

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 17 AUGUST 2020**

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

PRESENT:	Councillor M Theobald	Chairman
	Councillor J Davenport	Councillor M Docker
	Councillor S Ford	Councillor P Groves
	Councillor J Hillman	Councillor K Nord
APOLOGIES:	Councillor G Gwinn	

178 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.

179 MINUTES – 20 JULY 2020

179.1 RESOLVED: That the Minutes of the meeting held on 20 July 2020 be approved as a correct record.

179.2 Matters Arising from the Minutes (not detailed elsewhere on the agenda)

There were no matters arising.

179.3 Correction to an agenda item

The Clerk reported an error on the agenda for the meeting held on 20 July 2020. This did not affect the accuracy of the minutes as the error was discovered subsequent to the meeting.

Agenda item 7.1 (20 July 2020) (Internal Audit)

The item was as follows:

- Exercise of public rights. The reason for the failure to comply was that this was a new requirement and the Clerk was unable to offer evidence that the notice had been displayed as this needed to be evidenced by a dated photograph of the notice displayed in the notice-board, and she was not made aware of this until after the notice had been displayed.

The notice was displayed on 30 June 2019 with the exercise of public rights commencing on 1 July 2019. Therefore, the notice was displayed in a timely manner, but the Clerk could not provide evidence to support it.

The Clerk stated that the notice had been displayed on 30 June 2019, with public rights commencing on 1 July 2019. This was correct, but the issue raised by the Auditor was the fact that public rights could not commence prior to the Parish Council's approval of the accounts. The accounts were not approved until the meeting held on 15 July 2019; therefore, the comment made by the Auditor was valid.

For information, the Notice of Public Rights for 2019-2020 was published on 2 August 2020, with the period for inspection being Monday, 10 August to Monday, 18 September 2020.

180 PUBLIC QUESTION TIME

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

A resident raised an issue in respect of overgrown hedging in the vicinity of Clonnersfield towards the Community Hall. She wished to engage the services of a professional hedge-layer, at her own expense, but was seeking the permission of the Parish Council. Her purpose was to allow more light into her house and to encourage wildlife to the area.

As the land was not owned by the Parish Council, it could not give permission and she was recommended to contact Bovis Homes, the last-known landowner, to seek permission.

181 RE-OPENING OF THE COMMUNITY HALL

Rhino Safety Ltd. had carried out a Covid-19 compliant risk assessment of the Community Hall on Friday, 7 August 2020 and its report was submitted.

The Parish Council was invited to consider an appropriate re-opening date for the Community Hall and what restrictions would need to be put in place.

The Clerk had e-mailed all the regular clients asking them to indicate how soon they would wish to re-commence their activities and what sort of measures they would put in place for their activities. Only two had responded.

Members discussed the risk assessment and made comments as follows:

- It was the Parish Council's principal responsibility to ensure that the community hall was Covid-19 compliant.
- The hand sanitiser should be located at a height suitable for everyone to use.
- Spot-checks would need to be carried out by the Parish Council to ensure that instructions were being observed.
- Possibly need to collect names and contact details for track and trace purposes.
- Any arrangements/instructions to clients should include a caveat that they themselves were also responsible for keeping up-to-date with government guidance.
- Possibly introduce a form which required all clients to confirm that they were carrying out instructions, in accordance with the risk assessment.
- It was acknowledged that the hire agreement may require amendment to ensure that it was Covid-19 compliant.

Arising out of discussion, it was reported that the PCSO had requested access to the Community Hall as she was planning to re-start the surgeries. Members agreed that she would be subject to the same rules as other users of the hall, but she could use the car park if she wished.

As there had been such a low response rate from the regular clients about their estimated re-start date, it was –

RESOLVED: (a) That the Community Hall remain closed for the time being, on the basis that the regular clients of the hall had not indicated a date when they would wish to resume their activities; and

(b) That the Parish Council consider this matter at its September meeting with a view to re-opening the Community Hall, subject to the Council's satisfaction with the measures to be put in place.

182 FINANCIAL MATTERS

182.1 Authorisation of Payments

£274.48 HMRC – Tax/Ni for July. At the July meeting, payment of £480.98 was approved, but Shires Payroll advised the Clerk on 10 August 2020 that there was an overdue amount of £755.46. This left £274.48 to be paid and to avoid late fees, the Clerk had posted a cheque to a councillor with a paying-in slip for HMRC so that he could post this direct to HMRC.

£142.80 Rhino Safety Ltd. Covid-19 compliant risk assessment for the community hall.
The invoice had stipulated payment on 10 August 2020, but that was the date the invoice was received. To minimise delay, the Clerk had signed a cheque and posted it to a councillor for signature and posting to the company following approval by the Parish Council.

182.2 Ratification of Payments made since the last meeting

As the community hall was still being used by some clients, the Clerk had arranged for Wistonia Electrical & Security Ltd. to change the alarm code on the inside of the hall so that although clients could enter the building, they would not be able to turn off the alarm.

During the engineer's visit, when he was accompanied by Mrs Black from Crystal Clean Ltd, he inspected the fire alarm which was faulty; it was indicating that the building was on fire at the time.

The Parish Council was asked to ratify the following payments. A copy of each invoice was provided for Members.

- **Wistonia Electrical & Security Ltd.**

£270.00 (Invoice SI-4479 - £225 net and £45 VAT) - Upgrading of panel to 601

£114.00 (Invoice SI-4480 - £95 net and £19 VAT) – Replacement of smoke detector and 2 x batteries in the fire panel. No labour charge as the engineer was on site when this was discovered.

£138.00 (Invoice SI-4458 - £115 net and £23 VAT) – Service of alarm service and new battery installed.

RESOLVED: That the payments to Wistonia Electrical & Security Ltd, as indicated above, be ratified.

182.3 Quotation from Wistonia Electrical & Security Ltd.

The Parish Council considered two quotations submitted by Wistonia Electrical & Security Ltd. for servicing of the fire alarm at the community hall.

(1) A one-off quotation of £200 net and £40 VAT which would require removal of all devices, and cleaning which would include the fire and intruder service.

OR

(2) Annual service contract which would comprise four x quarterly services per annum.

RESOLVED: (a) That the quotation from Wistonia Electrical & Security Ltd. be retained;

(b) That Members provide the Clerk with the names of electricians who could undertake this work; and

(c) That other quotations be sought from appropriately qualified electricians.

182.4 Receipts and Payments Statement – 1 April – 30 June 2020 Budget Monitoring and Receipts and Payments – 1 April – 30 June 2020

The Parish Council received a receipts and payments statement for the first quarter of the year, together with a budget monitoring statement for the same period.

The bank reconciliation at 30 June 2020 was noted:

Brought forward on 1 April 2020	44,047.36
ADD Receipts	23,470.99
	<u>67,518.35</u>
<u>LESS</u> Payments	-5,751.69
	<u>61,766.66</u>
Gold Account	61,283.05
Current Account	483.61
	<u>61,766.66</u>

182.5 Budget – 2021-2022

Members gave initial consideration to budget proposals for 2021-2022. A first draft of the budget would be submitted to the meeting to be held on 19 October; a second draft could then be considered on 16 November with the final budget being agreed on 21 December 2020.

183 COMMUNITY HALL – CLEANING CONTRACT

One of the issues raised by the Internal Auditor had been the need to market-test the cleaning contract for the community hall.

Members had agreed to consider this at the meeting to be held on 16 November 2020. In the meantime, a draft specification was submitted. This was based on the current practice at the hall and could be used to invite potential contractors to quote for the contract.

The following amendments were agreed as additions to the specification:

- Add 'disabled toilets' for servicing, as with the men's and women's toilets.
- Cleaning in accordance with prevailing Covid-19 regulations.
- Cleaning of high corners.

The contract would be subject to review after six months of operation.

RESOLVED: That, with the amendments suggested, the specification for the cleaning contract be approved.

(Note: Councillor Hillman withdrew from the meeting at this point in the proceedings.)

184 PROJECTS 2020-2021

Owing to the pandemic, it had not been possible for any progress to be made on the two main projects for 2020-2021, namely a) Victorian Orchard (£5,000); and (b) the survey of the pond adjacent to Clarendon Court (£1,000). The Parish Council was invited to consider how to proceed.

With regard to the pond, Mr Grundy, of CES Ecology, who was due to start work on the conservation area at Talbot Way, had indicated that CES would be interested in quoting for

the work to reinstate the pond. It was a known area for Great Crested Newts (GCN) and CES had a GCN licence; the company was also fully conversant with the planning conditions for this area.

RESOLVED: That the projects for (a) Victorian Orchard (£5,000); and (b) the survey of the pond adjacent to Clarendon Court (£1,000) be carried forward to 2021-2022.

185 WEBSITE ACCESSIBILITY

Andrew Shepherd was currently carrying out an audit on the website to test its accessibility to ensure that it would either comply with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018, or identify areas where further work was required. This must be carried out before 23 September 2020, the deadline date for compliance

Gov.uk had published a sample website accessibility statement, and this was submitted.

Andrew Shepherd's report had been expected to be available for the meeting but had not yet been provided.

186 PLANNING

186.1 Muller Homes

At the previous meeting, Councillors J Davenport, G Gwinn, J Hillman, P Groves and M Theobald were appointed as a working group which would consider the implications of the recent decision by the Secretary of State in respect of the Nantwich South development.

The working group had not been able to meet and there was, therefore, no report.

The Chairman had prepared a statement on behalf of the Parish Council and this had been circulated to Members.

A number of minor amendments were suggested, and the Chairman agreed to incorporate these into the statement prior to its publication in the local press.

RESOLVED: That the Chairman incorporate the suggested amendments into the response statement to the press in respect of the Secretary of State's decision giving approval for the Muller Homes development in Stapeley.

186.2 Planning Applications

There were no planning applications for consultation.

187 NEWSLETTER

The Leaflet Team which distributed the newsletters, was now re-commencing deliveries.

The June newsletter had been published on-line only. The Parish Council was asked to consider either distributing that to each household in the parish, or up-dating it to produce a revised document and issue it as an Autumn Newsletter.

This would also be an opportunity to invite potential local contractors to provide their details for consideration by the Parish Council for various service projects.

The Leaflet Team had quoted £175 for printing 2,500 copies and £185 for distribution but did not provide a design service. Johnsons' cost for the last publication was £417, but this included design and printing. On balance, Members agreed that Johnsons be re-engaged to design and print the next issue.

RESOLVED: (a) That the Clerk produce a draft newsletter for submission to the next meeting; and

(b) That as the newsletter would require design input, Johnsons of Nantwich be asked to quote for design and printing, as usual.

190 REPORT OF BOROUGH COUNCILLORS

Councillor Peter Groves reported on Cheshire East Council matters of interest including –

- Legal powers granted to evict in circumstances where there was unlawful occupation of Barony Park.
- Peter de Stapleigh Way: further assessment of the appropriate speed limit due in September.
- Batherton Lane – remedial and preventative work being carried out on the drains.
- Cash was now being accepted in car park meters.

191 PAINTED STONES ON FOOTPATH ADJACENT TO COMMUNITY HALL

Members were asked to consider whether the painted stones on the footpath adjacent to the community hall should be affixed as a permanent feature.

This item to be added to the September agenda.

192 INFORMATION ITEMS

- The Clerk had contacted CTSE which installed the CCTV equipment at the community hall to report that it was currently not operational and required inspection and repair.

Arrangements were being made for a site visit.

193 DATE OF NEXT MEEETING

21 September 2020

Councillor Docker gave advance apologies for the September meeting.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.20 pm

Draft