Minutes of the Town Council Meeting held at Ellesmere Town Hall

Monday 2nd November 2026 at 7:15pm

PRESENT:	Town Mayor (Chair):	Cllr P Jones
	Councillors:	Cllr G Elner, P Goulbourne, J Howard, J Mooney, G Hutchinson, N Proffit, D Clixby, A Wignall, S Austin, M Hancock, M Forshaw
	Town Clerk and RFO:	Jo Butterworth
	Admin Assistant:	Vicky Martin
	Members of the Public:	3
	Press:	1
	Unitary Councillor:	1

Public Participation Session

A resident whose property backs onto Beech Grove recreation ground approached the council regarding the gate she currently has in her fencing to allow direct access to the site. She has received a letter from the Town Council asking for the steps and the gate to be removed. This work to remove the steps has now been completed, and she asked if the access gate could remain as several other properties also have access gates along this boundary.

This will be discussed under Agenda Item 13a and this item will be moved up the agenda.

11/26/01 **To Receive Apologies and Reasons for Absence**

None received.

11/26/02 **Declarations of Interest In accordance with the Code of Conduct**

Cllr S Austin declared a nonpecuniary interest in Item 11/26/10 as she is a volunteer with Swim Ellesmere.

11/26/03 **Grant Dispensations**

None requested.

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

RESOLVED: that Agenda Item 13a is discussed as the next item.

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11/26/13 **Correspondence**

(a) Residential Access - Beech Grove

Apparently, Informal permission was granted to allow residents to install gated access to the recreation ground in excess of 20 years ago and several properties maintain this access. No permission was granted for the installation of stepped access to the gates. Occupiers' liability potentially remains with the Town Council as the landowner, should an accident occur due to use of the gates, the Council may be liable.

It was moved by Cllr D Clixby, seconded by Cllr P Jones and,

RESOLVED: that the existing gated accesses are allowed to remain and legal advice is sought over the installation of steps and potential liability issues.

11/26/04 **Shropshire Council Report**

Cllr R Radford attended the meeting and responded to questions and concerns raised by members.

11/26/05 **Minutes**

(a) To read and confirm the minutes of the **Town Council** meeting held on Monday 5th October 2026.

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

RESOLVED: that the minutes of the Town Council meeting held on Monday 5th October 2026 be approved and signed by the mayor as a true and accurate record.

(b) To read and note the minutes of the **Staffing and Governance Sub-Committee** meeting held on Monday 12th October 2026.

Noted.

11/26/06 **Progress Report**

Noted.

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.

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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

Due to unexpected additional works being required on the Elson Road railway bridge section of the planned resurfacing works, the road closure was rescheduled to Monday 16th – Friday 20th November, between 9.30am and 2.30pm daily.

(c) National Scheme of Delegation and Committee referral Gateway

No material changes for town and parish councils as planning consultees. The change is to the route by which an application may be referred to Planning Committee, not to the ability of Town and Parish Councils to comment on planning merits.

Members could reconsider adopting a Neighbourhood Plan to ensure more control over local planning applications, this will be discussed at the next planning meeting.

11/26/08 **Finance**

(a) Town Council Payments for August – see Appendix A

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

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

(b) Cemetery Working Group Payments for August – see Appendix B

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

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

(c) Insignis Deposit Account

Terms for the minimum deposit on the account selected at the October meeting of the Town Council changed and the account was no longer an option. Members confirmed their acceptance of a different account via email.

The funds have now been deposited with the Saffron Building Society for a fixed term of 6 months at 4.29%

(d) CCTV Server

The CCTV server requires very specialist software, from our current maintenance contractors Technical Services, they have quoted £3,683.04 to supply and install

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the new server and to transfer the previous 30 days footage across to ensure that there is no break in the CCTV coverage.

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

RESOLVED: that the quote of £3,683.04 from Technical Services for the supply and installation of a new CCTV server is accepted.

(e) Payroll

Three companies provided quotations for the provision of payroll. The recommendation is to accept Tier 2 from Company 1 at £522.00 per year.

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

RESOLVED: that the payroll contract be awarded to Company 1, Bee Happy, for 12-months at a cost of £522.00 with any additional members of staff charged at a rate of £24.00 per employee.

11/26/09 **New Memorial Garden**

Members considered the options for a new memorial garden as outlined in a report from the Cemetery Coordinator, Andy Chatting.

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

RESOLVED: that Ellesmere Town Council accept the alternative proposal to treat the memorial garden as a smaller version of the conventional lawned cemetery and place ashes in rows and columns. This will be subject to confirmation that joint owners Ellesmere Rural Parish Council are happy with the proposal.

Cllr G Elner abstained from voting.

