

PRESTBURY PARISH COUNCIL

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The Pavilion
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Minutes

Meeting: PPC Full Parish Meeting
Date: Monday 12th October 2020 7.00pm.
Venue: Video conference – Zoom.

Attendees:

Cllrs: J Slater (JS) - Chairman, J Payne (JP), B Stark (BS), L Langrish (LL), I McAllister (IM), H Breach (HB), C Taylor (CT), B Stark (BS), H Singh (HS), P Kennard (PK)

Clerk

Seven members of the public.

Minutes

Item No.	Item	
20/71	<p>Welcome and meeting structure.</p> <p>The Chairman reminded members that the meeting was being recorded by the Clerk for minute taking reasons only. Confirmation that no other recordings were being made.</p> <p>In addition, it was clarified that the meeting is open to the public but not a public meeting and therefore questions and comments from the public will be taken during the adjournment item 20/83.</p>	
20/72	<p>To receive and note apologies for absence</p> <p>None.</p> <p>Cllr Ian Bassett-Smith has now resigned from PPC.</p> <p>The Chairman thanked Ian for his contribution to PPC and chairing the Planning and Development Committee throughout the last few difficult months.</p>	
20/73	<p>To Note any Declarations of Interest.</p> <p>None declared.</p>	

<p>20/74</p>	<p>To Confirm Minutes of the Parish Council Meeting held on 14 September 2020.</p> <ol style="list-style-type: none"> 1. Cllr Singh raised amendment to clarify GDPR compliance and CCTV policy. 2. Amendment as Cllr Kennard attended the meeting. 3. 20/66 Amendment Cllr Kennard completed the updates not Cllr Singh. <p>Updates to be circulated to councillors for approval.</p>	
<p>20/75</p>	<p>Matters Arising.</p> <p>20/56 - 20/43 2c. Asset Register. Cllr Payne has started developing this will now be progressed through Safety & Security committee.</p> <p>20/56 – 20/43 2e. PPC Savings Account. Finance & GP Committee considering improving income.</p> <p>20/56 – 20/43 4 Cotswold Security Group - Car park contract finishes 13th Oct. One month’s trial now complete. Review in due course through Sports & Recreation.</p> <p>Signage in car park.</p> <p>Standing orders on the website.</p> <p>20/59 – 2. Finance & General Purposes. BT Telephone contract has now been changed.</p> <p>20/59 – 4. Sports & Recreation.</p> <ol style="list-style-type: none"> a. PTC meeting. Cllr McAlister has agreed to pick this up and requires PTC contract. Proposal to Sports & Rec. in due course. <p>20/63 Emergency Plan review. JP & JS will pick this up through Fin. & GP Committee. Awaiting CBC workshop that will provide standard template. Current Plan needs updating to correct details, i.e. contacts and contact details.</p> <p>20/64 Cllr Payne has written to the police alerting them to situation at Playing Fields.</p>	<p>IM</p> <p>JS, IM</p>

	<p>20/69 Cllr Slater and Langrish attended meeting with Bloor Homes regarding the retained land at Barley Road and final phase of development on Starvehall Farm. This was useful and PPC will potentially receive Community Infrastructure Levy income.</p> <p>Barley Road Noticeboard – ordered and awaiting delivery.</p> <p>20/69 2. Pittville School planning. Cllr Stark has received a response from GCC. Further letter to CBC Chief Executive has been sent. Ongoing.</p>	
<p>20/76</p>	<p>Reports from Borough and County Councillors.</p> <p>Cllr Payne has submitted reports.</p> <p>Highlights from CBC Housing Working Group concerns new Government proposal on affordable housing which would increase the threshold for affordable homes to be included in a new development from 10 to 40.</p> <p>Cllr Slater highlighted that there will be May elections (Borough & County).</p> <p>Thanks to Cllr Payne for his involvement in GCC – Prestbury Road resurfacing.</p>	
<p>20/77</p>	<p>Reports from Councillors.</p> <p>On items not covered by the agenda.</p> <p>Cllr Kennard has set up two new email address BookMUGA@prestbury-pc.gov.uk and Allotments@prestbury-pc.gov.uk this will assist the Clerk in separating the large amount email traffic.</p> <p>Defibrillator and car blocking access to it. Cllr Breach reported that there has been a reply from Gloucestershire Highways confirming that the car is parked is on private land and therefore there is little that they can do. Planning have indicated the same. Consequently, decision required whether to leave the defibrillator in place or relocate.</p> <p>Cllr Breach to submit proposal outlining possible options at next meeting.</p> <p>Cllr Singh reported that the Clubnet Booking system has now been set up with a member’s area, pay and play area, and a booking admin area. Testing now required and validation of the functionality as expected before URL is published.</p>	<p>HB</p> <p>Clerk</p>

20/78	Committee Reports:	
	<p>1. Allotments</p> <p>Cllr Payne reported that letters sent to two tenants regarding poor condition of their allotment. Report of bonfire out of hand, tenants reminded not to burn damp material.</p> <p>Visit shortly with Clerk and Groundsman.</p>	JP, Clerk, CK
	<p>2. Finance & General Purposes</p> <p>Cllr Slater reported on:</p> <ul style="list-style-type: none"> a. Cllr McAlister and Slater working on worst case scenario planning to develop models for year-end considering PPC unplanned expenditure, for example new security spikes on MUGA costing £500. b. Long term planning project - working party in place before Christmas and this will be a small project team working for up to three months developing potential aspirations for the council, being more outward looking and parish development. 	JS, IM JS, IM
	<p>3. Planning</p> <p>Cllr Stark reported that 14 applications have been processed, three related to tree works, eleven related to housing planning of which one was objected too, 38 Coronation Road, on the grounds of over development.</p>	
	<p>4. Sports & Recreation</p> <p>Cllr Slater reported:</p> <ul style="list-style-type: none"> a. New Covid 19 Regulations with no changes to outdoor sport therefore no impact on MUGA at the moment. Cllr Breach confirmed that Tier 3 means total bans sport of groups of more than 6 people meeting and that Tier 1,2 for is ok for the PPC MUGA usage. b. The MUGA drag Brush and sand spreader have arrived, kiln sand ordered. c. Play Area – repairs have been authorised but painting to be delayed until spring and replacement of gates to be further investigated. d. Playing field hedge on Prestbury Road height to be reduced to aid security. PPC hedge trimmer not capable. Outside contractor and quotes required. 	Clerk

<p>20/79</p>	<p>Remembrance Day November 2020</p> <p>The Clerk confirmed that the Service on Sunday 8th November at the Prestbury Memorial has been cancelled due to Covid 19.</p> <p>People can lay wreaths privately at the Prestbury War Memorial.</p> <p>The local clergy are planning to record a virtual service and this will be streamed on Wednesday 11th November at 11.0am, and to include wreath laying and reading of the names of those members of Prestbury Parish who have fallen in conflicts. Traditionally a member of the Parish Council has done this, however one of the Clergy has indicated that they are happy to do it this year. Final arrangements to be forwarded ASAP.</p> <p>Note to be sent to councillors to seek a volunteer for the reading of the names.</p>	<p>Clerk</p> <p>Clerk</p>
<p>20/80</p>	<p>Energy Management – Pavilion</p> <p>Cllr McAlister and Breach presented the key matters from their initial report concerning:</p> <p>1. Tariff.</p> <p>Current electricity annual spend is £2600. Switching company suggest possible savings of up to £350 pa. Contracts with Npower ends 1st June 2021 but PPC can arrange new contract for 1st June 2021 in advance.</p> <p>Recommendations 1. Confirmation of tariff with current supplier Npower as a baseline. Agreed.</p> <p>Recommendations 2. Continue with discussions with utility consultants to provide competitive contracts from 1st June 2021. Report back to Fin & P committee. Agreed.</p> <p>2. Equipment Review.</p> <p>The electrical equipment in the pavilion is generally outdated and inefficient.</p> <p>Immediate actions could be to:</p> <p>a. Replace the 44 fluorescent light bulbs with LED bulbs. Agreed to obtain quotes.</p>	<p>Clerk</p> <p>IM, HB</p> <p>Clerk</p>

