



STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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www.stapeleyparishcouncil.gov.uk

NOTICE ANNUAL MEETING OF THE PARISH COUNCIL

Parish Councillors are summoned to a meeting to be held on:

DATE: MONDAY, 15 MAY 2017

TIME: 7.15 PM OR ON THE LATER RISING OF THE
ANNUAL PARISH MEETING

VENUE: STAPELEY COMMUNITY HALL,
PEAR TREE FIELD, STAPELEY

Enquiries to: Clerk: Carol Jones

Tel: 01270 812065

Date of issue: 9 May 2017

Signed

To: Members of the Parish Council
(Councillors E Boughey, S Clough, J Davenport, M Docker, P Groves,
S Gwinn-Freemantle, J Hillman, M Malbon, K Nord and M Theobald)

Copies: Borough Councillors Peter Groves and Andrew Martin (Nantwich South and Stapeley)
Press: Nantwich Chronicle, Nantwich News

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 sufficient spare copies of the agenda are available.

NOTES:

1 PUBLIC SPEAKING PROTOCOL:

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 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
		15	Conflict with Neighbourhood Plan policies

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

PART 1

ANNUAL COUNCIL BUSINESS

1 ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2018. The Chairman will call for nominations.
- 1.2 The Chairman will sign a Declaration of Acceptance of Office, following which the newly-elected Chairman will chair the meeting.

2 ELECTION OF VICE-CHAIRMAN

- 2.1 To elect a Vice-Chairman to serve until the Annual Meeting in 2018. The Chairman will call for nominations.
- 2.2 The Vice-Chairman will sign a Declaration of Acceptance of Office, following which the newly-elected Chairman will chair the meeting.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible.

4 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.

5 MINUTES

To approve as a correct record the Minutes of the Meeting held on 18 April 2016.

To follow

6 REVIEW OF DELEGATION ARRANGEMENTS (COMMITTEES)

In accordance with S.101 of the Local Government Act 1972, the Parish Council is able to delegate any of its functions (subject to one exception) to a Committee or Sub-Committee. Notwithstanding that a delegation is authorised, the Council is still able to perform any functions which it has delegated to a Committee.

6.1 Standing Committees

The following are the standing Committees and the Parish Council is asked to re-appoint.

- 1 Complaints Committee Five Members
Current Members:
Councillors M Docker, J Hillman, M Malbon, K Nord and M Theobald

- 2 Neighbourhood Plan Steering Group
Councillors J Davenport, P Groves, J Hillman, M Malbon and M Theobald

Volunteer members will be appointed by the Steering Group at its first meeting in the new municipal year.

7 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

To appoint two Members to Stapeley Parish Action Group. The current Members are Councillors Elizabeth Boughey and John Davenport.

8 APPOINTMENT OF MEMBERS TO REPRESENT THE COUNCIL AT MEETINGS OF OUTSIDE BODIES

The Parish Council is invited to appoint representatives to attend meetings of the following outside bodies. Attendance at such meetings shall count as an approved duty and expenses may be claimed.

- Cheshire Association of Local Councils (various meetings)
There are several meetings throughout the year and it is suggested that one parish councillor be appointed, with one named substitute.
- Police Cluster meetings - one (a substitute can also be appointed)

9 FINANCIAL MATTERS

9.1 Annual Accounts: 2016-2017

The Parish Council is asked to approve the accounts for the financial year 1 April 2016-2017. At the time of publication of the agenda, these are being audited by JDH Business Services and will follow under separate cover. The accounts will be available for collection by the Clerk on 10 May 2017.

The period during which electors may inspect accounting records is 5 June – 14 July 2017. A notice to this effect will be added to the website and published in the notice-board.

The Annual Governance Statement and Accounting Statements must also be published on the website along with a statement that the Annual Return, as published, may be subject to change. The unaudited Annual Return must be published before the start of the inspection period.

Section 1 is the Annual Governance Statement which needs to be approved by the Council first. It is Members' responsibility to be satisfied that there is a sound system of internal control.

Section 2 is the Accounting Statement which requires approval.

The following documents will be provided:

- (a) Annual Return (Sections 1 and 2)
- (b) Receipts and Payments Statement – 1 April 2016 – 31 March 2017
- (c) Detailed Statement of Receipts and Schedule of Expenditure
The names of clients of the community hall have been redacted from the Receipts Schedule.

All documents to follow

9.2 Internal Auditor's Report – 2015-2016

To receive the Internal Auditor's report and to take action as recommended.

To be tabled

9.3 Internal Auditor – 2017-2018

The Parish Council is required to appoint an Internal Auditor on an annual basis.

The Parish Council is invited to re-appoint JDH Business Services Ltd. which is the current internal auditor.

10 DATA PROTECTION POLICY

The Parish Council is required to conform to the requirements of the Data Protection Act 1998, but does not have a formal policy.

To follow

The draft policy is suggested for adoption.

11 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council is required to review its risk management arrangements once a year. A schedule is enclosed for consideration and approval subject to any amendments which Members might wish to make.

To follow

12 CALENDAR OF MEETINGS

To approve a calendar of meetings for the year 2016-2017.

To follow

13 PARISH COUNCILLORS' ATTENDANCE RECORD – MUNICIPAL YEAR 2016-2017

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To receive a schedule of Members' attendance at Parish Council meetings. A separate schedule for meetings of the Neighbourhood Plan Steering Group is also enclosed.

PART 2
ORDINARY PARISH COUNCIL BUSINESS

The following items represent the ordinary business of the Parish Council and have been included on the agenda for this meeting in the interests of expediency.

14 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. Please see page 2 of the agenda 'Public Speaking Protocol'.

15 STREET LIGHTING THE PARISH

Katie Henshall, CEC Street Lighting Team Leader, and her colleague, Ian McLellan, are unable to attend the meeting. The Clerk, in error, offered Wednesday, 17 May; however, they are able to attend on 19 June 2017. In the meantime, the following is a list of the street lights owned by the Parish Council:

5 x 50 son	London Road (A51)
1 x 70 son	London Road/Second Dig Lane
1 x 50 son	Newcastle Road
7 x 50 son	Audlem Road/Broad Lane (A529)
1 x 70 son	Broad Lane (opposite school)
1 x BV2600 2 x 24 watt PL and photocell	London Road – opposite Deadman's Lane
1	Audlem Road/Broad Lane at junction with First Dig Lane
1 other	Location not clear

16 FINANCIAL MATTERS

16.1 Authorisation of Payments

The Council is asked to authorise the following payments:

£tba Crystal Clean Ltd. – Cleaning of Community Hall – April/May 2016.

£475.05	United Utilities Water and wastewater – 11 January 2017 - 10 April 2017
£446.38	Came & Company – annual insurance premium. (1 June 2017 – 31 May 2018). If the Parish Council wishes to take advantage of a three-year long-term agreement, the fee for this year would be reduced to £424.06.
£250.00	Chairman's allowance (Ss 15(5) and 34(5) LGA 1972)
£848.75	Cheshire Association of Local Councils – affiliation fee
£139.00	The Leaflet Team Advance payment for delivery of Parish newsletter.
£25.50	Shire Pay Services Ltd. (Payroll service. CVS Cheshire East is working in partnership with Shire Pay Services Ltd.)
£451.45	HM Revenue & Customs: Tax on Clerk's salary (£322.60 tax and £128.85 employer's NI contribution). This amount has been advised by Shire Pay Services Ltd. which works in partnership with CVS Cheshire East to deliver payroll services.

16.2 Clerk's Salary

Amendment to Bank Mandate

The Clerk's salary has increased from £11,320.00 pa to £11,435.00 pa with effect from 1 April 2017. The Council is asked to approve a change in the bank mandate as follows:

Net salary: From	£746.16
To:	£762.33

Payable on the 28th of each month, with effect from 1 April 2017.

17 PLANNING APPLICATION

The Parish Council is invited to submit observations on the following planning application.

17/2193N 198 London Road, Stapeley, CW5 7JW
Change of use from planning classification C3 1A dwelling house to
B1 Offices

Deadline date for comments: 31 May 2017

18 CCTV

At the previous meeting, it was reported that Handforth Parish Council operated a CCTV system in its parish. The Clerk was asked to invite a representative to attend the June meeting to advise on how the system operates in the parish.

The Clerk to Handforth Parish Council has passed on the request to his Members. In the meantime, a copy of the Parish Council's CCTV policy is enclosed for information. ...

19 PARISH COUNCIL LOGO

Members are invited to consider if the Parish Council should adopt a logo which would be added to all communications.

As a tree logo was used for the Neighbourhood Plan process, Members might wish to consider adopting this logo.

The logo has been added to the front of this agenda, as an exemplar.

20 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Borough Councillors Groves and Martin to report on any Cheshire East matters which may be of interest to the Parish Council.

21 PARISH COUNCILLORS' SURGERY

The Community Hall is available on the following dates for a Parish Councillors' surgery.

Saturday 10 June

Sunday 17 June

Sunday 18 June

Sunday 2 July

(There is a booking from 4.00 pm)

(There is a booking from 4.00 pm)

(There is a booking from 3.00 pm and the client requires access at 2.30 pm)

22 REPORT OF MEMBERS' ATTENDANCE AT MEETING OF OUTSIDE BODIES

Members who have attended recent meetings of outside bodies, are invited to report.

23 EXCLUSION OF PRESS AND PUBLIC

The Parish 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 item, for the reason given, owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

24 SALARY ARREARS

The Parish Council is asked to authorise salary arrears in the sum of £102.12 for the year 2016-2017 as indicated on the Clerk's report.

To follow

25 WEBSITE RENEWAL

To consider a quotation for renewal of the website contract with effect from 29 June 2017 for a two-year period.

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26 DATE OF NEXT MEETING

19 June 2017