



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, 6 APRIL 2016

TIME: 7.15 pm

VENUE: SHAVINGTON VILLAGE HALL
SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 30 March 2016

Signed

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

Quorum: 4

NOTES

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 address the Parish Council and are allowed up to five minutes to speak.
- The chairman shall have discretion to extend public speaking time, if he considers it appropriate.

2 MEETINGS

2.1 Meetings are held in Shavington Village Hall.

2.2 **Exclusion of the press and public:** On occasions, members of the public and press representatives are excluded from the meeting when the business to be transacted is of a confidential nature; for example, matters likely to reveal the identity of an individual, contracts and financial affairs of other parties. It is irrelevant whether there are press and public in attendance when the exclusion motion is carried. The purpose of the motion is to ensure that none of the proceedings which follow, including both written documents and any 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.

2.3 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*).

2.4 **Planning Grounds:** The grounds on which observations can be made on planning applications are as follows –

- | | |
|--|---|
| 1 Development Plan in all its aspects | 8 Appropriateness of use taking account of local area |
| 2 Government legislation and guidance (PPG) | 9 Effect on highway safety and parking |
| 3 Siting | 10 Landscape |
| 4 Design | 11 Listed buildings |
| 5 External appearance | 12 Conservation areas |
| 6 Compatibility with street-scene | 13 Land contamination |
| 7 Development affect on neighbouring properties, amenities and privacy | 14 Flooding |

Non-Relevant Matters

- | | |
|---|---|
| 1 Matters controlled by other legislation | 6 Business competition |
| 2 Effects on private rights | 7 Personal circumstances – health/finance |
| 3 Provisions in covenants/deeds | 8 Ownership |
| 4 Effect on property values | 9 Moral issues |
| 5 Private opinions | |

Note: If the Parish Council agrees, in principle, with an application, but not in all aspects, suggestions for development conditions can be made, in line with relevant factors.

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 2 March 2016, the same to be signed by the Chairman. ...

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

(a) Parish Boundary Signs (Minute No. 181)

The Clerk has asked Cheshire East Highways to carry out a survey of the proposed locations for the boundary signs and to submit a quotation. The quotation is not yet available, but is likely to be submitted to the May meeting.

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 POLICE MATTERS

7.1 Contract - Service Level Agreement with Cheshire Constabulary (Parish Council Contribution to cost of two PCSOs)

The Clerk wrote to Cheshire Constabulary on 7 March about the renewal of the Service Level Agreement (SLA). Superintendent Bill Dutton responded and has asked Inspector Kate Woods to attend the meeting to discuss any issues associated with a new agreement.

The Parish Council has previously expressed reservations about continuing with the arrangement and Members are invited to consider if, in principle, a new SLA should be entered into with Cheshire Constabulary, taking into account comments to be made by Inspector Woods.

7.2 Police Activity in the Parish

To receive a report from a PCSO or PC John Roberts; however, as the Service Level Agreement has not yet been renewed, it is possible that there will be no report on this occasion.

8 VILLAGE HALL

8.1 Village Hall Management Committee

To receive the Minutes of the Meeting held on 23 March 2016 and to consider the recommendation made by the Committee. ...

- Disabled Toilets Project

Stewart Thorley, Architect, has previously recommended that the Parish Council should engage the services of a surveyor prior to engaging a contractor to carry out the upgrade to the toilets.

At its meeting, the Committee considered three quotations and recommends the Parish Council to approve the following, being the lowest quotation.

Quotation submitted by Aspin Consulting: Lump sum fee of **£350.00** inclusive of all printing and normal out-of-pocket expenses (plus VAT). Any additional visits would be charged at £200 per day. A copy of the quotation is enclosed. ...

The Council might wish to put an 'cap' on the number of additional visits.

- Electrical Work

The Committee also recommends approval of the quotation submitted by M H Ascroft for the following work. Members of the Committee consider that this is important from a health and safety perspective.

Periodic electrical inspection of fixed installation wiring and issue an NICEIC electrical installation condition report.	£350.00
Testing of all portable appliances and issue a register of results (Maximum 12 items)	£50.00
Changed switched fused connection unit for spotlight in porch to an unswitched fused connection unit.	£30.00
TOTAL (subject to VAT)	<u>£430.00</u>

8.2 Wi-fi Capability (Item requested by Councillor K Gibbs)

To consider the provision of Wi-fi at the Village Hall.

