



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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

**DATE:** MONDAY, 17 JUNE 2019

**NOTE TIME:** 8.00 pm

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

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

Issue date: 12 June 2019

Signed

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

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

**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. **Councillor J Hillman**

## 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 Annual Council Meeting held on 16 May 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 CO-OPTION

The Parish Council is invited to consider co-opting Peter Groves and Keith Nord as the only two candidates for co-option to the two remaining seats on the Parish Council.

If they are successful, they will each be asked to sign a Declaration of Acceptance of Office.

## 6 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Borough Councillors Peter Groves and Andrew Martin to report in respect of Cheshire East Council matters, and in particular, changes to the structure at the Council following the elections on 2 May 2019.

The Borough Councillors are also asked to report on several matters raised in the Clerk's report submitted to the last meeting. A copy of that report is enclosed for ease of reference. 

## 7 AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments.

£243.90	HMRC	Tax on Clerk's salary and employer's NI (£190.60 tax and £37.66 employer's NI cont.)
£40.00	Target Windows	Window cleaning at community hall Invoices 0470 (April) and 0486 (May)
£tba	Crystal Clean South Cheshire	Cleaning community hall.
£1,290.00	CTSE Security and Electrical	Invoice for installation of CCTV (Invoice 4070) (£1,075.00 net and £215.00 VAT)
£96.00	Mark Everill Ltd. On behalf of Dynorod	This invoice relates to work carried out in April 2018. A cheque was issued for that work (Cheque No. 1125 authorised on 21 May 2018). This remains unrepresented and the Clerk has cancelled the cheque with the bank.
£tba	James Thompson	Remedial work on conservation area at Talbot Way.

## 8 ANNUAL ACCOUNTS – 2018-2019

At the time of publication of the agenda, the accounts for 2018-2019 are being audited by the Internal Auditor and will be collected by the Clerk towards the end of the month. The accounts will be submitted for approval at the July meeting. The Clerk has obtained an extension to the deadline set by the External Auditor and all documents need to be submitted by 22 July 2019.

The accounts will be submitted for approval on 22 July 2019, but it might be helpful for Members to have advance copies of the documents and to be able to make comments or observations.

### 8.1 Review of the Effectiveness of Internal Audit

At its meeting on 15 July, the Parish Council will be 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.

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. Section 2 (Accounting Statement) must be approved last and, again, the minutes must demonstrate this.

**8.2** The following documents are enclosed:

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

**8.3** Document (d) will either follow under separate cover, or be submitted to the July meeting with the audited accounts.

- (d) Summary Receipts and Payments statement for 2018-2019

## 9 PLANNING MATTERS

### 9.1 Planning Applications

The Parish Council is asked to comment on the following planning application:

19/2542N      110 London Road, Stapeley CW5 7JL  
Restoration of semi-derelict house including single and two-storey  
extensions, a detached single garage and new access from London  
Road.

Deadline date for observations: 26 June 2019

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

At the previous meeting, the Clerk reported that the resident who made a complaint to Borough Councillor Peter Groves about this application, had renewed his objections following approval of the application by Cheshire East Council.

The Clerk had written to Marston's Brewery acknowledging that the planning decision must stand but asked the Brewery if it was willing to address the concerns of both the Parish Council and the residents. Despite three follow-ups, no response was received.

The Area Operations Manager (AOP) for Marston's has suggested meeting on-site to review the issues in connection with the barrier.

The Parish Council is asked to consider nominating a Member(s) to meet on site with the AOP and perhaps some dates could be suggested.

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

Members are aware of the problems in respect of the conservation area on Talbot Way via the exchange of emails during May.

**10.1**      Greenspaces South Cheshire was contracted to carry out fortnightly work at the Conservation Area and usually issued an invoice once a year.

The company ceased carrying out the work approximately 18 months ago but failed to notify the Parish Council. Moreover, the Clerk did not notice that an invoice had not been received during 2018-2019.

Following receipt of my e-mail the director of Greenspaces contacted the employee who carried out the work at Talbot Way (James Thompson); He, in turn, contacted the Clerk direct to explain the failure of Greenspaces. He no longer works for that company but has now visited the conservation area and has offered to carry out remedial work.

He recommended a two-stage process, with a tidy-up of the front (roadside) area including:

### Stage 1:

Tidy-up of the front (roadside) area including:

- cutting back hedge (and removing all arisings)
- cutting back Willows (and removing all arisings)
- strimming grass (and leave dropped)
- spray front fence edge for weeds

Total: £600.00 plus VAT (subject to nesting birds)

The Clerk has accepted this quotation.

At the time of publication of the agenda, Mr Thompson has commenced the work and has reported that there are no nesting birds.

### Stage 2:

Strimming grass again, trimming hedge and a tidy-up of the rear and pond area in about 2-3 months' time.

This second stage is £450.00 plus VAT and the Parish Council is recommended to accept this quotation.

Mr Thompson has agreed to submit a quotation at a later date for annual maintenance

## **10.2 Monitoring the Conservation Area**

The Parish Council is asked to review arrangements for monitoring of the site at regular intervals. It is suggested that this be carried out between the Clerk and Councillor Jo Hillman on a monthly basis, and as previously agreed, reports by exception, be submitted to the Parish Council.

## **11 CONNECTED COMMUNITIES – OPEN DAY EVENT 28 MARCH 2019**

### **11.1 GRIPP Assessment**

The Parish Council is asked to consider if any action is required arising out of the informal meeting held earlier in the evening.

#### **11.1 Payment for Distribution of Flyer**

Carol Hill (CEC) has advised that the cost of distribution of the flyer for the Open Day will not be funded by Cheshire East Council.

#### **11.3 Wi-Fi Facility**

The Clerk has now been provided with a SIM card for the Wi-fi facility and will bring this to the meeting. An instruction booklet from Vodafone was supposed to have been provided but was not included. A copy of the letter sent by the company is enclosed.

## **12 CCTV – COMMUNITY HALL**

The CCTV has now been fitted at the hall, with the TV screen and other equipment located in the office. Members may wish to familiarise themselves with the equipment prior to commencement of the meeting.

Members are also asked to consider any measures required to ensure that the Council complies with all relevant regulations relating to the use of CCTV.

## **13 THE GREAT STAPELEY GET TOGETHER – SUNDAY, 14 JULY 2019**

The working group to report progress on arrangements for The Great Stapeley Get Together to be held on Sunday, 14 July 2019.

Members are asked to consider changing the date to Sunday, 21 July 2019. The Parish Newsletter has not yet been finalised and taking account of finalising the content, design time and distribution, it is likely that notification to residents will not give sufficient notice. Changing the date to 21 July 2019 could result in the following timetable. Confirmation is awaited from The Leaflet Team.

- |   |                        |
|---|------------------------|
| • Approval of the newsletter at this meeting            | 17 June                |
| • Contributors to provide final copy to the Clerk       | 21 June                |
| • Clerk to revise the newsletter and submit to Johnsons | 27/28 June             |
| • Johnsons to design and print (5 days turnaround)      | complete 5 July        |
| • The Leaflet Team to distribute                        | week commencing 8 July |

## **14 PARISH NEWSLETTER**

A draft newsletter is enclosed for consideration. It was not possible to meet the deadline date of 7 June 2019 which would have allowed 'Party in the Lane' to be advertised. The organiser of the event has been notified and she has provided a poster which has been displayed in the noticeboard.

Members are asked to agree the order in which the articles should appear.

Stapeley Parish Action Group is providing an article and has also requested that its next edition of 'Walk Stapeley' be distributed with the Parish Newsletter. The Parish Council is asked to consider this request.

**15 INSTALLATION OF SEATS IN THE PARISH**

The Clerk has contacted ANSA and Amberol about installation of the seats and will update the Parish Council at the meeting.

**16 INFORMATION ITEM**

To report that following the completion of the building work at Pear Tree School, the school now has a self-contained annexe which can be locked separately from the school and is available for hire.

The Head Teacher has suggested that where the Parish Council is unable to accommodate any new regular clients in the Community Hall or for private parties at weekends, they be referred to the school.

**17 DATE OF NEXT MEETING**

15 July 2019

**18 EXCLUSION PRESS AND PUBLIC**

(Reason for exclusion: Relates to legal matters between the Parish Council and its legal adviser.)

The Council is invited to RESOLVE that in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

**19 POTENTIAL DISPOSAL OF LAND AT TALBOT WAY**

The Parish Council is invited to consider a request for the purchase of a small piece of land at Talbot Way (owned by the Parish Council).

Legal advice was sought from the solicitor who acted for the Parish Council when the land was purchased. The correspondence between the Clerk and the Legal Adviser is enclosed together with a plan of the area.

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