

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 21 SEPTEMBER 2020**

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

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

194 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.

195 MINUTES – 17 AUGUST 2020

195.1 RESOLVED: That the Minutes of the meeting held on 17 August 2020 be approved as a correct record.

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

There were no matters arising.

196 PUBLIC QUESTION TIME

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

There were no members of the public present.

197 REPORT OF BOROUGH COUNCILLORS

Borough Councillor Peter Groves reported on Cheshire East Council matters of interest which included the following:

- Site allocations document – there had been no new allocations which affected the parish.
- Councillor Groves responded to a query about the bus service to Malbank School which was failing pupils who now had no access to the school. Councillor Groves undertook to take this up with Transport Service Solutions (TSS).
- A town review in Nantwich was being undertaken and this would include a review of the car parks and the charging regime.
- Anti-social behaviour occurring on Peter de Stapleigh Way. The Police were monitoring.
- The Flooding Team had been reviewing the problems on Batherton Lane.
- Dog-fouling was increasing, and it had been suggested that the Community Wardens be given power to issue fixed penalty notices.
The Parish Council supported this suggestion.

In response to a Member's question, Councillor Groves advised that the drainage problems on Wybunbury Lane were on a list of required action.

198 RE-OPENING OF THE COMMUNITY HALL

At the meeting held on 17 August 2020, the Parish Council agreed that the Community Hall should remain closed for the time being but agreed that the matter be reviewed at this meeting.

Only one client had expressed a wish to re-commence her activities and had prepared a risk assessment, but this had not yet been provided.

The Parish Council considered if the hall should be re-opened in the near future, and what arrangements needed to be put in place to ensure the safety of all, particularly in view of the new Government guidance which became law on 14 September 2020. The Council also received the latest guidance from the National Association of Local Councils (dated 21 September 2020).

RESOLVED: (a) That the Community Hall remain closed; and

(b) That the position be reviewed at the meeting on 19 October 2020 in the light of any prevailing guidance at that time.

199 WEBSITE ACCESSIBILITY

The Parish Council received the Website Manager's report following testing of the website in respect of compliance with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.

Also submitted was a draft Accessibility Statement for approval which could be uploaded onto the Council's website by 23 September 2020 which was the date by which local authorities must have in place an accessibility statement confirming that the existing site was WCAG 2.1AA compliant, or have a plan of action to make the site compliant.

RESOLVED: (a) That the website accessibility statement be approved and uploaded onto the Parish Council's website;

(b) That Andrew Shepherd (Website Manager) be asked to remedy at the earliest opportunity, those items where the Parish Council was not compliant;

(c) That Andrew Shepherd be asked to quote for the additional work required to ensure that the Parish Council was fully compliant within the next 12 months; and

(d) That, dependent on the figure quoted for the additional work, the Parish Council to consider obtaining a technical specification to bring the website up to full compliance.

200 TALBOT WAY- CONSERVATION AREA

It was reported that CES had now completed the hedge-cutting and nettle removal works at the conservation area on Talbot Way, with several residents having commented positively, to the contractor.

Further work had been commenced week commencing 14 September 2020 to cut back the on-site bramble patches and trim the rough grassland/wildflower area.

The cutting back of the Willow and Alder tree next to the pond would be carried out in November/December 2020, following which there would be visits on a six-eight week basis to assess the need/scope of required on-going habitat management and maintenance works.

201 NEWSLETTER

A draft newsletter was submitted, together with two additional articles.

The Clerk would enquire of The Leaflet Team if there would be any restrictions in respect of delivery of the newsletter.

RESOLVED: (a) That the newsletter be approved, subject to a change in phone numbers for Councillors Gwinn and Nord, and receipt of the Chairman's message for the front page; and
(b) That the newsletter be delivered during October 2020.

202 QUOTATIONS FOR MAINTENANCE OF THE COMMUNITY HALL FIRE ALARM SYSTEM

The Clerk had not yet made contact with any electrical contractors but had added an item to the newsletter inviting potential contractors to contact the Parish Council.

203 FINANCIAL MATTERS

203.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

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|-----------|---|
| £1,008.00 | Cheshire Association of Local Councils affiliation fee – 2020-21. |
| £1,015.00 | Nantwich Town Council. Fee for allotment plots in Nantwich, for residents of Stapeley. (Increase of 1.5% for inflation) |
| £274.48 | HMRC – Tax/NI on Clerk's salary. |

203.2 Estimate for work to replace the hard drive on the CCTV equipment Community Hall

Councillor Hillman met Craig Timmis (CTSE) on site at the Community Hall. Mr Timmis inspected the faulty equipment, but it appeared that the hard drive had also been damaged and would require replacement.

The estimate had not yet been provided.

RESOLVED: That the Clerk contact CTSE to arrange for replacement of the hard drive on the CCTV equipment, up to a maximum cost of £200.00.

203.3 Internal Audit – Engagement Letter

The Parish Council received an engagement letter from JDH Business Services Ltd. setting out its own responsibilities and those of the Parish Council, during the internal audit process.

204 PLANNING

The Parish Council is asked to comment on the following planning applications.

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|----------|--|
| 20/3841N | 17 Garnett Close, CW5 7RF
Retrospective planning application for the erection of 1.75m wooden fence (adjacent to the highway footpath along the side elevation of house) constructed from concrete posts and gravel boards.
installation of 1.75m fence and wooden access gate, recessed from front line elevation of house. |
| 20/3883N | 7 Burgess Close, CW5 7GB
First floor extension to provide leisure room. |

20/3891N 4 Greenfields, Newcastle Road, Willaston, CW5 7EH
Proposed single-storey rear extension.

RESOLVED: That no comments be submitted to Cheshire East Council in respect of planning applications Nos. 20/3841N, 20/3883N and 20/3891N.

205 PARISH COUNCIL VACANCIES

The Parish Council was invited to consider co-option arrangements for the two vacancies caused by the resignations of Sandy Gwinn-Freemantle and Elizabeth Boughey.

Even though 'interviews' would be held remotely, it was understood that this was acceptable, especially as it would otherwise mean that the seats could remain vacant for some considerable time.

The Clerk had added an item to the draft newsletter.

It was suggested that potential candidates be encouraged to attend the November meeting to observe the proceedings, with the co-option taking place at the meeting to be held on 21 December 2020.

206 PAINTED STONES ON FOOTPATH ADJACENT TO COMMUNITY HALL

The Parish Council was asked to consider if the painted stones on the footpath adjacent to the community hall should be affixed as a permanent feature.

It was reported that the majority of these had now been removed.

It was suggested that at the conclusion of the pandemic, the Parish Council could consider commissioning a piece of artwork to reflect the community's experience of the pandemic.

**207 CONSULTATION DOCUMENT –
WHITE PAPER: PLANNING FOR THE FUTURE**

Comments were invited on the consultation document *White Paper: Planning for the Future*. Comments were required by 15 October 2020.

RESOLVED: That an extra-ordinary meeting of the Parish Council be held on 12 October 2020 to consider the White Paper.

208 DATE OF NEXT MEETING

19 October 2020

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.00 pm