



Prestbury Parish Council

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

Date: Wednesday 12th October 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 K Podmore

Cllr A Stewart

Cllr A Thomas

Members of the public – One member present.

S Davies – Clerk and RFO

The meeting opened at 7:33pm

PPC 22-23/116 Apologies for absence:

Apologies were received from Cllrs L Burns, A Toole and Cheshire East Councillor, P Findlow.

PPC 22-23/117 Declarations of interest:

None declared.

PPC 22-23/118 Public participation

No public participation.

PPC 22-23/119 Minutes of the Ordinary Meeting held on the 28th September 2022.

The minutes of the meeting held on the 28th September 2022 were approved as an accurate record by those present with amendments put forward by Cllr Leather regarding cycling on Chelford Rd agreed by all.

Signed

Date: 9th November 2022



Prestbury Parish Council

PPC 22-23/120 Committee Minutes: To receive and note the following

- a. **Planning Committee Minutes – 16th Feb 2022, 9th March 2022, 30th March 2022, 20th April 2022, 11th May 2022, 8th June 2022, 21st June 2022, 12th July and 10th August 2022.**

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

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

Deferred

- c. **Events Committee minutes.**

Deferred.

PPC 22-23/121 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. **Street Lighting**

It was agreed that the Parish Council cannot do more on this issue as street lighting falls under Cheshire East Council.

- c. **Invitation to Kings School to meet with the Council.**

The Clerk reported that an invitation has been extended along with the dates of council meetings. The school have said they will inform the Clerk when they are able to attend.

- d. **Old Coach House, Prestbury.**

It was noted that a reply has not been received from the owner. Cllr Jackson highlighted that she would speak to the conservation officer and feedback.

- e. **Litter Bin Cleansing.**

It was noted that it has been suggested that some money in the 2023-2024 budget for new bins.

- f. **PPC Board Room – update on the information boards.**

Cllr Herbert reported that this is still ongoing.

- g. **Royal British Legion actions:**

- Planting a tree to mark HRH Queen Elizabeth the second.
- Provision of a War Memorial in the village centre.



Prestbury Parish Council

It was noted that a meeting is currently being arranged.

h. Progress on the Mapping Software

The Clerk reported that the Council has signed up and invitations to have access will be sent to councillors.

i. Airport Issues

It was noted that information still needs to be added to the website and that Cllr Leather and the Clerk are to attend an online meeting hosted by the airport and designed to update local councils. Further action will be agreed after then.

j. Christmas Lights

It was noted the lights are on order. It was noted that this year, the lights would be switched on each evening at 3:00pm and not 3:30pm and will go off at 12:30am.

PPC 22-23/122 – Finance

The Council received the RFO report:

a. Bank statements

The Council received and noted an annotated bank statement dated 30th September 2022.

b. Bank reconciliations

The Council received and approved the bank reconciliation 30th September 2022.

c. To note the summary of receipts and payments for the financial year up to 30th September 2022.

The Council received a list of payments and receipts dated 30th September 2022. The total payments made totalled £4607.36 net, £4779.41 gross. Income received from the 2nd precept payment totalled £40,807.50.

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

The Council received and noted a budget monitoring report dated 30th September 2022.

e. To note the regular payments.

The Council received regular payments made during September 2022:

Description	Net £	VAT £	Total £
Smarty Mobile 1	4.50		4.50
Smarty Mobile 2	4.52		4.52
Zen Cloud storage	5.99	2.20	7.19
Armadillo Storage	152.00	30.40	182.40
British Gas Car Park Electricity	21.12	1.05	22.17
HSBC Bank charges	8.00		8.00

Signed
Date: 9th November 2022



Prestbury Parish Council

Microsoft	Office 365	32.40	6.48	38.88
Microsoft	Office 365	113.00	22.60	135.60

f. 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	538.31		538.31
NEST Sept	Nest pension	78.29		78.29
Shire Payroll service	Q2	29.00	5.80	34.80
Higgins	Defib testing 08/9	55.00	11.00	66.00
Higgins	Defib testing 21/9	55.00	11.00	66.00
Higgins	Defib testing 30/9	55.00	11.00	66.00
ChALC	Induction Cllr Stewart	25.00 2		5.00
ChALC	Clerk – Good emp.	30.00		30.00
Geosphere	Parish online	180.00		216.00
Aubergine	Annual Website	498.00	99.60	597.60

Total = £2905.77 (doesn't include direct debit regular payments)

The Clerk reported a discrepancy in the payroll earlier in the year and the committee proposed and agreed to delegate the resolution of this to the F&GP committee to ensure HMRC payments are correct.

Total = £4373.68 (doesn't include direct debit regular payments)

g. To note the income received.

To note that the second precept payment of £40,807.50 has been received on the 6th September 2022.

h. Unity Account.

To note the Clerk is still progressing this and the application has been started.

PPC 22-23/123 Introduction of a Staffing/Personnel Committee

a. To agree to form a staffing committee to the Council.

Cllr Herbert outlined the benefits of a staffing/personnel committee and it was agreed to form a standing committee.

b. To resolve to agree the terms of reference of the staffing committee

It was agreed that the committee should consist of four members. The Council approved the terms of reference for the staffing committee subject to the agreed change and agreed that



Prestbury Parish Council

Cllr Herbert chair the committee initially and that the role of chair be readdressed once the committee is established.

c. To resolve to agree membership of the staffing committee.

The committee membership was agreed to be Cllr Herbert, Cllr Leather, Cllr Podmore and Cllr Murphy.

PPC 22-23/124 Projects – to discuss and agree the action plan.

The proposed project list was discussed. It was agreed that a task group consisting of Cllrs Franks, Thomas, Dicken and Stewart along with the Clerk further evaluate the project list, incorporating more of a plan, and report back to the Council.

PPC 22-23/125 Bollin Grove Playground Safety: To receive a quote for repair work.

Item deferred as the quote has not been received.

PPC 22-23/126 Christmas Trees: To receive quotes and to approve the expenditure for the purchase of Christmas Trees.

Cllr Leather presented the quotes. It was felt an 18 foot and 16 foot were needed. The Council authorised expenditure of up to £750 for Christmas Trees and for the costs of erecting and taking down. Cllr Leather was asked to forward quotes to the Clerk to allow purchase orders to be produced.

PPC 22-23/127 Roads, Pavements and Safety of the Public Realm

a. Police and PCSO Report.

Cllr Dicken updated the Council on police matters. Break-ins were discussed and the need to lock doors. It was noted that police reports need to be updated onto the website.

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

Cllr Dicken provided an update. The Council agreed that a sign be purchased from the supplier identified by the Clerk for use by the group (cost up to £200). It was noted that the website could have a section about the community speedwatch and the Clerk informed that Cllr Dicken and herself has discussed this and will progress it.

Cllr Leather raised an issue regarding parking on Shirley's Drive during school drop-off times at the junction despite double yellow lines. This is the responsibility of Cheshire East Council, not the police, to enforce.

Cllr Leather was tasked with sending a thank you card to residents who have cleared a pavement.

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

Cllr Jackson is awaiting feedback from Kings School regarding a contact.



Prestbury Parish Council

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

Deferred.

PPC 22-23/128 Branding, IT and Website issues.

a. To receive an update on email use and the recent phishing episode and to agree any actions arising from this.

Cllr Frank impressed on the Council the need to use the allocated emails rather than personal emails after the recent phishing episode. It was also noted that banners on emails to highlight its external and not from the Prestbury domain should be noted by members. The need for a policy in relation to emails and security was raised. Cllrs Frank and Thomas volunteered to draft a policy. The Clerk asked if she could be involved to ensure there is no overlap with other policies.

b. To consider any website issues and to agree any actions.

Cllr Franks reported on the website and the updating of content. It was noted that the Clerk has been updating recently. He noted that the future of the website and that maybe outside help could be considered in the future with graphics required.

c. To receive an update on the Council branding.

This item will be discussed further by the working party.

d. To agree that the Clerk in conjunction with Cllr Franks can purchase a second laptop for the Council and agree the maximum permitted expenditure.

It was agreed that the Clerk, in conjunction with Cllr Franks, purchase a laptop up the value of £1000 maximum. The Clerk noted that a 15-inch laptop would be preferable.

e. To discuss the file storage system and structure.

It was noted that the Clerk is trying to simplify the SharePoint files. The need for a public folder was noted for sharing documents with the public when applicable, for example reports to back-up agenda items.

Cllr Frank agreed to run some Zoom or Teams training sessions.

The Clerk reported that she is aiming to put links to reports onto the agendas.

PPC 22-23/129 Clerk's Report

The Clerk updated the Council on the training schedule issued by ChALC. Cllr Herbert fed back on the chairmanship course that she attended. Cllr Leather expressed an interest in the forthcoming VAT for unregistered councils course and the planning courses.

The Clerk raised some issues raised at a recent SLCC Cheshire conference in relation to insurance, particularly around volunteers. Tree surveys were also raised and it was felt that the new mapping software could be used.



Prestbury Parish Council

Two 20 is plenty sessions (speeding) are coming up (27th and 28th) to explain the scheme.

PPC 22-23/130 Chair and Member Reports – Information only.

To note the date of the next meeting is Wednesday 9th November 2022, 7:30pm.

PPC 22-23/131 It was resolved that the following item will be held off camera with members of the press and public excluded:

PPC 22-23/132 Bridge Green carpark Contract – to consider and approve or otherwise the revised contract.

It was resolved that, given a lack of alternative suppliers and due to Parking Eye pulling out due to the small size, that the Council remain with and agree a new contract with Smart Parking.

After debate, a motion to have a maximum free time of two hours was defeated by show of hands. An alternative motion of 1.5 hours maximum free time was agreed by majority show of hands.

It was noted that the last draft contract supplied by Smart Parking and presented at the September meeting contains errors which need addressing before it can be progressed further.

Meeting closed at 21:55pm