

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

**PRESENT**

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

**IN ATTENDANCE: None**

**CLERK:** Debbie Marais

**76.20 APOLOGIES FOR ABSENCE** - Cllr B Morris, Cllr J Pritchard, Cllr C Robinson

**77.20 DECLARATIONS OF INTEREST AND DISPENSATIONS** - None

**78.20 PUBLIC QUESTIONS AND COMMENTS** None.

**79.20 MINUTES OF COUNCIL** - The minutes were submitted and circulated as read. It was proposed by Cllr C Sandells and seconded by Cllr N Hignett and **RESOLVED that the minutes of the Full Parish Council meeting held on 9<sup>th</sup> November 2020, be approved and signed as a correct record.**

**80.20 SHROPSHIRE COUNCIL REPORT**

Cllr R Evans gave a verbal report which was **NOTED** including items on the Cabinet agenda for meeting on 12 December 2020 as follows;

- Proposed acceptance of the Climate Emergency report and Action Plan.
- Recommendation to proceed with Regulation 19 (Local Plan review).
- 2 semi-mobile COVID testing stations in Oswestry and Shrewsbury and two mobile units covering the rest of the county.
- The Financial Strategy which will include the Flaxmill and the future of the Shrewsbury swimming pool will be discussed

Cllr R Evans had conducted a survey of Cruckton and Hanwood residents about use of CIL monies from the Shingler development adjacent to Hanwood. Feedback from 40 residents included comments on use of monies for traffic calming measures outside St Thomas primary school, comments on speeding on Pound Lane and issue of speeding and signage relating to vehicles cutting through Cruckton and Cruckmeole from the Montgomery Road. Cllr C Sandells wished to highlight that the main safety concerns related to families walking from Cruckmeole to the primary school along the A488 and felt that most of the HGV traffic cutting through to Cruckmeole from Montgomery Road was from HGVs delivering to farms in that area. Cllr R Evans will request that Shropshire Council Highways department investigate further the issues raised in the survey response and will report back to full council following the investigation.

**81.20 PLANNING**

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which was **NOTED** including;

- i) A site visit with Shropshire Homes following the Planning Committee meeting on 2/12/2020. Shropshire Homes had taken on board the design comments raised by the Planning Committee. This highlighted the importance of pre-application discussions.
- ii) The Neighbourhood Plan Steering Group are drawing up policies and Cllr A Hodges requested that help from the wider Parish Council be an agenda item at the January Parish Council Meeting.

- iii) The Planning Committee members reviewed the Place Plan points where the parish council was the lead body. Provision of allotments remain a high priority.

### **82.20 HANWOOD PARISH COUNCIL REQUEST FOR CIL FUNDING TOWARDS PLAY AREA UPGRADE**

Hanwood Parish Council had requested that the parish council agree in principle to contribute to an essential upgrade of the play area adjacent to the primary school using CIL monies generated by the Shingler Homes development. It was felt that a working group should be set up (to include Cllrs Sandells, Hodges, Heywood, Evans and Fletcher) to meet with Hanwood Parish Council representatives to explore this further prior to a formal request to Pontesbury Parish Council. Cllr D Fletcher felt that prior to meeting with Hanwood Parish Council there should be a meeting of the parish council to look at use of the CIL monies held by Pontesbury Parish Council generally and to seek advice about payment of CIL funds from one parish council to another.

### **83.20 RETROSPECTIVE APPROVAL OF DECISIONS MADE SINCE LAST PARISH COUNCIL MEETING.**

It was proposed by Cllr P Bradbury and seconded by Cllr R Martinali and **RESOLVED to APPROVE all decisions made under delegated authority to Cllrs Fletcher, Hignett, Evans and Clerk since the meeting held on 9<sup>th</sup> November 2020, as listed below:**

<b>Date</b>	<b>Action</b>	<b>Comments</b>	<b>Cost</b>
17/11/2020	Approval of response to Shropshire Council about health and safety issues at Pavilion, raised by PSG		
23/11/2020	Newsletter increase from 12 – 20 pages	Increased information relating to winter/COVID	£218
1/12/2020	S.137 monies for lighting on tree for School Green		Maximum budget of £150

### **84.20 STATUTORY BUSINESS AND FINANCE**

#### **a)Receipts for Unity main current account.**

i)Savings account interest - **£3.52**

ii)Newsletter adverts - **£403.30**

iii)Donations for foodshare scheme from Hanwood Parish Council and Pontesbury Charity - **£550.00**

#### **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 9<sup>th</sup> November 2020).**

It was proposed by Cllr P Bradbury and seconded by Cllr R Martinali 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:**

