

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL,
HELD ON 9 APRIL 2013
AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

PRESENT: Councillor R Samra In the Chair
Councillor J Hillman Councillor M Malbon
Councillor K Nord

APOLOGIES: Councillors J Davenport, M Docker, S Clough, S Gwinn-Freemantle and P Groves

285 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 Samra declared an interest in agenda item 22 (Cost of Abortive Booking) on the basis that she was acquainted with the person who was the subject of the report, and she undertook to withdraw from the meeting during consideration of that item; and item 23 (Website) on the basis that she had submitted to the Clerk the name of a potential provider of the new website hosting package.

No other declarations were made.

286 MINUTES (7 MARCH 2013)

RESOLVED: That the Minutes of the Meeting held on 7 March 2013 be approved as a correct record.

287 MATTERS ARISING

Members are asked to note that this item should only be used for updates in respect of items in the Minutes.

288 PUBLIC QUESTION TIME (10 MINUTES)

In accordance with the Parish Council's Standing Order No.1, members of the public were able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

A member of the public asked a question about public access to land.

289 CO-OPTION TO THE PARISH COUNCIL

The Parish Council was invited to consider arrangements for co-option to the casual vacancy caused by the resignation of Maxine Galt.

The vacancy had been advertised in the Parish Newsletter which, at the time of publication of the agenda, had not been distributed.

One resident had put himself forward for co-option; however, as this had been advertised in the newsletter, Members were of the view that this item should be deferred to the May meeting to allow other residents the opportunity to be considered.

RESOLVED: That co-option onto the Parish Council be considered at the Annual Meeting on 9 May 2013.

290 STAPELEY COMMUNITY HALL

290.1 Minutes of Meeting of the Management Committee held on 11 March 2013

The Minutes of the Meeting held on 11 March 2013 were received.

290.2 Membership of the Committee

It was reported that there were only seven volunteer members on the Committee and five parish councillors. The Parish Council was invited to consider if arrangements should be made to fill the vacancies.

It was suggested that publicity could be given in the next newsletter and by e-mailing the three local schools.

290.3 Fire Risk Assessment and Associated Documents

The Fire Risk Assessment and associated documents had been e-mailed to Members on 18 March. This featured as an item on the agenda for the Committee Meeting held on 8 April.

RESOLVED: That the Fire Risk Assessment be received and noted.

290.4 Lease/Hiring Terms and Conditions

(A) Members noted from the Minutes of the Meeting held on 11 March 2013 that the Clerk had been asked to seek an interpretation of Clause 18.2 of the lease, which prohibited the provision of outside waste bins. The restriction appeared to be based on the likelihood of the area becoming untidy and Members had previously been of the view that this probably did not apply if an industrial-sized waste bin, fixed to the ground, were to be installed.

The Clerk reported that the Legal Adviser confirmed that the Parish Council was not permitted to provide outside waste bins of any sort.

In view of this, the Clerk recommended an addition to Paragraph 19 of the Hiring Terms and Conditions.

RESOLVED: That the following clause be included at Paragraph 19 of the Hiring Terms and Conditions:

“The User shall be responsible for removing all waste from site, including food and other debris, at the end of the hire period.”

(B) At the Committee meeting (11 March 2013), the situation regarding the non-connection of the cooker was discussed, at which time it was agreed (a) that Cheshire East Council (CEC) be asked for permission to re-route or replace the service media (ie electrical wiring) to allow for the connection of the cooker which had recently been purchased; and (b) That quotations for the work be sought from three local contractors.

At the meeting held on 8 April 2013, the Committee considered three quotations for re-wiring the kitchen, and had accept that of Gilks of Nantwich.

¹Outside Lighting: Cheshire East Council had approved the installation of outside lighting.

Councillor Nord explained his proposals for outside lighting which would not adversely affect the “quiet enjoyment” of the neighbouring properties. He suggested the installation of a photo-cell and time-clock, which would require modification and extension of the existing electrical installation.

RESOLVED: (a) That the Clerk, in consultation with Councillor K Nord, be authorised to prepare a specification, as discussed, for issue to three electrical contractors; and

(b) That quotations be considered at the next available meeting.

290.5 Long-Term Plans for the Community Hall

The lease between the Parish Council and Cheshire East Council would end in November 2013. In anticipation of the community hall continuing to be operated as a community asset, the Parish Council was invited to consider what arrangements should be made for the setting up of a Village Hall Committee, or similar, as a Trust, to take on the full responsibility in the event of Cheshire East Council transferring the hall to the Parish Council.

It was suggested that the Legal Adviser be invited to attend a special meeting of the Parish Council to explore various options, including the timeliness of making an approach to Cheshire East Council.

RESOLVED: That the Clerk make arrangements for a meeting of the Parish Council with the Legal Adviser.

291 COMMUNICATIONS SUB-COMMITTEE

291.1 The Parish Council received the Minutes of the Communications Sub-Committee meeting held on 20 March 2013.

291.2 Terms of Reference

The Parish Council was invited to amend the Terms of Reference for the Sub-Committee to allow it greater autonomy in respect of publication of the newsletter. The Terms of Reference gave delegated authority to the Sub-Committee to make decisions on many items but the newsletter must be submitted for final approval to the Parish Council. This could sometimes cause a delay of up to three weeks.

It was suggested that the first draft of a newsletter be issued to the Parish Council for comment, following which the Sub-Committee could take note of comments and observations made and then be responsible for publication of the final document without the need to refer the final version for approval.

The Terms of Reference for the Sub-Committee stated, *inter alia* “Produce quarterly Parish Council newsletters for final approval by Council.”

RESOLVED: That the Terms of Reference for the Communications Sub-Committee be amended to allow it to be responsible for the production of the newsletter, by amending the eighth bullet-point at paragraph (h) to read -

¹ Minute No. 290.4 (B) was discussed later in the meeting when Councillor Nord arrived, but has been included here, for ease of reference.

“Produce quarterly Parish Council newsletters, consulting with the Parish Council at the initial stage, giving the Parish Council the opportunity to comment on a first draft.”

291.3 Membership of the Committee

The Committee had recommended an increase in membership. In view of low turn-out at this meeting, the item was **DEFERRED** to the next meeting.

292 PARISH NEWSLETTER

Members received for information, a copy of the Parish Newsletter (Spring 2013) which was now being printed for distribution.

293 PARISH PLAN IMPLEMENTATION GROUP (STAPELEY PARISH ACTION GROUP, KNOWN AS “SPAG”)

The Parish Plan Implementation Group had requested that the Parish Council nominate two parish councillors for co-option to SPAG. In view of low turn-out at this meeting, the item was **DEFERRED** to the next meeting.

294 COMMUNITY CAROLS – DECEMBER 2013

The Parish Council was invited to agree a date for the Community Carols event and to set up a Working Group to discuss the detailed arrangements for the event.

In view of low turn-out at this meeting, the item was **DEFERRED** to the next meeting.

295 PLANNING MATTERS

295.1 The Parish Council was invited to make observations on the following planning application.

13/0883N – New dwelling – re-submission of 13/00176N - Land at 116 London Road, Stapeley

RESOLVED: That no observations be made on planning application No. 13/00176N

295.2 Strategic Planning Board Meeting – 3 April 2013 (Planning Application Nos. 12/3746N and 12/3747N)

It was reported that at the Strategic Planning Board meeting held on 3 April 2013, application No. 12/3746N had been refused and application No. 12/3747N had been deferred to allow additional information to be gathered. The second application (12/3747N) had been recommended for refusal owing to the existence of a number of Category ‘A’ Oak trees. At the meeting, it was reported that the Oak trees had been felled the previous weekend and, as this was a principal reason for recommending refusal, CEC Planning Officers would need to consider the matter further. Councillor John Davenport represented the Parish Council and spoke against application 12/3746N.

295.3 Shortage of Primary School Places

Members noted from the Minutes of the Communications Sub-Committee meeting held on 20 March that concern had been expressed about the current shortage of primary school places and Cheshire East Council’s future proposals to ensure that there would be sufficient places available when all planned housing developments were complete.

The Clerk had made enquiries of Cheshire East Council but no response had yet been provided.

296 FINANCIAL MATTERS

296.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

£105.80	HM Revenue & Customs – tax on Clerk’s salary
£200.00	Mr W Armstrong – fee for carrying out fire risk assessment of the Community Hall on 13 March 2013.
£72.16	Mrs C M Jones – reimbursement for the following stationery items –
£39.46	4 x robust folders (Ghall Erfnmic 4 prong binders for retention of Parish Council Minutes and Community Hall accounts)
£14.70	HSE – purchase of Accident Book and Health and Safety poster (£12.25 + £2.45 vat) – community hall expenditure
£18.00	HSE Book on Management of Legionnaires diseases (£16.33 + £1.67 vat) – community hall expenditure
£150.00	Broad Lane Methodist Chapel (cost of additional meetings)

In approving this payment, it was noted that a sum of £250 had been paid on account in August 2012 to Broad Lane Methodist Chapel for the period August 2012-July 2013. This was a fee and therefore not related to the number of meetings held. Subsequent to that, the Administrators informed the Parish Council that it had revised its pricing structure and would be making a charge of £20 per meeting.

Since August 2012, the Parish Council had held 17 meetings (including Committees and Sub-Committees) at the Chapel. In addition, the former Community Hall Committee held three meetings at the hall (8, 15 and 30 October). The sum owing for the period August 2012 – March 2013, based on the new rates, was a total of £400. As £250 had already been paid, the balance owed for the financial year 2012-2013 was £150 for the current financial year.

13.2 Ratification of Payment

The Parish Council was invited to ratify the following payment. The cheque had been approved and issued, but there was no record of this in either the Parish Council minutes or the Community Hall Committee minutes.

RESOLVED: that the following payment be ratified.

£479.98	Pinningtons of Nantwich – purchase of Indesit cooker £209.99 plus £60 delivery, installation and connection; and Indesit larder fridge £209.99
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297 Cheshire Community Action

The Parish Council was invited to consider joining Cheshire Community Action (formerly Cheshire Community Council) with effect from 2013-2014. The organisation had already provided useful guidance for the Community Hall Committee (health and safety guidance) and could provide advice about the setting up of village hall committees as trusts.

The fee for a medium parish council (1,000 – 5,000 electors) was £50.

RESOLVED: That the Parish Council join Cheshire Community Action as an affiliated member council at a cost of £50.

(Note: Councillor K Nord arrived at this point in the proceedings.)

298 BOROUGH COUNCILLOR REPORTS

There were no Borough Councillors in attendance.

299 LAND AT TALBOT WAY

299.1 Councillor Hillman reported on her inspection of the land at Talbot Way.

299.2 Ownership of Fencing

It was reported that this matter was currently being pursued by the Parish Council's solicitor who had acted on behalf of the Parish Council when the land was purchased. The owner of a property adjacent to the land who had complained about the state of the fencing had been informed.

300 CORRESPONDENCE

The Clerk reported receipt of correspondence received since the last meeting.

- Slides from the presentations made at the Town and Parish Council Conference on 20 March
- ChALC April newsletter.
- Highway Schemes planned and in progress.
- CVS Cheshire East – training courses
- CEC April edition of PACE newsletter

301 SHARED ITEMS

Parish Councillors were invited to share information.

Councillor Hillman reported that she would be absent from meetings during July and August, following the birth of her second child.

302 PUBLIC QUESTION TIME (10 MINUTES)

There were no members of the public in attendance.

303 NEXT MEETING

20.1 Date 9 May 2013 – Annual Parish Meeting, followed by Annual Meeting of the Parish Council

20.2 Venue Pear Tree School

304 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 and the public interest would not be served by disclosing the information.

305 WEBSITE: NEW CONTRACT FROM JUNE 2013

The Parish Council gave consideration to the Communications Sub-Committee's recommendations in respect of the contract for the website which was due for renewal with effect from 30 June 2013.

RESOLVED: (a) That the specification submitted be approved; and

(b) That quotations be invited from the three named providers, to be received by 25 April 2013 for consideration at the meeting to be held on 9 May 2013.

306 COMMUNITY HALL MATTER

The Parish Council considered the Clerk's report which detailed the chronology of events in connection with a booking made at the community hall. The user had arranged printing of her publicity leaflets (at a cost of £170) without having received confirmation of her booking, which was eventually refused as it coincided with another booking. The user was seeking a contribution, either in whole or part, towards the cost of printing the leaflets.

RESOLVED: That the request for a contribution to the costs of be declined.

Reason for the Decision: The Parish Council was satisfied that the Bookings Clerk had acted correctly and at no time had he indicated that the booking was confirmed.

(Note: Prior to discussion of this item, Councillor R Samra withdrew from the meeting, and re-joined the meeting after the decision had been made.)

307 REIMBURSEMENT FOR CLERK'S OVERTIME

The Parish Council considered the Clerk's report in respect of additional hours worked as a consequence of the Parish Council leasing the community hall.

The reported outlined options for dealing with the additional hours worked, one of which was to be reimbursed at the Clerk's hourly rate, and if approved, the Clerk would continue to submit timesheets for any additional overtime.

RESOLVED: (a) That the Clerk be reimbursed for overtime already undertaken between 1 December 2012 and 31 March 2013, at standard rate; and

(b) That a monthly time-sheet be submitted to the Parish Council for consideration of any other overtime requests;

(Note: The Clerk withdrew from the meeting prior to discussion of this item, and re-joined the meeting to be informed of the decision.)

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.45 pm