



Prestbury Parish Council

Minutes of the 4th ordinary meeting of Prestbury Parish Council 2020/21, held remotely at 7.30 pm on Wednesday 12th August 2020,

This meeting was held remotely using teleconferencing facility 'Zoom' because of Covid-19 restrictions and held in accordance with *Amendment Regulations to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the 2020 Regulations)*

Attendance

Members of Prestbury Parish Council

Cllr Lillian Burns
Cllr Arthur Dicken
Cllr Danny Franks
Cllr Jon Hallowell
Cllr Valerie Herbert
Cllr Peter Holes
Cllr Marilyn Leather
Cllr Keith Podmore

Members of Cheshire East Council

Cllr Paul Findlow

Members of the public

None

PPC 20-21 / 149 Apologies for absence

Cllrs. Jackson and Murphy

PPC 20-21/ 150 Declarations of interest

None

Signed.....Date 9th September 2020

PPC 20-21/ 151 Public Participation

None

PPC 20-21/ 152 Council minutes

The minutes of the meeting held on 8th July 2020 were approved

Proposed by Cllr Hallowell. Seconded by Cllr Burns

All in favour

PPC 20-21/ 153 Finance

A report from the RFO was tabled and the following points in particular noted

- Year-end accounts. Although the required photographic evidence was slightly delayed this has no negative impact as the external auditors certificate is due to be received by 1st October 2020.
- The outstanding purchase orders were agreed with the exception of Stenhouse joinery for the refurbishment of the village stocks – clerk to add to the next agenda
- Three ANSA contracts have been agreed. The payments quarterly for 2021-22 will be progressed by Cllr Holes for ratification by the Council
- Payroll services – Cllr Podmore proposed that Shires Payroll Services be contracted to provide services for the clerk, seconded by Cllr Franks .All in favour.
- NI and PAYE will be paid as a transfer from the HSBC a/c. Payments will be authorized at the PPC meeting so that payment can be made on the 19th of the month.
- Likely to take 3 months to have the new clerk set up with access to the PPC Bank accounts. Possibly Cllr Holes and the clerk will work together to year-end.
- Assets and insurance – Cllr Holes will carry out a risk assessment and update the asset register for Crane and Company after a sense check by two members of the F&GP group. This will be brought to the September meeting.
- Insurance renewal – 3 quotes will be obtained with the options for both 1 year and 3-year contracts. These will be reviewed at the September PPC meeting
- Playground – If Cllr Holes is unable to procure the correct key from Wickstead, Cllr Podmore proposed that Cllr Holes be able to purchase a new key at a maximum cost of £20. Seconded by Cllr Dicken. All in favour.
- Stationery for the acting RFO – Proposed by Cllr Burns that Items such as A3 and A4 laminating pouches and printer paper with a maximum value of £40 may be purchased. Seconded by Cllr Leather. All in favour.

Signed.....Date 9th September 2020

- Investment of surplus funds. The PPC agreed that at this time it is not worth transferring money to investment accounts because of the very low interest rates. Cllr Holes will ascertain how much money is secure in the event of a banking crisis.

Accounts

All accounts circulated were in order and no questions were raised.

Payments for authorisation

The following payments were made during the month by debit card

Tecnikk Repairs to HP computer, agreed June PPC £85.00 + vat

Gross £102.00

The following regular payments were made in the month by Direct Debit or VISA card

Google Ireland Gmail services £119.60

British Gas Quarterly Electricity bill, Apr-June £11.31

Zoom Conference facility – May £14.39

Armadillo Self Storage – 4 weeks £50.40

Microsoft MS 365 5 x £4.50 licenses £27.00

Microsoft MS 365 5 x £11.30 licenses £67.80

The above payments were proposed by Cllr Hallowell and seconded by Cllr Franks All in favour.

Cllrs Leather and Podmore have authorized the payments to be made.

The following income was received

Prestbury Women's Institute Return of grant, WI could not go ahead with their centenary events due to the pandemic. £500.00

Purchase of computer for the new clerk.

Proposed by Cllr Podmore that Cllrs Holes, Franks and Hallowell will discuss and agree options with the new clerk with a budget of approx. £1500 for technical equipment. Seconded by Cllr Dicken. 7 in favour, one abstention.

PPC 20-21/154 Committees

The **Planning minutes** from the meetings held on 24th June and 15th July and the extraordinary planning meetings on 2nd July and 8th July were tabled.

Extractor fan concerns at COAST

Proposed by Cllr Podmore, seconded by Cllr Dicken that Cllr Jackson will be asked by Cllr Leather to draft a letter to the enforcement officer for agreement at the next Planning meeting on 26th August. All in favour.

PPC 20-21/155 – Refurbishment of the stocks

In Cllr Leather's absence this will be deferred to the September meeting

Signed.....Date 9th September 2020

PPC 20-21/156 – Christmas lights

Cllr Leather proposed that a budget of up to £500 be agreed to allow the bolts to which the festoon lights are attached, to be tested. Seconded by Cllr Franks All in favour

PPC 20-21/157 – Lamp posts at Springfields car park

Cllr Holes will investigate refurbishment. Cllr Findlow agreed to forward the name of a contact at Cheshire East Lighting.

PPC 20-21/158 Cleaning of street signs

Cllr Findlow will advise Cheshire East that the PPC is willing to carry out this work. Cllr Leather will give the name of a contact to Cllr Holes.

PPC 20-21/159 PPC meetings

As the PPC will continue to meet remotely and as it is recognised that this is easier when the individuals are known to each other, arrangements will be made for the new clerk to meet with each councillor individually for 1 – 2 hours.

Arrangements will be reviewed when further NALC guidance is issued.

PPC 20-21/160 Business Liaison Group

Proposed by Cllr Leather, seconded by Cllr Herbert that Cllr Leather will join this group with Cllrs Dicken and Franks. All in favour

PPC 20-21/161 NALC policy consultation.

Cllr Burns was thanked for drafting a response, which will now be submitted without any additions

PPC 20-21/162 Poynton Area Highways Group

A form needs to be submitted via Cllr Findlow so that the PAHP group can estimate the cost. Three items will be added from PPC

- Provision of cycle racks – a discussion on location of racks will be added to the September PPC agenda
- Traffic survey by the Co-Op to identify possible solutions
- Cleaning of road signs

The provision of a footway on Chellford Road was not seen as a feasible proposition.

(The height of the wall at the New Road / Scott Road junction has not been forgotten and is likely to exceed £10K)

PPC 20-21/163 Planning White Paper

Cllr Burns was thanked for her work on this topic. NALC wants Parish Councils to discuss and Cllr Burns will advise if we need to do anything and will forward links to a shorter version of the document. At the moment, there are more questions than answers.

Signed.....Date 9th September 2020

PPC 20-21/164 CAA Consultation

Cllr Leather explained that it would be beneficial to have more councillors to get involved with this. The deadline to comment on the current consultation is 17th September. Manchester Airport has not yet published proposed air space changes; at some point there may be a need for public meetings.

PPC 20-21/165 New PPC website

Details of three providers with costs had been circulated. After discussion, Cllr Franks proposed that a contract with Aubergine is set up including training and set up with a total agreed amount of £4.5K. Seconded by Cllr Hallowell. All in favour.

In addition, a contract will be set up for ongoing maintenance at £500.

Proposed by Cllr Franks, seconded by Cllr Hallowell. All in favour.

Agreed that photos on the website will be updated in 2021.

PPC 20-21/166 Playground inspection

The playground inspection report had been pre circulated. There is one urgent matter to be attended to and a number of minor matters.

Cllrs Holes and Herbert will assess how to get remedial actions completed and bring proposals to a future meeting.

PPC 20-21/167 Prestbury Station.

Cllr Murphy was thanked for his efforts to date.

Cllr Leather will investigate what friends groups exist at local stations. When the car park is overhauled, bike shelters or lockers could be installed on behalf of and paid for by the PPC.

Cllr Holes estimated that at year-end the PPC finances would be in the order of £125K. Agreed that the report from Network Rail and Northern would be awaited.

PPC 20-21/168 Parrotts Field

The extended path and new gate are complete. Confirmed that Cheshire East owns this land. Cllr Podmore will obtain quotes for signs at both entrances advising that only assistance dogs are permitted and all litter must be removed. Agreed that cycling will not be banned from the area.

The above completes stage 3 of the Village green request, which came out of Plan for Prestbury. Cllr Hallowell will post information on Facebook.

PPC 20-21/169 Great British Clean Up

As the new dates are in September, the PPC agreed to defer any action on this and may consider later in 2020.

Signed.....Date 9th September 2020

PPC 20-21/170 Gardening Update

Cllr Podmore has discussed plans for the land at the sundial and agreed changes to the plants to be used. An updated quote will be brought to the September PPC meeting to allow planting in October.
The maintenance contract for Shirleys walkway and the Co-Op garden area has been in place since 27th July with fortnightly visits in the summer.

PPC 20 -21 / 171 Clerk's report

Letters from the public

Signs at Parrotts Field have been discussed under item 168.
A boards are proliferating – Cllr Jackson will be asked to contact the conservation officer for advice.

Police report – the volume of incidents was noted.

Councillor recruitment –. There has been no response. If the PPC produces a newsletter in the near future, these 2 opportunities will be advertised there.

Arrangements for September meeting – Cllr Burns agreed to finalise the agenda

Advice from professional planners

Agreed that Cllr Leather should bring any specific proposal to the PPC and generally would present to the September PPC under what circumstances the PPC may need professional advice and details of who could be contacted.

PPC 20 -21 / 172 Exclusion of Press and Public

Cllr Herbert proposed that the public and the press were excluded from the next agenda item Seconded by Cllr Burns. All in favour.
Cllr Findlow left the meeting

PPC 20 -21 / 173 Clerk recruitment

Information in Appendix A/0812 was discussed and actioned

Meeting closed at 23.20

Signed.....Date 9thSeptember 2020

Highly Confidential – not to be circulated
Appendix A/0812

Clerk Recruitment

Cllr Herbert gave verbally reasons for the unanimous recommendations from the 3 councillors who carried out this recruitment process and then proposed that Mark Wheelton be appointed subject to satisfactory references, working on average 15 hours per week at a rate of pay of £13.68 per hour which per month equates to £889.20 (this will be rounded up to £890 per month gross). Seconded by Cllr Burns All in favour

Agreed that Cllr Herbert would discuss CiLCA training with Mark and would raise with him training available on 25th and 27th August via ZOOM.

Contract of employment

Cllr Podmore proposed appointing Thorneycrofts to finalise the draft contract with a £1500 budget. Seconded by Cllr Franks 7 in favour, one abstention

Cllr Herbert will make amendments to draft contract and send to Thorneycrofts

- Add F&GP meetings, Events Committee meetings, Annual Parish Meeting, and any extraordinary meetings to the required time of attendance
- Add policy type info to the draft contract

Cllr Herbert proposed that the other 2 candidates should be told that they have been unsuccessful. Seconded by Cllr Burns All in favour.

The ways of working were agreed

Importance of tasks (most important at the top)

- Agendas and minutes from meetings – Council and Planning
- Emails, telephone calls etc from the public
- Actions from meetings
- Other requests from councillors

End of meeting

Signed.....Date 9thSeptember 2020