

## PONTESBURY PARISH COUNCIL



### **Full Council Meeting held in Pontesbury Pavilion on Monday 10<sup>th</sup> January 2022 at 6.30pm**

#### **PRESENT**

Cllr D Fletcher, Cllr N Hignett, Cllr P Heywood, Cllr N Lewis, Cllr A Hodges, Cllr M Trow, Cllr R Evans, Cllr D Jones, Cllr C Sandells, Cllr L Charles and Cllr S Davies

**Clerk of the Meeting:** Debbie Marais

**In attendance:** No members of the public present

#### **149.21 Apologies for Absence.**

Apologies for absence were received from Cllr C Robinson, Cllr N Manning, Cllr D Gregory and Cllr J Pritchard

**150.21 Declarations of Interest and Dispensations.** Cllr M Trow declared a financial interest in Agenda Item 11.1 Pavilion Steering Group recommendation for a new side gate for The Pavilion

**151.21 Public Questions and Comments.** None

**152.21 Minutes of Council.** The minutes were submitted and circulated as read. After a proposal by Cllr N Lewis, seconded by Cllr N Hignett, it was **RESOLVED that the minutes of the Pontesbury Parish Council meetings, held on 13<sup>th</sup> October and 8<sup>th</sup> November 2021, be approved and signed as a correct record.**

**153.21 Police Matters.** PC Simon Lewis was unable to attend but had sent a report read out by Clerk including the following:

- A thank you to the parish council (and staff) and the library staff for helping the team to settle into The Pavilion.
- Speeding – PC Simon Lewis had been carrying out speed enforcement on the main road into the village from Shrewsbury and had been issuing warnings for minor speed related issues.
- There had been a domestic incident in the village and a member of the public had needed to seek refuge in The Pavilion whilst the matter was dealt with. PC Lewis wished to thank the staff who had assisted and wished to highlight the incident as an indication of how important it is for the policing team to be based in the community.

Clerk reported that a response to the letter to the PCC about police team staffing levels, had been received. It was not a PCC matter but the letter had been forwarded to the policing lead for Shropshire, Superintendent Bill, for his information. No response from Superintendent Bill had been received as yet.

Cllrs Sandells and Evans reported on a recent parking situation outside Hanwood School when vehicles were parking illegally on the pavement around the school. PC Lewis had

taken action against owners of cars involved. It was felt that the parking around the school needs to be looked at further

#### 154.21 SHROPSHIRE COUNCIL MEMBER

Cllr R Evans gave a verbal report including:

**Omicron variant and impact on businesses** — Businesses most impacted on by the Omicron variant can claim help from Shropshire Council and there is welfare support in place for individuals adversely affected.

**Budget consultation** – a budget consultation is in progress. Areas where savings are highlighted include the Library Service where savings of £191,931 are proposed to be made

**Oxon Park and Ride** – will include a stop at the Royal Shrewsbury Hospital in the future

**Avian Flu** - is active in the area

**Shirehall closure** – there is no heating currently in Shirehall and all staff had to find alternative accommodation. Some scrutiny meetings have been cancelled which is causing concern amongst councillors.

**Taxbase meeting** – to be agreed on Thursday 13<sup>th</sup> January

**Swimming pools** – the capital strategy includes funds for a new swimming pool at Sundorne. There is no capital provision during the next five years, in the strategy, for replacing the Quarry swimming pool although the cabinet member is still committed to replacing the Quarry pool in the future.

#### 155.21 PLANNING

- a. After a proposal by Cllr Hodges, seconded by Cllr Trow, it was **RESOLVED to receive and adopt the minutes from the Planning Committee meeting held on 1<sup>st</sup> November 2021.**
- b. Cllr Hodges, Chairman of the Planning Committee gave a verbal report which was **NOTED.**

#### 156.21 Statutory Business/Finance

- a. Income to Lloyd's Pavilion Account as noted as a total of £100.00  
Income to Unity Bank Account noted as £20,561.88 (includes £19,569.30 reimbursement from Shropshire Council Local CIL Fund for the solar lighting project) **NOTED.**
- b. After a proposal by Cllr N Hignett, seconded by Cllr C Sandells it was **RESOLVED to approve all payments listed below.**

