



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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www.stapeleyparishcouncil.gov.uk

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: MONDAY, 16 JULY 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: 11 July 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, Jo Hillman and P Groves**

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 – 18 JUNE 2018

To approve as a correct record, the Minutes of the Annual meeting held on 21 May 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.

£228.26	HMRC	Tax on Clerk's salary and employer's NI (£190.60 tax and £37.66 employer's NI cont.)
£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.
£139.00	The Leaflet Team	Delivery of parish newsletter

5.2 Bank Mandate – Clerk’s Salary

Although the Parish Council approved a change in the bank mandate on 19 February 2018, the letter to the bank appears to have ‘gone astray’. The change related to the new salary for the Clerk, with effect from 1 April 2018. The Clerk has prepared another letter and two signatories will be required to sign it. The changes are as follows:

From: £762.33
To: £806.83

Payable on the 28th of each month, effective 1 April 2018.

5.3 Receipts and Payments Statement – 1 April – 30 June 2018

The Clerk would normally submit a Receipts and Payments statement for the period to 30 June 2018. Unfortunately, the bank statements received only cover the period to 12 June 2018 and the statement is, therefore, for the period to that date.

to follow

6 PLANNING APPLICATIONS

The Parish Council is invited to comment on the following planning applications.

18/3065N Maylands Farm, Broad Lane, CW5 7QL
Retrospective application for workshop.

Deadline date for observations: 25 July 2018

18/3277N Firbank House, London Road, CW5 7JW
Proposed new five-bedroom house

Deadline date for observations: 1 August 2018

18/3270N The Pig Farm, Wybunbury Lane, Wybunbury, CW5 7HH
Replacement of existing agricultural building and associated hardstanding

Deadline date for observations: 1 August 2018

It is unclear if this is within the Stapeley boundary, but if not, the Parish Council could comment on the basis that it is a neighbouring parish.

7 BOLLARDS – LONDON ROAD/NEWCASTLE ROAD

Cheshire East Council is proposing the installation of bollards at the cul-de-sac end of London Road to prevent vehicles from crossing the grass verge as a route onto the main London Road.

A copy of the e-mail from the CEC Engineer is enclosed, together with a copy of the plan. The Engineer recommends option 1.

8 LOCATION OF SEATS/BENCHES

The Parish Council has included a sum of £3,500 in its budget for 2018-2019 for the purchase of six wooden benches to be located throughout the parish.

Residents were invited to suggest locations (via the newsletter). At the time of publication of the agenda, no suggestions have yet been received.

Members are asked to suggest locations for the seats; the Clerk can provide quotations for the next meeting. In the meantime, the Clerk will notify Cheshire East Council (CEC) as CEC’s permission will be required. Once permission has been received, the order can be placed.

The Parish Council will need to consider –

- Storage of the seats until they can be placed in their locations.
- Contractor to fix each of the seats into the ground.

9 PLANTERS FOR OUTSIDE COMMUNITY HALL

The Parish Council has allocated £1,500 in its budget for 2018-2019 for heavy duty plants to be located outside the community hall.

Members are invited to suggest styles/weight of planters. The Clerk can submit quotations to the next meeting.

10 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

To update the Parish Council in respect of the AED. The Parish Council is invited to consider how to proceed.

11 DATA PROTECTION ACT 2018

11.1 At the previous meeting, Members discussed the provision of dedicated e-mail addresses which could be set up to ensure security of personal data.

The Clerk is exploring the advantages of using Office 365 (business) e-mail addresses and has also contacted Andrew Shepherd who manages the Parish Council's website, to ask for his advice.

A report will be submitted to the next meeting. In the meantime, Members may wish to consider the implications for Councillors.

11.2 Insurance

The Clerk has contacted the Parish Council's insurers which has advised that there is no requirement for additional insurance to cover the requirements of the new Data Protection Act.

INFORMATION ITEMS

12 CONNECTED COMMUNITIES

At the extra-ordinary meeting, held on 9 July 2018, Members discussed the availability of the Community Hall for various activities associated with Connected Communities. Enclosed is an updated list showing all hall bookings, some of which will take effect in September.

13 FIBRE BROADBAND – EXCLUSION OF RURAL RESIDENTS AND BUSINESSES FROM ACCESS

To report that the Clerk and Chairman have not prepared proposed Terms of Reference for the Group/Committee which the Parish Council agreed at the last meeting should be established.

14 UPDATE ON CONSULTATION ON THE OPTION TO EXPAND STAPELEY BROAD LANE SCHOOL

To receive a letter from Cheshire East Council (dated 26 June 2018) informing the Parish Council that the school has agreed to commission a transport assessment through Cheshire East Highways. This is intended to provide detailed information regarding the impact of any expansion on the local environment and to suggest options which will mitigate any traffic or highway concerns.

15 DATE OF NEXT MEETING - 17 September 2018