

PONTESBURY PARISH COUNCIL



Full Council Meeting held at The Pavilion on Tuesday 9th May 2023 at 7.30pm

PRESENT

Councillors: D Fletcher, D Jones, N Lewis, A Hodges, R Evans, A Windows, J Pritchard, M Trow, A Brookes, C Sandells, D Gregory and N Hignett

Clerk of the Meeting: Nicola Young

1.23 Election of Chairman for 2023-2024

After a proposal by Cllr Evans, seconded by Cllr Trow, it was unanimously **RESOLVED** that Cllr Duncan Fletcher be elected as Chairman.

2.23 Election of Vice Chairman for 2023-2024

After a proposal by Cllr Fletcher, seconded by Cllr Pritchard, it was unanimously **RESOLVED THAT** Cllr Michelle Trow be elected as Vice Chairman. The Chairman thanked Cllr John Pritchard and Cllr Nick Hignett for their support as Vice Chairman over the last year.

3.23 Apologies for Absence

Apologies for absence were received from Cllr Sharon Davies and Cllr Peter Heyward.

4.23 Declarations of Interest and Dispensations

4.23.1 No Declarations of Interest were noted.

4.23.2 No Grants of Dispensation were noted.

5.23 Public Questions and Comments

No members of the public were present.

6.23 Minutes of Council

After a proposal from Cllr Hodges, seconded by Cllr Trow, it was **RESOLVED** to approve the Minutes of the Parish Council Meeting held on 11th April 2023.

Cllr Fletcher brought forward Item 14.23 – Police Matters and PCSO Sarah Edwards gave the report at this point.

7.23 Terms of Reference for Committees

After a proposal by Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED** that the Terms of Reference for all Committees (Finance & General Purposes Committee; Planning Committee; Personnel & HR Committee; Pavilion Committee and Neighbourhood Plan Steering Group) be approved with the following amendments:

7.23.1 Finance & General Purpose Committee – first bullet point, end of first sentence, remove “on the first Thursday in that month”. Second bullet point to read “Meetings will normally be minuted by the Responsible Financial Officer.”

7.23.5 Neighbourhood Plan Steering Group – remove “every 2 months”, leave “as required”.

8.23 Committees & Steering Groups

8.23.1 Finance & General Purposes Committee – increase number of members to 10, after a proposal by Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED** that the following members be elected to the Finance & General Purposes Committee for the Council year 2023-2024:

Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
Councillor Lewis	Councillor Heywood
Councillor Manning	Councillor Trow
Councillor Davies	Councillor Windows

8.23.2 Planning Committee

Planning Committee members – 10 members. After a proposal from Cllr Fletcher, seconded by Cllr Pritchard, it was **RESOLVED** to accept the committee resignation from Cllr Pritchard and nominate Cllr Brookes as a member of the Planning Committee:

Councillor Fletcher	Councillor Brookes
Councillor Hignett	Councillor Hodges
Councillor Lewis	Councillor Evans
Councillor Gregory	Councillor Jones
Councillor Trow	ONE VACANCY

8.23.3 Personnel Committee

Personnel Committee – 5 members. After a proposal by Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED** to accept the committee resignation from Cllr Pritchard and nominate Cllr Gregory as a member of the Personnel Committee:

Councillor Fletcher	Councillor Gregory
Councillor Hignett	Councillor Hodges
Councillor Trow	

8.23.4 Pavilion Committee

Pavilion Committee – 7 members. After a proposal by Cllr Gregory, seconded by Cllr Pritchard, it was **RESOLVED** to accept the following as members of the Pavilion Committee:

Councillor Fletcher	Councillor Hignett
Councillor Evans	Councillor Davies
Councillor Windows	
Cllr Trow	

8.23.5 Neighbourhood Plan Steering Group (to include 4 parish councillors)

After a proposal from Cllr Pritchard, seconded by Cllr Trow, it was **RESOLVED** that the following parish councillors be nominated for the Neighbourhood Plan Steering Group:

