



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 DECEMBER 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/85623262203>

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

Issue date: 16 December 2020

Revised and re-issued: 19 December 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.
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.

As a courtesy, questions or statements should be notified to the Clerk by noon on 21 December 2020.

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 (16 NOVEMBER 2020 AND EXTRA-ORDINARY MEETING 8 DECEMBER 2020)

To approve as a correct record, the Minutes of the meeting held on 16 November 2020 and the extra-ordinary meeting held on 8 December 2020.



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 POLICE MATTERS

To report that PCSO Alexis Barrington is unable to attend the Parish Council meeting.

6 RE-LOCATION OF BENCHES AROUND THE PARISH

Following the distribution of the newsletter, some residents have commented on the proposed relocation of the benches (a) one at Talbot Way and (b) one at the junction of Second Dig Lane with the A51.

Some residents are in favour of the proposals, and some are against. It is expected that there will be residents who will be submitting questions or statements to the meeting under the Public Question Time slot above.

Owing to the pandemic, no action has yet been taken to remove either of the benches. The removal of the bench on **Talbot Way** is pending advice to be received from the local PCSO as it has been asserted that this is a gathering place for drug activity. With regard to the bench at **Second Dig Lane**, the Clerk is awaiting a response from Cheshire East Council in respect of permission to remove this bench and re-locate it, but in the meantime, as Members are aware, a small group of residents wishes it to be removed, but there has also been support for it to be retained at this location as it proves a useful resting place for summer cyclists.

The Parish Council is asked to consider if either, or both, of these benches should be relocated or remain in place.

7 REPORT OF BOROUGH COUNCILLORS

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

8 BUDGET 2021-2022

At the meeting held on 16 November 2020, the Parish Council made some amendments to the draft budget and the following documents are enclosed. ✂

- Clerk's Report
- Budget monitoring to 30 September 2020/Revised Draft budget for 2021-2022. Members are asked to note that to avoid confusion, the line Nos. have remained the same, and additional line Nos. are not numbered. Cells highlighted in yellow are where there are changes from the document submitted to the November meeting.

The Parish Council is invited to consider finalising its budget at this meeting, or, alternatively, confirm it at the meeting to be held on 18 January 2021.

9 FINANCIAL MATTERS

9.1 Payments: To note that the following payments have been made since the last meeting, some of which were made under the Scheme of Delegation, as revised at the July 2020 meeting.

The following payment was made to C M Jones on 3 December 2020 as reimbursement for the expenditure indicated. Evidence in the form of invoice or receipt for each payment was provided to Councillor Docker who signed the cheque.

| | | |
|---------|---------------------|---|
| £790.00 | £180.00 | CTSE Security – repair of CCTV Equipment at Community Hall |
| | £179.00 | The Leaflet Team – delivery of the newsletter |
| | £435.00 | Johnsons the Printers – printing and design of newsletter |
| <hr/> | | |
| £639.84 | Water Plus | This was a final demand and could have resulted in the matter being passed to a debt collecting agency.(delegated powers) |
| £36.00 | Katy Williams | Refund – cancellation of booking in March 2020 Owing to the pandemic. (delegated powers) |
| £41.40 | Shires Pay Services | Payroll services (delegated powers) |
| £74.98 | M Docker | Purchase of lights for the Christmas tree. (Approved by the Parish Council 16 November 2020) |
| £160.00 | GO and M L Jones | Purchase of the Christmas tree. (Approved by the Parish Council 16 November 2020) |

9.2 Payments to be approved

The Parish Council is asked to approve the following payments:

- £240.00 to PKF Littlejohn LLP (£200.00 net and £40.00 VAT) for the external audit of the accounts for 2019-2020.
- Invoices are expected for the PAT testing at the Community Hall (£60.00 ASB Electrical; and the boiler service (£85.00 Andrew Nuttall plumber), both services having been carried out on 16 December 2020. The invoices have not yet been received, but it is expected that they will be available for the meeting.

The Clerk has authorised this expenditure under the Scheme of Delegation.

As these two contractors are small contractors, Crissy Black (Crystal Clean) will pay them direct and will add the charge to her next invoice. There will, of course, be separate invoices for the work.

- **The Clerk has asked ASB Electrical to provide a full list of the portable items which were tested on 16 December 2020.**
- **Testing of electrical wiring – Community Hall. Members are asked to advise what competencies are required for this work. In the meantime, the Clerk has asked ASB Electrical to provide a list of his qualifications to ensure that he has the appropriate credentials and may be able to carry out this work.**
- **Guttering (Community Hall). As Andrew Nuttall (gas plumber) was already on site, and carries out this type of work, the Clerk authorised him to carry out the repairs to the guttering where there were broken brackets. He has also made a temporary repair to the fencing where it joins the building. The total cost is £250.00.**

9.3 Quotation for Replacement of Fencing at Talbot Way, adjacent to Conservation Area

The Clerk has contacted Brookes Fencing regarding the fallen fence panels adjacent to the Conservation Area. It is expected that a quotation for the repairs will be available at the meeting.

The cost for this work will be £280.00. The Clerk has authorised this under the Scheme of Delegation, especially as there is a potential for members of the public to become injured if not repaired at the earliest opportunity. The path to the side of 40 Talbot Way, appears to be a route to the occupant's back garden, but it is, in fact, a pathway for all residents of that small enclave of houses to access the rear of their properties.

10 AUDIT ISSUES – 2019-2020

To receive a copy of the External Auditor's report. Comments are invited.

8

11 COMMUNITY HALL

11.1 Re-opening

To review the situation in respect of the re-opening of the Community Hall. The Clerk has contacted all the regular clients to establish if they wish to continue using the hall once it is re-opened, and to date, all have indicated that they would.

11.2 Gas Consumption

The Clerk has been in contact with Joanne Jones (Assets Manager) at Cheshire East Council (CEC) to enquire into the situation regarding the non-receipt of energy bills for the Community Hall. The Assets Manager is of the view that it is possible that CEC may have been (unwittingly) paying the bills. The Clerk has been asked to notify her of the meter number, following which the Assets Manager will review the situation.

The Clerk visited the Community Hall on 16 December 2020, but the gas meter cupboard is not accessible. It can only be opened with a tool similar to an Allen key but with a female triangular connector; this was not provided at the time the Parish Council took over the lease. The Clerk has reported this to the Assets Manager.

11.3 PAT Testing and Boiler Service

As noted above in item 9.2, arrangements have been made for the PAT testing to be carried out (by the electrician who undertook this in 2019) and for the boiler to be serviced (again, by the gas plumber who undertook this in 2019) on 16 December 2020.

11.4 Guttering

The guttering around the hall is filled with leaves and there are numerous brackets which are broken. This could result in dampness inside the hall which will affect the fabric of the building. Arrangements are being made for a local contractor to quote for repairing the guttering and the Clerk will report to the meeting. **See update on item 9.2 above.**

12 PLANNING

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

20/5147N 18 Pollard Drive, Stapeley, CW5 7EQ
Proposed single-storey rear extension replacing the existing conservatory and part garage conversion, along with a second-storey extension above the attached garage.

Deadline date for observations: 23 December 2020.

**20/4512N The Cottage, London Road, Stapeley CW5 7JU
Build two gables to the property, to build a second-storey extension.
The extension is needed as additional bathroom and a study to accommodate four children.**

Deadline date for observations: 13 January 2021

13 WEBSITE

13.1 Website Group

At its meeting on 16 November 2020, the Parish Council set up a small Website Group comprising Councillors M Theobald, M Docker and J Hillman.

The purpose of the Group is to review the content on the website and to report to each meeting with a view to suggesting changes which might be required.

13.2 Accessibility (The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018)

At its meeting held on 21 September 2020, the Parish Council resolved that Andrew Shepherd, the Website Manager, be asked to quote for the additional work required to ensure that the Parish Council was fully compliant with the accessibility regulations, within the next 12 months.

Mr Shepherd's report/quote is now enclosed.

14 CO-OPTION

To report that at its meeting to be held on 18 January 2021 there will be six candidates who have put themselves forward for co-option for the two vacancies. The Clerk has already provided each candidate with various publications which explain the respective roles of the Parish Council and councillors.

15 DATE OF NEXT MEETING

18 January 2021

16 EXCLUSION OF PRESS AND PUBLIC

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.

Note: Other than a brief synopsis, the following information has been withheld from the public version of the agenda.

17 QUOTATIONS FOR THE CLEANING/CARETAKING CONTRACT AT THE COMMUNITY HALL

(Reason for exclusion: Commercial sensitivity)

During the audit of 2019-2020, the Internal Auditor commented that the current contract for cleaning/caretaking at the Community Hall, had expired and recommended that the contract arrangements be reviewed, and that the contract should have a specified end date and an option to extend.

As a result of the advertisement in the newsletter, one local company (in addition to the current contractor) has submitted a quotation, which is enclosed. ✍

The specification advertised in the newsletter is based upon the duties currently performed by Crystal Clean South Cheshire Ltd. and, other than to confirm that the charge will be £16 per hour, the owner of the company has no changes proposed. For ease of reference, a copy of the specification is enclosed. ✍

The Clerk also contacted five other companies. The following three have advised that they do not provide a caretaking service –

- Minster Cleaning
- Sentrex Cleaning
- Cheshire Clean, Nantwich

Quotations are expected from (a) Ritz Cleaning; and (b) Quality Clean Ltd. If they are not received in time for the meeting, the Parish Council may wish to defer a decision to the January 2021 meeting.

Alternatively, as the Clerk has complied with the Financial Regulations by seeking at least three quotations, Members may wish to make a decision at this meeting.

18 RECOVERY OF DEBT – COMMUNITY HALL

(Reason for exclusion: Identification of an individual)

The Clerk contacted Hall, Smith Whittingham about the potential cost of recovering £336 from a former client of the Community Hall.

An update will be provided at the meeting.