

Prestbury Parish Council Minutes

Held on Monday 19th June 2023 at 7pm held at the Pavilion, New Barn Close

Members Present: Cllrs: M Hansen (MH) Chair, Nick Atty (NA) Vice Chairman, Sandra Attwood (SA), K Bishop (KB), H Breach (HB), J Gardner (JG), C Hunt (CH), C Taylor (CT) and P Whitton (PMW).

In attendance: J Tetley Parish Clerk (JT), Stephan Fifield County Councillor (SF) and one member of the public.

The meeting was opened at 7pm.

Item no.	Item	Action
23/025	<p>Welcome by Chairman. Apologies received and accepted from P Kennard (PK), Ian Bassett Smith, Borough Councillor and J Payne Borough Councillor (JP). It was noted that Cllr Payne was taking a 3-month break from parish and borough meetings.</p> <p>MH stated that he had received a letter of resignation from Cllr D Taylor with immediate effect. MH noted Cllr D Taylor's contribution during his short time at PPC, especially on net zero and diversity.</p> <p>Q) Are we having a borough councillor representative? A) MH to ask Cllr I Bassett-Smith.</p> <p>Q) Could Cllr F Clucas be invited? A) JT to extend invitations to Cllr Clucas and Cllr Hay.</p>	<p style="text-align: center;">MH</p> <p style="text-align: center;">JT</p>
026	No Declarations of Interest.	
027	<p>Co-option - To consider 1 application for co-option from Shelia Hope (SH).</p> <p>The candidate for co-option, Sheila Hope, addressed the Council and answered questions from councillors.</p> <p>THE COUNCIL VOTED UNANIMOUSLY IN FAVOUR that Sheila Hope should be co-opted with immediate effect as a Councillor to fill the casual vacancy on the Council. Cllr SH signed the Declaration of Acceptance of Office in the presence of the Clerk and participated in the remainder of the meeting as a Councillor.</p>	
028	The minutes of the Full Council Meeting held on 15 th May 2023 (previously circulated) were approved by the Council with one abstention and were signed by MH as an accurate record.	
029	No matters arising from the minutes.	
030	<p>Adjournment to Allow for Questions from the Public</p> <p>No questions.</p>	
031	<p>Borough and County Councillor Reports</p> <p>JP – Borough Councillor no report.</p>	

	<p>SF - County Councillor SF's report was circulated prior to the meeting to all councillors. SF stated that Prestbury Road should be resurfaced within 4 weeks.</p> <p>Idsall Car Park - it was noted that Idsall Car Park is still earmarked for disposal although there is no sale in progress. A general discussion took place regarding the car park. PPC await further updates.</p> <p>Wychwood Festival - SF received several complaints regarding loud noise levels. This year the festival was moved closer to residential homes. It was noted that the festival was granted a license until 3am. A discussion took place regarding the festival. SF advised any concerns to be presented to Cllr I Bassett Smith.</p> <p>Ash Dieback Project – KB raised a concern regarding an ash tree in west ward. The tree has been reported to CBC but nothing has taken place to secure the tree and keep the public safe. Last week GCC put barriers around the tree. SF offered to help. KB to pass on the reference number for SF to investigate.</p> <p>Tree at 45-degree angle in Noverton – SF to review.</p> <p>Roberts Road – there is still no date set for the resurfacing of Roberts Road, but it remains a top priority for 23/24.</p>	KB
032	<p>Parish Councillor Reports MUGA opening for free – HB enquired if had been successful during the half term holiday in May. It was noted that many children had used the MUGA during the holiday and no complaints had been received, only positive comments.</p> <p>Coronation Competition - HB advised that a photo of the one of the winners had been posted on social media.</p> <p>Recycling Presentation – CH requested a presentation from CBC on recycling for the meeting in July.</p>	
033	<p>Committee Reports – F&GP (MH)</p> <p>Approval of financial reports – The accounts for the month of May 2023 (previously circulated) were APPROVED by the council.</p> <p>The internal audit report produced remotely in June 2023 was formally received by the Council. The report states that the financial internal control procedures are satisfactory to meet the needs of the AGAR Practitioner's Guide 2023 and the Accounts and Audit Regulations 2015.</p> <p>The following recommendations were noted:</p> <ul style="list-style-type: none"> Serial numbers of all IT equipment and any other electrical equipment to be added to the asset register. Clerk to action. Risk assessments to be discussed and approved at this meeting of the full council. <p>There were no questions and THE COUNCIL VOTED UNANIMOUSLY IN FAVOUR OF APPROVAL of the report.</p>	