11/26/10 **Blue Green Algal Control**

Further to the production of his report, Edward Andrews, Parks and Countryside Site Manager for Shropshire Council, has located additional funding which would cover the cost of the raft to control the algal blooms on The Mere with some funds remaining for additional items in play areas. Councillors are invited to attend a meeting on Friday 6th November with Mr Andrews.

11/26/11 **LGPS**

Noted.

11/26/12 **Shropshire Dog Fouling Campaign**

Councillors wished to support Shropshire Council's Dog Fouling Campaign 2026 with posts on social media to identify local areas of concern prior to posting notices on these roads to draw attention to the problem. Residents to be given guidance as to how to report dog fouling incidents on FixMyStreet and how to email the Town Council.

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Known streets of concern are Cross Street, Wharf Road, Brownlow Road, Cambria Avenue and Cherry Drive area.

11/26/13 **Correspondence**

(b) Hanging Baskets

A resident has emailed to express their appreciation of the floral displays and to pass on their congratulations to the contractor. The Clerk will write to the contractor to pass on the comments and to expresses the Council's appreciation of their hard work in supplying and maintaining the displays this year in challenging conditions. She was also asked to write to Ellesmere in Bloom.

(c) West Mercia Police

John Campion, West Mercia Police and Crime Commissioner, will be attending the December Town Council meeting Monday 7th December. Councillors are to compile a list of questions prior to the meeting and residents are to be given the opportunity to attend the meeting. Standing Orders can be suspended to allow a longer question time session.

11/26/14 **Christmas Lights Switch On**

Cllrs N Proffitt, P Goulbourne, M Forshaw, J Howard and M Hancock volunteered to help with the Christmas Lights switch on at the Winter Festival on Friday 27th November and Cllrs S Austin and P Jones volunteered to assist with the installation of the Christmas tree on Sunday 22nd November.

11/26/15 **Armistice Day and Remembrance Sunday**

Councillors taking park in the parade are to meet in the main car park ready to parade at 10:30. Cllrs S Austin and J Howard volunteered to marshal the road closure and need to be in place by 10:25.

Cllrs P Jones, A Wignall and J Mooney volunteered to serve the refreshments at the Town Hall.

11/26/16 **Future Agenda Items**

To discuss membership of the Meres Advisory Board.

Broken streetlights on the buildings on Cross Street and Scotland Street which have not been working for a number of years despite being reported.

Update on Motion Request from Cllr A Wignall. Currently awaiting a response from the Guild of Town Criers.

11/26/17 **Council Surgeries**

The next Council Surgery will be held in the library area at Our Space on Friday 13th November, 10am – 2pm. Cllrs P Jones, M Foreshaw, G Hutchinson, A Wignall and P Goulbourne will attend the session.

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11/26/18 **Future Meeting Dates**

Monday 7th December 7:15pm at Ellesmere Town Hall.

11/26/19 **Exclusion of Press and Public**

It was moved by Cllr G Hutchinson, seconded by Cllr A Wignall 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".

11/26/20 **Confidential Minutes**

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

RESOLVED: that the Chair sign the confidential minutes of the Town Council meeting held on Monday 5th October as a true and accurate record.

(b) Noted.

11/26/21 **Planning Enforcement Cases**

There were no planning enforcement cases in October.

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

Meeting Closed at 8:28 pm

Chair……

Date……

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APPENDIX A – Ellesmere Town Council Payments for September

