



Prestbury Parish Council

Minutes of the 8th Ordinary Meeting of the 2022-2023 Civic Year.

Date: Wednesday 14th December 2022
Time: 7.30 pm
Venue: The Village Hall, Macclesfield Road, Prestbury

Attendance:

Prestbury Parish Council:

Cllr V Herbert

Cllr G Naismith

Cllr M Leather

Cllr K Podmore

Cllr A Stewart

Cllr A Thomas

Cllr A J Toole (from item PPC22-23/164(e) marked by *)

S Davies – Clerk and RFO

The meeting opened at 7:30pm

PPC 22-23/159 Apologies for absence:

Apologies were received from Cllr L Burns, Cllr A Dicken, Cllr T Jackson, Cllr D Murphy and Cheshire East Councillor, P Findlow.

PPC 22-23/160 Declarations of interest:

None declared.

PPC 22-23/161 Public participation

No public participation.

PPC 22-23/162 Minutes of the Ordinary Meeting held on the 9th November 2022.

The minutes of the meeting held on the 9th November 2022 were approved as an accurate record by those present.

PPC 22-23/163 Committee Minutes: To receive and note the following

a. Planning Committee Minutes – 5th December 2022.

Deferred.

Signed
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b. Finance and General Purposes held on the 17th October 2022 and 12th December 2022.

The minutes of the F&GP meeting of the 17th October were received and noted by the Council. Receipt of the minutes of the meeting held on the 12th December 2022 were deferred.

c. Events Committee minutes held on the 25th October 2022.

Deferred.

d. Staffing Committee minutes held on the 21st October 2022.

Deferred.

The Clerk noted that going forward, committee minutes to be received would be sent out in one email prior to the meeting to simplify the process.

PPC 22-23/164 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. PPC Board Room – update on the information boards.

Cllr Herbert reported that this work is complete.

b. Bridge Green Carpark contract.

Deferred until the January meeting.

c. Royal British Legion commemorative tree

The Clerk reported that Cheshire East Highways are checking the services under the ground so that the suitability of the proposed location can be determined.

d. Royal British Legion War Memorial

The Clerk reported that determining permission is still ongoing.

**Cllr A Toole entered the meeting at this point.*

e. Christmas Lights and Trees

It was noted that some discussion may be need the following year with the Village Club. Cllr Leather was thanked for her hard work and it was agreed the lights look excellent.

PPC 22-23/165 Finance

The Council received the RFO report:



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a. Bank statements

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

b. Bank reconciliations

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

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

The Council received a list of payments and receipts dated 30th November 2022. The total payments made totalled £3371.08 net, £3633.22 gross.

d. To receive the budget monitoring report dated 30th November 2022.

The Council received and noted a budget monitoring report dated 30th November 2022 and also noted the current position and the predicted year end position.

e. To note income received during November 2022

To note that no income was received in November 2022.

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

The following regular payments were noted:

Supplier	Description	Net £	VAT £	Total £
Smarty	Mobile 1	4.50		4.50
Smarty	Mobile 2	4.55		4.55
Zen	Cloud storage	6.99	1.40	8.39
Armadillo	Storage	158.00	31.60	189.60
British Gas	Car Park Electricity	0	0	0
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 November 2022

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

Supplier	Description	Net £	VAT £	Total £
Salaries	Nov Salaries	1684.00		1684.00
HMRC	Sept HMRC	772.01		772.01
NEST	Nest pension	108.81		108.81
Higgins	Defib Testing 8/11/11	55.00	11.00	66.00
Higgins	Defib testing 21/11/2022	55.00	11.00	66.00

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ChALC	VAT M Leather	30.00		30.00
PKF Littlejohn	Audit	400.00	80.00	480.00
ANSA	Q2 work	763.67	152.74	916.41
Event Hire	Equipment for fair	314.70		314.70 *

* Retrospective.

Total BACS payments = £4437.93

It was noted that previous all staff, including those who have left during the financial year, are being awarded the pay increase but that bank details remaining unchanged is being verified first.

It was further noted that £40 to Stenhouse Joinery is due for payment for putting the Parish Council boards back up. It was agreed that this also be paid once the invoice has been received.

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

h. *Unity Account.

To note the Clerk is still progressing the application but that all relevant councillor signatures have now been obtained.

It was resolved that Cllr Herbert be added as a full signatory and also that the assistant Clerk be added once in post as an online signatory.

PPC 22-23/166 Budget/Precept 2022-2023

a. To consider and resolve to agree the draft budget for 2023-2024.

The Council considered a draft budget for 2023-2024 as recommended by the Finance and General Purposes Committee. Cllr Podmore explained the budget to the Council.

It was noted that the carpark resurfacing fund should need some money put into it and that more will need moving into the earmarked reserve but that this would be evaluated in the next financial year.

The council resolved to approve create an earmarked reserve for election costs of £5000 and also to put all CIL money into a specific earmarked reserve.

The Council resolved to approve the budget as recommended by the Finance and General Purposes Committee. (Appendix 1)

b. To resolve to agree the precept request to Cheshire East Council for 2023 to 2024.

The Council resolved to approve a precept request of £90,000 for the 2023-2024 financial year. This results in a £40.32 band D annual council tax payment



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to the Parish Council for 2023-2024 up from £36.81 in the 2022-2023 financial year.

Cllr Podmore and the RFO were thanked for their work compiling the draft budget.

PPC 22-23/167 External Audit 2022-23

The Clerk updated the Council that PKF Littlejohn had responded to the challenge to the qualification of the 2021-2022 audit and had agreed to remove the qualification should not have been issued. The qualification is to be removed from their database.

PPC 22-23/168 Prestbury Squash Club Lease

Cllr Podmore updated the Council and informed that, as per his report, there have been three quotes received with TLT solicitors being the cheapest if their quote, received several months ago, still holds.

The solicitors have recommended a protected lease rather than a contracted lease.

Cllr Podmore noted that the costs do not factor in any further work which may be required if any queries arise.

The committee resolved to approve expenditure of up to £3450 plus VAT for the TLT to be used.

PPC 22-23/169 Projects – to discuss and agree the action plan.

Prior to any discussion, Cllr Herbert reminded the Council that there were elections imminent in May 2023, and that any work on the projects need to consider this and be seen as preparing a starting point for the incoming council in May.

She further reminded the Council that the Clerk and assistant Clerk need to be involved at all stages to ensure that the processes remain lawful.

It was agreed that Cllr Thomas can lead on this project, working alongside officers.

Cllr Thomas updated with the current progress and agreed with Cllr Herbert's comments.

It was agreed that a brainstorming session be organised that all the council be invited to feedback to a future meeting as soon as possible. It was noted that some projects are ongoing or can be started this financial year. Cllr Thomas volunteered to organise the meeting. The Clerk agreed to update the document subsequent to the meeting.



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PPC 22-23/170 Bollin Grove Playground Safety.

Cllr Herbert reported that, subsequent to authorisation for the work to be completed based on the quote received, the company have informed that they have misquoted. Other suppliers and solutions will need to be explored.

PPC 22-23/171 Bridge Green Carpark – entrance work required

The clerk reported that, now Cheshire East has agreed that it is the Parish Council's responsibility, quotes are being sought.

PPC 22-23/172 Defibrillator Update

The Council resolved that from February of 2023, the checking of the defibrillator be passed to the Council officers rather than pay Higgins for the service.

Cllr Podmore agreed to ensure the signage is put up.

PPC 22-23/173 Model Councillor-Officer Protocol.

Cllr Herbert stressed the importance of the documents relating to the Civility and Respect project as a whole being read. The Clerk was asked to produce a record.

The item was deferred until January to ensure that members have time to read everything.

PPC 22-23/174 Civility and Respect Protocol issued by NALC: To consider signing up to the Civility and Respect pledge issued by NALC.

See item 173 above.

PPC 22-23/175 Police: To receive any updates and reports from the police/PCSO.

The Clerk informed that she had attended the Police commissioner meeting held in Alsager. An item raised there was that PCSO's should attend some Parish Council meetings if requested.

The Council noted receipt of the monthly PCSO report.

PPC 22-23/176 Cheshire East Policies

a. Cheshire East's Site Allocation Policy Document (SADPD)

The Council noted that the SADPD has now been adopted.



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b. Cheshire East Minerals and Waste Plan

The Council agreed not to comment on this application.

