

PONTESBURY PARISH COUNCIL



**Full Council Meeting
held at the Pavilion on
Monday 11th May 2026**

PRESENT

Councillors D Fletcher, A Windows, D Jones, A Hodges, S Wallace Johnson, R Evans, K Day, N Hignett and C Sandells

Clerk of the Meeting Nicola Young

Members of the Public 1

Neighbourhood Policing Representative PC R Walters

1.26 ELECTION OF CHAIRMAN FOR 2026/27 After a proposal from Cllr Jones, seconded by Cllr Hignett, it was **RESOLVED** that Cllr D Fletcher be elected as Chairman of the Council for 2026-2027 council year.

2.26 ELECTION OF VICE CHAIR FOR 2026/27 After a proposal from Cllr Fletcher, seconded by Cllr Hodges, it was **RESOLVED** that Cllrs M Trow and N Hignett be duly elected as Deputy Chairmen of the council for 2026-2027 council year.

3.26 APOLOGIES FOR ABSENCE Cllrs M Trow, D Gregory, J Pritchard

4.26 DECLARATIONS OF INTEREST AND DISPENSATIONS None received

5.26 PUBLIC QUESTIONS AND COMMENTS No public questions

6.26 MINUTES OF COUNCIL – After a proposal from Cllr Day, seconded by Cllr Wallace Johnson, it was **RESOLVED** to accept the minutes of 13th April 2026 as a true and accurate record of the meeting.

7.26 TERMS OF REFERENCE FOR COMMITTEES/WORKING GROUPS

7.26.1 Finance and General Purposes Committee;

7.26.2 Planning Committee – reduce number of members to 9;

7.26.3 Personnel & HR Committee;

7.26.4 Pavilion Committee;

7.26.5 Emergency Planning Working Group

7.26.6 Newsletter Working Group

7.26.7 Biodiversity Working Group – to add to Terms of Reference that majority at any meeting to be Councillors. To clarify if this is a Cluster meeting?

7.26.8 Facilities Working Group

After a proposal from Cllr Evans, seconded by Cllr Hignett, it was **RESOLVED** to adopt the above listed Terms of Reference for Committees and Working Groups, noting the changes to be made.

8.26 COMMITTEES AND WORKING GROUPS After a proposal from Cllr Evans, seconded by Cllr Hodges, it was **RESOLVED** that the members of the following Committees and Working Groups are as follows:

8.26.1 Finance & General Purposes committee (Ten members) (2 vacancies)

Councillor Fletcher	Councillor Day
Councillor Hignett	Councillor Trow
Councillor Hodges	Councillor Windows
Councillor Pritchard	Cllr Evans
Vacancy	Vacancy

8.26.2 Planning committee – (Nine members) (No vacancies)

Councillor Fletcher	Councillor Evans
Councillor Hignett	Councillor Trow
Councillor Hodges	Councillor Windows
Councillor Gregory	Councillor Jones
Councillor Moss	Leave blank

8.26.3 Personnel Committee – (Five members) (No vacancies)

Councillor Fletcher	Councillor Pritchard
Councillor Hignett	Councillor Trow
Councillor Hodges	Leave Blank

8.26.4 Pavilion Committee (Seven members) (2 vacancies)

Councillor Fletcher	Councillor Evans
Councillor Hignett	Councillor Trow
Councillor Wallace Johnson	Vacancy
Vacancy	Leave Blank

8.26.5 Emergency Planning Working Group (6 Councillor members)

Cllr Nick Hignett (Snow Warden)	Cllr Duncan Fletcher
Cllr Roger Evans	Cllr Charles Sandells
Cllr David Gregory	Cllr Douglas Jones

8.26.6 Newsletter Working Group (4 Councillor members)

Councillor Fletcher	Councillor Hodges
Councillor Hignett	Councillor Trow

8.26.7 Biodiversity Working Group (4 Councillor members)

Councillor Fletcher	Councillor Wallace Johnson
Councillor Hignett	Councillor Jones

8.26.8 Facilities Working Group (7 Councillor members)

Councillor Fletcher	Councillor Hodges
Councillor Hignett	Councillor Windows
Councillor Gregory	Vacancy
Vacancy	Leave Blank

9.26 APPOINTMENT OF REPRESENTATIVES – After a proposal from Cllr Jones, seconded by Cllr Hignett, it was **RESOLVED** that the appointment of representatives to serve on the various outside bodies are as follows:

Organisation	Pontesbury Parish Councillor
Pontesbury Public Hall	Cllr Nick Hignett
Cruckton Village Hall	Cllr Charles Sandells
Habberley Village Hall	Cllr John Pritchard
Snow Warden	Cllr Nick Hignett

Tree Warden	Cllr Ken Day
Internal checker for quarterly audit checks	Cllr Michelle Trow
Sports Association	Cllr David Gregory
Shropshire Association of Local Councils	Cllr Duncan Fletcher

10.26 DATES AND TIMES OF ORDINARY MEETINGS After a proposal by Cllr D Fletcher, seconded by Cllr N Hignett it was **RESOLVED** to confirm the dates and times of ordinary meetings of the Council and Committees as follows, with confirmation that all meetings will start at 6.30pm:

Pontesbury Parish Council Ordinary Meetings – all meetings start at 6.30pm	
Date	Venue
8 th June 2026	Cruckton Village Hall
13 th July 2026	Habberley Village Hall
August	No Meeting
14 th September 2026	Pontesbury Pavilion
12 th October 2026	Pontesbury Pavilion
9 th November 2026	Pontesbury Pavilion
14 th December 2026	Pontesbury Pavilion
11 th January 2027	Pontesbury Pavilion
8 th February 2027	Pontesbury Pavilion
8 th March 2027	Annual Parish Electors Meeting – Pontesbury Public Hall @ 6pm
12 th April 2027	Pontesbury Pavilion
10 th May 2027	Annual Meeting of the Council - Pontesbury Pavilion

Planning Committee Meetings – all meetings start at 6.30pm	
Date	Venue
1 st June 2026	Pontesbury Pavilion
6 th July 2026	Pontesbury Pavilion
3 rd August 2026	Pontesbury Pavilion
7 th September 2026	Pontesbury Pavilion
5 th October 2026	Pontesbury Pavilion
2 nd November 2026	Pontesbury Pavilion
7 th December 2026	Pontesbury Pavilion
4 th January 2027	Pontesbury Pavilion
1 st February 2027	Pontesbury Pavilion
1 st March 2027	Pontesbury Pavilion
5 th April 2027	Pontesbury Pavilion
Tuesday 4 th May 2027	Pontesbury Pavilion

11.26 POLICE MATTERS – PC Rich Walters reported the following matters:

- ASB reported in the woods
- Stolen horse box
- Stolen vehicle from far on Habberley Road, this had been recovered
- RTC on Callow Road, a car hit a deer and ended up in the hedgerow
- Bailey Crescent – the Neighbourhood Policing Team are linking with the Housing Association. One person may be getting their dogs back; further investigations happening; still patrolling in both marked and unmarked cars.
- An abandoned car, with no tax nor insurance has been removed.
- The plain car spotted young people using catapults to shoot birds.
- Pontesbury has the speed camera this week (w/c 11th May 2026)

- A knife had been found under the pirate ship in the play area, this has been reported to the Police who have destroyed the knife. Following the report, both the Police and Council staff members swept the park and no further objects were found.

12.26 SHROPSHIRE COUNCIL MEMBER – Shropshire Councillor Roger Evans reported:

- **Local Plan** Shropshire Council Cabinet approved the start of the Local Plan process and this has now been published in full on their website. Cllr Evans can supply the link if anyone wishes to have this. The Local Plan lists the sites put forward for development and will be opening soon for additional sites, which includes some in Pontesbury Parish. Included at Appendix 4 is a map of the sites and Appendix 5 lists the new ways of listing communities dependant upon facilities within the community. The proposed adoption of this Plan is 2029, but as time goes on the Plan becomes material consideration.
- **Corporate Plan** has been adopted by Shropshire Council.
- **Inspectors** are at Shropshire Council at the moment, they are looking at the promises made in Autumn during the last Financial Year. They are borrowing £200m and will be looking at how this money is to be spent.
- **Plans Adopted.** The following Plans have been adopted by Shropshire Council:
 - Destination Management Plan
 - Domestic Abuse Plan
 - Local Nature Recovery Plan
- **Shropshire Council Chief Executive Officer** has been appointed – Tanya Miles
- **Shropshire Council Monitoring Officer** – Tim Collard

13.26 PLANNING

13.26.1 After a proposal from Cllr Hodges, seconded by Cllr Hignett, it was **RESOLVED** that the minutes of the planning committee meeting held on 6th April 2026 be adopted.

13.26.2 Cllr Hodges, Chairman of Planning Committee, gave the following update:

- Within the Local Plan the following sites have been identified in Pontesbury Parish:
 - Two sites in Cruckmeole
 - One in Shorthill
 - One near the Plealey turning
 - One site on Bogey Lane
 - One site on Station Road

The Planning Committee will review the Local Plan and make comment in due course.

- The planning application on Reserved Matters regarding the former Horseshoes site has been refused by Planning Officers, in line with the comments made by the Planning Committee.
- Plot 18 on Youngs Piece – the builder has arrived back on site and residents are concerned regarding the site's drainage. Cllr Hodges is investigating the matter and Cllr Jones will assist as he has been completing a land survey of the area.

14.26 PAVILION COMMITTEE

14.26.1 After a proposal by Cllr Hignett, seconded by Cllr Windows, it was **RESOLVED** to receive and adopt the minutes of the Pavilion Committee meeting held on 23rd March 2026

14.26.2 Cllr Fletcher updated the Council with matters discussed at the Pavilion Committee meeting, including reporting that the waste contract with Veolia has been automatically renewed and that the Deputy Clerk will source quotes in time for the next renewal date. He also thanks Cllr Sarah Wallace Johnson for planting and tending to the patio planters. Cllr Wallace Johnson has planted a 'tea' planter and herb planter.

14.26.3 After a proposal by Cllr Evans, seconded by Cllr Windows, it was **RESOLVED** to approve recommendation from Pavilion Committee to keep room hire fees as for 2025-26 but to review in October 2026

15.26 FACILITIES WORKING GROUP - the notes of FWG meeting held on 23rd April 2026 were received:

15.26.1 Public toilet opening hours to be set as open from 7.30am – 6.30pm

15.26.2 After a proposal from Cllr Sandells, seconded by Cllr Jones, it was **RESOLVED** to continue with 12 monthly play area/BMX track inspections (£50) by Shropshire Council and to purchase the annual RoSPA inspection through Shropshire Council for £100 for 2026-27 and to delegate authority to Clerk to sign and return request form to Shropshire Council.

15.26.3 After a proposal from Cllr Jones, seconded by Cllr Hodges, it was **RESOLVED** to approve maximum budget of £300 to replace Corex signs at the play area with more durable vinyl signs

15.26.4 After a proposal from Cllr Hignett, seconded by Cllr Wallace Johnson it was **RESOLVED** to provide retrospective approval of £450 for removal of turf on Hall Bank and preparation for bed on School Green for wildflower meadows. This means an overspend of £118 on budget for this project which can be paid for out of Carbon Zero projects budget.

15.26.5 After a proposal from Cllr Hignett, seconded by Cllr Sandells, it was **RESOLVED** to plant a tree for Cllr Lewis at the entrance of Mount Way estate, allocating a maximum budget of £300 for the tree and tree guard.

Cllr Hodges will liaise with Mr Lewis and report back to the Clerk.

15.26.6 After a proposal from Cllr Jones, seconded by Cllr Hignett, it was **RESOLVED** to approve a maximum budget of £2000 for a new noticeboard for Cruckton/Cruckmeole, to be paid from CIL Neighbourhood Fund.

16.26 NEWSLETTER WORKING GROUP – After a proposal by Cllr Hodges, seconded by Cllr Jones, it was **RESOLVED**, to approve the following recommendations

16.26.1 newsletter advert fees remain the same as for 2025-26 but be reviewed in October 2026

16.26.2 delegated authority to Deputy Clerk to produce a 20-page newsletter (instead of usual 16 page) when there is enough copy. Budget exists for the extra pages in a newsletter EMR

17.26 STATUTORY BUSINESS/FINANCE

17.26.1 Receipts – total since last meeting £264,570.41

17.26.2 Payments – total since last meeting £22,469.24

After a proposal from Cllr Hignett, seconded by Cllr Day, it was **RESOLVED** that the Receipts & Payments information be approved.

17.26.3 The annual summary of accounts for 2025-26 were received and noted. Cllr Fletcher thanked the Responsible Financial Officer for her work on providing this information.

17.26.4 After a proposal from Cllr Jones, seconded by Cllr Windows, it was **RESOLVED** to approve the Streetlight Joint Energy Agreement 2026-27 at £3813.62 (£3619.74 in 2025-26)

17.26.5 An update from Clerk regards timeline for co-option for Cruckton ward Councillor vacancy was received.

17.26.6 After a proposal from Cllr Hignett, seconded by Cllr Jones, it was **RESOLVED** to approve transfer of £200,000 precept/CIL monies from Unity account to CCLA account, leaving £60,000 for payments over the next months.

17.26.7 After a proposal from Cllr Fletcher, seconded by Cllr Evans, it was **RESOLVED** to approve SALC/NALC fees for 2026-27 of £1,786.51.

17.26.8 After a proposal from Cllr Windows, seconded by Cllr Hignett, it was **RESOLVED** to approve the updated General Privacy Notice 2026 as prepared by Clerk.

17.26.9 After a proposal by Cllr Wallace Johnson, seconded by Cllr Jones, it was **RESOLVED** to approve a payment of £200 for the owl talk/demonstration for the Big Green Day event and to note that the invoice was addressed to Battlefield Bird of Prey Centre.

17.26.10 After a proposal by Cllr Day, seconded by Cllr Jones, it was **RESOLVED** to approve £11,350 for 6 streetlight poles to be replaced in 2026-27 with the additional £1,350 being paid out of CIL Neighbourhood Funds.

18.26 ENVIRONMENTAL MAINTENANCE GRANT 2026/27 – It was agreed to delegate this to the Facilities Working Group.

19.26 UPDATE ON BROOKSIDE/HALL BANK JUNCTION IMPROVEMENTS – a verbal report from Cllr Hignett/Fletcher was given to Full Council, noting:

- Cllr Fletcher, Cllr Hignett and the Clerk had met with Andy Morton, Shropshire Council Highways to outline the 3 phases of the project, noting:
 - Phase 1 – Flood alleviation measures for Brookside – to use the £40,000 CIL Neighbourhood Fund allocation for this project as the matter was urgent.
 - Phase 2 – widening of the footpath at Hall Bank.
 - Phase 3 – signage, lines and pedestrian crossing point.

Phases 2 & 3 will be completed together to alleviate disruption.

Access to Lunt's Chemist will be retained.

Full Council will see the plans before the project starts.

19.26.1 After a proposal from Cllr Jones, seconded by Cllr Evans, it was **RESOLVED** to approve the £40k CIL Neighbourhood Fund allocated for Hall Bank Junction improvements for phase 1 flood alleviation measures on Brookside on the understanding that no further requests for funding will be received for Phase 2/3 (Widening of Hall Bank footpath and Hall Bank Junction Improvements). Further investigations will look into what, if any, Section 106 funding is available.

20.26 CLERK'S REPORT – The Clerk's Report was received on outstanding matters and action taken since the last Council meeting

21.26 PARISH BUSINESS – matters to be reported

- Cllr Jones – There is a problem with visibility at the junction of Malehurst and further outside the parish in Minsterley. Grass has grown well and is creating difficulty with visibility with traffic exiting from Asterley Lane to Malehurst.

After a proposal by Cllr Fletcher, seconded by Cllr Jones, it was **RESOLVED** to look at the matter and speak to the parish council contractors to assist with removing the long grass.

- Cllr Wallace Johnson – updated the Council on Big Green Day events – it had been a great day and the organising group were very grateful for the funding from the Parish Council for the birds of prey. It was also great to see so many children out planting with their parents. Cllr Fletcher congratulated Cllr Wallace Johnson and the organising group for all their hard work, not only on the day, but organising such a successful village event, it was a wonderful day.
- Cllr Evans – reported that there was a concern from residents regarding safety in the 60mph zone, especially now that the new entrance to the caravan park was open. Can Council CIL Neighbourhood funding be used to help alleviate the problem?
- Cllr Hodges reported that a site had been found for the bench in Cruckton, this was half way along and outside the entrance to Terrace Farm. The land is private and belongs to Terrace Farm and Cllr Hodges was requested to obtain written permission to site the bench. Cllr Sandells reminded Councillors that large tractors drove up and down this road.

22.26 DATE AND TIME OF NEXT MEETING – The next meeting is on **Monday 8th June 2026** at **Cruckton Village Hall, Cruckmeole starting at 6.30pm.**

Please note that there will be a Cyber Security training session before the meeting, starting at 5.30pm. Under the new Assertion 10, this training is mandatory for councillors.

Cllrs D Jones and C Sandells submitted their apologies for the next meeting.

The meeting closed at 2032

Chairman: Date: