

**MINUTES OF THE ANNUAL COUNCIL MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 5 DECEMBER 2016 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor J Hillman In the Chair

Councillor E Boughey
Councillor J Davenport
Councillor M Docker
Councillor S Gwinn-Freemantle
Councillor M Malbon

APOLOGIES: Councillors S Clough, P Groves, K Nord and M Theobald

89 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.

90 MINUTES – 17 OCTOBER 2016

RESOLVED: That the Minutes of the meeting held on 17 October 2016 be approved as a correct record subject to the removal of Councillor S Clough's name in the list of those present. Councillor Clough had not attended the meeting.

91 PUBLIC QUESTION TIME

There were no members of the public in attendance.

92 DRAFT BUDGET – 2017-2018

The Parish Council considered the Clerk's report which set out a proposed budget for 2017-2018. The Clerk's report comprised the following:

- i. Covering report suggesting an approach to budgeting.
- ii. Receipts and Payments Statement – 1 April 2016 – 30 September 2016.
- iii. Combined document
 - Budget Monitoring – Position at 30 September 2016
 - Revised estimates to 31 March 2017
 - Draft Budget Proposals – 2017-2018.

During consideration of the budget, the following issues arose:

Line 27 Neighbourhood Plan

Add £2,000 for printing of the final Plan. The process was not yet complete and it was likely that high quality copies of the final Plan would be required.

Line 34 Street lights repairs

Members suggested that a CEC lighting engineer could be invited to a meeting of the Parish Council to offer advice on the possible replacement of the 18 street lights owned and maintained by the Parish Council.

Line 35 Shelter adjacent to the MUGA

Members agreed that for the time being, this item be removed from the budget proposals (£8,000) and replaced with a 'Youth Initiative' item in the sum of £5,000, the detail of which to be decided at future meetings.

Line 36 Website Contract

The contract for renewal of website support was due in June 2017. Although no formal decision could be taken at this time, the Clerk advised that under the Financial Regulations, it would be possible to treat this as a continuing contract with the current provider.

Line 37 Electricity supply at Community Hall (West Mercia Energy)

No changes were made, but Members agreed that at some stage, the possibility of user Fairer Power as a supplier be explored. Fairer Power was a partnership company formed between Cheshire East Council and OVO Energy.

Line 39 Legal Services – Community Hall – deleted

Line 49 Community Hall Fencing

Remove the sum of £8,000 in the revised estimates to 31 March 2017. This had been placed against 'Signs for community hall gates'. This was an error as the cost of the signs had featured in payments to 30 September 2016 and the £8,000 appeared to be a clerical error related to community hall fencing, the invoice for which had been settled in 2015-2016.

Following discussion of the budget, the Clerk withdrew from the meeting whilst Members considered her salary for 2017-2018 and re-joined the meeting after the decision had been taken.

In view of the errors highlighted, together with others which the Clerk now referenced, it would be necessary to re-calculate the final budget to ensure that the correct level of precept was requested.

RESOLVED: (a) That the budget be approved as discussed, subject to a re-calculation of the figures (as detailed on the appendix to the Minutes);

(b) That the Clerk be authorised to request a precept from Cheshire East Council, in line with the discussions at the meeting, the precise amount to be determined following a re-calculation of the proposals;

(c) That in the event of an adjustment being required, the Clerk be authorised to amend the precept request, in consultation with the Chairman of the meeting in accordance with S.101(1) of the Local Government Act 1972;¹ and

(d) That the Clerk's salary be increased to £11,435.00 with effect from 1 April 2017.

93 PAYMENTS

It was reported that the following payments had been made since the last meeting. These had been listed on the agenda for the meeting scheduled for 10 November 2016 which was subsequently cancelled.

£207.10	HMRC	Tax on Clerk's salary and employer's NI contribution.
£576.00	Trentham Fencing	Repair of community hall fencing following recent vandalism which required the replacement of two panels. (£480.00 net and £96.00 VAT)
£980.00	Jof's Mowing	Grounds maintenance in the parish 29 February 2016 – 31 October 2016

¹ Following a re-calculation, the precept requested was £17,000, resulting in £10.89 additional Council Tax per Band D property. (see Appendix)

£216.00	Johnsons Printers	Printing of newsletter
£135.00	The Leaflet Team	Distribution of newsletter

94 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

£207.10	HMRC	Tax on Clerk's salary and employer's NI contribution.
£69.60	M Docker	Travel expenses Nantwich-Macclesfield return to collect polling booths for Christmas lights vote at Pear Tree School.
£1,197.00	Crystal Clean	Cleaning community hall – October – December 2016
£103.68	A Thomson	Planning Consultant fees

95 PLANNING APPLICATIONS

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

- 16/5465N Old Dairy House Farm, Batherton Lane, Batherton, CW5 7QH
Proposed change of use of redundant agricultural buildings to residential.
- 16/5447N Oakfield, London Road, Stapeley, CW5 7JS
Construction of a domestic swimming pool enclosure over an existing outdoor pool.
- 16/5448N Oakfield, London Road, Stapeley, CW5 7JS
Listed building consent for the construction of domestic swimming pool enclosure over an existing outdoor pool.
- 16/5440N 35 Snow Crest Place, Stapeley, CW5 7SZ
Erection of detached house with rear extension

RESOLVED: (a) That the following observations be made in respect of planning application No. 16/5465N:

- The size of the proposed dwellings is not in accordance with the Neighbourhood Plan which has concluded its Regulation 14 stage and is ready to proceed to Regulation 15.
- The road leading to the development (Batherton Lane) is a single-track with no passing places for vehicles and is unsustainable for the development as a whole.
- The visibility splay from Batherton Lane onto Audlem Road (A529) is insufficient for traffic volume.

(b) That no objections be raised in respect of planning applications Nos. 16/5447N, 16/5448N and 16/5440N.

96 A529 ROUTE TREATMENT – DRAFT REPORT

The Parish Council was invited to comment on the A529 Route Treatment report which had been issued to Members under separate cover.

Members had commented as individuals, direct to Borough Councillor Peter Groves; however, a response from the Parish Council was also requested.

RESOLVED: That the following be submitted as the Parish Council's observations on the A529 Route Treatment report, all of which related to Broad Lane:

- The road in the vicinity of Batherton Lane required full re-surfacing.
- Footways required edging.
- Subsidence on the footways was deep.
- The verges encroached onto the footway.
- Any review should include use by non-motorised transport; eg, cycling and walking; in additional attention should also be paid to access as debris in the gutters impedes access by cyclists.
- Landowners should be required to ensure that their hedges are trimmed to allow pedestrian access on the footways.
- The whole of Broad Lane required resurfacing.

97 CHRISTMAS TREE/LIGHTS

Members discussed the purchase of a Christmas tree to be located outside the community hall.

Councillor Boughey had sourced a supplier of artificial outdoor Christmas trees and Councillor Gwinn-Freemantle had discussed with a potential supplier the purchase of a real Christmas tree which could be delivered within the week.

Following a full discussion about the tree and the lights, the following were agreed:

RESOLVED: (a) That a real Christmas tree, 12 ft high, be purchased and installed by the supplier contacted by Councillor Gwinn-Freemantle;

(b) That Councillor J Hillman be thanked for her offer to contact the supplier and arrange for purchase and delivery of the tree, up to a maximum of £350.00;

(c) That 400 lights be purchased for the tree, to be funded from within the £350.00 allocation; and

(d) That Councillor Hillman be reimbursed for the expenditure, at the earliest opportunity.

98 NEIGHBOURHOOD PLAN

As Members were aware, the Neighbourhood Plan was subject to further scrutiny by Cheshire East Council and had not, therefore, yet reached the Regulation 15 stage (publicity period). CEC was required to carry out a Strategic Environment Assessment (SEA) to decide whether the policies within it would have significant impact on the environment and whether they would need to undertake a full environmental report to address the impact.

The Chairman and Andrew Thomson (Planning Specialist) had met with Officers at CEC and a full SEA was no longer required.

Rhiannon Monaghan (Cheshire East Council Spatial Planning Team) had undertaken an SEA opinion on the draft which was published under Regulation 14 but had indicated to the Steering Group, at that time, that it might be necessary to re-screen the Plan at a later stage. A copy of the SEA opinion at Regulation 14 stage had been provided for Members with the agenda for the 10 November meeting (subsequently cancelled).

The Parish Council was now asked to approve the Neighbourhood Plan to allow it to proceed to Regulation 15 stage.

RESOLVED: That the Neighbourhood Plan, as amended, be approved for submission to Cheshire East Council.

99 CANCELLATION OF NEXT SCHEDULED MEETING

RESOLVED: That the scheduled meeting to be held on 19 December 2016 be cancelled. The next ordinary meeting would be Monday, 16 January 2017.

Draft

.....Chairman

The meeting commenced at 7.20 pm and concluded at 9.45 pm

Spend to 30 September 2016; Revised estimates to 31 March 2017; and Approved budget 2017-2018

	PAYMENTS	Spend to 30 Sept 2016 £	Estimates 1 Oct 2016 to 31 Mar 2017 £	Approved Budget 2017-2018 £
	Administration			
1	Clerk's gross salary			11,435.00
2	Clerk's net salary	4,476.96	4,477.00	
3	Contribution to pension scheme for Clerk	0.00	0.00	
4	HMRC - NI on salary	0.00	0.00	300.00
4a	HMRC - NI/Tax on salary	1,656.00	1,650.00	
5	Payroll service	0.00	96.00	100.00
6	Printing of Annual Report	0.00	0.00	110.00
7	Newsletter printing	0.00	500.00	1,000.00
8	Newsletter delivery	0.00	135.00	550.00
	Clerk			
9	Training	0.00	60.00	0.00
10	Expenses (Travel and phone)	0.00	300.00	400.00
11	Stationery/publications	0.00	100.00	100.00
	Members			
12	Chairman's allowance	250.00	0.00	250.00
13	Training	0.00	0.00	120.00
14	Expenses	0.00	100.00	100.00
	Grounds Maintenance			1,500.00
15	Talbot Way, grass-cutting lawned area	0.00	1,000.00	0.00
16	Talbot Way - Conservation area	0.00		0.00
17	General grass-cutting in the parish	0.00		0.00
18	Grants			2,000.00
	Insurance/Audit/Subscriptions			
19	External Audit (BDO)	360.00	0.00	360.00
20	Audit fees (Internal)	162.00	0.00	140.00
21	Insurance	436.42	0.00	500.00
22	Cheshire Community Action membership fee	0.00	85.00	85.00
23	Cheshire Association of Local Councils	1,697.50	0.00	850.00
24	ChALC - Local Plan process	0.00	115.00	0.00

Spend to 30 September 2016; Revised estimates to 31 March 2017; and Approved budget 2017-2018

	PAYMENTS	Spend to 30 Sept 2016 £	Estimates 1 Oct 2016 to 31 Mar 2017 £	Approved Budget 2017-2018 £
	Miscellaneous			
25	Broad Lane Methodist Chapel (Room hire)	0.00	200.00	300.00
26	Notice-board to replace that at Co-Op	1,980.00	275.00	0.00
	Neighbourhood Plan	0.00		
27	Production of final high-quality finish Neighbourhood Plan	0.00	2,000.00	2,000.00
28	Planning consultant	1,558.80	500.00	0.00
29	Printing 500 copies of Draft Plan and questionnaire	2,712.42	0.00	0.00
	Speed Watch			
30	Downloading of data and moving units around the parish every 3 weeks @ £125 per 3-week period.	2,550.00	0.00	2,600.00
31	Additional posts for Broad Lane.	0.00	0.00	3,000.00
32	Equipment repairs	0.00	700.00	800.00
	Street Lighting			
33	Unmetered electricity	137.47	550.00	800.00
34	Street light repairs		300.00	300.00
35	Shelter (adjacent to MUGA)	8,000.00		0.00
35a	Youth Initiative (replaced MUGA scheme at Line 35 above)			5,000.00
	Website			
36	Contract renewal June 2017		0.00	1,900.00
	Community Hall			
37	West Mercia Energy	277.29	700.00	1,000.00
38	Dame Hygiene Services (including nappy disposal)	30.00	400.00	650.00
39	Legal Services (DELETED)	0.00	0.00	0.00
40	Industrial-sized waste bin (external)	0.00	250.00	250.00
41	Gas supply	0.00	1,000.00	1,000.00
42	Water supply	0.00	1,000.00	2,000.00
43	Crystal Clean - cleaning of the hall	2,680.50	3,000.00	7,000.00
44	Opening/closing for private parties (Crystal Clean)	0.00	500.00	500.00
45	Servicing/call-out - central heating system	0.00	200.00	0.00

Spend to 30 September 2016; Revised estimates to 31 March 2017; and Approved budget 2017-2018

	PAYMENTS	Spend to 30 Sept 2016	Estimates 1 Oct 2016 to 31 Mar 2017	Approved Budget 2017-2018
		£	£	£
46	Electrical call-out	0.00	50.00	0.00
47	Ring-fenced funds for future maintenance	0.00	5,000.00	5,000.00
48	Purchase of microwave	35.00	0.00	0.00
49	Signs for community hall gates	282.00	0.00	0.00
50	Statutory testing of equipment	0.00	0.00	300.00
51	Christmas tree/lights for community hall	0.00	700.00	0.00
52	CCTV – community hall		0.00	5,000.00
53	Civic Pride Initiatives		0.00	1,500.00
54	Unallocated reserves			3,000.00
		21,282.36	25,943.00	63,800.00

CALCULATION OF BUDGET

A	Bank Reconciliation at 30 September 2016	£	£
	Total receipts (including b/fwd on 1 April 2016)	90,969.53	
LESS	Payments	(21,324.11)	
		<u>69,645.42</u>	
	Gold Account	70,080.32	
	Current Account	630.60	70,710.92
LESS	Unpresented cheques	(1,065.50)	69,645.42
		<u>69,645.42</u>	
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B	Expected balance on 1 April 2017		
	Balance on 30 September 2016	69,645.00	
LESS	Additional spend to 31 March 2017 (rounded down)	(25,940.00)	43,705.00
ADD	Community Hall receipts	3,000.00	46,705.00
	<u>Expected balance on 1 April 2017</u>	<u>46,700.00</u>	
C	Calculation of Precept 2017-2018		
	Budget for forward year	63,800.00	
LESS	Expected balance on 1 April 2017	(46,700.00)	17,100.00
	Precept required (rounded down)	<u>17,000.00</u>	

Effect on Band D properties: £10.89 additional Council Tax