



Shavington-cum-Gresty  
Parish Council

Clerk: Carol Jones  
Tel: 01270 812 065

Email: [carol.jones57@outlook.com](mailto:carol.jones57@outlook.com)  
Web: [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

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

**DATE:** **WEDNESDAY, 1 NOVEMBER 2017**

**TIME:** **7.15 PM**

**VENUE:** **SHAVINGTON VILLAGE HALL  
SHAVINGTON**

Enquiries to: Clerk: Carol Jones

Issue date: 26 October 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 and McIntyre

Copies: Borough Councillor Steven Edgar  
PC Ollie Cross, PCSO V Moulton, PCSO P Corbett  
Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group

**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

## **GUIDE TIMES**

### **7.15 PM – 7.20 PM**

#### **1 APOLOGIES**

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

#### **2 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.

#### **3 MINUTES**

To approve as a correct record, the Minutes of the meeting held on 4 October 2017.

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

### **7.20 PM – 7.40 PM**

#### **5 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. The Chairman has discretion to extend public question time. Members of the public are reminded that this is the only opportunity for participation in the meeting.

### **7.40 PM – 8.10 PM**

#### **6 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.

#### **7 POLICE MATTERS – BEAT MANAGER'S REPORT**

To receive a report from the PCSO in respect of Police matters in the parish.

At the previous meeting, the Clerk was asked to write to the PCSOs' Line Manager in respect of the contents of the last Beat Manager's report and also to comment on the PCSOs' apparent reduction in attendance at Council meetings. A response is awaited.

The Clerk has checked the Minutes for the calendar year to date and there has been a PCSO in attendance at all ordinary meetings, except for March, August and October.

#### **8 PLANNING MATTERS**

##### **8.1 Planning Applications**

The Parish Council is invited to comment on the following planning applications:

17/5283N      12 Galway Grove, Shavington, CW7 5HL  
Single-storey extension.

Deadline date for observations: 7 November 2017

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17/5017N      The Station Pilot, Jack Mills Way, Shavington  
Wall and post signs

Deadline date for observations: 8 November 2017

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17/5346N      126 Main Road, Shavington, CW2 5DP  
Proposed single-storey side and rear extension to replace existing  
lean-to; proposed first floor side extension and alteration.

Deadline date for observations: 14 November 2017

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17/5405N      36 Charlcote Crescent, Crewe, CW2 6UH  
Single-storey rear extension

Deadline date for observations: 14 November 2017

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17/4980N      13 Northfield Place, Shavington, CW2 5BL  
Proposed dormer roof extension to rear elevation at ground floor  
with balcony over serving master bedroom

Deadline date for observations: 22 November 2017

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## **8.2      Southern Planning Committee – 1 November 2017**

To report the outcome of the meeting of the Southern Planning Committee held on 1 November 2017 at which time the following two applications were determined.

17/2483N      Elephant and Castle Inn, 289 Newcastle Road, Shavington  
Affordable Housing Development comprising 45 houses and ancillary works

17/2484N      Elephant and Castle Inn, 289 Newcastle Road, Shavington  
New access to car park, reconfigured car park, new garage (including  
access) and bin store, new garden area, paths and boundary treatment

## **8.3      Proposed Diversion of Public Footpaths Nos 4 (Part) and 6 (Part) (Deferred from October meeting)**

The Parish Council is invited to comment on a proposal to divert public footpaths Nos. 4 (part) and 6 (part). These proposals relate to planning application No. 15/4046N.

Copies of plans were appended to the agenda for the October meeting. Comments are requested by 10 November 2017.

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## **9      NEIGHBOURHOOD PLAN**

To receive an update from Mr W Atteridge, the Chairman of the Neighbourhood Plan Steering Group.

## **8.10 PM – 8.30 PM**

### **10 HIGHWAYS MATTERS (Deferred from October meeting)**

As noted at the October meeting, there is a sum of £10,000 which has been allocated by Cheshire East Council under the 'Minor Road Works' scheme. This has been taken from the larger fund of £45,000 which was allocated for the Crewe South area.

Councillor Edgar has previously suggested potential uses for the fund.

At the October meeting, a Member suggested that a vehicle-activated speed sign (£6,000) could be purchased for installation on Rope Lane. Members are invited to make other suggestions and to rank them in priority order.

### **11 CASUAL VACANCY for PARISH COUNCILLOR**

To report that Peter Yoxall resigned as a parish councillor on 4 October 2017. The vacancy has been notified to Cheshire East Council Elections Office; a poster has been displayed in the notice-boards and on the website; and an article has been included in the Village Voice.

The deadline date for calling an election is 10 November and the Parish Council will be notified after that date if there is to be a by-election. If no election is called, the Parish Council will be able to co-opt at the December meeting.

## **8.30 PM - 9.05 PM**

### **12 NEWSLETTER – ISSUE THREE BEST-DRESSED HOUSE AT CHRISTMAS COMPETITION**

At the Communications Committee meeting held on 17 October 2017, Members finalised the contents of the next newsletter, with the exception of an article for the Best-Dressed House at Christmas.

The Clerk was asked to arrange an early meeting of the Environment Committee to enable Committee Members to draw up objective criteria for judging the competition which could be included in an article. Unfortunately, following Peter Yoxall's resignation, there were insufficient Members to form a quorum and it was not possible to hold a meeting.

Members are reminded that during the past year, the use of social media has increased, and residents ask questions about anything which the Council posts online. They engage with the Council publicly. It is very important, therefore, to have well-defined criteria for the competition and for the Council to be able to respond to, for example, such key questions as "How do I enter?"; "What do I need to do to win?"; "When will the winner be announced?"; "Who is judging?"; "When will judging take place?".

Councillor W McIntyre, one of the Members of the Environment Committee has responded to these particular questions, and the Clerk has been able to draft an article for the newsletter; however, it would be helpful if the Parish Council could agree a theme to enable judging to be on a like-for-like basis.

Judging had been planned for 1 to 22 December and these dates have been advertised in the Village Voice. Many residents will be unlikely to have decorated their houses this early and it is suggested that the judging dates be amended to 10 – 22 December 2017.

### **13 COMMITTEES**

#### **13.1 Membership**

As a consequence of Peter Yoxall's resignation, there is a vacancy on three committees and one outside body. The Parish Council is invited to appoint one Member to each of the following:

- Complaints Committee (substitute only)
- Environment Committee
- Finance Committee
- Wybunbury United Charities: Estate Trustee

### 13.2 Minutes of the Communications Committee

To receive the Minutes of the Communications Committee meetings held on 26 September 2017 and 17 October 2017.

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## 14 FINANCIAL MATTERS

### 14.1 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

£890.95	Mrs C M Jones	Net salary – October 2017
£282.86	HMRC	£222.80 Tax and £59.86 Employer's NI Contribution.
£15.00	A J Hardy Ltd	Monthly payroll service.
£80.00	C Willetts	Website support
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£tba	Nicspics	Photographs for the Parish Council's library of images.
£158.50	Cheshire Work & Leisure Wear	High-viz vests for Shavington Clean Team (£141.25 net plus £17.25 VAT) The vests have now been received.
£3,100.00	Shavington Primary School	S.137 contribution to the school for use of the car park for members of the public. Although it was envisaged that this would be signed at the Finance Committee meeting on 31 October, there were insufficient signatories available.
£102.00	C M Jones	Contribution to membership of SLCC which is the Clerk's professional body. The total fee is £200, but the apportionment is based on the number of the Clerk's contracted hours.
£30.00	Shavington Academy	Annual Environmental Award
£30.00	Shavington Academy	Fee for bugler for Remembrance Sunday

#### B Village Hall Payments

£tba	Mrs B Fraser	Cleaning of the village hall
£tba	ASH Waste Services	Fortnightly collection of waste from the village hall.

