

**MINUTES OF THE A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 18 SEPTEMBER 2017 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor J Hillman In the Chair
Councillor J Davenport
Councillor S Gwinn-Freemantle
Councillor M Malbon
Councillor K Nord

APOLOGIES: Councillors E Boughey, M Docker, P Groves and M Theobald

59 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.

60 MINUTES – 17 JULY 2017

RESOLVED: That the Minutes of the meeting held on 17 July 2017 be approved as a correct record.

61 CASUAL VACANCY

It was noted that the deadline date for calling an election was 21 July (following the July Parish Council meeting). No election had been called and the Parish Council would now be able to co-opt to the vacancy.

Legal Topic Note L15-08 produced by the National Association of Local Councils and updated in May 2015 was submitted. The document suggested that any potential candidates should prepare a statement setting out how they complied with the criteria for co-option. The Topic Note also provided an appendix with a suggested person specification for consideration when co-opting.

Members took the view that, on balance, the formal process suggested in the Legal Topic Note was too onerous and the previous arrangement should apply, viz: each candidate to address the Parish Council to explain why they wished to enter public life, followed by questions from parish councillors.

RESOLVED: That potential candidates for co-option be invited to attend a Parish Council meeting, to make a short statement followed by questions from parish councillors.

62 STREET LIGHTING IN THE PARISH

The survey of the street-lighting had not yet been carried out; however, the Clerk was arranging to meet a representative from the Cheshire East Highways Street Lighting Team on site to show him the location of all the street lights owned by the Parish Council. It was expected that an estimate of costs for up-grading would be available at the October meeting.

SUSPENSION OF STANDING ORDERS

At this point in the proceedings, Standing Orders were suspended to allow members of the public to address Councillors. The following issues were raised:

- Provision of allotments in the parish.
 - 'Stub road' opposite to Pear Tree Field at its junction with Peter de Stapleigh Way.
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63 FINANCIAL MATTERS

63.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£229.21	Carol Jones	Reimbursement for tax on Clerk's salary and employer's NI contribution – paid in August to avoid late-payment penalties.
£22.80	Carol Jones	Reimbursement for land search (£19.00 and £3.80 VAT)
£942.00	Crystal Clean	Cleaning of community hall – August and September.
£146.57	Cheshire East Council	Street light repair – Column 695 London Road
£390.00	BDO LLP	Fee for auditing accounts 2016-2017 (£330.00 net and £66.00 VAT)
£105.00	A N Plumbing	Repair of toilet in Community Hall Cheque to be payable to Andrew Nuttall
£25.50	Shires Accountants	Payroll Service for July-September 2017
£700.00	Jof's Mowing	Grounds maintenance 30 December 2016 – 26 July 2017
£140.64	Thomson Planning	Attendance at meeting on 1 August 2017 and preparation of responses in respect of the independent examination. (£117.20 net and £23.44 VAT)
£650.43	United Utilities	Water and Wastewater – 11 April 2017 – 3 August 2017 (£637.33 net and £13.10 VAT)
£138.85	Scottish Power	Street light energy (£132.60 net and £6.25 VAT)

Arising out of discussion, the Clerk was asked to make enquiries of United Utilities to establish the basis of the charges.

63.2 Accounts – 2016-2017

The external audit by BDO LLP had concluded and its report was submitted. Members had previously been notified of some issues raised during the audit, and the Clerk had expected that this would necessitate an additional meeting of the Council to be held on 31 July 2017; however, BDO LLP confirmed that the Clerk could make the amendments to the Annual Return as this would not require a Council decision.

In the interests of completeness, a copy of the amended Annual Return was now submitted.

RESOLVED: That the report of BDO LLP be received and noted.

63.3 Budget – 2018-2019

Members were invited to suggest projects for the new financial year. At the meeting in October, the Clerk would present a first draft of the budget proposals, together with a budget monitoring statement for the current financial year to date.

Suggested items included:

- Seats throughout the parish. This could be linked with Stapeley Parish Action Group's initiative 'Walk Stapeley'. An item could also be included in the next newsletter asking residents to suggest locations.
- Additional grounds maintenance on land managed by Cheshire East Council.
- Robust planters within the community hall compound area.

**64 CHESHIRE ASSOCIATION OF LOCAL COUNCILS – ANNUAL MEETING
THURSDAY, 19 OCTOBER 2017 (MIDDLEWICH) – 7.00 PM**

The Cheshire Association of Local Councils was holding its Annual Meeting in Middlewich at 7.00 pm.

Members were invited to propose a motion to the meeting. In addition, the Annual Meeting would be making four appointments of Executive Board Members.

This was also an opportunity for parish councillors to put themselves forward for membership of the Executive Board. The nomination could be made direct to ChALC and did not require the support of the Parish Council as it was a personal appointment.

RESOLVED: (a) That, subject to her availability, Councillor Hillman represent the Parish Council at the ChALC Annual Meeting on 19 October; and

(b) That the Parish Council decline to submit a motion to the meeting.

65 CONSULTATION – CEC LOCAL FLOOD RISK MANAGEMENT STRATEGY

The Parish Council was invited to comment on CEC's Local Flood Risk Management Strategy. Comments were requested by 27 September 2017.

RESOLVED: That no observations be made on the CEC Flood Risk Management Strategy.

66 PLANNING MATTERS

66.1 Planning Applications

Comments were invited on the following planning applications.

17/4465N The Cedars, Wybunbury Lane, Stapeley, CW5 7JP
Reserved matters application for access, appearance, landscaping, layout and scale following outline approval 14/0622
Outline planning permission with all matters reserved for erection of dwelling.

17/4148N 13 Thalia Avenue, Stapeley, CW5 7RZ
Proposed small single-storey extension

RESOLVED: That no observations be made in respect of planning applications Nos. 17/4465N and 17/4148N.

17/4627N Stapeley House, Wybunbury Lane, Stapeley, CW5 7HH
Single-storey rear extension

Deadline date for observations: 11 October 2017.

None of the planning documents had been uploaded onto the Cheshire East Council website and for this reason, the Clerk was asked to request an extension to 17 October 2017 to allow the application to be considered at the October meeting.

66.2 It was noted that the following application had been received, but the Parish Council had been unable to comment on it, owing to the August recess.

17/4005N Cronkinson Farm Public House, Beechwood Close, CW5 7FY
Advertisement consent for two externally illuminated double-sided twin post signs.

The deadline date for observations was 28 August 2017

66.3 Neighbourhood Plan – Independent Examination

Mr Jonathan King had been appointed Independent Examiner of the Neighbourhood Plan and had conducted his examination in July. His draft report was expected to be available within 6-weeks of his receipt of the Draft Plan (approximately early September) but as he had raised a number of questions which required responses, this timetable was to be extended.

The Steering Group held two meetings in September and had also met with the Neighbourhood Plan Team at Cheshire East Council.

There was no further information to report at this time, and the date of the referendum had not yet been notified

66.4 Cheshire East Council (CEC)/Cheshire Association of Local Councils (ChALC) Update Event on Local Plan held on 25 July 2017

The Parish Council received the notes of the joint Cheshire East Council and Cheshire Association of Local Councils event held on 25 July 2017.

67 CCTV – COMMUNITY HALL

The Working Group held a meeting on 31 July 2017 and had produced notes of its meeting. Arrangements for seeking quotations was set out in Minute No. 46 (17 July 2017).

Potential contractors had yet to be identified. For this reason, the timetable agreed at the July meeting could not be met and the Parish Council was asked to arrange an alternative date for the special meeting (originally scheduled for 25 September) at which contractors would have timed slots to explain their respective proposals.

Members agreed that pages 1 and 2 of the notes should form the basic specification, but the following should also be added:

- Image clarity to be specified.
- Purpose of the installation of CCTV (to be identified by the working group).
- Back-up in the event of power failure.
- The need to identify individuals from images taken in daylight
- 30 days' image storage.
- Data to be indexed by date.
- Specify to the companies that there was no Internet access at the hall.

RESOLVED: (a) That the names of three prospective CCTV companies be sent to the Clerk who would issue invitations to quote; and

(b) That the notes of the working group meeting of 31 July 2017 be revised to form a specification as agreed during the meeting.

Note: A re-arranged for a special meeting was not agreed at this time.

68 ALLOTMENT SITES

A resident had contacted the Clerk about the provision of allotment sites in the parish. It was understood that this had also been raised at the Parish Councillors' surgery (2 July 2017) by the same resident.

The legal position was that a local council (i.e. a town or parish council) must formally consider any written request by six or more electors to operate an allotments site under the Allotments Acts and, in addition, if the Council was of the opinion that there was a demand, it was bound to provide allotments but the duty was restricted to the provision of allotment gardens. (Small Holdings and Allotments Act 1908, s.25(1)).

The resident had forwarded to the Clerk a list which purported to be a request for allotments. The list was, in fact, a list of Nantwich Allotment plot-holders. The resident had been advised

that if, in addition to himself, at least five others requested the provision of allotments in the parish, the matter could be considered. No such requests had been received but the resident had indicated that requests may be forthcoming in the future.

Members agreed that further information was required to clarify the Council's legal responsibility to provide allotments.

RESOLVED: That an appropriate Officer from Cheshire East Council be asked to attend the November meeting to explain the Parish Council's role and responsibilities in respect of the provision of allotments in the parish.

69 PARISH NEWSLETTER

69.1 The Parish Council was invited to suggest articles for the next newsletter and agree a publication date. An initial draft was submitted. As this was a first draft it had been withheld from public circulation and deposit.

Minor amendments were agreed and the following articles were awaited:

- Police item
- Neighbourhood Plan item (to be provided by the Steering Group)
- Christmas tree and lights
- Anti-social behaviour (Police to be asked to provide)

It was noted that Stapeley Parish Action Group and the Litter-Picking Group had been asked to provide items for inclusion.

In view of the delay on the Neighbourhood Plan, it was **AGREED** that the newsletter be issued during November.

69.2 Meeting with Laura Smith MP

A meeting of the Parish Council with Laura Smith, MP had previously been agreed and was featured as a leading item in the newsletter. Rather than invite her to a private meeting or an ordinary Parish Council meeting, Members were asked to consider arranging an additional meeting to which residents could be invited as participants. This would give Ms Smith an opportunity to outline her aspirations for the Borough as a whole, and if residents attended, would be an opportunity for issues to be raised, similar to an MP's Surgery.

Members **AGREED** that both options should be put to Ms Smith, for her to decide which would be preferable.

70 COMMUNITY HALL – FIRE RISK ASSESSMENT/EVACUATION

A new regular user at the hall had requested various documents for her file, one of which was a fire evacuation procedure. She also required a copy of the fire risk assessment.

There was no evacuation procedure in place. A draft was now submitted and the Parish Council invited to adopt it. A copy of the Fire Risk Assessment (FRA) carried out in 2013, was also submitted.

The following were **AGREED**:

- 'Fire Assembly Point' sign to be purchased.
- Each hall user to be advised that as there was no landline in the hall, they must use their own mobile phones in the event of a fire.
- Procedure for liaising with the Fire Service. This would be the client who had booked the hall.
- Turning off services: This would be the responsibility of the Fire Service.

RESOLVED: That the Clerk arrange for a fire risk assessment to be carried out by the contractor who had undertaken the FRA in 2013.

71 INFORMATION ITEM – COMMUNITY HALL

Cheshire East Council had been asked to carry out a survey of the community hall to establish if the discolouration of the flooring was owing to a damp issue, and to inspect the air brick with a view to arranging its repair.

72 LOCAL DEMOCRACY WEEK/PARISH COUNCILLORS' SURGERY

Members had agreed to review the situation at this meeting and it had been suggested that these two events could be combined, but might be dependent on whether a date for the Neighbourhood Plan referendum had been set.

In the absence of a date for the referendum, this matter was left in abeyance.

SUSPENSION OF STANDING ORDERS

At this point in the proceedings, Standing Orders were suspended to allow members of the public to address Councillors. The following issue was raised:

- Provision of a seat in the cul-de-sac end of London Road

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

74 QUOTATION FOR FITTING DEFIBRILLATOR

The Parish Council was invited to consider a quotation for fitting the defibrillator to the outside wall of the Cronkinson Farm Pub.

The Clerk had made strenuous efforts to seek at least three quotations, in accordance with the Financial Regulations, but only one had been received. In these circumstances, it was legitimate for the Parish Council to accept on the basis of one quotation only; however, the Clerk had continued to make enquiries and the Cheshire Association of Local Councils had assisted by contacting Cheshire Parish Clerks who may have had similar experience regarding the fitting of defibrillators, but no responses had been received.

Members agreed that the quotation submitted was in excess of what would be expected. One of the Members gave the name of an alternative contractor and the Clerk was asked to contact the company to seek a quotation.

75 COMMUNITY HALL CENTRAL HEATING – FINANCIAL MATTER

The Clerk's report was submitted for information and related to repairs to the central heating system.

76 DATE OF NEXT MEETING

16 OCTOBER 2017

.....Chairman