

PONTESBURY PARISH COUNCIL



Full Council Meeting held in Pontesbury Pavilion on Monday 11th October 2021 at 7.30pm

PRESENT

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

Clerk of the Meeting: Debbie Marais

In attendance: four members of the public

95.21 Apologies for Absence.

Apologies for absence were received from Councillor C Robinson

96.21 Co-option of Councillor

After a proposal by Cllr J Pritchard, seconded by Cllr N Lewis it was **RESOLVED to co-opt Neale Manning to become a Parish Councillor for Pontesbury Ward.** Cllr Fletcher wished to thank everyone who had shown an interest in becoming a councillor.

97.21 Declarations of Interest and Dispensations. None

98.21 Public Questions and Comments. The applicant for Planning Application 21/03534/Ful Brook Vessons gave a report addressing the concerns expressed by Pontesbury Parish Council about the replacement of the existing farmhouse, the carbon footprint and heritage assessment. The applicant stated that a building of limited heritage value was being replaced with an energy efficient modern building and there would be an overall saving of carbon emissions with all the proposed development for the site.

99.21 Minutes of Council. The minutes were submitted and circulated as read. Clerk raised an amendment under minute 72.21 (f) that the maximum budget for a tree inspection survey was £800. Cllr R Evans wished to include that he had arrived after item minuted 71.21. After a proposal by Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED that with the amendments above included the minutes of the Pontesbury Parish Council meeting, held on Monday 13th September 2021, be approved and signed as a correct record.**

100.21 Police Matters. PC Simon Lewis was unable to attend due to covering patrols in Shrewsbury as there are still staffing issues in the area. The following issues were raised and Clerk asked to contact PC Simon Lewis to request that a member of the local policing team attend the November meeting to address the parish council concerns:

- Cllr Pritchard wished to know how the police define reasonable force

- Cllr Gregory raised concerns about the number of children cycling around Pontesbury with no lights on their bikes
- Cllr Sandells raised concerns about the number of cars being parked in passing places and gateways causing difficulties on narrow rural lanes and for farmers entering fields

101.21 SHROPSHIRE COUNCIL MEMBER

Cllr Evans gave a verbal report including:

- 12 -15 year olds could now receive their COVID vaccinations
- There are concerns about the number of children in primary school infected with coronavirus and that the levels of infection in Shropshire are higher than the regional West Midlands average
- There is a mobile service with a team of local advisers offering support to residents
- The SC Deputy Leader had resigned and a new Deputy Leader appointed
- SC had adopted a new Code of Conduct drawn up by the Local Government Association and NALC
- Tim Collard is the new temporary Monitoring Officer for the Council
- West Midlands Ambulance Service proposed closures of stations was not supported by SC
- There has been a 42% increase in costs to SC for clearing fly-tipped waste
- A planning application in Ironbridge had been approved with less affordable housing included than stated in SC planning policy. This may have a bearing on applications in other areas of the county
- A new People's Director has been appointed

Cllr Sandells asked if the rise in numbers of pupil's infected was reflected in hospitalisations. Cllr Charles said that the children's ward had closed for intake and was overwhelmed not just with Covid infections and children were being diverted out of county. Cllr Evans reported that schools were now being asked to follow public health guidance on isolation of children infected and return to school.

Cllr Sandells also reported on the rise in rubbish being thrown out of car windows in rural areas. This was felt to be an education issue and Cllr Sandells was asked to bring back some ideas to the next council meeting.

Cllr Hignett gave a verbal update on the improvements to the Hall Bank junctions. A detailed spec had been drawn up for the widening of the pavement at the bottom of Hall Bank and this would now be moved to scoping and quotation, with possibly work being done in March 2022.

Draft designs were being drawn up for the junction improvements and would be available for the parish council to view, along with a site meeting. These would include flood alleviation measures. It is hoped that this work would be done at some point in 2022. A traffic management plan would need to be in place as the work would require road closures of a few weeks. Any plan would also involve input from the parish council. Cllr Gregory asked if the plans could be viewed by working councillors, on an evening, before any formal parish council response was submitted.

102.21 After a proposal by Cllr Prichard and seconded by Cllr Evans it was **RESOLVED to suspend Standing Orders** to allow a member of the public to ask a question. The member of the public asked if the one-way signs on Hall Bank could be made bigger and better signage throughout the one-way system, whilst the road closure was in place.

