

# STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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Parish Councillors are summoned to a  
**MEETING OF THE PARISH COUNCIL**

**DATE:** MONDAY, 21 JULY 2014  
**TIMES:** 7.30 pm  
**VENUE:** STAPELEY COMMUNITY HALL,  
PEAR TREE FIELD, STAPELEY


Enquiries to:

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Date of issue: 14 July 2014



Signed

To: Members of the Parish Council

Councillors Shaun Clough, Mike Docker, John Davenport, Sandy Gwinn-Freemantle  
Peter Groves, Jo Hillman, Keith Lawrence, Martin Malbon and Keith Nord

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 and 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 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 agenda stipulates that public question time will take place following approval of the Minutes and discussion of any Matters Arising. There is a second Public Question Time slot towards the end of the meeting. 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.
- 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** When the meeting is held at Broad Lane Methodist Chapel, car parking is available at the rear of the Chapel. Alternatively, you can park in front of the Chapel on Audlem Road. On occasions, members of the press and public will be 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.

**2.2** 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*).

**2.3** **Planning Grounds** The grounds on which comments 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

## **Guide Time: 7.30 pm – 7.35 pm**

### **1 APOLOGIES FOR ABSENCE**

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**

#### **3.1 16 June 2014**

To approve as a correct record the Minutes of the meeting held on 16 June 2014. ...

#### **3.2 8 May 2014 (Parish Meeting)**

To approve as a correct record the Minutes of the Annual Parish meeting held on 8 May 2014. ...

## **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.

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.

## **7.45 pm – 8.00 pm**

### **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 July Clerk’s report. ...

**7 SPEED WATCH – CONTRACT WITH TWM TRAFFIC MANAGEMENT SYSTEMS**

The Parish Council is asked to renew its contract with TWM Traffic Management Systems for the movement of the speed units around the parish.

The quotation is £2,125.00 plus VAT for the following:

Movement of two signs on a 3-week rotation as per schedule previously provided @ £125 per move.

There will be 17 rotations; commencement date to be agreed by the Parish Council. Recommended commencement date is 1 August 2014.

Payment will be made in arrears in quarterly instalments.

**8 FINANCIAL MATTERS**

**8.1 Authorisation of Payments:**

(a) The Parish Council is asked to authorise the following payments –

£168.00	HMRC – Tax on Clerk’s salary
£102.07	MBE Electrics – Emergency electrical work to the outside of the community hall
£130.79	Trinity Newspapers – fee for advertising the community hall caretaker’s post.
£82.74	Purchase of paint for the dog-stencilling scheme which Stapeley Parish Action Group has agreed to take over from the Parish Council. Cheque payable to ‘N Wagstaff’. Although this cheque is payable to an individual, evidence of the expenditure has been provided.

(b) Ratification of Payment

£615.00 Crystal Clean – cleaning of community hall – June  
This cheque was issued on 3 July 2014 and the Parish Council is asked to ratify the payment. The re-scheduling of Parish Council meetings has created a cash-flow problem for the contractors. When meetings were held on the first Thursday in the month, Mrs Black was able to submit a whole-month invoice. Since the Parish Council changed its meetings to the third Monday in the month, this has resulted in a potential three-week wait for invoices to be settled. To rectify this, Mrs Black will change her invoice-scheduling.

**8.2 Receipts and Payments Statement (First Quarter)**

To receive a receipts and payments statement for the period 1 April 2014 – 30 June 2014. ...

**8.00 pm – 8.15 pm**

**9 PLANNING MATTERS**

**9.1 Muller Homes – Public Inquiry**

It is expected that the decision of the Secretary of State will be available on or around the 20 July. This item has been added to the agenda to enable the Parish Council to receive that decision and to consider any action which might be necessary.

## 9.2 Planning Applications

The Parish Council is invited to comment on the following planning applications. As agreed at the previous meeting, Councillor Lawrence will bring his projector to the meeting to enable Members to view the applications.

- 14/2989N      72 Broad Lane, Stapeley – single-storey side extension and dormer window to front (this appears to be the old school house next to Stapeley Broad Lane School).
- 14/3050N      36 Clonners Field, Stapeley – alterations and first-floor extension.
- 14/3082N      Nantwich RFC Club (The Vagrants) Newcastle Road, Willaston  
Supply and installation of training-pitch floodlighting comprising 4 x 13.5m masts.

## 10 DAMAGE TO SIGNS – CRONKINSON ESTATE

Councillor Clough has reported that street names/road signs on the Cronkinson estate have been vandalised using paint to ‘re-name’ some of the roads; for example ‘Clonners Field’ is now ‘.....lonners Field’.

The Parish Council is asked to consider if any action should be taken.

## 11 NEIGHBOURHOOD PLAN

The Neighbourhood Plan Working Group held its first meeting on 23 June 2014 and its next meeting is scheduled for 23 July 2014. The following are matters referred for consideration by the Parish Council.

- a) Approval of the application for a Neighbourhood Plan Area. (document to be submitted by the Working Group)
- b) Approval to set up a specific dedicated website.
- c) Approval for a new domain name.
- d) Approval for setting-up a Facebook and Twitter account.  
Members are reminded that the Parish Council does not have a Social Media Protocol in place.
- e) Approval of expenditure (approximately £50) to purchase a toolkit from Cheshire Community Action to assist in this process.
- f) To consider holding a public meeting on Monday 11 August for the purpose of establishing local interest in the preparation of a ‘Resident First’ Neighbourhood Plan. Public support is crucial for the success of a Neighbourhood Plan. The Clerk has made initial enquiries to establish if John

To follow under  
separate cover

If Members are minded to approve these recommendations, consideration will need to be given to the following:

- o Costs to be identified for setting up a new website, buying a new domain name and setting-up Facebook and Twitter accounts. Rather than seek quotations from three potential providers, Andrew Shepherd, the current website provider, could be authorised to create the accounts and the website. The following financial regulations would apply.

Financial Regulation 11 (a) states “*Every contract shall comply with these financial regulations and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:*”

Paragraph (iv) would allow the Parish Council to contract with Andrew Shepherd. The regulation states “*.....for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.*”

A new domain, something similar to “*neighbourhood-stapeley.co.uk*” would cost between £7-12 per year for registration and there would be a hosting cost of approximately £72 plus VAT for a basic package.

If something similar to “*NP.stapeleyparishcouncil.gov.uk*” were used, this could be added to the existing Parish Council domain and there would be no cost.

- Twitter and Facebook are subject to the Parish Council's Standing Orders and if the Clerk is expected to manage the Facebook page, or tweet on behalf of the Parish Council, this needs to be passed as a resolution.

Members will also need to consider various aspects of moderating the content, taking account of the need to retain all tweets (to and from) under the Freedom of Information Act, deciding what is and is not acceptable on a Parish Council website etc.

## 12 PARISH NEWSLETTER

To receive a first draft of the parish newsletter.

To follow under  
separate cover

**8.15 pm – 8.50 pm**

## 13 INVITATION TO MEETING WITH POLICE AND CRIME COMMISSIONER

The Parish Council is invited to nominate a representative to attend a meeting with the Police and Crime Commissioner to be held at Congleton Town Hall on 29 July at 6.30 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 QUOTATIONS FOR AUTOMATED EXTERNAL DEFIBRILLATORS

Quotations for cabinets to house the external defibrillators are now included within the quotation information.

Enclosed is the up-dated summary of quotations. Quotation details were issued with the agenda for 16 June and **Members are asked to bring their own documents to the meeting.** ...

## 16 QUOTATIONS FOR FREE-STANDING SIGNAGE

The Clerk sought quotations from five companies for the provision of a free-standing sign for outside the community hall based on the revised specification of ‘*no larger than 1.2 sq. metres*’. Three quotations are now enclosed. ...

## 17 RE-ADMITTANCE OF PRESS AND PUBLIC

The Parish Council is invited to re-admit the press and public to the meeting.

## 18 DELEGATION ARRANGEMENTS

In view of the August recess, the Parish Council is invited to authorise the Clerk, in consultation with the Chairman, to take action in respect of the discharge of any of the Parish Council's functions which might be required before the next meeting on 15 September 2014, in accordance with S.101(1) of the Local Government Act 1972.

The following specific action is required:

Authorisation of payment of account for Crystal Clean for cleaning of the hall during August.

**19 DATE OF NEXT MEETING**

Monday, 15 September 2014