

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 JANUARY 2017
TIME: 7.15 pm
VENUE: COMMUNITY HALL, PEAR TREE FIELD,
STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 9 January 2017



Signed

To: Members of the Parish Council
Councillors Elizabeth Boughey, Shaun Clough, Mike Docker, John Davenport,
Sandy Gwinn-Freemantle, Peter Groves, Jo Hillman, Martin Malbon, Keith Nord and
Matthew Theobald

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.

NOTES

This Parish Council meets and makes its decisions in public. A Parish Council meeting is not a *public* meeting. It is a meeting *held in public*. There is no requirement in law which allows members of the public to speak at such meetings. However, the Council is pleased to offer this opportunity to local registered electors to show that it is committed to community engagement.

Please respect the fact that this is a meeting to conduct Parish Council business and interruptions during the meeting are not permitted. If the business is disrupted in any way, the person(s) causing the disruption may be asked to leave.

PUBLIC QUESTION TIME

- Public question time will be for a period of 10 minutes. Any member of the public wishing to speak should notify the Clerk prior to the start of the meeting. As a courtesy, it would be appreciated if 24 hours' notice could be provided.
- The period of Public Question Time can be extended at the discretion of the Chairman.
- Members of the public are permitted to ask questions in respect of items on the agenda or any other business of the Parish Council. Questions asked at previous meetings should not be raised within a 6-month period.
- The matter may be addressed immediately; the Chairman or the Clerk will respond to questions. If it is not possible to give a response, a written response can be provided, if appropriate.
- Supplementary questions or comments are only permitted at the sole discretion of the Chairman.
- Members of the public are also able to address the Parish Council, ie make a statement, which should also relate to the business of the Parish Council. In these circumstances, no response is given.
- If more than one speaker wishes to speak on the same agenda item, the Chairman shall have discretion to disregard any questions or comments if they are a repetition of those of a previous speaker.
- It is not a good use of the Parish Council's time for members of the public to raise issues about hedges, street lights, pot-holes and so forth during public question time. Such matters should be reported direct to the Borough Council either by phone or using its on-line system of reporting faults. Alternatively, please contact the Clerk who can take action, or report matters as appropriate.

2 MEETINGS

2.1 Meetings are held at Stapeley Community Hall.

2.2 **Exclusion of the press and public:** On occasions, members of the public and press representatives are excluded from the meeting when the business to be transacted is of a confidential nature; for example, matters likely to reveal the identity of an individual, contracts and financial affairs of other parties. It is irrelevant whether there are press and public in attendance when the exclusion motion is carried. The purpose of the motion is to ensure that none of the proceedings which follow, including both written documents and any comments made, can be made public after the meeting. If the Council does not resolve to exclude the press and public, this would mean that anything discussed and any documents presented are regarded as in the public domain and must be supplied if requested by anyone, whether as a general request, or under the Freedom of Information Act.

2.3 The Parish Council cannot lawfully decide any matter which has not been specifically included on the agenda, and there is case law to this effect (*Longfield Parish Council v Wright (1918) 88 LJ Ch 119*).

2.4 **Planning Grounds:** The grounds on which observations can be made on planning applications are as follows –

1	Development Plan in all its aspects	8	Appropriateness of use taking account of local area
2	Government legislation and guidance (PPG)	9	Effect on highway safety and parking
3	Siting	10	Landscape
4	Design	11	Listed buildings
5	External appearance	12	Conservation areas
6	Compatibility with street-scene	13	Land contamination
7	Development affect on neighbouring properties, amenities and privacy	14	Flooding

Non-Relevant Matters

1	Matters controlled by other legislation	6	Business competition
2	Effects on private rights	7	Personal circumstances – health/finance
3	Provisions in covenants/deeds	8	Ownership
4	Effect on property values	9	Moral issues
5	Private opinions		

Note: If the Parish Council agrees, in principle, with an application, but not in all aspects, suggestions for development conditions can be made, in line with relevant factors.

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.

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 – 5 DECEMBER 2016

To approve as a correct record, the Minutes of the meeting held on 5 December 2016. ...

4 PUBLIC PARTICIPATION

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. A copy of the Public Speaking Protocol will be available at the meeting.

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 PAYMENTS

5.1 To authorise the following payments:

£207.10	HMRC	Tax on Clerk's salary and employer's NI contribution.
£tba	Dr J Hillman/ E Boughey	Reimbursement associated with provision of Christmas tree and lights.
£tba	Crystal Clean	Cleaning of community hall and opening/closing for private parties

5.2 To report that the following payments have been made since the last meeting.

£290.00	Dr J Hillman	Reimbursement for purchase of live Christmas tree
£330.00	Signs of Cheshire Ltd	Installation of the new notice-board. (£275.00 net and £55.00 VAT)

6 PLANNING APPLICATIONS

- 6.1 There are no planning applications for consultation.
- 6.2 To report that the following planning application was received on 5 December 2016 with a deadline date of 4 January 2017 for responses. As there was no meeting in December, other than on the date this was received, the Parish Council has not been able to respond.
- 16/5841N Pear Tree Primary School
Extension to school hall.

7 NEIGHBOURHOOD PLAN

To report that the final Neighbourhood Plan was issued to Cheshire East Council week commencing 5 December 2016. The Plan will now be subject to a screening opinion which requires consultation with statutory bodies. The process is likely to take up to six weeks and, owing to the intervening Christmas holiday, is not likely to be available until early February. The SEA screening document will then be issued to the Parish Council, following which the Steering Group will need to consider this and re-submit the Neighbourhood Plan to the Parish Council for final approval (possibly March/April). The document will then be issued to CEC which will trigger the start of Regulation 16 when the Plan will be publicised for six weeks.

As reported to the September meeting, the appointment of an Independent Examiner cannot be made until after the completion of the six-week publicity period. The independent examination will take between four and six weeks and CEC expects to be able to move to referendum stage in the Summer.

8 PARISH COUNCIL ACTIVITIES - 2017

The Parish Council is invited to review its key activities for the year to inform the timely planning for each.

Members may wish to suggest additional projects which do not have financial implications but could provide for greater engagement with parish residents. The possibility of re-introducing Parish Councillor surgeries could be considered and now that the Neighbourhood Plan process is nearing completion, the Facebook account could be re-branded to enable greater communication with residents.

?	Projects to be initiated by the Civic Pride Working Group
February	Consider first draft of newsletter for issue in April.
March	Finalise newsletter
April	Approval of Annual Report 2016-2017 for submission to Annual Council. Possible approval of Neighbourhood Plan following receipt of the SEA screening document.
May	Approval of end-of-year accounts 2016-2017 for audit purposes. Approval of calendar of meetings for 2017-2018. The Clerk will be suggesting a recess in August. In the event of the Parish Council wishing to hold a meeting in August, arrangements will be made for an interim clerk to be appointed for that one meeting.
June	Consider first draft of second newsletter for issue in August. It might be timely to include a reference to the Neighbourhood Plan referendum date, if known at this stage.

July	Finalise newsletter. Consider activities for Local Democracy Week in October. Consider purchase of a Christmas tree and if any events should be arranged for Christmas to include the community.
October	Consider first draft of third newsletter for issue in December. Consider draft budget proposals 2018-2019. Local Democracy Week
November	Finalise newsletter Second consideration of draft budget for the forward year.
December	Approval of budget for 2018-2019.

9 DATE OF NEXT MEETING

20 February 2017