



# 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, 19 DECEMBER 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: 14 December 2022

*C M Jones*

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

Copy: Borough Councillor A Martin

### Notes for Members of the Public

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, 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 21 November 2022.

To follow.

## 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 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

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

## 6 FINANCIAL MATTERS

### 6.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments:

£tba	HMRC	Tax /NI liability in respect of Clerk's salary For the period
£715.20 (£596.00 £119.20 VAT)	Invoice 2446	Crystal Clean South Cheshire Ltd. This invoice covers the cost of - six private bookings in October - 14.5 hours cleaning in November - and £60.00 gross for window cleaning
£153.60 (£128.00 net £25.60 VAT)	Invoice 2429	Crystal Clean South Cheshire Ltd.  Cleaning from April – September 2022 associated with private bookings. The company omitted these from a previous invoice.
£46.80 (£39.00 net £7.80 VAT)	Invoice 3418	End-of-year health check. This is separate from the software package.
£160.00	69	Backford Christmas Tree Farm t/a GO and ML Jones Purchase of tree for outside the Community Hall.

## 6.2 Draft Budget 2023-24

The Parish Council is asked to review its draft budget which has been discussed at the Finance Committee meeting held 14 November 2022, and further discussed at the full Council meeting on 21 November 2022.

Documents to follow are:

- Revised schedule of budget items.
- Financial statement
- List of payments in each cost code for all cost centres.
- Bank reconciliation to 21 November 2022

## 7 PLANNING MATTERS

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

22/4812N Manor House Farm, Old Newcastle Road, Willaston, CW5 7BQ  
Listed building consent for erection of detached garage and  
Reinstatement of historical vehicular access.

Deadline date for observations: 11 January 2023

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22/4811N Manor House Farm, Old Newcastle Road, Willaston, CW5 7BQ  
Erection of detached garage and reinstatement of historical vehicular  
access

Deadline date for observations: 11 January 2023

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22/4651N 67 London Road, Stapeley, CW5 7JN  
Proposed new access drive.

Deadline date for observations: 16 December 2022. The Clerk has requested an extension to the deadline.

## 8 PARISH COUNCIL LOGO

At the November meeting, Councillor Docker suggested that the Parish logo be re-designed and he produced a draft sketch showing his suggested amendments. The Chairman offered to produce a mock-up for consideration at the December meeting.

Members are now asked to comment on the proposed new logo, and, subject to any design amendments to be made, ask an appropriate designer (possibly Johnsons of Nantwich) to produce a design.

## 9 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.

## 10 TERMS OF REFERENCE FOR WORKING GROUPS

The Parish Council is asked to consider, and approve, the draft Terms of Reference for the following working groups: (to follow)

- Conservation Area – Talbot Way
- Group dealing with replacement of speed indicating devices throughout the parish (Not yet given a name)
- Victorian Orchard

**11 POLICE REPORT**

Although a new PCSO has not been appointed to replace PC Robbie Stott, a report was sent to Councillor Docker, and that report is now enclosed.

**12 WEBSITE**

To report progress on the new website. Councillors' biographies have now been revised by Members, with one or two outstanding, but not yet been sent to Simon Warbrook for uploading onto the website.

**13 NEWSLETTER**

To approve the newsletter for printing and distribution. The Leaflet Team has advised that it will be able to deliver the newsletters after 18 January 2023.

To follow

**14 CASUAL VACANCY**

Members are reminded that no action has yet been taken in respect of the vacancy caused by the recent disqualification of a councillor.

The Parish Council is asked to consider if the vacancy should be advertised at this time, or if no action should be taken in view of the close proximity of the elections on 4 May 2023.

**15 COMMUNITY GOVERNANCE REVIEW – IMPLICATIONS**

Members are asked to note that as the Council ceases to exist on 31 March 2023, the Council will not be able to operate until after the elections on 4 May 2023. The regular payments will still be able to be made under the Scheme of Delegation.

Further clarification is awaited from Cheshire East Council and ChALC.

**16 HEDGEHOGS R US**

The Parish Council is invited to consider supporting the 'hedgehog-highway-project'. Information in respect of the project is enclosed.

**17 MATTERS TO BE DEFERRED TO THE JANUARY 2023 MEETING**

- Insurance quotation.
- Quotations for planters. These may be available for the December meeting.

**18 DATE OF NEXT MEETING**

**16 January 2023**