



Prestbury Parish Council

Minutes of the 2nd Ordinary Meeting of Prestbury Parish Council

Date: Wednesday 8th June 2022

Time: 7.30 pm

Venue: Prestbury Village Hall

Attendance

Prestbury Parish Council

Cllr A Dicken

Cllr D Franks

Cllr P Holes (Clerk of the meeting)

Cllr M Leather

Cllr D Murphy

Cllr K Podmore (Chairman of the meeting)

Cllr A Thomas

Cheshire East Council

Cllr P Findlow

Members of the public – 4

PPC 22-23 / 29 - Apologies for absence:

Cllrs L Burns (observing on Teams util item 46), V Herbert, T Jackson, A Toole, & J Hallowell.

PPC 22-23 / 30 - Declarations of interest: None

PPC 22-23 / 31 - Public Participation: 4

PPC 22-23 / 32 - Council Minutes:

The minutes of the Annual General Meeting of 11th May 2022 were approved.

Proposed Cllr Holes. Seconded Cllr Thomas. All in favour who attended.

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PPC 22-23 / 33 public participation and Police Report (Item 16 on the agenda brought forward)

The Police Sargent, James Bell was in attendance for this item. There have been 8 burglaries in the last 100 days; this is **not** a significant increase. There have also been 2 shed break-ins. Four of the burglaries have been for keys to cars and there have been 5 thefts from cars.

Advice to keep keys, laptops etc, jewellery hidden.

“Operation Fierce “is targeting burglaries by making them visible and vocal and heighten awareness so that the public take their own precautions Members of the public suggested that more street lighting may help and particularly mentioned Castle Hill.

Cllr Podmore commented that C. East is responsible for street lighting. The Parish Council may or may not support additional street lighting; this topic will be discussed at the July PPC meeting as it has not been discussed for a couple of decades and it may be decided to ask for public input as was previously done when the majority of residents only wanted lighting in the centre.

PPC 22-23 / 34 Finance

1. The **RFO report** was received and the following noted
2. **Annotated bank statement** to 01 June 2022 was received
3. **Bank reconciliation** to 01 June 2022 was received. The bank balance as of 01 June 2022 is £130,129.49.
4. **Summary of Receipts & Payments** was received as of 01 June 2022. This details receipts & payments under each head of budget, comparing actual expenditure vs budget.

5. REGULAR PAYMENTS

These regular payments have been previously authorised by Council. The documents are filed in the Regular Payments for Noting folder within the Finance Only tile on SharePoint. Council is invited to note the following regular payments made during **May 2022**:

Scribe Ref.	Supplier	Description	Amount	Invoice Date	Bank Transaction Date	Payment method
#38	Smarty Co UK	Mobile phone rental	£4.76	No inv is issued	03 May 2022	VISA debit card
#40	Zen Internet Ltd	Subdomain monthly charge	£7.19	Inv required from DF	09 May 2022	VISA debit card
#41	Smarty Co UK	Mobile phone rental	£4.58	No inv is issued	09 May 2022	VISA debit card
	British Gas	Electricity	£0.00			Direct debit

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#44	HSBC	Bank charges	£8.00	Statement only	22 May 2022	Charges
#39	Microsoft	7 Business Basic licences	£45.36	22 May 2022	23 May 2022	VISA debit card
#37	Microsoft	8/9 Business Standard licences	£131.99	22 May 2022	23 May 2022	VISA debit card
#36	Armadillo	Storage	£177.60	Inv required from SD email	25 Apr 2022	Direct debit

Note:

The Council does not receive invoices from Smarty for the mobile 'phone contracts.

6. AD-HOC VISA DEBIT CARD PAYMENTS FOR NOTING:

There were no payments made during **May 2022**:

7. The following request is made to authorise invoices for payment by bank transfer on 13 June 2022:

Doc No.	Scribe Ref.	Supplier	Description	Amount	Invoice Date	Bank Transaction Date	Payment Method
FIXED ITEMS:							
DOC 5		Shires (SPS)	Clerk's salary MW	£729.82	May 2022 payslip	13.06.22	Bank transfer
DOC 6		Shires (SPS)	Clerk's salary JD	£286.00	May 2022 payslip	13.06.22	Bank transfer
DOC 7		HMRC	Tax/NI	£159.87	May 2022 payslip	13.06.22	Bank transfer
DOC 8		Higgins Lab-Chem Plumbing Ltd	Defibrillator test on 05 May 2022	£66.00	19 May 2022	13.06.22	Bank transfer
DOC 9		Higgins Lab-Chem Plumbing Ltd	Defibrillator test on 19 May 2022	£66.00	25 May 2022	13.06.22	Bank transfer
AD-HOC ITEMS:							
DOC 10		Zen Internet Ltd	Annual Hosting Charge	£59.40	26 Mar 2022	19.05.22	Bank transfer
DOC 11		JDH Business Services Ltd	Internal Audit 2021-22	£567.00	25 May 2022	13.06.22	Bank transfer
DOC 12		Cheshire Ground Control Ltd	Resetting Monument	£400.00	23 May 2022	13.06.22	Bank transfer

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DOC 13	Prestbury Village Hall	Rentals	£462.00	01 May 2022	13.06.22	Bank transfer
DOC 14	Ladybrook Nursery	Plants	£1794.42	01 June 2022	13.06.22	Bank Transfer
DOC 15	Cllr M Leather	Bunting	£99.24	19 May 2022	13.06.22	Bank Transfer

**Proposed by Cllr Franks and seconded by Cllr Thomas
All in favour**

8. VAT reclaim:

The Council has received all outstanding amounts of VAT for the financial year 2021-22 in the total sum of £8812.22 which reconciles with the year end. £8687.12 was received on 05 May 2022 and £125.10 on 12 May 2022

9. Income:

The Council has received 3 tranches of income during May 2022, as per the annotated bank statement. These are two VAT reclaims in the sums of £8687.12 & £125.10 which completes the VAT return for 2021/22 and a payment of £30.00 from Charlotte Radford for a stall at the Winter Fair

PROPOSALS/AUTHORISATIONS:

All documentation, including invoices (as pdfs or scans) were circulated by email to Councillors prior to the meeting. Hard copies have been inspected at the meeting by two authorised signatories.

The RFO reviewed all documentation with Council in the meeting and will ask Council to vote on noting and authorising the various payments. This will be detailed in the minutes and the payments list will be signed off by two signatories.

10. HSBC INTERNET BANKING – PRIMARY USER

It is proposed by the acting RFO that no application for the Primary User be submitted at this time pending the appointment of a new clerk / RFO

11. Shires Payroll Services

Proposal To approve the Shires payroll services for the year 2022/23 with no change in charges Proposed by Cllr Thomas; seconded by Cllr Murphy All in favour.

12. Bridge Green Car Park – electricity contract

British Gas have put forward an offer for the provision of electricity to the Bridge Green car park which is due for renewal on 18th June 2022

The offer is x3 what we are currently paying (54.2p/kwh vs 17.8p/kw) to renew based upon a one-year contract

Proposal to renew the contract with British Gas for a 1-year contract.

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Proposed by Cllr Franks, seconded by Cllr Thomas
Cllr Holes agreed to action with British Gas

PPC 22-23 / 35 2021-22 Year End

1. Comments made on items 1 – 4 of the draft Internal Audit report were proposed by Cllr Thomas, seconded by Cllr Murphy All in favour
2. Section 1 Annual Governance Statement 2021-22– Proposed by Cllr Podmore, seconded by Cllr Dicken. All in favour
3. Section 2 Accounting Statement 2021-22 – Proposed by Cllr Podmore, seconded by Cllr Franks All in favour
4. Exercise of Public Right of Inspection. The period will be 20th June 2022 to 29th July 2022 Proposed by Cllr Thomas, seconded by Cllr Leather All in favour

NB Publication of AGAR sections 1 and 2, the Public Rights Notice and the Internal Audit Certificate - All documents **must** be available on the PPC website and the PPC noticeboard on 17th June 2022

5. Reserves explanation

Proposal to agree explanation put forward. Proposed by Cllr Thomas, seconded by Cllr Murphy. All in favour

PPC 22-23 / 36 Planning committee minutes

Minutes of the meetings held on 9th and 30th March to be tabled at July meeting

PPC 22-23 / 37 Planning Committee meeting dates

Future dates to be agreed at the July PPC meeting

PPC 22-23 / 38 Roads, Pavements and Safety of the Public Realm

Prestbury Speed watch

A disturbing incident is being investigated by the Police.

