

PONTESBURY PARISH COUNCIL



Annual Meeting of the Parish Council held at The Pavilion on Monday 9th September 2024 at 7.30pm

PRESENT

Councillors: D Fletcher, N Hignett, R Evans, N Lewis, A Hodges, C Sandells, , D Jones, P Heywood, T Mackenzie-Slight, S Davies, A Windows and N Manning

Clerk of the Meeting: Debbie Marais

Public present: None

63.24 Apologies for Absence

Apologies for absence were received from Cllr D Gregory, M Trow and Cllr J Pritchard

64.24 Declarations of Interest and Dispensations – None

65.24 Public Questions and Comments - None

66.24 Minutes of Council

After a proposal from Cllr Sandells, seconded by Cllr Evans, all in favour, it was **RESOLVED** to approve the Minutes of the Parish Council Meeting held on 8th July 2024.

67.24 Police Matters – Clerk had circulated a written report from the local policing team. There was a useful section about how/where to report different incidents which Clerk would put in the October parish newsletter.

Cllr Windows asked if the anti-social behaviour on School Green was mainly young people and Cllr Fletcher reported that there was an annual pattern of year 11 pupils causing problems once they have finished their exams.

Cllr Sandells reported cars travelling past Hanwood School above the speed limit and asked if the police bike could be put at the bottom of Pound Lane.

Cllr Jones reported some anti-social behaviour along the cycleway with people messing about with signs. Also hare-coursing around Malehurst.

Cllr Fletcher reiterated the importance of reporting any incidents via 101. The more evidence gathered the more the police can act.

Cllr Davies commented that some of the young people causing problems on School Green were older than year 11.

68.24 Community Report – Cllr Davies gave a verbal report which was **NOTED**. The gentleman's club is very successful and is now running fortnightly. The coffee mornings have restarted and the community lunches begin again in October. The group have lost 2 volunteers but gained 3 new ones. Cllr Davies wanted to thank Bernie Rodenhurst's family for their generous donation to the group. Cllr Fletcher thanked the group for all their hard work.

69.24 Shropshire Council Member Report Shropshire Councillor Roger Evans gave a verbal report including:

- Two road closures between Arscott to Pontesford (15th to 29th October) and Arscott to Annscroft (18th to 22nd November)
- Quarter 1 Finance report going to SC Cabinet this week shows £38.5m additional costs incurred so the prediction is the SC will remain in the black by 31/3/25 but the reserves will be down to £330,000.
- There will be additional income from the charges for the green bins and some savings due to redundancies. Residents can now sign up for the green bin charges on the SC website and from 1/10/24 any bin without a sticker on it will not be collected. Also from 1/10/24 no food waste will be collected. If garden waste is found in the black bins they will not be collected.
- A report on the future of the Schools Library Service will go to cabinet this week and the proposal is for the service to continue if it is supported
- Local Plan – the Government are consulting on the number of new houses needed to meet national targets. The current LP will not show any of the additional houses needed but as soon as it is adopted there will be a new LP drafted which will continue the new allocations.
- The work on the gyratory system in Shrewsbury is causing problems
- The Swimming Pool at Sundorne is being recommended for approval at a cost of £29m
- Car parks – a consultation is under way to see if there are investors who would take over the car parks on a 125 year lease and pay SC a rental fee

Cllr Windows asked if there would be a break clause included in the lease on car parks. Cllr Evans responded that that would need to be negotiated if there was support from Cllrs for the scheme

Cllr Sandells raised concerns that car parking spaces show as removed on the plans for the new swimming pool, which would cause problems, so the car parking area needs to be extended. Cllr Evans responded that this has been raised in the consultation responses.

70.24 Planning

70.24.1 After a proposal from Cllr Hodges, seconded by Cllr Windows, all in favour, it was **RESOLVED** to approve the minutes of the Planning Committee meetings held on Monday 1st July and 5th August 2024.

70.24.2 Cllr Hodges gave a verbal report which was **Noted**.

71.24 Statutory Business and Finance

71.24.1 Income of £7339.71. This was **NOTED**.

71.24.2 After a proposal from Cllr Mackenzie-Slight, seconded by Cllr Hignett, all in favour, it was **RESOLVED** to approve August and September payments of £34,601.12 as attached.

71.24.3 After a proposal from Cllr Lewis, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve a grant of £50 towards food for the barbeque for St George's youth group

71.24.4 After a proposal from Cllr Heywood, seconded by Cllr Hignett, all in favour, it was **RESOLVED** to approve retrospective transfer of £15,000 from CCLA to Unity current account for September 2024 payments.