Pavilion Lloyds account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Transfer to Unity account	CIL local fund reimbursement for solar lighting project paid into Pavilion account in error	<b>19569.30</b>	<b>0.00</b>	<b>19569.30</b>	<b>Transfer</b>
CNG	October 21 Gas bill	77.88	3.89	<b>81.77</b>	<b>DD</b>
Shropshire Council	Business rates Pavilion December 2021	1435.00	0.00	<b>1435.00</b>	<b>PB/P96</b>
Shropshire Council	PSG Property Management charge 21-22 and out of hours charge	800.00	160.00	<b>960.00</b>	<b>PB/P97</b>
Amazon	wireless keyboard, mouse, computer riser for Building Assistant	43.34	8.66	<b>36.57</b>	<b>PB/P98</b>

J.D.E Electrical	Fitting PIR light outside Pavilion	191.80	0.00	<b>191.80</b>	<b>PB/P99</b>
Bregg Products	Chair trolley	125.00	25.00	<b>150.00</b>	<b>PB/P100</b>
Border janitorial supplies	Nappy and hygiene emptying November 21	20.00	4.00	<b>24.00</b>	<b>PB/P101</b>
Border janitorial supplies	cleaning materials	66.77	13.36	<b>80.13</b>	<b>PB/P102</b>
Paperwrite	printer cartridge and various stationery November 21	30.47	0.00	<b>30.47</b>	<b>PB/P103</b>
Room hire refund	Refund for cancelled birthday party	45.00	0.00	<b>45.00</b>	<b>PB/P104</b>
Shropshire Council	Automatic door repairs	96.90	19.38	<b>116.28</b>	<b>PB/P105</b>
Border janitorial supplies	Nappy and hygiene emptying December 21	20.00	4.00	<b>24.00</b>	<b>PB/P106</b>
Paperwrite	Ink cartridges and rubber bands	45.88	9.18	<b>55.06</b>	<b>PB/P107</b>
Berrys	professional services 31/3/21-30/11/21 + expenses	540.00	108.00	<b>648.00</b>	<b>PB/P108</b>
Anna Lawson	expenses dec21-jan22	3.99	0.00	<b>3.99</b>	<b>PB/P109</b>
	<b>Total</b>			<b>3,882.07</b>	

Unity account payments:

<b>Supplier/Payee</b>	<b>Service</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Cheque No</b>
Veolia	Refuse collection (Pavilion) 01/10/2021-31/10/2021	26.97	5.39	<b>32.36</b>	<b>DD</b>
SSE Swalec	Qtr 3 2021-22 electricity public toilets	95.43	4.77	<b>100.20</b>	<b>DD</b>
Good Neighbours Scheme	Payment for volunteers thank you party	470.00	0.00	<b>470.00</b>	<b>B/P664</b>
Highline	Repair of streetlights October 2021	42.00	8.40	<b>50.40</b>	<b>B/P665</b>
Staff Salaries	Salaries December 2021	4031.71	0.00	<b>4031.71</b>	<b>B/P666-668</b>
Parish Clerk	Expenses 07/11/2021-12/12/2021	171.62	0.00	<b>171.62</b>	<b>B/P669</b>
Deputy Clerk	Expenses 07/11/2021-12/12/2021	238.77	0.00	<b>238.77</b>	<b>B/P670</b>
Shropshire Council	Pension payment for Parish Council staff December 2021	1347.36	0.00	<b>1347.36</b>	<b>B/P671</b>
Duncan Fletcher	Chairmans allowance 2021	320.00	0.00	<b>320.00</b>	<b>B/P672</b>
HMRC	Quarter 3 2021-22 paye/NI payments	3139.79	0.00	<b>3139.79</b>	<b>B/P673</b>
M.I & T.E.M Pritchard	Grounds maintenance November 2021 including strimming footpath and extra work on School Green	273.33	54.67	<b>328.00</b>	<b>B/P674</b>
Cavendish Cleaning	Public toilet cleaning November 2021	195.00	39.00	<b>234.00</b>	<b>B/P675</b>
New Era Printing	December newsletter	435.00	0.00	<b>435.00</b>	<b>B/P676</b>

