

PONTESBURY PARISH COUNCIL
Annual Meeting of Council
Held at Mary Webb School & Science College, Pontesbury
At 7.30pm on Monday 13th May 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

IN ATTENDANCE: None

CLERK: Debbie Marais

Five members of the public were present.

1.19 ELECTION OF CHAIRMAN

Nominations were sought for the election of Chairman to the Council for the following year. It was proposed by Cllr J Pritchard and seconded by Cllr R Martinali and it was **unanimously RESOLVED that Cllr D Fletcher be elected as Chair for the year 2019/20. Cllr Fletcher took the chair.**

2.19 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 2019/20.**

3.19 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.

4.19 APOLOGIES FOR ABSENCE

Cllr C Robinson and Cllr D Gregory for personal reasons

5.19 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

6.19 PUBLIC QUESTIONS AND COMMENTS

Resident 1. Expressed concerns about the following;

- Burning practices of Budget Skips in Cruckmeole. Cllr D Fletcher explained that this issue had been raised with Shropshire Council and Environment Agency and was being looked into.
- Parking outside Railway Mews and vehicle & pedestrian safety at this junction. Cllr D Fletcher explained that this had been reported to the police

7.19 MINUTES OF COUNCIL

The minutes were submitted and circulated as read. It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED that the minutes of the Council meeting held on 8th April 2019 be approved and signed as a correct record.**

8.19 TERMS OF REFERENCE OF COMMITTEES

i) It was proposed by Cllr N Lewis and seconded by Cllr J Pritchard and **RESOLVED to increase the membership of the Finance and General Purposes Committee to nine members.**

ii) It was proposed by Cllr A Hodges and seconded by Cllr P Bradbury and **RESOLVED to increase the membership of the Planning Committee to nine members and to keep the Personnel Committee as four members and to adopt the terms of reference as amended.**

9.19 COMMITTEES & WORKING PARTIES

i) It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED** that the membership of the Finance and General Purposes committee be as follows:

Nine 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, Cllr P Heywood and Cllr P Bradbury.

ii) It was proposed by Cllr J Pritchard and seconded by Cllr A Hodges and **RESOLVED** that the membership of the Planning Committee be as follows:

Nine members (to include Chair/Vice Chairman) - Cllr D Fletcher (Chairman), Cllr J Pritchard (Vice-Chairman), Cllr A Hodges, Cllr N Lewis, Cllr D Gregory, Cllr N Hignett, Cllr B Morris, Cllr S Lockwood and Cllr P Bradbury. Cllr D Fletcher wished to record his thanks to Cllr A Hodges for his commitment and hard work.

ii) It was proposed by Cllr R Evans and seconded by Cllr B Morris and **RESOLVED** that the membership of the Personnel Committee be as follows:

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

10.19 APPOINTMENT OF REPRESENTATIVES

It was proposed by Cllr J Pritchard and seconded by Cllr R Evans 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 P Bradbury
- 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. Defibrillator Warden – Cllr B Morris
- ix. Play Area Warden – Cllr S Lockwood

11.19 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

10 June 2019 – Cruckton Village Hall

8 July 2019 – Habberley Village Hall

August – no meeting

9 September 2019 – Mary Webb School (MW)

14 October 2019 – MW

11 November 2019 – TBC

9 December 2019 _ The Pavilion, Hall Bank

13 January 2020 – The Pavilion, Hall Bank

10 February 2020 – The Pavilion, Hall Bank

9 March 2020 – Annual Parish Meeting – The Pavilion, Hall Bank – followed by F&GP meeting

13 April 2020 - The Pavilion, Hall Bank

11 May 2020 – The Pavilion, Hall Bank

Planning Committee – First Monday each month, unless Bank Holiday. Meetings at Pontesbury Public Hall until November 2019, thereafter at the Community Hub building, starting at 6.30pm

1st Monday – 6.30pm
3 rd June 2019
1 st July 2019
5 th August 2019
2 nd September 2019
7 th October 2019
4 th November 2019
2 nd December 2019

6 th January 2020
3 rd February 2020
2 nd March 2020
6 th April 2020
Tuesday 5 th May 2020

Finance and General Purposes Committee

Budget meeting –November 2019/ January 2020– date/venue to be confirmed
10th March 2020 – after the Annual Parish Meeting – Community Hub building

12.19 CORPORATE GOVERNANCE - STANDING ORDERS AND FINANCIAL REGULATIONS

i) It was proposed by Cllr N Hignett and seconded by Cllr S Lockwood and **RESOLVED to Adopt the Standing Orders as per the NALC 2018 model documents.**

ii) It was proposed by Cllr D Jones and seconded by Cllr S Lockwood and **RESOLVED to Adopt the Financial Regulations as per the NALC 2018 model documents.**

13.19 POLICE MATTERS

The April SNT newsletter had been circulated to Councillors and was **NOTED.** Cllr S Lockwood reported that the local policing team have raised their profile following an assault in School Green. Clerk asked to put something in the village newsletter about the quality and legalities associated with CCTV imagery in order for it to be used for police evidence.

14.19 SHROPSHIRE COUNCIL MEMBER REPORT

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

- A motion going to council in May will see the number of planning committees reduced to two in September. Pontesbury will be covered by the southern committee.
- Three motions and a petition are calling for SC to debate climate emergency and what measures SC can put in place
- Highways team are restructuring and there will be 16 new posts.
- A new dashboard will be launched in Autumn 2019 for residents to raise issues
- A plan for replacing streetlights with LED fittings will go to cabinet in September
- The removal of Bring Backs from supermarkets has begun
- SC is no longer looking at charging for collection of green recycling bins
- Due to the green recycling decision SC needs to save an extra £1m from the budget in 2019-20.

Clerk was asked to investigate if Pontesbury Parish Council could join the SC project to introduce LED fittings for streetlighting for economies of scale.

15.19 PLANNING COMMITTEE

The minutes from planning committee meetings held on 7th and 13th May planning committee meetings would be received at 10/6/19 meeting.

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which included information following the decision to grant permission for 18 affordable homes on land off Mount Close. Pontesbury Parish Council are not allowed by law to appeal against the decision but had resolved to send a letter to the Minister of Housing and organise a public meeting to address concerns raised with a representative from Severnside Housing. The committee had not felt able to comment on an application for a biomass boiler at Cruckmeole until concerns from local residents about potential health issues associated with materials being burnt, had been investigated.

16.19 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018-19

a) The Internal Audit report and issues raised, was considered and **NOTED**. It was proposed by Cllr R Martinali and seconded by Cllr D Jones and **RESOLVED to APPROVE the following recommendations by the Finance & General Purposes Committee at the meeting held on 8.5.19 to address issues raised by the Internal Auditor.**

i) a sample of invoice payments will be cross checked against account details held online for the relevant invoicee quarterly by the Internal Checker

ii) Fidelity (Employee Dishonesty) insurance cover will be increased to £250,000 to ensure adequate cover. This cover will be reviewed in October 2019 and April 2020. Delegated authority approved for Clerk, Cllr D Fletcher and Cllr N Hignett to implement this.

iii) Clerk to provide dated screenshot from the parish council website showing the first date of Notice of Public Rights for 2018-19 as requested by Internal/External Auditor.

b) The Governance Statement (1-9) was considered. It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED to APPROVE the Annual Governance Statement for 2018/19 and the Chairman and Clerk were INSTRUCTED to sign Section 1 of the Annual Governance & Accountability Return for the year ended 31 March 2019.**

c) Yearend Accounts for 2018-19, Budget Monitoring Report and Variance Report were considered. It was proposed by Cllr P Heywood and seconded by Cllr J Pritchard and **RESOLVED to APPROVE the reports as checked by the Internal Auditor and as recommended by the Finance & General Purposes Committee (8.5.19).**

d) The Year-end Bank Reconciliation and Financial Statement for 2018/19 were considered and approved. It was proposed by Cllr N Hignett and seconded by Cllr S Lockwood 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 2019.**

17.19 FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 8.5.19.

a) A report on Earmarked & general reserves for 2019-20 was considered by council. It was proposed by Cllr N Hignett and seconded by Cllr P Heywood and **RESOLVED to APPROVE report as recommended by F&GP committee.**

b) A draft General Reserves Policy was considered. It was agreed that the report be **Noted as recommended by F&GP committee.** The policy would be revisited in April 2020.

c) A resolution by Shropshire Council “that any finance received from easements at the Hall Bank site be allocated to fitting out the library and community rooms being provided on site by the developers” was read out by Cllr D Fletcher and **Noted.**

d) It was proposed by Cllr D Jones and seconded by Cllr R Martinali and **RESOLVED to APPROVE recommendations by F&GP committee;**

i) **Opening of new account(s) to satisfy requirements of Financial Services Compensation Scheme Clerk to research potential accounts and report to next full council meeting**

ii) **Transfer of £25,000 from Unity Current Account to Nationwide Business Saving account.**

18.19 COMMUNITY HUB WORKING GROUP

A verbal update from Cllr D Fletcher was received and **Noted.**

- i) It was proposed by Cllr R Evans and seconded by Cllr C Sandells and **RESOLVED to APPROVE the provision of two additional car parking spaces at the front of the community hub building for the sum of £1553.**

- ii) It was proposed by Cllr P Heywood and seconded by Cllr R Evans and **RESOLVED to APPROVE the provision of plumbing for a shower for the sum of £100.**
- iii) It was proposed by Cllr R Martinali and seconded by Cllr C Sandells and **RESOLVED to APPROVE 'The Pavilion' as the name of the community hub building for the postal address.**
- iv) It was proposed by Cllr N Hignett and seconded by Cllr D Jones and **RESOLVED to APPROVE that Cllr P Bradbury join the Pontesbury Parish Council Community Hub Working Group**

19.19 STATUTORY BUSINESS/FINANCE

a) Receipts

- i. Newsletter advert receipts - **£1029.25**
- ii. Shropshire Council – Precept - **£80,000**
- iii. Shropshire Council - CIL Neighbourhood Fund **£27,186.41**
- iv. Savings account interest - **£29.68**

NOTED

b) Payments for Approval

It was proposed by Cllr J Pritchard and seconded by Cllr R Evans 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
Christine Lawrie	payment for hard drive increase	100.00	0.00	100.00	B/P 147
Evelyn Griffiths	Public toilets cleaning (new rate agreed for 2019-20 budget) and toilet rolls - April 2019	203.30	0.00	203.30	B/P148
MI & TEM Pritchard	Ground maintenance April 2019	193.33	38.67	232.00	B/P149
Parish Clerk	Expenses - 8 April - 12 may 2019	216.83	0.00	216.83	B/P150
Parish Clerk	Salary for May 2019 (payable 20/5/19)	1421.52	0.00	1,421.52	B/P151
Highline Electrical Ltd.	Maintenance/repairs for April 2019	350.50	70.10	420.60	B/P152
Shropshire Council	Pension payment for Clerk May 2019	437.49	0.00	437.49	B/P153
Shropshire Council	Lease of recreational Land at Pontesbury 1/4/19-31/03/20	10.00	0.00	10.00	B/P154
Shropshire Council	Play area inspections Jan-Mar 2019	200.00	0.00	200.00	B/P155
Creative Digital	May 2019 newsletter	330.00	0.00	330.00	B/P156
Wood Matters	Various tree works on School Green	415.00	0.00	415.00	B/P157
JDH Business Services	Internal audit for year end 31/03/19	161.50	32.30	193.80	B/P158
Steve Michie Electrical Ltd	Internal IT wiring for community hub building	547.65	109.53	657.18	B/P159
SSE SWALEC	School Green streetlights electricity Qtr 4 2018-19	0.50	0.10	0.60	DD
Pontesbury Public Hall	Room hire 4/3/19, 11/3/19, 14/3/19, 1/4/19, 17/4/19	88.50	0.00	88.50	300030
	Total			4,926.82	

c) It was proposed by Cllr R Evans and seconded by Cllr J Pritchard and **RESOLVED to APPROVE the following payments;**

- i) £140 for Cllr A Hodges and Clerk to attend SALC ‘Neighbourhood Plan’ training on 26/6/19
- ii) £27 for Clerk to attend SALC ‘GDPR’ training on 24/5/19
- iii) £54 for Cllr A Hodges and Clerk to attend SALC ‘Planning and CIL’ training on 7/6/19
- iv) £27 for SALC ‘Fundamentals of being a Councillor’ training for Cllr P Bradbury
- v) £6177.60 +VAT (payable in quarterly installations of £1544.41 +VAT) for continuation of Streetlight Joint Energy Agreement with Shropshire Council for 2019-20

d) It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED to APPROVE delegated authority to Clerk, Cllr D Fletcher, Cllr N Lewis and Cllr J Pritchard to meet with Pontesbury Sports Association, clarify a number of issues and make recommendations about any grant payment, to full council on 10/6/19 meeting.**

20.19 FEEDBACK ON SHROPSHIRE COUNCIL ENVIRONMENTAL MAINTENANCE GRANT SYSTEM

It was proposed by Cllr P Heywood and seconded by Cllr B Morris and **RESOLVED to APPROVE delegated authority to Clerk, Cllr D Fletcher, Cllr J Pritchard, Cllr N Hignett and Cllr R Evans to coordinate comments and pass them to SALC.**

21.19 ROAD SAFETY ISSUES IN PONTESBURY

i) It was proposed by Cllr B Morris and seconded by Cllr C Sandells and **RESOLVED to ask Shropshire Council to introduce an area wide, 20 mph limit along the A488 in Pontesbury, from the junction with Bogey Lane through to the Junction with Ashford Way, and all side roads in the village, as has been done in villages elsewhere in the county.**

ii) A verbal report was received from Cllr N Hignett and **NOTED** including the following;

- Draft reports from WSP on improvements to the junctions at the top and bottom of Hall Bank and flooding alleviation measures for the village are currently with Shropshire Council officers. Pontesbury Parish Council will see them when they are approved by Shropshire Council.
- A meeting of relevant parties to consider plans for improving pedestrian safety around buses delivering pupils to the two schools in Pontesbury has been set for 23/5/19.

22.19 FEEDBACK FROM SALC AREA COMMITTEE MEETING 11/4/19.

Cllr D Fletcher gave a verbal report which was **NOTED**.

23.19 CHAIRMAN’S COMMUNICATION AND CORRESPONDENCE

The following correspondence was received and noted.

From	Subject and summary information
SALC	<ul style="list-style-type: none"> • Invitation to VSCA event – Monday 20/5/19 9am-1pm • Invitation to meeting about feedback on CIL • Expression of Interest process on 14/6/19 10am to 12pm • Letter about merger of Shropshire/Telford & Wrekin CCG • VE day 75 plans SSAFA • NALC Legal update April • CIL update letter from Cllr G Butler • NALC May bulletin • SC A-Board review – responses by 31 May 2019

Rural Services	<ul style="list-style-type: none"> • May rural bulletins
Police/OPCC	<ul style="list-style-type: none"> • April SNT newsletter • Town and Parish Council survey – by August 2019 • Letter about ‘We don’t buy crime’ • PCC April newsletter
Resident	<ul style="list-style-type: none"> • Lead pollution in Rea Brook from development on Minsterley Rd. (Clerk reported to relevant Planning Officer and Environment Agency have been notified)

24.19 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**.

Clerk to attend SALC meeting on 14/6/19 to feedback on the CIL Local Fund application process.

25.19 PARISH BUSINESS

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

- i. Clerk to write article for newsletter advising residents how to report Highways issues such as faulty signs and potholes
- ii. Cllr R Evans to investigate silting-up of Yockleton Brook and river under Cruckton Bridge
- iii. Cllr D Jones gave a verbal report on a meeting with Shropshire Council Highways officers where an agreement had been reached for SC to provide hard-standing for a bus stop at Malehurst and to undertake mowing of road-side verges between Pontesbury and Minsterley and also along the cyclepath between the two villages.
- iv. Cllr A Hodges requested that a village sign for Cruckton be added to the June agenda.
- v. Complaints from Asterley residents about HGVs taking the wrong route through Asterley
- vi. Cllr N Hignett to liaise with Highways about the road surfaces/potholes in Habberley, an area important for tourism

26.19 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).

27.19 NALC NATIONAL SALARY AWARD

It was proposed by Cllr J Pritchard and seconded by Cllr B Morris and **RESOLVED to approve the amendment to the Clerk’s salary payment calculation for 2019-20 for adoption from May 2019.**

28.19 DATE AND TIME OF NEXT MEETING

7.30pm on 10th June 2018 at Cruckton Village Hall.

The meeting ended at 9.0..5pm

Signed

Date

Chair