Cllr Dicken will bring proposals to the July meeting to make our traffic speed work safer and easier with High Vis jackets and signs on the road for Speedwatch, and replacements for SIDs which cannot download traffic data.

Finger post signage

The refurbished post installed near Kings School is very good.

Kings have asked to attend a PPC meeting to give an update on the school– date to be arranged.

Carpark at the Tennis Club

Three quotes received to repair the hole which has appeared. Proposal to accept the quote from Cheshire Building Projects for £1378-32 excl. VAT. Proposed by Cllr Thomas, seconded by Cllr Podmore All in favour. Cllr Podmore will send an official PO to Cheshire Building Projects.

ROSPA inspection of the Children’s Playground – no response received and therefore will be chased again.

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Update from Cheshire East Councillor Paul Findlow

£8400 is available as a top up highways scheme – possible projects might be repainting white lines or replace missing cats' eyes in New Road from the humps at the 20 mph sign to the railway station or replacement bollards at the Bridge Hotel or cleaning of road signs
30th June is the deadline to put this forward as a proposal. White lining will be put forward as the main category with cat's eyes as a back up if any money remains. Cllr Findlow will attempt to get all these done

Agenda item in July – Minor works scheme update (Cllr Findlow)

PPC 22-23 /39 Prestbury Squash Club Lease

Cllr Podmore will seek 3 quotes from solicitors to draft a lease. Proposed by Cllr Podmore, seconded by Cllr Dicken All in favour

PPC 22-23 /40 Prestbury Railway Station

10 of 11 refurbished windows in the waiting room on Platform 1 have been vandalised and frames thrown on the tracks and waiting room sign wrenched off the wall.

Access for all submission – hopefully feedback in July

CCTV quote - one expensive quote received, and another being reviewed

Grant application for £500 for plants and equipment approved

A new bin has been installed on platform 2.

Cllr Leather is monitoring the mud which is still coming through the fence

PPC 22-23 /41 Grounds Maintenance

The planting at the sundial has been completed. Help from Cllr Thomas and a resident very much appreciated.

Litter bin cleaning – b.f. July agenda

PPC 22-23 /42 Bollin Valley Link Route and Footpath repairs

Cllr Podmore is liaising with Cheshire East to ensure closure notices are put up while the footpath by the Bollin is repaired.

The cycle / walk link route between Macclesfield and Warrington is supported by Officers in Cheshire East but there are concerns re the timeframe and other issues over permissive rights.

PPC agreed that Prestbury residents should be consulted. Cllr Podmore proposed that he discuss with Cheshire East and invite Officers to put forward appropriate consultation material and attend the meeting, seconded by Cllr Franks All in favour

PPC 22-23 /43 Events

Arrangements for the Summer Fare on 10th July are progressing well. Road closure is from **12 noon to 19.00** (*not as said at the meeting 13.00 – 20.00*). Cllr Podmore will contact Smart

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Parking to shut Bridge Green car park for the whole day. Letter will be issued to residents by Cllr Herbert

PPC 22-23 /44 Website and branding – bf to July agenda

PPC 22-23 /45 Replacement Councillor

Proposed that Cllr Herbert progress this with Cheshire East. Proposed by Cllr Podmore, seconded by Cllr. Thomas All in favour

PPC 22-23 /46 Clerk's report

No report submitted in the absence of a clerk

Agreed that letter from a resident to David Rutley about street lighting would be discussed at the July PPC meeting

PPC 22-23/47 Items in camera

The remainder of the meeting was held in camera with members of the public excluded due to the confidential financial arrangements and confidential nature

PPC 22-23 /48 Airport

Available councillors will discuss as a working group on Monday 13th June to agree a response to the survey which is required by 16th June

PPC 22-23 /49 Bridge Green Car Park Contract – no progress

PPC 22-23 /50 Appointment of Clerk/RFO

Proposal to appoint Sue Davies as Clerk / RFO with the conditions set out in the draft contract. Proposed by Cllr Podmore, seconded by Cllr Thomas All in favour

Meeting closed at 10.20pm

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