Cllr Evans	Cllr Fletcher
Cllr Hodges	Cllr Trow

8.23.6 Emergency Planning Working Group (to include 5 parish councillors, including the Snow Warden). After a proposal from Cllr Gregory, seconded by Cllr Windows, it was **RESOLVED** that the following members be nominated for the Emergency Planning Working Group:

Councillor Nick Hignett (Snow Warden) Councillor Duncan Fletcher
 Councillor Roger Evans Councillor Charles Sandells
 Councillor David Gregory Councillor Douglas Jones

9.23 Appointment of Representatives on Outside Bodies

After a proposal from Cllr Hodges, seconded by Cllr Trow, it was **RESOLVED** that the Cllrs nominated below, represent the Parish Council at the organisation meetings:

Organisation	Pontesbury Parish Councillor
Pontesbury Public Hall	Councillor Neville Lewis
Cruckton Village Hall	Councillor Charles Sandells
Habberley Village Hall	Councillor John Pritchard
Snow Warden	Councillor Nick Hignett
Tree Warden	Councillor Neville Lewis
Internal Checker for quarterly audit checks	Councillor Michelle Trow
Sports Association	Councillor Dave Gregory
Shropshire Association of Local Councils	Cllr Fletcher and one vacancy

The Clerk was requested to email the organisations to inform them of their parish councillor representative.

10.23 Dates and Times of Ordinary Meetings

After a proposal by Cllr Trow, seconded by Cllr Hodges, it was **RESOLVED** to approve the dates of meetings as below:

Pontesbury Parish Council Ordinary Meetings	
Date	Venue
12 th June 2023	Cruckton Village Hall @ 7.30pm
10 th July 2023	Habberley Village Hall @ 7.30pm
August	No Meeting
11 th September 2023	Pontesbury Pavilion @ 7.30pm
9 th October 2023	Pontesbury Pavilion @ 7.30pm
13 th November 2023	Pontesbury Pavilion @ 6.30pm
11 th December 2023	Pontesbury Pavilion @ 6.30pm
8 th January 2024	Pontesbury Pavilion @ 6.30pm
12 th February 2024	Pontesbury Pavilion @ 6.30pm
11 th March 2024	Annual Parish Electors Meeting – Pontesbury Public Hall @ 6.30pm
8 th April 2024	Pontesbury Pavilion @ 7.30pm
13 th May 2024	Annual Council Meeting - Pontesbury Pavilion @ 7.30pm

Planning Committee Meetings – all meetings start at 6.30pm	
Date	Venue
5 th June 2023	Pontesbury Pavilion
3 rd July 2023	Pontesbury Pavilion
7 th August 2023	Pontesbury Pavilion
4 th September 2023	Pontesbury Pavilion
2 nd October 2023	Pontesbury Pavilion
6 th November 2023	Pontesbury Pavilion
4 th December 2023	Pontesbury Pavilion
2 nd January 2024	Pontesbury Pavilion

5 th February 2024	Pontesbury Pavilion
4 th March 2024	Pontesbury Pavilion
1 st April 2024	Pontesbury Pavilion
6 th May 2024	Pontesbury Pavilion

Pavilion Committee Meetings – all meetings start at 6.30pm	
Date	Venue
19 th June 2023	Pontesbury Pavilion Meeting Room
17 th July 2023	Pontesbury Pavilion Meeting Room
August	No Meeting
18 th September 2023	Pontesbury Pavilion Meeting Room
16 th October 2023	Pontesbury Pavilion Meeting Room
20 th November 2023	Pontesbury Pavilion Meeting Room
18 th December 2023	Pontesbury Pavilion Meeting Room
15 th January 2024	Pontesbury Pavilion Meeting Room
19 th February 2024	Pontesbury Pavilion Meeting Room
18 th March 2024	Pontesbury Pavilion Meeting Room
15 th April 2024	Pontesbury Pavilion Meeting Room
20 th May 2024	Pontesbury Pavilion Meeting Room

11.23 Financial Regulations and Standing Orders

After a proposal by Cllr Evans, seconded by Cllr Trow, it was **RESOLVED** to accept the Standing Orders and Financial Regulations as they stand.

