

PONTESBURY PARISH COUNCIL



Full Council Meeting held in Pontesbury Pavilion on Monday 14th February 2022 at 6.30pm

PRESENT

Cllr D Fletcher, Cllr N Hignett, Cllr N Lewis, Cllr A Hodges, Cllr M Trow, Cllr R Evans, Cllr D Jones, Cllr J Pritchard, Cllr D Gregory and Cllr S Davies

Clerk of the Meeting: Debbie Marais

In attendance: One member of the public present

174.21 Apologies for Absence.

Apologies for absence were received from Cllr C Robinson, Cllr N Manning, Cllr C Sandells, Cllr L Charles, and Cllr P Heywood

175.21 Declarations of Interest and Dispensations. None

176.21 Public Questions and Comments. None

177.21 Minutes of Council. The minutes were submitted and circulated as read. After a proposal by Cllr J Pritchard, seconded by Cllr M Trow, it was **RESOLVED that the minutes of the Pontesbury Parish Council meeting, held on 10th January 2022 be approved and signed as a correct record.**

178.21 Police Matters. PC Simon Lewis was unable to attend. Cllr D Fletcher had received a verbal report from PC Lewis that there had been a couple of incidents of anti-social behaviour and he had been liaising with Mary Webb/parents about the young people involved and would up his patrols of the areas affected. PC Lewis wished to remind local residents about the importance of phoning 101 about incidents in order to gain useful local information and an understanding about what is going on, which may help with future incidents.

179.21 SHROPSHIRE COUNCIL MEMBER – A verbal report was given by Cllr Hignett which was **NOTED** which included:

COVID -Since the beginning of December, Shropshire Council Staff have been busy helping the booster rollout by the NHS. This work has included providing the venues, staff, helping organise volunteers, turning the local space in the Darwin Shopping Centre into a Vaccine Hub, and not forgetting the operating of BOB-the vaccine bus. I am pleased to say that by early January, the Shropshire Council area had helped 85% of all adults over the age of 40 get boosted. This figure is one of the highest in the Country, with the average being 64%. A huge thank you to all our dedicated NHS staff, Council staff, volunteers and carers.

COUNCIL TAX- At the last Full Council Meeting, held on 13th January, the Taxbase for the next financial year was approved, an increase of 3.99%. This means that a band D property in Pontesbury will pay £1,353.88.

CLIMATE ACTION- The latest Carbon Report from Shropshire Council reinforces the aim for a 10% reduction in Emissions per year, in order to achieve net carbon zero by 2030. A Solar

Power generation site, near Oswestry, has recently received Council approval to increase the size of the Solar Park, doubling the output to 2 Megawatts.

RIVERSIDE/SHIREHALL REDEVELOPMENT - Members will probably have seen press reports of the proposed redevelopment of Shrewsbury's Riverside area. The plans will go to Full Council at the next Meeting on 24th February. If approved, the development could include retail, leisure, hospitality and parking infrastructure, as well as a multi-agency hub, part of which will be used by Shropshire Council. This will be linked to proposals for the demolition of the Shirehall.

RECYCLING - The rollout of a new 240 litre wheeled recycling bin, for all households, begins in May, and is expected to take 4 months to complete. The new bin is optional, but there has already been a strong takeup. The best way to order it is online, or call 0345 678 9007

180.21 PLANNING

- a. After a proposal by Cllr Hodges, seconded by Cllr Pritchard, it was **RESOLVED to receive and adopt the minutes from the Planning Committee meeting held on 3rd January 2021.**
- b. 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 would be distributed via the newsletter. Cllr Hodges asked Cllrs to use personal contacts to encourage a response to the consultation. Members of the Neighbourhood Plan Steering Group will be available at The Pavilion on Saturday mornings throughout the consultation to talk to people about the plan. Cllr Fletcher thanked Cllr Hodges and Cllr Trow for all their hard work on bringing the plan together.
- c. After a proposal by Cllr Jones, seconded by Cllr Lewis the comments to applications received by the Planning Committee at their meeting on 7th February 2022 were approved.

