



# 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, 27 JUNE 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: 22 June 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.

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.

# AGENDA

## 1 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk prior to the commencement of 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 Annual Council Meeting held on 23 May 2022. ✎

## 4 PUBLIC QUESTION TIME (10 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 ANNUAL ACCOUNTS – 2021-2022

The Internal Auditor has completed his audit of the accounts, and these are to be collected by the Clerk on Thursday, 23 June 2022.

The following documents are to be considered.

- Internal Auditor's report; this is the full report, together with an additional scanned copy of page 3 of the AGAR which the Auditor has sent through on 22 June 2022.

The Council is expected to review the comments made by the Auditor and address the observations. It may be necessary to carry this out over a period of a few months.

- The Annual Governance and Accountability Return (known as the AGAR). The Internal Auditor has now audited the accounts and these will follow under separate cover as the Clerk is collecting the accounts on 23 June 2022. To follow

The Council must approve Section 1 (Annual Governance Statement) first. This relates to the governance arrangements of the Council.

- Section 2 (Accounting Statement) must be approved after Section 1. The complete AGAR must be published on the website **before** 1 July 2022.

- The Clerk/RFO is required to commence the exercise of public rights period as soon as practical after the date of the AGAR approval. This must be 30 consecutive working days and **must include the first 10 working days of July.**

This has been set for 1 July – 11 August 2022.

## 6 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Councillors Groves and Martin are unable to attend the meeting, but the Clerk will be able to report on their behalf.

## 7 AUTHORISATION OF PAYMENTS

The Council is asked to authorise the following payments:

£508.80	Crystal Clean South Cheshire Ltd. (Invoice SI-2273 - £424.00 net and £84.80 VAT)
£594.21	HMRC – May and June 2022 Tax on Clerk's salary and Employer's NI contribution (£234.60 per month tax, and £62.51 per month, employer's NI contribution)
£40.80	C M Jones – purchase of 48 x first class stamps
£351.00	JDH Business Services – Audit 2021-2022 (£292.50 net and £58.50 VAT)
£250.00	M Theobald – Chairman's allowance

## 8 CONSERVATION AREA – TALBOT WAY

It is expected that Dr Martin Page of Cheshire Ecology Ltd will be in attendance to discuss the future management arrangements for the conservation area. This was provided on 5 May 2022 and an updated version on 23 May 2022.

## 9 VICTORIAN ORCHARD PROJECT

Members of the Working Group to report progress and to request the Clerk to take any action, as appropriate.

## 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 Legionella Testing

As requested at the last meeting, two documents are enclosed showing the Legionella testing schedules for the period from October 2021 to June 2022. ☞

### 10.3 Regular Activities at the Community Hall

To receive a list of the regular activities at the Community Hall (updated 20 June 2022). ☞

## 11 PLANNING APPLICATIONS

The Parish Council is asked to comment on the following planning application.

22/2192N	132 London Road, Stapeley CW5 7JN Two-storey side elevation and single-story rear elevation <u>Deadline date for observations: 27 June 2022</u>
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**12 PARISH NEWSLETTER**

Members are asked to suggest articles for inclusion in the next newsletter, and agree a date for distribution. In the meantime, the Clerk will aim to produce a first draft for the meeting.

**13 DATE OF NEXT MEETING**

**Monday, 28 July 2021**

**14 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.

**15 WEBSITE**

(Reason for exclusion: The documents presented are of a proprietary nature and it would not be appropriate for these to be discussed with the press and public in attendance.)

To consider the 'visuals' provided by Warbrook Creative, copies of which were tabled at the previous meeting. The Clerk has commented that her note-taking was not sufficient to be clear about what was agreed and the Parish Council is invited to review the visuals again and provide feedback to the company which has already commenced building the framework for the website. Once the enclosed visuals are approved, content will be added, and the pages will be designed onto blank templates.

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