

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT THE **PONTESBURY PARISH COUNCIL MEETING** WILL TAKE PLACE ON **MONDAY 9th JUNE 2025 AT CRUCKTON VILLAGE HALL AT 6.30PM.** www.pontesburyparishcouncil.org.uk

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 the Minutes of the Annual Meeting of the Parish Council held on Monday 12th May 2025.

5 POLICE MATTERS – to receive a report from a member of the Local Policing Team

5.1 To welcome Supt. Ben Tansfield to the meeting and address councillor/resident concerns

6 CO-OPTION OF COUNCILLORS – to co-opt new councillors 6.1 plan of action for co-option to fill councillor vacancies

7 SHROPSHIRE COUNCIL MEMBER – to receive verbal report from Shropshire Councillor Nick Hignett

8 PLANNING

8.1 To approve the minutes of the Planning Committee meeting held on 7th April 2025

8.2 Verbal update report from Chairman of Planning Committee

9 FINANCE & GENERAL PURPOSES COMMITTEE

To consider the following recommendations from the FGP Committee at their meeting held on 27th May 2025

9.1 That the draft minutes of the FGP meeting held on 6th January 2025 be **ADOPTED** (*available on parish council website*)

9.2 The following financial statements summarising the accounts for the financial year to 31 March 2025 be **APPROVED**:

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| • Annual Statement of Accounts 2024-25 | • Bank reconciliation – 31 March 2025 |
| • Reconciliation between boxes 7 & 8, including VAT position | • Balance Sheet |
| • Summary of Income and Expenditure in the year | • Asset Register |
| • Year-end working document | • Adjustments, including debtor report |
| • Explanation of variances | |

9.3 That the Internal Auditor's Year End report and recommendations be **CONSIDERED** and the follow up actions **APPROVED** (*report attached*)

9.4 To **NOTE** that the Committee has adopted a new Income collection and debt write-off policy which will be communicated to hirers at the time of booking (*policy available on parish council website*)

9.5 That the Financial Regulations as updated (2025 Model NALC) be **ADOPTED** (*FR available on the parish council website*)

9.6 The Year-end statement of reserves and reserves transfers, in addition to transfers included in the 2025-26 budget be approved –

9.7 Note updated list of Direct Debits/Standing Orders (*Agenda papers attached*)

9.8 Note s.137 expenditure and limit for 2025-26 (*to be tabled at the meeting*)

9.9 Note updated banking mandate for 2025-26 (*Agenda papers attached*)

10 FACILITIES WORKING GROUP

To approve following recommendations from meeting held on Monday 2nd June 2025:

10.3 Approve notes from meeting held on 10th April 2025

10.4 Approve delegated authority to FWG to undertake the tendering process for an upgrade to the public toilets and make recommendations to the September Full Council Meeting

10.5 Approve recommendation to continue with SC play area inspections until September 2025

10.6 Approve delegated authority to FWG to review play area inspections and make recommendation to September meeting

10.7 Approve max budget of £400 for one day Rospa inspection course for Deputy Clerk and additional 1.5 hours per week for weekly play area inspection and written report

10.8 Approve delegated authority to FWG to obtain quotes for play area repairs and action plan for play area refurbishment

10.9 Approve delegated authority to FWG to obtain quotes and organise 2025 tree inspection with max. budget of £1000

10.10 Approve delegated authority to FWG to obtain quotes and organise replacement of 2 leaning streetlight poles as recommended by Highline, maximum budget of £5000

10.11 Approve action plan of replacing 5 concrete poles per year and including sum of £15000 per year for this purpose

11 STATUTORY BUSINESS/FINANCE

11.3 Income – to note income since the last meeting

11.4 Expenditure for approval

11.5 To approve transfer from CCLA reserves to Unity current account for general payments for June 2025

11.6 To approve updated Standing Orders (2025 NALC)

11.7 To receive report from Pontesbury Youth group

12 AUDIT – papers to be signed will be tabled at the meeting

12.3 Audit Annual Return for the year ended 31 March 2025 – to approve the Annual Governance Statement

12.4 Audit Annual Return for the year ended 31 March 2024 – to approve the finance report & accounting statements for 2024/25 and Chair to sign.

12.5 Note Intention to publish the Notice of Elector's Rights in June and upload it and the AGAR pages to the council website.

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

14 REQUEST FOR FUNDING FOR PLEALEY DEFIBRILLATOR – to consider request towards new defibrillator and connection

15 TREE FOR CLLR LEWIS – to consider planting a tree to thank Cllr Lewis for his long-standing service to the parish council

16 LIBRARY SERVICE FUNDING AGREEMENT AND LICENCE – to approve as prepared by SC

- ¹⁷ **PARISHES BIODIVERSITY CLUSTER** – to consider joining a cluster with Minsterley, Hanwood and Longden parish councils
- ¹⁸ **CLERK'S REPORT** – to receive a written report from the Clerk
- 19 **PARISH BUSINESS** – matters to be reported
- 20 **DATE AND TIME OF NEXT MEETING** –Parish Council Meeting to be held on **Monday 7th July 2025 at Habberley Village Hall at 6.30pm.**

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Clerk to the council 03/06/2025