



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 SEPTEMBER 2019

NOTE TIME: 7.30 pm

**VENUE: STAPELEY COMMUNITY HALL
PEAR TREE FIELD, STAPELEY, CW5 7GZ**

Enquiries to: Clerk: Carol Jones

Phone: 01270 812065

Issue date: 11 September 2019

Signed *C M Jones*

To: Members of the Parish Council
Councillors Matthew Theobald (Chairman), Elizabeth Boughey, Mike Docker,
John Davenport, Stephen Ford, Peter Groves, Georgina Gwinn, Sandy Gwinn-
Freemantle, Jo Hillman and Keith Nord

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

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.

A G E N D A

1 APOLOGIES

Apologies for absence should be notified to the Clerk as soon as reasonably practicable but prior to the meeting. **Elizabeth Boughey, Mike Docker, Peter Groves and Matthew Theobald.**

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 circumstances.

3 MINUTES

To approve as a correct record, the Minutes of the Meeting held on 15 July 2019.

4 PUBLIC QUESTION TIME

4.1 Questions ‘from the floor’

In accordance with the Parish Council’s Standing Order No. 1, members of the public can submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

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, he 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.**

4.2 Presentation by Stapeley Speed Watch Co-ordinator

Matthew Nord, the Speed Watch Co-ordinator for Stapeley, will be in attendance to explore proposals for future speed watch activities.

A copy of his email to the Clerk, and the Clerk’s response, is enclosed.

5 CHESHIRE EAST BOROUGH COUNCILLORS’ REPORTS

Borough Councillor Andrew Martin to report in respect of Cheshire East Council matters, and any updates relating to the parish.

6 AUTHORISATION OF PAYMENTS

6.1 The Parish Council is asked to approve the following payments.

£243.90	HMRC	Tax on Clerk’s salary and employer’s NI
£1,005.00	Jof’s Mowing	Grounds maintenance 1 March 2019 – 31 August 2019.
£20.00	Target Windows	Cleaning of Community Hall windows.

£1,005.00	Target Windows	Window cleaning at community hall
£tba	Crystal Clean South Cheshire	Cleaning Community Hall.
£720.00	JT Property Maintenance	Remedial work on conservation area at Talbot Way. (£600 net and £120 VAT)
£474.00	Water Plus	Investigation of leak by Water Plus plumber. (£395.00 net and £79.00 VAT)
£95.00	A N Plumbing	Repair of leak at Community Hall (cheque to be made payable to Andrew Nuttall)
£1,000.00	Water Plus	See below – item 6.2 (part-payment only – full amount due is £4,351.66)

6.2 Water Plus

As Members are aware, there was an issue with payments to Water Plus and the Clerk was asked to follow-up the request for a site assessment.

The site assessment has been carried out and the banding is accurate. The problem was that there was a leak in the Gents' toilet resulting in a constant flow of water, which was not detected until Water Plus inspected. See enclosed leak detection report from Water Plus.

The Clerk has spoken with a representative from Water Plus who has advised that a part-payment of £1,000 can be made as an interim measure. The Clerk is preparing a claim under the 'burst allowance' scheme (which also includes circumstances where there are leaks). In view of this Water Plus is prepared to accept the part-payment until this matter can be resolved.

6.3 Receipts and Payments Statement – 1 April – 30 June 2019

To receive a Receipts and Payments statement for the first quarter of the year.

Members are asked to note that there is one bank statement missing and the Clerk has been unable to prepare a bank reconciliation. The statement will be forwarded under separate cover or submitted to the October meeting.

6.4 Budget Monitoring – 2019-2020

To receive a budget monitoring statement for the first quarter of the year.

As with item 6.3 above, this statement will depend on receipt of the missing bank statement.

6.5 Budget 2020-2021

At its October meeting, the Parish Council will be asked to consider a first draft of the budget for the forward year.

Members are now invited to make suggestions, together with an estimate of the cost so that these can be factored into the first draft.

7 ANNUAL ACCOUNTS – 2018-2019

The external audit of the accounts has not yet been concluded, but the Clerk has received an interim response from one of the Audit Team.

It is likely that there will be an 'except for' matter to be raised on the report, subject to review and sign-off by an engagement lead as follows:

The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' to Section 1, Box 1.

The following 'other' matter may also be raised:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 and it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

8 PLANNING MATTERS

8.1 Planning Applications

The Parish Council is invited to submit observations on the following planning applications:

19/3941N Batherton Hall, Mill lane, Batherton, CW5 7QN
Listed building consent for internal modifications, new windows, doors, roof lights, garage conversion, porch, brick chimney to conservatory office out-building and pool plant building.

Deadline date for observations: 9 October 2019

19/4134N New Dairy House Farm, Batherton Lane, CW5 7QH
Proposed home office out-building on footprint of existing Dutch barn.

Deadline date for observations: 9 October 2019

8.2 Planning Applications Received Since the July Meeting

The following planning applications were received after the July meeting and were notified to Members.

19/2542N 110 London Road. Restoration of semi-derelict house.
19/3698N Land at Broad Lane. Two detached houses with new shared access.
19/3413N 10 Buttonbush Drive. Single-storey rear extension.

8.3 Consultation on the Draft Site Allocations and Development Policies Document (SAPD)

The Parish Council is invited to comment on the consultation document and submit comments by 5.00 pm on Monday, 30 September 2019.

The letter issued by Cheshire East Council was sent by e-mail to Members on 19 August 2019. The letter contained links to the documentation.

If Members have formulated any specific proposed responses to the documents, it would be helpful if these could be sent to the Clerk in advance of the meeting.

8.4 Wybunbury Combined Parishes Neighbourhood Plan (Regulations 15/16 Consultation)

To report that on 5 August 2019, Members were provided with the documents for the Regulations 15/16 Consultation in respect of the Wybunbury Combined Parishes Neighbourhood Plan. The consultation ended on 6 September 2019.

9 LAND AT TALBOT WAY – CONSERVATION AREA

At the previous meeting, the Council considered a quotation from a company which had previously undertaken the maintenance of the conservation area at Talbot Way and were invited to appoint the contractor to carry out future maintenance.

Members declined to accept the quotation without considering three further quotations.

As the work is specialised and requires a company with appropriate credentials, the Clerk has only been able to identify one company which has the necessary expertise to undertake the project.

Members are asked to suggest other companies which can be invited to quote to enable the Council to decide at its October meeting.

10 CONNECTED COMMUNITIES

10.1 The Parish Council is asked to consider the next steps in the GRIPP assessment.

The Clerk has updated her own copy of the document which is now enclosed.

Although Clare Dodds, CVS and Deb Lindop from the CEC Community Development Team have been invited to attend, neither of them is available.

Members are asked to go through the form in detail to identify which parish councillors have the appropriate qualifications to be the named contact for some of the policies.

10.2 Community Hall Risk Assessment

One of the outstanding issues is a need for a risk assessment for the Community Hall. A draft document will be issued under separate cover.

11 CLERK'S INFORMATION REPORT

11.1 Conservation Area

To note that a resident on Talbot Way issued a complaint about the current condition of the conservation area. The e-mail, and the Clerk's response, was sent to Members on 8 September 2019.

11.2 Tree at Horton Way

There has recently been an incident at Horton Way, Stapeley, when a child who climbed a tree, fell out and was injured, necessitating hospital treatment.

The Clerk contacted the Principal Arboriculturist at CEC to ask if there were any proportionate measures which could be introduced to discourage children from climbing the tree. However, it would appear that the tree is on private land, but it is not known on whose land the tree is located.

The Clerk has no further information, but as it is a matter raised by two residents, Members need to be aware of this.

The Clerk will continue her enquiries and will report to the meeting.

11.3 Crewe & Nantwich Gymnastics Association (Land at the Vagrants)

The Chairman of the Crewe & Nantwich Gymnastics and Community Activities Association has requested the opportunity to present plans for the development of a piece of land on the Vagrants site and would like to attend the meeting to be held on 21 October 2019.

The Association has been offered a spare piece of land at the Vagrants and is at the stage of collecting relevant information to enable a planning application to be prepared. As part of this exercise, the Chairman would like to present the organisation's plans which include sport and community resources. They consider this will be a worthwhile addition to the Vagrants site, providing a centre of excellence for gymnastics, fitness facilities for all ages and a meeting point for everyone.

Members are reminded of the need to be objective and must be wary of pre-determination. Members can listen to the proposals being suggested, but it must be made clear to the Chairman of the Association that when the application is submitted to the Council for consultation, Members will be taking other matters into consideration.

11.4 Stapeley Parish Action Group (SPAG)

SPAG is being de-commissioned and is holding its final meeting on the evening of 23 September 2019 at the Cronkinson Farm Pub at 7.30 pm.

The reason for the de-commissioning is that there are insufficient members to continue the activities. The Litter Group and the Speed Watch activities will continue.

12 SCHEME OF DELEGATION

The Parish Council is asked to consider, and approve, the enclosed Scheme of Delegation, which principally sets out areas delegated to the Clerk. This also relates to agenda item 15 below.

13 PLAQUES FOR BENCHES

Members have previously suggested that each of the new benches in the parish should have a commemorative plaque, or similar added to them.

The Parish Council is asked to consider this.

14 ChALC ANNUAL MEETING – THURSDAY, 24 OCTOBER 2019 – 7.00-9.00 PM

The Parish Council is invited to nominate a Member to attend the Annual Meeting of the Cheshire Association of Local Councils.

15 EXCLUSION OF PRESS AND PUBLIC

The Council is invited to RESOLVE that in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

16 COMMUNITY HALL – POLICY ON OUTSTANDING PAYMENTS

To consider the Clerk's report.

17 DATE OF NEXT MEETING

21 October 2019