

PONTESBURY PARISH COUNCIL



Full Council Meeting held in The Pavilion on Monday 16th May 2022 at 7.30pm

PRESENT

Cllr D Fletcher, Cllr N Hignett, Cllr M Trow, Cllr R Evans, Cllr J Pritchard, Cllr P Heywood, Cllr D Jones, Cllr N Manning, and Cllr N Lewis

Clerk of the Meeting: Debbie Marais

In attendance: None

1.22 Election of Chairman for 2022/2023 – After a proposal from Cllr Pritchard, seconded by Cllr Lewis, it was unanimously voted that Cllr Duncan Fletcher will be Chairman of Pontesbury Parish Council for 2022/2023.

2.22 Election of Vice Chairman for 2021/2022. After a proposal from Cllr Fletcher, seconded by Cllr Lewis, it was unanimously voted that Cllr John Pritchard and Cllr Nick Hignett both be elected as Vice Chairmen of Pontesbury Parish Council for 2022/2023

3.22 Co-option of Councillors. This item was deferred to the June 2022 Parish Council meeting due to an administrative error.

4.22 Apologies for Absence.

Apologies for absence were received from and, Cllr A Hodges, Cllr S Davies, Cllr D Gregory, Cllr C Sandells, and Cllr L Charles

5.22 Declarations of Interest and Dispensations. None.

6.22 Public Questions and Comments. None

7.22 Minutes of Council. The minutes were submitted and circulated as read. After a proposal by Cllr Evans, seconded by Cllr Pritchard, it was **RESOLVED that the minutes of the Pontesbury Parish Council meeting, held on 11th April 2022 be approved and signed as a correct record with the amendment to the total payments for The Pavilion, April 2022 being £4062.71 not £4330.71.**

8.22 Recommendations from the Finance & General Purposes Committee meeting held on 12th May 2022

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

i) Minutes of F&GP meeting held on 9th March 2022 be **NOTED.**

ii) Changes to Financial Regulations as detailed below :

Financial Regulations

Section 4. Budgetary control and authority to spend

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 £5000 (**increased from £2000**)
- A duly delegated committee of the council for items under £5000 (**increased from £2000**)
- The Clerk/RFO, in conjunction with Chairman of the Council or Chairman of the appropriate committee, for any items below £1000 (**remains the same**)

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

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement (**in conjunction with the Chair and Vice-Chair**) is necessary to carry out. Such expenditure includes..... subject to a limit of £1000 (**increased from £500**)

Section 5. Banking arrangements and authorisation of payments

5.5c) Fund transfers within the councils banking arrangements up to the sum of £15,000 (**increased from £10,000**) provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iii) **Delegated authority to Finance & General Purposes Committee to authorise expenditure up to £5000 as long as any expenditure, thus authorised, does not exceed the amount provided in the revenue budget for that class of expenditure, other than by resolution of the council**

iv) **Payment of £150 for a special Platinum insert into the village newsletter for June 2022**

v) **Payment of £75 for compost for the flower beds**

vi) **Transfer of remaining £166,995.15 CIL/Precept monies out of the Lloyds Pavilion account into the Unity current account for general council payments throughout the year**

vii) **£81,000 be transferred from the Unity current account to the CCLA Public Sector Deposit account In order to satisfy the requirements of the Financial Services Compensation Scheme (£85,000 limit in any one bank)**

viii) **Payment of £30 for Clerk/Deputy committee/working training with SLCC**

vix) **Transfer of £2794.70 VAT refund from Unity current account to Lloyds Pavilion account for VAT relating to Pavilion expenditure**

x) **Change to payment numbering system (as requested by Internal Auditor) to numbers generated by Scribe and back-date this for all payments since 1 April 2022 and Chair to sign amended R & P list for April payments**

xi) **List of DD and SO for 2022-23 as below:**

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
British Gas Lite	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	£38.30	April 2022	Unity
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xii) Internal Auditor's report be NOTED along with comments/actions to be taken

xiii) Internal Controls policy & Statement of Internal Financial Controls as prepared by Clerk

xiv) Working Summary of Receipts & Payments for 2021-22 as prepared by Clerk and Chair to sign as correct record

xv) Explanation of Variances to be submitted to External Auditor be NOTED.

xvi) Transfer of reserves as at 31/03/2022 as prepared by Clerk. A further reserves document will be prepared and reported to June Full Council to give updated report once EMR included in the 2022-23 budget are transferred

9.22 Terms of Reference for Committees.

After a proposal from Cllr Evans, seconded by Cllr Pritchard, it was **RESOLVED** that the Terms of Reference for all Committees be agreed and that the Pavilion Working Group would become the Pavilion Committee. The Terms of Reference for the Emergency Planning Working Group were adopted by Full Council

10.22 Committees and Steering Groups. The following lists of members were agreed:

i. Finance & General Purposes Committee. After a proposal from Cllr Pritchard, seconded by Cllr Evans, it was **RESOLVED to APPROVE that the membership be increased to 10 members, namely:**

Finance & General Purposes Committee (10 members)	
Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
Councillor Lewis	Councillor Heywood
Councillor Manning	Councillor Trow
Councillor Davies	One vacancy

ii. Planning Committee. After a proposal from Cllr Pritchard, seconded by Cllr Hignett, it was **RESOLVED that 10 members of the committee were approved as:**

Planning Committee (10 members)	
Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
Councillor Lewis	Councillor Evans
Councillor Gregory	Councillor Jones
Councillor Trow	Councillor Charles

iii. Personnel Committee. After a proposal from Cllr Jones, seconded by Cllr Pritchard, it was **RESOLVED that 5 members of the committee be approved as:**

Personnel Committee (5 members)	
Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Hodges
Councillor Trow	

iv. Pavilion Committee. After a proposal from Cllr Pritchard, seconded by Cllr Jones, it was **RESOLVED that 5 members of the committee be approved as:**

Pavilion Committee (5 members)	

Councillor Fletcher	Councillor Evans
Councillor Hignett	Councillor Davies
One remaining space	

- v. Neighbourhood Plan Steering Group. After a proposal from Cllr Trow, seconded by Cllr Evans, it was **RESOLVED that 4 members of the Parish Council will sit on this Steering Group, namely:**

Neighbourhood Plan Steering Group	
Cllr Evans	Cllr Fletcher
Cllr Hodges	Cllr Trow

- vi. Emergency Planning Working Group. After from Cllr Evans, seconded by Cllr Hignett, it was **RESOLVED that 6 members of the Parish Council will sit on this Working Group, namely:**

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

- 11.22 Appointment of Representatives.** After a proposal from Cllr Evans, seconded by Cllr Pritchard, the following were nominated as Parish Councillor representatives on the named organisation:

Organisation	Pontesbury Parish Councillor
Pontesbury Public Hall	Councillor Neville Lewis
Cruckton Village Hall	Councillor Charles Sandells
Habberley Village Hall	Councillor John Pritchard
Snow Warden	Councillor Nick Hignett
Tree Warden	Councillor Neville Lewis
Internal Checker for quarterly audit checks	Councillor Michelle Trow
Sports Association	Councillor Dave Gregory
Shropshire Association of Local Councils	Cllr Fletcher and one vacancy

12.22 Review Dispensations for absence

After a proposal by Cllr Pritchard, seconded by Cllr Jones it was **RESOLVED to APPROVE that dispensations for absence due to COVID continue until September 2022 when it will be reviewed**

13.22 Dates and times of ordinary meetings

After a proposal from Cllr Pritchard, seconded by Cllr Evans, the following dates and times of ordinary meetings were agreed:

Pontesbury Parish Council Ordinary Meetings	
Date	Venue
13 th June 2022	Cruckton Village Hall
11 th July 2022	Habberley Village Hall
August	No Meeting
12 th September 2022	Pontesbury Pavilion
10 th October 2022	Pontesbury Pavilion
14 th November 2022	Pontesbury Pavilion
12 th December 2022	Pontesbury Pavilion
9 th January 2023	Pontesbury Pavilion
13 th February 2023	Pontesbury Pavilion
13 th March 2023	Annual Parish Electors Meeting – Pontesbury Public Hall
10 th April 2023	Pontesbury Pavilion

14.22 Police Matters – Cllr Fletcher gave a verbal update informing the councillors Local Policing concerns are:

- Drugs including County Lines
- Anti-social Behaviour
- Domestic abuse

Cllr Pritchard raised concerns about the 23 new officers that had been promised. Clerk was asked to write to Inspector Ali to invite him to a parish council meeting. Cllr Evans would also follow this up.

15.22 Shropshire Council report – Cllr Hignett gave a verbal update including the following:

- Shropshire Plan was presented to cabinet on 12/5/22 following public consultation and was approved.
- Cycling and footpaths – Shrewsbury may receive funding to transform movement in and around the town after being selected to apply for the next round of government funding.
- Shropshire Town and Rural Housing – agreement with SC extended for a ten year term
- River safety in Shropshire – SC has commissioned a further review of safety along the river in Shrewsbury following recent tragic deaths
- Flooding – SC, along with WSP, Shropshire Wildlife Trust and Cardiff University have won a prestigious West Midlands Award 2022 for their research study ‘The Shropshire Slow the Flow Natural Flood Management Project’
- Swimming pools – the project to look at the future of swimming provision in Shrewsbury has been put on hold due to financial cuts needed. A smaller swimming pool in Whitchurch will go ahead
- Future phases involve knocking down the Bus Station and multi-storey car park and redevelopment of Smithfield Rd.
- North West Relief Road – 14.5 million has been spent so far and a planning application is pending
- Libraries – Public consultation online from 12/5/22
- Children’s services – SC Children’s Services has been judged as ‘Good’ following an inspection

16.22 Planning

- i. After a proposal by Cllr Pritchard, seconded by Cllr Lewis, it was **RESOLVED to receive and adopt the minutes from the Planning Committee meeting held on 4th April 2022.**

17.22 Platinum Jubilee Working Group

Cllr Fletcher congratulated Cllr Davies and Deputy Clerk for all their hard work in producing the programme of events to celebrate the Platinum Jubilee. After a proposal by Cllr Lewis, seconded by Cllr Hignett it was **RESOLVED to APPROVE the following;**

- i. Payment of £236.33 to Shropshire Design & Print for 2 x di-bond laminated highway signs for the event

- ii. Amendment of the agreed amount to be spent on stage hire, to £1,600 for one stage only.

18.22 Statutory Business/Finance

i..Income to Lloyd's Pavilion Account as noted as a total of £184,045.15

Income to Unity Bank Account of £2210.10.

Bank interest (Nationwide/CCLA) of £64.34 was **NOTED**

ii.After a proposal by Cllr Pritchard, seconded by Cllr Evans it was **RESOLVED to approve all payments on payments list attached to minutes**

iii. After a proposal by Cllr Trow, seconded by Cllr Manning it was **RESOLVED to approve a quote submitted by Shroptech for offline back-up service requested by Internal Auditor and insurance company for Parish Council staff and Chair**

iv. After a proposal by Cllr Pritchard, seconded by Cllr Lewis it was **RESOLVED to approve retrospectively the urgent transfer of £15,000 from Lloyds Pavilion account to Unity current account to cover April invoice payments (due to late payment of precept), authorised by Cllrs Hignett and Fletcher**

v. After a proposal by Cllr Evans, seconded by Cllr Pritchard it was **RESOLVED to approve the transfer of the remaining Pavilion 2022-23 budget (£19,975) from Unity account to Lloyds Pavilion account for payments throughout the year**

vi. After a proposal by Cllr Pritchard, seconded by Cllr Fletcher it was **RESOLVED to approve a maximum budget of £150 for IOSH (Managing a Building training) for Deputy Clerk and to delegate authority to Clerk to consider quotes and make the payment**

vii. After a proposal by Cllr Pritchard, seconded by Cllr Fletcher it was **RESOLVED to approve signing by Cllr Fletcher of Quarter 4 2021-22 bank reconciliation as prepared by Clerk**

viii. After a proposal by Cllr Pritchard, seconded by Cllr Fletcher it was **RESOLVED to approve signing by Cllr Fletcher of Quarter 4 2021-22 budget monitoring report as prepared by Clerk**

vix. After a proposal by Cllr Fletcher, seconded by Cllr Evans it was **RESOLVED to approve quote received from Company 3 for sanitary bin provision and monthly collection at the public toilets**

x. After a proposal by Cllr Fletcher, seconded by Cllr Pritchard it was **RESOLVED to approve continuation during 2022-23 of Internet banking and BACS payments for invoices**

19.22 Update on ANPR project with Hanwood and Minsterley parish councils. Cllr Fletcher gave a verbal update which was **NOTED**.

i. After a proposal by Cllr Hignett, seconded by Cllr Evans it was **RESOLVED to approve Cllrs Trow and Fletcher, along with Clerk be nominated to access the data collected by the ANPR camera in order to provide regular reports to the policing team**

ii. Consideration of use of CIL Neighbourhood Funds towards consultancy (ANPR Cheq) /installation and signage fees (Kier) for 2022-23 was deferred until future meeting

20.22 Pontesbury Climate Emergency Action Group. Cllr Fletcher gave a verbal update which was **NOTED**.

After a proposal by Cllr Jones, seconded by Cllr Hignett it was **RESOLVED to approve a maximum budget of £900 (from Carbon Zero budget for 2022-23) for an energy and**

carbon audit of The Pavilion building in order to reduce running costs and meet commitment to net zero carbon by 2030.

21.22 Clerk's Report – Clerk gave a verbal update which was **NOTED**.

22.22 Parish Business – the following concerns were raised

- Habberley bridge repairs which were reported sometime ago have still not been completed – Cllr Hignett to chase this up
- Repairs to highway lighting on west of village and to solar lighting on cycleway – no progress made. Clerk read out response from SC that there was a cable fault with the highway lighting and it was hoped that this would be rectified shortly. Cllr Fletcher would contact the supplier about the solar lighting
- Potholes in Asterley are being reported and painted by SC but not being repaired
- Cllrs Fletcher/Evans would raise issues with Kier and potholes/other highway repairs at the next SALC Executive meeting
- The streetlight outside Hanwood school, raised previously is being repaired
- Cllr Evans asked for an update on the signage from SC for the ANPR cameras. Clerk to email Jason Hughes, Shropshire Council
- Clerk had received complaints about the potholes outside the Trading Post and on the access road to the play area. Cllrs Hignett and Fletcher would look at options and report back to full council at a future meeting
- Clerk had been asked by Greg Smith (Rector at St George's) about a representative from the parish council on the Friends of the Cemetery group recently formed. This would be added to the June meeting agenda
- Cllr Fletcher wished to thank the Clerk for her work on end of year accounts and audit

23.22 DATE AND TIME OF NEXT MEETING.

The next Full Parish Council meeting will take place at Cruckton Village Hall on Monday 13th June 2022 at 7.30pm.

The meeting closed at 20.45pm

Signed:
Chairman Pontesbury Parish Council

Date: