



Prestbury Parish Council

Minutes of the 1st Ordinary Meeting of Prestbury Parish Council

Date: Wednesday, 9th June 2021

Time: 7.30 pm

Venue: Prestbury Village Hall

Attendance

Prestbury Parish Council

Cllr D Franks

Cllr V Herbert

Cllr P Holes

Cllr T Jackson

Cllr M Leather (Chair)

Cheshire East Council

None

Members of the public

One observer via zoom

Prior to the commencement of the meeting Cllr Leather paid tribute to Dr Norman Ridley who passed away on 30th May 2021 aged 93 after a short illness. Norman was a former Chairman of the Parish Council between 1976 & 1978 and a Councillor for many years. Norman's doctorate was in metallurgy, and he was an academic at Manchester University. He was a keen supporter of the Amenity Society and played a key role in setting up of the allotments behind Ford House. He was also very actively involved in the East Cheshire Ramblers of which he was a leading light. He wrote a booklet on local walks in and around the parish and, when he was on the Council, he was always pushing for improvements to different rights of way and replacement signs and he got a lot of the kissing gates installed. He was a nice, quietly spoken and well respected figure in the community.

PPC 21-22 / 21 - Apologies for absence

Cllrs L Burns (observing on zoom), A Dicken, D Murphy, J Hallowell, K Podmore.(observing on zoom) & Cllr P Findlow.

Clerk – M Wheelton & RFO / Assistant Clerk – D Harrold (both observing on zoom)

PPC 21-22 / 22 - Declarations of interest

None

PPC 21-22 / 23 - Public Participation

None

Signed

Date

PPC 21-22 / 24 - Council Minutes

The Minutes of the Annual General Meeting of 5th May 2021 were approved subject to amendment to minute 21-22 / 06, which needs to refer to the minutes of the 21st April 2021 being that of the Extraordinary Meeting of the Parish Council.

Proposed Cllr Leather. Seconded Cllr Franks.

Approved by all present at the AGM. Cllr Jackson abstained as she was not in attendance.

PPC 21- 22 / 25 - To appoint members to lead on areas of responsibility for Council projects for 2021/22

This item was deferred to the July meeting.

PPC 21-22 / 26 - Finance

An update was presented by Cllr Holes on the report previously tabled by the RFO and the following points were noted:

HSBC update and Visa application

It was confirmed that the application had been submitted in the name of the RFO Diane Harrold and that HSBC required evidence of approval of this decision. The Clerk confirmed that this approval had been given at the meeting of 10th March 2021 minute PPC 20-21 / 302.

Internal Audit Report 20-21

The audit report was broadly positive. There were a number of comments that needed to be addressed, including the need for the Council members to not only receive regular budgetary control information which they do, but also that this is formally minuted as such.

Proposal – The annual internal audit report be received & noted.

Proposed Cllr Holes. Seconded Cllr Franks. All in favour

Draft AGAR Section 1 - Annual Governance Statement 2020-21 for approval

Proposal – Council is requested to approve the Annual Governance Statement for 2020/21

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

Draft AGAR Section 2 - Accounting statement for 2020-21 for approval

Proposal – Council is requested to approve the Accounting Statement for 2021/21

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

Signed

Date

End Of Year 2020-21 – Agreement to forward documents to PKF Littlejohn and post documents.

Following approval of the AGAR, Council is required to forward the relevant documents to the external auditor and to agree a date for the documents to be posted for the exercise of public rights. Following a discussion, this was agreed as the 14th June 2021. Once signed the documents to be published and posted for the period 14th June 2021 – 23rd July 2021.

Proposal – Council is requested to agree that the documents can be sent to the external auditor and the date from which documents will be posted is 14th June 2021 for the exercise of public rights.

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

Payments for authorisation:

It was noted that during the month there were no requests being sought for debit card payments.

As set out in the RFO report the following payments were requested be approved for payment:

Smart Parking – VAT on car park management fees collected - £2793.51.
Members reviewed the process by which the Council was being charged VAT on the service being provided at Bridge Green Car Park. It was explained that this was a HMRC ruling but which can be claimed back by the council and as such that there would be no additional overall cost to the budget. The RFO was requested to provide a VAT list for the next meeting of the council

Proposal – That the Parish Council agrees to pay the Smart Parking invoice for VAT on car park management fees collected.

Proposed Cllr Holes. Seconded Cllr Franks. Four in favour, one against.

JDH Business Services – Internal Audit - £468.72

SPS – Payroll - £128.20

Salaries RFO – May salary £ confidential

Salaries Clerk – May salary £ confidential

HMRC – Tax/NI February - £258.67

M. Wheelton - Postage expenses - £10.20

M. Wheelton – HDMI cable - £14.99

Proposed Cllr Holes. Seconded Cllr Franks. All in favour

Budget Monitoring

It was confirmed that members had received and noted all necessary reports.

Proposal – Budget monitoring reports to be received & noted.

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

Signed

Date

Bridge Green Car Park – Smart Parking change in accounting for VAT invoice
As a result of the discussions on payment of the Smart Parking VAT invoice Cllr leather requested that this item be revisited at the next meeting of the council

Valuation Office Request for car park date

Cllr Holes explained the request was being made in respect of information for Bridge Green Car Park and Bollin Grove.

Proposal – Council is requested to agree that the documentation completed by the RFO can be forwarded to the Valuation Office.

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

SID batteries

It was reported that the SID traffic speed recorders are failing and need attention as their operation is difficult for volunteers. Cllr Dicken had previously agreed to investigate a smaller and lighter type of battery.

Proposal – Council is requested to agree expenditure of up to £500.00 for the purchase of new batteries.

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

PPC 21-22 / 27 – Committees:

Members noted the minutes of the Planning Committee meetings held on 21st April 2021 and 5th May 2021.

PPC 21-22 / 28 – Councillor Vacancies:

This item was deferred to the July meeting.

PPC 21-22 / 29 – Policy Review:

This item was deferred to the July meeting.

PPC 21-22 / 30 – Roads, pavements and safety of the public realm

This item was deferred to the July meeting.

PPC 21-22 / 31 – The Bridge Hotel

This item was deferred to the July meeting.

PPC 21-22 / 32 – Prestbury Railway Station

This item was deferred to the July meeting.

PPC 21-22 / 33 – Grounds Maintenance:

This item was deferred to the July meeting.

Signed

Date

PPC 21-22 / 34 – Children’s Playground / Playing Field

Members noted the actions required following receipt of the ROSPA safety inspection report. Cllr Holes confirmed that he and Cllr Herbert will be undertaking a further site visit and request a quote for the necessary repairs and bring an update back to a future meeting.

PPC 21-22 / 35 – Preparation for Remembrance Day 2021

This item was deferred to the July meeting.

PPC 21-22 / 36 – Armadillo storage

Cllr Holes confirmed he will shortly be actioning the previous approval to arrange for the increase in storage space rented.

PPC 21-22 / 37 – Noticeboards

Cllr Holes confirmed that the previously approved noticeboard has now been purchased for delivery in early July. Due to its location and replacing an existing noticeboard Cllr Jackson agreed to speak to the Cheshire East Council Conservation Officer for any further advice.

PPC 21-22 / 38 - Police Report

This item was deferred to the July meeting.

PPC 21-22 / 39 - Clerk’s Report:

The report was noted and no questions were raised.

Date of next meeting – to note that the next meeting of the Parish Council will be Wednesday 14th July 2021 at the Prestbury Village Hall at 7.30pm

The meeting closed at 9.14pm

Signed

Date

Vice Chairman - Prestbury Parish Council