

MINUTES OF MEETING OF PRESTBURY PARISH COUNCIL

AT THE COUNCIL CHAMBER, PRESTBURY

12th June 2018 AT 7.30PM

Present: Councilors: M Leather, J. Martin, K Podmore, A Dicken, S Kirk, K Miles, J Hallowell, D Foden, L Burns

Item		
	Meeting opened at 7.30pm.	
46	Apologies for absence	
	Cllrs G Clewley, V Herbert, T Jackson Cheshire East Councillor P Findlow	
47	Declarations of interest	
	Nil	
48	Public participation	
	Nil	
49	To approve the Minutes of last meeting on 22nd May 2018	
	Cllr Burns advised that the draft minutes contained the wrong date and that the Declarations of Interest section was duplicated. These changes were accepted and the minutes agreed. Proposed by Cllr Podmore, Seconded by Cllr. Burns In favour 7; Against 0; Abstentions 2	
50	Clerk's report	
	The report was accepted without comment. It was noted that in future the Clerk's Report should provide more detailed information, which had been the practice in the past	
51	Accounts for Payment and financial matters	
	Councillor Podmore presented the monthly summary of income and expenditure up to June 2018. The fees for the new Internal Auditor were noted and advised that they were approximately 50% lower than 2017. Income was also recorded against the Events budget for which Cllr Podmore requested Cllr Miles undertake a review of 2017/18 to ensure finances were as expected. Cllr Miles agreed. Adoption of the monthly accounts was approved Proposed by Cllr Kirk Seconded by Cllr Leather All in favour	KM
52	To receive the Internal Auditor's report	

	<p>The report had been seen by all councilors and the list of recommendations had been reviewed by the F&GP. These were discussed in some detail of which the majority were accepted with many already in progress. Specifically:</p> <ol style="list-style-type: none"> I. The risk assessments are in progress and will be submitted to the July meeting. II. The Standing Orders are to be reviewed and presented in July III. The Financial Regulations are to be reviewed and presented in July IV. VAT has been underclaimed in the past of which a small amount may be at risk due to time limits. Claim to be submitted asap V. VAT reconciliation processes have been put in place for financial future reports. VI. Fidelity Insurance cover will be increased to an appropriate level to cover potential loss. VII. The Asset register checked to ensure all items remain within the Councils possession VIII. Petty cash to be repaid into the bank in June <p>Some items were held to be applicable:</p> <ol style="list-style-type: none"> IX. It was confirmed that our reserves are not sufficient to require declaration, are not "ring fenced", but are to be used for special expenditure and for parish improvements. X. A Data Protection Officer is not required as per statute XI. A number of policies suggested were optional and while representing best practice they do not represent common practice. An evaluation will be undertaken in July to see which, if any, the Council would like to incorporate <p>Cllr Leather suggested the short term investment of the Council's cash balance, but this was not supported in view of current low interest rates, the cost of opening new accounts and the potential significant outlay in the near terms reducing said balance.</p> <p>The Chairman observed that many of these items had not been identified in any prior internal audit or external audit. He noted that both internal and external auditors were new for 2017/18 and this full-scale review highlighted the benefit of switching and seeking a different viewpoint.</p> <p>Councillor Podmore was thanked for the considerable work he had put in to correct past errors and to put our accounting processes in order.</p>	<p>ML</p> <p>JM KM ML/KP</p> <p>KP</p> <p>ML</p> <p>DF/JM</p> <p>KP</p> <p>JM</p>
53	To agree the submission to the External Auditor – Section 1	
	<p>Cllr Podmore presented the draft Accounting Statements for 2017/18, which need to be approved and posted in public for 30 days before the end of July.</p> <p>Section 1 The Annual Governance Statement was approved Proposed by Cllr Podmore Seconded by Cllr Hollowell all in favour.</p>	
54	To agree the submission to the External Auditor – Section 2	
	<p>It was noted that the annual summary financial statements to 31 Mar 2017 had been re-stated, after correction, in the 31 March 2018 report.</p> <p>The Section 2 Accounting Statements for 2017-2018 were approved Proposed by Cllr Podmore</p>	

	<p>Seconded by Cllr Foden all in favour.</p> <p>The financial reports will be posted on the website and on the Notice Board.</p>	
55	To receive reports from the Planning Committee from 9th and 30th May.	
	The reports were accepted.	
56	Update on adoption of the Telephone Box and potential defibrillator location.	
	Cllr Martin reported that the box was in poor condition, but is listed and still connected but rarely used. BT own the box and have offered to paint and reglaze it at their expense. They have proposed to CEC that they de-commissioning it, in which event they will sell to the Parish Council for a nominal fee. This is subject to public consultation by CEC after which the idea of locating a defibrillator in it will be considered.	
57	Update on Teddy Bears Picnic (17th June) and Summer Fete (1st July)	
	Cllr Miles reported that the Teddy Bears' picnic is planned for 17 June, and the Summer Event will run from 3 pm til 7 pm on 1 st July, combined with the Rose Queen crowning. Preparations are virtually complete for both events. The main street will close from 1330 til 2000 on 1 st July: a safety muster point and first aiders remain to be planned.	
58	Proposal to create a second pedestrian entrance for Parrott's Field.	
	<p>Cllr Miles had requested three quotations for this project: one had been declined, one was for a more expensive option of a resin path from end to end, and the third was for the original intention to extend the original path.</p> <p>After discussion it was agreed to obtain two further quotations for a resin bonded surface path from end to end, spending up to £5000 for the higher quality, which may take the project over budget.</p> <p>Proposed by Cllr Miles Seconded by Cllr Kirk all in favour.</p>	
59	Proposal to create a volunteer maintained planted area at Springfield car park.	
	<p>This scheme had been circulated and seen by all Councillors. Council agreed to match fund this scheme excluding VAT up to the sum of £500.</p> <p>Proposed by Cllr Dicken Seconded by Cllr Miles 8 in favour, 1 abstention.</p>	
60	Update on the playground inspection and replacement equipment	
	<p>Cllr Miles apologized for not being able to resolve this matter with Cllr Foden prior to the June meeting. The Chair stipulated that the following remained outstanding:</p> <p>I. Playground inspection</p>	

	<p>II. Insurance claim for replacement Springy</p> <p>III. Installation of Donor Board</p> <p>IV. Installation of latch on the gate adjoining the car park</p> <p>V. Removal of broken seat to the left of the car park entrance</p>	
61	Cows on the Queen Elizabeth II field.	
	<p>A further incident of cows damaging the playing surface had been reported. The responsibility for maintaining this fence and gate were not clear, and the deeds will be sought in Council records. The notice requiring the gate to be closed will be checked.</p>	
62	Human Resource Matters	
	<p>The Chairman reported that the Clerk had left the Councils employment on 25th May 2018. The Clerk was in agreement with this decision and the Chair had expressed his gratitude on behalf of the Council for her many years of service.</p> <p>The Council agreed to assist the Clerk moving forward in whatever capacity they could. A sum of £300 was approved to cover expenditure related to the separation.</p> <p>Proposed by Cllr Dicken Seconded by Cllr Miles all in favour.</p> <p>A long discussion followed on the appointment of a replacement for the Clerk. It was agreed that the following will be prepared for the next meeting to enable decisions to be taken then:</p> <ul style="list-style-type: none"> a) An advertisement will be drafted based on an existing model from Hale b) A Job Description will be drafted based on the copy circulated, plus amendments suggested at this meeting by Cllr Burns c) A personal specification will be drafted based on this discussion d) The terms and conditions will be drafted based on this discussion, with a starting salary at the lower end of the appropriate scale, pension provision, and based on flexible working around about 10-15 hours per week. e) Advertisements to be considered to include ChALC and other local professional societies, local newspapers, PPC Newsletter, and the website. 	<p>JM</p> <p>JM</p> <p>KM</p> <p>JM</p>
63	To note correspondence/communications and decide which items to action	
	<ul style="list-style-type: none"> a) Cllr Leather asked that the current airport consultation notes be placed on the Council website b) It was agreed not to make any direct response to the notes issued in the name of the Prestbury Business Forum on future housing development under the Local Plan. The Council will comment when the Local Plan proposals are received. c) The request for an area of hard standing beside the Community & Youth Club Building was not approved, but will be considered further as a part of proposals to develop the Playing Field. 	<p>JM</p> <p>AD</p>

Meeting concluded at 10:35pm