

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 15 DECEMBER 2014 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman
Councillor J Hillman
Councillor K Lawrence
Councillor M Malbon
Councillor K Nord
Councillor M Theobald

APOLOGIES: Councillor J Davenport
Councillor M Docker
Councillor P Groves

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 (17 NOVEMBER 2014)

RESOLVED: That the Minutes of the meeting held on 17 November 2014 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 CHESHIRE EAST BOROUGH COUNCILLORS

There were no Borough Councillors in attendance.

112 CASUAL VACANCY

It was reported that Councillor Shaun Clough had resigned as a parish councillor on 4 December 2014 and the resignation had immediate effect.

Where a casual vacancy occurred within six months before the day on which the Councillor whose office was vacant would normally have retired, an election to fill the vacancy shall not be held; the Parish Council, nevertheless, may fill the vacancy by co-option if it wished.

The item on the agenda invited the Parish Council to consider if the vacancy should be advertised with a view to co-opting before the elections in May 2015. Subsequent to issue of the agenda, Mr Clough had contacted the Clerk to explain that for personal reasons prevailing at the time, he had submitted his resignation which he now realised had been in haste and he wished to be considered for co-option onto the Parish Council.

The law allowed for his co-option, and he could be co-opted in his absence.

RESOLVED: That Shaun Clough be co-opted onto the Parish Council.

113 CLERK'S REPORT

The Parish Council received the Clerk's report which included the following items:

- Lease for community hall (to be approved at January 2015 meeting)
- Perimeter fencing around the hall – response from Cheshire East Council awaited.
- General risk assessment. The Clerk would submit to the January 2015 meeting.

- Speed Watch data: PCSO Nick Jarvis had confirmed that the chart format for speed data was acceptable to the Police for enforcement purposes.
- Parish Newsletter: Although SPAG had commented that several residents on Haydn Jones Drive had not received a newsletter, the distributing company had been adamant that a newsletter had been delivered to each household.
- Minutes of SPAG (10 November 2014) e-mailed to all Members.
- Defibrillator Unit. Permission for location of the AED on the wall of the Co-op Store and/or Stapeley Broad Lane School still awaited.
- Payments to HMRC

Although this item was for information only, it was recorded in the minutes to demonstrate a clear audit trail.

The Parish Council noted that there was no payment to HM Revenue and Customs this month for the following reason.

CVS Cheshire East, which administered the payroll system for the Parish Council, recently reviewed payments for both 2013-2014 and 2014-2015. The result was that there was an underpayment of £202.03 in respect of the year 2013-2014 and an underpayment of £213.19 for the year to September 2014. The total amounted to £415.22 and a cheque for this amount was sent to HMRC on 17 September (cheque No. 000816), the payment having been authorised by the Parish Council on 15 September 2014.

Owing to an oversight, the Clerk asked the Parish Council to authorise another payment on 17 November (for £415.22) even though it had already been paid. At the same time, the usual monthly payment of £192.68 was also authorised (£168.20 tax and £24.48 NI). The total of £607.90 was made out as one cheque.

This now represented an overpayment to HMRC of £415.22 and the Clerk had written to HMRC to ask if the overpayment could be allocated as follows:

Month 9 (Dec)	£168 tax	£24.48 employer's NI
Month 10 (Jan 2015)	£168 tax	£24.48 employer's NI

This would leave a credit of £30.26 and an adjustment could be made in Month 11 (Feb 2015).

114 NEIGHBOURHOOD PLAN STEERING GROUP

114.1 Minutes of Meeting held on 11 December 2014

The minutes of the Neighbourhood Plan Steering Group held on 11 December 2014 were submitted for information.

114.2 Recommendations

The only recommendations from the Steering Group related to financial matters and were dealt with under Minute No. 115 below.

114.3 Next Meeting

The next meeting of the Steering Group was Monday, 5 January 2015. Although it had been expected that Andrew Thomson (Cheshire Community Council-appointed Support Officer) would be attending, the Steering Group had agreed that he should be invited to the February 2015 meeting instead.

Mr Thomson had indicated that he was available on the 9, 16 and 23 February. The Clerk was asked to e-mail all members of the Steering Group with the available dates to ensure that the February meeting could be arranged around Mr Thomson's availability.

115 FINANCIAL MATTERS

115.1 Budget 2015-2016

The Parish Council was asked to consider the recommendations of the Finance and Grants Committee which met on 4 December 2014. The Clerk's report had been updated following the Committee meeting and was now submitted.

Recommendations from the Neighbourhood Plan Steering Group had been received over the weekend of 13/14 December, as follows:

Line 27 Printing of survey forms Amend to £1,000 in 2014-2015 and
£2,000 in 2015-2016

Line 28 £1,850

Printing of high quality final plan and 500 paper copies to satisfy residents' requests.

The Steering Group recommended that this figure be reduced to £500. Members were reminded that the Finance and Grants Committee had considered a quotation for design and printing in the sum of £1,833 and had recommended the sum of £1,850 to ensure that the finished Plan (both electronic and printed) was of high quality. Members were advised that to reduce the cost to £500 would jeopardise the quality of the finished product.

Members agreed to retain a sum of £1,850 for design and printing of the Plan.

Line 30 Unspecified funding £1,000

This would be allocated for marketing and communication. The Clerk had adjusted the budget schedule to transfer £1,000 from line 52 (unallocated reserves).

Members agreed the changes as discussed. These resulted in a budget of £68,847, with a precept requirement of £18,000. The calculations were noted:

	£	£
Balance at bank on 30 September 2014	66,080	
LESS Expected spend to 31 March 2015	(23,298)	42,782
ADD Community hall receipts 1 Oct 2014 – 31 Mar 2015	3,000	45,782
ADD VAT Re-claim	1,740	<u>47,522</u>
Balance available on 1 April 2015 (rounded)	<u>47,500</u>	
Budget for the forward year	68,847	
LESS Expected balance on 1 April 2015	(47,500)	21,347
LESS Community hall receipts (during 2015-2016)	(3,500)	<u>17,847</u>
Precept required (rounded)	<u>18,000</u>	

RESOLVED: (a) That a budget of £68,847 be approved for the year 2015-2016;

(b) That the Clerk be authorised to request a precept of £18,000 from Cheshire East Council; and

(c) That the Clerk's salary be increased to £10,660 per annum, in line with the latest NALC/SLCC recommendations for Clerk's salaries for 2014-2016, with effect from 1 January 2015.

115.2 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£705.00	Crystal Clean – cleaning of community hall November/December. (£645 cleaning and £60 opening/closing of hall for private parties.)
£16.00	Mrs C M Jones – reimbursement for purchase of wall clock for community hall.
£95.00	James Thompson – replacement of setts on land at Talbot Way.
£140.00	Broad Lane Methodist Chapel – hire of room £20 per meeting

Although the majority of meetings were now held in the community hall, one Parish Council and six committee meetings had been held in the Chapel.

£227.68	Mark Bird – various electrical work in the community hall over several months.
£835.39	West Mercia Energy – electricity usage at community hall from 1 November 2012 – 30 September 2014 (£795.61 net and £39.78 VAT at 5%)

116 PLANNING MATTERS

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

14/5142N	14 Comberbach Drive, Stapeley Ground floor side extension and garage conversion
14/5121C	47 Haydn Jones Drive, Stapeley Single-storey rear extension replacing existing conservatory and second-storey extension to the side and above existing attached single garage.
14/5275N	Crewe Vagrants Sports Club, Newcastle Road, Willaston Installation of a dual-user monopole accommodating 6 x multi-band antennae, 3 x dishes and 3 x floodlights.

RESOLVED: That no observations be made on planning applications Nos. 14/5142N, 14/5121C, and 14/5275N.

14/5200N	Land adjacent to Woodlands, London Road, Stapeley Re-submission of 14/3341N – detached dwelling
----------	--

RESOLVED: That the following observations be made in respect of planning application No. 14/5200N –

- Concern about the close proximity of the access to the junction; and
- The roofing materials should be more sympathetic to the surrounding dwellings, using either clay tiles or slate.

117 DATE OF NEXT MEETING

19 January 2015

.....Chairman

APPENDIX: Approved Budget 2015-2016

Line No.	Item of Expenditure	Spend to 30 Sept 2014 £	Revised Estimates to 31 Mar 2015 £	Budget 2015-2016 £	Notes
Administration					
1	Clerk's gross salary			10,660.00	New salary scales for 2014-2016
1a	Clerk's net salary	4,084.88	4,084.00		
1b	HMRC - tax on Clerk's salary	1,031.15	1,029.00		
1c	Employer's NI contribution	155.67	156.00	300.00	
2	Clerk's training/attendance at Conferences	101.40	0.00	100.00	
3	Printing costs general		0.00	0.00	
4	Clerk's expenses	161.10	150.00	300.00	
5	Stationery/publications for Clerk	78.88	50.00	100.00	
6	Newsletter printing	698.00	450.00	500.00	
7	Newsletter delivery	432.00	216.00	432.00	
8	Payroll service (CVS Cheshire East)	48.00	48.00	100.00	
Insurance/Audit/Subscriptions					
9	Internal audit	129.60	0.00	150.00	
10	External audit	240.00	0.00	250.00	
11	Insurance	449.97	0.00	450.00	
12	ChALC - affiliation fee	727.50	0.00	720.00	
Members					
13	Chairman's allowance	250.00	0.00	250.00	
14	Training	60.00	0.00	120.00	
15	Expenses (travel, ink cartridges etc.)	11.70	50.00	100.00	
Room Hire for Meetings					
16	Broad Lane Methodist Chapel	0.00	140.00	80.00	
17	Pear Tree School	0.00	0.00	0.00	
18	Stapeley Community Hall	150.00	240.00	450.00	
Street Lights					
19	Street lighting repairs		300.00	300.00	
20	Scottish Power - electricity supply for street lights	273.93	400.00	800.00	

Line No.	Item of Expenditure	Spend to 30 Sept 2014 £	Revised Estimates to 31 Mar 2015 £	Budget 2015-2016 £	Notes
	Speed Watch				
21	Downloading of data and moving units around the parish every 3-weeks @ £125 per 3-week period.	900.00	1,900.00	2,250.00	These costs include VAT which is re-claimable.
22	Repairs		850.00	700.00	
23	Grants General		200.00	2,200.00	
	Land at Talbot Way				
24	Maintenance of conservation area and lawned area		500.00	1,500.00	Work carried out by Greenspaces SC
	Replacement of fencing at conservation area		0.00		
25	Grounds Maintenance General		500.00	1,500.00	
	Website				
26	Development of site/continued management		0.00	2,400.00	Contract due for renewal 29.6.15.
	Neighbourhood Plan				
27	Printing of survey forms		1,000.00	2,000.00	
28	Production of final high-quality finish Neighbourhood Plan			1,850.00	
29	Buying-in additional specialist support @ £324 per day plus travel expenses			1,800.00	
30	Marketing/communications			1,000.00	£1,000 transferred from line 52.
	Miscellaneous				
32	Cheshire Community Action		85.00	85.00	
33	Two automated defibrillators		1,350.00	1,500.00	
34	Fitting of defibrillator		100.00	0.00	
35	Technical support re. housing developments			0.00	
	Counsel's fees	2,645.40			
	Legal fees Muller Inquiry				
	Additional copies of plans				
	Muller Homes - Technical Assessment	964.80			
	Independent road safety audit				
36	Purchase of dog-stencilling paint	82.74	0.00	0.00	For use by SPAG
37	VOID CELL				

Line No.	Item of Expenditure	Spend to 30 Sept 2014 £	Revised Estimates to 31 Mar 2015 £	Budget 2015-2016 £	Notes
	New Project (2015-2016)		0.00		
38	Shelter (to be located in the vicinity of the MUGA)	0.00	0.00	5,000.00	
	Community Hall				
39	Legal Advice		500.00	500.00	
40	On-line booking system	0.00	0.00	0.00	Contract cancelled wef 31 March 2014
41	Cleaning	2,904.50	4,500.00	9,000.00	This includes openings for casual events.
42	Maintenance/repairs/redecoration		500.00		
	Repair of fire alarm	157.20		0.00	
	Repairs to outside lighting (vandalism damage)	347.57		0.00	
	Fire alarm keys	44.00			
	New locks/keys/handles on internal doors	113.78		0.00	
43	Ring-fenced funds for future maintenance			5,000.00	
44	Annual energy usage				
	Electricity		1,500.00	900.00	
	Gas		1,500.00	1,000.00	
45	'Stapeley Community Hall' sign		1,000.00	0.00	
46	Industrial-sized waste bins (to be fixed)		0.00	1,000.00	
47	Managing the hall			0.00	Dealt with through cleaning contract allocation
	Advertising of Caretaker post	130.79			
	Caretaker's pay (one week)	80.00			
48	Perimeter ground treatment (anti-vandalism)		0.00		Quotation to be sought
49	Perimeter fencing		0.00	8,000.00	
51	VOID CELL				
52	Unallocated reserves			3,000.00	£1,000 transferred to line 30.
	TOTALS	17,453.96	23,298.00	68,847.00	