



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, 19 JUNE 2017

TIME: 7.30 pm

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

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 13 June 2017

Revision issued: 14 June 2017

Signed

To: Members of the Parish Council
Councillors Matthew Theobald (Chairman), Elizabeth Boughey, Shaun Clough,
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

GUIDE TIMES

7.30 PM – 7.40 PM

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 – ANNUAL COUNCIL 15 MAY 2017

(a) To approve as a correct record, the Minutes of the meeting held on 15 May 2017. ...

(b) Members who were not present at the previous meeting and were appointed to Committees/Outside bodies, are asked to confirm their acceptance.

4 PUBLIC PARTICIPTION

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, 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.**

7.40 PM – 8.00 PM

5 CCTV – VISIT BY HANDFORTH PARISH COUNCILLOR

As requested at the previous meeting, the Clerk invited a Handforth Parish Councillor to attend this meeting to outline the arrangements for operation of CCTV in Handforth. Councillor John Smith, the Vice-Chairman of the Parish Council will be in attendance.

In view of the distance to be travelled, Members had previously expressed a wish to reimburse the councillor for his travel expenses, if the Clerk could identify a power to spend. This can be authorised under the Local Government Act 1972 – power to conduct research and payment arrangements will be made outside the meeting between the two Clerks.

Members may find it helpful to bring to the meeting their copy of the Handforth CCTV policy which was provided with the agenda for the 15 May meeting.

8.00 PM – 8.30 PM

6 STREET LIGHTING IN THE PARISH

Ian Darlington from the Cheshire East Highways Street Lighting Team will be in attendance.

Members are reminded that during the budget-setting process for 2017-2018, it was agreed that in the longer term, the possibility of upgrading the street lighting be considered, with a view to asking Cheshire East Council (Highways) if it would be willing to adopt the street lights.

The following are the street lights currently in the Parish Council's ownership.

5 x 50 son	London Road (A51)
1 x 70 son	London Road/Second Dig Lane
1 x 50 son	Newcastle Road
7 x 50 son	Audlem Road/Broad Lane (A529)
1 x 70 son	Broad Lane (opposite school)
1 x BV2600 2 x 24 watt PL and photocell	London Road – opposite Deadman's Lane
1	Audlem Road/Broad Lane at junction with First Dig Lane
1 other	Location not clear

8.30 PM

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 and employer's NI contribution. (To be confirmed by Shires Payroll Services)
£136.21	Scottish Power	Street lighting energy charges (£129.72 net and £6.49 VAT)
£38.16	Greenzone Waste Management	This is the first invoice for this company and needs to be paid prior to delivery of the outside waste bin. (£31.80 net and £6.36 VAT)
£tba	John Smith	Handforth Parish Councillor – reimbursement for travel expenses at 0.45P per mile.
£tba	Johnsons the Printers	Printing of Parish newsletter.
£tba	Crystal Clean	Cleaning of community hall and opening/closing for private parties

7.2 Approval of Accounts for 2016-2017

The Parish Council approved Section 1 of the Annual Return (Governance arrangements) at the meeting held on 15 May 2017.

Section 2 was not approved as there was a query on the staff costs and it was agreed that this be referred again to the Internal Auditor. He has now confirmed that the staff costs figure was accurate, and his revised report is now enclosed, in which he notes *No issues arising – a robust set of books and records were presented for audit and all internal control objectives were met.*

...

The Parish Council is now asked to approve Section 2 of the Annual Return (copy of which is enclosed) to enable it to be issued to BDO LLP the external auditor.

8 PLANNING MATTERS

8.1 Planning Update – 25 July 2017 – Holmes Chapel Community Centre, CW4 8AA 7.00 – 9.00 pm

The Cheshire Association for Local Councils (ChALC) in partnership with Cheshire East Council (CEC), is hosting an evening event to which all councils are invited. The agenda for the evening is:

- Introductions and Welcome
- National Planning Update
- Cheshire East Local Plan Update
- Neighbourhood Planning Update
- Open Forum and Question Time

ChALC has not indicated any restrictions, but attendees must be registered prior to the event. Given that there are 107 town and parish councils in Cheshire East, it would be prudent to notify ChALC as soon as practicable.

8.2 Adoption of Borough Design Guide as a Supplementary Planning Document

To report that Cheshire East Council formally adopted the Borough Design Guide as a Supplementary Planning Document. The document has been made available from 1 June 2016. (See attached notice) ...

8.3 Planning Applications

Comments are invited on the following planning application which can be viewed [By Clicking Here](#)

17/2781N 78 Broad Lane, Stapeley CW5 7QL
Single dwelling

Deadline date for observations: 28 June 2017

8.4 To note that the following applications were received but unable to be considered by the Parish Council as the deadline for observations was prior to the date of this meeting. Both applications were forwarded to Members who agreed that there was no requirement for an extra-ordinary meeting to be arranged.

17/2471N 114 Broad Lane, Stapeley, CW5 7QW
Side and rear storey extension.

17/2504N Hollies Farm, Broad Lane, CW5 7QP
Variation of conditions 3 and 4 on approval 15/5093N
Conversion of existing redundant barn to provide six-bed self-catering
holiday accommodation, new utility building, new domestic garage

8.5 Certificated Site for Caravanning and Camping Club at Maylands Farm

This item has been requested by Councillor Peter Groves who will speak to the item.

