

**MINUTES OF THE ANNUAL COUNCIL MEETING OF STAPELEY & DISTRICT PARISH COUNCIL  
HELD ON 16 MAY 2016 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

**PRESENT:** Councillor M Theobald Chairman  
Councillor E Boughey  
Councillor J Davenport  
Councillor M Docker  
Councillor P Groves  
Councillor S Gwinn-Freemantle  
Councillor J Hillman  
Councillor K Nord

**APOLOGIES:** Councillors S Clough and M Malbon

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**1 ELECTION OF CHAIRMAN**

The Parish Council was invited to elect a Chairman to serve until the next Annual Meeting.

**RESOLVED:** That Councillor M Theobald be elected Chairman to serve until the next Annual Meeting of the Council.

Note: Councillor Theobald signed a Declaration of Acceptance of Office.

**2 ELECTION OF VICE-CHAIRMAN**

The Parish Council was invited to elect a Vice-Chairman to serve until the next Annual Meeting.

**RESOLVED:** That Councillor J Hillman be elected Vice-Chairman to serve until the next Annual Meeting of the Council.

Note: Councillor Hillman signed a Declaration of Acceptance of Office.

**3 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.

There were no declarations.

**4 MINUTES – 18 APRIL 2016**

**RESOLVED:** That the Minutes of the Meeting held on 18 April 2016 be approved as a correct record.

**5 ANNUAL REPORT 2015-2016**

The Clerk had been unable to prepare an annual report at this time, but expected to submit it to the June meeting.

**6 REVIEW OF DELEGATION ARRANGEMENTS (COMMITTEES)**

In accordance with S.101 of the Local Government Act 1972, the Parish Council was able to delegate any of its functions (subject to one exception) to a Committee or Sub-Committee. Notwithstanding that a delegation was authorised, the Council was still able to perform any functions which it had delegated to a Committee.

## 6.1 Standing Committees

The Parish Council was asked to consider re-appointing to the following Standing Committees.

### 1 Complaints Committee Five Members

Current Members:

Councillors M Docker, J Hillman, M Malbon, K Nord and M Theobald

**RESOLVED:** (a) That Councillors M Docker, J Hillman, K Nord and M Theobald be appointed to the Complaints Committee; and

(b) That Councillor M Malbon be appointed to the Complaints Committee, subject to his agreement.

### 2 Neighbourhood Plan Steering Group Five parish councillors Up to 15 volunteer members

Current Members:

Councillors J Davenport, P Groves, J Hillman, M Malbon and M Theobald

**RESOLVED:** (a) That Councillors J Davenport, P Groves, J Hillman and M Theobald be appointed to the Neighbourhood Plan Steering Group;

(b) That Councillor M Malbon be appointed to the Steering Group, subject to his agreement; and

(c) That the Neighbourhood Plan Steering Group co-opt volunteer members at its first meeting in the new municipal year.

### 3 Finance and Grants Committee Four Members One named substitute

Current Members:

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

The Parish Council was recommended to de-commission this Committee. The only scheduled meeting in 2015-2016 had been to consider the draft budget for 2016-2017; however, the meeting was not quorate and could not be held.

It was suggested that for the current year, the Parish Council could give initial consideration to the budget for 2017-2018 at the October meeting, and finalise the budget at the December meeting.

**RESOLVED:** (a) That the Finance and Grants Committee be de-commissioned;

(b) That the October meeting of the Parish Council be re-designated as a budget meeting; and

(c) That if necessary, an additional Parish Council meeting be arranged in October.

## 6.2 Civic Pride Working Group/Committee

The Parish Council was invited to consider setting up a Civic Pride Committee or working group. This had been suggested at the previous meeting, following an address by a member of the public during Public Question Time.

There was a full discussion about the potential activities of the group and the involvement of the community which included the following topics.

- Dog-fouling
- Calendar of activities for the year.

- Ownership of various pieces of land on the Cronkinson estate and possibly researching the Land Registry to try to establish ownership.
- Involvement of the local schools.
- To consider extending grounds maintenance to include areas of the estate which might not, necessarily, have been adopted.
- Write to Bovis Homes to seek permission to carry out grounds maintenance on the estate, for the benefit of the community.

**RESOLVED:** That a Civic Pride Working Group be established, comprising Councillors E Boughey, M Docker, P Groves, J Hillman and M Theobald.

## 7 APPOINTMENT TO OUTSIDE BODIES

The Parish Council was invited to appoint representatives to outside bodies.

**RESOLVED:** That appointments to outside bodies be made as follows:

- Cheshire Association of Local Councils (various meetings)  
**Councillor J Hillman**
- Police Cluster meetings  
**Councillor M Docker, with Councillor J Hillman as a substitute.**
- Stapeley Parish Action Group (SPAG)  
**Councillors E Boughey and J Davenport**

## 8 FINANCIAL MATTERS

### 8.1 Annual Accounts: 2015-2016

The Parish Council was asked to approve the accounts for the financial year 1 April 2015-31 March 2016 which had been audited by JDH Business Services Ltd, the internal auditor.

#### **Section 1 Annual Governance Statement.**

The Council was required to acknowledge its responsibility to be satisfied that there was a sound system of internal control.

**RESOLVED:** That the Annual Governance Statement for 2015-2016 (Section 1 of the Annual Return) be approved.

#### **Section 2 Accounting Statement**

The Council was asked to approve the accounts for the year 2015-2016 and the following documents were submitted.

- (a) Balance sheet to 31 March 2016
- (b) Detailed Statement of Receipts
- (c) Schedule of Community Hall receipts and payments
- (d) VAT Re-claim for the two financial years 2014-2015 and 2015-2016

**RESOLVED:** That the accounts for 2015-2016 be approved.

### 8.2 Internal Auditor's Report – 2015-2016

The Internal Auditor's report was submitted and it was noted that *although a comprehensive exercise had been carried out to match receipts from hall hire, with invoices issued, this had*

*been carried out retrospectively after the year end. During the course of the year, invoice numbers for issued invoices had not been recorded against the receipt in the analysis of the hall hire income to enable the council to ensure –*

- *All hall hire income was completely and accurately recorded in the Council ledger;*
- *Appropriate on-going credit control could be applied to ensure that all invoices issued for hall hire resulted in a receipt; and*
- *An adequate audit trail existed between hall hire invoices issued and the cash book.*

The Clerk acknowledged the observations and welcomed the advice, and undertook to implement the recommendations.

The Auditor had also commented on an incorrect recording of an additional asset purchased during the financial year. The Clerk acknowledged that this was a clerical error and there had been no intention to include the value of the asset (the defibrillator) at replacement cost, rather than the purchase cost.

### **8.3 Internal Auditor – 2016-2017**

The Parish Council was required to appoint an Internal Auditor on an annual basis.

**RESOLVED:** That JDH Business Services Ltd. be appointed as the Internal Auditor for 2016-2017.

## **9 REVIEW OF RISK MANAGEMENT ARRANGEMENTS**

The Council was required to review its risk management arrangements once a year. A schedule of identified risks together with proposals for management of those risks, was submitted.

Comments were made as follows:

- |                 |   |
|-----------------|---|
| Line 22         | Loss of documents – Minute books, financial accounts.<br>The possibility of backing up appropriate electronic documents was briefly referenced and a suggestion made that these could be loaded onto a flash-drive at regular intervals. <sup>1</sup> |
| Line 23         | General risk assessment for Community Hall<br>Noted that this had not yet been carried out.   |
| Additional Item | Boiler servicing at the community hall to be added to the schedule.   |

**RESOLVED:** (a) That the Council's risk management arrangements be approved; and  
(b) That action be taken as indicated.

## **10 CALENDAR OF MEETINGS**

The Parish Council was asked to approve a calendar of meetings for the year 2016-2017. These were scheduled to be held on the third Monday of each month, other than where indicated, and the October meeting had now been re-designated as a Budget Meeting.

**RESOLVED:** That the Calendar of Meetings 2016-2017, as amended, be approved.

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<sup>1</sup> Subsequent to the meeting, the Clerk has commenced automatic daily back-up by use of an external hard-drive.

## 11 PARISH COUNCILLORS' ATTENDANCE RECORD – MUNICIPAL YEAR 2015-2016

The Parish Council received for information a schedule of Members' attendance at Parish Council meetings. A separate schedule for meetings of the Neighbourhood Plan Steering Group was also submitted.

## 12 PUBLIC QUESTION TIME (10 MINUTES)

There were no members of the public in attendance.

## 13 AUTHORISATION OF PAYMENTS

**RESOLVED:** That the following payments be approved.

£35.00	Councillor M Docker – purchase of microwave for the Community Hall.
£435.00	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)
£848.75	Cheshire Association of Local Councils – affiliation fee
£207.10	HM Revenue & Customs: Tax on Clerk's salary and employer's NI.
£162.00	JDH Business Services Ltd. – audit of accounts 2015-2016

## 14 NEIGHBOURHOOD PLANNING

The Steering Group updated the Parish Council in respect feedback to date during the Regulation 14 consultation which had been extended to incorporate the appendices referenced in the Draft Plan but not included. A further six-weeks had been added to the period which would conclude on 1 June 2016.

## 15 PLANNING

### 15.1 Planning Applications

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

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

**RESOLVED:** (a) That Councillor P Groves call-in the application; and

(b) That the Parish Council object to planning application No. 16/2016N on the following grounds:

- Highway safety – road access in view of additional vehicles which would be using the entrance.

- Loss of privacy.
- The plot is designated as open countryside.
- Conflicts with Draft Neighbourhood Plan which states that this type of dwelling does not comply in terms of housing mix, tenure and location.
- The parking provision in the Neighbourhood Plan is based on one parking space per bedroom. (Policy H7 of the Draft Plan).

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- 16/2054N      Oakfield, London Road, Stapeley CW5 7JS  
Proposed change of use of ground floor to provide 'granny annexe'  
related to house.
- 16/2055N      Oakfield, London Road: Listed building consent for proposed change  
of use of ground floor (in respect of above application).
- 16/2253N      2 Beechwood Close, Stapeley, CW5 7FY – change of use to takeaway.

**RESOLVED:** That no observations be made on planning applications 16/2054N, 16/2055N and 16/2253N.

### **15.2 Draft Cheshire East Residential Design Guide**

The Parish Council was 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.

**RESOLVED:** (a) That comments be made as follows:

- The Council supports the Design Guide and would request it be expanded to a local level;
- The Guide addresses only 12 questions but omits weight being given to other important matters; and gives no consideration to local architecture.

(b) That, in addition to the above observations, the Chairman (who had reviewed the documentation in detail and had attended the CEC presentation in April) issue additional observations to the Clerk to enable these to be submitted to Cheshire East Council.

### **15.3 Stapeley Gardens**

The Clerk reported that she had contacted the Head of Planning Strategy about this matter. Members recalled that condition 33 of the application required that prior to commencement of the development, the applicant should submit a scheme for improvements to off-site footpath access to Broad Lane School and that scheme should be subject to consultation with the Parish Council. The improvements were to be provided in full on completion of 50% of the housing.

The Head of Planning Strategy advised that this was an enforcement matter and should be referred to the CEC Enforcement Team. It would be for David Wilson Homes to liaise with the Public Rights of Way Team to discuss the options; the Parish Council could also refer this to the Enforcement Team as a breach of condition.

The Clerk had referred the matter to the Enforcement Team.

## **16 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS**

There were no specific items to report.

## **17 CLERK'S INFORMATION REPORT**

The Parish Council received the Clerk's information report which covered the following topics.

- Community Hall – decorating and guttering

- Defibrillator fitting
- Notice-board
- Police cluster meeting held on 25 April 2016.
- Speed watch activities.

**18 ROAD SAFETY – VICINITY OF BROAD LANE**

A resident had contacted the Clerk to comment on road safety issues in the vicinity of Broad Lane. His specific concern was that many drivers were exceeding the speed limit on Broad Lane itself and had 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.

Following discussion, Members agreed that the system in place was adequate. The Clerk was asked to contact PCSO Nick Jarvis to ask about enforcement measures.

The Clerk was also asked to contact TWM Traffic Management Systems Ltd. to enquire into the possibility of the software used to record traffic data being made available to the local Police.

(Note: Councillor P Groves withdrew from the meeting during discussion of this item.)

**19 LITTER IN THE PARISH**

This item had been addressed in the Parish Meeting held earlier in the evening, and under Minute No. 6.2 above.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.45 pm

DRAFT