

**PONTESBURY PARISH COUNCIL**  
**Meeting of Council**  
**Held at Cruckton Village Hall, Cruckmeole**  
**At 7.30pm on Monday 11<sup>th</sup> June 2018**

**PRESENT**

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

**IN ATTENDANCE:** None

**CLERK:** Debbie Marais

**Five members of the public were present.**

**121.18 APOLOGIES FOR ABSENCE**

Cllr B Morris/Cllr P Heywood – personal reasons/Holiday

**122.18 DECLARATIONS OF INTEREST AND DISPENSATIONS**

None

**123.18 PUBLIC QUESTIONS AND COMMENTS**

A resident wished to follow up on his email to Cllr D Fletcher regarding his concerns about traffic speeds and a specific incident at the Asterley/Westbury junction. Cllr D Fletcher responded that the email had been forwarded to Shropshire Council and local policing team.

A resident raised the issue of a Pontesbury bypass and requested that Shropshire Councillors present take this matter forward to Shropshire Council highways department.

**124.18 MINUTES OF COUNCIL**

The minutes were submitted and circulated as read. It was proposed by Cllr S Picken and seconded by Cllr S Lockwood and **RESOLVED that the minutes of the Council meeting held on 14<sup>th</sup> May 2018 be approved and signed as a correct record.**

**125.18 GDPR COMPLIANCE**

i. Greg Lawrence from Shroptech outlined how Councillor emails would be transferred and it was **RESOLVED that Councillors would be invited to an evening meeting to bring their laptops to have their new emails installed. Councillors who authorise online bank payments would also have their hard drives encrypted and computer security reviewed. Greg would contact them directly to arrange for this to be done.**

ii. It was proposed by Cllr D Gregory and seconded by Cllr N Hignett and **RESOLVED to adopt the Subject Access Request policy, Data Breach policy, Information Retention policy and Information Security policy which had been circulated to Councillors previously. The policies will also be available on the Parish Council website.**

**126.18 POLICE MATTERS**

The May SNT newsletter had been circulated to Councillors and was **NOTED. There was an amendment to the figures reported. Under 'Concern for Safety' for Pontesbury the figure should read 2 not 12.**

Cllr R Evans gave a verbal report to the parish council covering the following items.

- Local Joint Committee areas are to be reviewed to align with Place Plan areas.
- The move for the PCC to take over the Shropshire Fire & Rescue service has been referred for Judicial Review.
- Concerns about Edgebold roundabout have been referred to the Highways Agency.
- A new Shropshire Council Financial Strategy for 18-19 and 19-20 will be revealed in July 2018.

## 128.18

## PLANNING COMMITTEE

The minutes from planning committee meeting held on 30th April 2018 were received and **ADOPTED.**

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update which included the following;

- The planning committee was delegated authority to look into protection of woodland on Pontesford Hill which is for sale. A letter would be sent to Shropshire Council Tree Officer requesting an interim Tree Preservation Order be put on the woodland whilst a management plan was drawn up. These measures are to prevent indiscriminate felling of trees on land sold.
- Hare & Hounds in Cruckton – The agent for the owner of this derelict public house has taken up the Parish Council suggestion of considering alternative proposals for development of the site as it is unlikely it will be used as a public house again.
- Neighbourhood Plan – consultations with the community will begin at the Church summer fete on 23 June 2018. There will be a simple questionnaire to hand out to residents. Feedback gathered will be used by the Steering Group to draw up a vision for Pontesbury Parish and scope for the Neighbourhood Plan. The Questionnaire will also be available from local outlets and from the Parish Council website. Out of pocket expenses incurred by Planning Committee chair would be added to July meeting agenda.

## 129.18

## a) Receipts

- Newsletter advert receipts - **£301.90**
- Flower bed sponsorship - **£700.00**
- Contribution for Defibrillator stickers - **£50.95**

**NOTED**

## b) Payments for Approval

It was proposed by Cllr R Evans 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 online bank payments.**

Supplier/Payee	Service	Net	VAT	Gross	Cheque No/online bank payment Ref.

