

# 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, 14 DECEMBER 2015

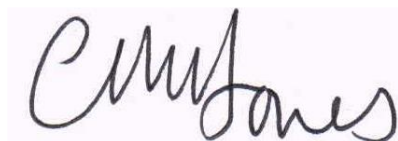
**TIMES:** 7.30 pm

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

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 8 December 2015



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. Apologies must be received and accepted before the meeting. If received after the meeting they cannot be recorded. S Clough

## 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 NOVEMBER 2015

To approve the Minutes of the Meeting held on 16 November 2015. ...

## 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 CLERK'S REPORT

To receive the Clerk's report. ...

## 6 FINANCIAL MATTERS

### 6.1 Budget – 2016-2017

The Finance and Grants Committee which was scheduled to meet on 30 November 2015 was not quorate and there are, therefore, no recommendations.

The following documents are enclosed. Members are reminded that the decision must be made at this meeting as Cheshire East Council requires precept requests to be submitted by 15 January 2016.

- Clerk's covering report
- Receipts and Payments statement to 30 September 2015
- Budget monitoring at 30 September 2015 and draft budget proposals 2016-2017. ...

Subject to any amendments to be made at the meeting, the Council is asked to RESOLVE:

- (a) That a budget of (to be agreed at the meeting) be approved;
- (b) That the Clerk be authorised to request a precept of (to be agreed at the meeting) from Cheshire East Council; and
- (c) That the Clerk’s salary be increased to (to be agreed at the meeting).

**6.2 Authorisation of Payments**

**(a) The Parish Council is asked to authorise the following payments:**

£207.10	HMRC	Tax on Clerk’s salary (£177.80 plus £29.30 employer’s NI contribution)	
£99.90	Mrs C M Jones	Travel Expenses – 1 July – 31 December 2015 A copy of the expenses claim is attached.	...
£tba	MBE Electrics	Repair/replacement - outside lighting Community Hall Removal of notice-board from wall of Stapeley Broad Lane Academy	
£tba	Crystal Clean Ltd	Cleaning of the community hall and opening/ closing for private parties.	

**(b) Previously Authorised Payments**

The Parish Council has previously approved the following payments, but cheques have not yet been issued. They will be presented for payment at this meeting:

£300	Donation to St Chad’s Church – upkeep of Wybunbury churchyard
£168.00	Royal Mail – payment for box No. to receive responses to Regulation 14 consultation (Neighbourhood Plan)

**6.3 Provision of Female Hygiene Equipment – Community Hall**

The contract for the provision of a sanitary disposal unit comes to an end in December. The service is well-used and it is recommended that the contract be renewed in the sum of £286.42 for the whole year (£238.68 net and £47.74 vat). ...

In addition, the company suggests that a nappy bin also be supplied as they have found soiled nappies disposed of in the sanitary bin. The cost for a 60 litre capacity nappy disposal unit waste collected weekly is £2.50 per week x 52 = £130.00.

**7 NEIGHBOURHOOD PLAN STEERING GROUP**

7.1 To receive the minutes of the Steering Group meetings held on 12 November and 23 November 2015. ...

7.2 The Clerk to Congleton Town Council has issued a letter to Greg Clark and has copied in all local councils which are also preparing Neighbourhood Plans. The Parish Council is invited to consider if a similar letter should be sent to Mr Clark. ...

**8 COMMUNITY HALL PERIMETER FENCING**

**8.1 Rescission of Decision**

The Parish Council is invited to consider the enclosed Rescission of Decision Notice which seeks to rescind part of the decision taken under Minute No. 98 (16 November 2015) in accordance with Standing Order No. 10. ...

## 8.2 Perimeter Fencing

At the previous meeting, the Parish Council approved the installation of perimeter fencing around the compound of the community hall. This fencing is to be a combination of palisade fencing and mesh fencing. The Clerk was asked to arrange for photographs and schematics of each to be provided.

Trentham Fencing has provided the attached revised plan of the area, together with photographs of four types of mesh fencing. The company does not have drawing office facilities to provide schematics but has provided manufacturers information for the fencing. ...

## 9 PLANNING APPLICATIONS

The Parish Council is invited to comment on the following planning application which can be viewed on the Cheshire East Council website viewing online [By Clicking Here](#)  
**As there are no viewing facilities at the community hall, Members are asked to inspect the planning applications on-line prior to the meeting.**

15/5244N      Oakfield, London Road, Stapeley, CW5 7JS  
Listed building consent for proposed internal alterations and  
Replacement of later addition window with French doors

Deadline date for observations: 24 December 2015

## 10 CONSULTATION

The following documents have been issued under separate cover and are for consultation purposes:

### ➤ Cheshire East Council Pre-Budget Report (2016-2017)

Cheshire East Council has published its pre-budget report for 2016-2017, with a foreword by Councillor Peter Groves, Portfolio Holder for Finance and Assets. Feedback from Town and Parish Councils is invited by Monday, 15 February 2016.

### ➤ Cheshire Fire Authority: Consultation on its draft Integrated Risk Management Plan

The Fire Authority is consulting on its draft Integrated Risk Management Plan. Consultation is open until 28 December 2015.

### ➤ Cheshire East Local Plan

The Cheshire Association of Local Councils is proposing that it represent all its Member Councils at the public hearings for the Local Plan. The cost has not yet been notified, but is expected to be no more than a few hundred pounds for each Council. In the event of no further information being available, the Parish Council could approve this, in principle, subject to the contribution being considered at a future meeting.

## 11 CHESHIRE EAST BOROUGH COUNCILLORS

Borough Councillors Andrew Martin and Peter Groves to report on Cheshire East Council matters of interest.

## 12 DATE OF NEXT MEETING

18 January 2016