



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, 18 SEPTEMBER 2017

TIME: 7.30 pm

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

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 11 September 2017

Signed

To: Members of the Parish Council
Councillors Matthew Theobald (Chairman), Elizabeth Boughey, Mike Docker,
John Davenport, Sandy Gwinn-Freemantle, Peter Groves, Jo Hillman,
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.

AGENDA

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.

Councillors E Boughey and M Docker

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 – 17 JULY 2017

To approve as a correct record, the Minutes of the Meeting held on 17 July 2017.



4 CASUAL VACANCY

To note that the deadline date for calling an election was 21 July (following the July Parish Council meeting). No election was called and the vacancy has been advertised locally.

There are currently no candidates for co-option, although one person has expressed interest in the vacancy and the Clerk has provided information.

The vacancy can be advertised in the next newsletter.

Enclosed is Legal Topic Note L15-08 produced by the National Association of Local Councils and updated in May 2015. The document suggests that any potential candidates should prepare a statement setting out how they comply with the criteria for co-option. The Topic Note also provides an appendix with a suggested person specification for consideration when co-opting; however, Members might take the view that some of the requirements are stringent and also could be limiting where very young candidates are unlikely to have some of the qualifications/experience suggested.



5 STREET LIGHTING IN THE PARISH

The survey of the street-lighting has not yet been carried out; however, the Clerk is meeting Ian Darlington (Cheshire East Highways Street Lighting Team) on site on 13 September to show him the location of all the street lights owned by the Parish Council. It is expected that an estimate of costs will be available at the October meeting.

6 FINANCIAL MATTERS

6.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments. Any additional payments required will be reported to the meeting.

£229.21	Carol Jones	Reimbursement for tax on Clerk's salary and employer's NI contribution – paid in August to avoid late-payment penalties.
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£22.80	Carol Jones	Reimbursement for land search (£19.00 and £3.80 VAT) A resident was of the view that the Parish Council owned land from Pear Tree School through to Hawksey Drive. The Clerk made a Land Registry search as the resident had provided his own copy of documents which indicated that the Parish Council is responsible for land, other than the two parcels on Talbot Way. These were second-hand documents which had been provided to him by the company which sold him his house. The Clerk eventually forwarded to him a copy of the Parish Council's own documents which form part of the Talbot Way file, the only land owned by the Parish Council.
£495.00	Crystal Clean	Cleaning of community hall – July and August (£412.50. net and £82.50 VAT)
£175.89	Ringway Jacobs	Street light repair – Column 695 London Road (£146.57 net and £29.32 VAT)
£390.00	BDO LLP	Fee for auditing accounts 2016-2017 (£330.00 net and £66.00 VAT)
£105.00	A N Plumbing	Repair of toilet in Community Hall Cheque to be payable to Andrew Nuttall
£25.50	Shires Accountants	Payroll Service for July-September 2017
£700.00	Jof's Mowing	Grounds maintenance 30 December 2016 – 26 July 2017
£140.64	Thomson Planning	Attendance at meeting on 1 August 2017 and preparation of responses in respect of the independent examination. (£117.20 net and £23.44 VAT)
£650.43	United Utilities	Water and Wastewater – 11 April 2017 – 3 August 2017 (£637.33 net and £13.10 VAT)
£138.85	Scottish Power	Street light energy (£132.60 net and £6.25 VAT)

6.2 Accounts – 2016-2017

The external audit by BDO LLP has concluded and its report is enclosed. Members will recall that there were some issues raised during the audit, and the Clerk had expected that this would necessitate an additional meeting of the Council to be held on 31 July 2017; however, BDO LLP confirmed that the Clerk could make the amendments to the Annual Return as this would not require a Council decision.



In the interests of completeness, a copy of the amended Annual Return is also enclosed.

6.3 Budget – 2018-2019

Members are invited to suggest projects for the new financial year. At the meeting in October, the Clerk will present a first draft of the budget proposals, together with a budget monitoring statement for the current financial year.

7 CHESHIRE ASSOCIATION OF LOCAL COUNCILS – ANNUAL MEETING THURSDAY, 19 OCTOBER 2017 (MIDDLEWICH) – 7.00 PM

The Cheshire Association of Local Councils is holding its Annual Meeting in Middlewich. The meeting commences at 7.00 pm but there is a free buffet available from 6.00 pm.

Members are invited to propose a motion to the meeting. In addition, the Annual Meeting will be making four appointments of Executive Board Members.

This is an opportunity for parish councillors to put themselves forward for membership of the Executive Board. The nomination can be made directly to ChALC and does not require the support of the Parish Council as it is a personal appointment. Any Member interested should

provide a brief outline about themselves and the skills they could contribute. The Clerk will bring a form to the meeting.

If Members require any further information about the Executive Board, please contact Jackie Weaver (Chief Officer) direct.

8 CONSULTATION – CEC LOCAL FLOOD RISK MANAGEMENT

The Parish Council is invited to comment on CEC's Local Flood Risk Management Strategy. Comments are requested by 27 September 2017.

Previously distributed

This was issued to Members on 11 September.

9 PLANNING MATTERS

9.1 Planning Applications

Comments are invited on the following planning applications which can be viewed on the Borough Council's website (www.cheshireeast.gov.uk). Members are asked to view the applications prior to the meeting.