9 RED TELEPHONE BOX (OUTSIDE CHESHIRE CHEESE, GRESTDY) (MINUTE NO. 184)

BT has confirmed that kiosk 01270 255267 is available to adopt.

After adoption, the kiosk would become the property of the Parish Council and, as such, the adoptee would be free to move it, subject to any necessary planning consents (to be verified with Cheshire East Council). The Parish Council could not sell, lease or rent to another telecommunications supplier.

Moving the kiosk is not recommended; it is prone to hairline cracks on removal. Additionally, it is very heavy, weighing 770kg plus any concrete base. BT uses a 17 ton wagon with an HIAB crane and before a red kiosk is installed at a new location, it is subject to rigorous stress testing.

If the Parish Council wishes to use it for a defibrillator, BT recommends Community Heartbeat Trust (CHT) to supply defibrillators owing to its compliance with BS7671 electrical safety standards; cabinet compliant to BS7671-416/417 in its construction by ISO 9001/2 certified manufacturer. In addition, it has a governance system which demonstrates the management of the defibrillator. BT works closely with CHT and it is BT's preferred route for defibrillator installations and the organisation has BT's written consent to connect a defibrillator.

If the Parish Council wished to select an alternative provider for the defibrillator, BT would be required to consent to enable it to connect the power supply; the defibrillator cabinet must be class 2 and compliant to BS7671-416/417 in its construction and manufactured by an ISO 9001/2 certified manufacturer.

10 CO-OPTION TO CASUAL VACANCY

There are four candidates for the casual vacancy caused by the resignation of Bob Melling; they are Philip Carter, Emma Clayton, Matt Ferguson and Nancy Vigrass. Two of the candidates (Philip Carter and Matt Ferguson) are unable to attend this meeting but will be at the Annual Meeting in May.

It is suggested that in the interests of fairness, as there are four candidates, the decision to co-opt be deferred to the May meeting.

11 NEIGHBOURHOOD PLAN

11.1 Minutes – 16 March 2016

To receive the Minutes of the Inaugural Meeting held on 16 March 2016. The next meeting is to be held on Monday, 18 April 2016. ...

Mr W Atteridge was elected Chairman of the Group and Councillor Benjamin Gibbs was elected Vice-Chairman.

11.2 Terms of Reference

(A) Amendment to Paragraph 4

The Parish Council is recommended to approve the inclusion of the following paragraph in the Terms of Reference which were adopted on 6 January 2016.

Meetings shall be held in the village hall, or such other public place as shall be arranged from time-to-time.

Although meetings of the Steering Group are not subject to public notice requirements, all the guidance indicates that meetings should be held in public in the interests of openness and transparency.

A copy of the Terms of Reference is enclosed. ...

(B) Membership

The current membership is four parish councillors and eight volunteers who were co-opted at the inaugural meeting.

There are 23 residents who have expressed interest in participating in the Neighbourhood Plan process. Although a small number have stated that they wish to work 'behind the scenes', it would be prudent to increase the maximum number from the current 15 to 20 to allow others to be co-opted. The list can be reviewed as and when required.

11.3 Feedback Form

A copy of the feedback form is enclosed. This was completed after the public meeting on 29 February 2016. ...

12 FINANCIAL MATTERS – AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments. Other payments requiring authorisation will be reported to the meeting.

Parish Council Payments

At its meeting held on 2 March 2016, the Council approved an increase in the Clerk's salary following the successful completion of six months' probation (i.e. 1 September 2015 to 29 February 2016).

As a consequence, the Clerk's salary was increased by £750 per annum to £12,887 per annum, effective 1 March 2016. At the March meeting, the Clerk was paid net salary of £809.22 which was the monthly net salary for the six months' probationary period.

The Council is asked to approve the following payment to Mrs C M Jones:

£909.10: This represents £859.16 (payment for April) and
£49.94 (arrears for March)

£248.49	HMRC	Tax/NI on Clerk's salary (amount to be confirmed by A J Hardy Ltd)
£15.00	A J Hardy Ltd.	Payroll service
£25.00	C Willetts	Website maintenance
£90.00	C Dodd	Hedge-cutting at the allotments (£75.00 plus £15.00 VAT)

Village Hall Payments

£530.40	British Gas	Service contract for central heating system £442.00 plus £88.40 VAT
£603.91	British Gas	Energy supply 4 Dec 2015 – 3 March 2016
£tba	Councillor W McIntyre	Reimbursement for telephone expenses in connection with hall bookings.
£tba	Councillor V Adams	Reimbursement for telephone expenses in connection with hall bookings.
£tba	Mrs B Fraser	Cleaning of the village hall
£113.04	ASH Waste Services	Net: £94.20, £18.84 VAT The Clerk has reported to ASH that the company failed to collect waste on both 19 and 26 February and has asked for a revised invoice. AT the time of publication of the agenda a response is awaited.

13 RISK ASSESSMENT – CLERK'S HOME WORKING

At the meeting held in March, self-assessment of the Clerk's home was referenced as part of the contract of employment.

A partially-completed form is enclosed and this will be included with the risk assessment which the Parish Council is required to undertake annually. ...

14 PLANNING APPLICATIONS

The Parish Council is invited to comment on the following planning application. Members are asked to view the application on-line [By Clicking Here](#)

16/1097N 32 Weston Lane, Shavington, CW2 5AN
House extension to accommodate an older relative

Deadline date for comments: 6 April 2016

15 CHESHIRE EAST COUNCIL LOCAL PLAN

Formal consultation on the Local Plan Strategy commenced on 4 March 2016 and concludes on 19 April 2016. A copy of an e-mail from Adrian Fisher (Cheshire East Council) is enclosed. ...

The consultation document, entitled '*Local Plan Strategy – Proposed Changes 'Clean Version' Consultation Supporting Document March 2016*' is available on the Cheshire East Council website.

The Parish Council is invited to consider if any observations should be submitted.

16 CORRESPONDENCE/INFORMATION

The following items of correspondence have been received:

- Email from resident on respect of development at Basford West.
- PCC Update – March 2016.

17 SHARED ITEMS

Members are invited to share information which was not available at the time of publication of the agenda, or to report on attendance at recent meetings of outside bodies.

18 GROUNDS MAINTENANCE

This matter can be discussed in the public part of the meeting as the information given below is in the public domain; however, if Members decide to discuss other potential contractors, the press and public should be excluded from the meeting on the basis of commercial sensitivity.

Mike Webster & Son Ltd. carries out grounds maintenance work for the Parish Council at an annual sum of approximately £8,950.00 plus VAT of £1,704.00 approx. bringing the total to £10,653.00.

A three-year contract was awarded to the company in 2011, with a start date of 6 April 2011. The contract was extended by two years taking it to April 2016 and the contract is now due for renewal.

In accordance with the Financial Regulations, three quotations are required. The previous Financial Regulations (dated 2004) required the adoption of a tendering process, but this is no longer necessary as the contract is under £50,000.

The Parish Council is invited to consider if an advertisement should be placed in the local press, or for the Clerk to make enquiries about potentially suitable contractors.

Grounds maintenance falls within the remit of the Environment Committee and once quotations have been received, the Committee can meet and make a recommendation to the Parish Council.

19 DATE OF NEXT MEETING (Annual Meetings)

4 May 2016

The Annual Parish Meeting will be held first and will be followed by the Annual Meeting of the Parish Council.

Members are reminded that the **Annual Parish Meeting** is held on the same evening as the Annual Meeting of the Parish Council. These are two separate and distinct meetings but are held for convenience on the same evening.

The Parish Meeting comprises local government electors registered for the parish. If present, the Parish Council Chairman must chair the Parish Meeting. In his absence, the Vice-Chairman must preside if she is present; otherwise the meeting must elect its own chairman from those present. A Parish Meeting may discuss parish affairs, and resolutions may be passed which the Parish Council is obliged to consider but not necessarily accept.

The Parish Meeting must assemble annually between 1 March and 1 June. Proceedings must not begin before 6 pm. Decisions are taken by a majority of those present and voting.

The **Annual Parish Council Meeting** is the first meeting in the new municipal year and it is at this meeting that the Chairman and Vice-Chairman are elected, Committees are appointed and appointments to outside bodies are also made.