

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, 16 MAY 2016

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 2016



Signed

To: Members of the Parish Council

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 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.

AGENDA

PART 1 **ANNUAL COUNCIL BUSINESS**

1 ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2016. 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 2016. The Chairman will call for nominations.
- 2.2 The 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 ANNUAL REPORT 2015-2016

The Clerk has been unable to prepare an annual report at this time, but it is expected that this can be made available for the June meeting.

7 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.

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.

3 Finance and Grants Committee

Current Members:

S Clough, J Hillman, K Nord and S Gwinn-Freemantle

Members are invited to consider if this committee should be re-appointed. It was required to meet once only during the previous municipal year and as the meeting was not quorate, no business could be conducted.

It is suggested that the budget for 2017-2018 be considered initially at the Parish Council meeting in October and finalised at the December 2016 meeting. This would then obviate the need for this Committee to be re-appointed.

8 APPOINTMENT TO OUTSIDE BODIES

The Parish Council is invited to appoint representatives to the following outside bodies. Attendance at such meetings shall count as an approved duty and expenses may be claimed in accordance with the Parish Council's Members Expenses' Scheme.

- Cheshire Association of Local Councils (various meetings)
There are several meetings throughout the year and it suggested that one parish councillor be appointed, with one named substitute
- Police Cluster meetings - one (a substitute can also be appointed)
- Stapeley Parish Action Group (SPAG) – two if possible

9 FINANCIAL MATTERS

9.1 Annual Accounts: 2015-2016

The Parish Council is asked to approve the accounts for the financial year 1 April 2015-2016. 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 11 May 2016.

To follow

The regulations in respect of the audit have changed and the Council is now subject to the Local Audit and Accountability Act 2014 (Accounts and Audit Regulations 2015).

The period during which electors may inspect accounting records is now set by the RFO, not the external auditors. For Stapeley & District, this is 3 June – 13 July 2016. Electors' objections to accounts must be made during the inspection period, rather than after it. The notice must be published on the website before the start of the inspection period.

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 together with the Statement of Variances and Bank Reconciliation which is sent to the external auditor.

Finally, **Section 1** is the Annual Governance Statement which needs to be approved by the Council first. It is Members' responsibility (not the Clerk's) to be satisfied that there is a sound system of internal control.

Section 2 (formerly Section 1) is the Accounting Statement which requires approval.

The following documents will be provided:

- (a) Annual Return (Sections 1 and 2)

- (b) Balance sheet to 31 March 2016
- (c) Detailed Statement of Receipts
- (d) Schedule of Community Hall receipts. It should be noted that this cannot be reconciled with bank deposits as there is no separate bank account for Community Hall expenditure and income.
- (e) Payments Statement
- (f) VAT Re-claim evidence
A claim for the two financial years 2014-2015 and 2015-2016 is enclosed. ...

9.2 Internal Auditor’s Report – 2015-2016

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

9.3 Internal Auditor – 2016-2017

The Parish Council is required to appoint an Internal Auditor on an annual basis. JDH Business Services Ltd. is the current internal auditor.

The Parish Council is invited to re-appoint JDH Business Services Ltd. or ask the Clerk to seek quotations for an alternative provider.

10 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. ...

11 CALENDAR OF MEETINGS

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

12 PARISH COUNCILLORS’ ATTENDANCE RECORD – MUNICIPAL YEAR 2015-2016

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.

17 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”.

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.

18 AUTHORISATION OF PAYMENTS

The Council is asked to authorise the following payments:

£ tba	Councillor M Docker – purchase of microwave for the Community Hall.
£tba	Crystal Clean Ltd. – Cleaning of Community Hall – April/May 2016.
£436.42	Came & Company – annual insurance premium. (1 June 2016 – 31 May 2017).
£179.28	Thomson Planning Ltd. (£149.40 net and £29.88 VAT)
£2,550.00	TWM Traffic Control Systems Ltd. Movement of SDU signs at 3-week intervals. August 2015 – March 2016 (£2,125.00 net and £425.00 VAT).
£2,289.00	Johnsons of Nantwich Ltd. Printing of 500 copies of the Draft Neighbourhood Plan.
£158.40	Johnsons of Nantwich Ltd. Printing of 500 Consultation Feedback Forms (Draft Neighbourhood Plan)
£250.00	Chairman's allowance (Ss 15(5) and 34(5) LGA 1972)
£tba	Cheshire Association of Local Councils – affiliation fee
£207.10	HM Revenue & Customs: Tax on Clerk's salary and employer's NI contribution.

19 NEIGHBOURHOOD PLANNING

To receive an update from the Neighbourhood Plan Steering Group in respect of the Regulation 14 consultation.

20 PLANNING

20.1 Planning Applications

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

16/2016N Woodlands House, 61B London Road, Stapeley CW5 7JL
Single dwelling

Deadline date for observations: 26 May 2016

16/2054N Oakfield, London Road, Stapeley CW5 7JS
Proposed change of use of ground floor to provide 'granny annexe'
related to house.

Deadline date for observations: 2 June 2016

16/2055N Oakfield, London Road: Listed building consent for proposed change
Of use of ground floor (in respect of above application).

Members are reminded that Parish Councils can only consider the applications before them on their merits. Cheshire East Council (CEC) does not have the capacity to respond to queries from consultees. Following validation of a planning application, CEC, as the Local Planning Authority (LPA) must make a determination as soon as possible, but no later than 8 weeks.

Although time limits on determination can be extended, these are where the applicant and the LPA agree, but cannot be extended for the benefit of consultees.

20.2 Draft Cheshire East Residential Design Guide

The Parish Council is invited to submit comments on the Design Guide. A copy of the Power Point presentation used at a CEC event in April was forwarded to Members prior to the April meeting.

21 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.

22 CLERK'S INFORMATION REPORT

To receive the Clerk's information report. ...

23 ROAD SAFETY – VICINITY OF BROAD LANE

A resident has contacted the Clerk to comment on road safety issues in the vicinity of Broad Lane. His specific concern is that many drivers are exceeding the speed limit on Broad Lane itself and has asked if the Parish Council would be willing to review its strategy with a view to installing fixed illuminated LED speed control signs for both directions of travel.

24 LITTER IN THE PARISH

(Item requested by Councillor M Docker)

Councillor Docker has commented that some students using the MUGA at lunchtimes are depositing their wrappers on the steps down into the MUGA and suggests that the litter-bin currently located adjacent to the MUGA should be re-located closer to the steps of the to encourage users to deposit their litter in the bin.

He has also suggested that the Parish Council considers the employment of a regular litter-picker, on a part-time basis; possibly one or two mornings a week and working throughout the Parish as required. Councillor Docker is aware of an individual who would be willing to do this.

If the Parish Council is minded to agree to this arrangement, Members will need to consider whether such an individual should be employed as an independent contractor, or appointed as an employee of the Parish Council.