

ELLESMERE TOWN COUNCIL

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



Tel: 01691 622689
Email: jo.butterworth@ellesmere-tc.gov.uk

Date: 2nd September 2026

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held **on Monday 7th September 2026,** 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).

AGENDA

- 09/26/01 **To receive apologies and reasons for absence.** To consider and approve.
- 09/26/02 **Disclosure of Personal and Prejudicial Interests.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s31, 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.
- 09/26/03 **Grant Dispersations.** In pursuance of the Localism Act 2011 s31 (4) to report on any dispensations requested/granted (**please contact the Clerk prior to the meeting if you require a dispensation form**).
- 09/26/04 **Police Report.** To receive a report from West Mercia Police and discuss.

- 09/26/05 **Shropshire Council Report.** A report was circulated from Unitary Councillor Rosie Radford prior to the meeting. This is an opportunity to take 10 minutes to ask any questions arising from the report.
- 09/26/06 **Casual Vacancies.**
 (a) To note written applications for the office of Town Councillor.
 (b) To receive a five-minute presentation from each applicant for the office of Town Councillor.
 (c) To vote whether to Co-opt candidates to fill the vacancy.
 (d) The successful candidate will complete their declaration of acceptance to office, which will be signed by the Town Clerk.
- 09/26/07 **Minutes.**
 (a) To read and confirm the minutes of the **Town Council** meeting held on Monday 6th July 2026.
[View draft minutes.](#)
 (b) To read and note the minutes of the **Staffing & Governance Committee** held on Thursday 3rd September and consider any recommendations.
 (c) To read and note the minutes of **Finance, Asset & Resources** Committee held on Thursday 3rd September and consider any recommendations.
- 09/26/08 **Progress report.** To note actions taken since the last meeting. If you have any queries or questions, please contact the Clerk **prior** to the meeting.
- 09/26/09 **Clerks Summer Recess Report.** To note the report from the Clerk.
- 09/26/10 **Planning.**
(a) Planning applications for consideration.
Reference: 26/02983/FUL [View application.](#)
Address: Gable Lodge, 3 Brownlow Crescent, Ellesmere, Shropshire, SY12 0DA.
Proposal: Proposed garage and store.

(b) Shropshire Council Planning Decisions. For information only.
Reference: 26/02186/PA3MA. [View application.](#)
Address: Gemini Care Ellesmere Limited, 18 Scotland Street, Ellesmere, Shropshire, SY12 0EG.

Proposal: Application under Schedule 2, Part 3 Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for conversion of current care agency shop/office into a single residential dwelling.
Decision: Refused.

PLANNING REFERENCE: 26/02737/CPL.
LOCATION: 21 Cambria Avenue, Ellesmere, Shropshire, SY12 0BG,
PROPOSED: Certificate of Lawfulness for proposed conversion of the existing garage to provide an accessible bedroom and shower room for a disabled occupant, including replacement of the garage door with a window, kitchen adaptations, and the installation of a ramped access to the front entrance.
Decision: Permission Granted

Reference: 26/02582/LBC
Address: 33 And 35 Watergate Street, Ellesmere, Shropshire, SY12 0EX.
Proposal: Replacement of 4No. windows and 1No. door set and repairs to 2No. sash windows.
Decision: Grant Permission.

Reference: 25/04621/LBC

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

Proposal: Works to existing windows.

Decision: Withdrawn.

Reference: 25/04622/LBC

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

Proposal: Refurbishment, modification and reinstatement of 2No. existing external doors, redecoration of all existing external doors and addition of new ironmongery.

Decision: Withdrawn.

- 09/26/11 **General Power of Competence (GPC).** To approve that the Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
- 09/26/12 **Finance.**
(a) Town Council Payments for June & July. To be approved.
(b) Cemetery Working Group Payments for June & July. To be approved.
(c) Street Lighting Maintenance Contract. To consider quotations.
- 09/26/13 **Old Workhouse Cemetery - Ellesmere Rural Parish Council have been offered the site by Shropshire Council as an asset transfer.**
(a) Report. To note the report from the Cemetery Co-ordinator and discuss if necessary. The Cemetery Co-ordinator will be present to answer any questions that arise from the report.
(b) Asset Transfer. To consider a proposal from ERPC to collaboratively take on the asset from Shropshire Council.
- 09/26/14 **Policies and Procedures. To review and approve the following policies.**

Memorial Bench Policy
Co-option Policy
IT Access Control Policy
Alcohol and Drugs at Work
Retention Policy
- 09/26/15 **New Town Service Bus 508 & New Bus Shelter.**
(a) New Bus Timetable & Route. To note.
(b) Feedback. To hear feedback given by residents about the proposed time/table route and discuss.
(c) Bus Shelter. To receive an update on the new bus shelter.
- 09/26/16 **Police and Crime Commissioner Town & Parish Council Survey.** To complete.
- 09/26/17 **Star Council Awards 2026/2027 – County Association of the Year.** To consider nominating SALC for this award.
- 09/26/18 **Correspondence.**
Thank you note – To note a thank you from an Oak Mere Ridge resident for installing the new path across Berwyn View.
Tesco Carpark. To consider an email received from a resident about the parking charges at Tesco.
- 09/26/19 **Future Agenda Items.** To receive details of any items Councillors would like to be considered for a future agenda and request a motion form if necessary.

- 09/26/20 **Council Surgeries.**
Saturday 15th September 2026, 10am – 2pm – Ellesmere Market Hall.
Saturday 13th November 2026, 10am – 2pm – Our Space.
- 09/26/21 **Future Meeting Dates.**
Town Council Meeting - Monday 5th October 2026, 7.15pm at Ellesmere Town Hall.
- 09/26/22 **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”.
- 09/26/23 **Confidential Minutes.**
- 09/26/24 **Planning Enforcement Cases.** To receive a confidential report on any planning enforcement cases.