



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

Tel: 01270 812065 e-mail: carol.jones@stapeleyparishcouncil.gov.uk

www.stapeleyparishcouncil.gov.uk

Parish Councillors are summoned to a MEETING OF THE PARISH COUNCIL

DAY/DATE: MONDAY, 17 JANUARY 2022

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: 12 January 2022

Signed

C M Jones

Note: In accordance with recent guidance from the National Association of Local Councils, the Clerk will attend the meeting via video-link. The link will be provided to Councillors by email.

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 and the Parish Council's own restrictions introduced in accordance with its Covid Risk Assessment.

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 the day of the meeting. 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.

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 – 15 NOVEMBER 2021 (Note: the meeting scheduled for 20 December 2021 was cancelled.)

To approve as a correct record, the Minutes of the meeting held on 15 November 2021 (issued by email to Members on 15 December 2021).

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 17 January 2022. These will be read out at the meeting, and the questioner will be provided with a response after the meeting.

5 POLICE REPORT

The Clerk asked the local PCSO (Robbie Stott) if he could provide monthly reports for the Parish Council. His first report is now enclosed. Although he has made reference to his 'previous report' dated 13 November 2021, the Clerk's request for regular reports was made on 13 November 2021, and this is the only report received.

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GUIDE TIME: 7.50 PM

6 REPORT OF BOROUGH COUNCILLORS

To receive a report from Borough Councillors Peter Groves and Andrew Martin in respect of Cheshire East Council matters of interest.

7 COMMUNITY HALL

7.1 Capacity

The Parish Council is asked to review the number of persons allowed in the hall. This is currently set at 40, but Members have agreed to review this at each meeting, taking into account the prevailing Covid-19 situation.

7.2 Use of Toilet Facilities

A Member has commented that although the disabled toilet is the only one which is permitted to be used, there is evidence that both the female and male toilets have been used. A large red cross has now been placed on the door to each of these.

The Parish Council is asked to consider if it wishes to introduce any measures to ensure that these are not capable of being used; for example, a lock.

GUIDE TIME: 8.10 PM

8 PLANNING

8.1 To note that the following planning application was notified to Members on 15 December 2021 with a request that if the Parish Council wished to submit comments, an extra-ordinary meeting would need to be arranged.

21/6201N 110 London Road, Stapeley
Retrospective application for restoration of a semi-derelict house, including two-storey side extension, detached single garage and new access from London Road.

The deadline date was 5 January 2022. There was no request for an additional meeting.

8.2 Planning Application

If Members are proposing to make significant comments on the following planning application, please send these to the Clerk prior to the meeting. This will enable accurate recording of any comments.

The Parish Council is invited to comment on the following planning application.

21/5949N 78 Broad Lane, Stapeley, CW5 7QL
Construction of three-bed detached dwelling in the garden.

Deadline date for comments: 26 January 2022.

8.3 If other planning applications are notified prior to the meeting, the Parish Council will be informed and will be able to submit comments.

9 AUTHORISATION OF PAYMENTS

9.1 The Parish Council is asked to ratify the following payments which have been made, owing to the cancellation of the December 2021 meeting.

Cheque No	Amount £	Inv. No.	Company	Goods/Service
1363	160.00	41	Backford Christmas Tree Farm	Tree for outside Community Hall
1364	624.86	21573	Dame Hygiene Services	Provision of feminine hygiene and nappy disposal units
1365	445.80	SI-2058	Crystal Clean S Cheshire	Cleaning of Community Hall and opening/closure for private events.
1366	115.00	302551	Andrew Nuttall	Boiler servicing
1367	85.00		Andrew Nuttall	Plumbing service
1368	41.40		Shires Accountants	Payroll services

9.2 The Parish Council is asked to approve the following payments:

£490.80 Crystal Clean South Cheshire Ltd.
(Invoice No. 2092 - £409.00 net and £81.80 VAT)
January cleaning, floor buffing and caretaking duties for private parties.

£285.74 C M Jones – reimbursement for payment made to HMRC –
Tax on Clerk's salary.
The Clerk settled this personally to avoid interest which accrues
daily.

GUIDE TIME: 8.35 PM

10 DRAFT BUDGET – 2022-2023

Decision required: To approve a budget for 2022-2023.

The following documents will be submitted to enable the Parish Council to approve its budget for 2022-23.

- Clerk's report on budget proposals.
- Second draft of the detailed proposals which shows the up-to-date financial position.

To follow

Members are also referred to items 14 and 15 which will influence the budget.

11 DIGITAL BANKING

The Parish Council is asked to review progress on the arrangements for digital banking.

At the meeting held on 25 October 2021, Councillors M Theobald and J Hillman were added as signatories, to join Councillors M Docker, P Groves and K Nord.

Councillors Theobald and Hillman were each provided with a mandate form with a request that they complete these and submit them direct to businessbanking@RBS.co.uk.

The Clerk has contacted the bank to ask if it requires a copy of the signed minutes of 20 September 2021 as evidence that this change has been authorised. A response is awaited.

12 COMMUNICATIONS POLICY

The Parish Council's Communications Policy was last reviewed in May 2015.

To follow

A revised Policy will be submitted for consideration. This is intended to be a discussion document and Members will wish to make amendments at this meeting. The Clerk will incorporate suggested amendments into a revised document for submission to a future meeting.

GUIDE TIME: 9.00 PM

**13 CHESHIRE EAST COUNCIL BUDGET CONSULTATION –
17-20 JANUARY 2022 (6 PM VIA TEAMS)**

Decision required: To nominate two Members to attend the remote sessions on this consultation.

The Parish Council has received an invitation from the Cheshire Association of Local Councils, on behalf of Cheshire East Council. The invitation is to a consultation session on the Medium-Term Financial Strategy (MTFS) for Cheshire East Council.

The Council is asking for feedback on its spending plans for the next four years.

The link to the webpage below summarises the process and links to the consultation document itself.

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/consultations/budget-engagement.aspx

There will be two sessions, each an hour long on the 17 and 20 January 2022 at 6.00 pm. Two representatives from each town and parish council may attend. A copy of the Power Point presentation is enclosed.

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14 CONSERVATION AREA – TALBOT WAY

Decision Required: To consider if Dr Page should be asked to prepare a specification for the work required.

As reported to the last meeting, no progress has been made following Dr Martin Page's attendance at the September 2021 meeting.

At the meeting held on 15 November 2021, it was agreed that Dr Page of CES Ecology, be asked to provide a detailed specification of the survey work required at the Talbot Way Conservation Area, together with a map of the area. The Clerk submitted this request to him.

Dr Page has not been able to submit a detailed specification yet, or cost, but estimates it to be approximately £850.00. In the meantime, he has forwarded two reports which give an indication of the work that might be required. He has said that his reports tend to be more detailed than might be produced by others, mainly because of his interest in the subject. He would expect to prepare something which would be a combination of the two reports enclosed. This would be more comprehensive than normal, and he would charge for a very detailed management plan.

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Dr Page has emphasised that the pond should only be cleaned out during the Winter when Great Crested Newts (GCN) are hibernating. They would normally come out of hibernation late February/early March, when the weather warms up. It is fair to assume that there are GCN in the area even if the pond appears to be dry.

15 LITTER-BIN AT TALBOT WAY

Decision Required: To consider if a litter-bin should be purchased.

Members will recall that at their meeting in July 2021, the Parish Council declined to purchase and install a litter-bin on the lawned area at Talbot Way.

The Parish Council had previously agreed to install a bin at this location following a request from a resident who had complained that the lack of a litter-bin was resulting in littering in the area. However, ANSA had subsequently advised that the installation of a litter-bin could, in fact, attract anti-social behaviour, rather than reduce it.

The resident who raised this issue has now been in contact with the Clerk and has sent a photograph of the area, showing that there is littering and asking the Parish Council to re-consider installing a bin.

Members are reminded that a litter-bin would cost £242.76 plus VAT, and the cost of emptying the bin would be £575 per annum; this charge would need to be met by the Parish Council as it is private land.

16 WYBUNBURY UNITED CHARITIES

Decision Required: To approve the combining of the Batherton and Stapeley township funds.

As Members will be aware, Councillor M Docker is a trustee for the Wybunbury United Charities fund.

Councillor Docker proposes that the part of the fund which he manages (Batherton) should be used to contribute to the Stapeley Broad Lane School hardship fund.

In view of various difficulties associated with using the Batherton Township fund to contribute to Stapeley Broad Lane School (SBLs) hardship fund, Dr Clowes has suggested that the

Batherton and Stapeley Townships should be combined into one single fund (Batherton and Stapeley Charities Fund). This will mean that funds can be distributed not only to SBLs but also to Pear Tree School's hardship fund.

It is necessary to appoint a new Administering Trustee, as this post was formerly held by Councillor Docker, who has now been promoted to Administering Estate Trustee. Councillor Docker has identified a local resident (Philip Heathcote) who is willing to become an Administering Trustee and this recommendation has been forwarded to Dr Clowes, for approval.

The Parish Council is asked to –

- (a) Approve the merger of the two township funds (Batherton and Stapeley); and
- (b) Recommend approval of Philip Heathcote as the Administering Trustee.

GUIDE TIME: 9.30 PM

17 INFORMATION ITEMS

17.1 VICTORIAN ORCHARD PROJECT

The Working Group to report progress in respect of this project.

17.2 CASUAL VACANCY – BATHERTON

To note that although a notice advertising the vacancy in Batherton parish has been displayed on the notice-board and on the website, no candidates have put themselves forward for consideration.

17.3 DOG-FOULING IN THE PARISH

Councillor Groves to update the Parish Council.

17.4 QUEEN'S PLATINUM JUBILEE – 2-5 JUNE 2022

To receive a letter in respect of the Queen's Platinum Jubilee.

At its meeting on 15 November 2021, the Parish Council decided to take no action to mark the event. ✂

18 DATE OF NEXT MEETING

22 February 2022

19 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 be 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 items.

20 UPDATE: WEBSITE – SPECIFICATION FOR ENHANCEMENT/RE-DESIGN OF THE WEBSITE

(Reason for exclusion: identification of potential bidders for the contract)

Decision required: To consider the recommendations of the Website Working Group with a view to awarding the contract.

At the October 2021 meeting, the Parish Council agreed that the deadline dates for receipt of quotations should be revised as, at that time, very little interest had been expressed.

Subsequent to that, the Clerk received a number of quotations, and these were submitted to the November 2021 meeting. The resolution was -

(a) That the Working Group (Councillors M Theobald, J Hillman and M Docker) meet to review the quotations, with a view to shortlisting;

(b) That the Working Group make recommendations to the Parish Council in respect of shortlisting, and the possible requirement for post-submission clarification meetings;

(c) That, in the event of it being deemed necessary to seek post-submission clarification, the Parish Council arrange to hold virtual meetings with contractors; and

(d) That following completion of the process in (b) and (c) above, the Parish Council proceed to awarding the website contract at the next available meeting.

The Working Group has reviewed the quotations and wishes to recommend two companies for shortlisting.

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