

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 16 JUNE 2014 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor M Theobald In the Chair
Councillor S Clough Part of meeting
Councillor M Docker
Councillor P Groves
Councillor J Hillman
Councillor K Lawrence
Councillor M Malbon
Councillor K Nord Part of meeting

APOLOGIES: Councillors J Davenport and S Gwinn-Freemantle

23 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.

24 MINUTES – ANNUAL COUNCIL MEETING (8 MAY 2014)

RESOLVED: That the Minutes of the Annual Meeting held on 8 May be approved as a correct record subject to the following:

Minute No. 12.4 Community Hall – Repair of Vandalised Electrical Lighting

Revise the resolution to read '*That the quotation of £245 submitted by MBE Electrical, for repairs to outside lighting at the community hall, be approved.*'

25 PUBLIC QUESTION TIME

There were no questions from members of the public.

26 CHESHIRE EAST BOROUGH COUNCILLORS

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

- 93% of parents were receiving their first choice of schools for their children.
- CEC Cabinet was giving priority to supporting people with dementia.
- Development on land at rear of 144 Audlem Road: the Public Inquiry commenced on 10 July and the appeal decision would be reported on the Borough Council's website.

27 CLERK'S REPORT

The Clerk submitted a 'Clerk's Report' which would feature as a regular agenda item. The Chairman and Vice-Chairman had recently attended a training session arranged by the Cheshire Association of Local Councils (ChALC).

Jackie Weaver, Chief Officer of ChALC had emphasised that the role of Parish Councils was to make decisions and it was not a good use of parish council time to discuss items listed under 'Correspondence' and 'Shared Items' as it encouraged debate on matters which were not listed on the agenda and on which decisions could not be taken.

Mrs Weaver favoured the use of a 'Clerk's Report' which would provide an update in respect of any relevant correspondence received, provide information about the activities at the Community Hall; reports on, for example Police Cluster meetings, Nantwich LAP Highways Group and other partner organisations, including the Parish Plan Implementation Group (SPAG).

The report covered the following topics:

- Planning Matters
- Stapeley Parish Action Group (Parish Plan Implementation Group) – information arising out of its last meeting held on 9 June 2014.
- Update on Coffee Mornings (for older persons) at Broad Lane Methodist Chapel
- Highways Matters (also referred to by Councillor Groves earlier in the meeting)
- Land at Talbot Way
- Tree Preservation Orders.

(Note: Councillor K Nord arrived at this point in the proceedings.)

28 DELEGATION ARRANGEMENTS

At the previous meeting, appointments were made to Committees. Some Members were nominated in their absence and were now asked to confirm their acceptance.

28.1 RESOLVED: That the following appointments be confirmed:

Communications Committee:	Councillor M Docker
Finance and Grants Committee:	Councillors M Docker and K Nord
Complaints Committee:	Councillor K Nord

28.2 Community Hall Committee

The Community Hall Committee had arranged to meet on 27 May 2014; however, apologies on the day meant that the meeting would not be quorate (only two Members were available). The meeting did not, therefore, take place.

Councillor Lawrence had subsequently asked to be removed from the Committee and the Parish Council was invited to appoint a replacement councillor.

RESOLVED: That Councillor M Malbon be appointed to the Community Hall Committee to replace Councillor K Lawrence.

28.3 Community Hall Appointments Committee

Councillor Lawrence confirmed that although he had been removed from the Community Hall Committee, he wished to remain as a Member of the Appointments Committee.

29 FINANCIAL MATTERS

29.1 Authorisation of Payments:

RESOLVED: That the following payments be authorised –

£168.00	HMRC – Tax on Clerk's salary
£24.48	HMRC – employer's NI contribution
£129.60	JDH Business Services – internal audit for 2013-2014 (£108.00 net + £21.60 vat) This invoice was slightly higher than in previous years but reflected the additional work carried out auditing the community hall accounts.
£60.00	Cheshire Association of Local Councils – Chairmanship workshop held on 21 May 2014 (attended by Councillors S Gwinn-Freemantle and M Theobald)

£592.50	Crystal Clean – cleaning of community hall (Cheque payable to “Mrs C Black”)
£250.00	MBE Electrics – Emergency electrical work to the outside of the community hall – payment on account. Additional work was to be undertaken.
£136.21	Scottish Power – Unmetered electricity
£64.00	Mrs V Stafford – net wages for the period 1 – 8 June 2014
£16.00	HMRC – Tax on Caretaker’s wages (It was noted that the Caretaker had resigned, without notice, on 8 June 2014 and these were, therefore, the only payments in respect of her employment.)

29.2 Insurance Renewal

£473.65 Came & Company – annual insurance renewal.

Came & Company offered a reduced rate of £449.97 per annum if the Council entered into a 3-year binding agreement with Aviva, until May 2017.

RESOLVED: That the Parish Council renew its insurance with Came & Company in the sum of £449.97 for a three-year binding agreement.

29.3 Internal Audit Report

The Internal Auditor’s report was submitted. JDH Business Services had drawn attention to the repeal of S.150(5) of the Local Government Act 1972 – Implementation (England) which enabled Parish Councils to dispense with cheques as a means of paying for goods or services.

If Members were minded to consider an electronic method of making payments, the Clerk could submit a report to a future meeting having assessed the implications of new model Financial Regulations prepared by the National Association of Local Councils.

It was **AGREED** that the Clerk review the implications of electronic payments for goods or services and report to a future meeting.

29.4 Hindhaugh Associates – Muller Homes Applications

The Parish Council was asked to authorise payment in the sum of **£964.80** to Hindhaugh Associates in respect of work carried out leading up to the Muller Homes Public Inquiry.

Prior to discussion, and on a motion moved by Councillor J Hillman, it was **AGREED** that this item be deferred to Part 2 of the meeting; Councillor Hillman did not give reasons for this motion, but considered that the discussion should not be held in public.

30 PLANNING APPLICATIONS

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

- i. 14/2192N – land adjacent Brookbank, Newcastle Road (formation of new vehicular access into land (renewal of permission P07/1287).
(E-mailed to Members on 21 May 2014)
- ii. 14/2456N – 60 Clonners Field, Stapeley (Single-storey extension to side and rear)
(E-mailed to Members on 10 June 2014)
- iii. 14/2363N – 112 London Road. Conversion of garage/office to granny flat
(E-mailed to Members 29 May 2014)

RESOLVED: That no objections be raised to planning applications 14/2192N, 14/2456N and 14/2363N.

(Note: In view of difficulties encountered with the electronic notification system, Councillor Lawrence agreed to provide his projector at the next meeting to enable applications to be viewed during the meeting.)

31 NEIGHBOURHOOD PLANNING

It was reported that Cheshire East Council was offering enhanced support to town and parish councils which were in the process of preparing Neighbourhood Plans. This would be 'fast-tracked' with the aim of completing them by the end of the calendar year.

During discussion, the Working Group (comprising Councillors S Clough, J Davenport, J Hillman, P Groves, M Malbon and M Theobald) agreed to hold its first meeting on 23 June.

32 PARISH NEWSLETTER

Members suggested the following articles for the next newsletter.

- Neighbourhood Plan update
- Dog-fouling – health issues associated with dog faeces (Councillor K Lawrence)
The Clerk had also provided health information to SPAG which was proposing to launch an awareness of the health risks.
- Encourage local groups to provide contact details and an outline of their activities.

33 PUBLIC QUESTION TIME

There were no questions from members of the public.

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

35 HINDHAUGH ASSOCIATES – MULLER HOMES PUBLIC INQUIRY

Having deferred this item from earlier in the meeting, Councillor Hillman raised issues which were not directly connected with the accuracy of the account submitted by Mr Hindhaugh.

The following was a summary of the payment history of Hindhaugh Associates which had now submitted its final account.

Date of Meeting	£	Item
28 Nov 2012 (Min. 157)		Approval of quotation for £1,500 to review technical data accompanying planning applications Nos. 12/3847M and 13/3747N.
6 Dec 2012 (Min 205)	1,500.00	Approval of payment of £1,500
13 June 2013 Extra-ordinary meeting (Min 62)		Approval of quotation of £1,500 to carry out additional work in preparation for the Public Inquiry and attending as an expert witness.
21 Nov 2013 (Min 166)		Approval of quotation of £750 for additional work on the two later planning applications – 13/4384N and 13/4390N.

Date of Meeting	£	Item
Nov. 2013 March 2014	379.80 379.80	These related to the additional work on the two later applications (as quoted on 21 Nov 2013)
June 2014	964.80	This invoice was for production of proofs of evidence; meeting with counsel; and meetings with the Parish Council. Approved in the sum of £1,500 on 13 June 2013. This had now been reduced as Mr Hindhaugh was not required to attend the Public Inquiry.
Total invoiced/paid	3,224.40	
Total approved by the Parish Council	3,750.00	

RESOLVED: That payment of £964.80 to Hindhaugh Associates be approved.

36 CLERK'S CONTRACTED HOURS

Reason for exclusion:

The matters to be discussed related to the Clerk's employment and were therefore exempt from discussion in public.

At its meeting held on 6 December 2013, the Parish Council increased the Clerk's contracted hours from 10 per week to 15 per week, the increase relating to additional work connected with the community hall. It was agreed at that time that a review of the hours be carried out at this meeting.

The Parish Council considered the Clerk's report.

RESOLVED: (a) That the Clerk's contracted hours remain at 15 per week; and

(b) That if the Clerk considered 15 hours to be insufficient, she submit a further report to the Parish Council.

37 COMMUNITY HALL CARETAKING ARRANGEMENTS

Reason for exclusion:

These matters related, in part, to the employment details of the caretaker who had resigned without notice, and were therefore exempt from discussion in public.

Consideration was given to the Clerk's report in respect of caretaking arrangements at the community hall. There were currently no arrangements in place for opening and closing the hall for casual events.

The following aspects of the caretaking role were discussed:

(a) Crystal Clean, the cleaning company which was contracted to clean the hall until November 2014, which had suggested that the caretaking role be incorporated into the cleaning contract, at a fee of £8 per hour.

(b) The Clerk recommended that if the caretaker post was to be re-advertised, it should be for fewer than the current 10 hours a week. In view of the contract arrangement with Crystal Clean, cleaning duties could not be included in the role of a caretaker. Without this aspect to the job there would be very little regular work in any week. A Member commented that if the post were advertised for fewer than 10 hours a week, it would be unlikely to attract applicants.

RESOLVED: (a) That Councillor Jo Hillman be the first point of contact for casual openings at the hall;

- (b) That Crystal Clean be asked to undertake limited caretaking duties, as detailed in the report, at a fee of £8 per hour (in the event of Councillor J Hillman being unavailable);
- (c) That the Clerk undertake an induction with each of the Crystal Clean members of staff who would be performing the limited caretaking role; and
- (d) That the post of caretaker be advertised at the earliest opportunity on the basis of 10 hours a week.

(Note: Councillor S Clough withdrew from the meeting at this point in the proceedings.)

38 QUOTATIONS FOR DEFIBRILLATORS

Reason for exclusion:

These matters were commercially-sensitive and the companies which had quoted would not wish their quotations to be made public.

The Parish Council had budgeted for the purchase of two automated external defibrillators (AEDs). Quotations were now submitted for consideration.

Only one of the quotations included the cost of a cabinet to house the AED. The matter could not be considered further without quotations for cabinets from the remaining two companies.

Members were also invited to consider appropriate locations with 24-hour access and seek permission from the owners of the premises. Stapeley Broad Lane School had agreed, in principle, that an AED could be located on one of its outside walls. The Co-op Store on the Cronkinshop shop parade was also considered to be a suitable location but no contact had yet been made.

RESOLVED: (a) That the Clerk seek quotations for the provision of a robust wall cabinet to house an automated electronic defibrillator (AED);

(b) That the Clerk write formally to Stapeley Broad Lane School seeking confirmation that it would be willing for an AED to be affixed to the school wall in an easily accessible location; and

(c) That the Clerk write to the Co-op (Cronkinson) seeking permission to install an AED on the wall of its premises.

39 QUOTATIONS FOR FREE-STANDING SIGNAGE

Only one quotation had been received for a free-standing sign. The Clerk expected to be able to submit quotations to the July meeting.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.30 pm.