

**MINUTES OF A MEETING OF STAPELEY & DISTRICT PARISH COUNCIL
HELD AT BROAD LANE METHODIST CHAPEL, NANTWICH
ON 7 APRIL 2011**

PRESENT: Councillor K Lawrence Chair
Councillor M Docker Councillor K Nord
Councillor R Samra Councillor R Walker

IN ATTENDANCE: Mr P Groves Candidate for the Borough Council elections
Borough Councillor A Martin

APOLOGIES: Councillors L Bryant and R Morton

165 DECLARATION OF INTERESTS

No declarations of interest were made.

166 MINUTES

RESOLVED: That the minutes of the meeting held on 3 March 2011 be approved as a correct record.

167 PUBLIC QUESTION TIME

There were no members of the public in attendance at this point in the proceedings and the Parish Council proceeded to its next business.

168 LAND AT TALBOT WAY, STAPELEY

The Chairman reported on his monthly inspect of the land at Talbot Way.

169 FINANCIAL MATTERS

169.1 Audit of Accounts - 2010-2011

The bank statements for 31 March 2011 were unavailable and it had not been possible to produce the end-of-year balance sheet. An indicative balance sheet was submitted. The annual accounts would be presented to the May meeting.

169.2 Authorisation of Payments

£15.60 Mr M Docker – travel claim

169.3 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during discussion of the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the business to be transacted relatedd to the Clerk's personal financial matters.

169.4 HMRC – Registration for PAYE

The Parish Council was informed of the new regulations concerning payment of salaries to Parish Clerks.

- If a Clerk's salary was their only form of income (**and they were not claiming any expenses related to this employment**) with earnings less than £102.00 per week there was no need for the Parish Council to register for PAYE
- If the Clerk was in receipt of state or occupational pensions in addition to the Parish Council salary, the Parish Council **must** register for PAYE
- If the Clerk had a second job and currently had an arrangement for tax amendment on primary salary, the Parish Council **must** register for PAYE

The Clerk would register the Parish Council for PAYE.

It was reported that the CVS (Council for Voluntary Services) had offered to undertake the payroll service for parish councils at a cost of £8 per month per employee. There was general support for the work to be undertaken by an outside organisation. The Clerk would update the Parish Council in due course.

169.5 Re-admittance of Press and Public

RESOLVED: That the press and public be re-admitted to the meeting.

170 NEWSLETTER

A copy of the new design newsletter was tabled at the meeting. This had not yet been issued, partly as there were a number of items which were out-of-date and partly because of the "purdah" restrictions surrounding the elections on 5 May 2011.

It was agreed that as only six of the current Members were seeking re-election and there were no other candidates, an additional article inviting members of the public to apply for co-option.

It was suggested that for future newsletters, it may be helpful to form a working group of Members to undertake the detailed work on each newsletter.

171 ELECTIONS – 5 MAY 2011

A copy of the Statement of Persons Nominated was tabled at the meeting for information. Members were reminded that the Annual Parish Meeting and the Annual Meeting of the Parish Council would be held on 12 May at Pear Tree School (subject to room availability), at which time newly-elected Councillors would be invited to sign their Declarations of Acceptance of Office.

172 COMMUNITY HALL

172.1 Councillor Walker reported on e-mailed correspondence with Peter Hall, Assets Manager (Cheshire East Council).

The Clerk had invited Mr Hall to this meeting; he was unavailable, but had agreed to attend on 12 May.

A copy of the proposed Heads of Terms was submitted. It was noted that following the transfer of the hall from Bovis to Cheshire East Council, the Parish Council would have the opportunity to operate it on a trial basis at an annual lease of £1.

Councillor Walker reported on legal difficulties connected with the boundaries between the facility, the green space and the adjacent houses.

The following were agreed:

- A series of questions needed to be constructed for Peter Hall when he attended the meeting on 12 May. It was further agreed that Mr Hall be given advance notice of the questions to enable him to provide informed responses.
- Councillor S Gwinn-Freemantle and R Samra would arrange to meet with Sharon Angus-Crawshawe (Cheshire East Council) who had taken over the liaison role from Claire Wilson.
- The Parish Council should formally join the Village Hall Group of Cheshire Community Action.
- All appropriate policies would need to be in place prior to the Parish Council taking occupation of the premises.
- Peter Hall to be asked to clarify when the defects liability period ended.

173 SPEED WATCH SCHEME

Councillor Walker reported that there was interest in the equipment being located on London Road as soon as practicable; he undertook to try to regenerate the scheme during the Summer.

174 PLANNING MATTERS

There were no planning applications.

175 MATTER RAISED BY PARISH COUNCILLORS

Parish Councillor R Walker had requested the Parish Council to consider the following two items:

- **Wybunbury War Memorial Conservation**

Councillor Walker was Chairman of the Committee which was initiating the conservation of the memorial, and possibly its re-positioning. Phase I was about to start and Councillor Walker had requested the Parish Council to consider making a donation towards the work. It was understood that the memorial (and particularly the lettering) was funded originally by Wybunbury and Stapeley dating back to 1919.

The Clerk was of the view that there was no power to spend on this item. S.137 which was used to make grants and donations for the benefit of the community was limited to the appropriate parish council area.

The Clerk was asked to undertake further research with a view to identifying a power to make a donation of no more than £100 for this purpose.

- **Land at Peter de Stapleigh Way**

There was a piece of land alongside part of Peter de Stapleigh Way on the opposite side from the Cronkinson Farm development which was supposed to have been conserved under one of the Cronkinson Farm development S106 Agreements. Councillor Walker had met with the Head of Planning and Policy and reported the outcome of his discussions to the meeting.

It was agreed that a letter be sent to the Head of Planning and Housing; Councillor Walker undertook to provide draft details for the Clerk.

- Quotation for provision of a hearing loop for use in the community hall.

Councillor Docker had requested this item to be included. He provided a quotation from RNID for the provision of a hearing loop for the community hall at a cost of £1,353.11. In accordance with the financial regulations, a further two quotations would also be required in due course.

176 STREET LIGHT, WYBUNBURY LANE/LONDON ROAD

Further to the report on the previous agenda, it was reported that the Energy Ombudsman had declined to investigate the complaint as the nature of the complaint did not fall within the criteria set out by the Ombudsman. However, the Clerk had received a phone call from a local resident who stated that the light had now been repaired.

177 LOCAL AREA PARTNERSHIP

The Parish Council was updated on LAP matters, including the Highways Sub-Group which had met the previous evening.

178 CORRESPONDENCE

- Planning and the Localism Bill - A Seminar for Parish and Town Councils – to be held at The Wych Centre, Middlewich- Saturday, 4th June 2011: 10.00 am
- ChALC Meetings: councillor Lawrence, who was not seeking re-election asked the Clerk to ensure that updates from ChALC, issued by Philip Jackson, be e-mailed to Parish Councillors.

179 SHARED ITEMS

Parish Councillors shared information. The Clerk was asked to take action on the following –

- Speed limit sign 100 yards from Wybunbury Lane, were facing the wrong direction.

180 PUBLIC QUESTION TIME (10 MINUTES)

There were no questions from members of the public.

181 DATE OF NEXT MEETING

12 May 2011

182 CLOSING REMARKS

It was reported that Councillor Keith Lawrence was not seeking re-election on 5 May; this was his last meeting. Councillor Rodney Walker was also not seeking re-election, either as a Borough Councillor or a parish councillor.

On behalf of the Parish Council, Councillor Keith Nord thanked both Members for their valuable contribution to the work of the Parish Council and for their efforts in ensuring that many of the Parish Council's key projects had come to fruition through their efforts.

.....Chairman