

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL  
HELD ON 16 NOVEMBER 2020**

**(THE MEETING WAS HELD VIA VIDEO-LINK IN ACCORDANCE WITH  
REGULATIONS INTRODUCED UNDER THE CORONAVIRUS ACT 2020)**

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**PRESENT:** Councillor M Theobald Chairman

Councillor M Docker  
Councillor S Ford  
Councillor G Gwinn  
Councillor J Hillman  
Councillor K Nord

**IN ATTENDANCE:** Borough Councillor A Martin

**APOLOGIES:** Councillors J Davenport and P Groves

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**220 DECLARATIONS OF INTEREST**

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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.

No declarations were made.

**221 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 19 October 2020 be approved as a correct record.

**222 PUBLIC QUESTION TIME**

Members of the public were entitled to ask a question of the Parish Council or make a statement.

There were no members of the public in attendance.

**223 REPORT OF BOROUGH COUNCILLORS**

Borough Councillor Andrew Martin reported on Cheshire East Council matters and provided an update in respect of parish matters.

**224 POLICE REPORT**

The Clerk had invited PCSO Alexis Barrington to attend this meeting to provide an update on activities in the parish. Unfortunately, she was not available, but would check her rota, and if possible, would attend the meeting on 21 December 2020.

(Note: Councillor Gwinn joined the meeting at this point in the proceedings.)

**225 RE-OPENING OF THE COMMUNITY HALL**

The Parish Council reviewed the situation in respect of the re-opening of the Community Hall and –

**RESOLVED:** That the Community Hall remain closed, and the Parish Council continue to review the situation monthly.

**226 PLANNING**

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

- 20/4937N      3A Talbot Way, CW5 7RR  
First floor side extension to dwelling – re-submission of application  
No. 19/4547N
- 20/4842N      Oak Farm Cottage, London Road, CW5 7JU  
Agricultural storage building

**RESOLVED:** That no comments be made on planning applications Nos. 20/4937N and 20/4842N.

**227 BUDGET – 2021-2022**

The Parish Council gave initial consideration to the budget proposals for 2021-2022. The following documents were submitted.

- Clerk's covering report.
- Statement showing the financial position at 30 September 2020.
- Budget monitoring statement for the year to 30 September 2020.
- Draft budget for 2021-2022

The following were noted and changes made as appropriate.

		£
Line 13	Audit fees – increase from £250 to →	300.00
Line 19	Defibrillator supplies: Clerk to check that the AED was still rescue-ready	
Line 20	Allotments – Clerk to check the availability of plots in Nantwich for local residents	
Line 21	Downloading data from SIDs. Clerk to check with TWM Traffic Management Control Systems if the company could download the data.  Also agreed that the Clerk contact Matthew Nord who had previously made a presentation to the Parish Council indicating that the SIDs currently used in Stapeley, were becoming obsolete.	
Line 25	Cleaning contract: This was to be reviewed shortly, following a comment by the Internal Auditor that the contract had expired.	
Line 30	Vodafone – Wi-fi in Community Hall. Increase to →	370.00
Line 31	Wistonia Electrical – Need an allocation for fire and intruder alarms. No figure suggested.	
<p>Arising out of discussion of this item, it was agreed that the Parish Council would need to ensure that the fire alarms were serviced twice a year; that all electrical wiring needed to be checked, portable equipment (PAT) to be tested each year, the gas boiler to be serviced annually, and for the Parish Council to be notified when this had been carried out.</p> <p>See also Line 36 below.</p>		
Line 34	Ring-fenced funds for maintenance. Increase to →	5,000.00
Line 35	Covid Risk Assessment. It would be prudent to include a sum to cover any on-going issues in 2021-22. Add →	150.00
Line 36	Statutory testing. Increase from £300 to – A list of equipment to be included would need to be prepared.	800.00

**RESOLVED:** (a) That action be taken as indicated; and

(b) That revised documents be submitted to the meeting to be held on 21 December 2020.

**228 AUTHORISATION OF PAYMENTS**

**RESOLVED:** That the following payments be authorised:

£125.22	Water Plus
£274.48	HMRC – Tax and NI on Clerk’s salary
£250.00	M Theobald – Chairman’s allowance.

**229 WEBSITE**

In view of comments made recently by one of the Members, the Parish Council was invited to set up a small Website Group, comprising no more than three Members.

This group would be responsible for reviewing the website monthly and making suggestions to the Council for any changes which might be required.

