

## **PONTESBURY PARISH COUNCIL**



### **Full Council Meeting held in The Pavilion on Monday 11<sup>th</sup> April 2022 at 7.30pm**

#### **PRESENT**

Cllr D Fletcher, Cllr N Hignett, Cllr M Trow, Cllr R Evans, Cllr J Pritchard, Cllr P Heywood, Cllr A Hodges, Cllr S Davies, Cllr N Manning, and Cllr D Gregory

**Clerk of the Meeting:** Debbie Marais

**In attendance:** None

#### **211.21 Apologies for Absence.**

Apologies for absence were received from and Cllr D Jones, Cllr C Sandells, Cllr L Charles and Cllr N Lewis

**212.21 Declarations of Interest and Dispensations.** Cllr Gregory and Cllr Davies declared an interest under 16ii on the agenda regarding parking restrictions on Bogey Lane.

**213.21 Public Questions and Comments.** None

**214.21 Minutes of Council.** The minutes were submitted and circulated as read. After a proposal by Cllr Pritchard, seconded by Cllr Trow, it was **RESOLVED that the minutes of the Extraordinary Pontesbury Parish Council meeting, held on 14<sup>th</sup> March 2022 be approved and signed as a correct record.**

**215.21 Police Matters –** Cllr Fletcher gave a verbal update informing the councillors that the Senior Neighbourhood Officer role had been reinstated. Clerk read out an email from West Mercia police asking the councillors to review their current concerns under the Local Policing Charter. The current concerns are:

- Speeding
- Anti-social Behaviour
- Drugs

Councillors asked the Clerk to respond to West Mercia asking for Rural Crime to be added to the list of concerns.

Councillors were also invited to join a meeting with Superintendent Stuart Bill, head of policing in Shropshire on Monday 25<sup>th</sup> April on zoom. Cllrs Fletcher and Hignett would attend on behalf of the council.

**216.21 Shropshire Council report –** Cllr Evans gave a verbal update including the following:

- New Shropshire Library Strategy has been agreed by Shropshire Council Cabinet and will be going out to consultation. Pontesbury Library will hold its own consultation
- Community Governance Review – a report will be published later in the year
- CIL briefings have been held recently – Cllr Fletcher and Deputy Clerk attended
- Local Plan – Stage 1 examination will take place in July

- Shirehall has been declared surplus to requirements
- SC have agreed to knock down Pride Hill and Riverside as phase 1 of the town redevelopments
- Future phases involve knocking down the Bus Station and multi-storey car park and redevelopment of Smithfield Rd.
- North West Relief Road – 14.5 million has been spent so far and a planning application is pending
- Jubilee celebrations – communities can apply to SC to close roads
- There have been in excess of 150 offers of accommodation to Ukrainian refugees
- SC were unsuccessful in their bid regarding improving bus services
- Fly-tipping – there is now a dedicated team of officers in place
- Business Boost programme – there are to be a series of webinars to help businesses bounce back from COVID

Cllr Evans was asked about the bus station – the new plan includes a commitment to a new bus station being built in phase 2, this is subject to further discussions which the parish council can comment on

Shirehall may be rented back by SC from any new owners, but a new Civic Centre is planned as part of the phase 2 of Shrewsbury redevelopment planned for 2026. Currently there is limited availability of space for staff in Shirehall as many top floors are not in use. Hot desking is available in other locations for all staff. The restaurant has been closed and all the staff made redundant.

A question was raised about who maintains the Shrewsbury Crematorium building – Cllrs Evans/Hignett would follow this up

A question was raised about the Community Governance review. Cllr Evans explained that a working party has been set up to look at parish council boundaries and the potential for amalgamating smaller parishes. SC is responsible for deciding on parish council boundaries.

## 217.21 Planning

- After a proposal by Cllr Hodges, seconded by Cllr Trow, it was **RESOLVED to receive and adopt the minutes from the Planning Committee meetings held on 7<sup>th</sup> February and 7<sup>th</sup> March 2022.**
- Cllr Hodges, Chairman of the Planning Committee gave a verbal report which was **NOTED** including an update on the statutory six-week consultation on the Neighbourhood Plan which comes to an end on 12<sup>th</sup> April 2022. The response to the consultation had been disappointing with only 50 responses. Cllr Hodges said that the consultation period had been extended for a further 2 weeks and it was hoped to reach at least 100 responses. Cllr Hodges urged Cllrs to use personal contacts to gain further responses. Cllr Fletcher thanked the Neighbourhood Plan Steering Group for all their hard work.

## 218.21 Statutory Business/Finance

- Income to Lloyd's Pavilion Account as noted as a total of £7111  
Income to Unity Bank Account since the February 2022 meeting of £4258.68 was **NOTED.**
- After a proposal by Cllr J Pritchard, seconded by Cllr Davies it was **RESOLVED to approve all payments listed below.**

### Unity payments for March:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No

Veolia	Refuse collection (Pavilion) 01/01/2022-31/01/2022	27.72	5.54	<b>33.26</b>	<b>DD</b>
SSE SWALEC	Qtr 4 2021-22 electricity supply School Green streetlights	299.93	14.99	<b>314.92</b>	<b>DD</b>
SSE SWALEC	Qtr 4 2021-22 electricity supply Public toilets	85.92	4.29	<b>90.21</b>	<b>DD</b>
Woodland Timber Products	5 trellis panels for Pavilion (to be reclaimed from Welcome Back Fund)	100.06	20.01	<b>120.07</b>	<b>B/P730</b>
Shropshire Council	Qtr 4 2021-22 Joint energy costs for streetlight electricity	1155.64	231.13	<b>1,386.77</b>	<b>B/P731</b>
Woodland Timber Products	3 planters for Pavilion (to be reclaimed from Welcome Back Fund)	205.56	41.11	<b>246.67</b>	<b>B/P732</b>
Shropshire Design & Print	New sign for play area	36.36	7.27	<b>43.63</b>	<b>B/P733</b>
KBS Depot	2 picnic tables for play area and outdoor coffee table for Pavilion (to be reclaimed from Welcome Back Fund)	1480.00	296.00	<b>1,776.00</b>	<b>B/P734</b>
BCE Davies General Builders	Clearing area and concreting for new bike stand at Pavilion (to be reclaimed from Welcome Back Fund)	850.00	170.00	<b>1,020.00</b>	<b>B/P735</b>
SALC	Preparing for audit training Cllr Trow 2/2/22	30.00	0.00	<b>30.00</b>	<b>B/P736</b>
SALC	Preparing for audit training Clerk 2/2/22	30.00	0.00	<b>30.00</b>	<b>B/P737</b>
SALC	Fundamentals for Councillors training 18/11/21 Cllrs Trow/Davies/Charles	90.00	0.00	<b>90.00</b>	<b>B/P738</b>
Staff Salaries	Salaries March 2022	4205.94	0.00	<b>4205.94</b>	<b>B/P739-741</b>
Parish Clerk	Expenses 14/02/2022- 13/03/2022	146.47	0.00	<b>146.47</b>	<b>B/P742</b>
Deputy Clerk	Expenses 14/02/2022- 13/03/2022	165.27	0.00	<b>165.27</b>	<b>B/P743</b>
Shropshire Council	Pension payment for Parish Council staff March 2022	1423.97	0.00	<b>1423.97</b>	<b>B/P744</b>
HMRC	Qtr 4 2021-22 NI & PAYE payments for parish council staff	3306.83	0.00	<b>3306.83</b>	<b>B/P745</b>
M.I & T.E.M Pritchard	Grounds maintenance February 2022	193.33	38.67	<b>232.00</b>	<b>B/P746</b>
Cavendish Cleaning	Public toilet cleaning February 2022	180.00	36.00	<b>216.00</b>	<b>B/P747</b>
New Era Printing	March 2022 newsletter + Neighbourhood Plan insert 12pgs	764.00	0.00	<b>764.00</b>	<b>B/P748</b>
New Era Printing	Neighbourhood Plan - full draft 10 copies	146.00	0.00	<b>146.00</b>	<b>B/P749</b>
Richard K Morriss & Associates	Heritage and historical report for Neighbourhood Plan	600.00	0.00	<b>600.00</b>	<b>B/P750</b>
Ben Osborne Photography Ltd	Specialist photography for Neighbourhood Plan	225.00	0.00	<b>225.00</b>	<b>B/P751</b>
Highline	Repairs & LED conversion February 2022	228.00	45.60	<b>273.60</b>	<b>B/P752</b>
Highline	2022 condition survey of streetlights	513.00	102.60	<b>615.60</b>	<b>B/P753</b>

Editor newsletter	newsletter editorial and design work oct 21- mar 22	1500.00	0.00	<b>1500.00</b>	<b>B/P754</b>
Editor newsletter	expenses oct 21-22 for newsletter	12.00	0.00	<b>12.00</b>	<b>B/P755</b>
	<b>Total</b>			<b>19,014.21</b>	

#### Unity payments for April 2022:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Unity Bank	Service charge Qtr 4 2021-22	32.40	0.00	32.40	<b>DD</b>
Veolia	Refuse collection (Pavilion) 01/02/2022-28/02/2022	27.72	5.54	<b>33.26</b>	<b>DD</b>
Shropshire Council	Play area inspections 2021-22 23 visits (£598) + Rospa (£80)	678.00	135.60	<b>813.60</b>	<b>B/P756</b>
ANPRcheQ	February visit to look at ANPR camera sites and mileage (non-VAT)	153.28	22.02	<b>175.29</b>	<b>B/P757</b>
ANPRcheQ	March consultancy period, ANPR camera, Accreditation and fitting of cameras and mileage (non-VAT)	9097.90	1,808.61	<b>10,906.50</b>	<b>B/P758</b>
ANPRcheQ	Feb 22 consultancy period	263.84	52.77	<b>316.60</b>	<b>B/P759</b>
Telford & Wrekin Co-operative Council	Consultancy fee for Pontesbury Parish Neighbourhood Fund funded from Locality grant received	4588.00	917.60	<b>5,505.60</b>	<b>B/P760</b>
Shroptech	Work on Neighbourhood Plan website for Reg.14 consultation	315.00	0.00	<b>315.00</b>	<b>B/P761</b>
Shropshire Cycle Hub	providing Dr Bike services at cycle event	100.00	0.00	<b>100.00</b>	<b>B/P762</b>
SALC	Code of Conduct training Clerk 21/3/22	30.00	0.00	<b>30.00</b>	<b>B/P763</b>
SALC	Managing projects training 9/12/21 Deputy Clerk	30.00	0.00	<b>30.00</b>	<b>B/P764</b>
Staff Salaries	Salaries April 2022 including 2021-22 back-pay following acceptance by council at March 22 meeting of new NJC paycales	4956.48	0.00	<b>4956.48</b>	<b>B/P765-767</b>
Parish Clerk	Expenses 14/03/2022-10/04/2022	72.42	0.00	<b>72.42</b>	<b>B/P768</b>
Deputy Clerk	Expenses 14/03/2022-10/04/2022	114.00	0.00	<b>114.00</b>	<b>B/P769</b>
Shropshire Council	Pension payment for Parish Council staff April 2022	1759.61	0.00	<b>1759.61</b>	<b>B/P770</b>
M.I & T.E.M Pritchard	Grounds maintenance March 2022	193.33	38.67	<b>232.00</b>	<b>B/P771</b>
Cavendish Cleaning	Public toilet cleaning March 2022	176.00	35.20	<b>211.20</b>	<b>B/P772</b>
New Era Printing	April 2022 newsletter	435.00	0.00	<b>435.00</b>	<b>B/P773</b>
Editor newsletter	newsletter editorial and design work Apr 22 + expenses	273.73	0.00	<b>273.73</b>	<b>B/P774</b>
BHIB Ltd	Cyber liability insurance 31/03/2022 - 31/03/2023	299.99	0.00	<b>299.99</b>	<b>B/P775</b>
Shropshire Council	Lease of sports field 01/04/2022-31/03/2023	10.00	0.00	<b>10.00</b>	<b>B/P776</b>
Mrs J Sandells	Bus shelter cleaning Jan-March 2022	170.00	0.00	<b>170.00</b>	<b>B/P777</b>

Groundwork UK	Refund of Locality grant. Groundwork UK administer the grant for Locality UK	1307.42	0.00	<b>1307.42</b>	<b>B/P778</b>
Mrs D M Hughes	Bus shelter cleaning Jan-March 2022	85.00	0.00	<b>85.00</b>	<b>300081</b>
Mr W G Manley	Bus shelter cleaning Jan-March 2022	170.00	0.00	<b>170.00</b>	<b>300082</b>
Pontesbury Public Hall	Room hire for APM 14/3/2022	39.00	0.00	<b>39.00</b>	<b>300083</b>
	<b>Total</b>			<b>28,394.10</b>	

**Lloyds payments for March 2022:**

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
British Gas Lite	Gas supply 28/12/2021-24/01/2022	12.60	0.63	<b>13.23</b>	<b>DD</b>
British Gas Lite	Gas supply 24/01/2022-23/02/2022	217.36	10.87	<b>228.23</b>	<b>DD</b>
Allied Westminster	Pavilion insurance 2022-23	1072.14	0.00	<b>1072.14</b>	<b>PB/P116</b>
Shropshire Council	Fire alarm testing	111.15	22.23	<b>133.38</b>	<b>PB/P117</b>
Border janitorial supplies	Nappy and hygiene emptying February 22	20.00	4.00	<b>24.00</b>	<b>PB/P118</b>
Border janitorial supplies	Cleaning and sanitary products	46.34	9.27	<b>55.61</b>	<b>PB/P119</b>
Pontesbury Handy Man	Cleaning gutters/pressure washing patio, fitting new trellis	140.00	0.00	<b>140.00</b>	<b>PB/P120</b>
W.E & S.A Trow	Steel gate to replace faulty wooden gate	1000.00	200.00	<b>1200.00</b>	<b>PB/P121</b>
	<b>Total</b>			<b>2,625.13</b>	

**Lloyds payments for April 2022:**

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
British Gas Lite	Gas supply 28/12/2021-28/03/2022 - being investigated	929.87	185.97	<b>1115.84</b>	<b>DD</b>
SSE SWALEC	Pavilion electricity April 21-March 22 - taken on 2/4/22 not taken as reported in February 22 - due to investigation underway	1262.94	63.15	<b>1326.09</b>	<b>DD</b>
Shropshire Council	Health & Safety contract 12/02/2022- 11/02/2023 annual retainer fee	100.00	20.00	<b>120.00</b>	<b>PB/P122</b>
Shropshire Council	Boiler annual test	66.14	13.23	<b>79.37</b>	<b>PB/P123</b>
Shropshire Council	Business rates April 2022	1276.50	0.00	<b>1276.50</b>	<b>PB/P124</b>
Cartridge Save	Cartridge for A3 printer	100.76	20.15	<b>120.91</b>	<b>PB/P125</b>
Border Janitorial supplies	Sanitary collection March 2022	20.00	4.00	<b>24.00</b>	<b>PB/P126</b>
	<b>Total</b>			<b>4,062.71</b>	

c. After a proposal by Cllr J Pritchard, seconded by Cllr Hignett it was **RESOLVED** to approve a payment of £50 for the work to the cast iron sign in Cruckmeole. Cllr Hodges suggested that the sign may be put forward for listing as a heritage item.

d. After a proposal by Cllr J Pritchard, seconded by Cllr Hodges it was **RESOLVED** to approve the refund payment of £1307.42 to Locality, which is the unspent money from the grant for the Neighbourhood Plan work

e. After a proposal by Cllr Gregory, seconded by Cllr Hignett it was **RESOLVED to approve the proposed joint streetlight energy costs for 2022-23 as proposed by Shropshire Council.**

f. After a proposal by Cllr Gregory, seconded by Cllr Heywood it was **RESOLVED to retrospectively approve a payment of £100 from the Climate Change projects budget to the Shrewsbury Cycle Hub for community bike repairs at the Pontesbury Climate Emergency Action Group cycling event in March 2022.**

g. After a proposal by Cllr Trow, seconded by Cllr Pritchard it was **RESOLVED to approve £210 for Emergency First Aid at Work training with Shropshire Council for Deputy Clerk and Pavilion Building Assistant.**

h. Discussion on a quote from Shroptech for additional back-ups was deferred until the May meeting

i. It was **NOTED** that the newsletter editor will now invoice the parish council monthly for her editorial work and expenses

**219.21 Update on ANPR project with Hanwood and Minsterley parish councils.** Cllr Fletcher gave a verbal update which was **NOTED**. The cameras have been installed and accreditation and signage are awaited before work with the police begins in earnest. There has been positive feedback and a number of questions which will be addressed with a Frequently Asked Questions sheet with answers on the parish council website. One objection had been received which Cllr Evans would follow up. Cllrs have noticed slower speeds and the purpose of the project is about educating people to drive more slowly. The police are fully on board and there have been discussions about what data will be collected and acted on.

#### **220.21 20's Plenty motion for Shropshire**

After a proposal by Cllr Evans, seconded by Cllr Gregory it was **RESOLVED to approve the following motions:**

**i)Pontesbury Parish Council supports the 20's Plenty for Shropshire, campaign**

**ii)PPC calls on Shropshire Council to implement 20mph in Pontesbury**

**iii)PPC will write to Shropshire Council to request 20mph speed limits on streets throughout Shropshire where people, live, work, shop, play or learn with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit**

- **7 Councillors voted in favour of the motion**
- **2 Councillors voted against the motion**
- **Cllr Hignett abstained**

**221.21 Appointment of Finance/Admin Officer.** The Personnel Committee had failed to appoint and so will meet in May to decide how to take this forward

#### **222.21 Health & Safety Matters**

**i) After a proposal by Cllr J Pritchard, seconded by Cllr Davies it was RESOLVED to approve the purchase of a new cabinet for the defibrillator by the public toilets, with a budget of £650 (plus electrical connection fee) and that this cabinet will be non-locking in line with the Resuscitation Council UK recommendations.**

ii) The parish council had received a request from the police to remove the sides of the bus shelter at the top of Hall Bank. There is to be a review of all bus shelters and a report to council at a future meeting.

**223.21 Platinum Jubilee working group.** Cllr Davies gave a verbal update which was **NOTED**. The carnival route is planned and sponsorship from various local businesses successfully sought. The food for the barbeque is being donated by two local businesses and any profit from the barbeque will go towards the cost of the event. There will be a children's baking competition. A programme for the event and other local events will be included in the June newsletter.

After a proposal by Cllr Evans, seconded by Cllr Pritchard it was **RESOLVED to approve:**

- i) **a payment of £600 (25% of the total cost) to Stage Tech Mobile Stage Hire, as a deposit for the staging in order to secure it.**
- ii) **The balance of £1800 + VAT will be paid on 6<sup>th</sup> May 2022**

**224.21 Play area maintenance.** Councillors considered a report from Deputy Clerk listing work highlighted in the 2021 Rospa inspection report. After a proposal by Cllr Pritchard, seconded by Cllr Hignett it was **RESOLVED to approve the following:**

- i) **In line with section 4 and paragraph 11.1 (a) of Financial Regulations Council approve sum of £782.04 for dust for the BMX track resurfacing and £950.00 to a local tradesperson, to include the hire of a tipper and digger, essential repairs to the playground, assembling picnic tables and carrying out repairs to the BMX track, including various repairs listed in the ROSPA report, 2021.**
- ii) **over-riding Financial Regulations in line with para. 11.1 (a) noting the need to carry out this work as a matter of urgency due to Health & Safety requirements, and recognising, that, due to unavailability of the particular material required, it has not been possible to obtain 3 quotes.**

**225.21 Environmental Maintenance Grant.** After a proposal by Cllr Evans, seconded by Cllr Hodges it was **RESOLVED to approve setting up a working group to consider this grant fund and any application the council could make.**

**226.21 Shropshire Council Consultation responses.** Clerk was asked to submit the following responses to the consultations:

- i) Car parking charges – no charges after 6pm or on Sundays; keep charges the same; easier to understand machines
- ii) Bogey Lane parking restrictions – make the temporary restrictions permanent but additional monitoring needed to show appreciation of the concerns raised by local residents concerning inappropriate/inconsiderate parking in surrounding residential streets

**227.21 Date of May Full Council Meeting.** The May meeting will take place on Monday 16<sup>th</sup> May instead of 9<sup>th</sup> May. Non-public meetings will now be held on zoom rather than face to face, wherever possible

**228.21 Feedback from SALC Working Group –** Cllr Fletcher explained how useful attendance at the SALC Working Group is and that any Cllr can attend, they are held on zoom. Cllr Fletcher will report back to the May meeting.

**229.21 Clerk's Report –** Clerk gave a verbal update which was **NOTED**.

**230.21 Parish Business –** the following concerns were raised

- Speeding along the Montgomery Rd and whether the ANPR camera could be sited there at some point – a power supply is essential
- Cllr Hodges raised the fact that a lot of signs in the Cruckton area had been damaged and wondered if that was the same in other areas – other Cllrs had not experienced this
- The frequency of Road Closed signs being left up when work finished and not giving enough relevant information about which roads affected and for how long – this was leading to unnecessary detours and having an economic impact on small shops/businesses. Clerk would report and Cllrs Evans and Hignett would take this up with Highways' Officers
- Habberley Road sign at the bottom of Whitwell Lane is damaged – Clerk to report
- A resident had asked why contaminated soil was removed from land opposite the school when new houses were built, other residents wondered their soil may also be affected. Cllr Fletcher to contact Housing Plus
- Yvonne Davies has stood down as Chair of Friends of Pontesbury Library, Clerk would write a letter of thanks
- Clerk had reported the lack of clear markings at junctions in the Habberley area and the damage to Habberley bridge. Cllr Hignett would chase this and try and get a site meeting with Highways. Cllr Fletcher wished to thank Highways staff for all their hard work over the past year

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

The next Full Parish Council meeting will take place at The Pavilion on Monday 16<sup>th</sup> May 2022 at 7.30pm.

The meeting closed at 21.22pm

Signed: .....  
Chairman Pontesbury Parish Council

Date: .....