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NOTICE OF MEETING OF THE PARISH COUNCIL

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

DATE: MONDAY, 20 FEBRUARY 2023

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: 15 February 2023

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.

A G E N D A

GUIDE TIME: 7.30 PM – 7.50 PM

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, the reasons for which will be reported to the meeting.

Apologies have been received from Councillors M Theobald, M Docker and J Gibbs.

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

3.1 To approve as a correct record the Minutes of the meeting held on 23 January 2023.

3.2 To note the following actions assigned to the Clerk at that meeting.

- Enquiries into the current status of the automated external defibrillator (AED) on the wall at the Cronkinson Farm Pub.

The Clerk has made enquiries of North-West Ambulance Service. NWAS is going to arrange for a First Responder to inspect the AED to establish its status, eg, checking that batteries are OK and the electricity supply is functioning.

The database at NWAS has been replaced by a single national defibrillator database called 'The Circuit'.

This initiative is supported by the British Heart Foundation, Association of (NHS) Ambulance Chief Executives, St John Ambulance, and the Resuscitation Council UK.

All existing defibrillators must be transferred to The Circuit. There are two options; 'Single registration' or 'Multiple registration'; this is determined by how many defibrillators the Council is responsible for or owns.

As the AED at the Cronkinson Farm Pub was purchased by the Parish Council, the Clerk will make further enquiries about this.

Defibrillators generally will still be available and allocated to NWAS 999 calls in the same manner; however, after registration, the Parish Council would then receive automated emails from The Circuit to advise (a) of an allocation, (b) if the defibrillator needs a status check, or (c) if the pads have expired.

If the AED needs to be taken out of service for a maintenance issue (eg. changing expired pads) the defibrillator can be taken 'out of service' and then made emergency-ready again, once the issue has been resolved.

- Make enquiries about current costs of AEDs with a view to adding a line item in the budget.

A figure of £1,800 has been added as a budget line for 2023-24. This is the approximate cost of a defibrillator and cabinet.

- Request refund from Water Plus following overpayment over several years.

No action taken yet as this requires a review of several years of payments made to Water Plus.

- Conservation Area: Jof's Mowing to be asked to tidy up the area before 31 March 2023, and to invite Dr Martin Page to be present during the process.

The Clerk has contacted Jof's Mowing (with Dr Martin Page on copy) to request a quotation for the work, but he needs specific instructions on what needs clearing, especially as the last time it was cleared, Members commented that it was 'scalped' and unacceptable.

- Seek insurance quotation from the contact provided by Councillor Peter Groves.

Email sent to the company notified by Councillor Groves. The insurance documentation has been forwarded to enable the company to review the level of insurance required. A response is awaited.

- Finalise quotations for planters at the Community Hall.

See item 11 below.

- Cancellation of direct debit to Vodafone.

Now cancelled. An alternative provider of Broadband will need to be sourced.

- Produce update on list of actions required as part of the Community Hall fire risk assessment. See item 8.

- Finalise newsletter for printing.
Issued to Johnsons for mocking-up.

- Update financial information for submission as part of the final budget proposals for 2023-24.

Item 6.4

- Quotation for replacement of all lights in the Community Hall.

One quotation has been provided from the current contractor who currently repairs the lighting in the hall, but two other quotations will be required.

GUIDE TIME: 7.50 PM – 8.15 PM

4 PUBLIC QUESTION TIME

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 and to provide updates in respect of matters previously discussed.

GUIDE TIME: 8.15 PM – 8.30 PM

6 FINANCIAL MATTERS

6.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments. Any additional payments requiring approval will be reported to the meeting.

£297.31	HMRC	Tax /NI liability in respect of Clerk's salary
£25.00	C M Jones	Reimbursement for payment to ChALC – Induction training for Councillor Y Orungbemi
£26.76	C M Jones	Reimbursement for purchase of 'turn right' sign to be affixed to rear fire door in the Community Hall (£22.30 net and £4.46 VAT)
£470.00	Jof's Mowing Invoice 0223	Garden maintenance – November 2022 – early February 2023.

6.2 Scheme of Delegation

To note that the following two payments were made on 5 December 2022 under the Scheme of Delegation but were not reported to the Parish Council.

£297.31	HMRC
£230.40	Crystal Clean South Cheshire

**6.3 End-of-Year Accounts 2022-2023
Assets List**

In preparation for the end-of-year accounts (2022-23) a copy of the Assets List is submitted for information, and amendment if appropriate.

GUIDE TIME: 8.30 PM – 8.45 PM

6.4 Budget 2023-24

The Parish Council will be asked to agree its budget for 2023-24 at its meeting on 20 March 2023. The following documents are to be submitted; however, owing to the lack of internet access already notified to Members, it has not been possible to produce them for this meeting.

- Clerk's budget report
- Schedule of budget items.
- List of payments in each cost code for all cost centres.
- Bank reconciliation to 24 January 2023 (based on Gold account at 11 January 2023 and Current account at 24 January 2023 (the latest bank statements available).

7 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.

GUIDE TIME: 8.45 PM – 9.00 PM

8 COMMUNITY HALL - FIRE RISK ARRANGEMENTS

The Clerk had been asked to address the following issues which had been highlighted in the last fire risk assessment carried out at the hall.

- 1) Fire door requires re-hanging. As the building is owned by Cheshire East Council (CEC), this will be the Borough Council's responsibility, and it is unlikely that the Parish Council would be permitted to arrange the re-hanging. A ramp is required from the rear fire door to ensure that it is wheelchair accessible. **Cheshire East Council has been asked to provide this.**
- 2) Signage required on the fire exit at the rear to indicate that when exiting the building in the case of a fire, pedestrians must turn right. **Sign purchased.**
- 3) Fire instructions to be prepared by the Clerk. **Currently reviewing the requirements for specific instructions appropriate to the building and will be presented to the March meeting.**

GUIDE TIME: 9.00 PM – 9.20 PM

9 COMMUNITY HALL – CLOSING HOURS

Crystal Clean South Cheshire Ltd. which provides the opening and closing of the hall for the private parties held at weekends has notified the Clerk that they will not be able to provide a closing of the hall after 9.00 pm. This is partially-related to safety issues, but mainly because they are unable to recruit staff who are willing to close the hall past 9.00 pm.

There are very few occasions when clients request a late-night closing; in the last twelve months, there has been only one, as parties are usually for young children and the finish time is late afternoon.

The Parish Council is asked to consider whether alternative arrangements should be made in respect of any potential late-night bookings.

10 COMMUNITY GOVERNANCE

10.1 The Parish Council is asked to give initial consideration to business matters which will be required following the dissolution of the Parish Council on 31 March 2023 and the new Council being elected on 4 May 2023.

The Scheme of Delegation can be reviewed and updated if necessary to allow payments to be made as appropriate. Copy of current scheme enclosed.

10.2 Payment of the Precept – 2023-24 and Appointment of Clerk

10.2.1 To report on the process for payment of the 2023/24 precept to those councils affected by the Community Governance Review.

In legal terms, the parish councils will exist from 1 April 2023, but Clerks will not be formally appointed until Members have been elected on 4 May 2023; therefore, the precept instalments will not be made in the usual way to these new councils, i.e. 50% in April and 50% in September. Requests for earlier release of the first half of the precept can be submitted to Brian Reed (Democratic Services Manager) and these will be considered on a case-by-case basis after Members are elected.

10.2.2 In legal terms, although the parish councils will exist from 1 April 2023, Clerks will not be formally appointed to the new Councils until Members have been elected.

11 WEBSITE WORKING GROUP

The Working Group comprises Councillors M Docker, J Hillman and M Theobald; however, Councillor Theobald is unavailable for the next two months, and the Parish Council is asked to appoint another Member to the Working Group, to enable the website content to be finalised.

12 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.

13 QUOTATIONS FOR PLANTERS – OUTSIDE COMMUNITY HALL

(Reason for exclusion: Commercial sensitivity)

To consider quotations for the provision of planters outside the Community Hall.

14 QUOTATION FOR REPLACEMENT LIGHTING AT THE COMMUNITY HALL

(Reason for exclusion: Commercial sensitivity)

Members may recall that this was discussed at the meeting held on 19 April 2021. One quotation is enclosed for information, but in accordance with the Financial Regulations, the Clerk will seek two other quotations, which will be available after the elections in May 2023.

15 DATE OF NEXT MEETING

20 March 2023