

PONTESBURY PARISH COUNCIL



Full Council Meeting held at Habberley Village Hall on Monday 10th July 2023 at 7.30pm

PRESENT

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

Clerk of the Meeting: Debbie Marais

Public present: 4 members of the public and PC Richard Walters

43.23 Apologies for Absence

Apologies for absence were received from Cllr P Heywood

44.23 Declarations of Interest and Dispensations

44.23.1 Cllr Davies reported an ordinary interest in relation to Agenda Item 19, Pontesbury Sports Association, being Secretary of Pontesbury Sports Association.

44.23.2 Cllr Evans reported an ordinary interest in relation to Agenda Item 11 Safer Speed Shropshire, being the Chair of Hanwood Parish Council.

45.23 Public Questions and Comments

45.23.1 **Resident of School Green** wished to raise extreme concern about physical and verbal abuse of School Green residents and their fears of personal safety. There were also concerns about alcohol and drug misuse. The matter had been brought to the attention of the local policing team and the parish council and the resident wished to know what action would be taken to help residents.

46.23 Minutes of Council

After a proposal from Cllr Pritchard, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve the Minutes of the Parish Council Meeting held on 12th June 2023. Cllr Fletcher thanked Cllr Hignett for chairing the meeting.

47.23 Police Matters PC Richard Walters responded to public concerns raised:

He informed those present that where crimes were officially reported they were being formally investigated. The policing team are working with HousingPlus management and the local warden on site, and will be having a joint meeting to visit all of the residents involved, individually. The Policing team will take forward any criminal incidents and HousingPlus will look at any issues with tenancy agreements. The team would be increasing their patrols where possible and the Neighbourhood Crime team would also visit residents. PC Walters had also notified the area police Inspector. PC Walters urged local residents to report incidents as this builds evidence of need for police personnel in the area. PC Walter assured Cllrs and residents present that these issues are a priority for the police and would communicate with residents that their fears and concern have been noted and are being

investigated. Any complaints about the service offered by the police should be directed to the area Inspector or Duty Sargent. Cllr Hignett expressed his desire to join the upcoming meeting with HousingPlus and policing team. PC Walters reminded those present that only the police and HousingPlus have the authority to take any action. The local warden is keeping documentation on any reported incidents.

Cllr Jones asked if it would be possible to ask the One Stop Shop to refuse to serve alcohol to named individuals and Cllr Gregory asked if it would be possible to put a Public Space Protection Order in place for School Green and the Station Road play area, which was also a known problem area. PC Walters said that patrols have been increased around the play area and that the team were working with local schools and pupils on the anti-social behaviour in that area. For a PSPO to be put in place there would need to be sufficient evidence and again PC Walters urged people to report any incidents through 101 or online. Cllr Fletcher said that the picnic tables at the play area have been moved into the centre of the play area where there is greater visibility and wished to thank local residents who had been helping with litter picking. Cllr Fletcher also thanked the local policing team for the additional patrols.

Cllr Lewis raised concern about residents not getting through to 101 and Cllrs asked for this to be raised by Cllr Evans at his upcoming meeting with the Police & Crime Commissioner. PC Walters will also raise this matter and report back to the September council meeting. Cllr Pritchard raised concerns generally about public sector bodies not responding in a timely matter to enquiries.

Cllr Windows asked for HousingPlus and the police to reassure School Green residents and ensure that residents have emergency contact numbers for reporting incidents.

47.23.1 After a proposal by Cllr Gregory, seconded by Cllr Trow, all in favour, it was **RESOLVED** to approve delegated authority to Cllrs Fletcher, Trow, Hignett and Pritchard to complete the OPCC annual survey

47.23.2 It was agreed that the councillors felt that the following should remain policing priorities for the area

- Drug issues – in particular around School Green and Poles Coppice
- Anti-social behaviour around School Green and the play area
- Speeding along the A488
- Rural Crime

48.23 Community Report Cllr Sharon Davies reported on behalf of Rea Valley & Pontesbury Community Good Neighbours Scheme:

- 3 emergency food parcels have been delivered in Minsterley and Pontesbury
- CGNS have collected and delivered 9 prescriptions
- 3 controlled drug deliveries for end of life (has to be delivered by certain volunteers)
- 3 transport issues – Oswestry hospital taxi, two trips to Doctors. CGNS paid £100 in taxi fares
- 4 mental health signposting
- The Coffee Mornings are still well supported
- The Gentlemen's Group is still running at the Pavilion, this now has a waiting list.
- The Coffee & Chat Group, which is a small group for people who have recently lost a family member and cannot face a larger group, runs every Wednesday at the Pavilion
- 3 volunteers supported carer's group as Age UK didn't have any volunteers and CGNS/Coop paid for the buffet

- Been approached by both schools for food parcels before the summer holidays – 16 bags for Minsterley school and 4 bags for Pontesbury Primary School. Each bag is worth £15.50

Cllr Fletcher wished to record thanks on behalf of the parish council to everyone involved in CGNS. Cllr Davies also added that the committee are struggling to find much needed, additional volunteers.