71.24.5 After a proposal from Cllr Heywood, seconded by Cllr Hignett, all in favour, it was **RESOLVED** to approve a top up of £150 for both Equals Direct Debit cards used by RFO/Clerk

71.24.6 After a proposal from Cllr Jones, seconded by Cllr Heywood, all in favour, it was **RESOLVED** to approve retrospective acceptance of payment of £636.18 towards the replacement lock on the ladies public toilet on School Green. The quote from Locsafe was accepted by the insurance company and a £150 excess was in place.

71.24.7 After a proposal from Cllr Lewis, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve a maximum budget of £2000 for a double noticeboard for Habberley and payment to be made from CIL Neighbourhood Fund. Clerk to purchase noticeboard.

71.24.8 After a proposal from Cllr Windows, seconded by Cllr Mackenzie-Slight, all in favour, it was **RESOLVED** to retrospectively approve contract with British Gas Lite for Pavilion electricity to bring it in line with other utility contracts until 2027 and add this payment to the list of council direct debits

71.24.9 After a proposal from Cllr Jones, seconded by Cllr Lewis, all in favour, it was **RESOLVED** to approve payment of £100 for hedge cutting on the Minsterley cycleway where the main hedge cutter could not reach

71.24.10 Quarter 1 2024-25 Bank Reconciliation for all accounts was **NOTED**.

71.24.11 Quarter 1 2024-25 Budget Monitoring report was **NOTED**.

71.24.12 Quarter 1 2024-25 Internal Controls was received (accurate accounts in order) and After a proposal from Cllr Hignett, seconded by Cllr Evans, all in favour, it was **RESOLVED** to approve the following recommendations:

71.24.12a Sign up for paperless bank statements

71.24.12.b Purchase safe for office to keep the cheque book

71.24.12.c Pavilion Committee to look at the discrepancy in room hire bookings. Booking form says minimum charge of 2 hours but on the Pavilion website the charging is per 15 minutes.

71.24.12.d After a proposal from Cllr Hignett, seconded by Cllr Lewis, all in favour, it was **RESOLVED** to approve the Financial Risk Assessment, Organisational Risk Assessment and Business Continuity Plan as updated by RFO/Clerk

72.24 Health & Safety Matters – None raised

72.24.1 After a proposal from Cllr Lewis, seconded by Cllr Hignett, all in favour, it was **RESOLVED** to approve Company 1. To carry out the tree work at the bottom of Hall Bank for health and safety reasons and recommended by the SC Tree Officer.

73.24 Resident's survey of Cruckton/Cruckmeole and Pound Lane. Matter deferred to October meeting

74.24 Community Garden

74.24.1 After a proposal from Cllr Hodges, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve the Memorandum of Understanding with the Pontesbury Climate Emergency Action Group regarding the use of parish council land for a community garden, prepared by Clerk

74.24.2 After a proposal from Cllr Fletcher, seconded by Cllr Lewis, all in favour, it was **RESOLVED** to approve a maximum budget of £250 for equipment needed for the apple pressing event which is part of the Community Garden Harvest Celebration event on Sunday 22nd September 1-4pm.

75.24 Parish Council Insurance - After a proposal from Cllr Evans, seconded by Cllr Jones, all in favour, it was **RESOLVED** to approve delegated authority to Cllrs Fletcher, Hignett, Trow and Hodges with RFO and Clerk to review the insurance documents and renew with a maximum budget of £2200 to be paid by 30th September 2024.

76.24 Station Road Play area – a verbal update from Cllr Fletcher was **NOTED**. The local policing team and the Pontesbury Youth Group worker and been talking to young people and increased their presence in the area to deter anti-social behaviour. Cllr Fletcher wished to minute thanks to the local volunteers that litter pick in the play area. The Parish Council Play Area Working Group hadn't been able to meet. Cllr Fletcher reported that the play area equipment is coming to the end of its life and needs continual repairs and the local contractor is struggling with rising insurance costs. After a proposal from Cllr Jones, seconded by Cllr Mackenzie-Slight, all in favour, it was **RESOLVED** to approve the widening of the remit for the Working Group to look at complete refurbishment. Cllrs Hignett, Fletcher, Windows, Davies and Lewis would be on the Working Group. Cllr Evans felt that the new Public Space Order should be considered as part of the refurbishment.

77.24 Remembrance Sunday - After a proposal from Cllr Lewis, seconded by Cllr Hignett, all in favour, it was **RESOLVED** to approve a donation payment of £50 to Royal British Legion for the wreath for Remembrance Sunday and that Cllr Fletcher would lay the wreath on behalf of the Parish Council.

78.24 Shropshire Council Town & Parish Council consultation - After a proposal from Cllr Fletcher, seconded by Cllr Windows, Cllr Evans abstained, it was **RESOLVED** to approve Clerk to complete the survey saying that the Parish Council could help Shropshire Council and were willing to have a conversation about the library service.

79.24 Pontesbury Youth Project – deferred until October meeting.

80.24 Clerk's Report - A report from the Parish Clerk was received and noted.

81.24 Parish Business the following parish business was reported:

- Cllr Jones reported that the routine SC verge maintenance along the Pontesbury cycleway had not been done. Cllr Fletcher would chase this with SC. Cllr Jones said that there were not enough volunteers available to remove the risings after the wildflower part of the verge had been mown. Cllr Jones would arrange for this to be removed. Cllr Jones would report the fingerpost to Malehurst that had dropped on FixmyStreet. The highway lighting along the Minsterley road before the cycleway which Cllr Jones had reported on FixmyStreet still hasn't been done. Cllr Hignett would chase this.
- Cllr Windows Cllr Windows would report the green area on the corner of Stallion Lane that had not been mown, using FixmyStreet. Cllr Windows also raised his concerns about the company involved with the gigabit rollout. Cllrs had been circulated with the information and can give individual feedback.
- Cllr Manning raised concerns about whether there were planning permissions in place for the new access and number of accommodation units on the waterwheel land. Cllr Manning would liaise with Cllr Hodges to look into whether this was a planning enforcement issue.
- Cllr Mackenzie asked for the well-used bus shelter at the top of Hall Bank to be refurbished. This would be added to the parish council Strategic Plan
- Cllr Hodges raised concerns about the flooding by the school corner in Cruckton and the detours required. Cllr Hodges would report on FixmyStreet
- Cllr Evans reported that the problems with the road north of Hanwood to the Edgebold roundabout should be sorted now
- Cllr Sandells Wished to thank SC for the clearing of the footpath between Cruckmeole and Hanwood. Cllr Fletcher would pass this on to the relevant SC officer
- Cllr Lewis raised concerns about the anti-social behaviour involving the sanitary bins from the ladies public toilet on School Green and thank you to the member of public who cleared it up. A new lock has been ordered and Clerk would chase the company who were fitting it

Cllr Hignett the parish council noticeboard near St Georges church needs the ground levelling around it for people to see the notices. Cllrs Fletcher/Hignett would follow this up

Cllr Fletcher reported on behalf of Cllr Pritchard who wished to thank SC for the new white lines on junctions in Habberley. Cllr Pritchard also wanted to raise the issue that the 30mph signs had faded between Habberley and Plealey as these are advisory the council would need to use Environmental Maintenance Grant monies. This would be discussed at the October meeting. Cllr Fletcher would report the potholes notified by Cllr Pritchard. Cllr Pritchard wished the parish council to write to the local MP about the removal of winter fuel grants.

Cllr Fletcher a resident had requested a post to be put in the culvert at the Hall Bank junction ednd to measure the speed of the water going up and down in high rainfall. The post at the Plough end gives a more accurate reading.
A resident had raised concerns that Minsterley Motors services 552 and 553 no longer called at the hospital. Cllr Fletcher had contacted MM and the hospital service is now back up and running, it had only stopped temporarily due to works at the hospital. Cllr Fletcher had followed up about the noticeboards on bus stops that need replacing but not yet had an answer about who was responsible. Cllr Evans would raise this with SC.

Clerk Introduced the microgrant project for community meals. Cllrs wanted more information. Council had received a letter from the Shropshire Hills Landscape Trust -Clerk to contact them to attend the November full council meeting

82.24 Exclusion of the Press & Public After a proposal by Cllr Hignett, seconded by Cllr Evans, all in favour, it was **RESOLVED** that exclusion of the Press & Public be made 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).

83.24 Personnel Committee – recommendations from meeting on 5th September 2024

After a proposal by Cllr Hodges, seconded by Cllr Sandells, Cllr Jones abstained, it was **RESOLVED** to approve following recommendations:

83.24.1 Approval of minutes of Personnel Committee meeting on 4th July 2024

83.24.2 Approval of adoption of National Joint Council Green Book (national standards governing employment of local council staff

83.24.3 Approval of the employee handbook as drawn up by Worknest apart from the section on Sickness Absence which will be drawn up by Personnel Committee following more discussion and research. This section will be submitted for approval by full council at a future meeting

83.24.4 Plan of phased return to work for Deputy Clerk based on recommendations following a Return to Work Interview with Deputy Clerk including recommendations from the Occupational Health report received.

83.24.5 Retrospective approval of payment of £850 for the Occupational Health Assessment and report for Deputy Clerk’s return to work and implementation of conditions to enable the Deputy Clerk to remain at work successfully. This payment is not covered by the Key Person Insurance in place.

84.24 Date and Time of Next Meeting. The next meeting of Pontesbury Parish Council will be held on Monday 14th October 2024 at The Pavilion, starting at 6.30pm. The meeting closed at 21.00pm

Signed:
Chairman Pontesbury Parish Council

Date: