

PONTESBURY PARISH COUNCIL
Annual Meeting of Council
Held at Mary Webb School & Science College, Pontesbury
At 7.30pm on Monday 14th May 2018

PRESENT

Cllr D Fletcher (Chairman), Cllr J Pritchard (Vice-Chairman), Cllr R Evans, Cllr D Gregory, Cllr N Hignett, Cllr A Hodges, Cllr N Lewis, Cllr S Lockwood, Cllr R Martinali, Cllr B Morris, Cllr S Picken and Cllr D Ryder, Cllr P Heywood, Cllr C Robinson

IN ATTENDANCE: None

CLERK: Debbie Marais

Three members of the public were present.

85.18 ELECTION OF CHAIRMAN

Nominations were sought for the election of Chairman to the Council for the following year. It was proposed by Cllr S Picken and seconded by Cllr A Hodges and it was unanimously **RESOLVED that Cllr D Fletcher be elected as Chair for the year 2018/19. Cllr Fletcher took the chair.**

86.18 ELECTION OF VICE CHAIRMAN

Nominations were sought for the election of Vice-Chairman to the Council. It was proposed by Cllr N Lewis and seconded by Cllr N Hignett and it was unanimously **RESOLVED that Cllr J Pritchard be elected as Vice-Chair for the year 2018/19.**

87.18 DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr D Fletcher and Cllr J Pritchard were asked to sign the Declaration of Acceptance of Office as Chair and Vice-Chair to the Parish Council.

88.18 APOLOGIES FOR ABSENCE

Cllr C Sandells – personal reasons

89.18 DECLARATIONS OF INTEREST AND DISPENSATIONS

None

90.18 PUBLIC QUESTIONS AND COMMENTS

None

91.18 MINUTES OF COUNCIL

The minutes were submitted and circulated as read. It was proposed by Cllr B Morris and seconded by Cllr S Lockwood and **RESOLVED that the minutes of the Council meeting held on 9th April 2018 be approved and signed as a correct record.**

92.18 TERMS OF REFERENCE OF COMMITTEES

The terms of reference of committees which had been circulated with the agenda were considered. It was proposed by Cllr D Gregory and seconded by Cllr R Martinali and **RESOLVED to retain the Finance and General Purposes Committee, Planning Committee and Personnel Committee and the terms of reference be adopted.**

93.18 COMMITTEES & WORKING PARTIES

It was proposed by Cllr P Heywood and seconded by Cllr D Gregory and **RESOLVED** that the membership of the Finance and General Purposes committee is:

Eight members (to include Chair/Vice Chairman) - Cllr D Fletcher (Chairman), Cllr J Pritchard (Vice-Chairman), with Cllr A Hodges, Cllr N Lewis, Cllr R Martinali, Cllr B Morris, Cllr N Hignett and Cllr S Picken.

It was proposed by Cllr R Martinali and seconded by Cllr D Ryder and **RESOLVED** that the membership of the Planning Committee is:

Seven members (to include Chair/Vice Chairman) - Cllr A Hodges, Cllr J Pritchard, Cllr D Fletcher, Cllr N Lewis, Cllr D Gregory, Cllr D. Ryder and Cllr B Morris.

It was proposed by Cllr N Lewis and seconded by Cllr N Hignett and **RESOLVED** that the membership of the Personnel Committee is:

Four members (to include (Chair/Vice Chairman) - Cllr D Fletcher, Cllr J Pritchard, Cllr A Hodges & Cllr S Picken

It was proposed by J Pritchard and seconded by Cllr S Picken and **RESOLVED** that **Cllr D Fletcher and the Clerk should represent the Parish Council as members of the Pontesbury Library Steering Committee.**

89.17 APPOINTMENT OF REPRESENTATIVES

It was proposed by Cllr D Gregory and seconded by Cllr P Heywood and

RESOLVED to appointment the following representatives:

- i. Pontesbury Public Hall - Cllr R Martinali
- ii. Cruckton Village Hall – Cllr C Sandells
- iii. Cemetery Committee – Cllr D Ryder
- iv. Emergency Planning – Cllr D Gregory
- v. Snow Warden – Cllr N Hignett
- vi. Tree Warden – Cllr N Lewis
- vii. Local Joint Committee – Cllr J Pritchard - (who will nominate a substitute if necessary)
- viii. Mid-West Shropshire Flood Forum – no longer exists
- ix. Defibrillator Warden – Cllr B Morris
- x. Play Area Warden – Cllr S Lockwood

94.18 DATES AND TIMES OF ORDINARY MEETINGS

RESOLVED to confirm the following dates and times of ordinary meetings of the Council and Committees.

Full Council meetings – start time 7.30pm

11 June 2018 – Cruckton Village Hall

9 July 2018 – Habberley Village Hall

August – no meeting

10 September 2018 – Mary Webb School (MW)

8 October 2018 – MW

12 November 2018 – MW

10 December 2018 _ MW

14 January 2019 – MW

11 February 2019 – MW

11 March 2019 – Annual Parish Meeting – Pontesbury Public Hall – followed by F&GP meeting

8 April 2019 - Mary Webb School (MW)
13 May 2019 – MW
10 June 2019 – Cruckton Village Hall

Planning Committee – First Monday each month, unless Bank Holiday. Meetings at Pontesbury Public Hall starting at 6.30pm

4 June 2018
2 July 2018
6 August 2018
3 September 2018
1 October 2018
5 November 2018
3 December 2018
7 January 2019
4 February 2019
4 March 2019
1 April 2019
Tuesday 7 May 2019
3 June 2019

Finance and General Purposes Committee - meetings to be organised as needed.

Budget meeting – 26th November 2018/ 2 January 2019 – date/venue to be confirmed
11 March 2019 – after Annual Parish Meeting – Pontesbury Public Hall

95.18 CORPORATE GOVERNANCE - STANDING ORDERS AND FINANCIAL REGULATIONS

The Standing Orders have been updated and it was proposed by Cllr P Heywood and seconded by Cllr R Evans and **RESOLVED to APPROVE that the revised Standing Orders be adopted.**

The Financial Regulations have been updated and it was proposed by Cllr N Hignett and seconded by Cllr R Evans and **RESOLVED to APPROVE that the revised Financial Regulations be adopted.**

96.18 POLICE MATTERS

The April SNT newsletter had been circulated to Councillors and was **NOTED.**

97.18 SHROPSHIRE COUNCIL MEMBER REPORT

Cllr N Hignett gave a verbal report to the parish council. Shropshire Council cabinet have decided to review the Corporate Plans for 2019/2020 and 2021/2022 with a view to adoption in December 2018. There will be a series of events in libraries during Dementia Action week (21-27 May). There is a consultation from 10/5/18 to 7/6/18 about additional proposals under the new parking strategy. Shropshire Councillors are being asked to consider a proposal to increase staff pay to help retain essential skills and attract others. John Campion, Police Commissioner has identified the first 4 areas for police buildings to close and staff to relocate and share space with other organisations. It is likely that other closures will be announced in due course. The local Local Joint Committee meets on 23rd May to discuss funding arrangements for youth activities until 2019. From 2019 it is intended that there be a new model of funding developed.

99.18 PLANNING COMMITTEE

The minutes from planning committee meeting held on 9th April 2018 were received and **ADOPTED.**

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which included information on a recent pre-planning consultation for land on Minsterley Road and a consultation on parking restrictions in Carver Street. The Pontesbury Neighbourhood Plan Steering Group held its first meeting. There are currently 5 members of the community and 3 parish councillors in keeping with the need for this to be a community led exercise. It is envisaged that more members of the public and parish councillors will be co-opted to help as and when necessary. It is envisaged that the project will take two years. The Clerk was approved as the Responsible Financial Officer. The next meeting is on 6 June and the first public consultation will be at the church fete on 23 June.

It was proposed by Cllr D Gregory and seconded by Cllr B Morris seconded and **RESOLVED to approve the Neighbourhood Plan Steering Group.**

100.18 GDPR WORKING GROUP RECOMMENDATIONS AND REVISED POLICIES

It was proposed by Cllr P Heywood and seconded by Cllr J Pritchard and **RESOLVED to adopt the following policies;**

- **GDPR action plan from JDH Business Services (the appointed Data Protection Officer)**
- **The revised Data Protection policy**
- **The Privacy notices for residents and staff/councillors**
- **Privacy Impact Assessment Code of Practice**

These will be displayed on the Parish Council Website/noticeboards

It was proposed by Cllr R Martinali and seconded by Cllr S Lockwood and **RESOLVED to appoint Shroptech Ltd. to address information security issues. Initially there will be a new Clerk email address and license for Microsoft 365 for the council laptop. Clerk to organise a meeting with Shroptech and Councillors to agree a plan of action for looking at councillor email addresses and other issues. Cllr N Lewis wished to stand down as an authoriser of online payments.**

101.18 HALL BANK DEVELOPMENT

i. A verbal report by Cllr D Fletcher from the Community Hub working group was received and **NOTED.**

ii. **Council RESOLVED to widen the responsibilities of this group and Cllr B Morris agreed to join the working group.**

iii. **Cllr N Hignett and Cllr R Evans were asked to contact Shropshire Council Highways staff and arrange a meeting in Pontesbury to discuss the highway issues associated with the proposed development. Clerk, Cllr D Fletcher and Cllr J Pritchard to attend this meeting too.**

102.18 STREETLIGHT WORKING GROUP UPDATE

Cllr D Fletcher gave a verbal update on the meeting with Highline and that the group were investigating costs for this project and would report back to a future meeting.

103.18 TRANSFER OF SCHOOL GREEN STREETLIGHTS TO SHROPSHIRE COUNCIL PARISH ENERGY SCHEME

It was proposed by Cllr R Martinali and seconded by Cllr J Pritchard and **RESOLVED to delegate authority to the Clerk to investigate the transfer of the School Green streetlights to the Parish Energy Scheme and to report back to a future meeting.**

104.18 PONTESFORD HILL WOODLAND FOR SALE

Councillors were asked to submit a request for a Woodland Management Plan to protect this area of woodland. It was proposed by Cllr R Evans and seconded by Cllr J Pritchard and **RESOLVED to request an interim order and further information and plans from Shropshire Council's Tree Officer and to delegate authority to the Planning Committee to make a decision about whether a request for a management plan was appropriate.**

105.18 WEST MERCIA PCC SURVEY

It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED to delegate authority to Chair, Clerk and Cllr J Pritchard to complete the survey on behalf of the council.**

106.18 ACCOUNTING SOFTWARE

It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED to defer the purchase of this software until 2019.**

107.18 SILENT SOLDIER CAMPAIGN

It was proposed by Cllr D Gregory and seconded by Cllr S Picken and **RESOLVED to purchase a Silent Soldier silhouette and to agree a location once the silhouette was received. This was deemed to be in response to a unique event and does not set a precedent for future approaches by charities for funding.**

108.18 HARE & HOUNDS

Cllr A Hodges updated the council on responses received from Shropshire Council about the further deterioration of this building and the suggestion that an alternative approach be taken, working with the owner to encourage appropriate redevelopment. It was proposed by Cllr A Hodges and seconded by Cllr R Evans and **RESOLVED that the Clerk would approach the agent for the owner with a view to exploring whether the owner would consider a conversion project for the site and report back to the next meeting of the Planning Committee.**

109.18 SALC TRAINING FOR NEW CLERK

It was proposed by Cllr J Pritchard and seconded by Cllr S Lockwood and **RESOLVED to APPROVE the cost of £65 for SALC training course 'Clerks, what to do and when'.**

110.18 ROSPA INSPECTION OF PLAY AREA – APRIL 2018

It was proposed by Cllr D Gregory and seconded by Cllr B Morris and **RESOLVED to delegate authority to Chair, Clerk and Play Area Warden to action the most important recommendations highlighted in the report up to a maximum of £500. There would be**

a comprehensive review of the play area and a report submitted to the September meeting to consider budget implications for 2019/20.

111.18 STATUTORY BUSINESS/FINANCE

a) Receipts

- i. Newsletter advert receipts - **£988.55**
- ii. Shropshire Council – Precept - **£70000**
- iii. Shropshire Council - CIL Neighbourhood Fund **£5870.44**
- iv. Small Business Rate Relief **£3136.40**
- v. Resident donation for Defibrillator Cabinet **£465.00** Parish Council wished to thank the resident for this welcome donation

NOTED

b) Payments for Approval

It was proposed by Cllr J Pritchard and seconded by Cllr S Picken and:

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

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
Evelyn Griffiths	Public toilets cleaning - April 2018	180.00	0.00	180.00	2959
Creative Digital	Newsletter printing May 2018	330.00	0.00	330.00	2960
Greenfingers Landscape Ltd	Ground maintenance	185.42	37.08	222.50	2961
Highline Electrical Ltd	Monthly maintenance Charge - April and repairs	349.00	69.80	418.80	2962
Parish Clerk	Expenses - 9 April - 13 May 2018	176.05	0.00	176.05	2963
Parish Clerk	Salary for May 2018 (payable 20/5/18)	1474.64	0.00	1,474.64	2964
Tony Bishton	Oct 2017- March 2018 Planting/maintaining flower beds	425.00	0.00	425.00	2965
Shropshire Council	Lease of recreational land for 1/4/18-31/3/19	10.00	0.00	10.00	2966
Shropshire Council	Energy costs Q4 2017-18 Jan- March 2018	1265.20	253.04	1,518.24	2967
Lawrence Direct	Assorted Stationery	26.92	5.38	32.30	2968
Buy Stationery (reimbursed to Clerk)	Rubber bands for newsletter	20.99	4.20	25.19	2969
Shropshire Council	Playground inspections and admin (Oct 17 - Mar 18)	341.25	68.25	409.50	2970
MDPtools (reimbursed to Clerk)	Key safe	16.95	0.00	16.95	2971
Western Power Distribution Ltd	Connection for streetlight on Brookside	995.49	199.10	1,194.59	2958
	Total			5,042.22	

112.18 AUDIT ANNUAL RETURN

- i. The Audit Annual Return was considered. It was proposed by Cllr R Evans and seconded by Cllr J Pritchard and **RESOLVED to APPROVE the Annual Governance Statement for 2017/18 and the Chairman and Clerk were INSTRUCTED to sign Section 1 of the Annual Governance & Accountability Return for the year ended 31 March 2018.**
- ii. The Year-end Bank Reconciliation and Financial Statement for 2017/18 were considered and approved. It was proposed by Cllr R Evans and seconded by Cllr Cllr J Pritchard and **RESOLVED to APPROVE the Accounting Statements and the Chairman and Clerk were INSTRUCTED to sign Section 2 of the Annual Governance & Accountability Return for the year ended 31 March 2018.**

113.18 PONTESBURY LIBRARY STEERING GROUP

Cllr D Fletcher gave a verbal update. **NOTED**

114.18 CHAIRMAN'S COMMUNICATION AND CORRESPONDENCE

The following correspondence was received and noted, the request from Cruckton Village Hall will be put on the June 2018 meeting agenda to be considered.

From	Subject and summary information
SALC	<ul style="list-style-type: none">• DFT Community Transport Consultation – response from Pontesbury Parish Council submitted• Shropshire Local Plan Review (2016-2036)• Cllr census survey• Town & Parish Council Forum 21/5/18 – Cllr D Fletcher and Cllr S Lockwood to attend• SALC April newsletter• ICO statement on GDPR• Member's briefing Highways• NALC CEO bulletin 13-15 April• AONB Management Plan survey
Shropshire Council	<ul style="list-style-type: none">• Mathew Mead (Community Enablement Officer) 2018/19 Youth Commissioning Funding confirmed by Shropshire Council. Allocation of funding to be discussed at Loton, Longden, Ford and Rea Valley LJC on Wednesday 23rd May at 7pm Maria Howell (Housing Enabling and Development Officer) – notice of a meeting about community involvement in affordable housing• Alice Croft (Principle Engineer) Integrated Transport Programme 2018/19
*Cruckton Village Hall	<ul style="list-style-type: none">• Request for a grant towards new notice board
Calor	<ul style="list-style-type: none">• Calor Rural Community Fund
*Shropshire Playing Fields Association	<ul style="list-style-type: none">• Letter of appeal for financial assistance

115.18 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 asked to put Sports Field fencing on June agenda and to follow up possible litter pick event. Cllr N Lewis wished to thank Cllr Fletcher and Clerk for all their help in getting the streetlight on Brookside reinstated.

116.18 PARISH BUSINESS

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

- i. Clerk was asked to follow up with Greenfingers the grass area around School Green that had not been cut.
- ii. Clerk asked to report a list of potholes in various locations around the parish
- iii. Cllr R Evans gave a verbal update on works planned at Woodcote roundabout on the A5
- iv. Water dropwort has been sighted in the brook by the sports field.
- v. Trees on Linley Avenue – Cllr N Hignett gave a verbal update on a recent meeting. There is to be a further meeting with Shropshire Council Highways department to look at parking issues

117.18 EXCLUSION OF THE PUBLIC

RESOLVED to exclude 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).

118.18 NALC NATIONAL SALARY AWARD

It was proposed by Cllr R Evans and seconded by Cllr D Fletcher and **RESOLVED to approve the adoption of the NALC National Salary Award and backdate this to 1 April 2018.**

119.18 PENSION ARRANGEMENTS FOR NEW CLERK

The Parish Council considered a report including a figure for employer contribution from Shropshire Pension Scheme. It was proposed by Cllr P Heywood and seconded by Cllr S Picken and **RESOLVED to adopt the Shropshire Pension Scheme/Local Government Pension Scheme for the Parish Clerk from 1 June 2018.**

120.18 DATE AND TIME OF NEXT MEETING

7.30pm on 11th June 2018 at Cruckton Village Hall.

The meeting ended at 9.15pm

Signed
Chair

Date