

**PONTESBURY PARISH COUNCIL**  
**Meeting of Council**  
**Held at Mary Webb School & Science College**  
**At 7.30pm on 12<sup>th</sup> February 2018**

**PRESENT**

Cllr D Fletcher (Chairman), Cllr J Pritchard (Vice-Chairman), Cllr D Gregory, Cllr P Heywood, Cllr N Hignett, Cllr A Hodges, Cllr N Lewis, Cllr S Lockwood, Cllr R Martinali, Cllr B Morris, Cllr S Picken, Cllr C Robinson, Cllr D Ryder and Cllr C Sandells

**CLERK:** Miss Kate Davies and Mrs Debbie Marais

**Two members of the public present.**

**26.18                    APOLOGIES FOR ABSENCE**

Cllr R Evans – personal reasons

**27.18                    DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

**28.18                    MINUTES OF COUNCIL**

The minutes were submitted and circulated as read. It was proposed by Cllr B Morris and seconded by Cllr S Picken and

**RESOLVED that the minutes of the Council meeting held on 8<sup>th</sup> January 2018 be approved and signed as a correct record.**

**29.18                    PUBLIC QUESTIONS AND COMMENTS**

A member of the public advised the Parish Council that dog fouling in general is a problem in Pontesbury.

Clerk agreed to include an article in the newsletter and ask the dog warden from Shropshire Council to come out.

The member of the public continued to advise that a number of street lights were not working, but did not have exact location details. The Clerk confirmed that these were all Shropshire Council street lights and additional information would be needed to report them. The member of the public was asked to send this information to the Clerk.

**30.18                    POLICE REPORT**

The report from the Police, which had been previously circulated, was **NOTED**.

Cllr R Evans had given his apologies so Cllr N Hignett gave a verbal report which included information about the unveiling of the new statue at Pontesbury Library on 3<sup>rd</sup> February. An update was given on the Connecting Shropshire roll out of broadband to difficult to reach areas. Wyle Cop work has extended to the start of March before moving onto the next stage of work on Pride Hill. Shropshire Council Tax will be levied at 5.99%. Parking charges have been debated again by scrutiny and are not likely to be changed. Potholes are an issue and Cllr N Hignett has discussed this problem with Highways and has been advised of the criteria for timescales of repair and he has queried it. Cllr Hignett advised that they are doing the best to repair potholes but the existing contractor is finishing. If potholes not marked up let Cllr N Hignett know and he will ask Highways to look into this.

Cllr D Gregory asked about the planned road closure at Bogey Lane which will be a potential issue. Cllr N Hignett advised that he and Highways are aware of the issues and will monitor the situation and he will make further enquiries.

### 32.18 PLANNING COMMITTEE

It was proposed by Cllr A Hodges and seconded by Cllr S Lockwood and:

The minutes from planning committee meetings held on 2<sup>nd</sup> January 2018 were received and **ADOPTED.**

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update from the recent Planning Committee and Neighbourhood Plan meetings. He advised that there had not been enough members of the public to create a steering group for this community led project. All Councillors were asked to think of possible volunteers from the community to ensure that the project can move forward.

### 33.18 STATUTORY BUSINESS/FINANCE

#### a) Receipts

- i. Newsletter advert receipts - **£761.80**

**NOTED**

#### b) Payments for Approval

It was proposed by Sue Lockwood and seconded by Cllr S Picken and:

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

Supplier/Payee	Description	Amount	Cheque No
Creative Digital	Newsletter printing January, February and Library consultation	<b>679.00</b>	2913
Greenfingers Landscape Ltd	Ground maintenance	<b>231.40</b>	2914
Highline Electrical Ltd	Street Light repairs	<b>763.50</b>	2915
Shropshire Council	Contribution to cost of library service at Pontesbury Q2&3	<b>4,147.50</b>	2916

Shropshire Council	Street light electric Q3	<b>1,518.24</b>	2917
Shropshire Council	Room Hire at Mary Webb School (Sept-Dec 17)	<b>120.00</b>	2918
npower	Street light electric	<b>124.31</b>	2919
Mrs E Griffiths	Public toilets cleaning/materials - Nov/Dec/Jan	<b>542.99</b>	2920
Cartridge Save (reimbursed to Clerk)	Printer cartridges x 3 - supply for new Clerk	<b>145.47</b>	2921
Cartridge Save (reimbursed to Clerk)	Printer cartridges	<b>27.26</b>	2922
Viking (reimbursed to Clerk)	Stationery/Paper to include supplies for new Clerk	<b>122.71</b>	2923
123Reg (reimbursed to Clerk)	Domain & email renewal fees Jul 2015-Dec 2017	<b>143.54</b>	2924
K Davies - Parish Clerk	Expenses March 2017 - February 2018	<b>849.60</b>	2925
Mrs DJ Marais	Salary for February 2018 (payable 20/2/18)	<b>1,019.02</b>	2926
K Davies - Parish Clerk	Salary for February 2018 (payable 12/2/18)	<b>859.43</b>	2927

#### **34.18 PURCHASE OF FILING CABINET FOR CLERK**

The Parish Council was advised that a filing cabinet was needed for the new Clerk.

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

**RESOLVED to purchase a filing cabinet and a payment of £133.20 (inc VAT) to JC Dyke (reimbursed to the Clerk) was AUTHORISED. Chq no 2928**

#### **35.18 COUNCILLOR TRAINING**

The meeting was advised that there was a SALC course available for the new Councillors in May.

It was proposed by Cllr B Morris and seconded by Cllr D Ryder and:

**RESOLVED to approve the cost of SALC training for new Councillors - £50**

#### **36.18 WEBSITE TRAINING FOR NEW CLERK**

The meeting was advised that website training is needed for the new Clerk.

It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and:

**RESOLVED to approve the cost of £120 for website training from Web Orchard.**

### **37.18 BANK ACCOUNT**

The Parish Council considered an update on the opening of an online bank account.

It was proposed by Cllr J Pritchard and seconded by Cllr C Sandells and:

**RESOLVED to transfer the existing Lloyds Bank account to a new current and savings account with Unity Trust Bank plc. Unity Trust's Terms and Conditions for operating an account, which had been circulated with the agenda papers, were approved. It was agreed that the Parish Clerk would be the nominated key contact and would be authorised to use the Telephone and Internet Banking Service with "View & Submit" access level only. It was agreed that four Councillors would act as signatories on the account and it was agreed that this would be Cllr D Fletcher, Cllr J Pritchard, Cllr N Lewis and Cllr N Hignett.. Councillors approved as signatories to be registered for Telephone Banking/Internet Banking Service with "View and Authorise" access only. In accordance with Financial Regulations, any two of the four appointed Councillors must approve all payments.**

**A payment of £500 is authorised to open the account – Chq no 2929**

**RESOLVED to consider a savings account with another provider, when the bank transfer is completed, as the balance with Unity Trust will exceed the Financial Services Compensation Scheme deposit guarantee limit.**

### **38.18 PONTESBURY LIBRARY FUNDING**

The Clerk advised that a letter had been sent to the Friends of Pontesbury Library requesting a payment of £2295, to be received by the end of the financial year, which represents their agreed share of funding contribution to Shropshire Council. The Clerk gave an update on the reply from FOPL.

**NOTED**

### **39.18 GROUND MAINTENANCE CONTRACT**

The Clerk was advised that the Ground Maintenance contract specification had been sent to four companies but only two quotes had been received. The Parish Council reviewed the quotes received.

It was proposed by Cllr N Lewis and seconded by Cllr R Martinali and:

**RESOLVED: to accept the quote from Greenfingers and a three year contract was approved.**

### **40.18 PROVISION OF COMMUNITY DEFIBRILLATOR**

The Parish Council considered the cost of the purchase and installation of defibrillator box and received an update on training session.

It was proposed by Cllr D Gregory and seconded by Cllr D Ryder and:

**RESOLVED: to APPROVE payment of invoice to morSafe for defibrillator cabinet - £558.00 – Chq no 2930**

#### **41.18 PONTESBURY SPORTS ASSOCIATION**

The Parish Council considered a report from the Clerk about the access from Shrewsbury Road. The meeting was advised that a response was awaited from Estates Department at Shropshire Council on who in addition to the Parish Council and the Sports Association has a legal right to access to their land via the Sports Association driveway. The Parish Council was advised that when clarification has been provided consideration needs to be given to reinstating the damaged boundary fence.

#### **NOTED**

#### **42.18 PURCHASE OF ACCOUNTING SOFTWARE**

The Parish Council considered a number of Parish Council specific accounting software providers and the costs.

It was proposed by Cllr P Heywood and seconded by Cllr S Picken and:

**RESOLVED to approve the use of SCRIBE accounting software at a cost of £347 pa**

#### **43.18 SLCC MEMBERSHIP FOR CLERK**

It was proposed by Cllr D Fletcher and seconded by Cllr B Morris and:

**RESOLVED to approve the membership fee and a payment of £200 payable to SLCC was authorised – Chq no 2931**

#### **44.18 SHROPSHIRE ROAD SAFETY POLICY**

A draft community concern submission, which had been circulated with the agenda, was considered and the Parish Council noted that there were no new community led concerns.

**RESOLVED to resubmit the previous community concern locations and request a response from Shropshire Council.**

#### **45.18 REPLACEMENT OF “SOX” STREET LIGHTS TO LED**

The Parish Council was advised that a condition report was needed before the LED options could be considered.

It was proposed by Cllr N Hignett and seconded by Cllr R Martinali and:

**RESOLVED to accept the cost of £456.00 plus VAT for Highline Electrical Ltd to undertake a visual inspection and condition report for the Parish Council street lights.**

#### **46.18 ATLANTIC LADIES (TALISKER WHISKY ATLANTIC CHALLENGE) to**

The Parish Council considered an email from Miss Sue King and it was agreed that the Chairman would send a letter of congratulations.

#### 47.18 OTHER REPORTS

- i. **PONTESBURY LIBRARY STEERING GROUP** – Cllr D Fletcher gave a verbal update which included information about the Community Hub consultation.
- ii. **SALC AREA COMMITTEE MEETING** – Cllr D Fletcher gave a verbal report from the meeting.

#### 48.18 CHAIRMAN'S COMMUNICATION AND CORRESPONDENCE

From	Subject and summary information
Royal British Legion	Silent Soldier Campaign information
SALC	NALC bulletins
Shropshire Council	Traffic Sensitive review – Local Street Gazetteer Consultation
Shropshire Council	Connecting Shropshire newsletter
SALC	Information Bulletins
Marches Energy Agency	Keep Shropshire Warm Grants and Support information
NALC	Grants and funding bulletin
SALC	Invite to reconvened SALC AGM – Friday 23/2/18 5.30pm at Shirehall
Healthwatch Shropshire	Hot Topic Newsletter
Shropshire RCC	Mental Health Awareness Training for Sport & Physical Activity – 28/3 6.30-9.30pm
SALC	Notes from SALC meeting with MPs on 19/1/18
SALC	Update on GDPR
SALC	Information about Shropshire HR Services
Shropshire Council	Affordable Housing Newsletter Jan 2018

#### 49.18 PARISH BUSINESS

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

- i. There are potholes at the bottom of Brook Road, Pontesbury
- ii. The Shropshire Council street light at the bottom of main road/Hall Bank – Opp Zennas is flickering.
- iii. There are obstructions on the Shropshire Council footpath beyond the play area.
- iv. Veolia have been leafleting cars parked in the village.
- v. The road between the Golf Club and Arscott needs to be swept as there is lots of mud in the drains.
- vi. The first street light on Bogey Lane is flickering.
- vii. There are local concerns about the Hare and Hounds which is registered as a Local Heritage Asset – it was agreed to include on next agenda.
- viii. There is an increasing issue with litter in the village.
- ix. There is a problem with cars using the parking spaces outside the flats in Chapel Street again and the Clerk was asked to include an article in the newsletter.
- x. There are numerous potholes which need to be repaired
- xi. There is a street light not working on Bailey Crescent.

**50.18 DATE AND TIME OF NEXT MEETING**

The Chairman asked that the Parish Council’s appreciation of the work undertaken by Kate Davies as Clerk be formally minuted.

7.30pm on 9<sup>th</sup> April 2018 at Mary Webb School and Science College.

**51.18 EXCLUSION OF THE PUBLIC**

**RESOLVED to exclude the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).**

**52.18 PENSION ARRANGEMENTS FOR NEW CLERK**

The Parish Council considered information from Shropshire Pension Scheme about the Local Government Pension Scheme

**RESOLVED to offer the Shropshire Pension Scheme/Local Government Pension Scheme to the new Parish Clerk and complete the necessary documentation to start the setting up process.**

The meeting ended at 8.59pm

**Signed .....**  
**Chair**

**Date .....**