

STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

Tel: 01270 812065 e-mail: carol.jones@stapeleyparishcouncil.gov.uk

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: THURSDAY, 3 OCTOBER 2013
TIME: 7.30 PM
VENUE: BROAD LANE METHODIST CHAPEL,
AUDLEM ROAD, NANTWICH

(Note: please use rear entrance accessed via Bishop's Wood)

Enquiries to:

Clerk: Carol Jones

Tel: 01270 812065

Date of issue: 26 September 2013



Signed

To: Members of the Parish Council
Councillors Shaun Clough, Mike Docker, John Davenport, Sandy Gwinn-Freemantle
Peter Groves, Jo Hillman, Martin Malbon, Keith Nord and Raj Samra

Copies: Borough Councillors Peter Groves and Andrew Martin (Nantwich South and Stapeley)
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:

1 PUBLIC SPEAKING PROTOCOL:

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 and 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 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 agenda stipulates that public question time will take place following approval of the Minutes and discussion of any Matters Arising. There is a second Public Question Time slot towards the end of the meeting. 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.
- 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 When the meeting is held at Broad Lane Methodist Chapel, car parking is available at the rear of the Chapel. Alternatively, you can park in front of the Chapel on Audlem Road. On occasions, members of the press and public will be 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.

2.2 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*).

2.3 **Planning Grounds** The grounds on which comments 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.

AGENDA

Guide Time: 7.30 pm – 7.45 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible. 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

3.1 To approve as a correct record the Minutes of the Meeting held on 5 September 2013. ~

3.2 Matters Arising (not detailed elsewhere on the agenda)

4 POLICE MATTERS

Mark Cotton, Crime Reduction Adviser, has been invited to attend the meeting to advise in respect of anti-social behaviour and vandalism at the community hall, and will be able to report generally on other police matters.

7.45 pm – 7.55 pm

5 OPEN FORUM (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. Please see page 2 of the agenda "Public Speaking Protocol".

A copy of the Public Speaking Protocol will be available at the meeting; a summary is included on page 2 of this agenda.

6 CO-OPTION

Following the resignation of Darren Willetts, the casual vacancy was advertised in accordance with electoral regulations. No election was called and the Parish Council is now invited to consider arrangements for co-option to the vacancy.

7.55 pm – 8.15 pm

7 CHESHIRE EAST BOROUGH COUNCILLORS

Borough Councillors A Martin and P Groves to report on Cheshire East matters of interest.

8 COMMUNITY HALL

Following the Parish Council's agreement that the lease with Cheshire East Council be renewed in November 2013, Members are invited to consider the following:

- Re-launch of the community hall. Special mention has been made in the parish newsletter (item 11.1 below).

Once residents are aware that the hall is to be made available on weekdays for community use, this will raise expectations and the Parish Council will need to have in place a means of managing and operating the hall.

Nantwich Town Council was asked if it would be able to assist in operating the hall. The Town Council has advised that Civic Hall staff would be able to take payments from users, operate the on-line system and although they could not open and close the hall for casual use, they have offered to retain a key. Casual users would be asked to collect the key from the Civic Hall (weekdays during office hours) and would return the key the next day (or Monday, in the case of weekend use).

- Fees and Charges:

To review the current fees and charges. The list which is currently attached to the hire agreement form is misleading. A revised copy, is enclosed for consideration. Highlighted text is where it is suggested that deletions/changes need to be made in the interests of clarity.

- Finance:

At a future meeting, Members might wish to consider financial projections over the next two years to identify potential income and any shortfall which requires to be met from the precept.

- Regular use: For information, there are now five regular users –

Monday evening	Zumba
Tuesday evening	Possible new table-tennis club (yet to be confirmed)
Wednesday evening	Zumba and Yoga (two different providers)
Thursday evening	Scouts
Friday evening	Youth Club
Sunday all day	Yoga with effect from January 2014 – twice a month

- Signage: to consider the purchase of a large free-standing sign displaying the name “Stapeley Community Hall” to be located at the boundary to the site. Although formal quotations are yet to be sought, and permission is required from Cheshire East Council. Members will need to consider an appropriate design, possibly using Cheshire East Council colours (green and orange).

9 FINANCIAL MATTERS

9.1 Authorisation of Payments

£105.40	HM Revenue and Customs – Tax on Clerk’s salary
£240.00	BDO LLP – external audit of accounts for 2012-2013 (£200 net and £40 vat)
£tba	Councillor S Clough – reimbursement for ink cartridges etc.
£tba	Holdfast Security Systems – fitting of new lock to community hall (as approved at the meeting held on 5 September 2013)
£141.50	LJW Cleaning – cleaning of community hall – September.
£118.80	Mrs C M Jones – travel expenses @ tax-neutral rate of 0.45P per mile. The last claim made was on 7 March 2013 for the period 1 July 2012-11 March 2013. Journeys are Audlem-Nantwich.

9.2 External Audit

The external audit by BDO LLP is now concluded and the auditor’s report is enclosed. The auditors have raised one issue.

“Issue

The balances held by the council appear high and have been building up over the years.

Why has the issue been raised?

The Council has no power to hold excessive reserves unless it is saving for something in particular. We do not know whether this is the case in respect of these balances.

BDO’s recommended action.

If the Council is not saving for a large purchase, the balances carried forward should be reduced to a more appropriate level. The generally accepted level of reserves is usually no more than the level of the precept or one year’s expenditure at the most. Some Councils consider a level of only three months’ expenditure is adequate but the amount held varies considerably amongst Councils. “

9.3 Budget Monitoring

Although submitted to the Parish Council meeting held on 1 August, a further copy of the budget monitoring report (updated) will be submitted to enable Members to consider if there is sufficient funding available to pay for management and operation of the community hall for the remainder of this financial year.

To follow

10 PLANNING

10.1 The Parish Council is invited to make observations on the following planning application.

13/3893N – Firbank House, London Road – Conservatory extension and conversion of garage/music room into garden/music room.

13/3939N – 65 London Road, Stapeley (Snowdrop Lodge) – Conversion of garage and side extension, rear extension and three-car garage

10.2 Planning Application No. 13/1223N – Land to rear of 144 Audlem Road

This planning application was considered by the Strategic Planning Board on 11 September 2013 and was refused. The enclosed is the report which was submitted.

~

8.15 pm – 8.40 pm

11 COMMUNICATIONS

11.1 A draft newsletter is enclosed for approval. Johnsons will print for a concessionary figure of £250. The newsletter could be issued the third week in October.

~

11.2 Facebook (Item requested by Councillor Jo Hillman)

Councillor Hillman seeks the Parish Council’s approval to the creation of a Facebook page in respect of the community hall.

12 PUBLIC DEBATE

Members are invited to agree a date for the Public Debate which was postponed from 19 September 2013.

13 LAND AT TALBOT WAY

Councillor Hillman to report on her inspection of Talbot Way.

14 REPORT OF MEMBERS APPOINTED TO OUTSIDE BODIES

Members appointed to outside bodies are invited to report on any recent meetings.

- Parish Plan Implementation Group (SPAG) John Davenport
- ChALC Area Meeting Shaun Clough
(Note: The Area Meeting is to be held on Thursday 24th October at the Cheshire Fire and Rescue HQ in Winsford)
- LAP Meeting/Highways Group Peter Groves

15 COMMUNITY CAROLS

The Working Group to report on arrangements for the Community Carols event. This was originally scheduled for 19 December. At the Parish Council meeting held on 5 September, Members agreed that the event be held at the hall and that the 10 December be considered as an alternative date.

8.40 pm – 9.15 pm

16 CORRESPONDENCE

To report the following item of correspondence received since the last meeting.

Cheshire East Council

- Loneliness and Social Isolation – letter from Councillor J Clowes (Portfolio Holder for Health and Adult Social Care)
- Traffic and Management Report – works planned and in progress
- Community Resilience Speed Training event – Thursday, 31 October (Malbank School) 5.30 pm 6.30 pm
- Nantwich LAP Highways Group meeting – 2 October – 5.00 pm – 7.00 pm Goodwill Hall, Faddiley
- Partnerships Newsletter (PACE)
- Town and Parish Councils Conference – Monday, 4 November at Alsager Civic Centre, Lawton Road – 6.00m for 6.30 pm start – finish at 8.30 pm. (Two representatives per council are permitted)

Cheshire Association of Local Councils

- ChALC Crewe and Nantwich Area meeting – 2 October – 7.30 pm – Wychwood Village Hall

17 OPEN FORUM

This is a further opportunity for members of the public to ask a question or address the Parish Council.

18 SHARED ITEMS

Parish Councillors are invited to share information or request the inclusion of items on the agenda for the next meeting.

19 NOVEMBER MEETINGS

7 November 2013	Parish Council
21 November 2013	Finance and Grants Committee

20 EXCLUSION OF PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to **RESOLVE** that 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.

21 COMMUNITY HALL – FUTURE USE

To consider any community hall decision matters arising out of the meeting with the Legal Adviser held prior to the start of the meeting. A copy of detailed confidential minutes of the meeting held on 5 September 2013 is also enclosed. ~

Reasons for exclusion:

- (i) The Minutes are additional to the formal Minutes which are in the public domain. They name one of the users of the hall and contain commercially-sensitive information and it is not in the public interest to disclose this information.
- (ii) They have been prepared for the benefit of those Members who were not present at the meeting on 5 September to enable them to understand the rationale behind the decisions made.