

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 20 OCTOBER 2014 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman
Councillor J Davenport
Councillor P Groves
Councillor J Hillman
Councillor K Lawrence
Councillor K Nord
Councillor M Malbon

APOLOGIES: Councillor S Clough, M Docker and M Theobald

76 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.

77 MINUTES

RESOLVED: That the Minutes of the meeting held on 15 September 2014 be approved as a correct record and signed by the Chairman.

78 MINUTES OF THE PARISH MEETING HELD ON 29 SEPTEMBER 2014

RESOLVED: That the Minutes of the Parish Meeting held on 29 September 2014 be received.

79 PUBLIC QUESTION TIME (10 MINUTES)

There were no members of the public in attendance.

80 CHESHIRE EAST BOROUGH COUNCILLORS

Borough Councillor Peter Groves reported on Cheshire East Council matters of interest including the following:

- HS2 – if the North-West hub were to be located in Crewe, this would have a major positive impact for employment in the Borough
- The new “Dog Watch” scheme was due to start. Leaflets were currently being printed.
- Update on proposed planning development on land at the rear of 144 Audlem Road.

81 CLERK’S REPORT

The Clerk’s information report for October was submitted and included the following items:

- Talbot Way land – replacement of setts on lawned area.
- Speed Watch – update on presentation of data.
- Defibrillator Unit – location. Although informal permission had been granted by the Co-Op, a formal response was awaited. Stapeley Broad Lane School had not responded.

- Website review (Members to send suggestions to Councillor Jo Hillman for consideration at the January 2015 meeting).

82 COMMUNITY HALL

It had not been possible to arrange a meeting of the Community Hall Committee. For this reason, all matters had been referred to the full Parish Council.

(i) Security at the Hall

Members were invited to consider security arrangements at the hall. It was suggested that fencing similar to that around Pear Tree School and the Multi-Use Games Area might be an appropriate means of enclosing the whole area comprising the community hall and car park.

The Clerk had also contacted Cheshire Community Action to seek advice and possible access to a security adviser. The response was to the effect that the Council should seek planning permission and consider CCTV. The Parish Council had previously taken a decision not to install CCTV based on the advice of the Crime Reduction Adviser from Cheshire Police.

Following discussion of various options, it was -

RESOLVED: (a) That the Clerk seek quotations for the provision of fencing, similar to that at Pear Tree School and the Multi-Use Games Area;

(b) That quotations also be sought for 'ground treatment' around the close perimeter of the hall building to discourage vandalism in the event of anyone being able to scale the fencing;

(c) That Cheshire East Council (and the Legal Adviser) be informed of the Parish Council's proposals, to establish if this would find favour; and

(d) That, in due course, if Cheshire East Council agreed to the installation of fencing, consideration be given to the division of the cost, possibly on a 50:50 basis with Cheshire East Council.

(ii) Signing the Lease

Cheshire East Council Legal Services had now informed the Legal Adviser that in view of the long delay in finalising the lease, the Legal Executive who was dealing with this matter had referred it back to her line manager for further review to ensure that the terms of the lease were still valid.

This meant that the lease was unlikely to be ready for approval by the Parish Council until the November meeting at the earliest.

The vandalism (and graffiti) was increasing, and it was suggested that the Parish Council defer signing a new lease until January 2015, to allow Members to review appropriate security arrangements for the hall.

RESOLVED: That the Parish Council defer signing the new lease for the community hall until January 2015 when it had been possible to review security arrangements for the hall.

(iii) **EXCLUSION OF PRESS AND PUBLIC**

(Reason for exclusion: the information was commercially sensitive.)

RESOLVED: That the press and public be excluded from the meeting during consideration of the following item (in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960) owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

(iv) Review of the cleaning contract (due for renewal in November 2014)

The Clerk's report was considered.

RESOLVED: (a) That, in view of the current situation in respect of the new lease, the cleaning contractor (Crystal Clean) be advised that with effect from November 2014, the contract would be on a month-to-month basis until such time as the new lease was signed; and

(b) That following the signing of the lease, the cleaning contract be renewed for six months.

(v) Re-admittance of Press and Public

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

(vi) Review of Management Arrangements for the Hall

Interim arrangements had been put in place on 23 July 2014 at which time the cleaning contractor had taken over responsibility for opening and closing the hall for each casual use, at a charge of £8 per opening.

Members considered the Clerk's report which provided cost information relating to income and expenditure for the hall.

RESOLVED: (a) That Crystal Clean continue to provide an opening/closing service for the casual bookings at the community hall; and

(b) That provision for this be included in the new contract with the company (see Minute No. 82 (iv) above).

(vii) General Risk Assessment and Legionella Risk Assessment

Members were invited to consider arrangements for a general risk assessment of the community hall.

The Clerk reported that she had downloaded a general risk assessment/management template from the Health and Safety Executive's website and was of the view that she was probably *competent* within the meaning of the Regulations, to carry out this assessment.

Members also considered action required as part of the Legionella Risk Assessment which had been carried out by a company commissioned by Cheshire East Council [Hertel].

The Clerk was asked to seek advice regarding the minimum checks required to comply with the Legionella Risk Assessment/Management requirements.

(viii) Review of hire charges

Members considered the Clerk's report.

RESOLVED: That the hire charges for the hall be revised as follows:

- Flat rate of £12 per hour.
- Abolition of time-zones for morning, afternoon and evening sessions.
- Continuation of the free half hour set-up and free half hour clear-down time for each booking.
- Where there were 'back-to-back' bookings by a single user this would count as a continuous booking and would attract only one free half hour set-up and one free half hour clear-down time.
- The new rates would become effective on 1 November 2014.

- Any bookings already taken by the Clerk, for private parties, would be honoured at the rate agreed.
- All regular users would pay the new rates with effect from 1 November 2014, although it was noted that the pattern of bookings meant that this would have no effect on the majority of users as the hall was only used for one hour on each occasion.

(Note: Members also briefly discussed the possibility of a capped rate of £100 per day, but there was no vote on this proposition.)

(ix) Energy Costs

Cheshire East Council had been paying the electricity charges at the hall since November 2012 but had now requested West Mercia Energy (electricity supplier) to refund the total amount paid, on the basis that it was not responsible for the electricity supply. In turn, West Mercia Energy would then invoice the Parish Council for the energy costs from 1 November 2012 to 30 June 2014 (the last meter reading date) and had requested that future payments be arranged through direct debit. The Clerk reported that there appeared to be no prohibition in respect of this arrangement, but had contacted the Internal Auditor to ensure that there were no issues. A response was awaited.

The Parish Council was asked to authorise the direct debit arrangement with West Mercia Energy and to sign the authorisation forms.

Members accepted that the Parish Council was liable for the energy costs to date, but asked the Clerk to contact West Mercia Energy to ensure that the rates offered to the Parish Council were the same as those paid by Cheshire East Council. The Clerk was also asked to enquire into the term of the contract, and any notice requirement to terminate the contract.

RESOLVED: That the Clerk make contact with West Mercia Energy to establish the cost of the future electricity supply and the contract arrangements.

83 NEIGHBOURHOOD PLAN

83.1 Feedback from Parish Meeting (29 September 2014)

The former Neighbourhood Plan working group was invited to report back following analysis of the information provided by residents and key stake-holders at the meeting held on 29 September 2014. It was reported that it had not been possible to combine the disparate views made at that meeting into various specific themes.

83.2 Terms of Reference for the Steering Group

The Parish Council was invited to:

- (a) Approve the Terms of Reference for the Steering Group; and
- (b) Set up the Parish Council membership of the Steering Group.

Members' attention was drawn to the following:

- There was no specific minimum number requirement for parish councillors, but it was only parish councillors who could vote. The Steering Group would reach its decisions by consensus.
- The Chairman of the Steering Group did not need to be a parish councillor.
- If a non-parish councillor was appointed as Chairman, he/she would not have an original vote, but would have a casting vote in the event of an equality of votes. Where there was a need for a casting vote, best practice suggested that the Chairman should vote in a way that allowed for the issue to be re-raised on another occasion, rather than imposing his/her own view.

RESOLVED: (a) That the Terms of Reference for the Neighbourhood Plan Steering Group be approved, subject to deletion of the words '*....any authority, nor to incur....*' from paragraph 2 (i) (*the revised sentence to read '[Not to] have the power to exercise on behalf of the Parish Council any expenditure without prior authority from the Parish Council.'*)

(c) That five parish councillors be appointed to the Steering Group;

(d) That a maximum of 15 non-parish councillors be appointed to the Steering Group; and

(e) That Councillors J Davenport, P Groves, J Hillman, M Malbon and M Theobald comprise the Parish Council membership.

Although not forming part of the resolution, it was agreed that contact details of potential volunteers be sent to the Clerk to enable them to be added to the distribution list when the agenda for the first meeting was issued.

Members of the former working group had been planning to undertake some consultation exercises before holding the first meeting of the Steering Group but the Clerk reminded the Parish Council that the former working group, by default, no longer existed and it was the Steering Group which was empowered to continue the Neighbourhood Plan process. The Steering Group was not complete without the volunteer contingent and it was, therefore, important for the first meeting to be held as soon as practicable as the hiatus between the Parish Meeting (29 September) and the first meeting of the Steering Group, could result in a loss of momentum.

83.3 Consultation Comments on the Area Application

The consultation on the Area Application concluded on 24 September 2014. United Utilities had made observations to Cheshire East Council Spatial Planning Team. A copy of its observations was submitted. It was reported that Gladman Homes had also made comments on the Application and its observations were on the Cheshire East Council website.

United Utilities' observations had been sent with a request that the comments in the letter should not be extracted or used in isolation as this may lead to a confusion of the United Utilities' message.

Members noted that United Utilities wished to be included in any further consultations and, where necessary, the development of the Plan.

84 FINANCIAL MATTERS

84.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£192.68	HM Revenue & Customs (£168.20 tax on Clerk's salary and £24.48 employer's NI contribution)
£765.00	Crystal Clean – cleaning of community hall Sept-Oct.
£20.49	Mrs C M Jones – reimbursement for:
- £12.99	Purchase of 2015 diary for Community Hall bookings
- £7.50	Printing of programmes for Parish Meeting (29 September 2014)

84.2 Replacement of Speed Watch Unit

TWM Traffic Control Systems had informed Councillor Docker (as the speed watch co-ordinator) that one of the units required replacement at a cost of £710.00

Members were minded to approve the replacement, subject to receipt of a formal quotation.

84.3 Receipts and Payments Statement – 1 April 2014 – 30 September 2014

RESOLVED: That the Receipts and Payments Statement for the period to 30 September 2014 be approved.

85 PLANNING MATTERS

85.1 Planning Applications

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

14/4285N Brooklands, Newcastle Road, Willaston
Two-storey side extension

RESOLVED: That no objections be raised on planning application No. 14/4285N.

85.2 Planning Appeal – 14/1139N – Outline application for proposed development of four dwellings on land between 65-81 London Road

It was reported that following refusal of the above application, the applicant had appealed the decision and this was to be dealt with at a hearing on Thursday, 6 November 2014, in the Municipal Buildings, Crewe.

86 PARISH NEWSLETTER

A final draft of the newsletter was submitted.

RESOLVED: That, subject to a minor editorial amendment, the newsletter be approved.

87 OUTSIDE BODIES/MEETINGS

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

88 FUTURE MEETINGS

Parish Council: 17 November 2014

Finance & Grants Committee: Thursday, 4 December 2014

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.15 pm