

**MINUTES OF THE A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 19 JUNE 2017 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT:	Councillor M Theobald	Chairman
	Councillor E Boughey Councillor S Clough Councillor J Davenport Councillor M Docker Councillor P Groves Councillor J Hillman Councillor M Malbon	
IN ATTENDANCE:	Councillor John Smith – Vice-Chairman of Handforth Parish Council (for Minute No. 28)	
	Ian Darlington – Cheshire East Council Street Lighting Team (for Minute No. 30)	
	Two members of the public	
APOLOGIES:	Councillor S Gwinn-Freemantle	

26 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.

Councillor M Theobald declared a personal interest in Minute No. 32.4 on the basis that he was the applicant (Application No. 17/2471N).

No other declarations were made.

27 MINUTES

27.1 RESOLVED: That the Minutes of the Annual Meeting held on 15 May 2017 be approved as a correct record and signed by the Chairman.

27.2 Appointments to Committees/Outside Bodies

Members who had not been present at the previous meeting were asked to confirm acceptance of appointments made.

- Councillor John Davenport agreed to be re-appointed as a representative on Stapeley Parish Action Group and to be re-appointed to the Neighbourhood Plan Steering Group.
- Councillor Martin Malbon agreed to be re-appointed to the Neighbourhood Plan Steering Group and the Complaints Committee.

28 CCTV – VISIT BY HANDFORTH PARISH COUNCILLOR

As requested at the previous meeting, the Clerk invited a Handforth Parish Councillor to attend this meeting to outline the arrangements for operation of CCTV in Handforth. Councillor John Smith, the Vice-Chairman of the Parish Council was in attendance.

Councillor Smith outlined the arrangements in Handforth. He had been elected as a councillor in 2015 and had spear-headed the initiative to install CCTV in Handforth. This had now been in operation for six months and was considered to be a success. His Council's CCTV policy had been submitted to the June meeting and Councillor Smith stated that this could be used in whole or in part by Stapeley & District Parish Council if it wished.

Councillor Smith was able to respond in detail to Members' questions.

Councillor Smith was thanked for his attendance and his valuable contribution to discussion of this item, and he withdrew from the meeting at this point in the proceedings.

29 PUBLIC QUESTION TIME

There were no questions from members of the public.

30 STREET LIGHTING IN THE PARISH

Ian Darlington from the Cheshire East Highways Street Lighting Team was in attendance for discussion of this item.

Members were reminded that during the budget-setting process for 2017-2018, it had been agreed that in the longer term, the possibility of upgrading the street lighting be considered, with a view to asking Cheshire East Council (Highways) if it would be willing to adopt the street lights.

Mr Darlington outlined Cheshire East Council's (CEC) proposed programme of replacement. CEC would be writing to local councils later in the year to establish if there was an 'appetite' for upgrading the various lighting systems.

There were three options:

1. Replace each street light on a like-for-like basis.
2. Replace the lighting bringing it up to a standard which would be capable of adoption by CEC.
3. Replace the lighting, bringing it up to a British standard.

Mr Darlington commented that not all the CEC street lighting was up to British standard.

He would be able to inspect each of the 18 street lights owned by the Parish Council and would advise on measures required to bring them up to whatever standard the Parish Council agreed would be appropriate. By upgrading the lighting, this would result in energy savings.

Mr Darlington undertook to provide some initial costings for the three options, if possible, for the July Parish Council meeting. He **AGREED** to attend the September meeting with proposals. This would then feed into the budget process at the October or November meeting.

Mr Darlington was thanked for his attendance and contribution to the discussion, and withdrew from the meeting at this point in the proceedings.

31 FINANCIAL MATTERS

31.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

£228.26	HMRC	Tax on Clerk's salary and employer's NI contribution. (£190.60 tax and £37.66 employer's NI)
£136.21	Scottish Power	Street lighting energy charges (£129.72 net and £6.49 VAT)
£38.16	Greenzone Waste Management	First invoice for this company. To be paid prior to delivery of the outside waste bin at the community hall. (£31.80 net and £6.36 VAT)
£31.50	John Smith	Handforth Parish Councillor – reimbursement for travel expenses at 0.45P per mile.
£259.00	Johnsons the Printers	Printing of Parish newsletter. No VAT on newsletter printing.

£20.30	Thomson Planning Partnership Ltd.	Contribution to Andrew Thomson's costs for acting as planning consultation during the examination in public of the Local Plan. (£16.92 net and £3.38 VAT)
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31.2 Approval of Accounts for 2016-2017

The Parish Council approved Section 1 of the Annual Return (Governance arrangements) at the meeting held on 15 May 2017.

Section 2 was not approved as there was a query on the staff costs and it was agreed that this be referred again to the Internal Auditor. He had now confirmed that the staff costs figure was accurate, and his revised report was submitted. He had commented *No issues arising – a robust set of books and records were presented for audit and all internal control objectives were met.*

The Parish Council was now asked to approve Section 2 of the Annual Return to enable it to be issued to BDO LLP, the external auditor.

RESOLVED: That Section 2 (Accounting Statement for 2016/2017) of the Annual Return be approved for submission to BDO LLP.

32 PLANNING MATTERS

32.1 Planning Update – 25 July 2017 – Holmes Chapel Community Centre, CW4 8AA 7.00 – 9.00 pm

The Cheshire Association for Local Councils (ChALC) in partnership with Cheshire East Council (CEC), was hosting an evening event to which all councils were invited. The agenda for the evening was:

- Introductions and Welcome
- National Planning Update
- Cheshire East Local Plan Update
- Neighbourhood Planning Update
- Open Forum and Question Time

RESOLVED: That Councillor Jo Hillman and/or Councillor Peter Groves, attend the Planning Update on 25 July 2017, subject to their availability.

32.2 Adoption of Borough Design Guide as a Supplementary Planning Document

It was reported that Cheshire East Council had formally adopted the Borough Design Guide as a Supplementary Planning Document. The document had been made available from 1 June 2016.

32.3 Planning Applications

Comments were invited on the following planning application.

17/2781N 78 Broad Lane, Stapeley CW5 7QL
Single dwelling

RESOLVED: That the Parish Council make the following observations on planning application No. 17/2781N:

- Concern about access
- CEC to consider (robustly) in accordance with highway safety requirements.

32.4 The Parish Council noted that the following applications had been received but Members had been unable to consider these as the deadline date for observations was prior to the date of this meeting. Both applications had been forwarded to Members who agreed that there was no requirement for an extra-ordinary meeting to be arranged.

17/2471N 114 Broad Lane, Stapeley, CW5 7QW
Side and rear storey extension.

17/2504N Hollies Farm, Broad Lane, CW5 7QP
Variation of conditions 3 and 4 on approval 15/5093N
Conversion of existing redundant barn to provide six-bed self-catering
holiday accommodation, new utility building, new domestic garage

32.5 Certificated Site for Caravanning and Camping Club at Maylands Farm¹

This item had been requested by Councillor Peter Groves.

The Caravanning and Camping Club proposed setting up a certificated caravan site for a maximum of five caravans or 10 tents at Maylands Farm. This type of development was permitted without the need for formal notification to the Local Planning Authority.

Members agreed to object to the proposal on road safety grounds and agreed that the Planning Inspector's comments in respect of the development at 144 Audlem Road, be included in the observations.

(Note: Councillors S Clough and P Groves withdrew from the meeting at this point in the proceedings.)

33 CHESHIRE EAST COUNCIL – SUPPORTED BUS-SERVICE REVIEW

Cheshire East Council was proposing changes to subsidised bus services as part of its budget plans. Details of the proposed changes were submitted.

The consultation would conclude on 26 July 2017.

This item was deferred to the July meeting.

34 PENSIONS ARRANGEMENTS

It was reported that the Clerk has now completed a Declaration of Compliance with the Pensions Regulator under the Pensions Act 2008 and confirmation of receipt had been provided.

35 PARISH COUNCILORS' SURGERY – 2 JULY 2017

Members were asked to finalise arrangements for the surgery to be held on Sunday, 2 July 2017 between 10.00 am and 2.00 pm at the Community Hall.

It was agreed that Parish Councillors discuss the detailed arrangements via e-mail.

36 LOCAL DEMOCRACY WEEK – OCTOBER 2017 (DATE TO BE ADVISED)

The Parish Council was invited to consider arrangements for Local Democracy Week in October (date yet to be announced). This was usually arranged for the second/third week of the month.

The following were suggested:

- Ask Pear Tree School if it wished to participate in a mock-election.

¹ Comments made on this application were broadly agreed at the meeting, but the detail was finalised by the Clerk following the meeting. The detailed observations have been attached as an appendix to these minutes.

- Hold a Parish Councillors' surgery during the week.
- Publicise the event through Facebook and ask residents what they would wish to be included.

RESOLVED: That this item be discussed further at the July meeting.

37 CHRISTMAS TREES AND LIGHTING

The Civic Pride Working Group was invited to report on any detailed proposals for the purchase of Christmas trees, additional lights, and suggested locations for the trees. Members are reminded that if a tree is to be sited anywhere in the parish, other than outside the community hall, permission will be required from Cheshire East Council.

Following discussion, it was –

RESOLVED: (a) That one Christmas tree only be purchased, from the same supplier as in 2016;

(b) That additional LEDF lights be purchased; and

(c) That the tree be placed outside the community hall.

38 DATA PROTECTION POLICY

The Parish Council was invited to adopt a Data Protection Policy which was submitted by the Clerk.

The document was broadly acceptable, but there was no reference to the Data Controller. It was **AGREED** that the document be revised to include the role of the Data Controller and be submitted to the July meeting for adoption.

39 UP-DATE ON OUTSTANDING COMMUNITY HALL MATTERS

- Shelving
The Clerk had arranged for a local joiner to build shelving on two walls of the male toilets/changing room which was currently used as a store room by hall users. This would cost approximately £500 and in accordance with the Financial Regulations, could be undertaken without the need to seek other quotations. The Clerk met the contractor on site and had accepted the quotation, in consultation with the Chairman.

Plant Room

The same joiner would be able to deal with the lockable screen/door in the Plant Room to enable one of the users to have exclusive use to store their equipment. This would cost approximately £100.

- Guttering
The Parish Council had previously considered three quotations for guttering and was minded to approve one of the quotations, but required more detailed information about the type of materials to be used. A response from the contractor was awaited.

40 LAURA SMITH, MP FOR CREWE AND NANTWICH

The Clerk reported that she had written to Laura Smith MP, conveying the Parish Council's congratulations on her election as MP for Crewe & Nantwich Constituency on 8 June 2017. The dates of the July and September meetings had been given to Ms Smith in the event that she might find an opportunity to attend a meeting later in the year.

41 DATE OF NEXT MEETING

17 JULY 2017

MINUTE NO. 32.5 – CERTIFICATED SITE FOR CARAVANNING AND CAMPING CLUB AT MAYLANDS FARM

E-mail sent to the Caravanning and Camping Club

The Parish Council realises that this is permitted development under Part 5 of the Town and Country (General Permitted Development) (England) Order 2015, but has some observations on the proposal.

As the Planning Inspector reiterated at the most recent Planning Appeal, this road (the A529) is busy during the peak hours. It is a bus route and an important route to the nearby schools, and is used regularly by agricultural vehicles.

The impact of HGVs, although relatively low in number, is not to be underestimated. Moreover, the number of pedal cycles/motor cycles, whilst not high, is still significant. Any increase in traffic, especially of cars towing caravans or, in particular, the impact of large RVs, should not be discounted and there are already serious concerns amongst residents and existing road users about the proposed development at 144 Audlem Road for 40 houses, which is close by. In addition, there are barn conversions which have recently been granted planning permission on the nearby Batherton Lane.

Residents already have existing evidence of the daily difficulties and hazards caused by HGVs and large agricultural vehicles together with the volume of cars at peak times. Farther up the A529 (at the site of 144 Audlem Road) the Planning Inspector's precise words were : *"In my judgement , safe and suitable access would not be achieved for all people. The impact would be unacceptable and severe."*

I am sure that you can understand why this application has caused some concerns locally.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.40 pm