	<p>b. Main Hall. The Little Explorers highlighted poor heating with two old electric fan heaters (3kW) located high up away from children. Replacement the heaters agreed as a priority. Agreed to obtain quotes and replace the wall heaters with the involvement of Little Explorers.</p> <p>Cllr Payne reminded councillors that electrical heating tape for the pipes in the attic are there to prevent pipe freezing, however regarded as highly inefficient. Any changes must be mindful of the concerns regarding freezing pipes in a poorly insulated roof space.</p> <p>It was finally recommended that an energy consultant is engaged to provide a broad overview of the Pavilion energy performance and produce a report for PPC consideration. Agreed.</p>	Clerk
20/81	<p>Prestbury Signs</p> <p>Cllr Taylor has not yet received any feedback. Ongoing.</p>	
20/82	<p>MUGA Development</p> <p>a) Update and bookings Cllr Langrish reported healthy demand for bookings – 236 hours confirmed until March 2021. MUGA spikes seems to have made a significant impact in reducing anti-social behaviour.</p> <p>Cllr Slater reminded that Sports & Rec committee have the opportunity to review pricing strategy according to MUGA usage.</p> <p>b) MUGA maintenance Cllr McAlister Estimated income based on usage on 5th October 2020 is approximately £6500 pa.</p> <p>Match winner surface maintenance in order to preserve it as a high-quality facility. Caloo and Bradley Surfacing systems have provided maintenance schedule. Maintenance now needed. Three options proposed for consideration.</p> <p>Option 1 – weekly drag brush and seed spreader and £600 +vat pa annual service contract. This includes monthly sand replacement, annual service (summer) deep clean.</p> <p>Option 2 – Purchase of the power clean surface cleaner at £1050 inc. VAT. Training would be required from contractor. This would be a quarterly</p>	

	<p>activity but would avoid the annual service. Machine is 70/80 cm wide and there is money still available from the contingency still available would cover this.</p> <p>Option 3 – outsource MUGA maintenance but would still require Groundsman involvement.</p> <p>Schedule of work for Groundsman necessary. Proposal to accept Option 1 in the short-term. To include offer support from Bradley Surfacing to the Groundsman. Cllr Slater proposed and seconded by Cllr Langrish. Agreed with a majority with Cllr Taylor abstaining.</p> <p>c) Clubnet – update on booking system</p> <p>Basic system has now been received from ClubNet with three broad elements; Members, Pay and Play, Admin. The system now needs testing in advance of opening the URL for public consumption. To test the system would initially require running scenarios to test each element. More advanced testing schedule would be desirable. JP agreed to support the Clerk here.</p> <p>Before the booking system can be extended to including floodlight control and door entry control PPC must be confident in the initial modules that have been supplied are functioning as required.</p>	JP, Clerk
20/83	<p>Adjournment to allow for questions from the public.</p> <p>No questions or comments were raised.</p>	
20/84	<p>Monthly Financial information.</p> <ol style="list-style-type: none"> 1. Budget Forecast to 30th September 2020. Agreed 2. Bank reconciliation to 30th September 2020. Agreed 3. Payments for October 2020. Agreed 	
20/85	<p>Proposed New Committee Structure – update</p> <p>Cllr Slater provided an update, the proposed terms of reference for nine committees and sub-committees have been drafted. Thanks to Cllr Kennard and McAlister for their help in formatting, consistency checking and in ensuring that the T. of R.'s reflect the wide role of activities PPC covers. It is hoped that this will be available for November meeting.</p>	JS, IM, PK

20/86	<p>Co-option of new parish councillors</p> <p>The process was explained for the three vacancies. Each of the seven candidates made a brief presentation and responded to questions. Cllr's voted and three candidates were co-opted onto PPC: Ruth Gibbins, Gordon Griffiths and Robert Lawson. Paperwork to be provided ASAP.</p>	
20/87	<p>AOB N/A</p>	
20/88	<p>Next meeting – Monday 9 November 2020 7.00pm</p>	Chairman