

PONTESBURY PARISH COUNCIL
Meeting of Council
Held via zoom video conference
At 7pm on Monday 12 April 2021

PRESENT

Cllr D Fletcher (Chairman), Cllr N Hignett, Cllr R Evans, Cllr A Hodges, Cllr N Lewis, Cllr S Lockwood, Cllr D Jones, Cllr D Gregory, Cllr R Martinali, Cllr P Bradbury, Cllr C Robinson and Cllr P Heywood

IN ATTENDANCE: None

CLERK: Debbie Marais

A minute silence was observed in memory of H.R.H. Prince Phillip, Duke of Edinburgh and Tudor Bebb (previous Shropshire and parish councillor)

Cllr Fletcher welcomed Nicola Young as the new Deputy Parish Clerk to the meeting.

142.20 APOLOGIES FOR ABSENCE - Cllr B Morris, Cllr J Pritchard, Cllr C Sandells

143.20 DECLARATIONS OF INTEREST AND DISPENSATIONS - None

144.20 PUBLIC QUESTIONS AND COMMENTS None.

145.20 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr D Gregory and seconded by Cllr R Martinali and **RESOLVED that the minutes of the Extraordinary Full Parish Council meeting held on 8th March 2021, be approved and signed as a correct record.**

146.20 POLICE MATTERS – Cllr D Gregory requested an update on the investigation of speeding in Asterley. Cllr D Fletcher would speak to PC Ross Cookson on the matter.

147.20 SHROPSHIRE COUNCIL REPORT

Cllr N Hignett gave a verbal report which was **NOTED** including:

- Condolences to all of the members of the royal family, especially Her Majesty the Queen, on the death of H.R.H. The Duke of Edinburgh.
- Update on Covid figures and opening of SC sports and leisure facilities and Harlescott P&R bus service
- Government's Restart scheme - payments to eligible businesses in the county
- Update on 6th May elections
- Cllr N Hignett wished to record a vote of thanks to Cllr D Fletcher for all his hard work and dedication beyond the call of duty throughout the pandemic, over the previous twelve months. This was seconded by Cllr R Evans.

148.20 PLANNING

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which was **NOTED** including;

- Pre-application meeting with owner of Hare & Hounds public house has taken place. Proposed development to convert the building into 4 dwellings
- First application under permitted development rights has been received for a barn conversion

Cllr D Gregory expressed concern that the Planning Officer's report on the Fishpools, Pontesford Hill application was not on the SC website. Cllr N Hignett would investigate this matter.

149.20 RETROSPECTIVE APPROVAL OF DECISIONS MADE SINCE LAST PARISH COUNCIL MEETING.

It was proposed by Cllr P Bradbury and seconded by Cllr N Lewis and **RESOLVED to APPROVE all decisions made under delegated authority to Cllrs Fletcher, Hignett, Evans and Clerk since the meeting held on 8th March 2021, as listed below:**

Date	Action	Comments	Cost
9/03/2021	Update Unity and Pavilion Lloyds accounts administration to include Deputy Clerk as Responsible Financial Officer	Deputy Clerk will only be able to view and submit payments, two councillors will still need to authorise any payments made from either account	
9/03/2021	Pontesbury Climate Action Group funds for promotional signage and seeds		£100
26/03/2021	Continue with Shropshire Council fortnightly play area inspections and annual Rospa inspection in summer 2021		£26 per inspection as in 2020-21 and £80 for Rospa inspection
26/03/2021	Clerk and Deputy Clerk to attend Handling difficult situations training		£60
1/4/2021	Deputy Clerk on planning training in June		£95

150.20 STATUTORY BUSINESS AND FINANCE

a)Receipts for Unity main current account.

- i)Savings account interest - **£3.64**
- ii)Newsletter adverts - **£223**
- iii) Shropshire Library Service Licence Fee £2013.70
- iv) COVID Business Grant (Pavilion) £14143
- v) FOPL contribution of **£4144** (contribution to Library Service and Smart TV) **NOTED.**

b)Payments for Approval for Unity main current account and Pavilion Lloyds account (including retrospective approval of all payments since last full council meeting on 8th March 2021).

It was proposed by Cllr P Bradbury and seconded by Cllr N Hignett and:

RESOLVED: That the below payments are APPROVED for payment and the bank signatories INSTRUCTED to sign the Cheques/authorise payments online.

