

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 15 OCTOBER 2018 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD,
STAPELEY, NANTWICH**

PRESENT:	Councillor M Theobald	Chairman
	Councillor S Gwinn-Freemantle	Councillor J Hillman
	Councillor G Gwinn	Councillor K Nord
APOLOGIES:	Councillors E Boughey, J Davenport, M Docker, P Groves and J Putt	

69 DECLARATIONS OF INTERESTS

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.

70 MINUTES – 17 SEPTEMBER 2018

RESOLVED: That the Minutes of the Meeting held on 17 September 2018 be approved as a correct record.

71 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Orders, members of the public were able to ask questions or address the Parish Council in respect of any item on the agenda, or any matter relevant to the Parish Council's business and the local area.

There were no members of the public in attendance.

72 FINANCIAL MATTERS

72.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

£128.26	HMRC	Tax on Clerk's salary and employer's NI
£45.00	CVS Cheshire East	Membership fee associated with Connected Communities franchise arrangements This was an item on the previous agenda, but the Clerk advised that it was unnecessary to pay it at this time.
£630.00	Crystal Clean	Cleaning of the Community Hall (£525.00 net and £105.00 VAT)
£20.00	Target Window Cleaning	Community hall window cleaning - £20.00 per month for inside and outside cleaning.
£830.00	Jof's Mowing	Grounds maintenance in the parish. Invoices 1018 and 0718 – from May to October 2018
£25.50	Shires Payroll Service	Payroll management
£240.00	PKF Littlejohn LLP	Audit of accounts – 2017-2018 (£200.00 net and £40.00 VAT)

72.2 Payments made since the last meeting

It was reported that the following payments had been made since the last meeting.

£417.00	Johnsons Printers	Printing of parish newsletter
£100.00	Broad Lane Coffee Club	Payment was authorised at the meeting and the cheque was issued on 20 September 2018

72.3 Ratification of Payment

At the September meeting, the amount listed on the agenda for payment to HM Revenue & Customs, was £228.26 and this was approved; however, during the meeting, the Clerk realised that as there had been a recess in August, an additional month's tax and NI was required.

The Clerk had incorrectly calculated that a sum of £556.52 was required, when it should have been £456.52. The cheque was made out for £556.52 and was signed by two signatories, although the Parish Council's attention was not drawn to this change. As noted at Minute No. 72.1 above, the payment for October has been adjusted to reflect this over-payment of £100.

RESOLVED: That payment in the sum of £556.52 to HM Revenue & Customs be ratified.

72.4 Draft Budget – 2019-2020

The Parish Council was invited to give initial consideration to the draft budget for 2019-2020.

As the documents had been issued late, it was **AGREED** to defer this item to the December meeting.

73 PLANNING APPLICATIONS

The Parish Council was invited to comment on the following planning application:

18/4791N 6 Broad Lane, Stapeley, CW5 7QL
Proposed rear extension, replacement garage and repositioning of access.

RESOLVED: That no observations be made in respect of planning application No. 18/4791N.

74 DATA PROTECTION ACTION 2018 – E-MAIL ADDRESSES

It was reported that, as requested, Andrew Shepherd was arranging purchase of the SSL Certificate and SMTP access and will provide instructions for Members to enable them to set up their e-mails.

For any Member who had difficulty, he could offer to help by using Team Viewer to remotely access their system (with the individual Member's permission).

The new system would be operational from 23 October 2018. This would allow Mr Shepherd enough time to configure the e-mails and check to ensure that there are no problems.

75 CONNECTED COMMUNITIES – GRIPP ASSESSMENT

Following the last meeting, the Clerk e-mailed CVS to express the Council's views about the need for the documents requested. The e-mail exchanges were submitted for Members' information.

It was accepted that the 'red' flagged policies would be of some benefit to the Parish Council, whilst some of them would be more appropriate for the hall clients.

The Clerk would use the templates provided by CVS and adapt them for use by the Parish Council.

76 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Councillor Putt was not present, and this matter was deferred. In the meantime, the Clerk was asked to contact the supplier of the cabinet for a tool which would allow access to the cabinet and the re-setting of the code.

77 SEATS/BENCHES

At its last meeting, the Parish Council had considered the provision and location of seats in the parish.

Members were now asked to decide on (a) precise locations for the seats/benches to enable quotations to be sought; and (b) type of ground fixing and the material to be used.

Although the Clerk has sent an initial request to CEC for permission to fix seats/benches in the parish, the engineers/surveyors would require precise locations before a decision could be made.

The locations were revised as follows:

- Cul-de-sac end of London Road in close vicinity to the proposed new bollards.
- Broad Lane/First Dig Lane – on the triangular piece of land at the junction, on The White House side of the road.
- Second Dig Lane on the triangle at the junction with London Road (A51).
- Peter de Stapleigh Way adjacent to 26 Comerbach Drive.
- Peter de Stapleigh Way adjacent to Hawksey Drive entrance on the side of the road where the post-box was located.

- Delete Stapeley Gardens, off London Road.
- Delete Elwood Way/Peter de Stapleigh Way

RESOLVED: (a) That the seats/benches be located as described above; and

(b) That CIS Furniture be asked to quote for a Swiss Flower single bench 1.8 m wide; and a Swiss Flower double bench;

(c) That, dependent on the quotation, four Swiss Flower single benches be purchased; and two Swiss Flower double benches be purchased;

(Note: Councillor K Nord arrived during discussion of this item.)

78 NEWSLETTER

The Parish Council was invited to consider if a newsletter should be prepared and distributed before the end of the year.

Members were of the view that there were no news-worthy items at this time and the newsletter should be delayed until the New Year or early Spring 2019.

79 DATE OF NEXT MEETING

19 November 2018

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.45 pm