103.21 After a proposal by Cllr Pritchard, seconded by Cllr Hignett it was **RESOLVED to reinstate Standing Orders and the meeting to resume.**

104.21 PLANNING

- a. After a proposal by Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED to receive and adopt the minutes from the Planning Committee meeting held on 6th September 2021.**
- b. Cllr Hodges, Chairman of the Planning Committee gave a verbal report which was **NOTED.**
- c. Cllr Hodges reported that the amended diversion to footpath 14 had been considered by the Planning Committee and found to be acceptable. The amended route reduced the need to walk along the road verge to a minimum, as the majority of the diversion went through a woodland area. This was in keeping with the feedback from the Full Parish Council meeting held in September.
- d. Planning application 21/03534. Following a discussion by the parish council a proposal to approve the application was put forward by Cllr Hodges, seconded by Cllr Gregory. 6 Councillors voted for, 4 voted against and 3 abstained. It was **RESOLVED to APPROVE the application with the following comments:**

Pontesbury Parish Council supports this well considered application which aims to provide a visual coherence to the farmstead and to update it in keeping with present day demands. It will not only enhance the beauty of the AONB but will also safeguard the heritage value of the farmstead.

Our initial concerns regarding the demolition of the farmhouse and damage to heritage have been resolved by the additional information relating to embodied energy and the Heritage impact statement.

We support the demolition of the existing farmhouse - perhaps more an alien import than vernacular - as it is not of significant architectural or historic merit; long term the new house will have considerable operational energy savings; the proposed new dwelling is similar to an earlier farmhouse in outline; the principle of replacement was supported in the pre application discussion with the planning officer.

The beauty of the farmstead and its surroundings will be enhanced both by the removal of ugly buildings of little architectural merit and the high-quality design which in using local materials will conserve local character. Too often in the AONB natural beauty is let down by ugly, poorly maintained buildings. The AONB has indicated to the Parish Council that the application is "well thought out and we don't have any real concerns."

In supporting the cowshed for residential use the PC believes its timber frame is of sufficient merit to warrant its conversion. Perhaps its former use after conversion would be more easily read by the retention of one or both of the gable end pitching doors.

In terms of landscaping, reuse of materials, solar panels and innovative design it meets NPPF requirement to have a high level of sustainability including increased biodiversity whilst fitting in with the overall form and layout of its surroundings.

The retention of barns, cowshed and granary and the overall future layout of the site will retain the integrity of the farmstead. Removal of unsightly buildings will enhance an appreciation of the heritage of the site.

PPC may wish to add further comments after the conservation officer has given her response to the Historic Impact statement.

- e. Response to Shropshire Council consultation of number of SC planning committees. After a proposal from Cllr Pritchard, seconded by Cllr Evans it was felt that there was insufficient information to make a decision. Parish councillors should individually respond to the consultation if they wished to.

105.21 Statutory Business/Finance

- a. Income to Lloyd's Pavilion Account as noted as a total of £15.00
Income to Unity Bank Account noted as £27,462.46 (includes £20,000 transferred from Unity Savings account)
- b. After a proposal from Cllr Pritchard, seconded by Cllr Hodges, it was
RESOLVED to approve all payments listed below.

Pavilion Lloyds account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
DIY Framing Ltd	additional hooks/wires for picture hanging system	73.30	13.66	86.96	PB/P 83
Anna Lawson	Expenses October 2021 - stationery and event refreshments	25.17	0.00	25.17	PB/P 84
CNG	August 21 Gas bill	3.34	0.17	3.51	DD
Shropshire Council	Business rates Pavilion October 2021	1435.00	0.00	1435.00	PB/P85
RMW Electrical Services Ltd	Emergency Lighting Remedial Works	282.80	56.56	339.36	PB/P86
Starboard Systems	Online Booking system for Pavilion linked to Scribe accounting system	595.00	119.00	714.00	PB/P87
Amazon	various stationery, A-board/poster holder	108.74	21.75	130.49	PB/P 88-91
	Total			2,734.49	

Unity account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Unity Bank	Qtr2 2021-22 bank charges	22.65	0.00	18.00	DD
Unity Bank	cash and cheque charges 4/6/2021-3/09/2021	1.70	0.00	1.70	DD
Veolia	Refuse collection (Pavilion) 01/08/2021-30/08/2021	26.97	5.39	32.36	DD
PKF Littlejohn LLP	External audit fee 2020-21	600.00	120.00	720.00	B/P625
Pavilion Lloyds account	Transfer of remaining 2021-22 Pavilion budget from Unity account to Pavilion account	19992.12	0.00	19,992.12	B/P626
Highline	Interim payment for solar lighting on Minsterley to Pontesbury cycleway - to be reimbursed by	15473.63	3,094.73	18,568.36	B/P627

	Shropshire Council from CIL Local Fund				
Staff Salaries	Salaries October 2021	4031.71	0.00	4031.71	B/P628-630
Parish Clerk	Expenses 13/09/2021- 10/10/2021	112.42	0.00	112.42	B/P631
Deputy Clerk	Expenses 13/09/2021- 10/10/2021	194.79	0.00	194.79	B/P632
Shropshire Council	Pension payment for Parish Council staff October 2021	1347.36	0.00	1347.36	B/P633
M.I & T.E.M Pritchard	Grounds maintenance September 2021 including strimming footpath	223.33	44.67	268.00	B/P634
Cavendish Cleaning	Public toilet cleaning September 2021	195.00	39.00	234.00	B/P635
J Sandells	Bus shelter cleaning July-Sept 2021	170.00	0.00	170.00	B/P636
New Era Printing	October newsletter	435.00	0.00	435.00	B/P637
Lawrences	various stationery/printing September 2021	14.50	0.00	14.50	B/P638
Llanerch Arboriculture	tree inspection report 2021	660.00	0.00	660.00	B/P639
Emma Lawrence Designs	Art work for Neighbourhood Plan	1450.00	0.00	1450.00	B/P640
BHIB Councils Insurance	Parish Council general Insurance 2021-22	1411.76	0.00	1411.76	B/P641
Nigel Pugh	various repairs to Pavilion/Play area and misc. around parish	1380.00	0.00	1380.00	B/P642
Mrs D M Hughes	Bus shelter cleaning July- Sept 2021	85.00	0.00	85.00	300075
Mr W G Manley	Bus shelter cleaning July- Sept 2021	170.00	0.00	170.00	300076
Tony Bishton	Balance for May-Oct 2021 planting	350.00	0.00	350.00	300077
	Total			51,627.38	

c.Quarter 2 2021-22 bank reconciliation and budget monitoring reports were deferred to November meeting

d. The **External Auditor's report** which read "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2020-21, in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." The report was **NOTED**.

e. After a proposal from Cllr Pritchard, seconded by Cllr Gregory, it was **RESOLVED to approve the transfer of £35,000 from Nationwide Savings account to Unity Current account for remainder of 2021-22 leaving £50,000 for general reserves in the Nationwide account.**

106.21 RETROSPECTIVE APPROVAL FOR DECISIONS MADE UNDER DELEGATED AUTHORITY SINCE THE 13th SEPTEMBER 2021 MEETING.

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

Date	Action	Comments	Cost
13/09/2021	Buy more clips for picture hanging system in Pavilion		£87 including VAT
14/09/2021	Pay External Audit fee		£720
15/09/2021	Display external audit notice	Report will be taken to full council 11/10/21 meeting	
15/09/2021	Purchase of tea/coffee/biscuits for young parent drop-ins for 5 weeks – s.137		£20
20/09/2021	Interim payment to Highline for solar lights	Will be refunded from SC CIL local fund	£19,000
20/09/2021	Mandatory health & safety training from SC for Deputy Clerk and Pavilion Building Assistant on 13/10/2021		£300 + mileage
21/09/2021	Transfer £20k from Unity Savings account to Unity Current account in order to make interim payment to Highline for solar lights		
22/09/2021	Renewal of SLCC membership for Deputy Clerk		£185
22/09/2021	Desk for Deputy Clerk		Max. budget £200
22/09/2021	Cycle rack for Pavilion		Max. budget £300

107.21 GENERAL PARISH INSURANCE 3 YEAR RENEWAL CONTRACT. After a proposal from Cllr Pritchard, seconded by Cllr Jones, it was **RESOLVED** to

i) increase the streetlight cover to include the new solar lighting on the cycleway and to increase the general streetlight cover this takes street furniture cover to £150,000 as recommended by Cllrs Fletcher, Hodges, Heywood and Clerk -The 3 year contract with BHIB will now cost £1412.

ii) Undertake cyber-security training offered by BHIB. Clerk would circulate possible dates.

