

**MINUTES OF THE A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 20 NOVEMBER 2017 IN STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

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| PRESENT: | Councillor M Theobald | Chairman |
| | Councillor E Boughey | Councillor J Davenport |
| | Councillor M Docker | Councillor P Groves |
| | Councillor J Hillman | Councillor K Nord |
| | Councillor S Gwinn-Freemantle | |
| IN ATTENDANCE: | John Putt – Candidate for Co-option | |
| | PC Sarah Marson | |
| | PCSO Ollie Bradfield | |
| APOLOGIES: | Councillor M Malbon | |

88 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 J Davenport declared a personal interest in respect of a concession offered to a user at the community hall; this item was expected to be raised during the meeting. ⁱ

Councillor M Theobald declared a disclosable pecuniary interest in agenda item 9.2 – Planing Appeal – planning application 17/2471N – 114 Broad Lane, Stapeley, CW5 7QW on the basis that he was the appellent.

No other declarations were made.

89 MINUTES – 16 OCTOBER 2017

RESOLVED: That the Minutes of the meeting held on 16 October 2017 be approved as a correct record, subject to the following:

ADD: Councillor J Davenport under the list of apologies.

DELETE: Councillor P Groves from the list of apologies

90 PUBLIC QUESTION TIME

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. Issues raised included the following:

- Street light repair.
- Provision of seats for members of the public.
- Spur road opposite to Pear Tree Field, across from Peter de Stapleigh Way.
Councillor Groves advised the meeting that this related to drainage work.

91 CASUAL VACANCY

Two candidates for the casual vacancy had put themselves forward. One of the candidates was not in attendance; however, given that each had been informed of the date of the meeting and each had confirmed their intention to be present, it was agreed to proceed with the one candidate, namely, John Putt.

Mr Putt outlined his reasons for wishing to become a parish councillor, following which Members were able to ask questions.

RESOLVED: That John Putt be co-opted onto the Parish Council, with immediate effect.

(Note: Mr Putt signed a Declaration of Acceptance of Office following which he was able to participate in the meeting.)

92 POLICE MATTERS

PC Sarah Marson and PCSO Bradfield were in attendance to discuss anti-social behaviour in the parish.

PC Marson outlined the problems experienced within the parish and the options which the Police had for dealing with different levels of anti-social behaviour, including a notification process whereby 'yellow cards' could be issued to young people who were involved in low level behaviour. This would be where the behaviour was witnessed by a Police Officer or they became aware of their involvement in an incident. Details would be taken from the person; cards would then be forwarded to the ASB team and, depending on the number of incidents the person had been involved in, a series of warning letters would be sent to their parents/guardians detailing the incident and actions which should be taken. There was a limit of three yellow cards or warning letters within a six-month period before any further preventative or formal action was considered.

Following the discussion, Members agreed that the installation of security lighting onto the Multi-Use Games Area would be a means of reducing low level nuisance in this area, but this would be subject to the agreement of Cheshire East Council.

PC Marson and PCSO Bradfield were thanked for their contribution and they withdrew from the meeting at this point in the proceedings.

93 FINANCIAL MATTERS

93.1 Budget – 2018-2019

At its meeting held on 16 October 2017, the Parish Council gave initial consideration to the draft budget proposals.

This was a second opportunity to review budget requirements. At the December meeting, the Council would be required to approve a budget to enable a precept request to be submitted to Cheshire East Council by the third week in January 2018.

The following amendment was made:

ADD: £5,000.00 Security lighting at the multi-use games area (MUGA)
The Clerk would liaise with CEC about this proposal.

Street Lighting Up-Grade

On 27 October, the Clerk accompanied a Cheshire East Council representative from the Street Lighting Team, to survey all the street lights in the parish. It was now reported that the cost for up-grading the street lighting in the parish was £3,500.00 and could be completed within the year.

RESOLVED: That the quotation submitted by Cheshire East Council, in the sum of £3,500, be accepted for the up-grading of all the Parish Council-owned street lights in the parish.

(Note: This would feature in the revised estimates to 31 March 2018.)

93.2 Authorisation of Payments

RESOLVED: That the following payments be authorised.

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| £228.26 | HMRC | Tax on Clerk's salary and employer's NI contribution (£190.60 tax and £37.66 employer's NI cont.) |
| £549.00 | Crystal Clean | Cleaning of the Community Hall - October |
| £148.04 | C M Jones | Reimbursement for payment to CEC for repair of street light on London Road. |

At the meeting held on 18 September 2017, cheque 996 was authorised to settle this invoice; however, the work appeared not to have been carried out and the Clerk assumed that the cheque must have been lost in the post, and settled the account on-line. Cheque 996 had been cancelled with the bank.

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| £10.99 | C M Jones | Purchase of 2018 diary for community hall bookings. |
| £159.97 | Cheshire East Council | The street light referenced above was not repaired. The light was beyond repair and now required a replacement lantern, which had been authorised. A new invoice had been provided in the sum of £306.54, but the Clerk was verifying if this was the cost which was LESS the £146.57 already paid, or was an additional cost. |
| £160.00 | G O & M L Jones | Purchase of 12 ft Christmas tree to be located outside the community hall. |
| £832.00 | Greenspaces South Cheshire | Maintenance work on Talbot Way Conservation area. |
| £25.50 | Shires Payroll | Payroll service. |

93.3 Purchase of Additional LED lights for the Christmas Tree

The Parish Council was asked to authorise expenditure to allow additional lights for the Christmas tree to be purchased.

As noted in the newsletter, the tree was to be put in place the first week in December, and volunteers were required.

RESOLVED: That additional LED lights be purchased for the Christmas tree.

94 MEETING WITH LAURA SMITH, MP

It was noted that the meeting with Laura Smith, MP, arranged for 2 November, was cancelled by Ms Smith owing to commitments in Westminster the following day.

Dates suggested by Members had been offered to Laura Smith and the only date she was available was 11 January 2018. Broad Lane Methodist Chapel had been booked for the meeting.

95 PLANNING MATTERS

95.1 Planning Applications

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

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| 17/5579N | 116 London Road, Stapeley, CW5 6LT Proposed two-storey side extension and single-storey rear extension |
| 17/5625N | Stapeley House, Wybunbury Lane, Stapeley CW5 7HH Listed building consent for a single-storey rear extension to a Curtilage building with minor internal alterations |

RESOLVED: That no comments be made in respect of planning applications Nos. 17/5579N and 17/5625N.

95.2 Planning Appeal

17/2471N – 114 Broad Lane, Stapeley, CW5 7QW: Side and rear two-storey extension.

It was reported that following refusal of the above application, the applicant had lodged an appeal. The appeal commenced on 24 October 2017 and would be determined on the basis of written representations.

Note: Councillor Theobald had declared an interest in this appeal but as there was no discussion on the item, he did not withdraw from the meeting, and Members proceeded to the next item of business.

95.3 12/3747N Land between Audlem Road/Broad Lane and Peter de Stapleigh Way (Muller Property Group)

The above application (which had been considered by the Parish Council on 16 October 2017) was to be considered by the Strategic Planning Board (SPB) on 22 November 2017. The Parish Council was entitled to be represented under the Public Speaking Protocol.

The agenda for the meeting had been published on the CEC website and the recommendation was 'Minded to Refuse'.

In addition to this, application, **No. 12/3746N** (also by Muller Property Group) was also on the agenda for the SPB. The recommendation for this application was 'Minded to Refuse' for the following reason –

In the absence of planning permission for development of the adjacent site, there is no justification for approving an access road in open countryside which would be harmful to the character and appearance of the area and contrary to policy PG6 of the Cheshire East Local Plan Strategy.

If the Parish Council wished to make representations at the meeting, CEC needed to be notified by 12 noon on 21 November.

The Parish Council was minded to be represented at the meeting and it was agreed that the Clerk be informed of the name of the parish councillor who would attend the meeting, in time for CEC to be notified.

95.4 Neighbourhood Plan – Independent Examination

The Steering Group updated the Parish Council in respect of progress. The examiner had accepted that the Neighbourhood Plan was sound and complied with all relevant regulations. The Steering Group members were due to meet with Tom Evans (Cheshire East Council) in the near future.

Cheshire East Council had advised that the referendum was likely to take place mid-late February 2018.

96 CLERK'S INFORMATION REPORT

The Clerk reported the following matters for information.

(a) Guttering – Community Hall

The Clerk was awaiting a date for the installation of the guttering. This had been followed up on a few occasions.

(b) Survey of the Community Hall

The Clerk had requested the CEC Assets Team to carry out a survey of the inside and outside of the Community Hall. This was to address Members' concerns about discolouration of the flooring inside the hall, and two damp patches at the rear of the building. The damp patches might be a consequence of blocked drains; if they were, the Parish Council would be liable to pay for the repairs as this was a lease requirement.

(c) Joinery Work in the Plant Room

The Clerk had arranged to meet a joiner at the community hall, week commencing 20 November. He had been asked to provide a quote for shelving and also to undertake the work necessary to allow part of the Plant Room to be made available, exclusively, to the Scouts and Beavers.

97 COMMUNITY HALL – REVISIONS TO HIRE AGREEMENT

The Parish Council was asked to approve changes to Part 1 of the hire agreement for regular users. A copy of the proposed revision was submitted.

In addition, the Clerk asked the Parish Council to consider amending the charges for regular users who had several bookings each week, some of which were for less than one hour, but the users were currently required to pay the full rate of £12.00 per hour.

RESOLVED: (a) That Part 1 of the Hire Agreement for regular users of the community hall be approved, as submitted; and

(b) That, where appropriate, the Clerk be given discretion to charge some regular users £6.00 for half-hour slots only, where they had several bookings each week.

98 PARISH COUNCIL LOGO

At its meeting on 15 May 2017, the Parish Council adopted the logo used on the Neighbourhood Plan as its own logo for use on all stationery items and other Parish Council documents.

Stapeley Parish Action Group had now requested permission to use the Parish Council's adopted logo on its 'Walk Stapeley' leaflet which was intended to be distributed at the same time as the parish newsletter.

There had been a Member exchange of e-mails on this subject, following which the Chairman confirmed that the logo was available on-line as a royalty-free image, subject to purchase of a licence. Councillor Jo Hillman conveyed this information to SPAG to allow the Group to purchase the image, if it wished, and obtain a licence.

99 CONSULTATION – PRE-BUDGET CONSULTATION 2018-2021

The Borough Council was starting consultation on its proposals to balance the Council's medium-term finances and will be engaging more widely with the community, in due course.

The document (which was 124 pages) set out detailed options to balance the 2018-2019 financial year, despite reductions in government grants and increasing demand for key services.

Comments were invited by 12 January 2018.

It was **AGREED** that this item be deferred to the December meeting.

100 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 transacted and the public interest would not be served in disclosing that information.

101 CLERK'S SALARY

This matter was considered as part of the budget proposals for 2018-2019.

RESOLVED: That the Clerk's salary be increased to £12,102.00 with effect from 1 April 2018 in accordance with the Clerk's contract of employment and pay scales published by the National Association of Local Councils.

102 CCTV – COMMUNITY HALL

The Clerk had issued invitations to quote for CCTV provision to the four companies notified to her by the Working Group.

Three of the companies had not responded despite a further two follow-up e-mails to each, and a telephone conversation with a representative from one of the companies who assured the Clerk that his company would be quoting.

One quotation had been received. The company had not taken up the offer to make a presentation to the Council.

The quotation was submitted together with the Clerk's covering report. The quotation was under the £1,000 threshold. Above £1,000, the Parish Council would be required to seek further quotations. This could be accepted if the Parish Council considered that it was good value for public expenditure, and also on the basis that the Council had sought other quotations.

RESOLVED: (a) That the quotation submitted by CTSE in the sum of £930.00 net plus £186.00 VAT, be accepted, subjected to post-tender clarification on some aspects of the installation; and

(b) That a company representative be asked to meet two parish councillors on site, on a date to be agreed.

103 DECORATION OF THE COMMUNITY HALL

Two quotations for decoration of the community hall had now been received. The Clerk had contacted numerous companies to seek quotations, but, other than these two, they had either declined to quote or not responded.

It was suggested that if one of the quotations was acceptable, the work be carried out in early February 2018. This would allow the Clerk to give regular users eight weeks' notice, in accordance with the hire agreement. The hall would be closed for one week to allow the work to be completed.

RESOLVED: (a) That the quotation submitted by DSW Painting & Decorating be accepted in the sum of £2,950.00 net and £590.00 VAT, for the decoration of the community hall; and

(b) That the decoration be carried out in February 2018 during school half-term holidays.

104 QUOTATION FOR FITTING AED TO WALL OF CRONKINSON FARM PUB

Members recalled that at a recent meeting a quotation for the fitting of the AED was considered and rejected. It was expected that a quotation would be available at this meeting, but had not yet been received.

105 DATE OF NEXT MEETING

18 DECEMBER 2017

Agenda Items:

- Finalisation of the budget for 2018-2019
- Allotments: Richard Christopherson (Impact Manager – Partnership Team) of Cheshire East Council, would be in attendance to advise on the legal requirement for Parish Councils to provide allotments in the parish.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.40 pm

ⁱ The item relating to a concession at the community hall was not raised during the meeting.