



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

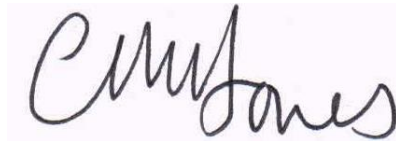
**DATE:** **WEDNESDAY, 4 OCTOBER 2017**

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

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

Enquiries to: Clerk: Carol Jones

Issue date: 29 September 2017



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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  
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

## 1 APOLOGIES

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

## 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 6 September 2017 and the Extra-ordinary meeting held on 26 September 2017.



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

Update on matters raised at the previous meeting:

- The order for the hi-viz vests has been placed.
- There is no further information about the installation of the vehicle-speed display unit.

## 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. Members of the public are reminded that this is the only opportunity for participation in the meeting.

## 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 FINANCIAL REGULATIONS

The Parish Council is asked to approve amendments to the Financial Regulations as follows. Yellow highlights are where changes are to be made:

### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- *the Council for all items over **£1,000** ;*
- *a duly delegated committee of the Council for items under **£1,000**; and*
- *the Clerk, in consultation with Chairman of Council or Chairman of the appropriate committee, for any items below **£1,000**.*

*Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations.*

## 11 CONTRACTS

### Regulation 11 (h)

*When it is intended to enter into a contract of less than £25,000 (but more than £3,000<sup>1</sup>), in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain three quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £1,000<sup>2</sup> the Clerk/RFO shall strive to obtain three estimates; otherwise, Regulation 10 (3) above shall apply.*

The reason for the suggested change is to allow more flexibility when seeking quotations; for example, the estimate for work on the two war memorial plaques was between £750-£1,000, but as this was above the current £500 limit, it was necessary to call an extra-ordinary meeting of the Parish Council on 26 September to deal with this issue.

For ease of reference, a copy of the Financial Regulations is attached.



## 8 WI-FI IN VILLAGE HALL – QUOTATION

At its meeting on 26 September 2017, the Communications Committee considered quotations for the installation of Wi-Fi in the Village Hall and the Parish Council is asked to approve the Committee's recommendation that the contract be awarded to KCOM:

Installation of new phone line	£99.00
Fibre Broadband	£30.00 per month
Router installation (the settings to allow access without the need for a password can be installed by anyone with appropriate technical knowledge).	£54.00
Line rental	£11.50 per month
Summary of costs:	
Initial installation:	£153.00
Annual costs	£498.00

## 9 POLICE MATTERS – BEAT MANAGER'S REPORT

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

## 10 PLANNING MATTERS

### 10.1 Planning Applications

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

17/2483N      Elephant and Castle Inn, 289 Newcastle Road, Shavington CW2 5DZ  
Affordable Housing Development comprising 45 houses and ancillary works

The application now incorporates a scheme of highways improvements and a proposal to make Main Road a one-way street, subject to a S.278 application under the Highways Act.

The deadline date for observations was noon on 4 October (the date of the Parish Council meeting). The Case Officer has agreed that comments can be submitted on 5 October.

17/4703N      4 Oakleaf Close, Shavington, CW2 5SF  
Conversion of garage into habitable room and construction of small side/rear building to house garden equipment etc. and a rear extension to kitchen/dining area.

Deadline date for observations: 25 October 2017

<sup>1</sup> This figure was £2,000 in the document approved in December 2016, but £3,000 is the figure quoted in the Model Regulations.

<sup>2</sup> This level is significantly higher than in the Model Financial Regulations and Members will always need to be mindful of the requirement to obtain value for money at all times.

17/4762N      63 Broadleigh Way, Crewe, CW2 6TT  
Re-alignment of fence to incorporate area of garden to the side of the House.

Deadline date for observations: 13 October 2017

## **10.2      Diversion of Public Footpath**

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.



Comments are requested by 10 November and if necessary, the Parish Council can defer this item to the November meeting.

## **11      NEIGHBOURHOOD PLAN**

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

## **12      HIGHWAYS MATTERS**

Councillor Edgar reports that a sum of £10,000 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 suggested potential uses for the fund and some of the detail below is for information only as the cost is outside the totality of the budget.

- |   |         |
|---|---------|
| • Yellow lines (for restricted parking at certain times of the day) | £4,000  |
| • Speed signage   | £1,000  |
| • Vehicle Activated Speed Sign                                      | £6,000  |
| • Dropped kerb for disabled/blind and partially-sighted             | £4,000  |
| • One-way system at Sugar Loaf                                      | £18,000 |
| • Pedestrian crossing   | £80,000 |

Double yellow lines at Goodalls Corner and also on Newcastle Road between the petrol station to the traffic lights, have both been approved, together with 'H' bars at Goodalls Corner. These projects have already been subject to consultation and amended as a result of comments received during consultation.

Members are asked to note that the costs are not solely related to labour and materials, but also include consultation, legal services and the making of traffic regulation orders.

Councillor Edgar had also secured funding of £10,000 for a project which was subsequently deemed impractical.

## **13      FUTURE FUNDING ARRANGEMENTS FOR PCSOs**

To receive the results of the survey of residents to establish their views on the future funding arrangements for PCSOs in 2018-2019.

At the date of publication of the agenda, the following results were received. An update will be provided at the meeting.

Total of 52 responses:

- 37      support funding for two PCSOs
- 11      support funding for one PCSO
- 4      support no PCSO funding

## 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 – September 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
£52.50	Dave Espley	Repairs to equipment on Vine Tree play area.
£45.00	Dave Espley	Quarterly inspection of Vine Tree play area.
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£tba	Cheshire Work & Leisure Wear	High-viz vests for Shavington Clean Team
£516.00	BDO LLP	Fee for external audit 2016-2017 (£400.00 net and £86.00 VAT)

#### **B Village Hall Payments**

£tba	Mrs B Fraser	Cleaning of the village hall
£75.84	British Gas	Energy supplies £72.23 net and £3.61 VAT
£225.00	Scottish Power	Energy usage (actual) £214.29 net and £10.71 VAT
£51.53	ASH Waste Services Invoice 464142	Fortnightly collection of waste. (£42.94 net and £8.59 VAT)
£138.86	Performing Rights Society	Fees for licence to perform music at the premises and to authorise others to do the same. £115.72 net and £23.14 VAT This figure is based on the annual income from Village Hall lettings.

Members will recall that at the September meeting a payment of £110.63 was made to PPL. This was the licence for the public performance of copyright music which is subject to a separate licence with PPL.

### 14.2 Accounts – 2016-2017

The external audit was concluded by BDO LLP on 11 September 2017 and its report is enclosed. ☆

There were some queries during the audit; (1) the opening balances for both 2015-2016 and 2016-2017 were re-stated in view of the accounting difficulties experienced last year and the Clerk was required to provide an explanation for this; (2) the vehicle-speed display unit had been omitted, in error, from the list of assets and this necessitated an amendment to the Annual Return.

A copy of the 'audit points outstanding' issued by BDO during the audit, is enclosed for information. ☆

**15 INVESTMENT OF SURPLUS PARISH COUNCIL FUNDS**



The Clerk's report is enclosed and outlines the position in respect of Parish Councils investing funds.

This matter can also be considered by the Finance Committee at its October meeting.

**16 TRANSPARENCY CODE FOR LARGER COUNCILS**



At the meeting in August, the Clerk was asked to review the schedule of information which must be published/recommended for publication, in the Transparency Code for Larger Councils. The Clerk was asked to prepare a schedule of items which apply to the Parish Council. The schedule is now enclosed.

The Parish Council is invited to consider if it wishes to adopt the Transparency Code for Larger Councils, and if so, from what date. If this is implemented with immediate effect, there are some workload implications for the Clerk. An alternative would be to treat the document as aspirational and work towards full implementation.

**17 COMMUNICATIONS PROTOCOL**



Enclosed is a Communications Protocol considered by the Communications Committee at its meeting on 26 September 2017.

The Parish Council is recommended to adopt it.

**18 REMEMBRANCE SUNDAY – 12 NOVEMBER 2017**

Members are invited to finalise arrangements for Remembrance Sunday.

Members are invited to consider other arrangements:

- 9.00 am - Volunteer Members to set up the tables and chairs in the hall.  
Traffic cones to be placed on road
- Purchase of tea, coffee, biscuits and milk for post-service refreshments.

**19 VILLAGE HALL**

**19.1 Railings**

The Church Council Secretary for Shavington Methodist Church has enquired into the maintenance of the railings between the church and the village hall. She considers that they are in need of re-painting.

The Clerk has advised the Secretary that there is no funding included in the budget for 2017-2018 for outside maintenance at the village hall.

The Parish Council is asked to consider this matter. If this is a Parish Council responsibility, the matter can be considered at the Finance Committee meeting on 31 October when a sum for maintenance could be included for 2018-2019.

**19.2 Village Hall Projects**

To report that one quotation has been received for (a) the toilets refurbishment; and (b) replacement ceiling. The Clerk has acknowledged receipt of the quotation.

Other quotations are expected to be available for the Village Hall Management Committee meeting on 8 November 2017.

**20 CONSULTATION – COMMUNITY INFRASTRUCTURE LEVY (CIL)**

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 used to support the development of the local area. It allows local authorities 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.

CIL is charged as a fixed rate per square metre of new floor space. The rate is set by local authorities in consultation with local communities and developers, and is tested through an independent examination.

On 12 September 2017, Cheshire East Cabinet endorsed the CIL draft charging schedule for a six-week public consultation from the 25 September 2017 until 5pm on the 6 November 2017. There are three documents enclosed.



**21 EXCLUSION OF PRESS AND PUBLIC**

The Committee 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 SHAVINGTON SCHOOL CAR PARK**

(Reason for exclusion: Contractual and financial arrangements between the Parish Council and the School.)

At the previous meeting, the Clerk, together with the Chairman and Councillor B Gibbs, were authorised to meet with Mr D Thomas, the Executive Headteacher of Shavington Primary School to discuss the proposal to make the school car park available for public use following completion of the current building works at the school.

The Clerk's report is enclosed for consideration.



**23 SHARED ITEMS**

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

**24 DATE OF NEXT MEETING**

1 November 2017

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## NOTES ON PLANNING APPLICATIONS

The following are the material grounds on which the Parish Council can make observations on planning applications.

1	The Development Plan in all its aspects.	13	Highway issues: traffic generation, vehicular access, highway safety.
2	Government legislation and guidance	14	Adverse impact on nature conservation interests and biodiversity opportunities.
3	Has there been pre-application consultation?	15	Loss of effect on trees.
4	Previous appeal decisions and Planning Inquiry reports	16	Capacity of physical infrastructure, eg public drainage or water systems.
5	Siting	17	Loss of privacy
6	Loss of sunlight (based on Building Research Establishment Guidance)	18	Layout and density of building design, visual appearance and finishing materials.
7	Over-shadowing/loss of outlook to the detriment of residential amenity (Note: Not related to loss of view)	19	Deficiencies in social facilities, eg, spaces in schools, doctors' surgeries.
8	Inadequate or inappropriate landscaping.	20	Effect on listed buildings and conservation area.
9	Compatibility with street scene.	21	Flooding
10	Development effect on neighbouring properties	22	Storage and handling of hazardous materials and development of contaminated land.
11	Appropriateness of use taking account of local area.	23	Local financial considerations offered as a contribution or grant.
12	Incompatible or unacceptable uses.	24	Neighbourhood Plan

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The following are non-relevant matters and will be disregarded by the Borough Council.

- Matters controlled by other legislation
- Problems arising from the construction period of any works (these are covered by the Control of Pollution Acts).
- Opposition in principle to development when this has been settled by an outline planning permission or appeal.
- Effect on private rights.
- Provisions in covenants/deeds.
- Applicant's personal circumstances (unless exceptionally and clearly relevant, eg provision of facilities for someone with a physical disability).
- Effect on property values.
- Loss of view
- Opposition to business competition.
- Factual misrepresentation of the proposal.
- Private opinions.
- Business competition
- Moral issues.