



Prestbury Parish Council

**Minutes of the 11th ordinary meeting of Prestbury Parish Council
2019/20 held on Wednesday 11th March 2020 at 7.30pm in
Prestbury Village Hall, Macclesfield Road, Prestbury, SK10 4BW**

Attendance

Members of Prestbury Parish Council

Cllr Lillian Burns
Cllr Arthur Dicken
Cllr Danny Franks
Cllr Jon Hallowell
Cllr Valerie Herbert (Chairman of this meeting)
Cllr Peter Holes
Cllr Marilyn Leather

Members of Cheshire East Council

None

Members of the public

None

PPC 19-20/229 Apologies for absence

Apologies for absence were received from Cllrs Jackson, Murphy and Podmore and from Cheshire East Cllr Paul Findlow

The resignation of Sheila Kirk as a councillor was noted and the meeting chairman announced that a formal process would be followed to find two individuals to fill the two vacant Parish Council seats.

PPC 19—20/230 Declarations of interest

None

Signed Date

PPC 19-20/231 Public Participation

There was no public participation.

PPC 19-20/232 Council minutes

The minutes of the meeting held on 12th February 2020 were approved

Proposed by Cllr Franks

Seconded by Cllr Burns

6 in favour, 1 abstention

PPC 19-20/233 Finance

Cllr Holes, the Responsible Financial Officer, had circulated extensive financial information in advance of the meeting, viz.

- An over-arching report which covered banking arrangements, VAT, an insurance claim (for an item stolen from the children's playground), stationery, costings for advertising for a new Clerk and explanations regarding the asset register, the financial regulations, the risk register, the February accounts and March payments
- The February bank statement from HSBC, annotated
- A bank reconciliation
- A list of transactions for the last year including uncashed cheques which reconciles Scribe to the bank account.
- A summary of February payments + income with budgets from Scribe
- A year end reserves outlook
- A set of updated financial regulations and an
- Updated assets register

Speaking to the papers, Cllr Holes pointed out that Came and Company had confirmed that 'small local authorities' were covered up to the sum of £75,000 (this was in place) and also that the VAT reclaim had arrived. He reported that the Youth Centre had expressed some puzzlement over their lease situation. However, it was felt appropriate to require them to pay the £25 fee that was due for the use of the land for the first year. The matter of the Squash Club lease was still outstanding and Cllr Dicken agreed to supply papers he had in his possession, which would throw light on their situation.

Regarding the playground insurance claim for the stolen rocker, despite stringent efforts, it had not been possible to assemble the necessary information. In any event, there would be a £250 excess to pay on any claim. Cllr Holes proposed that the Parish Council simply replace the missing 'rocker' in the playground. Seconded by Cllr Herbert. All in favour. A quote would be obtained for a replacement rocker.

Signed Date

Cllr Holes was authorised to use the Council's debit card to purchase stationery supplies which were identified. The placing of the Parish Clerk advertisements (previously discussed with the Council) had already happened, it was noted that the placing of the advert on Fish4jobs website was paid with the debit card. Three Cheshire Pension Fund forms needed to be completed before a new Clerk takes up post. The asset register was approved, it was noted that the Christmas lights stored at GR Bayley's require checking. Also, it was agreed to write off the photocopier that was purchased in 2012 and to place it in 'disposals'.

The updated financial regulations were discussed. The RFO drew attention to the £500 limit on the credit card in para. 4.5, which he said he would instruct HSBC about. It was agreed to make the following amendments:

- Para. 3.1 Third sentence. Change 'November' to 'October'
- Para. 5.2 Add 'standing order' to the options
- Para. 5.7 Remove this paragraph
- Para. 6.6 Add 'banker's order' to options
- Para. 11.4 Insert the word 'and' between 'RFO' and 'Council'/ add full stop
- Para. 18.2 Insert the word 'significant' between 'new' and 'activity'

Cllr Holes proposed that the financial report, the payments and the amendments agreed be accepted.

Seconded by Cllr Dicken

6 in favour, 1 abstention.

The following payments were agreed:

- The Cheshire Clerk £733.95 – previously agreed but delayed as bank transfer required. Cheque voided.
- ChALC £245.00 for training
- Wicksteed £130.20 for playground replacement parts
- Cllr Herbert £20 reimbursement for payment for Chambers set up
- Cllr Herbert £14.99 reimbursement for stationery
- ChALC £35.00 for training
- GR Bayley £744.00 for installation
- Came & Company £135.45 additional insurance premium

Cllr Holes was authorized to use the Debit Card to purchase stationery supplies

Approx. £50.00 for ink cartridges for PPC printer

Approx. £25.00 for files and dividers for RFO paperwork

Signed Date

The RFO pointed out that certain parts of the risk register needed to be amended. For instance, some references to 'the Clerk' needed to be changed to 'the RFO'. Also, the full risk assessment required reviewing to align with the updated financial regulations and to recognise that 'Scribe' was now the Council's adopted system. The types of risk and the likelihood of them occurring remain the same.

The RFO reported that based on the February accounts the closing reserves for 2019/20 were likely to be £97,500.

Cllrs. Leather and Hallowell signed the HSBC payment slips.

Cllr. Herbert, in her capacity as acting chair, thanked Cllr Holes for all his efforts as RFO on behalf of the Council.

PPC 19-20/234 Committees

The Council noted the minutes of the Planning Committee meetings held on January 8th January 29th and February 19th.

The Council noted the minutes of the Events Committee held on January 6th and March 2nd.

Cllr Holes proposed acceptance. Cllr Franks seconded. All in favour.

PPC 19-20/235 Internal audit preparation

It was agreed, at the suggestion of the chair, to carry this item forward to the next meeting.

Actions in respect of the risk register had been agreed under agenda item 19-20/233.

PPC 19-20/236 To confirm the date of the Annual Parish Meeting

All approved changing the date of the Annual Parish Meeting to May 27th, 2020.

PPC 19-20/237 Signature Book

Cllr Herbert pointed out that, whilst it was compulsory for Parish Councils to record who attended meetings and who sent apologies, the use of a signature book for Councillors to 'sign in' was simply a matter of custom and practice. It was not a statutory requirement.

Cllr Herbert proposed that the practice be abolished. Cllr Burns seconded. All in favour.

Signed Date

PPC 19-20/238 Arrangements for Councillor Training Day

Cllr Burns explained that seven Prestbury Parish Councillors had confirmed attendance for the training day, scheduled for March 20th, and two individuals from other Councils had expressed an interest in participating to Jackie Weaver, ChALC's chief executive, who was still prepared to deliver the day's course. It was decided to go ahead with it and a caterer was approved. They required final numbers on March 18th. **Post meeting note** deferred due to Covid-19

PPC 19-20/239 Photography for village publicity material and website

Cllr Burns proposed that Macclesfield photographer Alex Wright be commissioned to do the photography and that his quote of £400 plus VAT be accepted. Cllr Dicken seconded. All in favour. **Post meeting note** deferred due to Covid-19

PPC 19-20/240 Freedom of Information request relating to King's School

Cllr Herbert reported that the response from Cheshire East Council to the Parish Council's FOI request in respect of King's School should have been received no later than the previous day, but had still not arrived.

PPC 19-20/241 Defibrillator Installation

Cllr Herbert reported that the defibrillator had been installed in the former telephone box in the village centre on March 2nd and had been registered. However, the sign on the telephone box had not, at that point, been erected. Users simply had to follow the instructions on the equipment.

PPC 19-20/242 Children's playground equipment

The insurance claim had been dealt with under PPC 19-20/233. Cllrs. Herbert and Holes reported that they were attending to some other minor repairs.

PPC 19-20/243 Leases

Cllr Holes had managed to assemble all the necessary information relating to the various leases, with one exception. He repeated his earlier statement that only the Squash Cub lease was outstanding.

PPC 19-20/244 Website accessibility and security

Cllr Franks informed Councillors that Windows 7 was not secure. A more detailed report would be forthcoming for the April meeting.

Signed Date

PPC 19-20/245 Butley Town finger post

Cllr Leather confirmed that she had this matter in hand.

PPC 19-20/246 Chains on Bollin Grove

Cllr Herbert confirmed that there used to be six chains outside the old Methodist Chapel on Bollin Grove but a car demolished three. She agreed to write to Cheshire East Council about increasing the visibility of the remaining three.

PPC 19-20/247 Project items & PPC 19-20/249 Climate Change/Sustainability

Cllr Dicken had consolidated the list of project items. Leaders were agreed.

Parrott's Field – Cllr. Podmore

Railway station – Cllrs Herbert and Leather

Information/ publicity – Cllrs Franks and Hallowell

Pride in Prestbury – Cllrs Herbert, Franks, Dicken and Leather

Climate change – Cllrs Burns and Holes

Tourism – Cllrs Hallowell and Dicken

PPC 19-20/248 Clerk recruitment

Cllr Herbert reported that two CVs had been submitted and interviews were taking place on April 1st and 3rd. **Post meeting note** Interviews deferred due to Covid19

PPC 19-20/249 Highway maintenance

Cllr Leather reported that potholes were taking too long to repair and, when they were repaired, the interventions were only lasting a short time. Cllr Podmore had taken many photographs. A meeting of the Poynton area highways body was due to take place on March 13th and would be attended by Cllrs Leather and Findlow. Cllr Leather said that if Cheshire East Council were not able to provide a better service, she was considering contacting the responsible portfolio holder.

PPC 19-20/250 Great British Spring Clean

Cllr Herbert had established that if Councillors and local volunteers carried out a 'Spring clean', as was scheduled for March 28th, Cheshire East would pick up any rubbish collected from wherever Prestbury Parish Council told them debris had been piled up. The three lead Councillors for the exercise would be herself and Cllrs Dicken and Franks. **Post meeting note** Interviews deferred due to Covid19

Signed Date

PPC 19-20/251 Air pollution monitors

It was agreed that this item, tabled by Cllr. Leather, would be deferred to April.

PPC 19-20/252 Clerk's Report

Cllr Herbert handed a leaflet from Cheshire Rural Touring Arts to Cllr. Hallowell as he had agreed to lead on tourism.

Cllr Herbert explained that Cllr. Findlow had managed to restore Macclesfield Road to the winter gritting schedule and was still challenging decisions to stop gritting on other important roads.

Cllr Herbert also tabled a 'call for sites' from Stockport MBC, dated Jan. 29th. Cllr Burns explained that this was relevant to Prestbury Parish as it had a border with Stockport at the former Woodford Aerodrome site, which was now being developed as a housing site.

Cllr Burns had tabled an emergency motion by email prior to the Council meeting calling for the Council to be able to work remotely if the chair and vice chair deemed it necessary for safety reasons to do so as a result of the coronavirus situation. (NB This would not include formal Council meetings unless/until the government announced that was permissible). Seconded by Cllr Herbert. All in favour.

Cllr Leather had attended a meeting at Manchester Airport in respect of the latest Civil Aviation Authority consultation. She explained that the process was a two-year one and had now reached stage two. She agreed to prepare an article for the next Parish Council newsletter.

The police report, which had been circulated in advance, was accepted.

Meeting closed

SignedDate.....