

PONTESBURY PARISH COUNCIL



Full Council Meeting held in Pontesbury Pavilion on Monday 8th November 2021 at 6.30pm

PRESENT

Cllr D Fletcher, Cllr N Hignett, Cllr J Pritchard, Cllr N Lewis, Cllr A Hodges, Cllr M Trow, Cllr R Evans, Cllr D Jones, Cllr D Gregory, Cllr C Sandells, Cllr L Charles and Cllr N Manning

Clerk of the Meeting: Debbie Marais

In attendance: One member of the public

127.21 Apologies for Absence.

Apologies for absence were received from Cllr C Robinson, Cllr P Heywood and Cllr S Davies

128.21 Declarations of Interest and Dispensations. None

129.21 Public Questions and Comments. None

130.21 Minutes of Council. The minutes were submitted and circulated as read. After a proposal by Cllr Hignett, seconded by Cllr Pritchard, it was **RESOLVED that the minutes of the Pontesbury Parish Council meeting, held on Monday 11th October 2021, be approved and signed as a correct record.**

131.21 Police Matters. PC Simon Lewis was unable to attend but had sent a report read out by Clerk including the following:

- ASB – ongoing issues with youths in Pontesbury and Minsterley. The team are currently addressing these issues and have recently had youths and parents into the station for face to face intervention. This will continue to be monitored.
- Speeding – received reports regarding this issue (bids have been requested through the road policing team at headquarters to visit locations and conduct speeding enforcement) Parish council will be updated regarding any feedback.
- Neighbourhood Disputes – Safer Neighbourhood Team are currently dealing with several disputes and these are being resolved through mediation.
- SNT continue to conduct patrols on foot and mobile across Shrewsbury Rural West in aid to reassure communities.
- Neighbourhood Matters is now live, you can sign up to this on www.neighbourhoodmatters.co.uk This is a great way to hear about policing updates, crime prevention, ongoing incidents and learn about whats going on in the community.
- SNT will endeavour to attend Parish Council Meetings when resources allow, if anyone has any concerns they are asked to email the policing team on shrewburyrw@westmercia.pnn.police.uk

Clerk was asked to write to the PCC and ask what has happened to the additional officers that were promised by the PCC. The Parish Council wish to see more recruits so that officers can spend more time in the area.

Cllr Fletcher stated that the police team will be present at the remembrance service.

132.21 SHROPSHIRE COUNCIL MEMBER

Cllr Hignett gave a verbal report including:

Bus services—Shropshire is at a disadvantage compared to urban areas, regarding the cost of providing a suitable public transport system. It is the second largest inland county in England, with a population of 330,000, across a landmass of 1,250 square miles. A substantial number of residents in rural areas do not have access to a car, and this number is expected to rise as the cost of owning and running a vehicle continues to increase. There are 6,000 bus stops and shelters in the county, many of which are maintained by Parish Councils. An audit of these Stops is urgently needed, with many buildings needing repair or replacement. 68% of all bus services in the county are heavily subsidised by the Council. Shropshire Council have submitted a bid for £98 million from Central Government, under a Scheme called the “Bus back better Programme”. If successful, the changes could include: 30 minute service frequencies in key urban areas

- Longer operating hours
- Sunday services on key routes
- More affordable fares
- Real-time information
- Green buses

Cycling and walking in Shropshire - Council Officers are working to develop a Shropshire-wide Cycling and Walking Infrastructure Plan (LCWIP). This started in October and is due to be completed by early summer 2022. LCWIPs are increasingly being seen as a key requirement to access Department for Transport funding. The Shropshire LCWIP will focus on the main urban areas of Shrewsbury, Bridgnorth, Ludlow, Market Drayton, Oswestry and Whitchurch, encompassing settlements within 10 kms of each of these Towns. 10 kms is considered to be the maximum distance that most people are prepared to cycle to access work, education, shopping or leisure facilities.

Broadband - The “Connecting Shropshire Programme” has currently delivered super-fast broadband to around 98.2% of premises in the County. In the Rea Valley Area, out of 1,987 premises, 0.6% have no coverage.

Electric vehicle charging points — The first 50 Electric Vehicle Charging Points (EVCPs) are currently being installed throughout Shropshire. Locations include Shrewsbury, Bridgnorth, Ellesmere, Bishops Castle, Ludlow, Market Drayton, Oswestry, and Whitchurch. These are 7kw chargers, with a minimum of 4 bays at each site.

Coronavirus-The latest figures available show a decrease of 15% on the previous week. People are urged to get their booster jabs, and to take a PCR test if showing symptoms.

133.21 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 4th October 2021.**
- b. Cllr Hodges, Chairman of the Planning Committee gave a verbal report which was **NOTED.**

- c. After a proposal by Cllr Hodges, seconded by Cllr Pritchard, it was **RESOLVED to APPROVE that Cllr R Evans become a member of the Planning Committee.**
- d. After a proposal by Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to APPROVE that delegated authority be given to the Neighbourhood Plan Steering Committee to consult with the community on the Regulation 14 draft Neighbourhood Plan.** Cllr Fletcher wished to thank Cllr Hodges on behalf of the parish council, for all his hard work and commitment to the Neighbourhood Plan process. Any financial implications for the Neighbourhood Plan will be considered by the Finance & General Purposes Committee at their next meeting. The draft plan will be put on the parish council and Neighbourhood Plan websites and links sent to all councillors so that they can view the draft plan and make comments.

134.21 Statutory Business/Finance

- a. Income to Lloyd's Pavilion Account as noted as a total of £245.00
Income to Unity Bank Account noted as £12,052 (includes £5,000 transferred from Unity Savings account) **NOTED.**
- b. After a proposal Cllr Pritchard, seconded by Cllr Evans it was **RESOLVED to approve all payments listed below.**

Pavilion Lloyds account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
CNG	September 21 Gas bill	24.58	1.23	25.81	DD
Shropshire Council	Business rates Pavilion November 2021	1435.00	0.00	1435.00	PB/P92
Activate Fire Safety	Fire Risk Assessment review 2021	200.00	0.00	200.00	PB/P93
Shropshire Council	Pat Testing 2021	83.38	16.68	100.06	PB/P94
Amazon	insulated flasks for events	43.34	8.66	52.00	PB/P95
	Total			1,812.87	

Unity account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Unity Bank	Qtr2 2021-22 bank charges	22.65	0.00	18.00	DD
Unity Bank	cash and cheque charges 4/6/2021-3/09/2021	1.70	0.00	1.70	DD
Veolia	Refuse collection (Pavilion) 01/09/2021-30/09/2021	26.97	5.39	32.36	DD
Gillian Bailey	finance support for Clerk	150.00	0.00	150.00	B/P643
Highline	Repair of streetlights September 2021	454.00	90.80	544.80	B/P644
Highline	Final payment for solar lighting on Minsterley to Pontesbury cycleway - to be reimbursed by Shropshire Council from CIL Local Fund	5157.87	1,031.57	6,189.44	B/P645
Staff Salaries	Salaries November 2021	4031.71	0.00	4031.71	B/P646-648

Parish Clerk	Expenses 11/10/2021-07/11/2021	147.34	0.00	147.34	B/P649
Deputy Clerk	Expenses 11/10/2021-07/11/2021	142.77	0.00	142.77	B/P650
Shropshire Council	Pension payment for Parish Council staff November 2021	1347.36	0.00	1347.36	B/P651
M.I & T.E.M Pritchard	Grounds maintenance October 2021 including strimming footpath	193.33	38.67	193.33	B/P652
Cavendish Cleaning	Public toilet cleaning October 2021	195.00	39.00	234.00	B/P653
New Era Printing	November newsletter	435.00	0.00	435.00	B/P654
Gillian Bailey	project management Solar lighting cycleway - unpaid May 21 invoice (to be reimbursed by Shropshire Council from CIL Local Fund	100.00	0.00	100.00	B/P655
Gillian Bailey	Final invoice for project management Solar lighting cycleway - unpaid May 21 invoice (to be reimbursed by Shropshire Council from CIL Local Fund	100.00	0.00	100.00	B/P656
Shropshire Council	2021-22 funding for Poles Coppice	1500.00	0.00	1500.00	B/P657
SALC	code of conduct training for Cllr M Trow 6/9/21	10.00	0.00	10.00	B/P658
Pavilion Lloyds account	transfer of VAT relating to Pavilion purchases from Unity current account to Pavilion Lloyds account	1885.78	0.00	1885.78	B/P659
Chris Lawrie	Newsletter editor expenses April 2021 - September 2021	43.80	0.00	43.80	B/P660
Chris Lawrie	Newsletter editor invoice April 2021 - September 2021	1500.00	0.00	1500.00	B/P661
Wood Matters	Hedge trimming, play area hedge	200.00	40.00	240.00	B/P662
SLCC	Deputy Clerk SLCC membership 2021-22	185.00	0.00	185.00	B/P663
	Total			19,012.69	

c. Quarter 2 2021-22 bank reconciliation **NOTED**.

d. Quarter 2 2021-22 budget monitoring report **NOTED**

e. Cllr M Trow reported that Qtr 1 and Qtr 2 Internal checks had been completed and there were no issues outstanding. Cllr Fletcher thanked Cllr Trow for undertaking this important role.

f. After a proposal from Cllr Pritchard, seconded by Cllr Evans it was **RESOLVED to approve the transfer of the VAT refund received, that relates to Pavilion expenditure (£1885.78) from Unity Current account to Lloyds Pavilion account.**

g. After a proposal from Cllr Hignett, seconded by Cllr Lewis it was **RESOLVED to approve £30 for Cllr Manning to attend SALC 'Fundamentals of being a councillor' training.**

h. After a proposal from Cllr Charles, seconded by Cllr Hignett it was **RESOLVED to approve the account with the newly formed trader Lawrences for stationery/printing items. The company was previously known as Lawrence Direct.**

i. After a proposal from Cllr Manning, seconded by Cllr Sandells it was **RESOLVED to approve a maximum monthly fee of £9 for task management software for the parish council staff team to aid remote working.**

j. After a proposal from Cllr Fletcher, seconded by Cllr Hignett it was **RESOLVED to approve £60 for Clerk/Deputy Clerk to attend SALC ‘Managing projects’ training.**

k. After a proposal from Cllr Fletcher, seconded by Cllr Pritchard it was **RESOLVED to approve that Cllr Manning should become a member of the Finance & General Purposes Committee**

135.21 Retrospective approval for decisions made under delegated authority since the 11th October 2021 meeting.

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

Date	Action	Comments	Cost
08/10/2021	A frame, poster stands, clipboards and small blackboards for events promotion at Pavilion		£87 including VAT
26/10/2021	Insulated hot water flasks for events	To enable two hirer’s to use the building at the same time, and safely dispense hot drinks	£52 including VAT
26/10/2021	Approval for Fire Risk Assessment review for Pavilion	Review of actions recommended in 2020 risk assessment.	£200
26/10/2021	Approval of charges for Pavilion booking fees to be paid online		20p per payment and 1.4% of fee i.e. for a £10 booking fee the charge would be 34p.
2/11/2021	Approval of local contractor to fit PIR light at Pavilion		£126.78

136.21 Code of Conduct. After a proposal from Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED to approve the LGA Code of Conduct but with suitable additions. Delegated authority would be given to Cllrs Pritchard, Evans, Fletcher, Hignett to work with Clerk/Deputy to draw up suitable additions to protect council staff. Once these were approved by full council the amended Code of Conduct will be sent to Shropshire Council Monitoring Officer.**

137.21 Pavilion steering group

- a. Cllr Fletcher gave a verbal report which was **NOTED** including informing councillors about the upcoming Feel Good Friday event bringing together local support groups for older people and carers.
- b. After a proposal from Cllr Fletcher, seconded by Cllr Pritchard, it was **RESOLVED to set up a working group to look at a future management structure for The Pavilion. The group would include Cllrs Fletcher, Hignett, Evans and Davies along with Deputy Clerk.**
- c. After a proposal from Cllr Lewis, seconded by Cllr Jones, it was **RESOLVED to APPROVE a continuation of the contract with Berrys to challenge the business rates decision for The Pavilion. Clerk was also asked to contact Shropshire Rural Community Council about their experience/possible support with this.**
- d. Clerk gave an update on the Fire Risk Assessment review for The Pavilion. Activate who carried out the review felt that a formal external review of the FRA would not be needed until 2023 unless there was significant change in the use of the building. **NOTED.**

- e. Clerk gave an update that CNG who currently supply Gas to The Pavilion had gone into administration. Clerk would research new suppliers. **NOTED.**
- f. After a proposal from Cllr Lewis, seconded by Cllr Evans, it was **RESOLVED to APPROVE the Risk Assessment for The Pavilion, including use of the building for meetings, as prepared by Clerk.**
- g. After a proposal from Cllr Lewis, seconded by Cllr Hignett, it was **RESOLVED to APPROVE the removal of the sales planting at the entrance to the Hall Bank estate.** Cllr Hignett informed councillors that Shropshire Homes would be reinstating the kerb along the Hall Bank pavement, to remove the possibility of vehicles using the area as a pull-in. This work will require a road closure and will be scheduled for 2022.

138.21 Councillor surgeries

The working group had not had chance to meet but the Co-op Christmas fair offered an opportunity for an open day at The Pavilion where visitors could meet their councillors and also look at the Neighbourhood Plan. Clerk would email round to see which councillors wished to be on a rota for the day.

139.21 Request for funding from Good Neighbours Scheme towards a thank you event for community volunteers in December.

After a proposal from Cllr Lewis, seconded by Cllr Pritchard, it was **RESOLVED to APPROVE a grant of £500 towards this event.** It was felt in the light of rising COVID cases that it was important to monitor numbers of people attending this event.

140.21 Poles Coppice

- a. The management report for Poles Coppice was received from Shropshire Council Officers.
- b. After a proposal from Cllr Gregory, seconded by Cllr Jones, it was **RESOLVED to APPROVE a grant of £2000 towards management of Poles Coppice for 2022-23.**

141.21 Welcome Back Fund

Shropshire Council were offering monies as part of a Welcome Back Fund for large villages/towns. There is approximately £6000 allotted for Pontesbury. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to APPROVE delegated authority to Cllrs Evans, Hignett, Fletcher and Clerk/Deputy Clerk to consider proposals and make a decision on spending the monies and report back to full council in December.**

142.21 Christmas tree lights on School Green

After a proposal from Cllr Lewis, seconded by Cllr Evans, it was **RESOLVED to approve putting lights on one of the large trees on School Green as in December 2020. Deputy Clerk would write a Risk Assessment and liaise with Cllr Fletcher and local volunteer. Cllr Fletcher reported that there would also be a Christmas tree put up outside The Co-op/Pavilion.**

143.21 ANPR project

Cllrs Fletcher/Evans gave a verbal update on this project to work with Minsterley & Hanwood parish councils to submit a Safer Roads Fund application to the PCC for funds to install three mobile ANPR cameras throughout the three parishes. The total costs of the project are £37,300 with the potential of £18,650 being granted from the PCC fund. If the application is successful the parish councils may be approached to use CIL Neighbourhood

Funds to make up the project costs. The cameras provide information that underpins intelligence led policing. There would be further updates at future meetings. Report **NOTED**.

144.21 Solar lighting project update.

Cllr Fletcher wished to thank everyone involved in this successful project. After a proposal from Cllr Fletcher, seconded by Cllr Hignett, it was **RESOLVED to approve the following:**

- a. **An agreement with Minsterley Parish Council for ongoing maintenance, cleaning and repair costs for solar lights along the cycleway linking the tow parishes and for Clerk to sign agreement.**
- b. **The Final payment to Highline for works completed after a site meeting by PPC Chair and Minsterley Parish Council Chair**
- c. **The transfer of £2000 from the CCLA Public Sector Deposit Fund account to Unity Current account which were the earmarked reserves used for this project previously agreed by council**

145.21 Health & safety matters. None reported by Cllrs.

- a. Tree inspection survey report recommended works. Cllrs considered contractor quotes for work recommended. After a proposal by Cllr Lewis, seconded by Cllr Pritchard it was **RESOLVED to approve the quote from Woodmatters and Clerk to request the work to be carried out.**

146.21 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**.

147.21 PARISH BUSINESS

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

- i) Various Cllrs reported gulleys being blocked and potential for road flooding. Clerk was asked to request the cleaning of gulleys around the parish by Shropshire Council Highways. Cllrs Hignett/Evans were asked to feedback the issues raised by Cllrs
- ii) Cllr Gregory raised the issue of a fallen branch on Linley Avenue.
- iii) Cllr Heywood raised the issues of large vehicles not giving way on Pound Lane that had been raised by a local resident.
- iv) Cllr Jones reported various faulty lights on A488 near Malehurst and entrance to Pontesbury. These had been reported to Jason Hughes, Shropshire Council and they are liaising with Western Power.
- v) Cllr Evans reported that gritting bins around the parish should have been refilled and to report any unfilled to Cllrs Evans/Hignett
- vi) Cllr Pritchard reported that Severn Trent had attended a burst pipe on Habberley Road and that the signage should have been removed. There is also a large dip in the road at the bottom of Grove Lane.
- vii) Cllr Fletcher reported that he would attend the Shropshire Council pensions meeting on behalf of the Personnel Committee. He also reported that there will be a project to plant wildflowers along the cycleway and that Cllrs Fletcher/Jones and Hignett were working with the Stepping Stones project and the Climate Change group to take this forward.

- viii) Clerk reported that a request had been received for more streetlights on Pontesbury Hill. Pontesbury Ward Cllrs were asked to take a look and this would be raised as an agenda item at the December Full Council meeting.
- ix) Clerk reported that a request had been received for help for elderly residents with spreading grit. The Emergency Plan group would consider the legal implications of this request at their forthcoming meeting.
- x) Cllr Fletcher would circulate possible dates for the parish council Christmas meal
- xi) Cllr Fletcher reported that the Platinum Working Group were planning a picnic with the Sports Association.

148.21 DATE AND TIME OF NEXT MEETING.

It was agreed that the next Pontesbury Parish Council meeting will take place at The Pavilion at 6.30pm on Monday 13th December 2021.

The meeting closed at 20.25pm

Signed:
Chairman Pontesbury Parish Council

Date: