

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DAY/DATE: WEDNESDAY, 5 FEBRUARY 2020

TIME: 7.30 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 31 January 2020

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.

1 APOLOGIES

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible. **Councillor V Adams and Councillor R Hancock.**

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 8 January 2020.

The minutes include the budget proposals as an appendix and Members are recommended to retain the minutes for future reference.

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 15

To report that the documents required for the Regulation 15 stage of the Neighbourhood Plan process have been issued to Brave Little Tank for branding. When they are received back, they will be forwarded to Cheshire East Council.

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, will speak to this item.

8 COMMEMORATION OF VJ DAY (VICTORY OVER JAPAN DAY) – 15 AUGUST 2020

The Parish Council is asked to consider if it wishes to hold any events to mark VJ Day on 15 August 2020.

On 15 August 1945, Imperial Japan surrendered and this, in effect, brought WWI to an end.

10 PLANNING MATTERS

The Parish Council is invited to submit observations on the following planning applications:

20/0168N Land East of Crewe Road, Shavington
Amendments to S106 in relation to affordable housing on outline application for development of 68 houses including new vehicular entrance, boundaries, infrastructure and landscaping with primary access from Crewe Road and other matters reserved.

Deadline date for observations: 11 February 2020

19/5945N Land off Gresty Lane, Shavington
Proposed Scout Hut including change of use.

Deadline date for observations: 5 February 2020 (the Clerk has requested an extension to 6 February 2020)

20/0197N Land between 262 and Barnsfield, Newcastle Road, Blakelow
CW5 7ET
Variation of condition 2 on approve application 19/4580N reserved Matters application for appearance, landscaping, layout and scale, following application 18/6133N – outline planning permission for erection of two dwellings with associated access.

Deadline date for observations: 19 February 2020.

11 FINANCIAL MATTERS

11.1 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.

Members to note: Although invoices are initialled at each meeting, the Clerk has been unable to print the invoices on this occasion, owing to printer problems.

(A) Parish Council

£625.51	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.
£240.00	Nicola Cooper	Photography contract
£23.52	Solopress (Invoice 2288136)	Printing of Defib. Awareness training posters for display in notice-boards (£19.60 net and £3.92 VAT)
£30.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support (this is for December 2019 and January 2020 as he was not paid in December.).
£50.00	Samantha Clutton	First prize in Halloween Competition
£50.00	Royal British Legion	Purchase of two wreaths for Remembrance Sunday
£189.97	B Gibbs	Various expenses – Facebook adverts/Village Hall bookings system.
£50.00	Tba	First prize – Best Dressed House at Christmas
£30.00	Tba	Second prize – Best Dressed House at Christmas

(B) Village Hall

£510.59	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1241 (£425.49 net and £85.10 VAT – 26 hours) This includes an under-charge in December 2019 of £30.00 and purchase of a Hoover hose.)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows

(C) Debit Card Payment

To report that the Clerk paid St John Ambulance £120.00 by debit card on 27 January 2020. This is to cover the cost of the defibrillator awareness training on 30 January 2020.

11.2 Receipts and Payments Statement – 1 April – 31 December 2019

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|-----|---|-----------|
| (a) | To receive a receipts and payments statement on the main Parish Council account for the period to 31 December 2019. | To follow |
| (b) | To receive a receipts and payments statement on the Village Hall account for the period to 28 November 2019. | To follow |

12 SHAVINGTON YOUTH CLUB – GRANT REQUEST

The Parish Council is asked to consider making a grant to Shavington Youth Club. Enclosed is the Treasurer's letter, addressed to the Chairman, together with a financial statement

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13 VILLAGE HALL – GAS CAREPLAN SCHEME

The Parish Council is invited to consider if the Gas Careplan Scheme for the Village Hall should be renewed on 4 March 2020 at a cost of £577.94.

A copy of the terms and conditions is enclosed, and this shows what is included in the scheme and what is excluded.

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14 STAFFING APPOINTMENTS

14.1 Community Manager

The Parish Council is asked to –

- (a) Approve/amend the draft specification for a Community Manager, as identified in the budget 2020-2021 (Line 5). To follow
- (b) Agree the number of hours to be worked.
- (c) Agree a salary rate for the post.
- (d) Approve a contract of employment.
- (e) Agree on where to advertise the post.
- (f) Agree a closing date for applications.
- (g) Appoint an Appointments Committee of no more than three Members who will have delegated authority to interview and appoint to the post.


