



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

Tel: 01270 812065 e-mail: carol.jones@stapeleyparishcouncil.gov.uk

www.stapeleyparishcouncil.gov.uk

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: MONDAY, 15 OCTOBER 2018
TIME: 7.30 pm
VENUE: STAPELEY COMMUNITY HALL
PEAR TREE FIELD, STAPELEY, CW5 7GZ

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065
Issue date: 10 October 2018

Signed

To: Members of the Parish Council
Councillors Matthew Theobald (Chairman), Elizabeth Boughey, Mike Docker,
John Davenport, Georgina Gwinn, Sandy Gwinn-Freemantle, Peter Groves,
Jo Hillman, Keith Nord and John Putt

Copies: Borough Councillors Peter Groves and Andrew Martin (Nantwich South and Stapeley)
Local Press

Note: Members of the public are asked to print their own copy of the agenda from the website. Members of the public without access to the Internet are asked to contact the Clerk by no later than noon on the day of the meeting to ensure that spare copies of the agenda are available.

A G E N D A

Members are asked to note that the symbol  against agenda items, indicates that a report is enclosed.

1 APOLOGIES

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible, but by no later than 6.30 pm. Apologies must be received and accepted before the meeting. If received after the meeting they cannot be recorded. **Mike Docker**

2 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the circumstances.

3 MINUTES - 17 SEPTEMBER 2018

To approve as a correct record, the Minutes of the meeting held on 17 September 2018. 

4 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Order No. 1, members of the public are able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

Each member of the public is entitled to ask **one question or make a statement**. Questions or statements must be addressed to the Parish Council as a whole and not to individual parish councillors. This is not an opportunity for engaging in debate with Members.

As a courtesy, questions should be notified to the Clerk 24 hours before the meeting. If this is not possible, the Clerk should be informed of the question prior to the start of the meeting.

The Chairman (or Clerk) will respond to questions, but if the Chairman considers that another councillor might have the information, he will defer to him/her. This slot is for members of the public and **councillors should not participate unless invited to do so by the Chairman.**

5 FINANCIAL MATTERS

5.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments.

£128.26	HMRC	Tax on Clerk's salary and employer's NI (See also below at item 5.3)
£45.00	CVS Cheshire East	Membership fee associated with Connected Communities franchise arrangements This was an item on the previous agenda, but the Clerk advised that it was unnecessary to pay it at this time. The invoice has now been received and it is understood that CEC will reimburse the Parish Council in due course.
£tba	Crystal Clean	Cleaning of the Community Hall
£20.00	Target Window Cleaning	Community hall window cleaning - £20.00 per month for inside and outside cleaning.

£830.00	Jof's Mowing	Grounds maintenance in the parish. Invoices 1018 and 0718 – from May to October 2018
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5.2 Payments made since the last meeting

To report that the following payments have been made since the last meeting. These were not included on the agenda for the September meeting.

£417.00	Johnsons Printers	Printing of parish newsletter
£100.00	Broad Lane Coffee Club	Payment was authorised at the meeting and the cheque was issued on 20 September 2018

5.3 Ratification of Payment

At the September meeting, the amount listed on the agenda for payment to HM Revenue & Customs, was £228.26 and this was approved; however, during the meeting, the Clerk realised that as there had been a recess in August, an additional month's tax and NI was required.

She (incorrectly) calculated that a sum of £556.52 was required, when, in fact, it should have been £456.52. The cheque was made out for £556.52 and was signed by two signatories, although the Parish Council's attention was not drawn to this change. As noted at agenda item 5.1 above, the payment for October has been adjusted to reflect this over-payment of £100.

The Parish Council is asked to ratify the payment of £556.52.

5.4 Draft Budget – 2019-2020

The Parish Council is invited to give initial consideration to the draft budget for 2019-2020.

The Clerk's report will follow under separate cover.

To follow

6 PLANNING APPLICATIONS

The Parish Council is invited to comment on the following planning application:

18/4791N	6 Broad Lane, Stapeley, CW5 7QL Proposed rear extension, replacement garage and repositioning of access.
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Deadline date for observations: 26 October 2018.

7 DATA PROTECTION ACTION 2018 – E-MAIL ADDRESSES

To report that, as requested, Andrew Shepherd, is arranging purchase of the SSL Certificate and SMTP access and will provide instructions for Members to enable them to set up their e-mails.

For any Member who has difficulty, he can offer to help by using Team Viewer to remotely access their system (with the individual Member's permission).

The new system will be operational from 23 October 2018. This will allow Mr Shepherd sufficient time to configure the e-mails and check to ensure that there are no problems.

An invoice for this work will be submitted to the November meeting.

8 CONNECTED COMMUNITIES – GRIPP ASSESSMENT

Following the last meeting, the Clerk e-mailed CVS to express the Council's views about the need for the documents requested. Enclosed is a copy of the Clerk's e-mail and the response received from CVS in respect of the issues raised at the last meeting.



9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Councillor Putt to report progress on ability to access the defibrillator cabinet.

10 SEATS/BENCHES

At its last meeting, Members gave brief consideration to the provision and location of seats in the parish.

Members are asked to decide on (a) precise locations for the seats/benches to enable quotations to be sought; and (b) type of ground fixing and the material to be used; eg wood, metal, re-cycled material.

Although the Clerk has sent an initial request to CEC for permission to fix seats/benches in the parish, the engineers/surveyors will require precise locations before a decision can be made.

The locations were broadly agreed as follows.

- Cul-de-sac end of London Road in close vicinity to the proposed new bollards.
- Stapeley Gardens, off London Road.
- Elwood Way/Peter de Stapleigh Way
Members had agreed that they would need to make a site visit to establish the precise location.
- Broad Lane/First Dig Lane – in the vicinity of The White House.
- Second Dig Lane on the triangle at the junction with London Road (A51).

11 NEWSLETTER

The Parish Council is invited to consider if a newsletter should be prepared and distributed before the end of the year.

12 DATE OF NEXT MEETING

19 November 2018