

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 19 JULY 2021 IN STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor M Theobald Chairman
Councillor S Ford
Councillor J Gibbs
Councillor G Gwinn
Councillor P Groves
Councillor J Hillman

APOLOGIES: Councillors J Davenport, M Docker, K Nord and A Jacobs

38 DECLARATION 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.

39 MINUTES

39.1 APPROVAL OF THE MINUTES

- **Ordinary meeting held on 21 June 2021**

RESOLVED: That the Minutes of the meeting held on 21 June 2021 be approved, subject to the inclusion of the item 'Declaration of Interests' which had been omitted. It was noted that no Member had made any declaration of interest at that meeting.

- **Extra-ordinary meeting held on 5 July 2021.**

RESOLVED: That the Minutes of the extra-ordinary meeting held on 5 July 2021 be approved as a correct record.

39.2 UPDATE ON MATTERS RAISED ON 21 JUNE 2021

- **Conservation Area – Talbot Way**

Although the Clerk expected to be able to send reminders to the companies which had previously been invited to quote for the work at Talbot Way, with a deadline date of 14 July 2021, she had been unable to do so. The matter would be scheduled for consideration at the September 2021 meeting.

- **Repairs to Disabled Toilet – Community Hall**

The Clerk had understood the problem with the disabled toilet to be a plumbing matter, but it was, in fact, the door to the toilet which required repair.

The Clerk undertook to make arrangements for its repair.

- **Pedestrian Gate to be Fitted in Fencing Adjacent to MUGA**

Councillor Gibbs had provided the names of two alternative contractors for the fitting of a pedestrian gate. Quotations had been sought but were not yet available.

40 PUBLIC QUESTION TIME

Members of the public were able to ask a question of the Parish Council or make a statement and had been asked to submit them in writing to the Clerk by 3.00 pm on 19 July 2021.

No questions or statements had been received.

41 REPORT OF BOROUGH COUNCILLORS

Councillors Peter Groves reported on Cheshire East Council matters including the following:

- Abandoned car found on Audlem Road
- Speed assessment on Peter de Stapleigh Way had not yet been carried out.

It was noted that in view of the Covid-19 restrictions, Councillor Andrew Martin had agreed that Councillor Groves could update the Parish Council in respect of Cheshire East Council matters so that it reduced the number of persons in the hall.

42 COMMUNITY HALL – RE-OPENING

42.1 Re-opening

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

The notes of the Working Group had previously been circulated to Members and a further copy had been provided at the meeting held on 21 June 2021.

The Parish Council considered the following specific issues:

The following documents were submitted, some of which had previously been issued but were now enclosed for ease of reference.

- Covid Risk Assessment
- Covid Weekly Check List
- Covid Safety Memo
- CEC Members' Briefing

A procedure for dealing with requests from clients to make bookings in the hall, whether regular or casual, was agreed as follows:

- Clerk to provide the Council's Covid Risk Assessment to hirer (client).
- Client to prepare and send their own risk assessment for their event.
- Working Group to review against the Council's Risk Assessment.
- If the Council's criteria had been met, the client would be informed and the booking(s) could be accepted.
- If the Council's criteria had NOT been met, the client would be informed of the gaps in their own risk assessment and given the opportunity to correct and re-submit.

It was expected that the whole process for each risk assessment could be completed within four weeks.

Members discussed whether the Rhino Risk Assessment was up-to-date and whether it should be reviewed by the company which had carried it out. The Clerk reminded Members that Rhino Safety had reviewed the risk assessment earlier in the year and had confirmed that it was up-to-date.¹

RESOLVED: (a) That the procedure for dealing with Clients' risk assessments be approved as discussed;

¹ Confirmation of the review of the risk assessment by Rhino Safety had been submitted to the Parish Council meeting on 19 April 2021

(b) That the Community Hall re-open from 1 August 2021, subject to clients' compliance with the requirements; and

(c) That, at this stage, the current requirements remain in place in the interests of health safety.

(A) 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 item owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

42.2 Questionnaire

(Reason for exclusion: likely to reveal the business details of an individual)

As previously reported, the Clerk had issued individual emails to regular clients to enquire if they wished to re-commence their bookings. There was only one client who wished to use the hall from the date of its opening. Other clients had indicated that September 2021 would be the earliest they would wish to re-commence their activities.

At the previous meeting, the Parish Council considered a risk assessment provided by a client. This did not specifically address the Parish Council's Covid risk assessment and she had been asked to provide evidence that she could comply with the Parish Council's requirements.

In the meantime, she had sent a completed questionnaire which was submitted, but unfortunately, she had not ticked the box to indicate that she agreed to the Council holding her data. This had been sent back to her for confirmation.

RESOLVED: That the client discussed be asked to revise her Risk Assessment to ensure that it complied with the Parish Council's own risk assessment.

(B) RE-ADMITTANCE OF PRESS AND PUBLIC

RESOLVED: That the press and public be re-admitted to the meeting.

43 LITTER-BIN FOR LAND AT TALBOT WAY

At the June meeting, the Parish Council agreed to the purchase of a litter-bin to be located in the lawned area on Talbot Way. This was in response to a complaint from a resident, about littering in that particular location.

The Clerk had contacted ANSA for a quotation. The cost of a bin and installation was £242.76 plus VAT. As the bin was to be placed on land which was private land, (i.e. the Parish Council owned it) there would be a charge of £11.49 plus VAT for each litter-emptying occasion. The bin would probably need to be emptied weekly and this would be an annual cost of approximately £575 per annum.

Members had received further information about the area and the anti-social behaviour at that location and a view was expressed that the installation of a litter-bin might, in fact, attract anti-social behaviour and for the time being, it was suggested that no action be taken to purchase a litter-bin for this location.

Arising out of discussion, it was suggested that the Parish Council might wish to consider making a donation to local litter groups.

RESOLVED: (a) That, for the time being, no action be taken to purchase a litter-bin for the lawned area of Talbot Way;

(b) That the Clerk write to Nantwich Litter Action (which also carried out litter-picks in Stapeley) to make an offer of a financial contribution, in the form of purchasing appropriate equipment;

(c) That the Clerk write to Stapeley Broad Lane School, Pear Tree School and Brine Leas School to ask if they could benefit from a financial contribution towards the cost of the purchase of litter-picking equipment; and

(d) That the Clerk enquire into branding which could be purchased by the Parish Council to clearly identify the volunteers in the Stapeley Litter Group as they undertook their litter-picks.

44 FINANCIAL MATTERS

44.1 Authorisation of Payments

44.1.2 RESOLVED: That the following payments be approved:

£297.36	JDH Business Services – Audit of the accounts – 2020-2021 (£247.80 net and £49.56 VAT)
£96.00	Crystal Clean South Cheshire Ltd. – reduced cleaning at the Community Hall (£80.00 net and £16.00 VAT)
£39.60	Shires Accountants - Payroll services
£780.00	Scribe – accountancy software (£584.00 net and £116.80 VAT)

44.1.3 The Parish Council noted the following payment.

£137.72	Scottish Power – unmetered electricity for street lighting (£136.21 net and £6.56 VAT) – Payment collected by direct debit.
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44.2 Switch to Digital Banking

The Clerk had been in contact with the Royal Bank of Scotland to enquire into digital banking to enable payments to be made by BACS.

Enquiries so far indicated that there was no ability for 'two to sign' using digital banking and this was likely to be a problem for the auditor as it did not protect the Council from potential fraud. The Clerk would be making further enquiries about safeguards to be put in place and would report to the September 2021 meeting.

45 RISK MANAGEMENT STRATEGY

The Clerk had made some minor amendments to the Risk Management Strategy (RMS) as Members had commented that there was a need to take into account the requirement to comply with GDPR (as enshrined in the Data Protection Act 2018).

Members were reminded that the existing RMS already included data protection requirements and this required ongoing monitoring by the Council; however, a cyber-security checklist was submitted and it was suggested that the Council may wish to consider this at a future meeting with a view to including this as part of the RMS.

The Clerk had updated Item 3 (Assets) to include assets which had previously been omitted.

RESOLVED: That the Risk Management Strategy be approved.

46 WEBSITE

46.1 Website Contract

At the meeting held on 21 June 2021, it was agreed that Andrew Shepherd's contract, which was due for renewal in June 2021, be held in abeyance, and that the contract continue as a rolling contract for the time being, to allow a technical specification to be drawn up to ensure compliance with the Web Content Accessibility Guidelines (WCAG).

The Parish Council was asked to consider how to proceed with the drawing up of a technical specification for a new website.

RESOLVED: That the Working Group, comprising Councillors M Theobald, J Hillman and M Docker consider how to draw up a technical specification for an enhanced website.

46.2 Working Group Report - Website Content

The Working Group had not met and there was no report on this occasion.

The Clerk submitted a schedule of her review of the current website and indicated where she would be able to provide updates to the Website Manager or ask him to remove content.

47 PARISH COUNCIL PROJECTS

(a) Victorian Orchard; and (b) Land adjacent Clarendon Court

The Parish Council was asked to consider how to make progress on projects which were listed in the budget for 2021-2022 to ensure that they could be commenced in the current financial year. The two key projects were the Victorian Orchard and the Pond adjacent to Clarendon Court.

It was suggested that a small working group of Members be established to carry out the detailed work required and to report to the September meeting with initial findings.

Councillor Gibbs had scanned the title search documents from Hall Smith Whittingham and emailed them to all Members.

RESOLVED: (a) That a working group be established to review the documentation from Hall Smith Whittingham to identify the next stage in the project; and

(b) That the Working Group comprise Councillors A Jacobs, J Hillman and J Gibbs

48 STREET LIGHTING

Members were reminded that the 18 street lights formerly owned by the Parish Council, were replaced in 2018 during the CEC upgrade of street lighting throughout the borough. It was expected that CEC Highways would take over full responsibility for ownership and for future maintenance and replacement. It had been difficult for the Clerk to establish this definitively, partly because of staff changes and also because staff involved in the original enquiry no longer worked for the authority.

The Clerk had recently received an email from the new Team Leader (Street Lighting) who was now reviewing this.

Members were reminded of the street light locations:

5 x 50 son	London Road (A51)
1 x 70 son	London Road/Second Dig Lane
1 x 50 son	Newcastle Road
7 x 50 son	Audlem Road/Broad Lane (A529)
1 x 70 son	Broad Lane (opposite school)

1 x BV2600 2 x 24 watt PL London Road – opposite Deadman’s Lane
and photocell
1 Audlem Road/Broad Lane at junction with First Dig Lane
1 other but location not clear

The Clerk would update Members at the next meeting.

49 PLANNING

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

21/3370N 152 London Road, Stapeley, CW5 7JN
Variation of condition 2 (approved plans) to planning application
20/5447N –
Proposed first floor extension to include new roof and dormer, single
Storey rear extension and alterations to sides.

RESOLVED: That no comments be made in respect of planning application No. 21/3370N.

50 NEWSLETTER

The latest draft of the newsletter had been submitted with the agenda for the meeting held on 21 June 2021 at which time it was agreed not to publish until the situation in respect of the Community Hall was clearer, with a view to issuing it in late July/early August.

The newsletter would be finalised during the week and distributed by The Leaflet Team at the earliest opportunity.

51 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.

52 TRIMMING OF HEDGING ON PUBLIC RIGHT OF WAY

(Reason for exclusion: Likely to reveal the identity of an individual)

Cheshire East Council’s Network Management & Enforcement Officer (NMEO) had contacted the Clerk to ask if the Parish Council could assist in the following matter.

The NMEO received a letter of complaint about a boundary hedge on a public right of way. Part of this hedge was in the garden of a resident on the Cronkinson Farm Estate. The hedge had now become so overgrown that it was impeding access.

The NMEO had asked the resident to cut back the hedge and in the event of her failing to do so, the NMEO could instigate legal action against the resident, but would prefer to avoid this because of her personal circumstances.

The Parish Council had the power to assist in the maintenance of public rights of way and was asked to consider this matter.

Whilst Members were sympathetic to the circumstances of the resident, there was concern that this could set a precedent and other residents may submit requests for similar assistance.

RESOLVED: (a) That the request by the CEC Network Management & Enforcement Officer to fund the work described above, be declined; and

(b) That the Public Rights of Way Unit be asked to reconsider the resident’s request, or take action as the Unit considered appropriate.

53 DATE OF NEXT MEETING
20 September 2021

.....,Chairman

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The meeting commenced at 7.30 pm and concluded at 9.40 pm