



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, 20 JULY 2020

TIME: 7.30 PM

MEETING TO BE HELD REMOTELY, VIA VIDEO-LINK

PLATFORM: ZOOM

ACCESS DETAILS: Click the link below to join

<https://us04web.zoom.us/j/76413616852?pwd=K0RQOEJxWmtEQWthUW1VTUVJdy9PQT09>

When prompted, insert passcode [Byi9FR](#)

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

Issue date: 14 July 2020

Signed

C M Jones

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 28 May 2020 and 8 June 2020

To approve as correct records, the Minutes of the meetings held on 28 May and 8 June 2020. ✍

3.2 16 March 2020

To note that Councillor Georgina Gwinn was present at this meeting. She is not recorded on the list of those being present and at the meeting held on 28 May 2020, the Minutes were approved without amendment.

It is not possible to change the Minutes at this stage, but it is important to record the error. If not, this would have meant that Councillor Gwinn would have been disqualified under S.85 of the Local Government Act 1972 as a result of failure to attend for a continuous period of six months.

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 INSURANCE COVER

The Clerk is awaiting a full copy of the insurance policy, and responses to queries raised about the policy, at the May 2020 meeting. To follow

6 SCHEME OF DELEGATION – REVISION

In view of the current difficulties in making payments and the reduction in meetings, the Parish Council is asked to approve the following additions to the Scheme of Delegation to enable the Clerk to make payments to avoid loss of services.

Where possible, prior approval of the Parish Council will be sought.

- a) Authorisation of routine recurring expenditure within the agreed budget.
- b) Incur expenditure not exceeding £1,000, in consultation with the Chairman of the Council provided there is evidence to support the expenditure, e.g. quote/estimate or invoice and such expenditure falls within an appropriate budget head.
- c) Authorise emergency expenditure up to £1,000 outside of the agreed budget, in consultation with the Chairman.

7 ANNUAL ACCOUNTS 2019-2020

7.1 Internal Audit – JDH Business Services Ltd.

The accounts have now been received following the internal audit and the Internal Auditor's report is enclosed. The Parish Council is invited to give responses to the points raised. The schedule has been annotated to include the Clerk's comments on the various recommendations. ✍

On the basis of the internal audit work carried out, the Internal Auditor's view is that the Council's system of internal controls is in place and adequate for the purpose intended, and effective.

The recommendations in the action plan are as follows:

- The cleaning contract has expired and there should be market testing. The contract has rolled over annually since the contract was let in November 2013.
- Exercise of public rights. The reason for the failure to comply was that this was a new requirement and the Clerk was unable to offer evidence that the notice had been displayed as this needed to be evidenced by a dated photograph of the notice displayed in the notice-board, and she was not made aware of this until after the notice had been displayed. The notice was displayed on 30 June 2019 with the exercise of public rights commencing on 1 July 2019. Therefore, the notice was displayed in a timely manner, but the Clerk could not provide evidence to support it.
- Update the Fixed Assets Register to include the CCTV equipment.
- Failure to update the Clerk's monthly salary payment.
- Donation made but no voucher provided. This relates to a donation to the Cystic Fibrosis Foundation Trust.

7.2 Review of the Effectiveness of Internal Audit

The Parish Council is asked to review the effectiveness of the internal audit process using page 1 of the Internal Auditor's report as the checklist against which the process should be judged.

The Internal Auditor's report shows that a robust audit has been carried out and the Parish Council is recommended to accept that the audit has been effective, and all requirements have been met.

8 COVID-19 UPDATES

The following up-dated guidance has been issued by the National Association of Local Councils, based on Government guidance.

8.1 Re-opening of Multi-purpose Community Buildings

A guidance note is enclosed, together with a template for a Risk Assessment in the event of the Parish Council deciding that the Community Hall can be re-opened. ✍

8.2 Continuation of Remote Council Meetings

The latest advice from the National Association of Local Councils is that where a local council has an identified a need to hold a physical meeting, as it is unable to conduct Council business in any other way, they can consider doing so from 4 July 2020. These meetings must be managed within social distancing and safer workplaces guidance produced by the government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting.

It is important that this risk assessment is carried out and any identified actions to reduce risk to attendees are implemented before any face-to-face meetings resume. Councils must keep documentation of this risk assessment and the reasons why the Council has taken the decision to return to face-to-face meetings.

9 AUTHORISATION OF PAYMENTS

£104.50 C M Jones – Contribution to membership of the Society of Local Council Clerks (Invoice attached).
The fee is calculated by the SLCC based on the number of contracted hours per week. As the Clerk is also employed by another Council the payment has been divided 54% and 46%, with 46% relating to Stapeley. The total cost of membership is £227.00 and an invoice is enclosed.

£13.80 Shires Pay Services Ltd. – payroll service

£480.98 HMRC – Tax/Ni on Clerk's salary. May and June 2020.

£274.80 JDH Business Services Ltd. Audit of the accounts 2019-2020.

£96.00 Johnsons Printers (Invoice 088482 - £80.00 net and £16.00 VAT)
Design of newsletter which was published on-line only.

£220.80 Crystal Clean South Cheshire Ltd. (£184.00 net and £40 VAT)
This relates to a deep clean in April, as part of the lockdown arrangements, and a numatic buffer clean. (Invoice SI-1379)

£137.47 Scottish Power – unmetered electricity for street lighting

The Clerk contacted Cheshire East Council some time ago to seek clarification that the replaced street-lights in the parish were now the responsibility of the Borough Council and any repairs and replacements would not fall to the Parish Council.

The Clerk has now made further contact to ask if CEC is responsible for these electricity charges. Scottish Power has stated that it has not received notification of any changes.

In the meantime, this invoice needs to be settled pending the outcome of enquiries.

10 PLANNING MATTERS

10.1 Decision of Secretary of State to permit Muller Homes to develop on land off Peter de Stapleigh Way Planning Applications Nos. 12/3747N and 12/3746N

To report that Muller Homes has been granted permission to build the first phase of a development on land off Peter de Stapleigh Way.

The details are contained in the enclosed 133-page letter from the Ministry of Housing, Communities and Local Government.

The Chairman has issued a statement to the local press and this is now enclosed.

10.2 Planning Applications

There are no planning applications for consultation.

11 BOROUGH COUNCILLORS' REPORTS

Councillors Peter Groves and Andrew Martin to report in respect of Cheshire East Council matters.

12 INFORMATION ITEMS

12.1 Website Accessibility (The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018)

Enclosed is a copy of the NALC Guidance on the above regulations with which local councils must comply by 23 September 2020. These have already been issued to Members, and a copy has been sent to Andrew Shepherd to ensure compliance by the due date.

12.2 Police and Crime Commissioner Stakeholder Update

To receive a copy of the July update from the Police & Crime Commissioner.

12.3 CEC Strategic Planning Update

To receive a copy of Cheshire East Council's Strategic Planning Update, dated June 2020.

12.4 Public Space Protection Orders (PSPOs)

Cheshire East Council is currently carrying out a general consultation on a number of its Public Space Protection Orders (PSPOs) and is not specifically consulting local councils. Members will be able to comment as individuals. The consultation closes on 10 August 2020.

Full details of the process and the documents are available by clicking the link https://www.cheshireeast.gov.uk/council_and_democracy/council_information/consultations/consultations.aspx

12.5 Communications from Residents

- **Speeding traffic on London Road (A51)**

Councillors Peter Groves and Andrew Martin are dealing with this matter as the Ward Councillors.

- **Traffic-Free Wybunbury Lane**

A resident wrote to the Clerk and informed her that he has been handing out leaflets to residents on Wybunbury Lane suggesting that following the lockdown, a green agenda may emerge and it is timely to consider closing Wybunbury Lane to traffic on Sundays as there is little commercial need for it.

The Clerk advised him that such a proposal would need to be dealt with by Cheshire East Council.

- **Hedge-cutting on Peter de Stapleigh Way in the vicinity of Hawksey Drive**

Following a request to the Clerk that she send notices to residents on Hawksey Drive to ask them to trim their hedges, Borough Councillor Andrew Martin has now offered to deal with this matter.

- **Update on Title Search – Victorian Orchard/Pond adjacent Clarendon Court**

The Clerk to report.

- **Painted Stones along footpath adjacent to the Community Hall.**

Comment has recently been made about the painted stones alongside the Community Hall, in view of Jof's Mowing's difficulty in mowing. His suggestion was that the stones be moved temporarily to allow him to mow, unfettered; in the meantime, Members themselves were planning to take action and may wish to report to the meeting.

13 SHARED ITEMS

Although shared items does not generally feature as an agenda item, the Clerk thought that in view of the long gap since the last meeting, it might be helpful for Members to raise issues which could be added to a future agenda.

14 FUTURE MEETINGS

The Parish Council is invited to consider if it should re-commence regular scheduled meetings. As August is generally a recess month, the next meeting would be 21 September 2020.