



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, 17 AUGUST 2020

TIME: 7.30 PM

MEETING TO BE HELD REMOTELY, VIA VIDEO-LINK

PLATFORM: ZOOM

ACCESS DETAILS: Click the link below to join

<https://zoom.us/j/92221341359?pwd=eDVkNVNWbjd4cWFibHdPQ0xTOFBMz09>

Meeting ID: 922 2134 1359
Passcode: 245411

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065
Issue date: 12 August 2020

Signed *C M Jones*

To: Councillors M Theobald (Chairman), J Davenport, M Docker, S Ford, G Gwinn,
P Groves, J Hillman 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 – 20 JULY 2020

3.1 To approve the Minutes as a correct record.

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

3.3 **Correction to an agenda item**

Agenda item 7.1 (20 July 2020) second bullet-point (Internal Auditor's report) was misinterpreted by the Clerk. This was in respect of the Internal Auditor's comment about the failure to comply with the publication of electors' rights.

The Clerk stated that the notice had been displayed on 30 June 2019, with public rights commencing on 1 July 2019. This was correct, but the issue raised by the Auditor was the fact that public rights cannot commence prior to the Parish Council's approval of the accounts. The accounts were not approved until the meeting held on 15 July 2019; therefore, the comment made by the Auditor was valid.

For information, the Notice of Public Rights for 2019-2020 was published on 2 August 2020, with the period for inspection being Monday, 10 August to Monday, 18 September 2020.

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 RE-OPENING OF THE COMMUNITY HALL

Rhino Safety Ltd. carried out a Covid-19 compliant risk assessment of the Community Hall on Friday, 7 August 2020. Its report is not yet available but is expected to be issued to Members prior to the meeting.

The Parish Council is invited to consider when the hall should be re-opened, and restrictions which need to be put in place.

The Clerk e-mailed all the regular users asking them to indicate how soon they would wish to re-commence their activities and what sort of measures will be in place for the protection of their clients. Responses are awaited.

Members are asked if hall users should be required to notify the Parish Council if anyone using the hall becomes infected with Covid-19.

6 FINANCIAL MATTERS

6.1 Authorisation of Payments

- £274.48 HMRC – Tax/NI for July. At the July meeting, payment of £480.98 was approved, but Shires Payroll advised the Clerk on 10 August 2020 that there was an overdue amount of £755.46. This left £274.48 to be paid and to avoid late fees, the Clerk has posted a cheque to Councillor Docker, with a paying-in slip for HMRC so that he can post this direct to HMRC.
- £142.80 Rhino Safety Ltd. Covid-19 compliant risk assessment for the community hall.
The invoice (attached) stipulated payment on 10 August 2020, but that was the date the invoice was received. To minimise delay, the Clerk has signed a cheque and posted it to Councillor Docker for signature and posting out to the company following approval by the Parish Council.

Rhino Safety is unable to release the documentation until the account is paid. The Clerk has prepared a cheque and posted this to Councillor Docker for signature and when the payment is approved by the Parish Council, it can be posted direct to the company. The documentation should, therefore, be made available before the end of the week. The Clerk will send it out to Members as soon as it is received.

6.2 Ratification of Payments made since the last meeting

As the community hall was still being used by some clients, the Clerk arranged for Wistonia Electrical & Security Ltd. to change the alarm code on the inside of the hall so that although clients could enter the building, they would not be able to turn off the alarm.

During the engineer's visit, accompanied by Mrs Black from Crystal Clean Ltd, he inspected the fire alarm which was faulty, indicating that the building was on fire at the time.

The Parish Council is asked to ratify the following payments. A copy of each invoice is enclosed. ✍

- **Wistonia Electrical & Security Ltd.**

- £270.00 (Invoice SI-4479 - £225 net and £45 VAT) - Upgrading of panel to 601
£114.00 (Invoice SI-4480 - £95 net and £19 VAT) – Replacement of smoke detector and 2 x batteries in the fire panel. No labour charge as the engineer was on site when this was discovered.
£138.00 (Invoice SI-4458 - £115 net and £23 VAT) – Service of alarm service and new battery installed.

6.3 Quotation from Wistonia Electrical & Security Ltd.

The Parish Council is asked to consider the enclosed two quotations for servicing of the fire alarm at the community hall. ✍

- (1) This is a one-off quotation of £200 net and £40 VAT which will require removal of all devices, cleaning which will include the fire and intruder service.
OR
(2) Annual service contract which would comprise four x quarterly services per annum.

6.4 Budget Monitoring and Receipts and Payments – 1 April – 30 June 2020

To receive a receipts and payments statement for the first quarter of the year, together with a budget monitoring statement for the same period. To follow

6.5 Budget – 2021-2022

Members are invited to consider budget proposals for 2021-2022. A first draft of the budget will be submitted to the meeting to be held in October; a second draft can be considered in November with the final budget being agreed in December 2020.

For ease of reference, a copy of the current budget is enclosed.

✍

7 COMMUNITY HALL – CLEANING CONTRACT

One of the issues raised by the Internal Auditor was the need to market-test the cleaning contract for the community hall.

Members have agreed to consider this at the meeting to be held on 16 November 2020. In the meantime, enclosed is a draft specification which can be used to invite potential contractors. This is based on current practice at the hall.

✍

8 PROJECTS 2020-2021

Owing to the pandemic, it has not been possible for any progress to be made on the two main projects for 2020-2021. The Parish Council is invited to consider how to proceed. Members have already received the document prepared by Hall Smith Whittingham following its title search of both areas.

(a) Pond adjacent to Clarendon Court; and (b) Victorian Orchard

With regard to the pond, Mr Grundy, of CES Ecology, who is due to start work on the conservation area at Talbot Way, has indicated that CES would be interested in quoting for the work to reinstate the pond. It is a known area for Great Crested Newts (GCN) and CES has a GCN licence and the company is fully conversant with the planning conditions for this area.

9 WEBSITE ACCESSIBILITY

Andrew Shepherd is currently carrying out an audit on the website to test its accessibility to ensure that it will either comply with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018, and/or identify areas where further work is required. All public sector bodies are required to ensure that reasonable adjustments are made to their websites so that they are accessible to people with various disabilities. The deadline date for compliance is 23 September 2020.

The Parish Council will be required to publish an accessibility statement to demonstrate that the Council complies with the regulations or has a plan of action in place to ensure compliance.

Gov.uk has published a sample website accessibility statement, and this is enclosed.

✍

Andrew Shepherd's report is expected to be available at the meeting.

10 PLANNING

10.1 Muller Homes

At the previous meeting, Councillors J Davenport, G Gwinn, J Hillman, P Groves and M Theobald were appointed as a working group which would consider the implications of the recent decision by the Secretary of State in respect of the Nantwich South development.

The working group is asked to report back, particularly in view of Cheshire East Council's decision that it will not be appealing the Secretary of State's decision to grant approval for the development.

10.2 Planning Applications

There are no planning applications for consultation.

11 NEWSLETTER

The Leaflet Team which distributes the newsletters, is now re-commencing deliveries.

The June newsletter was published on-line only. The Parish Council is asked to consider either distributing that to each household in the parish, or up-dating it to produce a revised document and issue it as an Autumn Newsletter.

This would also be an opportunity to invite potential local contractors to provide their details for consideration by the Parish Council for various service projects.

The Leaflet Team has quoted £175 for printing 2,500 copies and £185 for distribution. Johnsons' print quality is excellent and the last time there was a full print, it was £417. Members may wish to give The Leaflet Team the opportunity to print on this one occasion and to review whether the quality is acceptable.

12 REPORT OF BOROUGH COUNCILLORS

Councillors Peter Groves and Andrew Martin to update the Parish Council on Cheshire East Council matters of interest.

13 PAINTED STONES ON FOOTPATH ADJACENT TO COMMUNITY HALL

Members to consider whether the painted stones on the footpath adjacent to the community hall should be affixed as a permanent feature.

14 INFORMATION ITEMS

- (a) The Clerk has contacted CTSE which installed the CCTV equipment at the community hall to report that it is currently not operational and requires inspection and repair. A site visit was arranged for 12 August 2020.
- (b) A resident is planning to engage a professional hedge-layer, at her own expense, to carry out hedge-laying in the vicinity of Chadwicke Close. She has raised this previously with CEC (four years ago) but did not receive a response and she has asked if the Parish Council has any objections. The Clerk has advised her that as this is not her own land, she herself will need to make the decision whether or not to take such action. She is intended to contact CEC in advance.
- (c) There is minor damage to the guttering around the community hall.

15 DATE OF NEXT MEEETING

21 September 2020