181.21 Statutory Business/Finance

- a. Income to Lloyd's Pavilion Account as noted as a total of £1472.00
Income to Unity Bank Account noted as £6404.56 **NOTED.**
- b. After a proposal by Cllr D Gregory, seconded by Cllr J Pritchard it was **RESOLVED to approve all payments listed below.**

Pavilion Lloyds account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Pozitive Energy	Gas supply 7/11/2022 - 7/12/2022 (being challenged)	464.02	23.20	487.22	DD
SSE SWALEC	Electricity supply Qtr 1-4 2021-22 (being challenged)	1310.56	65.53	1376.00	DD
Boardsdirect	additional noticeboard	24.00	4.80	28.80	PB/P110
Shropshire Council	Health & Safety training for Deputy Clerk/Building Assistant 1 day covering various mandatory topics	308.55	61.71	370.26	PB/P111
Border janitorial supplies	Nappy and hygiene emptying January 22	20.00	4.00	24.00	PB/P112
Paperwrite	Flipchart stand/paper, A3 outside swinger frame, various stationery	177.67	35.53	213.20	PB/P113
Shropshire Council	Parish Council contribution to Shropshire Library Services	8750.00	0.00		PB/P114

	2021-22 (£3500 contribution to follow from FOPL)			8750.00	
Anna Lawson	expenses Feb 22	7.00	0.00	7.00	PB/P115
	Total			9,393.26	

Unity account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Veolia	Refuse collection (Pavilion) 01/12/2021-31/12/2021	36.96	7.39	44.35	DD
Unity Bank	Qtr 3 service charge and handling charge	28.95	0.00	28.95	DD
Andrew Trow	metal stand and installation for Christmas tree	150.00	0.00	150.00	B/P706
Lawrence's Sally Rogers/Clare Morgan	November payment 2 for A5 flyers	16.50	0.00	16.50	B/P707
Emma Lawrence Designs	Illustrations/print for Neighbourhood Plan	125.00	0.00	125.00	B/P708
SLCC	Registration for CILCA for Clerk	410.00	0.00	410.00	B/P709
Shropshire Council	Address labels for Neighbourhood Plan consultation	27.40	0.00	27.40	B/P710
Shropshire Council	Address labels for Neighbourhood Plan consultation - additional cost	12.20	0.00	12.20	B/P711
NBB Outdoors	table/chairs, parasols, cycle stands for Pavilion. (to be reclaimed from Welcome Back Fund)	1353.46	270.69	1,624.15	B/P712
Midland News Association Ltd	Advertisement for Finance Officer	119.50	23.90	143.40	B/P713
Charlies	2 planters (to be reclaimed from Welcome Back Fund)			159.98	B/P714
Staff Salaries	Salaries February 2022	4206.14	0.00	4206.14	B/P715-717
Parish Clerk	Expenses 10/01/2022-13/02/2022	167.64	0.00	167.64	B/P718
Deputy Clerk	Expenses 10/01/2022-13/02/2022	126.27	0.00	126.27	B/P719
Shropshire Council	Pension payment for Parish Council staff February 2022	1423.97	0.00	1423.97	B/P720
M.I & T.E.M Pritchard	Grounds maintenance January 2022	193.33	38.67	232.00	B/P721
Cavendish Cleaning	Public toilet cleaning January 2022	195.00	39.00	234.00	B/P722
New Era Printing	February 2022 newsletter	435.00	0.00	435.00	B/P723
Michelle Trow	Administration work for Neighbourhood Plan jan-feb22	100.00	0.00	100.00	B/P724
SALC	Sustainability and climate change 28/10/21 Clerk	30.00	0.00	30.00	B/P725
Save Our Shropshire	Carbone Literacy Trust course - Clerk	30.00	0.00	30.00	B/P726

Highline	Various streetlight repairs and LED fittings - January 22	778.00	155.60	933.60	B/P727
Jenny Wateridge (FOPL)	Compost for new planters (to be reclaimed from Welcome Back Fund)	187.00	0.00	187.00	B/P728
J Sandells	Bus shelter cleaning oct-dec 21	170.00	0.00	170.00	B/P729
D M Hughes	Bus shelter cleaning oct-dec 21	85.00	0.00	85.00	300079
W G Manley	Bus shelter cleaning oct-dec 21	170.00	0.00	170.00	300080
	Total			11,272.55	

c. After a proposal by Cllr Pritchard, seconded by Cllr Hignett it was **RESOLVED to APPROVE a payment of £30 for SALC Code of Conduct training for Clerk**

d. Quarter 3 2021-22 budget monitoring report and bank reconciliations were **NOTED**.

