

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 21 MARCH 2016 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman
Councillor M Theobald Vice-Chairman
Councillor E Boughey
Councillor M Docker
Councillor J Hillman
Councillor M Malbon

IN ATTENDANCE Andrew Thomson Planning Consultant

APOLOGIES: Councillors S Clough, J Davenport, P Groves and K Nord

149 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.

150 MINUTES – 15 FEBRUARY 2016

RESOLVED: That the Minutes of the Meeting held on 15 February 2016 be approved as a correct record and signed by the Chairman, subject to the following amendment:

Minute No. 144.2 Planning Applications

16/0430N Land between 65 and 81 London Road, Stapeley
Reserved matters application seeking approval of appearance, layout and scale of the dwellings together with landscaping – 14/5879N
Outline application for development of four detached dwellings (re-submission of 14/1139N)

ADD: *'RESOLVED: That the Parish Council object to planning application No. 16/0430N on the basis that the dwellings were not needed, according to the Housing Needs Assessment prepared as part of the Neighbourhood Plan process.'*

151 PUBLIC QUESTION TIME

There were no members of the public in attendance.

152 NEIGHBOURHOOD DRAFT PLAN

152.1 Approval of the Draft Plan

The Draft Neighbourhood Plan was submitted for approval or amendment and Andrew Thomson was in attendance to respond to any questions of a technical nature.

Andrew Thomson suggested that a copy of the Draft Plan be sent to Greg Clark, Secretary of State, to support the Parish Council's position in respect of previously submitted planning applications for major development in the parish. He emphasised that at Regulation 14 stage, the Draft Plan carried more weight than at the 'emerging plan' stage and could be taken into consideration when planning applications were submitted to Cheshire East Council.

RESOLVED: (a) That the Draft Neighbourhood Plan be approved for consultation purposes in accordance with Regulation 14 of The Neighbourhood Planning (General) Regulations 2012; and

(b) That a copy of the Draft Plan be sent to Greg Clark, Secretary of State for Communities and Local Government.

152.2 Members then discussed the practical details of issuing the document for consultation, as follows, which are not, necessarily, recorded in the order in which they were discussed:

1 500 copies were required to be distributed as follows:

- ❖ 50 copies at each of the following six locations.
 - Nantwich Library, Beam Street, Nantwich
 - Civic Hall, Nantwich
 - Community Hall – Tuesdays only (11.00 am – 1.00 pm)
 - Co-Op Store, Cronkinson Shopping Parade
 - Pear Tree School
 - Stapeley Broad Lane Academy
- ❖ 120 copies to be posted out to businesses identified by the Steering Group but for which there were no e-mail addresses.

One of the Steering Group volunteer members had agreed to arrange for notification to 20 of the companies which were based on her business estate. The remaining 100 would need to be posted.

During the meeting, Councillor Hillman forwarded a list of landowners to the Clerk's home e-mail. The Chairman undertook to visit Johnsons the Printers the following morning to ask if the company would be able to print address labels for envelopes to enable the accompanying letter to be posted out to landowners before the forthcoming weekend.

During discussion, it was **AGREED** that there was no requirement to post copies of the Draft Plan itself, but to issue the letter providing details of the consultation period and the means by which consultees could access the Draft Plan, whether electronically or paper copy.

2 The Clerk had prepared a letter to accompany the Draft Plan. **Amendments were suggested and agreed.**

3 Steering Group Members were asked to consider if they had the capacity to collect the paper copies and deliver them to the locations listed above. Delivery would need to coincide with the start date of the consultation as it was a legal requirement for paper and electronic consultation to commence simultaneously.

Collection of the copies was not specifically discussed; however, Members agreed that six copies should be printed (by Members) to enable one copy to be provided at each location, with a printed message on the front '**PLEASE DO NOT REMOVE THIS COPY**'. When other printed copies were available, quantities, as discussed, would be delivered.

4 Consultation Period

29 March 2016 – 9 May 2016

The Clerk was currently populating a group e-mail for 500 consultees. This was a generic list which had been provided by Cheshire East Council. Andrew Thomson undertook to edit the list to remove organisations which he considered were unnecessary for consultation purposes.

5 Consultation Feedback Form

A draft consultation feedback form was submitted. Amendments were required, including a note to the effect that personal data would be kept confidential but comments would be in the public domain.

Comments on the Plan would be submitted via the Neighbourhood Plan dedicated e-mail address 'hello@stapeley.org.uk' or by post to Stapeley Neighbourhood Plan, PO Box No. 288, CW5 9DQ and would be sent to Councillor Hillman's home address.

It was noted that although '*Stapeley Neighbourhood Plan*' was a shortened version of the title, this had been necessary owing to the limitations of the application form for a Box No.

- 6 At the conclusion of the consultation period, the Steering Group would amend the Draft Plan as appropriate. This would be re-submitted to the Parish Council for approval.
- 7 The Draft Plan, as approved by the Parish Council, would then be submitted to Cheshire East Council which would publicise it for a six-week period providing a further opportunity for consultees to make comments.
- 8 During the publicity period, Cheshire East Council would start the process of appointing an independent examiner. Although it was the Borough Council which made the appointment, the selection of the examiner was a matter for the Parish Council to decide, usually from a selection of three potential examiners.

The Clerk would be adding an item to the agenda for the Annual Meeting suggesting that the Steering Group be given delegated authority to appoint three Councillors from the Steering Group membership who would interview Independent Examiners and recommend the appointment to Cheshire East Council.

The Clerk was asked to make contact with Cheshire East Council to request the opportunity to interview three Examiners, at an appropriate stage in the process.

RESOLVED: That action agreed above in items 1 – 8 be implemented.

- 9 Johnsons the Printers had indicated that printing could be completed two weeks after receipt of final copy. The quotation for printing 750 was **£2,366.00** for full colour; or **£1,638.00** for 4-colour process for cover; and black/white inners for a 48-page document.

The Parish Council was invited to consider if the Financial Regulations should be waived to allow a contract to be entered into with Johnsons the Printers for the printing of the Draft Neighbourhood Plan.

Regulation 11.1 (g) stated '*When it is intended to enter into a contract ofmore than £1,000 the Clerk/RFO shall obtain three quotations...*'

Regulation 11.1 (i) stated '*When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in the Minutes of the meeting.*'

RESOLVED: That the Regulations as to Contracts be waived to enable a contract to be negotiated without competition with Johnsons the Printers of Nantwich, in the sum of £2,366.00 for the printing of 750 colour copies of the Draft Neighbourhood Plan.

The reasons for waiving regulation 11(g) are:

- If three quotations are sought for printing the plan, this will delay the start of the Regulation 14 consultation process by at least one calendar month.
- The Parish Council has a long-standing business relationship with Johnsons the Printers; and
- The cost of printing is on a sponsorship basis; ie. the Council is charged for the cost of the paper only, with the design work being provided free-of-charge.

It was noted that in approving this quotation, the actual sum would be less, owing to the reduction in the number of copies required.

153 BOROUGH COUNCILLOR'S REPORT

Councillor Martin reported on Cheshire East Council matters of interest including an update on the Local Plan which was currently out for consultation (until 19 April 2016).

154 COMMUNITY GOVERNANCE REVIEW - NANTWICH AND SURROUNDING PARISHES

At its meeting held on 14 March 2016, Nantwich Town Council's Policy Committee considered a motion to be submitted to the Town Council with a recommendation that Cheshire East Council be asked to conduct a community governance review of Nantwich Town Council and adjacent parishes.

The motion had been submitted, partly on the basis that the residents of Stapeley used the facilities and services of the town without making the same contribution as existing residents (in terms of contribution to the precept).

The proposer stated that to ensure that the Town Council could continue to provide facilities and services to the wider area, it was desirable in the longer-term for the boundary of Nantwich to be extended and for councillor numbers and warding to be reviewed.

The matter had been deferred by the Town Council and there was no indication as to it would be considered again. Councillor Peter Groves was a Member of Nantwich Town Council and would be able to inform the Parish Council when the matter was due for re-consideration.

155 FINANCIAL MATTERS

155.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£687.50	Jof's Mowing	Invoice 1215 for garden maintenance of communal area on Talbot Way and grounds at Community Hall March 2015 – December 2015
£179.28	Andrew Thomson Planning	Consultants fees (Neighbourhood Plan) Half a day – January 2016 @ £270 per day £135.00 £14.40 Travel expenses £29.88 VAT
£32.70	Councillor M Docker	Reimbursement for refreshments for the 'Meet and Greet' held on 13 March 2016, marketed as 'Community Cakes'.
£14.00	Councillor S Gwinn-Freemantle	Reimbursement for purchase of kettle for Community Hall kitchen.
£207.10	HMRC	Tax on Clerk's salary
£30.00	Dame Hygiene Services	Community Hall – female hygiene services/nappy disposal.
£750.00	Crystal Clean Crewe Ltd.	Cleaning of community hall

155.2 Bank Mandate

As part of the budget proposals for 2016-2017, the Clerk's salary was increased to £11,320.00 per annum with effect from 1 April 2016. The Parish Council was asked to approve the following change in the bank mandate.

Standing order in favour of Mrs C M Jones:

From: £710.66 payable on 28th of each month
To: £746.16 payable on 28th of each month (with effect from 1 April 2016)

RESOLVED: That the bank mandate change be approved, as indicated.

156 PLANNING MATTERS

156.1 Planning Applications

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

16/0856N Land to rear of 144 Audlem Road, Nantwich
Residential development for up to 104 dwellings (Use Class C)
Land for expansion of Brine Leas School (Use Class D1)
Re-submission of application 15/3868N

Deadline date for comments: 31 March 2016

RESOLVED: That the following comments be made on planning application No. 16/0856N:

- (i) The application does not comply with policies in the Neighbourhood Plan which enters the Regulation 14 consultation phase on 29 March 2016.
- (ii) The site is not identified in the 'Local Plan Strategy – Proposed Changes 'Clean Version' Consultation Supporting Document March 2016'.

16/0894N 13 Buttonbush Drive, Stapeley, CW5 7SJ
Proposed rear extension

Deadline date for comments: 30 March 2016

16/1126N Sycamore Lodge, 55 London Road, Stapeley, CW5 7JL
Proposed rear ground floor extension

Deadline date for comments: 6 April 2016

RESOLVED: That no objections be raised in respect of planning applications Nos. 16/0894N and 16/1126N.

16/1232N Old Dairy House Farm, Batherton Lane, Batherton, CW5 7QH
Proposed change of use of redundant agricultural buildings to six
Residential dwellings

Deadline date for comments: 13 April 2016

RESOLVED: (a) That, in respect of planning application No. 16/1232N, Cheshire East Council be asked to be mindful of the Neighbourhood Plan which would be entering the Regulation 14 consultation phase on 29 March 2016, and in particular; parking, green spaces and infrastructure; and

(b) That consideration be given to the provision of passing places along Batherton Lane which was a one-vehicle width lane.

156.2 Local Plan Strategy

Formal consultation on the Local Plan Strategy commenced on 4 March 2016 and concluded on 19 April 2016. An e-mail from Adrian Fisher (Cheshire East Council) was submitted.

Members agreed to defer discussion of this to the meeting to be held on 18 April 2016. In the meantime, a councillor suggested that Members might wish to consider the following:

- Green gap issues
- Strategic sites around Nantwich

157 DATE OF NEXT MEETING

18 April 2016

158 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.

159 WORKPLACE PENSIONS

(Reason for exclusion: related to Clerk's employment)

The Parish Council considered the Clerk's report which provided information about her decision in respect of any pension scheme which the Parish Council might wish to operate.

Further information about compliance with the regulations would be provided at a future meeting.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.45 pm