

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 16 APRIL 2018 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD,
STAPELEY, NANTWICH**

PRESENT: Councillor M Theobald Chairman
Councillor G Gwinn Councillor S Gwinn-Freemantle
Councillor J Hillman Councillor K Nord
Councillor J Putt

APOLOGIES: Councillors E Boughey, J Davenport, M Docker and P Groves

157 DECLARATIONS OF INTEREST

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.

158 MINUTES – 19 MARCH 2018

RESOLVED: That the Minutes of the meeting held on 19 March 2018 be approved as a correct record.

159 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Orders, members of the public were able to ask questions or address the Parish Council in respect of any item on the agenda, or any matter relevant to the Parish Council's business and the local area.

There were no members of the public in attendance.

160 FINANCIAL MATTERS

160.1 Authorisation of Payments

RESOLVED: That the following payments be authorised.

£228.26	HMRC	Tax on Clerk's salary and employer's NI (£190.60 tax and £37.66 employer's NI cont.)
£459.00	Crystal Clean	Cleaning of the Community Hall – March 2018
£136.21	Scottish Power	Street lighting costs
£873.00	ChALC	Affiliation fee 2018-2019

160.2 Accounts – 2017-2018

The Clerk Reported on arrangements for auditing the accounts 2017-2018. The new external auditor was PKF Littlejohn LLP. The timetable for submission of the accounts was as follows:

- 25 April – 9 May 2018: Accounts to be audited by JDH Business Services.
- Accounts to be submitted to Parish Council on 21 May 2018 for approval.
- Exercise of public rights – for the year 2017-2018, it was for Responsible Financial Officers to set the period and this was likely to be 11 June – 20 July 2018. The period must include the first 10 working days of July.
- Issue of Annual Governance and Accountability Return to be received by PKF Littlejohn by no later than 11 June 2018.

161 PLANNING APPLICATION

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

18/1749N 18 Hawksey Drive, CW5 7GF
Re-alignment/repositioning of existing boundary wall to the
property's legal boundary

RESOLVED: That the following observations be submitted to Cheshire East Council:

- i. The visibility splay would be inadequate. The proposal restricts visibility, given the proximity of the development to junctions in the vicinity.
- ii. The Parish Council is aware that a number of houses in this vicinity are subject to restrictive covenants which control the use of land.
- iii. The setting-out plan does not appear to reflect accurately the footway width and true vehicle sight-lines.
- iv. There is concern for highway safety, particularly for pedestrians and cyclists.

162 BOROUGH COUNCILLOR'S REPORT

Neither of the Borough Councillors was present.

163 GENERAL DATA PROTECTION REGULATION (GDPR)

Members were aware that on 25 May 2018, the General Data Protection Regulation would supersede the 1998 Data Protection Act.

The Clerk submitted a report which gave an overview of the changes which would affect how the Parish Council processed data. This was based on the NALC guidance, a copy of which was also submitted.

At the Annual Meeting on 21 May 2018, the Council would be asked to approve a revised Data Protection Policy.

164 THE 'GREAT GET TOGETHER' – 24 JUNE 2018

The ad-hoc working group which had been set up at the previous meeting had met to discuss the detailed arrangements for the event to be held on 24 June 2018.

The Clerk reported on the following matters and also submitted a draft risk assessment for the event.

- The Clerk had –
 - E-mailed all the regular hall users inviting them to showcase their activities. Hall users were asked to respond by 20 April 2018.
 - Submitted a request for a licence to play live music.
 - Requested permission from CEC to use the car park for the activities. The terms of the lease stipulated that the car park could only be used for parking vehicles. CEC had agreed to the request as a 'one-off'.
- Environmental Health had been asked for advice in respect of minimising nuisance to neighbouring properties.
- Insurance cover would be met through the Parish Council's public liability insurance.
- If the grassed area to the rear of the hall were to be used, the Parish Council's insurance would not apply as this was public open space.
- Pear Tree School had been asked if it would be willing to allow its car park to be used on the day, to enable regular users to unload their cars in the community hall car park, and then park in the school grounds. This had been agreed. The car park would be closed at 6.00 pm. Members agreed that a notice should be prepared, to this effect, to be fixed to the gate.

The following matters were also considered/agreed.

- The Clerk was asked to contact the Cystic Fibrosis Foundation to (a) notify it that the event would be partially fund-raising for the Foundation; and (b) to ask if it would be able to send representatives who could collect donations on the day.
- First Aid cover. Members agreed that this could be carried out by any volunteer who was first-aid trained.
- PAT testing on any electrical equipment to be used by participants. Members agreed that this was not required.
- A plan of both the hall and the outside area to be drawn up to ensure that 'slots' could be allocated to participants to avoid it being unorganised and causing confusion on the day.
- Risk assessment. A draft note of issues to be considered was submitted. This could be used as the basis for a risk assessment to be carried out nearer to the date of the event.
- Collection of cash donations on the day. If the Parish Council were to organise a 'bucket collection', which had been suggested, there must be an audit trail to show that all the cash collected was deposited in the Parish Council's account. The best way of achieving this would be to issue receipts for each donation; however, if a representative from the Cystic Fibrosis Foundation were in attendance, they would be able to carry out the collection independently of the Parish Council.

No conclusion was reached on this matter which could be discussed at the next meeting.

RESOLVED: (a) That actions agreed be implemented; and

(b) That the Clerk prepare a press release for Nantwich News.

165 PARISH NEWSLETTER

A second draft of the parish newsletter was submitted.

RESOLVED: That the newsletter be approved for printing and distribution, subject to (a) the inclusion of planning application details; (b) the replacement of Members' photographs with those taken prior to the start of the meeting; and (c) the addition of a one-page invitation to residents to attend The Great Get Together to feature as the back page.

166 LOCAL PLAN – SITE ALLOCATIONS AND DEVELOPMENT POLICIES

Cheshire East Council (CEC) was preparing the second part to its Local Plan, the Site Allocations and Development Policies Document (SADPD).

CEC was aiming to publish a first draft of the SADPD for public consultation later this year, probably late summer/early autumn. Since the publication of the SADPD Issues Paper in February 2017, CEC had collated and considered the feedback received. In addition, CEC had also carried out a range of studies to ensure that the draft policies and proposals in the SADPD were informed and justified by appropriate evidence. Although the bulk of development needs had been planned for through the Local Plan Strategy, there remained some important matters to be addressed, including:

- determining the amount of development that should be provided for at each individual Local Service Centre,

- o identifying which further sites should be allocated to meet remaining development requirements,
- o establishing the approach towards infill development in smaller villages in the rural area,
- o defining settlement boundaries,
- o establishing policies to support vibrant town centres, and
- o providing more detailed development management policies.

A number of meetings were being arranged at local venues. The letter did not indicate the number of representatives from each council, but CEC had confirmed that two-three Members would be acceptable.

RESOLVED: That Councillors J Hillman and M Theobald attend the meeting to be held on Wednesday, 16 May for the 11.30 am – 1.00 pm session; and Councillor J Putt attend also on Wednesday, 16 May for the 4.00 – 5.30 pm session.

167 CONSULTATION - REPLACEMENT WASTE BINS

As part of the Cheshire East Council budget-setting for 2018-19, it had been agreed that it should consult on proposals to charge for new and replacement bins in Cheshire East as was the case in many other authorities. Currently, CEC supplied 10,000 new or replacement bins per year at a cost of almost £360,000 which was something Cheshire East Council could not sustain.

As part of this process CEC was undertaking a ten-week public consultation to allow residents to have their say on proposals to bring in charges for new or replacement bins.

This consultation began on Tuesday 13 March and would run until Monday 21 May 2018.

Charges would be agreed on an annual basis as part of the Council's fees and charges and was likely to be in the region of £30 each for recycling and garden waste bins, £35 for a standard black residual bin, or £25 for a smaller residual bin. A 25 per cent concession would be made for households in receipt of eligible welfare support.

CEC was also proposing to put the addresses of residents on all new bins, which should help to reduce the theft of bins across the borough.

RESOLVED: That Members submit their own individual comments using the survey link provided.

168 DATE OF NEXT MEETING

21 May 2018	7.00 pm	Annual PARISH Meeting, followed by Annual Meeting of the Parish Council
-------------	---------	--

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.50 pm