Unity main parish council account:

Supplier	Service	Net	Vat	Gross	Payment No.
Parish Online	Digital mapping software subscription 28/02/21 - 28/02/22	152.00	30.40	182.40	B/P515
Veolia	Refuse collection (Pavilion) 01/02/2021 - 28/02/2021	26.97	5.39	32.36	DD
Unity	Bank charges Qtr 4 2020-21	18.00	0.00	18.00	DD

Wood Matters	Hedge at Play area, annual reduction and trim	200.00	40.00	240.00	B/P516
Shropshire Council	Play area fortnightly inspections and annual Rospa inspection 1 April 2020 - 28 February 2021	496.00	99.20	595.20	B/P517
SALC	Councils Election training 9/3/21 Clerk/Chair	60.00	0.00	60.00	B/P518
Steve Michie Electricial Ltd	Additional external emergency lighting at Pavilion + wiring for TV	479.37	95.87	575.24	B/P519
SALC	Community Events Planning 11/3/21 Anna Lawson	30.00	0.00	30.00	B/P520
Shropshire Council	NonDomestic Rates for public toilets 2021-22	50.43	0.00	50.43	B/P521
Parish Clerk	Salary April 2021	1898.97	0.00	1898.97	B/P522
Building Assistant	Salary April 2021	903.59	0.00	903.59	B/P523
Deputy Clerk	Salary April 2021	855.64	0.00	855.64	B/P524
Shropshire Council	Pension payment for Parish Council staff April 2021	1278.70	0.00	1278.70	B/P525
M.I & T.E.M Pritchard	Grounds maintenance March 2021	193.33	38.67	232.00	B/P526
Parish Clerk	Expenses 08/03/2021-11/04/2021	109.74	0.00	109.74	B/P527
Deputy Clerk	Expenses 01/04/2021-11/04/2021	51.00	0.00	51.00	B/P528
Shropshire Council	Sports field lease 2021-22	10.00	0.00	10.00	B/P529
Gillian Bailey	Clerk support work - various	175.00	0.00	175.00	B/P530
Rise & Shine Cleaning	Public toilet weekly clean for March plus deep clean	340.00	0.00	340.00	B/P531
DM Payroll Services	Payroll services 2021-22	155.00	0.00	155.00	B/P532
ChickenStreet	Contribution to Climate group pollinator plants	53.00	0.00	53.00	B/P533
New Era Printing	April newsletter printing	455.00	0.00	455	B/P534
Mrs J Sandells	Bus Shelter cleaning Jan-March 2021	170.00	0.00	170.00	B/P535
Shroptech	laptop and mobile phone for Deputy/set up & SMART TV set up	808.00	0.00	808.00	B/P536
Mrs DM Hughes	Bus Shelter cleaning Jan-March 2021	85.00	0.00	85.00	300065
Mr W G Manley	Bus Shelter cleaning Jan-March 2021	170.00	0.00	170.00	300066
	Total			9,534.27	

Lloyds Pavilion Account:

Supplier/Payee	Service	Net	VAT	Gross	Cheque No
E-ON	Gas bill - 28/01/2021-28/2/2021	118.17	5.91	124.08	DD
E-ON	Electricity bill - 28/01/2021-28/02/2021	48.87	2.44	52.59	DD
Shropshire Council	Health & Safety support Feb20-Feb21 including audit, telephone helpline and retention fee	814.50	157.50	972.00	PB/P 49

Border Janitorial Supplies	Toilet cleaner, hand towels and washing up liquid	41.11	8.23	49.34	PB/P 50
Shropshire Council	Business rates Pavilion April 2021	1431.25	0.00	1431.25	PB/P 51
Building Assistant	Expenses 8/03/2021-11/04/2021	4.27	0.00	4.27	PB/P 52
Border Janitorial Supplies	diposable face masks and cleaning cloths	12.80	2.56	15.36	PB/P 53
	Total			2,648.89	

c) It was proposed by Cllr P Bradbury and seconded by Cllr A Hodges and **RESOLVED to APPROVE £536.44 for Non Domestic Rates for Pontesbury Public toilets.** The Small Business Rate Relief is no longer available as the rateable value of the second building (Pavilion is above £2900).

d) It was proposed by Cllr S Lockwood and seconded by Cllr N Hignett and **RESOLVED to APPROVE a maximum budget of £100 for Shroptech to set up a website for Pontesbury Climate Emergency Action Group**

e) It was proposed by Cllr N Lewis and seconded by Cllr R Martinali and **RESOLVED to APPROVE an additional 60 newsletters be printed each month to cover new parish residents.** Councillors wished to record their thanks to all of the volunteers involved in the delivery of the newsletters across the parish.

151.20 SCHEME OF DELEGATION AND PAYMENTS BETWEEN MEETINGS – It was proposed by Cllr S Lockwood and seconded by Cllr P Heywood and **RESOLVED to APPROVE the continuation of the scheme of delegation to Cllrs Evans, Fletcher and Hignett and Clerk and authorisation of payments between meetings until the May 2021 meeting.**

152.20 DISPENSATION FOR COUNCILLOR ABSENCES AT MEETINGS – It was proposed by Cllr N Hignett and seconded by Cllr P Heywood and **RESOLVED to APPROVE continuation of the dispensation for absences from meetings until May 2021 meeting.**

153.20 FEEDBACK FROM SALC WORKING GROUP – Cllr D Fletcher gave a verbal update which was **NOTED.**

154.20 PAVILION UPDATE – Cllr D Fletcher gave a verbal update which was **NOTED**

i) Pavilion Vision statement and Hirer's agreement/charging was deferred until a future meeting.

ii) It was proposed by Cllr P Bradbury and seconded by Cllr D Jones and **RESOLVED to APPROVE continuation with Shropshire Council Property Services Group for property management for the Pavilion until April 2022 when the need for property management would be reviewed.**

iii) It was proposed by Cllr D Jones and seconded by Cllr P Bradbury and **RESOLVED to APPROVE delegated authority to Cllrs Hignett, Evans, Fletcher and Clerk to work with Berrys to agree a lease with the Police and Crime Commissioner for exclusive use of Office 1 in the Pavilion.**

155.20 HEALTH AND SAFETY MATTERS - Cllr D Gregory reported that the defibrillator code was missing from the defibrillator cabinet at the public toilets. Cllr S Lockwood asked for her name to be removed from the notice at the entrance to the play area.

156.20 MINSTERLEY TO PONTESBURY CYCLEWAY SOLAR LIGHTING PROJECT

It was proposed by Cllr P Bradbury and seconded by Cllr A Hodges and **RESOLVED to APPROVE the 50:50 split of responsibility and costs for the project between the two parish councils.**

157.20 MINSTERLEY TO PONTESBURY CYCLEWAY SOLAR LIGHTING PROJECT – A verbal update was received from Cllr D Fletcher. It was proposed by Cllr P Bradbury and seconded by Cllr S Lockwood and **RESOLVED to APPROVE use of £2000 CIL Neighbourhood Fund towards the project and for the working group to take this project forward as laid out in the project outline considered by councillors**

158.20 MAY 2021 FULL COUNCIL MEETING

The May 2021 meeting will be held on Monday 17 May 2021 at 7.30pm in Pontesbury Public Hall with a COVID Risk Assessment in place. Cruckton and Habberley village halls will be provisionally booked for June and July meetings. This will be reviewed at the May meeting.

159.20 CLERKS REPORT

A verbal report from the Parish Clerk on outstanding matters, and action taken, since the last Council meeting was received and **NOTED.**

160.20 PARISH BUSINESS

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

- i) Cllr N Hignett reported that he had met with John Bellis (Flooding Officer, Shropshire Council) and discussed potential flood alleviation measures upstream in the Habberley Brook such as leaky dams. Costings for the Mary Webb bus park and Hall Bank junctions are still being worked up by WSP. The latter is more complicated now as it includes additional drainage and road level solutions. Cllr Hignett will keep pushing this forward.
- ii) Cllr R Martinali raised concerns about possible changes to business rate relief for village halls with bars. Shropshire Councillors would keep an eye on any reviews of business rates.
- iii) Cllr A Hodges raised concerns about walkers avoiding flooding and damaging footpath boundaries on Thieves Lane. He would contact the P3 group about related legal issues.
- iv) Cllr D Jones and D Gregory raised concerns about the poor surface condition of rural roads in the parish and the impact this has on cyclists and small vehicles particularly in an area which is trying to promote tourism. Clerk would report particular roads to SC
- v) Cllr C Sandells reported that the cast iron finger post in Cruckmeole had been reinstated and that the Lea Cross parish noticeboard had been taken down. Cllr R Martinali would liaise with Cllr Sandells to reinstate the noticeboard.
- vi) War memorial steps are slippery and represent a hazard to pedestrians. This would be investigated by Cllrs Fletcher and Hignett
- vii) Cllr D Fletcher wished to say thank you to outgoing Councillors Susan Lockwood, Brian Morris and Richard Martinali on behalf of the parish council, for all their hard work and commitment over the years they have been in office. Letters would be sent to councillors thanking them for their contributions. Cllr Fletcher also wished to record his thanks to Cllrs Hignett

and Evans for all their hard work and in particular their support over the last twelve months. Cllr Fletcher also wished to record thanks to the Clerk.

161.20 DATE AND TIME OF NEXT MEETING

Next meeting will be held on Monday 17th May 2021 at 7.30pm at Pontesbury Public Hall

The meeting ended at 8.35pm

Signed

Date

Chair