

PONTESBURY PARISH COUNCIL
Meeting of Council
Held via zoom video conference
At 8.15pm on Monday 8 March 2021

PRESENT

Cllr D Fletcher (Chairman), Cllr N Hignett, Cllr R Evans, Cllr A Hodges, Cllr N Lewis, Cllr S Lockwood, Cllr D Gregory, Cllr R Martinali, Cllr P Bradbury and Cllr P Heywood

IN ATTENDANCE: None

CLERK: Debbie Marais

125.20 APOLOGIES FOR ABSENCE - Cllr B Morris, Cllr J Pritchard, Cllr C Robinson, Cllr C Sandells and Cllr D Jones

126.20 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

127.20 PUBLIC QUESTIONS AND COMMENTS None.

At this point the meeting had to be suspended due to a zoom hacking by various bodies who joined the meeting at this point. It was proposed by Cllr D Fletcher and seconded by Cllr R Evans and **RESOLVED** to **APPROVE** that a new zoom invite be sent to the original attendees and the meeting re-started.

128.20 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr N Hignett and seconded by Cllr N Lewis and **RESOLVED** that the minutes of the Full Parish Council meeting held on 8th February 2021, be approved and signed as a correct record.

129.20 RETROSPECTIVE APPROVAL OF DECISIONS MADE SINCE LAST PARISH COUNCIL MEETING.

It was proposed by Cllr N Hignett and seconded by Cllr N Lewis and **RESOLVED** to **APPROVE** all decisions made under delegated authority to Cllrs Fletcher, Hignett, Evans and Clerk since the meeting held on 8th February 2021, as listed below:

Date	Action	Comments	Cost
02/02/2021	Approval of cost of printing more COVID guidance signs for play area		£37
05/02/2021	Urgent repairs needed to public toilet doors to enable them to lock		£1200-£1500
05/02/2021	Employment of new cleaner for public toilets and cover for Pavilion		£10/hour - £240/month for public toilets £10/hour for Pavilion cover
05/02/2021	Additional Covid controls and updated risk assessment following updated government guidance about play areas. Information put on website/Pavilion facebook		£50 maximum

03/03/2021	New Utility accounts set up for Pavilion (SSE) Streetlights on School Green and Public Toilets – 3 year fixed rate		Various lower rates than currently paid.
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130.20 STATUTORY BUSINESS AND FINANCE

a)Receipts for Unity main current account.

i)Savings account interest - **£3.29**

ii)Newsletter adverts - **£371.45 NOTED.**

b)Payments for Approval for Unity main current account and Pavilion Lloyds account (including retrospective approval of all payments since last full council meeting on 8th February 2021).

It was proposed by Cllr P Bradbury and seconded by Cllr R Evans and:

RESOLVED: That the below payments are APPROVED for payment and the bank signatories INSTRUCTED to sign the Cheques/authorise payments online.

Unity main parish council account:

CCLA Public Sector Deposit Fund	Transfer of £50,000 to CCLA account	50000.00	0.00	50,000.00	B/P494
Veolia	Refuse collection (Pavilion) 01/12/2020 - 31/12/2020	36.96	7.39	44.35	DD
Veolia	Refuse collection (Pavilion) 01/01/2021 - 31/01/2021	26.97	5.39	32.36	DD
Parish Clerk	Salary March 2021	1896.98	0.00	1896.98	B/P495
Anna Lawson	Salary March 2021	903.00	0.00	903.00	B/P496
Shropshire Council	Pension payment for Clerk/Anna Lawson March 2021	960.87	0.00	960.87	B/P497
HMRC	Paye and NI - Quarter 4 2020-21	2343.95	0.00	2343.95	B/P498
M.I & T.E.M Pritchard	Grounds maintenance February 2021	193.33	38.67	232.00	B/P499
Parish Clerk	Expenses 08/02/2021-07/03/2021	109.74	0.00	109.74	B/P500
Evelyn Griffiths	Cleaning public toilets February 2021	200.00	0.00	200.00	B/P501
SALC	Year End training - Clerk	30.00	0.00	30.00	B/P502
SALC	Year End training - Chair	30.00	0.00	30.00	B/P503
Shropshire Council	Quarter 4 2020-21 Joint energy costs	1290.33	258.07	1548.40	B/P504
Gillian Bailey	Clerk support work - various	162.50	0.00	162.50	B/P505
Shropshire Rural community Council	mail out and analysis of Neighbourhood Plan questionnaire	2736.52	547.30	3283.82	B/P506
Rise & Shine Cleaning	Pavilion cleaning (cover for a/l and jury service) 15/02/2021-24/02/2021	45.00	0.00	45.00	B/P507

Locsafe Security Systems	Improvements to public toilet doors	1195.00	239.00	1434.00	B/P508
Shropshire Library Service	Contribution to library costs (to be offset by FOPL contribution) 2020-21	6125.00	0.00	6125.00	B/P509
Duncan Fletcher	Reimbursement for Smart TV for Pavilion	545.55	109.10	654.65	B/P510
Highline Electrical	Streetlight repairs - November 2020	568.75	113.75	682.50	B/P511
Highline Electrical	Streetlight repairs - December 2020	329.00	65.80	394.80	B/P512
Highline Electrical	Streetlight repairs - January 2021	535.50	107.10	642.60	B/P513
Highline Electrical	Streetlight repairs - February 2021	335.00	67.00	402.00	B/P514
SSE Swalec	Quarter 4 2020-21 streetlight electricity School Green	118.01	5.90	123.91	DD
	Total			72,282.43	

Lloyds Pavilion Account:

Allied Westminster Insurance Services	Pavilion insurance 28/02/21-27/02/22	1024.08	0.00	1024.08	PB/P 47
Shropshire Council	Business rates March 2021	1170.55	0.00	1170.55	PB/P 48
E-ON	Gas bill - 28/12/2020-28/01/2021	135.98	6.80	142.78	DD
E-ON	Electricity bill - 28/12/2020-28/01/2021	48.87	2.44	51.31	DD
	Total			2,388.72	

c) It was proposed by Cllr R Martinali and seconded by Cllr S Lockwood and **RESOLVED to APPROVE the following Direct Debit payments.**

Recipient	What for	When	Amount	Review Date
SSE	Public Toilets	Quarterly	Fixed 3 year rate	March 2022
SSE	School Green Streetlights	Quarterly	Fixed 2 year rate	March 2022
ICO	Data Protection Fee	Annual	£35	May 2022
SSE	Pavilion Electricity	Monthly	Fixed 3 year rate	March 2022
SSE	Pavilion Gas	Monthly	Fixed 3 year rate	March 2022
Veolia	Pavilion refuse collection	Monthly	£32.36	April 2022

d) It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED to APPROVE the following:**

i) Purchase of laptop and set up by Shroptech for new Deputy Clerk – maximum budget of £600

ii) Purchase of twelve month subscription to Parish Online (£152 +VAT) plus training for councillors to use it (£475) to be paid out of Neighbourhood Fund budget.

iii) Payment of £1024.28 for 2021-22 insurance for Pavilion with Allied Westminster (Ansva) as recommended following delegated authority to Cllrs Lockwood, Evans, Hignett, Fletcher and Clerk.

iv) Payment of £376.04 for increased external emergency lighting for Pavilion as recommended by Shropshire Council (PSG) and appointment of Steve Michie Electrical Ltd to undertake the work) (£376.04).

v) Internal checks report for Quarters 2 & 3 2020-21 be **NOTED**

vi) £644.17 be reimbursed to Cllr D Fletcher for purchase of Smart TV for Pavilion as agreed at 8 February meeting and appointment of Steve Michie Electrical Ltd to provide wiring for the TV. (£103.33)

vii) Maximum budget of £600 for annual streetlighting condition survey by Highline.

131.20 ELECTIONS – A verbal update was given and **NOTED** to accompany the information sheet prepared and circulated by Clerk. Concerns were raised about obtaining nomination signatures in lockdown which Cllr R Evans would take up with Shropshire Council.

132.20 PAYROLL OUTSOURCING – Clerk had approached three companies to provide payroll services for three years from April 2021. Two quotes had been received. Following consideration of the quotes, It was proposed by Cllr P Bradbury and seconded by Cllr N Hignett and **RESOLVED to APPROVE continuation with DM Payroll Services until 31 March 2024, when the appointment would be reviewed.**

133.20 PAVILION UPDATE – Cllr D Fletcher gave a verbal update which was **NOTED.**

i) It was proposed by Cllr N Hignett and seconded by Cllr P Bradbury and **RESOLVED to APPROVE payment of £8750 to Shropshire Council Library Service as a contribution to library costs during 2021-22. Delegated authority to Clerk/Chair to write to Friends of Pontesbury Library to request their agreed contribution of £3500 towards the 2021-22 in February 2022.**

134.20 PARISH COUNCIL HEALTH & SAFETY MATTERS – No issues were raised.

i) Clerk had approached three companies to provide a quotation for the continuation of health & safety support contract for April 2021 – 31 March 2022 when the requirements for H&S support will be reviewed. Two quotes had been received which were considered. It was proposed by Cllr P Heywood and seconded by Cllr R Martinali and **RESOLVED to APPROVE continuation with Shropshire Council – Occupational Health & Safety team until March 2022. (helpline, annual retention fee, annual site review and pay as you go contract for training and risk assessment review (estimated 1.5 day support) = £1040 total.**

135.20 REMOTE MEETINGS - Clerk to write to SALC to request continuation of ability for parish council to meet remotely. Plans would need to be considered for meeting face to face in May and this will be added to the April meeting agenda.

136.20 FLOOD WORKING GROUP

It was proposed by Cllr D Gregory and seconded by Cllr A Hodges and **RESOLVED to APPROVE the setting up of a working group to look at flooding. This would include the Snow Warden. This would be added to the May agenda to include any new councillors elected.** The appointment of a Litter Warden was raised and this would be added to the April meeting agenda.

