

MINUTES OF MEETING OF PRESTBURY PARISH COUNCIL

AT THE COUNCIL CHAMBER, PRESTBURY

Tuesday 10th July 2018 at 7.30pm

Present: Councillors: V. Herbert (Acting Chair), L. Burns (minute taker), G. Clewley, A. Dicken, D. Foden. J. Hallowell, M Leather, T. Jackson

Also present: Cheshire East Councillor P. Findlow

Item	
	Meeting opened at 7.30pm.
64	Apologies for absence
	Cllrs J. Martin (chairman), S. Kirk, K. Miles, K. Podmore
65	Declarations of interest
	Nil initially – but see subsequent declaration by Cllr Dicken in item 69
66	Public participation
	<p>PCSO Anna Jenkinson, who had previously submitted a written report, introduced herself (she had been in post since April), spoke of her work in Prestbury and asked if the Council wanted her to do anything differently. Cllr Herbert congratulated her on the sterling job she had been doing on parking outside the school gates. Cllr. Dicken commented that he had noticed how often the PCSO had been out with the Tru-Cam catching speeding motorists. The PCSO explained that those 'clocked' doing between 35 and 42 mph were offered a choice of accepting three points on their licence or attending a four-hour speed awareness course for which they had to pay eighty pounds. Cllr. Clewley raised the issue of varying speed limits on Castle Hill. The PCSO explained that this was a matter for Cheshire East Council highways department but said she would mention it to them when she had the opportunity. Cllr. Findlow offered an explanation of the history and how there came to be varying limits and said he would speak to a CEC highways engineer about the matter.</p> <p>Additionally, there was a discussion about the large number of shoplifting incidents at the Co-op shop. The PSCO explained that the police tried to give advice on shop layout - tills should be near the doors and high value items should not be near the door - but not all retailers took notice of the advice or it was forgotten when shops were re-fitted.</p> <p>For future contact purposes: anna.jenkinson@Cheshire.pnn.police.uk.</p> <p>Cllr Findlow also gave a brief planning update and spoke of the current 'vogue' for 10 apartments on one site. Where this was proposed in Prestbury, neighbours had expressed concern. Cllr. Findlow also spoke of the lack of a third party right of appeal against planning approvals and he confirmed, following a question from Cllr. Burns, that the CEC chief executive, Mike Suarez, had resigned - immediately prior to an internal hearing about the circumstances surrounding his suspension. The acting chief executive was Kath O'Dwyer.</p>

67	To approve the minutes of last meeting on 12th June 2018	
	<p>Cllr Burns advised that ‘Councillors’ was spelt incorrectly in item 52 (‘To receive internal auditor’s report’) and asked for amended wording for minute 52 X, in respect of the ‘Data Protection Officer’ item. She asked for: <i>“An independent Data Protection Officer is not a statutory requirement, following amendments to the Data Protection Act”</i>.</p> <p>Cllr. Leather asked for it to be recorded (after the list in minute 52 headed ‘Some items were held to be applicable’) that she had expressed concern that the Council was leaving itself exposed by having more than 85.000 pounds in any one bank account (ie. the ceiling covered by government guarantee). Cllr. Hallowell felt it was important to distinguish between ‘liability’ and ‘responsibility’.</p> <p>Both amendments to the minutes were agreed and the minutes were approved and, at Cllr Burns’ suggestion, it was also agreed that there should be an agenda item for the August meeting to discuss the possibility of the Council having two bank accounts.</p> <p>Proposed by Cllr Dicken Seconded by Cllr. Hallowell 7 in favour. 1 abstention</p>	<p>JM</p> <p>JM</p> <p>JM to add to August agenda</p>
68	Clerk’s report	
	The report was accepted without comment.	
69	Accounts for payment and financial matters	
	<p>Cllr Dicken had given pre-notice that, under this item, he would be seeking 70 pounds for a new charger, with new connectors, for the speed indicator device (SID) equipment. He tabled that request.</p> <p>Proposed by Cllr Dicken Seconded by Cllr Foden All in favour</p> <p>Cllr Herbert read a report from Cllr Martin about money that Friends of Prestbury (FOP) had received from the Co-op as a result of having been selected by Co-op members as their preferred ‘good cause’. FOP had received 1,350 pounds from that source up to that point and there was a reasonable expectation that they would receive a further 4,000 pounds. Currently there was an outstanding loan to FOP from the Parish Council of three thousand six hundred pounds. Consequently, it was expected that the loan would be re-paid in full. Under this item, Cllr Dicken declared an interest as he recently became a FOP trustee. Item received for information only.</p> <p>It was decided to hold over an invoice from nurseryman David Ross for supplying plants in May for Springfields car park to the value of one hundred and eight pounds, 33p. This item required further clarification.</p> <p>A verbal request for twenty pounds each had been received for two individuals who had supplied water for plants at the Shirleys car park. This was not agreed. This will be communicated to the requester.</p>	<p>AD</p> <p>VH</p> <p>VH</p>

	<p>Cllr Leather presented the monthly income and expenditure summary up to July 2018.</p> <p>There was some confusion over money paid into the P.C. account which was connected to the summer event on July 1st. Cllr Leather said there needed to be a better record kept of precisely where incoming payments had come from after events. There was also some difficulty claiming VAT back on line.</p> <p>Cllr. Leather passed on a request from Cllr Martin for permission to cancel the Clerk's Virgin Media broadband package. This was agreed.</p> <p>Cllr Leather informed the Council that it was covered by Fidelity Insurance for up to 250,000 pounds for no extra charge until the Council's insurance came up for renewal this autumn. This addresses the recommendation by the auditors due to the high reserves in the bank and covers the Council for any theft by paid staff, councillors or contractors.</p> <p>The accounts were agreed with the exception of the events expenses and incoming payments which required further clarification. Proposed by Cllr Leather Seconded by Cllr. Herbert All in favour.</p>	JM
70	To receive report from the Planning Committee, 20th June	
	<p>The report of the meeting, previously circulated, was accepted.</p> <p>Cllr. Jackson reported that she had spoken to the enforcement officer and the CEC rights of way unit about Bridge End Drive. The footpath was to be re-instated where it was originally. This has happened and the new one has chippings down. She had also kept Tim Hardy from the Bollin Valley Way and the estate office at Adlington Hall informed as to what was going on.</p>	
71	To consider the revised quote for Parrott's Field	
	This item was deferred.	KM
72	To receive reports on the Teddy Bears Picnic (17th June) and Summer Fete (1st July)	
	The summer event had been well attended and the businesses had obviously done well from it. Cllr. Clewley reported that only five out of the 20 businesses had paid the voluntary contribution. There would be a proper report and feedback at next month's meeting from Cllr. Miles.	KM
73	Update on playground inspection	
	<p>Cllr. Foden reported that the dangerous bench had been removed from the playground, the trees had been attended to and an item had 'gone missing'. Cllr. Jackson commented that the playground was very well used.</p> <p>Cllr Leather pointed out that the Council did not have an up-to-date safety certificate for the playground and said that a system of regular visits (by RoSPA or another concern) needed to be re-instated. RoSPA charged 66 pounds 50p. It was agreed that up to one hundred pounds could be spent on a safety inspection and that Cllr. Leather would attend to the matter.</p>	ML

