

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD AT BROAD LANE METHODIST CHAPEL, AUDLEM ROAD, NANTWICH
ON 6 SEPTEMBER 2012**

PRESENT: Councillor S Gwinn-Freemantle Chairman
Councillor S Clough Councillor M Galt
Councillor P Groves Councillor J Hillman

APOLOGIES: Councillors M Docker, K Nord and R Samra

Note: Prior to the start of the meeting, representatives of Muller Group Homes (Messrs H Muller, C Davey, C Muller and B Pilgrim) made a presentation to the Parish Council in respect of its proposal to submit a planning application to build homes on part of the former Stapeley Water Gardens site.

Mr Muller stated that he planned to submit a planning application within the next few weeks and expected to be able to commence development by the end of 2013. Phase I of the development would be built over a 2-3 year period.

Members of the Parish Council and members of the public were able to ask questions and make comments.

The presentation slides were not available at the meeting, but the representatives undertook to send these to the Clerk for uploading onto the Parish Council's website.

100 DECLARATIONS OF INTEREST

Members were invited to declare any personal or disclosable pecuniary 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.

101 MINUTES

RESOLVED: That the Minutes of the Meeting held on 2 August 2012 be approved as a correct record.

102 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.

There were no questions or statements.

103 REVISED CODE OF CONDUCT

The Parish Council had adopted a revised Code of Conduct at its meeting held on 2 August 2012; this was the Cheshire East Council Code of Conduct. Subsequent to that, further guidance had been issued and the following documents were now submitted.

- Final Draft of the Code adopted by CEC – to be formally adopted by the Parish Council by resolution confirming the previous resolution on the initial draft.
- Bulletin for Town and Parish Councils
- Letter from Bob Neill MP
- Guidance from Communities and Local Government for Members, in respect of declarations

The Parish Council was invited to adopt the final CEC Code of Conduct, acknowledging that its previous adoption was on the initial draft.

RESOLVED: (a) That, in accordance with Section 27 of the Localism Act 2011, the Code of Conduct adopted by Cheshire East Borough Council be adopted as this Council's Code of Conduct; and

(b) That this Code of Conduct supersede the initial draft approved on 2 August 2012.

104 SUB-COMMITTEES

104.1 Communications Sub-Committee

(a) Meeting: 13 August 2012

The Minutes of the Meeting of the Communications Sub-Committee held on 13 August 2012 were received for information.

(b) Newsletter

The Sub-Committee had given consideration to the newsletter to be distributed on or around 12 September. A copy of the Clerk's proof had been e-mailed to Members. This had been approved and amended by the Sub-Committee.

RESOLVED: That the newsletter be approved for printing and distribution.

104.2 Finance and Grants Sub-Committee

(a) There were three Members on this Sub-Committee (Councillors S Clough, J Hillman and K Nord) with one vacancy remaining. The Parish Council was invited to appoint one more Member to the Sub-Committee.

(b) It was suggested that as the 22 November had been scheduled as a Parish Council budget meeting, this date be retained for the Sub-Committee only to consider the budget proposals for 2013-2014. These could then be submitted to the December Parish Council meeting for consideration. The budget would be finalised at the January 2013 meeting.

(c) Scheme of Members' Allowances

In December 2008, the Parish Council adopted a Scheme of Members' Allowances. This was a quadrennial scheme and the four years would end in December 2012. It would be appropriate for the Finance and Grants Sub-Committee to review the scheme.

RESOLVED: (a) That Councillor S Gwinn-Freemantle be appointed as the fourth Member of the Finance and Grants Sub-Committee;

(b) That the first meeting of the Sub-Committee be held on 22 November 2012; and

(c) That in addition to the budget proposals for 2013-2014, the Sub-Committee review the Scheme of Members' Allowances.

105 PUBLIC DEBATE – 20 SEPTEMBER 2012

It was reported that Borough Councillor Michael Jones (Leader of the Council) had confirmed that he would be attendance at the Public Debate.

Members were invited to finalise the agenda for the meeting. There were no additions to the agenda which had been approved on 2 August 2012.

106 TRAFFIC IMPACT ASSESSMENT

The Parish Council was invited to give consideration to the draft scoping brief for a traffic impact assessment. Unfortunately, owing to technical problems, Members had not received the scoping brief and it was **AGREED** that this be deferred to the next meeting.

107 FINANCIAL MATTERS

107.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

£388.50 Hall Smith Whittingham, LLP (£323.75 + £64.75 vat) – Invoice for legal advice provided at meeting with parish councillors on 24 May 2012.

£211.05 Scottish Power – unmetered electricity (£201 + £10.05 vat)

107.2 Request for Grant – Stapeley Parish Action Group (SPAG) (S.141 – LGA 1972)

This matter would normally be dealt with by the Finance and Grants Sub-Committee. However, it was more expedient for it to be dealt with on this occasion by the full Parish Council.

SPAG had been asked to submit a Grants Application form for funding of £845 to cover the cost of printing the refreshed Parish Plan. The Parish Council was invited to consider the application form which the Clerk had completed on behalf of SPAG.

It was noted that a sum of £1,000 had been included in the budget for 2012-2013 to bring Parish Plan projects to fruition.

Members were of the view that the completed Parish Plan should be submitted to the Parish Council prior to printing and before consideration of the grant request.

RESOLVED: (a) That copies of the refreshed Parish Plan be submitted to the Parish Council for consideration at its meeting in October; and

(b) That a representative from SPAG be invited to the meeting to present the grant request.

107.3 Christmas Decorations 2012

A sum of £5,000 had been included in the budget proposals for 2012-2013. Members commented that in these austere times, £5,000 was a considerable amount of public money to spend on Christmas decorations and that a more appropriate use of the funding would be the traffic impact assessment.

RESOLVED: That the £5,000 “ear-marked” for Christmas decorations 2012 be transferred to “reserves”.

108 PLANNING

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

12/2908N – 60 Clonners Field : move existing wall closer to boundary edge

RESOLVED: That the Local Planning Authority be informed that the Parish Council had raised no objections to planning application No. 12/2908N.

109 COMMUNITY CAROLS - 19 DECEMBER 2012

In the absence of Councillor M Docker, who had organised the event in December 2011, it was **AGREED** that this item be deferred to the October meeting.

110 COMMUNITY HALL – PARENTS AND CHILDREN’S EVENT – 22 SEPTEMBER 2012

The Parish Council had agreed that a “Parents and Children’s” event be held at Pear Tree School between 11.00 am and 1.00 pm on 22 September 2012. This date had now been confirmed by the school.

**111 MEMBERSHIP OF THE PARISH PLAN IMPLEMENTATION GROUP
[STAPELEY PARISH ACTION GROUP – SPAG]**

It was understood that the Parish Council was no longer represented on the Parish Plan Implementation Group (SPAG) following the resignation of former parish councillor Rob Morton earlier in 2012.¹ To ensure continued partnership working, the Parish Council was invited to nominate a Member to sit on SPAG. In the event of there being no Member available, the Clerk was willing to attend the meetings as an observer, reporting back to the Parish Council. In this way, a link would be maintained. Councillor M Galt **AGREED** to attend the meeting on 17 September.

112 BOROUGH COUNCILLOR REPORTS

Councillor Groves, as Borough Councillor, reported on Cheshire East Council matters of interest.

(Note: Councillor M Galt withdrew from the meeting at this point in the proceedings.)

113 POLICE MATTERS

There were no Police Officers in attendance and the Parish Council proceed to its next business.

114 LAND AT TALBOT WAY

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

114.2 It was reported that James Thompson of Greenspaces South Cheshire, acting as a sole trader, had been asked to commence work on the conservation area to bring it up to an acceptable standard, as soon as practicable.

115 SPEED WATCH SCHEME

This matter was deferred to the next meeting.

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

There were no matters to report other than the refreshment of the Parish Plan which was due to be printed in the next few weeks.

117 FEEDBACK FROM REPRESENTATIVES APPOINTED TO OUTSIDE BODIES

There were no reports on this occasion. However, it was noted that the Nantwich Town Strategy was now available for public consultation (exhibition at Nantwich Public Library) and parish councillors were exhorted to attend and submit their own personal comments on the draft.

¹ Subsequent to the meeting, it was confirmed that Councillor S Gwinn-Freemantle remained a SPAG member.

118 CORRESPONDENCE

The Clerk reported receipt of the following items of correspondence.

Cheshire East Council

- Gambling Act 2005 – Review of Statement of Licensing (deadline of 19 October 2012 for comments)
- Crewe LAP – Family workshops from 7 August onwards (issued by e-mail to Members)
- Traffic Management Report
- Adoption of Street-naming legislation
- Support for Council Tax benefit impact
- Joint Health and Wellbeing Board (Guy Kilminster) accessible from the CEC website.
- Strategy for Nantwich (see item 20 above)
- Nantwich LAP priorities

Cheshire Association of Local Councils

- August newsletter
- Electronic banking
- Consultation on planning – questionnaire to be completed.

119 SHARED ITEMS

Parish Councillors were invited to share information or request the inclusion of items on the agenda for the next meeting.

The following matters were raised:

- Councillor Clough referred to the parking obstructions on Clonners Field. This matter had been reported to the Police Cluster meeting and the problems of cars causing obstruction on the Cronkinson development was referred to in the Parish Newsletter. It was agreed that this be placed as an item on the next agenda.
- The “dog-stencilling” exercise would be undertaken in the next few days.
- Land at 116 London Road (where a house had been demolished) was now being offered for sale.

120 PUBLIC QUESTION TIME

Members of the public were able to ask questions or address the Parish Council. A member of the public made a comment in respect of the Traffic Impact Assessment which was to be considered by the Parish Council at its next meeting.

121 DATE OF NEXT MEETING

4 October 2012

122 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council exclude the press and public from the meeting during consideration of the following items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

123 WEBSITE – INVITATIONS TO POTENTIAL PROVIDERS

Reason for exclusion:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The Parish Council was invited to award the contract for support for the website with effect from 1 October 2012.

RESOLVED: That, as the Parish Council had already paid 2 years registration of the domain name and 2 years renewal of the hosting package to 29 June 2013, the following be agreed:

- i. The quotation submitted by Andrew Shepherd (the current provider) for continued support to 29 June 2013 at a cost of £562.50 be accepted;
- ii. The introduction of a mailing list be considered in due course as a separate project; and
- iii. The provision of support with effect from 30 June 2013 be considered during April 2013 with a view to making a recommendation to the Parish Council in May 2013, and awarding a new contract with effect from 30 June 2013.

124 STAFFING MATTER

Reason for exclusion:

Matters relating to the personal details of the Clerk's employment.

The Parish Council was invited to consider a briefing note which set out new arrangements for the Clerk's salary with effect from 1 September 2012 and to authorise payment backdated to 1 January 2012 in respect of the change in contracted hours as agreed at the meeting held on 2 August.

RESOLVED: That the following be approved:

(a) Back-dated pay to C M Jones, in the amount of £1,010.56, representing arrears for the period 1 January 2012 to 31 August 2012;

(b) A cheque be issued to HM Revenue and Customs in the amount of £252.80 in respect of tax on the salary arrears as detailed in (a) above;

(c) A change in the bank mandate, with effect from 1 September 2012, be authorised, amending the monthly salary payment to £421.43 net; and

(d) The Clerk's salary payment date be amended to the 28th of each month (one month in arrears) with effect from 28 September 2012.

125 LAND AT TALBOT WAY – CONTINUED MAINTENANCE

Reason for exclusion:

Information relating to the financial or business affairs of any particular person other than the Parish Council.

The Parish Council was invited to consider two quotations for the continued maintenance of the conservation area at Talbot Way.

RESOLVED: That the quotation submitted by Greenspaces South Cheshire be accepted, in the sum of £32.00 per fortnight for continued maintenance of the nature reserve area on Talbot way.

126 POTENTIAL BREACH OF PLANNING

Reason for exclusion:

Likely to reveal the identity of an individual and potentially defamatory.

A member of the public had made a complaint that a resident might have breached planning regulations. The Clerk had contacted the Enforcement Team at Cheshire East Council.

An investigation had already been carried out and the Team had concluded that there was no breach of planning regulations.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 10.15 pm