# 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: 28th October 2026

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held **on Monday 2nd November 2026,** at Ellesmere Town Hall at 7.15pm, for the transaction of business as set out in the agenda below.

Yours sincerely,

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

11/26/01 **To receive apologies and reasons for absence**. To consider and approve.

11/26/02 **Declarations of Interest in accordance with the Code of Conduct.** To receive declarations of interest.

11/26/03 **Grant Dispensations**. 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).**

11/26/04 **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.

11/26/05 **Minutes**.
**(a)** To read and confirm the minutes of the **Town Council** meeting held on Monday 5th October. View draft minutes.

**(b)** To read and note the minutes of the **Staffing and Governance Sub-Committee** meeting held on Monday 12th October. View draft minutes.

11/26/06 **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.

11/26/07 **Planning.**

**(a) Shropshire Council Planning Decisions.** For information only.
**Reference: 26/02956/TPO.**
**Address:** Land To The Rear Of 92 Tetchill Brook Road, Ellesmere, Shropshire, SY12 0FJ.
**Proposal:** Reduce back from property by up to 2m, to suitable growing point of 1no Oak protected by the Shropshire Council (Land at Former Dairy Crest Site Wharf Road, Ellesmere) TPO 2011 (Ref: SC/00067/11).
**Decision: Grant Permission.**

**Reference: 25/04704/LBC.**
**Address:** Old Station House, 1 Ballast Drive, Ellesmere, Shropshire, SY12 0GF.
**Proposal:** Proposed insertion of one AOV (automatic opening vent) within entrance stairwell area.
**Decision: Grant Permission.**

**Reference: 26/03201/TPO**.
**Address:** Beech Grove Sports and Playing Field, Beech Grove, Ellesmere, Shropshire
**Proposal:** Reduce upper crown and tidy damaged branches (as per schedule) of 1no. Pedunculate Oak (T007) protected by The North Shropshire District Council (Elson Park, Ellesmere) TPO 1987 (NS/00021/87)
**Decision: Grant Permission.**

**(b) Elson Road Resurfacing Works.** To note that the proposed works will now take place from Monday 16th – Friday 20th November and a road closure will be in place between 9.30am and 2.30pm everyday.

**(c) National Scheme of Delegation and Committee referral Gateway.** To discuss the Town and Parish Council briefing note.

11/26/08 **Finance.**
**(a)Town Council Payments for September**. To be approved.
**(b) Cemetery Working Group Payments for September.** To be approved.
**(c) Insignis Deposit Account.** To receive an update.
**(d) CCTV Server.** To consider a quotation from our CCTV Maintenance Contractors.
**(e) Payroll.** To consider quotations for our payroll services.

11/26/09 **New Memorial Garden.** To consider the report from Cemetery Co-ordinator, Andy Chatting.

11/26/10 **Blue Green Algae Control.** To consider a report and proposal from Shropshire Council, Parks and Countryside Manager, Edward Andrews.

11/26/11 **LGPS.** To note the Employer guidance notes on changes to absence provisions from 1st April 2026 that have just been published.

11/26/12 **Shropshire Council - Dog Fouling Campaign.** To discuss.

11/26/13 **Correspondence.**
**(a) Residential Access Beech Grove.** To consider correspondence from a local resident.
**(b) Hanging Baskets.** To consider an email from a local resident regarding the hanging baskets in town.
**(c) West Mercia Police.** To consider the response received from West Mercia Police in reply to our letter regarding the increase of anti-social behaviour.

11/26/14 **Christmas Light switch on.** To ask for volunteers to help with the light switch.

11/26/15 **Armistice Day and Remembrance Sunday.** To note the details of events and to ask for volunteers to serve refreshments at the Town Hall after the parade.

11/26/16 **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.

11/26/17 **Council Surgeries.**
13th November 2026, 10am – 2pm at Our Space.

11/26/18 **Future Meeting Dates.**
**Town Council Meeting** - Monday 7th December 7.15pm at Ellesmere Town Hall.

11/26/19 **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".

11/26/20 **Confidential Minutes**.
**(a)** To read and confirm the minutes of the **Town Council** meeting held on Monday 5th October 2026.

**(b)** To read and note the minutes of the **Staffing and Governance Sub-Committee** meeting held on Monday 12th October.

11/26/21 **Planning Enforcement Cases.** To receive a confidential report on any planning enforcement cases.