



# 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 JULY 2016

**TIME:** 7.15 pm

**VENUE:** SHAVINGTON VILLAGE HALL  
SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 30 June 2016

Signed

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

# A G E N D A

## GUIDE TIMES

7.15 PM – 7.45 PM

### 1 APOLOGIES

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible. **Councillor M Ferguson**

### 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 1 June 2016. ...

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

- **Membership of the Neighbourhood Plan Steering Group**

At the meeting held on 4 May 2016, it was suggested that Councillor W Cooper be asked to become a member of the Steering Group. This request was passed to him and he will be able to report to the 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.

7.45 PM – 8.45 PM

### 7 PCSOs - NEW SERVICE LEVEL AGREEMENT

Inspector Kate Woods will be in attendance to discuss the proposed new agreement between the Parish Council and Cheshire Constabulary.

A draft SLA is enclosed for consideration. This has not been changed from that previously in place. ...

A copy of the proposed Beat Manager's Report is also enclosed. This has been designed by Inspector Woods and is intended to form the basis of the PCSOs' monthly reports to the Parish Council. ...

## 8 POLICE ACTIVITY IN THE PARISH

To report on recent Police activity in the parish.

To report that PC John Roberts is transferring to another area and the Parish Council will be informed of his replacement in due course.

## 9 NEIGHBOURHOOD PLAN STEERING GROUP

### 9.1 Minutes of the Meeting held on 20 June 2016

To receive the Minutes of the Neighbourhood Plan Steering Group meeting held on 20 June 2016. ...

The logo accepted by the Steering Group is featured at the top of the Minutes of the June meeting (Item 7.1 above).

### 9.2 Up-Dated Costs

To receive a schedule of up-dated costs associated with preparation of the Neighbourhood Plan. ...

### 9.3 Report

To receive a report from the Steering Group. ...

## 10 PLANNING APPLICATIONS

**10.1** The Parish Council is invited to comment on the following planning applications. The applications can be viewed on-line online [By Clicking Here](#)

16/3172N	Land in front of The Cheshire Cheese, Crewe Road.	Replacement of existing 12.5 m replica telegraph pole for a 15 m dual-user replica telegraph pole, one 300 mm diameter transmission dish and the installation of one additional equipment cabinet.
Deadline date for observations: 27 July 2016		
16/3174N	Grass verge off Fuller Drive	Application for determination concerning telecommunications development under terms of Part 24, Schedule 2, General Permitted Development Order 2015 (as amended) The installation of a 15 m monopole and two equipment cabinets.
Deadline date for observations: 27 July 2016		
16/2517N	Land at Crewe Road, Shavington	Variation of condition on approved 14/2457N – drawing up-dated to reflect changes to boundary around play area (TW/BCR/BTC/01Rev 1) for safety reasons
Deadline date for observations: 11 July 2016		

### 10.2 Planning Application 16/0015N – Land to the rear of 46 Chestnut Avenue Erection of 44 dwellings

Councillor W McIntyre to report on the outcome of the Southern Planning Committee meeting held on 29 June, at which time the above application was considered.

### 10.3 Street Naming

Councillor W McIntyre has reported that he has been contacted about the planned development site for 28 dwellings at the rear of 449 Newcastle Road, Shavington. The developer is proposing to name it 'The Orchards, Shavington'.

As this is a duplication of an existing development, the Clerk has contacted the 'Address Management' team to point this out. The guidance states that developers should contact Address Management about the naming of streets on new developments. Address Management then checks for duplication in the local area and forwards proposed names to Royal Mail and the appropriate parish council.

This name will cause problems for residents, business and emergency services.

The Parish Council is invited to comment on this proposed naming.

## 11 ANNUAL ACCOUNTS – 2015-2016

The annual accounts have now been audited and the Internal Auditor's report is submitted. ...

Members will recall that the Clerk had been unable to balance the accounts for the Parish Council account only, owing to an incorrect closing balance on the accounts for 2014-2015; this had had a consequent effect on the opening balance on 1 April 2015.

The Clerk met with the internal auditor (Mr Hancock) to discuss the accounts and he has acknowledged that there was an error in the closing balance for the previous financial year. A copy of the revised Section 2 of the Annual Return will be tabled for information.

## 12 AUTHORISATION OF PAYMENTS

The Parish Council is asked to authorise the following payments. Any additional payments will be reported to the meeting.

<u>Parish Council Payments</u>		
£859.16	Mrs C M Jones	Salary for April 2016 (to be confirmed by A J Hardy)
£290.74	HMRC	Tax/NI on Clerk's salary (to be confirmed by A J Hardy)
£25.00	A J Hardy Ltd.	Payroll service
£25.00	C Willetts	Website maintenance
£853.00	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£215.86	Internet Central	Line rental etc. for website (£179.88 plus £35.98 VAT)
£15.58	Benjamin Gibbs	Reimbursement for registering domain name for Neighbourhood Plan.
£525.00	Kevin Gibbs	Reimbursement for publicity material associated with Neighbourhood Plan. (Supplier: Solopress)
£2,646.00	Ten & Bourne Ltd.	Printing of branding materials (Neighbourhood Plan) (£2,205.00 net and £441.00 VAT)
£1.00	British Telecom	Fee for adoption of the telephone kiosk
£43.00	D Espley	Playground inspection
£330.00	J Hancock	Audit of the accounts 2015-2016

#### Village Hall Payments

£tba	Mrs B Fraser	Cleaning of the village hall
£177.12	Weaver Business Machines	
£60.00	Weaver Business Machines	Removal of photocopier (£50.00 net plus £10.00 VAT)
The photocopier has now been removed from the Village Hall. Three months' notice was required, but the company has accepted payment of an outstanding amount of £177.12 as the three months' notice. An additional £50 plus VAT has been charged as the collection fee.		
£50.00	S Castellano	Window-cleaning of village hall
£420.00	Aspin Consulting Ltd.	Survey of toilets re. disabled toilets project scheme.
£516.00	M H Ascroft	Electrical survey and other electrical works (£430.00 net plus £86.00 VAT)
£92.11	ASH Waste Services	Collection of waste – April 2016 (£76.76 net plus £15.35 VAT)
£113.28	ASH Waste Services	Collection of waste – June 2016 (£94.40 net plus £18.88 VAT)
The invoice for April 2016 is outstanding and should have been authorised at the May meeting. The payment made at the June meeting (Invoice 321892) was for collection of waste in May.		
£417.32	British Gas	Gas supply for the period 4 March – 2 June 2016 (£397.45 net and £19.87 VAT)

### **13 ENVIRONMENT COMMITTEE**

The Parish Council is asked to appoint Councillor G McIntyre to the Environment Committee. Although chairmen of town and parish councils are *ex officio* members of any committees set up by the local council, it would be helpful to make this a substantive appointment.

### **14 GROUNDS MAINTENANCE**

As Members are aware, the grounds maintenance contract is due for renewal. An advertisement in the Chronicle, for two weeks, inviting companies to quote for the contract, would cost £157.18 (£130.98 plus £26.20 VAT).

The Parish Council is asked to decide if an advertisement should be placed and/or previous companies which quoted for the work in 2011 should be given the opportunity to re-quote. The proposed advertisement would be as follows, subject to any amendments which Members might wish to make.

The Parish Council is seeking quotations for the provision of its grounds maintenance service in the parish of Shavington-cum-Gresty. This is a three-year contract and is expected to commence on 1 September 2016.

Competent contractors are invited to submit a quotation to the Clerk to the Parish Council by 29 July 2016 by e-mail. If a postal quotation is preferred, the Clerk's address can be provided on request.

The core work comprises grass cutting, maintenance of rose beds, shrub beds and summer and winter bedding. Quotations should be based on continual maintenance for one year and prices quoted should also include for the supply of fertilizers and provision of all plants.

A copy of the detailed core services can be issued to potential contractors together with the full Bill of Quantities.

## 15 VILLAGE HALL

### 15.1 Minutes of Meeting held on 22 June 2016

To receive for information, the Minutes of the Village Hall Management Committee meeting held on 22 June 2016.

To follow

### 15.2 Membership of the Committee

The Village Hall Management Committee comprises five parish councillors and up to two non-voting members. One of the non-voting members has now resigned.

The Parish Council is invited to consider if another non-voting member should be appointed at this time, or the seat left vacant.

### 15.3 Provision of Wi-Fi

The Clerk drafted a report in respect of the provision of Wi-Fi at the Village Hall. This was sent to Councillor Kevin Gibbs who commented that further information was required.

The Clerk is not satisfied that the report, in its present form, is adequate for presentation to the Council. The task is more technical than originally envisaged and she is working with Councillor Gibbs on the development of a broad specification for the project to enable more detailed information to be provided for Members.

## 16 CONTRACT OF EMPLOYMENT – CLERK (Item requested by Councillor E Ankers)

The Parish Council is invited to consider arrangements which should be put in place in the event of the Clerk either dying in service, or being absent from work for a prolonged period of sickness.

At the previous meeting, the Parish Council considered its risk assessment/management arrangements, part of which addressed business continuity. The accompanying notes stated:

*All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of the meeting until the Clerk is available. In the event of prolonged absence, the Council would need to consider alternative arrangements.*

*Although the Cheshire Association of Local Councils is able to provide the services of an interim Clerk, this is a service which is only available to affiliated local councils.*

Councillor Ankers will speak to the item.

## 17 TELEPHONE KIOSK

A copy of the agreement is enclosed. This is a straightforward agreement and will be signed by the Clerk and posted to British Telecom together with the cheque for £1.00 (Item 12 above).

...

## 18 WARD WALKS

The Community Development Officer at Cheshire East Council is organising ward walks in both Rope and Willison to consider the issues such as dog-fouling, litter, parking. The Parish Council is invited to consider if it wishes to participate.

Dates in July, August and September have been offered.

**19 TOWN AND PARISH COUNCIL CONFERENCE**

The next Town and Parish Council Conference organised by Cheshire East Council, is to be held on 19 July at Sandbach Town Hall commencing at 6.30 pm, with a 6.00 pm registration.

The Parish Council is invited to nominate representatives to attend. At this stage there is no indication of a limit on the number of representatives for each Council; however, as this is a Borough-wide event and there are 107+ local councils, it would be prudent to limit this to two.

**20 OUTSTANDING MATTER**

To update the Parish Council on the following matter:

- **Boundary signs**

CE Highways was asked to survey the proposed locations for new boundary signs. This was requested in March and although the Parish Council was informed that this would require a survey of each location, it was expected that a report could have been presented within a month.

The engineer who was dealing with this matter has now advised that owing to pressure of work, this project has been transferred to another colleague and has been added to a list of schemes, but is unlikely to be completed in the near future.

**21 SHARED ITEMS**

Members are able to share information which was not available for inclusion on the agenda. Decisions cannot be taken under this item.

**22 DATE OF NEXT MEETING**

**3 AUGUST 2016**

## 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 effect 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.