108.21 PAVILION STEERING GROUP

- a. Cllr Fletcher gave a verbal report which was **NOTED** including the recommendation from the Pavilion Steering group to looking at forming a Pavilion sub-committee of the parish council. This would enable more efficient decision making. A report would be tabled at the November meeting

- b. After a proposal from Cllr Pritchard, seconded by Cllr Sandells, it was **RESOLVED to approve purchase of an additional PIR light for the side of the Pavilion building for additional safety of Police and Pavilion staff. Delegated authority was given to Clerk and Chair to obtain quotes and purchase light.**

109.21 COUNCILLOR SURGERIES

It was agreed that Cllrs Evans, Gregory, Hignett and Fletcher would meet and make recommendations to the November meeting about the remit and frequency of surgeries.

110.21 PARISH COUNCIL MEETINGS

- a. After a proposal by Cllr Gregory and seconded by Cllr Trow it was **RESOLVED to approve a start time of 6.30pm for Full Council meetings for a trial period throughout the winter months, this would be reviewed at the April 2022 meeting.**
- b. Covid Risk Assessment for council meetings. A concern had been raised about council meetings face to face. Cllr Fletcher reported that it was a legal requirement for councils to meet face to face for public meetings. It was decided that Clerk should draw up a Risk Assessment including the following mitigations: Ventilation, hand sanitizer, sanitizing tables, social distancing where possible and voluntary mask wearing. It was agreed that other council working groups would meet on zoom wherever possible.

111.21 CLIMATE EMERGENCY BILL

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

- 1. **Support** the Climate and Ecological Emergency Bill;
- 2. **Inform the local media** of this decision;
- 3. **Write an open letter to Daniel Kawczynski MP** (shared with our residents through local and social media) urging them to sign up to support the Bill, or thanking them for doing so; Cllr Hignett would do this.
- 4. Write to the [CEE Bill Alliance](#), the organisers of the campaign for the Bill, expressing its support.

112.21 REMEMBRANCE SUNDAY

After a proposal from Cllr Lewis, seconded by Cllr Trow, it was **RESOLVED to approve donation payment (£50) for wreath payable to Royal British Legion Poppy Appeal and that Cllr Fletcher lay the wreath on behalf of Pontesbury Parish Council.**

113.21 POLICIES AND PROCEDURES

After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to approve the following policies as prepared by Clerk.**

- a. **Freedom of Information scheme**
- b. **Community grants and donations policy**
- c. **Complaints policy**

114.21 HEALTH & SAFETY MATTERS.

After a proposal by Cllr Jones, seconded by Cllr Davies it was **RESOLVED to approve the deferral of the annual health & Safety audit from Shropshire Council Health & Safety team until Spring 2022, following the advice of the SC Health & Safety team as there**

has been ongoing advice and reviewing of Health and Safety policies and risk assessments throughout the pandemic.

115.21 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**.

116.21 PARISH BUSINESS

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

- i) Cllr Gregory reported a yellow building bag on Linley Avenue. Cllr Fletcher has reported this to Severnside Housing and it is on their action list.
- ii) Cllr Sandells raised the issue of overhanging trees outside Budget Skips which are possible hazards for lorries and buses. Cllr Evans would look into this.
- iii) Cllr Evans reported issues of large vehicles not giving way on Pound Lane that had been raised by a local resident. This issue would be raised with the police at the November meeting.
- iv) Cllr Davies reported issues of anti-social behaviour. This issue would be raised with the police at the November meeting.
- v) Cllr Lewis reported that the streetlight on Mount Way had been taken out. Cllr Lewis also updated councillors on a site visit with Shropshire Homes to look at the open green spaces on Hall Bank. Shropshire Homes, following planning conditions, will be narrowing the entrance to the estate and councillors are asked to feedback their wishes for the current planting around the entrance, to Cllrs Lewis and Fletcher. Shropshire Homes also have a plan for the lay-by created on Hall Bank which is being used to park vehicles.
- vi) Clerk was asked to write to Jason Hughes at Shropshire Council to ask for an update on the replacement streetlight between the BT exchange and Hanwood school.
- vii) A request was made for Shropshire Council to replenish and replace grit bins in time for the colder weather.
- viii) Cllr Fletcher asked councillors to consider the parish council xmas dinner before the November meeting.

117.21 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 8th November 2021.

The meeting closed at 21.22.

Signed:
Chairman Pontesbury Parish Council

Date: