

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, 20 JUNE 2016

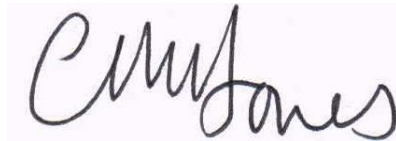
TIMES: 7.30 pm

VENUE: STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 13 June 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 – ANNUAL COUNCIL – 16 MAY 2016

3.1 To approve the Minutes of the Annual Council Meeting held on 16 May 2016. ...

3.2 Membership of Committees

Councillor M Malbon to confirm acceptance of his appointment to the Neighbourhood Plan Steering Group and the Complaints Committee.

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 STERING GROUP – REGULATION 14 CONSULTATION

The Steering Group to report in respect 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:

£179.28	Andrew Thomson Planning Partnership	Consultant on Neighbourhood Plan (0.5 days @ £270 per day and mileage of 36 @ 40P per mile £149.40 net and £29.88 VAT
£207.10	HMRC	Tax on Clerk's salary (£177.80 plus £29.30 employer's NI contribution) (Month 2) (to be made by 19 th June)
£207.10	HMRC	Tax on Clerk's salary (Month 3) (to be made by 19 th July)
<p>Payments to HMRC should be made by the 19th of each month. The current payments are not synchronised with those dates. The Council is, therefore, asked to approve the above two payments to avoid penalty fees. To date, HMRC has not levied any penalties.</p> <p>At the July meeting, the payment to HMRC will be for August and will be issued to arrive with HMRC by 19 August and this sequence will enable all future payments to be made on time.</p>		
£tba	Crystal Clean	Cleaning of community hall

7.2 Payment Errors

To report on a duplication of payments/invoices, as follows:

A Duplication of Invoice and Part-Payment (Johnsons)

A payment to Johnsons the Printers was approved on 18 April 2016 but the addition on the agenda was incorrect. At the meeting held on 16 May 2016 the Parish Council approved a further payment to Johnsons and this was a duplicate of that already authorised. See below for details.

£2,315.40	Johnsons Printers	This was an incorrect calculation, as the total amounted to £2,447.40 (leaving a shortfall of £132).
	Invoice 066990	£2,289.00 (Printing 500 copies of NP)
	Invoice 066735	£158.40 (Printing 500 copies of consultation questionnaire)

This payment was not recorded in the Minutes of the meeting held on 18 April 2016.

At the meeting held on 16 May 2016, the Parish Council approved a sum of £2,447.40 which represented payment due on invoices 066990 and 066735. As this had been approved at the April meeting, albeit that the amount was incorrect, this should not have been submitted.

The cheque for £2,447.40 has been withheld. Johnsons the Printers has provided a statement of account which shows that the sum currently owing is **£397.00** and this is for an outstanding invoice from February 2016 (Invoice 066122) for the newsletter printing (£265.00) and the shortfall of £132 referenced above.

B Cheshire Association of Local Councils

£848.75	Cheshire Association of Local Councils	Affiliation fee
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This payment was authorised at the meeting held on 18 April 2016 but was not recorded in the Minutes. The cheque made out at the May meeting has been withheld.

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](#)

16/2771N 80 Horton Way, Stapeley, CW5 7GD
Conservatory to rear of property

Deadline date for observations: 6 July 2016

16/2633N Land East of Butt Green House, Wybunbury Lane, Stapeley
Reserved matters application for appearance, landscaping, layout
and scale following approval of 15/app – proposed erection of two
detached dwellings.

Deadline date for observations: 30 June 2016

16/2016N Woodlands House, 61B London Road, Stapeley CW5 7JL
Single dwelling

Deadline date for observations: 4 July 2016.

This planning application was submitted to the Parish Council on 16 May 2016. Amended plans have now been received.

8.2 Planning Progress

Enclosed is a 'Planning Progress' schedule which the Parish Council might wish to receive regularly to enable Members to monitor the current status of the various planning applications. ...

8.3 CEC Design Guide

At the previous meeting, the Chairman undertook to provide to the Clerk detailed observations on the CEC Design Guide for issue To to Cheshire East Council. For information, and to ensure that there is a record of the observations, the following are the additional comments sent to CEC Planning.

All major housing schemes (300 plus on a single site) are reported as considered using BfL12, with Council officers reporting on BfL assessment. For smaller schemes, it does not apply in principle, but should be respected. The vast majority of developments within Cheshire East would, therefore, not be expected to take account of this Design Guide.

