

Minutes of the Town Council Meeting held at Ellesmere Town Hall

Monday 4th December 2023 at 7.15pm

<u>PRESENT:</u>	Town Mayor (Chair):	Cllr A Wignall
	Councillors:	G Hutchinson, N Proffitt, A Weeks, G Elner, P Jones, M Hancock, P Goulbourne
	Town Clerk and RFO:	J Butterworth
	Deputy Town Clerk and Deputy RFO:	J Hynes
	Admin Assistant	G Whitley
	Admin Assistant	V Martin
	Unitary Councillor:	1 (dual hatted)
	Members of the Public:	2
	Press:	1
	Police:	0
	Guests:	0

Public Participation Session.

A member of the public came to discuss his ongoing concerns regarding an abandoned car advertising for scrap cars that has been left outside his property on Canal Way. The Clerk advised she had spoken to Shropshire Council highways department and West Mercia Police and was informed that the vehicle was legally parked on a public highway.

12/23/01 **To receive apologies and reason for absence.**

Apologies were received from Cllr J Howard due to illness. H Anderton-Schofield due to work commitments, J Mowl due to holiday and L Woodbridge due to personal circumstances.

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

RESOLVED - that the apologies received from Cllrs J Howard, H Anderton-Schofield, J Mowl and L Woodbridge - be approved.

12/23/02 **Disclosure of Personal and Prejudicial Interests.**

Councillor Name	Item No
Cllr G Elner	Twin-hatted member declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council.
Cllr P Jones	12/23/13– Ellesmere Cricket Club. Cllr Jones is Club Secretary.
Cllr A Wignall	12/23/16 – Food Donation Volunteer.

12/24/03 **Grant Dispersations.**

Councillor Name	Dispensation
Cllr G Elner	Dispensation under section 33/2c being in the interest of persons living in the authority's area allow

	participation and voting on all matters relating to Shropshire Council for his term of office.
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12/23/04

Police Matters.

(a) November Safer Neighbourhood Team Newsletter. Noted.

b) Police Report.

There was no police presence at the meeting. Cllr A Wignall read the report that had been received from West Mercia.

12/23/05

Minutes.

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

RESOLVED - that the minutes of the Town Council meeting on 6th November 2023 be approved and signed by the Town Mayor as a true record.

(b) Members noted the minutes of the Planning & Infrastructure Committee held on Monday 6th November.

11/23/06

Progress Report. Noted.

12/23/07

Planning:

(a) Planning Applications for Consideration:

Reference: 23/04941/FUL.

Address: 1 Swan Mere Park, Ellesmere, Shropshire, SY12 0NA.

Proposal: Extension and alterations to existing house, erection of garage/store and alteration to access.

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

RESOLVED - that the application be supported.

Planning Decisions. For information only.

Reference: 23/04041/FUL.

Address: Proposed Equestrian Building at Land East Of, Caegoody Lane, Ellesmere, Shropshire.

Proposal: Erection of private use equestrian building, menage, creation of access and associated works (revised scheme). **Decision: Grant Permission. Noted.**

Reference: 23/04293.

Address: 27 Beech Grove, Ellesmere, Shropshire, SY12 0BS.

Proposal: Ground floor wheelchair accessible bedroom and ensuite level access showering facilities, to include ramped access. **Decision: Grant Permission. Noted.**

(c) Ellesmere Place Plan. Members considered projects to be included in the place plan and agreed their order of priority.

(a) Town Council Payments for October 2023.