Evelyn Griffiths	Public toilets cleaning & cleaning materials - May 2018	186.97	0.00	<b>186.97</b>	<b>B/P 9</b>
Greenfingers Landscape Ltd	Ground maintenance	185.42	37.08	<b>222.50</b>	<b>B/P10</b>
Highline Electrical Ltd	Monthly maintenance Charge - May and repairs	354.25	70.85	<b>425.10</b>	<b>B/P11</b>
Parish Clerk	Expenses - 14 May - 10 June 2018	158.44	0.00	<b>158.44</b>	<b>B/P12</b>
Parish Clerk	Salary for June 2018 (payable 20/6/18)	1372.03	0.00	<b>1,372.03</b>	<b>B/P12</b>
Parish Clerk	Pension payment June 2018	423.22	0.00	<b>423.22</b>	<b>B/P13</b>
HMRC	Quarterly tax return	1207.45	0.00	<b>1,207.45</b>	<b>B/P14</b>
Pontesbury Public Hall	Room hire for 30/4/18 + 3/5/18 + 29/5/18	42.00		<b>42.00</b>	<b>300003</b>
Shroptech	Email domain, Microsoft 365 and council laptop GDPR work	330.99	0.00	<b>330.99</b>	<b>B/P15</b>
Sign & Poster	Stickers for defib cabinet	50.95	10.19	<b>61.14</b>	<b>B/P16</b>
JDH Business Services Ltd.	Internal audit 2017-18	156.00	31.20	<b>187.20</b>	<b>B/P17</b>
	<b>Total</b>			<b>4,617.04</b>	

- c) It was proposed by Cllr S Picken and seconded by Cllr R Martinali and **RESOLVED to APPROVE the re-issuing of Unity cheques and authorisation of online bank payments following the May meeting, due to the Lloyds bank account being closed.**
- d) It was proposed by Cllr N Hignett and seconded by Cllr N Lewis and **RESOLVED to APPROVE the internal transfer of £25,000 from the Unity current account to the Unity savings account**
- e) It was proposed by Cllr D Gregory and seconded by Cllr J Pritchard and **RESOLVED to APPROVE delegated authority to the Finance & General Purposes Committee to agree a second bank to hold a reserves account to satisfy the requirements of the Financial Services Compensation Scheme deposit guarantee limit.**
- f) It was proposed by Cllr R Evans and seconded by Cllr N Hignett and **RESOLVED to appoint Cllr D Gregory and Cllr S Picken as additional online bank payment authorisers as Cllr N Lewis and Cllr J Pritchard no longer wish to authorise payments.**
- g) It was proposed by Cllr D Fletcher and seconded by Cllr N Hignett and **RESOLVED to APPROVE setting up standing orders for Clerks salary and pension payment to Shropshire Council – to be reviewed in May 2019**

### 130.18 INTERNAL AUDIT REPORT

The Internal Auditor's report for the financial year 2017/18 was considered and the report was **NOTED**. It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and: **RESOLVED to make the following responses:**

- i. **Issue 1: Letter had already been sent to HMRC asking for advice about VAT registration in April 2018. Clerk to follow this up**
- ii. **Issue 2: Budget monitoring reports will be brought to full council on a quarterly basis beginning with July 2018 meeting**
- iii. **Issue 3. Paper illustrating earmarked reserves at end of 2017/18, which had been submitted to the Internal Auditor was APPROVED by full council**
- iv. **Paper showing significant variances in spending compared to 2016/17 APPROVED by full council**

**131.18 INTERNAL CONTROLS** –It was proposed by Cllr D Gregory and seconded by Cllr S Lockwood and **RESOLVED to appoint Cllr P Heywood to carry out internal checks for 2018-19 on a quarterly basis.**

**132.18 RISK ASSESSMENT AND BUSINESS CONTINUITY PLAN**  
The updated risk assessment and business continuity plan, including mitigating actions, were considered. It was proposed by Cllr R Evans and seconded by Cllr S Picken and **RESOLVED to APPROVE and ADOPT the updated risk assessment and business continuity plan.**

**133.18 PONTESBURY LIBRARY STEERING GROUP**

Cllr D Fletcher gave a verbal update. **NOTED**

**134.18 LOCAL JOINT COMMITTEE (23 MAY) MEETING**

Cllr J Pritchard gave a verbal update, including information about FutureFit, Youth funding and Edgebold roundabout.

**135.18 TOWN & PARISH COUNCIL'S FORUM (21 MAY)**

Cllr D Fletcher gave a verbal update, including information about the progress of the Local Plan review, Place Plans and Armed Forces Covenant.

