



Prestbury Parish Council

Minutes of the 11th Ordinary Meeting of Prestbury Parish Council

Date: Wednesday, 10th March 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

None

PPC 20-21 / 298 - Apologies for absence

Cllrs T Jackson, D Murphy & J Hallowell

PPC 20-21 / 299 - Declarations of interest

None

PPC 20-21 / 300 - Public Participation

None

PPC 20-21 / 301 - Council Minutes

The Minutes of the Meeting of 10th February 2021 were approved.

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

PPC 20-21 / 302 - Finance

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

HSBC Banking

Council was requested to agree that the RFO, Diane Harrold, can be put on the bank mandate and an application for a Visa card to be submitted to HSBC.

Proposed Cllr Holes. Seconded Cllr Podmore. All in favour

Financial Regulations:

A proposal to amend the standard monthly process for authorisation of payments was discussed, which included amending the requirement for two councillor signatories to authorise payments. This would reflect the HSBC internet banking procedure where there is only one level of authorisation by a councillor signatory, following set up of the payment by the RFO

It was agreed that this item be brought back to the April Committee once the RFO has discussed further with the internal auditors. As a result, the proposed amendments to the Financial Regulations will also be brought to the April meeting.

Finance & General Purposes Committee - Terms of Reference:

The RFO confirmed that the Terms of Reference had been reviewed and updated in consultation with Cllrs Podmore & Holes. Council was requested to approve the updated document.

Proposed Cllr Podmore. Seconded Councillor Brough. All in favour

External Audit for 2019/20 update and outcome:

It was confirmed that following the return of responses to the external auditors in respect to the Queen Elizabeth II Playing Fields that the accounts had now been formally signed off. It was further noted that all plots of land with no current value noted in the asset register needed to be valued at a nominal value of £1.00 each.

Members noted the receipt of all the external audit documents and Cllr Holes was to make arrangements for them to be posted on the noticeboard and website with a date of their announcement of 12th March 2021.

HMRC - PAYE, Tax and NI liability

Cllr Holes confirmed that he is to inform HMRC of what is considered to be owned in respect of this outstanding payment.

Update regarding Internal Audit report for 2019/20

Members noted that the internal audit report had been updated to include updated actions taken on PAYE/NI, Reserves Policy & Use of Purchase Orders.

Year-end preparation for 2020/21 proposed timetable and process for sign off

Members agreed the year end timetable for the current financial year to meet the 1st July 2021 deadline. They were informed that the auditors had requested the paperwork by 27th April 2021. In order to achieve this it was proposed to bring forward the date of F&GP Committee meeting to 21st April. The clerk was requested to circulate this new date.

Regular Payments for approval.

Members reviewed a new list of regular payments that had been created by the RFO and a request made for its approval.

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

Annual playground inspection:

Cllr Holes noted that an order had been raised for the annual inspection at a cost of £68.50. The inspection is expected to be carried out in April.

Bridge Green car park repairs update:

It was confirmed that this work had now been commenced and that the contractor was still awaiting materials to complete the works.

Asset Register update:

Following a review of the updated register due to a number of amendments it was requested that this item be brought back to the next meeting in April.

February accounts:

All accounts previously circulated were in order having been reconciled with no further comments made.

Payments for authorisation:

Due to the current emergency 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:

Salaries RFO – February pay £ confidential

Salaries Clerk – February pay £ confidential

HMRC – Tax/NI February £306.96

PKF Littlejohn – Audit additional charge £958.50

PKF Littlejohn – Audit basic fee £480.00

ChALC – Training for the RFO £60.00

ChALC – Training for the RFO £25.00

Wicksteed – Springies purchase £4,081.80

GR Bayley – Defibrulator £319.20

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

Dealing with finance issues post May 2021:

Members agreed to the proposed processes of dealing with financial issues from May onwards assuming that meetings will again be held at the village hall. This will need to be reviewed again depending on a decision from central government on if virtual meetings are allowed to continue.

PPC 20-21 / 303 – Future meeting dates:

It was agreed that at present there would be no Annual Parish Meeting but that a newsletter be published with items to be discussed at the next meeting. It was understood that at present the Parish Council AGM will be 12th May 2021, however due to uncertainty around whether “in person” meetings may also by then be held the item will be placed again on the April agenda for further review.

PPC 20-21 / 304 - Committees

The minutes of the Planning Committee meeting held on 27th January 2021 were noted. Members also noted the minutes of the Finance & General Purposes Committees on 26th October 2020 & 2nd November 2020.

PPC 20-21 / 305 – Cheshire East Council Community Governance

Review:

Cllr Findlow confirmed that this consultation hadn't yet commenced. The clerk was requested to investigate this issue further in consultation with the Chairman.

PPC 20-21 / 306 - Current Issues in Prestbury:

Cllr Franks confirmed that he will continue to use the information gained through social media channels including the new website to communicate on issues important to residents. This may also be an item for the proposed newsletter.

PPC 20/21 / 307 – Roads, pavements and safety of the public realm

- Speeding on village roads – Cllr Franks provided an update on discussions with he is having with Mottram St Andrew Parish Council with the aim of working together to address the items of reducing speed limits and heavy traffic passing through the area. The clerk was requested to write from the Chairman to Mottram St Andrew to formally request that the parishes work together and that they be rovided with a copy of the agreed response currently being sent to Cheshire East Council Highways.
It was agreed that a further request be made to Cheshire East Highways for a quarterly meeting to review progress on issues raised in the Council's consultation response.
Cllr Leather updated members on her previously circulated report & discussions she was having with Cllr Browne a ward member from Alderley Edge on re-establishing a Community Speedwatch Scheme. Cllrs Leather & Dicken will meet the Alderley Edge scheme members in April
- To discuss the recent meeting with Cheshire East Council Strategic Highways Service plus review and approval of a further submission in respect of the Local Transport Delivery Plan
Cllr Burns presented her draft consultation response and requested that any amendments/comments be made by 15th March, the final statement to be then signed off by the Chairman and forwarded to Cheshire East Council
- Cheshire East Council Air Quality Action Plan Consultation:

Cllr Leather agreed to review the information and respond if it was felt appropriate

- Fallen branches to the highway and other areas of open space:
Cllr Herbert expressed concern about the general condition of highways and other areas as a result of recent bad weather in respect of tree debris.
Cllr Herbert also proposed a possible “Clear Up Prestbury Day” and it was agreed that this could be an item for the next newsletter.
Cllr Findlow agreed to follow up a possible clear up of Parrot’s Field by ANSA.
Cllr Leather reported that she was investigating the volunteer scheme in Bollington to see if this could be replicated in Prestbury.

PPC 20/21 / 308 - National Planning Policy Framework and National Model Design Code:

This consultation was noted but it was agreed that no response would be made.

PPC 20-21 / 309 – Prestbury Railway Station:

It was reported that there had been limited progress on items at the station but this had included a start to relining. It was however confirmed that training of volunteers could commence once the sign up to the Station adoption process had been completed.

PPC 20-21 / 310 –

Cllr Holes requested that this item be rolled over until the next meeting

PPC 20-21 / 311 – Grounds Maintenance:

- Sundial planting bed:
Cllr Podmore confirming he is still awaiting a third quote for work on this site. There was no date yet for the excavation and re-soiling of the site but the target was the end of March
- To consider the frequency of emptying and / or the number of bins in The Village:
Cllr Herbert expressed concern about the ongoing litter problems in the village. It was considered this had been worsened due to the current lockdown. Cllr Herbert agreed to investigate the costs of extra bins.
Cllr Findlow agreed to discuss a possible increase in the frequency of bin emptying by ANSA.
Cllrs Leather & Brough agreed to discuss the issue with local businesses to see how things can be improved.

PPC 20-21 / 312 – Children’s Playground / Playing Field:

- Playground surfacing:

Cllr Holes confirmed that the two new “springies” had been installed on the playground.

He is now going to discuss the options with a contractor of a “wet pour” option for improve the whole play area. It is likely that this will be a significant cost of up to £20,000, so to progress this would require the creation of a specification and competitive quotes sought.

- Permission request from the WI to plant a tree to celebrate their centenary:
The WI had through Cllr Jackson requested permission to plant a rowan tree on the playing field near to the tennis courts on Parish Council land
Proposed Cllr Herbert. Seconded Cllr Podmore. All in favour..

PPC 20-21 / 313 – Police Report:

Two reports for January and February 2021 had been received from the PCSO. Cllr Dicken indicated that there was nothing in particular needed highlighting, however it was noted that due to resourcing the information was in statistical form only.

PPC 20-21 / 314 – Clerk’s Report

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

The Clerk was requested to send both a copy of the current agreement on village hall hire, plus all the meeting dates for 2021/22 to the booking officer. The RFO was also requested to provide provisional dates for the F&GP meetings for the year.

The meeting closed at 9.55pm

Signed

Date

Chairman Prestbury Parish Council