



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

DAY/DATE: MONDAY, 18 JANUARY 2021

TIME: 7.30 PM

MEETING TO BE HELD REMOTELY, VIA VIDEO-LINK

PLATFORM: ZOOM

ACCESS DETAILS: Click the link below to join -

<https://us02web.zoom.us/j/81092353011>

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065
Issue date: 12 January 2021

Signed *C M Jones*

To: Councillors M Theobald (Chairman), J Davenport, M Docker, S Ford, G Gwinn,
P Groves, J Hillman and K Nord

Notes for Members of the Public:

1. This meeting is being held remotely in accordance with regulations made under S.78 of the Coronavirus Act 2020. There are, therefore, no paper copies of the agenda or the accompanying documents.
2. All documents (other than those which are restricted) can be accessed from the Parish Council's website - www.stapeleyparishcouncil.gov.uk.
3. Members of the public are able to ask a question under the Public Question Time slot by accessing the agenda using the link above.

As a courtesy, questions or statements should be notified to the Clerk by 15 January 2021.

A G E N D A

1 APOLOGIES


Apologies for absence should be notified to the Clerk as soon as reasonably practicable but prior to the meeting.

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 (21 DECEMBER 2021)

3.1 To approve as a correct record, the Minutes of the meeting held on 21 December 2021. 

3.2 Matters Arising (not detailed elsewhere on the agenda)

These will be dealt with after PC Marc Harley has reported at item 5.

4 PUBLIC QUESTION TIME

Members of the public are able to ask a question of the Parish Council or make a statement.

If it is not possible to respond at the meeting, a written response can be provided at a later date.

5 POLICE MATTERS

PC Marc Hurley, the Nantwich Police Beat Manager, is expected to be in attendance. As he is not on shift this evening, he is likely to join from home, and will need to withdraw from the meeting after this item.

6 CO-OPTION TO THE PARISH COUNCIL

At the time of publication of the agenda, there are seven candidates for co-option. Four of the candidates have contacted the Clerk to agree to their names being published on the agenda, and these are listed below. The remaining three candidates will be able to identify themselves at the meeting.

- Robert Carter
- Jeremy Gibbs
- David Kershaw
- Yetunde Orungbemi

There are two seats to be filled and it is suggested that the following procedure be adopted.

- a) Once the candidates identify themselves, the Parish Council is asked to move *en masse* that all candidates be nominated for consideration for co-option.
- b) Each candidate will then be invited to give a brief oral presentation indicating why they wish to be a parish councillor.
- c) After each presentation, Members may ask questions of the candidate, and these should not be of a personal nature; for example, marital status, age, number of children.

- d) When all candidates have made their presentations, the Chairman is asked to call for a secret ballot as there are more candidates than vacancies.
- e) If a secret ballot is agreed, Councillors are asked to deal with one seat at a time and indicate the name of their preferred candidate. They will email this to the Clerk and the Chairman will pause the meeting to allow the Clerk to count the votes.

If on the first count, none of the candidates receives a majority over the aggregate votes given to the rest, the candidate with the lowest number of votes will be struck off, and another vote taken. This process must, if necessary, be repeated until an absolute majority is obtained.

The Clerk will announce the result for Seat 1.

The same procedure will be followed for Seat 2.

- f) The meeting will then resume, and the Clerk will announce the results of the second vote.
- g) Each candidate will have been provided with a Declaration of Acceptance of Office form which requires them to be bound by the Code of Conduct. The two successful candidates will be asked to sign the form, and to show it to the camera to indicate that it has been signed in the presence of the Parish Council. This is a legal requirement because until candidates sign the Declaration, they are not parish councillors.
- h) After the meeting, the two successful candidates should either scan and email to the Clerk, or post, their respective Declarations.
- i) The successful candidates will each be provided with a Register of Interests Form for completion and return to the Clerk.

At this point in the proceedings, the new Councillors will be able to participate fully in the meeting.

7 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21 DECEMBER 2020

- **Gas Consumption – Community Hall**

There is no further information from Cheshire East Council.

- **Bench at Second Dig Lane/A51 London Road**

Councillor Groves has made enquiries of Cheshire East Council in respect of ownership of the triangle at the junction of the A51 (London Road) with Second Dig Lane. If a response is received, this will be reported to the meeting.

8 WEBSITE – MONTHLY REVIEW

The Website Group to report to the Parish Council. In the meantime, the Clerk has issued the report submitted to the last meeting, to the Website Manager, for action.

The Clerk has also sent the following information to the Website Manager for uploading onto the website.

- Updated list of Members and contact details. The Clerk has asked the Website Manager to delay this until after tonight's meeting when there may be two additional Members.
- Telephone number for Pear Tree Primary School (01270 906120).
- Email address admin@peartree.cheshire.sch.uk (Headteacher: Mrs B Edleston)
- Annual reports. The last Annual Report prepared by the Clerk was 2015-2016 and is on the website. This should be prepared each year and submitted to the Annual Parish meeting. The preparation of an Annual Report must recommence for the year 2020-21.

- Parish Council's role in planning.
- Information about the parish (taken from the Neighbourhood Plan).

9 COMMUNITY HALL – MONTHLY REVIEW

To (a) review the situation in respect of the re-opening of the Community Hall; and (b) to note that the Clerk has accepted a booking from Cheshire East Council for the Police and Crime Commissioner elections on 6 May 2021.

10 INFORMATION ITEM

To report that a resident, who has previously reported gully blockages on Wybunbury Lane, has sent another email to ask about progress. The Clerk has responded to the effect that, partly owing to the pandemic, it is not possible for CE Highways to deal with this at the present time as priority is being given to the flooding of homes and businesses. Members will recall that it has previously been reported that two residents were moved from their home while flooding issues were resolved. The last report was presented to the December 2020 meeting.

A copy of the resident's report is enclosed for information.

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11 REPORT OF BOROUGH COUNCILLORS

Councillors Peter Groves and Andrew Martin to update the Parish Council in respect of Cheshire East Council matters of interest and any parish issues.

12 FINANCIAL MATTERS

The Parish Council is asked to approve the following payments:

£280.00 Mike Brookes Fencing
Repair of the fencing at the Conservation Area.

£493.20 Crystal Clean South Cheshire Ltd.
Crystal Clean settled each invoice to avoid a delay in payment, especially as these are small contractors.

A N Nuttall, plumber - £85.00 – boiler servicing, and £250.00 for repair to guttering and fencing around the hall)); (£60.00 – ASB Electrical) he portable appliance testing carried out by ASB Electrical. Total VAT £82.20.

13 PLANNING

There are no planning applications for consultation.

14 CHESHIRE EAST COUNCIL CONSULTATIONS

14.1 Local Transport Delivery Plans

14.2 Car Parking Survey

The Parish Council is invited to comment on these two consultation documents. The link to the consultations can be found at -

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/consultations/local-transport-and-car-parking-engagement-2020.aspx

Comments for both consultations are requested by 31 January 2021.

15 PROCUREMENT STRATEGY

At the meeting held on 21 December 2020, Members discussed the need for a Procurement Strategy. Subsequent to that, Councillor Hillman carried out some research and issued her report to Members. The Clerk made some annotations to the report, which is now enclosed.

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The Parish Council is invited to discuss this to inform the preparation of a Procurement Strategy.

16 COMPLAINTS COMMITTEE

To report that a complaint has been received in respect of a decision made by the Parish Council.

The Council is asked to set up a Complaints Committee comprising a minimum of three Members.

When the Committee has been appointed, Members are asked to agree a date for the Committee meeting which will need to be subject to the availability of the complainant.

17 EXCLUSION OF PRESS AND PUBLIC

The Council is invited to RESOLVE that in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

18 COMMUNITY HALL – INSPECTION OF MAIN WIRING

(Reason for exclusion: Identification of an individual)

To report that the electrician who is willing to quote for the wiring inspection at the Community Hall, has the following qualifications:

City & Guilds NVQ3 Electrotechnical
City & Guilds 2382 18th Edition Wiring Regulations City & Guilds 2391 test, inspect verification.

A copy of his insurance certificate is enclosed for information.

19 RECOVERY OF DEBT – COMMUNITY HALL

(Reason for exclusion: Identification of an individual)

To report that Hall Smith Whittingham has advised that to engage a solicitor to pursue the debt, it would cost more than the outstanding fees; however, the solicitor has advised that the Parish Council could pursue this debt in the small claims court. The Clerk has downloaded the blank form, which is not electronically-enabled (enclosed).

Members are asked to consider if the debt should be pursued by this means. The fee would be £50 to lodge a claim of between £300-500. The outstanding debt is £336.00.

20 DATE OF NEXT MEETING

15 February 2021.