



# Prestbury Parish Council

## Ordinary Council Meeting Agenda

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Dear Members,

You are summoned to a meeting of Prestbury Parish Council:

**Date:** Wednesday 8<sup>th</sup> February 2023

**Time:** 7.30pm

**Venue:** The Village Hall, Macclesfield Road, Prestbury.

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### AGENDA

**1. Apologies:**

To receive any apologies for absence and note any non-attendance.

**2. Declarations of Interest:** To receive any disclosable pecuniary or other disclosable interests as required under Chapter 7 of the Localism Act 2011.

**3. Public Participation –**

The Chair may allow representations from members of the public.

**4. Minutes:**

To approve the minutes of the Ordinary Meeting held on 11<sup>th</sup> January 2023.

**5. Committee Minutes: To receive and note the following-**

- a) Planning Committee –9<sup>th</sup> January 2023 (approved) and 6<sup>th</sup> February 2023 (draft)
- b) Finance and General Purposes held on the - 12<sup>th</sup> December 2022 approved and 30<sup>th</sup> January 2023 (draft)
- c) Events Committee minutes - 25<sup>th</sup> October 2022 (draft)
- d) Staffing Committee minutes: - 21<sup>st</sup> October 2022 (approved) and 30<sup>th</sup> January 2023 (draft)

**Please Contact:** **Sue Davies** – Clerk to Prestbury Parish Council  
[clerk@prestbury.gov.uk](mailto:clerk@prestbury.gov.uk)  
07735 878606

Issued:3<sup>rd</sup> February 2023



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**6. Previous Action Updates:** To receive brief **updates only** from previous actions still ongoing but which currently require no further consideration, action or decisions and aren't otherwise on the agenda including:

- a) Bridge Green Carpark contract – deferred until the March meeting.(KP)
- b) Royal British Legion Commemorative Tree. (Clerk)
- c) Royal British Legion War Memorial. (Clerk)
- d) Parish Council LOGO (DF)
- e) Defibrillator checks (Clerk)
- f) Bridge Green Carpark Entrance work (Clerk)
- g) Bollin Grove Playground Safety – matting (VH)
- h) Lengthsman Service (Clerk and VH)

**7. Finance: All items included in the RFO report:**

- a) To note the annotated bank statement dated 31<sup>st</sup> January 2023.
- b) To receive a revised bank reconciliation dated 31<sup>st</sup> December 2022 and to receive an update on the cause of the discrepancy reported to the last meeting.
- c) To note the bank reconciliation dated 31<sup>st</sup> January 2023.
- d) To note the summary of receipts and payments dated 31<sup>st</sup> January 2023.
- e) To note the budget monitoring report and reserve report dated 31<sup>st</sup> January 2023 with projections for the end of year position.
- f) To note income received in January 2023.
- g) To note regular payments made in January 2023.
- h) To approve payments to be paid since the last meeting.
- i) To receive a report from the F&GP committee relating to regular suppliers and to agree any recommendations.

**8. Events Issues:**

- a) To consider and approve a revised terms of reference for the events committee.
- b) To consider nominations and co-options onto the events committee.
- c) To consider ideas for the forthcoming Coronation and to agree to delegate arrangements to the events committee.

**9. Civility and Respect including the Model Councillor-Officer Protocol**

- a) Councillors to affirm that they have read the following and to allow questions, comment and discussion at the chair's discretion:



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- The NALC roles and responsibilities guidance.
  - The Code of Conduct adopted at the last relevant meeting in May 2019.
  - The NALC social media guide.
- b) To review and approve the recommendation from the staffing committee to adopt the training policy for the Council.
- c) To resolve to sign up to the Civility and Respect pledge (see Appendix 1)
- d) To agree receive an update on the Quality Council awards and to agree any further actions.

## **10. Project Working Party:**

To receive a report from the project planning meeting held on the 1<sup>st</sup> February 2023 and to consider and resolve to agree any recommendations and actions.

## **11. Review of Staffing Policies- Recommendation from the staffing committee to approve the following policies:**

- a) Grievance Policy
- b) Disciplinary Policy

## **12. Police: To receive any updates and reports from the police//PCSO.**

## **13. Roads, pavements and safety of the public realm:**

- a) Village Speed Watch group – any update.
- b) To receive an update on the purchase of signage and to agree any actions
- c) To discuss improvements to finger post signage in the parish and agree any actions.
- d) To receive any updates from the Clerk in relation to correspondence on highways matters.
- e) To receive any updates from CE Cllr Paul Findlow.

## **14. Airspace Change Process Consultation**

To consider further the consultation and to agree any Parish Council response or actions.

## **15. Annual Parish Meeting:**

To receive an update and to consider and agree any further actions.

## **16. Elections May 2023**

To consider publicity and process for the forthcoming elections.

## **17. Clerk's report – To discuss and agree actions on any items of correspondence received:**



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## 18. Chair's and Member's Reports (Information only)

**Date of next meeting:** - To note that the next meeting is Wednesday 8<sup>th</sup> March 2023 - 7.30pm.

**19. To resolve that the following item will be held off camera with members of the press and public excluded due to being a contract of commercial sensitivity:**

**20. Staffing Matters** – To receive an update on staff contractual matters.

**21. Leases** – To receive a report concerning the Council's lease agreements and to agree any actions or recommendations from the Finance and General Purposes Committee.

A handwritten signature in black ink that reads "Sue Davies". The signature is written in a cursive style. Below the signature, there is a small, faint yellow rectangular mark.

Signed: Sue Davies Clerk Prestbury Parish Council



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## Appendix 1:

### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	