Minutes of the Annual Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 24th June 2024

Attendance

Chairman:	Cllr Jacobs
Councillors:	Cllr Ford, Cllr Gibbs, Cllr Hillman, Cllr Docker, Cllr Orungbemi, Cllr Lurcock (from item 5) Cllr Dickinson (from item 5)
Clerk:	Mr Wayne Salisbury
Other:	None
Public:	6 (at start of the meeting).
Apologies:	None

Meeting started at 7:30 p.m.

1. **Welcome**
   The chair welcomed all councillors and members of the public to the meeting.

2. **To receive apologies for absence**
   No apologies received.

3. **Declarations of Interest**
   No declarations of interest were made.

4. **Minutes of the previous meeting**
   RESOLVED: that the minutes of the meeting held on 20th May 2024 be approved as a correct record and signed by the Chair.

5. **Co-Option**
   Members had received statements from the candidates ahead of the meeting and were invited to ask the candidates any questions.
   RESOLVED: To co-opt Ian Lurcock to a vacant seat on Stapeley & District Parish Council.
   RESOLVED: To co-opt Jane Dickinson to a vacant seat on Stapeley & District Parish Council.

   Cllr Lurcock and Cllr Dickinson signed the acceptance of office and joined the meeting.

6. **Public Participation.**
   A resident who could not attend the meeting had sent a statement to be shared under this item. The clerk read the statement which was in relation to planning application 24/1902N. The statement highlighted their concerns with this application regarding access and the public walkway.

   3 members of public who were in attendance all spoke with regards to the same planning application and how that they were against it. Concerns relating to the speed limit of the road and safety issues of opening up a driveway on the road were conveyed.

   Motion without notice
   RESOLVED: to change the order of business that so that the planning item is brought forward to the next item.

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7. Planning

a) Planning applications to be considered at this meeting

Reference	24/1902N
Type of Application	Permission in Principle
Location	Land to the East of The Maylands, 17, BROAD LANE, STAPELEY, CW5 7QL
Proposal	Construction of two new residential dwellings.
Deadline for Comments	26th June 2024
https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=24/1902N	

RESOLVED: to submit the following comment to Cheshire East Planning Authority:

"Stapeley & District Parish Council wishes to formally object to planning application 24/1902N for the proposed development at Land to the East of The Maylands, 17, BROAD LANE, STAPELEY, CW5 7QL, which involves construction of two new residential dwellings.

The proposed development site is situated in open countryside and lies outside the settlement boundary, encompassing an area of open green space. This green space is crucial for the local ecosystem, providing habitat for wildlife and contributing to the overall environmental quality of the area. The loss of this green space would have a detrimental impact on local biodiversity and the natural landscape, which is highly valued by the community. The Council would be eager to understand further how current trees would be protected and habitats maintained within the parameters of this application.

The development would lead to the fragmentation of open countryside and we urge the planning authority to consider the long-term environmental consequences of allowing development in this area.

The proposed development raises significant road safety concerns. The existing pavement on Broad Lane is not suitable for increased pedestrian access, posing safety risks for residents who may walk to and from the site. The road itself is already narrow and not equipped to handle the additional traffic that the development would generate.

Increased traffic volume on this road could lead to a higher risk of accidents, particularly given the lack of appropriate pedestrian pathways. We recommend a thorough traffic and road safety assessment be conducted, and that the planning authority considers the need for substantial improvements to the local road infrastructure before any development is approved".

Reference	24/1648N
Type of Application	HOUSEHOLDER
Location	2, Greenfields, NEWCASTLE ROAD, WILLASTON, CW5 7EJ
Proposal	Single storey extension to rear
Deadline for Comments	26th June 2024
https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=24/1648N&query=44c4a0f1-555b-42f6-8faa-568ab17f0a1c	

RESOLVED: to submit the following comment to Cheshire East Planning Authority:

"Stapeley & District Parish Council has no comments to make on this application".

b) To consider any planning applications which have been received since the publication of this agenda.

No further applications were received.

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8. **Cheshire East Borough Councillor's report**
   No Cheshire East Borough Councillors were present.

   Cllr Priest advised ahead of the meeting that they would not be able to attend but that they would revert to Council on the matters raised on the meeting agenda.

9. **Authorisation of Payments**
   RESOLVED: The schedule of payments for June 2024 correctly states the invoices presented and that **£6636.37** is approved to be paid. That **£1678.97** has been paid as per the annual approved payments list and that **£1062.37** has been paid as previously resolved at a meeting or to avoid late payment. (as detailed on page 16)

10. **Clerks Report**
    The clerk summarised their written report highlighting
    - An update on council vacancies and future co-options.
    - Internal audit submission .
    - Community Hall energy supply and resolution of Npower billing issues.
    - Unmetered energy supply for streetlighting and lack of new supplier willing to take on the account.
    - The commencement of Police cluster meetings and the addition of a police item onto future agendas.

11. **Action Log**
    The clerk advised that the former used action was no longer being used but that actions determined in meetings were being added to the actions tab of the shared matrix document.

12. **Internal Audit report 2023-24**
    DEFERRED: the item was deferent to the July meeting of the Council when the report from the internal auditor is expected to have been issued.

13. **Annual Governance Accountability Return**
    RESOLVED: that sections 1 and 2 of the Annual Governance Accountability Return 2023-24 are approved.
    The document was signed by the Chair and the Clerk. (as detailed on page 17-19)

14. **Notice of Public Rights**
    Council noted that the dates set for the period of public rights are 27th June to 7th August 2024. The notice will be displayed on the Council website and noticeboard.

15. **Community Hall Utilities Renewal**
    DEFERRED: the item was deferred to the July meeting so that further details could be obtained from the broker regarding pricing illustrations, quotes for renewable energy, if a cap is set, entry and exit charges and any other pertinent information which the broker advises.

16. **Community Hall**
    a) To receive any updates and to consider any required decisions relating to the community hall.
       The clerk requested delegated authority to purchase a cleaning station to be placed in the main hall to assist and prompt hirers to clean up at the end of their hire session so as to not impact the following hirer. Due to the request being contentious the clerk requested to the chair that the suggestion is withdrawn.

    b) To consider any action relating to the fire inspection.
       No update was given.

17. Talbot Way Pond Area

a) To consider the quote for a subsidence assessment.
Cllr Ford confirmed that they had received a quote from an appropriate surveyor and had strived to find further quotes but had been unable to.
RESOLVED: to accept the quote received at a cost of £850 excluding VAT. Cllr Ford will liaise with the surveyor to determine next steps.

b) To consider any further decisions required relating to the Talbot Way Pond Area.
No further decisions were considered. The clerk was requested to chase the solicitor regarding the title search.

18. Local Plan Consultation

RESOLVED: that the Council would not respond to the consultation at this time. It was noted that members could respond if they wish in an individual capacity.

19. Exclusion of all persons other than Stapeley & District Parish Council members and staff

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information.

The motion was not moved as no members of the public were present at this time.

Part 2

20. Clerk Additional Hours

RESOLVED: to pay the clerk an additional 10.5 hours for hours worked in excess of contract between 20th May and 23rd June.

21. Muller Homes Development

RESOLVED: to continue discussions with the developer which would allow the Council to take possession of an area of designated public open space.

Meeting concluded at 9:20 pm.

Chairman……. Date……

Stapeley & District Parish Council
Schedule of Payments

24th June 2024

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	26/06/2024	NPower	Community Hall Gas - Usage from 2022 to May 2024	3343.06		Bank Transfer	LGA 1972 S 133	Yes
2	26/06/2024	NPower	Community Hall Gas - Usage from 2022 to May 2024	2074.13	**5766.37**	Bank Transfer	LGA 1972 S 133	Yes
3	26/06/2024	NPower	Community Hall Gas - Usage from 2022 to May 2024	349.18		Bank Transfer	LGA 1972 S 133	Yes
4	26/06/2024	CHALC	Training Chairmanship - Cllr Hillman	25.00		Bank Transfer	LGA 1972 S 111	Yes
5	26/06/2024	Jof's Mowing	Grounds Maintenance - Oct 2023 to May 2024	845.00		Bank Transfer	Open Spaces Act 1906 S9-10	Yes
			Total	**6636.37**				

