



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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

**DATE:** MONDAY, 19 MARCH 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: 14 March 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

## 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. **Councillor 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 particular circumstances.

## 3 MINUTES – 19 FEBRUARY 2018

To approve as a correct record, the Minutes of the meeting held on 19 February 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. A copy of the Public Speaking Protocol will be available at the meeting.

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.)
£66.55	Jeremy Gibbs	Reimbursement for purchase of additional litter-pickers for the Stapeley Litter Group. (£55.45 net and £11.10 VAT)
£tba	Crystal Clean	Cleaning of the Community Hall – January 2018
£55.50	C M Jones	Reimbursement for purchase of office keys and plant room keys, community hall (from Holdfast) (£46.25 net and £9.25 VAT)
£229.20	C M Jones	Travel expenses for the period 1 January 2016 – 31 March 2018. The last claim was made in December 2015. (A copy of the claim is enclosed for Members)

## 5.2 Payments made since February Meeting

To report that the following payments have been made subsequent to the February meeting, each of which has previously been authorised.

£930.00	Built to Last	Joinery work in the male toilets to provide shelving for hall users.
£2,250.00	DSW Painting & Decorating	Second half of payment – decoration of community hall. (£1,875.00 net and £375.00 VAT)

## 5.3 Receipts and Payments – 1 April – 31 December 2017

To receive a Receipts and Payments statement for the period 1 April-31 December 2017. ☞

## 6 PLANNING MATTERS

### 8.1 Planning Applications

At the time of publication of the agenda, there are no planning applications for consultation.

### 8.2 Neighbourhood Plan Delivery and Implementation Group

It is suggested that at the Annual Meeting of the Parish Council, draft Terms of Reference for this Group be considered, and appointments made at that time.

## 7 BOROUGH COUNCILLORS' REPORTS

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.

## 8 'THE GREAT GET TOGETHER' – 22-24 JUNE 2018

The Civic Pride Working Group to report on suggestions for an event to mark the late Jo Cox's legacy.

## 9 PARISH NEWSLETTER

To receive a first draft of the parish newsletter.

To follow

## 10 CLERK'S INFORMATION REPORT

- [Town and Parish Councils Conference - 20 February 2018](#)

To note that under separate cover, Councillor Mike Docker sent a note of the Town and Parish Councils Conference held on 20 February 2018.

- [New Code of Conduct 2017](#)

At the Conference, it was reported that Cheshire East Council had adopted a new Code of Conduct and this will be rolled-out to town and parish councils by the Cheshire Association of Local Councils (ChALC).

- [Stapeley Parish Action Group Accounts](#)

To receive the SPAG accounts for the financial year ended 31 March 2017. ☞

- [Minutes of a Meeting of Stapeley Parish Action Group](#)

To receive the minutes of a meeting of Stapeley Parish Action Group held on 27 November 2017. ☞

## 11 DATE OF NEXT MEETING – 16 APRIL 2018