club and £495.94 to The League of Friends.
 Cllr G Hutchinson and Cllr A Wignall abstained from voting.
- 22/06/22 **Birch Road Pond.**
Noted.
- 22/06/23 **Ellesmere Town Hall Health and Safety Review.**
 A complaint was passed on to Shropshire Wildlife Trust regarding the safety of the walkway. A working party will get together to carry out repairs.
Noted.
- 06/26/24 **Working Group Vacancies.**

Events Liaison Working Group - Cllr J Mooney filled the vacancy.

Emergency Action Group - Cllrs J Mooney and Cllr S Austin filled the vacancies.

06/26/25 **Christmas Lighting Scheme.**

(a) **Working Group.**

Cllrs L Woodbridge, Cllr A Wignall, Cllr N Proffitt and Cllr J Howard formed a working group to discuss the Christmas lighting scheme.

(b) **Terms of Reference.**

It was moved by Cllr N Proffitt, seconded by Cllr L Woodbridge and,

RESOLVED: to approve the terms of reference for the Christmas Lighting Scheme working Group.

06/26/26 **Neighbourhood Governance.**

A response to the template letter sent last month had been received from Helen Morgan MP.

Noted.

06/26/27 **Correspondence.**

Honorary Freeman Award. 2 thank you letters had been received from the recipients.

Noted.

06/26/28 **Past Mayor's Badge.**

Cllr P Jones awarded the Past Mayors Badge to Cllr L Woodbridge and expressed the Council's gratitude for her year as Ellesmere's Mayor.

06/26/29 **Future Agenda Items.**

Berwyn View Land
Housing needs – Planning agenda

06/26/30 **Future Meeting Dates.**

Annual Town Walk – 8th June 2026, 6.30pm meeting at Ellesmere Town Hall.

Strategy meeting – 18th June 2026, 6pm at Ellesmere Town Hall.

Town Council Meeting - Monday 6th July 2026. 7.15pm at Ellesmere Town Hall.

06/26/31 **Exclusion of the Press and Public.**

It was moved by Cllr P Goulbourne, seconded by Cllr G Hutchinson 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 following item items of business on the grounds it may involve the likely disclosure of confidential information as defined in the Acts".

06/26/32

Planning Enforcement Cases.

The Clerk reported on a confidential planning enforcement case.

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

RESOLVED: to invite any members of the press and public back into the meeting.

Meeting Closed at 20:50pm

Chair

Date

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