



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

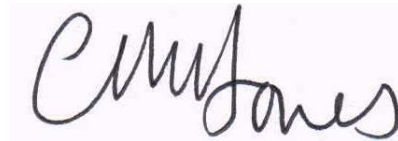
**DAY/DATE:** WEDNESDAY, 5 SEPTEMBER 2018

**TIME:** 7.15 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 30 August 2018



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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 – 1 AUGUST 2018 and 20 AUGUST 2018

To approve as correct records the Minutes of the Meeting held on 1 August 2018 and the Minutes of the Extra-ordinary meeting held on 20 August 2018.

✂

## 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** PCSO P Corbett to report on recent Police activity in the parish.

### **5.2 Community Base for PCSOs**

**5.2.1** To report that an Officer from the Constabulary Estates Department will be arranging an on-site meeting at the Village Hall. This is an annual review to ensure that its employees are working in healthy and safe environments.

**5.2.2** The Parish Council is invited to consider providing a key to the upstairs room, which formerly housed the photocopier, to allow PCSO Corbett to store equipment or other office items he requires to perform his duties.

## 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 (Chairman of the Neighbourhood Plan Steering Group) to report progress on recruiting additional volunteers to the Steering Group.

## 8 PLANNING APPLICATIONS

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

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.

18/3875N      Crewe Road, Shavington, CW2 5JB  
Advertisement consent for two x lit monoliths, nine x flagpoles.  
Relocate wall flag, static flag, two swing signs, illuminated gable site  
plan, contravision, glass partition image, options panel, opening times  
tray, two 'wipe your feet' illuminated tip hat tray and A board – A1.

Deadline date for observations: 28 August 2018. The Clerk has requested an extension to 6 September 2018.

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18/3960N      Land at Crewe Road, East Shavington  
Request to modify terms of S.106 Agreement

Deadline date for observations: 28 August 2018. The Clerk has requested an extension to 6 September 2018.

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18/4031N      12 Mercian Close, Shavington, CW2 5ES  
Outbuildings in rear garden (temporary wooden structures) for combined  
motor-cycle storage, summer house and workshop space.

Deadline date for observations: 5 September 2018

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18/3538N      Land East of Crewe Road, Shavington  
Development of seven houses including boundaries, infrastructure  
and landscaping, with direct access off Crewe Road

The deadline date for observations was 22 August 2018. The Clerk received the notification in good time for the agenda for the meeting on 1 August but overlooked it. The Planning Case Officer has agreed to accept any observations made at this meeting.

## 9 FINANCIAL MATTERS

### 9.1 Authorisation of Payments

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

£926.10	C M Jones	Net salary (August 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
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£67.80	KCOM	Wi-Fi monthly charges (£56.50 net and £11.30 VAT)
£18.50	C M Jones	Reimbursement for purchase of wreath to be laid at the Cenotaph in London, on behalf of the Parish Council.

Councillor Buchanan was approached by a resident who has been successful in receiving a ticket for the 'Nation's Thank You' procession in London on 11 November 2018. The resident asked if the Parish Council wished to purchase a wreath to be laid at the Cenotaph, and she also offered her 'plus one' ticket to Councillor Buchanan. The Clerk and Chairman discussed this matter and agreed that it would be appropriate expenditure.

£235.00	The Leaflet Team	Distribution of quarterly newsletter
£950.40	Ten & Bourne Ltd (t/a Brave Little Tank)	Design of quarterly newsletter (£792.00 net and £158.40 VAT)
£tba	Solopress	Printing of quarterly newsletter
£6,586.67	The Police & Crime Commissioner	First quarter payment for one x PCSO (Invoice 9072023441)

Members will note that these quarterly payments only add up to £26,346.68 for the financial year. (The full cost for a year is £33,280). This is because the commencement date of the new arrangement is 11 June 2018 and the Council is being charged for 9.5 months instead of 12 months.)

£1,674.00	Construction Linx (Invoice 8543)	Painting of replacement ceiling in main hall. (£1,395.00 net and £279.00 VAT)
£3.00	Construction Linx	Under-payment on invoice No. 8301 The amount approved at the June meeting was £12,505.63, but the cheque was incorrectly made out for £12,502.63

#### **B Village Hall Payments**

£55.99	ASH Waste Services	Fortnightly waste collection (£46.66 net and £9.33 VAT)
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#### **C Direct Debit Payments**

To note that the following payments have been made by direct debit.

£89.04	Strategy 365 (Invoice 10350)	Monthly charges for e-mail addresses.
£15.63	Gradwell (Invoice 37425)	Charges for VOIP service £13.03 net and £2.60 VAT

## **9.2 Business Debit Card**

**DECISION REQUIRED:** (a) To refresh the list of authorised signatories; (b) To authorise application for a Business Debit Card; (c) To add the Clerk as a named signatory; and (d) To ask the Finance Committee to consider the issue of Internet Banking with a view to making a recommendation to the Parish Council.

### **9.2.1 Authorised Signatories**

The current authorised signatories are Councillors V Adams, K Gibbs, R Hancock and G McIntyre.

The current signing arrangement is for three signatories to sign each cheque. The Clerk recommends that the Council revise this arrangement, reducing the requirement to any two signatories to sign cheques.

It is understood that the requirement for three signatories is historical; however, from a prevention of fraud perspective, two signatures are acceptable and this is the provision set out in the National Association of Local Councils' Model Financial Regulations.

Members will be asked to complete the necessary forms. As this can be time-consuming and requires a degree of concentration, it is suggested that completion of the forms be carried out after the meeting has concluded.

### **9.2.2 Business Debit Card**

At its meeting on 1 August 2018, the Parish Council agreed to apply for a business debit card from the Co-operative Bank.

The necessary forms are now available for completion.

### **9.2.3 Internet Banking**

The Parish Council is asked to consider the introduction of Internet banking. An increasing number of suppliers require direct payments electronically. The provision of a Business Debit Card (9.2.2 above) will address this to an extent. If Members are minded to approve this in principle, the Finance Committee could consider the matter at its October meeting when the Clerk can submit a report for consideration.

It is envisaged that the Parish Council's Internet needs could be achieved by allowing the Clerk/RFO the ability to carry out authorised financial transactions on behalf of the Council at any time. At least two councillors with 'view only' access to the account would also be set up. This means that whilst they can view the accounts, they would not be able to take any action. They would be able to check the accounts at any time to ensure that authorised payments have been made correctly.

It does not, necessarily, follow that the current authorised signatories would also take up the role of 'view only' access.

## **10 INSURANCE ARRANGEMENTS – 1 OCTOBER 2018**

**DECISION REQUIRED:** To approve an insurance provider from 1 October 2018.

### **10.1 Insurance Renewal**

The Parish Council's insurance is due for renewal on 1 October 2018. The insurance broker who acts on behalf of the Council is Came & Company. The insurance company to which it was affiliated was Aviva, but it no longer uses Aviva.

The broker is seeking three quotations from other providers and the Parish Council will be required to select one of those. A decision is required before 30 September 2018 which is when the current insurance expires.

If the quotations are available, they will be submitted to this meeting. If they have not been received in good time for consideration by the Council, it is suggested that an extra-ordinary meeting be held on Wednesday, 12 September at 7.15 pm, prior to the Communications Committee meeting which has been arranged for that evening. The Committee meeting can be re-scheduled to 7.45 pm.

Members are reminded that a quorum for a Parish Council meeting is four Members; therefore, if other parish councillors are not available on the 12 September, the Members of the Communications Committee can comprise the quorum for the earlier meeting.

## **10.2 Re-valuation of the Village Hall**

The insurance broker recommends that if the Village Hall has not been valued in the last seven years, it should be re-valued by a specialist company. The current value for insurance purposes is £734,550, including the shed in the car park.