12.23 Policy

After a proposal by Cllr Jones, seconded by Cllr Evans, it was **RESOLVED** to approve the policy regarding eye tests and purchase of spectacles for display screen equipment (DSE) users.

2005 Cllr Hignett arrived

13.23 Poles Coppice

13.23.1 Poles Coppice Woodland Heritage Event. After a proposal from Cllr Pritchard and seconded by Cllr Jones, it was **RESOLVED** that Pontesbury Parish Council would provide £350 funding towards the Poles Coppice open day in September, with a Woodland Heritage theme, which would pay for one demonstrator.

13.23.2 Poles Coppice Annual Funding Agreement. After a proposal from Cllr Pritchard and seconded by Cllr Jones, it was **RESOLVED** that Pontesbury Parish Council would continue to support Shropshire Council's Management & Maintenance of Poles Coppice Countryside Heritage Site with an annual sum of £2,000 paid in November 2023.

14.23 Police Matters – received after Item 6.23

PCSO Sarah Edwards reported that:

- The Safer Neighbourhood Team (SNT) had looked into the matter of a recovery truck parked in Stallion Road and confirm that the vehicle is legal and parked in a safe place on the street.
- A resident had reported that a large tree stump had been rolled down Pontesbury Hill which narrowly missed their house and car. The SNT had spoken to the resident and will challenge and groups of people who go up the hill.
- Reports had been received by parish councillors of cars parked too near junctions – PCSO Edwards reminded the meeting that cars should be parked 10m or 33feet away from a junction. The Police will keep an eye on junctions in the area and issue

a P20 polite notice to offenders in the first instance, should the parking continue the offenders will receive an B20 advisory notice.

The Parish Council thanked PCSO Sarah Edwards for attending.

15.23 Community Report

The Good Neighbours Scheme had held a Coronation Coffee Morning in the Public Hall with approximately 50 people attending. Luncheons in the Public Hall had stopped for the summer and resume in the autumn.

The parish council thanks Cllr Sharon Davies and all the volunteers for the great work they all do with the Community Good Neighbour's Scheme.

16.23 Shropshire Council Member Report

Shropshire Councillor Roger Evans reported that:

- Place Plans – a meeting had been held with Shropshire Clerks on 17th April regarding a new consultation round for Place Plans.
- Levelling Up – Shropshire Council had applied for £95m from the Government's Levelling Up Fund and received £18m - £15m for the Smithfield regeneration and £3m for the station gyratory. Shropshire will be funding £3m as match-funding, borrowed the Public Works Board and will be paying back £300,000pa.
- Local Government Boundary Commission report had been published, but had not followed what Shropshire Council requested. Bayston Hill & Burnell to be one division with two Councillors. Shropshire Council are looking at parish council boundaries in the later summer/autumn
- The Local Enterprise Partnership (LEP) has been wound up and discussions are taking place on how the remaining funds will be used. Some of the funding has been allocated to the NW relief road. Shropshire Council are likely to decline the offer to join West Midlands Local Authority LEP.
- Dark Skies motion – Shropshire Council are to be proactive on sustainable lighting, light pollution and sustainability.
- A bid to Department of Transport for £18m was made to provide a public subsidy, but the bid was turned down. The Department of Transport visited Shropshire and Shropshire Council are now looking at demand-led response public transport.
- Solar Farms – Shropshire Council are now expecting a community contribution from solar farm owners.

Shropshire Councillor Roger Evans received the following questions:

- Have the Environment Agency visited Budget Skips?
- Please can assurance be given that funds received specifically to repair pot-holes has been ring-fenced for this purpose. It was confirmed that the funds have been spent within the criteria applied for.
- Meole Brace P&R – a decision has been made to suspend the park and ride service due to travellers parking.

17.23 Planning

17.23.1 After a proposal from Cllr Evans, seconded by Cllr Trow, it was **RESOLVED** to adopt the minutes of the Planning Committee meeting held on 3rd April 2023.

