



# Prestbury Parish Council

## Minutes of the 12<sup>th</sup> Ordinary Meeting of Prestbury Parish Council

**Date:** Wednesday, 14<sup>th</sup> April 2021

**Time:** 7.30 pm

**Venue:** Virtual

### Attendance

#### Prestbury Parish Council

Cllr K Podmore  
Cllr L Burns  
Cllr A Dicken  
Cllr D Franks  
Cllr V Herbert – joined the meeting at 7.45pm  
Cllr P Holes  
Cllr J Hallowell  
Cllr M Leather  
Cllr D Murphy  
Clerk – M Wheelton  
RFO / Assistant Clerk – D Harrold

#### Cheshire East Council

Cllr P Findlow

#### Members of the public

Two persons in attendance

### PPC 20-21 / 315 - Apologies for absence

Cllr T Jackson

A minute's silence was observed at the start of the meeting to mark the death of His Royal Highness, The Duke of Edinburgh.

### PPC 20-21 / 316 - Declarations of interest

None

### PPC 20-21 / 317 - Public Participation

Two members of the public attended the meeting to address the members in respect of car parking issues that they have experienced whilst using Bridge Green Car Park. This discussion is minuted at PPC 20-21 323..

### PPC 20-21 / 318 - Councillor resignation:

Members noted the resignation of Councillor Peter Brough as a member of Prestbury Parish Council. The Clerk was requested to supply Cheshire East Council Electoral Services with the documentation to advertise the vacant post on their website and also to publish a copy on the Council noticeboard.

Signed

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**PPC 20-21 / 319 - Council Minutes**

The Minutes of the Meeting of 10<sup>th</sup> March 2021 were considered. Cllr Burns requested that under Minute PPC 20-21/303 Future dates that the word “confirmed” be replaced with “understood”. Subject to this amendment the minutes were approved.

**Proposed Cllr Burns. Seconded Cllr Franks. All in favour who were in attendance at the meeting.**

**PPC 20-21 / 320 - Finance**

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

HSBC update –

Members were informed of the current approvals still required to allow the new RFO to undertake their duties effectively and in line with the requirements of the financial regulations. Members were also informed that the current account type needs changing to a Local Authority accounts and approvals are still required.

**Proposal** - Cllr Holes proposed that the new Local Authority account has the following councillors as authorized signatories (Cllrs P Holes, K Podmore, M Leather & A Dicken) with the addition of the new Assn’t Clerk/RFO.

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

**Proposal** - Cllr Holes proposed that he continues to hold a Visa/Debit for making payments on behalf of Prestbury Parish Council until the new HSBC account and mandate are in place.

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

In order for the required mandates to be processed in a timely manner, it was agreed that an additional Extraordinary Meeting of the Parish Council would be held on Wednesday 21<sup>st</sup> April 2021 at 7.15pm (prior to the Finance & General Purposes Committee meeting) to approve the minutes of the meeting of 14<sup>th</sup> April.

Proposed amendments to the Financial Regulations

Members reviewed the proposed updates of the Financial Regulations as previously circulated and outlined in the RFO’s monthly report.

**Proposed Cllr Franks. Seconded Cllr Holes. All in favour**

Proposed amendments to the Council’s Risk Policy for approval

The updated document was reviewed for approval as amended.

**Proposed Cllr Hallowell. Seconded Cllr Franks. All in favour**

Proposed amendments to the Standing Orders for approval

The updated document was reviewed for approval as amended.

**Proposed Cllr Franks. Seconded Cllr Murphy. All in favour.**

Signed

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### Asset Register updates

Members noted the updates and amendments to the Register.

### Update on Year End Audit

Members noted the arrangements and timing for the year end submission to PKF Littlejohn, with a deadline submission for the receipt of the approved AGAR and supporting documentation of 2<sup>nd</sup> July 2021.

### March accounts

All accounts previously circulated were in order having been reconciled. Cllr Franks confirmed that the payments for Google support would be cease now that the migration is complete.

### Payments for authorization

Due to the current emergency arrangements Council were requested to approve payments recorded in the minutes in lieu of specific signatories. 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:

Assistant Clerk / RFO – March overtime payment - £ confidential

ChALC – Training for RFO - £60.00

Salary Clerk – March pay - £ confidential

Salary Assn't Clerk/RFO - March pay - £ confidential

HMRC – Tax/NI March - £268.87

The Leaflet Co – Printing & distributing newsletter - £639.00.

ANSA – Grounds Maintenance - £2,213.94

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

### Approval for use of Direct Debit/Visa Debit payments and Bank Internet Transfer

As detailed in the Financial Regulations Council was requested to renew approval for the use of Direct Debit, VISA card and internet transfer payment facilities

**Proposed Cllr Herbert. Seconded Cllr Murphy. All in favour.**

### Shire Payroll Services

Members were requested to approve the renewal of the payroll service provider agreement for a further twelve months.

Proposed Cllr Podmore. Seconded Cllr Herbert. This was approved by all present, excluding Cllr Leather who due to ICT issues was not present for the debate or vote

Signed

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### ANSA Contract

Members discussed the current arrangements for grounds maintenance of Parish Council land and renewal of the contract. It was noted that the combined cost for renewal was in excess of £1000.00 which is the value where alternative quotations would be sought. However, due to restrictions over the past year and timescales for renewal it was agreed this would be difficult, Therefore it was agreed to enter in to a combined contract with ANSA for one further year 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 but to investigate other alternative contracts following this period.

**Proposed Cllr Podmore, Seconded Cllr Franks. Nine in favour, one abstention**

Signed

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It was also agreed to request a site meeting with ANSA to outline the Parish Council's expectations for the level and quality of service to be delivered.

### **PPC 20-21 / 321 – Future meeting dates:**

#### Annual general Meeting –

In the light of the current uncertainties around the proposed changes back to face to face meetings, members agreed to hold the AGM virtually on 5<sup>th</sup> May 2021.

#### Planning Committee Meetings –

It was also agreed to move the meeting scheduled for 12<sup>th</sup> May 2021 forward one week to 5<sup>th</sup> May 2021.

#### Future face to face meetings –

It was agreed to further review the actions required in preparation for a move back to face to face meetings at the May full Council meeting.

#### Response to NALC on virtual meetings –

Cllr Burns briefed members on a proposed response to the questions in a NALC request on a call for evidence on remote meetings. Her proposed answers were approved and the clerk was asked to submit the response on behalf of the Parish Council.

### **PPC 20-21 / 322 - Committees**

The minutes of the Planning Committee meeting held on 10<sup>th</sup> March 2021 were noted.

### **PPC 20-21 / 323 – Bridge Green Car Park**

Members received representation from a local resident (supported by another local business owner) who had complained in respect of receipt of a Parking Charge Notice (PCN).at the car park. They wished to suggest an improvement to the signage at the car park, that blue badge holders should not be charged,a consideration of extending the time limit for free parking to two hours and also for information on previous numbers of PCNs issued. Cllr Podmore explained the history of the car park's creation and the limits to

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signage in a conservation area, but also the benefits that the car park had brought for the village He also explained that the details on PCNs was not held by the Council but the management company running the site on the Parish Council's behalf. It was explained that once the car park management contract comes up for renewal all elements of the car park's operation will be reviewed.

Update on car park wall repairs – members were informed that the repair work was now complete.

Surface damage to the car park – it was reported that there had been damage to one of the car park's drainage channels which was currently unsafe. The clerk was requested to visit the site and photograph the damage and review the best method to get repairs undertaken.

Signed

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### **PPC 20/21 / 324 – Roads, pavements and safety of the public realm**

#### Speeding on village roads –

Cllr Podmore confirmed he had spoken to the Chairman of Mottram St Andrew Parish Council who confirmed that they are keen to work together to improve road safety and highways in the respective parishes, They are particularly keen to attend any future meetings that are set up with Cheshire East Highways. The clerk was requested to draft a letter for the Chairman to send to the CEC head of Highways requesting a further meeting to discuss updates and progress on issue previously raised.

#### To provide an update on any other highway issues affecting the village including recent flooding on Macclesfield Road

Cllr Podmore confirmed that the recent drainage issue on Macclesfield Road appeared to have been resolved.

To discuss the issue of a further crossing opposite the Bridge Green car park  
It was agreed that this issue would be added to the agenda for a future meeting with CEC Highways.

#### To provide an update on the public footpaths in the village

Cllr Franks updated members on his discussions with Cheshire East "Public Rights of Way" service. Following this he proposed the following to improve the network of paths in the village –

**Proposal** - To make a contribution of up to £2000.00 to replacing the stiles with kissing gates on Footpaths 21 & 24.

**Proposed Cllr Franks. Seconded Cllr Podmore. All in favour**

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**Proposal** – To seek the appointment of a suitable contractor to make repairs to the footpath at the rear of Bridge Green including approval of a contribution of up to £750.00 for the removal of a protruding tree stump.

**Proposed Cllr Franks. Seconded Cllr Podmore. All in favour**

Cllr Franks was requested to liaise with Cheshire East on progressing these improvements and Cllr leather was to provide some possible contractor contacts.

Funding for the assembly and siting of a new bench funded by the Poynton Area Community Partnership

**Proposal** - Cllr Leather requested approval for up to £200.00 for the siting of the bench on the Playing Field

**Proposed Cllr Leather. Seconded Cllr Podmore. All in favour**

Improvements to the electricity supply for the Christmas lights

**Proposal** – Cllr Leather also requested approval for up to £70.00 for a local contractor to undertake improvements to the access chamber to the underground electrical installation that supports the Christmas lights.

**Proposed Cllr Leather. Seconded Cllr Podmore. All in favour.**

**PPC 20/21 / 325 - Spring 2021 Newsletter:**

Cllr Burns updated members on progress on the next edition of the newsletter, confirming that the target for delivery to local households is 26<sup>th</sup> /27<sup>th</sup> April 2021. The cost for the production and delivery is £639.00 and it was noted approval has been given for this expenditure under Minute PPC 20-21 / 320

**PPC 20/21 / 326 Cheshire East Council Part 2 of the Local Plan:**

Cllr Burns updated members on the current progress on the publication version of the Cheshire East Council Local Plan Part 2, the Site Allocations & Development Policies Document (SADPD). It was noted that this document was not going via Cheshire east's Strategic planning Board but direct to Cabinet. It was the feeling of the meeting that there was probably little point in making a very short verbal representation on the issue to the special CEC full council meeting. Councillors were of the opinion that efforts should be focused on the examination in public which is due to take place in the third quarter of this year

**PPC 20/21 / 327 – Village Survey**

It was confirmed that this project will be put on hold for the present time.

**PPC 20/21 / 328 - Events:**

It was agreed that due to the current situation that the summer fair would not be held this year.

Signed

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**PPC 20/21 329 - Preparation for VE Day 8<sup>th</sup> May 2021 (ML/AD):**

It was agreed that although the Parish Council would have liked to have supported this event, unfortunately due to the shortage of time this would not be possible. Cllr Dicken was requested to contact to the local Royal British Legion branch organizer to inform them but to confirm that the Parish Council would like to be involved next year if contact is made by them at an earlier stage.

**Proposal** - Cllr Leather proposed the purchase of some union flag bunting to be used for this and future events up to the value of £200.00. Cllr Holes to raise the order.

**Proposed Cllr Leather. Seconded Cllr Holes. All in favour.**

**PPC 20/21 330 - CEC Community Governance Review:**

Cllr Burns confirmed that the Review had been approved for consultation by Cheshire East Council. Once the Parish Council is consulted, the item will be tabled on the agenda and approval given for a response.

**PPC 20/21 / 331 - Policy Review:**

The following items are to be carried forward to the May 2021 meeting - Equality Policy, GDPR Policy, Health & safety Policy and Complaints Policy. Whilst one request for amendments had been received, members were requested to provide any additional ones to the clerk by 26<sup>th</sup> April 2021 in order that the policies can be adopted as presented.

**PPC 20-21 / 332 – Prestbury Railway Station:**

Cllr Murphy updated members on the progress since the last meeting including - line painting, relocation of the “tap & go” ticket machine, drain clearance, signage replacement and building security. It was confirmed that Cllr leather will lead on the Station Adoption project and community involvement.

**PPC 20-21 / 333 - Council noticeboards/signage and branding:**

Cllr Holes updated members on costs and designs for a replacement noticeboard. Following discussions on branding for all Parish Council signage throughout the village, it was agreed that Cllr Holes, Franks, Hallowell and Murphy would review such branding before any purchases are made.

**Proposal** - In readiness for the purchase of a noticeboard Cllr Holes proposed a request for a sum of up to £1000.00 be approved for the supply and fixing of a noticeboard.

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

Signed

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### **PPC 20-21 / 334 – Grounds Maintenance**

#### Sundial planting bed –

Cllr Podmore informed members that he had received only one quote for the supply of plants. He also confirmed that volunteers would be needed to assist with the planting up.

**Proposal** That approval be given for the purchase of plants from Ladybrook Nurseries up to a value of £1750.00.

**Proposed – Cllr Podmore. Seconded Cllr Holes. Nine in favour. One abstention**

#### To discuss the issue of litter in the village

It was agreed to place an item in the newsletter about the continuing litter problem, although with the support of local businesses there had been some improvements. The clerk was requested to write to the landowner to request they remove the litter on the bank of the River Bollin which may have been as a result of the recent flooding of the river.

### **PPC 20-21 / 335 – Church 800th Anniversary**

Cllr Herbert advised members that the Church are to hold an ice cream Sunday on 27th June and had made a request for grant funding. As a large amount of the cost was for the hire of awnings members agreed to offer the loan of this item - three of - plus bunting. In addition it was agreed to provide a grant of £100.00 to match fund that being provided by the Church. The Clerk to write to the organizer & Cllr Holes to be the contact for the loan items.

**Proposed Cllr Podmore. Seconded Cllr Hallowell. Nine in favour. One abstention.**

### **PPC 20-21 / 336 – Children’s Playground / Playing Field:**

#### Playground surfacing

Cllr Holes informed the meeting that he had currently only received one quote for the possible replacement of the playground surface. He is awaiting two further quotes and will report back to a future meeting.

#### To consider a plaque on Parish Council owned facilities with possible words including "Owned and Maintained by Prestbury Parish Council for your enjoyment."

This was considered to be a good idea and will be considered as part of the branding review discussed earlier in the meeting.

#### Proposal for “Prestbury Padel” by Prestbury Tennis Club and request to the Parish Council

Before considering the proposals further Cllr Podmore agreed to contact the contact at the Tennis Club and report back to the next meeting.

### **PPC 20-21 / 337 – Police Report:**

No report was available for review.

Signed

Date



**PPC 20-21 / 338 – Clerk’s Report**

Members reviewed a report previously circulated by the clerk and no additional comments were made.

Date of Next Meeting – To note that the next meeting will be on Wednesday 21<sup>st</sup> April at 7.15pm.

The meeting closed at 11.35pm

Signed

Date

Chairman Prestbury Parish Council