

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 17 AUGUST 2015 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman
Councillor P Groves
Councillor J Hillman
Councillor K Nord

APOLOGIES: Councillors S Clough, J Davenport, M Docker, M Malbon and M Theobald

52 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.

53 MINUTES

53.1 Minutes – 20 July 2015

RESOLVED: That the Minutes of the Meeting held on 20 July 2015 be approved as a correct record and signed by the Chairman.

53.2 Matters Arising

Updates on substantive resolutions which had not yet been completed were referenced in the Clerk's report.

53.3 Minutes – 10 August 2015

The Minutes of the Extra-ordinary Meeting of the Parish Council held on 10 August 2015 would be submitted to the September meeting for approval.

54 PUBLIC QUESTION TIME (10 MINUTES)

There were no members of the public in attendance.

55 POLICE MATTERS

This was a new standing agenda item to allow the local PCSO to update the Parish Council on criminal and anti-social activities in the parish. The PCSO was currently on holiday.

56 CLERK'S REPORT - AUGUST

The Clerk's report was received for information and covered the following items:

- Minutes of Stapeley Parish Action Group – 13 July 2015
- Cheshire Association of Local Councils – Minutes of Area Meeting 15 July 2015
- Councillor Docker's report of the Police Cluster meeting on 27 July 2015 which was a rehearsal of the pre-meeting presentation by PC Sharon Marson to the Parish Council on 20 July 2015.
- Automated External Defibrillator – current position.
- Land at Talbot Way (Councillor Hillman clarified the report to enable the Clerk to notify Greenspaces South Cheshire).
- Local Plan Strategy – Wider Engagement Event (3 August 2015) – Councillor Malbon's report.

- Removal/replacement of notice-board outside Stapeley Broad Lane Academy.
- PACE Newsletter (issued by CEC).
- Perimeter Fencing – update.
- Community Hall Signage – Planning Application 15/27129N – update.

57 FINANCIAL MATTERS

57.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£207.10	HMRC	Tax on Clerk's salary (£177.80 plus £29.30 employer's NI contribution)
£300.00	Crystal Clean Ltd	Cleaning of the community hall and opening/closing for private parties (August)

57.2 Scottish Power – Direct Debit

The Parish Council was invited to consider arranging for payment to Scottish Power to be made by direct debit. The current arrangement was payment by cheque.

RESOLVED: (a) That payment to Scottish Power in respect of the unmetered electricity supply to Parish Council-owned street lights be paid by direct debit, with immediate effect; and

(b) That the authorisation be signed by two Parish Council signatories.

57.3 Distribution of Newsletter

The Parish Council was asked to approve payment to The Leaflet Team in the sum of £135.00 in respect of distribution of the newsletter. The company would not distribute until payment had been received. If payment was delayed, this would result in the newsletter not being delivered until early October at the earliest.

It was noted that the Council had previously approved a quotation of £135 (Minute No. 169 – 20 April 2015).

RESOLVED: That payment of £135 be made to The Leaflet Team for distribution of the next Parish Council newsletter.

57.4 Grant Application – Stapeley Parish Action Group

Stapeley Parish Action Group has submitted a grant application in the sum of £300 to enable the Group to purchase spring bulbs for planting later in the year. The application form also gave details of the locations for planting.

RESOLVED: That a grant of £300 be made to Stapeley Parish Action Group to enable planting of spring bulbs in the parish at the locations identified on the grant application.

58 NEIGHBOURHOOD PLAN STEERING GROUP

58.1 Minutes

The minutes of the Steering Group meetings held on 8 July 2015 and 21 July 2015 were received. The Minutes of the meeting held on 10 August 2015 had been forwarded to Members on 13 August.

58.2 Housing Needs Survey (re-named 'Housing Needs Assessment')

As agreed at the Council meeting held on 20 July, the Steering Group had subsequently considered the housing needs survey and produced a revised scoping brief which was now

submitted for information. This revised brief had been forwarded to the three organisations which had been invited to quote on the original brief. The 17 August was the date by which quotations should be received.

Arising out of discussion, the Clerk was able to report that one organisation only had submitted a revised quotation. The remaining two had each commented on the complexity of the new brief and both had declined to submit a quotation.

The Clerk tabled a paper which was a statement of the current position and included recommendations for the Steering Group to consider, viz:

- (a) The names of three organisations, competent to conduct a housing needs assessment, to be provided to the Clerk to enable quotations to be sought;
- (b) The deadline date for receipt of quotations to be extended to 4 September, or a later date, which would allow two weeks for each organisation to submit a quotation;
- (c) The Parish Council to consider this matter at its meeting on 21 September with the aim of awarding the contract.

In the meantime, Councillor Hillman undertook to forward to the Clerk the names of consultants which could be invited to quote using the revised scoping brief for the Housing Needs Assessment.

59 PARISH NEWSLETTER

The Clerk had drafted a newsletter which focused on progress on the Neighbourhood Plan to ensure that there was continued engagement with residents.

Members agreed that this should be issued at the earliest opportunity, with an additional newsletter being issued just prior to publication of the Draft Plan.

Amendments to the newsletter were agreed at the meeting, and Councillor Hillman undertook to provide a revised section on 'Key Milestones'. The Clerk would re-issue the draft to the four Members present at this meeting, for comment, following which it would be issued for printing and delivery by mid-September.

RESOLVED: (a) That the draft newsletter, as amended at the meeting, and to include further amendments outside the meeting, be re-issued to the Members present for comment;

- (b) That the amended newsletter be issued to Johnsons for printing at the earliest opportunity;
- (c) That the newsletter be issued to each household in the parish mid-late September 2015; and
- (d) That a further newsletter (Neighbourhood Plan update) be issued a month later.

60 PLANNING

60.1 Planning Applications

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

15/3393N Artle Brook Cottage, Broad Lane, Stapeley
Addition of hardwood conservatory and construction of wooden shed in garden.

RESOLVED: That no objections be raised in respect of planning application No. 15/3393N.

(Note: Councillor P Groves declined to participate in the discussion and voting on this item on the basis that he was a Member of the Cheshire East Council Southern Planning Committee.)

60.2 Local Plan Strategy – Wider Engagement – 3 August 2015

Councillor Martin Malbon had provided a report on the 'Wider Engagement' event held at Macclesfield Town Hall on 3 August. This had been included in the Clerk's report at agenda item

No. 6. Councillor Malbon had expected to be present at the meeting to provide any additional information. In his absence, the Parish Council proceeded to the next item of business.

60.3 Planning Seminar – hosted jointly by Cheshire Association of Local Councils and Cheshire Community Action

Members were invited to nominate a Member to attend the planning seminar to be held on 24 September. This was an all-day event to be held in Middlewich. Places were limited and were booked on a 'first come, first served' basis.

The Clerk had booked one place.

RESOLVED: (a) That, subject to confirmation of her availability, Councillor J Hillman attend the Planning Seminar on 24 September 2015; and

(b) That, in the event of Councillor Hillman being unavailable, the place be offered to Councillor M Theobald.

61 CHESHIRE EAST BOROUGH COUNCILLORS

Borough Councillor Andrew Martin was not in attendance; Councillor Peter Groves reported that other than consideration of the budget for 2016-2017, there were no other matters to report at this time.

62 DATE OF NEXT MEETING

21 September 2015

.....Chairman