

PONTESBURY PARISH COUNCIL



Full Council Meeting held at Habberley Village Hall on Monday 11th July 2022 at 7.30pm

PRESENT

Cllr D Fletcher, Cllr N Hignett, Cllr M Trow, Cllr R Evans, Cllr S Davies, Cllr C Sandells, Cllr D Jones, Cllr N Manning, Cllr A Windows, Cllr J Pritchard and Cllr N Lewis

Clerk of the Meeting: Debbie Marais

In attendance: One member of public

53.22 Apologies for Absence.

Apologies for absence were received from Cllr A Hodges, Cllr P Heywood, Cllr D Gregory and Cllr L Charles

54.22 Declarations of Interest and Dispensations. None.

55.22 Public Questions and Comments. Major A Chwalinski from Shropshire Army Cadet Force gave a report about the outward bound trip to Cyprus planned for the autumn and the benefits to the young people in terms of confidence building through outward bound activities and cultural experiences, particularly following the impact of COVID. The request for funding from the parish council of a grant of £300 would be used to offset individual contributions from certain targeted young people who would not be able to attend otherwise.

56.22 Minutes of Council. The minutes were submitted and circulated as read. After a proposal by Cllr Hignett, seconded by Cllr Davies, all in favour, it was **RESOLVED that the minutes of the Extraordinary Meeting of Pontesbury Parish Council, held on 23rd June 2022 be approved and signed as a correct record.**

57.22 Police Matters

PC Simon Lewis had been unable to attend the meeting, but Chair reminded councillors about the meeting with PC Lewis on Thursday 14th July at 6.30pm at The Pavilion. Councillors were asked to let Clerk know if they would be attending and any questions/issues they wished to raise with PC Lewis.

58.22 Shropshire Council Member report. Cllr Hignett gave a verbal report, including the following information, which was **NOTED.**

- i. Commonwealth games-The Queen's Baton relay will be in Shrewsbury on July 18th, and it is hoped that many people will line the streets as the baton passes through. This will be followed by a free celebration event in the Quarry park from 4pm to 9pm.
- ii. Shropshire's Economic Growth Strategy, covering the period up to 2027, has been published and the closing date for comments is Monday 15th August. Comments received will help to shape the final strategy, which will be considered by Council later this year.

- iii. The idea of setting up a community lottery, overseen by Shropshire Council, has been proposed. Profits could be used to fund local projects in the county. It was agreed to refer this to Scrutiny committee for debate.
- iv. The financial outturn for 2021/2022 was presented to Council at the last meeting. Key points:-
 - An overspend of £2.505 million
 - A general fund balance of £11.522 million, which is below the recommended level.
 - A decrease in the level of service-related earmarked reserves and provisions of £8.152 million.
 - There is concern about future funding provision, given the uncertainty of Central Government funding allocated to Shropshire and the timescale of any settlement.
- v. As covid cases are rising again, Shropshire Council wished to remind all residents who are eligible for booster jabs to get them.

59.22 Planning.

- i. After a proposal by Cllr Trow, seconded by Cllr Hignett, all in favour, it was **RESOLVED to APPROVE the minutes of the planning meetings held on 3rd May and 6th June 2022.**
- ii. Cllr Fletcher as Vice-Chair of the Planning Committee, in the Chair's absence gave a verbal report which was **NOTED.**
- iii. An Extraordinary meeting of Full Council may need to be held in August to agree the Regulation 15 Neighbourhood Plan, as the ultimate responsibility for the plan rests with the Parish Council.
- iv. Cllr Gregory had raised concerns with Cllr Fletcher about the height of the radio mast. This would be referred to the Chair of the Planning Committee.

60.22 Statutory Business and Finance

- i..Total Income to all accounts was a total of £1212.09. **NOTED**
- ii.After a proposal by Cllr Sandells, seconded by Cllr Pritchard, all in favour, it was **RESOLVED to approve all payments on payments list (attached to minutes). Clerk raised a concern about an uplift in charges by New Era Printing (newsletter), which she had not been originally notified about. This issue would be raised for discussion on the September meeting agenda.**
- iii. After a proposal by Cllr Pritchard, seconded by Cllr Hignett, all in favour, it was **RESOLVED to approve a payment of £60 for SALC training on meetings/Fundamental for Councillors by Cllr Windows.**
- iv. After a proposal by Cllr Pritchard, seconded by Cllr Evans, all in favour, it was **RESOLVED to APPROVE a payment of £468 for Scribe Accounts Annual Software Licence 1/9/2022 – 31/08/2022 for all parish council accounts.**

61.22. Community Noticeboard – after a proposal by Cllr Pritchard and seconded by Cllr Lewis, all in favour, it was **RESOLVED to APPROVE the following;**

- i) Clerk be delegated authority to seek three quotes and purchase a large aluminium noticeboard, that has one area for parish council notices and one half for community notices with a maximum budget of £1700
- ii) The board should be on posts and sited on School Green
- iii)The board would have a door which closes. Use of the board would be monitored and if mis-used, locks would be installed in the future.

62.22 ANPR project - Cllr Fletcher gave a verbal update on the project which was **NOTED**. A Service Level Agreement between West Mercia police and the parish councils is currently being worked on. Signage is being manufactured and the police had requested a yellow background for information, rather than a white background that the police use for their signs. The data protection policies associated with use of the cameras were deferred for discussion at the September meeting.

63.22 Request for funding from Shropshire Army Cadet Force - Councillors discussed the request at length. After a proposal by Cllr Evans, seconded by Cllr Pritchard, 1 vote against, it was **RESOLVED to APPROVE that a donation of £300 be made for cadets that live in the Pontesbury parish area. This would be a one-off grant due to the current cost of living and post COVID circumstances which are affecting the mental health of young people. Money remaining from the Platinum Jubilee donations would be used for this purpose, any shortfall being covered by Parish Council grants and donations budget.**

64.22 Public toilets refurbishment – a working group to look at a long-term strategy to refurbish the public toilets and look at various options was set up to include Cllrs Fletcher, Hignett, Jones and Clerk.

65.22 Health and Safety Matters.

i. Report on potholes outside the Trading Post building. A quote had been received from Shropshire Council, of £145 to fill in the potholes on the track to the play area. Highways would fill in the larger potholes closer to Station Road in due course. After a proposal by Cllr Hignett, seconded by Cllr Lewis, all in favour, it was **RESOLVED to APPROVE the quote of £145 from Shropshire Council.**

Clerk was asked to clarify the Public Right of Way through this area.

66.22 Joint CIL Working Group – at the full council meeting held in March 2022, a resolution was made to earmark Neighbourhood CIL funds relating to the Shingler development to be used for projects in the Hanwood area. Councillors were asked now to approve procedures that needed to be put in place to allow monies for Hanwood area projects to be released. After a proposal by Cllr Pritchard, seconded by Cllr Hignett, (Cllr Evans abstained as Chair of Hanwood), it was **RESOLVED to APPROVE the following;**

i) The £24, 276 earmarked previously for Hanwood projects will be paid directly to Hanwood Parish Council to allocate for village projects. Allocation of funds would be governed by Hanwood PC Financial Regulations

ii) The £16,184 for Cruckton Village Hall be allocated following submission to Pontesbury Parish Council of a project outline and detailed costings by the Village Hall Committee, to be governed by Pontesbury Parish Council Financial Regulations

iii) The amounts in 1. and 2. above, the £2k funding for Quiet Lane signage on Pound Lane and £2k seed funding for transport projects be added to earmarked reserves

iv) Allocation of all funds above be reported on CIL Monitoring Form to be returned to Shropshire Council

67.22 Pavilion Committee update and requests for funding –

i) After a proposal by Cllr Evans, seconded by Cllr Trow, all in favour, it was **RESOLVED to APPROVE a maximum budget of £100 for mirrors in the toilets which had been requested by building users**

ii) After a proposal by Cllr Lewis, seconded by Cllr Pritchard, all in favour, it was **RESOLVED to APPROVE a maximum budget of £400 for 3 large rectangular planters for community gardening at The Pavilion (requested by Community Care Co-ordinator/Pontesbury Medical Practice)**

iii) After a proposal by Cllr Trow, seconded by Cllr Davies, all in favour, it was **RESOLVED to APPROVE the purchase of a Jubilee edition print of Pontesbury by local artist Emma Lawrence to hang in community buildings in Pontesbury at a cost of £60 for a large canvas print, to be paid for by remaining Platinum jubilee donations.**

iv) After a proposal by Cllr Pritchard, seconded by Cllr Hignett, all in favour, it was **RESOLVED to APPROVE a payment of £88.84 for emergency lighting repairs as recommended following the emergency lighting inspection in June 2022.**

68.22 Parish Council Annual Report 2021-22. The report for last year would be made available on the parish council website and a few printed copies available in The Pavilion for people to read. A decision about the 2022-23 report and how to promote it, would be added to the September full council meeting agenda.

69.22 Pontesbury Climate Emergency Action Group – a verbal update by Cllr Fletcher/Clerk, including information about upcoming events was **NOTED**. After a proposal by Cllr Hignett, seconded by Cllr Trow, one vote against, it was **RESOLVED to APPROVE a payment of £20 to Elizabeth Knowles, Chair of PCEAG, to cover the membership costs of Marches Meadows Group for 2022-23**. The group have offered advice to the parish council on creating wildflower meadows on Hall Bank estate and Pontesbury to Minsterley cyclepath.

70.22 Friends of Pontesbury Cemetery. Cllr Windows is happy to represent the parish council on this working group. Cllr Fletcher would do an email introduction to Rector Greg Smith who Chairs the group.

71.22 Clerk's report - Clerk gave a verbal update which was **NOTED**.

72.22 Parish Business – the following concerns were raised

- Why no further work had taken place on reported lack of junction markings and Habberley Bridge. Cllrs Fletcher and Hignett would follow this up with Shropshire Council officers.
- A dead bough on a sycamore tree alongside the path to the play area – Cllr Lewis would look at this
- An abandoned car on the public highway in Asterley – this would be reported to the police at the meeting with PC Simon Lewis
- Conover College who have been doing tree work behind the Trading Post have dropped branches onto parish council land. Cllrs Hignett, Fletcher and Lewis would take this forward.
- Information thanking sponsors for their donations to the Platinum Jubilee event had been omitted from the July newsletter. A Jubilee souvenir leaflet was suggested to include photos and thank yous to everyone involved in this successful community event. Cllr Fletcher and Clerk would meet with newsletter Editor to take this forward.
- Concerns raised about state of the bus shelter at the top of Hall Bank and roof tiles missing from Lea Cross bus shelter. A report making recommendations/costings would be brought to September meeting.

73.22 EXCLUSION OF THE PUBLIC It was proposed by Cllr Pritchard and seconded by Cllr Hignett 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).

74.22 Hall Bank Public Open Space. Councillors reviewed the resolution to take on the management of the public open space on the Hall Bank development and discussed the costs involved. Concerns were expressed about the liability for the attenuation pond. After a proposal by Cllr Pritchard, seconded by Cllr Lewis, all in favour, it was **RESOLVED** to **APPROVE** the following;

- i) **The parish council will proceed with the transfer of the public open space but before any contract is signed the liability in relation to the attenuation pond will be clarified with Severn Trent Water, through the parish council solicitors and agent.**
- ii) **The remedial works required to make good the areas before the parish council assume management responsibilities will be covered by a separate legal contract with Shropshire Homes. This will include all areas of concern raised by Cllrs Fletcher, Lewis and Clerk during their negotiations with Shropshire Homes over the past six months.**
- iii) **The Finance & General Purposes Committee will discuss how to cover any future shortfall in funding and report back to full council their recommendations.**

75.22 Grounds Maintenance Contract 2022-26. A report giving three quotes for the grounds maintenance contract for existing green spaces at School Green and play area, as well as a proposed quote for public open spaces on the Hall Bank estate was considered. After a proposal by Cllr Pritchard, seconded by Cllr Hignett, all in favour, it was **RESOLVED** to **APPROVE** the following;

- i) **accept quote from Company No. 2, and sign a contract from 1 August 2022 – 31 March 2026.**
- ii) **Delegate authority to Clerk to contact approved contractor and ask for Method Statements/Risk Assessments/Public Liability insurance/Health & Safety policy**
- iii) **Delegate authority to working group to consider NALC guidelines on herbicide use and report back to September meeting**

76.22 Appointment of Finance/Admin Officer. Cllr Fletcher updated the parish council that the Personnel Committee have a preferred candidate and are waiting for them to come back to discuss terms and conditions.

77.22 DATE AND TIME OF NEXT MEETING.

The next Full Parish Council meeting will take place at The Pavilion on Monday 12th September 2022 at 7.30pm.

The meeting closed at 9.20pm

Signed:
Chairman Pontesbury Parish Council

Date: