

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 21 SEPTEMBER 2015 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

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

APOLOGIES: Councillors J Davenport and M Theobald

ABSENT: Councillor M Docker

63 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.

64 MINUTES

64.1 MINUTES – EXTRA-ORDINARY MEETING 10 AUGUST 2015

RESOLVED: That the Minutes of the Extra-ordinary Meeting held on 10 August 2015 be approved as a correct record and signed by the Chairman.

64.2 MINUTES – 17 AUGUST 2015

RESOLVED: That the Minutes of the Meeting held on 17 August 2015 be approved as a correct record.

65 PUBLIC QUESTION TIME (10 MINUTES)

There were no members of the public in attendance.

66 POLICE MATTERS

There were no Police Officers in attendance.

67 CLERK'S REPORT

The Clerk's report included the following items:

- (a) Speed Limit: A51 (London Road) – matter raised by local resident.
- (b) Muller S.288 Appeal to the High Court
- (c) Proposed Location of Automated External Defibrillator (AED)

As the Co-op Store no longer wished to be associated with this scheme, the Clerk had written to the landlord at The Cronkinson Farm Pub to enquire if he would agree to the AED being affixed to the pub's outside wall. NW Ambulance Trust had confirmed that this was an appropriate location.

- (d) Notice-Boards

The notice-board outside Stapeley Broad Lane Academy had been removed. The Head Teacher had requested that as the footway was narrow, any replacement should be fixed at a sufficiently high level to avoid children's heads.

68 COMMUNITY HALL

68.1 Perimeter Fencing

Following the meeting held on 20 July 2015, the Clerk asked each of the two companies which had submitted quotations for perimeter fencing, to provide the additional information requested by Members.

One of the companies which quoted for perimeter fencing was due to carry out a further site visit week commencing 14 September. This item would, therefore, be deferred to the October meeting. As the quotation had been provided almost 12 months ago, the contractor wished to refresh his recollection of the site and to discuss the requirements in more detail.

The second contractor had provided additional information and this would also be considered at the October meeting.

68.2 Signage – Planning Application No. 15/2719N

Following submission of the application form for the 'community hall' sign, one of the Enforcement Team had advised that formal permission was not required as the size of the sign complied with regulations which obviated the need for planning permission. The Clerk had, therefore, withdrawn the application and had asked CEC to refund the £55.00 fee (this was 50% of the full fee). CEC was not able to refund the fee as the cost of validating and processing the application would have cost more than the submitted fee.

69 FINANCIAL MATTERS

69.1 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)
£240.00	BDO LLP	Audit of accounts 2014-2015 (£200 net and £40 VAT)
£420.00	Crystal Clean Ltd	Cleaning of the community hall and opening/closing for private parties
£160.00	Broad Lane Methodist Chapel	Meetings of the Neighbourhood Plan Steering Group: Jan–July 2015 inclusive @ £20 per meeting

69.2 Box Number for Receipt of Consultation Comments (Neighbourhood Plan)

The Council was invited to consider authorising payment for use of a Box No. to receive completed questionnaires during the 'Regulation 14' Neighbourhood Plan process. There were two options:

- (1) Post could be collected from a local delivery office (£144.00 for six months)
- (2) Post could be delivered to an individual's address (£168.00 for six months)

It was suggested that the commencement date for use of a Box No. should be 1 October 2015 (the minimum period for use of a box was six months).

As the purpose of the Box No. was for Neighbourhood Plan Steering Group Members to receive the comments on the Draft Plan during the consultation period, it was suggested that either the Chairman of the Steering Group or one of the other Members could be listed as the recipient of the post. An alternative was for the appointed Member to collect post from a local delivery office.

Two different pieces of evidence were required to prove address. As some of this information would be of a personal nature, the completed form could be provided, together with the cheque, to the Member whose address would be listed as the recipient of the post. The application form would be submitted in the Clerk's name.

Councillor Hillman volunteered to be the nominated Member to receive the post at her home. She reported on some administrative difficulties which she would first need to resolve.

RESOLVED: (a) That the Parish Council purchase a Box No. for six months, with effect from 1 October 2015, with post being delivered to a nominated parish councillor; and

(b) That Councillor Jo Hillman be nominated as the Member to receive post, subject to her confirmation that she had resolved the administrative difficulties referenced in the meeting.

69.3 Budget Monitoring – 1 April – 31 August 2015

The Parish Council received and noted a Receipts and Payments statement for the period to 31 August 2015 together with a budget-monitoring statement.

69.4 External Audit Report (BDO LLP)

It was reported that BDO LLP had concluded its external audit of the Council's accounts for 2014-2015.

The auditor had commented that the Council had failed to include all additions or replacements of fixed assets in Box 9 of the annual return. The Clerk reported that this related to the Council's purchase of a litter-bin during 2014-2015.

70 NEIGHBOURHOOD PLAN STEERING GROUP

70.1 Minutes

The minutes of the Steering Group meetings held on 3 September 2015 and 9 September 2015 were submitted for information.

