



Prestbury Parish Council

Minutes of the 6th Ordinary Meeting of the 2022-2023 Civic Year.

Date: Wednesday 9th November 2022

Time: 7.30 pm

Venue: The Village Hall, Macclesfield Road, Prestbury

Attendance:

Prestbury Parish Council:

Cllr V Herbert

Cllr A Dicken

Cllr D Franks

Cllr T Jackson

Cllr M Leather

Cllr D Murphy

Cllr A Stewart

Cllr A Thomas

Cllr A Toole (arrived during the meeting as indicated in the minutes)

S Davies – Clerk and RFO

The meeting opened at 7:30pm

PPC 22-23/133 Apologies for absence:

Apologies were received from Cllr Podmore, Cllr Burns and Cheshire East Councillor, P Findlow.

PPC 22-23/134 Declarations of interest:

None declared.

PPC 22-23/135 Co-option to fill a vacancy.

The Council resolved to co-opt Graham Naismith to fill the vacancy in Prestbury Ward on the Parish Council. Mr Naismith signed his acceptance of office, witnessed by the Clerk.

PPC 22-23/136 Public participation

No public participation.

PPC 22-23/137 Minutes of the Ordinary Meeting held on the 12th October 2022.

The minutes of the meeting held on the 12th October 2022 were approved as an accurate record by those present.

Signed
Date: 14th December 2022



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PPC 22-23/138 Committee Minutes: To receive and note the following

a. Planning Committee Minutes – 7th September 2022 and 7th October 2022.

All the named planning committee minutes were received and noted by the Council.

b. Finance and General Purposes held on the 18th July 2022.

The minutes of the F&GP meeting of the 18th July were received and noted by the Council.

c. Events Committee minutes held on the 7th March 2022, 21st and 21st June 2022.

All the named events committee minutes were received and noted by the Council.

PPC 22-23/139 Matters Arising: To receive updates from previous actions still ongoing but which currently require no further action or decision and aren't otherwise on the agenda.

a. Prestbury Squash Club

This item is to be deferred until the December meeting.

b. Invitation to Kings School to meet with the Council.

The Clerk reported that the Kings School have suggested that they attend the January meeting. They have further requested that it might be useful if questions and discussion topics could be put to them ahead of the meeting. Councillors were asked to contact the Clerk with any questions.

c. Old Coach House, Prestbury.

Cllr Thelma Jackson has spoken to the conservation officer who has informed that this isn't a listed building and that there is no action that can be taken. The Chair informed that she has conveyed this back to the residents who first raised the issue with the Parish Council.

d. Litter Bin Cleansing.

It was noted that this can be removed from the agenda as there is no further action required at present.

e. PPC Board Room – update on the information boards.

Cllr Herbert reported that the boards are updated and require fixing back to the wall.



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f. Progress on the Mapping Software

The Clerk reported that invitations to have still to be sent out to councillors. It was agreed that this item can be removed from the agenda.

g. Airport Issues

Cllr Leather updated the Council regarding the meeting to receive feedback from the airport. Outstanding actions are to write to the airport and to put information on the Parish Council website. Cllr Leather agreed to circulate an email asking which councillors would like to receive an information session and to decide what to put as an agenda item for the December Council meeting. It was noted that a consultation is to take place.

h. Purchase of a Laptop for the Clerk

It was noted that the laptop is now on order and should be received the following week.

Cllr A Toole joined the meeting at this point.

PPC 22-23/140 Finance

The Council received the RFO report:

a. Bank statements

The Council received and noted an annotated bank statement dated 31st October 2022.

b. Bank reconciliations

The Council received and approved the bank reconciliation 31st October 2022.

c. To note the summary of receipts and payments for the financial year up to 31st October 2022.

The Council received a list of payments and receipts dated 31st October 2022. The total payments made totalled 3075.13 net, £3311.37 gross.

d. To receive the budget monitoring report dated 31st October 2022.

The Council received and noted a budget monitoring report dated 31st October 2022 and also noted the current position and the predicted year end position.

The council resolved to approve the proposal from the F&GP committee to create an earmarked reserve with the residual money budgeted for the Bollin Way (£20,000) as this project is unlikely to progress further during the current financial year.



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e. To note income received during October 2022

To note that no income was received in October 2022.

f. To note the regular payments made during October 2022.

The following regular payments were noted:

Supplier	Description	Net £	VAT £	Total £
Smarty	Mobile 1	4.50		4.50
Smarty	Mobile 2	4.57		4.57
Zen	Cloud storage	5.99	2.20	7.19
Armadillo	Storage	152.00	30.40	182.40
British Gas	Car Park Electricity	23.30	1.16	24.46
HSBC	Bank charges	8.00		8.00
Microsoft	Office 365	32.40	6.48	38.88
Microsoft	Office 365	113.00	22.60	135.60

g. Payments for approval in October 2022

The Council approved the following payments to be made by BACS:

Supplier	Description	Net £	VAT £	Total £
Clerk Salary	Sept Salary	-		-
HMRC	Sept HMRC	-		-
NEST	Sept Nest pension	-		-
Shire	Payroll service Q3	112.0	22.40	134.00
Higgins	Defib testing 17/10	55.00	11.00	66.00
ChALC Training	Chairmanship	25.00		25.00
ChALC Training	Roles & Resp	25.00		25.00
Dell	Laptop	833.28	166.66	999.94 *
Event	Equipment for fair	£200		£200 **

Total = £3243.33 (doesn't include direct debit regular payments)

*This payment was reported to be retrospective as Dell required payment soon after the order to prevent it being cancelled.

**This was reported as an advance payment only of £200 as the final requirements haven't yet been established. The expenditure is authorised by the Clerk/RFO in-line with financial regulations.

h. Unity Account.

To note the Clerk is still progressing the application.



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PPC 22-23/141 External Audit 2022-23

It was noted that the F&GP committee have resolved to query the external audit 2021-2022 due to having some evidence that the qualification was undeserved. The Clerk has written to PKF Littlejohn and a reply from them is awaited.

PPC 22-23/142 Projects – to discuss and agree the action plan.

Cllr Thomas presented an update on the ongoing work of the working group assigned to look at project planning and the production of a forward plan:

A draft plan produced by Cllr Dicken a few years ago was used as a starting point. The task group have tried to assign current and projected projects into five themes as detailed on the circulated draft document.

The work is ongoing, and it was agreed that an email be circulated to all councillors to ask what areas they are interested in being involved with. It was further agreed that, once interests are known, a small task group be set up to look at each theme in more detail.

The Clerk noted that the Council should agree the terms of reference/remit of the working groups and it was agreed that this will go onto the December meeting. The Council were reminded that working groups cannot make decisions for the Council and cannot commit to expenditure but remote meetings are allowed.

PPC 22-23/143 Consideration of a grant application received from St Peter's Church, Prestbury, for money towards the replacement of the clock face on the tower of the church.

The grant application was considered. Based on the guidance document from the National Association of Local Councils, the Council resolved by majority show of hands that the Council shouldn't award the grant.

It was agreed that the Council should be supportive and assist with any fundraising. It was noted that space at the Winter Fair could be offered.

PPC 22-23/144 Royal British Legion – To receive updates and to agree any further actions from the working group in relation to:

a. The planting of a tree to commemorate HRH Queen Elizabeth 2nd.

The Council received a report from a meeting between the Royal British Legion (Prestbury) and Council members regarding a commemorative tree. A suitable location for the tree and small plaque has been identified at the back of Bridge Green carpark. A Hornbeam tree has been proposed.

The Council resolved to allow permission on condition that Cheshire East agrees and that the Royal British Legion agree to ensure future maintenance.



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b. The creation of a village centre War Memorial.

The Council received a report regarding a second War Memorial.

The memorial would be funded by the British Legion. The Council agree to give support to the British Legion Initiative and to help to get the permission from Cheshire East.

It was suggested, that subject to cost, the Council could consider funding the interpretation board.

PPC 22-23/145 Bollin Grove Playground Safety: To receive a quote for repair work.

Cllr Herbert reported that the old and new surfaces are separating. This has been raised by residents, Cheshire East and at the ROSPA inspection.

A quote for repair has been received from the company that fitted the new surface.

The council resolved to approve the quote, taking the money remaining in the budget line for the playground (code 51) with the residual coming from general reserves.

The Council agreed to waive the need for three quotes as stipulated in the financial regulations as it was felt that it was beneficial to use the same company who did a good job previously, three quotes had been obtained for the original work and if problems recurred it would be difficult to deal with two companies. It was raised that the purchase order should contain some request for guarantee regarding recurrence of the problem.

PPC 22-23/146 Bridge Green Carpark – entrance work required

The clerk reported that she has contacted a contractor regarding the repair to the entrance. The contractor felt that Cheshire East would have to be consulted as it impinges on the public footpath. It was raised that Cheshire East could also be asked regarding painting hatching lines at the space at the bottom of the steps to prevent parking.

PPC 22-23/147 2023-2024 Draft budget considerations

The Council considered the draft project and especially noted fixed costs and costs which need consideration.

It was agreed that all members consider the draft budget ready for further consideration and approval at the next meeting.



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PPC 22-23/148 Winter Fair update: To receive an update on the Winter Fair, including insurance aspects. To agree that this is a Parish Council event, with responsibility held by the Parish Council, with Independent Street assisting in a consultant and advisory capacity. To consider any other matters arising from the event.

The Council listened to feedback regarding the insurance issues in relation to having Independent Street involved. The Council clarified by show of hands that the event remains a Parish Council event and the Parish Council are responsible for the organisation and ensuring all risk assessments and safety matters are in place. Independent Street act as a consultant and organise the market on the Parish Council's behalf.

Cllr Frank agreed to revise the risk assessment to make this clear.

It was raised that the chalk white marks presented an issue and there were comments of them being unsightly after the event. Cllr Frank agreed to investigate this.

PPC 22-23/149 Christmas Lights and Trees: To receive an update report regarding some matters arising and to agree actions including consideration of a donation to the Village club towards electricity costs incurred.

Cllr Leather updated that she has permission from all the owners. It was agreed that up to £50 as a donation for the electricity used by the Village Club but that a calculation for the amount used should be done first.

PPC 22-23/150 Model Councillor-Officer Protocol: To receive and consider adoption of the new model councillor-officer protocol issued by NALC.

It was agreed that all councillors should read the information before the December meeting.

The importance of a welcome pack for councillors in May was raised.

The importance of training for both officers and councillors was highlighted and a policy will be put together.

PPC 22-23/151 Civility and Respect Protocol issued by NALC: To consider signing up to the Civility and Respect pledge issued by NALC.

The item, linked to item 22-23/151, will be brought to the December meeting.

PPC 22-23/152 Police: To receive any updates and reports from the police/PCSO.

The Clerk highlighted a meeting to be held in Alsager on Thursday 17th November at 6:30pm with the police commissioner with one representative from each council invited. It was agreed that the clerk ask Cllr Dicken if he'd like to attend and if he can't that she will attend on the Parish Council's behalf.



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Any questions to be put to the meeting were asked to be put to the clerk in advance.

Cllr Murphy raised about overgrown hedges being the responsibility of Cheshire East Council. It was agreed that if details of hedges were forwarded to the Clerk, then she could send out polite reminders to the householders. Cllr Leather had a copy of the letter which she agreed to forward to the Clerk.

PPC 22-23/153 Roads, Pavements and Safety of the Public Realm

a. Village Speed Watch Group – to receive an update.

The item was deferred.

b. To discuss improvements to finger post signage in the parish and agree any actions.

Cllr Frank and Cllr Jackson agreed to get quotes for the refurbishment.

c. To receive any updates from the Clerk in relation to relevant correspondence.

None raised.

d. To receive any updates from CE Cllr Paul Findlow.

Deferred.

PPC 22-23/154 Clerk's Report

The Clerk noted that Cllr Leather has attended the VAT course and Cllr Murphy is booked onto the planning courses organised by ChALC.

The Clerk raised about circulation of NALC and ChALC emails. It was agreed that the Clerk would circulate all ChALC emails in the future but only NALC emails that contained particularly pertinent information.

PPC 22-23/155 Chair and Member Reports – Information only.

The Chair raised that a letter has been received regarding land outside the school where the PTA wish to place a locked noticeboard. The Clerk agreed to write to them to inform that this is Cheshire East's land.

The Chair raised about the state of the roads and pavements through leaves, especially by the station. It was agreed that the Clerk contact Cheshire East to ask for a road sweep.

Cllr Leather raised about arranging a meeting with Cheshire East Highways.



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To note the date of the next meeting is Wednesday 14th December 2022, 7:30pm.

PPC 22-23/156 It was resolved that the following item will be held off camera with members of the press and public excluded:

PPC 22-23/157 To receive an update on staffing matters.

The chair updated the council regarding the recruitment of an assistant clerk.

The Clerk informed that the pay award dated April 2022 has been agreed. The council agreed that the award should be applied to all staff and should apply to all staff who have worked for the council in this financial year.

PPC 22-23/158 Bridge Green carpark Contract – to consider and approve or otherwise the revised contract.

This item was deferred.

Meeting closed at 21:40pm