Pontesbury Parish Council

AGENDA

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

3 **PUBLIC QUESTIONS AND COMMENTS –** (Fifteen minutes will be allowed)

4 **MINUTES OF COUNCIL -** To approve and sign as an accurate record the Minutes of the Full Council Meeting held on 10th January with amendments by clerk (attached)

5 **POLICE MATTERS**

6 **SHROPSHIRE COUNCIL MEMBER** – to receive verbal report from Cllr N Hignett

7 **PLANNING**

   7.1 To receive and adopt the minutes of the planning committee meeting held on 3rd January 2022.

   7.2 Verbal update report from Chairman of Planning Committee

   7.3 Approval of decisions made at Planning Committee held on 7th February 2022.

8 **STATUTORY BUSINESS/FINANCE**

   8.1 Receipts – to note income since the last meeting

   8.2 Payments for approval

   8.3 To approve £30 for SALC Code of Conduct training for Clerk

   8.4 To note Quarter 3 2021-22 budget monitoring report for PPC and Pavilion

   8.5 To note Quarter 3 2021-22 bank reconciliation report

   8.6 To note comments following Internal Checks for Quarter 3 2021-22

   8.7 Approve transfer of £2300 from CCLA account to Unity account (*CIL monies spent on solar lighting project £2000 and earmarked reserves on website audit £300)*

   8.8 To note price increases by Veolia/Cavendish Cleaning and CCLA management fee

   8.9 To note for purpose of accounts that Paperwrite used for parish council stationery trade as Adrolasco Ltd.

9 **RETROSPECTIVE APPROVAL FOR DECISIONS MADE UNDER DELEGATED AUTHORITY SINCE THE 10TH JANUARY 2022 FULL COUNCIL MEETING**

10 **SALC COMMUNITY GOVERNANCE REVIEW –** to consider parish council response

11 **SOUTH SHROPSHIRE CLIMATE ACTION CONSULTATION –** to consider parish council response

12 **PAVILION WORKING GROUP –** to receive monthly report from Deputy Clerk

   12.1 Approve recommendation for bike rack for Pavilion

   12.2 Approve contribution to Shropshire Library Service for 2021-22

   12.3 Approve updated Pavilion Risk Assessment and Business Continuity addition for Pavilion

   12.4 Approve Terms of Reference and Vision Statement for Pavilion Working Group

   12.5 Approve delegated authority to Deputy Clerk and Pavilion Working Group to agree renewal of Pavilion insurance

   12.6 Approve continuation of Health & Safety support contract with Shropshire Council on a pay as you go basis.

   12.7 Approve payment of annual £100 retainer fee for Health & Safety support from Shropshire Council

13 **UPDATE ON ANPR PROJECT WITH HANWOOD AND MINSTERLEY PARISH COUNCILS** – *verbal report*

14 **APPOINTMENT OF FINANCE/ADMIN OFFICER –** to delegate authority to Clerk in conjunction with Personnel Committee to appoint a Finance/admin Officer subject to satisfactory references and report back to March meeting

15 **HEALTH AND SAFETY MATTERS –** to raise any parish council health and safety issues

   15.1 Approval of updated risk assessment for public toilets

   15.2 Approval of updated Health & Safety policy for council

   15.3 Approval of DSE risk assessment/ pay eye test fee for parish council staff/cost of glasses for computer use

16 **PLATINUM JUBILEE WORKING GROUP –** to receive verbal feedback from Cllr S Davies

17 **EMERGENCY PLAN WORKING GROUP –** to receive verbal feedback from Councillors attending meeting

18 **PONTESBURY CLIMATE EMERGENCY ACTION GROUP –** to receive verbal feedback from Cllr Fletcher and Clerk including update on cycleway verge project and approve delegated authority for Cllr Fletcher, Clerk and Pontesbury Climate Emergency Action Group Chair to take this project forward – Management report and costings to be brought to future meeting for parish council consideration

19 **CLERK'S REPORT –** to receive a written report from the Parish Clerk

20 **PARISH BUSINESS –** matters to be reported

21 **DATE AND TIME OF NEXT MEETING - Extraordinary meeting on 14th March 2022 following the Annual Parish Meeting at Pontesbury Public Hall approximate start time of 8.15pm**

Clerk to the council 09/02/2022