



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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Parish Councillors are summoned to a  
**MEETING OF THE PARISH COUNCIL**

**DATE:** MONDAY, 18 JUNE 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: 12 June 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.

## 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 particular circumstances.

## 3 MINUTES – ANNUAL COUNCIL – 21 MAY 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 CONNECTING COMMUNITIES (7.30 PM – 7.45 PM)

Cheshire East Council opened discussions for the formation of a Nantwich Neighbourhood Partnership/Network. A drop-in session had been arranged for Wednesday, 30 May 2018, from 2.00 – 7.00 pm at The Gables, 55 Beam Street, Nantwich CW5 5NF.

This was discussed at the Parish Council meeting on 21 May 2018 when Members were minded to participate.

Carol Hill (Community Development Officer – Cheshire East Council) and Sharon Angus-Crawshaw from the Community Development team will be in attendance to provide more information about this scheme.

Members may find it helpful to bring to the meeting the documents issued with the agenda for 21 May 2018.

## 6 ANNUAL ACCOUNTS – 2017-2018

The Parish Council is asked to approve the accounts for 2017-2018. A copy of the Annual Governance and Accountability Return (AGAR) is enclosed. ✎

In addition to the AGAR, a summary Receipts and Payments statement for the financial year, is enclosed. ✎

At the previous meeting, it was reported that the Internal Auditor had been unable to sign-off the accounts as there were some clerical errors on the AGAR. This has now been amended and the Internal Auditor has approved the accounts. The external auditor has agreed an extension to 25 June 2018, which is the date by which the Annual Return and other supporting documents, must be submitted. In view of this, it was not necessary to hold an extra-ordinary meeting on 31 May 2018, as agreed at the last meeting.

The order in which the sections are to be approved is specific. Section 1 (Annual Governance Statement) must be authorised first. In previous years, Clerks would complete the Annual Governance Statement on behalf of their Councils and submit it to the Parish Council for approval. This year, however, PKF Littlejohn LLP has asked that all Parish Councils be asked to approve it to ensure that Members are fully aware of their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the accounting statements.

The period during which electors may inspect accounting records is 25 June – 3 August 2018. A notice to this effect will be added to the website and published in the notice-board.

The AGAR must also be published on the website before the start of the inspection period.

## 7 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.)
£255.07	HMRC	Underpayment of NIC (£26.41 in M10 – 2017-2018) Underpayment of tax (£228.66 in M12 – 2017-2018)
£tba	Crystal Clean	Cleaning of the Community Hall – January 2018
£40.00	Target Window Cleaning	Community hall window cleaning - £20.00 per month for inside and outside cleaning. Although Crystal Clean used to clean the windows, the outside has become more difficult to clean and Target Window Cleaning has equipment which is more appropriate for the purpose.
£60.00	Mark Thomason	Replacement of child locks in community hall kitchen (broken off by client)
£417.00	Johnsons the Printers	Printing of parish newsletter (Inv No. 078228)
£118.82	Trentham Fencing	New padlocks for the Community Hall gates (£99.02 net and £19.80 VAT) (Invoice 17250)
£tba	M Theobald	Reimbursement for purchase of banners for The Great Get Together

## 8 PLANNING

### 8.1 Planning Applications

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

18/2817N      22 Flowerscroft, Stapeley CW5 7GN  
Left-hand side single-storey extension.

Deadline for observations: 4 July 2018

18/2320N      Firbank House, London Road, Stapeley CW5 7JW  
Two-storey side extension and single-storey rear extension to create larger kitchen, dining and snug areas on the ground floor, and a new dressing room with en-suite on the first floor. Demolition of existing rear double garage.

Deadline date for observations: 13 June 2018 (the Clerk has requested an extension)

## **8.2      Neighbourhood Plan Delivery and Implementation Group             Terms of Reference**

At the last meeting, the Council approved Terms of Reference for the new Delivery and Implementation Group for the Neighbourhood Plan. Prior to submission of the document, the Clerk sought advice from the Cheshire Association of Local Councils, but unfortunately, Jackie Weaver's observations were not received until after the meeting. Her comments are as follows and Members might wish to amend the Terms of Reference.

- **Paragraph 2**

*The area covered is the Parish Council administrative area which comprises Stapeley and Batherton parishes.*

**Comment:** Delete as superfluous.

- **Paragraph 4 – first paragraph**

*The Delivery and Implementation Group's purpose will be to ensure that the objectives, policies and initiatives of the Neighbourhood Plan for Stapeley and Batherton are delivered in a timely manner.*

**Comment:** Not sure what power the Group has to ensure delivery of the objectives.

- **Paragraph 4 – second paragraph**

*The Group shall work in conjunction with appropriate partners (to be decided by the Parish Council, but probably to include Cheshire East Borough Council as the local planning authority)*

**Comment:** The Group cannot prescribe who it will work with.

- **Paragraph 5 – third bullet point**

*Undertake an assessment of any long-term liability which might arise from delivery of initiatives.*

**Comment:** Does the Group have the necessary expertise?

- **Paragraph 5 – seventh bullet point**

*Monitor planning applications submitted to the Parish Council for consultation to ensure that observations made by the Council conform with the principles of the Neighbourhood Plan.*

**Comment:** Duplication of effort. The Parish Council will ensure that when commenting, the principles of the Neighbourhood Plan will be considered.

## **9            BOROUGH COUNCILLOR'S REPORT**

Councillors Peter Groves and Andrew Martin to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters.

## **10          GENERAL DATA PROTECTION REGULATION (GDPR)**

### **10.1      E-mail Addresses**

The Parish Council is invited to consider purchasing public e-mail addresses for parish councillors to ensure security of data.

## 10.2 Other Issues

The following matters need to be considered as the Parish Council moves towards compliance with GDPR.

(a) Insurance aspects of GDPR

The Clerk has not yet reviewed the insurance implications.

(b) Revision of the risk assessment/management schedule

The risk assessment/management schedule requires amendment and the Clerk will submit a document to the July meeting.

(c) Purchase of a laptop for use by the Clerk

The Parish Council is invited to consider purchasing a laptop for use by the Clerk but remaining in the Parish Council's ownership.

(d) Use of Cloud Technology

This is for storage and retrieval of documents in a secure manner. The Cloud provider would become responsible for data security and data backups. This is likely to require a service level agreement (SLA) between the Council and the provider.

Microsoft would appear to be leading the way in terms of GDPR compliance, but Members are invited to consider this.

(e) The appointment of an external Data Protection Officer

The appointment of a DPO is discretionary and the Parish Council is invited to consider (a) if an external DPO should be appointed; and (b) if not, how will the Parish Council be assured that the Data Processor is complying with GDPR.

## 11 THE 'GREAT GET TOGETHER' – 24 JUNE 2018

To finalise arrangements for the event to be held on 24 June 2018.

## 12 FIBRE BROADBAND – EXCLUSION OF RURAL RESIDENTS AND BUSINESSES FROM ACCESS

To consider the Chairman's report. The Parish Council is asked to resolve:

(a) That the Parish Council recognises that the provision of appropriate and adequate access to broadband is an essential aspect of modern life and that the lack of provision of access to the online world, at least at the speeds described in the Government's Universal Service Obligation, puts both the rural and developed parts of our community at a disadvantage;

(b) That a Working Group or Committee be established to support and lead the progression of a community scheme to implement 'Fibre To The Premises' under the 'Gigabit Voucher Scheme'; and

(c) That Terms of Reference for the Group or Committee be submitted to the next meeting of the Parish Council.

## 13 COMMUNICATIONS PROTOCOL

The Communications Protocol has been updated and the Parish Council is asked to approve the document.

The principal change is the inclusion of moderation of social media platforms, but brief reference has also been made to the GDPR.

The Parish Council is invited to appoint moderators to cover all presence on the Parish Council's Facebook and Twitter platforms. The following are the suggested guidelines (subject to any amendments to be made at the meeting).

- The Moderators' decisions are final.
- Moderators shall be politically-neutral when making a decision.
- No personal attacks or abusive language permitted.
- There shall be no advertising on any of the Parish Council platforms without the Council's consent.
- The moderators also have the right to remove any contribution, in whole or in part which is considered to be in breach of these terms.
- Complaints or queries can be raised with the Clerk.

#### **14 ALLOTMENTS**

Nantwich Town Council invites the Parish Council to consider making a financial contribution to enable residents of Stapeley and Batherton to be allocated an allotment plot in Nantwich.

Nantwich Town Council has assumed responsibility for allotment sites which were previously maintained on its behalf by Cheshire East Council. The Town Council holds a waiting list of potential applicants but currently only allocates plots to parishioners within the Town Council boundary. At the time of transfer from Cheshire East Council, some existing tenants were resident outside the Town Council boundary and they have been allowed to retain their plots. New applicants, including some from Stapeley and Batherton, have been added to the waiting list but informed that they are unlikely to be allocated a plot.

The Town Council was recently asked by the Allotments Association to consider offering plots to non-residents because there has been insufficient demand from within the Town Council area. For this reason, the Town Council is now proposing that allotment plots be offered to residents of Stapeley and Batherton, subject to receipt of an annual contribution from the Parish Council for each non-resident tenant.

The rent for residents is £27.00 per annum and £52 for non-residents. The revenue from rents does not cover the maintenance costs.

The Parish Council is asked to consider if, in principle, it would be willing to enter into such an arrangement. If so, the fee would be negotiated between the two Councils.

#### **15 PARISH NEWSLETTER – SEPTEMBER/OCTOBER 2018**

The Parish Council is invited to consider items which should be included in the next newsletter to be issued in September/October 2018.

#### **16 INFORMATION ITEM – COMMUNITY HALL**

To report that at a recent private party held in the Community Hall, the hall was left in a very poor state of cleanliness and there has been some damage. Six toilet rolls had been used to stuff down the male toilet and the urinals. There were sweets scattered all over the male toilets and they had also been used to block the toilet and urinals. A consequence of this was that when the cleaner cleaned the hall, the floor in the male toilets was flooded as a result of the blockage created in the toilet.

The damage is such that the cleaner spent 2½ hours cleaning the hall. Two mopheads (one costing £10 and the other £4) were thrown away because they smelled strongly of urine when she was finished.

In view of this, the Clerk has written to the client requesting £60 to cover the cost of the mop-heads and the 2½ cleaning.

#### **17 DATE OF NEXT MEETING**

**16 July 2018**