	<p>Year End Accounts for 2022/23</p> <p>The Year End Accounts for 2022/23, which had been previously circulated, were APPROVED UNANIMOUSLY and signed by Cllr Hansen in his role as Chair and the Clerk in her role as Responsible Financial Officer (RFO).</p>	
	<p>To approve the Governance Statement 2021/22 – page 4 of the Annual Governance and Accountability Return 2021/22</p> <p>Section 1 of the Annual Governance and Accountability Return (AGAR), which consists of the Annual Governance Statement for 2022/23, had been previously circulated. The Annual Governance Statement was APPROVED UNANIMOUSLY by the Council and was signed by Cllr Hansen in his role as Chair and the Clerk in her role as RFO.</p>	
	<p>To approve the Accounting Statement 2021/22 – page 5 of the Annual Governance and Accountability Return 2021/22</p> <p>Section 2 of the AGAR, which consists of the Accounting Statements for 2022/23, had been previously circulated. The Accounting Statements, which had previously been signed by the Clerk as RFO, were APPROVED UNANIMOUSLY by the Council and then signed by Cllr Hansen in his role as Chair.</p> <p>JG expressed concern regarding the sum of money in the reserve account. The concerns were noted and referred to F&GP.</p>	
	<p>Risk Assessment</p> <p>A discussion took place regarding the level of risk involved in litter picking on Evesham Road.</p> <p>It was noted that the speed limit is reduced on this road during race week. SF added that many factors are considered regarding reducing a speed limit and it was not limited to risk but included congestion and air pollution amongst other factors. He noted that the speed limit had not been raised as a concern before, but he would review it.</p> <p>JG proposed approval of the risk assessment. SA seconded the proposal and 6 voted in favour with 4 abstentions.</p>	
	<p>Tractor Tyres - Later in the meeting it was AGREED UNANIMOUSLY that new rear tyres for the tractor, at a total cost of £1365 excluding VAT, would be purchased from T H White. The old tyres to be kept for use near the sensory garden.</p>	
034	<p>Committee Reports – Allotments (PK)</p> <p>It was noted that PK had been elected Chairman of the allotments committee. In PK's absence MH outlined the minutes of the recent allotments committee meeting. Available to view on the website.</p>	
035	<p>Committee Reports - Facman (JG)</p> <ul style="list-style-type: none"> • Business cards issued. • Whiskers to pay for another wheelie bin. • Strimming – outside contractor employed to complete strimming as groundsman unable to fulfil this task. • Tennis – spot checks taking place and 4 people playing without paying. All are now members. Monitoring continues. 2 benches from the changing rooms have been placed on the courts. Non-members can play but need to book a court at a cost of £5.50. 	

	<ul style="list-style-type: none"> Sensory garden – watered whilst groundsman on holiday. SA has arranged meeting for all the volunteers who tend the garden to plan a way forward. Tree Survey – JG to meet with tree surgeons. It was noted that there are big trees around Robson Field. JT to inform CK that the stakes have been removed again by the entrance. A Wilson Centre Family Day has been approved to take place on the playing field and MUGA in July. An outside company have offered to host a Festival on the playing field and will be considered for next year. MUGA calendar is now being successfully shared in the office. Childrens playground to be added to the FacMan agenda as some of the equipment needs repainting. 	
036	Committee Reports – Planning (HB) <ul style="list-style-type: none"> 6 applications – no objections. One application regarding a shipping container being installed in a garden caused some concern with the local residents in the area. PPC voted not to object as from a sustainability viewpoint it is a positive way forward. 	
037	Pavilion Development Working Group (PDWG) <ul style="list-style-type: none"> Changing rooms refurbishment is proceeding. A planning consultant has been instructed. An architect is also required. Awaiting date for solar installation. Requested date after Little Explorers finish for the summer. 	
038	Councillor Training <ul style="list-style-type: none"> PK has signed up for a chairmanship skills course. JT and MH to complete a module course on Civility & Respect. JT to provide dates for “Being a Better Councillor” to all councillors. PPC await a final proposal from GAPTC for a course for all staff, councillors and the monitoring officer. GAPTC have offered to attend a PPC meeting and offer feedback. 	
039	<p>Community Speed watch Speed watch camera – Awaiting feedback from Quenington Council who presently employ 4 speed watch cameras. A member of the public is also awaiting feedback from another council. It was noted that it is important to understand how much time is involved in processing the data received from the camera. CH offered to review the data to minimise the workload for the office.</p> <p>Prestbury Road Speed Watch Volunteer Group – SF outlined his plan as per his report circulated before the meeting. SF requested PPC’s approval to proceed with his plan. All councillors approved his proposal. JG and a member of the public offered to volunteer. SF to obtain more information from Gloucestershire Police regarding how to proceed. It was noted that the project would be fully funded by the police.</p> <p style="text-align: center;">SF left the meeting at 20.08</p>	SF
040	Litter Picking CT has kindly offered to oversee the litter picking each month, PMW offered to attend in September when CT is unavailable.	
041	Matters for Future Consideration (not for discussion) <ul style="list-style-type: none"> CT expressed concern regarding Matters for Future Consideration rather than AOB. It was noted that the public could refer questions to be added to the agenda by letter, phone or email to the clerk. 	

	<ul style="list-style-type: none"> • CH - how to get the public to attend meetings. • JG - how to fill councillor vacancies. 	
	The meeting closed at 8.18pm	
	<p>Date of next meeting: Full Council Meeting 7pm 17th July 2023 at the Pavilion</p>	