

**PONTESBURY PARISH COUNCIL**  
**Extraordinary Meeting of Council**  
**Held at Pontesbury Public Hall**  
**At 8.30pm on Monday 9 March 2020**

**PRESENT**

Cllr D Fletcher (Chairman), Cllr N Hignett, Cllr R Evans, Cllr B Morris, Cllr R Martinali, Cllr C Sandells, Cllr J Pritchard, Cllr B Morris, Cllr A Hodges, Cllr, P Bradbury, Cllr N Lewis and Cllr P Heywood

**IN ATTENDANCE:** None

**CLERK:** Debbie Marais

**No members of the public were present.**

**233.19 APOLOGIES FOR ABSENCE** - Cllr D Jones, Cllr S Lockwood, Cllr C Robinson, Cllr D Gregory

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

**235.19 PUBLIC QUESTIONS AND COMMENTS** - None

**236.19 MINUTES OF COUNCIL** - The minutes were submitted and circulated as read. It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED that the minutes of the Extraordinary Council meeting held on 3<sup>rd</sup> March 2020 be approved and signed as a correct record.**

**237.19 PLANNING APPLICATIONS FOR PONTESBURY PARISH AREA** – The following comments were submitted relating the following applications received for planning consent:

- a) 20/00873/VAR | Variation of Condition No. 2 (approved plans) attached to planning permission 18/05670/FUL dated 19 February 2020 to allow revisions to the dwelling floor plans and elevations and the site layout | Proposed Development Land Off Mount Close Pontesbury Shrewsbury Shropshire

**Comment: The Parish Council support the application but feel that the reduction in the amount of pavement will be detrimental to the safety of pedestrians. There was an agreement by Severnside, at a meeting with members of the parish council, to include fencing along the boundary of the site to provide privacy for neighbouring properties. We would wish to see this fencing incorporated into the plans.**

- b) 20/00904/FUL | Erection of two single storey extensions with associated internal reconfiguration to include some demolition | Lingholm Woodhall Drive Hanwood Shrewsbury SY5 8JU

**Comment: The parish council support the application for the following reasons;**

- i) **We feel that the proposed development will greatly improve the appearance of the property**

- ii) **The limited change in the footprint means that there is no significant impact on the landscape character of the site**
- iii) **The proposed changes will have no significant impact on the amenity of the neighbouring properties**

**238.19 UPDATE ON THE PAVILION** – Cllr D Fletcher/Cllr N Hignett and Cllr R Evans gave a verbal report which was **NOTED**, on the following:

i) PCC lease has been drafted and send to respective solicitors. There has been some delay as the contact for the PCC lease had retired recently. We now have a new contact and things are moving forward.

ii) Shropshire Library Service licence is being examined by Shropshire Council legal department. The Provisonal dates for opening, subject to signing of licence by Shropshire Council, are;

Library would close from Monday 23/3/2020 for two weeks in order to fit-out The Pavilion and move stock. The Pavilion would then opened to the public at 10am on Monday 6 April, by Howard Thorne. There would then be a formal opening event in Summer 2020

iii)It was proposed by Cllr B Morris and seconded by Cllr P Bradbury and **RESOLVED to APPROVE the draft flyer prepared by the Clerk. The flyer would appear on parish noticeboards and in the parish newsletter.**

iv)There was a discussion around hiring fees for local community groups and Cllrs Hignett, Evans and Fletcher would have an informal discussion with Friends of Pontesbury Library and report back to the next full council meeting. It was felt that initially keys to the building should be given to parish council, police and Shropshire Library Service representatives only to meet insurance requirements.

**239.19 APPROVAL OF IT EQUIPMENT FOR BUILDING ASSISTANT –**

It was proposed by Cllr J Pritchard and seconded by Cllr R Evans and **RESOLVED to APPROVE £328 for the purchase of the following equipment:**

- Samsung 10' tablet
- Tablet case with integral keyboard
- Prepare tablet (access to parish council files and parish council email address)
- Printer for use by Building Assistant and Clerk at Pavilion

Clerk to ensure insurance cover in place for tablet use away from the building.

**240.19 STATUTORY BUSINESS/FINANCE**

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

i)Newsletter advert receipts - **£1067.73**

ii)Savings account interest - **£40.80**

iii)Donation by Cllr D Fletcher for defibrillator box - **£250**

iv)Contribution by Friends of Pontesbury Library - **£3500 NOTED.**

**b)Payments for Approval for Unity main current account**

It was proposed by Cllr J Pritchard 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.**