	<p>The last inspection had been done in 2016. Proposed by Cllr Hallowell Seconded by Cllr Dicken All in favour.</p>	
74	To review standing orders, financial regulations, risk management	
	<p>Regarding standing orders. NALC had issued a new model version which had been circulated electronically. Previously their version had been amended slightly for Prestbury's needs.</p> <p>Cllr. Herbert suggested that, pro tem, the Council accept the model standing orders with a view to refining them later. Cllr. Dicken said that they should align with the audit requirements.</p> <p>Cllr. Herbert proposed that the model standing orders be provisionally adopted Seconded by Cllr. Leather All in favour.</p> <p>Cllr Foden requested that everyone be issued with a paper copy. Cllr. Herbert said she would speak to Cllr Martin about how best to handle the refining of the standing orders.</p> <p>Regarding risk assessment. The accountant was concerned about the lack of one. Two sample risk assessments had been circulated inc. one from Nether Alderley.</p> <p>Cllr. Herbert suggested that the Council adopt the longer of the two documents pro tem with a view to finessing it in due course.</p> <p>Proposed by Cllr Burns Seconded by Cllr Jackson All in favour.</p> <p>It was also agreed that there would need to be an annual assessment of the benches (there used to be one and this had fallen somewhat by the wayside). Cllr. Leather also reminded the Council that previously they had discussed the need for a regular inspection of the trees.</p> <p>Regarding financial regulations, Cllr. Herbert proposed that these also be adopted pro tem as in the document circulated with a view to being reviewed in detail at a later date. Seconded by Cllr. Hallowell All in favour</p>	<p>VH</p> <p>VH</p> <p>VH</p>
75	To consider the proposal to expand the list of governing policies	
	<p>Cllr Martin had drawn attention to the governing policies which some other Parish Councils had adopted and commended them to the Council previously. Cllr. Herbert asked – is it the right list for Prestbury? It was decided to defer consideration of the matter.</p>	VH/ JM
76	To agree the remit/ job description for the vacant Clerk's position	
	<p>Cllr. Martin had tabled some proposals prior to the meeting.</p>	

	<p>Cllr. Burns felt strongly that it would be a backwards step to reduce the Clerk's hours. She wanted to see a pro-active Clerk (or a job share) whereby the holder or holders of the role did much more than previous occupants had done.</p> <p>Cllr. Burns referred to aspirations expressed under Cllr. Dickens' chairmanship to evolve into a more pro-active Council and she pointed to some of the jobs which had been discussed earlier that evening which could and should be overseen by a good Clerk such as standing orders, financial regulations and governing policies. She spoke of the need for a paid officer to be at the centre of 'events' who was in charge of much of the organising and money collection. Also, the new website when it had been designed, would need to be kept regularly updated – and a totally involved Clerk would be contributing articles to the newsletter, helping with the Twitter and Facebook postings and actively promoting the village through 'Visit Cheshire' and other media. Also, attending events laid on for Councillors and Clerks by Cheshire East. And, a good Clerk kept the Council in order – for instance alerting them if they strayed from standing orders – and also kept them informed of new developments, she said.</p> <p>Cllr. Dicken said he was unhappy with the way the post had been described in the tabled draft. It presented a boring and grinding job. The job description was in need of re-writing.</p> <p>The point was also made that there are currently a number of Clerk vacancies in Cheshire East and therefore Prestbury would be competing with other Councils for any talent that was available. In any event, we wanted to attract the best of what was available with an interesting and involving job.</p> <p>The Council decided to set up a working party consisting of Cllrs Herbert, Dicken and Burns to come forward with some different proposals.</p>	<p>VH AD LB</p>
77	Correspondence	
	<p>Regarding the Tennis Club's proposals for carrying out work on their premises. Cllr. Hallowell was very concerned about any suggestion that access to the site might be achieved across the centre of the football field. He wanted to see access to be such that it caused minimum disruption to the use of the playing field. He felt this would be best achieved by taking a route from further along the footpath.</p> <p>Cllr. Findlow offered to help with this issue and said he would obtain a map of the proposals/ possibilities. As the deadline for agreeing work at the Tennis Club was before the next Parish Council meeting, it was decided that the Planning Committee would decide the issue at their meeting on August 1st. It could either be an agenda item – or discussed under AOB.</p> <p>Regarding the proposal received from a resident that there should be traffic lights at the junction of Heybridge Lane and Yew Tree Way. This was not felt to be practical but, in any event, such matters were the purview of Cheshire East Council. They were the highway authority and so it should be referred to them.</p> <p>Regarding the matter of the column light which required attention. It was decided to refer this matter to Peaks and Plains.</p>	<p>KP</p> <p>JM or ML</p>

Meeting concluded shortly before 10 pm.