



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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NOTICE OF MEETING OF THE PARISH COUNCIL

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

DATE: MONDAY, 18 JULY 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: 13 July 2022

C M Jones

To: Members of the Parish Council
(Councillors M Docker, S Ford, P Groves, J Gibbs, G Gwinn, J Hillman, A Jacobs,
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.

At meetings of the Parish Council, all windows will remain open throughout. Members of the public attending are asked to consider wearing a face covering to protect themselves and others.

AGENDA

1 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk prior to the commencement of the meeting. **Councillors K Nord and M Theobald.**

In view of the Chairman's absence, Councillor J Hillman will chair the meeting.

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 27 June 2022.

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.

GUIDE TIME – 7.50 – 8.10 PM

5 ACCOUNTS – 2021-22

5.1 External Audit

All the required documentation has now been forwarded to PKF Littlejohn LLP, the External Auditor. For Members' information the following documents are enclosed; these form part of the document pack which issued to the External Auditor.

- Completed AGAR (as approved at the June 2022 meeting)
- Confirmation of the dates of the period for the exercise of public rights.
- Bank reconciliation to 31 March 2022.
- Variance explanations. This is a two-part document which is completed using a pro-forma provided by PKFL and is partly a check on the figures given on page 6 of the AGAR.

5.2 Internal Audit

The Internal Auditor's report covering the accounts for 2021-22 was submitted to the meeting held on 27 June 2022. The Parish Council is now invited to consider the issues raised by the Auditor.

5.3 Appointment of Internal Auditor – 2022-23

The Parish Council is asked to consider appointing JDH Business Services Ltd. as the Internal Auditor for the accounts 2022-23.

6 POLICE REPORT

To receive a Police report for June 2022.

GUIDE TIME – 8.10 PM – 8.45 PM

7 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Councillors Groves and Martin to report on Cheshire East Council matters of interest.

8 FINANCIAL MATTERS

8.1 Authorisation of Payments

The Council is asked to authorise the following payments:

£18.90 C M Jones
Mileage claim – Audlem-Mold return
Delivery and collection of accounts to internal auditor (Tax neutral rate as set by HMRC) 84 miles at 45P per mile = £37.80
(Note: the Clerk will claim half the cost from her other Parish Council).

£331.20 Crystal Clean South Cheshire Ltd.
(Invoice SI-2324 - £276.00 net and £55.20 VAT)

£tba HMRC -Tax/NI - Clerk's salary

8.2 Financial Statements

To receive a financial statement showing the position at June 2022.

To follow

9 COMMUNITY HALL

It was agreed at the meeting held on 21 March 2022 that the Covid-19 restrictions in respect of use of the Community Hall, be removed, but the Parish Council agreed to continue to monitor the arrangements having regard to the health and safety of all users of the hall.

Members are asked to review the arrangements and to decide if any changes should be made.

10 COMMUNITY HALL

10.1 Health and Safety (Covid-related)

It was agreed at the meeting held on 21 March 2022 that the Covid-19 restrictions in respect of use of the Community Hall, be removed, but the Parish Council agreed to continue to monitor the arrangements having regard to the health and safety of all users of the hall.

Members are asked to review the arrangements and to decide if this should continue to remain a standing item on the agenda.

10.2 Regular Activities at the Community Hall

To receive a further list of the regular activities at the Community Hall (updated 4 July 2022). Members will note that the hall is now in use approximately 28 hours a week.

GUIDE TIME – 8.45 PM – 9.00 PM

11 REVIEW OF CONTRACTS

11.1 Cleaning Contract

Members will recall that the Internal Auditor, in the 2019/20 audit, commented that the contract for cleaning the community hall should be market-tested in accordance with the

Financial Regulations, and that the contract should include an end date with an option for an extension.

Although the Parish Council approved the contract in December 2020, which was awarded to Crystal Clean South Cheshire Ltd. there was no term of the contract minuted, nor an end date. The resolution was as follows:

RESOLVED: (a) *That the contract for cleaning and caretaking at the Community Hall be awarded to Crystal Clean (South Cheshire) Ltd. with immediate effect;*

(b) *That the contract be awarded on the basis of other than the lowest quotation; and*

(c) *That the reasons for awarding on an 'other than lowest' basis were (i) that the contractor had a proven track record, and (ii) that the contractor was based locally.*

In the 2021/22 Internal Audit report, the Auditor has listed this as 'on-going'.

The Parish Council is asked to consider if this contract should be market-tested again.

11.2 GROUNDS MAINTENANCE CONTRACT

At the meeting held on 15 November 2021, the grounds maintenance contract was awarded to Jof's Mowing for a 12-month period, with the Parish Council agreeing to review it in November 2022.

The Parish Council is asked to consider how the contract should be reviewed; for example, would Members wish to advertise the contract and invite quotations, or for the Clerk to identify potential companies which could carry out this service.

GUIDE TIME – 9.00 PM – 9.15 PM

12 PLANNING APPLICATIONS

There are no planning applications for consultation.

13 PARISH NEWSLETTER

A rough draft of the newsletter is submitted for consideration. Members are asked to suggest other articles for inclusion and to agree a date for distribution. To follow

14 UPDATE ON PARISH COUNCIL PROJECTS AND OTHER OUTSTANDING MATTERS

14.1 Conservation Area – Talbot Way

14.1.1 The Clerk will seek quotations for the work to be carried out, as identified in the report submitted to the Council in both May and June, and will report to the September 2022 meeting.

Members are invited to draw up a detailed specification for the work, using the Habitat Management Plan as the source document.

14.1.2 The Parish Council is asked to set up a working group to oversee progress in respect of management of this site.

14.2 Insurance Cover

During the August recess, the Clerk will be able to seek quotations for the Parish Council's insurance cover, and report to the September 2022 meeting.

15 WEBSITE – PROGRESS

The Working Group (Councillors M Docker, J Hillman and M Theobald) to report progress on the re-design of the website.

16 PLANTERS – OUTSIDE COMMUNITY HALL

The Parish Council is asked to decide what design and size of planters it requires for locating outside the Community Hall. The Clerk can submit quotations to the September/October meeting.

The budget which is £3,000 has featured in the budget for two-three years and the Parish Council is asked to aim bring this scheme to fruition during the financial year.

17 DATE OF NEXT MEETING –

Monday, 19 September 2022

18 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.

Note: The following item has been withheld from public deposit, other than providing a brief synopsis of the item.

19 STAFFING MATTER

(Reason for exclusion: Relates to a staffing matter and it is not in the public interest to disclose the details.)

The Clerk is of the view that her workload has been increasing for some time and often extends beyond the 15 contracted hours. She has now created a worklog to record the hours and the activities undertaken. This can be presented to the Parish Council meeting in October/November 2022 when the first draft of the budget for 2023-24 will be considered. If necessary, the contracted hours can be revised at that time to inform the budget for 2023-24.