

**PONTESBURY PARISH COUNCIL**  
**Meeting of Council**  
**Held at Mary Webb School & Science College**  
**At 7.30pm on Monday 13<sup>th</sup> November 2017**

**PRESENT**

Cllr D Fletcher (Chairman), Cllr J Pritchard (Vice-Chairman), Cllr R Evans, Cllr D Gregory, Cllr N Hignett, Cllr A Hodges, Cllr N Lewis, Cllr S Lockwood, Cllr R Martinali, Cllr B Morris, Cllr S Picken, Cllr D Ryder and Cllr C Sandells

**IN ATTENDANCE:** Mark Blount – Shropshire Council Country Parks and Heritage Sites Manager

**CLERK:** Miss Kate Davies

**Six members of the public were present.**

**202.17                    APOLOGIES FOR ABSENCE**

None

**203.17                    DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr C Sandells declared an interest in Planning Application - 17/00836/REM - Reserved Matters (access, appearance, landscaping, layout and scale) pursuant to permission 14/00549/OUT for the erection of 25 dwellings with garaging and associated works (amended description) - Proposed Development Land West Of Telephone Exchange Hanwood.

**204.17                    MINUTES OF COUNCIL**

The minutes were submitted and circulated as read. It was proposed by Cllr D Gregory and seconded by Cllr S Picken and

**RESOLVED that the minutes of the Council meeting held on 9<sup>th</sup> October 2017 be approved and signed as a correct record.**

**205.17                    PUBLIC QUESTIONS AND COMMENTS**

A member of the public asked for an update on the Hall Bank, Pontesbury planning application.

The Chairman advised that a full application was due to be submitted and the Clerk gave the member of public details of the public drop in event.

## **206.17 POLICE REPORT**

There was no one available from the local Police team as PC Cookson had sent his apologies. The written Police report was considered and concerns were raised that PCSO Tim Griffiths had been seconded to Shrewsbury. The Clerk was asked to write to West Mercia Police as there were concerns that this would have an impact on the service from the local Police team.

## **207.17 POLES COPPICE**

Mark Blount – Country Parks and Heritage Sites Manager at Shropshire Council gave the Parish Council further information about Poles Coppice and the request for funding. Mark answered questions from the Parish Council.

Following a discussion it was proposed by Cllr R Martinali and seconded by Cllr D Gregory and:

**RESOLVED to provide a one off grant of £1500 to Shropshire Council next year (Financial Year 18-19) to contribute to the cost of setting up a volunteer group to assist at Poles Coppice and that this amount must be ring fenced specifically for this purpose and a report from Shropshire Council must be received.**

## **208.17 CRUCKTON WARD VACANCIES**

Applications had been received from four people and written information from all candidates had been sent out with the agenda papers. Each candidate addressed the Parish Council and answered questions.

It was proposed by Cllr J Pritchard and seconded by Cllr S Picken and

**RESOLVED to exclude the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960) to allow information about the candidates to be discussed.**

The members of the public were invited back into the meeting and a vote was taken in the form of a paper ballot, where each member voted for their two preferred candidates and the Clerk counted the votes.

**RESOLVED to co-opt Mr Peter Heywood and Mr Colin Robinson to Pontesbury Parish Council, representing Cruckton Ward.**

## **209.17 SHROPSHIRE COUNCIL MEMBER REPORT**

Cllr N Hignett gave a verbal report which included an update on the proposed sale of the pitch and putt course at Meole Brace, Shropshire Council's consultations on Youth Activity provision and the cultural strategy and the proposed impact on LJs. Cllr Hignett advised that he has been responding to local residents concerns about the caretaker's cottage at the Mary Webb School and there are outstanding legal issues which need to be resolved.

## 210.17 PLANNING COMMITTEE

The minutes from planning committee meetings held on 2<sup>nd</sup> October 2017 were received and **ADOPTED**.

***Cllr C Sandells left the room during the next report.***

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which included information on recent planning applications and decisions, an update on the proposed Neighbourhood Plan and Shropshire Council's Local Plan review. The meeting was given an update on the upcoming Hall Bank, Pontesbury planning application drop in event and the Clerk was asked to invite Shropshire Council Highway Officers/Mouchel representatives to be in attendance.

***Cllr C Sandells returned to the meeting.***

## 211.17 STATUTORY BUSINESS/FINANCE

### a) Receipts

- i. Newsletter advert receipts - **£322.00**

**NOTED**

### b) Payments for Approval

It was proposed by Cllr R Evans and seconded by Cllr J Pritchard and:

**RESOLVED: That the below payments are APPROVED for payment and the bank signatories INSTRUCTED to sign the Cheques.**

- i. SALC - Neighbourhood Planning Guides - £12.00 - Chq no 2885
- ii. Greenfingers Landscape Ltd - Ground maintenance - £231.40 - Chq no 2886
- iii. Highline Electrical Ltd - Street light maintenance - £234.60 - Chq no 2887
- iv. Creative Digital Printing - Newsletter printing - £325.00 - Chq no 2888
- v. Npower - Street light electric - £235.26 - Chq no 2889
- vi. Mrs E Griffiths - Cleaning & Maintenance of Public Toilets - £360.00 - Chq no 2890
- vii. NR Pugh - Maintenance work at Public Toilets - £670.00 - Chq no 2891
- viii. Viking (reimbursed to Clerk) - Stationery - £31.18 - Chq no 2892
- ix. Screwfix (reimbursed to Clerk) - Replacement padlock for play area gate - £19.99 - Chq no 2893
- x. Cartridge Save (reimbursed to Clerk) - Printer Toner Cartridge - £50.73 - Chq no 2894
- xi. K Davies - Parish Clerk - Salary for November 2017 - payable 30/11/17 - £1,381.70 - Chq no 2895

## 212.17 PARISH COUNCIL ELECTIONS MAY 2017

Advice from Shropshire Council of the May 2017 Elections costs of £2265.91, due for payment in April 2018 was **NOTED**.