Date: 28/10/2026 **Ellesmere Town Council Current Year** **Page 1**

Time: 12:32 **Unity Trust Current Account**

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2026	EE & T-Mobile	DD	33.60	LGA 1972 S111	Sept 26
01/09/2026	Peninsula Business Services Lt	BACS	242.79	LGA 1972 S111	Sept EAP
03/09/2026	British Gas	BACS	-15.92	LGA 1971 S133	Refund BG end of cont gas
07/09/2026	Waterplus	DD	150.51	PHA 1936 S87	Water bill
08/09/2026	Shropshire Council	BACS	910.03	LGA 1972 S111	Joint energy QTR 2
08/09/2026	JDH Business	BACS	450.00	LGA 1972 S111	Interim Aud 2025/26
08/09/2026	R A Faulkner	BACS	949.80	LGA 1972 S111	Repairs
08/09/2026	Amazon Payments Europe SCA	BACS	11.36	LGA 1972 S111	brush replacement for hoover
08/09/2026	Oswestry Glass Ltd	BACS	316.51	LGA 1972 S111	Reglazing of foyer door
08/09/2026	Amazon Payments Europe SCA	BACS	3.98	LGA 1972 S111	hoover replacement part
08/09/2026	Shropshire Council	BACS	300.00	Food Act 1984 S51	Tuesday market costs
08/09/2026	KEF Properties	BACS	50.00		CCTV electric cont Sept 26
09/09/2026	Pozitive Energy	DD	133.43	LGA 1972 S133	TH Gas bill
09/09/2026	Northwood Nurseries	BACS	900.00	LGA 1972 S111	Gardening and Watering July 26
11/09/2026	Oswestry Drains	BACS	110.00	LGA 1972 S111	High pressure jetting TH drain
14/09/2026	Public Works Loan Board	DD	492.71	PWLA 1965	Loan repayments
15/09/2026	Shropshire Council	DD	774.00	LGA 1972 S111	Rates Sept 2026
15/09/2026	E.on Energy Solutions Ltd	DD	77.22	PHA 1936 S215	Elec CT Aug 26
17/09/2026	W.E.T LTD	BACS	103.20	PHA 1936 4333	Aug 26 Legionella monitoring
17/09/2026	W.E.T LTD	BACS	108.00	LGA 1972 S111	Aug 26 TH Legionella mon
17/09/2026	W.E.T LTD	BACS	-108.00	LGA 1972 S222	Input error correction
17/09/2026	W.E.T LTD	BACS	129.60	LGA 1972 S111	Leginella test TH Sept
18/09/2026	Fizzgigs	BACS	800.00	LG(MP)A1976S1	Grant Award
18/09/2026	Paperstone Ltd	BACS	113.93	LGA 1972 S111	Stationary Supplies
18/09/2026	PKF Littlejohn LLP	BACS	1,260.00	LGA 1972 S111	AGAR
18/09/2026	Bluewater Plumbing and Heating	BACS	108.00	LGA 1972 S111	Tap in TH bar
18/09/2026	4 All Foundation	BACS	233.00	LGA 1972 S111	June 2026 YC
21/09/2026	HM Revenue & Customs	BACS	2,349.41	LGA 1972 S112(2)	HMRC
22/09/2026	Waterplus	DD	197.58	LGA 1972 S111	TH Watr 06.08-06.09.26
22/09/2026	Discover Ellesmere CIC	BACS	2,000.00	LG (MP)A1976S19(3	Grant Award
24/09/2026	ADMINISTRATION	BACS	2,970.24	LGA 1972 S112 (2)	Administration
25/09/2026	ADMINISTRATION	BACS	10,753.01	LGA 1972 S112 (2)	Administration
28/09/2026	British Gas	DD	517.63	LGA 1972 S133	TH Elec 11.08-14.06.26
28/09/2026	TG Builders Merchants	BACS	17.17	LGA 1972 S111	Wood treatment BG Oak Tree Dam
28/09/2026	Danfo (UK) Ltd	BACS	870.00	PHA 1963 S87	SLA Sept 26
28/09/2026	Tivoli Group LTD	BACS	1,379.75	LGA 1972 S111	Grounds Maint Aug 2026
28/09/2026	Reliant UK Ltd	BACS	498.06	LGA 1972 S111	IT Sept 26
28/09/2026	PG Skips Ltd	BACS	58.06	LGA 1972 S111	Bin collection TH Aug 26
29/09/2026	Dept of works and pensions	BACS	16.16	LGA 1972 S111	DEA
29/09/2026	Technical Services Shrops Ltd	BACS	225.60	LG&RA 19972	TG CCTV camera

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APPENDIX B – Cemetery Working Group Payments for September

Date: 28/10/2026 **Ellesmere Town Council Current Year** **Page 2**

Time: 12:32 **Unity Trust Current Account**

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
				S31	
29/09/2026	Llanerch Arboriculture	BACS	135.00	LGA 1972 S111	Beech Grove tree survey
29/09/2026	Breakthrough Communiations	BACS	354.00	LGA 1972 S111	Training
29/09/2026	Blue Water Plumbing & Heating	BACS	222.00	LGA 1972 S111	EIB Tap
29/09/2026	Amazon Payments Europe SCA	BACS	18.70	LGA 1972 S214 (6)	Amazon Payments Europe SCA
29/09/2026	Amazon Payments Europe SCA	BACS	6.05	LGA 1972 S111	Staples for Caretakers gun
29/09/2026	NABMA	BACS	509.00	LGA 1972 S111	Annual subscription 2026/27
30/09/2026	Public Works Loan Board	BACS	1,285.21	PWLA 1965	Loan repayments
30/09/2026	Peninsula Business Services Lt	DD	242.79	LGA 1972 S111	EAP Sept 26
30/09/2026	4 All Foundation	BACS	233.00	LGA 1972 S111	Youth Club July 2026
30/09/2026	Unity Trust Bank	BACS	17.60	LGA 1972 S111	Bank charges
30/09/2026	Unity Trust Bank	BACS	15.25	LGA 1972 S111	Bank charges
		Total Payments	33,529.02		