



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, 21 JANUARY 2019
TIME: 7.30 pm
VENUE: STAPELEY COMMUNITY HALL
PEAR TREE FIELD, STAPELEY, CW5 7GZ

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065
Issue date: 16 January 2019

Signed

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

A G E N D A

Members are asked to note that the symbol  against agenda items, indicates that a report is enclosed.

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 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 circumstances.

3 MINUTES

3.1 Extra-ordinary Meeting held on 3 December 2018

To approve as a correct record, the Minutes of the extra-ordinary meeting held on 3 December 2018. 

3.2 Meeting held on 17 December 2018

To approve the Minutes of the meeting held on 17 December 2018. 

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.

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 CO-OPTION TO CASUAL VACANCY

The Parish Council is invited to co-opt to the vacancy caused by the resignation of Councillor John Putt who resigned on 3 December 2018.

As the vacancy has occurred within six months of the next elections (May 2019), there is no requirement to advertise this vacancy inviting registered electors to call a by-election. The Parish Council can proceed to co-option.

The vacancy has been advertised with a deadline date of 17 January 2019 for applications. At the time of publication of the agenda there are two candidates, both of whom have confirmed that they will be in attendance.

The procedure will be as follows, subject to Members' agreement.

- The co-option will be held in open session with the candidates present throughout.
- Each candidate will be invited to address the Parish Council, outlining his reasons for wishing to be a parish councillor, together with any other information which he considers relevant.
- Parish Councillors may ask questions of each candidate, but these must not be of a personal nature.
- The nomination of the candidates will need to be moved and seconded, following which, the Parish Council will be asked to vote.

(Note: If none of the Councillors move the nomination(s) the seat remains vacant.)

- As there is more than one candidate, Members may wish to opt for a secret ballot (Standing Order No. 11 i).
- The candidate with the most votes is co-opted.
- In the event of there being more than two candidates, if no person receives more than half the votes cast, the name of the person with the least votes will be withdrawn. Further ballots will be held until one person receives a clear majority.
- The successful candidate will be required to sign a Declaration of Acceptance of Office which requires him to observe the Code of Conduct.
- Following the meeting, the Clerk will provide the following suite of documents to the new parish councillor –
 - + Code of Conduct
 - + Standing Orders and Standing Financial Regulations
 - + All Parish Council policies
 - + Registration of Interests form for completion and return to the Clerk
 - + Parish Councillors Guide

6 FINANCIAL MATTERS – AUTHORISATION OF PAYMENTS

DECISION REQUIRED: To approve the following payments.

£243.90	HMRC	Tax on Clerk's salary and employer's NI (£190.60 tax and £37.66 employer's NI cont.)
£tba	Crystal Clean	Cleaning of the Community Hall
£320.00	Jof's Mowing	Grounds maintenance – October 2018 – January 2019
£20.00	Target Windows	Cleaning of Community Hall windows.

7 PLANNING APPLICATIONS

There are no planning applications for consultation.

8 CONNECTED COMMUNITIES – PROMOTIONAL EVENT - 28 MARCH 2019

DECISION REQUIRED: To make arrangements for the Connected Communities Open Day.

The Parish Council is asked to make arrangements for the open day to publicise the Connected Communities franchise. Thursday, 28 March 2019 is suggested; to be held either in the morning or the afternoon with beverages offered.

At the previous meeting, it was suggested that Members give consideration to the type of service which is not currently available in the parish but could be included under the 'Connected Communities' umbrella.

Councillor Janet Clowes, who is the Portfolio Holder for Health and Well-being, will open the event and make a brief speech about the aim of the franchise.

Carol Hill and Dawn Clark (CEC), who have previously offered advice to the Parish Council will be in attendance.

Invitations to attend are for the Parish Council to issue; however, Carol Hill has offered to invite various agencies such as those involved in dementia care and end-of-life carer support groups, each of which will be asked to provide information about their services.

It is also suggested that the various Community Hall users be asked to attend to provide information about their own activities.

To ensure maximum publicity, Members may wish to produce a short newsletter (A4 double-sided) to be issued mid-March 2019.

If the 28 March 2019 is agreed, the Clerk will contact the regular users who have activities on Thursdays to let them know that the hall will not be available on that date. In accordance with the hire agreement, eight weeks' notice is required.

9 CONNECTED COMMUNITIES: OUTSTANDING POLICY DOCUMENTS (GRIPP ASSESSMENT)

DECISION REQUIRED: To approve policy documents to be submitted as part of the GRIPP Assessment process.

To approve outstanding policy documents under the GRIPP assessment.

To follow

10 COMMUNITY HALL – HIRE AGREEMENT

DECISION REQUIRED: To approve the revised Hire Agreement for the Community Hall.

At the previous meeting, Members suggested that the hire agreement required modification to make specific reference to some of the policies which are required under the GRIPP assessment. A revised hire agreement is enclosed.

11 COMMUNITY HALL – DAMAGED INSIDE WALL

DECISION REQUIRED: To authorise the Clerk to arrange for repairs.

The Parish Council is asked to authorise the Clerk to make arrangements for the repair and re-painting of the wall in the entrance hall/kitchen which has become damaged by unknown persons.

12 SEATS/BENCHES

DECISION REQUIRED: To decide if the quotation received is acceptable, or if other quotations are required.

At the previous meeting, the Clerk was asked to seek a quotation from Amberol for a bench, a photograph of which was provided on the agenda.

A quotation from Amberol is enclosed. It should be noted that the bench is delivered flat-packed. Members have previously expressed a wish that all seats/benches should be delivered and installed on-site.

The Clerk has been in discussion with the Clerk to Nantwich Town Council which employs a Maintenance Manager. The Town Clerk is willing to assess the level of work involved and quote for installation. It is also possible that Cheshire East Highways might wish to install the seats themselves, and re-charge, as it is Cheshire East Council land.

If the quotation is accepted, Amberol will need to know on what type of surface the seats are to be installed so that they can provide the correct fixings.

INFORMATION ITEMS

13 COMMUNITY INFRASTRUCTURE LEVY (CIL)

To receive a copy of the notice that in accordance with the appropriate Regulations, Cheshire East Borough Council has published the report of the examiner, Nigel Payne of Intelligent Plans and Examinations (IPE) Ltd, on the Draft Cheshire East Council Community Infrastructure Levy Charging Schedule. The report concludes that, subject to a number of specific modifications, the draft Cheshire East Council Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area. The Examiner's recommendations and reasons are set out in the report.

14 CORRESPONDENCE

The Clerk has received correspondence from residents as follows:

- Resident objecting to a proposal to re-route public footpath FP1 through the Stapeley Gardens housing development. His view is that there is a safer and more practical proposal. Ward Councillors Peter Groves and Martin Andrews have been in correspondence with the resident and will be able to report to the meeting.
- Resident complaining about the barrier which the Cronkinson Farm Pub has recently installed as a means of deterring anti-social behaviour outside opening hours. The resident was also concerned about whether the pub had planning permission to install the barrier. The Clerk suggested that he take up this matter with Cheshire East Planning.
- Complaint from regular user of the Community Hall about anti-social behaviour during their activities; eg, bouncing a ball against the hall windows. The Clerk has advised that if there is any such behaviour which is of concern, they should phone the Police.

15 DATE OF NEXT MEETING

18 February 2019