

**MINUTES OF THE ANNUAL COUNCIL MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 20 JUNE 2016 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor M Theobald Chairman
Councillor E Boughey
Councillor S Clough
Councillor M Docker
Councillor P Groves
Councillor M Malbon
Councillor S Gwinn-Freemantle
Councillor J Hillman

APOLOGIES: Councillor J Davenport

20 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.

There were no declarations.

21 MINUTES – ANNUAL COUNCIL: 16 MAY 2016

21.1 Approval of the Minutes

RESOLVED: That the Minutes of the Annual Council Meeting held on 16 May 2016 be approved as a correct record.

21.2 Membership of Committees

Councillor M Malbon confirmed acceptance of his appointment to the Neighbourhood Plan Steering Group and the Complaints Committee.

22 PUBLIC QUESTION TIME (10 MINUTES)

There were no members of the public in attendance.

23 CHESHIRE EAST BOROUGH COUNCILLORS

There were no specific CEC items to report.

24 NEIGHBOURHOOD PLAN STEERING GROUP – REGULATION 14 CONSULTATION

The Steering Group reported in respect of comments made as part of the Regulation 14 consultation which had concluded on 1 June 2016.

The Steering Group would meet with Andrew Thomson (planning consultant) to discuss how to respond to the consultees.

25 FINANCIAL MATTERS

25.1 Authorisation of Payments

RESOLVED: That the following payments be approved.

£179.28	Andrew Thomson Planning Partnership	Consultant on Neighbourhood Plan (0.5 days @ £270 per day and mileage of 36 @ 40P per mile £149.40 net and £29.88 VAT
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£207.10	HMRC	Tax on Clerk's salary (£177.80 plus £29.30 employer's NI contribution) (Month 2) (to be made by 19 th June)
£207.10	HMRC	Tax on Clerk's salary (Month 3) (to be made by 19 th July)

Payments to HMRC should be made by the 19th of each month. The current payments were not synchronised with those dates. The Council was asked to approve the above two payments to avoid penalty fees.

At the July meeting, the payment to HMRC would be for August and would be issued to arrive with HMRC by 19 August. This sequence would enable all future payments to be made on time.

£502.50	Crystal Clean	Cleaning of community hall
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25.2 Payment Errors

Duplication on payments/invoices was reported as follows:

A Duplication of Invoice and Part-Payment (Johnsons)

A payment to Johnsons the Printers was approved on 18 April 2016 but the addition on the agenda was incorrect. At the meeting held on 16 May 2016 the Parish Council approved a further payment to Johnsons and this was a duplicate of that already authorised. See below for details.

£2,315.40	Johnsons Printers	This was an incorrect calculation, as the total amounted to £2,447.40 (leaving a shortfall of £132).
	Invoice 066990	£2,289.00 (Printing 500 copies of NP)
	Invoice 066735	£158.40 (Printing 500 copies of consultation questionnaire)

This payment was not recorded in the Minutes of the meeting held on 18 April 2016.

At the meeting held on 16 May 2016, the Parish Council approved a sum of £2,447.40 which represented payment due on invoices 066990 and 066735. As this had been approved at the April meeting, albeit that the amount was incorrect, this should not have been submitted.

The cheque for £2,447.40 has been withheld. Johnsons the Printers has provided a statement of account which shows that the sum currently owing is **£397.00** and this is for an outstanding invoice from February 2016 (Invoice 066122) for the newsletter printing (£265.00) and the shortfall of £132 referenced above.

RESOLVED: That payment to Johnsons the Printers be authorised in the sum of £397.00.

B Cheshire Association of Local Councils

£848.75	Cheshire Association of Local Councils	Affiliation fee
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This payment was authorised at the meeting held on 18 April 2016 but was not recorded in the Minutes. The cheque made out at the May meeting had therefore been withheld.

26 PLANNING MATTERS

26.1 Planning Applications

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

16/2771N 80 Horton Way, Stapeley, CW5 7GD
Conservatory to rear of property

RESOLVED: That no objections be raised on planning application No. 16/2771N.

16/2633N Land East of Butt Green House, Wybunbury Lane, Stapeley
Reserved matters application for appearance, landscaping, layout
and scale following approval of 15/app – proposed erection of two
detached dwellings.

RESOLVED: That the following comments be submitted to Cheshire East Council in respect of
planning application No. 16/2633N.

The proposed development was not in compliance with the emerging
Neighbourhood Plan; in particular, the Housing Needs Assessment stipulated one
parking space per bedroom (Policy H7 of the Draft Plan).

16/2016N Woodlands House, 61B London Road, Stapeley CW5 7JL
Single dwelling

RESOLVED: That no objections be raised on planning application No. 16/2016N.

16/2898N 78 Broad Lane, Stapeley
Two-storey side extension and internal alterations.

RESOLVED: that no objections be raised on planning application No. 16/2898N.

16/0856N Land to the rear of 144 Audlem Road, Nantwich
Outline application for residential development for up to 104 dwellings
(Use Class C3) and land for expansion of Brine Leas School
(Use Class D1) (Re-submission of 15/3868N)

Amended plans and details had been received and the Council was invited to comment on the
revised application.

RESOLVED: (a) That the Clerk, in consultation with the Chairman, submit detailed
observations on planning application No. 16/0856N, in line with the discussion at the meeting;
and

(b) That the following objections be issued to Cheshire East Council: ¹

- i. Although the access had previously been approved, it had been on the basis that
there would be 40 dwellings only; the increase to 104 dwellings made the access
even more unsuitable than previously, notwithstanding that a Planning Inspector
had approved it as acceptable.
- ii. The application conflicted with the provisions of the emerging Neighbourhood
Plan in a number of respects, including, but not limited to, Policies H7 - Car
Parking on New Development, H6 - Housing Development, H2 - Housing to Meet
Local Housing Needs, H1 - Scale of Development, T1 - General Transport
Considerations.

¹ Although these were not the specific detailed observations made in the meeting, they have been included for completeness
in view of the approved delegation to the Clerk.

- iii. The development could be expected to generate at least 208 vehicles and would adversely impact the residents on Audlem Road.
- iv. There would be a consequent increase in vehicle movements as a result of the increase in dwellings from 40 to 104 and the configuration of the road was such that home-owners on Audlem Road, who currently parked on the road itself, would be compelled to use more complicated manoeuvres, dependent on which direction they were travelling.
- v. The development was expected to generate 19 primary-age children; 16 secondary-age children; and one special educational needs child. This would adversely impact on school places in the immediate locality. This concern related to the projected primary school place provision from CEC showing that most of the primary schools local to the proposed development would be significantly above their PAN and could not reasonably be expected to accommodate such excesses. This proposed development would contribute to this. It could be viewed as unethical to compromise the education of children at Highfields, Millfields, Stapeley Broad Lane, and Willaston primary schools for the sake of the proposed development. Many of the local primary schools were Academies and therefore fell outside the CEC purview for funding arising from S106 or other financial contributions from developers.
- vi. The spelling of 'Stapeley' was incorrect on the plan and the boundary sign indicated on the plan was located 400 yards from the parish boundary.

26.2 Planning Progress

A 'Planning Progress' schedule was submitted for information. This showed the current status of the various planning applications considered by the Parish Council. This schedule would be updated and submitted periodically.

26.3 CEC Design Guide

At the previous meeting, the Chairman undertook to provide to the Clerk detailed observations on the CEC Design Guide for issue to Cheshire East Council. For information, and to ensure that there was a record of the observations, the following were the additional comments sent to CEC Planning.

All major housing schemes (300 plus on a single site) are reported as considered using BfL12, with Council officers reporting on BfL assessment. For smaller schemes, it does not apply in principle, but should be respected. The vast majority of developments within Cheshire East would, therefore, not be expected to take account of this Design Guide.

Code for Sustainable Homes is mentioned within the guide; however, there is very little evidence of its inclusion within the main body of the guide. An opportunity has been missed to raise the standard of building design and construction towards that required to contribute to the UK's realisation of commitments made for Climate Change in Paris, December 2015.

Design Review Panels will comprise "industry experts" from the North West, with no involvement of those best placed to understand the specific nature, constraints and requirements of the area in which a proposed development would be sited. Given the material nature of the panels' recommendations, their influence appears contrary to the provisions enshrined in the Localism Act.

Design Review Panels, which make recommendations with material planning weight, are directed to only use BfL12 as their framework (section iii 48, Volume 1, page 69). Most sections of the Design Guide are not covered by BfL12 so do not have to be reviewed. We hope that the Design Review Panel will look at the other checklists in preparing its report and attach material weight to them. We, as parish

councils, can use the same checklists and independent support in coming up with comments/objections and perhaps contradicting the DRP report. This would have the same weight in planning terms as other Parish Council comments; however not the same weight as the Design Review Panel's report.

