



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, 25 OCTOBER 2021
(Re-arranged from 18 October 2021)

TIME: 7.30 PM

VENUE: STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, CW5 7GW

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

OR 07498 160 908

Issue date: 20 October 2021

Signed

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

Copy: Borough Councillor A Martin

Notes for Members of the Public

Please note that this is a face-to-face meeting and the number of attendees is limited owing to Covid-19 guidance, especially in view of the recent increase in cases.

Members of the public wishing to ask a question or make a statement under the Public Question Time slot, are asked to submit them in writing to the Clerk (carol.jones@stapeleyparishcouncil.gov.uk) by noon on 25 October 2021. These will be read out at the meeting and written responses will be provided.

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.

Councillors J Hillman and P Groves.

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 SEPTEMBER 2021

To approve as a correct record, the Minutes of the meeting held on 20 September 2021.

cb

4 PUBLIC QUESTION TIME (Period not exceeding 20 minutes)

In accordance with the Parish Council's Standing Orders, members of the public are able to ask a question of the Parish Council or make a statement.

In view of Covid restrictions which limits the number of persons permitted in the Community Hall, these should be submitted in writing to the Clerk by noon on 15 October 2021. These will be read out at the meeting, and the questioner will be provided with a response after the meeting.

5 REPORT OF BOROUGH COUNCILLORS

In the absence of Councillor Groves, it is expected that Councillor Martin will be able to report on Cheshire Est Council matters of interest.

6 COMMUNITY HALL

6.1 Opening

A new client would like to use the community hall from January 2022 each Saturday morning from 9.00 am – 1.00 pm.

Weekends have, traditionally, been reserved for parties; however, as all the regular clients (with the exception of the Scouts) have not returned to the hall, Members may wish to agree to this booking as it will go some way to address the significant shortfall in income.

6.2 Capacity

The Parish Council is asked to consider if the number of persons allowed in the hall should remain at 40 or revert to 55.

6.3 Gas Supply

Members are aware that the Parish Council has not received a bill for gas usage, since it first took up occupation in November 2012.

The Clerk has now managed to open the gas meter cupboard. The meter reading (photo enclosed) was sent to the CEC Property Manager, who is now reviewing the situation. It may be that the Parish Council will need to allow some funding in the next financial year to meet any liability which it may have. db

6.4 On-line Bookings - Extension of Scribe System

The Parish Council is asked to consider approving a quotation from Scribe Systems to enable Community Hall bookings to be made on-line by clients. The fee for this service is an annual fee of £349.00 plus £247 as a one-off set-up cost. After the first year, this becomes an 'evergreen' contract. db

The following are features of the system –

- Unlimited permission based users (Read Only for Councillors at request);
- Secure and GDPR compliant data storage on UK cloud based servers;
- Automatic daily back-ups;
- Uncapped support via phone and email;
- Unlimited training via the Scribe Academy;
- Integration with Scribe Accounts with auto invoicing;
- Integration with Stripe for online payment facility (only applicable if opted into the service)

7 PLANNING

Comments invited by the due dates

The Parish Council is asked to comment on the following planning applications. Applications can be viewed online [By Clicking Here](#)

21/5040N 37 Snow Crest Place, Stapeley CW5 7SZ
Single storey rear extension and rear elevation dormer window
Extension.

Deadline date for observations: 27 October 2021

21/5119N The Barn, Brookbank, Newcastle Road, Willaston, CW5 7EJ
Proposed extension on rear of dwelling to provide ground floor
accommodation for registered severely disabled person, with
live-in nursing facilities at first floor level.

Deadline date for observations: 3 November 2021

215008N 60 Clonners Field, Stapeley CW5 7GP
Relocate side garden wall/fence and create additional off-road
parking space

Deadline date for observations: 27 October 2021

21/4897 5 Thomas Avenue, Stapeley CW5 7RP - Single-storey extension

Deadline date for observations: 20 October 2021

8 AUTHORISATION OF PAYMENTS

The Parish Council is asked to authorise the following payments:

£283.99	HM Revenue & Customs – tax on Clerk’s salary.
£360.00	PKF Littlejohn LLP – Fee for external audit 2020-21 (£300 net and £60 VAT)
£518.40	Crystal Clean South Cheshire – Community Hall cleaning (Inv. 1966 - £432.00 net and £86.40 VAT)

9 SWITCH TO DIGITAL BANKING

No decision required: This is an update to the approved decision of the Council.

At its meeting held on 20 September 2021, the Parish Council approved the switch to Digital Banking, on the basis of dual-authorisation which is a function to allow two of the authorised signatories to complete a third-party payment electronically. This would mean that one signatory would create the payment request (the Clerk) and the other (any of the five named) authorises the payment.

The signatories authorised on 20 September 2021 were -
Councillors Matthew Theobald, Mike Docker, Peter Groves, Jo Hillman and Keith Nord.

The next stage is to refresh the bank mandate and this requires each of the two additional authorised signatories (Councillors Theobald and Hillman) to complete the mandate form (enclosed) and submit to -

businessbanking@RBS.co.uk

cb

10 ACCOUNTS – 2021-22 – EXTERNAL AUDIT

Information item

At the previous meeting, it was reported that PKF Littlejohn auditor assigned to review the accounts would be raising an ‘*except for*’ matter (qualification) which is subject to review and sign-off by an engagement lead.

The report of the External Auditor is now enclosed, together with its closure letter.

cb

11 CODE OF CONDUCT

The Parish Council is asked to comment on the enclosed Draft Code of Conduct which has been forwarded to all town and parish councils in Cheshire East.

cb

This is submitted for consultation purposes and the Parish Council is invited to make any comments; the Code of Conduct will be approved at Cheshire East Council’s full Council meeting on 18 November 2021. Following that, all town and parish councils will be asked to adopt the Code.

12 DRAFT BUDGET – 2022-2023

To give consideration to a first draft of the budget proposals. A full report will be submitted to the November 2021 meeting. (to follow under separate cover)

13 VICTORIAN ORCHARD PROJECT

Councillor J Gibbs to report any progress in respect of the Victorian Orchard project.

14 COMMUNITY GOVERNANCE REVIEW

Decision required: To submit observations on the proposals by **28 November 2021**.

As reported to the last meeting, Cheshire East Council is holding a 12-week consultation on proposals for the governance arrangements for town and parish councils in the borough. The consultation started **on 6 September 2021 and will conclude at midnight on 28 November 2021**.

This is part of a borough-wide review and will consider a range of issues, including town and parish boundaries, number of town and parish councillors, grouping of parishes and warding.

The draft recommendations can be found using this link. [Community Governance Review draft recommendations report](#) makes a series of proposals, and maps showing proposed changes can be found via [this link](#).

On 6 September 2021, the Clerk forwarded to Members PowerPoint presentation slides prepared jointly by CEC and ChALC.

Members will recall that the Parish Council submitted comments on the draft proposal issued in January 2020 (Minute 120). It is suggested that the Parish Council consider this matter at either its October or November 2021 meeting. Borough Councillor Andrew Martin is a Member of the Constitution Committee which is the parent Committee overseeing this process, and will be able to offer advice or provide additional information at the October or November meeting.

Members are reminded of the comments submitted to Cheshire East Council in January 2020.

- The Parish Council is representative of the area of Stapeley which comprises the former rural area with a more urban area of 1,000 houses.
- The community hall is a local hub, has a diverse range of activities and is well-used by residents in all parts of the parish.
- The Council has made great strides to integrate both parts of the community and this has been successful with the parish having its own identity. During canvassing for the elections in May and December 2019, Borough Councillors noted that the experience 'on the doorstep' was that residents wished to remain as part of the Stapeley & District parish. They were adamant that they should remain part of what they perceive as a village and do not wish to become part of the Nantwich Town Council area.
- The Neighbourhood Plan, which was adopted over two years ago, shows the aspirations of the whole parish and this bears out the view that residents wish to remain within Stapeley and Batherton.
- The parish councillors come from both the urban and rural parts of the parish area.
- There have been several community events in the hall, to try to bring together all residents, and these have proved to be very popular.
- The Parish Council is pro-active and produces regular newsletters which are distributed to each household in the parish.
- The Council meets 12 times a year and residents are encouraged to attend meetings to ask questions under the Public Question Time slot.

15 CASUAL VACANCY – BATHERTON

Information item

The deadline date for 10 electors in Batherton parish to call an election, is 21 October 2021. If no election is called, the Parish Council will be able to co-opt to the vacancy.

16 GROUNDS MAINTENANCE CONTRACTOR

Decision Required: To decide how to invite quotations.

The Summer newsletter invited potential contractors to submit quotations for the grounds maintenance contract in the parish. The deadline date was 10 September 2021. No quotations have been received and the Parish Council is invited to consider how to proceed.

17 DATE OF NEXT MEETING

15 November 2021

18 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.

The following information has been withheld from the public agenda, with only a brief synopsis provided for the item.

**19 UPDATE: WEBSITE – SPECIFICATION FOR ENHANCEMENT OF THE CURRENT WEBSITE
(Reason for exclusion: identification of potential bidders for the contract)**

The Clerk to update the Council in respect of inviting quotations for the enhancement of the website.

report that the Clerk, in accordance with the Procurement Policy, searched online for website

**20 CONSERVATION AREA – TALBOT WAY
(Reason for exclusion: Commercial sensitivity)**

The Clerk to report in respect of a survey of the Conservation Area at Talbot Way.