



# Prestbury Parish Council

## Minutes of the 4th Ordinary Meeting of Prestbury Parish Council

**Date:** Wednesday 8<sup>th</sup> September 2021

**Time:** 7.30 pm

**Venue:** Prestbury Village Hall

### Attendance

#### Prestbury Parish Council

Cllr A Dicken

Cllr M Leather (attended the meeting from 8.55pm)

Cllr V Herbert

Cllr P Holes

Cllr T Jackson

Cllr K Podmore (Chair)

Clerk – M Wheelton

#### Cheshire East Council

None

#### Members of the public

### PPC 21-22 / 84 - Apologies for absence

Cllrs L Burns (observing on zoom), J Hallowell, D Murphy, A Toole, D Franks & P Findlow.

### PPC 21-22 / 85 - Declarations of interest

None

### PPC 21-22 / 86 - Public Participation

None

### PPC 21-22 / 87 - Council Minutes

The minutes of the 3rd ordinary meeting of 11<sup>th</sup> August 2021 were approved. **Proposed Cllr Herbert. Seconded Cllr Holes. Approved by all present at that meeting.**

### PPC 21-22 / 88 - Finance

A report was presented by Cllr Holes as Acting RFO based on the previously circulated papers and the following were noted.

#### Financial Regulations Update:

**Proposal** – Council is requested to agree the updated Financial Regulations. **Proposed Cllr Holes. Seconded Cllr Podmore. All in favour**

Signed

Date

Appointment of new Assistant Clerk / RFO:

Cllr Holes updated members on the discussions he has had with the new Assistant Clerk / RFO and confirmed that the handover sessions were planned for 14<sup>th</sup> – 16<sup>th</sup> September 2021. He also confirmed that appropriate training sessions were being booked with ChALC.

Banking arrangements:

With the appointment of Susan Dalrymple as the Responsible Financial Officer from 13<sup>th</sup> September 2021, the following changes are proposed to the banking arrangements with HSBC Council is requested to authorise the following:

**Proposal** – That Susan Dalrymple is added to the bank mandate as an authorised signatory

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

**Proposal** - That Susan Dalrymple is given access to Internet Banking with authority to set up payments, the authorisation limit will be set at zero, Cllr Holes will retain the authorisation limits.

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

**Proposal** - That an application for a VISA Debit Card is made in the name of Susan Dalrymple.

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

**Proposal** - That an application for telephone banking is made in the name of Susan Dalrymple and Cllr Holes

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

**Proposal** – Council is requested to agree that Cllr Holes can retain his VISA debit card.

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

Budget update:

Cllr Holes outlined the financial position after five months of the year and estimated a reserve position at year end of around £100,000. The precept for 2022/23 will be reviewed at the next Finance & General Purposes Committee on 18<sup>th</sup> October and all members were requested to send budget items to the Chairman for consideration as part of the budget setting process.

August accounts

Budget monitoring report

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

**Proposal** – Budget monitoring reports to be received and noted

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

Signed

Date

### Payments for authorization & Regular Payments for Approval

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

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

Smart Parking – VAT on invoice for management services - £1950.70

SLCC Cheshire – Branch Conference - £30.00

Cllr Herbert expenses – Purchase of history of Prestbury book. Cash purchase only - £15.00

Clerk expense claim – Mileage expenses September 2020 – April 2021 - £100.80

RFO expense claim – Mileage expenses April 2021-July 2021 - £41.85

Stenhouse Joinery – Repairs to playground PO59 - £915.00

Salary – Clerk - £ confidential

Salary RFO including 14.34hrs overtime - £ confidential

HMRC – Tax - £262.47

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

To consider the actions required to renew the Prestbury Squash Club lease:

Members also noted that the Prestbury Squash Club lease renewal needs to be addressed and that this will be discussed at the next Finance & General Purposes Committee.

ANSA PCN for parking on Bridge Green car park:

Members received information that an ANSA vehicle had received a PCN for Bridge Green Car Park whilst undertaking grounds maintenance work in the village. It was agreed to reimburse ANSA on this occasion by way of an invoice from them, but to make it clear that this is the only time that such reimbursement will be made and that operatives need to be reminded of the parking conditions on this car park.

### **PPC 21-22 / 89 – Committees:**

Members noted the minutes of the Planning Committee meetings held on 4<sup>th</sup> August 2021

### **PPC 21-22 / 90 - To finalise the appointment of councillors to areas of responsibility for 2021/22:**

As this list contains a range of project responsibilities it was requested that the item be brought back to the October meeting of the Council but that members put forward the projects they wish to be considered for progression. This list to be sent to the Chairman, Cllr Holes and the Clerk.

### **PPC 21-22 / 91 - Policy Review:**

Cllr Leather has previously confirmed that a Council 'Champion' was needed for the recently adopted 'Safeguarding' Policy. This item is to come back to the October meeting.

Signed

Date

**PPC 21-22 / 92 – Events Committee:**

**Proposal** - To appoint Cllr A Toole to serve on the Events Committee for the year 2021/22.

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

**PPC 21-22 / 93 - Roads, pavements and safety of the public realm:**

Prestbury Village SpeedWatch group

Cllr Dicken provided an update on progress on this issue in line with the previously circulated information.

To confirm the key highway issues for discussion with Cheshire East Council.

Cllr Leather confirmed the key issues received from members to date and the clerk was requested to seek some dates from Cheshire East Council for a meeting.

To consider a request by a local business for additional litter bins adjacent to Bridge Green car park:

The clerk was requested to write to ANSA in respect of trying to get a replacement litter bin at the entrance to Parrot's Field

To discuss improvements to finger post signage in the parish:

Cllr Jackson confirmed that she is investigating the cost of refurbishment of the finger posts from a local company who have recently done the same thing for Mottram St Andrew Parish Council. Cllr Jackson is also to ascertain how many finger posts are in-situ across the area and report back.

Missing cast iron fingerpost - Prestbury Four Lanes Ends:

Following recent correspondence from the Kings School It was agreed that this item should be added to the list to discuss with Cheshire East Council when the highways meeting takes place.

**PPC 21-22 / 94 - Cheshire East Local Plan, Part 2 Examination In Public:**

Following previously circulated information from Cllr Burns in respect of the Examination in Public into the second part of the Cheshire East Local Plan Site Allocations and Development Policies Document, the following was proposed

**Proposal** – To allocate expenditure of up to £6,000.00 in fees for Mr Peter Yates to represent the Parish Council at the forthcoming examination in public

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

**Proposal** – Given the deadline for presentation to Cheshire East Council of the Position Statements for Matters 1-7 being Midday Friday 24<sup>th</sup> September 2021, that the Chairman of the Council & Chair of the Planning Committee be empowered to sign off the proofs of evidence/ representation documentation on behalf of the Council.

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

Signed

Date

**PPC 21-22 / 95 - Cheshire East Local Plan Draft Sustainable Urban Drainage Systems Supplementary Planning Document Consultation:**

Due to the complexity of this subject, it was agreed that no representation be made on this consultation.

**PPC 21-22 / 96 - Cheshire East Bus Service Improvement Plan: Town & Parish Councils Engagement –**

As no firm proposals have been made at this stage it was agreed that no response would be made to this consultation. .

**PPC 21-22 / 97 - Cheshire East Council - Asset Transfer Policy: consultation –**

It was considered that the policy as it is currently written is acceptable and the Council should wait to see how it will be implemented in the future. As such no representation should be made at this time.

**PPC 21-22 / 98 - CEC Community Governance Review of Town and Parish Council Governance:**

In reviewing the proposals for Prestbury, members now considered that it was most appropriate to support Cheshire East Council's recommendation of not retaining any warding arrangements in the Parish and that all members would represent the whole ward rather than the two wards of Prestbury & Butley.

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

Members discussed previously circulated correspondence from a resident of Bollington in respect of extending the Prestbury parish boundary to include properties currently in Bollington including Dunbah Lane and Tytherington Lane. Members felt that it was sensible to consider the addition of Dunbah lane only in its response to Cheshire East. The Clerk was requested to inform the resident of this position and that they would be given a copy of the response back to Cheshire East once it has been drafted.

As this was a change to the previous position, the Chairman agreed to work with Cllr Burns to rewrite a response to Cheshire East in accordance with this change. This response would also include the Council's view on the boundary change in respect of Dunbah lane.

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

**Project items:**

**PPC 21-22 / 99 - Prestbury Railway Station:**

Cllr Leather confirmed that there had been little progress but that the fencing painting at the station would shortly be completed and that a meeting had been held with the British Transport police in respect of vandalism. To date a response was still awaited to the "Adopt a Station" application

Signed

Date

**PPC 21-22 / 100 - Grounds Maintenance:**

Sundial planting bed –

Cllr Podmore confirmed that he will be progressing this project shortly.

To consider a proposal to employ a “lengthsman” to provide additional resource to maintain the public realm in Prestbury

As with the issue of finger posts Cllr Jackson will discuss with the local company and ascertain costs and specification for contracting for provision to carry out lengthsman duties to improve the look and feel of the village.

**PPC 21-22 / 101 - Children’s Playground / Playing Field:**

Playground surfacing –

Cllr Holes confirmed that the previously discussed progress for this work was still on track.

Boundary fencing –

Cllr Leather considered that improvements were necessary to improve the security of the site including an additional fence post and boundary fencing. Cllr Jackson agreed to action the additional fence post as soon as possible. Cllr Leather was requested to obtain quotes for attachable picket fencing for the current concrete posts to both improve security and appearance. It was considered that this could be a project as discussed under item PPC 21-22 / 88 (Budget Update)

**PPC 21-22 / 102 - Events:**

Christmas Fair – Christmas Fair – Cllr Holes confirmed that he is to organize an Events Committee meeting to commence work on the Christmas Fair.

Proposed Prestbury Artisan Market –

Cllr Holes updated members on discussions he had been having with the organizer for the event on 12<sup>th</sup> September. Although this isn’t a Parish Council event and is being held on Cheshire East Council land at Parrots Field, Cllr Leather expressed concern about a number of issues in relation to the event around safeguarding, health & safety. The Chairman requested that these be sent to the Clerk and added as an Appendix to the minutes (Attached Appendix 1)

**PPC 21-22 / 103 - Parish Council website and branding:**

To provide an update on progress in launching the new website

This item was deferred to the October meeting.

To discuss the artwork for Parish Council signage and branding

This item was deferred to the October meeting.

Signed

Date

**PPC 21-22 / 104 – Noticeboards:**

Cllr Holes confirmed that he has discussed the replacement of the main noticeboard with the owners of Henry's café and the chemists who have given their agreement on the proviso that all work is made good. There would be a need to move the Conservative Association noticeboard, this can be achieved without the need to open the noticeboard.

He advised due to its size the noticeboard would require installation by a contractor.

**Proposal** – That the new Parish council noticeboard be installed by Stenhouse Joinery at a quoted cost of £50.00.

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

**PPC 21-22 / 105- Police Report:**

Members noted the previously circulated data.

**PPC 21-22 / 106 - Clerk's report:**

Correspondence – members noted the previously circulated report and no clarifications were requested.

**PPC 21-22 / 107 - Christmas Lights:**

Cllrs Leather & Podmore confirmed that they had met The Lite Company to discuss the lighting requirements which included finalising costs and a programme for the next three years.

**Proposal** - To expend up to a maximum of £16,000 (as currently budgeted) on lights and trees plus installation for Christmas 2021.

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

**Date of next meeting:** - To note that the next scheduled meeting is programmed for Wednesday 13<sup>th</sup> October 2021.

The meeting closed at 10.20pm

Signed

Date

Chairman - Prestbury Parish Council

Appendix 1 - Comments from Cllr Leather in respect of the Artisan Market on Parrot's Field item PPC 21-22 /102 - Events:

"I understand I have to send you the concerns I brought up at the last PPC meeting, re the above, for the minutes.

As follows:

After reading both the organisers Risk Assessment and CEC's requirements, I, like Arthur, have some worries.

There is no mention of a Safeguarding Policy being in place. CEC say that "strict procedures to be followed when dealing with lost children, who should be supervised by an appropriate trained person and have a DBS (Disclosure and Barring Service) certificate". Who fulfils this role?

Will there be an Information Point?

Will a First Aider be present, there is only mention, in the organisers Risk Assessment, of an Accident Book and a First Aid kit?

Where is the drop off zone for traders and what time will they start to arrive, given that Arthur says it's advertised to operate from 11-4pm. Will it be very early?

I don't think the time length of the event or the number of stalls, had been mentioned in emails to the PC or in the letter to the businesses, only that it is a small event.

The entire highway perimeter of Parrots Field has double yellow lines, if 35 stall holders arrive at the same time and park on double yellow lines, to drop off, who is responsible for traffic management here?

Who will be monitoring the car parks, given that there will be church services at both churches, Springfields car park, at present, has fewer available spaces and Bollin Grove has restricted access? "

I also mentioned that it has been advertised that there will now be 46 stalls. I think I mentioned that dogs are not allowed on Parrots Field, yet there are three dog stalls and how would this be managed to stop dogs entering P/Field?

The PPC were assured, in the August meeting, that the organiser would consult with all Bridge Green residents, yet by the 8th September PPC meeting, this hadn't happened.

My main concerns were for safety and parking.

If I have missed anything, please let me know.



Regards  
Marilyn”