



**Parish Councillors are summoned to an  
MEETING OF THE PARISH COUNCIL**

**DATE:** WEDNESDAY, 7 JUNE 2017  
**TIME:** 7.15 PM  
**VENUE:** SHAVINGTON VILLAGE HALL  
SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 1 June 2017

Re-issued: 2 June 2017

To: Members of the Parish Council  
Councillors W Cooper (Chairman), K Gibbs (Vice-Chairman), V Adams, E Ankers,  
E Clayton, S Cheshire, M Ferguson, B Gibbs, R Hancock, G McIntyre, W McIntyre and  
P Yoxall

Copies: Borough Councillor Steven Edgar  
PC Ollie Cross, PCSO V Moulton, PCSO P Corbett

**Note:** Members of the public are asked to print their own copy of the agenda from the website. Members of the public without access to the Internet are asked to contact the Clerk by no later than noon on the day of the meeting to ensure that spare copies of the agenda are available at the meeting.

# A G E N D A

## 1 OPENING REMARKS BY THE CHAIRMAN

## 2 APOLOGIES

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible.

## 3 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have 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.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the particular circumstances.

## 4 MINUTES

To approve as correct records, the Minutes of the following meetings:

- Annual Council – 3 May 2017
- Extra-ordinary Meeting – held on 17 May 2017

...

## 5 MATTERS ARISING (Not detailed separately elsewhere on the agenda)

### Committee Membership (Minute No. 6)

At the Annual Meeting, Members were appointed to Committees. There were some vacancies and the Parish Council is invited to appoint additional Members to each of the following Committees:

- |                                     |                |
|-------------------------------------|----------------|
| ➤ Village Hall Management Committee | Two Members    |
| ➤ Communications Committee          | One Member     |
| ➤ Complaints Committee              | One substitute |

## 6 COMMITTEE MINUTES – COMMUNICATIONS COMMITTEE

To receive the draft Minutes of the Communications Committee meeting held on 17 May 2017. These will be approved/amended at the Committee's next meeting.

To follow

## 7 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters.

## 8 PUBLIC QUESTION TIME

Members of the public are able to ask questions, or address the Parish Council in respect of any item on the agenda, or any matter relevant to the Parish Council's business and the local area.

Each member of the public is permitted to speak for a maximum of five minutes. Members of the public are reminded that this is the only opportunity for participation in the meeting.

## 9 NEIGHBOURHOOD PLAN

To receive an update from the Neighbourhood Plan Steering Group and to receive copies of Minutes of any recent meetings. Mr W Atteridge, the Chairman of the Group, will be in attendance to report to the meeting.

## 10 POLICE MATTERS

**10.1** To receive the Beat Manager's latest report and to receive a report from the PCSO(s) in respect of Police matters in the parish.

### 10.2 Future Arrangements for Funding of PCSOs

Following the informal meeting held on 17 May 2017 with representatives from Rope Parish Council, the Clerk has contacted Superintendent Peter Crowcroft, requesting the following information:

- Would it be possible for the Parish Council to enter into a one-year agreement only?
- Could the Parish Council opt to take no action in the first year, and then review the situation after twelve months with a view to opting-in from 1 April 2019?
- Copy of a basic Service Level Agreement (SLA) for information, to enable Members to decide if the SLA meets the Council's requirements.

## 11 FINANCIAL MATTERS

### 11.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments. Any additional payments will be reported to the meeting.

#### **A Parish Council Payments**

£922.98	Mrs C M Jones	Net Salary – May 2017 = £890.95 In April the Clerk was paid a net salary of £859.12. This should have been £891.15, leaving arrears of £32.03.
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#### **PAYMENTS TO HMRC**

To date, the following payment has been made to HMRC in respect of tax/NI for the current tax year.

£269.71	Chq No. 601. Dated 5 April 2017	This cheque should have been in the sum of £282.46 representing Tax of £222.60 and employer's NI cont. of £59.86. This leaves a shortfall of £12.75.
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The Parish Council is asked to authorise a cheque to HMRC in the sum of **£295.41** to cover the £12.75 shortfall in April and £282.66 for the May payment of £222.80 tax and £59.86 employer's NI contribution.

Although a cheque in the sum of £282.46 (Chq No. 609) was authorised on 3 May 2017, the Clerk, in error, withheld this payment in the mistaken belief that the demand by HMRC for £283.59 superseded this payment. (see below for reimbursement to Clerk). This is not the case. The payment of £283.59 relates to a series of minor under-payments during the previous tax year, together with one significant under-payment as follows:

Month 6	£12.65 plus interest of £0.18
Month 8	£0.20
Month 9	£0.20 plus interest of £0.03
Month 10	£0.20
Month 12	£214.80 (tax) and £54.91 NI (£269.71) plus interest of £0.17.

A cheque in the sum of £269.71 sent to HMRC in June 2016, remains as an unpresented cheque (see item 11.5 below) and has been added back into the accounts.

The letter of notification from HMRC was dated 28 April, but by the time it was received, the interest had increased by a further £0.25 making the total £283.59. This was paid electronically to avoid further delay.

£283.59	Mrs C M Jones	Reimbursement for under-payment of tax/ NI to HMRC for 2016-2017
£35.10	Mrs C M Jones	Travel expenses. Audlem-Warrington return 78 miles @ 45P tax-neutral rate per mile. To collect Parish Council accounts from Auditor
£30.00	A J Hardy Ltd.	Monthly payroll service (Invoices 1698 and 1714)
£25.00	C Willetts	Website support
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£432.00	JDH Business Services Ltd	Internal Audit 2016-2017 (£360.00 net and £72.00 VAT)
£58.18	Councillor B Gibbs	Reimbursement for the 'Medium' domain name
£235.00	The Leaflet Team	Distribution of newsletter
£421.00	Solopress	Printing of parish newsletter (no VAT)
£68.00	Johnsons of Nantwich	Printing 500 new-style compliments slips.
£3,650.00	Groundwork UK	Repayment of the un-used portion of the grant of £8,668 for the Neighbourhood Plan.
£127.80	ANSA	Purchase of equipment used by the Clean Team (£106.50 net and £21.30 VAT)

#### **B      Village Hall Payments**

£tba	Mrs B Fraser	Cleaning of the village hall
£108.97	United Utilities	Water and wastewater £61.50 – 25 October 2016 – 24 January 2017 £47.47 - 25 January – 24 April 2017
£51.29	ASH Waste	Fortnightly collection of waste from village hall. (Invoice No. 430687) £42.74 net and £8.55 VAT

### **11.2      Approval of the Accounts for 2016-2017**

The Parish Council is asked to approve the accounts for the financial year 1 April 2016-2017. These accounts have now been audited by JDH Business Services and its report is referenced at item 11.3 below. Members may wish to take these two items together.

The period during which electors may inspect accounting records is 8 June 2017 – 20 July 2017 and this has been uploaded onto the website.

A copy of the Annual Return is enclosed for approval. **Section 1** is the Annual Governance Statement which needs to be approved by the Council first. It is Members' responsibility to be satisfied that there is a sound system of internal control.

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**Section 2** is the Accounting Statement which requires approval. Members will note from the Internal Auditor's report that the figure at Box 9 (Fixed Assets) needs to be amended to the same level as in 2015-2016.

### **Financial Statement – Year-End Position (31 March 2017)**

In addition to the formal Annual Return, a financial statement is also enclosed showing the position at 31 March 2017. ...

#### **11.3 Internal Audit Report (JDH Business Services Ltd)**

To receive a copy of the Internal Auditor's report and to consider the recommendations: ...

- Fixed Assets: Members will recall that the issue of fixed assets was raised at the Finance Committee meeting held on 19 April 2017. The Clerk was unable to trace a definitive list of assets and had used the insurance schedule to identify assets.

The auditor has stated that as there are no new acquisitions, the figure should remain at £636,775.

The Council is recommended to set up a 'Task and Finish' Group to identify all assets owned by the council and record them in a formal asset register to include description, date of purchase, location, value, method of valuation and custodian.

- Village Hall Adaptations: The auditor has commented that the proposed works at the Village Hall could render the Parish Council ineligible to re-claim VAT unless the project is divided into individual projects and/or spread across more than one financial year. (see report for details)

At the May meeting, Members agreed to divide the work into three projects. The Clerk is currently reviewing the VAT regulations.

#### **11.4 Change of Account Signatories**

The Parish Council is asked to authorise the Clerk as an additional signatory to the Parish Council's bank accounts. As Members are aware, although the statements are issued to the Clerk, the bank will not take instructions from the Clerk, nor discuss the accounts with her.

#### **11.5 Receipts and Payments Statement – 1 April 2017 – 31 May 2017 (Indicative)** ...

To receive an indicative receipts and payments statement for the period 1 April 2017 to 31 May 2017 for each of the accounts (a) Parish Council; and (b) Village Hall. Also enclosed is a basic budget monitoring statement which sets out money spent to date against each head of expenditure. A full budget-monitoring statement will be presented to the next meeting of the Finance Committee and this will include revised estimates, and anticipated balance on 1 April 2018.

It is normal practice to submit receipts and payments statements on a quarterly basis, but as the bank statements are issued sporadically, the Clerk will submit these as and when bank statements are available.

## **12 VILLAGE HALL**

As requested at the previous meeting, the Clerk divided the Village Hall projects into three separate schemes: (a) Toilet adaptations; (b) Re-decoration of main hall; and (c) Replacement ceiling and advertised them on 'MyBuilder.com'.

There has been some interest and Councilors W McIntyre and V Adams have met potential contractors on site, but to date, the only quotation received is for the decoration of the hall (in the sum of £3,500). There has been no interest in the toilet adaptations scheme.

The Parish Council is asked to consider the next steps. Members will also need to be mindful of the Internal Auditor's observations in respect of VAT on large schemes. (see agenda item 11.3 above).

## 13 PLANNING MATTERS

### 13.1 Planning Applications

The Parish Council is invited to comment on the following planning applications. The applications can be viewed on-line online at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk).

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17/2472N	Lime Tree Mews, 39 Rope Lane, Shavington, CW2 5DT Two-storey side extension.
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Deadline date for observations: 9 June 2017.

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17/2476N	416 Newcastle Road, Shavington, CW2 5JF Construction of two single-storey buildings to be used for either B1 (offices/light industrial) and/or B8 (storage and distribution) purposes, together with car parking (variation of application 15/2403N)
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Deadline date for observations: 14 June 2017.

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17/2483N	Elephant and Castle Inn, 289 Newcastle Road, Shavington, CW2 5DZ Affordable housing development comprising 47 houses and ancillary works.
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Deadline date for observations: 28 June 2017

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17/2484N	Elephant and Castle Inn, 289 Newcastle Road, Shavington, CW2 5DZ New access to car park, reconfigured car park, new garage, including access, and bin store, new garden area, paths and boundary treatment.
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Deadline date for observations: 14 June 2017

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17/2576N	Shavington Primary School, Southbank Avenue, Shavington CW2 5BP Expansion of Primary School by a single-form of entry to two forms of Entry. This includes the demolition of the existing junior wing, which will then be replaced by a new-build prosal containing all relevant teaching spaces and upgraded ancillary spaces.
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Deadline date for observations: 28 June 2017

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### 13.2 Planning Update – 25 July 2017 – Holmes Chapel Community Centre, CW4 8AA

The Cheshire Association for Local Councils (ChALC) in partnership with Cheshire East Council (CEC), is hosting an evening event to which all councils are invited. The agenda for the evening is:

- Introductions and Welcome
- National Planning Update
- Cheshire East Local Plan Update
- Neighbourhood Planning Update
- Open Forum and Question Time

ChALC has not indicated any restrictions, but attendees must be registered prior to the event. Given that there are 107 town and parish councils in Cheshire East, it would be prudent to notify ChALC as soon as practicable.

### 13.3 Adoption of Borough Design Guide as a Supplementary Planning Document

To report that Cheshire East Council formally adopted the Borough Design Guide as a Supplmentary Planning Document. The document has been made available from 1 June 2016. (See attached notice)

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**14 CHESHIRE EAST COUNCIL – SUPPORTED BUS-SERVICE REVIEW**

Cheshire East Council is proposing changes to subsidised bus services as part of its budget plans. Details of the proposed changes are set out in the enclosed consultation pack.

Two documents are attached: (1) questionnaire; and (2) consultation pack.

This is not for the Parish Council to comment on; it has been issued to Parish Clerks for advertising within the parish.

**15 UP-DATE ON OUTSTANDING MATTER  
INSTALLATION OF VEHICLE-SPEED DISPLAY UNIT**

As Members are aware, the vehicle-speed display unit is currently being stored at TWM Traffic Control Systems Ltd's depot in Winsford.

This matter has become protracted because the CEH Road Safety and Design Technician who was dealing with the location and installation of a post, has now left the Authority.

In December 2016, she advised that TWM was not permitted to install the posts unless agreed by a CEH engineer following completion of the necessary checks. The Parish Council has not been advised if these checks have been undertaken.

Information to date indicates that the post and unit can be fixed outside 149 Crewe Road; however, the Officer had previously indicated that she would need to consult with residents to ensure that they had no objections to the siting of the unit at this location. There is no information available to indicate that she carried out any consultation.

The Clerk has contacted CEH again, requesting that urgent progress be made on this scheme.

**16 WAITING RESTRICTIONS – NEWCASTLE ROAD/CREWE ROAD, SHAVINGTON**

The Parish Council is asked to consider the proposed introduction of 'no waiting at any time' restrictions at the junction of Newcastle Road with Crewe Road, Shavington. A plan is enclosed. ...

Cheshire East Council has requested comments by 16 June 2017.

**17 SHARED ITEMS**

Members are able to share information which was not available for inclusion on the agenda. Decisions cannot be taken under this item.

**18 DATE OF NEXT MEETING**

**5 JULY 2017**

**19 EXCLUSION OF PRESS AND PUBLIC**

The Parish Council is invited to RESOLVE 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 item, for the reason given, owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

**20 VILLAGE HALL – REMOVAL OF SEATING**

To discuss the latest situation in respect of the unauthorised removal of seats from the Village Hall.