



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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## Parish Councillors are summoned to a MEETING OF THE PARISH COUNCIL

**DAY/DATE: MONDAY, 25 APRIL 2022**

**TIME: 7.30 PM**

**VENUE: STAPELEY COMMUNITY HALL,  
PEAR TREE FIELD, CW5 7GW**

Enquiries to: Clerk: Carol Jones

Phone: 07498 160 908

Issue date: 20 April 2022

Signed

*C M Jones*

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 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.

If members of the public wish to ask a question or make a statement under the Public Question Time slot, please submit them in, writing to [clerk@stapeleyparishcouncil.gov.uk](mailto:clerk@stapeleyparishcouncil.gov.uk) by noon on Monday, 25 April 2022.

The Parish Council's website is currently being upgraded, and for technical reasons, the full agenda may not be uploaded. If you would like a copy, please contact the Clerk and this can 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 – (A) 21 MARCH 2022; AND (B) EXTRA-ORDINARY MEETING 4 APRIL 2022

To approve as correct records, the Minutes of the meetings held on 21 March 2022 and the Extra-ordinary meeting held on 4 April 2022. ✂

## 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.

## 5 POLICE REPORT – MARCH 2022

PCSO Robbie Stott's Police report is enclosed. PCSO Stott has already advised that he is unable to attend the meeting. ✂

## 6 CASUAL VACANCY - BATHERTON

There is currently one vacancy on the Parish Council, following the resignation of former councillor John Davenport.

The Borough Council was notified of the vacancy, and it was advertised in accordance with electoral regulations, but no formal request from potential candidates had been received.

A request has now been received from a former candidate, and she will be in attendance at the meeting. The Clerk has provided her with the following documents to enable her to be aware of the requirements of becoming a councillor.

- Local Council Administration (brief explanation of the role of parish councils, and the changes brought about by re-organisation in 2009.
- Good Councillors Guide – national publication for new councillors
- Standing Orders and Financial Regulations (the Parish Council's own document).

The procedure at the meeting is suggested as follows:

- a) The candidate will give a brief oral presentation indicating why she wishes to become a parish councillor.
- b) After the presentation, Members may ask questions of the candidate, and these should not be of a personal nature; for example, marital status, age, number of children.
- c) The Parish Council will then be invited to vote, and this can be an oral vote, or if a Member so requests, a secret ballot can be carried out.

If the candidate is co-opted, she will be asked to sign a Declaration of Acceptance of Office and will then be able to participate fully in the meeting.

**GUIDE TIME: 7.50 PM**

**7 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, and to receive any updates on parish matters.

**8 CONSERVATION AREA – TALBOT WAY**

**Decision required: To receive the update from Dr Page and to consider future arrangements.**

Dr Martin Page (CES Ecology) has prepared a habitat management plan for the Conservation Area at Talbot Way (enclosed). Unfortunately, he is unable to attend the meeting to speak to the report. ✂

His conclusions can be found on page 12 of the report.

**9 COMMUNITY HALL**

**9.1** 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; and that is the purpose of this item.

**9.2 Water Plus**

As reported to the last meeting, Water Plus had indicated that it would respond to the queries raised about the site banding for the Community Hall, and the date given was 25 March 2022. No response was received by that date, and at the date of the publication of this agenda, no further information has been received. The Clerk has, therefore, submitted a formal complaint to Water Plus.

She first contacted The Consumer Council for Water (CCW) which advised that the route for a complaint is firstly to use Water Plus's formal complaints procedure. Water Plus has two weeks to respond to the complaint, and if there is no response, to proceed to Stage 2 and if there is no response, or an unsatisfactory response at this stage, then they should be advised that the matter has been referred to CCW as a Stage 4 complaint.

The Clerk has sent a detailed formal complaint through the Water Plus Complaints Procedure.

**10 NEW WEBSITE**

**10.1** To receive an update from the Website Working Group in respect of the transition to the new website.

The Clerk has been advised that all the data currently shown on the website is shortly to be deleted by the executors of the late Andrew Shepherd's estate; this is because the computer used by Mr Shepherd belongs to Keele University. The Clerk has contacted Simon Warbrook (Director of Warbrook Creative, the new website contractor) with details to ensure that data still required, can be retained.

**10.2** To update the Parish Council on progress on the creation of the new website.

**11 AUTHORISATION OF PAYMENTS**

The Parish Council is asked to approve the following payments:

£211.41	C M Jones – cost of ink cartridges
	The total cost is £224.91 – This has been divided up as 94% for Stapeley (£211.41) and 6% (£13.50) for the Clerk's other Parish Council.

£288.00	Crystal Clean South Cheshire – cleaning of Community Hall and opening for private parties. (Invoice 2197 - £240.00 net and £48.00 VAT)
£1,101.60	Cheshire Association of Local Councils – annual affiliation fee
£1,081.53	Nantwich Town council – annual payment for Nantwich allotment Plots, to be made available for residents of the parish.
£228.40	HMRC                      Tax on Clerk's salary

**GUIDE TIME: 8.20 PM**

**12      PLANNING**

**12.1    Planning Applications**

**If Members are proposing to make significant comments on the following planning applications, please send these to the Clerk prior to the meeting. This will assist in accurate recording of any observations.**

The Parish Council is invited to submit comments on the following planning applications:

22/0833N              Spalton Farm, Wybunbury Lane, Stapeley, CW5 7HH  
Conversion of brick built shippoon to dwelling as a self-build development.

Deadline date for observations: 27 April 2022

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22/1458N              96 Talbot Way, Stapeley, CW5 7RQ  
Proposed porch and kitchen extension together with a loft conversion incorporating a new cable roof to the rear to create additional living accommodation

Deadline date for observations: 11 May 2022

**12.2    Consultation on Cheshire East Site Allocations and Development Policies  
Document: Main Modifications**

Cheshire East Council is consulting on its Allocations and Development Policies Document: Main Modifications. The consultation period is from 19 April 2022 – 31 May 2022. The consultation documents can be viewed at various locations, but also on the Council's consultation portal at:

<https://cheshireeast-consult.objective.co.uk/portal/planning/cs/sadpd/mmschedule>.

**13      ACCOUNTS – 2021-22**

To report that the accounts for the financial year 2021-22 are currently being finalised and will be submitted to the Internal Auditor the first week in June.

The accounts will be submitted for approval to the Annual Council meeting on 16 May 2022.

The Annual Governance Statement requires the Council to confirm that it *maintained throughout the year an adequate and effective system of internal audit*. This cannot be confirmed until the audited accounts are received back from the Internal Auditor. The law requires that the full AGAR (Annual Governance and Accountability Return) must be approved by 30 June 2022 and published on the website.

**14      ENVIRONMENTAL MATTERS**

**14.1    VICTORIAN ORCHARD PROJECT**

The Working Group to update the Parish Council in respect of this project.

## 14.2 CONSERVATION AREAS – GENERAL

At the extra-ordinary meeting held on 4 April 2022, it was agreed that following the sale of the land at Peter de Stapleigh Way, and the implications for the Parish Council, an item be added to this agenda to invite Members to bring forward suggestions for potential conservation areas in the parish. It was also suggested that this should feature as a regular agenda item.

## 15 COMMUNITY GOVERNANCE – UPDATE FROM CHESHIRE EAST COUNCIL

To receive further correspondence from Brian Reed, Head of Democratic Services and Governance at Cheshire East Council, in respect of progress on the Community Governance Review of Town and Parish Council Councils. This has previously been issued by email to Members but is enclosed for ease of reference. ✂

## 16 DATE OF NEXT MEETING

### Annual Parish Meeting: 16 May 2022 – 7.00 pm

As a reminder, the Annual Parish Meeting is held on the same evening as the Annual Meeting of the Parish Council. These are two separate and distinct meetings but are held for convenience on the same evening.

The Parish Meeting comprises local government [electors](#) registered for the parish. If present, the Parish Council Chairman must chair the Parish Meeting. In her/his absence, the Vice-Chairman must preside if he is present; otherwise the meeting must elect its own chairman from those present. A Parish Meeting may discuss parish affairs, and resolutions may be passed which the Parish Council is obliged to consider but not necessarily accept.

The Parish Meeting must assemble annually between 1 March and 1 June. Proceedings must not begin before 6 pm. Decisions are taken by a majority of those present and voting.

The Annual Parish Council Meeting (often incorrectly styled as the AGM) is the first meeting in the new municipal year, and it is at this meeting that the Chairman and Vice-Chairman are elected; committees are appointed, if required, and appointments to outside bodies are made. The Parish Council also considers other routine agenda items.

Annual Meeting of the Parish Council: To follow immediately at the conclusion of the Parish Meeting.

## 17 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.

## 18 CLERK'S SALARY – CHANGE IN MONTHLY BANK MANDATE

(Reason for exclusion: Relates to the Clerk's salary. Members of the public are entitled to be informed of the Parish Council's budget for staffing, but the details of payments to the Clerk are a matter between the Clerk and the Parish Council.)

To authorise changes in the Clerk's salary following approval of the budget for 2022-23.