

# STAPELEY AND DISTRICT PARISH COUNCIL

*(Stapeley and Batherton)*

Clerk: Carol Jones

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## NOTICE OF MEETING OF THE PARISH COUNCIL

**DATE: THURSDAY, 4 AUGUST 2011**

**TIME: 7.30 PM**

**VENUE: BROAD LANE METHODIST CHAPEL  
AUDLEM ROAD, NANTWICH**

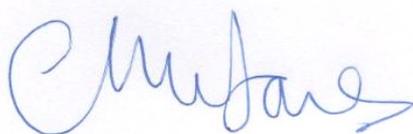
Enquiries to:

Clerk: Carol Jones

Tel: 01270 812065

Mob: 07974 069 514

Signed



To: Members of the Parish Council  
Councillors Mike Docker, Sandy Gwinn-Freemantle (Chairman), Jo Hillman,  
Keith Nord, Rob Morton, Raj Samra (Vice-Chairman)

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

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING  
(see overleaf for notes for members of the public)**

**NOTES:**

**1) Members of the Public**

The Parish Council welcomes and encourages members of the public to attend its meetings. You are requested to enter and leave quietly and to remain quiet during the meeting. Mobile phones and pagers should be switched off, and no food or drink should be brought into the meeting.

If you do attend, copies of the agenda and accompanying papers will usually be provided for you.

When the meeting is held at Broad Lane Methodist Chapel, car parking is available at the rear of the Chapel. Alternatively, you may wish to park in front of the Chapel.

The Parish Council has recently introduced a Public Question Time Procedure and members of the public are able to ask questions during each of the 10-minute slots provided at the beginning and end of the meeting. In addition, if you feel there is a matter which should be brought to the attention of the Parish Council you may contact the Clerk, the Chairman, or any member of the Parish Council, and arrangements will be made to place the item on the agenda for the next meeting, if appropriate.

On occasions, members of the press and public will be excluded from the meetings when the business to be transacted is of a confidential nature, for example, dealing with individual people, contracts and financial affairs of other parties.

If you require any further information, please contact Carol Jones, the Clerk to the Parish Council (details on the front page).

**2) Members of the Parish Council**

**Planning Grounds:** Parish Councillors are reminded of the grounds on which comments can be made on planning applications, 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 TIMES:**

### **7.30 PM – 7.40 PM**

#### **1 APOLOGIES FOR ABSENCE**

#### **2 DECLARATION OF INTERESTS**

Members to declare any personal or prejudicial interest which they have in any item of business on the agenda, the nature of that interest, and, if necessary, to leave the meeting prior to the discussion of that item.

Declarations are a personal matter for each Member to decide. Whilst the Clerk will 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** To approve as correct records, the minutes of the meeting held on 7 July 2011 and the special meeting held on 17 June 2011.

#### **4 PUBLIC QUESTION TIME (10 MINUTES)**

The Parish Council is invited to adjourn the meeting for 10 minutes to consider any questions from members of the public in accordance with the Parish Council's Standing Orders Nos. 15A and 15B. In the event of there being no members of the public present, the Parish Council will proceed to the next business.

#### **5 CO-OPTION**

To consider co-option arrangements. At the time of publication of the agenda, there are no candidates for co-option.

### **7.40 PM – 8.10 PM**

#### **6 COMMUNITY HALL**

##### **6.1 Exclusion of Press and Public**

The Parish Council is invited to RESOLVE to exclude the press and public from the meeting during discussion of the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960 on the basis that the business to be transacted is of a confidential nature involving the business dealings of other than the Parish Council and the public interest would not be served in disclosing the information.

**6.2** To update the Parish Council on the current situation in respect of the community hall. The legal advisers have sent a brief report on the lease and the Clerk has met with them to discuss their suggested amendments.

**6.3** To receive the notes of the informal meeting held on 21 June at which time John Densem (Chairman of Hough and Weston Parish Council) was in attendance.

**6.4 Re-admittance of the Press and Public**

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

**8.10 PM – 8.30 PM**

**7 LAND AT TALBOT WAY**

**7.1** Councillor Rob Morton to report on his inspection of the land at Talbot Way.

**7.2 Greenspaces South Cheshire**

**7.2.1** At the previous meeting, it was reported that Greenspaces South Cheshire was seeking further work from the Parish Council. Members will recall that the company, which was set up in 2010 as a CIC undertook an enhancement project on the two parcels of land at Talbot Way at a cost of £1,160.

The Parish Council decided that as general maintenance work was being carried out by Jim's Mowing, to a satisfactory standard, there was no requirement for additional work to be undertaken.

Greenspaces was notified of the Parish Council's decision, and has responded to the effect that there is £59.50 of the funding remaining from the "grant" of £1,160 and it wishes to ensure that the work to complete the project is complementary to that being carried out by Jim's Mowing.

**7.2.2** The Parish Council has a statutory duty under the Open Spaces Act 1906 to maintain the local green space. Members may wish to take this opportunity to consider the longer-term proposals for the site.

If the Parish Council wishes to enter into a contract for maintenance of the site, for example, for a 12-month period, quotations will be required. It has previously been reported that the current contractor is carrying out grass-cutting etc. to a satisfactory standard. This work is carried out on an informal month-to-month basis which can be terminated at any time.

As a reminder, the following are the conditions set out by the Parish Council's insurers -

- (a) There should be a weekly visual inspection undertaken by a member of the Parish Council or someone specifically appointed by it to ensure that there were no obvious hazards. In these circumstances, remedial action should be taken immediately. Inspections are to be recorded.
- (b) The property should be kept secure and in a good state of repair and all reasonable precautions should be taken to prevent accidents, injury, loss or destruction.

- (c) The following conditions were precedent to liability in respect of the pond –
- the pond is to be inspected and maintained on a regular basis, no rubbish to be allowed to accumulate;
  - it must have a clearly defined edge and the perimeter is not to become boggy.
  - notices are to be displayed stating “no unauthorised fishing or swimming”
  - if the Parish Council is to install/create a dipping platform or alter its use at any time, Allianz must be notified.
  - no watercraft to be used at all and no provision of any equipment permitted.

**8.30 PM – 8.40 PM - BREAK**

**8.40 PM – 9.10 PM**

**8 FINANCIAL MATTERS**

**8.1 Receipts and Payments Statement – 1 April – 30 June 2011**

To approve the Receipts and Payments statement for the first quarter of the financial year.

**8.2 Authorisation of Payments**

£240.00 Mrs C M Jones – reimbursement for settlement of invoices #0511 (£105.00) and #0611 (£135.00) for Jim’s Mowing.

As Jim’s Mowing is a small local company, the Clerk considered it prudent to settle the invoices promptly rather than delay by a month. The proposed revision to the Financial Regulations will suggest an appropriate delegation to enable such invoices to be settled promptly.

£180.00 Broad Lane Methodist Chapel – fee for use of the chapel for meetings.

**9 PLANNING**

**9.1 Applications**

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

11/2514N - 25 Flowerscroft – first-storey side extension.

**9.2 Local Development Framework – Place Shaping Consultation**

The Parish Council is invited to participate in the first stage of consultation in drawing up new development plans for towns and villages in Cheshire East. This is marketed as an opportunity for Parish Councils to notify the Borough Council of its requirements for their parishes in 2030. One copy of the pack has been provided and comments are requested by 30 September 2011.

To ensure that comprehensive feedback is given, the Parish Council may wish to form itself into a working group, and meet informally to discuss the topic in detail. The

outcome of such a meeting could be reported formally to the Parish Council on 1 September with the aim of adopting the suggestions for submission to Cheshire East Council by the due date.

## **10 STANDING ORDERS/FINANCIAL REGULATIONS**

The Parish Council is invited to review its Standing Orders and its Financial Regulations. These were last reviewed in July 2006; however, since that time, additional legislation has rendered them out-of-date.

The Financial Regulations govern the conduct of financial management by the Parish Council and are prepared in accordance with the Accounts and Audit Regulations. The Standing Orders regulate the proceedings of Parish Council meetings and are in accordance with the Local Government Act 1972. For ease, these two procedures will be combined into one document.

Members may wish to comment on the first draft at this meeting, and finalise at the September meeting. Alternatively, discussion of the document could be deferred to the September meeting to allow Members the opportunity to scrutinise fully what is a lengthy document.

Much of what is contained in the Standing Orders may not be applicable to Stapeley & District Parish Council itself, but as these are based on Model Standing Orders created by the National Association of Local Councils, it is suggested that by adopting a comprehensive approach, this will obviate the need to make further additions if and when a situation arises where there is no appropriate standing order available to guide the Parish Council.

### **9.10 PM – 9.30 PM**

## **11 NEWSLETTER**

As the draft newsletter is 7-months out-of-date, the Clerk has re-written it and issued it to Johnson's the Printers for re-drafting. The Clerk is meeting with a representative of the company week commencing 1 August, and if possible, a draft copy will be tabled at the meeting. If the printers are unable to produce a revised draft, a Word document will be issued by e-mail to Members on Wednesday 3 August.

### **9.30 PM – 9.50 PM**

## **12 PROJECTS**

To review progress on previously identified projects.

- **Playground Project**  
Councillor R Morton to report.
- **Speed Watch Scheme/Mobile Vehicle Display Unit**  
Councillor M Docker to report.

- **Communication with Residents**

At the June meeting, Members suggested that more innovative ways of communicating with residents should be introduced. Modern communication tools such as blogs, Twitter, Facebook etc. should be used more. It was also suggested that a monthly “for your information” sheet be placed in each of the notice-boards to keep residents informed of the latest developments in the parish.

The Parish Council is fortunate that two of its Members have extensive experience in website communication and may be able to lead the Parish Council on the development of this project.

- **Website**

To discuss in general terms and to report on recent activity.

**13 APPOINTMENT TO OUTSIDE BODY – WYBUNBUTY UNITED CHARITIES**

The Parish Council is invited to re-appoint Parish Councillor M Docker and Dr K Lawrence, as the Parish Council’s representatives on Wybunbury United Charities. Each Member will be an Administering Trustee.

**14 UPDATE ON PARISH PLAN IMPLEMENTATION GROUP**  
(Stapeley Parish Action Group [SPAG] )

To receive an update on SPAG’s activities and to consider any action which needs to be taken. Members may consider that SPAG should be asked for its views in respect of the Local Development Framework.

**9.50 PM – 10.00 PM**

**15 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.

**16 CORRESPONDENCE**

To report on receipt of correspondence and take any action as appropriate.

**16.1** Electronic communication has been received and forwarded to Members, as follows:

- July edition of the Cheshire East Partnerships Newsletter (PACE)
- Graham Wood - Joint Co-ordinator of East Cheshire Community Transport.

**17 SHARED ITEMS**

Parish Councillors are invited to share information or request the inclusion of items on the agenda for the next meeting.

**18 PUBLIC QUESTION TIME (10 MINUTES)**

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**19 DATE OF NEXT MEETING**

1 September 2011