

# 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, 16 NOVEMBER 2015

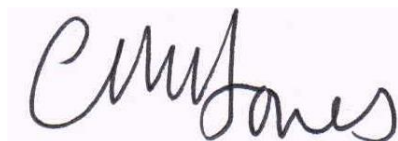
**TIMES:** 7.30 pm

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

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Issue date: 9 November 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.

# 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.

## 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 – 19 OCTOBER 2015

To approve the Minutes of the Meeting held on 19 October 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 CO-OPTION

As Members are aware, there were seven candidates for 10 seats at the elections held on 7 May 2015. Following that, two Members were co-opted at later meetings (Peter Groves and Keith Nord). This leaves one seat on the Parish Council.

The vacancy has been advertised on the website since June 2015. One candidate has come forward, namely, Elisabeth Boughey (who addressed the Council at its meeting on 19 October 2015). Ms Boughey will be in attendance.

The procedure will be for Ms Boughey to outline her reasons for wishing to join the Parish Council following which Members will be able to ask questions, which should not be of a personal nature.

The nomination of Ms Boughey should then be moved and seconded and a vote taken, following which, if successful, Ms Boughey will sign a Declaration of Acceptance of Office

**6 POLICE MATTERS**

To receive a report from the local PCSO.

**7 COMMUNITY HALL**

**7.1 Perimeter Fencing: Rescission of Decision**

To consider a Rescission of Decision Notice submitted by Councillors Mike Docker, Shaun Clough and Matthew Theobald. ...

The decision proposed for rescission is under Minute No. 90 (19 October 2015). There is no alternative motion at this stage. The purpose of the rescission motion is to allow Members to re-debate the matter.

The first stage will be for Members to vote on whether to rescind the decision. If that is approved, the next stage will be to debate the matter.

The Clerk's report is enclosed. This includes the background documents used to inform the decision to install perimeter fencing around the hall. The names of the companies have been redacted to enable this matter to be discussed in public. ...

**7.2 Unauthorised Car Parking**

To report that on Friday, 23 October, candidates who were attending an event held in Pear Tree School parked their cars in the community hall car park.

There is a regular Friday morning user whose clients are parents with very young infants and it is essential for them to park on the community hall car park. The parents were unable to park their cars as it was filled to capacity, with one vehicle being parked on the grassed area. The incident caused great inconvenience to the user and her clients and as a goodwill gesture, she was given free use of the hall on this occasion.

**7.3 Use of Hall for Sunday Worship**

The Clerk is still in negotiation with the user who wishes to hire the hall for Sunday worship. The Parish Council will be informed of the outcome.

**8 CLERK'S REPORT**

To receive the Clerk's report for November. ...

**9 FINANCIAL MATTERS**

**9.1 Authorisation of Payments**

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)
£tba	Mike Brookes	Installation of the 'Community Hall' sign.
£677.74	TWM Traffic Control	Repair and replacement of part in unit opposite 10 Broad Lane, Stapeley (£564.78 net plus £112.96 VAT)
£1,800.00	TWM Traffic Control	Movement of speed units around the parish @ £125.00 per movement every three weeks. (£1,500 net plus £300 VAT)

£25.00	ChALC (Attendance at Planning Seminar 20 Oct 2015)	Although payment of £25.00 was authorised at the October meeting, this was for one place only. Two places were booked, but there were no councillors available and ChALC's policy is that 48 hours' notice must be given for any cancellations. Moreover, places were limited and potential attendees were refused a place as the event was fully subscribed.
£tba	Crystal Clean Ltd	Cleaning of the community hall and opening/closing for private parties.

As agreed at the previous meeting, the invoice is for work carried out from 1 November to 15 November inclusive.

## 9.2 Groundwork UK Funding

As Members are aware, a sum of £7,850 was awarded to the Parish Council by Groundwork UK to fund aspects of the Neighbourhood Plan process. A condition of the grant was that it must be spent within six months of it being awarded, or at the end of the financial year, whichever was the sooner. The grant funding comes to an end on 14 December 2015 and unspent funds at that date must be returned to Groundwork UK.

The Clerk estimates that approximately £750 will be able to be allocated against this funding up to 14 December. Funding for Andrew Thomson (planning consultant) is being met by Cheshire Community Action but will cease at the end of November, following which the Parish Council will be required to fund his time at £345 per day, plus travelling expenses. The sum to be repaid to Groundwork UK, therefore, is in the order of £7,000.

The Clerk has been in contact with Groundwork UK to explore the possibility of submitting a 'grant variation request form' where, in exceptional circumstances, an extension period can be granted; however, even this would require the project to be completed by 31 March 2015. The draft Plan is likely to be available January/February 2016 but given the various statutory consultation/publication periods, the project cannot be completed within the current financial year. The Parish Council is advised by Groundwork UK to submit a new application in the new financial year (commencing 1 April 2016).

In the meantime, despite the requirement to return this funding to Groundwork UK, Members are asked to note that the Parish Council's predicted balance on 31 March 2016 is **£13,500**.

## 10 NEIGHBOURHOOD PLAN STEERING GROUP

10.1 To receive the minutes of the Steering Group meeting held on 21 October 2015. ...

10.2 To receive an update from Steering Group Members in respect of the proceedings on 12 November 2015.

## 11 PLANNING

### 11.1 Planning Applications

The Parish Council is invited to comment on the following planning applications 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.**

15/4740N      12 Dunnilow Field, Stapeley CW5 7GX  
Re-siting of garden wall and erection of new conservatory

Deadline date for observations: 11 November 2015

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15/4805N      3A Talbot Way, Stapeley CW5 7RR  
Single-storey rear and side extension

Deadline date for observations: 18 November 2015

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15/4789n      17 Horton Way, Stapeley  
Proposed 1.8 m high boundary wall

Deadline date for observations: 11 November 2015 (The Clerk has asked for an extension.)

### **11.2 Cheshire East Local Plan Strategy – Meeting 18 November 2015 5.00 pm – Westfields, Sandbach**

The Parish Council, along with Nantwich Town Council and Acton Parish Council, has been invited to nominate two parish councillors to attend a meeting on 18 November 2015. The invitation letter was issued to Members on 27 October 2015.

### **11.3 CEC Initiative to ‘Fast-Track’ Large-Scale Planning Applications**

The Clerk has become aware of a reported initiative by Cheshire East Council to fast-track large scale planning applications to enable delivery of planning decisions at ‘an appropriate point in the development timetable’.

Councillors Groves and Martin, as Ward Councillors have been asked if there is any merit in the report which has been published on-line at [www.placenorthwest.co.uk](http://www.placenorthwest.co.uk)

## **12 CHESHIRE EAST TOWN AND PARISH COUNCILS CONFERENCE**

The next town and parish council conference is Thursday, 10 December 2015.

The Parish Council is invited to nominate two councillors to attend the event.

## **13 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 and the Council may wish to consider submitting formal comments at a future meeting.

### **➤ 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. Members might wish to consider this at the December meeting.

## **14 CHESHIRE EAST BOROUGH COUNCILLORS**

Borough Councillors Andrew Martin and Peter Groves to report on Cheshire East Council matters of interest which will include an update in respect of Inspector Pratt’s report on the CEC Local Plan.

## **15 DATE OF NEXT MEETING**

**14 December 2015**

**Note:** The Parish Council will be asked to approve its budget for 2016-2017 at this meeting.