

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 19 JANUARY 2015 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor S Gwinn-Freemantle Chairman
Councillor M Docker
Councillor P Groves
Councillor J Hillman
Councillor K Lawrence
Councillor M Malbon
Councillor K Nord
Councillor M Theobald

IN ATTENDANCE: Borough Councillor A Martin

APOLOGIES: Councillor J Davenport

118 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.

119 MINUTES (15 DECEMBER 2014)

RESOLVED: That the Minutes of the meeting held on 15 December 2014 be approved as a correct record and signed by the Chairman.

120 PUBLIC QUESTION TIME

There were no questions from members of the public.

121 CHESHIRE EAST BOROUGH COUNCILLORS

Borough Councillors Groves and Martin reported on Cheshire East matters of interest, including the following:

- 93.6% of schools in the Borough had been rated as either 'good' or 'outstanding'.
- Cheshire East Council had received a grant to fund a new partnership between itself and Keele University to enable a study to be undertaken to establish if CEC could generate long-term, renewable energy from geothermal power.
- Progress was being made on the Crewe Green Link Road.

In addition to the above, following local representations, Councillors Groves and Martin had asked Cheshire East Highways to consider switching-on the street lighting on Peter de Staplegh Way.

122 CLERK'S REPORT (for information)

The Parish Council received the Clerk's report which included the following items:

- Re-launch of Quality Council Scheme
- Community Hall – outstanding matters awaiting responses from Cheshire East Council
- Location of AEDs
- Stapeley Parish Action Group - minutes

123 FINANCIAL MATTERS

123.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£387.60	ANSA Environmental Services – installation of litter-bin in vicinity of MUGA. (£323 net and £64.60 vat)
£69.00	CVS Cheshire East – payroll services October 2014 – March 2015 The fee for half a year is usually £48; the increase related to the set-up fee for the former community hall caretaker; and the administration for June 2014.
£254.00	Johnsons Printers – printing of Autumn newsletter.
£493.50	Crystal Clean Cleaning of the community hall and opening/closing for private parties (£32).

123.2 Bank Mandate

At the December 2014 meeting of the Council, Members agreed to increase the Clerk's salary with effect from 1 January 2015. The gross salary was £10,660 and the expected tax liability (to be confirmed) was £2,132. The net salary of £8,528 per annum would be £710.66 per month.

The Parish Council was asked to agree a change to the bank mandate.

RESOLVED: That the bank mandate in respect of the Clerk's salary be amended as follows, with effect from 1 January 2015.

From: £672.33
To: £710.66 per month with effect from 1 January 2015.

123.3 Internal Audit Arrangements

Quarterly Receipts and Payments Statements were submitted to the Council, usually in July, October, January and April. To provide a clearer audit trail, the Clerk suggested that the Chairman and one other councillor initial both the Receipts and Payments statement and the bank statements on each occasion they were submitted, to show that the bank reconciliation as presented by the Clerk, was accurate.

RESOLVED: (a) That quarterly Receipts and Payments Statement be initialled by the Chairman and one other parish councillor at each submission; and

(b) That bank statements for the same period also be initialled to ensure that the bank reconciliation, as presented, was accurate.

123.4 Receipts and Payments Statement – 1 April – 31 December 2014 Budget Monitoring for the same period

The following documents were submitted:

- (i) Receipts & Payments Statement (summary)
- (ii) Budget monitoring showing the expected out-turn on 31 March 2015.
- (iii) Receipts Ledger for the same period.
- (iv) Community Hall summary income and expenditure schedule together with projections to the end of the financial year.

124 WEBSITE

124.1 Content

Members had previously agreed to review the content and design of the website and Councillor Hillman had agreed to co-ordinate suggestions from Members. None had been received.

RESOLVED: That the topic of content/design of the website be considered at the April meeting.

124.2 Renewal of Contract

The contract for hosting and support of the website was due for renewal in June.

Members were invited to consider if quotations should be sought for consideration in May 2015, or if the current contract should be 'extended' in accordance with the Financial Regulations to enable the need for competition to be waived.

The current provider (Andrew Shepherd) had hosted and supported the website since September 2008 and had provided a good service.

Members were minded to continue with the current provider, on the basis that this could be treated as an extension to an existing contract (Regulation 11 of the Parish Council's Financial Regulations). Andrew Shepherd would be asked to submit a quotation for the next term of the contract, either one year or two years, yet to be decided. He had also offered to seek quotations for the renewal of the domain, the cost of which had previously been a matter of concern to Members.

125 SPEED WATCH SCHEME

The Parish Council received charts showing recent speed watch activity for the following locations:

Bishop's Wood	Course average and maximum speed	10 – 19 Nov 2014
Bishop's Wood	Course speed percentiles	10 – 19 Nov 2014
Bishop's Wood	Course average and maximum speed	10 Nov – 11 Dec 2014
Bishop's Wood	Course speed percentiles	10 Nov – 11 Dec 2014
Peter de Stapleigh Way	Course average and maximum speed	10 – 16 Nov 2014
Peter de Stapleigh Way	Course speed percentiles	10 – 16 Nov 2014
Peter de Stapleigh Way	Course average and maximum speed	10 Nov – 11 Dec 2014
Peter de Stapleigh Way	Course speed percentiles	10 Nov – 11 Dec 2014

The Clerk was asked to contact TWM Traffic Control Systems Ltd. to arrange for one of the units' display messages to be switched off at the next cycle change. At the following cycle change, the message would be turned on again and one of the other unit message displays would be switched off. This would continue until all six posts had been completed.

This would enable Members to evaluate the effectiveness of the messages.

126 PARISH NEWSLETTER

The previous newsletter had been issued in early November 2014. A Member had commented that the contents of that newsletter were repetitious of the previous publication and wished the Parish Council to consider if the next issue should be delayed until after the May elections.

Parish Council Members of the Neighbourhood Plan Steering Group outlined the programme for consultation and suggested that the majority of the next publication be devoted to the Neighbourhood Plan, possibly including a questionnaire for completion.

The meeting was suspended for a short time to allow members of the public to offer their opinion on the method of consulting on the Neighbourhood Plan.

The meeting was then re-convened.

Members were minded to adopt a two-stage process in respect of consultation via the newsletter, viz. (1) the newsletter be delivered to each household; and (2) a questionnaire be delivered to each household a few weeks later (or period yet to be determined).

As part of the engagement process, Members of the Steering Group were invited to consider holding a Saturday morning surgery in the community hall in March or April.

The Clerk was asked to check hall availability during March and April and notify the Chairman and Vice-Chairman of the Steering Group.

127 PLANNING MATTERS

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

14/5879N Land between 65 and 81 London Road, Stapeley
Outline application for development of four detached dwellings
(Re-submission of application No. 14/1139N)

RESOLVED: That the Parish Council object to planning application No. 14/5879N on the same grounds as had been made on 14/1139N [at the April 2014 meeting].

14/5802N 11 Pollard Drive, Stapeley
Single-storey rear extension.

15/0042N 142 London Road, Stapeley
Demolition of existing dwelling and erection of replacement dwelling

14/5781N Former Stapeley Water Gardens.
Removal of condition 12 (windows and doors) to planning application
13/4648N – re-plan of plots 110-120

RESOLVED: That no objections be raised in respect of planning applications Nos. 14/5802N, 15/0042N and 14/5781N.

128 RURAL CRIME CONFERENCE – WEDNESDAY, 25 FEBRUARY 2015

Cheshire Constabulary was offering 100 places for its rural crime conference. The event aimed to provide delegates with an opportunity to hear from informed speakers, offering an overview of rural crime within Cheshire and a thorough understanding of how rural communities could protect themselves and work effectively in partnership to tackle rural crime.

The Parish Council was asked to consider if it wished to nominate a Member to attend.

Councillor Hillman undertook to attend the Conference, subject to the event being held in the evening. The Clerk would provide further details to Councillor Hillman.

129 NEIGHBOURHOOD PLANNING

Parish Council Members of the Steering Group updated the Council on progress on preparation of the Neighbourhood Plan. The Minutes of the Steering Group meeting held on 5 January 2015 were received.

A copy of a draft Project Plan, prepared by the Clerk, was submitted. This was based on the broad outline agreed by the Steering Group at its meeting held on 11 December 2014, but also took into account the various statutory consultation/publicity periods to enable the full Parish Council to monitor progress.

The official guidance on preparation of Neighbourhood Plans indicated that Cheshire East Council would publish the Plan for 6-weeks following which an independent examiner would be appointed. Members of the Steering Group stated that Tom Evans (CEC Spatial Planning Team) had advised that the publication period and the appointment of an independent examiner would be carried out simultaneously.

130 COMMUNITY HALL – HEALTH AND SAFETY

The Parish Council was invited to approve a draft Health and Safety Policy.

Suggested amendments were made at the meeting. The Clerk was asked to forward the policy as a Word document to Councillor Nord who would add in appropriate amendments.

The Clerk was in the process of preparing a Risk Assessment for the hall, but had expressed a preference for the input of Members of the Community Hall Committee before presenting it to the full Parish Council. The meeting could be informal with as many parish councillors as were available, to enable a draft document to be prepared for submission to the Parish Council.

RESOLVED: (a) That the draft Health and Safety Policy be forwarded to Councillor Keith Nord for amendment;

(b) That a revised document be submitted to a future meeting of the Parish Council; and

(c) That the Clerk arrange an informal meeting with Members of the Community Hall Committee to discuss the contents of a risk assessment.

131 PARISH COUNCILLORS' ATTENDANCE RECORD

The Parish Council received and noted the Members' attendance record for the calendar year 2014.

132 DATE OF NEXT MEETING

16 February 2015

133 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 the information.

134 MANAGEMENT OF THE COMMUNITY HALL

Reason for exclusion: The matter related to contractual arrangements between Crystal Clean and the Parish Council.

The Cleaning Contractor had reviewed the interim arrangements which had been put in place in July 2014 whereby the opening and closing of the community hall, for private parties, was included within the cleaning contract duties.

The Clerk's report was considered.

RESOLVED: That the contract with Crystal Clean be amended with immediate effect, increasing the hourly charge for opening/closing for private parties from £8 per event to £15 per event (in line with the hourly cleaning charge).

135 COMMUNITY HALL LEASE

Reason for exclusion: Legal privilege

The draft lease for the Community Hall had been issued to Members on 8 December 2014. Members had been asked to give careful consideration to the contents to enable the lease to be approved at this meeting.

Members raised a query in respect of Clause 13.3 and agreed that clarification be sought prior to approval of the lease.

RESOLVED: (a) That the Legal Adviser be asked to respond to the query raised; and
(b) That the Legal Adviser be asked to provide draft hiring terms and conditions for consideration by the Parish Council at its April 2015 meeting.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.20 pm