Application has been made to set up a certificated caravan site for a maximum of five caravans or 10 tents. Such a site does not require planning permission, and Cheshire East Council is not consulting on this application.

9 CHESHIRE EAST COUNCIL – SUPPORTED BUS-SERVICE REVIEW

Cheshire East Council is proposing changes to subsidised bus services as part of its budget plans. Details of the proposed changes are set out in the enclosed consultation pack. ...

This is not for the Parish Council to comment on; it has been issued to Parish Clerks for advertising within the parish.

10 PENSIONS ARRANGEMENTS

To report that the Clerk has now completed a Declaration of Compliance with the Pensions Regulator under the Pensions Act 2008 and confirmation of receipt has been provided.

11 PARISH COUNCILORS' SURGERY – 2 JULY 2017

Members are asked to finalise arrangements for the surgery to be held on Sunday, 2 July 2017 between 10.00 am and 2.00 pm at the Community Hall.

12 LOCAL DEMOCRACY WEEK – OCTOBER 2017 (DATE TO BE ADVISED)

The Parish Council is invited to consider arrangements for Local Democracy Week in October (date yet to be announced). This is usually arranged for the second/third week of the month.

As a reminder to those not familiar with the concept, this is a national initiative intended to bring together elected politicians with future generations of electors. The goal is to raise awareness amongst children and young people about how democracy works.

13 CHRISTMAS TREES AND LIGHTING

The Civic Pride Working Group is invited to report on any detailed proposals for the purchase of Christmas trees, additional lights, and suggested locations for the trees. Members are reminded that if a tree is to be sited anywhere in the parish, other than outside the community hall, permission will be required from Cheshire East Council.

It is suggested that detailed arrangements need to be finalised by the July meeting. There is an August recess and in September, the Parish Council needs to be in a position to purchase additional tree lighting and place an order for the tree(s).

14 DATA PROTECTION POLICY

The Parish Council is invited to adopt the enclosed Data Protection Policy. ...

15 UP-DATE ON OUTSTANDING COMMUNITY HALL MATTERS

- Shelving
The Clerk has arranged for a local joiner to build shelving on two walls of the male toilets/changing room which is currently used as a store room by hall users. This will cost approximately £500 and in accordance with the Financial Regulations, can be undertaken without the need to seek other quotations. The Clerk met the contractor on site and has accepted the quotation, in consultation with the Chairman.

Plant Room

The same joiner will be able to deal with the lockable screen/door in the Plant Room to enable one of the users to have exclusive use to store their equipment. This will cost approximately £100.

- Guttering
The Parish Council was minded to approve one of the quotations for guttering, but required more detailed information about the type of materials to be used. A response from the contractor is awaited.

16 LAURA SMITH, MP FOR CREWE AND NANTWICH

To report that the Clerk has written to Laura Smith MP, conveying the Parish Council's congratulations on her election as MP for Crewe & Nantwich Constituency on 8 June 2017. The dates of the July and September meetings have been given to her in the event that she might find an opportunity to attend a meeting later in the year.

17 DATE OF NEXT MEETING

17 JULY 2017

NOTES FOR MEMBERS OF THE PUBLIC

The 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 Applications

The following are the material grounds on which the Parish Council can make observations on planning applications.

1	The Development Plan in all its aspects.	7	Highway issues: traffic generation, vehicular access, highway safety.
2	Government legislation and guidance	8	Highway issues: traffic generation, vehicular access, highway safety.
3	Has there been pre-application consultation?	9	Highway issues: traffic generation, vehicular access, highway safety.
4	Previous appeal decisions and Planning Inquiry reports	10	Adverse impact on nature conservation interests and biodiversity opportunities.
5	Siting	11	Loss of effect on trees.
6	Loss of sunlight (based on Building Research Establishment Guidance)	12	Capacity of physical infrastructure, eg public drainage or water systems.

13	Over-shadowing/loss of outlook to the detriment of residential amenity (Note: this is not related to loss of view)	20	Deficiencies in social facilities, eg, spaces in schools, doctors' surgeries.
14	Loss of privacy	21	Incompatible or unacceptable uses.
15	Layout and density of building design, visual appearance and finishing materials.	22	Effect on listed buildings and conservation area.
16	Inadequate or inappropriate landscaping.	23	Storage and handling of hazardous materials and development of contaminated land.
17	Compatibility with street scene.	24	Flooding
18	Development effect on neighbouring properties	25	Local financial considerations offered as a contribution or grant.
19	Appropriateness of use taking account of local area.	26	Neighbourhood Plan

The following are non-relevant matters and will be disregarded by the Borough Council.

- Matters controlled by other legislation
 - Problems arising from the construction period of any works (these are covered by the Control of Pollution Acts).
 - Opposition in principle to development when this has been settled by an outline planning permission or appeal.
 - Effect on private rights.
 - Provisions in covenants/deeds.
 - Applicant's personal circumstances (unless exceptionally and clearly relevant, eg provision of facilities for someone with a physical disability).
 - Effect on property values.
 - Loss of view
 - Opposition to business competition.
 - Factual misrepresentation of the proposal.
 - Private opinions.
 - Business competition
 - Moral issues.
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