

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT A **MEETING OF PONTESBURY PARISH COUNCIL** WILL TAKE PLACE ON **MONDAY 12th DECEMBER 2022 AT THE PAVILION, HALL BANK AT 6.30PM.** www.pontesburyparishcouncil.org.uk

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 **PUBLIC QUESTIONS AND COMMENTS** – (Fifteen minutes will be allowed)
- 4 **MINUTES OF COUNCIL** - To approve and sign as an accurate record the Minutes of the Meeting on 14/11/ 2022
- 5 **POLICE MATTERS**
- 6 **SHROPSHIRE COUNCIL MEMBER** – to receive verbal report from Cllr N Hignett
- 7 **PLANNING COMMITTEE**
 - 7.1 To receive and approve the minutes of the planning committee meeting held on 7th November 2022.
 - 7.2 Verbal update report from Chairman of Planning Committee
 - 7.3 Consider Footpath Diversion, Brook Vessons and provide comments to Shropshire Council
- 8 **STATUTORY BUSINESS/FINANCE**
 - 8.1 Approve payment of £5006 + VAT to Llanyon Bowdler for PCC lease work from Pavilion Lloyds account and further bill to come when work finished of £1683.50 + VAT
 - 8.2 Approve maximum budget of £300 for clearing land behind Trading Post
 - 8.3 Consider maximum budget of £200 for request for trees, from Pontesbury Climate Emergency Action Group
 - 8.4 Receipts – to note income since the last meeting
 - 8.5 Payments for approval
 - 8.6 To note that the External Auditor audit contract has been re-let to PKF Littlejohn
- 9 **RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING ON 24TH NOVEMBER 2022** - to consider the following recommendations
 - 9.1 To take forward the proposal to provide office space for council staff within The Pavilion at the earliest opportunity.
 - 9.2 To approve Training & Development policy as prepared by Clerk (*policy available on parish council website*)
 - 9.3 As far as possible, where not legally bound, council meetings to be held on zoom.
 - 9.4 All staff be given a 1 salary scale point increase (as stated in staff contracts) to take effect from 1 April 2023
 - 9.5 The editorial of the newsletter be kept in-house to be produced by Deputy Clerk
 - 9.6 The Newsletter Working Group meet quarterly to plan changes to the newsletter
 - 9.7 The newsletter continues to be produced for 11 months of the year, noting the increase in printing costs.
- 10 **RECOMMENDATIONS FROM FINANCE & GENERAL PURPOSES COMMITTEE MEETING ON 6TH DECEMBER 2022** – to consider the following recommendations:
 - 10.1 Amendments to the Parish Council Strategic Plan 2021-2024
 - 10.2 Updated contract and fees for DM payroll services
 - 10.3 Investment of monies for Hall Bank grounds maintenance
 - 10.4 Transfer of £35,000 from Nationwide Savings account to Unity current account
 - 10.5 Increase of Deputy Clerk hours to 25.5/week on a permanent basis
- 11 **COST OF LIVING INCREASES** – to receive updates on initiatives in the parish
- 12 **ANPR UPDATE** – to consider the following
 - 12.1 A new contract with the consultant Charles Pedrick (ANPRcheq/cc4business) from February 2023-February 2024 at a reduced monthly fee of £75 (annual fee £900)
 - 12.2 Consider other fees for contract length, annual data sim costs £800, Annual SSAIB annual assessment £167, ICO £12, £150 towards 5 year SSAIB accreditation charge in 2027, **Total budget for 12.1 and 12.2 = £2628 (budget £3000 for 2023-24 to allow for contingency)**
 - 12.3 Approve additional fees for 2022-23 for consultancy fees £150 (Feb-March 23), SSAIB annual assessment (22-23) £167, Data sim £160 and estimated £1000 Kier bill for installing cameras and signage. **Total additional budget £1477 for 22-23** to be paid from CIL Neighbourhood Fund as agreed Jan 22 Min. Ref. 161.21 (c)
 - 12.4 To consider whether to move the camera from its current location during 2023-24 at an approximate cost of £600
- 13 **REQUEST FROM WORTHERN JUNIORS** – to consider request for financial support
- 14 **AMENDED DATA PROTECTION POLICIES** – to approve the policies as prepared by Clerk, available on website:
- 15 **HEALTH AND SAFETY MATTERS** – to raise any parish council health and safety issues
- 16 **REA VALLEY RURAL WATCH** – to consider setting up a local Rural Watch
- 17 **CLERK'S REPORT** – to receive a written report from the Parish Clerk
- 18 **PARISH BUSINESS** – matters to be reported
- 19 **DATE AND TIME OF NEXT MEETING** - **9th January 2023 at The Pavilion starting at 6.30pm**

Clerk to the council 06/12/2022

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