

PONTESBURY PARISH COUNCIL
Meeting of Council
Held at Mary Webb School
At 7.30pm on Monday 8th October 2018

PRESENT

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

IN ATTENDANCE: None

CLERK: Debbie Marais

Fourteen members of the public were present.

197.18 APOLOGIES FOR ABSENCE

Cllr D Gregory, Cllr C Robinson, Cllr D Ryder – personal reasons

198.18 DECLARATIONS OF INTEREST AND DISPENSATIONS

None

199.18 MINUTES OF COUNCIL

The minutes were submitted and circulated as read.

Amendments: Minute 178.18 should read;

- Discussions continue about the Community Engagement Team
- Based on Quarter 1 spending, the year end overspend is expected to be 6.8m
- Shropshire Council Highways expect to have completed the work by the end of the summer

Minute 195.18 viii should read Chapel St instead of Castle St.

It was proposed by Cllr R Evans and seconded by Cllr J Pritchard and **RESOLVED that the minutes of the Council meeting, held on 10th September 2018, with the above amendments, be approved and signed as a correct record.**

200.18 HALL BANK CLOSURE. The Chair welcomed Howard Thorne and Pam Weston from Shropshire Homes to the meeting. Both gave a verbal update on the closure of Hall Bank from 20/10/18 until 04/11/18. Plans for dealing with the road closure, diversion routes, temporary bus stops, consultation and communication with the local community were outlined and **NOTED.**

201.18 PUBLIC QUESTIONS AND COMMENTS

Mr K Jenks reported two streetlights that were out and that grids and gutters, particularly on Main road were silted up and growing vegetation. These matters would be raised at a meeting involving Cllr N Hignett, Cllr D Fletcher and Cllr Steve Davenport (Shropshire Council portfolio holder for Highways taking place later in the week)

Mr N Williams asked if the work on the Hall Bank development would be a one-off disruption or whether more work was planned, and whether in the case of problems Shropshire Homes would be available. Shropshire Homes replied yes to both questions and that Shropshire Council would be responsible for traffic management during the road closure.

Mr R Jones asked if businesses had been informed about the Hall Bank closure. Shropshire Homes had consulted local businesses.

Mr D Jones raised the issue of satnavs not working correctly when diversions are in place and asking for a contact no. for Shropshire Homes/Shropshire Council in case of problems. The Shropshire Council customer service number was in press releases and this is staffed 24/7.

202.18 POLICE MATTERS

The Clerk had contacted the local policing team but nothing to report. The Clerk would report back to the policing team about the Hall Bank closure and to ask for their support particularly with parking issues during the closure.

203.18 SHROPSHIRE COUNCIL MEMBER REPORT

Cllr N Hignett gave a verbal report to the parish council covering the following items.

- The review of Non-Domestic Rates Discretionary Relief for Village Halls/Sports Associations has concluded and Shropshire Council will continue to award 100% relief to Village Halls, Community Centres and similar charitable organisations with an emphasis on recreational activities.
- Plans to deliver Children's Centres Services from 7 key buildings in Shropshire will come into effect in January 2019. The area including Pontesbury parish will be covered by Crowmoor Centre and Sunflower House both located in Shrewsbury
- Shropshire Council continues to review use of Community Infrastructure Levy. A list of proposed projects will go to Cabinet shortly. Infrastructure requirements for Town and Parish Councils will be discussed at a series of meetings. Any changes to current policy will go out to consultation
- Parking in Shrewsbury will continue to be free after 6pm.
- Kier have announced the need for emergency closures for safe repairs for certain rural roads
- Refurbishment of Shirehall will be discussed at the next full council meeting
- Part-closure of Pride Hill has been extended.

204.18 PLANNING COMMITTEE

The minutes from planning committee meeting held on 3rd September 2018 were received and **ADOPTED.**

Cllr A Hodges, Chairman of the Planning Committee, gave a verbal update on the Neighbourhood Plan. The Steering Group have received views from approximately 10% of the local community have been gathered. Still looking for representation from younger residents.

