



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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

**DATE:** MONDAY, 15 JULY 2019

**NOTE TIME:** 7.30 pm

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

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

Issue date: 9 July 2019

Signed *C M Jones*

To: Members of the Parish Council  
Councillors Matthew Theobald (Chairman), Elizabeth Boughey, Mike Docker,  
John Davenport, Stephen Ford, Peter Groves, Georgina Gwinn, Sandy Gwinn-  
Freemantle, Jo Hillman and Keith Nord

Copies: Borough Councillors Peter Groves and Andrew Martin (Nantwich South and Stapeley)

**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 as soon as reasonably practicable but prior to the meeting. **Mike 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

To approve as a correct record, the Minutes of the Meeting held on 17 June 2019. ✍

## 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 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Borough Councillors Peter Groves and Andrew Martin to report in respect of Cheshire East Council matters, and any updates relating to the parish.

Councillor Groves to report in respect of issues raised by Councillor Stephen Ford at the last meeting. ✍

## 6 AUTHORISATION OF PAYMENTS

**6.1** The Parish Council is asked to approve the following payments.

£243.90	HMRC	Tax on Clerk's salary and employer's NI
£20.00	Target Windows	Window cleaning at community hall
£tba	Crystal Clean South Cheshire	Cleaning Community Hall. (from 1 July to 31 August 2019) – the August portion of the invoice is an estimate based on known bookings and if any are cancelled, the invoice will be revised for the September meeting.

£720.00	JT Property Maintenance	Remedial work on conservation area at Talbot Way. (£600 net and £120 VAT)
£1,951.20	Amberol Ltd.	Purchase of six benches (£1,626.00 net and £325.20 VAT)
£224.40	JDH Business Services	Internal audit – accounts 2018-2019 (£187.00 net and £37.40 VAT)
£3,336.94	Water Plus	This is for the period 9 January 2019 – 10 April 2019

If this figure is extrapolated to cover a 12-month period, it amounts to £13,344. The Clerk has sent an application to review the site area charging band, together with a plan of the site and a photograph of the Community Hall. Unfortunately, the application form requires measurements which are not included on the plan which was provided by Cheshire East Council as part of the lease. It is hoped that the process can be started without these measurements and the Clerk has requested that a surveyor attend the site. In the meantime, the Clerk has contacted CEC Assets to request measurements of the total site area.

**6.2** The Parish Council is asked to consider funding an additional cost of £54.00 to allow the Stapeley Parish Action Group's 'Walk Stapeley 2' to be included with delivery of the parish newsletter. Costs are detailed below.

£213.00            Distribution of parish newsletter : £159.00  
                         Inclusion of 'Walk Stapeley 2' leaflet: additional £54.00

## **7 ANNUAL ACCOUNTS – 2018-2019**

Then accounts have now been audited by the Internal Auditor and his report is enclosed. ☞

The Parish Council is asked to approve the accounts for submission to PKF Littlejohn, the external auditor.

### **7.1 Review of the Effectiveness of Internal Audit**

The Parish Council is asked to review the effectiveness of internal audit, using the enclosed checklist. ☞

It is a recommendation that the review of the internal audit process should be carried out prior to the Council approving the Annual Governance Statement.

### **7.2 Approval of the Accounts – 2018-2019**

To approve the accounts for 2018-2019 for forwarding to the external auditor (PKF Littlejohn).

The following documents are enclosed:

- (a) Annual Governance and Accountability Review (AGAR)
  - (b) Bank Reconciliation – 2018-2019.
  - (c) Fixed Assets list.
- ☞

The order in which the sections of the AGAR are to be approved is specific. Section 1 (Annual Governance Statement) must be authorised first and the minutes must demonstrate this.

### **7.3 Section 1 – Annual Governance Statement – 2018-2019**

The Parish Council is asked to give specific consideration to points 1 – 9 as it is the Council's responsibility to ensure that there is a sound system of internal control including arrangements for the preparation of the accounting statements.

