



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

**DAY/DATE:      WEDNESDAY, 6 FEBRUARY 2019**

**TIME:            7.15 PM**

**VENUE:          SHAVINGTON VILLAGE HALL,  
MAIN ROAD, SHAVINGTON, CW2 5DP**

Enquiries to:    Clerk: Carol Jones

Issue date: 1 February 2019

*C M Jones*

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

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. **Councillor K Gibbs**

## 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

### 3.1 2 January 2019

To approve as a correct record the Minutes of the Meeting held on 2 January 2019.

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### 3.2 Extra-ordinary Meeting – 14 January 2019.

To approve as a correct record the Minutes of the Meeting held on 14 January 2019.

⌘

### 3.3 Budget 2019-2020

Following the extra-ordinary meeting held on 14 January 2019, the Parish Council is asked to note the revised budget for 2019-2020.

The budget is £180,595.00 and this requires a precept of £129,000. The effect of this precept on a Band D property is £61.79.

A copy of the amended budget is attached to the Minutes of the extra-ordinary meeting held on 14 January 2019.

## 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**

To receive a copy of the Beat Manager's report.

To follow

**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 – REGULATION 14 CONSULTATION**

To receive a copy of the re-branded draft Neighbourhood Plan. Before this can be subjected to consultation, Cheshire East Council is required to conduct a Strategic Environmental Assessment (SEA); this takes between three-four weeks and is likely to be completed towards the end of February 2019.

To follow

**8 PLANNING**

**8.1 Planning Applications**

There are no planning applications for consultation. The only planning application which has been registered since the last meeting is 19/0304D – Land East of Rope Lane, Shavington. All applications with the suffix 'D' relate to a discharge of conditions and are not for consultation.

**8.2 Planning Appeal – Application No. 18/1250N – 15 new dwellings  
Land to the rear of Oakleaf Close, Shavington, CW2 5SF  
Appeal Ref: APP/R0660/W/19/3220304**

To report that following refusal of planning permission, an appeal has been lodged with the Secretary of State. The appeal is to be dealt with by means of written representations with a site visit by an Inspector from the Planning Inspectorate.

The Parish Council is invited to comment on the appeal within five weeks of the Appeal start date of 29 January 2019.

The application was considered by the Parish Council on 4 April 2018, at which time, the resolution was as follows:

*(a) That the Parish Council object to the application on the following grounds:*

- The development was not needed as there was in excess of a 5.45-year housing land supply.*
- The development would not be sustainable as the social infrastructure was inadequate, viz. it would adversely impact on school places; there was no doctors' surgery, no Post Office and no pharmacy.*
- Access and egress presented problems for highway safety.*
- The roadway was too narrow to allow for two cars passing each other.*

*(b) That Councillor S Edgar be asked to call-in the application for the reasons given in (a) above; and*

(c) That the Parish Council insist that Planning Officers visit the site weekly to ensure that conditions were being met and that in the event of any breaches, the Parish Council be kept informed.

The observations already made by the Parish Council will be provided to the Planning Inspectorate as part of the appeal process.

## 9 HIGHWAYS MATTER

**DECISION REQUIRED:** To submit comments on the preliminary plan for a signalised crossing on Rope Lane.

The Parish Council is invited to submit comments on the preliminary plan for a Puffin crossing on Rope Lane, Shavington. Comments are required by 15 February 2019. A copy of the plan is enclosed.

## 10 AUTHORISATION OF PAYMENTS

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

### 10.1 Parish Council Account

£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£15.00	Beardmore Accountants	Monthly payroll service.
£80.00	C Willetts	Website support
£244.80		Design of 'Carols at Christmas' posters. (£240.00 net and £40.80 VAT) Invoice 0631
£162.00	Ten & Bourne Ltd t/a Brave Little Tank	Christmas Poster (£135.00 net and £27.00 VAT) Invoice 0613
£950.40		Quarterly newsletter (December 2018) (£792.00 net and £158.40 VAT) Invoice 0596
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£472.50	Cheshire Community Action	1.5 days of support at £315.00 per day. Neighbourhood Plan
£19,760.00	Police & Crime Commissioner	Balance of cost of PCSO for the financial year 2018-2019
£60.00	B Gibbs	Facebook advertisements Carols at Christmas
£255.00	The Leaflet Team	Distribution of the newsletter to be issued early March 2019.

### 10.2 Village Hall Account

£60.00	Target Windows	External window cleaning – Invoice 0415 – November 2018 Invoice 0437 - January 2019
£tba	ASH Waste Services	Fortnightly waste collection December 2018 and January 2019
£288.00	Crystal Clean South Cheshire Ltd.	Cleaning of Village Hall. (16 hours - £240 net and £48.00 VAT)
£128.40	North Staffs Fire Ltd.	Annual inspection.
£185.09	Water Plus	Water services 5 November 2018 – 15 January 2019

£151.92	M H Ascroft Electrical Contractor	Various electrical work in Village Hall, including PAT work (£126.60 net and £25.32 VAT)
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### 10.3 Grant Application – Shavington Youth Club

**DECISION REQUIRED:** To consider making a grant to Shavington Youth Club.

To consider a request for a grant of £6,000.00 from Shavington Youth Club. A sum of £6,000 was added to the budget for the current financial year.

If the grant is approved, the power used would be Paragraph 19 of the Local Government Act (Miscellaneous Provisions) 1976 which permits a local authority to provide recreational facilities as it thinks fit, or to contribute to the cost of providing such facilities.

### 10.4 Donation to Crewe Brass Band

**DECISION REQUIRED:** To consider making a donation to Crewe Brass Band.

A small ensemble from Crewe Brass Band played for the 'Carols at Christmas' event held on 23 December 2018.

There has been no charge for this, and the Parish Council is asked to consider making a donation.

### 10.5 Receipts and Payments Statement – Position at 31 December 2018

**INFORMATION ITEM**

The Clerk intends to produce a Receipts and Payments statement showing the financial position at 31 December 2018; however, it is possible that this will not be available until the March meeting.

## 11 COMMEMORATIVE PLAQUE ON WALL OF VILLAGE HALL

At the meeting held on 5 December 2018, Councillor Martin Andrews undertook to carry out research via the archived minutes of the Parish Council, to identify the names of all 12 councillors who were serving on the Parish Council at the time that the Village Hall was purchased by the Council. The purpose was to ensure that if a commemorative plaque is commissioned for installation of the Village Hall, it would accurately name all the councillors who had been involved in the purchase of the hall.

Councillor Andrews to report progress.

## 12 MEMBER TRAINING POLICY

**DECISION REQUIRED:** To adopt the Member Training Policy.

To consider adopting the enclosed Member Training Policy.

## 13 COMMITTEE MEETINGS

**DECISION REQUIRED:** To approve/consider the recommendations of the Committees.

To receive the Minutes of the following Committee Meetings and to approve the recommendations.

### • ENVIRONMENT COMMITTEE – 9 JANUARY 2019

Scarecrow Competition: The Parish Council is asked to suggest a theme for the scarecrow competition which it is proposed be held during April and May 2019.

Replacement seat at Goodall's Corner: To consider a quotation for a Lowther bench to replace the current bench. Glasdon UK has been asked to provide a quote and to advise if it is able to remove the existing bench and recycle it. (Quotation to follow/be tabled at the meeting.)

• **VILLAGE HALL MANAGEMENT COMMITTEE – 23 JANUARY 2019**

To receive the Minutes of the Village Hall Management Committee meeting held on 23 January 2019. The following issues are brought to the Parish Council's attention:

**(A) APPOINTMENT OF CLEANING CONTRACTOR**

The Committee has drawn up a specification/advertisement for an independent cleaning contractor for the Village Hall. The current commercial cleaning contract concludes on 31 March 2019 and the Committee recommends that this should not be renewed on 1 April 2019. Therefore, it is likely to be necessary for the Clerk to seek quotations for a commercial contractor to cover the period from 1 April 2019 until a cleaner is appointed.

The Parish Council is asked to –

- (1) Approve the specification set out in the Minutes as the basis for an advertisement for a cleaner; and
- (2) Appoint a small Committee (no more than three Members) with delegated power to shortlist and interview candidates for the post.

**(B) FUTURE MANAGEMENT ARRANGEMENTS**

The Committee considered three issues:

- (1) **Day-to-day Administration.** This comprises dealing with all booking enquiries, collection and banking of fees and takes approximately five hours a week.

Councillor Emma Clayton is currently managing Village Hall bookings but is unable to continue beyond 28 February 2019. As an interim arrangement, a volunteer parish councillor may wish to continue with this task until new arrangements are put in place.

**(2) Day-to-Day Management**

Following the resignation of Bill McIntyre, there is now no councillor to take the lead in dealing with the day-to-day matters at the Village Hall; for example, the Christmas decorations were not removed until towards the end of January 2019.

The Parish Council is asked to consider this matter.

**(3) Longer term management arrangements**

The Committee considered a document provided by Cheshire Community Action (CCA) - Information Sheet 40 – Village Halls, Governing Documents and Title Deeds. The document detailed several options for management of village halls. (See Minutes for details.)

The Committee's preference is for the Parish Council to retain management in-house by creating a new Facilities Manager role. The Parish Council would retain full control; however, there would be cost implications associated with the creation of a new role.

The Committee recommends that Claire Jones (Community-Led Planning Officer from CCA) be invited to attend a Parish Council meeting, either for a specified one-hour slot, or at a specially convened meeting to discuss the various options available to the Parish Council.

**14 COMMUNITY RIGHT TO BID – OLD SCHOOL, 140 MAIN ROAD, SHAVINGTON**

**DECISION REQUIRED:** To consider if application should be made to register 140 Main Road (Old School) as an asset of community value under the Community Right to Bid scheme.

The Parish Council is invited to consider submitting an application for the registration of Old School, 140 Main Road, Shavington, as an asset of community value (ACV) under the Community Right to Bid Scheme.

The Clerk's covering report, together with guidance on the scheme, is enclosed.

**15 WESSEX CLOSE PLAY AREA – ACQUISITION BY THE PARISH COUNCIL**

Members are asked to consider making a formal request to Cheshire East Council to transfer the Wessex Close Play Area to the Parish Council.

Although no longer formally in existence, the principles of the former Local Service Delivery scheme would apply, and at the meeting with Cabinet Member, Councillor Ainsley Arnold, on 28 January 2019, he intimated that such a request would be likely to find favour with the Borough Council.

The scheme allows for the transfer of services where it might be more appropriate for such a service to be delivered at a more local level. Unfortunately, no funding follows the transfer and it would be for the Parish Council to fund all future maintenance of the play area and repairs and replacement of equipment.

**16 APPOINTMENT OF ‘HANDYMAN’**

The Parish Council is asked to consider employing a handyman/woman who can carry out various maintenance tasks, predominantly in the Village Hall, which do not require specialist knowledge or qualifications.

**INFORMATION ITEMS**

**17 SHARED ITEMS (GUIDE TIME – 20 MINUTES)**

‘Shared Items’ is a means of exchanging information but does not replace the need for decision items to be placed on the agenda.

Members are reminded that the Parish Council cannot lawfully decide any matter which has not been specifically included on the agenda, and there is case law to this effect (*Longfield Parish Council v Wright (1918) 88 LJ Ch 119*).

**18 VINE TREE PLAY AREA – ANNUAL INSPECTION REPORT**

To receive the annual inspection report following an inspection of Vine Tree Play Area on 29 October 2018. This report will be submitted to the next meeting of the Environment Committee. ✍

**19 CHESHIRE EAST COUNCIL – MEETING WITH CABINET MEMBER COUNCILLOR AINSLEY ARNOLD**

The Chairman to report on the meeting with Cabinet Member, Councillor Ainsley Arnold, on 28 January 2019.

**20 CORRESPONDENCE**

To report receipt of the following correspondence.

- Informal complaint from resident about hedge-cuttings from along the allotment site. Hedge-cuttings fell on the resident’s car and he complained that the contractor did not make any attempt to contact him to ask him to move his car during the hedge-cutting.

The Clerk forwarded the Complaints Procedure to the resident in the event that he may wish to make a complaint about the contractor.

- Two requests for inclusion on the waiting list for an allotment plot. There are now seven on the waiting list.

**21 DATE OF NEXT MEETING**

**6 March 2019**