

**CLERK'S REPORT – DECEMBER 2014
(FOR INFORMATION)**

Meeting to be held on 15 December 2014

1 INTRODUCTION

The report is for information only, but Members can seek clarification on any item.

2 COMMUNITY HALL UPDATE

2.1 Lease (Not for publicity by virtue of the Public Bodies (Admission to Meetings) Act 1960)

If Members require any clarification on this item, the press and public should be excluded from the meeting prior to that on the basis that this information is legally privileged.

A revised lease has now been received from the Legal Adviser and is enclosed for information. The Parish Council has previously agreed to defer signing the lease until the January 2015 meeting. This will be added to the agenda at that time. In the meantime, Members are recommended to become familiar with the lease to enable any comments to be made at the January meeting. ...

2.2 Perimeter Fencing

Following the decision at the November meeting, the Clerk has contacted two companies which supply mesh and palisade fencing. Site visits will be required and it is expected that quotations will be available for the January 2015 meeting.

Members will recall that in October 2014, the Clerk contacted Cheshire East Council (through the Assets Team) to inform it that the Parish Council was minded to install perimeter fencing around the whole of the compound area comprising the car park and the building itself. The e-mail sent to CEC asked about the possibility of a 50:50 contribution to the cost. The Officer in the Assets Team forwarded that request to Legal Services and on 28 November 2014, the Clerk received a response from one of the Legal Officers who stated that there are a number of considerations which need addressing, from the Borough Council's perspective, before a full response can be provided.

2.3 General Risk Assessment

Although the Clerk had expected to submit a general risk assessment to the December meeting, this is not yet available, but will be submitted to the January 2015 meeting.

2.4 Legionella Testing

To report that the Clerk has not yet purchased a thermometer for Legionella testing.

3 SPEED WATCH DATA

To report that PCSO Nick Jarvis has confirmed that the chart format for the speed data, downloaded from the various units, is acceptable to the Police for enforcement purposes.

4 PARISH NEWSLETTER

In the November Clerk's report, it was noted that SPAG had commented on the non-delivery of the newsletter. Following enquiries, it appeared that these were on Haydn Jones Drive. The Clerk contacted the distributor and he accompanies his team on the delivery. Haydn Jones Drive is one of his routes and he has always delivered on this road. He is adamant that he delivered to each household.

5 LITTER-BIN (Minute No. 98)

The order for the litter-bin has been placed, but not yet been delivered.

6 STAPELEY PARISH ACTION GROUP (SPAG)

The minutes of the SPAG meeting held on 10 November 2014 have been issued to Members under separate cover.

7 WEBSITE REVIEW

Members are reminded to give consideration to ways in which the website might be improved. Suggestions should be forwarded to Councillor Jo Hillman; an item will be added to the agenda for the meeting in January 2015.

8 DEFIBRILLATOR UNIT (AED) UPDATE

A formal response from the Co-Op is still awaited. Stapeley Broad Lane School has not responded despite an initial letter, two follow-up letters and a phone call by the Clerk to the Bursar.

9 PAYMENTS TO HMRC

Although this item is for information only, it will be recorded in the Minutes of the Meeting to demonstrate a clear audit trail to the auditors.

The Parish Council is asked to note that there is no payment to HM Revenue & Customs this month for the following reason.

CVS Cheshire East, which administers the payroll system for the Parish Council, recently reviewed payments for both 2013-2014 and 2014-2015. The result was that there was an underpayment of £202.03 in respect of the year 2013-2014 and an underpayment of £213.19 for the year to September 2014. The total amounted to £415.22 and a cheque for this amount was sent to HMRC on 17 September (cheque No. 000816), the payment having been authorised by the Parish Council on 15 September 2014.

Owing to an oversight, the Clerk asked the Parish Council to authorise another payment on 17 November (for £415.22) even though it had already been paid. At the same time, the usual monthly payment of £192.68 was also authorised (£168.20 tax and £24.48 NI). The total of £607.90 was made out as one cheque.

This now represents an overpayment to HMRC of £415.22 and the Clerk has written to ask if the overpayment can be allocated as follows:

Month 9 (Dec)	£168 tax	£24.48 employer's NI
Month 10 (Jan 2015)	£168 tax	£24.48 employer's NI

This will leave a credit of £30.26 and an adjustment can be made in Month 11 (Feb 2015).

10 CORRESPONDENCE

Items of correspondence have been forwarded to Members as and when they arrived. There are no items requiring a decision.

Stapeley Parish Action Group Minutes (10 November 2014) were forwarded to Members on 7 December 2014.