

PONTESBURY PARISH COUNCIL
Annual Meeting of Council
Held at Cruckton Village Hall
At 7.30pm on Monday 10th June 2019

PRESENT

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

IN ATTENDANCE: None

CLERK: Debbie Marais

Five members of the public were present.

29.19 APOLOGIES FOR ABSENCE

Cllr C Robinson and Cllr D Gregory for personal reasons

30.19 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

31.19 PUBLIC QUESTIONS AND COMMENTS

Resident 1. Asked if the pavement along the A488 would be extended to include the new development taking place. Cllr N Hignett would look into this.

Resident 2. Asked if CIL money from the Shingler Homes development in Cruckmeole would come to the parish for projects needed by the local community. Cllr D Fletcher responded that it would but that the amount of CIL received by the parish council would not be known until April 2020.

32.19 MINUTES OF COUNCIL

The minutes were submitted and circulated as read. It was proposed by Cllr P Bradbury and seconded by Cllr P Heywood and **RESOLVED that the minutes of the Council meeting held on 13th May 2019 be approved and signed as a correct record with the following amendment.**

Minute 17.19 d) to include recommendation that £25,000 be transferred from the Unity current account to the Nationwide business account.

33.19 POLICE MATTERS

PC Ross Cookson and PCSO Joe Bradley in attendance.

The May SNT newsletter had been circulated to Councillors and was **NOTED**. The following issues were raised;

- i) Cllr N Hignett had received a letter from a resident concerned about break-ins and vandalism to a shed on Station Road. PC Cookson reported that the matter had been resolved and security of the shed increased. PC Cookson would speak to the resident that had made the complaint
- ii) Vandalism at the Pontesbury Parish Council play area on Station Rd. It was proposed by Cllr D Jones and seconded by Cllr P Bradbury and **RESOLVED to APPROVE that PC Cookson arrange for the installation of security cameras covering this area as a deterrent. PC Cookson would update the Clerk on progress of this matter and ensure data protection procedures were followed.**
- iii) **Clerk had received complaint by local resident about speeding on the A488 (in particular entering the village from Minsterley). PC Cookson explained that the Camera Safety Partnership had been reinstated and a member of staff assigned to reinvigorate the community speedwatch schemes**

throughout the county. Any requests for the speedwatch teams should be passed to PC Cookson to take forward.

- iv) **PC Cookson asked for information on the Shropshire Wildlife Trust 'Feed the birds' befriending scheme to be added to the village newsletter and parish council website.**

34.19 SHROPSHIRE COUNCIL MEMBER REPORT

Cllr N Hignett gave a verbal report to the parish council which included the following items in relation to Shropshire Council;

- Climate – on Thursday 16 May, Shropshire Council officially declared a climate emergency and agreed to put in place various measures including a Climate Action Partnership.
- Bus services – the proposed changes to bus services across the county is to be reconsidered following substantial feedback and responses from members of the public.
- Education – there are planned increases to transport costs for Sixth form and college students from September 2019
- Early Help Hubs – two early-help family hubs in Shrewsbury are up and running. Mental health, drugs and alcohol support are located in these hubs and there are plans to engage midwifery and nursing services in the future.
- Youth services – Shropshire Council intend to create a Youth Strategy which will include input from young people and key partners.
- Tourism – Cabinet members are working up proposals to create a dedicated post to focus on the delivery of national promotional campaigns illustrating Shropshire as a place to visit and stay.

Cllr B Morris expressed concern at the lack of progress on road and junction improvements in Pontesbury. Cllr N Hignett would report back to the council at the July meeting following consultation with Shropshire Council Highways team.

35.19 PLANNING COMMITTEE

i) The minutes from planning committee meetings held on 7th and 13th May 2019 were received and **ADOPTED**.

ii) Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which was **NOTED**. Cllr D Fletcher wished to thank Cllr A Hodges for all his hard work supporting local residents' applications, particularly his perseverance when they go to appeal.

iii) The draft Pontesbury and Minsterley Place Plan which had been circulated to all councillors was **NOTED**.

36.19 STATUTORY BUSINESS/FINANCE

a) Receipts

- i. Newsletter advert receipts - **£36.00**
- ii. Savings account interest - **£37.36**
- iii. Electricity refund - **£1.77**

NOTED

b) Payments for Approval

It was proposed by Cllr J Pritchard and seconded by Cllr D Gregory 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
Evelyn Griffiths	Public toilets cleaning and toilet rolls - May 2019	203.55	0.00	203.55	B/P160
MI & TEM Pritchard	Ground maintenance May 2019	193.33	38.67	232.00	B/P161
Parish Clerk	Expenses - 13 may - 9 june 2019	214.94	0.00	214.94	B/P162
Parish Clerk	Salary for June 2019 (payable 20/6/19)	1421.52	0.00	1,421.52	B/P163
Shropshire Council	Pension payment for Clerk June 2019	437.49	0.00	437.49	B/P164
Shropshire Council	Joint energy costs - 2019-20 Qtr 1	1544.41	308.88	1,853.29	B/P165
Creative Digital	June 2019 newsletter	330.00	0.00	330.00	B/P166
Steve Michie Electrical Ltd	Internal IT wiring for community hub building	716.82	143.36	860.18	B/P167
Came & Company	Additional premium for Fidelity increased cover	63.72	7.65	71.37	B/P168
Cllr P Bradbury	Mileage claim for training on 22/5/19	22.50	0.00	22.50	B/P169
SALC	Clerk training - communication skills 10/5/19	10.00	0.00	10.00	B/P170
SALC	Fundamentals for councillors training (Cllr P Bradbury) 22/5/19	27.00	0.00	27.00	B/P171
lawrence Direct	various stationery/printing April and May 2019	57.50	11.50	69.00	B/P172
HMRC	Tax and NI for Quarter 1 2019-20	1183.93	0.00	1,183.93	B/P173
SSE SWALEC	School Green streetlights electricity Qtr 1 2019-20	174.04	8.70	182.74	DD
Pontesbury Public Hall	Room hire 07/05/19, 20/05/19	66.00	0.00	66.00	300031
Tony Bishton	Summer planting Interim payment	500.00	0.00	500.00	300032
	Total			7,685.51	

c) It was proposed by Cllr D Gregory and seconded by Cllr P Heywood and **RESOLVED to APPROVE the appointment of Cllrs P Bradbury and J Pritchard to be added to the list of councillors to authorise online payments (to join Cllr D Fletcher, Cllr N Hignett and Cllr D Gregory). This is necessary with the opening of a second current account for the community hub building.**

d) It was proposed by Cllr D Gregory and seconded by Cllr J Pritchard and **RESOLVED to APPROVE the following;**

1. Clerk, Cllr D Fletcher, Cllr N Hignett and Cllr J Pritchard be delegated authority to Investigate accounts further and make a decision about which one would be suitable.
2. Clerk to be delegated authority to open account with £500 from Unity current account.
3. Delegated authority to Clerk, Cllr N Hignett and Cllr D Fletcher to transfer £25,000 easement monies (earmarked for community hub and library fit-out) to new account.
4. At the July meeting full council to review accounts and consider what further monies should be transferred to the community hub account and whether a further account

needs to be set up to ensure full protection under the FSCS.

- e) It was proposed by Cllr J Pritchard and seconded by Cllr R Evans and **RESOLVED to APPROVE delegated authority to Clerk to set up a DD to Information Commissioners Office for their annual fee. This will be reviewed annually in line with all DD payments.**
- f) The intention to publish the Notice of Elector's Rights on 16 June and to upload the notice and the AGAR pages to the council website was **NOTED.**

37.19 SPORTS ASSOCIATION REQUEST FOR GRANT

It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED to APPROVE the following;**

1. Grant aid of £1500 be offered to Sports Association for gang mowers on the proviso that the machinery is to be kept in an area covered by CCTV, locked to something immovable.
2. Cllr D Gregory to represent Pontesbury Parish Council on the management committee of the Sports Association

38.19 SPORTS FIELD FENCING

It was proposed by Cllr P Bradbury and seconded by Cllr N Hignett and **RESOLVED to APPROVE delegated authority to Clerk, Cllr D Fletcher, Cllr N Lewis, Cllr J Pritchard to consider estimates and appoint a contractor to undertake the fencing of the boundary alongside the drive to the sports field (which is the responsibility of Pontesbury Parish Council), up to a maximum budget of £2000 and subject to written agreement by Pontesbury Parish Council, landowner and Pontesbury Sports Association about the line of the boundary, accompanied by photographic evidence.**

39.19 RISK ASSESSMENT AND CONTINUITY PLAN

The updated risk assessment and business continuity plan, including mitigating actions, were considered. It was proposed by Cllr D Gregory and seconded by Cllr R Martinali and **RESOLVED to APPROVE and ADOPT the updated risk assessment and business continuity plan.**

40.19 CRUCKTON VILLAGE SIGN

It was proposed by Cllr A Hodges and seconded by Cllr R Evans and **RESOLVED to RECOMMEND to Shropshire Council that there should be four new village signs installed for Cruckton Village. Clerk was asked to liaise with Shropshire Council Highways to take this matter forward.**

41.19 POLLUTION ISSUES AT SCHOOL GREEN

The issues of air pollution at School Green would be deferred until the Co-op moves to Hall Bank and looked at in the context of wider environmental issues for the parish. Clerk asked to enquire about the availability of air pollution monitors in the meantime.

42.19 BROOK/CULVERT CLEARANCE

It was proposed by Cllr D Jones and seconded by Cllr C Robinson and **RESOLVED to APPROVE a budget of £200 for skip hire and to delegate authority to Cllr D Fletcher and Cllr N Hignett to set a date and organise a work party to clear the brook at the bottom of Brookside as was done in summer 2018. The aim would be to remove more of the root structure of vegetation to slow the process of re-growth. Any volunteers to help to contact Cllr D Fletcher.**

43.19 CHANGE OF MEETING DATE – APRIL 2020

It was **NOTED** that the meeting date for April 2020 would be Tuesday 14th April rather than 13th April which is Easter Monday.

44.19 COMMUNITY HUB/PONTESBURY LIBRARY UPDATE

A verbal report was received from Cllr D Fletcher and **NOTED**. The building is currently being fitted out internally and a number of site visits have been held. There is to be a public meeting on Thursday 13/6/19. The funding is in place for the library to move to the hub in the autumn. The next steps are looking at a legal agreement with Shropshire Library Service and holding a workshop with relevant parties to look at the practicalities of working in a shared space.

45.19 STREETLIGHT CONDITION SURVEY AND ELECTRICAL TESTING

It was proposed by Cllr R Evans and seconded by Cllr P Bradbury and **RESOLVED to APPROVE delegated authority to Streetlight Working Group to commission;**

- i) Condition report/100% electrical testing of all Pontesbury Parish Council lights
- ii) Renumbering and 'How to report' details for all lights

With a maximum budget of £2000 for i) and ii) combined.

46.19 DATA BREACH AND CYBER INSURANCE COVER

It was proposed by Cllr P Heywood and seconded by Cllr N Lewis and **RESOLVED to APPROVE delegated authority to Clerk, Cllr D Fletcher, Cllr J Pritchard and Cllr P Heywood to investigate this further and report back to July meeting.**

47.19 NOMINATIVE TRUSTEE FOR THE PONTESBURY CHARITY

It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED to APPROVE that Lizzie Hulton-Harrop should be appointed as a Nominative Trustee for the Pontesbury charity.**

48.19 SSAFA VE DAY EVENTS

It was proposed by Cllr D Gregory and seconded by Cllr P Bradbury and **RESOLVED to APPROVE the setting up of a working group to formulate some suggestions for events to commemorate VE Day in 2020. Cllr P Bradbury, Cllr S Lockwood and Cllr D Fletcher would organise an initial meeting and invite representatives from local groups to join the working group.**

49.19 CHAIRMAN'S COMMUNICATION AND CORRESPONDENCE

The following correspondence was received and noted.

From	Subject and summary information
SALC	<ul style="list-style-type: none"> • Climate change motion • CCG update • CIL EoI update • NALC June bulletin • Final Shropshire Great War Remembrance Service •
Rural Services	<ul style="list-style-type: none"> • June rural bulletins
Police/OPCC	<ul style="list-style-type: none"> • May SNT newsletter
Resident	<ul style="list-style-type: none"> • Minsterley Rd development removal of hedge and speeding on A488. Clerk to raise with policing team under Item 5. On agenda

50.19 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**.

51.19 PARISH BUSINESS

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

- i. Cllr N Hignett had reported a pothole outside Connections to Shropshire Council and made them aware that residents without mobile phone numbers are not able to report issues via the Shropshire Council portal
- ii. The issue of grass not being cut on Shropshire Council owned green spaces and verges around the parish. Clerk asked to write to Shropshire Council requesting that these be cut immediately and on a more regular basis in the future
- iii. The sign for the Area of Outstanding Natural Beauty on the A488 coming into Pontesbury from Shrewsbury, had been knocked down and not replaced.
- iv. Concerns about the storm drains on Habberley Rd near Linley Terrace and Rosemary Way and the erosion of the road around them
- v. Potholes in Cruckton have been marked for some time but not dealt with
- vi. The footpath and cycleway between Pontesbury and Minsterley have been mowed but not all of the cats eyes have been replaced
- vii. Request that parish councils be notified as soon as decisions are made even if there is a delay in the portal being updated due to legal issues being sorted.
- viii. The hedges along Linley Ave facing the graveyard are overgrown and narrowing the pavement causing children to have to step into the road. Relevant ward councillors would mention it to residents

52.19 DATE AND TIME OF NEXT MEETING

7.30pm on 8th July 2019 at Habberley Village Hall.

The meeting ended at 9.20pm

Signed
Chair

Date