

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL  
HELD AT BROAD LANE METHODIST CHAPEL, AUDLEM ROAD, NANTWICH  
ON 5 JANUARY 2012**

<b>PRESENT:</b>	Councillor S Gwinn-Freemantle	Chairman
	Councillor R Samra	Vice-Chairman
	Councillor M Docker	Councillor M Galt
	Councillor J Hillman	Councillor K Nord
<b>IN ATTENDANCE:</b>	Councillor P Groves	Cheshire East Council
<b>APOLOGIES:</b>	Councillors R Morton and J Wood	

**169 DECLARATION OF INTERESTS**

Members were invited to declare any personal or prejudicial interest which they had in any item of business on the agenda, the nature of that interest, and, if necessary, to leave the meeting prior to the discussion of that item. No declarations were made.

**170 MINUTES – 1 DECEMBER 2011**

Owing to Christmas holidays, the Minutes of the Meeting held on 1 December 2011 had not been available with the agenda. The Parish Council, therefore, **RECEIVED** the minutes. These would be submitted for approval at the next meeting.

**171 MATTERS ARISING**

**171.1 “Dog stencilling”**

Cheshire East Council had advised that the proposed “dog-stencilling” on footways would take place on 27 January 2012.

**171.2 “Dangerous Tree” – Talbot Way, Stapeley**

As requested by the Parish Council, the Clerk had met with the resident who had stated that there was an unstable tree in the vicinity of his house and it was on land owned by the Parish Council. The Clerk had now examined the land registry documents and the tree was not on land owned by the Parish Council. This information, together with a copy plan, had been provided to the resident.

**172 PUBLIC QUESTION TIME**

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

A member of the public asked a question to which a response was given.

**173 CHESHIRE EAST BOROUGH COUNCILLORS’ REPORTS**

Borough Councillor Peter Groves reported on Cheshire East matters of interest to the Borough Council.

**174 LAND AT TALBOT WAY**

In the absence of Councillor Rob Morton there was no discussion on this item.

**175 FINANCIAL MATTERS**

**175.1 Authorisation of Payments**

**RESOLVED:** That the following payments be authorised:

£73.80	HM Revenue & Customs – tax on the Clerk’s salary for Month 10 (month ended 5 February 2012)
£200	Johnsons the Printers – printing of newsletter; and flyers advertising the Parish Council meeting held on 1 December 2011
£180	Fusion Logistics (Doormat Direct) – delivery of Parish Newsletter (£150 + £30 vat)

Expenses associated with Carol Service held on 21 December 2011

£120.00	Nantwich and District Concert Band
£60.00	Cronkinson Farm Pub – post-service refreshments
£15.07	Mrs S Gwinn-Freemantle – purchase of biscuits/cakes
£106.96	Mrs M Galt – goods purchased from ALDI

[Letters of thanks would be sent to the Band and the Licensee of the pub.]

**175.2 Budget Proposals 2012-2013**

The Parish Council was invited to finalise its budget proposals for 2012-2013. These had been agreed at the meeting held on 17 November 2011, but this was a final opportunity to make any amendments.

The Clerk’s report was submitted. The following amendments were agreed:

In view of the success of the Carol Service, a sum of £500 had been added into the proposals for a similar event in 2012.

Line 10	Members’ travel expenses	Increase to £200
Line 18a	Proposed new street light – Cronkinson Estate - DELETE	

The installation of a new street light would benefit a small number of residents only. This had been added to the proposals in November, but no assessment of need had been carried out. It was suggested that Cheshire East Council review the need for an additional street light at the location suggested.

Line 32	Schools projects	£2,000	DELETE
Line 33	Grass-cutting – Land at Talbot Way		Reduce to £1,500
Line 34	Grass-cutting and general maintenance		Reduce to £1,500

**RESOLVED:** (a) That the budget for 2012-2013 amounting to £53,010 be approved;

(b) That the Clerk’s salary remain unchanged at £4,427 per annum;

(c) That, taking into account the revised estimates to 31 March 2012 and the likely balance available on 1 April 2012, the Clerk be authorised to request a precept of £7,000 (seven thousand pounds) from Cheshire East Council; and

(d) That it be noted that the precept would result in additional Council Tax of £5.00 per Band D property equivalent.

[Note: a copy of the approved budget is attached as an appendix to these minutes.]

**176 PLANNING**

There were no planning applications for consultation at the time of issue of the agenda.

