

PRESTBURY PARISH COUNCIL

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Parish Council Office
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Minutes

Meeting: PPC Full Parish Meeting
Date: Monday 14th September 2020 7.00pm.
Venue: Video conference – Zoom.

Attendees:

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

Clerk

One member of the public.

Minutes

Item No.	Item	Actions
20/52	Welcome and meeting structure.	
20/53	To receive and note apologies for absence Cllrs: Ian Bassett-Smith, Cathy Hunt, Kate Bishop	
20/54	To Note any Declarations of Interest. None declared	
20/55	To Confirm Minutes of the Parish Council Meeting held on 10th August 2020. Draft minutes approved but final version to be available by 18/09/2020.	

<p>20/56</p>	<p>Matters Arising.</p> <p>20/43</p> <p>2c. Cllr Hunt was due to lead on PPC Asset Register. Cllr Payne has started to develop this.</p> <p>2e. PPC Savings Account – Improving income. Cllr Bishop has forwarded information to Cllr McAlister for consideration. Ongoing project.</p> <p>3b. Planning – Pittville School Ecology Report. Cllr Stark has received a response from CBC in regarding concerns with the inaccuracy of the Ecology report supporting the application for 58 houses to be built on the Pittville School upper playing field. It appears that there is no one in CBC able to review such documentation, so the work is offloaded to GCC. To explore possible next steps.</p> <p>4. Sports & Recreation. Cotswold Security Group contracted to lock playing field main gate Monday – Sunday 9.30pm and unlock main gate Saturday and Sunday at 9.00am. Service starts from Monday 14th September for a one-month trial costing £90 per week +VAT.</p> <p>Signage confirming lock up time and car park policy to be signs put up and car park policy added to the website.</p> <p>Standing orders on website.</p>	<p>F&GP</p> <p>Clerk</p> <p>Clerk</p>
<p>20/57</p>	<p>Reports from Borough and County Councillors. See attached.</p> <p>E scooters provider Swish available from people aged 16 years and older with a restricted range of 3-mile radius from Cheltenham Town centre, but infrastructure currently being put in place.</p> <p>CBC Planning System</p> <p>New proposal - To allow, without planning consent, additional 2 storey extensions for offices, apartments, and houses.</p> <p>Affordable houses. Proposal for changes to the criteria for affordable housing. Currently 40% affordable houses for developments over 10 houses. Proposal is that for new developments the amount of affordable housing would need to be 40% for developments that are over 40 houses.</p>	

	<p>Cllr. Slater queried GCC motion 866 regarding Rainbow Flag crossings, ongoing project at GCC.</p> <p>Cllr. Slater queried the Gloucestershire Day on Monday 21st September. There is an open invitation for nominations for Gloucestershire heroes. Primarily for people involved in Covid. Nominations to Gloucester County Council.</p>	
<p>20/58</p>	<p>Reports from Councillors.</p> <p>On items not covered by the agenda.</p> <p>Cllr. Breach provided a defibrillator update - no feedback from Gloucestershire Highways regarding the car parking adjacent to Prestbury Stores effectively blocking access to the defibrillator. Planning have confirmed that the removal of the bollards and chains does not breach Planning application/regulations and therefore do not need to be replaced. Likely to lead to the relocation of the defibrillator. Location TBC but possibility on Pavilion for further discussion. Cllr Breach to continue to monitor.</p> <p>Cllr. Singh raised concerns about GDPR compliance and CCTV policy. Twelve documents have been developed and these have been handed to PPC for finalising, implementing and ongoing monitoring and auditing. These documents are owned by the PPC.</p> <p>The policies that require public access have been issued to the PPC website.</p> <p>The actions that have been identified by the impact assessment and GDPR audit have been assigned to named PPC members for completion. Progress has been made and Cllr. Slater confirmed that this would be reviewed asap.</p> <p>ICO's website indicates that a Data Protection officer is not a requirement for parish councils and therefore Cllr. Singh will be stepping down as DPO but is happy to remain as an advisor to PPC.</p> <p>One camera views Little Explorers Nursery playground. As minors', children fall into a special category for compliance and policy purposes. CCTV is a deterrent for the Playing Fields as a whole and therefore</p>	<p>JS</p>

	<p>additional work on our compliance would be required. Agreed to turn off this camera between 8.00am to 3.00pm.</p> <p>Cllr. Payne proposed further discussions with Little Explorers to clarify CCTV utilisation and the restricted access of the camera overlooking Little Explorers and to their view.</p> <p>Cllr. Stark reminded Cllrs about the Complaints Procedure and his recommendations to reformat. Recommendations to be resend for Cllr consideration but those who had reviewed it were supportive and Cllr Slater recommended adoption. This was agreed.</p>	<p>Clerk</p> <p>Clerk</p> <p>RS</p>
20/59	Committee Reports:	
	<p>1. Allotments</p> <p>Cllr Payne reported: Allotment rent collected this year £4296, arrears £189.</p> <p>Boundary claim has now been halted due to the apparently unvalidated arbitrary points that the report was based upon.</p> <p>Some ongoing rat issues despite the clearance work along the boundary line between plot 76b, Blacksmith Lane and Hazelwood Cottage, the owner had first reported the problem of rats in her garden. CBC Environmental health had advised that the extensive overgrowth was a primary concern in encouraging rats and their habitation. Initial baiting had been unsuccessful.</p> <p>Virtual allotment show has taken place.</p>	
	<p>2. Finance & General Purposes</p> <p>PPC have contracts for BT telephone and Broadband and Npower for electric.</p> <p>PPC can switch with immediate effect our telephone contract with a saving of £199.44 pa. Broadband is £39 pcm contracted until June 2021. Agreed to switch telephone contract immediately and review next year for a dual telephone / BB contract.</p> <p>Independent utility advisors suggesting that PPC could pre book a new electricity contract for June 2021 at potentially lower tariff rates than would be available later due to predicted prices increases over next few months. Cllr McAlister suggested there are further considerations of the cost of cancelling early. Energy management is more likely to have significant impact on electricity expenditure.</p>	<p>Clerk</p>

	<p>Cllr Slater reiterated the view from the F&GP Committee for PPC to do more Parish planning and to be a more outward looking and community-based parish. Ongoing discussions.</p>	
	<p>3. Planning</p> <p>Cllr Stark reported that there had been 11 applications processed in August. Ten applications were ‘no comment’ and with one ‘objection’ regarding Byways, Swindon Lane due to proposed elevation not in keeping with the vernacular style of the adjoining property.</p>	
	<p>4. Sports & Recreation</p> <p>a. PTC meeting.</p> <p>Cllr Slater reported on the recent meeting. This was a useful meeting with positive feedback regarding the MUGA and developments and offered suggestions about additional activities that might generate income.</p> <p>Tennis gates have had to be locked due to Covid 19 regulations and this has continued due to both monitoring usage (for Covid) and as an anti-vandalism measure.</p> <p>PTC enquiring whether tarmac alongside tennis courts could be adapted for public use and as knock up/warm up court. PTC would maintain the court and buy the nets, PPC would mark up the court. However, there would be no fencing. The 8 hour per week public time on current tennis courts would then become part of the PTC provision.</p> <p>Vandalism is an ongoing problem within tennis court, MUGA and Playing Field.</p> <p>Agreed to discuss this matter further with PTC following further PPC discussions.</p>	
20/60	<p>Prestbury Planter Project.</p> <p>Watering of planters will be PPC responsibility beginning October 2020.</p>	

	<p>Inspection of bowser trailer to check whether it is road worthy.</p> <p>Six volunteers active in maintaining. In addition, fund raising has been successful for a contribution towards future planting and maintenance.</p> <p>It was agreed that the Planters looking particularly good.</p>	LL
20/61	<p>Prestbury Signs</p> <p>Cllr Taylor reported that there had been no feedback from GCC. Cllr Payne to chase. Carried forward</p>	JP
20/62	<p>MUGA Development</p> <p>Cllr Langrish has submitted a proposal regarding free MUGA sessions coordinated through CTFC PLKICKS for a 2-hour session per week for youth not connected to any football club.</p> <p>In addition, Cllr Breach proposed an amendment that would limit the amount of free sessions for charity organisations.</p> <p>It was agreed that PPC should invest in community activities and that making the MUGA available for two hours per week free of charge for approved charity projects/activity was a good idea and this was unanimously approved.</p> <p>MUGA management information for future meetings to include bookings, availability, and usage.</p>	Clerk
20/63	<p>Emergency Plan review.</p> <p>Cllr Slater reported that Finance and General purposes to pick this up. Under development due to Covid 19 and awaiting CBC workshop to clarify requirements and requires updating due to changes within PPC Cllrs.</p>	
20/64	<p>Adjournment to allow for questions from the public.</p> <p>Playing Field has increased levels of litter. There are informal litter pickers now working on the field, but a litter is an ongoing problem.</p> <p>New litter bin delivered shortly to be located close to MUGA and gym equipment.</p>	

	<p>Cllr McAlister raised the concerns about the ongoing anti-social behaviour and actions that PPC should take and how the Police are processing information provided.</p> <p>Cllr Payne suggested writing a letter to the new area Superintendent responsible for Tewkesbury and Cheltenham to alert her to the situation and Cllr Payne agreed to do that.</p> <p>Cllr McAlister felt immediate concern is to prevent access over the fence and options could be roller bars or spikes. Access through the main gate has now be stopped. Cllr Langrish felt spikes was a much cheaper option.</p> <p>LL & Clerk to approach insurance and seek resolution to climbing over the fence.</p> <p>Cllr Singh suggested a holistic review and wider consultation to ensure we can consider a range of options to protect the MUGA.</p> <p>Cllr Stark commented that the police must be involved.</p> <p>Newly set up Safety and Security committee will take the lead in this area.</p>	<p>JP</p> <p>LL, Clerk</p>
<p>20/65</p>	<p>Monthly Financial information.</p> <ol style="list-style-type: none"> 1. Budget Forecast to 31st August 2020. Agreed 2. Bank reconciliation to 31st August 2020. Agreed 3. Payments for September 2020. Agreed <p>Cllr McAlister felt that MUGA financial activity should be separated for clarity. In addition, as employment costs are a significant proportion of our expenditure further and would be useful to have a more detailed explanation.</p> <p>Dedicated Parish Council finance system under discussion and review.</p>	<p>IM, Clerk</p>
<p>20/66</p>	<p>PPC Membership</p> <ol style="list-style-type: none"> 1. Resignation of Cllr Hunt. Following Cllr resignation CBC needs to be informed. In the first instance CBC will be informed and then this position will be advertised for that Ward. 	

	<p>In addition, there are currently three existing vacancies available for co-option. Expressions of interest needs to be submitted to the Clerk. Advertisement through notices and website. Cllr Kennard agreed to update website.</p> <p>Candidates would be invited to Full Council meetings where they are co-opted or not.</p> <ol style="list-style-type: none"> 2. Election of PPC Vice Chairman. One nomination and Councillor McAlister was unanimously elected as Vice Chairman. 3. Prestbury United Charities Nominee. PPC has 3 members on PUC. Agreed for Cathy Hunt to remain as PUC Trustee. 	
20/67	<p>Election for Sports & Recreation Committee member (x2)</p> <p>John Payne and Ian McAlister agreed to stand.</p>	
20/68	<p>Committee Structure. See attached</p> <p>Agreed for Chairman and Vice chairman to progress. New Terms of Reference to be written and website will need updating.</p> <p>The new structure will require Committee chairs to develop agenda and the subcommittee chairman will complete agenda and minutes.</p>	
20/69	<p>Any other business</p> <ol style="list-style-type: none"> 1. Prestbury Road resurfacing. Cllr Stark reported that the resurfacing was now complete but GCC should have installed, as requested, a safe pedestrian crossing. Cllr Payne had raised the matter with GCC. Road surface is now particularly good. 2. Pittville School planning – Ecology report. Cllr Stark provided an update. There has been a response from CBC but this was essentially to redirect the issue to GCC as they had the expertise/responsibility for this matter. GCC have not responded. It was agreed to look at the next possible steps. 3. Starvehall Farm – final development phase. Mr Lawson advised that Starvehall Farm Resident Association have seen proposal for the site. 	RS

	<p>Opportunity for PPC to see plans from Bloor. Proposal is for 50 flats, 70 car parking spaces. Three blocks of flats; 2 x 3 storey block and 1 x 2 storey block. Cllr Slater agreed to follow up.</p> <p>Cllr McAlister reminded that the definition of the Barley Road POS boundary line and the fencing is important for PPC.</p> <p>Cllr Langrish confirmed she has boundary line information and fencing panels are in storage.</p> <p>4. Staff activity Grass cutting and playing field in Barley Road, Robson Field working on the new bank. Little Explorers decorated main hall. Hedges cut.</p> <p>5. Parish noticeboard for Barley Road POS – Cllr Singh asked for an update. To be ordered.</p>	<p>JS</p> <p>Clerk</p>
20/70	<p>Reserved matters for Parish Councillors only.</p> <p>The Chairman read a letter to PPC from Cllr Cathy Hunt formally announced her resignation of Cllr Cathy Hunt from the Parish Council.</p>	
20/71	<p>Exploration of venues for hybrid meetings in due course.</p> <p>Next meeting – Monday 14th October 2020 - Zoom</p>	<p>Chairman</p>