17.23.2 Cllr Hodges, Chairman of the Planning Committee updated the Council:

- 5 applications were discussed and 2 applications were opposed:

- A proposal on the former Balti Spice site to convert the building into 3 flats was opposed due to over-development and unsatisfactory parking.
- Proposed development of 2 houses in Hinton Lane were opposed as they are outside the boundary area.
- Linley Avenue proposal to clad some properties will not be taken forward.

18.23 Pavilion

After a proposal from Cllr Windows, seconded by Cllr Trow, it was **RESOLVED** to approve the following updated documents:

18.23.1 Updated Pavilion Risk Assessment

18.23.2 Updated Pavilion Continuity Plan

19.23 Statutory Business & Finance

19.23.1 Receipts totalling £281,670.02 were noted.

19.23.2 Payments totalling £21,295.08 (2023-2024 FY) and £933.72 (2022-2023 FY) were noted.

After a proposal by Cllr Windows, seconded by Cllr Gregory, it was **RESOLVED** to approve & sign the receipts and payments as listed.

19.23.3 After a proposal from Cllr Lewis, seconded by Cllr Pritchard, it was **RESOLVED** to pay Lanyon Bowdler LLP the sum of £5,677.71, payment for legal fees in relation to the transfer of public open spaces from Shropshire Homes.

19.23.4 After a proposal from Cllr Fletcher, seconded by Cllr Pritchard, it was **RESOLVED** to pay quarterly, the annual Joint Energy Agreement sum of £8,084.06 plus VAT.

19.23.5 After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED** to approve the employment of a project manager for the streetlight project, for 3 months at 10 hours per month at £25/hour = £250 per month & £750 in total, which will be claimed back from the key person insurance policy.

19.23.6 After a proposal from Cllr Gregory, seconded by Cllr Trow, it was **RESOLVED** to approved to pay the annual ALC fees of £1,395.54.

20.23 Clerk's Report

A report from the Acting Parish Clerk on outstanding matters and action taken since the last Council meeting was received.

21.22 Parish Business

- Cllr Trow proposed continued thanks to Acting Clerk, Nicola Young.
- Cllr Sandells reported that:
 - the Cruckton Village Hall AGM was taking place on 24th May at 6.30pm.
 - A Coronation Dinner was held in the Village Hall which was greatly enjoyed.
 - Concerns about Budget Skips continue, regarding pollution and parking in the village hall car park.
 - St Thomas & St Anne's CE Primary School would like to submit articles to the Pontesbury Parish Newsletter – Cllr Sandells to liaise with the school.
- Cllr Gregory had made statements about Facebook pages, which Facebook page – the matter will be raised at the next meeting.
- Cllr Jones raised the following points:
 - From the Hanwood 30mph limit to Cruckton, the pathway is narrow and needs to be cleared and opened up. The pathway is within the 60mph zone and does not meet the minimum width of 1.2m.

- Any person undertaking grounds maintenance work on the highway needs the appropriate insurance.
- Cllr Windows requested an update on the Hall Bank road changes. In response, Cllr Hignett reported that Severn Trent want a £30k bursary to in case pipes are damaged. WSP have marked drainage channels at the junction, things are moving forward.
- Cllr Evans reported that:
 - St Thomas & St Anne's CE Primary School in Hanwood had received a grading of Good following an Ofsted inspection.
 - Plealey Residents Association had held a Coronation event where 91 people had attended.
 - Shropshire Council currently have a consultation running with a view to cancelling over 16 transport to colleges.
- Cllr Hodges reported that a concerned resident had voiced their concerns regarding a development at Romney House concerning a large wood store for a bio mass boiler – Cllr Hodges will bring this to the attention of Shropshire Council Planning Enforcement.
- Cllr Lewis reported that the contractor cutting the play area has to travel around the village to the public open space. He proposed installing a gate in the gap from the play area to the public open space. This item is to be added to the next Council meeting agenda.

2223 Date and Time of Next Meeting. The next meeting of Pontesbury Parish Council will be held on Monday 12th June 2023 in the Cruckton Village Hall starting at 7.30pm.

The meeting closed at 2100

Signed:
Chairman Pontesbury Parish Council

Date: