



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, 19 NOVEMBER 2018

TIME: 7.30 pm

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

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065
Issue date: 14 November 2018

Signed

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

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.

A G E N D A

Members are asked to note that the symbol  against agenda items, indicates that a report is enclosed.

1 APOLOGIES

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible, but by no later than 6.30 pm. 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 circumstances.

3 MINUTES – 15 OCTOBER 2018

3.1 To approve as a correct record, the Minutes of the meeting held on 15 October 2018. 

3.2 Matter Arising – E-mail Addresses for Councillors

To enable Andrew Shepherd to set up the e-mail addresses for Councillors, he needs to know from each Member which e-mail client they use and on which device; he also needs to know which browser is used if councillors use webmail in a browser.

The Clerk will provide Members with the direct e-mail for Andrew Shepherd so that they can notify him direct, or they can send an e-mail to the Clerk and she will pass on the information.

4 PUBLIC QUESTION TIME

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.

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.**

5 FINANCIAL MATTERS

5.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments.

£228.26	HMRC	Tax on Clerk's salary and employer's NI (£190.60 tax and £37.66 employer's NI cont.)
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£tba	Crystal Clean	Cleaning of the Community Hall
£25.50	Shires Pay Services Ltd	Services for the third quarter
£55.49	C M Jones	50% Contribution to the cost of 10 th Edition of Arnold-Baker on Local Council Administration
£40.00	Target Window Cleaning	Community hall window cleaning - £20.00 per month for inside and outside cleaning.
£272.50	ASB Electrical	Test, diagnose and repair non-functional outside lighting system.
£tba	A Shepherd	Costs associated with setting up individual e-mail addresses for councillors.

5.2 Ratification of Payment

To update the Parish Council in respect of the Vice-Chairman's suggestion that a grant of £50 be made to Pear Tree School (S.137 of the Local Government Act 1972) for its 'Donate a Brick' Scheme.

Members were notified of this scheme, but the deadline date for applications was 12 November 2018.

5.3 Draft Budget – 2019-2020

The Parish Council is invited to give consideration to the draft budget for 2019-2020.

previously distributed

The Clerk's report and supporting documentation was provided with the agenda for the October meeting. Members are asked to bring their own copies to the meeting.

5.4 Sign-off of Accounts 2017-2018 by the External Auditor

To note that the external auditor, PKF Littlejohn LLP, has signed off the accounts for 2017-2018 and its report is enclosed. There are no issues.

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5.5 Cheshire East Council – Pre-Budget Consultation : Budget 2019-2022

Cheshire East Council has published its Pre-Budget Consultation Report for 2019 to 2022.

The Borough Council is inviting the opinions and views from residents, businesses, councillors, staff, town and parish councils, local community groups and other stakeholders. The feedback received will be used to inform the budget setting process.

✍

A copy of the e-mail sent to town and parish councils is enclosed.

6 PLANNING APPLICATIONS

The Parish Council is invited to comment on the following planning application:

18/5366N 19 Dunnillow Field, Stapeley, CW5 7GXs
Certificate of lawful proposed development of a partial garage conversion

Deadline date for comments: 22 November 2018

18/5649N 134 London Road, Stapeley, CW5 7JN
Two-storey side extension and new roof over existing rear extension

Deadline date for comments: 12 December 2018

7 CONNECTED COMMUNITIES – GRIPP ASSESSMENT

The Clerk has now provided the majority of the documentation required under the GRIPP Assessment. ✎

The following documents are enclosed. These were provided by CVS Cheshire East as templates, some of which do not appear appropriate but have, nevertheless, been completed.

- Safer Recruitment Policy for Staff and Volunteers
- Adult Safeguarding Policy
- Equality and Diversity Policy
- Health and Safety Policy

Carol Hill and Dawn Clark, from the Cheshire East Council Community Development Team will attend the December meeting, for a short time prior to the start of the meeting, to discuss progress.

8 NEW HOMES BONUS

Cheshire East Council's Cabinet has approved a £2m new homes bonus fund to assist communities where new housing developments have been built between 2011 and 2017. The scheme, which will run for two years, is designed to achieve positive benefits based on locally-identified needs. The priorities for each of the areas are being set by seven geographical award groups, made up of elected members and a representative from the town and parish councils. The representatives for Nantwich are David Higham (Audlem Parish Council) and Ron Pulford (Bunbury Parish Council).

The fund will give local councils and the voluntary, community and the faith sector an opportunity to apply for projects which can make a lasting difference to communities and as such the minimum grant figure is set at £10,000 with no upper limit. This means that small schemes totalling £10,000 will not be considered; each scheme must be at least £10,000.

For Nantwich, the total allocation of funding is £162,007 for each of the two financial years. The Nantwich award group area is made up of Nantwich and the surrounding rural villages.

CEC is now inviting applications for the Nantwich award group area. The email from CEC is enclosed, within which there are links and documents attached. ✎

The closing date for applications is 31 December 2018.

9 SEATS/BENCHES

At its last meeting, the Clerk was asked to contact CIS Furniture to seek a quote for the Swiss Flower design, single and double benches.

The company is now phasing out these benches as they are £3,000+ each. The company has suggested two alternatives, screenshots of which are enclosed. CIS has not yet quoted for each of the seats, but the cost is expected to be available at the meeting. ✎

Although the company can deliver and install, it is not able to supply traffic-control equipment.

The company would also need to be provided with details of the composition of the ground on which the benches are to be located.

10 COMMUNITY HALL – HEATING

To report that one of the groups using the hall is finding that it is cold on the morning of its activities, which start at 10.00 am. The Group has asked if the heating could be turned up by the last user on Wednesday evenings, leaving it on for 14 hours prior to their use of the hall

the next day. The Clerk suggested to the Group that one of its members could open the hall early to turn up the heating ready for their 10.00 am start but this suggestion was not accepted.

The Clerk has asked a central heating engineer to visit the hall to establish if there are any faults with the system. In the meantime, the Parish Council is asked to consider this matter.

11 ALLOTMENTS IN NANTWICH – FOR STAPELEY RESIDENTS

Further to previous discussion of this item, Nantwich Town Council has recently resolved to offer the following proposal to this Parish Council.

“In return for an annual payment of £1,000 from the Parish Council (to be increased in line with inflation) parishioners in Stapeley and District Parish who apply for an allotment, be added to the waiting list and allocated plots as they become available in the same manner as Nantwich residents. In addition, plot-holders who reside in Stapeley and District Parish will be charged the same fee as residents of Nantwich.”

If this proposal is acceptable to the Parish Council, the Town Clerk will generate an invoice for payment in April or May each year (a pro-rata invoice will be generated for the remaining months of this financial year).

The Town Clerk will also write to the Stapeley parishioners who are already on the waiting list to confirm their continued interest.

The Parish Council is invited to consider if it wishes to accept the Town Council's offer which can become effective from this meeting.

12 CHRISTMAS TREE

To report that the Christmas tree will be delivered prior to 1 December 2018.

13 DATE OF NEXT MEETING

17 DECEMBER 2018