



Shavington-cum-Gresty
Parish Council

Clerk: Carol Jones
Tel: 01270 812 065

Email: clerk@shavingtononline.co.uk
Web: www.shavingtononline.co.uk

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

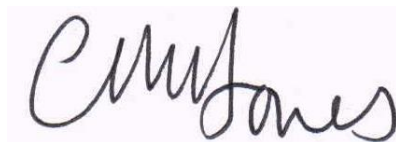
DATE: WEDNESDAY, 6 SEPTEMBER 2017

TIME: 7.15 PM

**VENUE: SHAVINGTON VILLAGE HALL
SHAVINGTON**

Enquiries to: Clerk: Carol Jones

Issue date: 30 August 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
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.

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 2 August 2017 and the extra-ordinary meeting held on 9 August 2017. (enclosed)

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

5 COMMITTEES

5.1 MINUTES OF MEETINGS

To receive a copy of the following Committee meeting minutes. The Parish Council is invited to consider any recommendations made by each of the Committees.

(A) Communications Committee – 9 August 2017

To follow

Members will note that at its next meeting, the Committee will be considering the co-option of a senior leadership representative from Shavington Primary School.

(B) Village Hall Management Committee – 16 August 2017

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- a) To consider prices for seat pads. As noted in the Minutes, 130 seat pads are recommended for purchase, and the attached note from the Clerk gives a range of seat pad designs and colours. If the cost is under £1,000 no other quotations are required.

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- b) A Member of the Committee has been asked by a potential user, if the hall can be made available free-of-charge for use for a charity event. The Clerk advised the Committee that as there are currently no concessions offered in the hire terms and conditions, the request should be declined; otherwise the Council is breaching its own regulations.

A copy of the current Conditions of Hire and the Booking Form (for occasional use) is enclosed. If Members are minded to approve the request, it is suggested that revisions be made to include a 'free-of-charge' entry for specific bookings. This will ensure that the Parish Council is open and transparent and is seen to be even-handed when considering such requests.

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- c) The Committee considered whether to recommend to the Parish Council that a charge should be made for use of the Village Hall car park for some local groups which have formerly used the Shavington Primary School car park. No specific recommendation was made and it was agreed that the Parish Council be asked to consider this matter; however, in view of the proposal under Item 10 below, Members might wish to consider this after discussion of that item.

As a corollary to this item, a representative from Slimming World has offered to pay for use of the car park on specific dates – she is not a Village Hall client. As with item b) above, if Members are minded to agree, the terms and conditions need to be revised.

5.2 FREQUENCY OF COMMITTEE MEETINGS

It is understood that concern has been expressed that the Committees are not meeting as frequently as they should. The following information is submitted to update Members on the position regarding the various Parish Council Committees.

➤ Communications Committee

This Committee meets as and when required and has continued to meet monthly since Annual Council.

➤ Complaints Committee

Meetings of this Committee are *ad hoc*. There was one potential issue for the Complaints Committee, but the Clerk was able to deal with it direct and report to Council. The complainant had, in error, raised this as a Parish Council matter but it was a Borough Council matter.

➤ Environment Committee

The Committee has not met since 7 February 2017. The only issues which would have been appropriate for inclusion on an agenda are –

- Best-Dressed House at Christmas (this was dealt with at Council on 5 July 2017)
- Vacant allotment plots. All plots have been allocated.
- State of the allotments site. The Clerk visited in August and has written to some plot-holders to remind them of their duties under the agreement.
- Fees for plots. These were agreed by Council to run from 1 April 2017 to 31 March 2019.

➤ Finance Committee

The Finance Committee meets at least twice a year. Its first meeting has been scheduled for 18 October 2017 and its second meeting will be held in April 2018 to review the accounts for 2017-2018.

At the October meeting of the Committee, Members will review the financial position at 30 September 2017 (the half-way mark) and will consider draft budget proposals for the year 2018-2019.

➤ Planning Committee

This meets as and when required. There has been no necessity for it to meet since Annual Council as all planning matters have been dealt with by the Parish Council at scheduled meetings, or at extra-ordinary meetings.

➤ Village Hall Management Committee

This Committee is supposed to meet four times a year. The Clerk attempted to arrange a meeting for 19 July but as some Members were on holiday, this was postponed to 16 August. The next meeting is scheduled for 8 November 2017.

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

7.1 To receive a report from the PCSO(s) in respect of Police matters in the parish.

7.2 Future Funding Arrangements for PCSOs

To report that Rope Parish Council has decided not to proceed with a contribution to the funding of PCSOs when the new arrangements are introduced on 1 April 2018.

The results of the survey of residents concludes at the end of September and the results will be reported to the October meeting to enable a decision to be made.

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 PLANNING MATTERS

9.1 Planning Applications

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

17/4315N 33 Chestnut Avenue, Shavington, CW2 5BJ
Removal of existing roof and creation of first floor onto existing
bungalow to provide additional bedroom spaces

Deadline date for observations: 20 September 2017

9.2 Planning Appeal – 17/0295N Shavington Villa, Rope Lane, Shavington CW2 5DT Residential development of up to 29 dwellings

Following refusal of planning permission, the applicant has appealed to the Secretary of State. The basis of the appeal can be found on-line at www.cheshireeast.gov.uk/planning.

The appeal is to be conducted by means of written representations and a site visit by an Inspector from the Planning Inspectorate.

The Parish Council objected to this application at its meeting on 1 March 2017. As a matter of course, these objections will be provided to the Planning Inspectorate and there is, therefore, no need to re-submit; however, if the Parish Council considers there are new reasons for objecting, these can be added.

The deadline date for submission of comments is 25 September 2017.

Comments Issued to CEC:

- i. The applicant has retained a large garden area for Rope Villa a consequence of which has been to increase the housing density to a greater degree than appears on the application.
- ii. The line of sight is inadequate in terms of access and egress and will cause highway safety issues.
- iii. It is the main access to the only grocery shop in the village centre.
- iv. Road safety issues:
 - The development abuts the Santune development.
 - The route is a school walking route. It is also the bus route to South Cheshire College.
 - The line of sight is inadequate in terms of access and egress.
 - The Wain Homes' development (130 dwellings) is in close proximity.
 - Rope Lane is a relatively narrow road.
- v. Part of the development is outside the settlement boundary.
- vi. Emergency vehicles and refuse collection vehicles will have difficulty accessing the site.
- vii. There are power reductions in the evening for both gas and electric and the development will worsen the situation.

- viii. Water pressure is already inadequate and the development will also worsen this situation.
- ix. Inadequate infra-structure, viz: schools/doctors' surgery and there is no Post Office.
- x. Affordable housing should be 'pepper-potted' throughout the site.
- xi. Erosion of green gap which is in conflict with the Crewe & Nantwich Replacement Local Plan 2011.
- xii. Over-crowding on the site.
- xiii. This housing development is not needed. The parish has more housing than is required by the Local Plan and this application should be rejected on the grounds that the parish has now reached almost saturation level in respect of new housing.
- xiv. The Parish Council requests the Inspector to visit all the application sites both past and future to assess the cumulative effect.

10 NEIGHBOURHOOD PLAN

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

11 SHAVINGTON PRIMARY SCHOOL CAR PARK – PROPOSAL BY THE SCHOOL

The Parish Council is asked to consider a proposal from Shavington Primary School which will ensure that the car park can remain open 24 hours a day for community use, following completion of the current works. Additional car parking spaces are to be provided.

This offer is contingent upon the Parish Council making an annual contribution of £3,000.

The School has also requested that the Council takes out its own public liability insurance. As the car park is owned by the School, the Parish Council does not have any responsibility to take out public liability insurance. In the event of a claim arising following injury, loss or damage due to a defect with the car park, such claims would need to be directed to the School which owns the car park. This has been confirmed with the Parish Council's insurers.

12 FINANCIAL MATTERS

12.1 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 – August 2017
£282.86	HMRC	£222.80 Tax and £59.86 Employer's NI Contribution.
£282.32	Mrs C M Jones	Reimbursement for tax/NI paid on behalf of the Parish Council. A schedule relating to payments made in the current tax year will be tabled for Members only.
£198.00	Mrs C M Jones	Reimbursement for payment made to Dyno-Rod for inspection of blocked drain in car park. This will be paid from the Village Hall account but has been included here for convenience.
£106.08	Mrs C M Jones	Expenses – January to August 2017 inclusive:
	Second class stamps for posting cheques	£43.68
	Three reams of printing paper	£9.75
	Travel expenses – Home-Shavington return to display agendas and three site visits to the Allotments to meet new plot-holders.	£46.80
	One visit to Allotments to view the condition of the site	
	Total of 104 miles at tax-neutral rate of 0.45P per mile	
£22.00	Councillor P Yoxall	Reimbursement for ink cartridges

£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)
£3,057.35	Came & Company	Annual Insurance Premium 1 October 2017 – 30 September 2018
£tba	BDO LLP	Fee for external audit 2016-2017
£30.00	Nicola Cooper Nicspics	Fee for front cover photograph on Issue 2 of the newsletter.
£50.00	Royal British Legion	Contribution to cost of two wreaths for Remembrance Sunday
£570.00	Solopress	Printing of newsletters
£23.76	Councillor B Gibbs	Reimbursement for payments to Buffer which is the platform used to schedule out the social media posts to Facebook and Twitter.

B Village Hall Payments

£tba	Mrs B Fraser	Cleaning of the village hall
£21.07	United Utilities	Waste Water and Water supplies
£51.29	ASH Waste Services	Fortnightly collection of waste. (£42.74 net and £8.55 VAT)

12.2 BRITISH GAS

An invoice in the sum of £150.00 has been received from British Gas; however, British Gas has advised that there is a credit of £187.20. The £150 will be deducted from the £187.20 and this will leave a credit of £37.20.

12.3 LOAN FROM PUBLIC WORKS LOANS BOARD

The Cheshire Association of Local Councils has now responded in respect of this item.

If the Parish Council wishes to take out a loan to purchase land which may or may not be available, it will need to demonstrate that it has the support of the community for taking out a loan for a project. This would need to take the form of a public consultation, and the quarterly newsletter would probably be an appropriate means of carrying out the consultation.

If support from the community is given, the Parish Council will need to resolve formally -

- (a) that a loan should be taken out;
- (b) that a consultation took place; and
- (c) that the result of the consultation showed community support for the endeavour

The process takes about 15 days, after completion of the form for submission to ChALC and onward transmission to PWLB.

This item is for information only, as the Parish Council has not yet made a decision about the purchase of land.

12.4 QUOTATION FOR DRAINAGE WORK AT VILLAGE HALL

The drains in the car park at the Village Hall are blocked and on Sunday, 20 August, an engineer from Dyno-Rod attended on site to inspect and carried out some immediate temporary works. Members will note in item 12.1 above, that Dyno-Rod required payment, by card, on the day of the inspection and this was paid through the Clerk's personal account.

The Clerk has subsequently been in contact with Dyno-Rod to request a quotation for the work required. At the time of publication of the agenda, this has not been received.

In accordance with Financial Regulations, there is no requirement for additional quotations for this type of service.

If the quotation is available and accepted, the Parish Council will need to negotiate with the Church next door to enable the work to be carried out, as the drainage system also falls within its land.

12.5 LONG-TERM INVESTMENT

At the previous meeting, the Clerk advised Members that she was reviewing the legislation which governs long-term investment of funds by local councils and expected to be able to report to this meeting.

A response from DCLG has not yet been received, but the Clerk has carried out further research and an initial report is being prepared and will follow under separate cover.

To follow

12.6 ACCOUNTS – 2016-2017

BDO LLP has now concluded the external audit of the accounts. There was one query which related to the omission of the mobile vehicle-speed display unit from the list of assets, but this has now been corrected.

It is expected that BDO's report and invoice will be available at the meeting.

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

[See explanatory note on page 11]

12.8 SHAVINGTON YOUTH CLUB

Members will recall that at the Parish Council meeting in November 2016, Councillor Steve Edgar, in his capacity as Chairman of Shavington Youth Club, requested a grant to enable the Youth Club to continue to be viable. The resolution of the Council was –

- RESOLVED:** a) That a grant of £3,000 be made to Shavington Youth Club in March 2017 in accordance with S.19 (3) (a) and (b) of Local Government (Miscellaneous Provisions) Act 1976;
- (b) That any unspent portion of the grant be returned to the Parish Council;
- (c) That the Parish Council reserve the right to inspect the accounts as and when appropriate; and
- (d) That the Parish Council review the Youth Club's financial position in June/July 2017 with a view to making a further grant.

The Youth Club did not require this grant and it was not paid out.

The Youth Club is now requesting a grant of £6,000. This is an allocation which was made in the budget for the current financial year. Members are invited to consider the request.

A financial statement from the Youth Club is enclosed. Councillor Steve Edgar, in his capacity as Chairman of the Youth Club, will remain in the meeting and outline the reasons for the request.

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12.9 RE-ADMITTANCE OF PRESS AND PUBLIC

The Parish Council is asked to re-admit the press and public to the meeting.

12.10 AUTHORISED SIGNATORIES (MINUTE NO. 35.6)

Although the Parish Council approved the Clerk as an additional signatory to the accounts, the Co-operative Bank requires a full resolution as follows before the mandate can be processed:

RESOLVED THAT:

- The Co-operative Bank plc ('the Bank') shall continue as our bankers in accordance with our original application.
- The Bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the accounts and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the accounts to be overdrawn) and requests or instructions in writing concerning the accounts, our affairs or property (including the opening of the new accounts, the arranging of facilities and creation of security).
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures show in the account signatories Section 4b.
- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories Section 4b.
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions.
- The Bank shall be sent a copy of any changes in our Regulations or bye-laws.
- The Bank shall be notified in writing of any change in Members or Officials where applicable.
- The Bank shall be notified in writing of any change of official authorised to sign on our behalf.
- The Bank shall otherwise continue to operate our accounts in accordance with the business account mandate.
- The Bank shall be notified in writing of any overall change of control in the organisation.
- All signatories to the account are aged 18 or over.
- The section relating to joint-account holders does not apply to this organisation.

13 SHAVINGTON CLEAN TEAM – HI-VISIBILITY VESTS/LOGO

To consider a quotation from Cheshire Workwear for the supply of 25 high-visibility vests with the logo 'Shavington Clean Team' on the back of each. ★

Councillor R Hancock to update the Parish Council on activities.

14 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.

To follow

The Clerk is preparing a schedule which will follow under separate cover.

15 WAR MEMORIAL – OMISSION OF NAME

The Parish Council is asked to arrange for the addition of one name to the war memorial. This was omitted, in error, and Councillor Kevin Gibbs, who has requested this item, has documentation to show that the name should be added.

16 STREET NAMING

At the previous meeting, the Clerk was requested to add an item to this agenda for the Parish Council to approve the names of WWI casualties who died, to be used by Cheshire East Council (CEC) for the naming of new roads in the parish.

This item has been superseded by the extra-ordinary meeting held on 9 August 2017 at which time, Members approved a list of 15 names of war-dead from WWI to be submitted to CEC to be used for the naming of 12 new streets.

A copy of the full list of war-dead is enclosed. The shaded cells are the 15 which were submitted to Cheshire East Council. ★

At the meeting held on 9 August, Members also considered the possibility of selecting a number of themes around which a list of names could be prepared and were asked, under separate cover to suggest about 15 names for each theme.

As there are potentially 12 x 15 names to be considered for each of the three themes suggested (i) Flowers; (ii) Old street names, no longer in use; and (iii) Inspirational people, e.g. athletes, poets, authors, it is suggested that –

(A) either one theme be considered at this meeting; or

(B) a small working group be set up to consider the names and make recommendations to the Parish Council.

17 UP-DATE ON INSTALLATION OF VEHICLE-SPEED DISPLAY UNIT

Cheshire East Highways has advised that the 'job pack' relating to installation of the post, is being processed along with an underground service survey. This will then be passed to the delivery team to be process and programmed into their work schedule.

18 CONSULTATION – CEC LOCAL FLOOD RISK MANAGEMENT

The Parish Council is invited to comment on CEC's Local Flood Risk Management Strategy. Comments are requested by 27 September 2017.

Previously
distributed

This was issued to Members on 16 August to allow sufficient time to consider the document which is 103 pages.

19 REMEMBRANCE SUNDAY – 12 NOVEMBER 2017

To report that the Clerk has submitted a request to Cheshire East Highways for the appropriate road closure on the morning of 12 November 2017, and will consult Cheshire Constabulary regarding the attendance of PCSOs on the day. She has also contacted Shavington Academy to ask for the services of a bugler to sound the 'Last Post and Reveille'.

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.
- Purchase of wreaths for the ceremony. (Two wreaths have been ordered.)

20 SHARED ITEMS

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

The following comments have been received on Facebook:

- Parking on double-yellow lines by the Co-Op Store.
- Several messages from residents in the Woodnoth Drive/Chestnut Avenue area expressing concern about large commercial vehicles which are causing damage to roads and footways in the area.

21 DATE OF NEXT MEETING

4 October 2017

EXCLUSION OF PRESS AND PUBLIC – EXPLANATORY NOTE

Although members of the public are entitled to observe Council or Committee meetings, there will be occasions when it is necessary to exclude the press and public for parts of meetings because of the nature of the items to be discussed. This will usually be when quotations for goods or services are to be considered, or staffing matters. With regard to quotations, the reason for discussing these privately is because there could be confidential business matters arising from the quotations, not least of which, the companies themselves might offer preferential rates to the Council which they might not wish to be made public.

The exclusion of the press and public must be a formal resolution by the Council or Committee. The decision will be based on the reasons suggested by the Clerk. The Council should always attempt to hold all its meetings openly and only in specific circumstances, hold parts of its meetings in private.

It is irrelevant whether there are members of the press and public present when the exclusion motion is moved and carried. The purpose of the exclusion is to ensure that none of the proceedings which follow, including both written documents and comments made, can be made public after the meeting. If the Council does not resolve to exclude the press and public, this would mean that anything discussed and any documents presented are regarded as in the public domain and must be supplied if requested by anyone, whether as a general request, or under the Freedom of Information Act.

The law which applies is The Public Bodies (Admission to Meetings) Act 1960. This gives town and parish councils (ie local councils) wider powers than those contained in the Local Government Act 1972 and they can exclude members of the press and public on the grounds of 'confidential' business or for 'special reasons', but the reasons for each must be embodied in the minutes.

Paragraph 1(2) of the 1960 Act states-

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies

It should be noted that Borough Councillors in attendance have no greater standing than any other member of the public and must also be excluded.

It is sometimes necessary for individuals other than Members or Officers of the Parish Council to remain in a meeting when the public and press have been excluded. This depends on the role of the individuals concerned; for example, if they have been invited to the meeting to offer technical or professional advice to Members. However, even in these circumstances, caution needs to be exercised as it would be difficult to hold such individuals to account if they subsequently divulged what was discussed at the meeting.

In the case of other individuals who simply have some background knowledge of the issue, it would be difficult to argue that they should be treated any differently from any other member of the public for the purposes of exclusion. It is important for Members not to allow themselves to get into a position where they are selecting who should remain in the meeting; this could lead to an abuse of procedure and bring the Parish Council into disrepute. It would also enable accusations to be made that some individuals were allowed to exercise undue influence.