

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 16 MARCH 2015 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman

Councillor J Davenport
Councillor M Docker
Councillor P Groves
Councillor J Hillman
Councillor M Malbon
Councillor K Nord

IN ATTENDANCE: Borough Councillor Andrew Martin

APOLOGIES: Councillors K Lawrence and M Theobald

Note: Prior to the start of the meeting, Adrian Cox, Steve Binch and Peter Nunn made a pre-application presentation to Members in respect of a proposed development on land at Haymoor Green Road.

149 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.

Councillor S Gwinn-Freemantle declared a non-pecuniary interest in planning application No. 15/0760N (Howbeck Lodge, London Road) on the basis that she had discussed this application with the neighbour who lived next door to the site which was the subject of the application.

No other declarations were made.

150 MINUTES (23 FEBRUARY 2015)

RESOLVED: That the Minutes of the meeting held on 23 February 2015 be approved as a correct record and signed by the Chairman, subject to the following:

Minute No. 142 – Speed Watch Scheme, to read:

*Following a Member's suggestion, it was **AGREED** (a) that TWM Traffic Control Systems Ltd. be asked to mark each of the SDU poles with a unique number which could be linked to the location of each unit, [as follows]; and (b) that the locations also be marked on a map.*

151 PUBLIC QUESTION TIME

There were no members of the public in attendance.

152 CHESHIRE EAST BOROUGH COUNCILLORS

Borough Councillors Andrew Martin and Peter Groves reported on Cheshire East Council matters of interest, including the launch of the 'Fairerpower for All' scheme to generate long-term renewable energy from geothermal power.

(Note: Borough Councillor Martin withdrew from the meeting at this point in the proceedings.)

153 CLERK'S REPORT

The Parish Council received the Clerk's report which was for information.

154 FINANCIAL MATTERS

154.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£232.13 Mrs C M Jones – telephone expenses

For the period 31 December 2013 – 28 February 2015. Members noted that the last claim made was in April 2012. The claim submitted represented arrears from December 2013 as this was the earliest date for which there were on-line records. There was, therefore, no claim for the intervening period April 2012 – November 2013.

£755.00 Johnsons Printers – printing of 3,500 copies of the second consultation
Neighbourhood Plan questionnaire
£465.00 Crystal Clean (£45 was for opening/closing for private functions)
£162.42 HM Revenue & Customs – tax on Clerk's salary and employer's
NI contribution
£25.00 MBE Electrics – call-out fee to attend the community hall
£70.80 Holdfast Security Systems – provision of new keys for meter cupboards at
Community Hall (£50.00 labour and mileage: £9.00 for keys: £11.80 VAT)

Delegated Action:

It was noted that in view of the urgency of this expenditure, the Clerk, in consultation with the Chairman, had authorised the following in accordance with Financial Regulation No. 11 (b)(j).

£160.00 Councillor M Theobald: reimbursement for the cost of Neighbourhood Plan banners.

154.2 Ratification of Payment

RESOLVED: That the following payment be ratified:

£700.00 to Hall, Smith, Whittingham LLP. This payment was due to Cheshire East Council and represented payment in accordance with clause 13.3 of the new lease, viz: *'The tenant shall pay the Landlord's legal and surveyor's costs in the sum of seven hundred pounds (£700.00) upon completion of this Lease.'*

154.3 Grant Application – Stapeley Beaver Scouts

The Parish Council considered a request from Stapeley Beaver Scouts for a grant to assist in funding Stapeley Scouts District Camp 2015. The total cost of the equipment, which was required to provide a better camping experience for the children, was £622.

The Parish Council was invited to consider making a grant either in whole or in part.

The Clerk reported that there was a sum of £200 in the budget for the current financial year. There was also a sum of £2,200 for the new financial year starting on 1 April 2015 and at this point in the financial year it was not unreasonable to use some of that funding for this purpose, if Members were so minded.

A Member commented that agreeing to this grant could create a precedent. He was also concerned that there might not be sufficient funds available in the event of other requests coming forward. No precedent could be created as the grant budget was a finite resource; each application was considered on its merits; and grants were subject to the availability of funds.

RESOLVED: That a grant of £622 be made to Stapeley Beaver Scouts.

154.4 New Audit Framework

It was reported that on 31 March 2015 the Audit Commission would close. The Local Audit and Accountability Act 2014 introduced a new audit framework for local public bodies, based on local procurement and appointment of auditors. Within the new framework, the Comptroller and Auditor General (Head of the National Audit office) was responsible for preparing the Code of Audit Practice, which set out what local auditors were required to do to meet their statutory responsibilities under the Act.

The draft Code was laid before Parliament on 12 January 2015 and was expected to be approved by 1 April 2015. Once approved, the new Code would take effect for the audit of 2015-16 financial statements.

Individual local authorities would appoint their own external auditors once the current contracts for audit services came to an end. This was expected to take place in 2017, although the government could extend the existing contracts.

Whilst the principle of local appointment would also apply to the external auditors of parish councils, the Secretary of State may specify a body to provide a centralised audit appointment and parish councils would be included within such arrangements unless (a) they did not meet the criteria of a small authority or (b) chose to opt out.

The Parish Council would be kept updated as guidance emerged.

155 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

155.1 Following the placing of the order for the AED, the company (Defibrillator Shop) had asked the Parish Council to confirm whether it was the fully or semi-automatic unit which was required.

The resolution on 21 July 2014 was as follows –

'RESOLVED: (a) That the Parish Council accept the quotation submitted by the Defibrillator Shop for provision of a Physio Control CR Plus Fully/Semi-automatic AED plus Aivia 210 AED Cabinet Digicode-Protected with Audible Alarm and Heating in the sum of £1,349 (plus VAT).....'

The publicity material identified the equipment as 'fully/semi-automatic' and did not make it clear that one or the other should be specified.

RESOLVED: That the Clerk make enquiries of the Defibrillator Shop seeking its recommendation as to the most appropriate AED; and

(b) That, based upon the recommendation from the Defibrillator Shop, the Clerk confirm the order.

155.2 Awareness Sessions

Once the AED had been installed, the Parish Council would be invited to give consideration to arranging community awareness sessions which were usually delivered by NW Ambulance Trust.

156 COMMUNITY HALL

156.1 Health & Safety Policy

A revised Health and Safety Policy was submitted. Subsequent to issue of the document, the Clerk had established that the Legionella Risk Assessment had been carried out on 30 April 2013. This would be added to the document.

RESOLVED: That the Health and Safety Policy be approved, in principle, subject to completion of a comprehensive list of equipment and testing frequency.

156.2 Planning Application for Erection of 'Community Hall' sign

The Parish Council was asked to approve the submission of a planning application to Cheshire East Council for the erection of a 'Community Hall' sign.

RESOLVED: That the Clerk submit a planning application to Cheshire East Council for the erection of a 'Community Hall' sign.

156.3 Perimeter Fencing/Notice Board

Fencing: Councillor Peter Groves, in his capacity as Ward Councillor, had taken up this matter with the Borough Council stressing that as there were frequent incidences of vandalism, the fabric of the building could become damaged by the ingress of water through the exterior walls. Fencing would reduce the opportunities for vandalism and an urgent decision by the Borough Council was required.

Cheshire East Council had not yet responded.

Notice-Board: The notice-board which had been donated by a local resident was currently stored at Councillor John Davenport's home, where it would remain until fencing had been erected.

157 PLANNING MATTERS

Notes: (a) Having declared a non-pecuniary interest in this item, Councillor Gwinn-Freemantle withdrew from the meeting prior to discussion and voting on the item.

(b) In the absence of the Vice-Chairman, Councillor Docker was elected Chairman for the purposes of dealing with this item.

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

15/0760N Howbeck Lodge, London Road
Demolish existing flat roof stud/utility/hall and build oak-framed
kitchen/breakfast room/hall

RESOLVED: That no objections be raised to planning application No. 15/0760N.

Note: Councillor Gwinn-Freemantle re-joined the meeting at this point in the proceedings and resumed the chair.

158 NEIGHBOURHOOD PLANNING

158.1 Steering Group Minutes

The Minutes of the Steering Group meeting held on 9 February 2015 were received. It was noted that Andrew Thomson (CCA Support Officer) had been in attendance.

The Steering Group had held a further meeting on 19 February. Councillor Hillman reported on the proceedings of that meeting.

158.2 Second Round of Consultation

Councillor J Hillman reported on behalf of the Steering Group as follows:

- i. Delivery of the questionnaire – the majority of questionnaires had now been delivered.

- ii. The Parish Councillors' surgery which had been arranged for Saturday 7 March at the Community Hall had been postponed. The surgery had been re-arranged for 28 March and had been re-branded as a 'drop-in day'.

A Member raised the following issues in respect of the front cover of the questionnaire:

- Design of the logo and its meaning.
- Design of the front cover and whether this was appropriate for the Final Plan as it did not reflect both the rural and urban nature of the parish.

The front cover also depicted a parish boundary sign showing the logo of the former Cheshire County Council which had ceased to exist in 2009. The Clerk had asked Johnsons to mock-up a revised boundary sign featuring the Cheshire East Council logo which it was suggested could be used on the final Neighbourhood Plan cover. This had been provided to Members as part of the agenda update but was not specifically considered at the meeting.

Members briefly discussed the issues raised, following which it was –

RESOLVED: That the current design on the front cover of the questionnaire be accepted as an appropriate cover for the final Neighbourhood Plan.

158.3 Funding for Banners/Posters

This item was withdrawn as it had been dealt with under Minute No. 154.1 above.

158.4 New Funding Source

The funding stream for Neighbourhood Plans had opened again with effect from 27 February 2015. Guidance notes published by 'My Community – Locality' were submitted.

All Neighbourhood Plan groups were eligible to apply for sums between £1,000 and £8,000. Applications were considered on a 'first come, first served' basis, but it was the quality of the applications which determined their success. They would be assessed on how well they met fund criteria.

It was reported that Andrew Thomson (CCA Support Officer) would be reviewing the documentation and preparing a bid which would be submitted to the Parish Council for approval in due course.

158.5 Neighbourhood Plan Newsletter – Special Edition

Members were invited to consider further the content of the Neighbourhood Plan newsletter a draft copy of which had been submitted to the February meeting.

The newsletter had not yet been finalised; it was awaiting input from the Steering Group. Members wished to issue the newsletter on Monday 23/Tuesday 24 March to give publicity to the 'drop-in' day at the Community Hall on 28 March.

Councillor Hillman undertook to provide additional copy to the Clerk the following day. In the meantime, the Clerk would make enquiries of Johnsons the Printers to establish if they had the capacity to print the newsletter in time for delivery week commencing 23 March 2015.

158.6 Neighbourhood Planning Seminar – 31 March 2015 (Macclesfield)

Cheshire East Council had arranged a half-day event to promote neighbourhood planning, share best practice and meet other neighbourhood planners from across Cheshire East. The event was to be held at Macclesfield Town Hall on 31 March 2015.

The Clerk had reserved two places. Councillor Hillman had volunteered to attend.

159 CHESHIRE ASSOCIATION OF LOCAL COUNCILS (ChALC)

The Parish Council was invited to nominate a Member to attend the next Area Meeting of ChALC to be held on Thursday, 16 April 2015.

Councillor Hillman agreed to attend, subject to her availability.

160 DATE OF NEXT MEETING

20 April 2015

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

162 CLEANING CONTRACT – COMMUNITY HALL

Reason for exclusion: Financial/business contract between Crystal Clean and the Parish Council

The Parish Council was invited to renew the contract with Crystal Clean for cleaning the community hall and providing an opening/closing service for private functions.

RESOLVED: (a) That the cleaning contract with Crystal Clean be renewed for a 12-month period commencing 1 April 2015 on terms identified in the report submitted; and

(b) That the recommended changes be approved, viz

- (i) cleaning to be on a flexible basis, rather than during fixed times each week;
- (ii) opening/closing for private functions; and
- (iii) monthly testing in accordance with the Legionella Risk Assessment.

163 CONTRACT FOR DISTRIBUTION OF PARISH NEWSLETTER

Fusion Logistics (t/a Doormat Direct) had now ceased trading. The Clerk was in the process of seeking quotations from leaflet-distributors. Only one quotation had been received. The Clerk expected to be able to submit quotations to the April meeting.

.....Chairman

The meeting commenced at 8.10 pm and concluded at 9.20 pm