

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 17 DECEMBER 2018 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD,
STAPELEY, NANTWICH**

PRESENT:	Councillor J Hillman	In the Chair
	Councillor E Boughey	Councillor M Docker
	Councillor K Nord	
IN ATTENDANCE:	One member of the public	
APOLOGIES:	Councillors J Davenport, P Groves, G Gwinn, S Gwinn-Freemantle and M Theobald	

94 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.

Councillor Mike Docker declared a personal interest in Minute No.99.4 (Grant Application) on the basis that he was a member of the Broad Lane Coffee Club.

95 MINUTES – 19 NOVEMBER 2018

95.1 RESOLVED: That the Minutes of the meeting held on 19 November 2019 be approved as a correct record.

95.2 Allotments

It was reported that as at July 2017, there were seven Stapeley residents on the Allotments waiting list. The total number on the list was 18.

96 MINUTES – EXTRA-ORDINARY MEETING HELD ON 3 DECEMBER 2018

The Minutes of the meeting held on 3 December 2018 were not available and would be submitted to the meeting to be held on 21 January 2019.

97 PUBLIC QUESTION TIME

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.

There was one member of the public in attendance and he stated his objections in respect of planning application No. 18/0432N (Land to east of Butt Green House, Wybunbury Lane – proposed single detached dwelling with associated landscaping works.)¹ One of his concerns related to procedural problems and Members advised him to use the Borough Council's Complaints Procedure.

98 CASUAL VACANCY

It was reported that Councillor John Putt had resigned as a councillor on 3 December 2018. Cheshire East Council has been notified.

As the vacancy had occurred within six months of the next elections (May 2019), there was no requirement to advertise this vacancy inviting registered electors to call a by-election. The Parish Council could proceed to co-option.

¹ Minute No. 141.1 (Parish Council Meeting 19 February 2018)
The Parish Council had objected to the application.

The Clerk had produced a notice of the vacancy to be displayed in the notice-board and on the website and the Parish Council would be able to co-opt to the vacancy at the January 2019 meeting.

99 FINANCIAL MATTERS

99.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£243.90	HMRC	Tax on Clerk's salary and employer's NI (£190.60 tax and £37.66 employer's NI cont.)
£220.45	C M Jones	Salary arrears for the period 1 April 2018-31 December 2018.
£432.00	Crystal Clean	Cleaning of the Community Hall (£360.00 net and £72 VAT)
£20.00	Target Windows	Cleaning of Community Hall windows.
£85.00	A N Plumbing	Repair work to radiators in Community Hall

99.2 Payment to HMRC

Although the Parish Council had been asked to approve payment to HMRC at its November meeting, a cheque was not made out at the time; however, a cheque in the sum of £243.90 was signed by two cheque signatories at the extra-ordinary meeting held on 3 December 2018. This did not feature as an agenda item and is therefore reported here for audit purposes.

99.3 Draft Budget – 2019-2020

The Parish Council considered the draft budget for 2019-2020.

The Clerk's second report was submitted. This had been revised to include up-dated information received from the National Association of Local Councils in respect of Clerks' salary awards for 2019-2020.

Members considered the following:

- Budget monitoring as at 30 September 2018 (Indicative only: based on bank statements as at 20 September 2018)
- Revised estimates to 31 March 2019.
- Draft budget for 2019-2020.

Calculation of the precept requirement was noted:

		£	£
Expected balance on 1 April 2019			
	Balance at bank on 30 September 2018	67,648.00	
LESS	Spend to 31 March 2019	(32,060.00)	35,588.00
ADD	Community Hall receipts	3,000.00	38,588.00
ADD	VAT Re-claim	<u>600.00</u>	
	Expected balance on 1 April 2019	39,188.00	
Calculation of Precept			
	Budget for 2019-2020	62,104.00	
LESS	Expected balance on 1 April 2019	<u>(39,188)</u>	22,916.00
	Precept required (rounded up)	23,000.00	

RESOLVED: (a) That a budget of £62,104.00 be approved;

(b) That the Clerk be authorised to request a precept of £23,000.00 from Cheshire East Council;

(c) That the Clerk's salary be increased to £12,979.00 with effect from 1 April 2019 in line with her contract of employment and the pay scales agreed by the National Association of Local Councils; and

(d) That it be noted that a precept of £23,000.00 would cost an additional £14.02 Council Tax for each Band D property.

99.4 Grant Application (S.137 of the Local Government Act 1972)

Councillor M Docker, in his capacity as Secretary of the Broad Lane Coffee Club, had submitted a grant request for £250 to assist in the running costs of the Coffee Club.

He had submitted the request on the Parish Council's grant application form which was for grants to non-profit organisations within the parish. The Broad Lane Coffee Club was in the Nantwich Town Council area.

The Parish Council did not have the power to make a grant to organisations outside the parish other than to use the 'power of last resort', i.e. S.137 of the Local Government Act 1972. This was a power which allowed a local council to spend a limited amount of money (*the sum to be calculated by the appropriate amount for the time being, multiplied by the number of registered electors in the parish*) for purposes for which they had no other specific statutory power. In these circumstances, the Council must be satisfied *that there is a direct benefit to the area or part of the area, or to some or all the inhabitants.*

It was understood that residents from Stapeley and Batherton used the Coffee Club and on this basis the Parish Council accepted that a grant would be of benefit to the parish.

RESOLVED: That a grant of £250.00 be awarded to Broad Lane Coffee Club.

100 PLANNING APPLICATIONS

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

18/6017N 6 Broad Lane, Stapeley, CW5 7QL
Proposed rear extension, replacement garage with en-suite,
dressing room and garden room and re-positioning of access

RESOLVED: That no objections be raised in respect of planning application No. 18/6017N.

18/6134N 32 Broad Lane, Stapeley, CW5 7QL
Installation of a dropped kerb across the access to an existing
driveway to avoid surface water from the road entering the
subject property.

RESOLVED: That no objections be raised on planning application No. 18/6134N.

18/6219N 114 Broad Lane, Stapeley, CW5 7QW
Revision to previously approved rear extension (18/1034N)
to provide oak-framed roof section over rear balcony

RESOLVED: That no objections be raised on planning application No. 18/6219N.

101 NEW HOMES BONUS SCHEME

At the previous meeting, Members suggested the possibility of partnering with Nantwich Town Council to suggest a community bus service as a scheme for funding under the New Homes Bonus Scheme (NHBS).

The Clerk had contacted Nantwich Town Council Clerk who had advised that he had already prepared an application for funding a community bus service, albeit with limited information. He would add Stapeley & District Parish Council's support for the scheme, and it was expected that the routes would also be beneficial to Stapeley residents.

At the previous meeting, Members referenced the Neighbourhood Delivery Plan and considered that there might be projects within that document which would cost a minimum of £10,000 and could be submitted for funding by 31 December 2018. However, it was acknowledged that there was insufficient time to produce a sufficiently detailed and costed scheme.

Members agreed that the Parish Council should consider preparing a scheme for submission when the next round of funding in 2021.

RESOLVED: That during the financial year 2019-2020, the Parish Council consider projects which could be submitted for funding in 2021 under the New Homes Bonus Scheme.

102 CONNECTED COMMUNITIES – GRIPP ASSESSMENT

Members were invited to consider any action required arising out of the informal meeting held prior to the start of the Parish Council meeting.

It was agreed that Members consider the services which were needed in the area and which would be appropriate for the Connected Communities Franchise.

103 SEATS/BENCHES

At the previous meeting, the Parish Council was provided with images of benches which could be supplied by CIS Furniture; however, Members were of the view that the height of the seats was as important as other dimensions to ensure that people of limited ability would be able to use the seats and had declined to decide on the benches suggested. It was, therefore, agreed that more local suppliers should be identified to give Members the opportunity to visit the suppliers.

The Clerk had been unable to identify any suppliers which were local but there were several suppliers who provided street furniture to local councils nationally and a search could be made of the websites.

The Clerk had also contacted the Nantwich Town Council Clerk for information about the seating on Nantwich town square. This seating dated back to the former Crewe & Nantwich Borough Council. The Town Council had, however, replaced two seats on Water Lode, Nantwich. These were made from recycled materials and produced by a company called Amberol.

An image of the seat was provided but no quotation given.

RESOLVED: that the Clerk ask Amberol to provide a quotation for the next meeting.

104 DATE OF NEXT MEETING – 21 JANUARY 2019

.....Chairman

APPENDIX – APPROVED BUDGET 2019-2020

Stapeley & District Parish Council
Meeting – 17 December 2018

	Item	Spend to 30 Sept 2018 £	Estimates to 31 Mar 2019 £	Budget 2019-2020 £
	Administration			
1	Clerk's gross salary			12,979.00
2	Clerk's net salary	4,078.65	5,824.00	
3	HMRC - Employer's NI contribution			700.00
4	HMRC - Tax on salary	1,755.91	1,800.00	
5	Payroll service	25.50	25.50	55.00
6	Printing of Annual Report		0.00	100.00
7	Newsletter printing	834.00	420.00	1,200.00
8	Newsletter delivery	139.00	140.00	400.00
	Clerk			
9	Expenses (Travel and phone)		250.00	400.00
10	Stationery/publications		75.00	100.00
	Members			
11	Chairman's allowance	250.00		250.00
12	Training			600.00
13	Expenses		50.00	100.00
	Grounds Maintenance			
14	Talbot Way - conservation area Carried out by Greenspaces, South Cheshire		900.00	1,000.00
15	Talbot Way - lawned area Carried out by Jof's Mowing	205.00	700.00	2,000.00
16	General grass-cutting in the parish			
17	Grants			1,000.00
	Insurance/Audit/Subscriptions			
18	External Audit (PKF Littlejohn)		400.00	400.00
19	Audit fees (Internal)	217.80		250.00
20	Insurance	520.00		530.00
21	Cheshire Association of Local Councils			900.00
	Room Hire			
22	Room hire at Stapeley House	30.00		0.00
23	Broad Lane Methodist Chapel (Room hire)	240.00		100.00

	Item	Spend to 30 Sept 2018 £	Estimates to 31 Mar 2019 £	Budget 2019-2020 £
	Speed Watch			
24	Downloading of data and moving units around the parish every 3 weeks @ £125 per 3-week period.		2,600.00	2,600.00
25	Additional unit for Broad Lane.			3,000.00
26	Equipment repairs		200.00	500.00
	Street Lighting			
27	Unmetered electricity	406.61	500.00	800.00
28	Street light repairs		0.00	200.00
29	Street light upgrading		3,500.00	
30	Lighting of MUGA			5,000.00
	Miscellaneous			
31	Withdrawal by bank, of deposit made in error	392.15		0.00
32	Contribution to Nantwich Town Council – allotments		340.00	1,000.00
	The Great Get-Together (24 June 2018)			
33	Banner and tablecloths	104.35		0.00
	S.137 Grants			
34	Broad Lane Coffee Club	100.00	250.00	0.00
	Community Hall			
35	Crystal Clean - cleaning of the hall/opening For parties	3,012.00	3,500.00	7,500.00
36	Window cleaning (Target Windows)	100.00		240.00
37	Dame Hygiene Services (including nappy disposal/feminine hygiene dispenser)		795.00	800.00
38	Fortnightly waste collections (Greenzone)	269.34	200.00	500.00
39	Gas supply			1,000.00
40	Child lock replacement (kitchen)	60.00		0.00
41	Water services	973.95	1,000.00	2,000.00
42	West Mercia Energy	299.73	550.00	1,000.00
43	Ring-fenced funds for maintenance - Drains work	96.00	100.00	6,000.00
44	Statutory testing of equipment		240.00	300.00
45	Christmas tree/lights for community hall		300.00	300.00

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	Item	Spend to 30 Sept 2018 £	Estimates to 31 Mar 2019 £	Budget 2019-2020 £
46	CCTV		0.00	1,300.00
47	Trentham Fencing - replacement padlocks	118.82		0.00
48	Replacement guttering		1,400.00	0.00
	Projects			
49	Provision of wooden (or other material) seats to be fixed at agreed locations in the parish.		4,000.00	2,000.00
50	Heavy duty planters - for location outside the community hall (based on £350 per planter)		1,500.00	0.00
51	Reserves	0.00	500.00	3,000.00
		14,228.81	32,059.50	62,104.00