

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 21 JULY 2014 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

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

APOLOGIES: Councillors S Clough, J Davenport, M Docker and K Nord

40 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.

41 MINUTES

RESOLVED: That the Minutes of the previous meeting held on 16 June 2014 and the Minutes of the Annual Parish Meeting held on 8 May 2014 be approved as correct records and signed by the Chairman.

42 PUBLIC QUESTION TIME (10 MINUTES)

In accordance with the Parish Council's Standing Order No.1, members of the public were able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

A member of the public made a statement in respect of the highway improvements on the A51 London Road; and asked a question about the mobile vehicle-speed display units on London Road.

43 CHESHIRE EAST BOROUGH COUNCILLORS

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

- The Borough Council had received a national award acknowledging its excellence in terms of its child adoption service.
- There was a £900,000 underspend on the budget owing to increased efficiency.
- The double yellow-lines outside Pear Tree School had now been installed.

44 CLERK'S REPORT

The Clerk's report for July was submitted and included the following items:

- Community hall update on various matters.
- Speed Watch – future analysis of data
- Dog-fouling – partly related to Stapeley Parish Action Group's proposal to raise awareness of dog-fouling and also related to Borough Councillors Peter Groves and Andrew Martin's initiative to try to introduce a "Dog Watch" scheme in Stapeley, similar to that introduced in Willaston by its Ward Councillors.

45 **SPEED WATCH – CONTRACT WITH TWM TRAFFIC MANAGEMENT SYSTEMS**

The Parish Council was asked to renew its contract with TWM Traffic Management Systems for the movement of the speed units around the parish as follows. These arrangements were necessary in the interests of the safety of the parish councillors who had previously re-located the equipment.

- Movement of two signs on a 3-week rotation as per schedule previously provided @ £125 per move (totalling £2,125 for 51 weeks).
- 17 rotations.
- Payment to be made in arrears, in quarterly instalments.

RESOLVED: That the quotation submitted by TWM Traffic Management Systems in the sum of £2,125, plus VAT, for the service as described above, be approved; and

(b) That the renewed contract commence on 1 August 2014.

46 **FINANCIAL MATTERS**

46.1 Authorisation of Payments:

The Parish Council is asked to authorise the following payments –

£236.00	HMRC – Tax on Clerk’s salary
£102.07	MBE Electrics – Emergency electrical work to the outside of the community hall
£130.79	Trinity Newspapers – fee for advertising the community hall caretaker’s post.
£82.74	Purchase of paint for the dog-stencilling scheme which Stapeley Parish Action Group had agreed to take over from the Parish Council. Cheque payable to ‘N Wagstaff’.
£11.70	M Docker – travel to TWM, Winsford for re-training on downloading data on the mobile vehicle-speed display units
£137.72	Scottish Power – unmetered electricity (£131.16 net £6.56 VAT)
£44.00	Sandy Gwinn-Freemantle - Purchase of 10 fire-alarm keys for community hall; for use in emergencies by regular users of the hall.
£315.50	Crystal Clean – cleaning community hall (invoice for part of July)

46.2 Ratification of Payment

£615.00 Crystal Clean – cleaning of community hall – June.

This cheque was issued on 3 July 2014 and the Parish Council was now asked to ratify the payment. The re-scheduling of Parish Council meetings had created a cash-flow problem for the contractor. When meetings had been held on the first Thursday in the month, Mrs Black was able to submit a whole-month invoice. Since the Parish Council changed its meetings to the third Monday in the month, this had resulted in a potential three-week wait for invoices to be settled. To rectify this, Mrs Black would change her invoice-scheduling.

RESOLVED: That payment of £615 to Crystal Clean, be ratified.

46.3 Receipts and Payments Statement (First Quarter)

A receipts and payments statement for the period 1 April 2014-30 June 2014 (as amended) was tabled at the meeting.

In submitting the statement, the Clerk reported that the Council appeared to be holding an additional £25 in its accounts. Copies of the bank statements and a list of cheques had been sent to Councillor Clough who, as an ex-auditor, had agreed to review the papers. [A further report would be presented to the September meeting.]

RESOLVED: That the Receipts and Payments statement for the period 1 April 2014 – 30 June 2014 be received.

47 PLANNING MATTERS

47.1 Muller Homes – Public Inquiry

Members had been notified under separate cover that the Secretary of State would be announcing his decision in respect of the Public Inquiry held in February 2014 on 1 September 2014. Although this had been expected on 18 July, the Minister had stated that he required further time to consider all the evidence.

47.2 Planning Applications

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

14/2989N	72 Broad Lane, Stapeley – single-storey side extension and dormer window to front
14/3050N	36 Clonners Field, Stapeley – alterations and first-floor extension.
14/3082N	Nantwich RFC Club (The Vagrants) Newcastle Road, Willaston Supply and installation of training-pitch floodlighting comprising 4 x 13.5m
14/2874N	The Willows, Coole Lane Austerson – new building for site reception, office and storage

RESOLVED: That no objections be raised to planning applications Nos. 14/2989N, 14/3050N, 14/3082N and 14/2874N.

48 NEIGHBOURHOOD PLAN

The Neighbourhood Plan Working Group held its first meeting on 23 June 2014. The following matters were referred for consideration by the Parish Council.

- a) Approval of the application for a Neighbourhood Plan Area.
- b) Approval to set up a dedicated website.
- c) Approval for a new domain name.
- d) Approval for setting-up a Facebook and Twitter account.
- e) Approval of expenditure (approximately £50) to purchase a Stapeley parish information pack from Cheshire Community Action.
- f) To agree a date for holding a public meeting for the purpose of establishing local interest in the preparation of a Neighbourhood Plan.

The following issues arose during discussion –

- Councillor M Theobald had purchased a domain name “stapeley.org.uk” for use as part of a dedicated website for the Neighbourhood Plan. He acknowledged that he had made this purchase without seeking the Parish Council’s approval.
- The proposed hosting of the website would be by use of WordPress or similar, with parish councillors uploading the information.

- Public support was crucial for the success of a Neighbourhood Plan; without it, a Plan could not be adopted.
- The use of Twitter and Facebook were subject to the Parish Council's Standing Orders. The Clerk expressed concern at the proposed use of Twitter and Facebook in the absence of a policy on the use of social media. In response, a Member commented that the absence of a policy should not bar the use of these tools.

Members were reminded of various aspects of moderating the content, taking account of the need to retain all tweets (to and from) under the Freedom of Information Act and deciding what is and is not acceptable.

RESOLVED: (a) That a dedicated Neighbourhood Plan website be established using 'stapeley.org.uk' as the domain name;

(b) That the Neighbourhood Plan Area application form, as tabled and amended at the meeting, be approved;

(c) That the Clerk be listed as the official contact and submit the application form to Cheshire East Council;

(d) That a Facebook and Twitter account be set up for the Neighbourhood Plan;

(e) That Cheshire Community Action be asked to provide its information pack on Stapeley and surrounding area, at a cost of £50;

(f) That a public meeting be held on Monday, 29 September 2014, to establish residents' views on whether a Plan should be prepared; the choices to be (i) 'Resident First' Plan (as promoted by Councillor Michael Jones, the Leader of Cheshire East Council); (ii) Neighbourhood Plan (as defined in the Localism Act 2011); or (iii) no Plan;

(g) That the Clerk prepare a special edition newsletter to be issued to each household and local businesses in early September; and

(h) That the newsletter contain a reference, to the effect that the outcome of the Muller Public Inquiry would also be reported at the meeting.

49 PARISH NEWSLETTER

The Clerk had not been able to prepare a draft newsletter, but suggested that it be deferred until after the outcome of the Muller Homes Public Inquiry was announced.

50 INVITATION TO MEETING WITH POLICE AND CRIME COMMISSIONER

The Parish Council was invited to nominate a representative to attend a meeting with the Police and Crime Commissioner to be held at Congleton Town Hall on 29 July at 6.30 pm.

There were no nominations.

51 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 item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

52 QUOTATIONS FOR AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

At its meeting held on 16 June 2014, the Parish Council had considered three quotations for the provision of external defibrillators (AEDs). At that time, two of the companies had not included the cost of a cabinet to house the AED. These were now provided.

RESOLVED: (a) That the Parish Council accept the quotation submitted by the Defibrillator Shop for provision of a Physio Control CR Plus Fully/Semi-automatic AED plus Aivia 210 AED Cabinet Digicode-Protected with Audible Alarm and Heating in the sum of £1,349 (plus VAT);

(b) That the Parish Council purchase one AED only at this time and consider the purchase of a second AED later in the financial year; and

(c) That the order be placed following confirmation from either the Co-Op Store (Cronkinson shopping parade) or Stapeley Broad Lane School that they would be willing for the AED to be affixed on the outside of their respective buildings.

53 QUOTATIONS FOR FREE-STANDING SIGNAGE

The Clerk had sought quotations for the provision of a free-standing sign to be placed outside the community hall based on the specification of '*no larger than 1.2 sq. metres*' which was in accordance with the '*Outdoor advertisements and signs: a guide for advertisers*' published by Communities and Local Government, and would not require formal planning permission.

Three quotations were considered.

Members voted on the proposal. The vote was tied at 3:3 and the Chairman exercised her casting vote to vote in favour of the quotation submitted by Ken White Signs Ltd.

RESOLVED: (a) That the quotation submitted by Ken White Signs Ltd in the sum of £795 (plus VAT) be accepted for the provision of –

One sign 1000 mm x 1220 mm twin-posted flat top sign
Panel supplied as a tray format aluminium panel with printed graphics applied –

‘WELCOME TO’ in upper-case white lettering, as displayed;
‘Stapeley Community Hall’ on three lines, in gold-lettering, bicameral script, as displayed;

Supplied between two powder-coated aluminium posts; and

(b) That it be noted that the quotation was for supply only.

54 RE-ADMITTANCE OF PRESS AND PUBLIC

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

55 DELEGATION ARRANGEMENTS

In view of the August recess, the Parish Council was invited to authorise the Clerk, in consultation with the Chairman, to take action in respect of the discharge of any of the Parish Council's functions which might be required before the next meeting on 15 September 2014, in accordance with S.101(1) of the Local Government Act 1972.

The following specific action was required:

Authorisation of payment of account for Crystal Clean for cleaning of the hall during August.

RESOLVED: That the Clerk be authorised, in consultation with the Chairman, to take action in respect of the discharge of any of the Council's functions which might be required before the next meeting; and

(b) That the Clerk be authorised to settle the invoice for Crystal Clean for the month of August.

56 DATE OF NEXT MEETING

Monday, 15 September 2014

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.40 pm