

# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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[www.stapeleyparishcouncil.gov.uk](http://www.stapeleyparishcouncil.gov.uk)

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

**DATE:** MONDAY, 18 JULY 2016

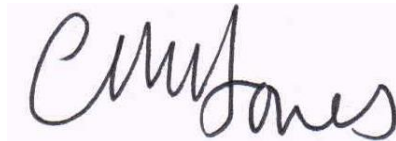
**TIMES:** 7.30 pm

**VENUE:** STAPELEY COMMUNITY HALL,  
PEAR TREE FIELD, STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 13 July 2016



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 – 20 JUNE 2016

To approve the Minutes of the meeting held on 20 June 2016. ...

## 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 CHESHIRE EAST BOROUGH COUNCILLORS

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

## 6 NEIGHBOURHOOD PLAN STEERING GROUP – REGULATION 14 CONSULTATION

The Steering Group to report in respect of analysis of comments made as part of the Regulation 14 consultation.

## 7 AUTHORISATION OF PAYMENTS

7.1 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) (Month 4)
£tba	Crystal Clean	Cleaning of community hall

## 7.2 Receipts and Payments Statement (1 April 2016 – 30 June 2016)

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To receive a receipts and payments statement for the first quarter of the financial year.

## 8 PLANNING MATTERS

### 8.1 Planning Applications

The Parish Council is asked to comment on the following planning applications which can be viewed on-line [by clicking here](#)

16/3106N      The Willows Caravan Site, Coole Lane, Austerson  
Four holiday lodges (resubmission of 15/3888N)

This application is outside the parish, but the Council is probably being consulted on the basis of a development in a neighbouring parish.

Deadline date for observations: 27 July 2016

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16/2038N      16 Arrowhead Close, Stapeley, CW5 7RX  
Small upstairs bathroom window on side elevation

Deadline date for observations: 27 July 2016

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16/3136N      10 Beechwood Close, Stapeley, CW5 7FY  
Proposed cold-room re-location and extension, replacement  
Shop fronts and replacement of existing external plant equipment

Deadline date for observations: 27 July 2016

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### 8.2 Planning Appeal

16/0734N      Manor House Farm, 1 Old Newcastle Road, Willaston, CW5 7BQ  
Extension to existing dwelling

Following refusal of this application, the applicant has appealed the decision. This was considered by the Parish Council on 15 February 2016 at which time, no observations were made.

## 9 CIVIC PRIDE WORKING GROUP

At the Annual Meeting, a working group comprising Councillors E Boughey, M Docker, J Hillman, P Groves and M Theobald was established with the remit of considering ways in which the parish could be improved to take into account reduction in anti-social behaviour such as littering, and also grounds maintenance issues.

Subsequent to this, Stapeley Parish Action Group has commented that the items to be addressed by the working group are those in which SPAG has been actively involved. SPAG has asked about a formal communication route to the working group.

As Councillor Boughey is a member of each group, this might be the appropriate link; otherwise, the Council might wish to extend the membership of the working group to allow some of the SPAG members to be appointed.

The working group is invited to report on progress since the last meeting.

## 10 PARTICIPATORY BUDGETING – PUBLIC HEALTH

Although local councils are not directly involved with the delivery of health care, Parish Council representatives are invited to attend the Nantwich and Rural Community Hubs Network on 1 August 2016 at 6.30 pm. Briefing paper and agenda enclosed. ...

This participatory budgeting exercise is about public health involving local people in delivering projects/schemes for local communities. The Public Health and the Communities Team is working in partnership to devolve decision-making powers and the allocation of £400,000 across eight localities to improve public health outcomes. This will be achieved through the development of an innovative Participatory Budgeting (PB) approach at a local level, to reduce health inequalities, build community capacity and increase access to services.

Parish Councils can bid for project funding but expectations are that parish councils will promote the opportunity to community groups within their parishes.

## 11 SPEED WATCH

(Item requested by Councillor M Docker)

Councillor Docker received an e-mail from one of his neighbours who was involved in a near-collision on Broad Lane. As a consequence, Councillor Docker invites the Parish Council to consider providing poles and a solar panel/battery on Broad Lane as an additional provision.

## 12 UPDATE ON OUTSTANDING ITEMS

### • Automated External Defibrillator – Cronkinson Farm Pub

The electrician who is carrying out the work is currently on holiday but will complete on his return. The Clerk has contacted NW Ambulance Trust to enquire into the availability of Ambulance Officers to deliver awareness sessions. As there has been an increase in the number of AEDs being purchased by local councils, this has reduced the capacity of NWAT to deliver such sessions, but it is expected that one could be arranged in September.

### • Replacement/repair of Air-brick/fan (Community Hall)

The electrician will endeavour to carry out this work at the same time as fixing the AED to the wall of the Cronkinson Farm.

### • Guttering at Community Hall

The Clerk has received one quotation for replacement guttering and this is £1,870. In view of this, another two quotations will be required.

The Clerk has made contact with CEC Assets Department. It is not permitted to work on 'Parish Council properties'; however, the Officer has provided contact details for one of its contractors and the Clerk will ask for a quotation.

### • Community Hall Maintenance

The Clerk has issued invitations to quote for decoration of the hall and is awaiting responses.

## 13 INFORMATION ITEM – MINUTES OF MEETING OF STAPELEY PARISH ACTION GROUP

To receive the Minutes of the Stapeley Parish Action Group meeting held on 4 July 2016. ...

## 14 NEXT MEETING

The Parish Council is invited to consider if there should be an August recess, with the next meeting being held on 19 September.

In August 2015 only four Members attended the August meeting. In 2014, an August recess was built into the calendar of meetings.

**15 EXCLUSION OF PRESS AND PUBLIC**

The Parish 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 items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

**16 PENSIONS REGULATOR**

(Reason for exclusion: employment matter)

To consider the Clerk's report in respect of compliance with the new workplace pensions regulations. ...

**17 QUOTATIONS FOR NOTICE-BOARDS**

(Reason for exclusion: commercially sensitive) ...

The Parish Council is invited to consider quotations for a notice-board to be installed at the community hall. The Clerk's covering note and quotations are enclosed.

**18 INDUSTRIAL-SIZED WASTE BINS – COMMUNITY HALL**

(Reason for exclusion: commercially sensitive)

The Clerk sought quotations for the following.

- Industrial-sized litter bin – 1100 litre general waste.
  - Minimum-term contract requirements.
  - Frequency of collection.
  - Cost
- ...

Two quotations have been received and a third is expected. One is under the £500 threshold which allows the Council to make a decision without the need to seek other quotations. The second quotation is slightly in excess of £500.