Code for Sustainable Homes is mentioned within the guide; however, there is very little evidence of its inclusion within the main body of the guide. An opportunity has been missed to raise the standard of building design and construction towards that required to contribute to the UK's realisation of commitments made for Climate Change in Paris, December 2015.

Design Review Panels will comprise "industry experts" from the North West, with no involvement of those best placed to understand the specific nature, constraints and requirements of the area in which a proposed development would be sited. Given the material nature of the panels' recommendations, their influence appears contrary to the provisions enshrined in the Localism Act.

Design Review Panels, which make recommendations with material planning weight, are directed to only use BfL12 as their framework (section iii 48, Volume 1, page 69).

Most sections of the Design Guide are not covered by BfL12 so do not have to be reviewed. We hope that the Design Review Panel will look at the other checklists in preparing its report and attach material weight to them. We, as parish councils, can use the same checklists and independent support in coming up with comments/objections and perhaps contradicting the DRP report. This would have the same weight in planning terms as other Parish Council comments; however not the same weight as the Design Review Panel's report.

Sustainability section is far too light, compared to available codes and technical information.

The documents are all focused on new-build, primarily on greenfield sites, with a 'nod' to brownfield sites.

Do not require public pre-consultation for development of schemes.

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.

The working group is invited to report on progress.

10 CHRISTMAS TREE – COMMUNITY HALL

The Parish Council is invited to consider if a Christmas tree and lighting should be purchased for outside the community hall.

11 TOWN AND PARISH COUNCIL CONFERENCE

The next Town and Parish Council Conference organised by Cheshire East Council, is to be held on 19 July at Sandbach Town Hall commencing at 6.30 pm, with a 6.00 pm registration.

The Parish Council is invited to nominate representatives to attend. At this stage there is no indication of a limit on the number of representatives for each Council; however, as this is a Borough-wide event and there are 107+ local councils, it would be prudent to limit this to two.

12 PARISH NEWSLETTER

The Parish Council is invited to decide a date for issue of the next newsletter and to suggest items for inclusion. The last newsletter was issued in February 2016.

13 ANNUAL REPORT – 2015-2016

To receive the Annual Report for 2015-2016. Comments are invited. This will be uploaded onto the Parish Council's website. To follow

14 CLERK'S REPORT FOR INFORMATION/DISCUSSION

• Guttering at Community Hall

The Clerk has met on-site with one contractor who will submit a quote for the guttering. Other site meetings have yet to be arranged and quotations are expected to be available at the July meeting.

• Community Hall Maintenance

Quotations are currently being sought for decoration of the inside of the community hall. These will be submitted to the Parish Council at the earliest opportunity.

Members are also invited to consider if **shelving** should be installed in the male toilets, which is also a shower-room and storage area. Many of the regular clients store their equipment in this area, but it is currently in an untidy state and shelving would improve this.

Replacement of **air brick/vent**. Members are asked to suggest the names of appropriate builders who might be able to replace the air-brick, damaged by vandals.

- **Community Hall – Litter-Bin**

ANSA (the independent refuse-collection arm of Cheshire East Council) has been asked to quote for a wheelie-bin to be used at the community hall. The quotation is expected to be available at the meeting.

As the hall is now fenced, the use of a bin will be helpful to users and as it will be enclosed within the perimeter of the hall, is unlikely to be a target for vandalism.

- **Shelter**

The Parish Council has budgeted for a shelter to be located adjacent to the MUGA. The Clerk is in the process of seeking quotations which might be available for the July meeting.

- **Local Democracy Week 10 – 16 October 2016**

The Parish Council is asked to consider if it wishes to participate in Local Democracy Week which this year takes place between 10-16 October 2016. This is an annual national event and although it is usually run by principal councils, there are a number of town and parish councils which also adopt the initiative as a means of engaging with young people in the parish; for example, by asking a local school to host a 'Question Time' debate to which local councillors are invited to attend. The aim is to enable younger people to –

- Find out how they can influence the parish at a local level.
- Express their views on political roles.
- Learn about the roles of councillors a 'grass roots' local government.
- Find out about the democratic and decision-making processes.

15 DATE OF NEXT MEETING

18 JULY 2016

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

17 QUOTATIONS FOR NOTICE-BOARDS

The Parish Council is invited to consider quotations for a notice-board to be installed at the community hall. One quotation has been provided and it is expected that the remaining two will be available for issue under separate cover.

To follow