

STAPELEY & DISTRICT PARISH COUNCIL

Clerk: Carol Jones

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NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL

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

DATE: THURSDAY, 3 MAY 2012

TIME: 7.00 PM OR ON THE LATER RISING OF THE ANNUAL PARISH MEETING

VENUE: PEAR TREE SCHOOL, PEAR TREE FIELD STAPELEY

Enquiries to:

Clerk: Carol Jones

Tel: 01270 812065

Signed



To: Members of the Parish Council
Councillors Shaun Clough, Mike Docker, Sandy Gwinn-Freemantle (Chairman),
Jo Hillman, Maxine Galt, Keith Nord, Raj Samra (Vice-Chairman) and James Wood

Copies: Borough Councillors Peter Groves and Andrew Martin (Nantwich South and Stapeley)
Press: Crewe Chronicle, Nantwich Chronicle, Nantwich Blog, Red Shift Radio,
BBC Radio Stoke, Signal Radio, Guardian Series.



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.

(See overleaf for other notes for members of the public.)

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 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

This agenda is divided into two parts.

PART 1 is taken in the presence of the press and public. **PART 2** is taken in the absence of the press and public for the reasons given.

Guide times (based on a later start):

7.30 pm – 8.00 pm

PART 1

1 ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2013. The Clerk 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 2013.
- 2.2 The Vice-Chairman will sign a Declaration of Acceptance of Office.

3 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.

4 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.

5 MINUTES

- 5.1 To approve as a correct record the Minutes of the Meeting held on 5 April 2012. . . .
- 5.2 To receive the Minutes of the Annual Meeting held on 12 May 2011. These were approved at the meeting held on 9 June 2011. . . .

5.3 Matters Arising [from the meeting held on 5 April 2012]

- **Conservation area – Cronkinson Development**

To report the outcome of enquiries in respect of a potential breach of planning as reported by Borough Councillor Peter Groves.

6 REVIEW OF DELEGATION ARRANGEMENTS

The Parish Council currently has no formal delegation arrangements in place. The full Parish Council approves all items, other than in exceptional circumstances when a decision is delegated to the Clerk in consultation with a Member (usually the Chairman). The Parish Council is invited to consider if standing delegation arrangements should be put in place.

Members have previously commented that other local councils have created committees and sub-committees with delegated authority to take decisions. The Parish Council may wish to consider appointing sub-committees and will need to agree appropriate terms of reference. If Members are minded to establish committees/sub-committees, it is suggested that terms of reference be drafted for submission to the next meeting.

The following should be noted:

- a. A committee has the power to appoint a sub-committee, but a sub-committee of the Parish Council cannot further delegate.
- b. Committees and sub-committees can include non-parish councillors, but those members would not be entitled to a vote.
- c. A Finance Committee (or sub-committee) does not have the power to set the budget or request a precept; this is a matter reserved to the Parish Council.

7 INSURANCE REVIEW

In accordance with the Financial Regulations, the Parish Council is invited to review its insurance cover. Part of this item should be dealt with in Part 2 (with press and public excluded) as it deals with commercial matters of three companies. ■■■

The review of assets (as listed) can be discussed in Part 1 of the meeting.

8 APPOINTMENT TO OUTSIDE BODIES

The Parish Council is invited to appoint a representative(s) to the following outside bodies; the representative will attend meetings and as the authorised representative will be entitled to claim travel expenses for such attendance.

- Cheshire Association of Local Councils (various meetings)
- Police Cluster meetings
- Nantwich Local Area Partnership (subject to the outcome of the reconfiguration of all LAPs in the area)
- Strategy for Nantwich Stakeholder Group (two representatives – see item 20.2 below)
- Nantwich Town Council Diamond Jubilee Working Group (it is suggested that Councillor S Gwinn-Freemantle be re-appointed in the interests of continuity of representation.)

8.00 pm – 8.30 pm

9 REVIEW OF THE COMPLAINTS PROCEDURE

The Parish Council's complaints procedure is out-of-date; it was last reviewed in April 2005. Members are invited to comment/approve the attached revised procedure. ■■■

10 COMMUNICATIONS PROTOCOL

The Parish Council does not have a policy for dealing with enquiries from the press. The Clerk is the only person who is entitled to speak to the press on behalf of the Parish Council. The attached is a suggested policy which would allow the Chairman or Vice-Chairman to speak on behalf of the Parish Council. ■■■

11 CALENDAR OF MEETINGS – 2012-2013

The Parish Council is asked to approve its calendar of meetings for the Municipal Year 2012-2013. ■■■

12 RISK MANAGEMENT

To review the Parish Council's Risk Management arrangements. ■■■

13 GRANTS POLICY

The Parish Council does not, currently, have a policy for considering applications for grant-aid. The attached is a suggested Grants Policy (and application form) which the Parish Council could adopt with effect from 2012-2013. This will demonstrate publicly the consistency of approach in these matters and establish that its grants offer value for public money. ■■■

8.40 pm – 8.50 pm

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".

Members of the public may find it helpful to suggest items for inclusion on the agenda for the Public Debate to be held on 17 May,

Members of the public are reminded that issues concerning pot-holes, road markings, condition of highway, litter etc. should not be raised during this period. Such matters should be reported direct to the Borough Council; alternatively, the Clerk can report on behalf of members of the public and should be contacted outside the meeting.

There should be no discussion on any matter raised by questions. If possible, a response shall be given at the meeting; otherwise a written response will be provided to the questioner.

8.50 pm – 9.10 pm

15 POLICE MATTERS

PCSO N Jarvis to report on Police matters in the parish.

16 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.

17 LAND AT TALBOT WAY

Councillor Hillman to report on her inspection of the land at Talbot Way.

18 PUBLIC DEBATE – 17 MAY 2012

The first public debate is to be held on 17 May. Members are invited to suggest items for inclusion on the agenda for the meeting.

19 DIAMOND JUBILEE 2012

The Chairman to report on recent meetings of the Nantwich Town Council Working Group.

9.10 pm – 9.30 pm

20 FINANCIAL MATTERS

20.1 End-of-Year Accounts [2011-2012]

The accounts are currently being audited by the Internal Auditor. A copy of the balance sheet is attached. It is expected that the Internal Auditor's report will be available at the meeting. ■■■

In reviewing the accounts, the Clerk has noted the following clerical errors which will, no doubt, be included in the Internal Auditor's report. These need to be noted by the Parish Council, and where appropriate, payments ratified.

| £ | Payee/Item | Date of PC Meeting | Notes/Action Required |
|--------|---|--------------------|--|
| 15.60 | M Docker – travel expenses | 7.April.11 | Payment not recorded. Payment needs to be ratified. |
| 255.00 | Jim's Mowing – grass cutting | 12.May.11 | Payment not recorded. The payment needs to be ratified. |
| 37.70 | C Jones – 50% contribution to textbook. | 9.June.11 | Note that only £37.60 was authorised and the payment of £37.70 needs to be ratified. |
| 34.50 | CEC – hire of Pear Tree School | 9.June.11 | Payment of £34.50 was authorised but the payment required was only £32.60. The Parish Council is asked to note this. |
| 115.80 | C Jones – Broadband costs and travel (two separate cheques) | 6.Oct.11 | Payment £116.80 was authorised but only £115.80 paid. The Parish Council is asked to note this. |
| 68.25 | M Docker – expenses | 1.Dec.11 | Minutes show that £52.65 only was authorised. Actual payment was £68.25. The payment needs to be ratified. |
| 200 | Johnsons the Printers | 5.Jan.12 | Minutes indicate that £200 only was authorised. The payment was £205. The payment needs to be ratified. |

20.2 Authorisation of Payments

The Parish Council is asked to authorise the following payments:

£250.00 Chairman's allowance – payable to the newly-elected Chairman
 £73.80 HMRC – Tax in respect of the Clerk's salary for Month 2 (2012-2013)
 £6,960.00 TWM Traffic Control Systems Ltd (£5,800 + £1,160 vat)

20.3 Clerk/Chairman's Training – Public Speaking

The Cheshire Association of Local Councils is hosting a training session on Public Speaking to be held at Cranage Hall, Holmes Chapel on Tuesday, 15 May. It is an all-day session and the cost for Member Councils is £175.00 per delegate. A provisional reservation has been made for the Chairman and the Clerk and the Parish Council is asked to approve this

proposed expenditure. The fee in respect of the Clerk will be 50% of the cost only, the remaining 50% being met from her other employer.

21 PLANNING MATTERS

21.1 At the time of publication of the agenda there are no planning applications for consultation.

21.2 Strategy for Nantwich

Cheshire East Council is facilitating the development of a town strategy document for Nantwich, to be led by Nantwich Town Council. The Parish Council is invited to nominate two parish councillors to be appointed to the Stakeholder Panel.

The strategy will relate to areas beyond the town council boundaries and Cheshire East expects the Panel to reflect a wide range of community interests from within the town and beyond.

Once the Panel is formed Cheshire East will organise the first of two half-day workshop sessions to discuss the main issues. After the second workshop, the Panel will present its findings to a special meeting organised by Cheshire East Council and the Town Council before the strategy is released for public consultation.

The Chairman of the Parish Plan Implementation Group (SPAG) has requested that “Neighbourhood Planning” be included on the agenda for the June meeting; however, in view of the planning process referred to above, **the Parish Council may wish to decline to consider neighbourhood planning in favour of the Strategy for Nantwich.**

22 SPEED WATCH SCHEME

Councillors Docker and Nord to report on the scheme.

9.30 pm – 9.45 pm

23 WEBSITE REVIEW

Councillors J Hillman and R Samra to report on their review of the Parish Council’s website. The Parish Council is reminded that the contract for renewal of management of the website terminates on 30 September 2012. The final decision which will include consideration of quotations must be made no later than the meeting to be held on 6 September.

Members may consider it appropriate to invite potential providers (including the current provider) to make individual presentations to the 2 August meeting (to be held in closed session).

24 UPDATE ON PARISH PLAN IMPLEMENTATION GROUP [STAPELEY PARISH ACTION GROUP – SPAG]

To receive a report of recent Stapeley Parish Action Group activities.

9.45 pm – 10.00 pm

25 CORRESPONDENCE

To report items of correspondence received since the last meeting.

26 SHARED ITEMS

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

Note: The Parish Council cannot make decisions under this item.

27 PUBLIC QUESTION TIME (10 MINUTES)

The Parish Council is invited to consider any questions from members of the public in accordance with the Parish Council's Standing Order No. 1.

28 DATE OF NEXT MEETING

7 June 2012

29 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 items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

10.00 pm – 10.15 pm

30 INSURANCE REVIEW

The Parish Council's insurance is due for renewal on 1 June 2012. In accordance with the Parish Council's Financial Regulations, a review of insurance cover should be undertaken periodically. Quotations for the provision of an insurance service are awaited and the Clerk's report will be issued under separate cover (or tabled at the meeting). ■■■

Reason for exclusion:

Commercial dealings of other than the Parish Council.

31 LEASE FOR THE COMMUNITY HALL

To update the Parish Council in respect of information sent to the Legal Adviser. Members may find it helpful to bring their own copy of the draft lease.

Reason for exclusion:

Legal professional privilege.