

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 17 JUNE 2019 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD,
STAPELEY, NANTWICH**

PRESENT:	Councillor M Theobald	Chairman
	Councillor E Boughey	Councillor G Gwinn
	Councillor S Ford	Councillor S Gwinn-Freemantle
APOLOGIES:	Councillors J Davenport, M Docker and J Hillman	
IN ATTENDANCE:	Peter Groves and Keith Nord	Candidates for co-option
	One member of the public	

24 DECLARATIONS OF INTEREST

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.

26 MINUTES

RESOLVED: That the Minutes of the Annual Council Meeting held on 16 May 2019 be approved as a correct record.

27 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.

A member of the public raised the following issues:

- Pond on Mainwaring Close – responsibility for its maintenance.
Borough Councillor Peter Groves had written to the Borough Solicitor on 17 April 2019 about this matter. It was the responsibility of the developer which it was understood was either Taylor Wimpey or Bovis Homes.

Councillor Groves reminded the meeting that he and Noel Wagstaff (formerly of Stapeley Parish Action Group) had carried out research into several issues on the Cronkinson Farm estate to try to resolve issues relating to liability and responsibility.

- Speeding traffic on London Road.
Borough Councillor Peter Groves responded to the effect that he may have further information to report to a future meeting.

28 CO-OPTION

The Parish Council was invited to consider co-opting former parish councillors Peter Groves and Keith Nord as the only two candidates for co-option to the two remaining seats on the Parish Council.

RESOLVED: That Peter Groves and Keith Nord be co-opted onto the Parish Council.

(Note: Each candidate signed a Declaration of Acceptance of Office.)

29 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Borough Councillor Peter Groves reported that Muller Homes' appeal had been delayed.

Councillor Groves had also been asked to respond to several matters raised by Councillor Stephen Ford, which were included in the Clerk's report submitted to the May meeting.

Councillor Groves undertook to respond to the issues direct to Councillor Ford.

30 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

£310.92	HMRC	Tax on Clerk's salary and employer's NI
£40.00	Target Windows	Window cleaning at community hall Invoices 0470 (April) and 0486 (May)
£450.00	Crystal Clean South Cheshire	Cleaning community hall. (£375.00 net and £75.00 VAT) Two open/close for private parties
£1,290.00	CTSE Security and Electrical	Invoice for installation of CCTV (Invoice 4070) (£1,075.00 net and £215.00 VAT)
£96.00	Mark Everill Ltd. On behalf of Dynorod	This invoice relates to work carried out in April 2018. A cheque was issued for that work (Cheque No. 1125 authorised on 21 May 2018). This remains unrepresented and the Clerk has cancelled the cheque with the bank.
£118.00	C M Jones	Reimbursement for purchase of additional keys for the Community Hall
£45.00	CVS Cheshire East	Membership is part of the arrangement for Connected Communities.
£91.06	Stryker	Work undertaken re. AED and authorised by John Putt (not the Parish Council).

31 ANNUAL ACCOUNTS – 2018-2019

The accounts were being audited by the Internal Auditor and would be submitted to the meeting on 15 July 2019. In the meantime, the following documents were submitted for information.

- (a) Checklist to review the effectiveness of internal audit.
- (b) Annual Governance and Accountability Review (AGAR)
- (c) Bank Reconciliation (2018-2019)
- (d) List of Fixed Assets

32 PLANNING MATTERS

32.1 Planning Applications

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

19/2542N 110 London Road, Stapeley CW5 7JL
Restoration of semi-derelict house including single and two-storey extensions, a detached single garage and new access from London Road.

RESOLVED: That the following observations be made on planning application No. 19/2542N:

The Parish Council is concerned on road safety grounds about (a) the additional entrance from an 'A' Road (the A51); (b) two driveways exiting onto the A51; and (c) the minor road junction in close proximity to the application site.

32.2 Barrier at Cronkinson Farm Pub – Planning Application 19/0888N

At the previous meeting, the Clerk reported that the resident who made a complaint to Borough Councillor Peter Groves about this application, had renewed his objections following approval of the application by Cheshire East Council.

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

The Area Operations Manager (AOP) for Marston's had now contacted the Clerk and suggested meeting on-site to review the issues in connection with the barrier.

The Parish Council was asked to consider nominating a Member(s) to meet on site with the AOP.

RESOLVED: That the Clerk liaise with Borough Councillor Peter Groves who would arrange for a Planning Case Officer to meet the Area Operations Manager from Marston's Brewery, on site at the Cronkinson Farm Pub.

33 LAND AT TALBOT WAY – CONSERVATION AREA

30.1 Members were aware of the problems in respect of the conservation area on Talbot Way via the exchange of emails during May. The company which had previously carried out the work on the conservation area had ceased without notifying the Parish Council of this change; unfortunately, as the invoices were only received on an annual basis, the cessation of the contract was not noticed until reports of the overgrown state of the area had been reported by a resident.

Following receipt of an email from the Clerk to the director of the company, he contacted the former employee (James Thompson) who used to undertake this work on a fortnightly basis and he, in turn, contacted the Clerk and agreed to carry out remedial work as a matter of urgency, and recommended the following:

A two-stage process, with a tidy-up of the front (roadside) area including:

Stage 1:

Tidy-up of the front (roadside) area including:

- cutting back hedge (and removing all arisings)
- cutting back Willows (and removing all arisings)
- strimming grass (and leave dropped)
- spray front fence edge for weeds

Total: £600.00 plus VAT (subject to nesting birds)

The Clerk had accepted this quotation and it was noted that Mr Thompson was satisfied that there were no nesting birds and he was able to commence the work.

Stage 2:

Strimming grass again, trimming hedge and a tidy-up of the rear and pond area in about 2-3 months' time.

This second stage was £450.00 plus VAT and the Parish Council was recommended to accept this quotation.

RESOLVED: (a) That the Parish Council accept the quotation of £450.00 plus VAT from James Thompson, for the second stage of work required at the Talbot Way Conservation Area; and

(b) That it be noted that James Thompson would submit a quotation later for annual maintenance.

30.2 Monitoring the Conservation Area

The Parish Council was asked to review arrangements for monitoring of the site at regular intervals. It was suggested that this be carried out between the Clerk and Councillor Jo Hillman on a monthly basis, and as previously agreed, reports by exception, be submitted to the Parish Council.

RESOLVED: That the Clerk and Councillor Jo Hillman (subject to her agreement) monitor the Conservation Area on a monthly basis and report, by exception, to the Parish Council.

31 CONNECTED COMMUNITIES – OPEN DAY EVENT 28 MARCH 2019

31.1 GRIPP Assessment

The Parish Council was asked to consider if any action was required arising out of the informal meeting held earlier in the evening.

The two CEC Officers who had attended the meeting had indicated that the outstanding issues could easily be resolved and had undertaken to discuss this with CVS Cheshire East and inform the Parish Council of the outcome.

31.1 Payment for Distribution of Flyer

It was reported that Carol Hill (CEC) had advised that the cost of distribution of the flyer for the Open Day would not be funded by Cheshire East Council.

31.3 Wi-Fi Facility

The Clerk had now been provided with a SIM card for the Wi-fi facility and this was brought to the meeting to enable the system to be set up.

32 CCTV – COMMUNITY HALL

The CCTV had now been fitted at the hall, with the TV screen and other equipment located in the office.

Members were asked to consider any measures required to ensure that the Council complied with all relevant regulations relating to the use of CCTV.

The Clerk was asked to purchase two signs indicating that CCTV was operational at the hall 24 hours a day, together with contact details being added as a separate sign.

33 THE GREAT STAPELEY GET TOGETHER – SUNDAY, 14 JULY 2019

The Parish Council was asked to consider arrangements for The Great Stapeley Get Together to be held on Sunday, 14 July 2019.

The Clerk asked the Council to consider changing the date to Sunday, 21 July 2019 as the Parish Newsletter had not yet been finalised and, taking into account finalising the content, design time and distribution, it was likely that this would not give enough notice to residents.

A full discussion ensued, during which several options for holding a community event at the hall were considered, including, a 'Mince Pies and Mulled Wine' evening at Christmas or the combination of a social event with a Parish Council meeting.

RESOLVED: That the Parish Council decline to hold a community event during the current year.

34 PARISH NEWSLETTER

A draft newsletter was submitted for consideration. It had not been possible to meet the deadline date of 7 June 2019 which would have allowed 'Party in the Lane' to be advertised. The organiser of the event had been notified and she had provided a poster which had been displayed in the noticeboard.

The proposed timetable was noted:

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|---|------------------------|
| • Approval of the newsletter at this meeting | 17 June |
| • Contributors to provide final copy to the Clerk | 21 June |
| • Clerk to revise the newsletter and submit to Johnsons | 27/28 June |
| • Johnsons to design and print (5 days turnaround) | complete 5 July |
| • The Leaflet Team to distribute | week commencing 8 July |

35 INSTALLATION OF SEATS IN THE PARISH

The six seats had now been installed. Councillor Boughey provided a photograph of one of the seats and it was agreed that this be added to the newsletter.

36 INFORMATION ITEM

It was reported that following the completion of the building work at Pear Tree School, the school now had a self-contained annexe which could be locked separately from the school and was available for hire.

The Head Teacher had suggested that where the Parish Council was unable to accommodate any new regular clients in the Community Hall or for private parties at weekends, they be referred to the school.

37 DATE OF NEXT MEETING

15 July 2019

38 EXCLUSION PRESS AND PUBLIC

(Reason for exclusion: Relates to legal matters between the Parish Council and its legal adviser.)

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.

39 POTENTIAL DISPOSAL OF LAND AT TALBOT WAY

The Parish Council was invited to consider a request from a resident who wished to purchase of a small piece of land at Talbot Way (owned by the Parish Council).

Legal advice had been sought from the solicitor who had acted for the Parish Council when the land was purchased in 2009. The correspondence between the Clerk and the Legal Adviser was submitted together with a plan of the area.

RESOLVED: (a) That the solicitor's advice be accepted;

(b) That, in addition to the solicitor's advice, the Council considered its wider duty to the remainder of the parish residents as the land was a Parish Council asset, purchased with public funds; and

(c) That the resident's request to purchase a portion of the land at Talbot Way, be declined.

DRAFT

.....Chairman