

**PONTESBURY PARISH COUNCIL**  
**Meeting of Council**  
**Held at Mary Webb School**  
**At 7.30pm on Monday 10<sup>th</sup> February 2020**

**PRESENT**

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

**IN ATTENDANCE:** None

**CLERK:** Debbie Marais

**One member of the public was present.**

**199.19 APOLOGIES FOR ABSENCE** - None

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

**201.19 PUBLIC QUESTIONS AND COMMENTS** - None

**202.19 MINUTES OF COUNCIL** - The minutes were submitted and circulated as read. It was proposed by Cllr N Hignett and seconded by Cllr D Jones and **RESOLVED that the minutes of the Council meetings held on 13<sup>th</sup> January 2020 be approved and signed as a correct record.**

**203.9 POLICE MATTERS** – Cllr D Fletcher mentioned two events of interest;

i) The Police and Crime Commissioner will be running a drop-in Q & A session at Pontesbury Public Hall 11am-1pm on Saturday 15<sup>th</sup> February 2020.

ii) The first meeting of the working group on traffic calming in the village will be held on 19<sup>th</sup> February, 2.30pm at Pontesbury police station

**204.19 SHROPSHIRE COUNCIL REPORT** – Cllr R Evans gave a verbal report which was **NOTED** including the following items;

- The youth strategy previously agreed by Shropshire Council has been called in for examination by the Scrutiny Committee.
- Various items of interest on the agenda for the forthcoming cabinet meeting including;
- Proposed budget strategy for 2020-21 will see a 3.99% increase in the precept
- The Local Plan to be extended to cover period 2016-2038 – this may increase the numbers of housing to be allocated in different areas
- One option for replacement of the current Quarry swimming pool would be to have two new swimming pools in Shrewsbury –a competition pool at the Sports Centre and a smaller pool in the current site
- A proposal to introduce 20mph limits outside schools and hospitals was approved by SC full council
- The Cross Subsidy Housing Policy should be out for consultation soon

**205.19 PLANNING COMMITTEE**

i) The minutes from planning committee meeting held on 6<sup>th</sup> January 2020 were received and **ADOPTED.**

ii) Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which was **NOTED.**

Problems with contractors' parking associated with new developments was discussed and Clerk to investigate who to report to in Shropshire Council about enforcement issues.

iii) The Place Plan is to be a live document, updated regularly. Any changes Councillors wish to see should be reported to Cllr A Hodges and Cllr D Fletcher

iv) The Environmental Maintenance Grant 2020-21 could be used in relation to the unadopted land off Birch Row

v) Right Home Right Place report for the parish can be found on the parish council website.

## 206.19 STATUTORY BUSINESS/FINANCE

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

i) Newsletter advert receipts - **£396.05**

ii) Savings account interest - **£43.59 NOTED.**

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

It was proposed by Cllr J Pritchard 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.**

Evelyn Griffiths	Public toilets cleaning - January 2020	200.00	0.00	<b>200.00</b>	<b>B/P268</b>
Parish Clerk	Expenses -13 January to 9 February 2020	226.23	0.00	<b>226.23</b>	<b>B/P269</b>
Parish Clerk	Salary for February 2020 (payable 20/02/20)	1754.82	0.00	<b>1,754.82</b>	<b>B/P270</b>
Shropshire Council	Pension payment for Clerk February 2020	588.18	0.00	<b>588.18</b>	<b>B/P271</b>
MI & TEM Pritchard	Ground maintenance January 2020	193.33	38.67	<b>232.00</b>	<b>B/P272</b>
New Era Printing	February 2020 newsletter	330.00	0.00	<b>330.00</b>	<b>B/P273</b>
Jonathan Walton	Trolleys for newsletter volunteers	38.73	7.74	<b>46.47</b>	<b>B/P274</b>
SLCC	Cilca re-registration fee for Clerk	250.00	0.00	<b>250.00</b>	<b>B/P275</b>
Cllr R Martinali	Reimbursement for noticeboard for Pound Lane	273.96	0.00	<b>273.96</b>	<b>B/P276</b>
Sutton Carpets	Carpet fitting for The Pavilion	4740.00	948.00	<b>5,688.00</b>	<b>B/P277</b>
Highline Electrical Ltd	Various LED streetlight replacements as repairs	721.50	144.30	<b>865.80</b>	<b>B/P278</b>
Highline Electrical Ltd	Various LED streetlight replacements and other repairs	1467.25	293.45	<b>1,760.70</b>	<b>B/P279</b>
J Sandells	Bus shelter cleaning Oct-Dec 2019	170.00	0.00	<b>170.00</b>	<b>B/P280</b>
Lawrence Direct	various stationery	8.04	1.61	<b>9.65</b>	<b>B/P281</b>
Pontesbury Public Hall	Room hire 2/12/19 + 6/1/2020	28.00	0.00	<b>28.00</b>	<b>300045</b>
Nigel Pugh	Repairs play area/Lea Cross bus shelter, toilets and signs up	260.00	0.00	<b>260.00</b>	<b>300046</b>
W G Manley	Bus shelter cleaning Oct-Dec 2019	170.00	0.00	<b>170.00</b>	<b>300047</b>
D M Hughes	Bus shelter cleaning Oct-Dec 2019	85.00	0.00	<b>85.00</b>	<b>300048</b>
	<b>Total</b>			<b>12,938.81</b>	

c) It was proposed by Cllr J Pritchard and seconded by Cllr P Bradbury and **RESOLVED to APPROVE £27 for VAT training for Clerk**

d) It was proposed by Cllr J Pritchard and seconded by Cllr R Martinali and **RESOLVED to APPROVE maximum budget of £500 new laptop for Clerk and delegated authority to Cllr D Fletcher and Clerk to purchase laptop.**

e) It was proposed by Cllr P Bradbury and seconded by Cllr Roger Evans and **RESOLVED to APPROVE maximum budget of £100 for new weather-proof signs discouraging dog fouling around the parish**

f) It was proposed by Cllr N Lewis and seconded by Cllr D Gregory and **RESOLVED to APPROVE maximum budget of £3250 for purchase of tables and chairs for The Pavilion and delegated authority to Cllr D Fletcher, Cllr N Hignett, Cllr R Evans, Cllr R Martinali and Clerk to purchase**

g) It was proposed by Cllr R Evans and seconded by Cllr D Jones and **RESOLVED to APPROVE a maximum budget of £700 for a new noticeboard for Plealey and delegated authority to Cllr R Martinali and Cllr P Heywood to purchase it.**

**207.19 COMMUNITY HUB 'THE PAVILION'/PONTESBURY LIBRARY UPDATE – A verbal report from Cllr D Fletcher was received and NOTED;**

a) It was proposed by Cllr D Gregory and seconded by Cllr P Bradbury and **RESOLVED to APPROVE the following:**

i) **Appointing the Occupational Health & Safety Team at Shropshire Council to provide health & safety management support for The Pavilion on a pay as you go basis – estimated annual charge for 2020-21 would be £1037.50.**

ii) **Appointing PSG (Shropshire Council) to provide property management support including out of hours repairs support and contractors for health & safety testing programme for The Pavilion – estimated annual charge for 2020-21 would be £2118 charged on a monthly basis.**

b) It was proposed by Cllr D Gregory and seconded by Cllr D Jones and **RESOLVED to APPROVE a maximum budget of £300 for a Fire Risk Assessment for The Pavilion**

**208.19 UPDATE ON PROPOSED HALL BANK JUNCTION IMPROVEMENTS – Cllr N Hignett gave a verbal report that site visits had been carried out by parish councillors and all comments had been fed back to WSP and Shropshire Council Highways team. Final plans will be drafted which will come back to the parish council. Concerns about the junction layout being suitable for large agricultural vehicles and emergency vehicles had been fed back to SC.**

**209.19 ADDITIONAL DEFIBRILLATORS AT THE PAVILION AND CRUCKTON VILLAGE HALL**

Cllr D Fletcher and Cllr C Sandells both wish to donate £250 towards the cost of the box for the defibrillator at Cruckton.

It was proposed by Cllr C Sandells and seconded by Cllr D Gregory and **RESOLVED to APPROVE;**

a) **£208 for electrical work to connect the defibrillators**

b) **£500 to purchase a box for the defibrillator at The Pavilion**

c) **Delegate authority for Clerk and Cllr D Fletcher to arrange purchase and fitting of the boxes and defibrillators**

Two first aid training sessions have been organised and are free to all local residents  
Pontesbury Public Hall 9am-1pm Saturday 14 March  
Cruckton Village Hall 9am-1pm Saturday 21 March

**210.19 PLAN OF ACTION FOR ENVIRONMENTAL MAINTENANCE GRANT FOR 2019-20** – Cllr D Fletcher reported that a response from Shropshire Council was still awaited.

**211.19 LEASE OF LAND AT STATION ROAD, PONTESBURY –**

Pontesbury Parish Council currently have a 125 year lease in place from Shropshire Council, of a piece of land at Station Road which includes the play area and BMX track. As a result of the tree survey work being done at Station Road a number of issues came to light;

1. There would appear to be some encroachment of the boundary of land associated with Railway cottage onto the land leased by Pontesbury Parish Council
2. An area of trees, not previously thought to be included in the lease, is actually the responsibility of Pontesbury Parish Council and the tree work on the agenda, relates to those trees
3. The Trading Post building falls within the area covered by the lease although not specifically mentioned in the lease. This has been confirmed by Ian Pugh from Shropshire Council estates team. The lease currently does not allow for sub-letting the land or building.

Cllr N Lewis and Cllr D Fletcher met with a Shropshire Council surveyor on site and Cllr D Fletcher and Clerk met with Ian Pugh.

It was proposed by Cllr N Lewis and seconded by Cllr J Pritchard and **RESOLVED to APPROVE delegated authority to Cllr D Fletcher, Cllr N Lewis and Clerk to carry out the following;**

1. **Commission survey of lease land boundary by Shropshire Council for £450+VAT**
2. **Consult with owner of Railway Cottage about encroachment once confirmed by survey**
3. **Instruct Shropshire Council solicitors to include variation on current lease to allow for sub-letting the Trading Post to Gardener's Association – estimated costs £400 + VAT**
4. **Liaise with all relevant bodies, on behalf of Pontesbury Parish Council throughout**
5. **Report back to future full parish council meeting on progress**

**212.19 TREE SURVEY AND ACTION PLAN** – The tree survey commissioned in 2019 highlighted a number of trees that need immediate remedial work and/or felling. The recent storms had exacerbated the situation which may mean a variation in costs from quotes gathered. It was proposed by Cllr D Gregory and seconded by Cllr N Lewis and **RESOLVED to APPROVE delegated authority to Cllr D Fletcher, Cllr N Lewis and Clerk to arrange for any tree works required to be carried out at play area and School Green immediately.** Cllr N Lewis would cordon off the area with damaged trees.

**213.19 VE DAY CELEBRATIONS –**

Cllr P Bradbury would liaise with Cllr D Fletcher and Clerk, following the Minsterley Parish Council meeting to take things forward. Item to be added to agenda for future parish council meeting and Clerk to investigate purchase of poppies for streetlamps.

## 214.19 CHAIRMAN'S COMMUNICATION AND CORRESPONDENCE

The following correspondence was received and noted.

From	Subject and summary information
SALC	<ul style="list-style-type: none"><li>• New health organisation proposals</li><li>• Invitation about community solar</li><li>• Community led housing training</li><li>• SC Highways management reorganisation</li><li>• Human Library</li><li>• Volunteers day</li><li>• Weekly news in brief</li><li>• VE day lamp post poppies</li><li>• Youth support information</li></ul>
Shropshire Council	<ul style="list-style-type: none"><li>• Building control contacts</li></ul>
Police	<ul style="list-style-type: none"><li>• West Mercia Police budgeting consultation</li><li>• SNT newsletter December 2019</li></ul>
Shropshire Rural bus project	<ul style="list-style-type: none"><li>• January newsletter</li></ul>
Pontesbury Sports Association	<ul style="list-style-type: none"><li>• AGM invitation</li></ul>

It was **NOTED** that Cllr D Gregory will attend the Sports Association AGM

## 215.19 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**. Climate change working group meeting 5 March 2020, 7.30pm, Mary Webb School

## 216.19 PARISH BUSINESS

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

- i. Road signs at Cruckton Crossroads had been damaged in the storms
- ii. State of the pavements in Plealey
- iii. Potholes on Montgomery Road by the Hare & Hounds.
- iv. Trees overhanging the footpath on the old railway line
- v. Request for confirmation that the one way signs on Hall Bank comply with relevant legislation.
- vi. Litter bin removed from layby near Myrtle House
- vii. Various debris from Hall Bank development blown onto old railway line footpath
- viii. Mount Way sign broken

## 217.19 EXCLUSION OF THE PUBLIC

It was proposed by Cllr J Pritchard 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).**

## 218.19 RECOMMENDATIONS FROM PERSONNEL COMMITTEE HELD ON 5 FEBRUARY 2020.

- a) Clerk to report back on out-sourcing payroll function at future council meeting
- b) It was proposed by Cllr D Fletcher and seconded by Cllr J Pritchard and **RESOLVED to APPROVE recommendations from Personnel Committee regarding February 2020 salary review for Clerk**

c) It was proposed by Cllr A Hodges and seconded by Cllr S Lockwood and **RESOLVED to APPROVE delegated authority to the personnel committee to shortlist and interview candidates for the positions relating to The Pavilion and to recommend successful candidates at Extraordinary council meeting on 3 March 2020.**

d) It was proposed by Cllr J Pritchard and seconded by Cllr P Bradbury and **RESOLVED to APPROVE recommendation from Personnel Committee regarding carrying over unused annual leave for Clerk from 2019**

**219.19 DATE AND TIME OF NEXT MEETING**

7.30pm on 9 March 2020 at Pontesbury Public Hall.

The meeting ended at 8.55pm

**Signed** .....

**Date** .....

**Chair**