

STAPELEY & DISTRICT PARISH COUNCIL

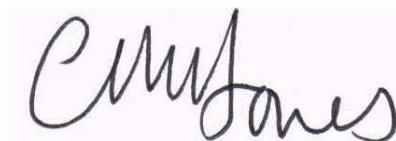
Clerk: Carol Jones
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www.stapeleyparishcouncil.gov.uk

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: MONDAY, 17 AUGUST 2015
TIMES: 7.30 pm
VENUE: STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065
Issue date: 10 August 2015



Signed

To: Members of the Parish Council
Councillors 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. Apologies must be received and accepted before the meeting. If received after the meeting they cannot be recorded. **Councillors J Davenport and M Theobald.**

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

3.1 Minutes – 20 July 2015

To approve the Minutes of the Meeting held on 20 July 2015 as a correct record and signed by the Chairman. ...

3.2 Matters Arising

Updates on substantive resolutions which have not yet been completed are referenced in the Clerk's report.

3.3 Minutes – 10 August 2015

The Minutes of the Extra-ordinary meeting of the Parish Council held on 10 August 2015 will be submitted to the September meeting for approval.

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.**

5 POLICE MATTERS

To receive a report from the local PCSO.

6 CLERK'S REPORT

To receive the Clerk's information report for August. ...

7 FINANCIAL MATTERS

7.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments:

£207.10	HMRC	Tax on Clerk's salary (£177.80 plus £29.30 employer's NI contribution)
£tba	Crystal Clean Ltd	Cleaning of the community hall and opening/closing for private parties

7.2 Scottish Power – Direct Debit

The Parish Council is invited to consider arranging for payment to Scottish Power to be made by direct debit. The current arrangement is to pay by cheque.

A direct debit form has been provided and if the Parish Council agrees to this change, two Members will be required to sign the form.

7.3 Distribution of Newsletter (see also item 9 below)

The Parish Council is asked to approve payment to The Leaflet Team in the sum of £135.00 in respect of distribution of the newsletter. The company will not distribute until payment has been received. If payment is delayed, this will result in the newsletter not being delivered until the end of September at the earliest.

...

At the time of publication of the agenda, an invoice has not been received, but is expected to be available at the meeting. The Council has previously approved a quotation of £135 (Minute No. 169 – 20 April 2015).

7.4 Grant Application – Stapeley Parish Action Group

Stapeley Parish Action Group has submitted a grant application in the sum of £300 to enable the Group to purchase spring bulbs for planting later in the year. The application form also gives details of the locations for planting.

...

The Parish Council is invited to consider the application.

8 NEIGHBOURHOOD PLAN STEERING GROUP

8.1 Minutes

To receive the minutes of the Steering Group meetings held on 8 July 2015 and 21 July 2015. Members will be able to report on the proceedings of each meeting and also update the Parish Council in respect of the meeting held on 10 August 2015.

...

8.2 Housing Needs Survey (re-named 'Housing Needs Assessment')

As agreed at the Council meeting on 20 July, the Steering Group considered the housing needs survey and produced a revised scoping brief (attached) which has now been issued to the three organisations which were invited to quote.

...

The Steering Group has re-named the process 'Housing Needs Assessment'.

9 PARISH NEWSLETTER

The Clerk has drafted a newsletter which focuses on progress on the Neighbourhood Plan to ensure that there is continued engagement with residents. There are some sections which require Steering Group input, and the Group may also wish to add information.

...

The Parish Council is asked to agree a date for publication, taking into account the timetable for printing and delivery.

10 PLANNING

10.1 Planning Applications

The Parish Council is invited to comment on the following planning applications which can be viewed on the Cheshire East Council website. **As there are no viewing facilities at the community hall, Members are encouraged to inspect the planning applications on-line prior to the meeting.**

Members are reminded that Parish Councils can only consider the applications before them on their merits and are not able to make enquiries about applications prior to submitting observations. Cheshire East Council (CEC) does not have the capacity to respond to queries from consultees. Following validation of a planning application, CEC, as the Local Planning Authority (LPA) must make a determination as soon as possible, but no later than 8 weeks.

Although time limits on determination can be extended, these are where the applicant and the LPA agree, but cannot be extended for the benefit of consultees.

15/3393N Artle Brook Cottage, Broad Lane, Stapeley
Addition of hardwood conservatory and construction of wooden shed
in garden.

Deadline date for comments: 20 August 2015

10.2 Local Plan Strategy – Wider Engagement – 3 August 2015

Councillor Martin Malbon has provided a report on the 'Wider Engagement' event held at Macclesfield Town Hall on 3 August. This has been included in the Clerk's report at agenda item No. 6 above; however, Councillor Malbon may wish to expand on some of the points raised in his report.

10.3 Planning Seminar – hosted jointly by Cheshire Association of Local Councils and Cheshire Community Action

Members are invited to nominate a Member to attend the planning seminar to be held on 24 September. This is an all-day event to be held in Middlewich. Places are limited and are booked on a 'first come, first served' basis.

11 CHESHIRE EAST BOROUGH COUNCILLORS

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

12 DATE OF NEXT MEETING

21 September 2015