49.23 Shropshire Council Member Report Shropshire Councillor Roger Evans reported:

- Shropshire Council Finances the Council is on target to save over £50 million from its Annual Budget.
- Pest Officers there is discussion about SC ceasing to offer this service
- Boundary Commission The consultation period closes today with a decision forthcoming on 3rd October 2023.
- North West Relief Road issues have been raised by the Environment Agency and so the application will not go to the July Planning Committee as planned.
- Flexibus there is to be a pilot project in the Longden area
- Quarry Swimming pool the opening has been pushed back to September
- Blue Badge delays Cllrs are concerned that SC staffing issues are causing delays in the issuing of blue badges. There is national discrepancies in how local authorities authorise use of blue badges for parking
- Housing grant for refugees a grant has been received by SC for Afghan refugees
- Vapes/Glyphosphate there are motions to council about banning the sale of disposable vapes and use of Glyphosphate other than in certain areas
- Licensing policy there is a public consultation currently

50.23 Planning

50.23.1 After a proposal from Cllr Hodges, seconded by Cllr Lewis, all in favour, it was **RESOLVED** to receive and adopt the minutes of the Planning Committee meeting held on 5th June 2023.

50.23.2 Cllr Hodges, Chairman of the Planning Committee gave a verbal update on the planning committee meeting held on 3rd July which was **NOTED**.

50.23.3 SC have finished the revisions to the Neighbourhood Plan recommended it by the external examiner. The plan will go to SC cabinet on 19th July and if it is approved then the provisional date for the Referendum will be 7th September. The final version is available for viewing from 12th July when papers for cabinet are released for public viewing. There is detailed guidance available for parish councils during the period leading up to the Referendum. Parish councillors will be given a briefing paper on this once the date for the Referendum has been officially announced. There is a NP Steering Group meeting on 25th July when the guidance will be considered.

51.23 Statutory Business/Finance

51.23.1 £1,900.46 income was noted.

51.23.2 After a proposal by Cllr Pritchard, seconded by Cllr Hignett, all in favour, it was **RESOLVED** that £17,009.34 expenditure be approved as listed.

51.23.3 After a proposal by Cllr Pritchard, seconded by Cllr Hignett, all in favour, it was **RESOLVED** that approval be given for the payment of legal fees from PCB solicitor of £2,230.50 (inc. VAT) for the Trading Post lease with Pontesbury District Gardener's Association.

51.23.4 After a proposal by Cllr Fletcher, seconded by Cllr Pritchard, all in favour, it was **RESOLVED** that approval be given for a payment of £2099 (inc. VAT) for Lanyon Bowdler for the PCC lease work.

51.23.5 After a proposal by Cllr Trow, seconded by Cllr Hignett, all in favour, it was **RESOLVED** that approval be given for a payment of £673.92 (inc. VAT) to Starboard Systems for the Scribe accounting software package for 2023-24

51.23.6 After a proposal by Cllr Hignett, seconded by Cllr Windows, it was **RESOLVED** that approval be given for a payment of £228 to Information Solutions/Web Orchard for 2023-24 hosting of parish council website

52.23 Parish Council Boundary Working Group

Cllrs Gregory, Fletcher, Hignett, Trow, Pritchard, Hodges, Jones and Sandells were nominated for the Parish Council Boundary Working Group

53.23 Safer Speed Shropshire

After a proposal by Cllr Jones, seconded by Cllr Trow, all in favour, it was **RESOLVED** to approve annual payment to Hanwood Parish Council towards the additional pay for the Hanwood Parish Clerk for work associated with the ANPR project. The payment of £542.53 (subject to any NJC pay awards) for 2023-24 would be paid in early April 2024 to Hanwood Parish Council. The Parish Clerk would be paid the additional money through Hanwood PC payroll system. The arrangement would be reviewable annually.

54.23 Streetlight Working Group - report from July meeting of Working Group received by Councillors.

After a proposal by Cllr Hignett, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve the following recommendations:

54.23.1 All remaining streetlights be converted to LED at an estimated cost of £26,040

54.23.2 An additional £5,000 to be allocated from CIL Neighbourhood Fund to bring the total monies available for the project to £30,000

54.23.3 Delegated authority to the existing Streetlight Working Group, with officers, to undertake the tender process and make a recommendation to Full Council at the September meeting.