17/4465N The Cedars, Wybunbury Lane, Stapeley, CW5 7JP
Reserved matters application for access, appearance, landscaping, layout and scale following outline approval 14/0622
Outline planning permission with all matters reserved for erection of dwelling.

Deadline date for observations: 28 September 2017

17/4148N 13 Thalia Avenue, Stapeley, CW5 7RZ
Proposed small single-storey extension

Deadline date for observations: 15 September 2017. The Clerk has asked for an extension.

17/4627N Stapeley House, Wybunbury Lane, Stapeley, CW5 7HH
Single-storey rear extension

Deadline date for observations: 11 October 2017.

9.2 To note that the following application was received, but not able to be commented upon by the Parish Council.

17/4005N Cronkinson Farm Public House, Beechwood Close, CW5 7FY
Advertisement consent for two externally illuminated double-sided twin post signs.

The deadline date for observations was 28 August 2017

9.3 Neighbourhood Plan – Independent Examination

Mr Jonathan King was appointed Independent Examiner of the Neighbourhood Plan and conducted his examination in July. His draft report was expected to be available within 6-weeks of his receipt of the Draft Plan (approximately early September) but as he raised a number of questions which required responses, this timetable was to be extended.

The Steering Group held two meetings in September and will be able to update the Parish Council in respect of progress.

**9.4 Cheshire East Council (CEC)/Cheshire Association of Local Councils (ChALC)
Update Event on Local Plan held on 25 July 2017**

To receive the notes of the above event.



10 CCTV – COMMUNITY HALL

The Working Group held a meeting on 31 July 2017 and has produced the attached notes of its meeting.



Members' attention is drawn to Minute No. 46 (17 July 2017) which sets out the arrangements for seeking quotations.

Potential contractors have yet to be identified. For this reason, the timetable agreed at the July meeting cannot be met and the Parish Council is asked to arrange an alternative date for the special meeting (originally scheduled for 25 September).

11 ALLOTMENT SITES

A resident contacted the Clerk about the provision of allotment sites in the parish. It is understood that this was also raised at the Parish Councillors' surgery by the same resident.

A local council must formally consider any written request by six or more electors, to operate an allotments site under the Allotments Acts and, in addition, if it is of the opinion that there is a demand, it is bound to provide allotments but the duty is restricted to the provision of allotment gardens. (Small Holdings and Allotments Act 1908, s.25(1)).

The resident has forwarded to the Clerk a list which purported to be a request for allotments. The list was, in fact, a list of Nantwich Allotment plot-holders. The resident has been advised that if, in addition to himself, at least five others request the provision of allotments in the parish, the matter could be considered.

At the time of publication of the agenda, no such requests have been received and the resident has indicated that requests may be forthcoming in the future.

12 PARISH NEWSLETTER

12.1 The Parish Council is invited to suggest articles for the next newsletter. An initial draft is enclosed for consideration. As this is the first draft it has been withheld from public circulation and deposit.



12.2 Meeting with Laura Smith MP

A meeting of the Parish Council with Laura Smith, MP has previously been agreed and is featured as a leading item on the newsletter. Rather than invite her to a private meeting or an ordinary Parish Council meeting, Members are invited to consider arranging an additional meeting to which residents could be invited as participants. This would give Ms Smith an opportunity to outline her aspirations for the Borough as a whole, and if residents attend, would be an opportunity for issues to be raised, similar to an MP's Surgery.

13 COMMUNITY HALL – FIRE RISK ASSESSMENT/EVACUATION

A new regular user at the hall has requested various documents for her file, one of which is a fire evacuation procedure. She also requires a copy of the fire risk assessment which has been provided to her.

There is no evacuation procedure in place; the Clerk meets with each new user on site and explains the various safety precautions, but there is no written procedure for evacuation of the hall in the event of a fire.

The Clerk has drawn up the attached document and Members are asked to comment/ amend and approve it for display in the hall and for distribution to all regular users.



The fire risk assessment was carried out in 2013 with a recommendation that it be reviewed annually. This has not been reviewed since it was first put in place and the Parish Council is asked to commission a further inspection. A copy of the FRA in 2013 is enclosed. There are several actions which were recommended but have not yet been implemented.



14 INFORMATION ITEM – COMMUNITY HALL

Cheshire East Council has been asked to carry out a survey of the community hall to establish if the discolouration of the flooring is owing to a damp issue, and to inspect the air brick with a view to arranging its repair.

15 LOCAL DEMOCRACY WEEK/PARISH COUNCILLORS' SURGERY

Members agreed to review the situation at this meeting and it was suggested that these two events could be combined, but might be dependent on whether a date for the Neighbourhood Plan referendum had been set.

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

17 QUOTATION FOR FITTING DEFIBRILLATOR

The Parish Council is invited to consider the enclosed quotation for fitting the defibrillator to the outside wall of the Cronkinson Farm Pub.



The Clerk has made strenuous efforts to seek at least three quotations, in accordance with the Financial Regulations, but only one has been received.

Whilst it is legitimate for the Parish Council to accept on the basis of one quotation only, the Clerk is continuing to make enquiries and ChALC is contacting Cheshire Parish Clerks who may have similar experience regarding the fitting of defibrillators.

18 COMMUNITY HALL CENTRAL HEATING – FINANCIAL MATTER

The Clerk's report is enclosed for information. No action is required at this time.



19 DATE OF NEXT MEETING

16 OCTOBER 2017

Agenda item: Budget Proposals 2018-2019