



Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DAY/DATE: WEDNESDAY, 7 AUGUST 2019

TIME: **7.30 PM**

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

Enquiries to: Clerk: Carol Jones

Issue date: 2 August 2019

C M Jones

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

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 10 July 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 PARISH COUNCIL VACANCIES – CO-OPTION

The vacancies for parish councillors was advertised in the newsletter issued in early June.

There are four vacancies (three in the Village Ward and one in the Gresty Brook ward).

There are two candidates for co-option, both of whom will be in attendance. The procedure will be as follows:

- The co-option will be held in open session with the candidates present throughout.
- The candidates will each make a brief presentation to explain their reasons for wishing to become a parish councillor.
- Following this, Members may ask questions *which should not be of a personal nature*.
- As there are more vacancies than candidates, there is no requirement for a secret ballot, unless requested by Members.
- If the candidates are successful, they will each be asked to sign a Declaration of Acceptance of Office which also requires them to be bound by the Code of Conduct.

Candidates who are successfully co-opted will become parish councillors with immediate effect and will each sign a Declaration of Acceptance of Office.

6 POLICE MATTERS – BEAT MANAGER’S REPORT

To receive a copy of the Beat Manager’s Report for June 2019.

7 BOROUGH COUNCILLOR DAVID MARREN

7.1 Report

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

7.2 Questions

Members are able to ask questions of Councillor Marren in respect of his report presented under item 7.1 above. This is limited to Members and is not an opportunity for members of the public to ask questions.

8 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

The Chairman of the Neighbourhood Plan Steering Group to report in respect of the next stage following the review of the consultation responses.

9 PLANNING MATTERS

9.1 Planning Applications

There are no planning applications for consultation.

9.2 Planning Application No. 18/5798N – 414 Newcastle Road, CW2 5JF

Detailed planning application for demolition of existing buildings and erection of up to 44 residential dwellings (100% affordable housing) including any associated infrastructure and new site access for land south of Newcastle Road

This planning application is scheduled to be heard at the Southern Planning Committee on 7 August 2019.

9.3 Planning Application No. 19/1923N - The Elephant & Castle (Variation of Condition 24 (Traffic Regulation Order))

The Clerk contacted Borough Councillor Brian Roberts (Portfolio Holder for Highways and Waste) to invite him to meet with a few Parish Councillors to discuss this matter.

He has now responded to the effect that as he was part of Southern Planning Committee which visited the site and heard the application, he is ‘conflicted out’ and would be unable to attend a meeting with councillors.

9.4 Wybunbury Combined Parishes – Neighbourhood Plan Regulations 15 and 16 Consultation

Cheshire East Council has now published the Wybunbury Combined Parishes Neighbourhood Plan for Regulation 15 Consultation together with the Regulation 16 arrangements. There are six documents which are being sent to Members under separate cover as the data is 10MB. Alternatively, Members may wish to use the following link to access the documents.

Comments are required by 6 September 2019 and must be submitted using the consultation portal on the Cheshire East Council website.

<https://www.cheshireeast.gov.uk/planning/neighbourhood-plans/neighbourhood-plans-n-z/wybunbury-ward-combined-parishes-neighbourhood-plan.aspx>

10 RE-STRUCTURING OF COMMITTEES

FOR COMMENT: TO BE SUBMITTED TO THE SEPTEMBER MEETING FOR DECISION

At the Annual Council meeting on 8 May 2019, the Council introduced a calendar of meetings for all Committees which resulted in a total of 42 scheduled meetings a year, comprising Council and Committees.

As reported to the Parish Council meeting on 10 July 2019, the Clerk and Chairman met with Jackie Weaver, the Chief Officer of the Cheshire Association of Local Councils to discuss ways of improving Council procedures to increase efficiency and also to try to ensure that the Clerk's contracted hours remain at 20 per week.

Mrs Weaver reviewed the Terms of Reference for all the Committees and concluded that most of these are not required, and she also recommended that the starting point for the Council should be a strategic business plan with the majority of the work resting with the Parish Council itself.

Much of the work currently assigned to Committees could be carried out by 'Task and Finish' Groups (working groups) which have no powers and are essentially fact-finding groups. They would carry out their task and report progress to each Parish Council meeting until the task is completed.

The following documents are enclosed:

- Clerk's report.
- Revised calendar of meetings for the remainder of the Municipal Year.
- Terms of Reference for –
 - Planning/Environment Committee
 - Finance Committee
 - Village Hall Committee

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The documents will be submitted to the meeting to be held on 4 September 2019 for decision. In the meantime, Members may wish to ask questions about the proposals, or make comment.

11 FINANCIAL MATTERS

11.1 Receipts and Payments Statement – 1 April 2019-30 June 2019

To receive a Receipts and Payments statement for the first quarter of the financial year. This is for the Parish Council main account.

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It has not been possible to provide a bank reconciliation for the Village Hall account as one of the bank statements is missing. At 30 June 2019, there was £34.60 in the account, but that reduced to £4.60 on 2 July as there was a £30.00 fee for an authorised overdraft.

11.2 Budget Monitoring Statement

To consider a budget monitoring statement. This sets out the financial position at 30 June 2019, includes revised estimates for spend between 1 July 2019 and 31 March 2020 and gives an indication of the likely balance to be available on 1 April 2020.

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In view of the Internal Auditor's comments which were reported to the July meeting, a budget monitoring statement will be submitted each quarter to ensure that Members are able to scrutinise the accounts throughout the year.

11.3 Model Financial Regulations 2019

The National Association of Local Councils (NALC) has published revised Financial Regulations 2019, a copy of which is enclosed.

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The Parish Council will be asked to adopt these at the September meeting. A guidance note has been provided which sets out financial limits which can be changed and those which are mandatory. The Clerk will review these and produce a final copy for the September meeting.

11.4 Authorisation of Payments

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

(A) Parish Council

£294.26	HMRC	Tax and employer's NI liability on Clerk's salary.
£300.00	Nicola Cooper	Photography contract
£16.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support.
£90.00	Chris Dodd	Hedge cutting alongside the allotments on Gresty Lane (£75.00 net and £15 VAT)
£21.00	Martin Andrews	Fee for fixing the bench at Goodall's Corner. Mr Andrews engaged the services of a labourer at a cost of £7 per hour, for three hours.
£22.82	B Gibbs	Village Hall on-line booking system.
£tba	Northwich Town Council	Payment for grounds maintenance.
£120.00	St John Ambulance	Defibrillator awareness/training (£100.00 net and £20.00 VAT)

(B) Village Hall

£tba	Crystal Clean	Cleaning of the Village Hall
£tba	Target Window Cleaning	Cleaning of Village Hall windows
£33.70	G McIntyre	Signs for toilets in Village Hall
£72.86	ASH Waste	Fortnightly waste collection (Invoice 703052) (£60.72 net and £12.14 VAT)
£64.46	ASH Waste	Fortnightly waste collection (Invoice 714799) (£53.72 net and £10.74 VAT)
M Andrews	£8.65	Payment for fittings for plaque in Village Hall

12 BUS SERVICES

At the previous meeting, Borough Councillor David Marren presented suggestions to Members in respect of the introduction of bus services in the parish. These could not be funded by the Borough Council and it would be for the Parish Council to decide if these should be funded.

This is not a budgeted item and Members will note from the budget monitoring statement that funds in 2019-2020 leave no room for flexibility.

13 WORKING GROUP REPORTS

13.1 Remembrance Sunday – 10 November 2019

The Working Group comprising Councillors Matt Ferguson, Nicola Cooper and Kevin Gibbs to report progress on arrangements for the Remembrance Sunday Service. It held its first meeting on 12 July 2019 and reports as follows:

- A Marching Band will perform on a circuit starting at the Scout Hut, Main Road and taking in Greenfields Avenue, Barons Road, Crewe Road and back to the Village Hall from Main Road's junction with Crewe Road. This may require a 'moving road-block' to block ahead of/open up after the moving band.
- To facilitate the arrival of the Marching Band and dignitaries etc., a full road closure of Main Road between the junctions with Osborne Grove and Crewe Road should be planned for 10.40 am to 11.20 am.
- The WI has agreed to arrange refreshments after the service.
- Cllr Cooper will contact the Royal British Legion to seek advice for running order of the service/ Master of Ceremonies.
- The Clerk to send a letter of invitation to all community groups as listed in the list of consultees for the Neighbourhood Plan documentation.
- The Group will consider some poetry readings, possibly to include contemporary poetry as recorded in recent theatres of war (Iraq, Afghanistan etc.).
- Councillor Ferguson to contact Jim Kirkpatrick, local professional musician to ask if would play the Jim Radford song, 'Shores of Normandy'
- An Outlook group will be created to share information as planning proceeds.

13.2 Asset of Community Value – 140 Main Road, Shavington Report of the Working Group

The Working Group comprising Councillors Linda Buchanan, Matt Ferguson and Rene Hancock to report progress in respect of completion of the application form under the Community Right to Bid scheme.

14 ITEM REQUESTED BY COUNCILLOR LINDA BUCHANAN

To consider asking Cheshire East Council to create wildlife verges throughout the parish.

15 CLERK'S INFORMATION REPORT

To note the following:

- The order for new signs at Vine Tree Play Area has been placed and they are expected to be installed in the next few weeks.
- Defibrillator Awareness Training.
This has been arranged for 18 September 2019 between 7.00 pm and 9.00 pm for a maximum of 40 attendees. It will be held in the Village Hall. The trainer will arrive at 6.45 pm.
- Reinstatement of seating in bus shelter at Sugar Loaf.
No update.
- Bench at Goodall's Corner.
This has now been fitted.
- Lighting on School car park.
Further to the report to last month's meeting, the Clerk sent a follow-up e-mail to the school but has received an out-of-office response indicating that the school is closed until 2 September 2019.

16 VINE TREE PLAY AREA – QUOTATION FOR REPAIRS

At its meeting held on 10 July 2019, the Parish Council approved a quotation for repairs to be carried out at Vine Tree Play Area, with the exception of that part of the quotation relating to the removal of the spikes on the palisade fencing.

Councillor Matt Ferguson, as Chairman of the Recreation Committee, was asked to enquire into the possibility of retaining the existing fence but halving it to reduce the height and to remove the spikes.

The company has now advised that this would be a more costly option. The Recreation Committee considered this at its meeting on 24 July 2019 and recommends that the Council approve the removal of the spikes, as identified in the quotation, at a cost of £670.90 net.

17 LIGHTING IN UPSTAIRS MEETING ROOM

Mick Ascroft, Electrician, has quoted £274.00 plus VAT to replace the four existing lighting fittings with four x 16 watt LED circular light fittings.

The Parish Council is asked to consider the quotation.

18 DATE OF NEXT MEETING

4 September 2019