Supplier	Service	Net	VAT	Gross	Payment NO:
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Shropshire Council	Joint Energy costs for Quarter 4	1544.41	308.88	<b>1,853.29</b>	<b>B/P282</b>
Evelyn Griffiths	Public toilets cleaning - February 2020	203.75	0.00	<b>203.75</b>	<b>B/P283</b>
Parish Clerk	Expenses -10 February - 8 March 2020	264.23	0.00	<b>264.23</b>	<b>B/P284</b>
Parish Clerk	Salary for March 2020 (payable 20/02/20)	1754.62	0.00	<b>1,754.62</b>	<b>B/P285</b>
A Lawson	Salary for March 2020 (payable 20/02/20)	860.68	0.00	<b>860.68</b>	<b>B/P286</b>
Shropshire Council	Pension payment for Clerk March 2020	588.18	0.00	<b>588.18</b>	<b>B/P287</b>
HMRC	Qtr 4 2019-20 PAYE payments	1904.72	0.00	<b>1,904.72</b>	<b>B/P288</b>
MI & TEM Pritchard	Ground maintenance February 2020	193.33	38.67	<b>232.00</b>	<b>B/P269</b>
New Era Printing	March 2020 newsletter	330.00	0.00	<b>330.00</b>	<b>B/P290</b>
Shropshire Council	2019-20 contribution to Pontesbury Library	3500.00	0.00	<b>3,500.00</b>	<b>B/P291</b>
SALC	VAT training course	27.00	0.00	<b>27.00</b>	<b>B/P292</b>
Shropshire Council	Fees and materials for footpath Hall Bank	487.05	97.41	<b>584.46</b>	<b>B/P293</b>
Shropshire Council	Additional materials for footpath Hall Bank	150.00	30.00	<b>180.00</b>	<b>B/P294</b>
Shropshire Council	Address labels for Neighbourhood Plan questionnaire	36.90	0.00	<b>36.90</b>	<b>B/P295</b>
Richard Burdekin	Reimbursement for Defibrillator cabinet x2	753.30	0.00	<b>753.30</b>	<b>B/P296</b>
Lawrence Direct	various stationery including paper for Planning Chair and parish council February 2020	33.65	6.73	<b>40.38</b>	<b>B/P297</b>
SDH Accounting	Accounts training and support	200.00	0.00	<b>200.00</b>	<b>B/P298</b>
Shroptech	New laptop for Clerk/Pavilion website/Neighbourhood Plan website/IT for Building Manager	1210.00	0.00	<b>1,210.00</b>	<b>B/P299</b>
Pontesbury Public Hall	Room hire 3 + 15/2/2020	59.50	0.00	<b>59.50</b>	<b>300050</b>
SSE Southern Electric	Qtr 4 2019-20 Electric for public toilets	112.39	5.61	<b>118.00</b>	<b>DD</b>
SSE Swalec	Qtr 4 2019-20 Electric for School Green streetlights	87.17	4.35	<b>91.52</b>	<b>DD</b>
	<b>Total</b>			<b>12,939.24</b>	

**c) Payments for Approval for The Pavilion Lloyds current account**

It was proposed by Cllr P Bradbury and seconded by Cllr N Hignett and:

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

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
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*Minutes of Extraordinary Pontesbury Parish Council meeting held on 9th March 2020 .*

Lanyon Bowdler	Completion statement including legal fees, additional kitchen work and automatic doors for Pavilion, IT duct for police	22466.33	0.00	<b>22,466.33</b>	<b>PB/P1</b>
Allied Westminster	Pavilion Insurance 28/02/2020 - 27/02/2021	1064.25	0.00	<b>1064.25</b>	<b>PB/P2</b>
Berrys	Fees/expenses/mileage for Pavilion transfer/lease/licence	1993.87	398.77	<b>2,392.64</b>	<b>PB/P3</b>
Grosvenor	Stackable meeting room chairs	648.75	129.75	<b>778.50</b>	<b>PB/P4</b>
Gopak	tables and table trolley for meeting room	1194.28	238.86	<b>1,433.14</b>	<b>PB/P5</b>
Shropshire Blinds & Awnings Ltd	Blinds for Pavilion	1271.00	0.00	<b>1271.00</b>	<b>1</b>
	<b>Total</b>			<b>29,405.86</b>	

d) it was proposed by Cllr J Pritchard and seconded by Cllr R Evans and **RESOLVED to APPROVE maximum budget of £500 for purchase of fire extinguishers for Pavilion and delegated authority to Clerk and Cllr D Fletcher to arrange purchase.**

e) it was proposed by Cllr N Lewis and seconded by Cllr P Bradbury and **RESOLVED to APPROVE maximum budget of £200 for handyman jobs fitting of shelves, tiles, signage etc for Pavilion**

f) it was proposed by Cllr A Hodges and seconded by Cllr C Sandels and **RESOLVED to APPROVE maximum budget of £1000 to purchase fridge, microwave, crockery, cutlery, bins, tiles, mirrors and delegated authority to Clerk and Cllr D Fletcher to purchase**

g) it was proposed by Cllr P Bradbury and seconded by Cllr B Morris and **RESOLVED to APPROVE maximum budget of £400 to purchase cleaning equipment for Pavilion and delegated authority to Clerk and Cllr D Fletcher to purchase**

**241.19 FIXED ASSET REGISTER – the updated fixed asset register was NOTED.**

**242.19 FEE FOR VAT REVIEW –** Clerk reported that SLCC would offer advice on VAT implications of The Pavilion, community building. Cllr J Pritchard advised that Clerk investigate if the parish council insurance included cover for investigation by HMRC.

**243.19 TOILET TAX SURVEY –** Clerk to complete survey showing parish council support for removal of Business Rate charges for public toilets.

**244.19 POPPIES FOR VE DAY -** It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED to APPROVE purchase of 12 poppies at £3 each from Royal British Legion for streetlamps along Main Road and Hall Bank, and to leave the poppies in situ until November 2020.**

**245.19 DATE AND TIME OF NEXT MEETING –**  
7.30pm on 14 April 2020 at The Pavilion, Hall Bank.

The meeting ended at 9.40pm

**Signed .....**

**Date .....**

**Chair**