**177 NEWSLETTER**

**177.1** Members discussed arrangements for the publication of the next newsletter. It was agreed that articles on the following be included:

- Dog-stencilling impact day (27 January 2012)
- “This is what your MP and Borough Councillor do” – already provided by Borough Councillor P Groves
- Budget details
- School events
- Daffodil planting – explanation of why and where
- Playground update
- Community hall update
- Speed Watch update

**177.2 Advertising in Newsletters**

At the previous meeting, the Parish Council considered the issue of commercial advertising in the Parish newsletter.

The Clerk had made enquiries of two Parish Councils and a Town Council and had also asked the Cheshire Association of Local Councils for advice. Town/Parish Councils consulted did not permit commercial advertisements either on their notice-boards or in their newsletters and reasons for this were given, together with criteria which might be adopted if the Parish Council decided it wished to advertise. Advice from the Cheshire Association of Local Councils was awaited.

The Parish Council would review this in 12 months' time.

**178 COMMUNITY HALL UPDATE**

**178.1 Hiring Agreement**

The Parish Council was invited to agree a model hiring agreement which could be issued to the Parish Council's Legal Advisers. The Legal Advisers had contacted the Clerk and confirmed that this had not delayed the process of preparation of the lease for signature.

**RESOLVED:** (a) That a Working Group comprising Councillors S Gwinn-Freemantle, R Samra, M Galt, J Hillman and R Morton be established to give detailed consideration to the preparation of a Model Hiring Agreement;

(b) That the Group meet in advance of the next Parish Council meeting; and

(c) That a draft Model Hiring Agreement be submitted to the February meeting for approval.

**179 REVIEW OF WEBSITE**

Councillors J Hillman and R Samra had carried out some work on the review of the website. At the February meeting they would make a presentation to Members. The Clerk was asked to arrange for presentation equipment to be available.

**180 SPEED WATCH SCHEME – NEW EQUIPMENT**

Members reviewed the details of the quotation submitted by TWM Traffic Management Systems which had been approved at the previous meeting. The order had not yet been placed pending confirmation of the technical details.

**RESOLVED:** That the Clerk be asked to place an order for the following equipment from TWM Traffic Management Systems:

1 x 12V solar powered SDU 2000 speed display unit as previously supplied (£3,000);

2 x solar assemblies complete with 30W post top mounted solar panel, battery box containing a solar regulator, 35 amp/hr battery and mounting clips (£1,500);

2 x solar assemblies complete with 30W post top mounted solar panel (£900);

Refurbishment of the two existing aluminium battery packs to enable them to be compatible with solar operation (£150);

Installation of the above equipment onto posts in locations suitable for solar operation (£250).

[Note: Total cost = £5,800]

#### **DIAMOND JUBILEE 2012**

This item had not been requested for inclusion on the agenda. Notwithstanding this, Members discussed ways in which the Parish Council could mark the Queen's Diamond Jubilee in June 2012.

#### **181 UPDATE ON PARISH PLAN IMPLEMENTATION GROUP [STAPELEY PARISH ACTION GROUP – SPAG]**

The next meeting of SPAG was to be held on 16 January 2012.

#### **182 CORRESPONDENCE/CLERK'S REPORT**

**182.1** The only correspondence received since the last meeting was "Talk of the Town", Nantwich Town Council's newsletter.

#### **182.2 Guidance for Parish Councillors**

As there had been two recent co-options to the Parish Council, the Clerk had prepared a Guidance Note which drew on a variety of official sources. It presented the main role of the Parish Council and parish councillors and included a glossary of some terms for those unfamiliar with local government.

#### **183 ITEM REQUESTED BY PARISH COUNCILLOR**

##### Broad Lane – Possible use of Farmland for Gypsy Site [Requested by Councillor K Nord]

Councillor Nord had been contacted by local residents who understood that there might be a proposal to create a gypsy site on Broad Lane.

The Parish Council had received no information. However, as part of its statutory responsibility under the Housing Act 2004 to provide sites for gypsies and travellers, Cheshire East Council had identified a need to make further provision for this group.

The Council had identified Parkers Road, Crewe, as the most appropriate location for such a site. It considered other locations before settling on Parkers Road, one of which was Broad Lane, Stapeley. Although the Broad Lane site was close to amenities with good access off a main road, initial assessments suggested that this area had a strong newt colony and had been rejected for this reason.

In addition to identification of a permanent site, Cheshire East Council was trying to identify locations for transit sites.

Borough Councillor Peter Groves offered to discuss this matter with any residents who had concerns.

**184 SHARED ITEMS**

Parish Councils were able to share information or request the inclusion of items on the agenda for the next meeting

**185 PUBLIC QUESTION TIME (10 MINUTES)**

A member of the public asked a question to which a response was given.

