

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

**DAY/DATE: WEDNESDAY, 4 MARCH 2020**

**TIME: 7.30 PM**

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

Enquiries to: Clerk: Carol Jones

Issue date: 28 February 2020

*C M Jones*

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To: Members of the Parish Council  
Councillors V Adams, L Buchanan, N Cooper, B Gibbs (Chairman), K Gibbs,  
J Hassall, M Ferguson, R Hancock, G McIntyre and R Moore

Copies: Borough Councillor David Marren  
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 reminded that in accordance with the guidance in Standing Orders, a short comfort break will be taken from 9.30-9.40 pm if the business on the agenda has not concluded.

## 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 the Minutes of the meeting held on 5 February 2020.

## 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.**

## 5 POLICE MATTERS – BEAT MANAGER'S REPORT

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

## 6 BOROUGH COUNCILLOR DAVID MARREN

### **GUIDE TIME (10 MINUTES)**

#### 6.1 Report

Councillor David Marren to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters.

As requested at the last meeting, Councillor Marren has been asked to provide a copy of his report by email prior to the meeting. The Clerk will forward it to Members.

#### 6.2 Questions

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

## 7 NEIGHBOURHOOD PLAN (REGULATION 16)

To report that all documents necessary for the Regulations 15 and 16 stage in the Neighbourhood Plan process have been forwarded to Cheshire East Council (CEC).

The consultation started on 26 February 2020 and will run until 8 April 2020. Enclosed are two documents from CEC, namely (1) Post-Submission Document for the Qualifying Body (i.e. the Parish Council). This gives information about the next steps, leading up to the Referendum, and (2) the formal Notice of the Submitted Plan Proposal.

The Parish Council has been asked to provide a summary of the Plan Policies, and Mr Atteridge (Chairman of the Neighbourhood Plan Steering Group) is discussing this with Lucy Hughes, the Planning Consultant.

The Clerk will now be required to notify all those who responded to the Regulation 14 consultation (not provided on the list sent by Cheshire East Council) to inform them that the Shavington Neighbourhood Plan is proceeding to Regulation 16.

Links to the CEC website are as follows:

Shavington neighbourhood plan webpage:

<https://www.cheshireeast.gov.uk/planning/neighbourhood-plans/neighbourhood-plans-n-z/shavington-neighbourhood-plan.aspx>

Cheshire East Council consultation portal: <https://cheshireeast-consult.objective.co.uk/portal/planning/np>

## 8 PLANNING MATTERS

The Parish Council is invited to submit observations on the following planning applications which can be accessed via <http://planning.cheshireeast.gov.uk/>

20/0604N      Elephant and Castle Inn, 289 Newcastle Road, CW2 5DZ  
Variation of condition 2 and 24 of existing permission 17/2483N  
Affordable housing development comprising 45 dwellings and  
Ancillary works

Deadline date for observations: 4 March 2020 (Cheshire East Council has agreed an extension to 5 March 2020.)

20/0501N      2 Brick Kiln Close, Shavington CW2 5UH  
Proposed side extension.

Deadline date for observations: 4 March 2020. The Clerk has requested an extension.

### Prior Approval Application

This type of approval is a formal submission to a Local Planning Authority for the purpose of seeking assent that specified parts of a development are acceptable, before work can commence.

20/0813N      Greenbank Farm, Crewe Road, CW2 5JB  
Change of use from agricultural to dwellings

Deadline date for observations: 19 March 2020

## 9 FINANCIAL MATTERS

### 9.1 Authorisation of Payments

The Parish Council is asked to approve the following payments. Members are asked to note that although the expenditure is divided between 'Parish Council' and 'Village Hall', all payments are currently paid from the Parish Council's main account.

**(A) Parish Council**

£428.66	HMRC	Tax and employer's NI liability on Clerk's salary. The increased tax and NI is owing to the overtime worked from 1 July – 31 December 2019 and relates to hours not claimed at the previous meeting (£312.40 tax and £116.26 employer's NI contribution).
£279.00	The Leaflet Team	Delivery of March newsletter (Invoice TKD1202)
£360.00	Nicola Cooper	Photography contract (Invoice 1025)
£420.00	Hazel Dockery	Compilation of newsletter. (28 hours @ £15 per hour.
£889.11	Solopress	Printing of 3,000 copies of the March newsletter. (Invoice No. 2344714)
£14.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support.
£50.00	Mr P Woolf	First prize – Best Dressed House at Christmas
£116.76	C M Jones	Mileage Claim and stamps (Last claim period for stamps was April 2019.)
£tba	C Dodds	Hedge-cutting at Allotments site.

**(B) Village Hall**

£432.00	Crystal Clean South Cheshire	Village Hall cleaning (Invoice 1278 - £360.00 net and £72.00 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows
£68.66	ASH Waste Services	Invoice 777122 (£57.22 net and £11.44 VAT)
£68.66	ASH Waste Services	Invoice 79015 (£57.22 net and £11.44 VAT)
£68.18	ASH Waste Services	Invoice 802263 (£56.82 net and £11.36 VAT)
£99.28	ASH Waste Services	Invoice 812997 (£82.73 net and £16.55 VAT)
£575.64	Dame Hygiene Services Ltd.	Nappy Unit and Feminine Hygiene service at Village Hall (£479.70 net and £95.94 VAT)

**(C) Debit Card Payment**

To report that on 17 February 2020, the Clerk paid £433.20 to Total Groups, an employment agency, in respect of advertising the post of Community Manager.


**9.2 75<sup>th</sup> Anniversary of VE Day - Commemorative Bench**

The Clerk has received an unsolicited contact from Fabrications North East Ltd. which is supplying commemorative benches to local councils to mark the 75<sup>th</sup> anniversary of VE Day.

There is no budget for this, other than a sum of £1,000 for the purchase of benches to be provided on Rope Lane and Newcastle Road. The bench costs £600 and comes ready-assembled, with an £80 charge for delivery. (Image enclosed.)

The Parish Council is asked to consider if this should be purchased as one of the benches identified in the budget.

**10 GRANT REQUEST – SHAVINGTON DYNAMOS**

Shavington Dynamos submitted a grant request to the December 2019 meeting. The Parish Council deferred a decision pending receipt of a copy of the group's latest bank statement. This has now been provided within an email from the Treasurer. She does not have a computer so has been unable to save this as a document. 


The grant requested is £250 for the purchase of kit.

**11 GROUNDS MAINTENANCE**

(Document withheld from public circulation and deposit owing to its draft nature.)

To consider a revised specification for the grounds maintenance contract with Northwich Town Council.

Following the 'walkabout' on 13 February 2020, with the Town Clerk (Northwich Town Council) and his colleagues, together with Councillors from the Parish Council, Councillor Matt Ferguson amended the original Bill of Quantities to produce a revised Specification which replaces the Bill of Quantities.


Councillor Ferguson has shared this with other Members of the Environment and Recreation Committee for their informal comments. A copy of this document is enclosed; a further revised copy is expected to be issued prior to the meeting. 

The Parish Council is asked to approve the revised Specification for the Grounds Maintenance Contract subject to any amendments to be made at the meeting. This will then be issued to Northwich Town Council which will produce a Service Level Agreement (SLA) based on the revised specification.

To enable prompt progress to be made, it is suggested that an extra-ordinary meeting of the Parish Council be held on either 11 March 2020 at 6.30 pm (prior to the start of the Community Engagement Committee), or 18 March 2020 at 6.30 pm (deferring the start of the Finance Committee to 7.15 pm). As the quorum for a meeting is four Members, it would be acceptable if the Committee Members only were able to attend, except for 11 March 2020 when an additional Member would be required.

**12 STAFFING APPOINTMENTS**

**12.1 Community Manager**


To receive a copy of the NALC Model Contract of Employment, together with a guidance note. The contract will require some 'tailoring' to allow it to be appropriate for the Community Manager's post. 

**12.2 Village Hall Maintenance Officer**

This has been advertised in the notice-boards, the Parish newsletter and Shavington Primary School's newsletter.

The closing date for applications has been extended to 20 March 2020. The newsletter is not due for delivery until week commencing 9 March and potential candidates might not be able to submit an application before the original closing date of 16 March 2020.

**13 13.1 POTENTIAL PURCHASE OF ST MARK'S CHURCH  
13.2 PURCHASE OF RECREATIONAL LAND IN THE PARISH**

To receive guidance about the consultation process in the event of the Parish Council deciding to purchase St Mark's Church and recreational land in the parish. 

**St Mark's Church:** At the 6 November 2019 meeting, the Parish Council considered the potential purchase of St Mark's Church and also received guidance about how the Public Works Loans Board (PWLb) operated.

The Parish Council must carry out a consultation which must be undertaken **before** approaching the Public Works Loans Board for a loan. It is the Secretary of State who requires evidence of a consultation.

The consultation must be more robust than simply adding an item into a newsletter. Holding a public meeting with a vote is an option or distributing a questionnaire to each household in the parish. If the option of delivering to households in the parish is selected, Members will need to take into consideration that there will be more than one adult in many households and they may not have the same views, so additional copies will be required to take account of this.

**Recreational Land in the Parish:** Although not a project for 2020-2021, the Parish Council has previously indicated that it wishes to purchase an area of recreational land in the parish, and a land agent has already been engaged to carry preparatory work to identify an appropriate.

As with the potential purchase of St Mark's Church, a robust consultation must be carried out before applying for a loan to purchase a parcel of land for recreational purposes.

#### **14 ASSET OF COMMUNITY VALUE (COMMUNITY RIGHT TO BID – 140 MAIN ROAD, SHAVINGTON (YOUTH CLUB))**

The Parish Council is invited to consider if a working group should be established to prepare an application form which would be submitted to Cheshire East Council to register 140 Main Road, Shavington, as an asset of community value, or whether to wait until Cheshire East Council makes a decision about the future of the building.

This item has been discussed by the Parish Council on several occasions, but a decision was deferred pending the outcome of the lease arrangement between the Youth Club and Cheshire East Council.