<b>Supplier/Payee</b>	<b>Service</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Cheque No</b>
PKF Littlejohn	External Audit 2019-20	400.00	80.00	<b>480.00</b>	<b>B/P438</b>
Highline Electrical	Various Streetlight repairs and LED conversion - August 2020	864.00	172.80	<b>1,036.80</b>	<b>B/P439</b>
Highline Electrical	Various Streetlight repairs and LED conversion- Sept 2020	1,147.75	229.55	<b>1,377.30</b>	<b>B/P440</b>
Highline Electrical	Various Streetlight repairs and LED conversion- Oct 2020	914.75	182.95	<b>1,097.70</b>	<b>B/P441</b>
Highline Electrical	Various Streetlight repairs and LED conversion- Oct 2020	314.75	62.95	<b>377.70</b>	<b>B/P442</b>
Chris Lawrie	Editorial fees April 2020 - November 2020	2,000.00	0.00	<b>2,000.00</b>	<b>B/P443</b>
Chris Lawrie	Expenses April 2020 - November 2020	14.40	0.00	<b>14.40</b>	<b>B/P444</b>
Volunteers helping neighbours	Food shopping for foodboxes and hampers from grant monies received	950.64	0.00	<b>950.64</b>	<b>B/P445</b>
Veolia	Refuse collection (Pavilion) 01/10/2020 - 31/10/2020	26.97	5.39	<b>32.36</b>	<b>DD</b>
Parish Clerk	Salary December 2020	1897.18	0.00	<b>1897.18</b>	<b>B/P 446</b>
Anna Lawson	Salary December 2020	903.00	0.00	<b>903.00</b>	<b>B/P 447</b>
Shropshire Council	Pension payment for Clerk/Anna Lawson December 2020	963.87	0.00	<b>963.87</b>	<b>B/P 448</b>
M.I & T.E.M Pritchard	Grounds maintenance November 2020	193.33	38.67	<b>232.00</b>	<b>B/P 449</b>
Lawrence Direct	Various stationery and printing food hamper xmas cards	63.66	12.73	<b>76.39</b>	<b>B/P 450</b>
SALC	Procurement training for Clerk (3/12/2020)	30.00	0.00	<b>30.00</b>	<b>B/P 451</b>
Shropshire Council	Joint energy costs 3rd qtr 2020-21	1364.47	272.89	<b>1637.36</b>	<b>B/P 452</b>
Kim Bedford	Councillor training sessions 9/11/2020 + 23/11/2020	400.00	0.00	<b>400.00</b>	<b>B/P 453</b>
New Era Printing	December newsletter with additional pages	547.00	0.00	<b>547.00</b>	<b>B/P 454</b>
Parish Clerk	Expenses 09/11/2020-13/12/2020	71.63	0.00	<b>71.63</b>	<b>B/P 455</b>
Anna Lawson	Expenses 09/11/2020-13/12/2020	29.96	0.00	<b>29.96</b>	<b>B/P 456</b>
Gillian Bailey	finance and other support for Clerk	525.00	0.00	<b>525.00</b>	<b>B/P 457</b>
Evelyn Griffiths	Cleaning public toilets November 2020	200.00	0.00	<b>200.00</b>	<b>B/P 458</b>

Nigel Pugh	Various general repairs and maintenance and Covid Risk Assessment equipment/signage	385.16	0.00	<b>385.16</b>	<b>B/P 459</b>
SALC	Risk Assessment training 12/11/2020 for Clerk	30.00	0.00	<b>30.00</b>	<b>B/P 460</b>
HMRC	Qtr 3 2020-21 NI and PAYE payments	1819.38	0.00	<b>1819.38</b>	<b>B/P 461</b>
Shropshire Wildlife Trust	Bird food for the Feed the Birds project (covered by PPC grant to project)	32.00	0.00	<b>32.00</b>	<b>B/P 462</b>
NALC	Planning for the future' training for Chair Planning Committee 18/09/2020	32.44	6.49	<b>38.93</b>	<b>B/P 463</b>
Volunteers helping neighbours	Mileage costs for foodshare shopping and tip runs for clearing church venue	132.75	0	<b>132.75</b>	<b>B/P 464</b>
SSE Southern Electric	Qtr 3 2020-21 electricity public toilets	124.43	6.21	<b>130.64</b>	<b>DD</b>
SSE Swalec	Qtr 3 2020-21 electricity Streetlights, School Green	108.56	5.42	<b>113.98</b>	<b>DD</b>
	<b>Total</b>			<b>17,563.13</b>	

#### Lloyds Pavilion Account:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Shropshire Council	Business rates December 2020	1446.00	0.00	<b>1446.00</b>	<b>PB/P 42</b>
Nigel Pugh	Worktop in Library workroom and general fit out duties	1082.00	0.00	<b>1082.00</b>	<b>PB/P 43</b>
E-ON	Gas bill - 23/09/2020 - 28/10/2020	78.18	3.91	<b>82.09</b>	<b>DD</b>
E-ON	Electricity bill - 28/09/2020-28/10/2020	52.27	2.61	<b>54.88</b>	<b>DD</b>
	<b>Total</b>			<b>2,664.97</b>	

**c) External Audit response:** Satisfactory report from external auditor for 2019-20 was received and **NOTED**

**d)** It was proposed by Cllr R Evans and seconded by Cllr N Hignett that paper and a printer cartridge be offered to all parish councillors in recognition of the increased costs during COVID.

**85.20 PAVILION UPDATE** – Cllr D Fletcher gave a verbal update which was **NOTED**. The Library is open again following the second lockdown under the same risk assessment as following the first lockdown. Discussions with the PCC continue.

**86.20 CLIMATE EMERGENCY ACTION GROUP UPDATE** – Cllr S Lockwood gave a verbal update which was **NOTED**. There is to be a meeting in January to look at themed

action for 2021 e.g biodiversity, transport etc. There will also be a talk from a village in Cheshire who have been successful in engaging the local community with their zero carbon action plan.

**87.20 SHROPSHIRE COUNCIL CULTURAL STRATEGY CONSULTATION -** Cllrs Fletcher, Hignett and Lockwood were given delegated authority to provide a parish council response.

**88.20 RECOMMENDATIONS FROM FINANCE & GENERAL PURPOSES COMMITTEE (9/12/2020) AND PERSONNEL COMMITTEE (1/12/2020)**

i) It was proposed by Cllr P Bradbury and seconded by Cllr A Hodges and **RESOLVED to APPROVE NJC minimum leave entitlement to increase from 21 to 22 days annual leave for employees with less than five years service with a pro-rata entitlement for part-time employees**

ii) It was proposed by Cllr P Heywood and seconded by Cllr D Jones and **RESOLVED to APPROVE the appointment of a part-time (18.5 hours) Deputy Clerk on NALC Salary Scale point 22.**

iii) It was proposed by Cllr D Jones and seconded by Cllr R Martinali and **RESOLVED to APPROVE adoption of the updated Fixed Asset Register as drawn up by the Clerk**

iv) It was proposed by Cllr P Heywood and seconded by Cllr D Jones and **RESOLVED to APPROVE adoption of the Risk Assessments (Organisational & Financial) and Business Continuity Plan as drawn up by the Clerk**

v) It was proposed by Cllr A Hodges and seconded by Cllr N Lewis and **RESOLVED to APPROVE the use of the Shropshire Council Covid grant of £10,000 as part of the Pavilion budget for 2021-22 to mitigate loss of income and additional costs during 2020-21.**

vi) It was proposed by Cllr P Bradbury and seconded by Cllr R Martinali and **RESOLVED to APPROVE delegated authority to Cllrs Fletcher, Hignett, Evans and Clerk to initiate use of CCLA Public Sector Deposit Fund for parish council monies not covered by the Financial Services Compensation Scheme. Fund to be carefully monitored and reviewed if interest rates become negative. Fund allows next day withdrawal of funds without incurring penalties.**

**89.20 DRAFT PARISH COUNCIL STRATEGIC PLAN 2021-24 –** It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED to APPROVE using the draft plan as drawn up by Clerk as a community consultation document to gain community feedback on the priorities. The aim would be to draw up a working Strategic Plan by June 2021. The Strategic Plan will then be reviewed by the council and community each year.**

**90.20 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.**

**91.20 PARISH BUSINESS**

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

i)an update on the Hall Bank junction improvements was given by Cllr N Hignett who reported that he had met with the Shropshire Council Drainage Officer. Further measures to alleviate flooding have been proposed for inclusion in the wider junction improvements. The updated scheme has passed back to the consultants WSP for costings. Cllr Hignett hoped to have a report to council early in the new year.

ii)A meeting was held about the traffic around the two schools. Temporary improvement measures have been put in place that will be enforced from 14<sup>th</sup> December and reviewed in February 2021. Local residents had been given an information sheet to explain what was happening. Any feedback should be passed to Cllr N Hignett.

iii)Streetlights in need of repair are still being replaced with LED lanterns. The working group would look at a plan of action to replace the remaining lights in bulk in the new year and at sources of funding for the project.

iv) Cllr N Lewis raised the issue of the grouping of incidents in the police Safer Neighbour Team newsletter. Cllr R Evans has raised a request to the PCC that crime figures for each parish be reinstated rather than the current grouping. PCC is in agreement and will follow this up.

v)Cllr R Evans will follow up sweeping of Pound Lane including the pathways

**92.20 DATE AND TIME OF NEXT MEETING**

Next meeting to be held via Zoom on Monday 11<sup>th</sup> January 2021 at 7pm.

The meeting ended at 9.12pm

**Signed** .....

**Date** .....

**Chair**