**186 DATE OF NEXT MEETING**

**2 February 2012**

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.40 pm

No.	Item of Expenditure	Budget Proposals 2012-2013 presented at meeting £	Approved Proposals £	Revised Estimates to 31 Mar 2012 £
	<b>Administration</b>			
1	Postage	50.00	50.00	
2	Printing costs (agendas etc.)	100.00	100.00	
3	Printing costs - newsletter	600.00	600.00	
4	Newsletter delivery	600.00	600.00	180.00
5	Salary - Clerk	4,500.00	4,500.00	1,107.00
6	Cost of by-election	0.00	0.00	
7	Payroll Services - CVS	100.00	100.00	48.00
8	Stationery	100.00	100.00	40.00
	<b>Expenses</b>			
9	Clerk's travelling/telephone expenses/purchase of appropriate text-books	300.00	300.00	100.00
	Members' training	0.00	0.00	150.00
10	Members' travel expenses	100.00	200.00	30.00
11	Chairman's allowance	250.00	250.00	
	<b>Insurance/Audit</b>			
12	Internal audit	100.00	100.00	
13	External audit	400.00	400.00	
14	Insurance	1,200.00	1,200.00	80.00
	<b>Room Hire for Meetings</b>			
15	Broad Lane Methodist Church - fee for room hire	200.00	200.00	
16	Broad Lane School	60.00	60.00	
17	Pear Tree School	100.00	100.00	40.00
	<b>Street Lighting</b>			
18	Street lighting repairs	300.00	300.00	300.00
18a	Possible purchase of street light for Cronkinson	5,000.00	0.00	
19	Scottish Power - electricity supply for street lights	250.00	250.00	
	<b>Community Hall</b>			
20	Legal Advice - setting up Trust	1,000.00	1,000.00	500.00
21	Other miscellaneous items	20,000.00	20,000.00	
22	Purchase of hearing loops	1,300.00	1,300.00	
23	Projects associated with the hall	2,000.00	2,000.00	
23A	CCTV	5,000.00	5,000.00	

No.	Item of Expenditure	Budget Proposals 2012-2013 presented at meeting £	Approved Proposals £	Revised Estimates to 31 Mar 2012 £
	<b>Miscellaneous</b>			
24	Cheshire Association of Local Councils affiliation fee	700.00	700.00	
25	Training fees (Members' training)	200.00	200.00	
26	Laptop – hard disc addition	100.00	100.00	
	<b>Parish Plan</b>			
27	Unspecified expenditure to assist SPAG (the Parish Plan Implementation Group) to bring projects to fruition.	1,000.00	1,000.00	
27A	Playground - additional fencing - third party funding	1,300.00	1,300.00	
28	Christmas decorations	5,000.00	5,000.00	
29	E-card Christmas competition (prize money)	0.00	0.00	
30	Purchase of additional mobile vehicle display unit	0.00	0.00	
	<b>Projects</b>			
#	Carol Service	500.00	500.00	
31	On-the-Street sports project (facilitated by CEC)	1,500.00	1,500.00	
32	Schools projects - to be identified	2,000.00	0.00	
	<b>Land at Talbot Way</b>			
33	Unidentified expenses associated with maintenance of the land.	3,000.00	1,500.00	300.00
	<b>General Grounds Maintenance</b>			
34	Grass-cutting and general maintenance near footways	3,000.00	1,500.00	
	<b>Website</b>			
35	Development of site/continued management	1,000.00	1,000.00	
	<b>Scheme funded in 2011-2012 which was not completed and will carry forward to 2012-2013</b>			
	<b>Speed Watch - upgrade for equipment (A sum of £3,000 was included in the budget for 2011-2012)</b>			6,200.00
	<b>TOTAL</b>	<b>62,910.00</b>	<b>53,010.00</b>	<b>9,075.00</b>

**Calculation of Precept Required**

	Forward year proposals	53,010.00
<b>LESS</b>	Estimated balance available on 1 April 2012	<u>-50,404.00</u>
		<b><u>2,606.00</u></b>
<b>ADD</b>	Contingency fund/working balance	4,000.00
	PRECEPT required	<b><u>6,606.00</u></b>
	<b>PRECEPT REQUESTED</b>	<b><u>7,000.00</u></b>

**Calculation of balance available on 1 April 2012**

	Indicative balance at bank on 31 Dec 2011	59,479.00
<b>LESS</b>	Payments due before 31 March 2012	<u>-9,075.00</u>
	Balance available on 1 April 2012	<b><u>50,404.00</u></b>

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