It was noted in Borough Councillor David Marren's report at the February 2020 meeting that he had discussed with Officers and Members at Cheshire East Council the possibility of an asset transfer from the Borough Council to the Parish Council (although Members had not reached a view on whether this would be acceptable to the Parish Council).

As this could be a protracted process, the Parish Council could pursue the option of registering the building, and if CEC decided that it wished to transfer it to the Parish Council, the process of registering it, could be paused if necessary.

The most appropriate way of dealing with this would be to set up a small working group which would consider the details to be included in the application for 140 Main Road to be registered as an Asset of Community Value.

The working group would be expected to complete the application form for submission to the Parish Council. The group would have a fact-finding role and would need to carry out research into the following:

- (i) its current use;
- (ii) how it boosts social or community well-being;
- (iii) establish the proportion of the community which currently uses the asset;
- (iv) the value of the asset;
- (v) how the finances would be raised if the Council wished to purchase it;
- (vi) how the asset would be managed in the future; and
- (vii) how the asset could be used to further social well-being up to 5-years in the future.

#### **15 CLERK'S INFORMATION REPORT**

##### **1) Donation to Woodnoth-cum-Shavington WI**

To report that the Woodnoth-cum-Shavington WI has sent a 'thank you' email for the donation made in respect of its contribution to the success of Remembrance Sunday.

## **2) Carols at Christmas – 20 December 2020**

The Clerk has booked Crewe Brass Band for the Carols at Christmas event on 20 December 2020.

## **3) Police & Crime Commissioner Elections – 7 May 2020**

To report that the Police & Crime Commissioner Elections are to be held on 7 May 2020. This may have an impact on the VE Day Commemorations.

## **4) Vine Tree Play Area**

ACE Playgrounds has now commenced the repair work in the play area. The swings will be replaced this week. ACE has advised that it will need to raise an additional cost for the replacement of two toddler swings as this was not included in the original quotation (£95.60 plus VAT for each).

The remaining work will take approximately two days (painting) and the company is waiting for warmer weather.

## **5) Village Hall**

To report that owing to the introduction of new fees, the booking forms are to be revised in time for 1 April 2020. In addition, Councillor Kevin Gibbs has highlighted the need for the hire agreement to be amended to take into account, for example, Wi-Fi, adult safeguarding and children's safeguarding and it may be that the Parish Council will be required to adopt a policy in respect of each.

## **6) Lights not Commissioned – Opposite to Alfred Potts Way**

Cheshire East Council has advised that the commissioning of these lights is the responsibility of the developer, not Cheshire East Highways, and this would have been a planning obligation when approval was granted. It falls under either S.38 or S.278 of the Highways Act 1980.

S.38 relates to roads, lights, drains etc. within a new housing estate.

S.278 relates to anything outside the estate; for example a 1,000 homes estate may need to upgrade the nearest set of traffic lights, require a new road to be built, or new lighting on the main road because previously it had been a piece of land with no vehicular access, but could now potentially have 1,500 cars using it after the development is completed.

## **7) Future Committee Meetings**

11 March 2020	Community Engagement Committee
18 March 2020	Finance Committee

## **16 DATE OF NEXT MEETING**

1 April 2020

## **17 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.

Some of the details on the following items have not been included on the public agenda, other than the headings and a brief synopsis.



**18 SHAVINGTON PRIMARY SCHOOL – CAR PARK – LICENCE AGREEMENT**

(Reason for exclusion: Relates to contractual arrangements between the Parish Council and the School.)

The Parish Council is asked to consider the enclosed proposed licence agreement between the Parish Council and Shavington Primary School (Learning for Life Partnership to allow public use of the school car park.



**19 STAFFING MATTER – CLERK'S OVERTIME**

(Reason for exclusion: Relates to personal details of the Clerk's employment.)

To consider staffing matters associated with the Clerk's employment.

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**NOTES FOR COUNCILLORS**

The following is a list of material planning considerations which can be taken into account when the Parish Council submits observations on planning applications.

1	Loss of light or overshadowing	13	Design, appearance and materials
2	Overlooking/loss of privacy	14	Landscaping
3	Visual amenity (but not loss of private view)	15	Road access
4	Adequacy of parking/loading/turning	16	Local, strategic, regional and national planning policies.
5	Highway safety	17	Government circulars, orders and statutory instruments.
6	Traffic generation	18	Disabled persons' access
7	Noise and disturbance resulting from use	19	Compensation and awards of costs against the Council at Public Inquiries.
8	Hazardous materials	20	Proposals in the Development Plan
9	Smells	21	Previous planning decisions (including appeal decisions)
10	Loss of trees	22	Nature conservation
11	Affect on listed building and conservation area.	23	Archaeology
12	Layout and density of development	24	Solar panels

The following matters cannot be taken into consideration.

- Perceived loss of property value
- Private disputes between neighbours
- Loss of a view
- Impact of construction work or competition between firms.
- Restrictive covenants.
- Ownership disputes over rights of way.
- Fence lines.
- Personal morals or views about the applicant.

Members are advised that material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.