70.2 Membership

It was noted that Mary Hennessy-Jones (Head Teacher, Pear Tree School) had resigned from the Steering Group owing to pressure of work. The remaining volunteer members of the Steering Group were noted:

Val Ingram (representing Stapeley Parish Action Group with
Noel Wagstaff as substitute)
Pat Cullen
Sue Pritchard

70.3 Newsletter

The Neighbourhood Plan newsletter was printed during the second week of September and was expected to be delivered by the end of the month. At the previous Council meeting, Members were keen to maintain the impetus and to publish an additional newsletter within a month.

It was suggested that at its meeting to be held on 24 September, the Steering Group might wish to consider the contents of the next newsletter and forward articles to the Clerk. If the newsletter was to be distributed by the end of October, the timeline for each stage would be as follows, subject to confirmation by Johnsons the Printers and The Leaflet Team.

- By 28 September Articles to Clerk
- By 2 October Clerk produces draft for issue to all Members of the Parish Council
- By 8 October Members to suggest amendments.
- By 13 October Clerk makes editorial amendments and re-issues to Members
- By 15 October Comments on revised document to be submitted to Clerk.
- 16 October Clerk issues to Printers.
- 30 October The Leaflet Team delivers to all households

The Steering Group Members expressed doubt that the timeline could be met but would consider this at their meeting to be held on 24 September.

71 PLANNING

71.1 Planning Applications

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

15/3836N 144 Audlem Road, Nantwich, CW5 7EB
Outline permission for residential development for up to 104
Dwellings (Use Class C3) and land for expansion of Brine Leas
School (Use Class D1)

RESOLVED: That the Council object to planning application No. 15/3836N on the following grounds:

- Safety concerns for access/egress to and from the site.
- There is an emerging Neighbourhood Plan and this application is premature as the land forms part of the Neighbourhood Plan area.
- The traffic assessment supporting the application was carried out at one peak time and does not account for traffic at the main peak time of 2.45 – 5.00 pm.
- If the application is approved, it provides a potential for opening up the land around the development site for further housing.
- The development will change the character of that part of the parish from rural to urban.
- It is understood that the land is Grade 3 agricultural and is capable of delivery for agricultural use. The loss of agricultural land features in the National Planning Policy Framework as a tool against development.

15/4125N Manor Bank Barn, 2 Old Newcastle Road, Willaston.
Proposed ground floor extension to rear of property.

RESOLVED: That no objections be raised to planning application No. 15/4125N.

71.2 It was noted that the following planning application had been received for consultation purposes. The deadline date for comments was 9 September 2015 and if the Parish Council wished to comment, an additional meeting would have been arranged. The Clerk notified Members of receipt of the application but there was no request for a meeting.

15/3661N 78 Broad Lane, Stapeley
Side extension and internal alterations, including amendments to access.

71.3 Nantwich South By-pass

Borough Councillor Michael E Jones, Leader of Cheshire East Council, had asked residents of the borough (through the local press) to make suggestions for improving traffic-flow in and around Nantwich.

The Parish Council was invited to consider if the Parish Council should forward any suggestions to Councillor Jones.

Members agreed that in the absence of any further information, particularly in respect of the proposed route for the Nantwich South By-Pass, it was difficult for the Parish Council, as a body, to formulate a view. Parish councillors could send their own views, as individuals, direct to Borough Councillor Michael Jones.

72 CHESHIRE EAST BOROUGH COUNCILLORS

Borough Councillor Andrew Martin was not in attendance

Councillor Peter Groves reported on Cheshire East Council matters of interest which included a report that an Ofsted inspection of Children's Services had received a 'good' rating.

The following new staff had recently been appointed.

- o Director of Children's Services
- o Director of Planning
- o Neighbourhood Planning Support Manager

(Note: Councillor S Clough withdrew from the meeting at this point in the proceedings.)

**73 PARISH COUNCILLOR SURGERIES
LOCAL COUNCIL AWARD SCHEME (FORMERLY 'QUALITY COUNCIL' SCHEME)**

The Parish Council was invited to consider introducing Parish Councillor Surgeries to fulfil one of the criteria towards achieving the Local Council Award.

Members agreed that no action should be taken at present. The matter could be considered following completion of the Neighbourhood Plan.

74 DATE OF NEXT MEETING

19 October 2015

75 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.

76 HOUSING NEEDS ASSESSMENT

The Parish Council considered the Clerk's report which gave details of two quotations for the preparation of a Housing Needs Assessment to inform the Neighbourhood Plan.

The Financial Regulations stipulated that for expenditure in excess of £1,000 there must be three quotations; however, the Clerk had issued invitations-to-quote to eight companies and only two had been received. As good faith efforts had been made to seek quotations, the Clerk's advice was that the Parish Council could make a decision based on the two quotations received.

RESOLVED: That the quotation submitted by Housing Vision Ltd. in the sum of £7,750, being other than the lowest quotation, be accepted.

.....Chairman

The meeting commenced at 7.35 pm and concluded at 9.10 pm