Payments made as per the annual approved payments list								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
6	28/05/2024	W Salisbury - Clerk	Salary - May 2024 (inc 18 additional hours resolved at May meeting)	702.35		Bank Transfer	LGA 1972 S 112	Yes
7	28/05/2024	HMRC	PAYE Contributions - Month 2	192.15		Bank Transfer	LGA 1972 S 112	Yes
8	23/05/2024	West Mercia Energy	Community Hall - Electricity Charge (01/03/24 to 31/03/24)	136.15		Direct Debit	LGA 1972 S 133	Yes
9	20/06/2024	West Mercia Energy	Community Hall - Electricity Charge (01/04/24 to 30/04/24)	118.22		Direct Debit	LGA 1972 S 133	Yes
10	03/06/2024	Greenzone	Community Hall - Waste Collection (13th to 27th June)	66.00		Direct Debit	LGA 1972 S 133	Yes
11	17/06/2024	Vorwerg Ltd	Cleaning - Stapeley Community Hall May	464.10		Direct Debit	LGA 1972 S 133	Yes
			Total	**1678.97**				

Payments made as previously resolved at a meeting or to avoid late payment								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
12	21/05/2024	Scottish Power	Streetlighting - Payment to clear balance.	1062.4		Bank Transfer	Highways ACT 1980 s301	Yes
			Total	**1062.37**				

Invoices checked and verified at the meeting held on 24th June 2024

Cllr Gibbs - 24/06/24

Cllr - Proposer - Sign & Date

Cllr Hillman - 24/06/24

Cllr - Seconder - Sign & Date

Receipts - May 2024		
Date	**Amount**	**Details**
01/05/2024	£157.55	Bank Interest
02/05/2024	£120.00	Community Hall - Regular Hire
02/05/2024	£112.50	Community Hall - Regular Hire
02/05/2024	-£45.00	Community Hall - Casual Hire - Fee Refund
07/05/2024	£120.00	Community Hall - Regular Hire
07/05/2024	£120.00	Community Hall - Regular Hire
13/05/2024	£210.00	Community Hall - Regular Hire
	£795.05	

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Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

STAPELEY & DISTRICT PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✔	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.		✔	*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2024

and recorded as minute reference:

JUNE 2024 - PAGE 14 - ITEM 13

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [redacted]

Clerk [redacted]

https://stapeleyparishcouncil.gov.uk/

Stapeley & District Parish Council

Annual Governance Statement 2023-24

Section 1 – Explanation of 'No' assertions

Box 4

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

The exercise of electors rights and annual governance documents were published on the Council's website by the required deadline but was not made available within the Council's noticeboard which has been determined as a conspicuous place within the Parish.

This aspect was not completed due to the Council being without a clerk and proper officer from July 2023 and for the remainder of the 2023-24 accounting year.

This will be addressed by ensuring that the exercise of electors rights is completed as per the requirements. Annual Governance return information will be published on the Councils website and Noticeboards on 26th June 2024.

Box 7

We took appropriate action on all matters raised in reports from internal and external audit

Due to the Council being without a clerk and proper officer from July 2023 and for the remainder of the 2023-24 accounting year the matters raised were not addressed by the end of March 2024.

In the absence of a clerk, council members undertook essential duties as required to ensure that the Council could operate effectively.

Throughout the 2023-24 year the Council had 7 members and 5 vacancies which impacted what actions could be undertaken.

This will be addressed as a permanent clerk was employed in May 2024. All aspects raised in the current and previous internal audit report will be actioned. Work has already begun to ensure that budgetary reviews are undertaken and appropriately minuted.

Preparatory work has been completed to ensure that all outstanding VAT reclaims will be completed in quarter 2 of 2024-25.

Section 2 – Accounting Statements 2023/24 for

STAPELEY & DISTRICT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	72,497	72,904	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	30,073	30,073	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	4,372	14,712	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	RE-STATED 17,340	7,760	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	RE-STATED 16,698	26,710	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	72,904	83,219	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	72,904	83,219	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	38,789	34,043	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✔		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[redacted]

Date 18/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2024

as recorded in minute reference:

JUNE 2024 - PAGE 14 - ITEM 13

Signed by Chair of the meeting where the Accounting Statements were approved

[redacted]