

PONTESBURY PARISH COUNCIL
Extraordinary Meeting of Council
Held via zoom video conference
At 7pm on Monday 14 September 2020

PRESENT

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

IN ATTENDANCE: One member of the public was present.

CLERK: Debbie Marais

19.20 APOLOGIES FOR ABSENCE - Cllr B Morris, Cllr J Pritchard, Cllr C Robinson, Cllr, P Bradbury

20.20 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

21.20 PUBLIC QUESTIONS AND COMMENTS – Liz Knowles asked if the parish council would consider supporting Shropshire Council in their request that the pension fund cease investing in fossil fuels. This would be discussed at the October parish council meeting. Papers will be circulated before the meeting. Cllr D Fletcher wished to thank Ms Knowles for all her hard work in Chairing and supporting the Pontesbury Climate Emergency Action Group.

22.20 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED that the minutes of the Extraordinary Council meeting held on 13th July 2020, be approved and signed as a correct record.**

23.20 SHROPSHIRE COUNCIL REPORT

Cllr N Hignett gave a verbal report which was **NOTED** including;

i)Shropshire Council will explore in principle water management measures north of Shropshire and possibly integrate this with the building of the North West Relief Road. This could help to reduce the future risk of flooding for all communities along the River Severn, south of Shrewsbury

ii)At the end of Quarter 1 2020-21 the full year revenue forecast shows a potential overspend of £1.9 million. This will be discussed at the next full council meeting

iii)The consultation period for the Local Plan review finishes on 30th September. The Plan will then go to cabinet in November 2020 for Approval of Regulation 19 Plan. This will be followed by a further 6 week consultation of that version of the plan. Possible adoption of the plan, subject to Government approval in April 2022.

24.20 STATUTORY BUSINESS AND FINANCE

a)Receipts for Unity main current account.

i)Grant from Shrewsbury Food Poverty Alliance for foodshare scheme - **£750.00**

ii)Savings account interest - **£3.64**

iii)VAT refund for 2019-20 - **£10,298.85**

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 13 July 2020).

It was proposed by Cllr D Gregory and seconded by Cllr D Jones 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:

Payments between meetings

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Transfer to Lloyds Pavilion account	Transfer of remaining 2020-21 Pavilion budget to Lloyds account	3,400.00	0.00	3,400.00	B/P 380
Parish Clerk	Expenses 13/07/2020-09/08/2020	155.26	0.00	155.26	B/P 381
Parish Clerk	Salary August 2020	1854.42	0.00	1854.42	B/P 382
Anna Lawson	Salary August 2020	701.35	0.00	701.35	B/P 383
Shropshire Council	Pension payment for Clerk/Anna Lawson August 2020	935.21	0.00	935.21	B/P 384
M.I & T.E.M Pritchard	Grounds maintenance July 2020	193.33	38.67	232.00	B/P 385
Evelyn Griffiths	Cleaning public toilets July 2020	200.00	0.00	200.00	B/P 386
Lawrence Direct	Various stationery and printing for Neighbourhood Plan	97.37	19.47	116.84	B/P 387
SSE Southern Electric	Electricity for public toilets Quarter 2 2020-21	95.42	4.77	100.19	DD
SSE Swalec	Electricity for School Green streetlights Quarter 2 2020-21	69.58	3.47	73.05	DD
Parish Clerk	reimbursement for 12 month licence for Zoom	95.92	19.18	115.10	B/P 388
Ray Parry	Repairs to gate and two items of play equipment at play area	955.00	191.00	1146.00	B/P 389
SLCC	Clerk's conference October 2020	25.00	5.00	30.00	B/P 390
Gillian Bailey	finance support and report production	112.50	0.00	112.50	B/P 391
Starboard Systems Ltd	Accounting package for parish council accounts	708.00	141.60	849.60	B/P 392
Parish Clerk	Reimbursement for office ergonomic stool	72.50	4.95	77.45	B/P 393
Parish Clerk	Reimbursement for printer cartridge	30.78	6.16	36.94	B/P 394
Payments for September meeting					
Evelyn Griffiths	Cleaning public toilets August 2020	200.00	0.00	200.00	B/P395
Lawrence Direct	various stationery August 2020	15.48	3.10	18.58	B/P396
Parish Clerk	Expenses 10/08/2020-13/09/2020	242.31	0.00	242.31	B/P397
Parish Clerk	Salary September 2020 (including back-pay for NJC pay increase from 1 April 2020)	2110.35	0.00	2110.35	B/P398
Anna Lawson	Salary September 2020 (including back-pay for NJC	800.45	0.00	800.45	B/P399

