



Prestbury Parish Council

Minutes of the 10th Ordinary Meeting of Prestbury Parish Council

Date: Wednesday, 10th February 2021

Time: 7.30 pm

Venue: Virtual

Attendance

Prestbury Parish Council

Cllr K Podmore
Cllr P Brough
Cllr L Burns
Cllr A Dicken
Cllr D Franks
Cllr V Herbert
Cllr P Holes
Cllr M Leather
Clerk – M Wheelton
RFO / Assistant Clerk – D Harrold

Cheshire East Council

Cllr P Findlow

Members of the public

One person in attendance

PPC 20-21 / 283 - Apologies for absence

Cllrs T Jackson, D Murphy & J Hallowell

PPC 20-21 / 284 - Declarations of interest

None

PPC 20-21 / 285 - Public Participation

One member of the public attended the meeting. They didn't address the meeting but wished to observe the discussions on current issues in Prestbury item. They remained for the whole meeting.

PPC 20-21 / 286 - Council Minutes

The Minutes of the Meeting of 13th January 2021 were approved.

Proposed Cllr Dicken. Seconded Cllr Franks. All in favour.

Signed

Date

PPC 20-21 / 287 - Finance

A report from the RFO was tabled and the following points noted:

New RFO appointment – Cllr Holes has now handed over the RFO role to the new RFO/Assistant Clerk, but for continuity purposes requested that he remain as a Visa card holder for a period of three months during the transition period as the new postholder takes over their full duties.

Proposed Cllr Holes. Seconded Cllr Podmore. All in favour.

Year-end preparation & timetable – This was anticipated to be the standard timetable with no extension due to the pandemic. The auditor is now being requested for the final certificate and invoice for 2019/20.

Car park damage insurance claim – It was confirmed that the insurance monies for the claim had now been received and the successful company will be employed to undertake the repair work.

Financial Regulations – it was confirmed that the proposed amendments will be brought forward to the March council meeting for adoption in April. These will address the transfer of responsibilities of the RFO role by Cllr Holes including the use of the Visa card and bank signatories on internet banking to allow for a clear audit trail & separation of duties. Members were requested to contact Cllr Holes if they had any further comments on the proposals.

Risk Register – it was confirmed that the risk register and risk assessments will be updated to take into account the key areas of operation that have health & safety implications and the actions required to mitigate any risks. All references to “the Clerk” in the risk register need to be amended to “the Clerk / RFO Assistant Clerk”.

Asset Register – due to the current Covid restrictions a request was made to delay the annual Asset Verification audit until after the summer period.

Proposed Cllr Holes. Seconded Cllr Herbert. All in favour.

Members were further requested to approve the current Asset Register.

Proposed Cllr Holes. Seconded Cllr Burns. All in favour.

HM Land Registry - a request was made by Cllr Holes for approval to complete the land survey on behalf of the Parish Council as requested by NALC.

Proposed Cllr Holes. Seconded Cllr Burns. All in favour.

Members were informed that the land titles held on the Land Registry have the previous Council Chambers address, this requires changing to the Village Hall address. It was proposed that the RFO be allocated a budget of up to £500.00 for any fees associated with making the changes.

Proposed Cllr Holes. Seconded Cllr Podmore. All in favour

Signed

Date

Noticeboard – Following a discussion on the replacement of the main sites in the village centre Cllr Holes was requested to cost up the options and get quotations to bring back a recommendation for decision at the March meeting.

January Accounts – all accounts circulated were in order having been reconciled and no further comments were made.

Payments for authorization – Due to the current emergency, Council were asked to agree the payments recorded in the minutes in lieu of specific signatories.

Proposed Cllr Holes. Seconded Cllr Brough. All in favour.

It was noted that during the month there were no requests being sought for credit card payments. As set out in the RFO report the following payments were requested be approved for payment:

- Starboard Systems Ltd – Yearly Licence for SCRIBE. £468.00 plus £93.60 VAT. Total £561.60
- LITE Ltd – Christmas Lights. £9423.00 plus £1884.60 VAT. Total £11,307.60
- Steve Worrell – Christmas tree removal. £100.00
- Cartridge People – Ink cartridges purchased by clerk. £17.78.
- Mark Wheelton – January pay. £confidential
- HMRC – Tax/NI January. £222.56
- Shire Pay Services Ltd – Payroll service £63.00 plus £12.60 VAT. Total £75.60.
- Prestbury Village Hall – Quarterly charge for room hire. £222.00

Two members of the F&GP Committee had reviewed the Bank Transfer Documents and confirmed they are legitimate, the minutes to record this in lieu of initials on documents.

Proposed Cllr Holes. Seconded Cllr Herbert. All in favour.

PPC 20-21 / 288 - Committees

The minutes of the Planning Committee Meeting of the 6th January 2021 were noted

PPC 20-21 / 289 – Current Issues in Prestbury

Cllr Franks updated members on discussions he had been having with Mottram St Andrew Parish Council in respect of the range of issues being experienced by rural parishes in Cheshire East, including those that have also been highlighted through comments on social media. Cllr Franks is to work with Cllr Leather on how these issues could be packaged together for further discussion with Cheshire East Highways through the Poynton Area Partnership. It was also considered that the issues could form the basis for future consultation with local residents It was requested that progress on this issue be brought back to the next meeting.

Signed

Date

PPC 20/21 / 290 – Roads, pavements and safety of the public realm

- Speeding on village roads - Cllr Leather updated members on the contacts and liaison she had been making in respect of speeding issues including Cheshire East and community police officers.
- Cheshire East Council Air Quality Action Plan Consultation – Cllrs Leather & Franks are to review this consultation and report back to the March meeting on whether the Parish Council should comment on the consultation by the deadline of 12th March 2021.
- Cheshire East Council Highways meeting – the clerk was requested to liaise with Cheshire East to ascertain possible dates for a meeting to discuss highway issues in Prestbury.

PPC 20/21 / 291 - National Association of Local Councils “Making A Change to Local Communities”

Following the recent receipt of this information from NALC Cllr Dicken requested that its contents be taken into account when the council undertakes its annual project review.

PPC 20-21 / 292 – Prestbury Railway Station

Cllr Podmore updated members following a recent on-site meeting with Rebecca Styles from Northern Rail. He confirmed that a number of members had received a “safety briefing” and safety clothing to allow the future undertaking of volunteer led improvements at the station. He confirmed that paperwork was also provided to allow the council to progress the application to adopt the station and set up a Friends of group.

Those members present are now allowed to train others in respect of safety and this will include a discussion with the members of the Amenity Society for when they undertake any future work on the station.

PPC 20-21 / 293 – Grounds Maintenance / Sundial planting bed

Cllr Podmore confirmed that he is still awaiting a final quotation for planting and annual maintenance work on the site, which will be brought back to the March meeting. To further progress the improvements requested that approval be given to seek a quotation from a ground worker for excavation and re-soiling of the sundial area for a sum not exceeding £500.00

Proposed Cllr Podmore. Seconded Cllr Herbert. All in favour.

PPC 20-21 / 294 – Children’s Playground / Playing Field

- Playground surfacing -Cllr Herbert updated members on the poor quality of the playground surface. Members requested that this be investigated further through obtaining of quotes for what improvements would cost including proper drainage.

Signed

Date

- Trees on site – Members reviewed a request from a house close to the play area for consideration of tree works to improve the levels of light reaching their property. Whilst members were sympathetic to this request they were not prepared to fund such works (which could include reducing their height) but would work with the house owner to progress this issue, The clerk was requested to draft a letter in consultation with the Chair to be sent as a response.

PPC 20-21 / 295 – Police Report

None had been provided to the Parish Council for January 2021

PPC 20-21 / 296 – Public conveniences in Prestbury

Cllr Herbert asked if provision of a public convenience could be revisited in the future, possibly as an item in any future resident consultation.

PPC 20-21 / 297 – Clerk’s Report

Members reviewed a report previously circulated by the clerk and comments were made as follows:

- Planning application decision for 61, Willowmead Drive. Members expressed their concern about correspondence received from Cheshire east Council on this application and requested that it be further reviewed at the next meeting of the planning committee.
- PPC Policy Review – members provided additional information on policy “owners” for the range of policies either currently being updated or for future scrutiny. Such policies to be brought back to Council as part of the annual review as appropriate.

The meeting closed at 9.50pm

Signed

Date