

PONTESBURY PARISH COUNCIL



Full Council Meeting held in Pontesbury Public Hall on Monday 14th March 2022 at 8.15pm

PRESENT

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

Clerk of the Meeting: Debbie Marais (on zoom)

In attendance: One member of the public present

195.21 Apologies for Absence.

Apologies for absence were received from Cllr A Hodges, Cllr S Davies, Cllr N Manning and Cllr D Jones

196.21 Declarations of Interest and Dispensations. None

197.21 Public Questions and Comments. None

198.21 Minutes of Council. The minutes were submitted and circulated as read. After a proposal by Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED that the minutes of the Pontesbury Parish Council meeting, held on 14th February 2022 be approved and signed as a correct record.**

199.21 Statutory Business/Finance – After a proposal from Cllr Evans, seconded by Cllr Sandells, it was **RESOLVED to defer approval of payments and receipts until the April meeting and delegate authority to Cllrs Fletcher, Hignett and Clerk to authorise any regular payments necessary.** These would be retrospectively approved at the April meeting.

a. After a proposal from Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED to APPROVE the transfer of the Welcome Back Funds from the Lloyds Pavilion account to the Unity current account.** The funds had been paid into the Lloyds Pavilion account in error.

b. After a proposal from Cllr Gregory, seconded by Cllr Pritchard, it was **RESOLVED to APPROVE the continuation with the fortnightly Shropshire Council inspections of the play area and the annual Rospa inspection for 2022-23.**

c. The discussion of a new community noticeboard was deferred to the April meeting. It was felt that there needed to be a policy in place about who had access to/monitored what was being put up on the board.

200.21 After a proposal from Cllr Pritchard, seconded by Cllr Gregory, it was **RESOLVED to APPROVE start times for full council meetings to revert to 7.30pm from April. In future the meeting start times would follow British Summer Time. 6.30pm from November until March, 7.30pm from April to October.**

201.21 Appointment of Finance/Admin Officer – there had not been any appointable candidates. After a proposal from Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED**

to **APPROVE** delegated authority to the Personnel Committee to oversee the recruitment process again.

202.21 Resignation of Cllr Colin Robinson and plan for casual vacancy process. This was **NOTED**. Cllr Robinson had been thanked for all his time on the parish council.

203.21 Health & Safety matters:

- a. Cllr Gregory raised the matter of the missing defibrillator from outside the public toilets. There had been a problem with accessing the defibrillator and the box had been broken. The defibrillator had been taken by the ambulance crew. Deputy Clerk was in communication with West Mercia Ambulance Service. Deputy Clerk would prepare a paper for the April meeting with costings for a new box/defib and the pros and cons of having a lockable box for the defib. Clerk asked to write a thank you letter to Richard Burdekin who had recently retired from being the parish contact with Rea Valley First Responders.
- b. Cllr Gregory raised the comment received from the policing team about making the bus stop at the top of Hall Bank less enclosed. There would be a review of all bus stops during the summer.

204.21 Neighbourhood Matters – Cllr Fletcher explained the new Neighbourhood Matters website for reporting local incidents which help the police build up a picture locally. Cllrs were asked to promote the site to local residents.

205.21 Platinum Jubilee Working Group – Cllr Fletcher gave a verbal update from the working group. Clerk was asked to check that the parish council public liability cover is adequate for the event. After a proposal by Cllr Pritchard, seconded by Cllr Charles, it was **RESOLVED to APPROVE the expenses (total costs: £4251.00) contained in the report by Deputy Clerk and the outstanding funds of £751 to be raised from sponsorship.** The working group are aware of the budget and are working hard to raise the outstanding funds. Some of the costs are estimated at this point so there may be some differentiation later. Further reports will be provided to Council once the total costs are confirmed.

206.21 UPDATE ON ANPR PROJECT WITH HANWOOD AND MINSTERLEY PARISH COUNCILS. Cllrs Fletcher, Evans and Hignett gave a verbal update including that the cameras were due to be installed on 16/17th of March, which was **NOTED**. After a proposal by Cllr J Pritchard, seconded by Cllr Gregory it was **RESOLVED to APPROVE the following:**

- a. payment of £8000 + VAT to ANPRcheQ for the purchase of the camera within 14 days of installation
- b. payment of £980.43+VAT to ANPRcheQ for programming/installation of cameras, ICO registration and SSAIB accreditation (5 years)
- c. 12 monthly payments of £264 + VAT from February 2022, for consultancy activities listed in the contract document
- d. Use of £5000 earmarked reserves for traffic calming for year 1 costs and transfer of £5000 reserves from CCLA to Unity current account
- e. override of Financial Regulations in line with paragraph 11.1 (a) noting that the purchasing of the camera and consultancy services within contract are for a specialist item and service
- f. Contract with ANPRcheQ and for Cllr Fletcher to sign contract for the parish council
- g. Project to be reviewed in November 2022 to estimate budget needed to be included in the precept for the following financial year
- h. Once the accurate costs are known for Kier (installation) and signage production then a decision will be made as to what CIL Neighbourhood Funds will be needed to

top up the project in year 1 (over and above the PCC grant monies received and £5000 earmarked reserves). This will be reported to a future meeting.

i. Location of the camera in year 1 to be outside the entrance to the Sports Association on a Shropshire Council lamppost along the A488. In future years the position will be reviewed. The Horseshoes location was discounted at present due to many of the SC lighting in this area being in need of repair which may impact on the camera.

Cllrs felt that there may be a number of questions from local residents about the cameras and Cllr Fletcher would ask the consultant to produce a Frequently Asked Questions sheet for a future newsletter and the parish council website.

Member of public left the meeting

207.21 Recommendations from Finance and General Purposes Committee Meeting held on 9th March 2022.

a. After a proposal by Cllr Pritchard, seconded by Cllr Trow it was **RESOLVED** that the minutes of the Finance & General Purposes committee meeting, held on 9th December 2021 be approved and signed as a correct record.

Following discussion of the Internal Auditor interim report and after a proposal by Cllr Evans, seconded by Cllr Pritchard, it was **RESOLVED** to **APPROVE** the following:

b. Deputy Clerk working with the Pavilion Working Group to review the charges for hiring and bring a report to the April meeting and work with the Building Assistant to update the information on the invoices for clarity around pricing

c. Removal of approval of Cllrs Hignett, Fletcher, Evans and Clerk to make decisions between meetings as previously agreed to combat the effects of COVID on decision making. Decision making would revert to Financial Regulations/Standing Orders adopted by the council

d. An interim internal audit visit and report in January each year. Clerk to contact Internal Auditor to get a quote for additional internal audit work to be done each year.

The following was **NOTED**, in relation to the Internal auditor interim report:

e. PKF Littlejohn (External Auditors) will require the 2022-23 accounts to be submitted as Income & Expenditure rather than Receipts & Payments, due to the turnover of the parish council exceeding £2000 for three consecutive financial years

f. As the council has grown significantly in recent years with new services being provided, the Internal Auditor felt it would be beneficial to review the Terms of Reference of all committees, the committee structure and Financial Regulations to ensure that they adequately reflect and respond to, the current scope and activity of the council

g. Discussion was deferred about the three-year forecast of revenue and capital receipts and payments, requested by the Internal Auditor until a Finance Officer is in place

h. after a proposal by Cllr Lewis, seconded by Cllr Pritchard, it was **RESOLVED** to **APPROVE** a 3-month extension from 1 April 2022 for the existing grounds maintenance contract. For the 3 months the actual cost of the work each month (£331.42) would be paid to the contractor. This will be reviewed at the May council meeting or if the contractor requests a review sooner on the grounds of rising costs

i. after a proposal by Cllr Pritchard, seconded by Cllr Trow, it was **RESOLVED** to **APPROVE** a payment of £299 for the cyber liability insurance cover with BHIB (parish council current insurer). Cllrs and Clerk to increase their knowledge and understanding of cyber liability throughout the year and review the cover, to see if adequate, in 12 months. As part of this Cllrs will receive cyber security training/update from Shroptech before the 11 April Full Council meeting.

j. after a proposal by Cllr Pritchard, seconded by Cllr Gregory, it was **RESOLVED to APPROVE delegated authority to the Streetlight Working Group to draw up the tender document for the work to lampposts and LED conversion for the rest of the council owned streetlights**

Recommendations from the Joint CIL Working Group meeting with Hanwood Parish Council. After a proposal by Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED to APPROVE the following:**

k. The £44,460 CIL Neighbourhood Fund monies from the Shingler development will be split 60% for Hanwood projects and 40% for Cruckton/Cruckmeole

l. £2000 will be allocated (£1000 from each parish council's share) towards signage for a Quiet Lane along Pound Lane

m. £2000 will be retained (£1000 from each parish council's share) for seed funding for speed restriction projects in Cruckton/Cruckmeole. It is assumed that the majority of the funding will come from CIL Local Fund

n. Clerk to contact Shropshire Council to ask for agreement on designating Pound Lane as a Quiet Lane and eliciting their views on implementing speed restrictions for Pound Lane. Cllr Sandells asked that it be borne in mind that speed bumps would have a negative impact on agricultural vehicles

o. The remaining £24,276 for Hanwood projects be allocated to projects by Hanwood Parish Council

p. The remaining £16,184 for Cruckton/Cruckmeole projects be allocated for Cruckton Village Hall

q. A detailed procedure be put in place by Hanwood/Pontesbury Clerks (and agreed at a future Joint CIL Working Group meeting) about how monies for projects be claimed from Pontesbury Parish Council

r. After a proposal by Cllr Fletcher, seconded by Cllr Charles, it was **RESOLVED to APPROVE the new pay scale for Clerk (following the staffing review in December 2021) be NJC LC2 scp. 29-32. Subject to satisfactory performance Clerk to progress automatically through the range in salary scale LCE scp. 29-32 by annual increments, on 1st April each year until the maximum salary in the range is reached.**

208.21 NALC national salary award - After a proposal by Cllr Evans, seconded by Cllr Hignett, it was **RESOLVED to APPROVE the adoption of the NJC agreed payscales for 2021-22 for parish council staff and backdate this award to April 2021.**

209.21 Government response to the Landscapes Review – the papers circulated were **NOTED.** It was agreed that individual responses could be made to the consultation and to share responses made.

210.21 DATE AND TIME OF NEXT MEETING.

The next Full Parish Council meeting will take place at The Pavilion on Monday 11th April 2022 at 7.30pm.

The meeting closed at 21.05pm

Signed:
Chairman Pontesbury Parish Council

Date: