

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 14 DECEMBER 2015 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

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

APOLOGIES: Councillors S Clough and M Malbon
Note: Councillor P Groves had indicated that owing to other business commitments, he would be arriving late.

ABSENT: Councillor J Davenport

108 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.

109 MINUTES – 16 NOVEMBER 2015

RESOLVED: That the Minutes of the Meeting held on 16 November 2015 be approved as a correct record and signed by the Chairman.

110 PUBLIC QUESTION TIME

There were no members of the public in attendance

111 CLERK'S REPORT

The Clerk's report was received and comprised the following:

- Minutes of the Local Plan Strategy Meeting held on 18 November 2015;
- Minutes of Stapeley Parish Action Group meeting held on 9 November 2015.

112 FINANCIAL MATTERS

112.1 Budget – 2016-2017

The Finance and Grants Committee which had been scheduled to meet on 30 November 2015 had not been quorate and there were, therefore, no recommendations.

Members now considered the following documents to enable the precept request to be submitted to Cheshire East Council by 15 January 2016.

- Clerk's covering report
- Receipts and Payments statement to 30 September 2015
- Budget monitoring at 30 September 2015 and draft budget proposals 2016-2017.

(Note: Councillor K Nord arrived during consideration of this item.)

Changes to the submitted detailed schedule for 2016-2017 were agreed as follows:

Line 14 Training Add £60 making a total of £120

Line 38	Neighbourhood Planning Buying-in of specialist support	Reduce from £3,000 to £2,000
Line 43	Downloading of speed watch date	£2,250.00 (omitted from submitted schedule)
Line 44	Equipment repairs (speed watch)	£700 (omitted from submitted schedule)
Line 45	Unmetered electricity (street lights)	£800 (omitted from submitted schedule)
Line 46	Street light repairs	£300 (omitted from submitted schedule)
Line 47	Shelter (adjacent to MUGA)	Add back and increase to £8,000
Line 52	Legal advice for new lease	Add £500 (lease due for renewal in Nov 2016)
#	<u>New budget line</u> Provision of sanitary hygiene system in community hall	Add £400.
#	<u>New budget line</u> Statutory testing of community hall equipment	Add £300.
<u>TOTAL ADDITIONS/DELETION</u>		<u>£12,310</u>

Changes to revised estimates to 31 March 2016 were as follows:

Line 24a	<u>New budget line</u> ChALC – contribution to cost of representation at CEC Local Plan Examination	Add £500.
Line 38	Neighbourhood Planning Buying-in of specialist support	Transfer to revised estimates, £1,000 from the £3,000 originally allocated for 2016-2017.
#	<u>New budget line</u> Dame Hygiene Services Sanitary hygiene system in community hall	Add £420
<u>TOTAL ADDITIONS</u>		<u>£1,920</u>

Arising out of discussion, the Clerk was asked to:

- Make enquiries of Cheshire East Highways about the possibility of provision of security lighting along the footway leading from the community hall into the estate.
- Enquire of ANSA if a grey wheelie-bin could be provided for the community hall.

Line 1 Clerk's Gross Salary

The Clerk withdrew from the meeting during discussion of this item.

In accordance with her contract of employment, the Clerk's salary should be reviewed annually. She was currently on Spinal Column Point 31 (annual salary of £10,996) and the Council was invited to consider appointing her to Spinal Column 32 (annual salary of £11,320) with effect from 1 April 2016.

The Clerk re-joined the meeting at this point in the proceedings.

The effect of the agreed changes on the calculations was as follows:

	£	£
Balance on 30 September 2015	67,975.00	
LESS Spend to 31 March 2016	(49,230.00)	18,745.00
ADD VAT reclaim	500.00	19,235.00
ADD Community Hall receipts	2,000.00	27,245.00
LESS Refund to Groundwork UK	(7,000.00)	<u>14,245.00</u>
Balance available on 1 April 2016	<u>14,245.00</u>	
Budget 2016-2017	63,235.00	
LESS Likely balance available on 1 April 2016	(14,245.00)	48,990.00
Precept required (rounded)	<u>£49,000.00</u>	

It was noted that the tax base had now been confirmed as 1,506.19. A precept of £49,000 would result in an additional Band D Council Tax contribution of £32.53.

RESOLVED:

- (a) That a budget of £63,235.00 be approved (as detailed on the appendix to the Minutes);
- (b) That the Clerk be authorised to request a precept of £49,000 from Cheshire East Council; and
- (c) That the Clerk's salary be increased to £11,320.00 with effect from 1 April 2016. (Note: In agreeing to this increase, it was noted that this was to reflect additional work being carried out in respect of the Neighbourhood Plan.)

112.2 Authorisation of Payments

(a) RESOLVED: That the following payments be approved:

£207.10	HMRC	Tax on Clerk's salary (£177.80 plus £29.30 employer's NI contribution)
£94.50	Mrs C M Jones	Travel Expenses – 1 July – 31 December 2015
£267.41	MBE Electrics	Repair/replacement - outside lighting Community Hall Removal of notice-board from wall of Stapeley Broad Lane Academy
£585.00	Crystal Clean Ltd	Cleaning of the community hall and opening/ closing for private parties.

(b) Previously Authorised Payments

The Parish Council had previously approved the following payments, but cheques had not yet been issued. They were presented for payment at this meeting:

£300.00	Donation to St Chad's Church – upkeep of Wybunbury Churchyard
£168.00	Royal Mail – payment for box No. to receive responses to Regulation 14 consultation (Neighbourhood Plan)

112.3 Provision of Female Hygiene Equipment – Community Hall

The contract for the provision of a sanitary disposal unit came to an end in December. The service was well-used and it was recommended that the contract be renewed in the sum of £286.42 for the whole year (£238.68 net and £47.74 vat).

In addition, the company suggested that a nappy bin also be supplied as they had found soiled nappies disposed of in the sanitary bin. The cost for a 60 litre capacity nappy disposal unit waste collected weekly was £2.50 per week x 52 = £130.00.

As noted in Minute No. 112.1, this item had been included in the revised estimates to 31 March 2016 and the budget for 2016-2017.

113 NEIGHBOURHOOD PLAN STEERING GROUP

113.1 Minutes

The minutes of the Steering Group meetings held on 12 November and 23 November 2015 were received.

The next scheduled meeting was 17 November 2015.

Planning Officers from the CEC Spatial Planning Team had provided useful informal comments on the draft plan.

113.2 Congleton Town Council – Letter to Greg Clark (Secretary of State for Communities and Local Government)

The Clerk to Congleton Town Council had issued a letter to The Rt. Hon Greg Clark MP and had copied in all local councils which were also preparing Neighbourhood Plans. The Parish Council was invited to consider if a similar letter should be sent to Mr Clark.

RESOLVED: That a letter be sent to the Rt. Hon Greg Clark MP, along the lines of the letter issued by Congleton Town Council.

113.3 Housing Needs Assessment

The Clerk reported that Housing Vision had been on track to complete its report by Wednesday, 9 December, but the government had issued a new set of official household projections on Monday, 7 December. This might require some recalculation in the section providing a demographically-based projection of housing need to 2030. The options were:

1. issue the report on Wednesday, 9 December with the results of the review of current housing supply and the housing survey only or,
2. issue the full report by the end of the week (11 December) or at the latest on Monday (14 December).

It was the 'strongest recommendation' of Housing Vision to do the latter as it would not be possible to reach final conclusions without all parts of the report.

As the Steering Group had no scheduled meetings during that week, the Clerk authorised option 2. The report had now been received from Housing Vision and the Clerk would issue this to Members.

114 COMMUNITY HALL PERIMETER FENCING

114.1 Rescission of Decision

The Parish Council was invited to consider a Rescission of Decision Notice, submitted by Councillors S Gwinn-Freemantle, P Groves and K Nord. The notice sought to rescind part of the decision taken under Minute No. 98 (16 November 2015) in accordance with Standing Order No. 10.

The Decision to be rescinded (in part) was as follows:

'(c) That both types of fencing be finished in powder-coated green.'

The reason for the proposed rescission was that powder-coated green was not considered to be appropriate for the community hall given that the sign which had recently been installed, was blue. The fencing should be powder-coated in blue to complement the sign.

RESOLVED: (a) That part (c) of Minute No. 98 be rescinded; and

(b) That the following be substituted for (c) -

That both types of fencing be finished in powder-coated blue to match the community hall sign; and that a representative from Trentham Fencing make a site visit to ensure that the fencing was match-coloured.

114.2 Perimeter Fencing

At the previous meeting, the Parish Council approved the installation of perimeter fencing around the compound of the community hall. This fencing was to be a combination of palisade fencing and mesh fencing. The Clerk had been asked to arrange for photographs and schematics of each to be provided.

Trentham Fencing had provided a revised plan of the area, together with photographs of four types of mesh fencing and the palisade fencing.

RESOLVED: (a) That palisade fencing be installed around the community hall between points A-D, as indicated on the plan;

(b) That VMEX mesh fencing be installed between points E-M, as indicated on the plan;

(c) That both types of fencing be powder-coated blue, as agreed in Minute No. 114.1 above; and

(d) That the cost be approved at £6,780.00 for the VMEX and palisade fencing combination, excluding VAT.

115 PLANNING APPLICATIONS

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

15/5244N Oakfield, London Road, Stapeley, CW5 7JS
Listed building consent for proposed internal alterations and
Replacement of later addition window with French doors

RESOLVED: That no objections be raised in respect of planning application No. 15/5244N.

116 CONSULTATION

➤ Cheshire East Council Pre-Budget Report (2016-2017)

Cheshire East Council had published its pre-budget report for 2016-2017, with a foreword by Councillor Peter Groves, Portfolio Holder for Finance and Assets. Feedback from Town and Parish Councils was invited by Monday, 15 February 2016.

This item was deferred for consideration at the January 2016 meeting.

➤ Cheshire Fire Authority: Consultation on its draft Integrated Risk Management Plan

The Fire Authority was consulting on its draft Integrated Risk Management Plan. Consultation was open until 28 December 2015.

RESOLVED: That no comments be made on the Cheshire Fire Authority Integrated Risk Management Plan.

117 CHESHIRE EAST LOCAL PLAN – PUBLIC EXAMINATION

The Cheshire Association of Local Councils had written to town and parish council Clerks in respect of a contribution from all local councils in Cheshire East towards the cost of hiring a specialist to represent the area at the Public Examination of the emerging Cheshire East Local Plan.

Members attending the Area Meeting (3 December 2015) agreed that a Planning Specialist be engaged as Planning Consultant, at a fee of no more than £4,000 gross.

The fairest way of apportioning the cost was to spread it across those local councils which fell within the Crewe & Nantwich area and would be based on the electorate of each local council. For Stapeley & District, which had an electorate of 2425, the cost would be £320.27 (including VAT which was recoverable: £266.89 excl VAT).

Contributions were requested by 31 January 2016. As noted in Minute No. 112.1 above, a sum of £500 had been included in the revised estimates to 31 March 2016.

118 CHESHIRE EAST BOROUGH COUNCILLORS

There were no Borough Councillors in attendance.

119 DATE OF NEXT MEETING

18 January 2016.

.....Chairman

(Note: Councillor P Groves had been unable to attend for any part of the meeting.)

The meeting commenced at 7.40 pm and concluded at 10.10 pm

ITEM	Spend 2014-2015 £	Budget 2015-2016 £	Spend to 30 Sept 2015 £	Estimates to 31 Mar 2016 £	Budget 2016-2017 £
Administration					
Clerk's gross salary	8,233.85	10,660.00			11,320.00
Contribution to pension scheme for Clerk					30.00
Clerk's net salary			4,263.96	4,300.00	
HMRC - Tax on salary (under-payment 14-15)			357.37	0.00	
HMRC - Tax on salary (2015-2016)	1,919.22		1,569.14	1,242.00	
HMRC - NI on salary	230.00	300.00			300.00
Payroll service	117.00	100.00	48.00	48.00	100.00
Printing costs - Annual Report	20.49		110.00		110.00
Newsletter printing	709.00	500.00		500.00	1,000.00
Newsletter delivery	432.00	432.00		270.00	550.00
Clerk					
Ink cartridges		0.00			100.00
Training	101.40	100.00		30.00	0.00
Expenses (Travel and phone)	393.23	300.00	201.23	200.00	400.00
Stationery/publications	78.88	100.00		100.00	100.00
Members					
Chairman's allowance	250.00	250.00	250.00		250.00
Training	60.00	120.00			120.00
Expenses	11.70	100.00		100.00	100.00
Grounds Maintenance		1,500.00			1,500.00
Talbot Way, grass-cutting lawned area	95.00				
Talbot Way - Conservation area	832.00		420.00	1,000.00	
General grass-cutting in the parish					
Grants		2,200.00			2,000.00
Stapeley Parish Action Group			300.00		
Wybunbury Churchyard				300.00	
Stapeley Scouts	622.00				
Insurance/Audit/Subscriptions					
External Audit (BDO)	240.00	250.00	240.00		250.00
Audit fees (Internal)	129.60	150.00	134.40		140.00
Insurance	449.97	450.00	440.30		450.00
Cheshire Community Action membership fee		85.00	85.00		85.00
Cheshire Association of Local Councils	727.50	720.00	776.00		780.00

Appendix- Minutes
14 December 2015

ITEM	Spend 2014-2015 £	Budget 2015-2016 £	Additional Spend to 30 Sept 2015 £	Estimates to 31 Mar 2016 £	Budget 2016-2017 £
Miscellaneous					
Purchase of 10 x Good Councillors Guide			10.00		
Room Hire (community hall) for Parish Council meetings.		450.00	0.00	0.00	0.00
Broad Lane Methodist Chapel (Room hire)	140.00				300.00
Purchase of two AEDs		1,500.00	1,660.80		0.00
Notice-board to replace that at Co-Op					1,000.00
ChALC – contribution to cost of planning specialist at the Local Plan Public Examination				500.00	
Miscellaneous in 2014-2015	4,080.54				0.00
Neighbourhood Plan					3,000.00
Hire of Broad Lane Methodist Chapel		80.00	160.00	200.00	
Printing of survey forms	906.00	2,000.00		0.00	
Production of final high-quality finish Neighbourhood Plan		1,850.00			2,000.00
Production of 500 copies of draft-quality Neighbourhood Plan for consultation.		0.00		1,500.00	
PO Box for receipt of comments during six-week consultation period.		0.00		168.00	
Housing Needs Assessment		0.00		7,750.00	
Ecological Survey		0.00		750.00	
Buying-in of specialist support @ £324 per day plus travel expenses @ 0.45P per mile		1,800.00		1,750.00	2,000.00
Johnsons - printing of special edition newsletters (one in September and one in January 2016)	243.00		232.00	500.00	
Delivery of newsletter	216.00		135.00	135.00	
Continued marketing to publicise various stages of the process.		1,000.00		500.00	
Banners advertising consultation	106.00		133.19		
Speed Watch					
Downloading of data and moving units around the parish every 3 weeks @ £125 per 3-week period.	1,650.00	2,250.00		2,250.00	2,250.00
Equipment repairs	852.00	700.00		700.00	700.00
Street Lighting					
Unmetered electricity	552.39	800.00	273.93	600.00	800.00
Street light repairs		300.00		300.00	300.00
Shelter (adjacent to MUGA)		5,000.00			8,000.00

ITEM	Spend 2014-2015 £	Budget 2015-2016 £	Additional Spend to 30 Sept 2015 £	Estimates to 31 Mar 2016 £	Budget 2016-2017 £
Website					
Contract renewal June 2015 - June 2017		2,400.00	1,607.76		
COMMUNITY HALL					
West Mercia Energy	949.71	900.00	318.90	600.00	1,000.00
Gas supply		1,000.00		1,000.00	1,000.00
Water supply		0.00		1,000.00	2,000.00
Hall, Smith Whittingham LLP - lease renewal	700.00	500.00	600.00		500.00
Crystal Clean - cleaning of the hall	6,076.00	9,000.00	2,282.00	5,000.00	9,000.00
Opening/closing for private parties (Crystal Clean)	227.00		120.00	500.00	1,000.00
Servicing/call-out - central heating system			114.00	340.00	
Electrical call-out			25.00	50.00	
Temporary repair of vandalised guttering			25.00		
Purchase of three convector heaters			110.34		
New keys for hall			54.30		
Community Hall' sign				1,040.00	
Fitting of community hall sign				88.00	
Planning application for community hall sign			55.00		
Miscellaneous in 2014-2015	1,606.51				
Industrial-sized waste bin (external)		1,000.00		0.00	
Ring-fenced funds for future maintenance		5,000.00		5,000.00	5,000.00
Perimeter fencing		8,000.00		8,000.00	
Provision of sanitary hygiene system				420.00	400.00
Statutory testing of equipment					300.00
Unexpected spend on community hall (from unallocated reserves)				500.00	0.00
Unallocated reserves					3,000.00
TOTALS	33,957.99	66,847.00	17,112.62	49,230.00	63,235.00