

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

PRESENT: Councillor M Theobald Chairman
Councillor S Gwinn-Freemantle Councillor J Hillman
Councillor P Groves Councillor K Nord

APOLOGIES: Councillors E Boughey, J Davenport, M Docker, G Gwinn and J Putt

54 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.

55 MINUTES – 9 JULY AND 16 JULY 2018

RESOLVED: That the Minutes of the Extra-ordinary Meeting held on 9 July 2018 and the Meeting held on 16 July 2018 be approved as correct records.

56 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Orders, members of the public were able to ask questions or address the Parish Council in respect of any item on the agenda, or any matter relevant to the Parish Council's business and the local area.

There were no members of the public in attendance.

57 FINANCIAL MATTERS

57.1 Authorisation of Payments

RESOLVED: That the following payments be approved.

| | | |
|---------|------------------------|--|
| £228.26 | HMRC | Tax on Clerk's salary and employer's NI (August and September payments) |
| £882.00 | Crystal Clean | Cleaning of the Community Hall (£735.00 net and £147.00 VAT) |
| £40.00 | Target Window Cleaning | Community hall window cleaning - £20.00 per month for inside and outside cleaning. |
| £267.00 | C M Jones | Six month salary arrears – see Minute No. 57.2 |

57.2 Bank Mandate – Clerk's Salary

Although the Parish Council approved a change in the bank mandate on 19 February 2018, the letter to the bank appeared to have 'gone astray'. At the meeting held on 16 July 2018, the Parish Council refreshed the arrangement; unfortunately, there were insufficient signatories to sign the letter. A further copy was now submitted and was signed by two cheque signatories.

The changes were noted, payable on the 28th of each month, effective date 1 October 2018.

From: £762.33
To: £806.83

57.3 Request for Donation (Broad Lane Coffee Club held at Broad Lane Methodist Church)

The Parish Council was asked to consider a request for funding on behalf of the Coffee Club on Broad Lane, Nantwich, to enable a projector to be purchased. The cost was £100.

Although Broad Lane Methodist Church fell within the Nantwich Town Council area, the Coffee Club was used by many residents in the parish.

The Clerk advised that a grant could be made under S.137 of the Local Government Act 1972 which enabled local councils to spend a limited amount of money for purposes for which they had no other specific statutory power, but the Council must be satisfied *that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants.*

RESOLVED: (a) That a grant of £100 be made to Broad Lane Coffee Club for the purchase of a projector; and

(b) That the grant be made under S.137 of the Local Government Act 1972.

58 PLANNING APPLICATIONS

There were no planning applications for consultation. Notification of the following planning applications had been received since the July meeting. Members had been informed, but there had been no request for an extra-ordinary meeting to allow observations to be submitted to Cheshire East Council.

18/3508N Old Dairy House Farm, Batherton Lane
Listed building consent for proposed refurbishment, alteration and extension of original farmhouse.

18/3540N Old Dairy House Farm, Batherton Lane
Rear porch extension and alterations to fenestration of listed building.

Deadline date for observations on both applications: 22 August 2018

18/3684N Buttercup View, 4 Mill Lane, Batherton
Addition to family room and provision of 'granny annexe'.

Deadline date for observations: 15 August 2018

18/3769N 2 Newland Way, Stapeley
Retrospective planning application to retain ground floor extension on side of detached house.

Deadline date for observations: 20 August 2018

18/3932N 4 Hawksey Drive, Stapeley
Single-storey flat roof rear extension.

Deadline date for observations: 28 August 2018

59 CONSULTATION ON SITE ALLOCATIONS AND DEVELOPMENT POLICIES DOCUMENT (SAPD)

Following the adoption of the Local Plan Strategy last year, the Borough Council was preparing a number of additional planning policy documents. These were the subject of consultation between 11 September and 22 October 2018. They were:

- First Draft Site Allocations and Development Policies Document (SADPD);
- SADPD Sustainability Appraisal and Habitats Regulations Assessment;
- The Garden Village at Handforth draft supplementary planning document;
- Revised and updated Statement of Community Involvement; and
- A 'call for sites' which may be suitable for Gypsy, Traveller and Travelling Show-people accommodation.

The Parish Council was invited to submit comments and Members were offered the opportunity to convene an extra-ordinary meeting if it was deemed appropriate.

It was **AGREED** that the Parish Council decline to submit observations on the policies document and that individuals submit their own views if they wished.

60 DATA PROTECTION ACT 2018 – E-MAIL ADDRESSES

Members had previously considered the provision of dedicated e-mail addresses which could be set up to ensure security of personal data.

The Clerk's report provided information from Andrew Shepherd who managed the Parish Council's website, and the Clerk's own enquiries in respect of Microsoft Office 365.

The advice from Mr Shepherd was as follows:

The current hosting package for Stapeley had up to 100 e-mail addresses available to the Council. At present, e-mail to councillors using '@stapeleyparishcouncil.gov.uk' were re-directed to their personal addresses. This could be changed to each councillor having their own personal mailbox - the mail would be stored on the Parish Council's server.

A higher level of security would be required and the hosting package would need to be updated to purchase an SSL certificate (Secure Sockets Layer) which was a digital certificate used to encrypt data sent between a user and a website to enable Authenticated SMTP Access (An Authenticated SMTP service allowed a user to send e-mails securely through the Names.co.uk mail servers, using a username and password). This would involve the following extra costs:

- SSL Certificate £99 per annum
- Authenticated SMTP access £17.50 per annum

The package used by each councillor to access e-mail would need to be configured to use this service (Outlook, Thunderbird etc. or Webmail).

RESOLVED: That the option for secure e-mail addresses for councillors, as detailed by Andrew Shepherd, be accepted; and

(b) That it be noted that there would be additional costs for this service.

61 COMMUNITY HALL

61.1 Bouncy Castles

Clients of the community hall had always been permitted to hire bouncy castles for children's parties; however, since the re-decoration of the hall, one of these pieces of equipment had marked the ceiling and the Parish Council was asked to decide if bouncy castles should be

prohibited from use in the hall. An alternative would be to reduce the permitted height from the current limit of 9 ft.

Members **AGREED** that there should be no prohibition, but that the Duty Managers be asked to take a photograph of the ceiling before and after a booking, where a bouncy castle was being used.

61.2 Police Surgeries

It was reported that one of the PCSOs had now been provided with a key to the Community Hall and the office. The PCSOs would work their surgeries around the bookings in the hall so that for the most part they were not present when events were being held.

61.3 Telephone Line and Wi-Fi Connection (Connected Communities)

As part of the Connected Communities scheme, there was a requirement for the community hall to have a telephone line and Wi-Fi facility. The Clerk had started the process with BT and had passed the information on to the CEC Community Development Officer.

Cheshire East Council had indicated that it would pay for the cost of the installation of Wi-Fi and, possibly, the on-going monthly costs. The account with BT would be in the Parish Council's name so that in future, if the Connected Communities franchise ceased, the Parish Council would not lose the Wi-Fi facility.

62 CHRISTMAS ARRANGEMENTS

The Parish Council was asked to authorise the Clerk to order a Christmas tree for location outside the Community Hall.

RESOLVED: That the Clerk make arrangements for purchase of a Christmas tree to be located outside the Community Hall.

63 CHESHIRE EAST COUNCIL – TOWN AND PARISH COUNCIL CONFERENCE 26 SEPTEMBER 2018 (SANDBACH)

The agenda for the Town and Parish Council Conference, to be held on 26 September 2018, was submitted.

The Parish Council was invited to nominate one councillor to attend. None of the Members present were available and the Clerk was asked to offer the invitation to those councillors who were not present.

64 CONNECTED COMMUNITIES

The Clerk had attended a meeting with Carol Hill (CEC Community Development Officer) and Clare Dodds (CVS) on 13 September to discuss the next steps in the Connected Communities initiative.

The purpose of the meeting had been to complete the GRIPP process. The document was completed during the meeting with Ms Hill and Ms Dodds. A copy of the completed form had been forwarded by Clare Dodds and had been provided to Members.

Members had some concerns and were of the view that the provision of evidence in respect of GRIPP, and particularly the number of policies required, was more appropriate for the groups using the hall, rather than for the Parish Council itself.

The Parish Council's aim had been to make the community hall available to various groups and volunteers, free of charge, as a means of providing a service to residents who could not easily access facilities and activities in Nantwich.

A number of documents had been requested; for example, budget/accounts, Members' Register of Interests, Neighbourhood Plan, Minutes of Parish Council meetings. The Clerk was required to provide these by e-mail to CVS with evidence numbers marked on each document. Members commented that as these documents were in the public domain, CVS would be able to access these without the Clerk needing to provide them.

RESOLVED: That the Clerk convey the views expressed by Members, to the Community Development Officer (CEC) and the Development Officer at CVS.

65 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

In the absence of Councillor John Putt, there was no update.

66 ALLOTMENTS

At the meeting held on 18 June 2018, the Parish Council discussed a proposal from Nantwich Town Council which would allow residents in Stapeley to be allocated an allotment plot in Nantwich, provided that the Parish Council paid a contribution for this allocation. The level of contribution was not available, and it was agreed that the Parish Council approve the arrangement, in principle.

There was no further update. There had been a fractured pipe underneath the allotments in Nantwich and there was currently a dispute between the Town Council and the Borough Council as to which authority was responsible for the cost of repair.

67 SEATS/BENCHES

At its July meeting, the Parish Council agreed that quotations for six benches should be sought on a 'procure and install' basis.

The locations were broadly agreed as follows.

- Cul-de-sac end of London Road in close vicinity to the proposed new bollards.
- Stapeley Gardens, off London Road.
- Elwood Way/Peter de Stapleigh Way (Members would make a site visit to establish the precise location.)
- Broad Lane/First Dig Lane – in the vicinity of The White House.
- Second Dig Lane on the triangle at the junction with London Road (A51).

The Clerk had contacted CEC for permission to install but a response was awaited.

Several of the websites supplying street furniture required purchases to be made on-line. The Clerk had contacted three and asked for quotations on a 'procure and install' basis. The quotations were not available at the meeting, but the Clerk had been in discussion with one company which was currently supplying Cheshire East Council with street furniture. He had commented that to enable him to submit a quotation he required more precise details to form a specification, such as the type of ground-fixing required, materials for the seats, precise locations to be marked on a map with post-codes (or similar).

No decision was taken, but the Clerk undertook to provide quotations for the next meeting, if possible.

68 DATE OF NEXT MEETING

15 October 2018 : Draft budget for 2019-2029 to be submitted.