

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 15 JUNE 2015 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman

Councillor J Davenport
Councillor J Hillman
Councillor K Nord

APOLOGIES: Councillors S Clough, M Docker, P Groves, M Malbon and M Theobald

Note: Having been co-opted onto the Parish Council on 21 May 2015, in his absence, Councillor Nord signed his Declaration of Acceptance of Office prior to the start of the meeting.

24 DECLARATION OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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.

No declarations were made.

25 MINUTES – ANNUAL COUNCIL 21 MAY 2015

RESOLVED: That the Minutes of Annual Council held on 21 May 2015 be approved as a correct record and signed by the Chairman, subject to the following amendment:

Minute No. 18.5 (b) –

ADD: (estimated cost £1,050)

The minute to read ‘That Cheshire Wildlife Trust be commissioned to prepare a report to inform the evidence base for the Neighbourhood Plan (estimated cost £1,050)’.

26 PUBLIC QUESTION TIME (10 MINUTES)

In accordance with the Parish Council’s Standing Order No.1, members of the public were able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

There were no members of the public in attendance at this point in the proceedings.

27 CHESHIRE EAST BOROUGH COUNCILLORS

There were no Borough Councillors in attendance.

28 CLERK’S REPORT/INFORMATION ITEMS

There was no Clerk’s report on this occasion; however, the following matters were reported for information.

- Minutes of the last Stapeley Parish Action Group meeting (11 May 2015) submitted with the agenda.
- As part of the Internal Auditor’s report to the meeting on 21 May, the following action point had been noted.

Guidance note for 2015/2016

An area of potential risk for the Council in 2015/16 is ensuring that it meets the requirements of The Pensions Regulator with respect to auto-enrolment, or it may face fines.

The Parish Council had now been enrolled. The staging date was 1 January 2017 and the Clerk would start to receive correspondence about this matter approximately one year before that date.

- **Co-option**

The Clerk had published a notice on the website inviting nominations for the remaining seat on the Parish Council.

- **Perimeter Fencing – Community Hall**

The Clerk had followed up with two of the companies invited to quote for perimeter fencing. No responses had been received. The earliest that the Council could consider quotations was the July meeting as each of the companies would need to make a site visit.

- **Communications Protocol (Addition of Social Media Guidance)**

The Clerk had updated the Communications Protocol to include social media guidance. The revised document had been forwarded to the Cheshire Association of Local Councils for comment and would be submitted to the next meeting.

29 COMMITTEES

Councillor Nord confirmed acceptance of appointment to the following Committees, having been nominated in his absence on 21 May 2015:

- Finance and Grants Committee
- Complaints Committee

30 NOTICE-BOARD OUTSIDE THE CO-OP STORE

The Parish Council was invited to consider if the notice-board outside the Co-op Store on the Cronkinson shopping parade should be replaced with the notice-board which was currently stored at Councillor Davenport's house (made by a local resident and donated to the Parish Council).

The Manager of the Co-op had been in discussion with Councillor Clough about this matter. The Manager's view was that the notice-board had become bowed owing to the ingress of water and although the notice-board had been re-painted by staff members about a year ago, it now had a neglected appearance. The Co-op had indicated that it had no funds to replace the notice-board and asked the Parish Council to fund a replacement.

The original plan for the stored notice-board was for it to be fixed to the external wall of the community hall; however, as the Parish Council had decided to install perimeter fencing, the board would only be seen by users of the community hall if this action were taken.

Members discussed alternatives including the following –

- Place the new notice-board on the inside of the hall;
- Purchase replacement doors for the board affixed to the Co-op wall;
- Remove the notice-board currently affixed to the wall of Stapeley Broad Lane Academy and replace with the new notice-board

RESOLVED: (a) That the Head Teacher at Stapeley Broad Lane Academy be asked for permission to install the new notice-board on the wall of the school, replacing the board currently *in situ*; and

(b) That the Clerk write to a Director of Co-operative Stores Ltd to enquire into the possibility of a new notice-board being affixed to the wall of the store, at the Co-op's expense on the basis that the current notice-board had been wholly-funded by the Co-op.

31 NEIGHBOURHOOD PLAN

31.1 Steering Group Minutes

The Minutes of the Steering Group meetings held on 3 June and 11 June 2015 were submitted. Councillors Davenport and Hillman also reported orally on the proceedings at each meeting.

Note: Minute No. 9 – Wildlife and Habitat Survey

The Parish Council's resolution on 21 May 2015 was '*That Cheshire Wildlife Trust be commissioned to prepare a report to inform the evidence base for the Neighbourhood Plan.*'

Subsequent to Annual Council, Noel Wagstaff (volunteer member of the Steering Group) had contacted Cheshire Wildlife Trust (CWT) about the survey/report to inform the Neighbourhood Plan. The response from CWT indicated that the cost for the work would be in excess of £500 [total of £625]. Given that this was above the threshold in the Financial Regulations, the Clerk was required to '*strive to obtain three quotations*'. The Clerk had now contacted two other consultancies requesting quotations which could be considered at the meeting to be held on 29 June 2015.

Following a discussion about the possible delay in awarding the contract, it was -

RESOLVED: (a) That the Clerk inspect the Financial Regulations to establish if there were any provisions which would allow Cheshire Wildlife Trust (CWT) to be appointed without the need for other quotations to be sought and considered; and

(b) That in the event of there being such provision, the Clerk be authorised to ask CWT to (i) carry out a full ecological assessment of the area; (ii) prepare a report following the assessment; and (iii) assist in the formulation of associated policies for inclusion in the Neighbourhood Plan in the sum of £625.00.

Note: Minute No. 3 – Housing Needs Survey

The minutes indicated that Andrew Thomson (Planning Consultant) would provide three quotations via Cheshire Community Action. The matter was now clarified. Mr Thomson would be providing a scoping brief and the names of three appropriate companies to the Clerk who would issue invitations to quote.

<p>Note: At this point in the proceedings, the Chairman suspended the meeting to allow a member of the public to address the Parish Council, following which, the meeting resumed.</p>
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31.2 Application for External Funding

It was reported that the Council's application to Locality for funding (£7,580) had been granted. This was subject to the Grant Offer Terms and Conditions as well as the successful completion of a due diligence process. The grant, therefore, was conditional at this stage and no funds should either be spent or committed until this process had been completed.

32 PLANNING

The Parish Council was invited to comment on the following planning application:

15/2466N Silverdale, Second Dig Lane, Stapeley, CW5 7JZ
Proposed alterations and extension of detached bungalow

RESOLVED: That no objections be raised to planning application No. 15/2466N.

33 FINANCIAL MATTERS – AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

£22.00	Johnsons Printers	VAT on invoice approved at March meeting. Note: payment had been based on the quotation (£110); the invoice subsequently received includes VAT.
£55.00	Cheshire East Council Payable to C M Jones who paid the fee from her personal cheque-book.	Fee for submission of planning application for the erection of the Community Hall sign.
£502.50	Crystal Clean	Cleaning of the community hall
£1,607.76	Andrew Shepherd	Renewal of website contract which was approved on 20 April 2015. The VAT element of £37.96 on the hosting was omitted from the quotation approved in April 2015.
£1,660.80	Imperative Training Limited (Ordered through Defibshop)	Pro-forma invoice for purchase of Physio Control Lifepak CR-Plus AED (fully automatic) £896.00 net Cabinet to house AED £453.00 net VAT £276.80 Delivery: £35.00

HMRC Payments

At the previous meeting, the Council authorised a payment of £416.60 to HMRC. This payment represented an under-payment in 2014-2015. CVS Cheshire East had not yet reviewed the position; however, the Clerk had been in contact with HMRC which had stated that the Parish Council currently had a £600+ credit at this time. There was, therefore, no requirement for any payment this month.

Following discussion of this item, Members agreed to consider at a future meeting alternative arrangements for managing the payroll.

34 REVISED CALENDAR OF MEETINGS – 2015-2016

A revised Calendar of Meetings for 2015-2016 was submitted. The calendar approved at the May meeting had omitted the date of the November meeting which was 16 November.

35 DATE OF NEXT MEETING

29 June 2015

Although the principal purpose of this meeting was to approve the draft Neighbourhood Plan for consultation purposes, other items of ordinary business would also be included on the agenda.

.....Chairman