Chq/Bank Payments made October 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries October 23	7209.67		7209.67	LGA1972,s.112(2)
Fasterpay	Amazon	Door handles	0.82	0.20	1.02	LGA 1972 S111
Fasterpay	Ash Waste Services	Skip Emptied TH October	85.09	17.02	102.11	LGA1972 s111
Fasterpay	Benbow Brothers	Tetchill Brook Road	780.00	156.00	936.00	LGA1972 s111
Faterpay	Border Janitorial	Cleaning Supplies	109.93	21.99	131.92	LGA1972 s111
DD	EE & T Mobile	EE mobile 23 Sept - 22 Oct 2023	18.00	3.60	21.60	LGA1972 s111
DD	EE & T Mobile	EE mobile 23 Oct-22 Nov 2023	21.71	4.34	26.05	LGA1972 s111
DD	Entanet	Broadband October	15.00	3.00	18.00	LGA 1972,S.111 LGA(FP)1963,S.5
Fasterpay	Gough Thomas and Scott	Bar Licence	150.00	30.00	180.00	LGA, 1972 S250
SO	Groundforce	Grounds Maint Contract Sept 23	607.50	121.50	729.00	LGA 1972,S.111
Fasterpay	Harlequinn Service	Gardening Sept	708.33		708.33	LGS 1972,S111
Fasterpay	Healthmatic	Cleaning of Cross Street WC	2112.50	422.50	2535.00	
Fasterpay	HMRC	PAYE/NI Sept 23	1539.04		1539.04	LGA1972,s.112(2)
Fasterpay	J Butterworth	Zoom	12.99		12.99	LGA1972 s111
Fasterpay	Music Mob	Grant	450.00		450.00	LG (MP)A1976,S19(3)
DD	Opus	Gas TH	171.02	8.55	179.57	93.53
DD	Opus	Electric TH	460.83	92.17	553.00	LGA 1972,S.133
DD	Peninsula	Provision of EAP	19.26	3.85	23.11	LGA 1972,S.111
DD	Peninsula	Employment Services	155.33	29.34	184.67	LGA 1972,S111
DD	Public Works Loan	Loan Repayment	2188.06		2188.06	LGA 2003 S4(1) NLA 1968,S3 PWLA 1965 S2
Fasterpay	Public Works Loan	Loan Settlement PW489784	4987.84		4987.84	LGA 2003 S4(1) NLA 1968,S3 PWLA 1965 S2
Fasterpay	Public Works Loan	Loan Settlement PW486724	1479.43		1479.43	LGA 2003 S4(1) NLA 1968,S3 PWLA 1965 S2
Fasterpay	Reliant	365 and apps October	92.07	20.41	112.48	LGA 1972 S111
Fasterpay	Royal British Legion	Poppy wreath and donation	30.00		30.00	LGA1972 s111
Fasterpay	SAS Electrical	Attend to light in office	32.50	6.50	39.00	LGA1972 s111
Fasterpay	Shropshire Council Pensions	Pensions Sept 23	1979.84		1979.84	LGA1972,s.112(2)
Fasterpay	Technical Services	Radio link and PSU	682.82	136.56	819.38	LGA RA 1997
Fasterpay	Technical Services	Investigating Faults	130.00	26.00	156.00	LGA RA 1997
Fasterpay	Waterplus	Cross St Toilets Aug-Sept 23	124.59		124.59	PHA1936, s125
Fasterpay	Waterplus	TH water 6th sept - 6th Oct	170.66		170.66	PHA1936, s125
		Total	26524.83	1103.53	27628.36	

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

RESOLVED - that the payments for October 2023 be approved, confirmed, and signed.

(b) Cemetery Working Group Payments for October2023.

Chq/Bank Payments made October 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
so	Groundforce Ltd	Swan Hill Grounds Maint	1120.83	224.17	1345.00	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Management Fee	71.88	14.38	86.26	LGA1972,S.214(6)
		Total	1192.71	238.55	1431.26	

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

RESOLVED - that the payments for October 2023 be approved, confirmed, and signed.

(c) Bank Balances as at 31.10.2023

TSB	£0.56
Unity Trust	£222,754.82
Cemetery	£32,133.44
Santander Reserves	£122,392.25
TSB No 2 Account	£43,446.87
TSB No 3	£102,872.77
Insignis	£50,746.26
CCLA	£0

(d) Local Government Services Pay Agreement 2023. Members received an update on the backpay from April 2023, totalling £3,640.33.

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

RESOLVED: that the backpay of £3,640.33 be approved, this has already been budgeted for.

(e) Bank Signatories.

Members agreed that the Assistant Clerk/Assistant RFO is approved as administrator on all town Council bank accounts and the removal of the Deputy Clerk/RFO from the 31st December 2023 due to her retiring.

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

RESOLVED: that the changes above are administered.

(f) CCTV Repairs. Members considered a quotation from the current CCTV maintenance contractors for the repairs to 2 CCTV cameras totalling £1064.93 excluding VAT.

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

RESOLVED: to instruct technical Services to complete the repairs to both cameras.

(g) Land behind Coach Houses at St Mary's Church. Members considered a quotation of £75 per month from May until October to maintain area once cleared.

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

RESOLVED: to accept the quotation from Harlequin Services.

(h) Internal Audit Contract. 6 companies were asked for quotations and 4 had submitted quotations, which were considered by members.

Company Number	3 Year Price Exc VAT	5 Year Price Exc VAT
Company 1	£2,170	£3,740
Company 2	£19,500	£97,500
Company 3	£7,500	£12,500
Company 4	£6,000	£10,120

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

RESOLVED: to accept the quote from Company 1 for a 3-year period. The successful company was JDH Business Services Ltd.

(i) Street Light Repairs in Maple Avenue. To consider a quotation of £45 for a new cover to a street light in Maple Avenue.

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

RESOLVED: to purchase the new cover.

12/23/09

Neighbourhood Fund 2022/2023

Members were asked to approve the transfer of £28,855.76 from the Unity Trust Current Account to the TSB No. 2 Neighbourhood Fund Account.

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

RESOLVED – that the transfer be approved.

12/23/10

Santander Reserve Account

(a) Councillors approved closure of the Santander Account and agree to transfer the final balance (currently £122,392.25 this may change slightly due to interest received) to the TSB No.1 account where it will be easily accessible to pay for the roof repairs.

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

RESOLVED – that the closure of the Santander account be approved, and the final balance transferred to TSB No.1 account.

(b) To authorise 2 signatories to close the Santander Account and action the transfer of funds.

It was approved by Cllr Elner, seconded by Cllr Goulbourne and

RESOLVED – that Cllr Elner and Cllr Goulbourne to be the two authorised signatories to action the closure and transfer.

12/23/11

Town Hall Roof Repairs

Following recommendations from Project Manager Mr A Downton, the payment and transfer of funds for the 1st instalment of the roof repairs to at the Town Hall Roof was considered. Members were reminded the VAT on this payment is non – recoverable due to the £7,500 VAT threshold on the Town Hall.

It was approved by Cllr Wignall, seconded by Cllr Hutchinson, and

RESOLVED – that the first instalment of £31,993 plus VAT of £6,398.72 would be paid once the project manager Andrew Downton had confirmed to the Clerk, he was happy with the progress being made.

12/23/12

Policies & Procedures

To review and adopt the following procedures.

(a) Councillor code of Conduct

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

RESOLVED – that the Councillor code of Conduct policy be adopted.

(b) Grant Award Policy

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

RESOLVED – that the Grant Award Policy be adopted.

12/23/13

Ellesmere Cricket Club

Councillors received an update on Ellesmere Cricket Club (ECC). ECC have been advised by SC to apply for a licence to plant to take over control of the area adjacent to the cricket club entrance, this would then enable them to apply to SC to create an access at a later date. This removes the need for the Town Council to apply for an asset transfer.

Cllr P Jones left the room prior to the vote.

It was moved by Cllr Elner seconded by Cllr Goulbourne, and

RESOLVED – that the council would extend the lease to 100 years.

12/23/14

Health & Wellbeing Working Group

- (a) A verbal update was delivered by Cllr Wignall who advised that the next meeting would be on Thursday 7th of December to discuss their next steps.
- (b) An email received from a resident who works within the dental industry wanting to discuss promotion of dental hygiene

It was approved by Cllr Wignall, seconded by Cllr Elner, and

RESOLVED – that the sender of the email be invited to attend the Health and Wellbeing meeting being held on Thursday 7th December.

12/23/15

Ellesmere Market Hall Monthly Report

The monthly report was noted, and it was agreed to write to Project SY12 congratulating them on doing such a brilliant job of revitalising Ellesmere Market Hall and for their contribution towards local events.

12/23/16

Food Donation

Members considered donating the unopened biscuits that were left over from Remembrance Sunday to Ellesmere Food Project.

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

RESOLVED – that the excess of biscuits be donated to Ellesmere Food Project. Cllr A Wignall did not vote.

12/23/17

Correspondence

- (a) **Parking.** A letter from a resident had been received and circulated. It asked Councillors to look at increasing parking within the town. This was accompanied with a copy of a letter to MP H Morgan requesting the same thing. Additional town centre parking is included in the Ellesmere Place Plan.

It was moved by Cllr Elner, seconded by Cllr Goulbourne, and

RESOLVED – to write to Shropshire Council Highways, Economic Growth Department and MP H Morgan supporting the request for additional parking in the town.

(b) 20mph Limits

A letter was read to members which congratulated the Town Council for their common-sense approach to 20mph limits.

12/23/18

Future Agenda Items

CCTV camera at the Cambrian.

12/23/19

Future Meeting Dates

It was proposed by Cllr A Wignall, seconded by Cllr Elner and

RESOLVED – to change the January Town Council meeting from the 3rd January 2024 to the 15th January 2024.

Monday 18th December 2023 - Staffing and Governance Sub Committee 6.15pm. Noted.

Monday 18th December 2023 – Finance Asset & Resources Committee 7pm. Noted.

Monday 15th January 2024 – Town Council meeting 7.15pm. Noted.

Working Group Meetings will be arranged for January/February 2024. Noted.

The meeting closed at 8:30pm

Mayor:

Date: