

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 17 NOVEMBER 2014 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman
Councillor M Docker
Councillor K Lawrence
Councillor K Nord

APOLOGIES: Councillor S Clough
Councillor J Davenport
Councillor P Groves
Councillor J Hillman
Councillor M Malbon
Councillor M Theobald

89 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.

90 MINUTES

RESOLVED: That the Minutes of the meeting held on 20 October 2014 be approved as a correct record and signed by the Chairman.

91 PUBLIC QUESTION TIME

There were no members of the public in attendance.

92 CHESHIRE EAST BOROUGH COUNCILLORS

There were no Borough Councillors in attendance.

93 CLERK'S REPORT

The Parish Council received the Clerk's report which had been up-dated earlier in the evening to reflect comments made at the Stapeley Parish Action Group (SPAG) meeting held on 10 November 2014.

94 SPEED WATCH

94.1 Replacement of Equipment

As reported at the previous meeting, one of the speed units required replacing; as a consequence, the usual three-weekly rotation of speed units had been deferred to enable the replacement and rotation to be carried out on the same visit.

The Clerk had sent an official order to TWM Traffic Control Systems requesting the work to be carried out. The invoice for the work was dealt with under Authorisation of Payments.

94.2 Presentation of Data from Vehicle-Speed Display Units

The Clerk had visited TWM and discussed the presentation of data with the engineers. The software required was not compatible with the computer used by Councillor Docker and for this reason he was only able to produce Excel spreadsheets.

The software had now been uploaded onto the Clerk's laptop and all future information downloaded from the units could be forwarded direct to the Clerk every three weeks.

The latest data, for the period 30 September to 31 October 2014 was submitted. Members preferred the chart format and it was understood that this was also the preferred format for the Police which used the data for enforcement purposes.

RESOLVED: (a) That the Clerk submit the speed data charts to the Parish Council as and when data was sent by TWM Traffic Control Systems;

(b) That the Police be asked if the format was acceptable for its own purposes; and

(c) That in the event of the Police preferring an alternative format, the matter be reviewed.

95 COMMUNITY HALL UPDATE

Members received an update on matters raised at the previous meeting.

Cheshire East Council

The Clerk had written to Cheshire East Council (a) to inform the Assets Team that quotations for perimeter fencing were being sought; and (b) to ask if the Borough Council would be willing to fund the total cost, but in the alternative, to fund on a 50:50 basis with the Parish Council. A response was awaited.

Energy Costs

The Clerk had contacted West Mercia Energy (WME) to establish if the rates being charged by the company were the same as those previously charged to Cheshire East Council. The Clerk had also enquired about the term of the contract.

If the Parish Council contracted with WME to continue to supply electricity at the hall, the rates would be the same as had been charged to Cheshire East Council. The initial period would be until 31 March 2016, and if the Council wished to cease that arrangement at that time (31 March 2016) it would need to give written notice by no later than 30 September 2015.

If the Council decided now that it did not wish to 'sign up' to WME, WME would remove the electricity supply from its supplier contract, with effect from 1 November 2012 as this was the date when change of occupancy occurred. Npower (WME's supplier) would then contact the Council separately to offer a retrospective contract (from 1 November 2012). If this offer was not taken up, Npower would charge its own rates (for the electricity already used) until such time as the Council transferred to another electricity supplier.

RESOLVED: (a) That the Parish Council enter into a contract with West Mercia Energy for the electricity supply at the Community Hall at the same rates paid by Cheshire East Council for the period 1 November 2012 to 31 March 2016; and

(b) That the matter be reviewed in 2015 to provide an opportunity for the Council to withdraw from the contract on 31 March 2016 by giving notice by 30 September 2015.

Risk Assessment

The Clerk was reviewing guidance from the Health and Safety Executive in respect of a general risk assessment/management of the hall and would report to the December meeting.

Legionella Risk Assessment

Councillor K Nord had reviewed the HSE guidance on Legionella testing. The following needed to be carried out to ensure compliance with the risk assessment.

- Test water temperatures monthly, by testing the taps furthest away from the point of the supply.
- The cold water must be below 20°C within 2 minutes.
- The hot water must be over 50°C within 1 minute.

To carry out these checks, an electronic thermometer was required and a book to record the findings. The Risk Assessment documentation provided by Hertel, which carried out the risk assessment, included the necessary forms to record such findings.

RESOLVED: That the monthly Legionella checks be carried out by the cleaning contractor, subject to her agreement; and

(b) That the Clerk purchase an electronic thermometer displaying the appropriate temperature range.

96 FINANCIAL MATTERS

96.1 Delegation to the Clerk – Addition to Financial Regulations

The Parish Council was asked to approve a revision to the Financial Regulations which would allow for delegation to the Clerk, acting in consultation with the Chairman.

The Financial Regulations provided for the following:

Contracts in excess of £50,000	subject to tender
Contracts of more than £1,000	three quotations
Contracts below £1,000 but more than £500	strive to obtain three quotations
Contracts below £500	

The Financial Regulations were silent as to how to deal with contracts below £500 but as with all expenditure, value-for-money would apply at all times, and Regulation 10(3) would be the most appropriate in these circumstances:

All Members and the Officer are responsible for obtaining value-for-money at all times. The Clerk/RFO issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (g).

The suggested addition would be as follows and included as paragraph 11 (j):

When it is intended to enter into a contract of £500 or under, and the matter is of such urgency that it should be dealt with before the next meeting of the Parish Council, the Clerk/RFO shall be authorised to make the contract, in consultation with the Chairman, provided that the expenditure relates to an item for which there is an appropriate budget-heading. All such expenditure shall be reported to the next meeting of the Parish Council.

RESOLVED: That delegation to the Clerk, as detailed above, be approved; and

(b) That the Financial Regulations be amended accordingly with immediate effect.

96.2 Community Hall - Feminine Hygiene Dispenser Unit

The Parish Council was asked to authorise the installation of a tampon/towel machine, supplied and maintained in the community hall on a one-year contract.

The machine would be stock-replenished every month and sanitary waste removed twelve times a year. The company would arrange to visit on occasions when the cleaning staff were in the hall to avoid the need to be provided with a key.

The quotation had been provided by Dame Hygiene Services, a local company, which supplied local commercial premises.

One x 23 litre, foot-pedal operated sanitary disposal unit	£2.00 per week
One x dual column tampon and towel (Tampax and Always) dispensing machine	£2.50 per week

The total cost per annum was £234 plus VAT.

RESOLVED: That the quotation submitted by Dame Hygiene Services be accepted in the sum of £234 per annum, plus VAT, for the supply of equipment, and the service as detailed, for a one year period.

96.3 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£1,602.00	TWM Traffic Control Systems Ltd. (£750.00) £625 + vat £125 Movement of units around the parish from 8 August 2014 to 31 October 2014
	(£852.00) £710 + vat £142 Replacement of SDU 1000 radar unit
£415.22	Additional payment to HMRC

At the September meeting, payment of £415.22 was authorised (Minute No. 75), but the cheque was not made out at that time.

The breakdown of the payment was £202.03 for the tax year 2013-2014 and £213.19 under-payment for the tax year 2014-2015.

The payment of £415.22, together with the £168.20 due in November (£168.20 tax and £24.48 employer's NI contribution), amounted to a total of **£607.90**

£497.50	Crystal Clean – cleaning of community hall October/November. (£40 related to opening and closing the hall for private parties.)
£59.00	Clough's of Nantwich – installation of pole in community hall for wall-hanging
£139.23	Scottish Power – un-metered electricity supply for street lights (£132.60 net - £6.63 vat)

Noted: Although listed on the agenda as a payment requiring authorisation, James Thompson had not yet submitted an invoice for work due to be carried out at Talbot Way (replacement of setts.)

97 SPRING BULBS

As the Borough Council no longer provided free Spring bulbs, the Parish Council was invited to consider if a quantity should be purchased for planting in various locations around the parish.

During discussion, Members agreed that it was too late in the year to arrange this, despite the offer by SPAG that they had volunteers who would assist.

RESOLVED: (a) That no action be taken to purchase bulbs this year;

(b) That the purchase of Spring bulbs be considered at the September 2015 meeting; and

(c) That in the meantime, SPAG be asked to provide a planting programme for consideration by the Parish Council.

98 PURCHASE OF LITTER BIN

The litter-bin which was located on open space near to the Multi-Use Games Area, was often over-flowing and probably contributed to the additional litter which surrounded the community hall. (This was the observation made by PCSO N Jarvis at the Police Cluster meeting on 20 October 2014.)

If the Parish Council purchased an additional waste-bin at a cost of £323 plus VAT, (supplied by ANSA), Cheshire East Council would arrange for the emptying to be added to its waste-collection round. The bin would be located in the vicinity of the existing bin and could be used for both dog-waste and litter. A photograph of the bin was provided.

RESOLVED: (a) That an order be placed with ANSA (the Environmental Services 'arm' of Cheshire East Council) for the purchase and installation of a litter-bin, for dog-waste and litter, at a cost of £323 plus VAT; and

(b) That the litter-bin be sited on the grassed area between the MUGA and the community hall.

99 NEIGHBOURHOOD PLAN

99.1 Inaugural Meeting

The Minutes of the Inaugural Meeting of the Neighbourhood Plan Steering Group held on 13 November 2014 were submitted for information.

99.2 Amendments to Terms of Reference

(a) There was an error on the Terms of Reference for the Steering Group

Paragraph 4 - Frequency, Timing and Procedure of Meetings (v) 6 stated –

“Election of Chairman to serve for the life of the Steering Group”.

Chairmen were only permitted to serve for a Municipal Year.

(b) The following was also suggested as an amendment:

Paragraph 2 (ix) stated –

Refer back to the Parish Council for decision-making, recommendations made as a result of community engagement.

For the avoidance of doubt, it was suggested that the words '*inter alia*' be inserted after '*...result of...*' As it stood, the sentence meant that the only recommendations which would be referred back to the Parish Council were those which arose out of community engagement and that was not the intention; there would be other matters which required referral to the Council.

RESOLVED: That the following changes be made to the Terms of Reference for the Neighbourhood Plan Steering Group:

- Paragraph 2 (ix) to read:

[the Steering Group shall]

Refer back to the Parish Council for decision-making, recommendations made as a result of, *inter-alia*, community engagement.

- Paragraph 4 - Frequency, Timing and Procedure of Meetings

(v) First Meeting

Item 6 to read - 'Election of Chairman to serve for the remainder of the Municipal Year.'

100 PLANNING MATTERS

There were no planning applications.

101 CHESHIRE ASSOCIATION OF LOCAL COUNCILS (ChALC) CHARTER

The Parish Council was invited to comment on ChALC's draft charter, which was an update of its previous.

RESOLVED: That no comments be made on the Cheshire Association of Local Councils Charter.

102 POLICE AND CRIME COMMISSIONER INVITATION – 9 DECEMBER 2014

Town and parish councils were invited to nominate a member to attend a meeting with the Police and Crime Commissioner to be held on Tuesday, 9 December 2014 at 6.30 pm in the Council Chamber, Municipal Buildings, Earle Street, Crewe.

RESOLVED: That the Parish Council decline to nominate a Member to attend the Police and Crime Commissioner meeting to be held on Tuesday, 9 December 2014.

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

104 COMMUNITY HALL – PERIMETER FENCING

The Clerk had contacted three companies (via the Internet) seeking quotations for mesh fencing, or similar. One company had made contact and had offered advice and submitted various fencing options which were detailed in the Clerk's report.

Quotations had not yet been sought for the ground treatment around the close perimeter of the building.

Members were of the view that palisade fencing would be the most robust and be more likely to prevent unauthorised access. The fencing could be painted in green or red to ensure that it was more aesthetically-pleasing. It was suggested that the sides and rear of the hall should be enclosed with palisade fencing and that two options should be considered for the front area of the hall comprising the car park.

Members also agreed that as the Parish Council could be criticised for installing fencing without having consulted its neighbours, the dwellings in close proximity to the hall should be consulted on the proposals.

RESOLVED: (a) That, in principle, fencing be installed around the community hall, to enclose the car park area, surround the entire building and provide double-gates at the entrance to the car park (subject to permission being granted by Cheshire East Council);

(b) That quotations be sought for the provision of palisade fencing (2 metres high) around the sides and rear of the hall, at the edge of the footway to allow a route for egress in the event of fire;

(c) That quotations be sought for two options at the front of the hall, viz. (i) palisade fencing around the perimeter of the car park; and (ii) 358 mesh anti-climb fencing;

(d) That quotations be sought for a matching pair of gates (of equal size) to provide vehicle entrance to the car park; and

(e) That, in due course, fliers be printed and distributed to properties in close proximity to the hall informing residents of the proposals.

105 RE-ADMITTANCE OF PRESS AND PUBLIC

RESOLVED: That the press and public be re-admitted to the meeting.

106 OUTSIDE BODIES/MEETINGS

Members appointed to outside bodies or meetings were invited to report on recent meetings. There were no reports.

107 FUTURE MEETINGS

- Thursday 4 December 2014 – Finance and Grants Committee
- 15 December 2014 – Parish Council

Agenda item: Provision of gazebo for location adjacent to MUGA.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.45 pm