

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 16 SEPTEMBER 2019 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD,
STAPELEY, NANTWICH**

PRESENT: Councillor J Hillman (Vice-Chairman) In the Chair
Councillor J Davenport Councillor S Ford
Councillor S Gwinn-Freemantle Councillor K Nord

APOLOGIES: Councillors E Boughey, M Docker, G Gwinn, P Groves and M Theobald

IN ATTENDANCE: Borough Councillor A Martin (for part of the meeting)

52 DECLARATIONS OF INTEREST

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 recorded.

53 MINUTES

RESOLVED: That the Minutes of the Meeting held on 15 July 2019 be approved as a correct record.

54 PUBLIC QUESTION TIME

54.1 There were no members of the public in attendance.

54.2 Stapeley Speed Watch

It was reported that Matthew Nord, the Speed Watch Co-ordinator for Stapeley had been unable to attend the meeting.

His e-mail to the Clerk was submitted for information and it was expected that he would attend the next meeting to submit his proposals for the parish.

55 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

There were no Borough Councillors in attendance at this point in the meeting.

56 AUTHORISATION OF PAYMENTS

56.1 RESOLVED: That the following payments be approved:

£243.90	HMRC	Tax on Clerk's salary and employer's NI
£1,005.00	Jof's Mowing	Grounds maintenance 1 March 2019 – 31 August 2019.
£40.00	Target Windows	Cleaning of Community Hall windows.
£828.00	Crystal Clean	Invoice 1040 – Cleaning Community Hall (£690.00 net and £138.00 VAT)

£474.00	Water Plus	Investigation of leak by Water Plus plumber. (£395.00 net and £79.00 VAT)
£95.00	A N Plumbing	Repair of leak at Community Hall (cheque made payable to Andrew Nuttall)
£1,000.00	Water Plus	See below – Minute No. 56.2 (part-payment only – full amount due was £4,351.66)

56.2 Water Plus

As Members were aware, there had been an issue with payments to Water Plus and the Clerk had been asked to follow-up the request for a site assessment.

The site assessment had been carried out and the banding was accurate. The problem was that there was a leak in the Gents' toilet resulting in a constant flow of water, which was not detected until Water Plus inspected. A copy of the leak detection report from Water Plus was submitted.

The Clerk had spoken with a representative from Water Plus who had advised that a part-payment of £1,000 could be made as an interim measure. The Clerk was preparing a claim under the 'burst allowance' scheme (which also included circumstances where there were leaks). In view of this, Water Plus was prepared to accept the part-payment until this matter could be resolved.

56.3 Receipts and Payments Statement – 1 April – 30 June 2019

The Parish Council received a Receipts and Payments statement for the first quarter of the year. The bank reconciliation was noted.

		£
	Brought forward	56,785.80
ADD	Receipts	14,034.78
		<u>70,820.58</u>
LESS	Payments	(13,642.92)
		<u>57,177.66</u>
	Gold Account	58,643.59
	Current Account	462.03
		<u>59,105.62</u>
LESS	Unpresented cheques/ Payments	(1,927.96)
		<u>57,177.66</u>

56.4 Budget Monitoring – 2019-2020

The Parish Council received a budget monitoring statement for the first quarter of the year.

The Clerk was asked to check the planning approval in respect of line No. 20 – Lighting of MUGA adjacent to the Community Hall. A Member commented that under the planning permission, lighting was not permitted.

(Note: Borough Councillor Andrew Martin arrived at this point in the proceedings.)

56.5 Budget 2020-2021

At its October meeting, the Parish Council would be asked to consider a first draft of the budget for the forward year. In the meantime, Members made the following suggestions for items to be included in the budget.

- Restoration of hedgerows (it was acknowledged that for this to be a costed item, a survey would need to be carried out. Councillor Davenport undertook to provide an estimated cost for this project.)
- Additional benches in the parish, to be located in the vicinity of parish bus stops.
- Purchase of litter-bins.
- Display board for conservation area on Talbot Way, extracting information from the Walk Stapeley leaflets.
- Restoration of Victorian Orchard.
- Heavy duty planters to be located outside the Community Hall.

As Councillor Martin had not been in attendance for Minute No. 55 above, he was permitted to address the Parish Council at this point in the proceedings .

Councillor Martin referred to the Consultation on the Draft Site Allocations and Development Policies Document (SAPD) at Minute No. 58.3 below and suggested that the Parish Council might wish to support the use of the Borough Council's nominated site for Gypsies and Travellers at Cledford, Middlewich.

57 ANNUAL ACCOUNTS – 2018-2019

The external audit of the accounts had not yet been concluded, but the Clerk had received an interim response from one of the Audit Team.

It is likely that there will be an 'except for' matter to be raised on the report, subject to review and sign-off by an engagement lead as follows:

The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' to Section 1, Box 1.

The following 'other' matter may also be raised:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 and it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

There was no action for the Parish Council to take. This was a matter for noting to ensure that the correct procedures would be followed for the accounting period 2019-2020.

58 PLANNING MATTERS

58.1 Planning Applications

The Parish Council was invited to submit observations on the following planning applications:

19/3941N Batherton Hall, Mill lane, Batherton, CW5 7QN
Listed building consent for internal modifications, new windows, doors,
roof lights, garage conversion, porch, brick chimney to conservatory office
out-building and pool plant building.

RESOLVED: That no observations be made in respect of planning application No. 19/3941N.

19/4134N New Dairy House Farm, Batherton Lane, CW5 7QH
Proposed home office out-building on footprint of existing Dutch barn.

RESOLVED: That planning application 19/4134N be supported on the basis that working from home was environmentally friendly.

19/4283N 24 Haydn Jones Drive, Stapeley, CW5 7GQ
Rear single-storey extension and new build garage to front
of site.

RESOLVED: That no observations be made in respect of planning application No. 19/4283N.

58.2 Planning Applications Received Since the July Meeting

It was noted that the following planning applications had been received after the July meeting and were notified to Members.

19/2542N 110 London Road. Restoration of semi-derelict house.
19/3698N Land at Broad Lane. Two detached houses with new shared access.
19/3413N 10 Buttonbush Drive. Single-storey rear extension.

58.3 Consultation on the Draft Site Allocations and Development Policies Document (SAPD)

The Parish Council was invited to comment on the consultation document and submit comments by 5.00 pm on Monday, 30 September 2019.

The letter issued by Cheshire East Council had been sent by e-mail to Members on 19 August 2019.

RESOLVED: That no comments be made, other than to give support to the Borough Council's use of its nominated site for Gypsies and Travellers at Cledford, Middlewich, as suggested by Borough Councillor Martin earlier in the meeting.

58.4 Wybunbury Combined Parishes Neighbourhood Plan (Regulations 15/16 Consultation)

To report that on 5 August 2019, Members were provided with the documents for the Regulations 15/16 Consultation in respect of the Wybunbury Combined Parishes Neighbourhood Plan. The consultation ended on 6 September 2019.

RESOLVED: That no observations be made on the Wybunbury Combined Parishes Neighbourhood Plan (Regulations 15/16 Consultation).

59 LAND AT TALBOT WAY – CONSERVATION AREA

At the previous meeting, the Parish Council considered a quotation from a company which had previously undertaken the maintenance of the conservation area at Talbot Way and were invited to appoint the contractor to carry out future maintenance.

Members had declined to accept the quotation without considering other quotations.

As the work was specialised and required a company with appropriate credentials, the Clerk had only been able to identify one company which had the necessary expertise to undertake the project.

Members were asked to suggest other companies which could be invited to quote to enable the Council to decide at its October meeting.

The Clerk was asked to contact Reaseheath Agricultural College which may be able to undertake this work as a project for some of their students.

60 CONNECTED COMMUNITIES

60.1 The Parish Council considered the next steps in the GRIPP assessment and reviewed the Clerk's updated version of the document.

Although Clare Dodds, CVS and Deb Lindop from the CEC Community Development Team had been invited to attend, neither of them was available.

Members discussed the form in detail and identified those areas where individual parish councillors possessed the appropriate qualifications to be the named contact for some of the policies.

It was understood that in the absence of an appropriately qualified parish councillor, or the Clerk, Cheshire East Council (CEC) could be asked to nominate a named contact.

Theme 2 – Resources

R6 Policies and procedures including safeguarding, equality and diversity and health and safety.

Councillor Hillman had undertaken safeguarding training recently and would be the named contact.

- CEC to be asked to nominate a named contact for both equality and diversity and health and safety.

Theme 4 – Projects

PE3 Equality and Diversity (linked to the 2010 Act).

- CEC to be asked to nominate a named contact

Theme 6 – Premises

PE2 Risk Assessment

The Clerk tabled a template risk assessment schedule, provided by the Health and Safety Executive. Members considered this to be appropriate, and the Clerk would complete it and forward it to CVS Cheshire East.

The Clerk was asked to arrange for 'hot water' signs to be fixed near to all taps.

It was agreed that all the Community Hall clients be informed that they should have their own risk assessment for their use of the hall, and that this requirement be included within the Hire Agreement.

RESOLVED: (a) That action be taken as detailed; and

(b) That CVS Cheshire East be provided with an update on the GRIPP Assessment.

61 CLERK'S INFORMATION REPORT

Members noted the following for information.

61.1 Conservation Area

A resident on Talbot Way had complained about the current condition of the conservation area. The e-mail, and the Clerk's response, had been sent to Members on 8 September 2019.

61.2 Tree at Horton Way

There had recently been an incident at Horton Way, Stapeley, when a child who climbed a tree, fell out and was injured, necessitating hospital treatment.

The Clerk had contacted the Principal Arboriculturist at CEC to ask if there were any proportionate measures which could be introduced to discourage children from climbing the tree; however, as the tree was on private land, CEC could take no action. It was not known on whose land the tree was located.

The Clerk had no further information, but as it was a matter raised by two residents, Members needed to be aware of this.

61.3 Crewe & Nantwich Gymnastics Association (Land at the Vagrants)

The Chairman of the Crewe & Nantwich Gymnastics and Community Activities Association had requested the opportunity to present plans for the development of a piece of land on the Vagrants site, Willaston and would like to attend the meeting to be held on 21 October 2019.

The Association had been offered a spare piece of land at the Vagrants and was at the stage of collecting relevant information to enable a planning application to be prepared. As part of this exercise, the Chairman would like to present the organisation's plans which included sport and community resources. They considered this would be a worthwhile addition to the Vagrants' site, providing a centre of excellence for gymnastics, fitness facilities for all ages, and a meeting point for everyone.

Members were reminded of the need to be objective and must be wary of pre-determination. Members would be able to listen to the proposals being suggested, but it must be made clear to the Chairman of the Association that when the application was eventually submitted to the Parish Council for consultation, Members would be taking other matters into consideration.

61.4 Stapeley Parish Action Group (SPAG)

SPAG was being de-commissioned and was holding its final meeting on the evening of 23 September 2019 at the Cronkinson Farm Pub at 7.30 pm.

The reason for the de-commissioning was that there were insufficient members to continue the activities. The Litter Group and the Speed Watch activities would continue.

(The Clerk was asked to send a 'thank you' letter to SPAG to show appreciation for its work over many years.)

62 SCHEME OF DELEGATION

The Parish Council considered a Scheme of Delegation, which principally set out areas of responsibility to be delegated to the Clerk.

RESOLVED: That the Scheme of Delegation be approved.

63 ChALC ANNUAL MEETING – THURSDAY, 24 OCTOBER 2019 – 7.00-9.00 PM

The Parish Council was asked to nominate a Member to attend the Annual Meeting of the Cheshire Association of Local Councils.

RESOLVED: That Councillor Stephen Ford represent the Parish Council at the ChALC Annual Meeting on 24 October 2019.

64 EXCLUSION OF PRESS AND PUBLIC

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

65 COMMUNITY HALL – POLICY ON OUTSTANDING PAYMENTS

The Parish Council considered the Clerk's report which set out an issue with a regular client of the Community Hall, who currently owed in excess of £1,000 for use of the hall and despite several reminders had not made payment in a timely manner.

The account had now been settled in full, but payment had been delayed by three months.

RESOLVED: That where a client owed £500 or more, the Clerk be authorised to suspend the client's use of the community hall until full payment had been made.

66 NEXT MEETING

Date: 21 October 2019
Time: In view of the business to be conducted, it was agreed that the meeting commence at 7.00 pm
Agenda item: Plaques for benches

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.00 pm