**213.17 FLOWER BED MAINTENANCE**

A quote for flower bed maintenance for 2017/18 from the existing contractor was considered. It was proposed by Cllr N Lewis and seconded by Cllr S Picken and:

**RESOLVED: To ACCEPT and APPROVE the quote received from Tony Bishton for 2016/17 of £1650 and NOTED that additional tenders were not requested/considered as the work to be supplied constitutes an extension of an existing contract by the Council.**

**214.17 ANNUAL PLACE PLAN REVIEW 2017**

It was proposed by Cllr D Gregory and seconded by Cllr J Pritchard and:

**RESOLVED to delegate the preparation of a draft response to the Cllr A Hodges, Cllr D Fletcher in liaison with the Clerk, for consideration by full Council at December's meeting.**

**215.17 EMPLOYMENT POLICIES**

It was proposed by Cllr R Evans and seconded by Cllr J Pritchard and:

**RESOLVED to amend the drafts policies to have four Councillors (instead of three) on any staffing committee and then APPROVE and ADOPT the following employment policies as circulated with the agenda papers.**

- i. Disciplinary Policy**
- ii. Grievance Policy**
- iii. Equal Opportunities Policy**
- iv. Dignity at Work Policy**

**216.17 GENERAL DATA PROTECTION REGULATIONS**

A report from the Clerk, which had been circulated with the agenda, was considered.

It was proposed by Cllr R Evans and seconded by Cllr S Picken and:

**RESOLVED to**

- i. Note the need for the Council to comply with the GDPR by the time it formally comes into force on 25th May 2018.**
- ii. Authorise the Parish Clerk to undertake the necessary preparation to meet the Council's obligations, including investigating options for the provision of a DPO.**
- iii. Note that the Parish Clerk will not incur any expenditure that cannot be met from existing budgets without seeking further approval from the Committee.**

**217.17 SHREWSBURY NORTH WEST RELIEF ROAD PUBLIC CONSULTATION 2017**

The above consultation was considered and it was agreed to support the proposals as it will alleviate traffic problems on the country roads north of Montfird Bridge and in the event of the A5 being blocked it will provide an alternative route which will reduce the amount of traffic using the lanes in Cruckton as a diversion route.

## 218.17 PUBLIC TOILETS

Cllr D Fletcher gave a verbal update on recent works and all agreed that an excellent job had been done. It was noted that changes were to be made to the lighting and new toilet roll holders installed.

### NOTED

## 219.17 REPORTS

- i. **Pontesbury Library Steering Group** - A verbal update was received from Cllr D Fletcher and Cllr R Evans

## 220.17 CHAIRMAN'S COMMUNICATION AND CORRESPONDENCE

The following correspondence was received and noted:

From	Subject and summary information
Shropshire Council	Advice that Shrewsbury North West Relief Road – 2017 Consultation details to include details of exhibitions around Shropshire (emailed to Cllrs 5/10) – Agenda item
SALC	NALC bulletins
SALC	Advice that SALC AGM & Conference has been cancelled
Came & Company Insurance Brokers	Council Matters newsletter
SALC	Information Bulletin September 2017 (emailed to Cllrs 18/9)
Citizens Advice Shropshire	Invite to AGM – Theatre Severn on 23/11 at 6pm
NALC	Grants and funding bulletin
Shropshire Council	Invite to Town and Parish Council Forum - Thursday 23 <sup>rd</sup> November 2017 at 10am – 12pm in the University College Shrewsbury, Room 019, The Guildhall, Frankwell, Shrewsbury.
Healthwatch Shropshire	Hot Topic Newsletter

## 221.17 PARISH BUSINESS

The following was reported at the meeting and the Clerk was asked to report to the responsible bodies.

- i. The pot holes on Top Road have been filled in.
- ii. Repairs to the damaged hedge by the railway bridge at Cruckmeole are awaiting an insurance claim and Shropshire Council is not able to provide a timescale for the necessary repairs.
- iii. Drainage issues in Pound Lane have been reported to Shropshire Council by Cllr R Evans and an officer's response is awaited.
- iv. The white lines in Plealey/Arscott have still not been reinstated.
- v. Local residents have asked about when the tree work will be undertaken on Linley Avenue Green.
- vi. Concerns have been raised by local residents about the house in Cruckmeole which appears to have multiple occupancy and the tenants are walking along the A488 into

Hanwood and cannot always been seen when dark which is dangerous. The Clerk was asked to raise this with Public Protection at Shropshire Council.

- vii. Cllr C Sandells advised that he had spoken to Cllr A Hodges after the previous meeting when the suggestion that his hedge on the Cruckmeole corner could be replaced with metal railing to improve visibility and he was happy to consider helping.

**222.17                    DATE AND TIME OF NEXT MEETING**

7.30pm on 13<sup>th</sup> November 2017 at Mary Webb School and Science College.

**223.17                    EXCLUSION OF THE PUBLIC**

**RESOLVED to exclude the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960) to allow information about the candidates to be discussed.**

**224.17                    CLERK TERMS AND CONDITIONS**

The meeting was advised that the Clerk had tendered her resignation. The Human Resources/Personnel Committee had met and a job advert agreed.

**RESOLVED that the Human Resources Committee have delegated authority to appoint a new Clerk.**

The meeting ended at 9.05pm

**Signed .....**  
**Chair**

**Date .....**