

PONTESBURY PARISH COUNCIL



Annual Meeting of the Parish Council held at The Pavilion on Monday 12th May 2025 at 7.30pm

PRESENT

Councillors: D Fletcher, N Hignett, M Trow, A Hodges, D Jones, S Davies, D Gregory, J Pritchard and A Windows

Clerk of the Meeting: Debbie Marais

Public present: One member of the public present

1.25 Election of Chairman for 2025-26

After a proposal by Cllr Pritchard, seconded by Cllr Davies, it was unanimously **RESOLVED** that Cllr Duncan Fletcher be elected as Chairman.

2.25 Election of Vice Chair for 2025-26

After a proposal by Cllr Fletcher, seconded by Cllr Hodges, it was unanimously **RESOLVED** that Cllr Michelle Trow and Cllr Nick Hignett be elected as Vice Chairs.

3.25 Apologies for Absence

Apologies for absence were received from Cllr R Evans

4.25 Declarations of Interest and Dispensations – None

5.25 Public Questions and Comments – resident expressed concerns about what was happening to the Cil/s.106 monies associated with the Hall Bank development to be used for the junction improvements. Clerk had written to Eddie West at Shropshire Council about this and would forward the response received to resident, which stated that all CIL/s.106 monies were being reviewed but that no request had been received from the developer to reclaim the monies. Cllr Hignett added that new plans for the junction improvements were being looked at by SC currently but at present there were no definite timescales.

6.25 Minutes of Council

After a proposal from Cllr Trow, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve the Minutes of the Parish Council Meeting held on 7th April 2025.

7.25 Terms of Reference for Committees - After a proposal from Cllr Pritchard, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve the Terms of Reference for the following Committees and Working Groups:

7.25.1 Finance & General Purposes Committee

7.25.2 Planning Committee

7.25.3 Personnel & HR Committee

7.25.4 Pavilion Committee

- 7.25.5 Emergency Planning Working Group
- 7.25.6 Newsletter Working Group
- 7.25.7 Safer Speed Shropshire Working Group
- 7.25.8 Facilities Working Group
- 7.25.9 Biodiversity Working Group

8.25 Membership of Committees and Working Groups

8.25.1 Finance & General Purposes Committee – 10 members, after a proposal by Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to accept the committee resignation from Cllr Davies and that the following members be elected to the Finance & General Purposes Committee for the Council year 2025-2026:

Councillor Fletcher	Councillor Hodges
Councillor Hignett	Councillor Trow
Councillor Pritchard	Councillor Windows

FOUR VACANCIES

8.25.2 Planning Committee – 10 members. After a proposal from Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to approve the following members be elected to the Planning Committee for the Council year 2025-26:

Councillor Fletcher	Cllr Windows
Councillor Hignett	Councillor Hodges
Councillor Trow	Councillor Evans
Councillor Gregory	Councillor Jones

TWO VACANCIES

8.25.3 Personnel Committee

Personnel Committee – 5 members. After a proposal from Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to approve the following members be elected to the Personnel Committee for the Council year 2025-26:

Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
Councillor Trow	

8.25.4 Pavilion Committee

Pavilion Committee – 7 members. After a proposal from Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to approve the following members be elected to the Pavilion Committee for the Council year 2025-26:

Councillor Fletcher	Councillor Hignett
Councillor Evans	Councillor Davies
Cllr Trow	

8.25.5 Emergency Planning Working Group (to include 5 parish councillors, including the Snow Warden). After a proposal from Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to approve the following members be elected to the Emergency Planning Working Group for the Council year 2025-26:

Councillor Nick Hignett (Snow Warden)	Councillor Duncan Fletcher
Councillor Roger Evans	Councillor Charles Sandells
Councillor David Gregory	Councillor Douglas Jones

8.25.6 Newsletter Working Group (to include 4 parish councillors) After a proposal from Cllr Windows, seconded by Cllr Pritchard, all in favour, it was **RESOLVED** to approve the

following members be elected to the Newsletter Working Group for the Council year 2025-26:

Councillor Fletcher
Councillor Trow

Councillor Hodges
Councillor Davies

8.25.7 Safer Speed Shropshire Working Group (to include 5 parish councillors) After a proposal from Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to approve the following members be elected to the Safer Speed Shropshire Working Group for the Council year 2025-26:

Cllr Fletcher
Cllr Evans

Cllr Hignett
Cllr Trow

8.25.8 Facilities Working Group (to include at least 5 parish councillors) After a proposal from Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to approve the following members be elected to the Facilities Working Group for the Council year 2025-26:

Cllr Fletcher
Cllr Gregory
Cllr Hignett

Cllr Davies
Cllr Windows

8.25.9 Biodiversity Working Group (to include 4 parish councillors). After a proposal from Cllr Windows, seconded by Cllr Pritchard, it was **RESOLVED** to approve the following members be elected to the Biodiversity Working Group for the Council year 2025-26:

Cllr Fletcher
Cllr Jones

Cllr Hignett
One Vacancy

9.25 Appointment of Representatives on Outside Bodies

After a proposal from Cllr Pritchard, seconded by Cllr Jones, all in favour, it was **RESOLVED** that the Cllrs nominated below, represent the Parish Council at the organisation meetings:

Organisation

Pontesbury Public Hall
Cruckton Village Hall
Habberley Village Hall
Snow Warden
Tree Warden
Internal Checker for quarterly audit checks
Sports Association
Shropshire Association of Local Councils

Pontesbury Parish Councillor

Councillor Nick Hignett
Councillor Charles Sandells
Councillor John Pritchard
Councillor Nick Hignett
Vacancy
Councillor Michelle Trow
Councillor Dave Gregory
Cllr Fletcher and one vacancy

10.25 Dates and Times of Ordinary Meetings

After a proposal by Cllr Fletcher, seconded by Cllr Gregory, it was **RESOLVED** to approve the dates of meetings as below:

Pontesbury Parish Council Ordinary Meetings	
Date	Venue
9 th June 2025	Cruckton Village Hall @ 6.30pm
14 th July 2025	Habberley Village Hall @ 6.30pm
August	No Meeting
8 th September 2025	Pontesbury Pavilion @ 6.30pm
13 th October 2025	Pontesbury Pavilion @ 6.30pm
10 th November 2025	Pontesbury Pavilion @ 6.30pm

1 st December 2025	Pontesbury Pavilion @ 6.30pm
12 th January 2026	Pontesbury Pavilion @ 6.30pm
9 th February 2026	Pontesbury Pavilion @ 6.30pm
9 th March 2026	Annual Parish Electors Meeting – Pontesbury Public Hall @ 6.30pm
13 th April 2026	Pontesbury Pavilion @ 6.30pm
11 th May 2026	Annual Council Meeting - Pontesbury Pavilion @ 6.30pm

Planning Committee Meetings – all meetings start at 6.30pm	
Date	Venue
27 th May 2025	Pontesbury Pavilion
7 th July 2025	Pontesbury Pavilion
4 th August 2025	Pontesbury Pavilion
1 st September 2025	Pontesbury Pavilion
6 th October 2025	Pontesbury Pavilion
3 rd November 2025	Pontesbury Pavilion
2 nd December 2024	Pontesbury Pavilion
6 th January 2025	Pontesbury Pavilion
3 rd February 2025	Pontesbury Pavilion
3 rd March 2025	Pontesbury Pavilion
7 th April 2025	Pontesbury Pavilion
6 th May 2025 (Tuesday)	Pontesbury Pavilion

11.25 Pontesbury Parish Council Annual Report 2023-24

11.25.1 After a proposal by Cllr Hignett, seconded by Cllr Davies, it was **RESOLVED** to approve the 2024-25 Annual Report as prepared by Clerk

11.25.2 After a proposal from Cllr Gregory, seconded by Cllr Jones, it was **RESOLVED** to approve the additional cost of £465 for a 4 page colour annual report to be included in the June parish newsletter. Cllr Fletcher thanked Deputy Clerk and Clerk, on behalf of the council for all their hard work in producing the report.

12.25 Police Matters – a written report from Police & Community Support Officer Sarah Edwards was received and **NOTED**.

Clerk had contacted the Police & Crime Commissioner as requested at the April 2025 meeting, expressing the concern of the council about the reduction in PCSO hours and circulated to parish councillors the response received. Superintendent Ben Tansfield had subsequently written to Clerk asking to attend the June 2025 Full Council Meeting.

Cllr Davies reported anti-social behaviour at the Sports Association premises. Cllr Davies had rung 101 but got no response. Clerk to report to local policing team.

Cllr Pritchard wished to clarify the guidance on the installation of surveillance cameras and their acceptance as evidence.

Cllr Fletcher reminded councillors of the importance of always ringing 101 to provide evidence of need for police presence locally. He asked Cllrs to forward any questions for Supt. Tansfield to Clerk before the June meeting.

13.25 Community Report – a verbal report from Cllr Davies was received and **NOTED**.

The coffee mornings are attended by 25-40 people. There are now two Gentlemen's groups

due to demand. The bereavement group supports 12 people. The lunches have stopped until October. Cllr Fletcher thanked Cllr Davies and all the GNS volunteers for all of the work they do.

14.25 Shropshire Council Member Report Shropshire Councillor Roger Evans gave a verbal report which was **NOTED**.

It is with Great Pleasure that I can inform the Parish Council that both Nick Hignett and Roger Evans were re-elected as your Shropshire Councillors at the recent elections. The complete set of results can be seen on the Shropshire Council website and were published by the local media.

Any extra duties and responsibilities that your Shropshire Councillors are allocated will be published in the next few days and then formally be agreed at the Annual Meeting of Shropshire Council which is due to be held on May 22nd. At this meeting which is due to be attended by all the seventy-four recently elected councillors a new Leader and Cabinet will be chosen. Amongst the seventy-four councillors will be fifty who will be attending their first ever council meeting.

Both Nick and I express gratitude to all those who voted at the recent elections and undertake to represent all the residents who live in our respective areas.

15.25 Planning

15.25.1 Cllr Hodges, Chairman of the Planning Committee gave a verbal update on the planning committee meeting held on 7th April 2025 which was **NOTED**.

15.25.2 The next Planning Committee meeting will be held on Tuesday 27th May at The Pavilion at 6.30pm and this will replace the 2nd June meeting.

16.25 Pavilion Committee

16.25.1 After a proposal from Cllr Hignett, seconded by Cllr Pritchard, all in favour, it was **RESOLVED** to approve the minutes of the Pavilion Committee meeting held on Monday 24th February 2025.

16.25.2 A written report by Deputy Clerk, from the Pavilion Committee meeting held on Monday 28th April 2025 was received and **NOTED**.

17.25 Statutory Business and Finance

17.25.1 Income of £220,289.69 (including the 2025-26 precept). This was **NOTED**.

17.25.2 After a proposal from Cllr Pritchard, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve payments of £21,945.88 as attached list.

17.25.3 Councillors received and **NOTED** the annual summary of accounts for 2024-25. Cllr Fletcher wished to thank the RFO on behalf of the parish council for all her hard work in preparing the end of year accounts.

17.25.4 After a proposal from Cllr Hodges, seconded by Cllr Hignett, it was **RESOLVED** to approve the Streetlight Joint Energy Agreement for 2025-26 with Shropshire Council.

17.25.5 After a proposal from Cllr Hignett, seconded by Cllr Windows, all in favour, it was **RESOLVED** to delegate authority to Clerk/Chair to sort out Notices of Co-option. Cllrs were asked to encourage people to apply for the 4 vacancies for councillors.

17.25.6 After a proposal from Cllr Trow, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve the transfer of £180,000 from Unity current account to CCLA fund.

17.25.7 Councillors received a verbal report from Greg Lawrence about the move to a gov.uk website and gov.uk emails for councillors and staff. After a proposal from Cllr Windows, seconded by Cllr Fletcher, all in favour, it was **RESOLVED** to approve using the

existing web hosting company Information Solutions for both website hosting and emails. Greg would liaise with the company and provide local support for the process and check whether there would be any additional costs.

17.25.8 Clerk reminded councillors to complete their Dpi and Ori forms online on the Shropshire Council website

17.25.9 Responsibility for parish council noticeboards was reviewed and Cllr Hodges agreed to take on the Pound Lane noticeboard

17.25.10 After a proposal from Cllr Pritchard, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve SALC/NALC fees of £1667.43 for 2025-26.

19.25 Environmental Maintenance Grant for 2025-26

Clerk asked for any ideas of projects to be received as soon as possible as deadline for applications is 6th June. Cllr Fletcher would speak to Cllr Evans

20.25 Clerk's Report

A report from the Parish Clerk was received and noted. A response had been received from John Bellis (Shropshire Council) about the flooding of the sports fields. A further meeting would be held to discuss a response to SC.

21.25 Parish Business the following parish business was reported:

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| Cllr Trow | reported that the chevrons along the Montgomery road had been reinstated |
| Cllr Hignett | reported concerns about the patch of grass by Manor Gardens which is very overgrown. This is SC land so Cllr Hignett would report it on FixMyStreet |
| Cllr Lewis | reported concerns of residents along Mount Way about Housing Plus personnel parking on the pavements in that area. Cllr Fletcher would contact Housing Plus |
| Cllr Gregory | suggested that a tree be planted as a thank you to Cllr Neville Lewis for his long service to the parish council |
| Cllr Davies | reported that there had been some anti-social behaviour at the sports fields. The perpetrators had been caught on CCTV and asked if this and concerns about speeding traffic/mobile phone use by drivers through the village be reported to the local policing team |
| Cllr Evans | reported that the road surface repairs between Plealey and Annscroft had been recently repaired but that the road closure had taken twice the time advertised and the road surface was already breaking up. Cllr Evans would chase this and Clerk would also report on FixMyStreet. |
| Cllr Jones | asked for an update on the quote from the grounds maintenance team for spot spraying on the wildflower areas along the cycleway. Clerk would chase |
| Cllr Fletcher | asked if councillors were happy to send two letters – one thanking the Lezley Picton (outgoing leader of SC) and one congratulating Heather Kidd (new leader of SC) |
| | The Pontesbury Festival team have asked if the parish council would put some bunting up on School Green for the festival weekend |

22.25 Date and Time of Next Meeting. The next meeting of Pontesbury Parish Council will be held on Monday 9th June 2025 at Cruckton Village Hall, starting at 6.30pm.

The meeting closed at 20.50pm

Signed:
Chairman Pontesbury Parish Council

Date: