

**MINUTES OF THE ANNUAL MEETING OF STAPELEY & DISTRICT PARISH COUNCIL,
HELD ON 9 MAY 2013
AT PEAR TREE SCHOOL, PEAR TREE FIELD, STAPELEY, NANTWICH**

PRESENT: Councillor S Gwinn-Freemantle In the Chair
Councillor J Davenport Councillor M Docker
Councillor P Groves Councillor J Hillman
Councillor M Malbon Councillor R Samra

IN ATTENDANCE: Borough Councillor A Martin

APOLOGIES: Councillors S Clough and K Nord

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor S Gwinn-Freemantle be elected Chairman of the Parish Council to serve until the next annual meeting.

2 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor R Samra be elected Vice-Chairman of the Parish Council to serve until the next annual meeting.

3 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.

Councillor R Samra declared an interest in agenda item 28 (Website Review) on the basis that she was acquainted with the owner of one of the companies which had submitted a quotation, and planned to withdraw from the meeting prior to discussion of that item.

4 MINUTES

4.1 Meetings held on 9 April 2013 and 2 May 2013

RESOLVED: That the Minutes of the Ordinary Meeting held on 9 April 2013 and the Extra-Ordinary Meeting held on 2 May 2013 be approved as correct records, subject to the following:

Meeting held on 9 April. Minute No. 295.2
Strategic Planning Board Meeting – 3 April 2013
(Planning Application Nos. 12/3746N and 12/3747N)

The last sentence be amended to read – “*Councillor John Davenport represented the Parish Council and spoke against both applications.*”

4.2 Meeting held on 3 May 2012

RESOLVED: That the Minutes of the Annual Meeting held on 3 May 2012 be received.

(Noted that these Minutes had been approved at the Parish Council meeting held on 7 June 2012.)

5 REVIEW OF DELEGATION ARRANGEMENTS (COMMITTEES AND SUB-COMMITTEES)

The Parish Council was invited to review its delegation arrangements to the following Committees/Sub-Committees which comprised reviewing the Terms of Reference and appointing Members to each Committee/Sub-Committee.

(1) Communications Sub-Committee

It was suggested that this be re-named the "Communications Committee". It was set up as a sub-committee to avoid any further delegation to another "committee". A committee had the power to appoint a sub-committee, but a sub-committee could not further delegate. However, by definition, a sub-committee must have a parent committee and, therefore, for clarity, the sub-committee should be re-named.

Current membership: Four Members: Councillors S Gwinn-Freemantle, M Docker,
J Hillman, R Samra.

Named substitute: vacant

It had proved difficult to achieve a quorum on occasions and the Parish Council was invited to:

- (a) Increase the membership to six members, removing the named substitute position;
and
- (b) Re-name the sub-committee "Communications Committee".

RESOLVED: (a) That the Communications Sub-Committee be renamed "Communications Committee";

(b) That membership of the Committee be increased to six Members with no named substitute;

(c) That Councillors M Docker, S Gwinn-Freemantle, P Groves, J Hillman, M Malbon and R Samra be appointed as the Committee Members; and

(d) That no changes be made to the Terms of Reference.

(2) Finance and Grants Sub-Committee

It was suggested that this sub-committee be re-named the "Finance and Grants Committee" for the reasons given in 5 (1) above.

The Parish Council was invited to review the Terms of Reference and to appoint Members.

Current membership: Four Members: S Clough, J Hillman, K Nord (one vacancy)

RESOLVED: (a) That the Finance and Grants Sub-Committee be re-named "Finance and Grants Committee";

(b) That membership remain at four Members;

(c) That Councillors S Clough, S Gwinn-Freemantle, J Hillman and K Nord be appointed to the Committee; and

(d) That no changes be made to the Terms of Reference.

(3) Complaints Sub-Committee Committee

It was suggested that in line with Minute Nos. 5(1) and (2) above, this Sub-Committee be re-named the "Complaints Committee".

The Parish Council was invited to review the Terms of Reference and to appoint Members.

Current membership: Four Members: Councillors S Gwinn-Freemantle, K Nord,
R Samra (one vacancy)

RESOLVED: (a) That the Complaints Sub-Committee be renamed "Complaints Committee";

(b) That membership remain at four Members;

(c) That Councillors S Gwinn-Freemantle, J Hillman, K Nord and R Samra be appointed to the Committee; and

(d) That no changes be made to the Terms of Reference.

(4) Stapeley Community Hall Management Committee

The Parish Council was invited to review the Terms of Reference for the Community Hall Committee and to appoint Members.

Current membership: Parish Councillors: Councillors S Gwinn-Freemantle, P Groves, K Nord, M Malbon and R Samra.

Named substitute parish councillors: Councillors M Docker, J Davenport and J Hillman

Non-parish councillors: Craig Cameron, Lee Carter, Jennie Lonsdale, Mary Hennessy-Jones and Sue Pritchard.

Members gave consideration to the status of the Committee and discussed whether it should be re-designated an Advisory Committee only, which would obviate the need for any parish councillors to be appointed to it. In these circumstances, the Committee would operate in an advisory capacity dealing with day-to-day operational matters and referring any items for decision to the Parish Council. The reason for considering altering the status was the fact that the majority of the key items of purchase had now already been made (eg curtains, "white goods", furniture) and the majority of items for decision were those related to the day-to-day operation of the hall.

Following discussion, it was agreed that as the Community Hall was an asset for which the Parish Council was legally responsible, the Committee should remain as an Executive Committee.

RESOLVED: (a) That the Community Hall Committee remain as an Executive Committee, with no changes being made to the Terms of Reference;

(b) That Councillors S Gwinn-Freemantle, P Groves, J Hillman, K Nord and M Malbon be appointed as substantive Members;

(c) That Councillors M Docker, J Davenport and R Samra be appointed as named substitutes; and

(d) That the non-parish councillors (Craig Cameron, Lee Carter, Jennie Lonsdale, Mary Hennessy-Jones and Sue Pritchard) be re-appointed to the Committee.

6 APPOINTMENT TO OUTSIDE BODIES

The Parish Council was invited to appoint representatives to outside bodies. Attendance at such meetings would count as an approved duty and expenses may be claimed in accordance with the Parish Council's Members Expenses Scheme.

- Cheshire Association of Local Councils
 - Police Cluster meetings
- S Clough
Deputy: M Docker
M Docker

- Nantwich LAP
- Wybunbury United Charities – Community Trustees
Keith Lawrence appointed as a non-parish councillor

P Groves
M Docker

7 REVIEW OF COUNCIL'S PROCEDURES

The following policies/procedures were submitted for review:

- Complaints Protocol
- Communications Policy
- Grants Policy

RESOLVED: (a) That the Complaints Protocol and the Communications Policy remain unaltered; and

(b) That the following be added to the "General Points" section of the Policy -

"The Parish Council has the right to request a return of funds, either in whole or in part, where it appears to the Parish Council that insufficient progress has been made on the project."

8 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Council is required to review its risk management arrangements once a year. This was unavailable at the meeting and the item was, therefore, deferred to the next meeting.

9 CALENDAR OF MEETINGS

RESOLVED: That the calendar of meetings for the municipal year 2013-2014 be approved.

10 ANNUAL REPORT – 2012-2013

RESOLVED: That the Annual Report for 2012-2013 be received and noted.

11 PARISH COUNCILLORS – ATTENDANCE RECORD 2012-2013

RESOLVED: That the attendance record for parish councillors' attendance at meetings in the last Municipal Year be received and noted.

12 FINANCIAL MATTERS

12.1 End-of-Year Accounts (2012-2013)

The following documents were submitted for approval:

- Annual Return (Sections 1 and 2)
- Balance Sheet to 31 March 2013
- Assets Register

RESOLVED: (a) That the accounts for the year ended 31 March 2013 be approved; and

(b) That, in authorising the accounts, the Parish Council acknowledges its responsibility for ensuring a sound system of internal control as set out in Section 2 of the Annual Return.

12.2 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£48.00	CVS Cheshire East – payroll service (half-year fee)
£159.00	Johnsons Printers – printing of newsletter

£108.92	Lee Carter – reimbursement for purchase of additional fire extinguishers for community hall
£119.09	Holdfast Securities Ltd. Provision of locks on two internal doors at the Community Hall (£49.24 locks, £50 labour/mileage, £19.85 vat)
£216.00	Doorstep Delivery (cheque payable to “Fusion Logistics” – delivery of newsletter (£180 + £36 vat)
£95.00	Johnsons Printers – printing of annual report (50 copies)
£105.40	HM Revenue & Customs – tax on Clerk’s salary
£250.00	Chairman’s allowance – payable to the newly-elected Chairman
£448.74	Came and Company (Aviva) – insurance renewal
£234.00	Hall, Smith, Whittingham LLP – consideration prior to meeting on 2 May and attending meeting to advise on options for future of the hall. (£195.00 + £39.00 vat)
£713.10	Cheshire Association of Local Councils – affiliation fee

13 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.

There were no questions.

14 CO-OPTION ONTO THE PARISH COUNCIL

There was currently one casual vacancy on the Parish Council, caused by the resignation of Maxine Galt. The vacancy had been advertised in accordance with electoral regulations; no election was called and the Parish Council was now able to co-opt to the vacancy.

Two candidates had put themselves forward for co-option, but one had withdrawn his candidature. The only candidate now wishing to be co-opted was Darren Willetts who was currently out of the country.

The law allowed for co-option in the absence of a candidate.

RESOLVED: (a) That Darren Willetts be co-opted onto the Parish Council; and

(b) That Mr Willetts sign his Declaration of Acceptance of Office prior to the start of the next meeting.

15 STAPELEY COMMUNITY HALL MANAGEMENT COMMITTEE

The Parish Council received for information the Minutes of the Community Hall Management Committee meeting held on 8 April 2013.

16 STAPELEY COMMUNITY HALL

The Parish Council was invited to consider a number of matters associated with the community hall.

16.1 Hiring Agreement

In the light of experience of operation of the hall, the Clerk had reviewed the hiring agreement and the Parish Council was asked to approve, or otherwise, the suggested amendments to the agreement which, in summary, removed all reference to alcohol.

RESOLVED: That the Hiring Agreement remain unaltered.

16.2 Washer/Drier in Kitchen

The Parish Council had approved a recommendation from the Community Hall Management Committee that a washer/drier be installed in the Plant Room and a dishwasher be installed in the kitchen, at the expense of Red Wellies Nursery which would be the main user of the hall. Subsequent to that, CEC engineers had advised that the Plant Room could not be used for this purpose. As a consequence, Red Wellies had expressed a preference for a washer/drier to be fitted into the kitchen, underneath the counter-tops and was willing to forego the installation of a dishwasher.

RESOLVED: (a) That Red Wellies Nursery be permitted to purchase a washer/drier for its exclusive use, and that this be located under the counter-top in the kitchen; and

(b) That Red Wellies accept responsibility for use of the washer/drier and indemnify the Parish Council against any unauthorised use by other users of the community hall.

16.3 Long-Term Future of the Hall

It was noted that an informal meeting of parish councillors with the Legal Adviser had been held on 2 May 2013, following which a letter had been issued to Cheshire East Council to make enquiries about its plans for the hall at the conclusion of the lease in November 2013.

16.4 Matters for Information

The Parish Council was asked to note the following for information:

- Cheshire East Council (CEC) had granted permission for re-wiring in the kitchen to enable the cooker to be fitted. Gilks of Nantwich had been awarded the contract and had now fitted the cooker.
- CEC granted permission for outside lighting at the hall and quotations were to be considered later in this meeting.
- The keys for the locks on two of the internal doors (Plant Room and Office) had not been transferred from CEC to the Parish Council. The locks had, therefore, been replaced. Red Wellies would be provided with a key for each of these rooms.
- The contract for curtains for the hall had been awarded to Clough's of Nantwich on 2 May 2013 and two parish councillors had visited the shop on 3 May to select an appropriate fabric.
- Legionella Risk Assessment: The risk assessment had been carried out by a CEC contractor.
- Separate bank account: As Members were aware, the process for setting up a separate bank account for the community hall was started in November 2012. There had been numerous delays in the process and Members were informed of this in an e-mail from the Clerk dated 24 April 2013. The Clerk had now written to the bank about this matter in an effort to speed up the process.
- Jof Williams had been asked to carry out weed-killing on the hard-standing area of the community hall.

17 PLANNING MATTERS

17.1 Planning Applications

The Parish Council was invited to submit observations on the following applications:

13/1425N	6 Burgess Close – proposed extension and alterations
13/1633N	53 Haydn Jones Drive – Conservatory – Certificate of Lawfulness (Existing)
13/1718N	Greenfields, Newcastle Road, Willaston Re-development of "Greenfields" bungalow to form four detached houses

RESOLVED: That no objections be raised to planning applications Nos. 13/1425N, 13/1633N and 13/1718N

13/1223N Land to rear of 144 Audlem Road, Nantwich – outline application for up to 40 dwellings.

RESOLVED: That the Parish Council object to planning application No. 13/1223N on the following grounds:

- The narrowing of Audlem Road will exacerbate problems already experienced with traffic congestion. Moreover, the traffic from the new dwellings will result in additional traffic congestion. Traffic congestion has already been identified as a problem within Stapeley area and can be evidenced by the Parish Council's review of traffic data which accompanied the Muller Group Homes planning applications Nos. 12/3746N and 12/3747N, a copy of which has already been provided to CEC Planning.
- The resultant narrowing of the road will also cause access problems for emergency service vehicles (ie, ambulance, fire and police). There is highway parking at present, which only allows for one vehicle at a time to have passage, and the narrowing will exacerbate this situation.

17.2 Local Plan

It was noted that the Borough Council's proposed consultation in respect of "Possible Additional Sites Proposed by Developer and Land Interests" consultation would take place between 3 and 30 May 2013.

18 PARISH PLAN IMPLEMENTATION GROUP (STAPELEY PARISH ACTION GROUP, KNOWN AS "SPAG")

It had previously been reported that Councillor S Gwinn-Freemantle had resigned as a member of SPAG. The other Parish Council representative was Maxine Galt who recently resigned as a parish councillor and therefore could no longer be a member of SPAG as a representative of the Parish Council.

SPAG had requested the Parish Council to consider nominating to the two vacancies caused by these resignations.

RESOLVED: That Councillor J Davenport be appointed as the Parish Council's representative on Stapeley Parish Action Group.

(Note: In agreeing to the nomination, Councillor Davenport reported that owing to work commitments, he could only attend meetings on an occasional basis.)

19 COMMUNITY CAROLS – DECEMBER 2013

RESOLVED: (a) That the Community Carols event be held on 19 December 2013;

(b) That a Working Group comprising Councillors M Docker, J Hillman and R Samra be established to consider the detailed arrangements and report to the Parish Council in due course.

20 CHESHIRE EAST BOROUGH COUNCILLORS' REPORTS

Borough Councillors reported on Cheshire East matters of interest including the recent appointment of a new Chief Executive.

21 LAND AT TALBOT WAY

21.1 Councillor Hillman reported on her inspection of the land at Talbot Way. Councillor Hillman would be purchasing a padlock for use on the gate in the fence of the lawned area.

21.2 To report that the issue of ownership of the fence surrounding the conservation area on Talbot Way (owned by the Parish Council) was still being dealt with by the Parish Council's solicitors.

The conservation area appeared to be neglected and the Clerk was asked to contact James Thompson of Greenspaces to request a tidy-up of the area.

22 SPEED WATCH SCHEME

There were no matters to report.

23 CORRESPONDENCE

The Clerk reported on items of correspondence received since the last meeting.

Cheshire East Council

- BBC Children-in-Need – Committee volunteers wanted
- Frequently-Asked-Questions – pot-holes

Cheshire Association of Local Councils

- NALC Update on Parish Council borrowing
- The Clerk receives a copy of "Clerks and Councils Direct" a quarterly magazine. There is an article entitled "Meetings and Procedures" in the May edition and this will be of interest to the newer Members of the Parish Council. A copy is enclosed.

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24 PUBLIC QUESTION TIME

There were no questions from members of the public.

25 SHARED ITEMS

Parish Councillors were able to share information or request the inclusion of items on the agenda for the next meeting.

26 EXCLUSION OF PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to **RESOLVE** that 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.

27 OUTSIDE LIGHTING – COMMUNITY HALL

The Parish Council considered two quotations for the reconfiguration of the outside lighting at the community hall. Although three invitations to quote had been issued, only two quotations had been received. The third company had withdrawn from the process.

RESOLVED: (a) That, notwithstanding that only two quotations had been received, these be considered by the Parish Council with a view to making a decision at this meeting in accordance with Financial Regulation 11 (g) which stated that for contracts under £1,000 "the Clerk shall strive to obtain three estimates";

(b) That the quotation submitted by Gilks of Nantwich be accepted in the sum of £540.65 for the reconfiguration of the outside lighting at the community hall in accordance with the specification provided to the company; and

(c) That, in accordance with Financial Regulation 11 (h) the quotation be accepted as other than the lowest on the basis that the company had previously carried out work for the Parish Council and had worked to the highest standard.

28 CLERK'S OVERTIME PAYMENT

At the previous meeting, the Parish Council approved overtime payment for the Clerk in respect of additional hours worked in connection with the community hall. The Parish Council was asked to authorise payment to the Clerk and to HM Revenue & Customs as detailed on the report submitted and to authorise overtime for April.

RESOLVED: (a) That the following payments be authorised:

£573.60	Mrs C M Jones – net salary in respect of overtime for the period 1 December 2012 – 31 March 2013
£143.40	HM Revenue and Customs – tax on overtime payments for the period 1 Dec 2012 – 31 March 2013
£77.83	Mrs C M Jones – net salary in respect of overtime for the period 1-30 April 2013
£19.45	HM Revenue and Customs – tax on salary in respect of overtime for the Period 1-30 April 2013.

(Note: Having declared an interest in the following item, Councillor R Samra withdrew from the meeting prior to discussion and did not re-join the meeting.)

29 WEBSITE REVIEW

The Parish Council was invited to consider three quotations received for website hosting from 29 June 2013.

RESOLVED: That the quotation submitted by Andrew Shepherd, in accordance with the Parish Council's specification, be accepted as follows:

Hosting – 2 years commencing 29 June 2013	£160.00 (inc vat)
Renewal of Stapeley Parish Council domain (from 25 May 2013)	£179.99
Administration – 2 years commencing 29 June 2013	£900.00
Addition of Mailing List to Website	£150.00
Administration of Mailing List	£450.00
TOTAL	<u>£1,839.99</u>

.....Chairman

The meeting commenced at 7.20 pm and concluded at 10.20 pm