



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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www.stapeleyparishcouncil.gov.uk

Website: www.stapeleyparishcouncil.gov.uk

NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL

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

DATE: MONDAY, 23 MAY 2022

TIME: 7.15 PM OR ON THE LATER RISING OF THE
ANNUAL PARISH MEETING (WHICH STARTS AT 7.00 PM)

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

Enquiries to: Clerk: Carol Jones

Tel: 07498 160 908

Date of issue: 18 May 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.

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 by noon on the day of the meeting.

AGENDA

PART 1 **ANNUAL COUNCIL BUSINESS**

1 ELECTION OF CHAIR

- 1.1 To elect a Chair to serve until the Annual Meeting in 2023. The Chair will call for nominations.
- 1.2 The newly-elected Chair will sign a Declaration of Acceptance of Office and will then chair the meeting.

2 ELECTION OF VICE-CHAIR

- 2.1 To elect a Vice-Chair to serve until the Annual Meeting in 2023. The Chair will call for nominations.
- 2.2 The newly-elected Vice-Chair will sign a Declaration of Acceptance of Office and will then chair the meeting.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk prior to the commencement of the meeting.

4 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.

5 MINUTES

To approve as a correct record the Minutes of the Meeting held on 25 April 2022.

To follow

7 REVIEW OF DELEGATION ARRANGEMENTS (COMMITTEES)

In accordance with S.101 of the Local Government Act 1972, the Parish Council is able to delegate any of its functions (subject to one exception) to a Committee or Sub-Committee. Notwithstanding that a delegation is authorised, the Council is still able to perform any functions which it has delegated to a Committee.

The Parish Council only has the Complaints Committee as a standing committee and is asked to appoint Members to it.

8 APPOINTMENT OF MEMBERS AS REPRESENTATIVES TO ATTEND MEETINGS OF OUTSIDE BODIES

The Parish Council is invited to appoint members to represent the Council either as members of the outside body or to attend their meetings.

- **Stapeley Parish Action Group**

To appoint two Members to Stapeley Parish Action Group. It should be noted that Councillor Jeremy Gibbs is already a member of this group.

- **Cheshire Association of Local Councils** (various meetings)

There are several meetings throughout the year, but since the pandemic, these have been held remotely. It is suggested that attendance by a councillor be dealt with as and when dates are notified to the Parish Council.

- **Police Cluster Meetings** - one (a substitute can also be appointed)
One Member only required.

9 ANNUAL ACCOUNTS – 2021-2022

9.1 The Parish Council is asked to consider the accounts for submission to the Internal Auditor. The following documents are submitted.

- The audit checklist provided by the Internal Auditor. This sets out a list of all the documentation required for the audit. ✎
- The Annual Governance and Accountability Return (known as the AGAR). The Internal Auditor will be auditing the accounts during the first week in June 2022. The AGAR must be published on the Council's website by 30 June 2022. This is a legal requirement, and failure to do so, could result in a surcharge levied against the Council. ✎
- The Clerk/RFO must certify the accounts **before** they are presented to the Council for approval.
- The authority must approve Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) and both sections must be approved and published on the website **before** 1 July 2022.

Section 1 must be approved first. This relates to the governance arrangements of the Council. As the Internal Auditor has not yet reviewed the accounts, the Council is not in a position to approve it. This, in turn, means that until the Parish Council is satisfied that its governance arrangements are appropriate, it cannot approve the accounts.

It is suggested that approval of the AGAR be carried out at the meeting on 21 June 2022 which will enable the finalised AGAR to be published by 30 June 2022.

- Accounts documentation comprising the following are enclosed: ✎
 - Summary report by cost centre.
 - Detailed cost centre report.
 - Committed spend
 - Bank reconciliation at 31 March 2022.
- **Publication Requirements:**
Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the Council's website.

Before 1 July 2022

- Notice of the period for the exercise of public rights and a declaration that the accounts are as yet unaudited.
- Section 1: Annual Governance Statement – approved and signed.
- Section 2: Accounting Statements 2021-2022 – approved and signed.

Not later than 30 September 2022

- Section 3 – External Auditor Report and Certificate
- Sections 1 and 2 of the AGAR including any amendments as a result of the audit.
- It is also suggested that the Internal Auditor's report be published.

- 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.**

As the Parish Council meeting for approval of the accounts is Monday, 20 June 2022, the Clerk has set these at 1 July – 11 August 2022.

9.2 Review of Internal Audit Matters 2020-2021

The Internal Auditor will expect to see that the issues he raised during the audit of 2020-2021 have been addressed. Some of these have been reviewed during the year. A copy of the Internal Audit report is enclosed, and the Parish Council is asked to consider any outstanding issues.

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9.3 Fixed Assets – at 31 March 2022

The Parish Council is asked to review the enclosed fixed asset register which contains the following information.

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- Description and location of the asset
- Date when acquired, where known.
- Cost or value of the asset, where known.
- Disposal of asset, and reason for disposal.

Members are asked to consider approving the removal of any asset which is valued under £500. It is also suggested that item 5 be removed. This is an HP laptop computer which was bought for £800 in 2009 and is now obsolete. This has not been in use for many years.

10 CALENDAR OF COUNCIL MEETINGS – 2022-2023

A calendar of meetings will be submitted, and this will be based on the current practice of meetings on the third Monday in the month.

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11 REVIEW OF RISK MANAGEMENT ARRANGEMENTS (Regulation 4 of the Accounts and Audit Regulations 2011.)

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The Council is required to review its risk management arrangements once a year, and traditionally, this is undertaken at Annual Council.

The Parish Council is asked to approve the enclosed risk management schedule.

12 COUNCILLOR CODE OF CONDUCT

Cheshire East Council has delayed the adoption of a Councillor Code of Conduct which was being reviewed, but it may be available for the June 2022 meeting

13 STANDING ORDERS AND FINANCIAL REGULATIONS

The Parish Council is asked to confirm adoption of the Standing Orders and Financial Regulations (combined into one document).

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14 EXTERNAL SUPPORT SERVICES

To approve –

- Shires Accountants for the payroll service.
- Rhino Safety as a health and safety consultant, particularly in respect of Covid implications.

PART 2

ORDINARY PARISH COUNCIL BUSINESS

The following items represent the ordinary business of the Parish Council and have been included on the agenda for this meeting in the interests of expediency.

15 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.

16 AUTHORISATION OF PAYMENTS

The Council is asked to authorise the following payments:

£1,020.00	Cheshire Ecology Ltd. (Invoice 535 - £850.00 net and £170.00 VAT) Preparation of Habitat Management Plan for the Conservation Area at Talbot Way.								
£364.80	Crystal Clean South Cheshire Ltd. Cleaning of Community Hall (Invoice 2235 - £304.00 net and £60.80 VAT)								
£345.60	Starboard Systems Ltd. t/a Scribe (£2883 - £288.00 net and £57.60 VAT)								
£60.00	Shires Accountants (Invoice SHI-0290) Submission of pension re-declaration to the Pensions Regulator. (£50.00 net and £10.00 VAT).								
£497.60	Arthur J Gallagher – insurance premium for the year 1 June 2022 to 31 May 2023 (see also item 18 below)								
£1,138.64	C Jones – reimbursement for arrears of tax/NI to HMRC, as follows: <table><tbody><tr><td>£283.58</td><td>Period ended 5 November 2021</td></tr><tr><td>£286.44</td><td>Period ended 5 December 2021</td></tr><tr><td>£284.21</td><td>Period ended 5 March 2022</td></tr><tr><td>£284.41</td><td>Period ended 5 April 2022</td></tr></tbody></table>	£283.58	Period ended 5 November 2021	£286.44	Period ended 5 December 2021	£284.21	Period ended 5 March 2022	£284.41	Period ended 5 April 2022
£283.58	Period ended 5 November 2021								
£286.44	Period ended 5 December 2021								
£284.21	Period ended 5 March 2022								
£284.41	Period ended 5 April 2022								

These underpayments have occurred partly because whilst cheques were sent to HMRC in respect of the tax on the Clerk's salary, they did not include the Class 1 NIC which is supposed to be paid by the Council; the Clerk herself has no liability for National Insurance.

The Clerk settled the account to avoid interest payments which are calculated on a daily basis.

17 INSURANCE COVER – 1 JUNE 2022 – 31 MAY 2023

The Parish Council is invited to renew its insurance cover with Arthur J. Gallagher, Insurance Brokers, which has taken over from Came & Company.

There are seven documents enclosed. If there are any queries on the documents, please contact the Clerk before the meeting so that enquiries can be made and responses can be provided to Members at the meeting.

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18 CONSERVATION AREA – TALBOT WAY

The Parish Council is asked to consider an updated report from Dr Martin Page of Cheshire Ecology Ltd. This was provided on 5 May 2022 and is a different version from that submitted to the meeting on 25 April 2022.

Unfortunately, Dr Page is unable to attend the meeting to speak to the report, but he has indicated that he will be available for the meeting on 21 June 2022.

19 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.

20 COMMUNITY GOVERNANCE REVIEW

To receive a letter from Brian Reed. Head of Democratic Services and Governance, in which he confirms that Cheshire East Full Council approved the Community Governance proposals at its meeting on 27 April 2022.

There are links in the enclosed letter which will take Members to the various documents submitted to the Council and Members are asked to note the proposals in the appendices which relate to the various Councils.

The new arrangements will be implemented in April 2023.

21 PLANNING MATTERS

There are no planning applications for consultation.

22 WEBSITE

The Working Group to report progress on the development of the website.

23 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

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

24 DATE OF NEXT MEETING

Monday, 21 June 2021