

Minutes of Full Parish Council Meeting – 14 June 2021 7:00pm

St Nicolas Church, Swindon Lane, Prestbury, Cheltenham, GL50 4PA

Attendees Cllrs: J Slater (JS) Chairman, L Langrish (LL) Vice-Chairman, K Bishop (KB), H Breach (HB), R Gibbons (RG), G Griffiths (GG), M Hansen (MH), P Kennard (PK), J Maloney (JM), J Payne (JP), H Singh (HS), C Taylor (CT)

In attendance Ian McAllister (IM), Gerald Hawke (GH)

Minutes Jane Tetley (Administration Officer)

Item no.	Item	Action
	The meeting opened at 7:00pm	
21/024	It was noted that Cllr Robert Lawson had stepped down. There are now 2 vacancies which will be advertised on the Parish noticeboards and on the website. PK to draft advert and advertise on website and noticeboards. A third vacancy, due to the resignation of Robert Lawson, has been notified to CBC and this vacancy has been advertised on the parish noticeboards. If ten local residents do not call for an election within 14 days, this will be filled by co-option.	PK
21/025	Apologies for absence received from Cllr Stephan Fifield (CBC)	
21/026	To note declarations of interest none	
21/027	Approval of the Minutes of the Parish Council Meeting held on 10 May 2019 (previously circulated) were unanimously approved by the Council and were signed by JS as an accurate record. Thanks were expressed to CT for the drafting of the minutes.	
21/028	<p>Matters arising from the minutes not covered by the agenda:</p> <p>21/005 All chairs elected to committees and a schedule of meetings agreed for the rest of the Parish year. Allotments on an ad hoc basis.</p> <p>21/006 Prestbury United Charities. The Chair has notified PUC of the nominated trustees to the Charity and of the replacement of Cathy Hunt in October 2021.</p> <p>21/010 Co-op Pharmacy have stated that the Prestbury Parish Defibrillator is not up to their standards. HB is negotiating a way forward and will update the Council at the next meeting. GG expressed concern that the defibrillator is just being left in the office</p> <p>21/010 Still no up-date on the dangerous wall on Mill Street. JP to up-date at next meeting after speaking to Daniel King, GG highlighted it as a risk to pedestrians. The scaffolding on the house next to the pharmacy was also highlighted as a problem. JP to speak to Daniel King.</p> <p>21/010 C5 Youth Scheme still no response to offer of MUGA use for free. JS to chase.</p> <p>21/010 Bench donated by contractor of new Doctors Surgery on Prestbury Road is being delivered tomorrow. The site will be agreed, and bench installed. The bench from the changing rooms has been successfully removed and will also be installed. Caroline Hutchinson has also ordered a new bench, with a plaque in memory of her father and</p>	<p>HB</p> <p>JP</p> <p>JS</p>

	<p>will phone with an update when it has been delivered. LL to coordinate the installation of the benches.</p> <p>21/010 No councillors have reported that they are unable to receive emails.</p> <p>21/012 Vandalism and theft reported by Whisker's café to police. Images from Prestbury Parish CCTV have successfully been given to the police. Another vandalism incident has taken place to a tree in Barley Road field. MH to report to police and ensure vandalism incidents are linked. MH and HB to report follow up at next Council Meeting.</p> <p>21/022 JP is now back at the library for his Borough Council open door policy with the public.</p> <p>21/022 MH accepted the role of lead on the next Parish newsletter and will give update in next 10 days to JS.</p>	<p>LL</p> <p>MH,HB</p> <p>MH</p>
21/029	<p>Reports from Borough and County Councillors (papers in advance).</p> <p>Stephan Fifield Report – JP to compile a list of the priorities of the Prestbury Parish Council on Highways and Minor Works.</p> <p>Borough Report – the procedure for the Borough meeting was called into question. JP clarified that the Borough were allowed to hold hybrid meetings, but the Parish were not.</p>	JP
21/030	<p>Councillor reports</p> <ul style="list-style-type: none"> • JP added that there had been a series of arson attacks in the village and that a suspect had been arrested. • GG stated that the litter pick had been a successful event with between 26-28 volunteers. He suggested that the volunteers be given a free cuppa from Whiskers. JS to ask Monika (owner of Whiskers). • CT stated there had been no final response on signs. 	JS
21/031	<p>Committee reports</p> <ol style="list-style-type: none"> 1. Allotments – JP reported that there was still approximately £600/£700 not paid in fees. Also, many of the plots are in an extremely poor state. A discussion took place regarding allotments and a way forward. Next allotment meeting 6th July. It was agreed that regular allotment meetings are required. JP to circulate sheets of the state of the plots before the next council meeting. 2. Finance & General Purposes (F&GP) Election of further Councillor to Finances & General Purposes Committee. Finance and General Purposes (F&GP) – LL nominated MH as new member to the committee. PK seconded the nomination. No objections. MH duly elected to the F&GP Committee. 3. Planning – one current contentious application regarding The Paddocks on Swindon Lane. Original plan approved to convert derelict house. Footprint agreed now changing the application to create two separate dwellings. Prestbury Parish Council to object on the grounds of a development on the green belt. 4. Facilities Management (FMC) JT reported bookings are increasing for the MUGA. Search for an automated booking system for the MUGA is on-going. Scribe have presented their system and another two systems will be reviewed. Further update will be given at the next full Parish Council Meeting. There has been interest shown in having two junior pitches created and used by Leckhampton Rovers and Prestbury Phantoms. Both clubs are submitting a proposal and a meeting with the Rovers Football Club will take place to discuss. An 	<p>JP</p> <p>LL</p>

	overview will be presented at the next Full Council Meeting. Prestbury Phantoms are presenting their proposal at the next Full Council Meeting.	JS
21/032	Co-option process and approval of proposed policy on co-option PK proposed accepting the Co-option Policy circulated prior to the meeting. LL seconded the proposal. No objections. The policy was duly accepted.	
21/033	Adjournment to allow for questions from the public - none.	
21/034	Update on Full Parish Council to delegate authority to Finance & General Purpose Committee to review the following policies, inter alia, Complaints Procedure Policies for Data Protection, Information Security, Freedom of Information requests, Privacy Notices, Disciplinary Policy, Grievance Policy, Sickness & Absence Policy. JT minutes: Grievance and Disciplinary Policies will be available to be reviewed on the website from 15 June 2021. Complaints Policy is in date. It is hoped that the other policies will be reviewed by the next Full Parish Council Meeting.	PK
21/035	Monthly Financial information, update on SCRIBE and year end 1. Budget Forecast to 31 May 2021 2. Bank Reconciliation to 31 May 2021 3. Payments for April and May 2021 IM and GH gave an overview of their presentation on financial accounting and the transition to the Scribe software (circulated prior to the meeting). It was noted that the monthly information presented to the Full Council Meetings would be in a slightly different format. No-one expressed any objection. Huge thanks were expressed to IM and GH for all their hard work. A discussion took place about the way forward with using scribe and how it was fit for purpose for the accounts and very simple to use.	
21/036	Idsall Drive Car Park – the business rates issue is still not fully resolved. JS to chase complete clarification and update at the next Meeting.	JS
21/037	AOB JM raised concerns about the level of graffiti in the town. A discussion of the levels of graffiti took place and whose responsibility it was to clean it up. JS to write to Stephan Fifield to express the Prestbury Parish’s concerns on graffiti.	JS
21/038	Date of next meeting 12 July 2021 at 7:00pm. Venue to be confirmed.	
21/039	Exclusion of the Press and Public – the resolution was passed	
21/040	Confidential matters (a) Staffing Matters (b) Confidential commercial discussions	
	The meeting closed at 9:15pm	