Gillian Bailey	Finance and budget support/training and mileage	113.60	0.00	<b>113.60</b>	<b>B/P677</b>
Shropshire Design & print	Neighbourhood Plan consultation banner	32.99	6.60	<b>39.59</b>	<b>B/P678</b>
Michelle Trow	Administration work for Neighbourhood Plan	100.00	0.00	<b>100.00</b>	<b>B/P679</b>
SALC	Introduction to Planning training for Cllr M Trow sept 21	95.00	0.00	<b>95.00</b>	<b>B/P680</b>
Shroptech	various IT support with Cllrs emails, set up in Pavilion, printer for Deputy Clerk, hosting of NP/Pavilion website etc.	1028.00	0.00	<b>1028.00</b>	<b>B/P681</b>
Highline	Various streetlight repairs and LED fittings - November 21	828.00	165.60	<b>993.60</b>	<b>B/P682</b>
Information solutions	Domain name renewal for parish council website	28.78	5.76	<b>34.54</b>	<b>B/P683</b>
Information solutions	Accessibility audit and statement for parish council website	300.00	60.00	<b>360.00</b>	<b>B/P684</b>
SLCC	Deputy Clerk to attend practitioners conference Feb 22	75.00	15.00	<b>90.00</b>	<b>B/P685</b>
JDH Business Services Ltd	Data Protection Officer services 2021-22	402.80	80.56	<b>483.36</b>	<b>B/P686</b>
Shropshire Council	Joint energy costs Qtr 3 2021-22	1155.64	231.13	<b>1386.77</b>	<b>B/P687</b>
SALC	Charitable trusts training for Cllr Fletcher	50.00	0.00	<b>50.00</b>	<b>B/P688</b>
Tony Bishton	replanting islands Oct 21-May 22 - interim payment	500.00	0.00	<b>500.00</b>	<b>300078</b>
Veolia	Refuse collection (Pavilion) 01/11/2021-30/11/2021	33.96	6.79	<b>40.75</b>	<b>DD</b>
SSE Swalec	Street light electricity Qtr 3 2021-22	15.07	0.75	<b>15.82</b>	<b>DD</b>
Parish Council staff	January 2022 Staff Salaries	4031.71	0.00	<b>4031.71</b>	<b>B/P689-691</b>
Parish Clerk	Dec-Jan expenses	26.58	0.00	<b>26.58</b>	<b>B/P692</b>
Deputy Clerk	Dec-Jan expenses	55.16	0.00	<b>55.16</b>	<b>B/P693</b>
Shropshire Council	Pension payment for Parish Council staff January 2022	1347.36	0.00	<b>1347.36</b>	<b>B/P694</b>
M.I & T.E.M Pritchard	Grounds maintenance December 2021	193.33	38.67	<b>232.00</b>	<b>B/P695</b>
Cavendish Cleaning	Public toilet cleaning December 2021	210.00	42.00	<b>252.00</b>	<b>B/P696</b>
New Era Printing	January 2022 newsletter	435.00	0.00	<b>435.00</b>	<b>B/P697</b>
Highline	December streetlight repairs	242.00	48.40	<b>290.40</b>	<b>B/P698</b>
GR Consultancy Service Ltd and Associates	Staff review December 2021	350.00	0.00	<b>350.00</b>	<b>B/P699</b>
Lawrence's Sally Rogers/Clare Morgan	November 2021 printing flyers	30.00	0.00	<b>30.00</b>	<b>B/P700</b>

