

**MINUTES OF THE ANNUAL COUNCIL MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD ON 18 JULY 2016 AT STAPELEY COMMUNITY HALL, PEAR TREE FIELD, STAPELEY**

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

APOLOGIES: Councillor P Groves

36 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.

37 MINUTES – 20 JUNE 2016

RESOLVED: That the Minutes of the meeting held on 20 June 2016 be approved as a correct record.

38 PUBLIC QUESTION TIME (10 MINUTES)

There were no members of the public in attendance.

39 CHESHIRE EAST BOROUGH COUNCILLORS

Neither of the Borough Councillors were in attendance; however, Councillor Peter Groves had sent an e-mail report to the Clerk and Chairman.

- The Wain Homes application at 144 Audlem Road was refused by the Strategic Planning Board.
- Cheshire East Council's Transport Service Solutions, was currently working to find alternative providers for the service formerly delivered by GHA which was now in receiver-ship. It was expected that most routes would be operational in the near future.

40 NEIGHBOURHOOD PLAN STEERING GROUP – REGULATION 14 CONSULTATION

The Parish Council was informed of progress on the analysis of comments as part of the Regulation 14 consultation.

The Minutes of the meeting held on 14 July 2016 had been forwarded to all Members.

41 FINANCIAL MATTERS

41.1 Authorisation of Payments

RESOLVED: That the following payments be approved.

£207.10	HMRC	Tax on Clerk's salary (£177.80 plus £29.30 Employer's NI contribution) Month 4
£397.50	Crystal Clean	Cleaning of community hall

41.2 Receipts and Payments Statement (1 April 2016 – 30 June 2016)

The Parish Council received a Receipts and Payments statement for the first quarter of the financial year, showing the following bank reconciliation.

	£
Total Receipts	62,152.66
<u>LESS Payments</u>	<u>-14,122.33</u>
	48,030.33
Gold Account	49,859.46
Current Account	410.01
	<u>50,269.47</u>
LESS Unpresented cheques/payments	<u>-2,239.14</u>
	48,030.33

RESOLVED: That the Receipts and Payments statement for the period 1 April 2016 to 30 June 2016 be approved.

42 PLANNING MATTERS

42.1 Planning Applications

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

16/3106N The Willows Caravan Site, Coole Lane, Austerson
Four holiday lodges (resubmission of 15/3888N)

(Application outside the parish.)

RESOLVED: That the following observation be submitted to Cheshire East Council.

The application appeared to be intended for permanent use and not appropriate for holiday lets.

16/2038N 16 Arrowhead Close, Stapeley, CW5 7RX
Small upstairs bathroom window on side elevation

RESOLVED: That no objections be raised in respect of planning application No. 16/2038N.

16/3136N 10 Beechwood Close, Stapeley, CW5 7FY
Proposed cold-room re-location and extension, replacement
shop fronts and replacement of existing external plant equipment

RESOLVED: That the Parish Council support planning application No. 16/3136N and suggests the inclusion of a bike rack which would be in keeping with the transport policies in the emerging Neighbourhood Plan.

42.2 Planning Appeal

16/0734N Manor House Farm, 1 Old Newcastle Road, Willaston, CW5 7BQ
Extension to existing dwelling

It was reported that following refusal of this application, the applicant had appealed the decision. This was considered by the Parish Council on 15 February 2016 at which time, no observations were made.

43 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.

Subsequent to this, Stapeley Parish Action Group had commented that the items to be addressed by the working group were those in which SPAG had been actively involved. SPAG has asked about a formal communication route to the working group.

As Councillor Boughey was a member of each group, Members agreed that this was the most appropriate link at this time. At a later stage, representation from SPAG could be considered.

Councillor Boughey reported on the first meeting of the group held on 12 July.

44 PARTICIPATORY BUDGETING – PUBLIC HEALTH

Although local councils were not directly involved with the delivery of health care, Parish Council representatives were invited to attend the Nantwich and Rural Community Hubs Network on 1 August 2016 at 6.30 pm. A briefing paper and agenda were submitted.

This participatory budgeting exercise was about public health involving local people in delivering projects/schemes for local communities. The Public Health and the Communities Team was working in partnership to devolve decision-making powers and the allocation of £400,000 across eight localities to improve public health outcomes. This would be achieved through the development of an innovative Participatory Budgeting (PB) approach at a local level, to reduce health inequalities, build community capacity and increase access to services.

Parish Councils could bid for project funding but expectations were that parish councils would promote the opportunity to community groups within their parishes.

Members considered that it would be helpful if the non-Parish Council members of the Neighbourhood Plan Steering Group and members of Stapeley Parish Action Group were able to attend.

RESOLVED: (a) That Councillor J Hillman attend the Participatory Budgeting meeting to be held on 1 August (subject to her availability); and

(b) That the Clerk enquire into the possibility of non-Parish Council members of the Neighbourhood Plan Steering Group and members of Stapeley Parish Action Group also being permitted to attend the meeting.

45 SPEED WATCH – BROAD LANE

(Item requested by Councillor M Docker)

Councillor Docker had received an e-mail from one of his neighbours who was involved in a near-collision on Broad Lane. As a consequence, Councillor Docker wished the Parish Council to consider providing poles and a solar panel/battery on Broad Lane as an additional provision.

Members discussed the possibility of re-activating the pole which was in the vicinity of the former Maylands Farm or add a new pole/unit on the straight stretch of road close to Deadman's Lane.

RESOLVED: That the Clerk seek a quotation from TWM Traffic Management Systems Ltd, for an addition to the speed watch scheme, as described above.

46 UPDATE ON OUTSTANDING ITEMS

The Clerk updated the Parish Council on the following matters.

- **Automated External Defibrillator – Cronkinson Farm Pub**

The electrician who was carrying out the work was currently on holiday but would complete on his return. The Clerk had contacted NW Ambulance Trust to enquire into the availability of Ambulance Officers to deliver awareness sessions. As there had been an increase in the number of AEDs being purchased by local councils, this had reduced the capacity of NWAT to deliver such sessions, but it was expected that one could be arranged in September.

- **Replacement/repair of Air-brick/fan (Community Hall)**

The electrician would endeavour to carry out this work at the same time as fixing the AED to the wall of the Cronkinson Farm.

- **Guttering at Community Hall**

The Clerk had received one quotation for replacement guttering and this was £1,870. In view of this, another two quotations would be required.

The Clerk had made contact with CEC Assets Department which was not permitted to work on 'Parish Council properties'; however, the Officer had provided contact details for one of its contractors and the Clerk would seek a quotation.

- **Community Hall Maintenance**

The Clerk had issued invitations to quote for decoration of the hall and was awaiting responses.

47 INFORMATION ITEM – MINUTES OF MEETING OF STAPELEY PARISH ACTION GROUP

The Minutes of the Stapeley Parish Action Group meeting held on 4 July 2016 were received.

48 NEXT MEETING

The Parish Council was invited to consider if there should be an August recess, with the next meeting being held on 19 September.

In view of the progress made on the Neighbourhood Plan, it was agreed that it was important to hold an August meeting. This was re-scheduled from 18 to 25 August.

RESOLVED: That the next meeting be re-scheduled to Thursday, 25 August.

49 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.

50 PENSIONS REGULATOR

(Reason for exclusion: employment matter)

The Clerk's report in respect of compliance with the new workplace pensions regulations was submitted.

RESOLVED: That it be noted –

(a) That the Clerk had declined to join a pension scheme; and

(b) That the Parish Council had complied with its duties under the workplace pension regulations.

51 QUOTATIONS FOR NOTICE-BOARDS

(Reason for exclusion: commercially sensitive)

The Parish Council was invited to consider quotations for a notice-board to be installed at the community hall. The Clerk's covering note and quotations were submitted.

RESOLVED: That the design submitted by the Church Notice-Board company be accepted in the sum of £1,600 plus VAT, for the following:

- Prestige range aluminium security notice-board 95 mm deep, 1240 mm (h) x 2000 mm (w) overall, landscape, comprising two equal door areas, door elements to be right and left-hinged, two locks, 4 mm toughened glass glazing and internal backboard with visual area of 12 x A4 sheets.
- Fabricated aluminium 20 mm thick domed header and mounted onto a pair of 'D' shaped aluminium posts at 3m overall length.
- The wording on the header to be 'Stapeley & District Parish Council'.
- Colour to match the 'Community Hall' sign (i.e. blue).

52 INDUSTRIAL-SIZED WASTE BINS – COMMUNITY HALL

(Reason for exclusion: commercially sensitive)

The Clerk sought quotations for the following.

- Industrial-sized litter bin – 1100 litre general waste.
- Minimum-term contract requirements.
- Frequency of collection.
- Cost

Two quotations had been received, both of which came under the £500 threshold which, in accordance with the Financial Regulations, meant that there was no requirement to seek a third quotation.

RESOLVED: (a) That the quotation submitted by Greenzone for the provision of an 1100 litre general waste bin be accepted in the total annual sum of £413.40, subject to clarification of the contents of paragraph 6.2 in the terms and conditions, which was incomplete; and

(b) That, upon receipt of the contents of paragraph 6.2, the Clerk, in consultation with the Chairman, be authorised to decide if it was acceptable.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.00 pm