

PONTESBURY PARISH COUNCIL
Meeting of Council
Held at Mary Webb School
At 7.30pm on Monday 9th September 2019

PRESENT

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

IN ATTENDANCE: None

CLERK: Debbie Marais

Six members of the public were present.

86.19 APOLOGIES FOR ABSENCE

Cllr D Gregory, Cllr R Martinali, Cllr R Evans

87.19 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

88.19 PUBLIC QUESTIONS AND COMMENTS None.

89.19 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr P Bradbury and seconded by Cllr N Hignett and **RESOLVED that the minutes of the Council meetings held on 8th July and 19th August 2019 be approved and signed as a correct record.**

90.19 UPDATE ON PONTESBURY DEFIBRILLATOR – a verbal update from Rob Lambie (Rea Valley First Responder) was received and **NOTED**. Mr Lambie reported that there were to be more first aid training courses run locally (including defibrillator training) and that an additional defibrillator would be donated to the parish. Cllr D Fletcher wished to thank Rea Valley First Responders for their support to the parish.

91.19 POLICE MATTERS - Three members of the local policing team were present. The following issues were raised

- i) The security cameras that had been placed at the play area were currently with Shropshire Homes as there had been some problems on the building site.
- ii) PC Cookson gave an outline of how the Smartwater scheme works. A representative from Smartwater will give a presentation at the October full council meeting.
- iii) Clerk raised a complaint about speeding in Pontesbury, received from a local resident. PC Cookson reported that the Community Speedwatch team had been doing some work in the village.
- iv) The Police & Crime Commissioner will be at the Hanwood Parish Council meeting on 24 September 2019.

92.19 SHROPSHIRE COUNCIL REPORT - Cllr N Hignett gave a verbal report, including the following issues, which was **NOTED**.

- The leader of Shropshire Council has joined 30 other local authorities calling for Boris Johnson to provide better funding for shire counties
- Brexit – Claire Porter has been appointed to oversee a Brexit scenario for the council
- Shropshire Council's new wholly-owned local housing company was officially formed on 6/7/19. It has been named CORNOVII Developments Ltd.

- Shropshire Council Passenger Transport Group are proposing a new policy for travel assistance for adult learners accessing education and training. There is currently a consultation running about this until 18/10/19.
- The state of the rural roads around the county was raised and there is to be a full council meeting to look at the quality of the work being undertaken by the current contractor. Pontesbury Parish Councillors were asked to raise any particular issues they may have in their wards with Cllr N Hignett.

93.19 POUND LANE NOTICEBOARD - Cllr P Heywood gave a verbal report of a meeting he had had with Cllr R Martinali, which was **NOTED**. A site had been agreed for a noticeboard and the noticeboard would be put up shortly. Cllr D Fletcher wished to thank Cllrs Heywood and Martinali for taking this forward.

94.19 BT PAYPHONE REMOVAL CONSULTATION - Cllrs felt that they were unable to pass comment until they had seen itemised locations of the boxes concerned and usage figures.

95.19 SHROPSHIRE RURAL BUS UPGRADE PROJECT - Councillors were asked to speak to local residents and email any comments/issues about specific bus routes to the project directly.

96.19 CONNECTIVITY/ONLINE SAFETY ISSUES IN THE PARISH - Councillors were asked to consult residents about connectivity and online safety issues in the parish in advance of a representative from Airband attending the October parish council meeting.

97.19 STATUTORY BUSINESS/FINANCE

a) **Receipts**

i) Newsletter advert receipts - **£412.65**

ii) Savings account interest - **£43.48**

iii) Environmental Maintenance Grant (Shropshire Council)- **£1000 NOTED**.

b) **Payments for Approval**

It was proposed by Cllr J Pritchard and seconded by Cllr P Bradbury and:

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

Payments made between July and Sept meetings

| Supplier/Payee | Service | Net | VAT | Gross | Chq No |
|--------------------------|---|---------|--------|-----------------|----------------|
| Wem Town Council | Quotes, tenders & contracts training Clerk 17/9/19 | 70.00 | 14.00 | 84.00 | B/P 187 |
| Technix | Rubber matting and pegs for play area (includes carriage) | 84.95 | 16.99 | 101.94 | B/P 188 |
| Evelyn Griffiths | Public toilets cleaning and toilet rolls - July 2019 | 200.00 | 0.00 | 200.00 | B/P189 |
| SALC | Neighbourhood Planning training for Cllr A Hodges 26/6/19 | 74.00 | 0.00 | 74.00 | B/P190 |
| SALC | Code of Conduct training 18/7/19 Cllr P Bradbury | 27.00 | 0.00 | 27.00 | B/P191 |
| Information Solutions | Website hosting 31/7/19-31/3/2020 | 190.00 | 38.00 | 228.00 | B/P192 |
| Shropshire Council | Joint energy costs Qtr 2 2109-20 | 1544.41 | 308.88 | 1,853.29 | B/P193 |
| Mary Webb School | Room hire for 19 meetings Sept 18-July 19 | 570.00 | 0.00 | 570.00 | B/P194 |
| Locsafe Security Systems | mending broken lock on men's public toilet | 162.50 | 32.50 | 195.00 | B/P195 |

| | | | | | |
|---|--|---------|--------|------------------|----------------|
| Cllr P Bradbury | Mileage to Code of conduct training 18/7/19 | 22.50 | 0.00 | 22.50 | B/P196 |
| J Sandells | Bus Shelter cleaning Apr-June 2019 | 170.00 | 0.00 | 170.00 | B/P197 |
| MI & TEM Pritchard | Ground maintenance July 2019 | 193.33 | 38.67 | 232.00 | B/P198 |
| Parish Clerk | Expenses - 8 July - 11 August | 161.57 | 0.00 | 161.57 | B/P199 |
| Parish Clerk | Salary for August 2019 (payable 19/08/19) | 1421.52 | 0.00 | 1,421.52 | B/P200 |
| Shropshire Council | Pension payment for Clerk August 2019 | 437.49 | 0.00 | 437.49 | B/P201 |
| Reimburse Clerk | Paul Clayden The Parish Councillor's Guide - updated edition for reference | 20.70 | 0.00 | 20.70 | B/P202 |
| Lawrence Direct | various stationery in July 2019 | 4.16 | 0.83 | 4.99 | B/P203 |
| W G Manley | Bus Shelter cleaning Apr-June 2019 | 170.00 | 0.00 | 170.00 | 300034 |
| D M Hughes | Bus Shelter cleaning Apr-June 2019 | 85.00 | 0.00 | 85.00 | 300035 |
| SSE SWALEC | Qtr 2 Electricity School Green streetlights | 76.89 | 3.84 | 80.73 | DD |
| SSE Southern Electric | Qtr 2 Electricity public toilets | 112.39 | 5.61 | 118.00 | DD |
| ICO | Data Protection Fee | 35.00 | 0.00 | 35.00 | DD |
| Payments approved at September meeting | | | | | |
| Evelyn Griffiths | Cleaning/materials for public toilets August 2019 | 205.78 | 0 | 205.78 | B/P 204 |
| Nigel Pugh | Essential playground repairs as directed by SC inspections | 540.00 | 0.00 | 540.00 | B/P 205 |
| Nigel Pugh | Replacement fencing for access to Pontesbury sport's field | 1400.00 | 0.00 | 1,400.00 | B/P 206 |
| Lanyon Bowdler Solicitors | Heads of Term for police lease advice | 500.00 | 100.00 | 600.00 | B/P 207 |
| Wood Matters | Felling of Birch Tree on School Green and removal of debris | 310.00 | 0.00 | 310.00 | B/P 208 |
| JDH Business Services | Data Protection Services 2019/20 | 400.00 | 80.00 | 480.00 | B/P 209 |
| Came & Company | insurance payment 01/10/19 to 30/09/20 | 1487.34 | 0.00 | 1,487.34 | B/P 210 |
| Creative Digital Printing | newsletter printing September 2019 | 330.00 | 0.00 | 330.00 | B/P 211 |
| MI & TEM Pritchard | Ground maintenance August 2019 | 193.33 | 38.67 | 232 | B/P 212 |
| PKF Littlejohn LLP | External audit | 300 | 60 | 360 | B/P 213 |
| Parish Clerk | Expenses - 9 August - 8 September 2019 | 129.85 | 0 | 129.85 | B/P 214 |
| Parish Clerk | Salary for September 2019 (payable 20/09/19) | 1421.72 | 0 | 1421.72 | B/P 215 |
| Parish Clerk | Reimbursement for eye test and glasses for computer use | 48.71 | 1.29 | 50 | B/P 216 |
| Shropshire Council | pension payment for Clerk September 2019 | 437.49 | 0 | 437.49 | B/P 217 |
| HMRC | paye payments Qtr 2. 2019-20 | 1199.59 | 0 | 1199.59 | B/P 218 |
| Pontesbury Public Hall | Room hire for 1/7/19, 5 & 19 & 21 August 2019 | 68 | 0 | 68 | 300036 |
| | Total | | | 15,544.50 | |

c)It was proposed by Cllr D Fletcher and seconded by Cllr N Hignett and **RESOLVED to APPROVE £27 for SALC budget setting training for Clerk**

- d) It was proposed by Cllr N Hignett and seconded by Cllr P Bradbury and **RESOLVED to APPROVE a reimbursement of £20.70 to Clerk for updated edition of Paul Clayden 'The Parish Councillor's Guide'**
- e) It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED TO APPROVE a reimbursement of £50 to Clerk for eye test and second pair of glasses for display screen work.**
- f) It was proposed by Cllr N Lewis and seconded by Cllr P Bradbury and **RESOLVED TO APPROVE payment of £1400 to Mr N. Pugh for replacement of fencing alongside the access road to the Pontesbury Sport's field and £540 for essential play area repairs.**
- g) It was proposed by Cllr J Pritchard and seconded by Cllr P Bradbury and **RESOLVED TO APPROVE payment of £500 to Lanyon Bowdler solicitors for advice on leases associated with the new community building**
- h) It was proposed by Cllr N Lewis and seconded by Cllr S Lockwood and **RESOLVED TO APPROVE payment of £310 for Woodmatters for necessary felling of silver birch on School Green.**
- i) Satisfactory report from external auditor for 2018-19 was received and **NOTED.**
- j) It was proposed by Cllr P Bradbury and seconded by Cllr N Hignett and **RESOLVED TO APPROVE adoption of updated Financial Regulations for 2019.**
- k) Satisfactory verbal report from Cllr P Heywood for internal checks for Quarter 1, 2019-20 was received and **NOTED. Cllr D Fletcher wished to thank Cllr Heywood for his help with these checks.**

98.19 PLANNING COMMITTEE

- i) Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which was **NOTED.**
- ii) The September planning committee meeting will be held on 11/9/19 at Mary Webb school
- iii) A verbal update was received from Cllr N Hignett about the traffic management at the Hall Bank junctions using CIL funds including the following points;
A meeting with Shropshire Council Highways officers and representatives from Pontesbury Parish Council was held on 3/9/19 to look at proposals for improvements to the junctions. Details and specifications for the junctions will now be drawn up and Pontesbury Parish Councillors will be consulted on these. Once agreement has been reached the improvements will be entered into the planned works schedule for 2020, with the intention for the work to take place over the Easter or summer holidays. Report was **NOTED.**
- v) Clerk gave an update on the Right Home, Right Place Housing Needs survey which will be sent to all local residents in the week beginning 23/9/19. Newsletter articles and posters and a press campaign will be used to promote the survey and encourage residents to complete and return the questionnaires.

99.19 COMMUNITY HUB/PONTESBURY LIBRARY UPDATE – A verbal report from Cllr D Fletcher was received and NOTED. The following points were included;

- There will be a F&GP meeting to discuss detailed costings associated with the new building
- i) It was proposed by Cllr P Bradbury and seconded by Cllr D Jones and **RESOLVED to APPROVE delegated authority to Cllr D Fletcher, Cllr N Hignett and Clerk to obtain quotes for additional work to be done in the food preparation area and to organise a contractor, with a maximum budget of £3000.**
- ii) It was proposed by Cllr J Pritchard and seconded by Cllr P Bradbury and **RESOLVED to APPROVE quote of £4980 + VAT from Sutton carpets to carpet the new community building.**

iii) It was proposed by Cllr J Pritchard and seconded by Cllr P Bradbury and **RESOLVED to APPROVE quote of £1059.17 + VAT from Shropshire Blinds to provide blinds for the new community building.**

iv) The decision about CCTV and intruder alarms for the new community building was deferred in order to discuss the matter further with local policing team.

100.19 FEEDBACK FROM PERSONNEL COMMITTEE

i) It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED to APPROVE recommendation by Personnel Committee to review Clerk's salary prior to the F&GP meeting in November 2019 to set the salary budget for 2020-21.**

ii) Cllr D Fletcher wished to thank the Clerk for her professional approach and commitment to her work, particularly with the high work load at present.

101.19 REMEMBRANCE SUNDAY – It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED to APPROVE the donation of £50 to Royal British Legion Poppy Appeal for a wreath and for Cllr D Fletcher to lay the wreath on behalf of the Parish Council**

102.19 SCHOOL BUS PARKING – A verbal update was received from Cllr N Hignett and **NOTED.** Cllr N Hignett covered the following points;

- A meeting had been held on 29/8/19 with Shropshire Council Highways officers and Highways portfolio members, Mary Webb Headteacher, Pontesbury Parish Councillors, Cllr N Hignett at which it was agreed that there is a need to improve the safety of Bogey Lane in the area adjacent to both local schools.
- Mary Webb Academy are willing to offer part of the school and adjacent to the A488 subject to the conversion of a playing field to a car park being accepted. A path providing safe passage across the school site, to provide access to both schools would need to be included in the scheme.
- These works are not currently in the Shropshire Council Highways programme and are not yet costed. An application for funds from the CIL Local Fund could provide part of the costs, but additional funding would be required.
- An Expression of Interest will be submitted to Mary Webb to request that a feasibility study be carried out.
- Cllr N Hignett asked that Pontesbury Parish Council support the scheme and it may be necessary to seek match funding from Pontesbury Parish Council towards this scheme which may provide additional community benefits such as weekend and evening parking for village events.

103.19 ANNUAL PARISH COUNCIL INSURANCE RENEWAL - It was proposed by Cllr D Jones and seconded by Cllr P Bradbury and **RESOLVED to APPROVE i) the renewal quote for £1487.34 which includes the additional cover for Fidelity and Key Person Cover previously resolved.**

ii) **Delegated authority to Cllr N Hignett, Cllr J Pritchard, Cllr D Fletcher, Cllr P Heywood and Clerk to discuss proposed changes by insurance company particularly in relation to cyber security and data insurance.**

104.19 POLICE & CRIME COMMISSIONERS SURVEY FOR TOWN & PARISH COUNCILS

It was proposed by Cllr P Heywood and seconded by Cllr N Hignett and **RESOLVED to APPROVE** delegated authority to Cllr D Fletcher, Cllr J Pritchard and Clerk to complete the survey on behalf of Pontesbury Parish Council.

105.19 CHAIRMAN'S COMMUNICATION AND CORRESPONDENCE

The following correspondence was received and noted.

| From | Subject and summary information |
|----------------|---|
| SALC | <ul style="list-style-type: none"> • July, August & September information bulletin • Shropshire playing pitch and outdoor sport strategy consultation • RCC Village Halls conference • Festival of ageing poster • Community engagement events – Shropshire & Telford NHS Hospitals Trust • SALC 70th Celebration event • Fire Governance Judicial Review • Removal of hackney carriage zones • Farm fire safety bulletin • Heritage Crime leaflet |
| Rural Services | <ul style="list-style-type: none"> • August/September rural bulletins |
| Police/OPCC | <ul style="list-style-type: none"> • August SNT newsletter • August PCC newsletter • Flytipping issues email from West Mercia • Letter proposing PCC public event – under police report on agenda |
| Resident | <ul style="list-style-type: none"> • Village speeding – letter brought up under police report on agenda |
| Resident | <ul style="list-style-type: none"> • Annscroft art and craft show invite |
| Salvation army | <ul style="list-style-type: none"> • Request to open textile return bank |

106.19 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**.

107.19 PARISH BUSINESS

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

- i. Cllr P Bradbury reported that to date no organisations had come forward to take part in VE day celebrations in 2020. A meeting will be held to take this forward.
- ii. Cllr D Jones would contact Highways about an overhanging tree reported by a resident
- iii. Highway storage depot in Cruckmeole – the date is not being locked and there are issues with fly tipping and the gate being taken off its hinges.

108.19 DATE AND TIME OF NEXT MEETING

7.30pm on 14th October 2019 at Mary Webb School.

The meeting ended at 9.20pm

Signed
Chair

Date