



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

Tel: 07498 160 908 e-mail: [carol.jones@stapeleyparishcouncil.gov.uk](mailto:carol.jones@stapeleyparishcouncil.gov.uk)

[www.stapeleyparishcouncil.gov.uk](http://www.stapeleyparishcouncil.gov.uk)

Website: [www.stapeleyparishcouncil.gov.uk](http://www.stapeleyparishcouncil.gov.uk)

## NOTICE OF MEETING OF THE PARISH COUNCIL

Parish Councillors are summoned to a meeting to be held on:

**DATE:** MONDAY, 17 OCTOBER 2022  
**TIME:** 7.30 PM  
**VENUE:** STAPELEY COMMUNITY HALL,  
PEAR TREE FIELD, CW5 7GW

Enquiries to: Clerk: Carol Jones

Tel: 07498 160 908

Date of Issue: 12 October 2022

*C M Jones*

To: Members of the Parish Council  
(Councillors M Docker, S Ford, P Groves, J Gibbs, J Hillman, A Jacob, K Nord,  
Y Orungbemi and M Theobald)

Copy: Borough Councillor A Martin

### Notes for Members of the Public

Please note that although the Government has removed the remaining domestic restrictions in England, there are steps which you can take to reduce the risk of catching and spreading Covid-19.

Members of the public attending are asked to consider wearing a face covering to protect themselves and others.

The website is currently being re-designed and not all documents referenced in the agenda have been uploaded. If you wish to be provided with a copy of any of the documents listed, please contact the Clerk and these can be provided by email.

# AGENDA

## 1 APOLOGIES FOR ABSENCE

Apologies for absence, together with reasons for absence, should be notified to the Clerk prior to the commencement of the meeting.

The Parish Council is asked to approve apologies for absence.

## 2 DECLARATIONS 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

To approve as a correct record the Minutes of the meeting held on 26 September 2022.

8

## 4 PUBLIC QUESTION TIME (15 MINUTES)

In accordance with the Parish Council's Standing Order No.1, members of the public are able to submit a question or to make a statement, preferably in writing prior to the meeting, by submitting to the Clerk, or orally at the meeting.

## 5 POLICE REPORT

Following the recent transfer of PCSO Robbie Stott to other duties, there is no Police Report on this occasion. When a new Officer is in post, the monthly reports can resume.

## 6 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

### School Safety, Broad Lane

Borough Councillors Peter Groves Andrew Martin to report on Cheshire East Council matters of interest. In the meantime, Councillor Groves has shared an email following his recent discussion with a Cheshire East Highways engineer, and the Headteacher of Stapeley Broad Lane School. The following is a summary of the issues raised.

- 1) Car parking at the school is clearly insufficient, which leads to parking on the A529 and causes disruptions to traffic flow, and obstruction. Expanding the existing provision needs to be addressed as soon as possible. The Headteacher has been asked for his help and support.
- 2) The small repeater 30mph signs are only on one side of the road (and not always the same side) and are often hidden by vegetation.
- 3) The road painted signs are all faded and mostly illegible.
- 4) The school 20mph speed limit signage is on one side only (and not on the school side from either direction). Councillor Groves has requested that consideration be given to replicating the signage which has been adopted in Burland on the A534 and is very effective.
- 5) The yellow zig-zags outside the school are all faded.
- 6) The radar speed sign just past Bishops Wood is partly obscured by trees and does not seem to be currently operational.

- 7) The signs on entering Stapeley from Audlem are again obscured by trees.
- 8) Investigate the introduction of some sort of traffic calming and whilst accepting that this is an 'A' road, it is in a semi-urban area; it is not a 'country lane' and should not be treated as such.
- 9) A new Speed Assessment Survey should be undertaken.

## **7 FINANCIAL MATTERS**

### **7.1 AUTHORISATION OF PAYMENTS**

The Parish Council is asked to authorise the following:

**7.1.1** The Clerk to make payments to HMRC to cover tax and NI liability for October 2022. The documents from Shires Accountants are not currently available, but payment ought to be paid before the November meeting.

**7.1.2** C M Jones £14.94 – purchase of wall clock for the Community Hall  
(£12.44 net and £2.50 VAT)

£240.00 – PKF Littlejohn LLP – audit of the accounts 2021-22  
(£200.00 net and £40.00 VAT)

### **7.1.3 Payments made under the Scheme of Delegation**

The following payments have been made under the Scheme of Delegation and the Parish Council is asked to ratify the payments.

£230.40 Crystal Clean South Cheshire – cleaning of Community Hall.  
(Invoice 2344 - £192.00 net and £38.40 VAT – Cheque No. 1373)

£307.20 Crystal Clean South Cheshire – cleaning of Community Hall.  
(Invoice 2421 - £256.00 net and £51.20 VAT) – Cheque No. 1410)

## **7.2 FINANCE COMMITTEE**

### **7.2.1 Membership**

At its meeting held on 26 September 2022, the Parish Council set up a Finance Committee which comprises Councillors A Jacobs, S Ford, J Hillman and M Theobald.

Councillor Jacobs was not at the September meeting and is now asked to confirm her acceptance of membership.

A revised Terms of Reference is enclosed.

✍

### **7.2.2 Budget Meeting**

The Committee Members are asked to agree a date for a budget meeting. Monday, 31 October 2022 is suggested.

## **7.3 EXTERNAL AUDIT OF ACCOUNTS**

To receive the External Auditor's report (page 6 of the Annual Governance and Accountability Return).

✍

## **8 WORKING GROUPS – TERMS OF REFERENCE (ToR)**

As the Parish Council has established a number of working groups, model Terms of Reference (ToR) were approved at the September meeting. Specific ToR will be submitted to the November 2022 meeting for approval.

**9 PLANNING APPLICATIONS**

There are no planning applications for consultation.

**10 INSURANCE COVER**

Members are asked to review the insurance documentation which was issued with the papers for the Annual Council meeting in May 2022. These documents were re-issued to Members on 10 October 2022.

The Parish Council is asked to confirm which exclusion clauses are considered unacceptable in the current policy. This will enable the Clerk to seek quotations from other providers.

**11 COMMUNITY HALL – COVID RESTRICTIONS**

The Parish Council is asked to consider if there should be any changes in respect of the Covid arrangements at the Community Hall.

Members are reminded that at the Council meeting on 21 March 2022, it was agreed that there should be a standing agenda item to review the Covid situation each month.

**12 NEWSLETTER**

To receive draft 3 the newsletter. The Parish Council is asked to approve the newsletter, subject to any amendments required, and to agree a date for distribution.

To follow

**13 PROGRESS ON PROJECTS**

**13.1 Conservation Area, Talbot Way**

Dr Martin Page was asked to provide a specification for work required at the conservation area to enable quotations to be sought for the work. He has not yet provided this as he was due to undertake a significant project for his company.

**13.2 Victorian Orchard**

A response from Cheshire East Council is awaited in respect of the transfer of title.

**13.3 Website**

The Working Group has not yet had the opportunity to meet with Simon Warbrook to discuss progress on the re-design of the website. In the meantime, enclosed for information is a document which Councillor Hillman prepared following the Zoom meeting attended by the Clerk, and Councillors M Docker and J Hillman in July 2022; this note was forwarded to Simon Warbrook on 1 August 2022.

8

**13.4 Vehicle Speed Display Units (VSDUs)**

At the meeting held on 26 September 2022, it was agreed that a Working Group be set up to discuss the future of signage in the parish. No Members were appointed to it, and the Parish Council is now invited to appoint Members to the Group.

**14 DATE OF NEXT MEETING**

**21 November 2022**

---

**15 EXCLUSION OF PRESS AND PUBLIC**

The Parish Council is asked 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 item owing to the confidential nature of the business to transacted, and the public interest would not be served in disclosing that information.

**16 POTENTIAL NEW REGULAR CLIENT FOR THE COMMUNITY HALL  
(Reason for exclusion: likely to reveal the identity of an individual)**

The Parish Council is invited to comment on a request from a company which wishes to use the Community Hall for its activities. Details were sent to Members by email on 12 October 2022.