

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 27 JUNE 2022 IN STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, STAPELEY**

PRESENT:	Councillor M Theobald Councillor M Docker Councillor J Gibbs Councillor Y Orungbemi	Chairman
IN ATTENDANCE:	Dr Martin Page	Cheshire Ecology Ltd
APOLOGIES:	Councillors S Ford, P Groves, G Gwinn, J Hillman, A Jacobs and K Nord.	

23 DECLARATIONS OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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.

No declarations were made.

24 MINUTES

RESOLVED: That the Minutes of the Annual Meeting held on 23 May 2022 be approved as a correct record.

25 PUBLIC QUESTION TIME (10 MINUTES)

In accordance with the Parish Council's Standing Order No.1, members of the public were able to submit a question or to make a statement.

There were no members of the public in attendance.

26 CONSERVATION AREA – TALBOT WAY

Members had a full and wide-ranging detailed discussion with Dr Martin Page of Cheshire Ecology Ltd who had submitted a Habitat Management Plan for the Conservation Area at Talbot Way.

In summary, it was acknowledged that November/December would be the most appropriate time to commence any work on the site.

The Clerk was asked to seek quotations from three qualified contractors who possessed appropriate machinery, to include a truck for carrying soil and a 360° excavator. A reasonably detailed specification would be required for submission to potential contractors.

Councillor Gibbs undertook to make some informal enquiries to assist in planning for the site.

Dr Page was thanked for his attendance and his valuable contribution to the discussion and then withdrew from the meeting.

27 ANNUAL ACCOUNTS – 2021-2022¹

The Internal Auditor had completed his audit of the accounts, and the following documents were considered.

¹ The Minute Nos. differ from those recorded on the AGAR; this is because the agenda order was revised at the meeting itself, and the Minute Nos. had already been listed on the AGAR.

- Internal Auditor's full report; this was in addition to page 3 of the Annual Governance and Accountability Return (AGAR).

The Council was expected to review the comments made by the Auditor and address the observations. This report would be added to the agenda for the July 2022 meeting.

27.1 Annual Governance Statement

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

RESOLVED: That the Annual Governance Statement be approved.

27.2 Accounting Statement

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

RESOLVED: That the Accounting Statement be approved.

27.3 Public Right to Inspect the Accounts

The Clerk/RFO was 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.

The Clerk had set the date for 1 July – 11 August 2022.

28 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

In the absence of Councillors Groves and Martin, there were no matters to report.

29 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved.

£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

30 VICTORIAN ORCHARD PROJECT

There was no progress to report from the Working Group in respect of the Victorian Orchard. The Clerk was asked to follow-up with Cheshire East Council the response to the letter sent in March 2022 to various senior Managers at Cheshire East Council asking for an update on the transfer of title for the parcel of land reference number CH468293.

31 COMMUNITY HALL

31.1 Health and Safety (Covid-related)

It had been 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 reviewed the arrangements and agreed that this should remain as a standing item on each agenda.

31.2 Legionella Testing

As requested at the Annual Meeting the Parish Council received two documents showing the Legionella testing schedules for the period from October 2021 to June 2022.

31.3 Regular Activities at the Community Hall

The Parish Council received a list of regular activities at the Community Hall (updated 20 June 2022).

32 PLANNING APPLICATION

The Parish Council was invited to comment on the following planning application.

22/2192N 132 London Road, Stapeley CW5 7JN
Two-storey side elevation and single-story rear elevation

RESOLVED: That no comments be made on planning application No. 22/2192N.

33 PARISH NEWSLETTER

Members suggested articles for inclusion in the next newsletter. Although the Clerk had expected to be able to produce a draft for this meeting, she had not been able to do so, but would provide one for the next meeting.

34 DATE OF NEXT MEETING

Monday, 18 July 2021

35 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: 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.

36 WEBSITE

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

The Parish Council considered a set 'visuals' provided by Warbrook Creative, copies of which had been tabled at the previous meeting.

RESOLVED: That feedback be provided to Warbrook Creative as follows:

- Option 1 for the Home Page was the preferred option.
- Each of the Working Groups to be listed on the website, with a brief explanation of their respective roles.

- Change the name of the Working Groups to 'Community Projects'.
- Separate the Clerk's details from Councillors' details.
- Consider if councillors' names should be listed alphabetically by first name or surname.

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The meeting commenced at 7.30 pm and concluded at 9.15 pm