



Prestbury Parish Council

Minutes of the 11th Ordinary Meeting of the 2022-2023 Civic Year.

Date: Wednesday 8th February 2023

Time: 7.30 pm

Venue: The Village Hall, Macclesfield Road, Prestbury

Attendance:

Prestbury Parish Council:

Cllr V Herbert (Chair)

Cllr D Franks

Cllr M Leather

Cllr G Naismith

Cllr K Podmore

Cllr A Stewart

Cllr A Thomas

Cllr A J Toole

Also in attendance:

S Davies Clerk and RFO

Cllr L Burns (remotely).

One member of the public.

The meeting opened at 7:30pm

PPC 22-23/201 Apologies for absence

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

PPC 22-23/202 Declarations of interest

None declared.

PPC 22-23/203 Public participation

No public participation.

PPC 22-23/204 Minutes of the Ordinary Meeting held on the 11th January 2023

The minutes of the meeting held on the 11th January 2023 were approved as an accurate record by those present.

Signed
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PPC 22-23/205 Committee Minutes: To receive and note the following -

- a. **Planning Committee Minutes held on 9th January 2023**
Deferred.
- b. **Finance and General Purposes held on 12th December 2022**
Deferred.
- c. **Events Committee minutes held on the 25th October 2022.**
Deferred.
- c. **Staffing Committee minutes held on the 21st October 2022.**
Deferred.

PPC 22-23/206 Previous Action Update:

To receive updates from previous actions still ongoing but which currently require no further action or decision and are not otherwise on the agenda.

a. **Bridge Green Car Park Contract**

It was reported that there are no updates at present.

b. **Royal British Legion Commemorative Tree**

The Clerk and Cllr Podmore reported that it may not be feasible to plant a tree in the suggested location and it would need further evaluating.

c. **Royal British Legion War Memorial**

The Clerk noted that she is awaiting a reply from Cheshire East property and would like them to pay a visit if possible. .

d. **Parish Council LOGO**

Cllr D Franks advised that he has now received three quotes and would be putting forward a .report to the March meeting. It was noted the specification should be included in the report.

e. **Defibrillator Checks**

The Clerk outlined that Higgins had been contacted and the checks would now be done by the Parish Council officers, backed up by Cllr Herbert.



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f. Bridge Green Car Park Entrance Work

This was reported as on-going with no further updates at present.

g. Bollin Grove Playground Safety – Matting

It was noted that this is ongoing. The company has now offered to re-quote for the work and this is awaited.

h. Lengthsman Service

Cllr Herbert updated that the lengthsman service is due to start and that an update would be provided at the next meeting.

PPC 22-23/207 Finance: All Items Included in the RFO Report

The Council received the RFO report:

a. Bank statements

The Council received and noted an annotated bank statement dated 31st January 2023.

b. Bank reconciliation, 31st December 2022

The Council received and noted the corrected bank reconciliation 31st December 2022 which is now correct after resolving an issue with the Microsoft accounts.

c. Bank Reconciliation, 31st January 2023

The bank reconciliation dated 31st January 2023 was received and noted.

d. To note the summary of receipts and payments dated 31st January 2023

The Council received a list of payments and receipts dated 31st January 2023. The total payments made totalled £5124.68 net, £5496.26 gross. The Council also received a list of payments for the financial year.

e. To receive the budget monitoring report dated 31st January 2023

The Council received and noted a budget monitoring report dated 31st December 2022.

f. To note income received during January 2023

The following income was received:

- Eventhire deposit return - £200.00
- Independent Street - £450.00



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g. To note the regular payments made during January 2023.

The following regular payments were noted:

Supplier	Description	Net £	VAT £	Total £
Smarty	Mobile 1	4.50		4.50
Smarty	Mobile 2	4.56		4.56
Zen	Cloud storage	6.99	1.40	8.39
Armadillo	Storage	158.00	31.60	189.60
British Gas	Car Park Electricity	23.61	1.18	24.79
HSBC	Bank charges	8.00		8.00
Microsoft	Office 365	37.80	7.56	45.36
Microsoft	Office 365	113.00	22.60	135.60
Armadillo	Storage	158.00	31.50	189.60

h. Payments for approval in February 2023

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

Supplier	Description	Net £	VAT £	Total £
Salaries	Nov Salaries	1251.00		1251.00
HMRC	Sept HMRC	673.92		673.92
NEST	Nest pension	84.40		84.40
Higgins	Defib Testing 24/01	55.00	11.00	66.00
Stenhouse	Boards	40.00		40.00
Scribe	Accounts package	561.60	112.32	673.92

Total = £2789.24 (doesn't include direct debit regular payments)

The Clerk noted that an invoice from TWM was due for the speed indicator devices, but that a discrepancy had been noted against the order. The Council agreed the Clerk could pay this invoice once the discrepancy had been resolved and to report at the next meeting.

i. To receive a report from the F&GP committee relating to regular suppliers and to agree any recommendations.

The Clerk updated that the F&GP committee had been looking at the regular suppliers to consider the continuation in the following year. The reduction to one storage unit with Armadillo was agreed.



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PPC 22-23/208 Events Issues

- a. To consider and approve a revised terms of reference for the events committee.**

The revised terms of reference dated February 2023 were approved.

- b. To consider and agree nominations and co-options onto the events committee.**

It was agreed that Cllrs Naismith and Stewart be co-opted onto the events committee.

Cllr A J Toole asked to be removed from the committee.

- c. To consider ideas for the forthcoming Coronation and to agree to delegate arrangements to the events committee.**

It was felt that any arrangements would need to be communicated with the community as a priority.

Various ideas were raised.

It was resolved to delegate arrangements to the events committee subject to budgetary provision being brought back to Full Council.

It was agreed that two online meetings be held on Monday 13th February which will feed back in to the next Events Committee:

- Feedback from the Winter Fair (those involved in the event).
- Brainstorming ideas for the Coronation (all the Council).

PPC 22-23/209 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:**

- The NALC roles and responsibilities guidance.
- The Code of Conduct adopted at the last relevant meeting in May 2019.
- The NALC social media guide.

Councillors present affirmed that they had read the material related to the Civility and Respect pledge.



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- b. To approve a recommendation from the staffing committee to approve the draft training policy.**

This Council resolved to approve the draft training policy.

- c. To resolve to sign up to the Civility and Respect pledge.**

The Council resolved to sign up to the Civility and Respect pledge.

The Council discussed social media use and use of by councillors.

- d. To receive an update on the Quality Council awards**

The Clerk reported that this is being progressed.

PPC 22-23/210 Project Working Party: To receive an update from the project planning meeting held on the 1st February 2023 and to consider and resolve to agree any recommendations and actions.

Cllr Thomas updated from the Project Work Group. It was agreed that a community group list with contact details should be compiled, and councillors were asked to send information that they have to the Clerk.

Cllr Franks agreed to share the list of businesses that he has collected.

It was agreed to incorporate the Aubergine noticeboard onto the website.

PPC 22-23/211 Review of Staffing Policies:

- a. Grievance Policy**

The Council resolved to approve the grievance policy.

- b. Disciplinary Policy**

The Council resolved to approve the disciplinary policy.

PPC 22-23/212 Police: To receive any updates and reports from the police/PCSO

The Clerk will contact the police regarding a visit to a future meeting and also

PPC 22-23/213 Roads, pavements and safety of the public realm:

- a. Village Speed Watch Group**

No update in Cllr Dicken's absence.



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b. To receive an update on the purchase of signage in the Parish and to agree any actions.

The Clerk was asked to request a requote from the company for two Speedwatch signs and to bring the quote to the next meeting.

c. Finger Post Signage

Cllr D Franks is pursuing this and will feedback to a future meeting.

d. Highways Update

The gritting in the village and the correspondence from residents was raised. It was agreed to compile the problem areas into a report so that a case could be put forward to Cheshire East before the following winter.

It was agreed to create a log of highways issues reported to help the Council keep track.

e. To receive updates from Cllr P Findlow

Cllr Findlow wasn't present. He had emailed the Clerk with an update on highway works which he has received funding for.

PPC 22-23/214 Airspace Change Process Consultation

Cllr A J Toole reported that he had read the documents and felt that is was about the process review for airspace consultations with options presented.

Cllr Leather CIA noted the background information and had attended a meeting with Cllr Stewart on 20th January where she felt there was some relevance to airflight paths.

Cllr Leather felt some workshops were needed so others could understand more and to explain the documents before the closing date to discuss the need for a response or whether to wait. This was put this forward as a proposal.

The council agreed to fund the use of the village hall for a meeting of any councillors who wish to attend to examine the material and to learn more.

Cllr Leather asked for the website to include the previous consultations and the Clerk asked for a link that could go in a news item.

It was raised that a simple summary was needed to help understanding.



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PPC 22-23/215 Annual Parish Meeting.

It was agreed to defer the Annual Parish Meeting until a later date rather than hold it in March.

PPC 22-23/216 Elections May 2023

Promotion of the elections was discussed. The Clerk informed it was already on the website and on Facebook. A banner was suggested along with further promotion on Facebook. It was also suggested that prospective residents could chat to councillors in an informal session.

PPC 22-23/217 Clerk's Report

The following correspondence and information items were raised.

- A letter from ChALC regarding spaces for the royal Garden Party.
- A survey on climate change was raised.
- Cheshire East are holding meeting regarding elections for information.
- There has been a complaint regarding the communication around the church grant for the clock tower and the chair and clerk will have a meeting to discuss ways the Parish Council can help.
- Northwest in Bloom – Cllr Thomas has asked for this to be raised as an information item. The clerk and Cllr Thomas will pursue the application.

PPC 22-23/218 Chair's and Member's Reports (information only)

None.

To note the date of the next meeting is Wednesday 8th March 2023, 7:30pm

PPC 22-23/219 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:

PPC 22-23/220 Staffing Matters – To receive an update on staff contractual matters.

The staffing committee updated around contracts and will follow the NALC template. The place of work will be predominantly at home with the location of the council's meetings also named. This is in accordance with NALC guidelines.

PPC 22-23/221 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.

Signed
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The Council received an update on the Council's leases and agreed a proposal for the Tennis Club.

Meeting closed at 22:00

Signed
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