## **11 MEMBERS' EXPENSES SCHEME**

**DECISION REQUIRED:** To review paragraph 2.12 of the Members' Expenses Scheme.

At the previous meeting, the Parish Council approved the Members' Expenses Scheme with the exception of paragraph 2.12 which states –

*There shall be no change to the current arrangement for the telephone allowance made to councillors who manage the Village Hall.*

*During the course of the next twelve months, other options for managing telephone enquiries in respect of Village Hall bookings will be explored, including the provision of a dedicated telephone line where the cost would be paid direct by the Council.*

At the meeting, a motion was moved that a dedicated telephone handset be provided for each of the two councillors who manage the Village Hall on a day-to-day basis. A vote was taken which resulted in a tie. The Chairman declined to use his casting vote, preferring to leave the matter available for discussion at this meeting.

The Parish Council is now invited to consider this matter again. Members may find it helpful to refer to the document which was submitted with the agenda for the meeting held on 1 August 2018.

The two councillors who manage the Village Hall are paid an allowance twice a year and this is based on their monthly line rental. The total cost for the two councillors is £456 per annum.

The Council is asked to consider the following:

- (1) Should the general phone number (01270 262636) be used for all Village Hall bookings?
- (2) Should telephone expenses be paid to Members?

## **12 WYBUNBURY UNITED CHARITIES (WUC)**

**DECISION REQUIRED:** To appoint Councillor Buchanan as an Administrative Trustee.

Councillor Linda Buchanan has indicated that she is willing to be appointed as an Administrative Trustee on Wybunbury United Charities.

Members will recall that this has featured as an item on the agenda over several months and no appointment has been made. Members may find it helpful to review the report which was submitted to the January 2018 meeting.

The Parish Council is asked to appoint Councillor Buchanan as an Administrative Trustee.

Current membership is as follows:

Councillor K Gibbs	Estate Trustee
Councillor W McIntyre	Estate Trustee
Councillor V Adams	Administrative Trustee

### 13 SKIP – FOR COMMUNITY USE

**DECISION REQUIRED:** To consider siting a skip for community use, at the front of the Village Hall.

A Member has suggested that the Parish Council consider arranging for a skip to be located at the front of the Village Hall (within the curtilage) and that this be made available to all residents to dispose of unwanted items.

This might reduce incidents of fly-tipping, as a minimum, but would also be a community service to residents.

### 14 VILLAGE HALL

**DECISIONS REQUIRED:** (a) To consider if the ceiling tiles in the kitchen should be replaced; and (b) to authorise installation of soap dispensers in the toilets.

#### 13.1 Kitchen Ceiling – Replacement of Tiles

The Parish Council is invited to consider if some of the ceiling tiles in the kitchen should be replaced with similar. The Chairman forwarded photographs to Members on 20 August 2018.

#### 13.2 Soap Dispensers for Male and Female Toilets

The Parish Council is asked to authorise Councillors M Andrews and W McIntyre to install soap dispensers in the toilets.

### 15 SHAVINGTONONLINE FACEBOOK GROUP

**DECISION REQUIRED:** To decide if the Facebook Group on Shavingtononline should continue to operate.

It has become difficult for the councillor who currently manages the Shavingtononline Facebook Group, to continue with this alongside his other commitments. If there is another parish councillor (or councillors) who is able to take on this additional responsibility, the group page will remain operational. If this is not possible, the Communications Committee will be asked to close the group.

### INFORMATION ITEMS

### 16 SHAVINGTON DRAMA GROUP – USE OF THE VILLAGE HALL

Following the extra-ordinary meeting held on 20 August 2018, a letter from the Parish Council was issued to Shavington Drama Group, offering the opportunity for its members to meet informally with the Parish Council to discuss the Group's requirements in respect of its use of the Village Hall.

The Drama Group has declined the offer and will not be hiring the Village Hall for the foreseeable future.

### 17 STREET NAMING (MINUTE 109 – 6 SEPTEMBER 2017)

Cheshire East Council contacted the Parish Council to seek a suggested name for a street name for the development on Chestnut Avenue (Planning application No. 17/6487N). Two street names are required; Elderberry Close has been selected by the developer and the Parish Council has been asked to suggest the other.



The deadline date for suggestions was 31 August 2018. As the Parish Council already had a prepared list of street names, the Clerk has forwarded this information to CEC and requested that one of the names on the list be selected.

Members will recall that at its meeting on 6 September 2017, the Council appointed Councillors Kevin Gibbs and Sheila Cheshire as members of a Working Group (no other members were appointed) to consider themes and names for streets on new developments and make recommendations to the Parish Council.

It is suggested that the Working Group meet before the end of the year and submit suggestions to the Council.

## **18 PUBLIC PATH DIVERSION ORDER 2018 – CONFIRMATION**

On 11<sup>th</sup> June, Cheshire East Council (CEC) issued by recorded delivery, documents detailing the confirmation of the Order which was made to divert part of Basford FP11. Part of that diversion resulted in a new footpath within the Parish of Shavington-cum-Gresty. A copy of the documents for the Parish Council was included in the recorded delivery. Unfortunately, Royal Mail returned those documents to CEC as the mail room had not franked the post.

A copy of the document is now enclosed.

Although the legal Order document is now in place and confirmed by the Council as an unopposed Order, until the applicant of the diversion installs the new route on the ground, the current route continues to be the legal right of way for the public. Therefore, as the new footpath in Shavington-cum-Gresty is part of the new route, it will only become a legal right of way once the new route is installed in its entirety and formally certified by the Council as fit for use by the public.

## **19 SHAVINGTON VILLAGE FESTIVAL**

Councillor Hancock will brief the Parish Council in respect of proposals for Shavington Village Festival.

The Committee itself is meeting on 13 September, and Councillor Hancock will feed back any observations made by Members.

## **20 ADVERTISING POLICY – NOTICE-BOARDS AND SHAVINGTONONLINE**

Following feedback received on-line through the various Shavington social media platforms, the Communications Committee, at its meeting to be held on 12 September 2018, will be reviewing the current position in respect of advertising on the website and social media platforms, and in the newsletter and notice-boards.

It is expected that a formal policy will be developed to streamline all Parish Council-owned assets which can be used for advertising. This will be submitted to the Parish Council in due course.

## **21 RISING DAMP REMEDIATION**

At the time of publication of the agenda, the Clerk has made contact with three contractors who would be able to carry out pre-contract work before Rentokil can commence repairing the rising damp.

Each of the three contractors has agreed to arrange to visit the hall and assess the work required.

Councillors W McIntyre and Adams will be able to report to the meeting.

**22 COMMITTEE MINUTES**

To receive the Minutes of the following Committee meetings:



- Communications Committee – Meeting 6 July 2018
- Recreation Committee – Inaugural Meeting 15 August 2018 (to follow)

**23 FUTURE COMMITTEE MEETINGS**

**23.1** To note that the Clerk is currently arranging for the following Committee meetings to be held. Committee Members are invited to confirm their preferred dates.

- |                                     |                    |
|-------------------------------------|--------------------|
| ○ Village Hall Management Committee | 24 or 25 September |
| Members notified 18 August          |                    |
| ○ Environment Committee             | 17 or 18 October   |
| Members notified 18 August 2018     |                    |

**23.2** To note that the following Committee meetings have been arranged:

- |                            |              |
|----------------------------|--------------|
| ○ Communications Committee | 12 September |
| ○ Recreation Committee     | 26 September |
| ○ Finance Committee        | 24 October   |

**24 SHARED ITEMS**

‘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*).

**25 DATE OF NEXT MEETING:**

**3 October 2018**