



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

**DAY/DATE:** WEDNESDAY, 4 JULY 2018

**TIME:** 7.15 PM

**VENUE:** SHAVINGTON VILLAGE HALL,  
MAIN ROAD, SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 28 June 2018

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

Copies: Borough Councillor Steven Edgar  
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.

## NOTES FOR MEMBERS OF THE PUBLIC

The Parish Council meets and makes its decisions in public. A Parish Council meeting is not a *public* meeting. It is a meeting *held in public*. There is no requirement in law which allows members of the public to speak at such meetings. However, the Council is pleased to offer this opportunity to local registered electors to show that it is committed to community engagement.

Please respect the fact that this is a meeting to conduct Parish Council business, and interruptions during the meeting are not permitted. If the business is disrupted in any way, the person(s) causing the disruption may be asked to leave.

## PUBLIC QUESTION TIME

Members of the public are able to ask questions, or make a statement, about any item on the agenda or any matter relating to the Parish Council's business. Questions or comments in respect of the following should be directed to the appropriate authority as indicated.

- Unauthorised parking  
Where there are parking restrictions in force, contact  
Cheshire East Council 0300 123 5020  
Where there are no restrictions in force, contact the Police 101
- Health provision, eg, doctors' surgeries  
There are two main types of health services provided by the NHS in Cheshire East. These are community-based services and hospital-based services (acute sector).  
For hospital-based services, contact the Mid-Cheshire Hospitals Trust (Leighton Hospital) 01270 255141  
  
For general community services, contact  
South Cheshire Commissioning Group (based at Barony Court, Nantwich) 01270 275283  
GP Services - Rope Lane Medical Centre, Shavington 01270 275990
- Education  
Contact the schools direct or the Cheshire East Information Line 0300 123 5500  
Shavington Primary School 01270 661527  
Shavington Academy 01270 685111
- Play Areas  
Vine Tree Play Area (Parish Council) 01270 812065  
Wessex Close Play Area (Cheshire East Council) 0300 123 5011
- Cheshire East Council  
Bus and train times (Traveline) 0871 200 2233  
Council Tax and Housing Benefit 0300 123 5013  
Car parks 0300 123 5020  
Planning enforcement 0300 123 5014  
Pot holes and highway maintenance 0300 123 5020  
Electoral registration 0300 123 5016  
Environmental Health 0300 123 5015  
Street lighting 0300 123 5020  
Planning and Building Control 0300 123 5014

Members of the public are also able to address the Parish Council, i.e. make a statement, which should also relate to the business of the Parish Council.

It is not a good use of the Parish Council's time for members of the public to raise issues about hedges, street lights, pot-holes and so forth during public question time. Such matters should be reported direct to the Borough Council either by phone or using its on-line system of reporting faults. Alternatively, please contact the Clerk who can take action, or report matters as appropriate.

# A G E N D A

*Members are asked to note that the symbol ⚡ against agenda items, indicates that a report is enclosed.*

## 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 circumstances.

## 3 MINUTES

To approve as a correct record, (a) the Minutes of the Meeting held on 6 June 2018; and (b) the Minutes of the Extra-Ordinary Meeting held on 14 June 2018.

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## 4 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Order No. 1, members of the public are able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

Each member of the public is entitled to ask **one question or make a statement**. Questions or statements must be addressed to the Parish Council as a whole and not to individual parish councillors. This is not an opportunity for engaging in debate with Members.

The Chairman (or Clerk) will respond to questions, but if the Chairman considers that another councillor might have the information, he will defer to him/her. This slot is for members of the public and **councillors should not participate unless invited to do so by the Chairman**.

Note: Borough Councillor S Edgar and Mr W Atteridge, each have their own item slots on the agenda and will speak under those items, but, as with other members of the public, will not be able to participate in the remainder of the meeting.

## 5 POLICE MATTERS

5.1 PCSOs P Corbett and C Green to report to the Parish Council.

5.2 **Service Level Agreement – Parish Council and Cheshire Police**

**DECISION REQUIRED:** To approve the Service Level Agreement.

Det. Sg. Morris will be in attendance. The Service Level Agreement has now been agreed between the two parties and can be signed at the meeting.

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## 6 BOROUGH COUNCILLOR STEVE EDGAR

### 6.1 REPORT

Councillor S Edgar to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters. Following his presentation, there will be an opportunity for Members only to ask questions.

## 6.2 QUESTIONS

Members are able to ask questions of Councillor Edgar in respect of his report presented under item 6.1 above. This is limited to Members and is not an opportunity for members of the public to ask questions.

## 7 NEIGHBOURHOOD PLAN

Mr W Atteridge to update the Parish Council on progress on the Neighbourhood Plan.

## **DECISION ITEMS**

### 8 HIGHWAYS MATTERS

#### 8.1 Planning Application No. 17/2483N – The Elephant (Main Road) 45 Affordable Homes - Traffic Regulation Order (TRO)

**DECISION REQUIRED:** To consider if a professional consultant should be engaged to carry out a technical assessment of the TRO when the Parish Council is notified of the consultation dates.

At the meeting held on 6 June 2018, Borough Councillor Edgar reported that he expected the consultation on the TRO regarding the proposed one-way system along Main Road, to be imminent and suggested that an item be placed on the Parish Council's agenda for the July meeting, in anticipation of the consultation starting.

At the time of publication of the agenda, no notification about the consultation has been received from Cheshire East Council (CEC).

A local residents' group has asked the Parish Council to consider funding the professional services of a contractor who could carry out a technical assessment of the proposed TRO. The resident representing the group has already sought a quotation for the work.

Members are reminded that in accordance with the Financial Regulations, where expenditure in excess of £1,000 is proposed, three quotations are required. Members are also asked to consider carefully whether this is an appropriate use of public funds. The Parish Council has previously submitted objections on planning applications; these have been cogent and have addressed appropriate material planning grounds. There are Members of the Parish Council who have the necessary background and expertise to be able to suggest objections (if that is the Council's decision) which cite relevant grounds.

For information, the grounds for CEC making a permanent TRO are as follows and when the consultation notice has been received, the Council can consider these when deciding what response to submit.

- a) Avoiding danger to people or other traffic using the road
- b) To prevent damage to the road or any building on or near the road.
- c) To facilitate the passage on the road or any other road of any class of traffic (including foot traffic).
- d) To prevent the use of the road by vehicular traffic where that use is unsuitable, taking into account the existing character of the road or adjoining property.
- e) Without prejudice to the generality of paragraph (d) above, in a case where it is especially suitable for use by pedestrians or horse-riders.
- f) To preserve or improve the amenities of the area through which the road runs.
- g) For any other purposes specified in paragraphs (a) to (c) of sub-section (1) of Section 87 of the environment Act 1995 (air quality).

If Members are minded to fund a technical assessment of the impact of the TRO, the Clerk can provide other quotations for the meeting of the Council to be held on 1 August 2018. In the event of the consultation starting before the next scheduled meeting, an extra-ordinary meeting

could be arranged. Once the consultation has been notified, there are 21 days within which to submit observations.

Consultation on the TRO has not yet commenced, and it is, therefore, not appropriate for the Parish Council to make any observations at this stage, as this would amount to pre-determination.

(Note: The residents' group spokesperson will be permitted to speak on this item, when invited to do so by the Chairman.)

## 8.2 30 mph Wheelie-Bin Stickers

**DECISION REQUIRED:** To consider distribution of the wheelie-bin stickers.

250 x 30 mph wheelie-bin stickers have been purchased and received. The Parish Council is asked to consider how these should be distributed.

## 9 PLANNING APPLICATIONS

**DECISION REQUIRED:** To submit to CEC observations on the following planning application.

The Parish Council is invited to comment on the following planning application. Any applications received after publication of the agenda will be notified to Members.

18/2784N      9 Westbury Close, Crewe, CW2 6TY  
To demolish the wall between the existing kitchen and a former utility room, and then erect a small single-storey extension to both rooms to the rear of the property to form an enlarged kitchen.  
Erect a small single-storey extension to the rear of the property to form an enlarged lounge.  
To provide a porch to the utility room to match the rearward extension of the kitchen.  
To erect a new single-storey room on the side of the house to be used as a model railway room.

Deadline date for observations: 4 July 2018

## 10 FINANCIAL MATTERS

### 10.1 Authorisation of Payments

**DECISION REQUIRED:** To approve the following payments.

#### A Parish Council Payments

£926.10	C M Jones	Net salary – May 2018
£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£15.00	A J Hardy Ltd	Monthly payroll service.
£80.00	C Willetts	Website support
£111.79	B Gibbs	Reimbursement for purchased of children's T-shirts with community logos.
£109.99	C M Jones	Reimbursement for purchase of adult T-shirts with Parish Council logos.
£199.99	C M Jones	Reimbursement for purchase of 30 mph stickers for wheelie-bins.
£189.60	C M Jones	Ink cartridges for HP Printer

£67.80	KCOM	Wi-Fi facility (£56.50 net and £11.30 VAT)
£776.30	Remembered Trading Ltd	Purchase of 'Tommy' (There But Not There) (£651.30 net and £125.00 VAT)
£810.00	Ten & Bourne Ltd (t/a Brave Little Tank)	Design of quarterly newsletter (£675.00 net and £135.00 VAT)
£810.00	Ten & Bourne Ltd (t/a Brave Little Tank)	WWI Centenary Banner Business cards Parish/Community Vinyl Banner (£675.00 net and £135.00 VAT)
£171.60	Montgomery Est Marking	Purchase of Static full-size Police Officer (£143.00 net and £28.60 VAT)
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)

**B      Village Hall Payments**

£7.44	ASH Waste Services	Fortnightly waste collection (£6.20 net and £1.24 VAT)
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**10.2      Authorisation of Direct Debit Payments**

**DECISION REQUIRED:** To authorise the following direct debit arrangements in connection with new e-mail addresses and dedicated phone line.

The Parish Council is asked to authorise the following direct debits for the services indicated:

**(i)      Gradwell Communications Ltd**

This is for the monthly payments associated with the dedicated phone line – 01270 262636.

**(ii)      Strategy 365 – E-mail Accounts**

This is for setting up the e-mail accounts for councillors, and for the on-going monthly charges.

**10.3      Ratification of Payment**

The Parish Council is asked to ratify payment made to Gradwell Communications Ltd. in the sum of £250.80 which is the fee for provision of a dedicated general phone number for all phone Calls to the Council (01270 262636) and the purchase of a handset (£100).

**11      RECREATION COMMITTEE – TERMS OF REFERENCE**

**DECISION REQUIRED:** To approve Terms of Reference for the Committee.

At the Parish Council meeting held on 6 June 2018, it was agreed that a Recreation Committee be established comprising five parish councillors and two non-Parish Council members. Councillors M Andrews, L Buchanan, M Ferguson, K Gibbs and G McIntyre were appointed.

Draft Terms of Reference are enclosed for approval, subject to any amendments to be made at the meeting.

**12      WESSEX PLAY AREA**

**DECISION REQUIRED:** To suggest to ANSA purchase of equipment from enclosed list.

Cheshire East Council (through ANSA) has provided 'visuals' of equipment which can be installed at the Wessex Play Area, to be funded from £10,000 of S.106 money.

The Parish Council is invited to consider the enclosed suggestions.

Option 1 is equipment not already on site. The swing unit would accommodate older children.

Option 2 is a variation of existing equipment.

The ground marking provides another activity. ANSA has also suggested that some benches could be provided for visitors.

### 13 QUARTERLY INSPECTION OF VINE TREE PLAY AREA

**DECISION REQUIRED:** To seek quotations for the replacement of equipment as identified on the inspection report.

To receive the inspection report following the first inspection by ANSA and to take appropriate action in respect of replacement of equipment.

### 14 VILLAGE HALL RAILINGS

**DECISION REQUIRED:** To consider if painting of the railings at the front and side of the Village Hall should be undertaken as a community project.

At the meeting held on 6 June 2018, the Parish Council agreed that quotations be sought for the painting of the railings at the front and side of the Village Hall. Subsequent to that, a councillor has suggested that this could be undertaken as a community project and the Parish Council is asked to consider the matter.

### 15 WYBUNBURY UNITED CHARITIES

**DECISION REQUIRED:** To appoint an Administrative Trustee to Wybunbury United Charities.

This was an item on the agenda on 6 June 2018, but no decision was made.

The Clerk has contacted the charity to enquire if it is necessary for an Administrative Trustee to be a parish councillor. Dr Clowes has advised that it need not be a parish councillor. As reported previously, however, there is nothing to bar any of the current trustees from adopting two roles.

Dr Clowes has requested information about the current status of the bank account.

### 16 VILLAGE HALL KEYS FOR ALL MEMBERS

**DECISION REQUIRED:** To authorise sets of keys for all Councillors.

The Parish Council is asked to agree that keys for the Village Hall should be provided for all Members, as follows:

- Full set of keys: Chairman and Village Hall managing councillors.
- All other Members, keys to be provided for the main door, the back door leading from the kitchen, the upstairs meetings room, the former photocopier room and the padlock key to the car park.

### 17 VILLAGE HALL REFURBISHMENT

**DECISION REQUIRED:** To delegate authority to the Communications Committee, as indicated.

At the Communications Committee meeting held on 26 June 2018, Members agreed that once the refurbishment in the Village Hall is complete, the next newsletter should be used to promote it. The Committee recommends that there should be a promotion to increase the footfall, income and viability so that it rivals other halls in neighbouring parishes.



In view of the time constraints (the next newsletter needs to be finalised by the end of July) the Parish Council is asked to delegate to the Communications Committee the power to advertise and market the hall and set promotional pricing to run until the end of December 2018.

## **18 VILLAGE HALL MANAGEMENT COMMITTEE**

**DECISION REQUIRED:** To appoint Councillor Cooper to the vacant seat on the Village Hall Management Committee.

The Village Hall Management Committee's Terms of Reference allows for five parish councillors and two non-Parish Councillors to be appointed. Four councillors were appointed at the Annual Meeting and there is, therefore, one vacant seat.

The Council is asked to appoint Councillor Bill Cooper to the vacant seat.

## **INFORMATION ITEMS**

### **19 RECEIPTS AND PAYMENTS STATEMENTS – TO 31 MAY 2018**

To receive a receipts and payments statement for each account for the period 1 April 2018 to 31 May 2018.

Although it is preferable to submit quarterly statements in a timely manner (showing the position at the end of June, September, December and March) the scheduling of Parish Council meetings does not allow for this. It is expected that statements for the first quarter (30 June 2018) can be submitted to the meeting to be held on 1 August 2018.

### **20 ANNUAL ACCOUNTS – 2017-2018**

At the meeting held on 6 June 2018, the Parish Council approved the Annual Governance Statement for 2017-2018. The statement contained a minor error, as follows. The Clerk has corrected this, initialled the amendment, and forwarded it to PKF Littlejohn, the external auditor.

*Question 5: We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*

Although all Members agreed that this step had been taken, and the Clerk did not advise otherwise, there was no risk assessment carried out in 2017-18 and the Internal Auditor acknowledged this in his report. The Clerk has, therefore, ticked 'no' and has provided an explanation to the external auditor.

### **21 WWI CENTENARY CELEBRATIONS**

To receive an update in respect of progress on the WWI Centenary Celebrations.

### **22 CORRESPONDENCE RECEIVED**

To report receipt that Dr Shridhar has written to thank the Parish Council for its congratulations on his award of the MBE.

### **23 SHARED ITEMS**

Members are reminded that 'Shared Items' is a means of exchanging information but does not replace the need for decision items to be placed on the agenda.

If Members wish to request an item to be added to the agenda, the Clerk should be notified at least six working days before the meeting.

### **24 DATE OF NEXT MEETING**

**1 August 2018**



**25 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 transacted and the public interest would not be served in disclosing that information.

**DECISION ITEMS**

**26 PURCHASE OF AUTOMATED EXTERNAL DEFIBRILLATOR**

(Reason for exclusion: Commercial sensitivity)

**DECISION REQUIRED:** To approve a quotation for the purchase of an AED.

To consider quotations for the purchase of an automated external defibrillator (AED) and temperature-controlled cabinet to ensure that it can be fixed to the outside wall of the Village Hall. 

**27 VILLAGE HALL – CEILING PAINTING**

(Reason for exclusion: Commercial sensitivity)

**DECISION REQUIRED:** To approve a quotation for painting the newly-replaced ceiling in the Village Hall.

The Parish Council is invited to consider the enclosed quotations for painting the ceiling in the Village Hall. 