

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

PRESENT:	Councillor M Theobald	Chairman
	Councillor E Boughey	Councillor J Davenport
	Councillor M Docker	Councillor S Ford
	Councillor G Gwinn	Councillor S Gwinn-Freemantle
	Councillor J Hillman	
IN ATTENDANCE:	Three members of the public	

PART I – ANNUAL COUNCIL BUSINESS

1 ELECTION OF CHAIRMAN

The Council was invited to elect a Chairman to serve until the Annual Meeting in 2020.

RESOLVED: That Councillor M Theobald be elected Chairman to serve until the Annual Meeting in 2020.

2 ELECTION OF VICE-CHAIRMAN

The Council was invited to elect a Vice-Chairman to serve until the Annual Meeting in 2020.

RESOLVED: That Councillor J Hillman be elected Chairman to serve until the Annual Meeting in 2020.

3 DECLARATIONS 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.

4 MINUTES

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

5 ELECTIONS – 2 MAY 2019

5.1 Current Position

At the elections on 2 May 2019, there were only eight nominations submitted, (seven for Stapeley and one for Batherton). As there are 10 seats on the Parish Council this left two vacant seats.

5.2 Co-Option

The Parish Council had a period of up to six months to co-opt to these vacancies.

The two vacancies would be advertised for co-option only; not inviting a by-election. The Parish Council would be able to consider co-option at its 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.

- **Complaints Committee**

The only standing committee was the Complaints Committee. The current membership was Councillors M Docker, J Hillman, K Nord and M Theobald.

RESOLVED: That Councillors M Docker, J Hillman and M Theobald be appointed to the Complaints Committee.

7 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

The Parish Council was invited to appoint members to represent the Council either as members of the outside body or to attend their meetings.

- **Stapeley Parish Action Group (Two Members)**

RESOLVED: That Councillors E Boughey and S Ford be appointed as the Parish Council's representatives on the Stapeley Parish Action Group.

- **Cheshire Association of Local Councils (One Member)**

RESOLVED: That Councillor M Theobald be appointed as the substantive representative to attend the CALC meetings, with Councillor M Docker as the substitute.

- **Police Cluster Meetings (One Member - a substitute could also be appointed)**

RESOLVED: That Councillor M Docker be appointed as the substantive representative to attend the Police Cluster meetings, with Councillor J Hillman as the substitute.

8 ANNUAL ACCOUNTS 2018-2019

8.1 The Clerk had been unable to comply with the deadline date for audit of the accounts by the Internal Auditor; however, the auditor had agreed to carry out the audit during June 2019. This meant that the accounts which comprised the Annual Governance and Accountability Review would be submitted to the Parish Council meeting on 17 June 2019, subject to completion of the internal audit.

The External Auditor (PKF Littlejohn) had agreed to an extension to its own deadline date of 1 July 2019.

Members noted that at the June meeting, the following documents would be submitted.

- Annual Governance and Accountability Return (Part 3) – 2018-2019
- Bank reconciliation for the year 1 April 2018 to 31 March 2019.
- Fixed Assets list for 2018-2019.

8.2 Review of Effectiveness of Internal Audit – 2018-2019

The Council would be required to review the internal audit process for the year under review as this was part of the documentation required by the External Auditor.

9 MEMBERS' ATTENDANCE RECORD – MUNICIPAL YEAR MAY 2018-2019

The Parish Council received a schedule of Members' attendance for the municipal year 2018-2019. Although the Parish Council was not required to comply with the Transparency Code, this schedule would be published on the Council's website in the interests of best practice.

10 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council was required to review its risk management arrangements once a year. A schedule was submitted for consideration and approval subject to any amendments which Members might wish to make.

RESOLVED: That the risk assessment/management schedule be approved, subject to the addition of the new seats, once installed.

11 CALENDAR OF MEETINGS

RESOLVED: That the calendar of Council meetings for 2019-2020 be approved subject to the following amendments:

The dates of the April and May meetings be revised to 20th and 18th respectively.

12 NEW CODE OF CONDUCT

The Parish Council was invited to adopt the Code of Conduct 2019 which had been approved by Cheshire East Council and was now being rolled out to town and parish councils. The document had the CEC branding and some of the contents were more appropriate for Cheshire East Council than town and parish councils, but the document could be amended in due course.

The adoption of this Code required all Members to complete a new Register of Interests form which would be sent under separate cover.

RESOLVED: That the Cheshire East Council Code of Conduct 2019 be adopted.

PART 2
ORDINARY PARISH COUNCIL BUSINESS

The following items represented the ordinary business of the Parish Council.

13 PUBLIC QUESTION TIME (10 MINUTES)

In accordance with the Parish Council's Standing Order No.1, members of the public were able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

The following issues were raised by the members of the public.

- Request for the Parish Council to consider selling a portion of land at Talbot Way to enable the residents to provide a footpath along the side of their property providing access to the rear.
The Parish Council's legal advisers would be contacted and an item added to the agenda for the June meeting.

- Speeding traffic on the A529 in the vicinity of Second Dig Lane at its junction with Broad Lane. It was noted that this had been the subject of correspondence with Borough Councillor Peter Groves, Cheshire East Highways and the local Police.

14 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

£738.00	Crystal Clean Ltd. – Cleaning of Community Hall and additional Buffing work on the floor of the hall. (Invoice 880 - £615.00 net and £123.00 VAT)
£20.00	Target Windows – Community Hall window cleaning.
£201.60	HMRC – Tax on Clerk's salary
£1,008.00	Cheshire Association of Local Councils Affiliation fee 2019-2020
£514.36.00	Came & Company – annual insurance premium. (1 June 2018 – 31 May 2019).
£250.00	Chairman's allowance (Ss 15(5) and 34(5) LGA 1972)
£250.00	Armstrong Fire Management Ltd Fire Risk Assessment of the Community Hall
£25.50	Shire Pay Services Ltd. Payroll service for the first quarter in 2019-2020
£546.80	Stapeley Parish Action Group – approved 18 March 2019 Replacement for cheque 001189 which appeared to have gone astray.
£1,982.94	Andrew Shepherd – website support – 29 June 2019 to 28 June 2021.

15 PLANNING APPLICATIONS

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

19/1848N	Land at Broad Lane, Stapeley Proposed development of two detached houses at infill land.
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The deadline date for observations was 15 May 2019 and the Case Officer had agreed to accept observations after the meeting.

Members commented as follows:

- There was no reference to the Neighbourhood Plan in the application, not even to the saved policies of the former Crewe & Nantwich Adopted Replacement Local Plan 2011.
- The specific Neighbourhood Plan policies which appeared to have been disregarded were GS5 and GS6.

The Chairman read to the meeting his own detailed observations. These were supported by Members and it was –

RESOLVED: That the Chairman forward his comments to the Clerk who would, in turn, submit them to Cheshire East Council as the Parish Council's objections to planning application No. 19/1848N.

Arising out of discussion it was suggested that in due course, the Parish Council arrange to meet with the appropriate CEC Portfolio Holder so that Members could be assured that CEC did take account of the Neighbourhood Plan when determining planning applications.

19/2095N 134 London Road, Stapeley CW5 7JN
Two-storey extension and new roof over existing rear extension
re-submission of approved application 18/5649N

The Parish Council considered planning application 18/5649N at its meeting on 19 November 2018, at which time, no observations were made.

RESOLVED: That no observations be made on planning application No. 19/2095N.

19/2190N 2 Hodgkin Close, Stapeley, CW5 7GJ
Prior approval of larger home extension, pitched roof rear extension.

RESOLVED: That as the Borough Council's electronic system was not functioning at present, the Parish Council was unable to submit observations on planning application No. 19/2190N.

19/2081N 24 Haydn Jones Drive, Stapeley CW5 7GQ
Rear single-storey extension

RESOLVED: That it be noted that the neighbours had expressed concerns about the proposal and the Parish Council would expect Cheshire East Council to take these into consideration when making its determination on planning application No. 19/2081N.

19/0888N Installation of car park barrier – Cronkinson Farm Pub

The Parish Council had considered this application at its meeting held on 18 March 2019 and submitted objections to Cheshire East Council (CEC).

CEC had approved the application. The resident who made a complaint to Borough Councillor Peter Groves about this application, had renewed his objections once the application was approved.

The Clerk had written to Marston's Brewery acknowledging that the planning decision must stand but asking the Brewery if it was willing to address the concerns of both the Parish Council and the residents. A copy of the letter was submitted.

RESOLVED: That in the absence of any further information from Marston's Brewery, the Clerk write to Companies House to express its concern about the way in which the Brewery had dealt with this matter.

16 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Neither of the Borough Councillors were available to attend this meeting owing to a scheduling conflict.

17 CONNECTED COMMUNITIES FRANCHISE

The Clerk reported progress on completion of the GRIPP documents for the Connected Communities franchise and provided an up-dated document.

It was reported that the Clerk had received a number of enquiries from potential regular clients and had recently declined one request for a regular activity as the Parish Council was

waiting to be informed about the procedure for allocating the five hours required to be made available weekly under the Connected Communities scheme.

The Clerk had contacted the lead Officer at Cheshire East Council on several occasions and was awaiting a response.

Members discussed the outstanding items on the GRIPP Assessment form and were of the view that some of the items might not be capable of completion; for example, a number of the 'red items' items required training to be carried out to ensure that the category changed to 'green'. There were no current or future plans for training in equality and diversity and safeguarding, to name but two.

Members agreed that Clare Dodd from CVS be invited to discuss the requirements with Members, at an informal session prior to the start of the next meeting, to try to resolve how to complete the GRIPP Assessment which would be satisfactory to both CVS and the Parish Council.

RESOLVED: (a) That Clare Dodds from CVS Cheshire East be invited to attend an informal meeting with Members on 17 June 2019, prior to the start of the Parish Council meeting, at 7.30 pm; and

(b) That the Parish Council meeting be re-arranged to 8.00 pm.

18 THE GREAT STAPELEY GET TOGETHER

At the previous meeting, the Parish Council agreed to hold The Great Stapeley Get Together on 7 July 2019. Unfortunately, the community hall had already been booked on that date.

RESOLVED: That the Great Stapeley Get Together be held on Sunday, 14 July 2019.

19 CLERK'S INFORMATION REPORT

The Parish Council received the Clerk's information report. The majority of the items were matters for Borough Councillors Peter Groves and Andrew Martin, both of whom had confirmed that they would report to the June 2019 meeting.

20 PARISH NEWSLETTER

The Parish Council was asked to decide if there were other items to be included in the newsletter and to agree a date for publication and distribution.

RESOLVED: That –

- The newsletter be finalised for 7 June 2019 for distribution week commencing 10 June 2019. This would allow sufficient time to advertise the annual 'Party in the Lane' to be held on 15 June 2019, organised by a local resident.
- An additional article be included to warn residents of a problem with Velux windows, following a recall of some windows sold between 1997 and 2003.

21 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 transacted and the public interest would not be served in disclosing that information.

22 CLERK'S SALARY

The Parish Council was asked to authorise changes in the bank mandate in respect of the Clerk's salary. A letter of authority was available for signature.

RESOLVED: That the Standing Order in respect of the Clerk's salary be amended to £865.26, payable on the 28th of each month.

23 DATE OF NEXT MEETING

17 June 2019

Draft

.....Chairman

The meeting commenced at 7.15 pm and concluded at 8.45 pm