Actions required did not need to wait for Parish Council approval; they could be reported to the Clerk and if these were matters of updating, the Clerk would arrange this with the Website Manager.

**RESOLVED:** (a) That a Website Group be set up comprising Councillors M Docker, J Hillman and M Theobald;

(b) That the Group review the content and design of the website with the aim of making suggestions to the Parish Council;

(c) That any updating matters be reported to the Clerk who would arrange for the website to be updated; and

(d) That the Group report monthly to the Parish Council with recommendations for change.

**230 CHRISTMAS TREE**

The Council was asked to decide if a Christmas tree should be ordered for locating outside the community hall.

**RESOLVED:** (a) That the Clerk arrange for a 14 ft Christmas tree be purchased from the supplier who provided it in 2019;

(b) That the company be asked to phone Councillor Hillman prior to delivery of the tree;

(c) That a maximum sum of £500 be approved to cover the purchase cost of the tree, additional Christmas lights for the tree, and for display inside the Community Hall.

**231 INFORMATION ITEMS**

**(A)** The following report from Councillor M Docker was noted. Councillor Docker had attended a Police Cluster meeting on 19 October 2020.

A new sergeant (Andrew Baker) had been appointed at Nantwich and was at the meeting.

There appeared to be some disparity in the way in which parts of the parish were apportioned to the clusters. PCSO Nick Jarvis’s Wybunbury cluster included all the rural parishes to the South-East of Nantwich, as far as Hough and Wychwood. PCSO Alexis Barrington’s cluster comprised Nantwich South and Stapeley and she continued to liaise with Pear Tree School, whilst PCSO Jarvis liaised with Stapeley Broad Lane School.

Of the crimes reported in the Wybunbury cluster, 50% occurred on the Cronkinson estate. Councillor Docker had suggested that PCSO Barrington be invited to attend meetings on a quarterly basis to keep Members apprised of developments.

**(B) Talbot Way Conservation Area:**

It was noted that the work had now been completed for the current year.

Some residents had commented that the area had been 'scalped'. The Clerk contacted CES which carried out the maintenance work and they had reported as follows:

The work which had been carried out, was that which had previously been reported to the Parish Council, namely –

- Cut-back of the on-site bramble patches and trim the rough grassland/wildflower area.
- Cutting back of the Willow and Alder tree next to the pond.
- There would now be visits on a six to eight week basis to assess the need/scope of required on-going habitat management and maintenance works.

Although the area probably appeared bare compared with previously, it was in accordance with the correct management of the site and at this time of year, one would not expect everywhere to be in bloom. The wildflowers would come back in the Spring. The Willow tree was sucking the water out of the pond. This would probably change now that one of the Willows had been removed; and CES would review the state of the pond next year. One of the Willow trees had been left *in situ* for aesthetic purposes.

There was a fencing panel adjacent to 40 Talbot Way, which had come away. The Clerk had contacted Brooke Fencing, Wybunbury to ask for a quote for the repair. Brookes Fencing was the company which erected the fencing, initially.

**(C) Review of the Cleaning Contract – Community Hall**

The Parish Council was due to review the cleaning contract at this meeting; however, as the newsletter had not yet been delivered, there had been no applications from potential contractors.

This matter would be reviewed at the December 2020 meeting.

**(D) Nantwich Allotments Site**

There was some confusion about the nature of this item and there was, therefore, no discussion on it; however, as noted in Minute No. 227 above (Line 20), the Clerk would enquire into the availability of Nantwich allotment plots for Stapeley residents.

**232 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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.

**233 COMMUNITY HALL – CHANGE OF LOCKS**

(Reason for exclusion: Identification of an individual)

The Parish Council was asked to consider changing the door locks at the Community Hall, and provide new keys for each of the clients, and other contractors who had access to the hall.

The cost would be approximately £250 for changing the locks and providing 25 new keys. This was not a formal quote but an indication based on a telephone conversation between the Clerk and Holdfast Securities which was the current supplier of new keys.

The Clerk reported the reasons for the request.

**RESOLVED:** (a) That the locks at the Community Hall be replaced by Holdfast Securities and new keys be provided, in due course, for each of the regular clients at the hall and the regular contractors; and

(b) That the Parish Council's legal adviser be asked to advise the cost of pursuing an outstanding debt from a former client at the Community Hall.

**234 DATE OF NEXT MEEETING**

**21 December 2020**

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.10 pm