e. The Qtr 3 2021-22 internal checks had been completed satisfactorily. One issue was being checked by Clerk about reporting change of account details.

f. After a proposal from Cllr Pritchard, seconded by Cllr Evans it was **RESOLVED to approve transfer of £2300 from CCLA account to Unity current account (These were CIL monies spent on solar lighting project (£2000) and on website accessibility (£300))**

g. Price increases reported for Veolia, Cavendish Cleaning and CCLA management fee were **NOTED**.

h. It was **NOTED** that Paperwrite used for parish council stationery trade as Adrolasco Ltd for payment purposes.

182.21 Retrospective approval for decisions made under delegated authority since the 10th January 2022 meeting.

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

Date	Action	Comments	Cost
11/1/2022	Illustrations/print for Neighbourhood Plan consultation		£125
13/1/2022	Clerk as RFO to become key contact for Unity banking instead of Deputy Clerk		
13/01/2022	Re-registration for Cilca for Clerk and one-off refresher training	Re-registration was agreed by full council at 13/09/2021 Full Council Meeting, Minute ref: 92.21 (c)	£410 re-registration and £40 training
19/01/2022	SALC 'preparing for audit training' for Cllr Trow	Useful as Cllr Trow does the internal checks for the council	£30
27/01/2022	Additional noticeboard for Climate Change group		£24
31/01/2022	Additional printing costs to include the Reg 15 Neighbourhood Plan within the newsletter	This would save £1250 on printing and postage costs	£330

183.21 SALC COMMUNITY GOVERNANCE REVIEW. It was agreed that no action would be taken by the parish council as Cllrs were happy with the size of the parish and would not be initiating any action. The parish council would be sympathetic to any approaches by neighbouring parishes but had not been approached as yet.

184.21 SOUTH SHROPSHIRE CLIMATE ACTION CONSULTATION

Pontesbury Climate Emergency Action group have scheduled a meeting with Professor John Whitelegg (author of the SSCA consultation) in March. All PPC Cllrs would be invited to this meeting and attendees would feedback to full council in April.

185.21 Pavilion steering group

- a. Written report for February 2022 from the Deputy Clerk had been circulated and was **NOTED**.
- b. After a proposal from Cllr Trow, seconded by Cllr Lewis, it was **RESOLVED to APPROVE Company 1. to provide concrete for a bike rack at The Pavilion. This would be refunded from the Welcome Back Fund, Shropshire Council, as there is a time limit for submitting a claim to the Welcome Back Fund, Cllrs agreed that the payment to Company 1 could be paid before the work commenced.**
- c. After a proposal from Cllr Gregory, seconded by Cllr Hodges, it was **RESOLVED to APPROVE payment of £8750 to Shropshire Council Library Service for 2021-22.** This payment would be offset in part by an agreed contribution of £3500 from Friends of Pontesbury Library.
- d. After a proposal from Cllr Hignett, seconded by Cllr Evans, it was **RESOLVED to APPROVE the updated Pavilion Risk Assessment and addition of Pavilion Business Continuity Plan to general parish council Business Continuity Plan, as prepared by Deputy Clerk and recommended by the Pavilion Working Group.**
- e. After a proposal from Cllr Evans, seconded by Cllr Hignett, it was **RESOLVED to APPROVE the Terms of Reference and Vision Statement for the Pavilion Working Group as drawn up by Deputy Clerk and recommended by Pavilion Working Group**
- f. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to APPROVE delegated authority to the Pavilion Working Group and Deputy Clerk to agree the renewal of the Pavilion insurance for 2022-23**
- g. After a proposal from Cllr Gregory, seconded by Cllr Pritchard, it was **RESOLVED to APPROVE continuation of Health & Safety support contract with Shropshire Council on a pay as you go basis for 2022-23 and to pay a £100 retainer fee for this contract.**

186.21 UPDATE ON ANPR PROJECT WITH HANWOOD AND MINSTERLEY PARISH COUNCILS.

Cllrs Fletcher, Evans and Hignett gave a verbal update which was **NOTED**. Cllrs felt that this is a positive partnership project with the parish councils, PCC, Shropshire Council and West Mercia police working together. The local policing team are very positive about the crime prevention actions possible through use of the cameras. The local Community Speedwatch team have been contacted. It was felt that any associated signage needs to be situated to give maximum impact as a deterrent. Cllr Pritchard asked that any lampposts used need to be able to take the weight of the cameras and need to be correctly wired. Cllrs also stated their desire to see a 50mph restriction in place on many stretches of the A488.

187.21 APPOINTMENT OF FINANCE/ADMIN OFFICER

After a proposal from Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED to APPROVE delegated authority to Clerk in conjunction with Personnel Committee to**

appoint a Finance/admin Officer subject to satisfactory references being received. The Committee would report back to the March meeting.

188.21 HEALTH & SAFETY MATTERS

- a. After a proposal from Cllr Hignett, seconded by Cllr Davies, it was **RESOLVED to APPROVE the updated risk assessment for the public toilets, as prepared by Clerk. Cllr Fletcher wished to record a thank you to local resident Brian Simmonds for all of his assistance with the monitoring of the toilets. Cllr Fletcher also noted that the toilets would need to be refurbished, in particular the doors, in the near future.**
- b. After a proposal from Cllr Gregory, seconded by Cllr Hignett, it was **RESOLVED to APPROVE the updated Health & Safety policy for the council as prepared by Clerk**
- c. After a proposal from Cllr Gregory, seconded by Cllr Jones, it was **RESOLVED to APPROVE the DSE risk assessment as prepared by Clerk and to pay eye test fees and the cost of any glasses specified for computer use, for parish council staff.** Cllr Gregory raised that Specsavers offer a corporate voucher for eye tests.

189.21 PLATINUM JUBILEE WORKING GROUP.

Cllr Davies gave a verbal update on the Platinum Jubilee celebrations to be held on Sunday 5th June 2022 on Mary Webb field with local music, picnic and stands by local community groups/businesses. There would also be a carnival and baking competition. Cllr Fletcher thanked Cllr Davies and Deputy Clerk for all their work on the activities planned.

190.21 EMERGENCY PLAN WORKING GROUP – Cllr Fletcher gave a verbal update which was **NOTED**. A template emergency plan is being worked on bringing together contacts for an emergency response which the group aim to have in place by autumn 2022.

191.21 PONTESBURY CLIMATE EMERGENCY ACTION GROUP – Cllr Fletcher gave a verbal update which was **NOTED**. This included an update on the project to develop a wildflower verge along the Minsterley to Pontesbury cycleway, working with Marches Meadows Group, Restoring Shropshire Verges project and the AONB Stepping Stones project. RSVP have drawn up a management plan for the verge. After a proposal from Cllr Lewis, seconded by Cllr Davies, it was **RESOLVED to APPROVE delegated authority to Cllr Fletcher, Clerk and PCEAG to take this project forward with a management plan and budget being reported to future council meeting.** There is interest in also creating a wildflower meadow on an area of public open space on the Hall Bank development. This area needs to be legally handed to the parish council before any project can be taken forward.

192.21 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**. Proposals for work on the culvert associated with the flooding at the sports field were to be taken to Shropshire Council for approval. The Trading Post lease is almost complete.

193.21 PARISH BUSINESS

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

- i) A replacement lock is needed for Cruckmeole parish noticeboard
- ii) The cast iron sign for Cruckmeole that was recently replaced is in need of repair
- iii) It was requested that a review of meeting start times was added to the March agenda
- iv) Minsterley Motors' buses are no longer stopping at Hanwood School. This has been referred to SC

- v) Fading road markings at junctions and potholes particularly in Habberley area
- vi) The wall at the waste depot in Cruckmeole has collapsed. Cllr Evans would follow this up but asked that Clerk report it as well
- vii) Clerk reported that a number of oak trees may be available. Planting positions in School Green, Cruckton and Lea Cross were suggested
- viii) The AONB consultation would be circulated and added to the March agenda.

194.21 DATE AND TIME OF NEXT MEETING.

The Annual Parish meeting will take place at Pontesbury Public Hall on Monday 14th March 2022 at 7pm.

The meeting closed at 20.20pm

Signed:
Chairman Pontesbury Parish Council

Date: