

PONTESBURY PARISH COUNCIL



Full Council Meeting held in Pontesbury Pavilion on Monday 13th September 2021 at 7.30pm

PRESENT

Cllr D Fletcher, Cllr P Heywood, Cllr N Hignett, Cllr J Pritchard, Cllr N Lewis, Cllr A Hodges, Cllr M Trow, Cllr S Davies, Cllr R Evans and Cllr L Charles

Clerk of the Meeting: Debbie Marais

In attendance: One member of the public

65.21 Apologies for Absence.

Apologies for absence were received from Councillors C Robinson, D Jones, D Gregory and C Sandells

66.21 Declarations of Interest and Dispensations. None

67.21 Public Questions and Comments. Resident enquired about any planned re-surfacing of the road along Pontesford Hill. Cllrs Fletcher and Hignett reported that they had met with a Shropshire Council Highways Officer to note local concerns and are expecting a response following the meeting about proposed actions.

68.21 Minutes of Council. The minutes were submitted and circulated as read. After a proposal by Cllr Heywood, seconded by Cllr Pritchard, it was **RESOLVED that the minutes of the Pontesbury Parish Council meeting, held on Monday 12th July 2021, be approved and signed as a correct record.**

69.21 Police Matters

A member of the Local Policing Team was unable to attend but hopefully will be able to attend the October council meeting.

Cllr D Fletcher had spoken to PC Simon Lewis and reported to council that it was hoped that the local policing reports will be reinstated. PC Lewis was regularly having to cover Shrewsbury area. Cllr Pritchard requested that Clerk write to the PCC expressing the council concerns that local police officers were covering Shrewsbury and asking about the progress of recruiting new police officers, promised for the county.

70.21 SHROPSHIRE COUNCIL MEMBER

Shropshire Councillor Nick Hignett provided a verbal report including the following items:

- Local Development Plan – has been agreed at full council and will be sent to Westminster for approval. Under the proposals 30,800 new homes will be built in the county between 2016 and 2038. The plan will now carry more weight when considering planning applications.
- SC has backed plans to bring in 240 Lt wheelie bins for glass, metal and plastics, optional for all residents, which will increase household recycling rates
- SC is seeking national accreditation for its work on welcoming refugees to the county.
- Update on Covid cases
- Outline of amendments to the North West Relief Road application. The aim is to submit the application before the end of the year.

71.21 PLANNING

- After a proposal by Cllr Pritchard, seconded by Cllr Hodges, it was **RESOLVED to receive and adopt the minutes from the Planning Committee meeting held on 2nd August 2021.**
- Cllr Hodges, Chairman of the Planning Committee gave a verbal report which was **NOTED.**
- After a proposal by Cllr Heywood, seconded by Cllr Trow, it was **RESOLVED to APPROVE the appointment of a local artist to produce artwork to illustrate the Neighbourhood Plan.**

Cllr Roger Evans joined the meeting.

72.21 Statutory Business/Finance

- Income to Lloyd's Pavilion Account as noted as a total of £2515.00
Income to Unity Bank Account noted as £1263.16
- After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED to approve all payments listed below.**

Pavilion Lloyds account payments:

Supplier/Payee	Invoice Ref	Service	Net	VAT	Gross	Cheque No
Shropshire Council	2500000338431	Business rates Pavilion August 2021	1435.00	0.00	1435.00	PB/P 67
Amazon	INV-GB - 3122	Health & Safety poster	7.32	1.47	8.79	PB/P 68
Anna Lawson		Expenses August 2021 - new keys and key fobs	14.40	0.00	14.40	PB/P 69
Jenn Gittins	2	cleaning cover (annual leave)	52.00	0.00	52.00	PB/P70
Shropshire Council	7124225	Health & Safety contract 12/02/21-11/02/22, helpline and work to prepare H&S policy for Pavilion/Parish Council	492.50	98.50	591.00	PB/P71
CNG	UTU143324/000 221	June 21 Gas bill	32.91	1.65	34.56	DD
DIY Framing Ltd	145020425	Mini rail picture hanging system for meeting room	208.62	41.72	250.34	PB/P72
Shropshire Council	2500000338431	Business rates Pavilion September 2021	1435.00	0.00	1435.00	PB/P73
CNG	UTU143324/000 321	July 21 Gas bill plus additional payment for June following meter reading	102.46	5.12	107.58	DD
Anna Lawson		expenses September 2021 - keys for Pavilion side door	13.80	0.00	13.80	PB/P74
Shropshire Council	7128665	Automatic door annual test	57.00	11.40	68.40	PB/P75
Berrys	IS57399	professional fees for business rates valuation challenge	1040.00	208.00	1248.00	PB/P76
Amazon	various	various stationery, key safe, electric fan, lanyards, cleaning incidentals	77.41	15.50	92.91	PB/P 77-82
		Total			5,351.78	

Unity account payments:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No

Veolia	Refuse collection (Pavilion) 01/06/2021-30/06/2021	26.97	5.39	32.36	DD
Good Neighbours Scheme	grant towards 'afternoon tea' event for community from Minsterley Parish Council	100.00	0.00	100.00	B/P5 92
Colin Titley Plumbing & Heating Ltd	Supplying and fitting new lever for concealed system public toilets	45.00	9.00	54.00	B/P5 93
Staff Salaries	Salaries August 2021	4154.92	0.00	4154.92	B/P5 94-596
Parish Clerk	Expenses 12/07/2021- 08/08/2021	32.51	0.00	32.51	B/P5 97
Deputy Clerk	Expenses 12/07/2021- 08/08/2021	158.97	0.00	158.97	B/P5 98
Shropshire Council	Pension payment for Parish Council staff August 2021	1398.88	0.00	1398.88	B/P5 99
M.I & T.E.M Pritchard	Grounds maintenance July 2021	193.33	38.67	232.00	B/P6 00
Cavendish Cleaning	Public toilet cleaning July 2021	195.00	39.00	234.00	B/P6 01
Scribe	Annual accounting software licence 1/9/2021-31/08/2022	385.00	77.00	385.00	B/P6 02
SALC	Handling difficult situations training 22/4/21 Clerk/Deputy	60.00	0.00	60.00	B/P6 03
SALC	Introduction to planning training June 21 Deputy Clerk	95.00	0.00	95.00	B/P6 04
Gillian Bailey	project management fees for solar lighting project + mileage	312.80	0.00	312.8	B/P6 05
Computer Solutions	laptop repair power/boot problem - Deputy Clerk laptop	65.00	0.00	65.00	B/P6 06
Pontesbury Public Hall	room hire 12/07/2021 full parish council meeting	39.00	0.00	39.00	3000 71
SSE SWALEC	Qtr 2 2021-22 Electricity public toilets	83.33	4.16	87.49	DD
Information Commissioners Office	Data protection fee 2021-22	35.00	0.00	35.00	DD
SSE SWALEC	Qtr 2 2021-22 Electricity School Green	251.52	12.57	264.09	DD
Veolia	Refuse collection (Pavilion) 01/07/2021-31/07/2021	36.96	7.39	44.35	DD
Cllr D Fletcher	re-imburement for zoom licence for 2021-22	119.90	23.98	143.88	B/P6 07
Andrea Mitchell	Mileage expenses for meeting about parish online mapping project	45.00	0.00	45.00	B/P6 08
J Sandells	Bus shelter cleaning Apr-June 2021	170.00	0.00	170.00	B/P6 09
Staff Salaries	salaries September 2021	4154.92	0.00	4154.92	B/P6 10-612
Shropshire Council	Pension payment for Parish Council staff September 2021	1398.88	0.00	1398.88	B/P6 13
HMRC	NI & PAYE payments for Qtr 2 2021-22	3319.50	0.00	3319.50	B/P6 14
Parish Clerk	Expenses 09/08/2021-12/09/2021	115.05	0.00	115.05	B/P6 15
Deputy Clerk	Expenses 09/08/2021-03/09/2021	142.77	0.00	142.77	B/P6 16
M.I & T.E.M Pritchard	Grounds maintenance August 2021	193.33	38.67	232.00	B/P6 17
Cavendish Cleaning	Public toilet cleaning August 2021	210.00	42.00	252.00	B/P6 18
Shropshire Council	Joint energy costs Qtr 2 2021-22 (Streetlights)	1155.64	231.13	1386.77	B/P6 19

New Era Printing	September newsletter	435.00	0.00	435.00	B/P6 20
Highline	various repairs June 2021	791.75	158.35	950.10	B/P6 21
Highline	various repairs June 2021	176.25	35.25	211.50	B/P6 22
Unity Bank	money taken against undated cheque	106.00	0.00	106.00	B/P6 23
Lawrences	various stationery August 2021	2.82	0.56	3.38	B/P6 24
Royal British Legion	Remembrance Wreath 2021	50.00	0.00	50.00	3000 72
Mrs D M Hughes	Bus shelter cleaning Apr-June 2021	85.00	0.00	85.00	3000 73
Mr W G Manley	Bus shelter cleaning Apr-June 2021	170.00	0.00	170.00	3000 74
	Total			21,157.12	

c. After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED to approve the following payments:**

- £30 for SALC budget setting training for Deputy Clerk
- £30 for SALC GDPR training and £30 for sustainability/climate change training for Clerk
- £50 for SALC charitable trusts training for Cllr Fletcher

d. After a proposal from Cllr Pritchard, seconded by Cllr Heywood, it was **RESOLVED to approve a transfer of £19992.12 remaining from Pavilion budget agreed in January 2021, from the Unity current account to the Pavilion Lloyds account.**

e. After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED to approve the reimbursement of £475 for Parish Online training to the Neighbourhood Plan funds as most of the work as been of benefit to general council work.**

f. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to approve an increase of the maximum budget to £800 for the tree inspection report to include the open spaces on Hall Bank and to delegate authority to Clerk and Cllrs Fletcher and Lewis to consider the inspection quotes and appoint a contractor, and to report back at the October meeting.**

g. The quarter 1 2021-22 bank reconciliation (all accounts) and budget monitoring report were **NOTED.**

73.21 RECOMMENDATIONS FROM FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY 9 SEPTEMBER 2021.

a. After a proposal from Cllr Heywood, seconded by Cllr Hignett, it was **RESOLVED to approve the minutes of the F&GP meeting held on 9 December 2020.**

b. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to approve the updated direct debit list as follows:**

Recipient	What for	When	Amount	Review Date	Account
SSE	Public Toilets	Quarterly	Fixed 3 year rate	March 2024	Unity

SSE	School Green Streetlights	Quarterly	Fixed 3 year rate	March 2024	Unity
ICO	Data Protection Fee	Annual	£35	August 2022	Unity
SSE	Pavilion Electricity	Quarterly	Fixed 3 year rate	March 2024	Lloyds
CNG	Pavilion Gas	Quarterly	Fixed 3 year rate	March 2024	Lloyds
Unity	Bank Charges	Quarterly	£18 + transaction fee of 15p		Unity
Veolia	Pavilion refuse collection	Monthly	£32.36	April 2022	Unity

c. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to approve the updated banking mandate and approve Clerk to update Banking policy to reflect changes to banking mandate as follows:**

Unity Bank

Cheque signatories: Cllrs J Pritchard, N Lewis, D Fletcher, N Hignett,

Authorisation of internet payments: Cllrs D Fletcher, D Gregory and N Hignett.

Submission of payments: Clerk and Deputy Clerk

Lloyds Bank

Cheque signatories: Cllrs D Fletcher, N Hignett, D Gregory

Authorisation/Verification of internet payments: Cllrs D Fletcher, N Hignett, D Gregory.

Cllr P Bradbury removed following resignation as parish councillor

Submission of payments: Clerk and Deputy Clerk

CCLA Signatories: Cllrs D Fletcher and N Hignett

Nationwide Signatories: Cllrs D Fletcher, Nick Hignett and D Gregory

d. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to approve continuation of scheme of delegation of decisions and payments between meetings to Cllrs Hignett, Evans, Fletcher and Clerk/Deputy Clerk until May 2022 meeting when it will be reviewed. Payments will be subject to limits set under the approved changes to Financial Regulations in e. below.**

e. After a proposal from Cllr Heywood, seconded by Cllr Hodges, it was **RESOLVED to approve the following changes to Financial Regulations:**

Financial Regulations section 4. Budgetary control and authority to spend will read:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The council for all items over **£2000 (increased from £500)**
- A duly delegated committee of the council for items under **£2000 (increased from £500)** e.g. Clerk/RFO, Cllrs Fletcher, Hignett and Evans as have been making such decisions since March 2020 and reporting back to full council at next meeting
- The Clerk/RFO, in conjunction with Chairman of the Council or Chairman of the appropriate committee, for any items below **£1000 (increased from £250)**

Such authority is to be evidenced by a minute.

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council

f. The S137 payment limit for 2021-22 of £22,227.63 was **NOTED.**

g. After a proposal from Cllr Heywood, seconded by Cllr Hodges, it was **RESOLVED to approve the following actions in response to the Internal Auditor’s report for 2020-21 accounts:**

- Clerk to contact Internal Auditor to ask if current mitigations included in the Financial Risk Assessment and Electronic Banking Policy will satisfy this requirement
- Deputy Clerk/RFO to draft three-year forecast of revenue and capital receipts and payments and five year budget forecast by November 2021

h. After a proposal from Cllr Heywood, seconded by Cllr Hodges, it was **RESOLVED to approve the updated asset register as prepared by Clerk**

i. After a proposal from Cllr Heywood, seconded by Cllr Hodges, it was **RESOLVED to approve the updated risk assessments (Financial and Organisational) and Business Continuity Plan as prepared by Clerk.**

j. After a proposal from Cllr Trow, seconded by Cllr Davies, it was **RESOLVED to approve Severe Weather Working Group become the parish council Emergency Planning Group and draw up an Emergency Plan for the parish by March 2022.** SALC will be offering training to Clerk/Councillors on this in order to link parish plans with other parishes and Shropshire Council’s Emergency Plan.

k. After a proposal from Cllr Trow, seconded by Cllr Davies, it was **RESOLVED to approve the purchase of the Scribe Booking software for ease of administration and marketing of Pavilion bookings for £595 initial set up. £385/annum thereafter.**

l. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to approve the earmarked reserves for 2021-22 as prepared by Clerk.**

74.21 RETROSPECTIVE APPROVAL FOR DECISIONS MADE UNDER DELEGATED AUTHORITY SINCE THE 12TH JULY 2021 MEETING.

After a proposal from Cllr Lewis, seconded by Cllr Hignett, it was **RESOLVED to approve the following decisions:**

Date	Action	Comments	Cost
2/8/21	Approve climate change training for Clerk 21/10/21		£30
3/08/21	Renewal of zoom licence for 2021-22		£119.90 + VAT
3/08/21	Approval of hedge to be planted around the attenuation pond on Hall Bank	Consulted Cllr Lewis and requested native trees and space either side of hedge for maintenance	No cost to parish council
5/8/21	Picture wires up for community exhibitions in meeting room		£208.62 + VAT
6/8/21	Repairs required following emergency lighting inspection in June 2021		£282.80 + VAT
25/08/2021	Expenses for parish online mapping volunteer	To attend meeting with Cllr Hodges and Clerk to look at Asset register and further projects for NP	£45

25/08/2021	Notice of Vacancy to go up following resignation of Cllr Bradbury		none
------------	---	--	------

75.21 GENERAL PARISH INSURANCE 3 YEAR RENEWAL CONTRACT. After a proposal from Cllr Pritchard, seconded by Cllr Hodges, it was **RESOLVED to approve a 3 year contract with BHIB and delegated authority to Cllrs Fletcher, Hodges, Heywood and Clerk to agree contract following clarification of the streetlight cover.**

76.21 CASUAL VACANCY – a verbal update was given by Clerk which was **NOTED.**

77.21 PAVILION STEERING GROUP

- a. Cllr Fletcher gave a verbal report which was **NOTED.**
- b. After a proposal from Cllr Pritchard, seconded by Cllr Trow, it was **RESOLVED to approve delegated authority to Deputy Clerk in consultation with Cllrs Fletcher/Evans and Hignett to appoint a cover cleaner for The Pavilion for sickness/annual leave with a maximum budget of £13/hour**
- c. After a proposal from Cllr Hignett, seconded by Cllr Evans, it was **RESOLVED to approve reinstatement of Shropshire/parish councillor/MP surgeries at The Pavilion. Decisions about timings of surgeries would be put on the October meeting agenda.**
- d. After a proposal from Cllr Hignett, seconded by Cllr Charles, it was **RESOLVED to approve a request from the Ark nursery to use the Pavilion in the event of an emergency evacuation of children from the nursery.**

78.21 COMMUNITY INFRASTRUCTURE LEVY

Cllr Fletcher gave a verbal update on the joint meeting of Pontesbury and Hanwood parish council representatives to consider CIL monies. Terms of Reference for the group were decided and it had been a positive meeting. There will be an extraordinary meeting of Pontesbury Parish Council to look at the CIL Neighbourhood Fund. Clerk to circulate dates.

79.21 MINSTERLEY TO PONTESBURY CYCLEWAY SOLAR LIGHTING PROJECT

Cllr Fletcher gave a verbal report which was **NOTED.** The poles were all up and the lanterns should be fitted shortly. Some adjustment of the angles had been made so that the light was not quite so intense.

80.21 PARISH OF PONTESBURY: DIVERSION OF FOOTPATH 14 (part) UNDER THE PROVISION OF THE HIGHWAYS ACT s119.

Pontesbury Parish Council received a response from the Shropshire Council Footpaths Officer to the comments made by the parish council at the July meeting. There was much discussion, and the following points were made:

- Councillors still feel that the 30mph speed limit is not adhered to and therefore there is a risk to the public using the proposed route.

- Councillors were also concerned that although the present owners are doing a good job keeping the verges cleared, the property may change hands in the future.
- Councillors would be happier to use the proposed alternative route through the coppice and feel that this route would be a safer route for the longer term.

Clerk to report back to the Footpaths Officer.

81.21 REQUEST FOR FUNDING FROM VICTIM SUPPORT

After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED that no action be taken as the parish council have a long-standing position not to donate to non-parish causes.**

82.21 REQUEST FOR FUNDING FOR CEMETERY MAINTENANCE

After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to uphold NALC advice that in light of the legal implications involved the parish council were unable to fund maintenance of church property.**

83.21 SMARTWATER FOR PONTESBURY PARISH.

Parish councillors would consult their wards to see if they were interested in receiving Smartwater kits. Clerk to put an article requesting feedback, in parish newsletter to gauge interest. The matter would then be deferred to a future meeting.

84.21 WORKING GROUP FOR PLATINUM JUBILEE 2022

After a proposal from Cllr Hignett, seconded by Cllr Evans, it was **RESOLVED to set up a working group led by Cllr Davies, who would meet with the Chairs of Minsterley and Hanwood Parish Councils and members of public to take this forward.**

85.21 DEFIBRILLATOR MANAGEMENT POLICY

After a proposal from Cllr Charles, seconded by Cllr Evans, it was **RESOLVED to adopt the Defibrillator Management Policy as drafted by Deputy Clerk.** A request was made for defibrillators in the villages of Plealey and Habberley. Clerk has contacted Rea Valley First Responders about first aid and defibrillator training.

86.21 WEBSITE ACCESSIBILITY REVIEW (legal requirement)

After a proposal from Cllr Trow, seconded by Cllr Hignett, it was **RESOLVED to approve the following:**

- Clerk to approach Information Solutions to carry out the audit and produce an Accessibility Statement for the parish council website
- Ask Gillian Bailey to provide training for parish council staff/volunteers to ensure that all future content uploaded is accessible

The Pavilion and Neighbourhood Plan websites will also need to be reviewed.

87.21 PARISH NEWSLETTER WARD REPORTS. Cllr Fletcher thanked Cllr Trow for the Cruckton report in the September newsletter. Other councillors were invited to write reports for future newsletters.

88.21 HEALTH AND SAFETY MATTERS – none raised.

89.21 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**.

90.21 PARISH BUSINESS

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

- i) Cllr Evans reported that there was a group looking at ANPR for the A488. The PCC has written in support of the project to the Clerk of Hanwood Parish Council
- ii) Cllr Davies raised the issue of anti-social behaviour and problems with certain young people in the village especially in light of low police presence. PC Simon Lewis has asked to be made aware of dates/times of any incidents.
- iii) Cllr Lewis reported that the window of the bus shelter at the bottom of Hall Bank had been broken again. The glass would be left out of the window.
- iv) Cllr Pritchard reported that there had been a breakdown vehicle parked regularly in a residential area and that parking by the Plough garage was still causing difficulties for larger vehicles during night and day.
- v) Cllr Fletcher had had concerns raised about face to face council meetings in light of COVID. This would be raised for discussion at the October meeting.

91.21 EXCLUSION OF THE PRESS & PUBLIC

After a proposal from Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED that the press and public be excluded from the meeting on the grounds that consideration of matters may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admissions of Meetings) Act 1960).**

92.21 RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING HELD ON 1ST SEPTEMBER 2021.

- a. After a proposal from Cllr Trow, seconded by Cllr Hignett, it was **RESOLVED to receive and adopt the minutes from the Personnel Committee meeting held on 23rd February 2021.**
- b. After a proposal from Cllr Hignett, seconded by Cllr Charles, it was **RESOLVED that Cllrs Fletcher and Trow and Clerk carry out appraisals for Deputy Clerk and Pavilion Building Assistant before November 2021. Personnel Committee to carry out appraisal of Clerk before November 2021.**
- c. After a proposal from Cllr Fletcher seconded by Cllr Pritchard, it was **RESOLVED that renewal of Cilca registration for Clerk be paid for by parish council.**
- d. After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED to adopt the updated Equality & Diversity Policy as prepared by Clerk and for all councillors and staff to receive Equality & Diversity training.**
- e. After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED to increase the Deputy Clerk's hours permanently to 22.5 hours/week from 1st October 2021**

f. After a proposal from Cllr Trow, seconded by Cllr Hignett, it was **RESOLVED to introduce the salary scale of NJC scale points 24-26 for Deputy Clerk, to be reviewed in November each year and increment to take effect from 1st April the following year.**

g. After a proposal from Cllr Pritchard, seconded by Cllr Davies, it was **RESOLVED to adopt the employment contract and job description for Deputy Clerk as drafted by Personnel Committee.**

h. After a proposal from Cllr Fletcher, seconded by Cllr Lewis, it was **RESOLVED to increase Clerk's hours to 37 hours/week on a permanent basis.**

i. After a proposal from Cllr Fletcher, seconded by Cllr Charles, it was **RESOLVED to introduce the salary scale of NJC scale points 26-28 for Clerk, to be reviewed in November each year and increment to take effect from 1st April the following year.**

j. After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to amend Clerk's terms & conditions in the employment contract to reflect Local Government service since 2009.**

Cllr Fletcher wished to record a thank you to Deputy Clerk for all her hard work over the previous months.

93.21 OFFICIAL COMPLAINT RECEIVED BY PARISH COUNCIL

After a proposal from Cllr Evans, seconded by Cllr Hignett, it was **RESOLVED to approve parish council response as drafted by Clerk which states that the parish council have sought advice from relevant parties (Local policing team and Shropshire Council) and consider the matter closed and will not enter into further discussion on the matter. The letter would be signed by Cllr Fletcher as Chair, on behalf of the parish council**

94.21 DATE AND TIME OF NEXT MEETING.

It was agreed that the next Pontesbury Parish Council meeting will take place at The Pavilion at 7.30pm on Monday 11th October 2021.

The meeting closed at 21.19.

Signed:
Chairman Pontesbury Parish Council

Date: