

STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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www.stapeleyparishcouncil.gov.uk

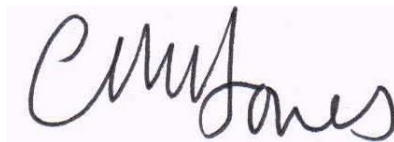
Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: MONDAY, 16 MARCH 2015
TIMES: 7.30 pm
VENUE: STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 9 March 2015



Signed

To: Members of the Parish Council
Councillors Mike Docker, John Davenport, Sandy Gwinn-Freemantle,
Peter Groves, Jo Hillman, Keith Lawrence, 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 generally held at Stapeley Community Hall. When the meeting is held at Broad Lane Methodist Chapel, car parking is available at the rear of the Chapel.

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.

AGENDA

Note: Prior to the start of the meeting, Adrian Cox, architect, will make a presentation to the meeting in respect of proposed development on land in the vicinity of Haymoor Green Road.

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. **Councillor J Hillman.**

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 meeting held on 16 February 2015, the same to be signed by the Chairman. ...

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 (for information)

To receive the Clerk's report which is for information. ...

7.45 pm – 8.00 pm

7 FINANCIAL MATTERS

7.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments:

£232.13 Mrs C M Jones – telephone expenses

For the period 31 December 2013 – 28 February 2015. A copy of the expense form is enclosed. ...

Members are asked to note that the last claim made was in April 2012. The enclosed claim represents arrears from December 2013 as this is the earliest date for which there are on-line records. There is, therefore, no claim for the intervening period April 2012 – November 2013.

£755	Johnsons Printers – printing of 3,500 copies of the second consultation Neighbourhood Plan questionnaire
£tba	Crystal Clean The invoice will be available at the meeting.
£tba	HM Revenue & Customs – tax on Clerk's salary (explanatory note enclosed)
£25.00	MBE Electrics – call-out fee to attend the community hall
£70.80	Holdfast Security Systems – provision of new keys for meter cupboards at Community Hall (£50.00 labour and mileage: £9.00 for keys: £11.80 VAT)
£tba	HM Revenue & Customs – tax on Clerk's salary

7.2 Ratification of Payment

The Parish Council is asked to ratify the following payment, which is covered in clause 13.3 of the new lease, viz: *'The tenant shall pay the Landlord's legal and surveyor's costs in the sum of seven hundred pounds (£700.00) upon completion of this Lease.'*

The payment of £700.00 has now been paid to Hall, Smith, Whittingham LLP.

7.3 Grant Application

To consider a request from Stapeley Scouts for a grant to assist in funding Stapeley Scouts District Camp 2015. The total cost of the equipment required to provide a better camping experience for the children in the Scout Group is £622. ...

The Parish Council is invited to consider making a grant either in whole or in part.

7.4 New Audit Framework

On 31 March 2015 the Audit Commission will close. The Local Audit and Accountability Act 2014 introduced a new audit framework for local public bodies, based on local procurement and appointment of auditors. Within the new framework, the Comptroller and Auditor General (head of the National Audit office) is responsible for preparing the Code of Audit Practice, which sets out what local auditors are required to do to meet their statutory responsibilities under the Act.

The draft Code was laid before Parliament on 12 January 2015 and is expected to be approved by 1 April 2015. Once approved, the new Code will take effect for the audit of 2015-16 financial statements.

Individual local authorities will appoint their own external auditors once the current contracts for audit services come to an end. This is expected to take place in 2017, although the government could extend the existing contracts.

Whilst the principle of local appointment will also apply to the external auditors of parish councils, the Secretary of State may specify a body to provide a centralised audit appointment and parish councils will be included within such arrangements unless (a) they do not meet the criteria of a small authority or (b) choose to opt out.

The Parish Council will be kept updated as guidance emerges.

8.00 pm – 8.20 pm

8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

8.1 Following the placing of the order for the AED, the company (Defibshop) has asked the Parish Council to confirm whether it is the fully or semi-automatic unit which is required.

The resolution on 21 July 2014 was as follows –

'RESOLVED: (a) That the Parish Council accept the quotation submitted by the Defibrillator Shop for provision of a Physio Control CR Plus Fully/Semi-automatic AED plus Aivia 210 AED Cabinet Digicode-Protected with Audible Alarm and Heating in the sum of £1,349 (plus VAT).....'

The publicity material (attached) identified the equipment as 'fully/semi-automatic' and did not make it clear that one or the other should be specified. ...

8.2 Awareness Sessions

Once the AED has been installed, the Parish Council will need to give consideration to arranging community awareness sessions. This would usually be delivered by NW Ambulance Trust.

9 COMMUNITY HALL

9.1 Health & Safety Policy

A revised Health and Safety Policy is enclosed. The Parish Council is asked to approve it in principle, subject to completion of a comprehensive list of equipment and testing frequency. The completed document will be submitted at a later date. ...

9.2 Planning Application for Erection of 'Community Hall' sign

The Parish Council is asked to approve the submission of a planning application to Cheshire East Council for the erection of a 'Community Hall' sign.

9.3 Perimeter Fencing/Notice Board

Fencing: This matter has been pursued with Cheshire East Council. An update will be provided at the meeting. As Members are aware, there are frequent incidents of vandalism and the guttering has, again, been removed. Although there is little purpose in replacing the guttering until there is new fencing, the fabric of the building could become damaged by the ingress of water through the exterior walls.

As Ward Councillor, Peter Groves has taken up this matter with Cheshire East Council and will be able to report at the meeting.

Notice-Board: The notice-board which has been donated by a local resident is currently stored at Councillor John Davenport's home. If the notice-board were to be installed before the fencing is erected, it is likely that this too would be vandalised.

10 PLANNING MATTERS

The Parish Council is invited to comment on the following planning application. A copy of the notification letter is attached. ...

15/0760N Howbeck Lodge, London Road
Demolish existing flat roof stud/utility/hall and build oak-framed
kitchen/breakfast room/hall

8.20 pm – 8.40 pm

11 NEIGHBOURHOOD PLANNING

11.1 Steering Group Minutes

 ...

To receive the Minutes of the Steering Group meeting held on 9 February at which time Andrew Thomson (CCA Support Officer) was in attendance.

11.2 Second Round of Consultation

Steering Group Members to report on -

- i. Delivery of the questionnaire – the response date is 30 March 2015
- ii. The Parish Councillors' surgery held at the Community Hall on Saturday, 7 March.
- iii. Any other relevant matters which require to be brought to the attention of the Parish Council.

11.3 Funding for Banners/Posters

 ...

Enclosed are copies of proposed banners/posters to publicise the second round of consultation.

The Steering Group is seeking the Parish Council's approval to purchase banners which cost approximately £100 for two, and also to fund the cost of posters. In accordance with the Financial Regulations, the Parish Council is able to spend up to £500 without the need to seek quotations, but must be satisfied that there is value-for-money at all times.

The Group has not indicated how many banners/posters are required.

11.4 New Funding Source

The funding stream for Neighbourhood Plans has opened again with effect from 27 February 2015. Guidance notes published by 'My Community – Locality' are enclosed. ...

All Neighbourhood Plan groups are eligible to apply for sums between £1,000 to £8,000. Applications are considered on a 'first come, first served' basis, but it is the quality of the applications which determine their success. They will be assessed on how well they meet fund criteria.

The Guidance suggests that groups consider their needs for the next six months to avoid the need to make multiple applications.

The Steering Group might wish to consider this guidance at its next meeting and, in due course, prepare an application for funding for submission to the Parish Council for approval.

11.5 Neighbourhood Plan Newsletter – special edition

To decide on content and distribution of the Neighbourhood Plan newsletter.

11.6 Neighbourhood Planning Seminar – 31 March 2015 (Macclesfield)

Cheshire East Council has arranged an afternoon session in Macclesfield on 31 March at the Assembly Rooms. The Clerk has reserved two places. Members are invited to nominate two Members of the Steering Group to attend the event. A copy of the letter from the Portfolio Holder (Councillor Don Stockton) is enclosed. ...

Councillor Hillman has volunteered to attend.

12 DATE OF NEXT MEETING

20 April 2015

13 CHESHIRE ASSOCIATION OF LOCAL COUNCILS (ChALC)

The Parish Council is invited to nominate a Member to attend the next Area Meeting of ChALC to be held on Thursday, 16 April 2015.

8.40 pm – 8.50 pm

14 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 item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

15 CLEANING CONTRACT – COMMUNITY HALL

The Parish Council is asked to renew the contract for cleaning the community hall. The Clerk's report is enclosed. ...

16 CONTRACT FOR DISTRIBUTION OF PARISH NEWSLETTER

Members will recall that Fusion Logistics (t/a Doormat Direct) has now ceased trading. The Clerk is in the process of seeking quotations from leaflet-distributors. Quotations received will be issued under separate cover.