55.23 Parish Council Internal Control Policy and Statement of Internal Financial Controls

After a proposal by Cllr Window, seconded by Cllr Hodges, all in favour, it was **RESOLVED** that approval be given for the Internal Control Policy and Statement of Internal Financial Controls as updated by Clerk

56.23 Community Infrastructure Levy

After a proposal by Cllr Window, seconded by Cllr Lewis, all in favour, it was **RESOLVED** to approve that the CIL Neighbourhood Fund Monitoring Form be amended to show £30,000 allocated for Streetlight conversion and then signed by Clerk/Chair and returned to Shropshire Council

57.23 Parish Council Insurance 2023-2024

After a proposal by Cllr Pritchard, seconded by Cllr Windows, all in favour, it was **RESOLVED** that approval be given for the following:

57.23.1 Delegated authority to Cllrs Fletcher, Trow, Hodges and Clerk/Finance Officer to review insurance renewal documents and report back to September Full Council meeting

57.23.1 Following consideration of quotes, Company 2 would be appointed to carry out a desk survey, for revaluation purposes, of The Pavilion, Trading Post, Public Toilets, Sports Pavilion and two bus shelters. The buildings were valued more than four years

previously, other than the Trading Post (3 years ago) and the insurance best practice is revaluation every three years. The cost would be £700 plus VAT.

58.23 Public Toilets

Four local companies had been approached to give quotes for a three year contract to clean the public toilets. Two quotes were received. Council considered the quotes and after a proposal by Cllr Window, seconded by Cllr Hodges, all in favour, it was **RESOLVED** that approval be given for the following:

58.23.1 Company 2 would be awarded the contract for 2023- 2026, at an annual cost of £3965.46 plus VAT. The costs would be reviewed annually based on Retail Price Index.

58.23.2 Delegated authority to Clerk/Cllr Fletcher to purchase a new lock for the men's toilet door

59.23 Health & Safety Matters - None

60.23 Pontesbury Flower beds

After a proposal by Cllr Hignett, seconded by Cllr Lewis, all in favour, it was **RESOLVED** that approval be given for delegated authority to Cllrs Fletcher, Lewis, Hignett and Clerk to oversee Shrewsbury Town Council planting for the flower beds until April 2024 with a maximum budget of £1200

61.23 Pontesbury Sports Association presentation

Tim Barber (Chair PSA) gave a presentation about the plans for upgrading the internal changing rooms to bring them up to Health & Safety standards. There is already a grant in place from the English Cricket Board towards the costs involved. There is a shortfall of £5000. The Sports Association would bring detailed costs, other funding efforts made and a request for a funding contribution by the parish council to the September Full Council meeting. Mr Barber to liaise with Clerk/Cllr Fletcher before the September meeting.

62.23 Clerk's Report

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

63.23 Parish Business the following parish business was reported:

- Cllr Jones Concerns about the mowing of the cycleway verges. Cllr Fletcher will take this up in his meeting with Derek Furlong (SC)
Lawrence Park – concerns about the work on the railway embankment which was stripped but not reinstated. Cllr Hignett will follow this up
- Cllr Gregory Concern about overgrown verges e.g opposite Fairwood.
Had been asked by Primary School to obtain an update on the school bus park project. Cllr Hignett would follow this up
- Cllr Manning Concern about hedges not being cut in Asterley
- Cllr Lewis Concern about the Pontesbury post office being under threat of closure. The matter would be included in the September newsletter
Hall Bank – the fence at the bottom of Hall Bank on the boundary with the estate has been damaged. Cllr Lewis felt it should be concreted in.
- Cllr Hignett Reported that in response to complaints about sight lines in the new bus stop on Minsterley road Shropshire Homes will put a window in the side elevation
- Cllr Fletcher Reported to council some comments by local residents on how pleased they were with the grass cutting and flower beds on School Green

64.23 Exclusion of the Press & Public After a proposal by Cllr Hignett, seconded by Cllr Trow, all in favour, it was **RESOLVED** that exclusion of the Press & Public be made 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).

65.23 Personnel Committee meeting held on 26th June 2023

After a proposal by Cllr Trow, seconded by Cllr Fletcher, all in favour, it was **RESOLVED** that approval be given for the following recommendations from the Personnel Committee meeting:

65.23.1 Support for the phased return to work for the Clerk as recommended by SC Occupational Health and Clerk's GP

65.23.2 Retrospective approval for Deputy Clerk remaining as Acting Clerk until 30th June 2023

65.23.3 Delegated authority to Cllrs Fletcher, Trow and Deputy Clerk to review the insurance for the key person claim and submit the claim when appropriate.

Cllr Fletcher wished to formally record the Parish Council's thanks to the Deputy Clerk for taking on the additional responsibilities during the Clerk's absence.

66.23 Date and Time of Next Meeting. The next meeting of Pontesbury Parish Council will be held on Monday 11th September 2023 in the Pavilion, Hall Bank, starting at 7.30pm.

The meeting closed at 21.14pm

Signed:
Chairman Pontesbury Parish Council

Date: