



# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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

**DATE:** MONDAY, 16 APRIL 2018  
**TIME:** 7.30 pm  
**VENUE:** STAPELEY COMMUNITY HALL  
PEAR TREE FIELD, STAPELEY, CW5 7GZ

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 9 April 2018

Signed

To: Members of the Parish Council  
Councillors Matthew Theobald (Chairman), Elizabeth Boughey, Mike Docker,  
John Davenport, Georgina Gwinn, Sandy Gwinn-Freemantle, Peter Groves,  
Jo Hillman, Keith Nord and John Putt

Copies: Borough Councillors Peter Groves and Andrew Martin (Nantwich South and Stapeley)  
Local Press

**Note:** Members of the public are asked to print their own copy of the agenda from the website. Members of the public without access to the Internet are asked to contact the Clerk by no later than noon on the day of the meeting to ensure that spare copies of the agenda are available.

# A G E N D A

## 1 APOLOGIES

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible, but by no later than 6.30 pm. Apologies must be received and accepted before the meeting. If received after the meeting they cannot be recorded. **Councillors M Docker and P Groves.**

## 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 particular circumstances.

## 3 MINUTES – 19 MARCH 2018

To approve as a correct record, the Minutes of the meeting held on 19 March 2018.

## 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, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

Each member of the public is entitled to ask **one question or make a statement**. Questions or statements must be addressed to the Parish Council as a whole and not to individual parish councillors. This is not an opportunity for engaging in debate with Members.

As a courtesy, questions should be notified to the Clerk 24 hours before the meeting. If this is not possible, the Clerk should be informed of the question prior to the start of the meeting.

The Chairman (or Clerk) will respond to questions, but if the Chairman considers that another councillor might have the information, he will defer to him/her. This slot is for members of the public and **councillors should not participate unless invited to do so by the Chairman.**

## 5 FINANCIAL MATTERS

### 5.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments.

|         |               |   |
|---------|---------------|---|
| £228.26 | HMRC          | Tax on Clerk's salary and employer's NI<br>(£190.60 tax and £37.66 employer's NI cont.) |
| £tba    | Crystal Clean | Cleaning of the Community Hall – January 2018   |

### 5.2 Accounts – 2017-2018

The new external auditor is PKF Littlejohn LLP. The timetable for submission of the accounts is as follows:

- 25 April – 9 May 2018: Accounts to be audited by JDH Business Services.
- Accounts to be submitted to Parish Council on 21 May 2018 for approval.
- Exercise of public rights – for the year 2017-2018, it is for Responsible Financial Officers to set the period and this is likely to be 11 June – 20 July 2018. The period must include the first 10 working days of July.
- Issue of Annual Governance and Accountability Return to be received by PKF Littlejohn by no later than 11 June 2018.

## 6 PLANNING APPLICATIONS

At the time of publication of the agenda, there are no planning applications for consultation.

## 7 BOROUGH COUNCILLOR'S REPORT

Councillor Andrew Martin to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters.

## 8 GENERAL DATA PROTECTION REGULATION (GDPR)

On 25 May 2018, the General Data Protection Regulation will supersede the 1998 Data Protection Act.

The Clerk's report is enclosed and gives an overview of the changes which will affect the Parish Council. This is based on the NALC guidance, a copy of which is also enclosed. 

At the Annual Meeting on 21 May 2018, the Council will be asked to approve a revised Data Protection Policy.

## 9 THE 'GREAT GET TOGETHER' – 24 JUNE 2018

The ad-hoc working group which was set up at the previous meeting is invited to report back on suggested arrangements for the event to be held on 24 June 2018.

- The Clerk has e-mailed all the regular hall users inviting them to showcase their activities. Although a deadline of 10 April was suggested as the response date, this has been extended to take into account the fact that the Spring holidays finished on 13 April 2018.
- Application has been made for a licence to play live music.
- Environmental Health has been asked for advice in respect of minimising nuisance to neighbouring properties.
- Insurance cover will be met through the Parish Council's public liability insurance.
- It should be noted that if the grassed area to the rear of the hall is to be used, the Parish Council's insurance will not apply as this is public open space.
- The Clerk has contacted Cheshire East Council for permission to use the car park for activities. The terms of the lease are that it should only be used for parking of vehicles. CEC has agreed to this as it is a 'one-off' event.
- The Clerk has not yet made contact with the two charities (Cystic Fibrosis Foundation and the North-West Air Ambulance Charity). The Council is asked to confirm if representatives from both charities should be invited to attend on the day.

The following matters also need to be considered:

- First Aid cover.
- PAT testing on any electrical equipment to be used by participants.
- Collection of cash donations. From an audit perspective, receipts should be issued to each person making a donation.
- A plan of both the hall and the outside area to ensure that 'slots' can be allocated to participants to avoid it being unorganised and causing confusion on the day. Some activities will not be suitable for the outside area, e.g. pole fitness demonstrations.
- The car park will not be able to be used for parking cars on this occasion.
- Risk assessment to be carried out. A draft note of issues to be considered is enclosed, and Members are asked to add to the list, if appropriate, and decide on how the risks can be managed. 

This will remain as an agenda item for the May and June meetings.

## 10 PARISH NEWSLETTER

A second draft of the parish newsletter is enclosed. The following have yet to be added. 

- Details of planning applications.
- Photograph of Councillor Boughey.
- Phone number for Councillor Putt.

Members are asked to consider if the newsletter should include a brief item relating to GDPR.

## 11 LOCAL PLAN – SITE ALLOCATIONS AND DEVELOPMENT POLICIES

Cheshire East Council (CEC) is preparing the second part to its Local Plan, the Site Allocations and Development Policies Document (SADPD).

CEC is aiming to publish a first draft of the SADPD for public consultation later this year, probably late summer/early autumn. Since the publication of the SADPD Issues Paper in February 2017, CEC has collated and considered the feedback received. In addition, CEC has carried out a range of studies to ensure that the draft policies and proposals in the SADPD are informed and justified by appropriate evidence. Although the bulk of development needs have been planned for through the Local Plan Strategy, there remain some important matters to be addressed, including:

- determining the amount of development that should be provided for at each individual Local Service Centre,
- identifying which further sites should be allocated to meet remaining development requirements,
- establishing the approach towards infill development in smaller villages in the rural area,
- defining settlement boundaries,
- establishing policies to support vibrant town centres, and
- providing more detailed development management policies.

As will be seen from the enclosed letter, a number of meetings are being arranged at local venues. The letter does not indicate the number of representatives from each council, but CEC has confirmed that two-three Members would be acceptable. 

## 12 CONSULTATION - REPLACEMENT WASTE BINS

As part of the Cheshire East Council budget-setting for 2018-19, it was agreed that it should consult on proposals to charge for new and replacement bins in Cheshire East as is the case in many other authorities. Currently, CEC supplies 10,000 new or replacement bins per year at a cost of almost £360,000 which is something Cheshire East Council cannot sustain.

As part of this process CEC is undertaking a ten-week public consultation to allow residents to have their say on proposals to bring in charges for new or replacement bins.

This consultation began on Tuesday 13 March and will run until Monday 21 May 2018. The survey is available online at the following link: <https://surveys.cheshireeast.gov.uk/s/Bins18/> or in paper form at all local libraries.

Charges will be agreed on an annual basis as part of the Council's fees and charges and is likely to be in the region of £30 each for recycling and garden waste bins, £35 for a standard black residual bin, or £25 for a smaller residual bin. A 25 per cent concession will be made for households in receipt of eligible welfare support.

CEC is also proposing to put the addresses of residents on all new bins, which should help to reduce the theft of bins across the borough.

## 13 DATE OF NEXT MEETING

21 May 2018 -

Annual PARISH Meeting, followed by  
Annual Meeting of the PARISH COUNCIL

