



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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www.stapeleyparishcouncil.gov.uk

Parish Councillors are summoned to a

MEETING OF THE PARISH COUNCIL

DAY/DATE: MONDAY, 15 MARCH 2021

TIME: 7.30 PM

MEETING TO BE HELD REMOTELY, VIA VIDEO-LINK

PLATFORM: ZOOM

ACCESS DETAILS: Click the link below to join -

<https://us02web.zoom.us/j/88175311308>

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

Issue date: 10 March 2021

Signed *C M Jones*

To: Councillors M Theobald (Chairman), J Davenport, M Docker, S Ford, J Gibbs,
G Gwinn, P Groves, J Hillman, A Jacobs and K Nord

Notes for Members of the Public:

1. This meeting is being held remotely in accordance with regulations made under S.78 of the Coronavirus Act 2020. There are, therefore, no paper copies of the agenda or the accompanying documents.
2. All documents (other than those which are restricted) can be accessed from the Parish Council's website - www.stapeleyparishcouncil.gov.uk.
3. Members of the public are able to ask a question under the Public Question Time slot by accessing the agenda using the link above.

A G E N D A

1 APOLOGIES

Apologies for absence should be notified to the Clerk as soon as reasonably practicable but prior to the meeting.

2 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have 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.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the circumstances.

3 MINUTES

3.1 9 February 2021 – Extra-ordinary meeting 15 February 2021 – Ordinary meeting

To approve the Minutes of the meetings held on 9 February and 15 February 2021 as correct records.

3.2 Minutes of a Meeting of the Complaints Committee held on 8 February 2021

These are submitted for information only, as it is the Committee itself which has the power to approve or amend the Minutes; however, unless, and until, another complaint is received, the next meeting of the Committee is unknown.

4 PUBLIC QUESTION TIME

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

If it is not possible to respond at the meeting, a written response can be provided at a later date.

5 REPORT OF BOROUGH COUNCILLORS

Councillors Peter Groves and Andrew Martin to report in respect of Cheshire East Council matters of interest and to update Members about any parish matters.

6 COMMUNITY HALL

6.1 Re-opening

To review the situation in respect of the re-opening of the Community Hall.

If Members agree to a re-opening date, it would be helpful to set out the requirements to ensure that the building and the clients are safe and to discuss what arrangements need to be put in place.

6.2 Use of Hall by PCSO and Police Officer

To report that PC Marc Harley has confirmed that the conditions for use of the Community Hall are acceptable.

6.3 Fire Risk Assessment

To report that the biennial fire risk assessment was carried out at the Community Hall in early March and the following documents have been provided:

- Fire Risk Assessment document
- Fire Safety Log Book
- Fire Emergency Plan

7 WEBSITE – MONTHLY REVIEW

The Website Group is asked to report on its review of the website.

8 RISK MANAGEMENT STRATEGY

At the previous meeting, the Clerk had submitted a risk management strategy for approval. Members were of the view that it required additional information, and Councillors Theobald and Jacobs agreed to prepare an up-dated risk management strategy for consideration.

The Clerk prepared a report for Annual Council on 19 May 2021, and whilst it was retained in the file for that meeting, a review of the minutes indicates that it was not submitted; however, the report is now enclosed, and Members may find it helpful to the discussion.

9 FINANCIAL MATTERS

9.1 Receipts and Payments Statement

To receive a receipts and payments statement for the period 1 April 2020 to 30 September 2021. (to follow)

9.2 Authorisation of Payments

9.2.1 The Parish Council is asked to reimburse the Clerk for the cost of subscribing to Zoom to enable Parish Council meetings to be held for more than 40 minutes on each occasion. A copy of her credit card bill is enclosed.

To avoid any perception of 'double-dipping' the Clerk confirms that her other Parish Council pays its own fee for its annual Zoom subscription.

£143.88	C M Jones – Reimbursement for Zoom payment
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9.2.2 Payments

The Parish Council is asked to approve the following payment:

£250.00	Armstrong Fire Management Ltd.
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10 INSURANCE RENEWAL

The Parish Council's insurance renewal is due on 1 June 2021. Came & Company, the brokers, have sent pre-insurance information for consideration by the Council. The following documents are enclosed.

- Copy email from Came & Company dated 8 March 2021.
- Pre-renewal invitation.
- Terms of Business Agreement
- Guide for Employers (new requirement)

The Parish Council may wish to raise issues/queries at this meeting. These can be referred to Came & Company and the Parish Council can make its decision at the meeting in April or May 2021.

11 PLANNING

The Parish Council is asked to comment on the following planning application:

21/0908N	1 Garnett Close, Stapeley CW5 7RF Proposed two-storey extension to side and rear to form extra living accommodation.
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Deadline date for observations: 17 March 2021

12 COMMUNITY GOVERNANCE REVIEW

To receive the Community Governance Review draft document which was considered by Cheshire East Council's Community Governance Sub-Committee at its meeting held on 26 February 2021. The next stage will be for the Sub-Committee to make recommendations to the Constitution Committee which is due to meet on 26 March 2021. If those recommendations are accepted, there will be a 12-week consultation period.

Members are reminded that the Parish Council considered a pre-consultation document at its meeting in January 2020 at which time, it made significant comments on the proposals.

The document can be accessed using the following link.

<https://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=569&MId=7944&Ver=4>

13 NEWSLETTER

Members are invited to suggest articles for inclusion in the next newsletter. The Clerk has identified the following which may be appropriate.

- Chairman's message which can incorporate any changes to Covid-19 regulations.
- Details of the two new councillors
- Update on re-opening of the Community Hall.
- Reminder to residents that the hall will be used on 6 May 2021 for the election of a Police and Crime Commissioner for Cheshire East.
- Calendar of Parish Council meetings with effect from the Annual Meeting which should be 17 May 2021. The regulations may change to allow physical meetings, or to continue with remote meetings. NALC is pushing for remote meetings to continue until October.
- Dog-fouling.
- Budget for 2021-2022
- Item regarding the damage to the Community Hall fencing. This is being repaired and will cost hundreds of pounds but the precise estimate from Trentham Fencing has not yet been received. It will help to remind residents that it is their Council Tax which is paying for this vandalism.

14 EXCLUSION OF PRESS AND PUBLIC

The Council is invited to RESOLVE 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.

15 REVIEW OF GROUNDS MAINTENANCE CONTRACT

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

Members have indicated that they wish to review all contract arrangements between the Parish Council and its regular contractors.

16 GROUNDS MAINTENANCE – CONSERVATION AREA, TALBOT WAY

(Reason for exclusion: Relates to contractual matters.)

To consider awarding the contract for maintenance of the conservation area at Talbot way.

17 STAFFING MATTER

(Reason for exclusion: Relates to the Clerk's employment)

To consider changes to the monthly standing order in respect of the Clerk's salary.

18 DATE OF NEXT MEETING – 19 April 2021