



# 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, 20 NOVEMBER 2017  
**TIME:** 7.30 pm  
**VENUE:** COMMUNITY HALL, PEAR TREE FIELD,  
STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065  
Issue date: 13 November 2017  
Re-issued: 15 November 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.

## 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 – 16 OCTOBER 2017

3.1 To approve as a correct record, the Minutes of the Meeting held on 16 October 2017. 

## 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. 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.**

## 5 CASUAL VACANCY

Two candidates for the casual vacancy will be in attendance. The candidates are John Putt and Robert Carter. The following is the procedure which should be followed.

- The co-option will be held in open session with candidates present throughout.
- Each candidate, in turn, will make a brief presentation to explain their reasons for wishing to enter public life.
- Following this, Members may wish to ask questions *which should not be of a personal nature*.
- It is suggested that the Parish Council propose and second that a secret ballot of all candidates be held.
- Each parish councillor will be provided with a blank voting paper and will be asked to write the name of the candidate they wish to be co-opted.
- The voting papers will be passed to the Clerk who will announce the result.
- In the event of a tie, the common law position of drawing lots shall be employed and this will be a toss of a coin.
- The successful candidate will be asked to sign a Declaration of Acceptance of Office which also requires him to be bound by the Code of Conduct.

## 6 POLICE MATTERS

PC Sarah Marson and PCSO Nick Jarvis will be in attendance to discuss anti-social behaviour in the parish.

## 7 FINANCIAL MATTERS

### 7.1 Budget – 2018-2019

At its meeting held on 16 October 2017, the Parish Council gave initial consideration to the draft budget proposals.

This is a second opportunity to review budget requirements. At the December meeting, the Council will be required to approve a budget to enable a precept request to be submitted to Cheshire East Council by the third week in January 2018.

### Street Lighting Up-Grade

On 27 October, the Clerk accompanied a Cheshire East Highways representative from the Street Lighting Team, to survey all the street lights in the parish.

An estimate of the costs for up-grading the Parish Council-owned street lights will be available prior to the meeting.

### 7.2 Authorisation of Payments

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

£228.26	HMRC	Tax on Clerk's salary and employer's NI contribution (Month 7) (£190.60 tax and £37.66 employer's NI cont.)
£tba	Crystal Clean	Cleaning of the Community Hall - October
£146.57	C M Jones	Reimbursement for payment to CEC for repair of street light on London Road.  At the meeting held on 18 September 2017, cheque 996 was authorised to settle this invoice; however, the work appeared not to have been carried out and the Clerk assumed that the cheque must have been lost in the post, and settled the account on-line. Cheque 996 has been cancelled with the bank.
£10.99	C M Jones	Purchase of 2018 diary for community hall bookings.
£306.54	Cheshire East Council	The street light referenced above was not repaired. The light is beyond repair and now requires a replacement lantern, which has been authorised. A new invoice has been provided in the sum of £306.54, but the Clerk is verifying if this is the cost which is LESS the £146.57 already paid, or is an additional cost.
£160.00	G O & M L Jones	Purchase of 12ft Christmas tree to be located outside the community hall.  The tree will be delivered over the weekend of 2/3 December.

### **7.3 Purchase of Additional LED lights for the Christmas Tree**

The Parish Council is asked to authorise expenditure to allow additional lights for the Christmas tree to be purchased.

As noted in the newsletter, the tree is to be put in place the first week in December, and volunteers are required.

## **8 MEETING WITH LAURA SMITH, MP**

To note that the meeting with Laura Smith, MP, arranged for 2 November, was cancelled by Ms Smith owing to commitments in Westminster the following day.

Dates suggested by Members were offered to Laura Smith and the only date she is available is 11 January 2018. Broad Lane Methodist Chapel has been booked.

## **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](http://www.cheshireeast.gov.uk)). Members are asked to view the applications prior to the meeting.

17/5579N      116 London Road, Stapeley, CW5 6LT  
Proposed two-storey side extension and single-storey rear extension

Deadline date for observations: 6 December 2017.

17/5625N      Stapeley House, Wybunbury Lane, Stapeley CW5 7HH  
Listed building consent for a single-storey rear extension to a  
Curtilage building with minor internal alterations

Deadline date for observations: 6 December 2017

### **9.2 Planning Appeal**

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

To report that following refusal of the above application, the applicant has lodged an appeal. The appeal commenced on 24 October 2017 and will be determined on the basis of written representations.

### **9.3 12/3747N Land between Audlem Road/Broad Lane and Peter de Stapleigh Way (Muller Property Group)**

The above application (which was considered by the Parish Council on 16 October 2017) is to be considered by the Strategic Planning Board on 22 November 2017. The Parish Council is entitled to be represented under the Public Speaking Protocol. The meeting is to be held in Macclesfield, with a start time of 10.30 am.

The agenda for the meeting has been published on the CEC website and the recommendation is 'Minded to Refuse'.

In addition to this, application, **No. 12/3746N** (also by Muller Property Group) is on the agenda. The recommendation for this application is 'Minded to Refuse' for the following reason –

In the absence of planning permission for development of the adjacent site, there is no justification for approving an access road in open countryside which would be harmful to the character and appearance of the area and contrary to policy PG6 of the Cheshire East Local Plan Strategy.

If the Parish Council wishes to make representations at the meeting, CEC needs to be notified by 12 noon on 21 November.

#### **9.4 Neighbourhood Plan – Independent Examination**

The Steering Group to report progress in respect of the independent examination of the Neighbourhood Plan.

Cheshire East Council has advised that the referendum is likely to take place mid-late February 2018 and this information has been included in the Parish Newsletter.

### **10 CLERK'S INFORMATION REPORT**

#### **(a) Guttering – Community Hall**

The Clerk is still awaiting a date for the installation of the guttering. This has been followed up on a few occasions.

#### **(b) Survey of the Community Hall**

The Clerk has requested the CEC Assets Team to carry out a survey of the inside and outside of the Community Hall. This is to address Members' concerns about discolouration of the flooring inside the hall, and two damp patches at the rear of the building. The damp patches might be a consequence of blocked drains; if they are, the Parish Council would be liable to pay for the repairs as this is a lease requirement.

#### **(c) Joinery Work in the Plant Room**

The Clerk is meeting a joiner at the community hall, week commencing 20 November. He has been asked to provide a quote for shelving and also to undertake the work necessary to allow part of the Plant Room to be made available, exclusively, to the Scouts and Beavers.

### **11 COMMUNITY HALL – REVISIONS TO HIRE AGREEMENT**

The Parish Council is asked to approve changes to the hire agreement as follows:

- Amendments to Part 1. The Part 1 agreement is for casual users only and the contents are not appropriate for regular users. Although the amendments suggested could be regarded as administrative matters only, the Clerk seeks the Parish Council's approval to the changes.

A copy of the existing agreement, for all users, is also enclosed, for comparison purposes.

### **12 PARISH COUNCIL LOGO**

At its meeting on 15 May 2017, the Parish Council adopted the logo used on the Neighbourhood Plan as its own logo for use on all stationery items and other Parish Council documents.

Stapeley Parish Action Group has now requested permission to use the Parish Council's adopted logo on its 'Walk Stapeley' leaflet which is intended to be distributed at the same time as the parish newsletter.

There was a Member exchange of e-mails on this subject, following which the Chairman confirmed that the logo was available on-line as a royalty-free image, subject to purchase of a licence. Councillor Jo Hillman conveyed this information to SPAG to allow the Group to purchase the image, if it wished, and obtain a licence.

The Clerk has instructed Johnsons the Printers to proceed with printing of the parish newsletter, and the distributors are delivering the newsletter week commencing 27 November. The situation in respect of 'Walk Stapeley' has not yet been clarified.

### **13 CONSULTATION – PRE-BUDGET CONSULTATION 2018-2021**

The Borough Council is starting consultation on its proposals to balance the Council's medium-term finances and will be engaging more widely with the community, in due course.

The document (which is 124 pages) sets out detailed options to balance the 2018-2019 financial year, despite reductions in government grants and increasing demand for key services.

As the document is 2 MB, it has not been included as an attachment to this agenda. Members are asked to access it from the CEC website using this link: [website](#)

Comments are invited by 12 January 2018, but interested parties' comments can also be accepted up to 22 February 2018, which is the date of full Council.

If Members form their own observations before the meeting, it is suggested that these be provided as paper copies for each Member. This will enable all Members to share the information and will ensure that the comments submitted to CEC will be an accurate reflection of what is agreed.

### **14 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 transacted and the public interest would not be served in disclosing that information.

### **15 CCTV – COMMUNITY HALL**

The Clerk issued invitations to quote to the four companies notified to her by the Working Group.

Three of the companies have not responded despite a further two follow-up e-mails to each, and a telephone conversation with a representative from one of the companies who assured the Clerk that his company would be quoting.

One quotation has been received. The company has not taken up the offer to make a presentation to the Council.

The quotation is enclosed, together with the Clerk's covering report. The quotation is under the £1,000 threshold. Above £1,000, the Parish Council would be required to seek further quotations. This can be accepted if the Parish Council considers that it is good value for public expenditure, and also on the basis that the Council has sought other quotations.

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### **16 DECORATION OF THE COMMUNITY HALL**

Two quotations for decoration of the community hall have now been received. The Clerk had contacted numerous companies to seek quotations, but, other than these two, they have either declined to quote or not responded.

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It is suggested that if one of the quotations is acceptable, the work be carried out in early February 2018. This will allow the Clerk to give regular users eight weeks' notice, in accordance with the hire agreement. The hall would be closed for one week to allow the work to be completed.

The regular users will also be required to remove all their stored equipment whilst the work is being carried out.

### **17 QUOTATION FOR FITTING AED TO WALL OF CRONKINSON FARM PUB**

Members will recall that at a recent meeting, a quotation for the fitting of the AED was considered and rejected.

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A further quotation is expected to be available at the meeting.

**18 DATE OF NEXT MEETING**

**18 DECEMBER 2017**

Agenda Items:

- Finalisation of the budget for 2018-2019
  - Allotments: Richard Christopherson (Impact Manager – Partnership Team) of Cheshire East Council, will be in attendance to advise on the legal requirement for Parish Councils to provide allotments in the parish.
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