

## **PONTESBURY PARISH COUNCIL**



### **Full Council Meeting held in Cruckton Village Hall on Thursday 24<sup>th</sup> June 2021 at 7.30pm**

#### **PRESENT**

Cllr D Fletcher (Chairman), Cllr N Hignett, Cllr A Hodges, Cllr N Lewis, Cllr C Sandells, Cllr P Heywood, Cllr M Trow

**IN ATTENDANCE:** PC Simon Lewis and one member of the public

**Clerk of the Meeting:** Nicola Young

#### **26.21 Co-option of Councillors.**

After a proposal from Cllr Heywood, seconded by Cllr Lewis, it was **RESOLVED to co-opt Sharon Davies and Lynette Charles to become Parish Councillors for Pontesbury Ward.** They were duly invited to the table.

#### **27.21 Apologies for Absence.**

Apologies for absence were received from Councillors D Gregory, D Jones, P Bradbury, R Evans, C Robinson and J Pritchard

#### **28.21 Declarations of Interest and Dispensations.**

- a. Councillor S Davies declared an interest in Item 17.
- b. No requests for dispensation were granted.

#### **29.21 Public Questions and Comments.** None

**30.21 Minutes of Council.** The minutes were submitted and circulated as read. After a proposal by Cllr Heywood, seconded by Cllr Hodges, it was **RESOLVED that the minutes of the Annual Pontesbury Parish Council meeting, held on Monday 17<sup>th</sup> May 2021, be approved and signed as a correct record.**

#### **31.21 Police Matters**

- a. The Chairman welcome PC Simon Lewis to his first Pontesbury Parish Council meeting on his first day in post.
- b. PC Simon Lewis reported:
  - i. "Concern for Safety" had been the most reported incidents.
  - ii. General crime statistics:
    1. June 2021 = 0 x thefts to date.
    2. May 2021 = 3 x thefts
    3. April 2021 = 0 x thefts
  - iii. Pontesbury was in the Police area 'rural west' and the parish is a low crime area.

- iv. PCSO vacancy exists, PCSO Sara Edwards still working, but PC Lewis has requested an experienced PCSO to fill the vacancy due to so many hours working alone.
- v. Rural Crime team are actively visiting farms, there are 2 x Rural Business Crime Officers and this is solely their role. The Team are aware of rural crime gangs.
- vi. The Local Policing Team will have a stand at the Minsterley Show.

### 32.21 **SHROPSHIRE COUNCIL MEMBER**

Shropshire Councillor Nick Hignett provided a verbal report:

Following Unitary Elections, the new Cabinet on Shropshire Council is as follows:

- Lezley Picton – Leader
- Steve Charmley – Deputy Leader & Highways
- Gwilym Butler – Resources
- Dean Carroll – Adult Social Care & Public Health
- Rob Gittins – Digital Technology & Data
- Kirstie Hurst-Knight – Children & Education
- Cecelia Motley – Communities, Place, Tourism & Transport
- Ian Nellins – Climate Change & Transport
- Ed Potter – Economic Growth & Planning

#### 20mph speed limit outside schools:

In September 2020 Shropshire Council approved a programme for introducing 20mph speed restrictions outside schools, where highway conditions are appropriate. Data collection and feasibility studies are now in progress. Surveys are due to be completed by 30<sup>th</sup> June.

Any specific traffic management proposals will be discussed with the schools concerned, the neighbouring community and elected representatives.

The programme for scheme delivery is due to commence in April 2022 and will span several years.

#### Armed Forces Week – 21-27 June 2021

This week offers a chance for us all to show our appreciation to the whole of the armed forces community.

#### Local Issues

**Recent Road Closures A488** for resurfacing have caused problems for local commuters. Many of the side roads are unsuitable as diversion routes, but there are limited alternatives. Motorists are urged to drive with extreme caution whilst the Highways Authority complete the remaining repairs.

**Minsterley Garage** – several complaints have been received regarding the availability of fuel at Minsterley. It is understood that this is due to a failure of operation of the pumps at this location. This facility covers a wide area and there will, inevitably, be disruption when the pumps are out of operation.

There is a likelihood of closure for 3 months early next year while this facility is completely rebuilt, including re-siting of the fuel pumps. Everyone is asked to prepare for this and support this improvement for the longer term.

**Minsterley COVID Update** – 25 cases have been reported today at Minsterley Primary School (23 pupils and 2 staff). Public Health Officers are visiting the area.

- The school is now closed due to staffing issues, rather than concerns over infections.
- Minsterley Co-op is operating under reduced hours due to staffing concerns.
- Hillcrest, Cliffdale, Pontesbury Project and other housing associations to be closely monitored.
- Large employers in the area are being contacted to stay alert and check COVID-safe measures.
- Mary Webb Academy has sent some pupils home today.
- Cases are predominantly in children, which would indicate that the vaccinations are working effectively. No cases are seriously ill. There are no hospitalisations.
- Not all children have to isolate, only those who are contacts of confirmed cases.
- Remember Hands, Face, Space and social distancing is vital.
- Police will get involved if people are not isolation when they should.
- Report these to Shropshire Public Health [shropshirepublichealth@shropshire.gov.uk](mailto:shropshirepublichealth@shropshire.gov.uk) or call 01743 251234
- The CRT (Community Response Team) is in the area on the ground.
- COVID Support Line 0345 678 9028
- Next meeting to discuss this area with all services is taking place next Monday, 28<sup>th</sup> June 2021.

Questions for Shropshire Councillor:

Cllr Sandells – there are many potholes in rural lanes, discouraging cyclists and damaging vehicles, what are Shropshire Council doing with regards to this problem?

Cllr Hignett – Shropshire Council are making potholes a high priority. They have repairs 340 potholes and since 247 new potholes have been reported. There is a 7,000-pothole backlog. Concentrating on A, B then C roads. Please continue to report potholes onto the Shropshire Council portal. If urgent, please include Cllr Hignett in the report.

Cllr Sandells – Upper Cruckton still has flooding issues and other areas too, including by the golf club.

Cllr Hignett – He will arrange a meeting with John Bellis, Flooding Officer.

Cllr Heywood remarked that there is now a new JCB machine which fills potholes 3x quicker and hopefully Shropshire Council will be investing in these machines.

### 33.21 PLANNING

- a. After a proposal by Cllr Hodges, seconded by Cllr Trow, it was **RESOLVED to receive and adopt the minutes from the Planning Committee meeting held on 4<sup>th</sup> May 2021.**
- b. Cllr Hodges, Chairman of the Planning Committee, gave a verbal update:
- At the last Committee meeting a constructive discussion with Shropshire Homes had taken place regarding the Minsterley Road Development. The development will include a good cycling/footpath which in future will link with the railway line / village. The Committee debated the merits of a roundabout or pedestrian crossing; Shropshire Homes stated for procedural reasons they will put in the application for a roundabout, but give consideration to a pedestrian crossing. Shropshire Homes had taken on-board the request for variety of design.
  - Application to demolish The Horseshoes public house; there are several reasons to be in favour:
    - i. Within the development boundary
    - ii. Brownfield siteBut also several reasons to object:
    - i. Heritage asset
    - ii. Larger population living nearer the public house
    - iii. Registered as a Community Asset
  - Cabins and domes application beyond Habberley village has been withdrawn.
  - Neighbourhood Plan Steering Group have received a grant of £9,000.

Cllr Sandells asked if the Shropshire Homes development will have an impact on drainage and flooding.

Cllr Hodges explained that the Planning Committee do no more than flag up any flooding problems, but Flooding Officers make expert comments. There will be an attenuation pond on site and drainage will be to the rear of the proposed estate.

Shropshire Homes have not included bungalows within the plans.

### 34.21 Statutory Business/Finance

- a. Income to Lloyd's Pavilion Account as noted as a total of £0.00  
Income to Unity Bank Account noted as £9,115.67

|                                       |  |                  |
|---------------------------------------|--|------------------|
| Savings interest Nationwide/Unity     |  | £3.64            |
| Newsletter advert                     |  | £102.60          |
| NNDR rates refund on public toilets   |  | £104.43          |
| Locality grant for Neighbourhood Plan |  | £8,905.00        |
| <b>Total income</b>                   |  | <b>£9,115.67</b> |

b. The following Payments were approved:

**Agenda item 9.a & 9.b Receipts/payments for approval - June 2021 Lloyds Pavilion ACCOUNT**

| Supplier/Payee     | Invoice Ref   | Service   | Net     | VAT    | Gross           | Cheque No |
|--------------------|---------------|---|---------|--------|-----------------|-----------|
| Berrys             | IS 53829      | Professional fees associated with PCC lease         | 1269.76 | 253.95 | 1523.71         | PB/P 56   |
| Shropshire Council | 2500000338431 | Business rates Pavilion June 2021                   | 1435.00 | 0.00   | 1435.00         | PB/P 57   |
| Shropshire Council | 7116253       | Fire alarm and emergency lighting checks - Pavilion | 255.76  | 51.15  | 306.91          | PB/P 58   |
|                    |               | <b>Total</b>  |         |        | <b>3,265.62</b> |           |

**Agenda item 9.a & 9.b payments for approval - June 2021 UNITY ACCOUNT**

| Supplier/Payee         | Invoice Ref | Service  | Net     | VAT    | Gross            | Cheque No  |
|------------------------|-------------|--|---------|--------|------------------|------------|
| Veolia                 |             | Refuse collection (Pavilion) 01/04/2021-31/04/2021           | 26.97   | 5.39   | 32.36            | DD         |
| SSE SWALEC             |             | School Green streetlights electricity Qtr 1 2021-22          | 98.47   | 4.92   | 103.39           | DD         |
| SSE SWALEC             |             | Public toilets electricity Qtr 1 2021-22                     | 32.95   | 1.64   | 34.59            | DD         |
| Staff Salaries         |             | Salaries June 2021   | 4031.71 | 0.00   | 4031.71          | B/P561-563 |
| Parish Clerk           |             | Expenses 17/05/21 - 20/06/21                                 | 114.09  | 0.00   | 114.09           | B/P564     |
| Deputy Clerk           |             | Expenses 17/05/21-13/06/21                                   | 151.20  | 0.00   | 151.20           | B/P565     |
| Shropshire Council     |             | Pension payment for Parish Council staff June 2021           | 1347.36 | 0.00   | 1347.36          | B/P566     |
| HMRC                   |             | PAYE & NI payments Qtr 1 2021-22                             | 2944.21 | 0.00   | 2944.21          | B/P567     |
| M.I & T.E.M Pritchard  |             | Grounds maintenance May 2021                                 | 193.33  | 38.67  | 232.00           | B/P568     |
| New Era Printing       | SI-2295     | June 21 newsletter printing                                  | 435.00  | 0.00   | 435.00           | B/P569     |
| Shropshire Council     | 7118022     | Joint energy costs for streetlight electricity Qtr 1 2021-22 | 1155.64 | 231.13 | 1386.77          | B/P570     |
| Highline               | 3236        | streetlight repairs March 21                                 | 541.75  | 108.35 | 650.10           | B/P571     |
| Cartridge Save         | INVZB22ZF5  | Toner Cartridge for Clerk's printer/Cllr D Jones' printer    | 84.51   | 16.90  | 101.41           | B/P572     |
| Lawrence Direct        | 15379       | Various stationery May 2021                                  | 27.22   | 5.44   | 32.66            | B/P573     |
| Pontesbury Public Hall | 1974        | hire of public hall for May 21 Full Parish Council Meeting   | 39.00   | 0.00   | 39.00            | 300069     |
| Tony Bishton           |             | Interim payment May-October floral planting                  | 500.00  | 0.00   | 500.00           | 300070     |
|                        |             | <b>Total</b>   |         |        | <b>12,135.85</b> |            |

After a proposal from Cllr Hodges, seconded by Cllr Heywood, it was **RESOLVED** to approve all payments listed above.

### 35.21 FINANCE MATTERS

- Receipts & Payments Account for the year ended 31<sup>st</sup> March 2021, noting a closing balance of £201,208.
- Year End Bank Reconciliation for year ending 31<sup>st</sup> March 2021, noting Cash in Hand £201,207.44 and B Adjusted Bank Balance £201,207.44 and duly signed by the Chairman.
- Year End Budget monitoring noting a NET TOTAL Current Balance of £113,169.87.
- Annual Financial Report and Explanation of Variances noted.  
After a proposal by Cllr Heywood, seconded by Cllr Hignett, it was **RESOLVED** to sign off as an accurate record the documents sub paragraphs a-d above.
- Pontesbury Parish Newsletter – Council is requested to consider the report on whether to increase the Newsletter print run from 12 pages to 16 pages, consider quotes received from 3 companies and whether to offer a 3-year contract.

After a proposal by Cllr Heywood, seconded by Cllr Lewis, it was **RESOLVED** that Pontesbury Parish Council agree to increase the page limit of the Pontesbury Newsletter to 16 pages, to accept the quote from Company 1 and agree to offer a 3-year contract to Company 1 to print the Newsletter.

It was also agreed that an 'out of Parish information' included in the Newsletter will be restricted to half page only.

- Street Lighting Joint Energy Agreement – Council is requested to consider the report on approving the 2021-22 Street Lighting Joint Energy Agreement with Shropshire Council.

After a proposal from Cllr Lewis, seconded by Cllr Hignett, it was **RESOLVED to approve 2021-22 agreement and continue to update Shropshire Council as new LED lighting is installed.**

- g. Increase in Mobile Phone Charges. Council noted the 0.7% increase in mobile phone charges from £6/month to £6.28/month.

#### 36.21 **STANDING ORDERS AND FINANCIAL REGULATIONS**

- a. Standing Orders (page 9) sub-para 4d.v. was debated. It was agreed that this sub-para remains but included amended wording regarding substitute members only if a Councillor is away long-term. Deputy Clerk to draft wording.
- b. Financial Regulations. Defer to next Finance & General Purposes Committee meeting.

After a proposal by Cllr Heywood, seconded by Cllr Hignett, it was **RESOLVED that a. and b. above be approved.**

#### 37.21 **TRANSFER OF FUNDS FROM UNITY BANK TO CCLA TO SATISFY FINANCIAL SERVICES COMPENSATION SCHEME**

After a proposal by Cllr Heywood, seconded by Cllr Trow, it was **RESOLVED to transfer £110,000 from the Unity Bank account to CCLA account.**

#### 38.21 **AUDIT**

- a. Internal Audit Report was noted, with action required to be discussed at the next Finance & General Purposes Committee meeting.
- b. Audit Annual Return for the year ended 31<sup>st</sup> March 2021: After a proposal by Cllr Heywood, seconded by Cllr Sandells, it was **RESOLVED to approve the Annual Governance Statement and the Chairman duly signed.**
- c. Audit Annual Return for the year ended 31<sup>st</sup> March 2021: After a proposal by Cllr Hodges, seconded by Cllr Lewis, it was **RESOLVED to approve the finance report and accounting statements for 2020-2021 and the Chairman duly signed.**
- d. The Intention to public the Notice of Elector's rights on 28<sup>th</sup> June 2021 and upload the Notice and AGAR pages to the Council website was duly noted.

#### 39.21 **TO ELECT MEMBERS TO COMMITTEES**

- a. Planning Committee. After a proposal by Cllr Hodges, seconded by Cllr Lewis, it was **RESOLVED that Cllr Lynette Charles be elected to the Planning Committee.**
- b. Finance & General Purposes Committee. After a proposal by Cllr Fletcher, seconded by Cllr Lewis, it was **RESOLVED that Cllr Sharon Davies be elected to the Finance & General Purposes Committee.**

#### 40.21 PAVILION STEERING GROUP

The DRAFT Hire Charges report, Conditions of Use and Booking Form had been circulated to all Councillors prior to the meeting. The following comments were received:

- There should be no session pricing.
- A minimum booking period for the Main Hall only be stipulated.
- A sub-group of Councillors to meet to discuss the documents, hire charges and conditions of use and report back to next full Council meeting on 12<sup>th</sup> July 2021.
- The sub-group members are: Councillors Duncan Fletcher, Nick Hignett, Neville Lewis and Charles Sandells with the Deputy Clerk.

#### 41.21 PONTESBURY CLIMATE EMERGENCY ACTION GROUP

Cllr Fletcher reported on recent actions by the Group:

- Cycling Group – to identify route from Minsterley to Shrewsbury
- Shropshire Council officer, Kevin Aitken, looking at extending the cycle way to Mary Webb Academy.
- Shropshire Council officer, Rose Dovey, Travel Manager, will be holding stakeholder workshops and the parish council will be involved with this.
- As Shropshire Council own part of the railway line, there are one or two easy first options.

Cllr Lewis requested that the Climate Emergency Action Group look to become self-sufficient – Council note the comment.

Cllr Sandells stated why spend money on a cycling route and not keep up country lanes where people actually cycle, ie, fixing potholes.

The Chairman requested a comment from the Deputy Clerk regarding the comment from Cllr Lewis – the Deputy Clerk stated that the Council would need to look at the Climate Emergency Declaration Action Plan to see how the Council would fulfil its role.

#### 42.21 REQUEST FOR FUNDING (Cllr Davies abstained from discussion)

The Good Neighbours Scheme requested funding for Great British Tea Party and they had raised the majority of funding so far. Although they originally requested £300 in the letter, the request was now for £200. This money would be spent on:

- Employing caterers
- A company was printing invitations free of charge
- Events costs = £1,500
  - Entertainment = £150
  - Food = £800

After a proposal by Cllr Trow, seconded by Cllr Charles, it was **RESOLVED that £200 donation be granted to the Good Neighbours Scheme.**

If all the £200 was not spent on the Great British Tea Party, remaining monies would be spent on coffee mornings, as the intention was to provide hot meals during colder winter months.

**43.21 JOINT MEETING WITH HANWOOD PARISH COUNCIL**

A joint meeting with Hanwood Parish Council members is proposed to take place to discuss the 50% CIL agreement. Councillors agreed the following:

- a. The meeting will take the form of a joint Working Group.
- b. Nominated Pontesbury Parish Councillors are:
  - i. Cllr Allan Hodges
  - ii. Cllr Charles Sandells
  - iii. Cllr Peter Heywood
  - iv. Cllr Duncan Fletcher
- c. The date of the inaugural joint meeting will be week commencing 12<sup>th</sup> July 2021.

**44.21 Parish Business**

Parish matters reported were:

- Cllr Sandells – Cruckton Bridge inspectors from Shropshire Council had removed foliage from the bridge and had thrown it over the neighbours' hedge.
- Cllr Davies – Bogey Lane has a weight limit and many drivers using this road are over the weight limit. Cllr Davies will report this matter to the Police.
- Cllr Fletcher – request to be put on July Agenda that the Pavilion Steering Group attend the Minsterley Show to promote the building.
- Cllr Fletcher thanked the Pontesbury Newsletter Editor for the great deal of work she did on producing the online Newsletter during lockdown.

**45.21 Date and Time of Next Meeting.** It was agreed that the next Pontesbury Parish Council meeting will take place at Habberley Village Hall at 7.30pm on Monday 12<sup>th</sup> July 2021.

The meeting closed at 2125.

Signed: .....  
Chairman Pontesbury Parish Council

Date: .....