

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DAY/DATE: WEDNESDAY, 4 DECEMBER 2019

TIME: 7.30 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 29 November 2019

C M Jones

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.

GUIDE TIME

7.30 PM – 7.50 PM

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 6 November 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.

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.

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 BUDGET 2020-2021

TO APPROVE A BUDGET FOR 2020-2021

The Parish Council is invited to consider the draft budget for 2020-2021. This is based on the Finance Committee's recommendations as discussed at the meeting held on 30 October 2019.

The following documents are submitted for consideration:

- | | |
|---|-----------|
| • Clerk's Report | To follow |
| • Receipts and Payments statement for the period 1 April – 30 September 2019 | To follow |
| • Budget monitoring for the period to 30 September 2019, together with
Draft budget for 2020-2021. | To follow |

As suggested at the November 2019 meeting, the schedule has been divided into additional heads of expenditure to try to allocate budgets more appropriately.

Although the Parish Council can finalise its budget at the 8 January 2020 meeting, Members are encouraged to finalise, as far as possible, at this meeting.

**8 NEIGHBOURHOOD PLAN
INFORMATION ITEM**

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, will update the Parish Council in respect of the Neighbourhood Plan process.

**9 CHESHIRE EAST COUNCIL – CONSULTATIONS
TO SUBMIT COMMENTS TO CHESHIRE EAST COUNCIL ON EACH ITEM**

The following consultation documents are submitted for comment.

9.1 PRE-BUDGET CONSULTATION

Cheshire East Council is consulting on its budget for 2020-2024. The document is 96 pages long and is not enclosed, but the link to access it is given below. The consultation commenced on 1 November 2019 and concludes on **6 January 2020**. Members are, therefore, able to formulate comments at this meeting, or decide at the December meeting.

[Pre budget Consultation 2020-24 November 2019 \(PDF, 2MB\)](#)

Individuals are also able to make their own comments using the [on-line survey](#) .

9.2 COMMUNITY GOVERNANCE REVIEW

Cheshire East Council (CEC) is conducting a review of town and parish council governance arrangements across the Cheshire East Borough to *ensure that these continue to reflect local identities and facilitate effective and convenient local government*.

The Borough Council has undertaken some preliminary analysis of each of the town/parish council wards within the borough. A small number of requests have been received from parish councils asking for their specific governance arrangements to be considered.

Cheshire East Council was created on 1 April 2009 and has yet to carry out a full review of town and parish council governance. It is considered good practice to carry this out every 10-15 years.

It is expected that the review will be concluded well before the May 2023 local elections.

The Parish Council is invited to submit comments by **31 January 2020** and is specifically invited to consider (a) how effective the current governance arrangements are; and (b) are there any changes required, and if so, what changes, and the reasons for those changes.

Once this stage of the review has been completed, CEC will develop draft proposals which will be the subject of a formal consultation at a later date.

A copy of a report submitted to Cheshire East Council's Governance & Constitution Committee is enclosed and provides background information. The link to the survey is given below and individuals are able to submit comments.

<https://surveys.cheshireeast.gov.uk/s/CGRPartOne/>

27

10 PLANNING MATTERS

There are no planning applications for consultation.

11 AUTHORISATION OF PAYMENTS

DECISION REQUIRED: To authorise 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

£325.64	HMRC	Tax and employer's NI liability on Clerk's salary. (£251.40 tax and £74.24 employer's NI contribution)
£1,156.39	C Jones	Reimbursement for underpaid tax to HMRC
A notification from HMRC has been received and there has been an underpayment of the NI contribution across periods from 5 May to 5 October 2019. The reason for the underpayment is that the Clerk, in error, has stated a total payment each month of £294.26 which is an underpayment of £31.38 each month.		
The Clerk paid the amount to avoid interest accruing on a daily basis. £0.06 and as the payment was made on 12 November 2019. The underpayments relate to the Council's NI contributions rather than the tax.		
£390.00	Nicola Cooper	Photography contract
£tba	PPA	Printing of 3,000 copies of December 2019 newsletter.
£181.00	Acton Marquees	This is the balance owing on the invoice for provision of marquees for the Remembrance Sunday event.
(£545.00 was paid on account at the Parish Council meeting on 6 November 2019 – this is the balance: Total net £605.00 and £121.00 VAT)		
£16.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support.
£105.00	B L Gibbs	Reimbursement for printing of Orders of Service for Remembrance Sunday. (PPM)
£tba	Hazel Dockery	Compilation of December newsletter.
£1,907.60	Cheshire Community Action	Neighbourhood Plan support – Six days work following Reg. 14 consultation. Preparation of Basic Conditions statement and Consultation Statement plus attendance at on3 meeting.

£1,680.00	Northwich Town Council	Grounds maintenance (£1,400.00 net and £280.00 VAT)
Members have previously queried the cost of the monthly invoices. To date, payments have been made as follows:		
July PC First payment	£2,176.80	£1,814.00 net and £362.80 VAT
Aug PC	£1,831.20	£1,526.00 net and £305.20
Sept PC	No payment	
Oct PC	£1,058.40	£882.00 net and £176.40 VAT
Nov PC	£1,117.20	£931.00 net and £186.20 VAT
TOTAL NET TO DATE:		£6,553.00
The contract for the year is £12,500.00		
The total net remaining to be paid, up to June 2020 is £5,947.00		

(B) Village Hall

£324.00	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1166 (£270.00 net and £54.00 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows (Invoice 0569)
£tba	Refund to Client who cancelled booking in the Village Hall	
£47.14	B L Gibbs	Reimbursement for Village Hall on-line booking system (August and September 2019)
£69.62	ASH Waste	Collection of waste. (Invoice 769554- £58.02 net and £11.60 VAT)
£92.74	ASH Waste	Collection of waste. (Invoice 739737 – £77.28 net and £15.46 VAT)
£57.22	ASH Waste	Collection of waste. (Invoice 751035 – £57.22 net and £11.44 VAT)

(C) Payment made by Debit Card
TO NOTE PAYMENT MADE

To report that the Clerk has made the following payment on behalf of the Parish Council, using the Council's debit card.

£9.98 Adobe Lightroom – Photographic software (Payment made 7 October 2019)

12 SHAVINGTON PRIMARY SCHOOL CAR PARK
DECISION REQUIRED: To consider next steps.

The Clerk contacted the school to notify them of that the Parish Council was minded to agree to a 20-year licence agreement in the longer term, subject to financial considerations, but in the meantime, wished the school to consider a three-year licence agreement, as this would allow the Council time to put in place financial arrangements for the longer term.

The Chief Financial and Operations Officer (CFOO) of The Learning for Life Partnership has responded to the effect that the Trust is amenable to a five year agreement to be reviewed every five years but would not entertain a three-year agreement as this would attract larger legal fees as a new contract would need to be drawn up every three years.

With regard to a 20-year licence agreement, the CFOO is going to review the Academy's Financial Handbook but has indicated that whilst a five-year licence may be on offer, a longer licence is not something which is currently being considered.

The Parish Council is asked to consider this matter.

13 GRANT APPLICATION

DECISION REQUIRED: To consider making a grant

To consider a grant application from Shavington Dynamos. £250 is requested to fund the cost of football kit. ✍

14 REMEMBRANCE SUNDAY – 10 NOVEMBER 2019

INFORMATION ITEM

Members are invited to review the arrangements for Remembrance Sunday on 10 November 2019.

The Parish Council may wish to indicate if the same format should be adopted for 2020.

15 VE DAY COMMEMORATION – MAY 2020

INFORMATION ITEM

Councillor Hancock will update Members on the Festival Committee's arrangements for the VE Day commemorations in May 2020, following which the Parish Council may be required to take decisions associated with the event.

16 CLERK'S INFORMATION REPORT

1) Vine Tree Play Area

ACE Playgrounds is due to start work on repairs to the play area, week commencing 2 or 9 December 2019. Completion of the work will depend on the weather.

Some of the swing seats have been removed (theft). The thefts have been reported to the Police and an incident number provided. When the cost of replacement of the seats is known, an insurance claim can be made. The excess is £250, and that will need to be taken into account.

2) Speed Indicating Device (SID) – Crewe Road

The SID on Crewe Road is not currently operational. This was repaired in August and the invoice paid in September 2019 (£1,080.00 gross).

TWM Traffic Management Systems will remove the unit and take it back to the factory for investigation of the fault. The Clerk has indicated to TWM that in view of the recent repair, the Parish Council will be expecting that there will be no charge for this.

3) Lights on Crewe Road, opposite Alfred Potts Way

These lights have not been operational since their installation and Cheshire East Council has been asked to indicate when they will be connected to the system.

4) Queen Street Car Park

Cheshire East Council has been asked to –

- Provide linings for car parking spaces (this is a follow-up to an outstanding item).
- Cut-back the Pyracantha bush at the corner of the car park, covering the footway.
- Clean the car park.
- Repair the light to the rear of car park.

5) Training for PCSOs in Downloading Data from SID

Training for downloading data from SIDs is not offered, but TWM Traffic Management has forwarded to the Clerk a PDF document which gives instructions on how to download the data. This has been sent to PCSO Corbett.

6) Delivery of December 2019 Newsletter

The December newsletter is to be delivered on Sunday 8 December 2019. The Leaflet Team, which usually delivers, is unavailable until 16 December 2019 and this is too late as there are a number of time-sensitive articles in the newsletter.

It is expected that some councillors will assist in the delivery.

7) Grounds Maintenance Schedule

Northwich Town Council has been asked to provide a schedule of work undertaken in the parish. Members have previously been provided with a schedule of proposed activities, but not of the actual work carried out.

8) Replacement Planters (to be considered as part of item 7 above)

- Remove 6 x existing planters, supply and install 6 x metre square self-watering planters with 'Shavington-cum-Gresty' name plaques.
- Remove 2 x large wooden planters (1 adjacent to Co-Op, 1 x Greenfields Ave/ Main Road junction), supply and install 4 x octagon 3 tiered self-watering planters.
- Replace timbers on large wooden planter opposite the Village Hall with recycled plastic sleepers.
- Fill all with compost and plant.

£7,573.80 (net)

9) Parish Council Vacancies

The two remaining vacancies on the Parish Council are being advertised in the December newsletter with a view to co-opting at the February 2020 meeting. In the meantime, if any potential candidates put themselves forward for co-option, the Parish Council can consider at the January 2020 meeting.

10) Village Hall – Fire Inspection

The annual fire inspection has been carried out and a number of issues highlighted. The cost to comply with all the requirements is £400 approximately. The inspector has advised that a fire risk assessment (FRA) should be carried out. The Clerk is not aware that there is a valid FRA in existence and has now sought a quotation. In general terms, FRAs are required every five years.

11) Village Hall – Wi-Fi

Problems with the Wi-Fi connection were experienced recently. The Clerk contacted KCOM, the provider, which has confirmed that it does not have the capability to resolve any issues remotely. It is understood that the issue might have been a loose cable in the upstairs meeting room.

17 FORTHCOMING MEETINGS

Community Engagement Committee	18 December 2019 – 7.15 pm
Parish Council	8 January 2020
Environment/Recreation Committee	22 January 2020

NOTES FOR COUNCILLORS ONLY

DEADLINE DATES FOR (a) QUARTERLY NEWSLETTERS; (b) PARISH COUNCIL AGENDAS

Members are asked to note the following deadline dates for receipt of final articles for inclusion in the newsletters; and for the addition of items either on Parish Council agendas or for inclusion in the Clerk's Information Report.

EVENTS FOR NEWSLETTER PUBLICATION

Event Month	Deadline date	Newsletter Edition
Reminder e-mails will be issued to Members prior to the deadline dates.		
April	10 January 2020	March 2020
May	10 January 2020	March 2020
June	10 January 2020	March 2020

PARISH COUNCIL MEETINGS

Date of Meeting	Items to be sent to Clerk by:	Agenda Issue Date
8 January 2020	27 December	31 December
5 February	24 January 2020	29 January 2020

FORTHCOMING ANNUAL EVENTS

Event/Date	Notes
Best-Dressed House at Christmas	Register by 14 December 2019
Carols at Christmas – 22 December 2019	4.30 pm