#### 14.2 Compliance with Financial Regulations

(a) In accordance with Regulation 2.2 of the Financial Regulations, the Council is asked to: *on a regular basis, at least once in each quarter, and at each financial year end authorise a Member, other than the Chairman or a cheque signatory, to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall, on conclusion be reported, including any exceptions, to and noted by the Council.*


The Council is asked to authorise a Member to undertake this duty.

(b) Regulation 5.2 of the Financial Regulations states that *The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.*

The full schedule has been provided at item 14.1 above and a print-out will be available at the meeting for signature by the Chairman. As the payments for Mrs Fraser are routinely not notified to Council until the day of the meeting, this amount shall be entered in writing, and will be initialled by the Chairman. Similarly, the payment for ASH Waste has not yet been notified and this too will be handwritten on the schedule.

#### 9.05 PM – 9.40 PM

#### 14.3 Future Funding for PCSOs (from April 2018)

A letter from the Acting Chief Constable of Cheshire is enclosed. The letter sets out proposals for the future funding of PCSOs and asks the Council for initial feedback on the proposals, acknowledging that the Council's budget will not yet have been agreed. 

This letter was also submitted to the Finance Committee at its meeting on 31 October 2017, and Committee Members will be able to report to the meeting.

#### 14.4 Business Charge Card

To consider the Finance Committee's recommendation in respect of applying for a Business Charge Card. Members will report to the meeting.

#### 15 CONSULTATION – SUITE OF POLICIES FOR SUPPORTING TRAVEL TO SCHOOL

Cheshire East Council is consulting on a suite of policies for supporting travel to school.

The consultation documents make clear what travel support the Borough Council is required to provide and is seeking the views of members of the public on what, if any, additions should be considered. More information can also be found online at -

[http://www.cheshireeast.gov.uk/public\\_transport/school\\_transport/school\\_transport.aspx](http://www.cheshireeast.gov.uk/public_transport/school_transport/school_transport.aspx)

The consultation opened on 18 October and will conclude on 6 December 2017. It is a consultation for individuals to complete on-line, but if the Parish Council has observations, these can be sent to School Transport.

#### 16 CONSULTATION – COMMUNITY INFRASTRUCTURE LEVY (CIL) (Deferred from the October meeting)

Cheshire East Council is consulting on the new draft charging schedule, the Community Infrastructure Levy (CIL). Members will be aware that this is a planning charge that can be

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used to support the development of the local area. It allows local authorities (principal councils) to raise funds from developers of new building projects. The money can be used to help fund a wide range of infrastructure which is needed as a result of development.

The consultation opened on 25 September and concludes at 5.00 pm on 6 November 2017. Three documents were issued to Members prior to the meeting held on 4 October 2017.

#### **9.40 PM – 10.00 PM**

#### **17 REMEMBRANCE SUNDAY – 12 NOVEMBER 2017**

Members are invited to finalise arrangements for Remembrance Sunday.

Confirmed arrangements to date are:

- Police presence has been confirmed.
- Traffic diversion has been requested, but not yet confirmed by Cheshire East Highways.
- Both churches have been notified of the arrangements and asked to ensure that their respective congregations are informed that they are welcome to join other guests in the village hall for post-service refreshments.
- Tables and chairs are to be put out on the Saturday evening, subject to there being no events in the village hall that evening.
- Members have agreed to purchase tea, coffee, milk and biscuits (to be reimbursed at the December meeting)

#### **18 VINE TREE PLAY AREA – EQUIPMENT**

A user of the Vine Tree Play Area has commented that the baby swings are sticking and the roundabout is proving difficult to push.

An allocation has been included in the draft budget for 2018-2019 for equipment replacement, but before the Parish Council finalises its budget, perhaps some Members could visit the play area to inspect the equipment for themselves.

#### **19 SHARED ITEMS**

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

#### **20 DATE OF NEXT MEETING**

**5 December 2017**

#### **21 EXCLUSION OF PRESS AND PUBLIC**

The 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 items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

#### **22 HONORARY FREEMEN/HONORARY FREEWOMEN**

To consider the Clerk's report.