Sustainability section is far too light, compared to available codes and technical information.

The documents are all focused on new-build, primarily on greenfield sites, with a 'nod' to brownfield sites.

There was no requirement for public pre-consultation for development of schemes.

27 CIVIC PRIDE WORKING GROUP

At the Annual Meeting, a working group comprising Councillors E Boughey, M Docker, J Hillman, P Groves and M Theobald was established with the remit of considering ways in which the parish could be improved to take into account reduction in anti-social behaviour such as littering, and also grounds maintenance issues.

The working group had not yet met but would be able to report to the next meeting.

28 CHRISTMAS TREE – COMMUNITY HALL

The Parish Council was invited to consider if a Christmas tree and lighting should be purchased for outside the community hall.

Members were minded to approve the purchase of a tree for location outside the community hall together with associated lighting. It was **AGREED** that the Civic Pride Working Group consider the arrangements and report back in due course.

29 TOWN AND PARISH COUNCIL CONFERENCE

The next Town and Parish Council Conference organised by Cheshire East Council, was to be held on 19 July at Sandbach Town Hall commencing at 6.30 pm, with a 6.00 pm registration.

The Parish Council was invited to nominate representatives to attend.

RESOLVED: That Councillors M Theobald and J Hillman attend the Town and Parish Council Conference.

30 PARISH NEWSLETTER

The Parish Council was invited to decide a date for issue of the next newsletter and to suggest items for inclusion. The last newsletter had been issued in February 2016.

Members agreed to issue a newsletter later in the year, towards the end of the summer, to include the following items:

- Civic Pride Working Group
- Neighbourhood Plan Regulation 15 Consultation
- Local Democracy Week – October (see Minute No. 32 below)
- Shelter adjacent to MUGA
- Litter-picking
- Notice-board
- Defibrillator awareness

31 ANNUAL REPORT – 2015-2016

The draft Annual Report for 2015-2016 was submitted. The only item for inclusion was an update on the Neighbourhood Plan, following which it could be uploaded onto the Parish Council's website.

32 CLERK'S REPORT

The following items were reported for information and/or discussion as appropriate.

- **Guttering at Community Hall**

The Clerk had met on-site with one contractor who was due to submit a quotation for the guttering. Other site meetings had yet to be arranged and quotations were expected to be available at the July meeting.

- **Community Hall Maintenance**

Quotations were currently being sought for **decoration** of the inside of the community hall. These would be submitted to the Parish Council at the earliest opportunity.

Members were invited to consider if **shelving** should be installed in the male toilets, which was also a shower-room and storage area. Many of the regular clients stored their equipment in this area. The suggestion found favour.

The Clerk had made contact with one contractor and would report the estimated cost in due course.

Replacement of **air brick/vent**. This had required replacement for some time. The Clerk would contact an electrician to effect the repair.

- **Community Hall – Litter-Bin**

ANSA (the independent refuse-collection arm of Cheshire East Council) had been asked to quote for a wheelie-bin to be used at the community hall.

During discussion of this item, Members recalled that there had been a suggestion that an industrial bin be provided. The Clerk agreed to make enquiries and report back to the Council.

(Note: Councillor P Groves withdrew from the meeting at this point in the proceedings.)

- **Shelter**

The Parish Council had budgeted for a shelter to be located adjacent to the MUGA. The Clerk was in the process of seeking quotations which might be available for the July meeting.

- **Local Democracy Week 10 – 16 October 2016**

The Parish Council was asked to consider if it wished to participate in Local Democracy Week which this year would take place between 10-16 October 2016. This was an annual national event and although it was usually run by principal councils, there were a number of town and parish councils which also adopted the initiative as a means of engaging with young people in the parish; for example, by asking a local school to host a 'Question Time' debate to which local councillors were invited to attend. The aim was to enable younger people to –

- Find out how they can influence the parish at a local level.
- Express their views on political roles.
- Learn about the roles of councillors a 'grass roots' local government.
- Find out about the democratic and decision-making processes.

The Civic Pride Working Group **AGREED** to give consideration to this as a project as a means of engaging with younger people in the parish.

33 DATE OF NEXT MEETING

18 JULY 2016

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

35 QUOTATIONS FOR NOTICE-BOARDS

The Clerk had sought quotations for the provision of a notice-board to be located outside the gates to the community hall.

Only two quotations had been received and Members examined these. It was agreed that the notice-board should be made in blue to match the community hall sign.

A further quotation was required and all three would be considered at the July meeting.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.40 pm