

PONTESBURY PARISH COUNCIL
Extraordinary Meeting of Council
Held via zoom video conference
At 7pm on Monday 13 July 2020

PRESENT

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

IN ATTENDANCE: One member of the public

CLERK: Debbie Marais

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

2.20 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

3.20 PUBLIC QUESTIONS AND COMMENTS - None

4.20 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. Clerk was asked to amend minutes of 9th March meeting to show Cllr P Bradbury as present. It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED that the minutes of the Extraordinary Council meetings held on 9th and 23rd March 2020, with stated amendment be approved and signed as a correct record.**

5.20 REMOTE MEETINGS POLICY

Members considered for approval a Remote Meetings Policy which outlined the procedure for holding virtual meetings using Zoom. It was proposed by Cllr P Heywood and seconded by Cllr D Jones and **RESOLVED to APPROVE adoption of the policy as drafted by the Clerk.**

6.20 STANDING ORDERS ADDENDUM JULY 2020 – It was proposed by Cllr P Bradbury and seconded by Cllr R Martinali and **RESOLVED to APPROVE adoption of the addendum to the Standing Orders as drafted by Clerk to cover virtual meetings.**

7.20 SHROPSHIRE COUNCIL REPORT

Cllr R Evans gave a verbal report which was **NOTED** including;

The first full council meeting since March 2020 was to be held this week

Agenda items included;

- To consider whether to remove or replace the Clive statue
- 35million pounds in CIL had been collected. 6m would be used for a new school in Shrewsbury and 2m for improvements to the Mile End roundabout in Oswestry
- The future of Shirehall is to be reviewed – looking at staff homeworking, working in central Shrewsbury and in the market towns
- A Kier improvement plan is being considered with the aim of getting a better service
- The Local Plan for Shropshire 2016-2038 has been published. It is proposed that 155-175 houses are to be built in Pontesbury during this time.
- A recovery plan to aid economic recovery is being considered

8.20 AUDIT FOR 2019-20

i) The Internal Audit report for 2019-20 and the actions taken by the Clerk was **NOTED.**

ii) The Governance Statement (1-9) was considered. It was proposed by Cllr A Hodges and seconded by Cllr D Gregory and **RESOLVED to APPROVE the Annual Governance Statement for 2019-20 and the Chairman and Clerk were INSTRUCTED to sign Section 1 of the Annual Governance & Accountability Return for the year ended 31 March 2020..**

- iii) Yearend Accounts for 2019-20, Year End bank reconciliation, Budget Monitoring Report and Variance Report were considered. It was proposed by Cllr N Hignett and seconded by Cllr P Bradbury and **RESOLVED to APPROVE the reports as checked by the Internal Auditor**
- iv) It was proposed by Cllr A Hodges and seconded by Cllr R Martinali and **RESOLVED to APPROVE the Accounting Statements and the Chairman was INSTRUCTED to sign Section 2 of the Annual Governance & Accountability Return for the year ended 31 March 2020.**
- v) It was proposed by Cllr P Bradbury and seconded by Cllr R Martinali and **RESOLVED to APPROVE the Parish Council Summary Accounts including earmarked and general reserves for 2020-21 as submitted by the Clerk.**

9.20 STATUTORY BUSINESS AND FINANCE

a) Receipts for Unity main current account.

- i) Newsletter advert receipts - **£1067.73**
- ii) Savings account interest - **£45.00**
- iii) Donation by Cllr C Sandells for defibrillator box - **£250**
- iv) Various donations towards COVID response - **£1100**
- v) Shropshire Council Business COVID grant - **£10,000**

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 23 March 2020).

It was proposed by Cllr P Bradbury and seconded by Cllr S Lockwood 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:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Highline	Streetlight repairs and LED replacement Feb 2020	508.00	101.60	609.60	BP300
Shroptech	Domain hosting for 2019-20 & 2020-21 Pontesburypc and printer for building assistant	190.00	0.00	190.00	B/P301
Royal British Legion Poppy Appeal	12 streetlamp poppies for VE day celebrations	36.00	0.00	36.00	B/P302
Ben Morris Electrical Ltd	Electrical work to fit two new defibrillators - Pavilion and Cruckton Village Hall	208.00	0.00	208.00	B/P303
Wood Matters	Tree work on Ash tree at BMX track	160.00	0.00	160.00	B/P304
Expert Tree Business	Tree work at School Green	70.00	0.00	70.00	B/P305
Wood Matters	Tree work at play area and sports field	1155.00	0.00	1,155.00	B/P306
Shropshire Council	Survey of leased land off Station Road	450.00	90.00	540.00	B/P307

Shropshire Council	Rospa inspection summer 2019	160.00	32.00	192.00	B/P308
CLH Design + Print	printing of Neighbourhood Plan questionnaire	400.00	0.00	400.00	B/P309
Sharon Davies (volunteers helping neighbours)	reimbursement for mileage and cost of disposable gloves - Coronavirus support	49.92	0.00	49.92	B/P 310
Helen Tivnen (volunteers helping neighbours)	reimbursement for mileage and cost of disposable gloves/sanitising gel/bottles, lanyards for ID badges - Coronavirus support	362.36	0.00	362.36	B/P 311
Parish Clerk	reimbursement for printer cartridges/paper for Clerk and building assistant	363.03	0.00	363.03	B/P 312
Chris Lawrie	Expenses for Oct 2019-March 2020	36.00	0.00	36.00	B/P 313
Chris Lawrie	Editorial and design work for newsletter. Sept 2019-March 2020	1500.00	0.00	1500.00	B/P 314
New Era Printing	April 2020 Newsletter	330.00	0.00	330.00	B/P 315
Jonathan Walton	re-imburement for laminating pouches for village signs	20.87	4.17	25.04	B/P 316
Mary Webb School	Room hire 14.10.2019-05.03.2020	570.00	0.00	570.00	B/P 317
Shropshire Council	Play Inspections April 2019- March 2020	546.00	109.20	655.20	B/P 318
M.I & T.E.M Pritchard	Grounds maintenance March 2020	193.33	38.67	232.00	B/P 319
Shropshire Council	Lease of Sports field 1 April 2020 - 31 March 2021	10.00	0.00	10.00	B/P 320
Jan Griffiths (volunteers helping neighbours)	Deliver and pick up of envelopes/information sheets	41.40	0.00	41.40	B/P 321
Evelyn Griffiths	Cleaning public toilets March 2020	205.48	0.00	205.48	B/P 322
Parish Clerk	reimbursement for training fees for online Zero Carbon course	50.00	0.00	50.00	B/P 323
Parish Clerk	Salary April 2020	1854.62	0.00	1854.62	B/P 324
Parish Clerk	Expenses for March-April 2020	165.87	0.00	165.87	B/P 325
Cllr D Fletcher	reimbursement for stationery and postage for Coronavirus information sheet to every household in parish	1157.27	0.00	1157.27	B/P 326
Anna Lawson	Salary April 2020	743.38	0.00	743.38	B/P 327
Shropshire Council	Pension payment for Clerk April 2020	681.63	0.00	681.63	B/P 328
DM Payroll Services Ltd	Annual bill for 2020-21 for payroll services	132.00	0.00	132.00	B/P 329

Minutes of Extraordinary Pontesbury Parish Council meeting held on 13th July 2020 .

Justgiving account for local foodbank	parish council contribution to local Coronavirus foodbank	200.00	0.00	200.00	B/P 330
Lawrence Direct	various stationery and printing for Pavilion opening March 2020	116.10	23.22	139.32	B/P 331
PCB Solicitors	Legal costs for Shropshire Council for variation to lease on land off Station Road.	400.00	0.00	400.00	B/P 332
Sharon Davies (volunteers helping neighbours)	reimbursement for mileage and cost of disposable gloves - Coronavirus support	163.87	0.00	163.87	B/P 333
Sharon Davies (volunteers helping neighbours)	Payment to Volunteers helping neighbours (donation received by cheque from a local resident)	200	0.00	200	B/P 334
Parish Clerk	reimbursement for face masks	23.54	0.00	23.54	B/P 335
Parish Clerk	Expenses for 13/4/2020-10/5/2020	44.24	0.00	44.24	B/P 336
Parish Clerk	Salary May 2020	1854.42	0.00	1854.42	B/P 337
Anna Lawson	Salary May 2020	701.35	0.00	701.35	B/P 338
Shropshire Council	Pension payment for Clerk/Anna Lawson May 2020	935.21	0.00	935.21	B/P 339
Sharon Davies (volunteers helping neighbours)	Payment to Volunteers helping neighbours (donation received by cheque from Minsterley Parish Council)	100.00	0.00	100.00	B/P 340
Sharon Davies (volunteers helping neighbours)	reimbursement for face masks	49.95	0.00	49.95	B/P 341
M.I & T.E.M Pritchard	Grounds maintenance April 2020 and work done as part of Environmental Maintenance Grant	413.33	82.67	496.00	B/P 342
SALC	ALC Affiliation fees/SALC fees 2020-21 and NALC fee	1182.39	0.00	1182.39	B/P 343
Evelyn Griffiths	Cleaning public toilets April 2020	200.00	0.00	200.00	B/P 344
J Sandells	Bus shelter cleaning Jan-March 2020	170.00	0.00	170.00	B/P 345
JDH Business Services Ltd	2019-20 Internal Audit fees	229.00	45.80	274.80	B/P 346
W G Manley	Bus shelter cleaning Jan-March 2020	170.00	0.00	170.00	300051
D M Hughes	Bus shelter cleaning Jan-March 2020	85.00	0.00	85.00	300052
Tony Bishton	Autumn to Spring planting and war memorial	350.00	0.00	350.00	300053
Pontesbury Public Hall	Room hire 2/3/2020 and 9/3/2020	46.50	0.00	46.50	300054

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Sharon Davies (volunteers helping neighbours)	reimbursement for mileage and cost of disposable gloves - Coronavirus support	97.09	0.00	97.09	B/P 347
Came & Company	Building insurance for Trading Post building	98.09	0.00	98.09	B/P 348
Berrys	Professional fees for valuation of Trading Post plus plan	524.19	104.84	629.03	B/P 349
Highline Electrical Ltd.	Annual condition survey and clean of streetlights	513.00	102.60	615.60	B/P 350
Sharon Davies (volunteers helping neighbours)	reimbursement for foodbox shopping (grants received from Shropshire Council and Western Power)	341.79	0.00	341.79	B/P 351
Allied Westminster	Insurance for Volunteers Helping Neighbours foodshare scheme	115.65	0.00	115.65	B/P 352
Parish Clerk	Expenses 11/05/2020-07/06/2020	155.26	0.00	155.26	B/P 353
Parish Clerk	Salary June 2020	1854.42	0.00	1854.42	B/P 354
Anna Lawson	Salary June 2020	701.35	0.00	701.35	B/P 355
Shropshire Council	Pension payment for Clerk/Anna Lawson June 2020	935.21	0.00	935.21	B/P 356
HMRC	Quarter One 2020-21 Paye payments	2784.06	0.00	2784.06	B/P 357
Deborah Powell	Reusable face masks for community volunteers	360.00	0.00	360.00	B/P 358
M.I & T.E.M Pritchard	Grounds maintenance May 2020 and work done as part of Environmental Maintenance Grant	343.33	68.67	412.00	B/P 359
Evelyn Griffiths	Cleaning public toilets May 2020	200.00	0.00	200.00	B/P 360
Gillian Bailey	Finance support for end of year accounts	75.00	0.00	75.00	B/P 361
Tony Bishton	Autumn to Spring planting and war memorial	350.00	0.00	350.00	300055
SSE Southern Electric	Electricity for public toilets Quarter 1 2020-21	113.33	5.66	118.99	DD
SSE Swalec	Electricity for School Green streetlights Quarter 1 2020-21	185.88	9.29	195.17	DD
Sharon Davies (volunteers helping neighbours)	reimbursement for foodbox shopping (grants received from Shropshire Council, Minsterley PC and Western Power)	327.52	0.00	327.52	B/P 362

