

Minutes of the Town Council Meeting held at Ellesmere Town Hall

Monday 6th July 2026 at 7:15pm

<u>PRESENT:</u>	Town Mayor (Chair):	Cllr P Jones
	Councillors:	Cllr N Proffitt, M Forshaw, G Hutchinson, S Austin, J Howard, A Wignall, J Mooney.
	Town Clerk and RFO:	Jo Butterworth
	Admin Assistant:	Vicky Martin
	Members of the Public:	1
	Unitary Councillor:	1
	Press:	0
	Police:	0

Public Participation Session

None.

Parks and Countryside Sites Manager, Edward Andrews

Edward Andrews and three Rangers manage 28 sites across Shropshire, including The Mere. The Boathouse, Mere Cottage and the three boathouses are separate jointly owned assets that generate income, with the Town Council's share historically reinvested in maintaining The Mere and Cremorne Gardens.

Mr Andrews outlined a proposal by AWE Environmental Services, in consultation with Shropshire Council, to install a solar-powered ultrasound raft to help control algal blooms on The Mere. The Council had previously asked for its share of profits to support the raft and boathouse repairs.

Mr Andrews confirmed he is willing to ring-fence funds for these projects, but this would reduce the maintenance budget for The Mere. He asked whether the Council would discuss ring-fencing a proportion of future profits while retaining enough funding for ongoing maintenance.

It was agreed to have further discussions after summer recess.

07/26/01

To Receive Apologies and Reasons for Absence

Cllr G Elner due to prior engagement and Cllr P Goulbourne due to illness. A resignation has been received from Cllr L Woodbridge.

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

RESOLVED: that the apologies from Cllrs Elner and Goulbourne be approved.

An email of apology had been received from Cllr Hancock which was not seen prior to the meeting.

07/26/02

Disclosure of Personal and Prejudicial Interests

Cllr J Howard declared a personal interest in Agenda Item 07/26/23.

07/26/03

Grant Dispensations

None requested.

07/26/04

Police Report

Members confirmed they had received and read the police report and a request for feedback on the attendance at the local surgeries and the trends in the questions raised by the public was made.

07/26/05

Shropshire Council Report

Cllr Radford discussed issues with reporting street scene problems. Residents need to be aware that social media is not monitored, and issues must be reported via Fix My Street to allow the item to be logged and actioned. It was acknowledged that the system is not user-friendly.

07/26/06

Minutes

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

RESOLVED: that the minutes of the Town Council meeting on Monday 1st June 2026 be approved and signed by the mayor as a true and accurate record with the amendments requested.

07/26/07

Progress Report

Noted.

07/26/08

Planning

(a) **Planning Applications for Consideration**

Reference: 26/02186/PA3MA

Address: Gemini Care Ellesmere, 18 Scotland Street, Ellesmere, Shropshire, SY12 0EG.

Proposal: Application under Schedule 2, Part 3 Class MA of the Town and Country Planning (General Development) (England) Order (as amended) for conversion of current care agency shop/office into a single residential dwelling.

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

RESOLVED: that the Ellesmere Town Council voted by a majority and strongly objects to this planning application.

The Council is currently working with local businesses to revive the high street, promote tourism in the town and attract a greater footfall, so they feel that the retention of as many commercial units in the town centre is essential.

While we recognise that this application is submitted under Class MA of the General Permitted Development Order (GPDO), the legislation explicitly requires the Local Planning Authority to assess the impact of such a conversion on specific

local factors.

This proposal fails to meet the required criteria and should be refused based on the following statutory grounds:

1. Adverse Impact on the Character and Sustainability of the Ellesmere Conservation Area.

Under Condition MA.2(1)(d) of the GPDO, where a development falls within a Conservation Area, the local authority must consider the impact of the development on the character or sustainability of that area. 18 Scotland Street occupies a prominent position on a vital commercial artery within Ellesmere's historic core.

The introduction of a ground-floor residential use at this specific location will segment the town centre's active, established commercial frontage. This creates a visually harmful "dead-weight" in the street scene, undermining the economic vitality and historic continuity of the high street. The proposal fundamentally fails to comply with the statutory duty under Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to "preserve or enhance" the conservation area and directly conflicts with Shropshire Council Policy MD2 (Sustainable Design) and Policy CS15.