**136.18 SALC TRAINING FOR CLERK**

It was proposed by Cllr J Pritchard and seconded by Cllr A Hodges and **RESOLVED to APPROVE the cost of £65 for SALC training course 'Planning from a local council perspective' and £25 for 'Introduction to social media'.**

**137.18 NOTICEBOARD FOR CRUCKTON VILLAGE HALL**

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

**RESOLVED to APPROVE a grant of £250 towards a wall-mounted noticeboard to replace the existing board which is beyond repair.**

**138.18 UPDATE ESSENTIAL BOOKS**

It was proposed by Cllr J Pritchard and seconded by Cllr R Evans and

**RESOLVED to APPROVE £75 to purchase the up to date edition of Local Council Administration**

## **139.18 SHROPSHIRE COUNCIL GREAT OUTDOORS STRATEGY CONSULTATION**

The deadline of 31 July for individual Parish Councillors to complete the online consultation was **NOTED**.

## **140.18 FLOODING IN PONTESBURY**

A verbal report of the events leading to the flooding down Station Road and into bungalows in Mary Webb Close on Saturday 2 June, was given by Cllr N Hignett. Cllr N Hignett wished to thank residents and emergency services for their efforts in dealing with the emergency. A meeting will be held for all relevant parties to discuss steps to be taken to avoid a repeat of the flooding. A questionnaire is being circulated to residents to give feedback on Shropshire Council's response to the emergency.

## **141.18 SUSPENSION OF STANDING ORDERS**

It was proposed by Cllr R Evans and seconded by Cllr D Gregory and **RESOLVED to suspend Standing Orders** in order to allow members of the public to contribute to the meeting.

The CEO of Shropshire Rural Housing outlined their response to the emergency, issues that contributed to the situation and action that would be taken in response to the flooding. Shropshire Rural Housing are very keen to work with Shropshire Council to ensure there is no repeat of the flooding of their tenants.

A resident from Station Road requested that residents be kept up to date with any steps taken.

## **142.18 REINSTATEMENT OF STANDING ORDERS**

## **143.18 SHROPSHIRE COUNCIL ENVIRONMENTAL MAINTENANCE GRANTS**

It was proposed by Cllr R Evans and seconded by Cllr R Martinali and **RESOLVED to delegate authority to Clerk, Chair and Vice-Chair to submit an application if action needed before the next meeting.**

## **144.18 SPORTS FIELD FENCING**

It was **RESOLVED to defer a decision about fencing the boundary for the sports field and to delegate authority to Cllr D Fletcher and Cllr N Lewis to review the situation.**

## **145.18 STREETLIGHTING**

i) It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED to APPROVE the continuation of the Street Lighting Joint Energy Agreement with Shropshire Council for 2018-19.**

ii) It was **RESOLVED to delegate authority to the Finance & General Purposes committee to investigate the energy supply for the streetlights on School Green**

## **146.18 CHAIRMAN'S COMMUNICATION AND CORRESPONDENCE**

The following correspondence was received and **NOTED**.

<b>From</b>	<b>Subject and summary information</b>
SALC	<ul style="list-style-type: none"> <li>• June Information Bulletin</li> <li>• Right home, right place briefing note</li> <li>• Invitation from Kier – Health &amp; Safety event</li> <li>• Data Protection fees</li> <li>• Invitation Future Fit briefing to SALC Executive 4/6/18</li> </ul>
Shropshire Council	<ul style="list-style-type: none"> <li>• Cllr N Hignett – OPCC grant funding information</li> </ul>
Police	<ul style="list-style-type: none"> <li>• SNT newsletter for May 2018</li> <li>• Invitation to ask a question about policing in your community – Facebook event 26/6/18</li> </ul>
MP	<ul style="list-style-type: none"> <li>• MP public meeting 7/6/18</li> </ul>

#### **147.18 CLERK'S REPORT**

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

#### **148.18 PARISH BUSINESS**

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

- i. Give way sign by Cruckmeole Farm has been knocked down.
- ii. Streetlight no.12 on Pontesford Hill is on constantly
- iii. Shropshire Council Community Enablement Team under review. Chair to write a letter in support of the team
- iv. Cyclepath between Pontesbury and Minsterley is very overgrown
- v. The road sign for Linley Avenue is broken
- vi. Footbridge between Carver St and Brookside has a rotten plank
- vii. Streetlight No 6 on Brook Road is still on during the day
- viii. Bench for Jubilee Gardens – Chair and Clerk to progress matter

#### **149.18 DATE AND TIME OF NEXT MEETING**

7.30pm on 9<sup>th</sup> July 2018 at Habberley Village Hall.

The meeting ended at 9.20pm

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

**Date** .....