PPC 22-23/177 Roads, Pavements and Safety of the Public Realm

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

The Council resolved to approve that two Speedwatch signs be purchased rather than one.

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

Deferred.

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

The Clerk updated from a meeting she had had with John Tickle, the area highways officer.

The Clerk noted that she hasn't pursued the overgrown hedges yet and she is awaiting the draft letter used from Cllr leather and is also unsure whether Cheshire East Highways has acted. It was agreed that these would be pursued.

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

Deferred.

PPC 22-23/178 Annual Parish Meeting

It was agreed to hold the Annual Parish Meeting in March and to involve community groups as far as possible. The Clerk was asked to consider dates to feedback to the next meeting.

PPC 22-23/179 Prestbury Village Hall Report

The Council received and noted the annual report from the Village Hall.

PPC 22-23/180 Clerk's Report

The Clerk informed the Council of the following:

- The Clerk raised a letter received relating to gritting around the school. It was noted there has been an incident where a car has lost control on ice and hit a wall. The resident wishes to have parish Council support over the removal of the road from the gritting schedule. It was agreed that the Clerk write to Cheshire East regarding this issue and forwards the letter.



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- It was noted that a letter has been written to the Palace to acknowledge receipt of the Prestbury Book of Condolence.

PPC 22-23/181 Chair and Member Reports – Information only.

None.

To note the date of the next meeting is Wednesday 11th January 2023, 7:30pm.

PPC 22-23/182 It was resolved that the following item will be held off camera with members of the press and public excluded:

PPC 22-23/183 To receive an update on the recruitment of the assistant Clerk.

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

The Council approved the appointment of Amanda Riley with a six-month probation and subject to receipt of two references. The starting pay and hours of work were agreed.

Meeting closed at 21:45pm



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Appendix 1:

EXPENDITURE V BUDGET 2022/23 AND FINAL 2023/2024 BUDGET & PRECEPT

Year end outlook	2022/23 Budget	Actuals until 30th Nov 22	Year end Outlook	2023/24 Budget
Brought forward reserves (fund, general and earmarked)	£88,802.31	£88,802.31	£88,802.31	£87,000.00
Income				
Precept	£81,615.00	£81,615.00	£81,615.00	£90,000
CIL Income	£5,000.00	£5,727.47	£5,727.47	£5,750.00
Lease rental income	£554.50	£0.00	£554.50	£554.50
Events income		£330.00	£660.00	£750.00
Misc (grants, insurance etc, bank interest)		£75.00	£75.00	£75.00
Vat refund		£20,440.00	£24,190.00	£15,000.00
Total Income	£87,169.50	£108,187.47	£112,821.97	£112,129.50
EXPENDITURE				
FIXED COSTS (little choice in expenditure)				
Officers salaries	£26,000.00	£13,411.00	£21,000.00	£28,000.00
Officer Travelling (45p per mile)	£500.00		£120.00	£300.00
NEW - lengthsman/contractor - paid help	£8,000.00		£900.00	£8,000.00
Accounting Charge - Salaries Shire's contract	£720.00	£369.00	£450.00	£600.00
Information Commissioner			£50.00	£50.00
General Maintenance	£3,000.00	£3,081.00	£5,500.00	£5,500.00
Stationery/Office Costs + storage	£6,000.00	£1,452.00	£2,905.00	£1,000.00
Newsletter and communication/consultation				£4,000.00
Public Consultation	£2,000.00	£0.00	£0.00	£1,500.00
Website - Hosting - E-mail	£2,000.00	£1,547.58	£2,400.00	£3,000.00
Telephone	£150.00	£55.08	£110.00	£125.00
Office Machinery IT	£200.00	£0.00	£1,000.00	£1,000.00
Postage	£50.00	£0.00	£25.00	£54.50
Village Hall Hire (PPC+Planning+Events+annual mtngs+bit extra)	£1,500.00	£759.00	£1,400.00	£1,650.00
Insurances	£1,500.00	£1,566.25	£1,566.25	£1,750.00
Audit Fees & Expenses	£1,000.00	£472.50	£952.50	£1,100.00
Subscriptions	£2,000.00	£1,213.00	£1,450.00	£2,000.00
Chairmans Allowance	£250.00	£0.00	£250.00	£250.00
Councillors Expenses	£200.00	£0.00	£0.00	£200.00
Playground & Football Equipment & Maintenance	£3,000.00	£110.00	£4,500.00	£3,500.00
RoSPA - Playground Inspection	£0.00	£270.00	£350.00	£100.00
De-fibrilator Maintenance £38/ 2 weeks	£1,500.00	£825.00	£1,200.00	£250.00
Bridge Green Car Park Maintenance and Electric bill	£100.00	£100.35	£1,500.00	£1,000.00
TOTAL FIXED	£59,670.00	£25,231.76	£47,628.75	£64,929.50
DISCRETIONARY COSTS (some choice in expenditure)				
Developing Website	£500.00	£0.00	£0.00	£500.00
Cloud Storage				
Training - Clerk/Councillors	£1,000.00	£105.00	£500.00	£2,500.00
Christmas Lights	£16,000.00	£0.00	£16,000.00	£16,000.00
Maintenance Contracts Dale Brow Field + Sh CP +Bridge Green CP + Dial (new)	£4,000.00	£2,259.04	£3,872.00	£5,000.00
Legal Fees (20/21 incl agrred SAPD exp) roll forward into following years and Planning consultancy	£5,000.00	£1,899.00	£4,800.00	£3,200.00
Noticeboards, Seating, Bins etc	£500.00	£0.00	£500.00	£5,000.00
Village Events	£6,000.00	£1,844.99	£4,844.99	£6,000.00
Volunteers Equipment				
Tree Maintenance	£1,000.00	£150.00	£850.00	£3,000.00
Grant Allocation	£2,000.00	£0.00	£500.00	£1,000.00
Asset emergency repair fund	£4,000.00	£99.24	£250.00	£1,000.00

Signed
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TOTAL DISCRETIONARY	£40,000.00	£6,357.27	£32,116.99	£43,200.00
PROJECTS				
Speed Monitoring	£500.00	£38.59	£8,200.00	£500.00
Station Improvement Fund	£10,000.00	£5,980.00	£5,980.00	£0.00
Digital Marketing / Tourism - Parrotts Field	£500.00	£0.00	£500.00	£500.00
Village Enhancements (TPM + Stocks) 21/22 Dial work / bike racks	£0.00	£0.00	£0.00	?
Projects proposed for 2023/24				
Bollin Way Path - phase 1 requires significant work in partnership with Countryside Manager; general footpath improvements	£30,000.00	£10,560.00	£10,560.00	£0.00
New Noticeboard	£0.00			
EV Charging Point - complete guesstimate	£5,000.00			
Air quality monitors - share with Poynton	£2,000.00			
Drainage on playing field - survey/feasibility study	£0.00			
Rights of way	£0.00			
Average speed monitoring pilot				
RBL support re memorial				£3,000.00
TOTAL PROJECTS	£48,000.00	£16,578.59	£25,240.00	£4,000.00
Vat payments approx			£10,000.00	
TOTAL EXPENDITURE	£147,670.00	£48,167.62	£114,985.74	£112,129.50
Net Income less expenditure	-£60,500.50	£60,019.85	-£2,163.77	£0.00
Carried forwards reserves	28,301.81	148,822.16	86,638.54	£87,000.00
RESERVES				
Election Fund			£5,000.00	£5,000.00
CIL money			£5,727.47	£5,727.47
Bollin Way Path			£20,000.00	£20,000.00
Ring fenced reserve - accrue for Bridge Green Car Park repair/resurface	£3,500.00		£10,500.00	£10,500.00
General Reserve at end of year	£24,801.81		£45,411.07	£45,772.53
50% of precept - general reserves policy	£40,807.50		£40,807.50	£45,000.00
general reserve as % of 50% of precept	60.78%		111.28%	102%
PROPOSED PRECEPT REQUEST	£81,615.00			£90,000.00
Increase from prior year	4.00%			10.3%
Consumer Price Index 12 months to Oct 2022				9.60%
Funding from reserves	£60,500.50			£0.00
Total funding	£147,670.00			£112,129.50
Band D precept based on tax base	£36.81			£40.32
% increase from previous year	2.80%			9.50%
Proposed spend per tax base	£66.61			£50.24

Signed
Date: 11th January 2023