2. Visual Impact, Loss of Privacy, and Future Alterations.

Class MA only grants a change of use; it does not permit external physical alterations. Retaining the existing large commercial glazing for a primary ground-floor residential living space creates an unsustainable conflict between the privacy of the occupiers and the heavy pedestrian footfall on Scotland Street. This layout will inevitably force the occupiers to permanently obscure the large windows with heavy blinds, curtains, or privacy vinyl. This will result in an uncharacteristic, hostile, and dead frontage that severely damages the visual amenity of the historic street scene. Any subsequent application to alter the shopfront to traditional residential windows would be wholly out of keeping with the commercial character of Scotland Street and should be resisted.

3. Inadequate Provision for Domestic Waste Management and Highway Safety.

Under Condition MA.2(1)(a), the council must assess transport and highway impacts. 18 Scotland Street lacks private, hidden external curtilage suitable for the storage of domestic wheelie bins and recycling crates.

Forcing domestic refuse containers onto the narrow, historic pavements of Scotland Street will not only create a severe visual eyesore within the Conservation Area but will also introduce a physical obstruction to pedestrians, pushchairs, and wheelchair users. This presents an unacceptable risk to highway safety in a busy town centre location.

For the reasons outlined above, the proposal fails to satisfy the strict conditions regarding conservation areas, visual impact, and highway safety set out under Class MA. We strongly urge Shropshire Council to refuse this application.

Reference: 26/02114/FUL

Address: Proposed Commercial Development Land South Of A495 Ellesmere Shropshire

Proposal: Construction of a discount foodstore (Use Class E), together with access, car parking, soft and hard landscaping and associated works

It was by moved by Cllr P Jones that the Town Council object to the construction of a food store off the A495 due to the potential impact of increased traffic on the surrounding roads and the impact on local businesses. No one seconded the proposal.

It was moved by Cllr N Proffitt, seconded by Cllr A Wignall and,

RESOLVED: that Ellesmere Town Council supports the application for the construction of a discount food store, together with access, car parking and soft and hard landscaping and associated works.

The Town Council has concerns about the impact of the additional traffic generation predicted in the application on the town's already busy highways and would like this considered when Shropshire Council are forming any S106 agreements.

Given the location and the fact that the trees, hedges and vegetation will be impacted by the development, it was felt that the trees and vegetation presented in the application are essential, and members would like assurance that conditions will be imposed by Shropshire Council to ensure the proposed planting takes place.

(b) Shropshire Council Planning Decisions

Reference: 26/01253/LBC

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

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

Decision: Grant Permission.

Noted.

Reference: 26/01258/LBC.

Address: Coop, 25 - 29 Cross Street, Ellesmere, Shropshire, SY12 0AW.

Proposal: Proposed Asbestos Removal, Roof Repairs and Replacement Fascias, Rainwater Goods and Associated Alterations to a Grade II Listed Building and Curtilage Structure.

Decision: Grant Permission.

Noted.

07/26/09

Highway Correspondence

(a) Cross Street Promenade

Cllr P Jones read aloud correspondence received from Shropshire Council regarding the current root heave issues on Cross Street Promenade and the potential to resurface the area with flexi pave. Flexi pave allows water to penetrate the surface and reduce the need for roots to rise to the surface. Street furniture can still be installed. The cost of the works to the Promenade will be funded by Shropshire Council.

07/26/10

Finance

(a) Town Council Payments for May

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

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

(b) Cemetery Working Group Payments for May

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

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

07/26/11

Lost Key

(a) Lost Key

The lost key has now been located.

(b) Quotation

A quotation had been obtained to replace the locks and provide replacement keys. This works is no longer required.

(c) Contribution

Contribution no longer required.

(d) Key Deposit

Members discussed introducing either a key deposit or a signed agreement requiring the key holder to meet the cost of replacing any locks and keys if the key is lost. Keys are only issued where alternative access arrangements cannot be made.

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

RESOLVED: that all keys are issued with an agreement which must be signed by the key holder to ensure costs of replacement of associated locks and keys will be met by the key holder should the key be lost.

07/26/12

Quotations

(a) Play Area Repairs

Three companies provided quotations for the repair/replacement of items of play equipment at Kingfisher Walk and Beech Grove.

Kingfisher Walk – replacement / repair of 2 items of play equipment, and replacement of steps

Company 1	£500.00 (repair)
Company 2	£2,706.17 (replacement)
Company 3	£3,452.71 (replacement)

The current play area inspections have identified that the equipment can be repaired. Company 1 were the only one to quote to repair the equipment, despite all 3 being asked to quote for both.

Beech Grove

Company 1	£1,114.00
Company 2	£1,208.00
Company 3	£1,275.00

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

RESOLVED: that the works for repairs to Kingfisher Walk and Beech Grove play areas are awarded to Company 1. The successful contractor was Ray Parry Playgrounds.

(b) Play Area Inspections

Two companies provided quotations for monthly play area inspections of Kingfisher Walk and Beech Grove and 3 annual RoSPA inspections to cover Kingfisher Walk, Beech Grove and Berwyn View Pump Track.

Company 1	£2,060.00 with an additional offer of a preventative maintenance contract at an additional £3,000.00.
Company 2	£1,470.00 which would remain fixed for 2 years.

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

RESOLVED: to award the contract for the monthly play area inspections and annual RoSPA inspections to Company 2. The successful contractor was Ray Parry Playgrounds.

07/26/13

Insignis Bank Account

(a) Banks

The account chosen at the June Town Council meeting was no longer available when the current deposit account matured.

The Clerk advised members that the best rate of interest currently available is offered by the Bank of Egypt.

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

RESOLVED: that the £81,699.43 funds that had matured in the Insignis bank account are moved to the Bank of Egypt.

(b) Transfer of Funds

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

RESOLVED: to approve the transfer of £81,699.43 to the Bank of Egypt.

07/26/14

Ellesmere Market Hall

Shropshire Council have requested an annual fee of £3,000.00 towards the cleaning and set up costs associated with running the Tuesday Market.

The previous agreement with SY12 comprised £20.00 per week for cleaning and £40.00 per week of set up costs.

There is additional cleaning associated with the new food court area.

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

RESOLVED: that the annual cleaning and set up costs of £3,000.00 requested by Shropshire Council for running the Tuesday Market are approved, with payments made monthly whilst the Service Level Agreement remains in place.

The Clerk will write to Shropshire Council to confirm payment of the requested £3,000.00 will be split into monthly payments.

07/26/15

Annual Town Walk

To note the annual town walk took place on the 8th June 2026. The report was noted and it was agreed that the costs identified will be considered when forming the 2027/2028 budget.

07/26/16

Christmas Lighting Scheme

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

RESOLVED: that Members accept the recommendations from the Christmas Lighting Working Group for the 2026-2029 Christmas Lighting Scheme.

07/26/17

Policies and Procedures

Prior to the meeting the Policies and Procedures Working group had reviewed the following policies.

Stress Management Policy
Audio/Video Recording Policy
Violence and Aggression Policy
Pre-Planning Application Policy

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

RESOLVED: to adopt all the policies that had been reviewed.

07/26/18

Local Bus Retendering

The current 208 local Town Service bus will be discontinued at the end of August and replaced by a new 508 service. The 508 will run from Cross Street bus shelter and incorporate a hail and ride service on some of the roads along the route where passengers can alight anywhere it is safe to do so. The 508 will operate as the Town Service bus until it returns to Cross Street and will then continue to Wem Town centre with a stop at the train station. The service will then become the 509 Wem Town Service bus before returning to Ellesmere as the 508.

This new service will run 6 days a week from 7:30am.

Concern was raised over the tight corner of Brownlow Road and the issues caused by car parking and yellow lines in this area potentially affecting the bus service. The concerns will be reported back to SC.

Shropshire Council are looking to install a new, larger bus shelter on Cross Street to replace the existing structure. The shelter will display live bus service timetabling information. This is being supplied at no cost to the Town Council, and the Town Council will become responsible for the cleaning of the shelter once installed. Installation is to take place in September.

An interested party has made enquiries regarding the existing shelter.

07/26/19

Berwyn View Land Working Group

(a) Minutes

Noted.

(b) Motion

It was moved by Cllr P Jones, seconded by Cllr S Austin and,

RESOLVED: to approve the request from the Berwyn View Land Working Group to conduct a public consultation to seek the views of the public on which facility they think would best serve the youngsters of Ellesmere at the Berwyn View site and complement the existing pump track, with the following amendments. That an option to leave the area as open space is included and that the schools are consulted later than proposed due to the imminent end of term.

07/26/20

Shropshire Council Partnership Working

Ellesmere Town Council needs to maintain a working relationship with Shropshire Council and to enter into conversation regarding the devolution of services.

It was moved by Cllr S Austin, seconded by Cllr M Forshaw and,

RESOLVED: to submit an expression of interest to Shropshire Council regarding the devolution of services and to continue developing a working relationship, without making any formal commitment at this stage.