Nigel Pugh	Various maintenance work Pavilion, play area and public toilets	360.00	0.00	360.00	B/P 363
Anna Lawson	reimbursement for keys purchased	10.50	0.00	10.50	B/P 364
Shropshire Council	Address labels for Coronavirus Information Sheet	23.00	0.00	23.00	B/P 365
Sharon Davies (volunteers helping neighbours)	Food for foodboxes and PPE supplies	105.49	0.00	105.49	B/P 366
Adam Tunnicliffe	Noticeboard for Plealey	400.00	0.00	400.00	B/P 367
Lynette Charles	Labels for Neighbourhood Plan	25.00	0.00	25.00	B/P 368
Parish Clerk	Expenses 08/06/2020-12/07/2020	275.76	0.00	275.76	B/P 369
Shropshire Council	Streetlight joint energy costs Qtr 1 2020-21	1448.54	289.71	1738.25	B/P 370
Web Orchard	Parish Council Website hosting for 2020-21	190.00	38.00	228.00	B/P 371
Shropshire Council	Pension payment for Clerk/Anna Lawson July 2020	935.21	0.00	935.21	B/P 372
Anna Lawson	Salary July 2020	701.35	0.00	701.35	B/P 373
Parish Clerk	Salary July 2020	1854.62	0.00	1854.62	B/P 374
Shropshire Design & Print	Weather proof signs for reopening play area - COVID	43.05	8.61	51.66	B/P 375
M.I & T.E.M Pritchard	Grounds Maintenance June 2020 and weeding outside Pavilion	343.33	68.67	412.00	B/P 376
Evelyn Griffiths	Cleaning public toilets June 2020	200.00	0.00	200.00	B/P 377
Chris Lawrie	Additional hours for online newsletter and website during COVID	300.00	0.00	300.00	B/P 378
J Sandells	Bus shelter cleaning Apr-June 2020	170.00	0.00	170.00	B/P 379
D M Hughes	Bus shelter cleaning Apr-June 2020	85.00	0.00	85.00	300056
W G Manley	Bus shelter cleaning Apr-June 2020	170.00	0.00	170.00	300057
veolia	Refuse collection Pavilion	11.99	0.00	11.99	DD
ICO	Data Protection renewal fee 2020	35.00	0.00	35.00	DD
	Total			38,136.85	

Lloyds Pavilion Account:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Gopak	20 foldable chairs for events at Pavilion	790.00	158.00	948.00	PB/P6