	pay increase from 1 April 2020)				
HMRC	Quarter 2 2020-21 paye and NI contributions	3024.65	0.00	3024.65	B/P400
shropshire Council	Pension payment for Clerk/Anna Lawson September 2020	1089.19	0.00	1089.19	B/P401
M.I & T.E.M Pritchard	Grounds maintenance August 2020 + spraying weeds at Pavilions	223.33	44.67	268.00	B/P402
shropshire Council	Qtr 2 2020-21 joint energy costs	1364.47	272.89	1637.36	B/P403
SALC	Public engagement training for clerk	30.00	0.00	30.00	B/P404
Volunteers helping neighbours	reimbursement for food shopping for foodboxes (from Shrewsbury hub funding)	65.07	0.00	65.07	B/P405
Parish Clerk	reimbursement for cleaning rota sign holder for public toilets	12.15	2.43	14.58	B/P406
Tony Bishton	balance of payment for May-October 2020 planting	350.00	0.00	350.00	300058
Royal British Legion	donation for poppy wreath for Remembrance Sunday	50.00	0.00	50.00	300059
	Total			20,036.45	

Lloyds Pavilion Account:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Payments between meetings					
Border Janitorial supplies	Hoover, mops, other cleaning equipment and bins	225.34	45.06	270.40	PB/P23
Parish Clerk	Reimbursement for water filter, cutlery and kitchen incidentals	28.99	0.00	28.99	PB/P24
Berrys	Agent fees for advice on licence for Shropshire Library Service/lease with PCC	709	141.80	851	PB/P25
Activate Fire Safety	Fire Risk Assessment	300	0.00	300	PB/P26
Parish Clerk	reimbursement for ink cartridges for Pavilion printer and shelving	47.62	9.53	57.15	PB/P27
Border Janitorial supplies	Hand sanitiser, 5L disinfectant (COVID compliant) Foam soap for Pavilion	66.53	13.31	79.84	PB/P28
Border Janitorial supplies	High vis jackets for Pavilion firewardens	9	1.80	10.8	PB/P29
WF Education group	Felt noticeboards for Pavilion	81.2	16.24	97.44	PB/P30
Parish Clerk	reimbursement for external fire exits and visors	50.19	10.09	60.28	PB/P31

Parish Clerk	reimbursement for stepladder	20.83	4.16	24.99	PB/P32
Shropshire Council	business rates September 2020	1808.44	0.00	1808.44	PB/P33
EON	Gas bill - 31 May - 05 July 2020	31.3	1.57	32.87	DD
EON	Electricity bill - 31 May - 05 July 2020	98.74	4.94	103.68	DD
EON	Electricity bill - 05 July - 02 August 2020	128.37	6.42	134.79	DD
Anna Lawson	Reimbursement for new padlock keys for side gate	10.5	0.00	10.5	PB/P34
Parish Clerk	Reimbursement for stationery items	16.08	3.23	19.31	PB/P35
	Total			3,890.28	

c) It was proposed by Cllr R Martinali and seconded by Cllr N Lewis and **RESOLVED to APPROVE delegated authority to Cllrs Fletcher, Hignett, Evans and Clerk to research and approve a new electricity supplier for the village public toilets and School Green streetlights.**

d) Cllr P Heywood reported back that Qtr 1 2020-21 Internal governance checks were completed and there were no issues to report.

e) It was proposed by Cllr D Jones and seconded by Cllr D Gregory and **RESOLVED to APPROVE delegated authority to Cllrs Fletcher, Hignett, Evans and Clerk to investigate a CCLA account in order to satisfy FCSC compensation scheme and report back to October full council.**

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

It was proposed by Cllr R Evans 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 13 July 2020, as listed below:**

Date	Action	Comments	Cost
24/08/2020	Approved SLCC virtual conference for clerk		£30
25/08/2020	Approved Communications strategy training for Clerk		£20
25/08/2020	Approved purchase of ergonomic stool for clerk		£78
10/09/2020	Approved lease document with PDGA as prepared by solicitor		£550 (50% to be refunded by PDGA)

26.20 ACCOUNTING PACKAGE FOR PARISH COUNCIL – It was proposed by Cllr S Lockwood and seconded by Cllr N Lewis and **RESOLVED to APPROVE the following;**

i) Purchase of Scribe software with year 1 set-up costs of £708 and ongoing annual charge of £385

ii) a maximum budget of a one-off cost of £250 for data input of 2020-21 accounts to date and training for Clerk in using new system

iii) re-numbering payments made since April 2020 to align with the new accounting software system and amending Receipts & Payments reports and minutes to show new numbering system.

27.20 PAVILION UPDATE – Cllr D Fletcher gave a verbal update which was **NOTED**. The library is now open within the Pavilion on limited hours and admitting limited numbers of public. A Covid-secure Risk Assessment is in place.

i) It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED to APPROVE adopting the Terms of Reference for the Pavilion Steering Committee as prepared by Clerk**

ii) It was proposed by Cllr D Gregory and seconded by Cllr R Evans and **RESOLVED to APPROVE Cllr D Fletcher and Cllr S Lockwood be the Pontesbury Parish Council representatives on the Pavilion Steering Committee**

iii) It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED to APPROVE delegated authority to Cllrs Hignett, Evans and Fletcher and Clerk to invite members of the Steering Committee to the first meeting to be held in October**

iv) The matter of the awning for outside the Pavilion was deferred to a future meeting

v) Cllr D Gregory asked about The Reader statue. This has been moved to the patio area at The Pavilion until it is sited in the flower bed outside the front of the building to the left of the main doors.

28.20 PLANNING CONSULTATIONS – Cllr A Hodges outlined the four planning consultations that require parish council feedback which refer to the Shropshire Local Plan and national planning papers/guidelines. It was proposed by Cllr D Jones and seconded by Cllr S Lockwood and **RESOLVED to APPROVE delegated authority to Cllrs Hodges and Fletcher to complete three of the consultations. Any comments by other councillors to be sent to Cllrs Hodges & Fletcher or entered individually on the appropriate consultation documents. The consultation on the White Paper ‘Planning for the future’ would be put on the October meeting agenda for discussion.**

29.20 PCC TOWN & PARISH COUNCIL CONSULTATION - It was proposed by Cllr N Hignett and seconded by Cllr D Gregory and **RESOLVED to APPROVE delegated authority to Cllr D Fletcher and Clerk to submit a parish council response.**

30.20 BT CONSULTATION ON REMOVAL OF TWO PHONE BOXES IN PONTESBURY– Councillors wished to register the same objections as previously that with unreliable mobile coverage it was necessary to retain the boxes.

31.20 PARISH COUNCIL INSURANCE RENEWAL – It was proposed by Cllr P Heywood and seconded by Cllr N Lewis and **RESOLVED to APPROVE delegated authority to Cllrs Hignett, Fletcher, Evans and Clerk to consider the renewal notice and authorise renewal.**

32.20 REMEMBRANCE SUNDAY - Cllr D Fletcher had been advised that the commemoration activities would go ahead on a limited basis and in a COVID -secure way. It was proposed by Cllr D Gregory and seconded by Cllr R Martinali and **RESOLVED to APPROVE a donation of £50 to the Royal British Legion for a wreath and that Cllr D Fletcher would represent the parish council. Clerk was asked to send a letter to the resident who tends the flowerbeds around the War Memorial and to thank him for all**

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his hard work in keeping this bed well kept and a fitting tribute. Cllr D Fletcher would arrange for the lamp-post poppies to be re-hung where necessary. Cllr D Fletcher would liaise with the local policing team about traffic management during the activities.

33.20 PLAY AREA REPORT – Cllr D Fletcher gave a verbal report on a meeting with Ray Parry Playgrounds to examine the 2020 Rospa report and its findings for necessary remedial work to the play equipment. Ray Parry will submit a quote for short, medium and longer term work to be done. Cllr N Lewis commented on how well-used the playground is. It was proposed by Cllr D Gregory and seconded by Cllr N Hignett and **RESOLVED to APPROVE delegated authority to Cllrs Fletcher, Evans, Hignett and Lewis to consider the quote and approve immediate action. A report concerning longer term maintenance work needed would be brought to a future council meeting.**

34.20 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**. As Parish Business was not on the agenda, the following issues were raised under Clerk's report.

i)Cllr R Evans and Cllr D Fletcher advised councillors of a forthcoming meeting of Minsterley, Pontesbury and Hanwood parish councils to consider submitting a bid to the PCC for mobile number-recognition signs to share between the parishes to deter traffic speeding. This system has had some success in Gloucester but has not yet been deployed anywhere in Shropshire. Councillors were pleased to see a joined-up approach to combat a problem affecting the whole area.

ii)Cllr R Evans requested that a discussion about the use of the CIL Neighbourhood Fund received in connection with the Shingler Homes development in Hanwood, be put on the October meeting agenda. Cllr Evans would conduct a survey of households in Cruckton and Pound Lane area about use of the CIL monies.

iii)Cllr D Gregory requested that the maintenance of the trees on Linley Avenue by Shropshire Council, be followed up. Cllr N Hignett would contact the Shropshire Council Tree Officer

iv)Cllr N Lewis requested that the village newsletter be provided in printed copy again as many older residents were not receiving it. Cllr D Fletcher reported that the aim would be to have the November edition onwards back in print as well as provided online.

v)Cllr D Gregory requested that Parish Business be added to the October meeting agenda

35.20 EXCLUSION OF THE PUBLIC

It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED to APPROVE exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).**

36.20 RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 7 SEPTEMBER 2020

It was proposed by Cllr R Evans and seconded by Cllr A Hodges and **RESOLVED to APPROVE the following;**

i)Cllr Nick Hignett be co-opted onto the Personnel Committee with immediate effect

ii)Adoption of the NJC agreed payscales for 2020-21 for Clerk and Building Assistant to be implemented from 1 April 2020.

- iii)Adoption of Building Assistant/Cleaner contract as prepared by Clerk (based on NALC model contract)
- iv)Approval by full council of successful completion of probationary period by Anna Lawson as Building Assistant/Cleaner
- v)A permanent contract be issued to Anna Lawson as Building Assistant/Cleaner. Payscales for this position would be reviewed in September 2021.
- vi)Delegated authority to Chair and Clerk to carry out appraisal for Building Assistant/Cleaner
- vii)Clerk be paid in lieu of two weeks annual leave. This is a one-off arrangement as Clerk's workload during the pandemic has meant that she was not in a position to take full annual leave entitlement and two weeks had already been carried over from 2019.
- viii)A bespoke 'Be a better councillor' training session with Kim Bedford be arranged for autumn 2020. This is to review the changing role of and increasing demands on a parish council and how to meet the challenges faced. Clerk to contact trainer about format and costings and report back to October meeting.
- ix)Delegated authority to Cllrs Fletcher, Hodges and Lockwood to review Clerk's workload and make recommendations to the October Full Parish Council meeting

37.20 DATE AND TIME OF NEXT MEETING

It was decided to hold a full parish council meeting on 12th October 2020.

The meeting ended at 8.31pm

Signed

Date

Chair