

**MINUTES OF THE ANNUAL MEETING OF STAPELEY & DISTRICT PARISH COUNCIL  
HELD ON 18 JUNE 2018 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY,  
NANTWICH**

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<b>PRESENT:</b>	Councillor M Theobald	Chairman
	Councillor E Boughey	Councillor M Docker
	Councillor P Groves	Councillor G Gwinn
	Councillor S Gwinn-Freemantle	Councillor J Hillman
	Councillor K Nord	Councillor J Putt
<b>IN ATTENDANCE:</b>	Sharon Angus-Crawshaw )	Cheshire East Council
	Carol Hill )	Community Development
	Three members of the public	
<b>APOLOGIES:</b>	Councillor J Davenport	

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**21 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.

**22 MINUTES – ANNUAL COUNCIL – 21 MAY 2018**

**RESOLVED:** That the Minutes of the Annual meeting held on 21 May 2018 be approved as a correct record.

**23 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.

One member of the public addressed the Council in respect of Minute No. 33 below (Allotments).

**24 CONNECTING COMMUNITIES**

Cheshire East Council (CEC) had opened discussions for the formation of a Nantwich Neighbourhood Partnership/Network. This had briefly been discussed at the Parish Council meeting on 21 May 2018 when Members were minded to participate.

Carol Hill (Community Development Officer – Cheshire East Council) and Sharon Angus-Crawshaw from the Community Development Team were in attendance and outlined the proposal and the possibility of Stapeley becoming involved.

Cheshire East Council's Connected Communities Strategy set out plans for the area but owing to reduced budgets and increasing demand for services, was proposing to offer local communities the opportunity to shape services for their own area and to this end, support funding would be provided for a two-year period.

The Council would work with town and parish councils under the 'Connected Community' branding the key aims of which were:

- 1. To work in collaboration**  
*Working closer with other organisations to provide a streamlined service to residents*
- 2. To tackle local priorities**  
*Using local knowledge, understanding the real needs of the local area*

**3. To support and develop resident led initiatives**

*Work with residents and key stakeholders to identify gaps and initiate new projects*

**4. To co-ordinate service delivery**

*To ensure a range of services are delivered from a range of areas*

Following a full discussion, Members agreed that there was a need for an extra-ordinary meeting to enable the Council to give consideration to the priorities for the parish and to submit the application form. Ms Hill and Ms Angus-Crawshaw agreed that they would consider the application if it was submitted before the end of July.

Ms Hill and Ms Angus-Crawshaw were thanked for attending and they withdrew from the meeting at this point in the proceedings.

**RESOLVED:** That an extra-ordinary meeting of the Parish Council be held on Monday, 9 July 2018.

**25 ANNUAL ACCOUNTS – 2017-2018**

At the previous meeting, it was reported that the Internal Auditor had been unable to sign-off the accounts as there were some clerical errors on the AGAR. This had now been amended and the Internal Auditor had approved the accounts. The external auditor had agreed to an extension to 25 June 2018, which was the date by which the Annual Return and other supporting documents, must be submitted. In view of this extension granted by the External Auditor, it had not been necessary to hold an extra-ordinary meeting on 31 May 2018, as agreed at the previous meeting.

The Parish Council was asked to approve the accounts for 2017-2018. A copy of the full Annual Governance and Accountability Return (AGAR) was submitted.

In addition to the AGAR, a summary Receipts and Payments statement for the financial year, was also submitted.

The order in which the sections were to be approved was specific. Section 1 (Annual Governance Statement) must be authorised first to ensure that Members were fully aware of their responsibility for ensuring that there was a sound system of internal control, including arrangements for the preparation of the accounting statements.

**25.1 Section 1 – Annual Governance Statement 2017-2018**

Members considered each of the nine questions posed in Section 1.

**RESOLVED:** That Section 1 of the Annual Governance Statement 2017-2018 be approved and that the Parish Council record its satisfaction that there was a sound system of internal control, including the preparation of the accounting statements, for the year 2017-2018.

**25.2 Section 2 – Accounting Statement 2017-2018**

The Parish Council was asked to approve Section 2 – Accounting Statement 2017-2018.

**RESOLVED:** That the Accounting Statement for 2017-2018 be approved for submission to PKF Littlejohn LLP, the external auditor.

**25.3 Notice of Electors' Rights**

The period during which electors may inspect accounting records was 25 June – 3 August 2018. A notice to this effect would be added to the website and published in the notice-boards.

**26 AUTHORISATION OF PAYMENTS**

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

£228.26	HMRC	Tax on Clerk's salary and employer's NI (£190.60 tax and £37.66 employer's NI cont.)
£255.07	HMRC	Underpayment of NIC (£26.41 in M10 – 2017-2018) Underpayment of tax (£228.66 in M12 – 2017-2018)
£519.00	Crystal Clean	Cleaning of the Community Hall (£432.50 net and £86.50 VAT)
£40.00	Target Window Cleaning	Community hall window cleaning - £20.00 per month for inside and outside cleaning. Although Crystal Clean used to clean the windows, the outside had become more difficult to clean and Target Window Cleaning had equipment which was more appropriate for the purpose.
£60.00	Mark Thomason	Replacement of child locks in community hall kitchen (broken off by client)
£417.00	Johnsons the Printers	Printing of parish newsletter (Invoice No. 078228)
£118.82	Trentham Fencing	New padlocks for the Community Hall gates (£99.02 net and £19.80 VAT) (Invoice 17250)
£89.00	M Theobald	Reimbursement for purchase of banners for The Great Get Together
£15.35	S Gwinn-Freemantle	Purchase of tablecloths for The Great Get Together.

**27 PLANNING**

**27.1 Planning Applications**

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

18/2817N      22 Flowerscroft, Stapeley CW5 7GN  
Left-hand side single-storey extension.

18/2320N      Firbank House, London Road, Stapeley CW5 7JW  
Two-storey side extension and single-storey rear extension to create larger kitchen, dining and snug areas on the ground floor, and a new dressing room with en-suite on the first floor. Demolition of existing rear double garage.

**RESOLVED:** That no objections be raised in respect of planning applications Nos. 18/2817N and 18/2320N.

**27.2 Neighbourhood Plan Delivery and Implementation Group Terms of Reference**

At the previous meeting, the Council approved Terms of Reference for the new Delivery and Implementation Group for the Neighbourhood Plan. Prior to submission of the document, the Clerk sought advice from the Cheshire Association of Local Councils, but unfortunately, the Chief Officer's observations were not received until after the meeting. Her comments were as follows and Members were asked to consider if there should be any amendments to the Terms of Reference.

- **Paragraph 2**

*The area covered is the Parish Council administrative area which comprises Stapeley and Batherton parishes.*

**Comment:** Delete as superfluous.

- **Paragraph 4 – first paragraph**

*The Delivery and Implementation Group's purpose will be to ensure that the objectives, policies and initiatives of the Neighbourhood Plan for Stapeley and Batherton are delivered in a timely manner.*

**Comment:** Not sure what power the Group has to ensure delivery of the objectives.

- **Paragraph 4 – second paragraph**

*The Group shall work in conjunction with appropriate partners (to be decided by the Parish Council, but probably to include Cheshire East Borough Council as the local planning authority)*

**Comment:** The Group cannot prescribe who it will work with.

- **Paragraph 5 – third bullet point**

*Undertake an assessment of any long-term liability which might arise from delivery of initiatives.*

**Comment:** Does the Group have the necessary expertise?

- **Paragraph 5 – seventh bullet point**

*Monitor planning applications submitted to the Parish Council for consultation to ensure that observations made by the Council conform with the principles of the Neighbourhood Plan.*

**Comment:** Duplication of effort. The Parish Council will ensure that when commenting, the principles of the Neighbourhood Plan will be considered.

**RESOLVED:** that the following amendments be made to the Terms of Reference for the Neighbourhood Plan Delivery and Implementation Group.

Paragraph 2           Delete

Paragraph 5           Remove third bullet point

Amend seventh bullet point to read: *monitor planning applications submitted to the Parish Council for consultation.*

## 28 **BOROUGH COUNCILLOR'S REPORT**

There were no matters to report.

## 29 **GENERAL DATA PROTECTION REGULATION (GDPR)**

### 29.1 **E-mail Addresses**

The Parish Council was invited to consider purchasing public e-mail addresses for parish councillors to ensure security of data.

Some Members expressed a preference for retaining their current e-mail addresses and a view was expressed that they did not, necessarily, present a security risk.

The Clerk was asked to contact the Parish Council's website manager to enquire into options for secure hosting for e-mail addresses.

Members agreed to discuss the implications at the next meeting.

## 29.2 Other Issues

The following matters would need to be considered as the Parish Council moved towards compliance with GDPR.

- (a) Insurance aspects of GDPR
- (b) Revision of the risk assessment/management schedule

The risk assessment/management schedule would require amendment.

- (c) Purchase of a laptop for use by the Clerk

Purchasing a laptop for use by the Clerk but remaining in the Parish Council's ownership. The Clerk would seek quotations in due course.

- (d) Use of Cloud Technology

This was for storage and retrieval of documents in a secure manner. The Cloud provider would become responsible for data security and data backups. This would be likely to require a service level agreement (SLA) between the Council and the provider.

- (e) The appointment of an external Data Protection Officer

The appointment of a DPO was discretionary and the Parish Council was invited to consider (a) if an external DPO should be appointed; and (b) if not, how will the Parish Council be assured that the Data Processor is complying with GDPR.

Members were of the view that the only reason to appoint a DPO would be if the Parish Council's insurers stated that it was a requirement. The Clerk would report to the next meeting.

## 30 THE 'GREAT GET TOGETHER' – 24 JUNE 2018

Members finalised the arrangements for the event to be held on 24 June 2018:

- Six-piece ensemble from Stapeley Broad Lane School would perform for half an hour at 3.00 pm.
- Councillor Putt was arranging for a pianist to attend.
- Microphone required – Councillor Putt would try to organise.
- 200 hand-made napkins were to be made.
- Councillor Putt was collecting cakes on Saturday and would acquire crockery.
- Councillor Gwinn-Freemantle would be collecting the cheeses on Friday.
- Broad Lane Coffee Club was holding a stall.
- Tea, coffee, milk to be provided.

The Clerk reported that the representative from the Cystic Fibrosis Foundation was now unavailable to attend.

## 31 FIBRE BROADBAND – EXCLUSION OF RURAL RESIDENTS AND BUSINESSES FROM ACCESS

The Parish Council considered the Chairman's report which addressed the exclusion of rural residents and businesses from access to Fibre Broadband

The Parish Council was invited to set up either a working group or committee to lead the progression of a community scheme.

**RESOLVED:**

(a) That the Parish Council recognises that the provision of appropriate and adequate access to broadband is an essential aspect of modern life and that the lack of provision of access to the online world, at least at the speeds described in the Government's Universal Service Obligation, puts both the rural and developed parts of our community at a disadvantage;

(b) That a Working Group or Committee be established to support and lead the progression of a community scheme to implement 'Fibre to The Premises' under the 'Gigabit Voucher Scheme'; and

(c) That Terms of Reference for the Working Group or Committee be submitted to the next meeting of the Parish Council.

**32 COMMUNICATIONS PROTOCOL**

The Communications Protocol had been updated and the Parish Council was asked to approve the document.

The principal change was the inclusion of moderation of social media platforms, but brief reference had also been made to the General Data Protection Regulation (now enshrined in law as the Data Protection Act 2018).

The Parish Council was invited to appoint moderators to cover all presence on the Parish Council's Facebook and Twitter platforms. The following were the suggested guidelines (subject to any amendments to be made at the meeting).

- The Moderators' decisions are final.
- Moderators shall be politically-neutral when making a decision.
- No personal attacks or abusive language permitted.
- There shall be no advertising on any of the Parish Council platforms without the Council's consent.
- The moderators also have the right to remove any contribution, in whole or in part which is considered to be in breach of these terms.
- Complaints or queries can be raised with the Clerk.

Members agreed to the following amendments to the document:

Page 3: Amend the tenth bullet-point to read –

*In the restricted period before an election, commonly known as 'purdah' media releases will not include quotes from Members who are due for re-election.*

Page 5: Amend the eleventh bullet-point to read –

*If you send an e-mail in error, contact or e-mail the recipient immediately and ask them to ignore/delete the message.*

Page 6: Under the heading 'Party Political Material' revise the last sentence to read –

*There should be no material included which attempts to persuade the public to a particular party-political view.*

**RESOLVED:** (a) That the updated Communications Protocol be approved subject to the amendments agreed in the meeting; and

(b) That Councillors M Theobald, J Putt and P Groves be appointed as moderators.

### 33 ALLOTMENTS

Nantwich Town Council had invited the Parish Council to consider making a financial contribution to enable residents of Stapeley and Batherton to be allocated an allotment plot in Nantwich.

Nantwich Town Council had assumed responsibility for allotment sites which were previously maintained on its behalf by Cheshire East Council. The Town Council held a waiting list of potential applicants but currently only allocated plots to parishioners within the Town Council boundary. At the time of transfer from Cheshire East Council, some existing tenants were resident outside the Town Council boundary and they had been allowed to retain their plots. New applicants, including some from Stapeley and Batherton, had been added to the waiting list but informed that they were unlikely to be allocated a plot.

The Town Council was recently asked by the Allotments Association to consider offering plots to non-residents because there had been insufficient demand from within the Town Council area itself. For this reason, the Town Council was now proposing that allotment plots be offered to residents of Stapeley and Batherton, subject to receipt of an annual contribution from the Parish Council for each non-resident tenant.

The rent for residents was £27.00 per annum and £52 for non-residents. The revenue from rents did not cover the maintenance costs.

The Parish Council was asked to consider if, in principle, it would be willing to enter into such an arrangement in which case, the fee would be negotiated between the two Councils.

**RESOLVED:** (a) That the Parish Council agree, in principle, to enter into an agreement with Nantwich Town Council to pay a contribution for the allocation of allotment plots in Nantwich to residents of Stapeley; and

(b) That Councillor Peter Groves, in his capacity as a Nantwich Town Councillor, discuss this further at the Nantwich Town Council Policy Committee and report back on the outcome.

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

### 34 PARISH NEWSLETTER – SEPTEMBER/OCTOBER 2018

The Parish Council was invited to give initial consideration to items which should be included in the next newsletter to be issued in September/October 2018. The following were suggested.

- Broadband
- Connecting Communities
- The Great Get Together (outcome of the event on 24 June 2018)

### 35 INFORMATION ITEM – COMMUNITY HALL

It was reported that at a recent private party held in the Community Hall, the hall was left in a very poor state of cleanliness and there had been some damage. Six toilet rolls had been used to block the male toilet and the urinals. There were sweets scattered around the male toilets and they had also been used to block the toilet and urinals. When the cleaner cleaned the hall, the floor in the male toilets was flooded as a result of the blockage created in the toilet.

The damage was such that the cleaner spent 2½ hours cleaning the hall. Two mopheads (one costing £10 and the other £4) were thrown away because they smelled strongly of urine when she was finished.

In view of this, the Clerk had written to the client requesting £60 to cover the cost of the mopheads and the 2½ hours cleaning.

**36 DATE OF NEXT MEETING**

**16 July 2018**

Councillors M Docker and J Hillman gave advance apologies for the July meeting.

Draft

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.50 pm