#### **7.4 Section 2 – Accounting Statement 2017-2018**

The Parish Council is asked to approve Section 2 – Accounting Statement 2018-2019 for submission to PKF Littlejohn LLP, external auditor.

#### **7.5 Appointment of Internal Auditor – 2019-2020**

The Parish Council is asked to consider appointing JDH Business Services as the internal auditor for 2019-2020.

### **8 PLANNING MATTERS**

#### **8.1 Planning Applications**

There are no planning applications for consultation.

#### **8.2 Barrier at Cronkinson Farm Pub – Planning Application 19/0888N**

At the previous meeting, the Parish Council agreed that the Clerk and Borough Councillor Peter Groves arrange to meet on site with the Area Operations Manager (AOP) for Marston's Brewery.

The AOP contacted the Clerk about this. Arrangements have not yet been made, but the Clerk and Councillor Groves will report to the meeting.

### **9 FINANCIAL REGULATIONS**

The Parish Council's Financial Regulations are out-of-date as the National Association of Local Councils updated them in January 2016. ☞

A revised version is enclosed, and the Parish Council is recommended to adopt them.

### **10 LAND AT TALBOT WAY – CONSERVATION AREA**

**10.1** To report that the initial work on the Conservation Area at Talbot Way has been carried out.

**10.2** The Parish Council is now asked to consider a quotation for the on-going maintenance of the Conservation Area, with effect from October 2019.

This quotation is from JT Property Maintenance Ltd and is owned by the person who has previously carried out all the work on the Conservation Area.

- Undertake monthly visits to trim grassed areas and control weeds at front edge.
- Trim front hedge three times per year and remove waste.
- Trim back trees and rear shrubs once annually.

Total annual cost: £2,000 plus VAT

If Members wish to accept this quotation without the need to seek other quotations, Financial Regulation 11.1 (c) would be appropriate. This states that the Parish Council has the power to *waive financial regulations relating to contracts to enable a price to be negotiated without competition and the reason shall be embodied in a recommendation to the Council.*

The Clerk suggests the following as a reasonable explanation for waiving the Regulations:

*The previous contractor ceased work without notice to the Council. There has been a hiatus between the cessation of the previous contract and the commencement of a new contract. The proprietor of this company is the individual who worked for the previous contractor and carried out the work to a high standard. He has now set up his own company.*

*For this reason, the Parish Council is satisfied that the high standard of work will continue by awarding the contract to JT Property Maintenance Ltd.*

## 11 CONNECTED COMMUNITIES

Katy Ellison (Senior Community Development Officer) contacted the Clerk requesting a meeting with her and Deb Lindop to discuss the next steps. The Clerk suggested that as both these Officers had indicated at the informal meeting, that the Parish Council was now, more or less compliant with the GRIPP Assessment, it would be beneficial if CVS advised the specific steps required to ensure that the Parish Council was fully compliant.

Ms Ellison agreed to contact CVS and arrange for an Action Plan to be prepared for consideration by the Parish Council. The Action Plan is not yet available but is expected to be provided in time for the Council meeting and can be issued under separate cover.

## 12 PARISH NEWSLETTER

To receive a second version of the draft newsletter. There are two articles required to complete it (Chairman's Message and Neighbourhood Plan item) following which it can be issued to Johnsons for printing. The revised timetable is as follows.

- Approval of the newsletter at this meeting 15 July
- Final articles to be included 19 July
- Clerk to update the newsletter and submit to Johnsons 22 July
- Johnsons to design and print (5 days turnaround) 29 July
- The Leaflet Team to distribute week commencing 29 July

Stapeley Parish Action Group would like its 'Walk Stapeley 2' leaflet to be distributed with the newsletter. Members are asked to consider if the additional cost can be met by the Parish Council. The Clerk will be able to report the amount to the meeting.

## 13 DATE OF NEXT MEETING

As Members are aware, there is an August recess. If there are any urgent items of business, the Clerk will contact Members and try to arrange a meeting on 19 August 2019.

16 September 2019