

PONTESBURY PARISH COUNCIL



Annual Council Meeting held in Pontesbury Public Hall on Monday 17th May 2021 at 7.30pm

PRESENT

Cllr D Fletcher (Chairman), Cllr N Hignett, Cllr R Evans, Cllr A Hodges, Cllr N Lewis, Cllr D Jones, Cllr D Gregory, Cllr P Bradbury, Cllr C Robinson, Cllr B Morris, Cllr J Pritchard, Cllr C Sandells and Cllr P Heywood

IN ATTENDANCE: two members of the public

Clerk of the Meeting: Nicola Young

- 1.21 **Election of Chairman for 2021/2022.** After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was unanimously voted that Cllr Duncan Fletcher will be Chairman of Pontesbury Parish Council for 2021/2022. Councillor Duncan Fletcher welcomed Cllr Trow, who had recently be elected to serve on the Council.
- 2.21 **Election of Vice Chairman for 2021/2022.** Cllr Fletcher proposed that the Parish Council elect two Vice Chairmen, especially regarding succession planning. After a proposal from Cllr Fletcher, seconded by Cllr Hodges, it was unanimously voted that Cllr John Pritchard and Cllr Nick Hignett both be elected as Vice Chairmen of Pontesbury Parish Council for 2021/2022.
- 3.21 **Co-option of Councillors.** This item was deferred to the June 2021 Parish Council meeting.
- 4.21 **Apologies for Absence.** None
- 5.21 **Declarations of Interest and Dispensations.**
 - 5.1.21 No declarations of interest were received.
 - 5.2.21 No requests for dispensation were granted.
- 6.21 **Public Questions and Comments.** None
- 7.21 **Minutes of Council.** The minutes were submitted and circulated as read. Cllr Hodges proposed an addition, para 148.20, second bullet point: add the word “approval” after “First application”, this amendment was made by hand. After a proposal by Cllr Neville, seconded by Cllr Bradbury, it was **RESOLVED that the minutes of the Pontesbury Parish Council meeting, held on Monday 12th April 2021 via Zoom, be approved and signed as a correct record.**
- 8.21 **Terms of Reference for Committees.**

After a proposal from Cllr Heywood, seconded by Cllr Lewis, it was **RESOLVED that the Terms of Reference for all Committees be agreed.**
- 9.21 **Committees and Steering Groups.** The following lists of members were agreed:

9.1.21 Finance & General Purposes Committee. After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED** that **9 members of the committee were approved as:**

Finance & General Purposes Committee (9 members)	
Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
Councillor Lewis	Councillor Heywood
Councillor Bradbury	Councillor Trow
One remaining space	

9.2.21 Planning Committee. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED** the number of Councillors on this Committee be increased to 10 members, namely:

Planning Committee (10 members)	
Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
Councillor Lewis	Councillor Bradbury
Councillor Gregory	Councillor Jones
Councillor Trow	One remaining space

9.3.21 Personnel Committee. After a proposal from Cllr Pritchard, seconded by Cllr Gregory, it was **RESOLVED** to increase the number of member councillors to 5 members of the committee, who were approved as:

Personnel Committee (5 members)	
Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
One remaining space	

9.4.21 Pavilion Steering Group. After a proposal from Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED** that the members of this Steering Group would comprise of 2 x Shropshire Councillors and 2 x Parish Councillors. The members were approved as:

Pavilion Steering Group	
Shropshire Councillors	Councillor Hignett
	Councillor Evans
Pontesbury Parish Councillors	Councillor Fletcher
	One remaining space

9.5.21 Neighbourhood Plan Steering Group. After a proposal from Cllr Gregory, seconded by Cllr Pritchard, it was **RESOLVED** that 4 members of the Parish Council will sit on this Steering Group, namely:

Neighbourhood Plan Steering Group	
Cllr Evans	Cllr Fletcher
Cllr Hodges	Cllr Trow

9.6.21 Extreme Weather Working Group. After from Cllr Fletcher, seconded by Cllr Hignett, it was **RESOLVED to set up an Extreme Weather Working Group with members of the public, 2 x Shropshire Councillors and 4 x Parish Councillors, namely:**

Extreme Weather Working Group	
Shropshire Councillors	Councillor Nick Hignett (Snow Warden)
	Councillor Roger Evans
Pontesbury Parish Councillors	Councillor David Gregory
	Councillor Douglas Jones
	Councillor Duncan Fletcher
	Councillor Charles Sandells

10.21 **Appointment of Representatives**. After a proposal from Cllr Pritchard, seconded by Cllr Hodges, the following were nominated as Parish Councillor representatives on the named organisation:

Organisation	Pontesbury Parish Councillor
Pontesbury Public Hall	Councillor Neville Lewis
Cruckton Village Hall	Councillor Charles Sandells
Habberley Village Hall	Councillor John Pritchard
Cemetery Committee	Councillor Paul Bradbury
Emergency Planning	Councillor David Gregory
Snow Warden	Councillor Nick Hignett
Tree Warden	Councillor Neville Lewis
Internal Checker for quarterly audit checks	Councillor Michelle Trow
Play Area	To follow

11.21 **Dates and Times of Ordinary Meetings**. After a proposal from Cllr Pritchard, seconded by Cllr Bradbury, the following dates and times of ordinary meetings were agreed:

Pontesbury Parish Council Ordinary Meetings	
Date	Venue
14 th June 2021	Cruckton Village Hall
12 th July 2021	Habberley Village Hall
August	No Meeting
13 th September 2021	Pontesbury Pavilion
11 th October 2021	Pontesbury Pavilion
8 th November 2021	Pontesbury Pavilion
13 th December 2021	Pontesbury Pavilion
10 th January 2021	Pontesbury Pavilion
14 th February 2021	Pontesbury Pavilion
14 th March 2021	Annual Parish Electors Meeting – Pontesbury Public Hall
11 th April 2021	Pontesbury Pavilion
9 th May 2021	Annual Parish Council Meeting – Pontesbury Pavilion

Planning Committee meeting dates – 6.30pm at Pontesbury Pavilion – first Monday of the month, unless bank holiday/stated otherwise, as follows:

Tuesday 1 st June 2021
Monday 5 th July 2021
Monday 2 nd August 2021
Monday 6 th September 2021
Monday 4 th October 2021
Monday 1 st November 2021
Monday 6 th December 2021
Monday 3 rd January 2022
Monday 7 th February 2022
Monday 7 th March 2022
Monday 4 th April 2022
Monday 2 nd May 2022

Finance & General Purposes Committee:

Budget meeting – date and venue to be confirmed

Other meeting dates as required

12.21 **Police Matters.** Cllr Fletcher reported that PC Ross Cookson will soon be retiring from West Mercia Police and proposed a vote of thanks for all his hard working. PC Ross Cookson will be invited to the June 2021 Parish Council to be thanked in person.

13.21 **Shropshire Council Member.** Shropshire Councillor Roger Evans reported:

- Shropshire Council are encouraging everyone to take advantage of the lateral flow tests available, these can be collected from the Shirehall Restaurant.
- Shropshire Council will be electing its new leader on Thursday 20th May, the majority group have chosen Lesley Picton who will be elected subject to a vote taking place at Theatre Severn.

14.21 **Planning**

14.1.21 Following a proposal from Cllr Hodges, seconded by Cllr Jones, it was **RESOLVED to receive and adopt the minutes of the Planning Committee held on 1st March 2021.**

14.2.21 Cllr Hodges, Chairman of the Planning Committee, reported that the Planning Committee had recently supported three applications, namely:

- 21/01428/FUL | Erection of No. 1 additional (six berth) cattery building | Lower Mill Boarding Kennels, Pontesford SY5 0UF
- 21/01639/FUL | Residential Development East of the Warehouse, Pontesford Hill, Pontesbury. Erection of one dwelling and installation of package treatment plant.
- 21/01756/FUL | Hare & Hounds, Cruckton SY5 8PW | Alterations and extensions in association with the proposed conversion of redundant fire damaged public house to provide four dwellings,

construction of new access and driveway with parking area and provision of associated drainage treatment facilities, following demolition of existing outbuildings.

- Horseshoes Public House application will be discussed at the next meeting.

