



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, 21 JUNE 2021

TIME: 7.30 PM

VENUE: **STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, CW5 7GW**

Enquiries to: Clerk: Carol Jones

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Issue date: 16 June 2021
Re-issued: 18 June 2021

Signed

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

Copy: Borough Councillor A Martin

Notes for Members of the Public

Please note that this is a face-to-face meeting and the number of attendees is limited owing to Covid-19 guidance, especially in view of the recent increase in cases.

Members of the public wishing to ask a question or make a statement under the Public Question Time slot, are asked to submit them in writing to the Clerk (clerk@stapeleyparishcouncil.gov.uk) by 3.00 pm on 21 June 2021. These will be read out at the meeting and written responses will be provided.

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 – ANNUAL COUNCIL MEETING HELD ON 6 MAY 2021

3.1 To approve as a correct record, the Minutes of the Annual Council Meeting held on 6 May 2021. ✂

3.2 Councillor Hillman to confirm her acceptance of the Vice-Chairmanship of the Council.

4 PUBLIC QUESTION TIME

Members of the public are able to ask a question of the Parish Council or make a statement. If possible, these should be submitted in writing to the Clerk by 3.00 pm on 21 June 2021.

A member of the public has raised an issue about littering in the lawned area of Talbot Way. The email has been sent to Members under separate cover.

To avoid delaying to the July meeting, the Parish Council might wish to consider arranging for a litter-bin to be placed in that area. It is a budget item for 2021-22.

5 REPORT OF BOROUGH COUNCILLORS

Councillors Peter Groves and Andrew Martin to report in respect of Cheshire East Council matters of interest and to update Members about any parish matters. In view of the Covid-19 restrictions, Councillor Martin will not be in attendance.

6 COMMUNITY HALL

6.1 Re-opening

(a) To review the situation in respect of the re-opening of the Community Hall.

The notes of the Working Group have previously been circulated to Members; a further copy is enclosed. ✂

The Clerk issued individual emails to regular clients to enquire if they wished to re-commence their bookings. The only clients who wish to use the hall from the date of its opening, is Jo Smith (dancing activities). Other clients have indicated that September 2021 would be the earliest that they would wish to re-commence their activities.

(b) Enquiry for Booking on 1 August 2021

An enquiry has been received for a children's party to be held on Sunday, 1 August 2021 for 30 children with parents from 12 noon to 3.00 pm. This enquiry came in on 18 June 2021; the Clerk has not confirmed the booking and Members are asked to comment on this.

The organiser has said that she is planning to hire soft play equipment and a bouncy castle and has asked about using the outside space; this is not permitted under the hire agreement so she can be informed of this. In addition, she is providing party food but has not requested the use of the kitchen, so it may be that the food will be brought in, ready to eat.

These proposals conflict with the requirements recommended by the Working Group.

6.2 Repair of Fencing

At the previous meeting, Members commented on the standard of repair to the fencing around the Community Hall. The cost for repairing the fencing was £589.68 (£491.40 net and £98.28 VAT).

No decisions were taken, but the Clerk commented that she had inspected the repairs and she suggested that Members may like to view the repair for themselves.

The Parish Council is asked if it wishes to take any action in respect of this matter.

6.3 Pedestrian Gate to be fitted in fencing adjacent to MUGA

At the last meeting, the Parish Council suggested that there may be some merit in having a pedestrian gate installed on the side adjacent to the MUGA. This would prevent users of the MUGA from either climbing over the fencing or damaging it to gain access.

Trentham Fencing has quoted £890.00 net for fitting a single-leaf gate. This would be a galvanised finish and would be in a more traditional 50 mm square mesh finish and would not, therefore, appear to be trying to mimic the fencing. It would be a stand-alone item and design.

If the Council wished it to be sprayed in the same colour as the fencing, this would add £250.00 to the cost.

Although a significant cost, Members may wish to balance this against the cost of repairs which have occurred over the years as a consequence of vandalism.

6.4 Replacement of Internal lighting

The current electrician has commented that in the interests of efficiency, the lighting in the hall would benefit from replacement.

There are 24 internal and eight external lights, none of which are LED. The cost to replace all of the remaining lights to LED would be £1,760.00 net. The electrician has commented that this would be less expensive than paying for call-outs when lights fail.

The Clerk will seek other quotations. Funding for this scheme would come from the £5,000 earmarked budget for maintenance and repairs.

7 CONSERVATION AREA – TALBOT WAY

As reported at the previous meeting, the Clerk has issued '*invitations to quote*' to a number of companies (a total of four local companies). No responses were received, and follow-up letters have been sent, requesting quotations to be submitted by 14 July 2021 to enable them to be considered at the meeting to be held on 19 July 2021.

8 FINANCIAL MATTERS

8.1 Accounts - 2020-2021

The accounts are to be collected from the Internal Auditor on 1 July 2021; in the meantime, the Parish Council is invited to approve the accounts, as set out on the AGAR attached [Annual Governance and Accountability Return], but subject to any amendments which the Internal Auditor may wish to suggest.

It is important for the Annual Governance Statement to be approved first, followed by approval of the accounts themselves.

✍

The following supporting documents are also for consideration and will follow under separate cover.

- Summary Receipts and Payments Statement for the year.
- Separate detailed receipts statement. (The names of Community Hall clients have been redacted.)

8.2 Risk Management

Part of the documentation required to be provided to the Internal Auditor, includes an up-to-dated risk assessment/management schedule.

Members will recall that Councillors Jacobs and Theobald, both of whom have previous experience of preparing risk assessments, agreed to produce a more meaningful document. As this document has not yet been submitted to the Parish Council, the Clerk has included the current document as part of the accounts documentation for audit purposes. (Enclosed for ease of reference.)

8.3 Software Package for Accounting Purposes

The Parish Council is asked to consider arranging for Scribe Accounting to host the accounting system of invoicing and payments. The quotation is £584.00 net, plus VAT. Enclosed is the quotation together with an introduction for Councillors.

There is no budget provision for this. It is suggested that if this is approved, it be funded from general reserves. The Clerk will then need to undergo training on use of the system. This will produce all the documentation required to comply with the requirements of the external auditor.

8.4 Authorisation of Payments

The Parish Council is asked to authorise the following payments:

£680.65	Water Plus – water services at the Community Hall. The last payment made was for £707.21 in May. This seems excessive and the Clerk will start to record the meter readings to ensure that there are no problems.
£275.25	C Jones – reimbursement for payment to HMRC for tax (This related to a late payment in 2020-2021)
£852.16	HMRC – This is based on £283.99 a month but the payment of £275.25 as referenced above was 19P short, tax for the months of April–June 2021 needs to be cleared by 22 July 2021.
£415.52	Came and Company – insurance premium for the year 2021-2022.
£tba	Crystal Clean South Cheshire Ltd. – cleaning Community Hall.

8.5 Procurement Strategy

To consider progress on the preparation of a Procurement Strategy. A draft document is to be submitted (under separate cover) but it is expected that following comments from Members, a further draft will need to be considered.

9 WEBSITE

9.1 Contract for the website

The current contract for the website is due for renewal from June 2021 and the Parish Council is asked to consider how to proceed in view of the Council's policy that all contracts should be subject to competition in line with the Financial Regulations.

Members will wish to consider the requirement for a specification for enhancement of the current website, in line with the statutory accessibility requirements.

If a new specification is to be drawn up, the Clerk will need technical assistance on this. It may be appropriate for the current contract to continue on a month-to-month basis in the meantime.

9.2 Working Group Report

The Working Group to report on its review of the contents of the website.

10 PARISH COUNCIL PROJECTS

The Parish Council is asked to consider how progress can be made on projects which are listed in the budget for 2021-2022. The two key projects are the Victorian Orchard and the Pond adjacent to Clarendon Court; however, Members may wish to review the budget items as a whole as an informal budget monitoring exercise.

Members are referred to the budget lines in the newsletter (Item 13 below).

11 PLANNING

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

21/2656N 108 London Road, Stapeley CW5 7JL
Two-storey side extension and front Oak porch

Deadline date for observations: 30 June 2021.

21/3183N Land off Peter de Stapleigh Way, Stapeley
Advertisement consent for One sign stating name of development,
to be incorporated within new stone walled entrance feature.
Four hanging signs for individual occupiers to be attached to the
same entrance walled feature either side of the site name.
Signs 2.4 metres by 1.2 metres in size.

Deadline date for observations: 6 July 2021

12 DOG-FOULING IN THE PARISH

Councillor Peter Groves to report. This will also impact on the newsletter item.

13 NEWSLETTER

To consider a second draft of the newsletter and to agree a date for distribution.

✂

14 INFORMATION ITEM

To report that following an enquiry from Councillor Docker in respect of over-grown hedging on Broad Lane, the Clerk has written to the land-owner to ask him to cut back his hedges and to remind him that it is his responsibility, and if it is not carried out, this can be undertaken by Cheshire East Council which will then charge him, for the service.

15 DATE OF NEXT MEETING

19 July 2021

RISK ASSESSMENT FOR HOLDING FACE-TO-FACE PARISH COUNCIL MEETINGS

Hazard : Infection	
Holding Parish Council meetings during the pandemic could provide a risk of transmission of the virus, whether through face-to-face contact or through contact points.	
	Control Measures:
1.	Face-to-face Parish Council meetings will take place in the Community Hall, provided that all safety measures are in place.
2.	Meetings should only feature business which cannot be transacted elsewhere and should be run in an efficient fashion in order to minimise the time in which people are together in the same room.
3.	Members are asked to arrive at approximately 7.10 pm. Each Member to remove one table from the trolley and place it in a location which will be 2m from the next table. At the conclusion of the meeting, Members are asked to wipe down their own table and return it to the trolley and place their chair with the other stacked chairs. The Clerk will ensure that sanitisers are available for this purpose.
4.	At the beginning of the meeting, the Chair should make an announcement reminding Members of the need to conduct the business of the meeting in an efficient and timely manner to minimise potential exposure to the virus.
5.	Councillors are encouraged to wear a clear plastic face shield as an alternative to face masks to make it easier to understand people at meetings. If this is not possible, then a face mask will be acceptable.
6.	The layout of the seating will ensure that people are not face-to-face in close proximity.
7.	The hall will be opened at least 20 minutes before the start of the meeting, in order to allow people to arrive at separate times.
8.	Councillors will be instructed to take their seats immediately after arriving and to refrain from mingling, holding private conversations and making contact with surfaces they don't need to.
9.	The disabled toilet will be available for use, but attendees are advised to use the toilet before they leave home, to cut down on contact points and chances of coming into close contact with others in a confined space.
10.	The windows in the meeting location will be open (if possible) throughout the meeting, in order to allow clean air in, and to prevent the virus spreading.
11.	Councillors are advised not to attend if they are considered vulnerable, self-shielding, not fully vaccinated, have failed a recent lateral flow or Covid 19 test, or have any concerns or anxiety relating to risk of transmission.
12.	In the event of the Parish Council deciding that it is not appropriate for members of the public to attend in person, a notice will be placed on the front door, to this effect.
13.	A hand sanitiser point has been set up in the hall entrance.
14.	Attendees will be advised that if they need to cough or sneeze, they should do so into a tissue which they should then take home. If a tissue is not to hand, the inside of the arm/elbow should be used.
15.	Attendees should take home all litter and not leave items which others will need to touch to enable disposal.