



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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[www.stapeleyparishcouncil.gov.uk](http://www.stapeleyparishcouncil.gov.uk)

**Parish Councillors are summoned to a**

## **MEETING OF THE PARISH COUNCIL**

**DAY/DATE: MONDAY, 21 SEPTEMBER 2020**

**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/81574092533>**

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

Issue date: 16 September 2020

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](http://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.

# 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. **Councillor M Docker.**

## 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 – 17 AUGUST 2020

3.1 To approve the Minutes as a correct record. 

3.2 **Matters Arising from the Minutes (not detailed elsewhere on the agenda)**

## 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 REPORT OF BOROUGH COUNCILLORS

Councillors Peter Groves and Andrew Martin to update the Parish Council on Cheshire East Council matters of interest.

## 6 RE-OPENING OF THE COMMUNITY HALL

At the meeting held on 17 August 2020, the Parish Council agreed that the Community Hall should remain closed for the time being but agreed that the matter be reviewed at this meeting.

Only one client has expressed a wish to re-commence her activities and has prepared a risk assessment, but this has not yet been provided.

The Parish Council is asked to consider if the hall should be re-opened in the near future, and what arrangements need to be put in place to ensure the safety of all, particularly in view of the new Government guidance which became law on 14 September 2020.

## 7 WEBSITE ACCESSIBILITY

To receive the Website Manager's report following testing of the website in respect of compliance with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. 

Also enclosed is an Accessibility Statement which can be uploaded onto the Council's website by 23 September 2020 which is the date by which time, local authorities must have in place an accessibility statement confirming that the existing site is WCAG 2.1AA compliant, at have a plan of action to make the site compliant.

**8 TALBOT WAY- CONSERVATION AREA**

To report that CES has now completed the hedge-cutting and nettle removal works at the conservation area on Talbot Way, with a number of residents having commented positively, to the contractor.

Further work was commenced week commencing 14 September 2020 to cut back the on-site bramble patches and strim the rough grassland/wildflower area.

The cutting back of the Willow and Alder tree next to the pond will be carried out in November/December 2020, following which there will be visits on a six-eight week basis to assess the need/scope of required on-going habitat management and maintenance works.

**9 NEWSLETTER**

To receive a draft newsletter. **[To follow under separate cover.]**

The Parish Council is asked to suggest articles and agree a date for distribution.

**10 QUOTATIONS FOR MAINTENANCE OF THE COMMUNITY HALL FIRE ALARM SYSTEM**

The Clerk has not yet made contact with any electrical contractors but has added an item to the newsletter.

**11 FINANCIAL MATTERS**

**11.1 Authorisation of Payments**

The Parish Council is asked to approve the following payments:

£1,008.00	Cheshire Association of Local Councils affiliation fee – 2020-21.
£1,015.00	Nantwich Town Council. Fee for allotment plots in Nantwich, for residents of Stapeley. (Increase of 1.5% for inflation)
£274.48	HMRC – Tax/NI on Clerk's salary.

**11.2 Estimate for work to replace the hard drive on the CCTV equipment  
Community Hall**

Councillor Hillman met Craig Timmis (CTSE) on site at the Community Hall. Mr Timmis inspected the faulty equipment, but it appears that the hard drive has also been damaged and will require replacement.

The estimate has not yet been provided but should be available at the meeting. Councillor Hillman will be able to speak to the item.

**11.3 Internal Audit – Engagement Letter**

To receive an engagement letter from JDH Business Services Ltd. setting out its own responsibilities and those of the Parish Council, during the internal audit process.

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**12 PLANNING**

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

Members are asked to provide in writing, to the Clerk, at least 24 hours before the meeting, any significant observations they wish to make on the planning applications. This will enable the Clerk to prepare an accurate record of any objections.

20/3841N      17 Garnett Close, CW5 7RF  
Retrospective planning application for the erection of 1.75m wooden fence (adjacent to the highway footpath along the side elevation of house) constructed from concrete posts and gravel boards. installation of 1.75m fence and wooden access gate, recessed from front line elevation of house.

Deadline date for observations: 28 September 2020.

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20/3883N      7 Burgess Close, CW5 7GB  
First floor extension to provide leisure room.

Deadline date for observations: 29 September 2020.

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20/3891N      4 Greenfields, Newcastle Road, Willaston, CW5 7EH  
Proposed single-storey rear extension.

Deadline date for observations: 30 September 2020.

**13      PARISH COUNCIL VACANCIES**

The Parish Council is invited to consider co-option arrangements for the two vacancies caused by the resignations of Sandy Gwinn-Freemantle and Elizabeth Boughey. Even though ‘interviews’ would be held remotely, it is understood that this is acceptable, especially as it would otherwise mean that the seats could remain vacant for some considerable time.

The Clerk has added an item to the draft newsletter.

**14      PAINTED STONES ON FOOTPATH ADJACENT TO COMMUNITY HALL**

The Parish Council is asked to consider if the painted stones on the footpath adjacent to the community hall should be affixed as a permanent feature.

**15      CONSULTATION DOCUMENT –  
WHITE PAPER: PLANNING FOR THE FUTURE**

Comments are invited on the enclosed consultation document, by 15 October 2020. The Parish Council has not been specifically invited to comment on this document; it is a consultation which is open to anyone.



**16      DATE OF NEXT MEEETING**

**19 October 2020**