



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

Tel: 01270 812065 e-mail: carol.jones@stapeleyparishcouncil.gov.uk

www.stapeleyparishcouncil.gov.uk

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: MONDAY, 17 SEPTEMBER 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: 11 September 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

Members are asked to note that the symbol ✎ against agenda items, indicates that a report is enclosed.

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 circumstances.

3 MINUTES – (1) 9 JULY 2018 (EXTRA-ORDINARY MEETING) AND (2) 16 JULY 2018

To approve as correct records, the Minutes of the Extra-ordinary meeting held on 9 July and the ordinary meeting held on 16 July 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 (£190.60 tax and £37.66 employer's NI cont.)
£45.00	CVS Cheshire East	Membership fee associated with Connected Communities franchise arrangements
£tba	Crystal Clean	Cleaning of the Community Hall
£20.00	Target Window Cleaning	Community hall window cleaning - £20.00 per month for inside and outside cleaning.

£35.00	C M Jones	Reimbursement for purchase of bolt cutter for removal of padlock on community hall gates
£267.00	C M Jones	Six month salary arrears – see item 5.2 below

5.2 Bank Mandate – Clerk’s Salary

Although the Parish Council approved a change in the bank mandate on 19 February 2018, the letter to the bank appeared to have ‘gone astray’. At the meeting held on 16 July 2018, the Parish Council refreshed the arrangement; unfortunately, there were insufficient signatories to sign the letter. A further copy will be available at the meeting.

In the meantime, as the change is now six months out of date, the Parish Council is asked to approve payment of net salary arrears to the Clerk for the period 1 April – 30 September. This amounts to £267.00 (£44.50 per month for six months). The tax currently being charged is based on the new salary.

Members are reminded of the standing order changes.

From: £762.33
To: £806.83

Payable on the 28th of each month, effective 1 October 2018. (The date of the change has been amended on the letter of authority to avoid duplication of payment.)

5.3 Request for Donation (Broad Lane Coffee Club held at Broad Lane Methodist Church) (Item requested by Councillor P Groves)

The Parish Council is asked to consider a request on behalf of the Coffee Club on Broad Lane, Nantwich, to enable a projector to be purchased. The cost is £100 and the Parish Council is asked to ‘help’ with the purchase.

Broad Lane Methodist Church falls within the Nantwich Town Council area and it would be more appropriate for the Town Council to be asked to make a donation; however, S.137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure (it is a power of last resort).

Provided that there is no alternative power, the Council may incur expenditure but must be satisfied *that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants*. Members must, therefore, be satisfied that any grant will be of benefit to *some or all* of the inhabitants of Stapeley or Batherton parishes.

6 PLANNING APPLICATIONS

There are no planning applications for consultation. Notification of the following planning applications have been received since the July meeting. Members were informed, but there was no request for an extra-ordinary meeting to allow observations to be submitted to Cheshire East Council.

18/3508N	Old Dairy House Farm, Batherton Lane Listed building consent for proposed refurbishment, alteration and extension of original farmhouse.
18/3540N	Old Dairy House Farm, Batherton Lane Rear porch extension and alterations to fenestration of listed building.

Deadline date for observations on both applications: 22 August 2018

18/3684N Buttercup View, 4 Mill Lane, Batherton
Addition to family room and provision of 'granny annexe'.

Deadline date for observations: 15 August 2018

18/3769N 2 Newland Way, Stapeley
Retrospective planning application to retain ground floor extension on
side of detached house.

Deadline date for observations: 20 August 2018

18/3932N 4 Hawksey Drive, Stapeley
Single-storey flat roof rear extension.

Deadline date for observations: 28 August 2018

7 CONSULTATION ON SITE ALLOCATIONS AND DEVELOPMENT POLICIES DOCUMENT (SAPD)

Following the adoption of the Local Plan Strategy last year, the Borough Council is preparing a number of additional planning policy documents. These are being consulted on between 11 September and 22 October 2018. They are:

- First Draft Site Allocations and Development Policies Document (SADPD);
- SADPD Sustainability Appraisal and Habitats Regulations Assessment;
- The Garden Village at Handforth draft supplementary planning document;
- Revised and updated Statement of Community Involvement; and
- A 'call for sites' which may be suitable for Gypsy, Traveller and Travelling Show-people accommodation.

The Parish Council is invited to submit comments. In the event of this matter requiring additional time, it is suggested that the Council might wish to arrange an extra-ordinary meeting. Although the Community Hall is now generally in use on Monday evenings, the hall is available on Monday, 24 September and 1 October 2018.

A copy of the e-mail from CEC is enclosed and this contains a number of links to the various documents. 

8 DATA PROTECTION ACT 2018

Members have previously considered the provision of dedicated e-mail addresses which could be set up to ensure security of personal data.

The Clerk's report provides information from Andrew Shepherd who manages the Parish Council's website, and the Clerk's own enquiries in respect of Microsoft Office 365. 

It is not essential for the Parish Council to make a decision at this meeting. The report is intended to provide additional information in order to comply with the DPA 2018, but a decision can be made at a later date.

9 COMMUNITY HALL

9.1 Bouncy Castles

Clients of the community hall have always been permitted to hire bouncy castles for children's parties; however, since the re-decoration of the hall, one of these pieces of equipment has marked the ceiling.

The Parish Council is asked to decide if bouncy castles should be prohibited from use in the hall. An alternative would be to reduce the permitted height from the current limit of 9 ft.

9.2 Police Surgeries

To report that one of the PCSOs has now been provided with a key to the Community Hall and the office. The PCSOs will work their surgeries around the bookings in the hall so that for the most part they are not present when events are being held.

9.3 Telephone Line and Wi-Fi Connection (Connected Communities)

As part of the Connected Communities scheme, there is a requirement for the community hall to have a telephone line and Wi-Fi facility. The Clerk is in the process of arranging this and will report to the meeting.

Cheshire East Council has indicated that it will pay for the cost of the installation of Wi-Fi and, presumably, the on-going monthly costs. The Clerk is of the view that the arrangement needs to be made with BT in the Parish Council's name. This means that, in future, if the Connected Communities franchise ceases, the Parish Council will not lose the Wi-Fi facility.

10 CHRISTMAS ARRANGEMENTS

The Parish Council is asked to authorise the Clerk to order a Christmas tree for location outside the Community Hall.

11 CHESHIRE EAST COUNCIL – TOWN AND PARISH COUNCIL CONFERENCE 26 SEPTEMBER 2018 (SANDBACH)

The agenda for the Town and Parish Council Conference, to be held on 26 September 2018, is enclosed.

The Parish Council is invited to nominate one councillor to attend.

OUTSTANDING MATTERS

12 CONNECTED COMMUNITIES

The Clerk has been invited to a meeting with Carol Hill (CEC Community Development Officer) on 13 September to discuss the next steps in the Connected Communities initiative.

The Clerk will report to the meeting.

13 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

To report progress on ability to access the defibrillator cabinet.

14 ALLOTMENTS

At the meeting held on 18 June 2018, the Parish Council discussed a proposal from Nantwich Town Council which would allow residents in Stapeley to be allocated an allotment plot in Nantwich, provided that the Parish Council paid a contribution for this allocation. The level of contribution was not available, and it was agreed that the Parish Council approve the arrangement, in principle.

Councillor Groves was asked to discuss this with Nantwich Town Council's Policy Committee and report the outcome.

15 EXCLUSION OF PRESS AND PUBLIC

The Council is invited to RESOLVE 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.

16 SEATS/BENCHES

At its July meeting, the Parish Council agreed that quotations for six benches should be sought on a 'procure and install' basis.

The locations were broadly agreed as follows. The Clerk has contacted CEC for permission to install -

- Cul-de-sac end of London Road in close vicinity to the proposed new bollards.
- Stapeley Gardens, off London Road.
- Elwood Way/Peter de Stapleigh Way (Members would make a site visit to establish the precise location.)
- Broad Lane/First Dig Lane – in the vicinity of The White House.
- Second Dig Lane on the triangle at the junction with London Road (A51).

Several of the websites supplying street furniture require purchases to be made on-line. The Clerk has contacted three and asked for quotations on a 'procure and install' basis. The quotations are not yet available but are expected to be received prior to the meeting and will follow under separate cover.

17 DATE OF NEXT MEETING

15 October 2018

A first draft of the budget for 2019-2020 will be submitted to the meeting. Members will have the opportunity to make revisions; a second draft will be submitted to the November meeting and at its December meeting, the Parish Council will be asked to approve a budget.