07/26/21

Eglantyne Jebb - 150th Anniversary of Birth

Rev. Pat Hawkins is seeking support from the Town Council for a commemorative service to mark the 150th anniversary of the birth of Eglantyne Jebb. The anniversary takes place on the 25th August 2026 during summer recess however the date for the service is yet to be confirmed. Members were in favour of supporting the event during summer recess.

07/26/22

Council Surgeries

A series of Council Surgeries are planned to allow residents to discuss local issues with town Councillors. Cllr R Radford is to be invited to attend.

The surgeries will take place every 3 months and venues will be St. Mary's Church, the Tuesday Market, Our Space and Ellesmere Town Hall. Times will vary to allow residents who work to be able to attend an evening session. The evening session will precede a town council meeting at Ellesmere Town Hall.

Dates for the surgeries will be circulated and a poster placed on the town notice boards.

- 07/26/23 **MP Visit**
Cllr R Radford and Helen Morgan MP recently visited residents of Brownlow Road. Members noted that the Town Council had not been contacted in advance and considered this to be a missed opportunity for joint working. It was agreed that a letter be sent to both Cllr Radford and Helen Morgan MP to suggest collaboration on any future engagements.
- 07/26/24 **Correspondence**
A thank you letter has been received from the residents of Oak Mere Ridge regarding the installation of the tarmac path connecting the estate to Berwyn View via the Berwyn View recreation ground. **Noted.**
- 07/26/25 **Future Agenda Items**
None requested.
- 07/26/26 **Delegation of Powers During Summer Recess**
To approve the delegation of powers to the Chair of the Finance, Asset and Resources Committee, Chair of Planning and Infrastructure Committee, Chair of Staffing and Governance Committee, Chair of the CWG and Town Mayor along with Town Clerk on behalf of the Council where necessary during summer recess.

It was moved by Cllr J Howard, seconded by Cllr A Wignall and,

RESOLVED: To allow the Chairs of the Council's Committee's, Town Mayor and Town Clerk to have delegated powers during summer recess 2026.
- 07/26/27 **Future Meeting Dates**
Follow up Strategy Meeting – Thursday 9th July 2026, at Ellesmere Town Hall
Business and Community Engagement Meeting – Thursday 16th July 2026, at Ellesmere Town Hall.
- 07/26/28 **Exclusion of Press and Public**
It was moved by Cllr P Jones, seconded by Cllr N Proffitt and,

RESOLVED: "That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1972, the public and press be excluded for the following items of business on the grounds they may involve the likely disclosure of confidential information as defined in the Acts".
- 07/26/29 **Town Council Offices**
Members considered whether to submit plans to convert the shed into town council offices.

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

RESOLVED: to continue with the proposed conversion of the shed to town council offices to allow for growth of the current team.

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

RESOLVED: that notice is served sheds users to remove their equipment from the shed to allow for redevelopment of the structure.

07/26/30 Cllr A Wignall abstained from voting due to a personal interest.
Gardening Contract

The current gardening contract was discussed.

07/26/31 **Planning Enforcement**
Members received an update on a case being looked at by the planning enforcement team.

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

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

Meeting Closed at 21:40pm

Chair

Date

Appendix A:

DRAFT

Date: 01/07/2026

Ellesmere Town Council Current Year

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Time: 08:31

Unity Trust Current Account

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2026	Entanet International Ltd	DD	53.39	LG(FP)A 1963 S5	Broadband
01/05/2026	EE & T-Mobile	DD	22.80	LGA 1972 S111	Clerks mobile
07/05/2026	Waterplus	DD	185.28	PHA 1936 S87	Cross street water
08/05/2026	Ricoh UK Ltd	DD	295.38	LGA 1972 S111	Printer rental costs apr-jun26
08/05/2026	Tribe community Project	BACS	500.00	LG(MP)A1976 S19(3)	Tribe grant award
08/05/2026	Music Mob	BACS	500.00	LG(MP)A1976S1	Music mob grant award
08/05/2026	Ellesmere Bowling Club	BACS	500.00	LGA(MP)A1976S	Grant award Elles Bowling Club
12/05/2026	St John Ambulance	BACS	835.20	LGA 1972 D111	Arts festival first aid
12/05/2026	Vocals 4 Every Occasion	BACS	30.00	LGA 1972 S111	Arts festival music
12/05/2026	Courtyard Florists	BACS	300.00	LGA 1972 S111	Arts Festival Flowers
12/05/2026	Crafty Spider	BACS	30.00	LGA 1972 S111	Arts festival competition
12/05/2026	Andy Grieve	BACS	150.00	LGA 1972 S111	Arts Festival Music
12/05/2026	PI Group Consultants	BACS	1,326.60	LGA 1972 S111	PI Group Consultants
12/05/2026	SAS Electrical	BACS	89.30	LGA 1972 S111	Flood light replacement (bar)
12/05/2026	PESTOKIL	BACS	178.61	LGA 1894 S8(1)	Pest control
12/05/2026	Defib4Life Ltd	BACS	454.80	LGA 1972 S111	defib battery and pad
12/05/2026	W.E.T LTD	BACS	103.20	PHA 1963 S87	Monthly checks CS
12/05/2026	W.E.T LTD	BACS	108.00	LGA 1872 S111	monthly checks TH
12/05/2026	RBS Software	BACS	1,942.80	LGA 1972 S111	support and maintenance
12/05/2026	RBS Software	BACS	1,125.60	LGA 1972 S111	Year end 2026 gold omega
12/05/2026	Rural Services Partnership Ltd	BACS	132.30	LGA 1972 S111	RMTG Membership
12/05/2026	The New Saints FC Foundation	BACS	1,200.00	LGA 1972 S111	HAF contribution 2026/2027
12/05/2026	AJD Surveying LTD	BACS	2,186.40	LGA 1972 S111	Professional fees drawings
12/05/2026	JDH Business	BACS	450.00	LGA 1972 S111	Year end audit 2025/26
12/05/2026	Technical Services Shrops Ltd	BACS	664.72	LG RA 1997	Radio PTP link TSB
12/05/2026	Blue Jay Cleaning Services	BACS	700.00	LGA 1972 S111	Gardening contract May 2026
12/05/2026	Amazon Payments Europe SCA	BACS	156.92	LGA 1972 S111	Amazon
12/05/2026	Shrops Assoc of Local Councils	BACS	2,360.21	Iga 1972 S111	Shrops Assoc of Local Councils
12/05/2026	Danfo (UK) Ltd	BACS	1,740.00	PHA 1963 S87	SLA
12/05/2026	Reliant UK Ltd	BACS	473.38	LGA 1972 S111	Phones/website/365
12/05/2026	KEF Properties	BACS	100.00	LG RA 1997	CCTV electric
12/05/2026	PG Skips Ltd	BACS	112.17	LGA 1972 111	Skip hire
12/05/2026	R A Faulkner	BACS	162.72	LGA 1972 S111	Flag removal
12/05/2026	W.E.T LTD	BACS	-108.00	LGA 1972 S111	TH legionella monitoring
12/05/2026	W.E.T LTD	BACS	129.60	LGA 1972 S111	TH legionella testing
12/05/2026	Ray Parry Playground Services	BACS	96.00	LG(MPA)1976S1	monthly playground inspections
13/05/2026	Chris Grieve	BACS	150.00	LGA 1972 S111	Arts festival Music
15/05/2026	British Gas	DD	450.61	LGA 1972 S133	TH Gas bill
15/05/2026	Entanet International Ltd	DD	23.09	LG (FP)A1963 S5	Phone lines
15/05/2026	Shropshire Council	DD	774.00	LGA 1972 S111	Rates
21/05/2026	D Powell	BACS	177.06	LGA 1972 S111	TH toilets pressure red valve
21/05/2026	E.on Energy Solutions Ltd	DD	86.48	PHA 1936 S87	Cross street Electric April 26
21/05/2026	HM Revenue & Customs	BACS	2,384.79	LGA 1972 S112	HMRC

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Date: 01/07/2026

Ellesmere Town Council Current Year

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Unity Trust Current Account

List of Payments made between 01/05/2026 and 31/05/2026

Appendix B

Date: 01/07/2026

Ellesmere Town Council Current Year

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Time: 08:31

Cemetery Working Group

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2026	Bowenson & Watson	BACS	276.00	LGA 1972 S214 (6)	Neil harris EICR & smoke alarm
05/05/2026	Bowenson & Watson	BACS	93.76	LGA 1972 S214 (6)	Management Fee
11/05/2026	GS&PA Reeves Ltd	BACS	36.00	LGA 1972 S214 (6)	Stakes for memorial testing
12/05/2026	Ins of Cemetery & Crematorium	BACS	110.00	LGA 1972 S214 (6)	ICCM Membership
19/05/2026	TSB Bank	BACS	36.30	LGA 1972 S214(6)	Trf Edgertons in to unity
Total Payments			552.06		