

PRESTBURY PARISH COUNCIL

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Minutes

Meeting: PPC Full Parish Meeting
Date: Monday 10 August 2020 7.00pm.
Venue: Video conference – Zoom.

Attendees:

Cllrs: J Slater (JS) - Chairman, C Hunt (CH), J Payne (JP), L Langrish (LL), I McAllister (IM), H Breach (HB), Kate Bishop (KB), Charles Taylor (CT), B Stark (BS)-Acting Secretary

Item No.	Item	Action
20/36	Welcome and meeting structure. The Chairman welcomed members and clarified how she proposed that the meeting would be conducted via Zoom software. Due to the leave of the Parish clerk the draft minutes would be prepared by Cllr Stark.	
20/37	To receive and accept Apologies. Apologies had been received from: Cllr's H Singh, I Bassett-Smith and P Kennard	
20/38	To Note any Declarations of Interest. There were NO declarations.	
20/39	To Confirm Minutes of the Parish Council Meeting held on 13th July 2020. The Minutes were agreed as an accurate record.	

<p>20/40</p>	<p>Matters Arising.</p> <p>20/27 Allotment debris adjacent to the boundary fence. A contractor was hired to remove the allotment debris and the area is now clear.</p> <p>20/31 The Parish Emergency Plan. The Emergency Plan will need to be updated and revised to bring it into alignment with the expectation from CBC of what it will contain. CBC will be providing guidance and a workshop on this.</p> <p>20/34 GCC Speed check. No further information at this time.</p>	
<p>20/41</p>	<p>Reports from County and Borough Councillor</p> <p>Gloucestershire County Council (GCC)</p> <p>Cllr Payne advised that GCC had not met in full session since the July Parish Council meeting in advance of the meeting Cllr Payne circulated reports highlighting points of interest:</p> <ul style="list-style-type: none"> • Prestbury Library: This will open on 11 Aug with social distancing and Facemask use required. • The Prestbury Centre: The demolition of the centre and the construction of a new surgery has been delayed. Contracts for the demolition are due to be signed on 24 August 2020. • Financial information relating to COVID and non COVID overspend: To June 2020 this was over £13M after HMG grants were taken into account • Junction 10 of the M5: Approval has been sought from GCC Cabinet for the Compulsory purchase of the required land for the new junction should this be necessary. • Installation of new Double Yellow Lines (DYL)in the Burgage: New areas of double yellow lines are proposed for the junctions of the following roads with the Burgage: Mill Street, Lake Street, Linden Ave. and the road to the library. 	

	<p>Cheltenham Borough Council (CBC)</p> <p>Cllr Payne also advised of outcomes from an extraordinary meeting of CBC on 29 July 2020. This covered:</p> <ul style="list-style-type: none"> • Financial outturn and budget monitoring report: This noted significant loss of revenue in various accounts due to COVID, some of these losses, but not all will be covered by HMG grants. Further details can be found in Cllr Payne’s full report. • CBC Sexual Entertainment Policy. A revised version of the Sexual Entertainment Venue Policy has been adopted by the Council to permit better regulation of this type of entertainment venue within Cheltenham. Further detail can be found in Cllr Payne’s full report. <p>Copies of this report can be found attached to this minute.</p>	
20/42	<p>Reports from Councillors. On items not covered by the agenda.</p> <ul style="list-style-type: none"> • Cllr Payne advised on the outcomes from a land ownership claim for land currently within land owned by Prestbury Parish Council. An on-site meeting had been held with involved parties, but in the absence of evidence to substantiate the claim no further action was being taken by PPC at this time. The Council awaits any further communication from the owner of Four Gables. • Cllr Slater reported from the recent C5 meeting addressing recovery planning for a 2nd “spike” of COVID infections. A workshop is to be held in September on local Emergency Plans. Cllr Hunt will attend on behalf of PPC along with Cllr Slater with a view to seeing whether CBC wishes local Parish Plans to be harmonised. CBC will produce a template of what they expect to see Parishes incorporate in their Emergency Plans. 	JS
20/43	<p>Committee Reports:</p> <ol style="list-style-type: none"> 1. Allotments: The three issues covered in the July report have been addressed and covered at Para 20/40 above. 2. Finance & General Purposes <ol style="list-style-type: none"> a. Utility Bills telephone and electricity. A meeting of the sub-committee has been held and it is expected that better contract rates can be gained, but only after the current contracts expire, due to “break” clause penalties. Cllr McAllister will review these budgets. The fixed term contracts end in May/June 2020/21. Ongoing project. 	IM

b. MUGA maintenance. Ongoing project.

c. Cllr Hunt will lead on the review of PPC assets. This will include a detailed plan of life cycle, maintenance, and replacement costs.

CH

d. PPC Longer Term planning project.

Cllr Slater would like this project to get be managed with a new sub-committee. It is hoped that one of the outcomes will be a plan to move the parish council to be increasingly outward looking with a clearer role a as a community hub. Terms of Reference will be drafted by the Finance and General Purposes Committee, for consideration, with the project expected to start in the Autumn and take at least three months.

JS

e. Cllr Bishop suggested that guidance should be sought from GATPC to identify means of gaining better income from deposited current account Parish funds and she had agreed to investigate this as a part of her work sitting on the Finance and General Purposes Committee.

KB

3. Planning

a. **The Cheltenham Borough Council Planning applications for July 2020.**
No objections were raised to applications received by PPC.

b. **Pittville School Playing Fields development proposals:**
Cllr Stark noted that no response had been received by PPC in response to our letter to CBC Head of Planning regarding the inaccurate environmental information supporting the application for 58 houses on this site. Cllr Payne agreed to identify a responsible person on CBC with environment and wildlife responsibility to act on this matter.

JP

4. Sports & Recreation

The meeting discussed perceived problems with the opening times for the new Car park on the Parish sports field. A new lockable height barrier had been installed to preclude large vehicles and caravans entering the site without authority, but concerns remained over other vehicles entering the site and causing damage outside normal hours of use. It was agreed that vehicle access to the site should be prevented by locking the main gate, but responsibility for carrying out this action would need to be determined.

Action: The Sports and Recreation Committee have asked the Clerk to contact a company, identified by Cllr Breach, who had indicated that they would undertake the locking of the Playing Fields each day and opening them on Saturdays and

	<p>Sundays for £90 per week. We would like to trial this for one month and then review whether we should carry on with this arrangement or look for a more community-based project.</p>	<p>Clerk</p>
<p>20/44</p>	<p>Prestbury Planters</p> <p>a. The Planters have been delivered to Mrs Simons who is leading this project.</p> <p>b. The draft risk assessment for the planters, when installed, is in place. Cllr Payne requested that this be noted in the record of this meeting</p> <p>c. It is expected that the planters will be put in place and filled with surplus topsoil from the playing field development during week starting 10 August 2020.</p> <p>d. It is planned to start planting up the planters on 15 August 2020.</p> <p>e. With the extremely hot recent weather, concern was expressed that the new plants could suffer if the arrangements made for watering did not occur. A backup using the PPC water bowser was suggested, but concern with the state of the chassis for public road use was expressed. Action: Cllrs Hunt and Langrish agreed to have the state of the chassis examined, and remedial welding undertaken if necessary.</p> <p>Action: Under this item it was noted that the trees in the new area of PPC Land adjacent to Barley Road needed urgently to be watered. Action Groundsman</p>	<p>CH, LL</p> <p>Groundsman</p>
<p>20/45</p>	<p>Playing Field Developments – Progress report & Confirmation of Pricing Strategy and Risk Assessment</p> <p>Cllr Langrish reported that in terms of the progress made during July:</p> <p>a) In respect of the MUGA:</p> <ul style="list-style-type: none"> A draft tiered pricing structure was suggested for the MUGA. Suggested costs were £25/hr peak demand and £15/hr for off peak (0800hrs to 1300hrs) plus a further £5 for use of the floodlights. <p>This suggestion generated much discussion covering issues such as lack of demand and cancellations. It was agreed that the pricing structure should be kept as simple as possible and that ambiguities in the documentation relating to cancellations to be rectified. Pricing will be reviewed at a</p>	

minimum quarterly and amended as required reflecting usage. Action: Sports & Recreation Committee.

JS

- An opening date of 14 August was agreed.
- COVID and NON COVID risks had been addressed.
- Hirer's responsibilities had been published,

b) In respect of other areas of the Playing Field development:

- Car park and speed signage (max 5MPH) had been installed
- A parking damage disclaimer notice had been erected.
- The donated rainbow "buddy bench" had been installed
- Cllr Payne generously offered to donate a 2nd "buddy bench" to the project.
- Great usage of the daily mile track is being made by all ages, including disabled residents.
- The main sign was installed on Thursday 16th July along with MUGA promotional barriers.
- The metal Gazebo side panels are to be replaced to deter children climbing the structure.
- Complaints have been received from neighbours regarding Increased noise and the use of the old MUGA equipment. Potential mitigation measures are to be investigated
- Problems have arisen with increased dog fouling on the sports field and children climbing over the new MUGA fence. The use of the CCTV images now being collected is being considered to reduce anti-social activity.

Following the presentation of the items above and discussion of the Pricing Strategy and Risk assessments the Meeting agreed to accept:

The suggested Pricing Strategy (with minor changes to the cancellation policy)
The Hirer's Responsibility Agreement document.
General Terms and Conditions of Hire of the MUGA
The Playing Field COVID risk Assessment
The Playing Field NON-COVID risk assessment

The Chairman advised the meeting that a local resident had raised several matters in respect of his concerns with existing arrangements for the use and maintenance of the Parish sports field. Some of these concerns were valid others might be viewed as speculative. Of particular concern were issues regarding the maintenance of the existing children's play equipment whose procurement dated back to 2010 and no longer complied with updated (2018) standards. It was agreed that a new sub-committee called the Safety & Security subcommittee (initially comprising Cllrs Payne, Langrish and the Clerk) would be formed to address the situation. New Terms of Reference will be required.

JS

As an interim measure the Chairman intends to arrange for an independent review of the Parish Playing Fields Development. This will highlight the overall

	<p>successes of the project yet also identify any areas where the parish council can learn lessons of where improvements could be made in any future project.</p>	JS
20/46	<p>Covid-19 update – CBC / C5 meetings.</p> <p>The efforts are very much focussed on planning for 2nd wave of the Covid-19 virus.</p> <p>Further workshops on emergency plan preparation are ongoing. These will be reported back as they become clearer.</p>	JS
20/47	<p>Emergency Plan Review</p> <p>As noted at Agenda Item 20/40 above. The emergency plan has been published. Cllr Hunt will produce a modified version including agreed minor updates.</p>	CH
20/48	<p>Adjournment to allow questions from the public.</p> <p>There is nothing to report under this item.</p>	
20/49	<p>Monthly Financial Information</p> <ol style="list-style-type: none"> 1. Budget Forecast to 31st July 2020. Agreed. 2. Bank reconciliation to 31st July 2020. Agreed. 3. Payments for August 2020. Agreed. <p>Following discussion of the current methodology for presenting the above forecasts Cllr McAllister suggested that these could be simplified, and that more narrative could be provided to inform Cllrs.</p> <p>ACTION Cllr McAllister to bring forward suggestions for improving the presentation and explanation of the PPC financial information</p>	IM
20/50	<p>Any other business.</p> <ol style="list-style-type: none"> 1. Cllr Bishop noted that the bench seats that are earmarked for location in the middle of the clumps of trees on the Barley Road field had not yet been installed and asked when it was proposed that they would be. Cllr Langrish advised that although the seats had been delivered as kits of parts some time ago it was beyond the resources of the Groundsman to install them himself due to their weight. It was agreed that a work party of Cllr volunteers would assist the Groundsman with this task at a future date. 	