SLCC	2022 membership for Clerk	270.00	0.00	<b>270.00</b>	<b>B/P701</b>
Paperwrite	paper for Planning Chairman and Clerk	32.89	6.58	<b>39.47</b>	<b>B/P702</b>
Paperwrite	Ink cartridge for NP printing	14.95	2.99	<b>17.94</b>	<b>B/P703</b>
SALC	SALC Budget setting 12/10/21	30.00	0.00	<b>30.00</b>	<b>B/P704</b>
SALC	SALC Code of Conduct training for Cllrs Trow, Charles, Davies	30.00	0.00	<b>30.00</b>	<b>B/P705</b>
	<b>Total</b>			<b>23,667.86</b>	

c. After a proposal by Cllr D Fletcher, seconded by Cllr R Evans it was **RESOLVED to APPROVE a payment of £270 for SLCC membership for Clerk**

d. Quarter 3 2021-22 budget monitoring report and bank reconciliations were deferred to the February meeting

e. The discussion about the 2022-23 budget was deferred to later in the meeting

f. After a proposal from Cllr L Charles, seconded by Cllr N Lewis it was **RESOLVED to approve that the Good Neighbours Scheme keep the £500 grant donated by the council for the volunteers' thank you event which was subsequently cancelled, for a future event to be planned**

#### **157.21 Retrospective approval for decisions made under delegated authority since the 8<sup>th</sup> November 2021 meeting.**

After a proposal from Cllr R Evans, seconded by Cllr N Hignett, it was **RESOLVED to approve the following decisions:**

<b>Date</b>	<b>Action</b>	<b>Comments</b>	<b>Cost</b>
4/11/2021	Transfer of £5000 from Unity Savings account to Unity current account		
9/11/2021	Transfer of £19,569.30 from Lloyds Pavilion account to Unity current account	Shropshire Council paid into Lloyds Pavilion account in error	
11/11/2021	New gas supplier for Pavilion – British Gas Lite	Length of contract	45p daily charge 8.35p per kwh
11/11/2021	Chair trolley for moving chairs at Pavilion		£125 + VAT
15/11/2021	Additional money for PIR light as test failed		Additional £65
15/11/2021	Microsoft Onedrive upgrade to business for Pavilion	Will include a task management system as well	£3.80/month
17/11/2021	HP Instant ink account	For Pavilion printer	£3.99/month
29/11/2021	Decision about how to use Welcome Back funds from Shropshire Council Kier streetscene work varnishing benches and parish noticeboard, weeding paths, jet washing road signs etc And benches/tables/umbrellas at The Pavilion plus raised beds for	Group given delegated authority at November meeting	Funds given are £6267

	community gardening project with Medical practice		
15/12/2021	Deputy Clerk to attend SLCC Practitioners conference in February 2022		£75
15/12/2021	To approve a donation of £150 under S.137 for Christmas lights for the Hall Bank Christmas tree and £150 for stand for Hall Bank Christmas tree		£300
15/12/2021	Purchase of a printer for Deputy Clerk		£200
23/12/2021	New sign for play area gate		£43.63

**158.21 FEEDBACK FROM THE JOINT CIL MEETING WITH HANWOOD PARISH COUNCIL.** Cllr R Evans declared an interest as Chair of Hanwood Parish Council. After a proposal from Cllr C Sandells, seconded by Cllr D Jones, it was **RESOLVED to approve the Terms of Reference for the Working Group and membership (Cllrs Fletcher, Hodges, Sandells, Heywood, Robinson, Trow) as prepared by Deputy Clerk.**

Cllr M Trow left the meeting

#### **159.21 Pavilion steering group**

- a. Written reports for December and January 2021 from the Deputy Clerk had been circulated and were **NOTED**. Cllr N Hignett felt that these reports on how the building is used and for what purposes, were useful.
- b. After a proposal from Cllr R Evans, seconded by Cllr N Lewis, it was **RESOLVED to APPROVE a quote for £1000 from Andrew Trow Metalwork for a new galvanized steel side gate for The Pavilion. This company was chosen as they were the only company that attended the site and measured the job to provide a specific quote, in line with the wishes of the customer.**

Cllr M Trow rejoined the meeting

#### **160.21 DISPENSATIONS FOR ABSENCE**

After a proposal from Cllr N Lewis and seconded by Cllr L Charles, it was **RESOLVED to APPROVE that for all future parish council meetings, Under Section 85 LGA 1972, reasons for absence relating to COVID-19 are approved for all Pontesbury Parish Council Parish Councillors (Cllrs D Fletcher, J Pritchard, N Hignett, R Evans, D Gregory, P Heywood, A Hodges, C Robinson, C Sandells, N Lewis, D Jones, S Davies, L Charles, N Manning and M Trow), to be reviewed in May 2022**

#### **161.21 REQUEST FOR FUNDING FOR ANPR PROJECT WITH HANWOOD AND MINSTERLEY PARISH COUNCILS**

After a proposal from Cllr R Evans, seconded by Cllr N Hignett, it was **RESOLVED to APPROVE the following;**

- a. In line with Financial Regulations para 14.2, Council give authority for the purchase the ANPR camera, and fund the ongoing costs of camera accreditation, expert support/DPO services by Mr Pedrick, and installation.

- b. Payment for Year 1, including purchase of the camera, installation & accreditation using the Earmarked Reserves for Speed Calming Measures = £5,000 with the balance being paid from CIL Neighbourhood Fund.
- c. Approve payment for Year 2 (cost of moving camera and any maintenance) from CIL Neighbourhood Fund.
- d. To approve £1,000 being added to the budget annually from 2023-24 for moving the camera once and ongoing maintenance.
- e. Resolve to override Financial Regulations in line with paragraph 11.1.a.ii, noting that the purchase is for a specialist item and service.

#### **162.21 STREETLIGHTS ON PONTESBURY HILL**

The parish council had received a request for additional streetlights on Pontesbury Hill. Cllr D Jones had examined the lighting and gave a verbal report which was **NOTED**. This matter was deferred to the Streetlight Working Group for their next meeting to discuss all the implications in more depth.

#### **163.21 RECOMMENDATIONS FROM FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 9<sup>TH</sup> DECEMBER 2021.**

- a. After a proposal by Cllr A Hodges and seconded by Cllr N Hignett it was **RESOLVED to APPROVE and sign the minutes of the F&GP meeting on 9<sup>th</sup> September 2021 as a correct record.**
- b. After a proposal by Cllr N Lewis and seconded by Cllr N Hignett it was **RESOLVED to APPROVE the amended Standing Orders as prepared by Clerk.**
- c. After a proposal by Cllr S Davies and seconded by Cllr A Hodges it was **RESOLVED to APPROVE the updated Parish Council Strategic Plan as prepared by Clerk**
- d. After a proposal by Cllr P Heywood and seconded by Cllr N Lewis it was **RESOLVED to APPROVE a parish council Credit or Debit card with a maximum spend of £500 for purchases which can only be made on a card**

#### **164.21 HEALTH & SAFETY MATTERS – None**

#### **165.21 PLATINUM JUBILEE WORKING GROUP**

A verbal report and update about the event planned for Sunday 5<sup>th</sup> June 2022 was given by Cllr S Davies and **NOTED**. After a proposal by Cllr C Sandells and seconded by Cllr N Lewis, it was **RESOLVED to APPROVE the following:**

- a. To run the Pontesbury Parish Platinum Jubilee Event as a Council event, to enable use of the Council's public liability insurance and bank account.
- b. To vire £2,250 from the Community Grants cost centre to Platinum Jubilee cost centre up to end of year.
- c. To earmark reserve any balance within the Platinum Jubilee cost centre for 2022-2023 financial year.
- d. Agree to transfer £250 from the Welcome Back Fund, to make the Council's contribution towards the event 50% of the anticipated costs. Parish Council's contribution = £2,500.
- e. Authorise delegated authority jointly to Councillors Duncan Fletcher, Nick Hignett and Roger Evans, to approve expenditure up to £2,000 for this event, which will be then be reported to Council at the following meeting. Council will also receive a budget heading report, also giving details of any income received through sponsorship.

#### **166.21 CLERK'S REPORT**

A verbal report from the Parish Clerk on outstanding matters, and action taken, since the last Council meeting was received and **NOTED**.

## **167.21 PARISH BUSINESS**

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

- i) Cllr C Sandells raised the issue of people walking along the A488 from a house of multiple occupancy in the Cruckmeole area and wished to request warning signs to be put up. Cllr R Evans would follow this up and Clerk was asked to report the issue to Shropshire Council as well.
- ii) A resident had requested help with gritting on Pontesbury Hill. Cllr N Hignett would contact SC to see if it could be added to the gritting schedule and if that was not possible would talk to local farmers and would respond to the resident in question.

**169.21 EXCLUSION OF THE PUBLIC** It was proposed by Cllr R Evans and seconded by Cllr M Trow and **RESOLVED to APPROVE** exclusion of 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).

## **170.21 RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE MEETINGS HELD ON 25<sup>TH</sup> NOVEMBER 2021 AND 6<sup>TH</sup> JANUARY 2022**

- a. After a proposal by Cllr A Hodges and seconded by Cllr N Hignett, it was **RESOLVED to APPROVE the minutes of the Personnel Committee meetings on 1<sup>st</sup> September 2021 and 25<sup>th</sup> November 2021 as a correct record.**
- b. After a proposal by Cllr M Trow and seconded by Cllr L Charles, it was **RESOLVED to APPROVE a Chester University student placement in April 2022.**
- c. After a proposal by Cllr D Jones and seconded by Cllr N Hignett, it was **RESOLVED to APPROVE the following employment policies: Dignity at work, Disciplinary and Grievance policy as prepared by Clerk**
- d. After a proposal by Cllr R Evans and seconded by Cllr D Jones, it was **RESOLVED to APPROVE £120 for FILCA training by member of staff**
- e. After a proposal by Cllr C Sandells and seconded by Cllr M Trow, it was **RESOLVED to APPROVE £35 for a wifi keyboard/mouse and laptop riser for Pavilion Building Assistant**
- f. After a proposal by Cllr A Hodges and seconded by Cllr L Charles, it was **RESOLVED to APPROVE the salary scale of scp 11-14 for the Pavilion Building Assistant**
- g. After a proposal by Cllr A Hodges and seconded by Cllr S Davies, it was **RESOLVED to APPROVE delegated authority to the Pavilion Management Group to obtain quotes for additional office space for parish council staff at The Pavilion**
- h. After a proposal by Cllr L Charles and seconded by Cllr D Jones, it was **RESOLVED to APPROVE an annual increment of 1 scp for parish council staff to take affect from 1 April 2022.**
- i. After a proposal by Cllr M Trow and seconded by Cllr D Jones, it was **RESOLVED to retrospectively APPROVE £350 for the engagement of Gwilym Rippon and Associates to undertake a staffing review for the parish council and associated report**
- j. After a proposal by Cllr D Fletcher and seconded by Cllr C Sandells, it was **RESOLVED to APPROVE the following recommendations (included in the staffing review report from Gwilym Rippon and Associates which were discussed and approved by the Personnel Committee on 6<sup>th</sup> January 2022):**
  - i) **Clerk's salary be increased to scp. 30 from 1 February 2022**
  - ii) **A Finance/Admin Officer be appointed on scp. 18 as soon as possible**



**iii) Delegated authority to the Personnel Committee to undertake recruitment of a Finance/Admin Officer**

**171.21 REMOVAL OF EXCLUSION OF THE PUBLIC-** It was proposed by Cllr L Charles and seconded by Cllr R Evans and **RESOLVED to APPROVE removal of the exclusion of the Press & Public.**

**172.21 FINANCIAL BUDGET FOR 2022-23.** The Clerk presented members with an outline of expected expenditure for 2022-23 which was reviewed, including expenditure for the current and previous financial years. A budget recommendation prepared by the Finance and General Purposes Committee at the meeting on the 9<sup>th</sup> December 2021 was considered. Following a discussion it was proposed by Cllr D Fletcher and seconded by Cllr D Jones and unanimously: **RESOLVED to approve the budget as circulated with the agenda and levy a precept of £179,424 and for Cllr D Fletcher to sign the precept request form for Shropshire Council.**

**173.21 DATE AND TIME OF NEXT MEETING.**

It was agreed that the next Pontesbury Parish Council meeting will take place at The Pavilion at 6.30pm on Monday 14<sup>th</sup> February 2022.

The meeting closed at 19.55pm

Signed: .....  
Chairman Pontesbury Parish Council

Date: .....