205.18 STATUTORY BUSINESS/FINANCE

a) Receipts

- i. Newsletter advert receipts - **£431.30**
- ii. Savings account interest - **£20.69**

NOTED

b) Payments for Approval

It was proposed by Cllr R Evans and seconded by Cllr N Lewis 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
Evelyn Griffiths	Public toilets cleaning & cleaning materials - September 2018	180.00	0.00	180.00	B/P56
Greenfingers Landscape Ltd	Ground maintenance	185.42	37.08	222.50	B/P57
Parish Clerk	Expenses - 10 September - 7 October 2018	169.53	0.00	169.53	B/P58
Parish Clerk	Salary for October 2018 (payable 20/10/18)	1355.63	0.00	1,355.63	B/P59
Shropshire Council	Pension payment August 2018	423.11	0.00	423.11	B/P60
PKF Littlejohn LLP	External Audit 2017-18	300.00	60.00	360.00	B/P61
Parish Clerk - reimbursement of payment	Acer monitor for laptop	89.97	0.00	89.97	B/P62
Highline Electrical Ltd.	Maintenance for Sept 18	555.50	111.10	666.60	B/P63
Lawrence Direct	Various Stationery	11.38	2.28	13.66	B/P 64
SLCC	Registration with CiLCA	250.00	0.00	250.00	B/P65
Came & Company	Annual Parish Council insurance 1/10/18-30/09/18	1144.42	0.00	1,144.42	B/P 66
Mrs J Sandells	Bus Shelter cleaning Jan-Sep 18	510.00	0.00	510.00	B/P67
Creative Digital	October newsletter	330.00	0.00	330.00	B/P68
Lawrence Direct	Stationery and Neighbourhood Plan Questionnaire printing	91.71	18.34	110.05	B/P 69
Mrs D M Hughes	Bus Shelter cleaning Jan-Sep 18	255.00	0.00	255.00	300015
Tony Bishton	May - Oct 18 Flower bed maintenance and planting	325.00	0.00	325.00	300014
Mr W G Manley	Bus Shelter cleaning Jan-Sep 18	170.00	0.00	170.00	300017
	Total			6,575.47	

- c) External Auditor report – The Clerk advised that the external auditor had completed the audit and they have confirmed that on the basis of their review of the annual return, in their opinion, the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

It was proposed by Cllr S Picken and seconded by Cllr R Evans and: **RESOLVED to NOTE this report.**

- d) **Budget monitoring/Bank Reconciliation for Quarter 2. 2018-19.** It was proposed by Cllr S Picken and seconded by Cllr R Evans and **RESOLVED to NOTE these reports.**
- e) **A date for the F&GP meeting to discuss the budget for 2019-20 will be set for the end of November.**
- f) **Bus shelter payments.** It was proposed by Cllr J Pritchard and seconded by Cllr N Lewis and **RESOLVED to APPROVE the payments to J Sandells, G Manley and**

D Hughes for bus shelter cleaning from January – September 2018 as stated above.

- g) Grant application by Sports Association.** It was proposed by Cllr J Pritchard and seconded by NL and **RESOLVED to APPROVE a payment of £750 towards the costs of updating their CCTV equipment.**

206.18 COMMUNITY HUB WORKING GROUP – a verbal update was received from Cllr D Fletcher and all councillors were invited to attend an informal meeting to discuss the issues/costings involved on 15 or 22 October at Mary Webb school.

207.18 PARISH COUNCIL TREE SURVEY - this was deferred until the November parish council meeting.

208.18 FIXED ASSET LIST - The updated Fixed Asset list was considered. Cllr R Martinali wished to add two metal benches in Plealey. It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and: **RESOLVED to APPROVE the updated Fixed Asset List.**

209.18 FEEDBACK FROM AND APPROVE RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING ON 17 SEPTEMBER 2018

- i) Budget and date for event to thank village volunteers – deferred until future meeting
- ii) It was proposed by Cllr D Fletcher and seconded by Cllr J Pritchard and **RESOLVED to APPROVE completion of probationary period of employment for Clerk**
- iii) It was proposed by Cllr N Hignett and seconded by Cllr J Pritchard and **RESOLVED to APPROVE registration for Certificate in Local Council Administration for Clerk**

210.18 ENVIRONMENTAL MAINTENANCE GRANTS – As the fund is not yet open for applications the matter was deferred to the November agenda.

211.18 BIRCH ROW – UNADOPTED LAND – Clerk had contacted Steve Brown from Shropshire Council Highways department and they were looking into the matter. Cllr N Hignett would also raise the issue with Cllr Davenport at their meeting

212.18 LOCAL TRANSPORT PLAN QUESTIONNAIRE - It was proposed by Cllr N Hignett and seconded by Cllr N Lewis and **RESOLVED to APPROVE delegated powers to Cllr D Fletcher, Cllr J Pritchard and Clerk to complete the survey on behalf of the council.**

213.18 INSURANCE - It was proposed by Cllr R Evans and seconded by Cllr J Pritchard and **RESOLVED to APPROVE payment of the recommended policy and then refer discussion about increased premium to cover previously uninsured items at F&GP in November.**

214.18 STREETLIGHT CONTRACT - It was proposed by Cllr J Pritchard and seconded by Cllr C Sandells and **RESOLVED to APPROVE roll on contract with current contractor covering streetlight maintenance until the Streetlight Working group meet in November. This group to report back at December meeting.**

215.18 DEMENTIA FRIENDLY COMMUNITY STEERING GROUP - It was proposed by Cllr S Picken and seconded by Cllr S Lockwood and: **RESOLVED to APPROVE Cllr D Fletcher to represent Pontesbury Parish Council on the Steering Group and to approve action plan items for registering with Dementia Action Alliance.**

216.18 CHAIRMAN’S COMMUNICATION AND CORRESPONDENCE

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

From	Subject and summary information
SALC	<ul style="list-style-type: none"> • Shropshire Poppy Appeal • Press release about extended access for county GP practices • September bulletin • CIL update letter from Shropshire Council
Police	<ul style="list-style-type: none"> • Update from John Campion
Sports Association	<ul style="list-style-type: none"> • Request for grant towards alarm system for pavilion

217.18 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**.

218.18 PARISH BUSINESS

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

- i. Cllr S Picken reported potholes on the village side of the ford at the bottom of Whitwell Lane and in the base of the ford itself.
- ii. Cllr A Hodges requested an additional seat for Cruckmeole bus stop. This would be added to the November agenda.
- iii. Cllr A Hodges reported that the narrowing of the pavement between Cruckmeole and Hanwood was causing problems for people with prams and young children walking to school
- iv. Cllr N Lewis reported that light No. 5 on Brook Rd is still on during the daytime
- v. Cllr N Lewis said that residents had reported falls due to the surface of the pavement on Station Rd, particularly outside York House. Cllr N Hignett would bring this up with Cllr S Davenport at their meeting.
- vi. Cllr J Pritchard requested that a letter be sent to Shropshire Council asking what contracts with road maintenance companies state in terms of consequences relating to failure to complete works within time limits specified within the contract.
- vii. Cllr J Pritchard reported that residents had complained about the surface of the road on Oaks Hill between Habberley and Pulverbatch
- viii. Cllr N Hignett reported that a meeting was planned with relevant parties about flooding in Pontesbury and that this matter would be raised with Cllr Davenport along with the issue of the trees on Linley Avenue.

219.18 DATE AND TIME OF NEXT MEETING

7.30pm on 12th November 2018 at Mary Webb School, Pontesbury
The meeting ended at 9.05pm

Signed
Chair

Date