

**MINUTES OF THE ANNUAL MEETING OF STAPELEY & DISTRICT PARISH COUNCIL  
HELD ON 15 MAY 2017 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

**PRESENT:** Councillor M Theobald Chairman  
Councillor M Docker  
Councillor E Boughey  
Councillor P Groves  
Councillor J Hillman

**IN ATTENDANCE:** Borough Councillor A Martin

**APOLOGIES:** Councillors S Clough, J Davenport, S Gwinn-Freemantle, K Nord and M Malbon

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**1 ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor M Theobald be elected Chairman to serve until the Annual Meeting in 2018.

The Chairman signed a Declaration of Acceptance of Office.

**2 ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Councillor J Hillman be elected Vice-Chairman to serve until the Annual Meeting in 2018.

The Vice-Chairman signed a Declaration of Acceptance of Office.

**3 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.

**4 MINUTES**

**RESOLVED:** That the Minutes of the Meeting held on 18 April 2017 be approved as a correct record and signed by the Chairman.

**5 REVIEW OF DELEGATION ARRANGEMENTS (COMMITTEES)**

In accordance with S.101 of the Local Government Act 1972, the Parish Council was able to delegate any of its functions (subject to one exception) to a Committee or Sub-Committee. Notwithstanding that a delegation was authorised, the Council was still able to perform any functions which it had delegated to a Committee.

**5.1 Standing Committees**

**RESOLVED:** That re-appointments to Committees be approved as follows and subject to the agreement of absent councillors who were nominated:

- 1 Complaints Committee Five Members  
Councillors M Docker, J Hillman, M Malbon, K Nord and M Theobald
- 2 Neighbourhood Plan Steering Group  
Councillors J Davenport, P Groves, J Hillman, M Malbon and M Theobald

Volunteer members would be appointed by the Steering Group at its first meeting in the new municipal year.

## 6 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

The Parish Council was asked to appoint two Members to Stapeley Parish Action Group.

**RESOLVED:** (a) That Councillor Elizabeth Boughey be appointed to Stapeley Parish Action Group; and

(b) That Councillor John Davenport also be appointed to Stapeley Parish Action Group, subject to his agreement.

## 7 APPOINTMENT OF MEMBERS TO REPRESENT THE COUNCIL AT MEETINGS OF OUTSIDE BODIES

The Parish Council was invited to appoint representatives to attend meetings of the following outside bodies.

**RESOLVED:** That appointment of Members to represent the Council at meetings of outside bodies be approved as follows:

- Cheshire Association of Local Councils (various meetings)  
Councillor J Hillman  
Substitute: Councillor M Docker
- Police Cluster meetings  
Councillor M Docker  
Substitute: Councillor J Hillman

## 8 FINANCIAL MATTERS

### 8.1 Annual Accounts: 2016-2017

The Parish Council was asked to approve the accounts for the financial year 2016-2017. The following documents were submitted:

- (a) Annual Return (Sections 1 and 2)
- (b) Receipts and Payments Statement – 1 April 2016 – 31 March 2017
- (c) Detailed Statement of Receipts and Schedule of Expenditure

The Internal Auditor's report, scheduled separately on the agenda, was considered as part of this item. The auditor had commented that the staff costs disclosed in the draft Annual Return were £11,493 and should be £11,853. The Annual Return had, in fact, correctly disclosed a figure of £11,853.

In view of the comments in the Internal Auditor's report, it was –

**RESOLVED:** (a) That Section 1 (Annual Governance Statement) of the Annual Return be approved;

(b) That the Internal Auditor be asked to note that the correct figure for staffing costs had been disclosed in the Annual Return; and

(c) That the Council be asked to approve Section 2 of the Annual Return at its meeting in June.

### 8.2 Internal Auditor – 2017-2018

The Parish Council was required to appoint an Internal Auditor on an annual basis and was now asked to re-appoint JDH Business Services Ltd. to carry out the audit in 2017-2018.

**RESOLVED:** That JDH Business Services Ltd. be appointed as the Internal Auditor for 2017-2018.

**9 DATA PROTECTION POLICY**

This item was withdrawn from the agenda. The Clerk would present a policy document to the next meeting.

**10 REVIEW OF RISK MANAGEMENT ARRANGEMENTS**

The Council was required to review its risk management arrangements once a year. A schedule was submitted for consideration and approval subject to any amendments which Members might wish to make.

In approving the document, Members agreed that it would be helpful to introduce a risk tool which would enable a qualitative assessment of the risks and the likelihood of occurrence.

**RESOLVED:** (a) That the risk management schedule be approved; and

(b) That the Clerk carry out research to identify a process by which risks could be assessed.

**11 CALENDAR OF MEETINGS – 2017-2018**

A calendar of meetings was submitted for 2017-2018.

**RESOLVED:** That the calendar of meetings for 2017-2018 be approved.

**12 PARISH COUNCILLORS' ATTENDANCE RECORD – MUNICIPAL YEAR 2016-2017**

The Parish Council received a schedule of Members' attendance at Parish Council meetings during the Municipal Year 2016-2017.

This concluded the Annual Council items of business. The following items of ordinary business were dealt with in the interests of expediency.

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**13 PUBLIC QUESTION TIME (10 MINUTES)**

In accordance with the Parish Council's Standing Order No.1, members of the public were able to submit a question relating to any item of business on the agenda or any matter relevant to the Parish Council's business and the local area.

There were no questions from members of the public.

**14 STREET LIGHTING THE PARISH**

It was reported that Katie Henshall, CEC Street Lighting Team Leader, and her colleague, Ian McLellan, were unable to attend the meeting. The Clerk, in error, had offered Wednesday, 17 May; however, they were able to attend on 19 June 2017. In the meantime, a list of street lights owned by the Parish Council was provided for information.

**15 FINANCIAL MATTERS**

**15.1 Authorisation of Payments**

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

£630.00      Crystal Clean Ltd. – Cleaning of Community Hall – April/May 2016.  
(£525.00 net and £105.00 VAT)

£475.05      United Utilities  
Water and wastewater – 11 January 2017 - 10 April 2017

|         |   |
|---------|---|
| £446.38 | Came & Company – annual insurance premium.<br>(1 June 2017 – 31 May 2018).  |
| £250.00 | Chairman's allowance (Ss 15(5) and 34(5) LGA 1972)  |
| £848.75 | Cheshire Association of Local Councils – affiliation fee  |
| £187.50 | JDH Business Services Ltd. – internal audit 2016-2017<br>(£156.00 net and £187.20 VAT)  |
| £139.00 | The Leaflet Team<br>Advance payment for delivery of Parish newsletter.  |
| £25.50  | Shire Pay Services Ltd.<br>(Payroll service. CVS Cheshire East was working in partnership with<br>Shire Pay Services Ltd.)                                      |
| £451.45 | HM Revenue & Customs: Tax on Clerk's salary (£322.60 tax and £128.85<br>employer's NI contribution).<br>This amount had been advised by Shire Pay Services Ltd. |

### 15.2 Clerk's Salary - Amendment to Bank Mandate

The Clerk's salary increased from £11,320.00 pa to £11,435.00 pa with effect from 1 April 2017. The Council was asked to approve a change in the bank mandate.

**RESOLVED:** (a) That the Parish Council authorise a change in the bank mandate as follows:

|                  |         |
|------------------|---------|
| Net salary: From | £746.16 |
| To:              | £762.33 |

Payable on the 28<sup>th</sup> of each month to Mrs C M Jones, with effect from 1 April 2017; and

(b) That the letter of authority to the bank be signed by two cheque signatories.

### 16 PLANNING APPLICATION

The Parish Council was invited to submit observations on the following planning application.

17/2193N      198 London Road, Stapeley, CW5 7JW  
Change of use from planning classification C3 1A dwelling house to  
B1 Offices

**RESOLVED:** That no observations be made on planning application No. 17/2193N.

Note: Prior to discussion of the item, Councillor Peter Groves declared a personal interest in the application and declined to vote.

### 17 CCTV

At the previous meeting, it was reported that Handforth Parish Council operated a CCTV system in its parish. The Clerk had been asked to invite a representative to attend the June meeting to advise on how the system operated in the parish.

The Clerk to Handforth Parish Council had forwarded the request to his Members and a response was awaited. In the meantime, a copy of Handforth Parish Council's CCTV policy was submitted for information.

### 18 PARISH COUNCIL LOGO

Members were invited to consider if the Parish Council should adopt a logo which would be added to all communications. The tree logo which had been used for the Neighbourhood Plan process had been added to the agenda for this meeting as an exemplar to enable Members to reach a decision.

**RESOLVED:** That the tree logo, as displayed on the agenda for the meeting, be adopted as the Parish Council's logo with immediate effect.

**19 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS**

Borough Councillors Groves and Martin reported on the following:

- CEC Highways Strategy
- Muller Homes update.

**20 PARISH COUNCILLORS' SURGERY**

The Parish Council was invited to agree a date for the Parish Councillors' Surgery. Several dates were offered.

**RESOLVED:** (a) That the Parish Councillors' surgery be held on Sunday, 2 July 2017 between 10.00 am and 2.00 pm; and

(b) That the Clerk contact other Members to ensure that a minimum of four councillors would be available on the day.

**21 REPORT OF MEMBERS' ATTENDANCE AT MEETING OF OUTSIDE BODIES**

Members who had attended recent meetings of outside bodies, were invited to report.

- Councillor Hillman reported that the Cheshire Association of Local Councils meetings were being changed from geographical to subject-themes.
- Councillor Docker reported on a recent Police Cluster meeting.

**22 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.

**23 SALARY ARREARS**

The Clerk's report invited the Parish Council to authorise salary arrears in the sum of £102.12 for the year 2016-2017 as indicated.

**RESOLVED:** That salary arrears for the Clerk, in the sum of £102.12, be authorised.

**24 WEBSITE RENEWAL**

The Parish Council considered a quotation for the renewal of the website contract with effect from 29 June 2017 for a two-year period.

**RESOLVED:** That the contract for renewal of the website contract be awarded to Andrew Shepherd, the current provider, for the period 29 June 2017 for a two-year period for the following:

- |  |                  |
|--|------------------|
| • Hosting  | £189.81 plus VAT |
| • Renewal of Stapeley & District Parish Council domain | £149.99 plus VAT |
| • Administration commencing 29 June 2017 for 2 years   | £1,485.00        |

**25 DATE OF NEXT MEETING**

**19 June 2017**

.....Chairman