Border Janitorial supplies	Sanitary equipment	338.60	67.74	406.34	PB/P7
Anna Lawson	Expenses for Pavilion stationery	4.50	0.00	4.50	PB/P8
Parish Clerk	Reimbursement for Internal Signs	95.18	0.00	95.18	PB/P9
Lanyon Bowdler	legal fees for licence for Shropshire Library Service	875	175.00	1050	PB/P10
Border Janitorial supplies	Sanitising materials	71.2	14.24	85.44	PB/P11
Border Janitorial supplies	PPE, bin liners and sanitising materials	46.16	9.23	55.39	PB/P12
Parish Clerk	reimbursement for COVID Internal Signs and postbox	52.04	0.00	52.04	PB/P13
Parish Clerk	reimbursement for Internal Signs	22.67	0.00	22.67	PB/P14
Shropshire Design & Print	Main Pavilion Signage	437.13	87.43	524.56	PB/P15
EON	Gas bill - 4 March - 14 Apr 2020	33.61	1.68	35.29	DD
EON	Electricity bill - 4 March - 14 April 2020	69.4	3.47	72.87	DD
Parish Clerk	reimbursement for Clocks, shelving, keysafe, health & safety poster	84.35	0.00	84.35	PB/P16
Shropshire Council	PSG property management Service Level Agreement with out of hours cover	800	160.00	960	PB/P17
Shropshire Council	Fire extinguishers for building	533.3	106.66	639.96	PB/P18
GOPAK	chair trolley and 20 foldable chairs for café area	494.97	98.99	593.96	PB/P19
Parish Clerk	reimbursement for crockery/cutlery/glasses/fridge/microwave/toaster and other incidentals for kitchen	394.05	77.98	472.03	PB/P20
Parish Clerk	reimbursement for 5 IKEA café tables	391.63	78.33	469.95	PB/P21
Parish Clerk	reimbursement for lockable cleaning cabinet	60.5	12.10	72.6	PB/P22
EON	Electricity bill - 14 April - 31 May 2020	99.1	4.96	104.06	DD
EON	Gas bill - 14 Apr - 31 May 2020	70.87	3.54	74.41	DD
	Total			6,823.60	

c) It was proposed by Cllr D Jones and seconded by Cllr D Gregory and **RESOLVED to APPROVE the following:**

i) payment of £30 for SALC Community Engagement and Event Planning training for Clerk

ii) payment of £75 for financial support/training for Clerk for end of year finances for The Pavilion

iii) £30 for SALC Fund-raising training for Clerk

iv) Transfer of remaining Pavilion 2020-21 budget from Unity account to Lloyds Pavilion account

d) it was proposed by Cllr D Gregory and seconded by Cllr N Lewis and **RESOLVED to APPROVE maximum budget of £750 for internal parish council and community noticeboards for the Pavilion**

e) Quarter 1 2020-21 Bank Reconciliation (all accounts) was **NOTED**.

f) Quarter 1 2020-21 Budget Monitoring report for main parish council budget was **NOTED**.

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

It was proposed by Cllr A Hodges and seconded by Cllr S Lockwood and **RESOLVED to APPROVE all decisions made under delegated authority to Cllrs Fletcher, Hignett, Evans and Clerk as listed below:**

Date	Action	Comments	Cost
April 2020 various	Coronavirus information sheet to be sent to every household in the parish		£1435.40
6 April 2020	Contributions made for PPE for Coronavirus volunteer group – grants applied for, for future costs		£412.28
20 April 2020	Donation to local foodbox scheme – grants applied for, for future costs		£200
22 April 2020	Clerk to attend virtual climate change course		£50
24 April 2020	Building Assistant – Anna Lawson be added to the pension scheme from 1 May 2020	Approved by Personnel Committee by email	£201.15 per month
04/05/2020	Direct Debits set up for Pavilion electricity and Gas with e-on		variable
21/05/2020	Commitment of Payment of legal costs for variation to lease on land off Station Road and to draw up lease for Pontesbury Gardener's Association to sub-let Trading Post building		£1250
21/05/2020	Insurance and valuation costs for Trading Post building until October 2020		£622.28
02/06/2020	Streetlight joint energy scheme 2020-21		£5457.88 plus vat
26/6/2020	Commitment to new bin by Mary Webb school - annual fee for emptying bin by Shropshire Council. The cost of bin and installation will be funded from Environmental Maintenance Grant 2019-20		£485 for bin and installation £120 for annual fee to empty by SC

02/07/2020	Reopening of play area off Station Rd (other than the junior area) and public toilets in the week beginning 4/07/2020 with risk assessments and additional signage		£100 weather proof signage £150 max. for making ready maintenance
02/07/2020	Pay editor for additional hours on online newsletter		£300

It was **NOTED** that the junior play area had now been opened.

11.20 ACCOUNTING PACKAGE FOR PARISH COUNCIL – As finances have increased in complexity due to taking on The Pavilion and to save Clerk time it was proposed by Cllr P Heywood and seconded by Cllr D Jones and **RESOLVED to APPROVE delegated authority to Cllrs Hignett, Evans, Fletcher and Clerk to investigate and to approve a maximum budget of £800 to purchase a package, organise data input and training for Clerk.**

12.20 UPDATE ON BUS PARKING AT MARY WEBB SCHOOL AND HALL BANK IMPROVEMENTS – Cllr N Hignett gave a verbal update which was **NOTED**. The feasibility studies were going ahead and would then be put to Shropshire Council for consideration. Cllr Hignett would keep the parish council updated on progress.

13.20 REOPENING OF PUBLIC TOILETS AND PLAY AREA – Risk Assessments for the reopening of both these facilities, following government COVID guidelines, were in place and it was proposed by Cllr S Lockwood and seconded by Cllr R Martinali and **RESOLVED to RETROSPECTIVELY APPROVE the opening of both of these facilities.**

14.20 COMMUNITY HUB/PONTESBURY LIBRARY UPDATE - Cllr D Fletcher gave a verbal update which was **NOTED** including the following;

- The licence with Shropshire Library Service was signed and completed and the library had managed to move into The Pavilion before lockdown in March. A Risk Assessment to reopen the library in line with Shropshire Council and government guidelines is currently being drawn up and timescales being considered
- Anna Lawson the Building Assistant is settling in and has been doing the enhanced cleaning of the building and helping to fit it out and set up for opening
- The lease with the police and the fit-out of the police room are currently being pushed forward
- It is hoped to have a low key handover and opening to coincide with the library reopening following government guidelines for gatherings
- The Pavilion budget for 2020-21 submitted by the Clerk was **NOTED**.

15.20 COMBATING SOCIAL ISOLATION – two projects aimed at tackling the social isolation currently experienced by some members of the local community. Both projects involve working with other local support organisations such as the community COVID volunteers, the Community Care Co-ordinator (based at Pontesbury Medical Practice) Allcare, Pontesbury Primary School and local volunteers. One project is working with Shropshire Wildlife Trust to extend their Feed the Birds project, linking older people with families sharing

their experiences of having a donated bird feeder in their garden. The other project is setting up a Good Neighbours Project for the Rae Valley which would look initially to extend the number of trained local volunteers to offer befriending, in addition to shopping and prescription delivery but will develop in response to local need.

It was proposed by Cllr N Hignett and seconded by Cllr N Lewis and **RESOLVED to APPROVE a contribution of £300 to each project.**

16.20 NEW MODEL CODE OF CONDUCT CONSULTATION – NALC are consulting on a new Model Code of Conduct for councillors. It was proposed by Cllr R Evans and seconded by Cllr D Jones and **RESOLVED to APPROVE that Pontesbury Parish Council recommend the new Model Code of Conduct for approval and delegate authority to Cllrs Hignett, Fletcher, Evans and Clerk to complete the associated questionnaire.**

17.20 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**. Clerk also reported on a meeting between Clerk, Cllr Fletcher and Minsterley Parish Council Chair and Clerk to look at increased lighting on the cycleway between Minsterley and Pontesbury in the light of increased usage by Mary Webb pupils from September. A letter requesting a site visit with Shropshire Council Highways was to be sent to Cllr S Davenport (SC portfolio holder for Highways) and Prof. Mark Barrow. Cllr D Fletcher wished to record thanks on behalf of the parish council to the Clerk for all her work during the recent few months.

18.20 DATE AND TIME OF NEXT MEETING

It was decided to hold a full parish council meeting on 14th September 2020. It was proposed by Cllr D Gregory and seconded by Cllr R Evans and **RESOLVED to APPROVE purchase of a full zoom licence for 12 months in order to hold virtual meetings.**

The meeting ended at 8.10pm

Signed
Chair

Date