

# 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 JUNE 2014  
**TIMES:** 7.30 pm  
**VENUE:** STAPELEY COMMUNITY HALL,  
PEAR TREE FIELD, STAPELEY


Enquiries to:

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Date of issue: 10 June 2014



Signed

To: Members of the Parish Council

Councillors Shaun Clough, Mike Docker, John Davenport, Sandy Gwinn-Freemantle  
Peter Groves, Jo Hillman, Keith Lawrence, Martin Malbon and Keith Nord

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 and 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 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 agenda stipulates that public question time will take place following approval of the Minutes and discussion of any Matters Arising. There is a second Public Question Time slot towards the end of the meeting. 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.
- 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** When the meeting is held at Broad Lane Methodist Chapel, car parking is available at the rear of the Chapel. Alternatively, you can park in front of the Chapel on Audlem Road. On occasions, members of the press and public will be 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.

**2.2** 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*).

**2.3** **Planning Grounds** The grounds on which comments 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

## **Guide Time: 7.30 pm – 7.35 pm**

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible. 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 – 8 MAY 2014**

To approve as a correct record the Minutes of the Annual Council Meeting held on 8 May 2014. Please note that minutes, having been distributed either with the agenda or prior to issue of the agenda, are “taken as read”. ...

### **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, 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, she 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**.

If possible, a response to questions will be given at the meeting. If this is not possible, a written response can be provided to the questioner. In the case of statements, no response is required.

## **7.35 pm – 7.45 pm**

### **5 CHESHIRE EAST BOROUGH COUNCILLORS**

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

### **6 CLERK’S REPORT (for information)**

Members are asked to note that this item has replaced “Correspondence” and “Shared Items”. The Chairman and Vice-Chairman recently attended a training session arranged by the Cheshire Association of Local Councils at which time, parish councils were recommended to abolish such items. ...

The Clerk's report will be included on each agenda and will provide an update on correspondence, information items received from the Parish Plan Implementation Group and any other matters which will be of interest to Members.

## 7 DELEGATION ARRANGEMENTS

**7.1** At the previous meeting, appointments were made to Committees. Some Members were nominated in their absence and are now asked to confirm their acceptance.

Communications Committee:	Councillor M Docker
Finance and Grants Committee:	Councillors M Docker and K Nord
Complaints Committee:	Councillor K Nord

### 7.2 Community Hall Committee

The Community Hall Committee arranged to meet on 27 May 2014; however, apologies on the day meant that the meeting would not be quorate (only two Members were available). The meeting did not, therefore, take place.

Councillor Lawrence has subsequently asked to be removed from the Committee and the Parish Council is asked to appoint a replacement councillor.

### 7.3 Community Hall Appointments Committee

As Councillor Lawrence has been asked to be removed from the Community Hall Committee, he may also wish to be removed from this Committee.

## 7.45 pm – 8.05 pm

## 8 FINANCIAL MATTERS

### 8.1 Authorisation of Payments:

The Parish Council is asked to authorise the following payments –

£168.00	HMRC – Tax on Clerk's salary
£24.48	HMRC – employer's NI contribution
£64.00	Mrs V Stafford – net wages for the period 1 – 8 June 2014
£16.00	HMRC – Tax on Caretaker's wages (Note: The Caretaker resigned, without notice, on 8 June 2014)
£129.60	JDH Business Services – internal audit for 2013-2014 (£108.00 net + £21.60 vat) This invoice is slightly higher than in previous years but reflects the additional work carried out on auditing the community hall accounts.
£60.00	Cheshire Association of Local Councils – Chairmanship workshop held on 21 May 2014 (attended by Councillors S Gwinn-Freemantle and M Theobald)
£592.50	Crystal Clean – cleaning of community hall (Cheque payable to "Mrs C Black")
£250.00	MBE Electrics – Emergency electrical work to the outside of the community hall
£136.21	Scottish Power – Unmetered electricity
£473.65	Came & Company – annual insurance renewal. Came & Company is offering a reduced rate of £459.97 per annum if the Council is willing to commit to a 3-year binding agreement with Aviva, until May 2017.

## 8.2 Internal Audit Report

The Internal Auditor's report is enclosed. JDH Business Services has drawn attention to the repeal of S.150(5) of the Local Government Act 1972 – Implementation (England) which enables Parish Councils to dispense with cheques as a means of paying for goods or services.

If Members are minded to consider an electronic method of making payments, the Clerk can submit a report to the July meeting having assessed the implications of new model Financial Regulations prepared by the National Association of Local Councils.

## 8.3 Hindhaugh Associates – Muller Homes Applications

The Parish Council is asked to authorise payment in the sum of **£964.80** to Hindhaugh Associates in respect of work carried out leading up to the Muller Homes Public Inquiry. The following is a summary of the payment/authorisation history of Hindhaugh Associates which has now submitted its final account.

Date of Meeting	£	Item
28 Nov 2012 (Min. 157)		Approval of quotation for £1,500 to review technical data accompanying planning applications Nos. 12/3847M and 13/3747N.
6 Dec 2012 (Min 205)	1,500.00	Approval of payment of £1,500
13 June 2013 Extra-ordinary meeting (Min 62)		Approval of quotation of £1,500 to carry out additional work in preparation for the Public Inquiry and attending as an expert witness.
21 Nov 2013 (Min 166)		Approval of quotation for additional work on the two later planning applications – 13/4384N and 13/4390N. £750.00
Nov. 2013	379.80	These relate to the additional work on the two later applications (as quoted on 21 Nov 2013)
March 2014	379.80	
June 2014	964.80	This invoice is for production of proofs of evidence; meeting with counsel; and meetings with the Parish Council. Approved in the sum of £1,500 on 13 June 2013. This has been reduced as Mr Hindhaugh did not attend the Public Inquiry.
<b>Total invoiced/paid</b>	3,224.40	
<b>Total approved by the Parish Council</b>	3,750.00	

**8.05 pm – 8.30 pm**

## 9 EXCLUSION OF PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to **RESOLVE** that the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

**10 CLERK'S CONTRACTED HOURS**

Reason for exclusion:

The matters to be discussed relate to the Clerk's employment and are therefore exempt from public discussion.

At its meeting held on 6 December 2013, the Parish Council increased the Clerk's contracted hours from 10 per week to 15 per week, the increase relating to additional work connected with the community hall. It was agreed at that time that a review of the hours be carried out at this meeting.

The Clerk's report is enclosed. ...

**11 COMMUNITY HALL CARETAKING ARRANGEMENTS** ...

To report in respect of caretaking arrangements at the community hall. The Clerk's report is enclosed.

**12 QUOTATIONS FOR DEFIBRILLATORS**

These matters are commercially-sensitive and the companies which have quoted would not wish their quotations to be made public.

The Parish Council has budgeted for the purchase of two automated external defibrillators (AEDs). Quotations are now enclosed for consideration.

Prior to ordering the equipment, the Parish Council is advised to decide on appropriate locations and seek permission from the owners of the buildings.

To follow  
under  
separate  
cover

**13 QUOTATIONS FOR FREE-STANDING SIGNAGE**

One quotation only has been received for a free-standing sign. If the remaining two are received, these can be considered; otherwise all three will be submitted to the July meeting.

**14 RE-ADMITTANCE OF PRESS AND PUBLIC**

The Parish Council is invited to re-admit the press and public to the meeting.

**8.30 pm – 8.50 pm**

**15 PLANNING APPLICATIONS**

The Parish Council is invited to comment on the following planning applications. Members are asked to view the applications on-line at the CEC planning portal:

- i. 14/2192N – land adjacent Brookbank, Newcastle Road (formation of new vehicular access into land (renewal of permission P07/1287).  
(E-mailed to Members on 21 May 2014)

Comments are invited by 18 June.

- ii. 14/2456N – 60 Clonners Field, Stapeley (Single-storey extension to side and rear)  
(E-mailed to Members on 10 June 2014)

Comments invited by 1 July 2014.

**16 NEIGHBOURHOOD PLAN**

It is understood that Cheshire East Council is offering to support the Neighbourhood Plan project in terms of Officer-time. If the Working Group has not yet met (Councillors S Clough, J Davenport, J Hillman, P Groves, M Malbon and M Theobald), it is suggested that a meeting be arranged at the earliest opportunity.

**17 PARISH NEWSLETTER**

Members are invited to suggest articles for the next newsletter.

At the annual meeting there were no representatives from community organisations. In an effort to engage more with local groups, it is suggested that a specific article be included in to encourage local groups to report their activities either through the newsletter itself or by attending the annual meeting and reporting on the previous year's activities.

**18 PUBLIC QUESTION TIME**

This is a further opportunity for members of the public to ask a question or address the Parish Council.

**19 DATE OF NEXT MEETING**

Monday, 21 July 2014