14.3.21 A proposal by Cllr Gregory to list the Horseshoes Public House as an Asset of Community Value had been made. Following discussion a proposal from Cllr Evans, seconded by Cllr Bradbury, it was **RESOLVED to halt to redevelopment and nominate the Horseshoes Public House, Pontesbury as an Asset of Community Value.** (9 votes for and 2 against)

15.21 **Retrospective Approval of Decisions Made.** After a proposal from Cllr Heywood, seconded by Cllr Trow, it was **RESOLVED to approve the following decisions made under delegated powers since 12th April 2021:**

Date	Action	Comments	Cost
22/04/2021	Approve increase in Deputy Clerk's hours from 18.5 to 22.5 from 1 May 2021 until 30 June 2021	Recommendation from Personnel Committee following Clerk's appraisal to assist with elections and end of year audit/accounts	£700 to include additional salary and on-costs
30/4/2021	Extension for Clerk's CiLCA qualification		£50
04/05/21	Play sand for play area	As recommended in RoSPA inspection	£680 +VAT
04/05/2021	Transfer of precept/CIL monies from Lloyds Pavilion account to Unity account	Paid into Pavilion account in error by SC	£174,692.72
10/05/2021	Signage for police	Type and size of signage suggested for the police at the front of the Pavilion	No cost to parish council

16.21 **Scheme of Delegation.** Following a proposal from Cllr Gregory, seconded by Cllr Heywood, it was **RESOLVED** to continue the resolution made in March 2020 to delegate decision making and payments between meetings to Councillors Fletcher, Pritchard, Hignett, Evans and the Clerk until September 2021 meeting, when the decision will be reviewed.

17.21 **Pavilion Steering Group.** Cllr Fletcher reported that:

- West Mercia Police are moving into the Pavilion week commencing Monday 17th May 2021.
- Friends of Pontesbury Library will be holding a plant sale at the Pavilion on Saturday 23rd May from 2-4pm. Cllr Fletcher will be handing out fliers to promote hire of the Pavilion at this event.
- Councillors Roger Evans and Nick Hignett gave a vote of thanks to Cllr Fletcher for his perseverance in pushing the project ahead with the Police Crime Commissioner and West Mercia Police.

18.21 **Statutory Business/Finance**

18.1.21 **Receipts.** After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED** to note the following income since the last meeting:

Unity Bank

Savings interest Nationwide/Unity	£3.52
Newsletter advert	£1,044.40
2021-22 precept	£142,210.00
CIL monies	£32,482.72
FOPL contribution to TV installation	£147.00
SSE refund	£117.93
Total income	£176,005.57

Lloyds Bank

total	£0.00

18.2.21 **Payments for Approval.** After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED** to approve the following for payment:

Unity Bank

Supplier/Payee	Invoice Ref	Service	Net	VAT	Gross	Cheque No
Lawrence Direct	15308	boxes of paper and stationery for Deputy Clerk	57.67	11.53	69.20	B/P537
Veolia		Refuse collection (Pavilion) 01/03/2021-31/03/2021	26.97	5.39	32.36	DD
SSE SWALEC		School Green streetlights electricity 5/2/2021 - 7/04/2021	82.29	4.11	86.40	DD
Shropshire Council	2500000080190	NonDomestic Rates for public toilets 2021-22 (May)	54.00	0.00	54.00	B/P538
Rise & Shine Cleaning		Public toilet weekly clean for April plus Pavilion cover	290.00	0.00	290.00	B/P539
SLCC		3 month extension for Cilca for Parish Clerk	50.00	0.00	50.00	B/P540
Parish Clerk		Salary May 2021	1898.97	0.00	1898.97	B/P541
Building Assistant		Salary May 2021	903.59	0.00	903.59	B/P542
Deputy Clerk		Salary May 2021 (additional 5 hours per week and tax rebate)	1438.75	0.00	1438.75	B/P543
Shropshire Council		Pension payment for Parish Council staff May 2021	1347.36	0.00	1347.36	B/P544
M.I & T.E.M Pritchard		Grounds maintenance May 2021	193.33	38.67	232.00	B/P545
Parish Clerk		Expenses 12/04/2021 - 16/05/2021	168.01	0.00	168.01	B/P546
Deputy Clerk		Expenses 12/04/2021 - 16/05/2021	206.12	0.00	206.12	B/P547
Gillian Bailey		Clerk support work - various including cycleway project April	350.00	0.00	350.00	B/P548
New Era Printing	SI-2219	May newsletter printing	358.00	0.00	358	B/P549
Shropshire Design & Print	SDP-16171	Printing boards for Climate Change projects from grant agreed at 12/4/21 meeting	42.34	8.47	50.81	B/P550
Nigel Pugh		Various maintenance works for play area, public toilets and Pavilion	320.00	0.00	320	B/P551
Cartridge Save	INVZB21XG	Toner Cartridge for Clerk's printer	63.47	12.69	76.16	B/P552
Cartridge Save	INVZB21DM	Ink cartridge for Deputy Clerk's printer	26.23	5.25	31.48	B/P553
Border Janitorial supplies	198426	Sanitisers, wipes and masks for council meetings	33.15	6.63	39.78	B/P554
Border Janitorial supplies	198504	Refuse sacks for play area bins	18.14	3.63	21.77	B/P555
Lawrence Direct	15341	Various stationery April 2021	41.22	8.24	49.46	B/P556
JDH Business Services	3950	Internal audit 2020-21	298.20	59.64	357.84	B/P557
SALC	729	ALC and NALC Affiliation fees 2021-22 (based on 2643 electors)	1217.59	0.00	1217.59	B/P558
Highline	4384	Annual condition survey for 2021-22	513.00	102.60	615.60	B/P559
Playbark	INV-13356	16 tonne play sand for play area	680.00	136.00	816.00	B/P560
Tony Bishton		Oct 20- May 21 balance of payment for planting	350.00	0.00	350.00	300067
		Total			11,431.25	

Lloyds Bank

Supplier/Payee	Invoice Ref	Service	Net	VAT	Gross	Cheque No
E-ON	H19AE21AB7	Gas bill - 28/2/2021-04/04/2021	90.02	4.50	94.52	DD
E-ON	H19A7A1B31	Electricity bill - 28/02/2021-28/03/2021	45.68	2.28	47.96	DD
Lanyon Bowdler	21 5902	Legal fees for Deed of Easement for BT duct/fire muster point and amendment of transfer	1322.00	252.40	1574.40	PB/P 54
Shropshire Council	2500000338431	Business rates Pavilion May 2021	1435.00	0.00	1435.00	PB/P 55
		Total			3,151.88	

18.3.21 After a proposal by Cllr Fletcher, seconded by Cllr Pritchard, it was **RESOLVED to approve the payment of £1,217.59 payment for SALC/NALC Affiliation for 2021-2022 based on 2,643 electors.**

18.4.21 After a proposal by Cllr Lewis, seconded by Cllr Hignett, it was **RESOLVED to approve a maximum budget of £55 for a tree inspection survey by Shropshire Council and delegate authority to Cllrs Fletcher, Lewis and the Clerk to organize the survey.**

19.21 **Pontesbury Parish Newsletter.** It was agreed to defer to the next Finance & General Purposes Committee consideration of expanding the Pontesbury Newsletter to 16 pages and review the 3 quotes received for a 3-year contract for the newsletter production.

20.21 **Trading Post Building, Station Road**

Cllr Fletcher reported that the Council had been working with the Gardener's Association. A Heads of Terms had been drawn up and Council have resolved to formalize the casual agreement with the Gardener's Association. A License to Occupy will be agreed by both parties which will secure the asset for the Gardener's and the Parish Council will continue to maintain the building and encourage continued trade.

Cllr Lewis raised the matter of the land at the rear of the Trading Post Building, it was requested that staff contact Ian Pugh, Shropshire Council, to ask him to look into the matter.

21.21 **Pontesbury Climate Emergency Action Group.** Cllr Fletcher provided a verbal report from the Action Group: there are 3 sub-groups: Transport; Bio-diversity; and, Carbon Reduction.

- Transport Group is currently dealing with a cycle way from Minsterley to Pontesbury.
- Bio-diversity Group is currently planting wild flower sites across the parish.
- Carbon Reduction Group is working towards assessing the carbon footprint of the parish in order to make reductions.

22.21 **Clerk's Report.** The following report was received from the Parish Clerk:

ISSUE	COMMENT
Variation of lease of land off Station Road to include sub-letting to Gardeners Association	Building currently insured by PPC until October 2021. Draft lease accepted by PPC and still under discussion by Gardener's Association. Gardener's Association have some additional items they require clarification on. Meeting with Ian Pugh (Shropshire Council estates) on issues raised by Gardeners Association on Friday 5 th February 2021. Follow up meeting with Ian Pugh to be held on Thursday 13th May.

Discussions about refuse bins, grit bins and increased lighting on cycleway	Joint approach with Minsterley PC to SC about increased lighting and gritting of cycleway as there will be increased footfall by Mary Webb pupils along the cycleway. Meeting held 12th May 2021 in order to evaluate tenders received.
Climate change emergency group	Hedgerow saplings planted along nursery fence (along Hall Bank) bulb and wildflower planting along footpath linking Hall Bank and play area and pollinators garden being planted opposite Pavilion. Cycling sub-group looking at Safe cycling/walking routes to school and a longer term aim of cycleway from Minsterley to Shrewsbury. Carbon Watchers pilot group being launched in June. Next full meeting of whole group on 26th May.
Traffic calming measures	Discussions with Minsterley and Hanwood parish councils about a joint approach to speed reduction measures.
Flooding at Sports Area	Meeting with David Wilson/Tim Barber and Cllrs Lewis and Fletcher took place on 12 April to look at flooding issue and plan of action.
F&GP meeting	Date of next meeting Thursday 10 June 7pm at Pavilion.
Unity bank charges	From 1 July 2021 bank charges will be £18/quarter (as now) plus 15p charge for each individual credit and debit transaction. Approx. £4.50-£5/month because the credit turnover is now over £100,000

23.21 Parish Business. The following matters were reported:

23.1.21 Cllr Lewis reported the bad state of the pavement outside the Co-op shop on Hall Bank, especially regarding the amount of bark chippings that were spreading across the pavement from the planted areas, mainly due to people taking short cuts through this area. Cllr Fletcher agreed to make contact with the Co-operative Area Manager and Shropshire Homes Contracts Manager to try to resolve the matter.

23.2.21 Cllr Hodges and Cllr Evans thanked the Council for cleaning the bus shelter in Cruckton, it was an excellent job. Cllr Fletcher will pass thanks onto Nigel Pugh. The Councillor asked if there was a rota for cleaning bus shelters in the Parish? The bus shelter cleaning rota will be sent to all Councillors.

23.3.21 Cllr Gregory reported that the Astley Noticeboard needs to be cleaned, there is moss growing on the frame. Cllr Fletcher will request that the task is completed by Nigel Pugh.

23.4.21 CIL Payments – where can they be spent to slow vehicles down? It was proposed that a working group will look at CIL funding.

23.5.21 Cllr Sandells reported that the Minsterley Show will be going ahead following Government COVID-19 guidance on outdoor events.

23.6.21 Cllr Pritchard requested an update regarding the parking outside The Plough Garage. The Garage had received a visit from a Police Officer and were requested to try to keep clear, but the cars are not always vehicles booked in at the garage. The Parish Council will contact the owners of the public house.

23.7.21 Cllr Pritchard reported that the white lines on junctions in rural parts of the parish were wearing away. All Councillors were requested to send a list of specific sites where road markings had worn away to Cllr Hignett, who will liaise with Shropshire Council Highways.

24.21 **June/July Parish Council Meetings.** It was agreed to hold the June 2021 Council meeting at Cruckton Village Hall and the July 2021 Council meeting at Habberley Village Hall on the proviso that the Risk Assessment completed by the Clerk states it is safe to do so. Cllr Sandells reported that he has a key for the Cruckton Village Hall.

25.21 **Date and Time of Next Meeting.** It was agreed that the next Pontesbury Parish Council meeting will take place at Cruckton Village Hall, Cruckmeole at 7.30pm on 14th June 2021.

The meeting closed at 2045.

Signed:
Chairman Pontesbury Parish Council

Date: