



Pontesbury
Parish Council
Annual Report
2021 - 2022

Pontesbury Parish Council

Chairman's Report

2021-22 has continued to be a challenging year, but as always, I am proud to say that the residents of Pontesbury prove once again to be a caring, connected and resilient community looking out for each other, and taking every opportunity to come together to celebrate what our vibrant parish has to offer.



Cllr Duncan Fletcher

As a parish council we have many experienced, knowledgeable members and this was reflected in an uncontested election in May 2021. Four of our serving councillors decided to step down throughout the year. Cllrs Martinali, Morris, Robinson and Lockwood and I wish on behalf of the parish council and the parish residents to thank them for their contribution over the years. We have three new members Cllrs Michelle Trow, Lynette Charles and Sharon Davies who all bring a wealth of skills and have fitted in well to the team and look forward to co-opting a new councillor in June 2022.

We have also welcomed a new member of staff Nicola Young, who joined us as Deputy Clerk on 1 April 2021. Nicola joins our Clerk of 4 years, Debbie Marais and Anna Lawson who is the Pavilion assistant. We have seen an increasing volume and complexity of work for the council, throughout the last few years for a variety of reasons, including COVID-19. We feel the team we now have, soon to be joined by someone looking after the finances, will help us to develop the community building, continue to provide a high level of service to the community and meet our ever-increasing legal obligations. We also have a few large-scale projects we would like to achieve in order to ensure the services we provide are fit for purpose and sustainable for the future.

Highlights for the year include;

Successfully working in partnership with neighbouring parish councils which has enabled us to:

- ◆ Put a scheme of solar lights along the cycleway linking Pontesbury to Minsterley, which fits with local, regional and national aims of increasing Active Travel as a contribution towards mitigating climate change
- ◆ Join with Hanwood and Minsterley parish councils to launch Safer Speed Shropshire, with ANPR cameras in each village to help to combat local residents' very real fears about speeding traffic along the A488 and to educate drivers to take more care and to travel at safer speeds on our roads.
- ◆ Watching The Pavilion open fully including Pontesbury Community Library and a base for the Safer Neighbourhoods policing team.

Cllr Duncan Fletcher

Chairman

Parish Councillors

Asterley Ward

Cllr Dave Gregory
01743 792697

Cruckton Ward

Cllr Allan Hodges
01743 861127

Cllr Michelle Trow –
07967 308910

Cllr Charles Sandells –
01743 860217

Cllr Adrian Windows
01743 791903

Habberley Ward

Cllr John Pritchard
(Vice Chairman) –
01743 790344

Plealey Ward

Cllr Roger Evans –
01743 791002

Cllr Peter Heywood –
01743 860722

Pontesbury Ward

Cllr Duncan Fletcher
(Chairman) –
01743 792000

Cllr Lynette Charles –
01743 792984

Cllr Nick Hignett
(Vice Chairman) –
01743 790228

Cllr Neville Lewis –
01743 790625

Cllr Douglas Jones –
01743 791470

Cllr Sharon Davies –
07940 988951

Cllr Neale Manning –

Forthcoming Meeting Dates

Full Council meetings

13th June 2022	Cruckton Village Hall
11th July 2022	Habberley Village Hall
12th September 2022	Pavilion
10th October 2022	Pavilion
14th November 2022	Pavilion
12th December 2022	Pavilion
9th January 2023	Pavilion
13th February 2023	Pavilion
13th March 2023	Pontesbury Public Hall
10th April 2023	Pavilion

Planning Committee Meetings are held monthly on the first Monday of each month unless this is a bank holiday, then the meetings are usually held on the following Tuesday.

Pavilion Committee Meetings are held monthly on the third Monday of each month.

Finance & General Purposes Meetings are held on the first Thursday of the month in January, May, September and November.

Annual Parish Meeting 2023, which is for the electors of the parish, will take place on Monday 13th March 2023 in Pontesbury Public Hall.

Minutes and agendas for all meetings can be viewed on Pontesbury Parish Council website www.pontesburyparishcouncil.org.uk

Parish Council Staff

Clerk – Debbie Marais 01691 661157 clerk@pontesburypc.org.uk

Deputy Clerk – Nicola Young deputy@pontesburypc.org.uk

Pavilion Assistant – Anna Lawson admin@pontesburypavilion.co.uk



The Pavilion

The Parish Council is very pleased that this valuable resource for the community is now fully open and becoming the vibrant cultural and community support venue that the council and partners envisaged. The building is owned and managed by Pontesbury Parish Council as a community resource accessible by all in the Rea Valley area. Pontesbury Library and the local policing team operate from the building and work closely with the Parish Council staff Nicki and Anna. There is a Pavilion Working Group made of councillors and local partners such as Friends of Pontesbury Library who make management recommendations to the parish council.

In addition to the local library being open for 18.5 hours per week, between April 2021 and April 2022, parish council and library staff working in partnership with various local groups provided the following events/activities in the building:

Friends of Pontesbury Library ran monthly coffee mornings, talks, a plant sale, Christmas art workshops and more. Pupils from Pontesbury Primary School have all had a chance to visit the library too. All events are promoted on www.pontesburylibrary.co.uk



Age UK have offered a Dementia Support Café twice per month, offering a range of social activities for people living with dementia



Elevate have run weekly strength/mobility exercises for older people

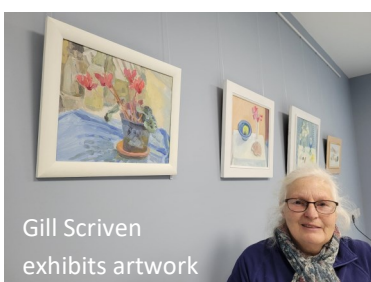
Sea Change Trust have offered weekly drop-in support & craft sessions for parents/families of babies and young children

Pontesbury and Rea Valley Good Neighbours Scheme have run various coffee and chat sessions

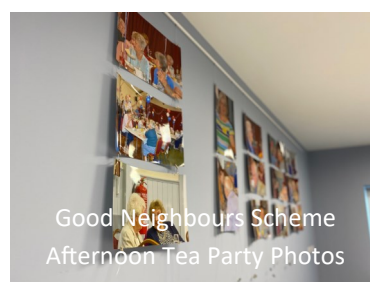
Feelgood Friday brought together a range of local support organisations to help older people and carers – this will be repeated throughout the year to come on a variety of themes

Pontesbury Climate Emergency Action Group ran a 'Spring back onto your bike' event, a number of drop-in 'climate conversations' where people could find out more about how to reduce their carbon footprint and offer a plant/seed swap stand in the Pavilion patio area.

A series of **exhibitions by local artists** in the Meeting Room



Gill Scriven
exhibits artwork



Good Neighbours Scheme
Afternoon Tea Party Photos



Dementia Café
Bird Feeder

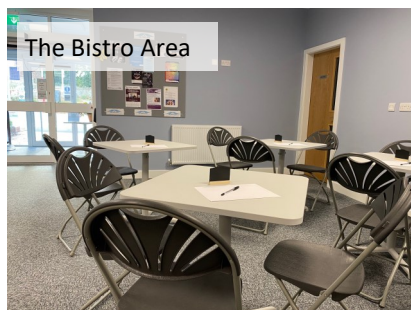


Through secured funding the Parish Council have been able to purchase and install a cycle rack outside the Pavilion and also purchase some patio furniture, to provide extra seating, and shelter from the sun with two canopies; and a safer gate, which also provides a view into the area. The patio is available for anyone to come and sit and enjoy when the building is open:

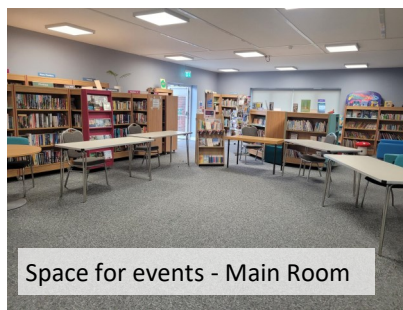


We have a number of spaces within the building for hire for meetings, training, social gatherings, talks and more. This year there have been regular bookings by various U3A interest groups (Family History, Geology, Creative Writing, English) amongst others.

**Book a space through Anna - admin@pontesburypavilion.co.uk -
or on the website www.pontesburypavilion.co.uk**



The Bistro Area



Space for events - Main Room



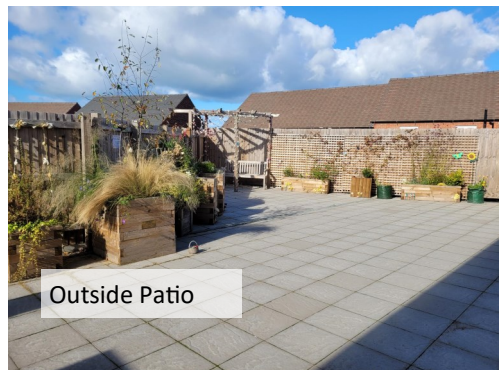
Meeting Room



Equipped Kitchen



Main Room Meeting Space



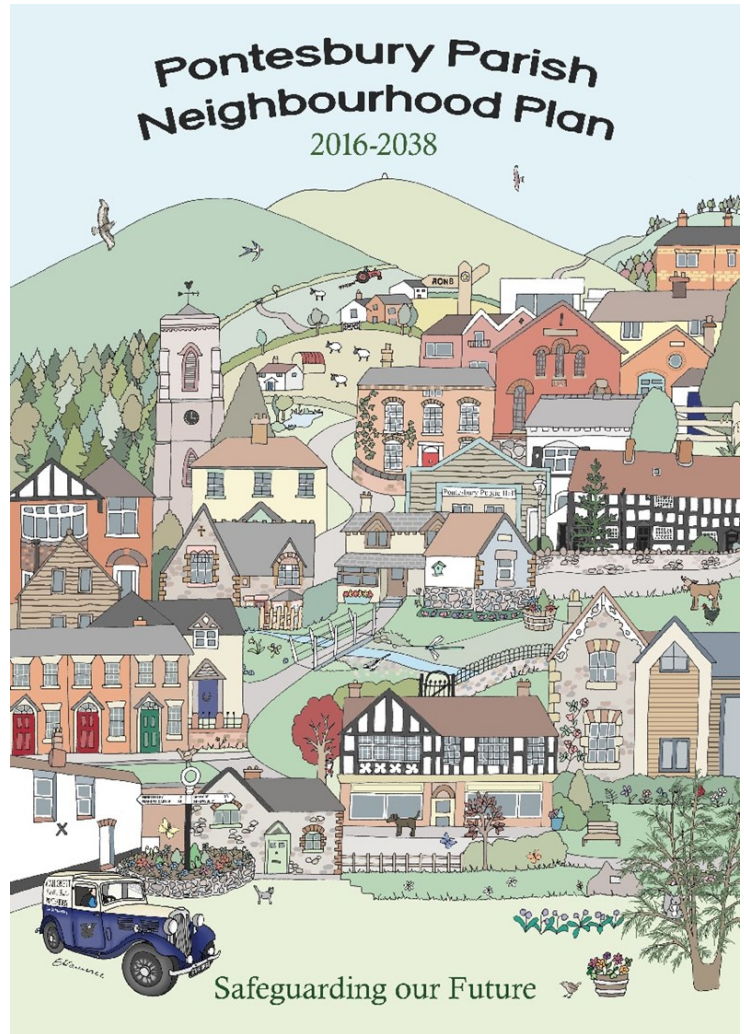
Outside Patio

Find out more about what goes on by looking at the Pavilion website (above), the Pavilion Facebook page (The Pavilion Community Hub and Library), monthly events sheets and the plasma screen in the building

Pontesbury Parish Neighbourhood Plan

The Neighbourhood Plan Steering Group have been working hard throughout this year to compile a draft plan which local residents have now been consulted on. All the responses will be taken into consideration and the next step is for the amended plan to go to Shropshire Council for review. The Plan will then go before the Planning Inspector. If the Inspector is happy with it then the Parish Neighbourhood Plan Steering Group will hold a referendum later in 2022 to see if you, as the local community, are happy to adopt it.

The adopted Pontesbury Parish Neighbourhood Plan will sit alongside the Revised Shropshire Local Plan, helping to safeguard the beauty and character of the Parish landscape and buildings as well as the opportunity to enjoy them.



Pontesbury Parish Planning Committee

The Planning Committee meet monthly as consultees of all planning and tree-work applications for the parish. During this Council year, **66** applications were commented upon.

Comments by the Planning Committee are then sent to the Planning Team at Shropshire Council who make the final decision on whether development is allowed. The Planning Committee have many years of local knowledge and technical experience in this area and work very hard to ensure that local resident's and applicants views are taken into consideration and heard by the decision makers.

Occasionally the Planning Committee Chair is asked to attend appeal hearings and Shropshire Council Planning Committee meetings to represent local opinion and interests.

Please do come along to Planning Committee meetings to raise any concerns you may have or upload your comments directly onto the Shropshire Council planning portal.

The Chairman of the Planning Committee is Councillor Allan Hodges and the Clerk to the Committee is Nicola Young, Deputy Clerk. For more information contact Nicola on deputy@pontesburypc.org.uk.

What the parish council have achieved during 2021-22



Solar lighting project along the Pontesbury-Minsterley cycle/footpath.

31 solar lights were installed in order to increase the safety of current users and hopefully attract more people to use the path for leisure, shopping and work purposes. These solar lights are relatively new technology and there have been some issues with the passing traffic affecting the charging of the lights. We are working with the company who installed them to increase the efficiency and thereby give a better service to residents.

Minsterley and Pontesbury Councillors, Minsterley Clerk and Highline (who installed the lights)

ANPR cameras have been installed in Pontesbury, Minsterley and Hanwood.

The three parish councils have been working with West Mercia Police & Crime Commissioner (who provided a grant towards the project) and local policing teams to install the cameras.

2022-23 should see the data collected being used to encourage drivers to slow down whilst travelling in our area. Traffic speed reductions also lowers carbon emissions for the parish.



CLRs Fletcher and Hignett with PC Simon Lewis

Climate Emergency Action Group

The Parish Council have worked closely with the **Pontesbury Climate Emergency Action Group (PCEAG)** providing support in various biodiversity and active transport projects.

Talks and events have taken place at The Pavilion to raise local awareness about how we can mitigate the effects of climate change e.g Spring Back on Your Bike, carbon conversations and an ongoing plant/seed swap stand in the Pavilion patio area.

The council are also undertaking a carbon audit of the Pavilion building with a view of reducing energy use and the possibility of rainwater harvesting and energy production for use in the building

New bike stands were installed at The Pavilion, to encourage people to cycle to the venue.

2022-23 projects led by PCEAG include a Repair Café (at St George's Church) a waste & recycling event and talks on improving local biodiversity at The Pavilion.

The Climate Action Group were also pleased to be able to organise recycling bins for the Pontesbury Platinum Jubilee Celebrations.

Planning for Local Emergencies

An **Emergency Planning Group** has been set up to look at how the Parish Council respond effectively to extreme weather conditions and to learn lessons from how the parish responded to the pandemic. An emergency plan is being produced to sit alongside the Shropshire Council emergency plan for the county and the Parish Council are working with Communities Prepared, to gain access to resources and training.



Working Groups

Various working groups have been set up to provide quick and accessible meetings for the Councillors and members of the community to work together.

- ◆ **Platinum jubilee.** A working group have been working hard to prepare a memorable community event to celebrate HRH Queen Elizabeth II Platinum Jubilee in June 2022.
- ◆ **Trading Post.** This working group consists of councillors and members of the Pontesbury & District Gardening Association, who are working together to develop an underlease to provide security of tenure for the Gardening Association.
- ◆ **ANPR Cameras.** As previously mentioned the Clerk and a few Councillors have worked in partnership to develop a joint Safer Speeds in Shropshire campaign and install ANPR cameras to support this.
- ◆ **Solar Powered Lighting for Cycleway.** This working group consisted of councillors and clerks from Pontesbury & Minsterley Parish Councillors to provide much needed lighting for the cycleway between the two villages.
- ◆ **The Pavilion** working group consisted of Councillors and interested members of the public, this working group has now ended and the Council have voted to make this a Committee with its own delegated powers.

Future working groups for next year will include:

- ◆ Pavilion Carbon Reduction Refurbishment of Play Area
- ◆ Replacing Street Lights with LEDs Refurbishment of Public Toilets



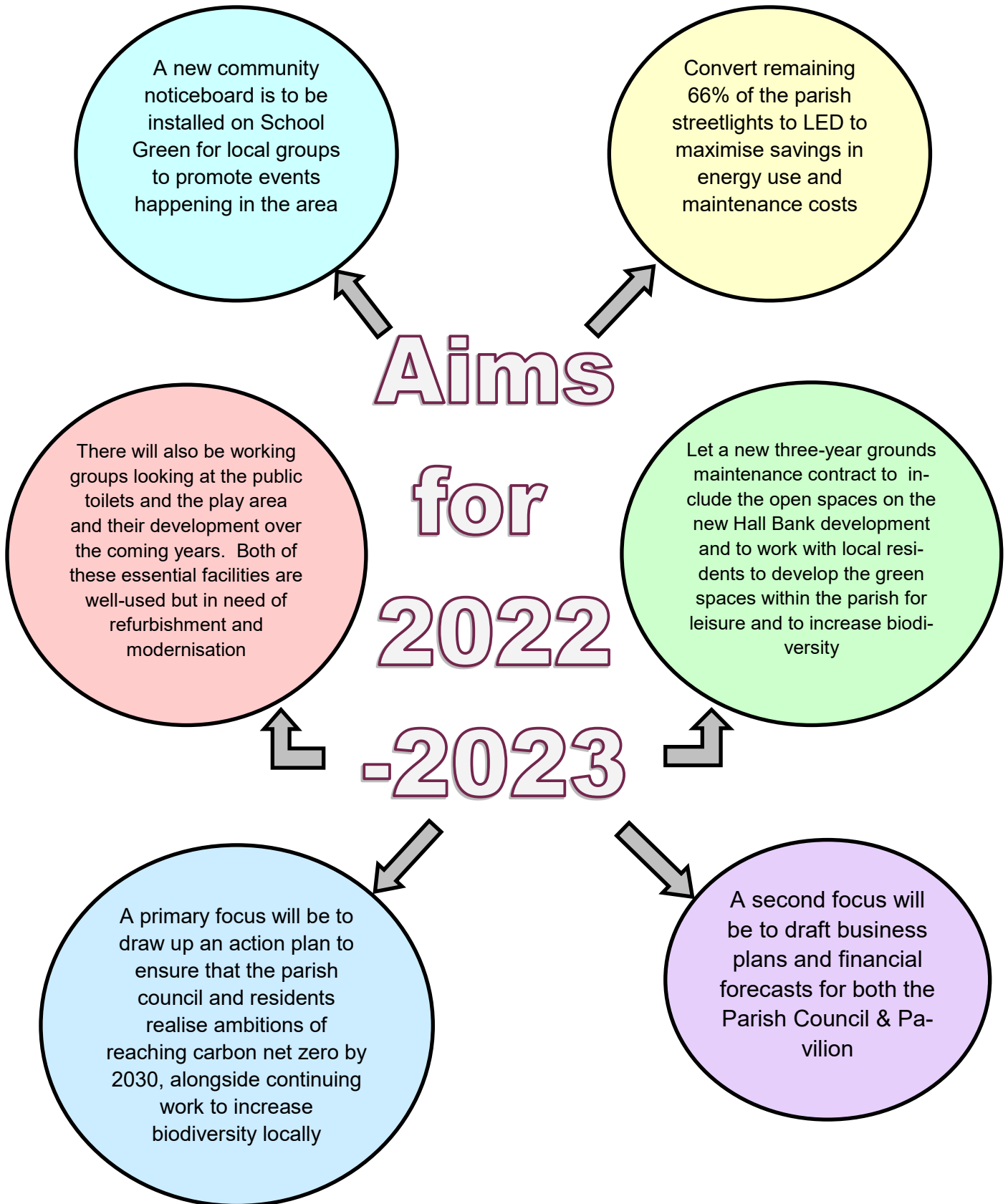
Day to Day Services Provided by the Parish Council

The projects above are alongside the ongoing parish council work providing the following services;

- * **The Play Area** Weekly play area inspections and repairs throw up ongoing maintenance issues/repairs needed. The Council have installed two new wheelchair accessible picnic benches for greater use of this well-loved facility using Welcome Back Funds granted by Shropshire Council (European Funding). Thank you to the local residents who help with reporting issues and litter picking in this area
- * **Defibrillators** – The Parish Council maintain three defibrillators (two in Pontesbury, one in Cruckton) in the parish. A new cabinet has just been purchased for the defibrillator on School Green. Working with Rea Valley First Responders on training local residents on how to use this life-saving equipment effectively and they have provided us with the defibrillators. The Council is grateful to local residents (including Councillors Fletcher and Sandells) who have grant-funded the specialist heated cabinets
- * **Public toilets** – The Parish Council oversee inspections, cleaning and maintenance of the toilets, running contracts as necessary and making sure these public toilets are well-stocked
- * **Streetlights** – 126 streetlights are maintained by us. About third of these have now been converted to LED lights as the old SOX lights are no longer available. Thank you to residents who report repairs needed to the Clerk
- * **Parish Newsletter** – this is now delivered to 1510 households throughout the parish. A big thank you to the team of volunteers who deliver the newsletters and to the Editor for all the work involved publishing these vital sources of local information and celebration
- * **Grounds maintenance and tree work** – The Council have responsibility for the maintenance of School Green/Jubilee Gardens and the play area green space. We are also very grateful to a local resident who keeps the flower beds looking magnificent. At School Green, Play area and at the Sports fields we look after a large number of trees and hedges. The Parish Council carried out an inspection of all of the trees during 2021 and our contractor is gradually working through the recommendations in the report
- * **Bus shelters** We provide maintenance for 5 bus shelters – thank you to the three local residents who clean these facilities.
- * **Pavilion.** Day to day maintenance and running services of the Pavilion Community Hub & Library.

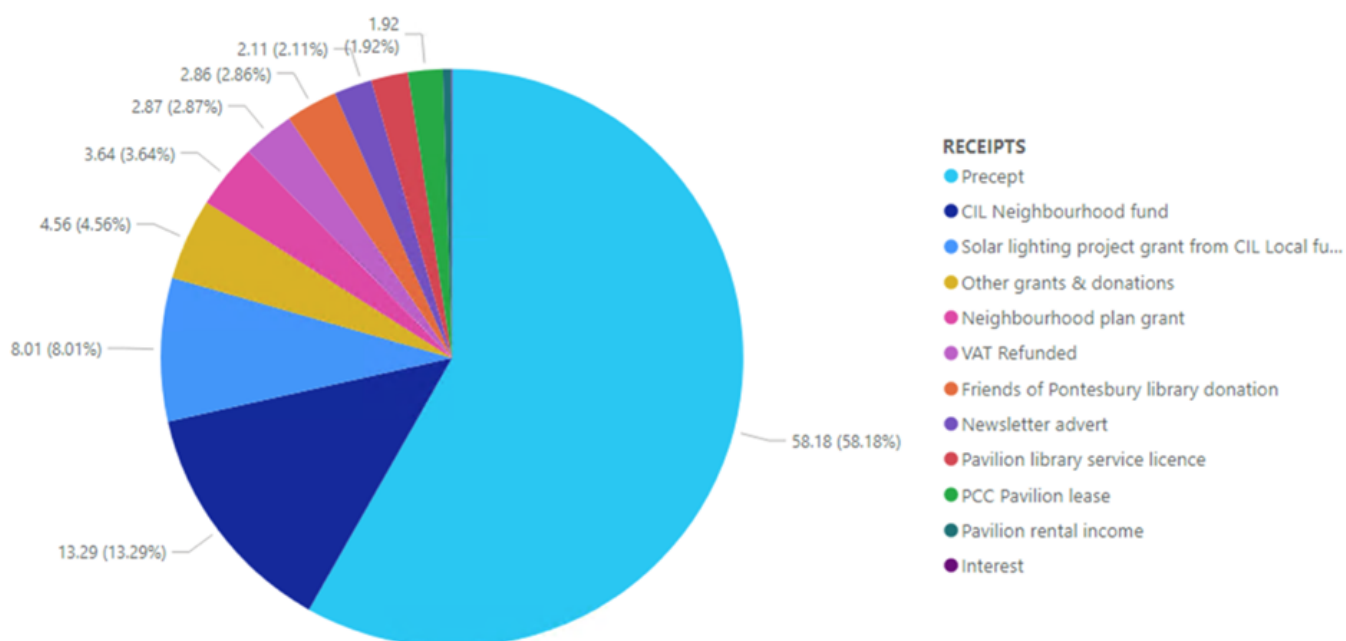


The Parish Council's Plans for 2022-2023



Income & Expenditure – 2021-22

Income



The pie chart above illustrates the different sources of income for the 21/22 financial year and is broken down into their percentage contribution of total income. For example, over 58% of total income is attributable to the precept.

Exact figures for each source are displayed below:

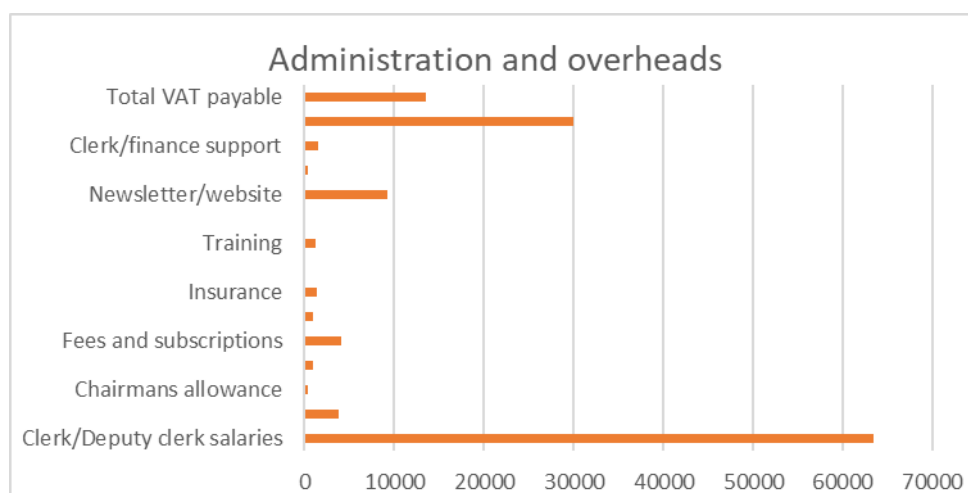
Precept	£142,210
Interest	£135
Newsletter advert income	£5,179
Friends of Pontesbury Library Donation (2 years contribution)	£7,000
CIL Neighbourhood Fund	£32,483
Pavilion Library Service License	£5,000
Police Crime Commissioner Lease	£4,687
Pavilion Rental Income	£1,134
VAT Refunded	£7,009
Neighbourhood Plan Grant	£8,905
Solar Lighting Project Grant from CIL Local Fund	£19,569
Other grants and donations	£11,148
Total Receipts for Year 2021-2022	£244,429

Expenditure

Expenditure for the year can be broken down into the following categories:

- ◆ Administration and overheads
- ◆ Parish maintenance
- ◆ Grants and donation
- ◆ Pavilion building

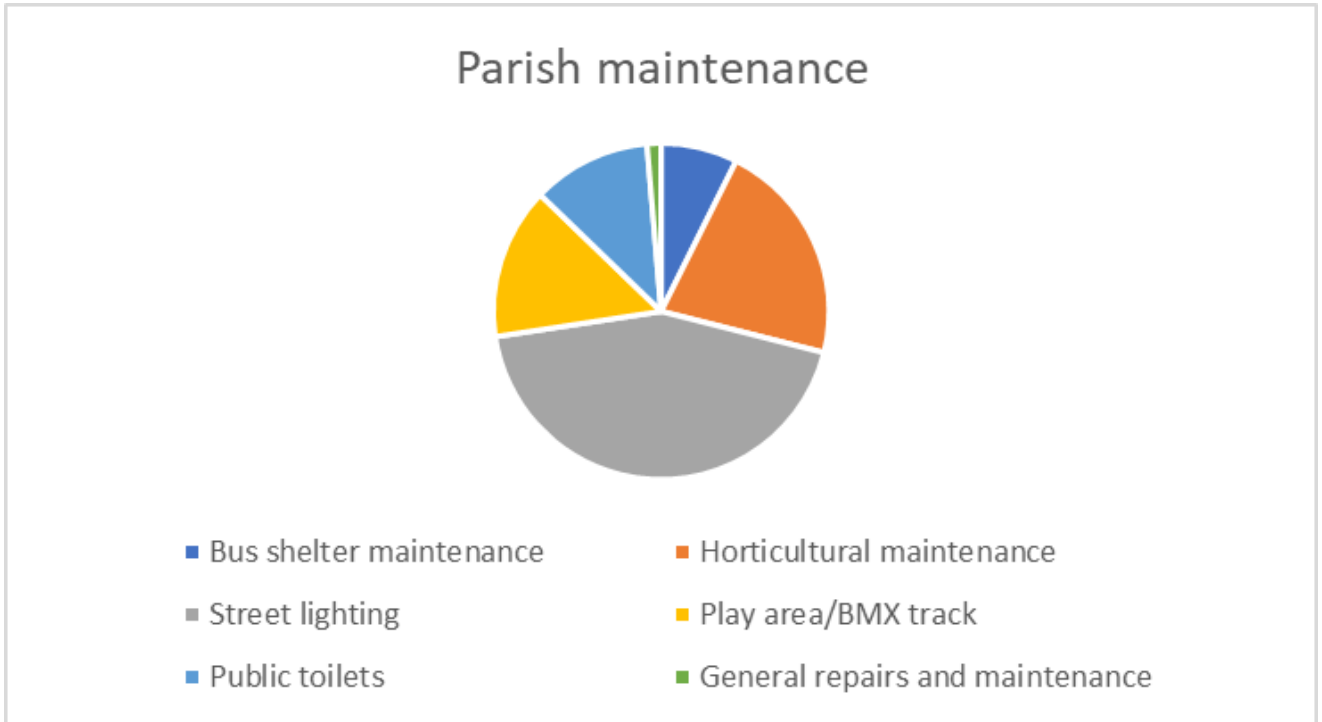
1. **Administration & Overheads.** Payments relating to administration and overheads totalled £130,657, which accounts for 60% of the total expenditure for the 2021/2022 financial year. The bar chart below depicts a further breakdown of costs.



Clerk/Deputy salaries and on-costs	£63,420
Administration expenses	£3,799
Chairman's allowance	£320
Office equipment	9£19
Fees and subscriptions	£4,082
Audit	£898
Insurance	£1,412
Room hire	£78
Training	£1,175
Leases	£10
Newsletter/website	£9,283
IT Support	£350
Clerk/finance support	£1,514
ANPR camera and installation	£29,883
Total VAT payable	£13,516

Total admin & overheads payment for	£130,657
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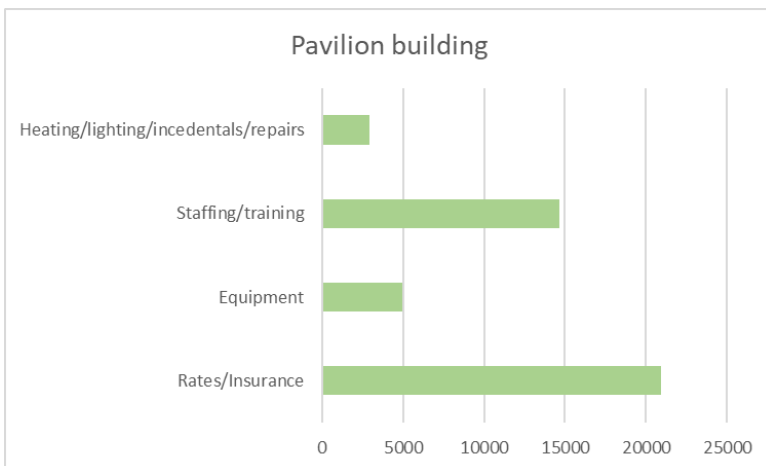
2. Parish maintenance. Parish maintenance payments accounted for 10.87% of total expenditure, with street lighting and horticultural maintenance making up over 65% of total parish maintenance costs.



Bus shelter maintenance	£1,745
Horticultural maintenance	£5,095
Street lighting	£10,315
Play area/BMX track	£3,448
Public toilets	£2,707
General repairs and maintenance	£320

Total parish maintenance payments **£23,630**

3. Pavilion Building The pavilion building expenditure incurred was derived from four sources, with business rates/insurance being the biggest contributor, (48.1% of Pavilion building costs).



Business Rates/Insurance	£20,897
Equipment	£4,947
Staffing/training	£14,633
Heating/lighting/incidentals/repairs	£2,928

Total pavilion building payments **£43,405**

General Fund Analysis

The general fund analysis helps understand the financial movement from the beginning of the 2021/2022 financial year to the end of the financial year. As the table states above, the opening balance for 2021/2022 was £201,207. When receipts and payments are taken into account accordingly, the closing balance was £228,419, showing a £27,212 increase.

Opening balance	201,207
Plus: Receipts for the year	244,429
	445,636
Less: Payments for the year	(217,217)
<hr/>	<hr/>
Closing balance	228,419

Grant Expenditure

Poles Coppice Management Contribution

Royal British Legion (Remembrance Wreath)

Pontesbury Rea Valley Good Neighbours Scheme - thank you event for COVID volunteers (postponed until autumn 2022) and a welcome back afternoon tea event for local residents
Christmas tree lights and stand

Pontesbury Climate Emergency Action Group for events and biodiversity projects

Pontesbury Parish Council wish to thank all the Councillors who have given their time throughout 2021-2022 council year. A big thank you to all Council staff who continue to provide quality work and keep the Council services and buildings running. And last, but by no means least, a big thank you to partner organisations, to all the volunteers in the parish and to the residents for keeping your eyes and ears open and for reporting information to us.

Many thanks

