



Shavington-cum-Gresty Parish Council

Clerk: Carol Jones

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Parish Councillors are summoned to a MEETING OF THE PARISH COUNCIL

DATE: WEDNESDAY, 3 AUGUST 2016

TIME: 7.15 pm

VENUE: SHAVINGTON VILLAGE HALL
SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 27 July 2016

Re-issued: 29 July 2016

Signed

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

Copies: Borough Councillor Steven Edgar
Police representatives

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 – 7.35 PM**

Quorum: 4

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 6 July 2016. ...

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

5 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.

6 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.

7.35 PM – 8.00 PM

7 PCSOs - NEW SERVICE LEVEL AGREEMENT

At the previous meeting, the Clerk was asked to enquire if Rope Parish Council wished to contribute one-third of the cost of a PCSO.

Rope Parish Council held its last meeting on 4 July and as it has an August recess will not meet until 5 September.

The Parish Council is invited to consider if it wishes to proceed with the SLA, or wait until Rope Parish Council has had the opportunity to consider this.

8 POLICE ACTIVITY IN THE PARISH

To receive the new style monthly report from the PCSOs.

9 NEIGHBOURHOOD PLAN STEERING GROUP

9.1 Minutes – 18 July 2016

To receive the Minutes of the Steering Group meeting held on 18 July 2016.

9.2 Map of Area

The Chairman of the Steering Group (Mr W Atteridge) has provided a copy of the map provided by the Neighbourhood Plan Team at Cheshire East Council. ...

The Chairman of the Steering Group wishes to draw Members' attention to the following:

Rhiannon Monaghan (CEC Neighbourhood Plan Team) has said that of the 13 service centres, Shavington-cum-Gresty is in the middle (No. 8 of 13) in size measured by households. She said that the parish has about 8% (1,700) of the total Service Centre households. This means that the initial projection of the new housing requirements, within the current Local Plan, is about 280 units (of the total 3,500 required). Ms Monaghan acknowledged that the parish already has more than 280.

9.3 Neighbourhood Plan

(a) Draft Project Plan

A proposed project plan for the Neighbourhood Plan process is enclosed and this will be a matter for the Steering Group to review. ...

(b) Funding from Locality UK

Cheshire Community Action has provided a draft application form for funding which can be submitted in due course to Locality UK. Any grant awarded will be from Groundwork UK which is a federation of independent charities. ...

The grant must be for specific items and must also be spent within a specific time-frame which is either 6-months from date of award or the end of the financial year, whichever is the later.

There has been a suggestion that the Parish Council would not be required to seek three quotations for expenditure in excess of £500, but this is not so. Once the grant has been awarded, it is, to all intents and purposes, the Parish Council's money, until and unless it is returned to Groundwork UK and the Council must abide by the financial regulations.

(c) Quotation from Cheshire Community Action for support

Cheshire Community Action has quoted £7,600+ for its support as detailed on the enclosed quotation. The Clerk is making enquiries of Cheshire East Council which has previously provided financial support to local councils for this purpose by commissioning CCA expertise and paying CCA direct, for a specific period of time. The Clerk will report to the meeting. ...

10 PLANNING MATTERS

10.1 Planning Application

The Parish Council is invited to comment on the following planning application. The application can be viewed on-line online [By Clicking Here](#)

16/3500N 409 Newcastle Road,
Shavington, CW2 5EB Alterations to roof and dormer windows.

Deadline date for observations: 9 August 2016

10.2 Southern Planning Committee
16/0015N – outline application for the demolition of No. 46 Chestnut Avenue

To note that this application is to be considered by the Southern Planning Committee on 3 August 2016.

10.3 Street Naming – Development on land off Newcastle Road, Shavington

To note that the Parish Council was invited to make suggestions for a street name for the above development. A response was required before the 3 August.

The Clerk contacted Members on 21 and 22 July with a view to arranging an extra-ordinary meeting on 27 July; however, only two Members indicated that they would be available and as the quorum is four, the Clerk was unable to make arrangements.

The Clerk has subsequently received information from the Street Naming Team which has explained that the marketing name using the word 'Orchard' is beyond the legal powers of the Borough Council. If Members wish, a letter can be sent to the developer (Prospect (GB) Ltd) objecting to the marketing name and pointing out the confusion which will arise as a result of the use of 'Orchard' when there are already two streets in the parish which use this name (The Orchards and Orchard Close).

The street name for the 28 dwellings is likely to be Diamond Close and this is to be submitted to Councillor Ainsley Arnold (the Portfolio Holder for Housing and Planning) and he will make the decision.

8.00 PM – 8.20 PM

11 FINANCIAL MATTERS

11.1 Annual Accounts 2015-2016

At the meeting held on 6 July 2016, the Parish Council considered the report of the Internal Auditor (John Hancock) following his audit of the accounts for 2015-2016.

Members requested a more detailed breakdown of the accounts, given that it had been acknowledged that the bring-forward figure on 1 April 2015 had been incorrectly stated.

The Clerk has discussed this with Mr Hancock and a briefing note is enclosed explaining the adjustment balance of £49,245. ...

11.2 Receipts and Payments Statement – Parish Council Account
(1 April – 30 June 2016)

To receive a receipts and payments statement for the first quarter of the financial year. ...

11.3 Receipts and Payments Statement – Village Hall Account
(1 April – 30 June 2016)

To receive a receipts and payments statement for the first quarter of the financial year. ...

11.4 Budget Monitoring – 2016-2017

To consider a budget monitoring statement showing the position at 30 June 2016 and the likely out-turn at the end of the financial year. ...

12 AUTHORISATION OF PAYMENTS

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

<u>Parish Council Payments</u>		
£859.12	Mrs C M Jones	Net Salary
£214.80	HMRC	Tax/NI on Clerk's salary
£100.17	Mrs C M Jones	Reimbursement for postage from October 2015 – July 2016 (£55.17) Printer cartridges (£45.00)
£15.00	A J Hardy Ltd.	Payroll service.
£25.00	C Willetts	Website maintenance
£853.00	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
<u>Village Hall Payments</u>		
£tba	Mrs B Fraser	Cleaning of the village hall
£50.00	S Castellano	Window-cleaning of village hall
£92.00	ASH Waste	Collection of waste (£76.76 net and £15.35 VAT) Invoice No. 339750
£225.40	Scottish Power	This is an estimated bill. A reading has now been provided to Scottish Power and it is expected that an up-dated invoice will be available at the meeting.

8.20 PM – 8.30 PM

13 COMMUNICATIONS POLICY/RE-BRANDING OF WEBSITE

The Clerk has been working with Councillor B Gibbs to formulate a plan to improve communication between the Parish Council and the residents to enable greater engagement with all residents.

The Parish Council is recommended to establish a small 'Communications' It is suggested that the it might be appropriate to set up a Committee of the Parish Council with delegated powers to make financial decisions within the overall budget of £4,000 which was allocated for re-branding of the website. This would be an *ad-hoc* committee and once its work was completed, there would be no further requirement for it to exist.

The timelines is as follows:

- Three quotations for branding to be sought by mid-August.
- The Committee to consider the quotations and approve a contractor.
- The Committee to consider the content of the website to comprise a mix of static pages and interactive items.
- Successful contractor to be invited to attend a special meeting of the Parish Council in the second week in September.
- October Parish Council meeting – approval of the logo.
- November Finance Committee meeting to consider financial implications for the forward year.

14 VILLAGE HALL – PROVISION OF WI-FI

To consider the joint report of the Clerk and Councillors Benjamin Gibbs and Kevin Gibbs, in respect of the provision of Wi-Fi at the Village Hall. ...

Subject to any comments which Members wish to make, it is suggested that this would be an appropriate project for the Communications Committee.

8.30 PM – 8.40 PM

15 BUSINESS CONTINUITY – ARRANGEMENTS IN THE ABSENCE OF A CLERK

At the previous meeting, Members discussed arrangements to be put in place in the event of the Clerk *either dying in service, or being absent from work for a prolonged period of sickness*.

Members agreed to carry out their own research and report back.

As part of the discussion, the Clerk was asked to contact the Cheshire Association of Local Councils about the fee for affiliation. This is based on the electorate and for Shavington there are approximately 3,835 electors (the fee is 35P per elector). This gives a total fee in a full year of £1,342. If the Council wishes to become affiliated at this stage, the fee would be £894 for the remainder of the municipal year (i.e. to May 2017).

Two leaflets outlining the benefits of membership are enclosed. ...

16 TELEPHONE KIOSK

The Clerk has now issued the signed Agreement, together with the cheque for £1, to British Telecom (BT).

BT will be responsible for removing the telephony from the phone box. Once this has been completed, it will be the sole responsibility of the Parish Council.

Members are invited to consider arrangements for the refurbishment of the box prior to seeking quotations for an automated external defibrillator.

The kiosk is not listed and the Parish Council can, therefore, paint it whatever colour it wishes, but red is suggested as it is more recognisable and visible.

8.40 PM – 8.50 PM

17 VINE TREE PLAY AREA

A resident has contacted the Clerk to complain of anti-social behaviour in the playground and she attributes this to the fact that the playground is no longer locked.

The Parish Council considered this matter at its November 2015 meeting, at which time it was agreed that the playground should remain unlocked unless and until there were any reported incidents.

In view of this complaint, the Parish Council is invited to consider the matter.

18 MOBILE VEHICLE-SPEED DISPLAY UNIT (KNOWN AS A 'SID')

The Parish Council has included a sum of £3,000 in its budget for the current financial year for the provision of a mobile vehicle-speed display unit. To enable the Clerk to seek quotations, Members are asked to consider the following:

- The proposed location of the unit.
- Display message; for example, should it be the speed at which the vehicle is driving, together with an accompanying message, such as 'slow down'?

- Are solar panel units to be provided, or should it be battery-operated with re-chargeable batteries?
- Should there be a data-logging system capable of being downloaded and forwarded to the local Police?
- Is the unit to be a fixed unit, or capable of being moved around the parish, in which case, several posts will need to be purchased, and the location of all posts need to be approved by Cheshire East Highways to ensure that these conform to the appropriate traffic regulations.
- If the unit is to be moveable, this will need to be carried out by parish councillors and/volunteers. This is an onerous task as experience shows that the equipment should be moved every three weeks to be effective. If left in one location for a prolonged period, motorists become complacent and ignore the signs.
- Parish Councillors and volunteers will need to be trained to move the units and this will probably require the purchase of a ladder and high-visibility vests, in the interests of personal safety.

8.50 PM – 9.00 PM

INFORMATION ITEMS

19 BUS SHELTER – ADJACENT TO ‘CHESHIRE CHEESE’

At the Parish Council meeting held on 6 April 2016, the Clerk was asked to contact Cheshire East Council to request the removal of asbestos which it was understood was part of the fabric of the bus shelter.

Transport Service Solutions (Cheshire East Council) has advised that although it updates the bus timetable information in the board adjacent to the bus stop, it does not own the bus stop.

20 PARISH BOUNDARY SIGNS

The Clerk has received the contact details for the Officer who is now dealing with the survey and quotation for boundary signs and has made direct contact with him.

Whilst Cheshire East Highways can provide new boundary signs, these are third-party requests which do not form the core part of its work and as such, are not given the same priority as, for example, highways maintenance, planning and roadworks.

The cost of a new sign, to display only ‘Shavington-cum-Gresty’ is approximately £400-£500 per location. The cost is reduced if existing sign posts are reusable. The formal quotation (which is likely to be £3,000+) will comprise the following:

- Supply of sign
- Supply of posts and concrete
- Installation which includes labour costs and traffic management, dependent on locations.
- The engineer's time (Design Team costs which includes the survey, consultation with statutory undertakers etc.)
- Delivery time which includes the time for preparing a quotation.

As a reminder, the following are the proposed locations.

- Rope Lane: opposite to Rope Farm showing entry into the parish.
- Jack Mills Way: on the opposite side of the road to the ‘Crewe’ sign.
- Gresty Lane. At the end of the row of houses beyond the end of the allotments site.
- Raven Inn, Davenport Avenue: Opposite side of the road to the public house.
- Fuller Drive: Adjacent to the Parish Council's notice-board
- Stock Lane: In the vicinity of No. 10.

As there are several other parish councils on the waiting list, it is unlikely that the quotations will be received before September/October.

21 UPDATE ON OUTSTANDING MATTERS

- **Village Hall – Replacement Ceiling**
Invitations to quote have been issued. Responses are awaited.
- **Village Hall – Re-decoration**
Quotations for re-decoration are awaited, but this cannot be carried out until the ceiling has been replaced.
- **Village Hall – Disabled Toilets Project**
Two building companies have been invited to quote for the disabled toilets scheme. A copy of the plans and the surveyor's report have been provided to each.

The Clerk will identify an additional building contractor, in consultation with Members of the Village Hall Management Committee (VHMC). It is expected that this matter will be considered at the next meeting of the VHMC, which has yet to be arranged.
- **Grounds Maintenance Contract**
Four potential contractors, including the current contractor, have been asked to submit quotations by 12 August. After that date, the Clerk will arrange a meeting of the Environment Committee to consider the matter with the aim of letting the contract from 1 September 2016.

9.00 PM – 9.10 PM

22 SHARED ITEMS

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

9.10 PM – 9.30 PM

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

24 WORKPLACE PENSIONS

(Reason for exclusion: employment matter)

To consider the Clerk's report in respect of compliance with the new workplace pension regulations. ***

25 SCHOOL CAR PARK

(Reason for exclusion: likely to reveal the identity of individuals)

At the previous meeting, Members agreed that a leaflet should be prepared, for delivery to each household in the parish. The leaflet would explain the Parish Council's position in respect of its financial contribution to Shavington Primary School for use of the car park for residents and visitors.

Subsequent to that, a copy of the original signed agreement has been made available. Councillor K Gibbs will present a draft letter for consideration by the Parish Council.

26 PARISH COUNCILLOR'S ABSENCE
(Reason for exclusion: Personal matter)

To consider a request for an extended leave of absence for a parish councillor.

Members are reminded that under S.85(1) of the Local Government Act 1972, “.... *if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.*”

The effect of this provision is that the Member automatically ceases to hold office as soon as the six-month period expires if that Member's Council has not formally approved the councillor's absence before that date. This means that before the six-month period runs out, the Council will:

- Need know the reason for the absence;
- Must decide (by resolution) whether or not it approves the reason given for that councillor's absence.