

STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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www.stapeleyparishcouncil.gov.uk

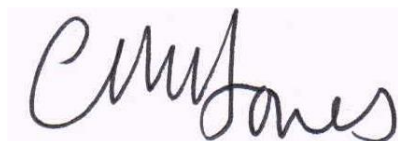
Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: MONDAY, 15 JUNE 2015
TIMES: 7.30 pm
VENUE: STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 8 June 2015



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 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.

Note: Having been co-opted onto the Parish Council (in their absence) at the meeting held on 21 May 2015, Councillors Peter Groves and Keith Nord will each sign a Declaration of Acceptance of Office before the meeting.

AGENDA

Guide Times:

7.30 pm – 7.35 pm

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.

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

To approve as a correct record the Minutes of the Annual Council Meeting held on 21 May 2015. ...

7.35 pm – 7.45 pm

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.**

If possible, a response to questions will be given at the meeting. If this is not possible, a written response can be provided to the questioner. In the case of statements, no response is required.

5 CHESHIRE EAST BOROUGH COUNCILLORS

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

6 CLERK'S REPORT/INFORMATION ITEMS

There is no Clerk's report on this occasion; however, the following matters are reported for information.

- Minutes of the last Stapeley Parish Action Group meeting are enclosed. ...
- As part of the Internal Auditor's report to the meeting on 21 May, the following action point was noted:

Guidance note for 2015/2016

An area of potential risk for the Council in 2015/16 is ensuring that it meets the requirements of The Pensions Regulator with respect to auto-enrolment, or it may face fines.

The Parish Council has now been enrolled. The staging date is 1 January 2017 and the Clerk will start to receive correspondence about this approximately one year before that date.

- **Co-option**

The Clerk has published a notice on the website inviting nominations for the remaining seat on the Parish Council.

- **Perimeter Fencing – Community Hall**

The Clerk has followed up with two of the companies invited to quote for perimeter fencing. At the time of publication of the agenda, no responses have been received. Any update will be reported to the meeting. The earliest that the Council could consider quotations is the July meeting as each of the companies will need to make a site visit.

- **Communications Protocol (Addition of Social Media Guidance)**

The Clerk has updated the Communications Protocol to include social media guidance. The revised document has been forwarded to the Cheshire Association of Local Councils for comment and will be submitted to the meeting on 29 June 2015.

7.45 pm – 8.15 pm

7 COMMITTEES

Councillor Nord is invited to confirm acceptance of appointment to the following Committees:

- Finance and Grants Committee
- Complaints Committee

8 NOTICE-BOARD OUTSIDE THE CO-OP STORE

The Parish Council is invited to consider if the notice-board outside the Co-op Store on the Cronkinson shopping parade should be replaced with the notice-board which is currently stored at Councillor Davenport's house (made by a local resident and donated to the Parish Council).

The Manager of the Co-op has been in discussion with Councillor Clough about this matter. The Manager's view is that the notice-board has become bowed owing to the ingress of water and although the notice-board was re-painted by staff members about a year ago, it now has a neglected appearance.

The original plan for the stored notice-board was for it to be fixed to the external wall of the community hall; however, as the Parish Council has decided to install perimeter fencing, the board will only be seen by users of the community hall if this action is taken.

If Members are not minded to install the new notice-board outside the Co-op, replacement doors could be purchased for the current notice-board.

9 NEIGHBOURHOOD PLAN

9.1 Steering Group Minutes

To receive the Minutes of the Meeting held on 3 June 2015. ...

At the time of publication of the agenda, a further meeting is proposed for 11 June and if those minutes are available, they will be issued to Members under separate cover.

Note: Minute No. 3 – Housing Needs Survey

The minutes indicate that Andrew Thomson will provide three quotations via Cheshire Community Action. Mr Thomson will provide the scoping brief and the names of three appropriate companies to the Clerk who will issue invitations to quote. These can be considered at the meeting to be held on 29 June 2015.

Note: Minute No. 9 – Wildlife and Habitat Survey

The Parish Council's resolution on 21 May 2015 was '*That Cheshire Wildlife Trust be commissioned to prepare a report to inform the evidence base for the Neighbourhood Plan.*'

Subsequent to Annual Council, Noel Wagstaff (volunteer member of the Steering Group) contacted Cheshire Wildlife Trust (CWT) about the survey/report. The response from CWT indicated that the cost for the work will be in excess of £500. Given that this is above the threshold in the Financial Regulations [No. 11 (g)], the Clerk is required to '*strive to obtain three quotations*'. The Clerk has now contacted two other consultancies requesting quotations which can be considered at the meeting to be held on 29 June 2015.

9.2 Application for External Funding

To report that the Council's application for £7,580 from Locality has been granted. This is subject to the Grant Offer Terms and Conditions as well as the successful completion of a due diligence process. The grant, therefore, is conditional at this stage and no funds should either be spent or committed until this process has been completed.

It is expected that the form will be issued to the Clerk (by Groundwork UK) by 19 June 2015.

8.15 pm – 8.40 pm

10 PLANNING

The Parish Council is invited to comment on the following planning application which can be viewed [By Clicking Here](#)

15/2466N Silverdale, Second Dig Lane, Stapeley, CW5 7JZ
Proposed alterations and extension of detached bungalow

Deadline for comments: 24 June 2015

Members are reminded that Parish Councils can only consider the applications before them on their merits and are not able to make enquiries about applications prior to submitting observations. Cheshire East Council (CEC) does not have the capacity to respond to queries from consultees. Following validation of a planning application, CEC, as the Local Planning Authority (LPA) must make a determination as soon as possible, but no later than 8 weeks.

Although time limits on determination can be extended, these are where the applicant and the LPA agree, but cannot be extended for the benefit of consultees.

11 FINANCIAL MATTERS

11.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments:

£22.00	Johnsons Printers	VAT on invoice approved at March meeting. Note: payment was made based on the quotation (£110), but the invoice subsequently received includes VAT.
£tba	Cheshire East Council	Fee for submission of planning application for the erection of the Community Hall sign.

HMRC Payments

At the previous meeting, the Council authorised a payment of £416.60 to HMRC. This payment represented an under-payment in 2014-2015. CVS Cheshire East has not yet reviewed the position; however, the Clerk has been in contact with HMRC which has stated that the Parish Council currently has a £600+ credit at this time. There is, therefore, no requirement for any payment this month.

The Clerk will report further to the next meeting.

£ tba	Crystal Clean	The invoice will be available at the meeting.
£ tba	Richard Brown (Central Heating Engineer)	Call-out to inspect and repair central heating system.
£1,607.76	Andrew Shepherd	Renewal of website contract which was approved on 20 April 2015. The VAT element of £37.96 on the hosting was omitted from the quotation approved in April 2015.
£1,660.80	Imperative Training Limited (Ordered through Defibshop)	Pro-forma invoice for purchase of Physio Control Lifepak CR-Plus AED (fully automatic) £896.00 net Cabinet to house AED £453.00 net VAT £276.80 Delivery: £35.00

12 REVISED CALENDAR OF MEETINGS – 2015-2016

A revised Calendar of Meetings for 2015-2016 is enclosed. The calendar approved at the May meeting omitted the date of the November meeting. ***

13 DATE OF NEXT MEETING

29 June 2015.

Although the principal purpose of this meeting is to approve the draft Neighbourhood Plan for consultation purposes, other items of ordinary business will be included on the agenda.