

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT THE **PONTESBURY PARISH COUNCIL MEETING** WILL TAKE PLACE ON **MONDAY 9th SEPTEMBER 2024 AT THE PAVILION, HALL BANK AT 7.30PM.** www.pontesburyparishcouncil.org.uk

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 PUBLIC QUESTIONS AND COMMENTS –** (Fifteen minutes will be allowed)
- 4 MINUTES OF COUNCIL -** To approve the Minutes of the Parish Council Meeting held on Monday 8th July 2024.
- 5 POLICE MATTERS –** to receive a report from a member of the Local Policing Team
- 6 COMMUNITY REPORT –** to receive a report from Cllr Davies on the work of Rea Valley Good Neighbour Scheme.
- 7 SHROPSHIRE COUNCIL MEMBER–**to receive verbal report from Shropshire Councillor Roger Evans
- 8 PLANNING**
 - 8.1 To approve the minutes of the Planning Committee meeting held on 1st July and 5th August 2024
 - 8.2 Verbal update report from Chairman of Planning Committee
- 9 STATUTORY BUSINESS/FINANCE**
 - 9.1 Income – to note income since the last meeting
 - 9.2 Expenditure for approval
 - 9.3 Approve a grant of £50 towards food for barbeque for St George's Youth Group.
 - 9.4 Approve retrospectively a transfer of £15,000 from CCLA to Unity current account for September payments
 - 9.5 Approve top-up of £150 for both Equals Direct Debit cards used by RFO and Clerk
 - 9.6 Retrospective acceptance of payment of £636.18 towards the replacement cost of the lock on the ladies toilet in Pontesbury. Quote accepted by the insurance company from Locsafe and then £150 excess in place
 - 9.7 Approve maximum budget of £2000 for a double noticeboard for Habberley and payment to be made from CIL Neighbourhood Fund. Clerk to purchase noticeboard.
 - 9.8 Retrospective approval of contract with British Gas Lite for Pavilion electricity to bring it in line with other utility contracts until 2027 and add to list of council direct debits
 - 9.9 To approve payment of £100 for grass cutting work around lamp poles on Minsterley to Pontesbury cycleway
 - 9.10 To Note Quarter 1 Bank Reconciliation
 - 9.11 To Note Quarter 1 Budget Monitoring report
 - 9.12 To Note Internal Controls report for Quarter 1 – Cllr Trow to give verbal report at meeting
 - 9.13 To approve Organisational and Financial Risk Assessments and Business Continuity Plan as amended by RFO/Clerk
- 10 HEALTH AND SAFETY MATTERS –** to raise any parish council health and safety issues
 - 10.1 Retrospective acceptance of Company 1 for tree work at the bottom of Hall Bank as work needed to be done asap for Health & Safety reasons recommended by SC Tree Officer.
- 11 RESIDENT'S SURVEY OF CRUCKTON/CRUCKMEOLE & POUND LANE –** verbal update and recommendation report from Working Group
- 12 COMMUNITY GARDEN**
 - 12.1 Approve Memorandum of Understanding with the Community Garden group
 - 12.2 Verbal update from Clerk about Harvest Celebration event and approve maximum budget of £250 from Carbon Zero projects budget for equipment for an annual apple pressing event
- 13 PARISH COUNCIL INSURANCE –** to approve delegated authority to Cllrs Fletcher, Hignett, Trow and Hodges to review insurance policy renewal documents with RFO and Clerk and maximum budget of £2200 to be paid by 30th September 2024
- 14 STATION ROAD PLAY AREA –** to receive verbal update from Cllr Fletcher and expand working group to consider refurbishment plans for the play area
- 15 REMEMBRANCE SUNDAY –** approval of donation payment for wreath payable to Royal British Legion Poppy Appeal and confirm that Parish Council Chairman will lay wreath on behalf of the Parish Council
- 16 SHROPSHIRE COUNCIL TOWN & PARISH COUNCIL CONSULTATION –** to consider response
- 17 PONTESBURY YOUTH PROJECT –** to note report
- 18 CLERK'S REPORT –** to receive a written report from the Clerk
- 19 PARISH BUSINESS –** matters to be reported
- 20 EXCLUSION OF THE PUBLIC**
- 21 RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING 5th September 2024,**
 - 21.1 Approve minutes of Personnel Committee meeting held on 4th July 2024
 - 21.2 Receive recommendations from the Committee on the following:
 - 21.2.1 Adoption of the NJC Green Book
 - 21.2.2 New staff Handbooks
 - 21.2.3 Return to Work plan for Deputy Clerk
 - 21.2.4 Retrospective approval of £850 for Occupational Health Assessment for Deputy Clerk
- 22 DATE AND TIME OF NEXT MEETING –**Parish Council Meeting to be held on **Monday 14th October 2024 at The Pavilion, Hall Bank at 6.30pm.**

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Clerk to the council 03/09/2024

Parish Clerk: Debbie Marais Tel: 01691 661157 Email: clerk@pontesburypc.org.uk