

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 19 NOVEMBER 2018 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD,
STAPELEY, NANTWICH**

PRESENT: Councillor M Theobald Chairman
Councillor M Docker Councillor J Davenport
Councillor G Gwinn Councillor S Gwinn-Freemantle
Councillor P Groves Councillor J Hillman

IN ATTENDANCE: One member of the public

APOLOGIES: Councillors E Boughey, K Nord and J Putt

80 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.

81 MINUTES – 15 OCTOBER 2018

81.1 RESOLVED: That the Minutes of the Meeting held on 15 October 2018 be approved as a correct record.

81.2 Matter Arising – E-mail Addresses for Councillors

Members were informed that to enable Andrew Shepherd (Webmaster) to set up the e-mail addresses for Councillors, each Member needed to notify the Clerk which e-mail client they used and on which device; and which browser was used if councillors used webmail in a browser.

Members agreed to notify the Clerk of these details so that she could provide them to Andrew Shepherd at the earliest opportunity.

82 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.

A member of the public addressed the Parish Council in respect of agenda item 11 (Allotments in Nantwich).

83 ALLOTMENTS IN NANTWICH – FOR STAPELEY RESIDENTS

Further to previous discussion of this item, Nantwich Town Council had recently resolved to offer the following proposal to this Parish Council.

“In return for an annual payment of £1,000 from the Parish Council (to be increased in line with inflation) parishioners in Stapeley and District Parish who apply for an allotment, be added to the waiting list and allocated plots as they become available in the same manner as Nantwich residents. In addition, plot-holders who reside in Stapeley and District Parish will be charged the same fee as residents of Nantwich.”

If this proposal was acceptable, the Town Clerk would generate an invoice for payment in April or May each year (a pro-rata invoice would be generated for the remaining months of this financial year).

The Town Clerk would also write to the Stapeley parishioners who were already on the waiting list, to confirm their continued interest.

RESOLVED: (a) That the Parish Council accept, with immediate effect, the offer from Nantwich Town Council, as follows:

(i) In return for an annual payment of £1,000 from the Parish Council (to be increased in line with inflation) parishioners in Stapeley and District parish who applied for an allotment, be added to the waiting list and allocated plots as they became available in the same manner as Nantwich residents.

In addition, plot-holders who resided in Stapeley and District parish would be charged the same fee as residents of Nantwich.

(ii) That payment for the remainder of the current financial year be dealt with when the invoice was received.

(b) That Nantwich Town Council be asked to provide information indicating how many residents were on the waiting list.

84 FINANCIAL MATTERS

84.1 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 337.66 employer's NI contribution)
£765.00	Crystal Clean	Cleaning of the Community Hall
£25.50	Shires Pay Services Ltd	Services for the third quarter
£55.49	C M Jones	50% Contribution to the cost of 10 th Edition of Arnold-Baker on Local Council Administration
£40.00	Target Window Cleaning	Community hall window cleaning - £20.00 per month for inside and outside cleaning.
£272.50	ASB Electrical	Test, diagnose and repair non-functional outside lighting system.
£430.50	A Shepherd	Costs associated with setting up individual e-mail addresses for councillors.
£572.60	Water Plus	Water Plus services at Community Hall.
£794.42	Dame Hygiene	Hygiene facilities in Community Hall

84.2 Ratification of Payment

The Parish Council was updated in respect of the Vice-Chairman's suggestion that a grant of £50 be made to Pear Tree School (S.137 of the Local Government Act 1972) for its 'Donate a Brick' Scheme.

RESOLVED: (a) That the Parish Council authorise £50 payable to Pear Tree PTA to purchase one brick for the 'Donate a Brick' scheme;

(b) That the wording on the brick be agreed as 'Stapeley &' (line one); 'District P.C.' (line two).

84.3 Draft Budget – 2019-2020

The Parish Council was invited to consider the draft budget for 2019-2020.

The Clerk's report and supporting documentation was provided. No changes were made to the draft budget. A further report would be submitted to the meeting on 17 December 2018, at which time, the Parish Council would be asked to approve its budget for the forward year.

84.4 Sign-off of Accounts 2017-2018 by the External Auditor

It was noted that the external auditor, PKF Littlejohn LLP, had signed off the accounts for 2017-2018, with no issues. A copy of its report was submitted.

84.5 Cheshire East Council – Pre-Budget Consultation: Budget 2019-2022

Cheshire East Council had published its Pre-Budget Consultation Report for 2019 to 2022.

The Borough Council was inviting the opinions and views from residents, businesses, councillors, staff, town and parish councils, local community groups and other stakeholders. The feedback received would be used to inform the budget-setting process.

RESOLVED: That an extra-ordinary meeting of the Parish Council be held on Monday, 3 December 2018 to consider the Cheshire East Council consultation document.

85 PLANNING APPLICATIONS

The Parish Council was invited to comment on the following planning applications:

18/5366N 19 Dunnillow Field, Stapeley, CW5 7GXs
Certificate of lawful proposed development of a partial garage conversion

RESOLVED: That no observations be made in respect of planning application No. 18/5366N.

18/5649N 134 London Road, Stapeley, CW5 7JN
Two-storey side extension and new roof over existing rear extension

RESOLVED: That no observations be made in respect of planning application No. 18/5649N.

86 CONNECTED COMMUNITIES FRANCHISE – GRIPP ASSESSMENT

The Clerk had now provided the majority of the documentation required under the GRIPP Assessment.

The following documents were submitted for information. The templates for each had been provided by CVS Cheshire East.

- Safer Recruitment Policy for Staff and Volunteers
- Adult Safeguarding Policy
- Equality and Diversity Policy
- Health and Safety Policy

It was reported that Carol Hill and Dawn Clark, from the Cheshire East Council Community Development Team would attend for a short time prior to the start of the December meeting to discuss progress.

87 NEW HOMES BONUS (CHESHIRE EAST COUNCIL)

Cheshire East Council's Cabinet had approved a £2m new homes bonus fund to assist communities where new housing developments had been built between 2011 and 2017. The scheme, which would run for two years was designed to achieve positive benefits based on locally-identified needs. The priorities for each of the areas were being set by seven geographical award groups, made up of elected members and a representative from the town and parish councils. The representatives for Nantwich were David Higham (Audlem Parish Council) and Ron Pulford (Bunbury Parish Council).

The fund would give local councils and the voluntary, community and the faith sectors an opportunity to apply for projects which could make a lasting difference to communities and as such the minimum grant figure was set at £10,000 with no upper limit. This meant that small schemes totalling £10,000 would not be considered; each scheme must be at least £10,000.

For Nantwich, the total allocation of funding was £162,007 for each of the two financial years. The Nantwich award group area was made up of Nantwich and the surrounding rural villages. CEC was now inviting applications for the Nantwich award group area by 31 December 2018.

Members suggested (a) that a community bus service for the area may be a suitable project for this funding, in partnership with Nantwich Town Council (subject to confirmation from Cheshire East Council that this was acceptable); and (b) the Neighbourhood Delivery Plan may offer appropriate projects which could also be considered for submission for funding.

RESOLVED: That the Clerk contact the Nantwich Town Council Clerk in respect of the possibility of partnering with the Parish Council to provide a community bus service for the area.

88 SEATS/BENCHES

At its last meeting, the Clerk had been asked to contact CIS Furniture to seek a quote for the Swiss Flower design, single and double benches.

The company was now phasing out these benches as they were £3,000+ each. The company had suggested two alternatives, screenshots of which were submitted. CIS had not yet quoted for each of the seats.

Although the company could deliver and install, it was unable to supply traffic-control equipment. The company would also need to be provided with details of the composition of the ground on which the benches were to be located.

Members noted that the information provided did not indicate the height of each seat and this was essential to ensure that those with restricted mobility would be able to use them. As the company was not local, it would not be possible to visit the showroom/factory to view the seats.

RESOLVED: That the Clerk

(a) Identify local suppliers of seats/benches; and

(b) Contact Nantwich Town Council to enquire into the supplier of the benches/seats on Nantwich town square.

89 COMMUNITY HALL – HEATING

It was reported that one of the groups using the hall was finding that it is cold on the morning of its activities, which started at 10.00 am. The Group had asked if the heating could be turned up by the last user on Wednesday evenings, leaving it on for 14 hours prior to their use of the hall.

Subsequent to the inclusion of this item on the agenda, a central heating engineer had inspected the heating system and bled the radiators; this had resolved the problem.

90 CHRISTMAS TREE

It was reported that the Christmas tree would be delivered prior to 1 December 2018.

91 DATE OF NEXT ORDINARY MEETING

17 December 2018

Draft

.....Chairman