14.2 Village Hall Caretaker

The Parish Council is asked to –

- (a) Approve/amend the draft specification for a Caretaker for the Village Hall. To follow
- (b) Agree the number of hours to be worked.
- (c) Agree a salary rate for the post.
- (d) Approve a contract of employment.
- (e) Agree on where to advertise the post.
- (f) Agree a closing date for applications.
- (g) Appoint an Appointments Committee of no more than three Members who will have delegated authority to interview and appoint to the post.

Members are asked to note that all local government employees must be employed in accordance with Local Government legislation, and for the posts above, will have a standard contract of employment.

15 CHESHIRE FIRE AUTHORITY – DRAFT INTEGRATED RISK MANAGEMENT PLAN

The Parish Council is invited to comment on Cheshire Fire Authority's draft Integrated Risk Management Plan by Friday, 20 March 2020. The final plan will be approved on 22 April 2020. The summary document and full document are enclosed. 

The plan provides information on the risks facing Cheshire Fire Authority and details how the organisation is structured and operates to mitigate these risks. It also details how the Authority is funded and outlines key prevention, protection and emergency response plans over the next four years, which include:

- Extending the scope of our programme of home safety visits (Safe and Well) to incorporate a broader range of vulnerable people.
- Working with partner agencies to develop a strategic road safety plan to reduce the number of people killed or seriously injured on the roads.
- Reviewing the Service's risk-based inspection programme of non-domestic properties.
- Launching a service-wide campaign aimed at owners and occupiers of houses in multiple occupation (HMOs).
- Relocating the second fire engine at Ellesmere Port Fire Station to Powey Lane Fire Station, with the current fire engine at Powey Lane moving to Chester Fire Station.
- Replacing a fire engine and the aerial appliance at Macclesfield Fire Station with a High-Reach Extendable Turret (HRET) vehicle.
- Changing the duty system at Wilmslow Fire Station from nucleus to day-crewing.
- Introducing a fleet of Rapid Response Rescue Units across all 13 primary on-call fire stations in Cheshire.

16 CLERK'S INFORMATION REPORT

1) Shavington Primary School Car Park

There is no further information from Shavington Primary School in respect of the proposed licence agreement.

2) Vine Tree Play Area

ACE Playgrounds has now commenced the repair work in the play area. The Clerk has emailed the company and asked if, prior to issue of the invoice, a 'snagging' session can be arranged.

3) Parish Council Vacancies

The two remaining vacancies on the Parish Council were advertised in the December newsletter with a view to co-opting at the February 2020 meeting. Although some expressions of interest were received, there are no candidates for co-option.

4) Bi-Annual Strategy Meeting with Brave Little Tank

On 15 January 2020, Members of the Community Engagement Committee met with the Managing Director of Brave Little Tank to review the contract to date. As this is not a formal meeting, there are no minutes, but the following were discussed:

- Brave Little Tank is making some refinements which will improve the clarity of image for the squirrel logo. In addition, the company is reviewing the brand and refining the colour palette and typography. A copy of Brave Little Tank's proposal is enclosed for information.
- Development of a new website (see also agenda item 18 below.)
- Options for marketing the Village Hall online were explored, one of which is to add the hall information onto various venue-hire market places, as follows:
www.venuescanner.com,
www.hirespace.com,
www.bigvenuebook.com,
www.venuefinder.com,
www.venues4hire.org,
www.hallshire.com,
www.chooseyourvenue.com.
- It was also suggested that Cheshire East Council be asked to add the details to its own venue listings; the Clerk has now submitted a request to CEC, together with information about the Village Hall.
- To maintain community engagement online, it was recommended that a content calendar of local or national events which the Council could either share or become involved in. Brave Little Tank would provide best practice guidance and would create a guidance sheet to streamline the process.
- Long-term social campaigns to raise awareness of support and advice in the area.
- With regard to the VE Day Commemoration weekend, Brave Little Tank will create the artwork and assets for the event and this will include 1 x large banner design; 1 x A5 double-sided flyer (taken from the newsletter content and also provided to Village Voice); 1 x A4 poster design; and 4 x social media graphics to accompany social posting.
- Photography for the village to be reviewed to provide a better insight into what is available.

5) Grant Request – Shavington Dynamos

The group was asked to provide a bank statement to enable the Parish Council to consider its request for a grant. At the time of publication of the agenda, this has yet to be received.

6) Minutes of the Environment and Recreation Committee meeting held on 22 January 2020

The Minutes of the Environment and Recreation Committee meeting held on 22 January 2020 are enclosed. The Parish Council is asked to note that a draft Service Level Agreement between Northwich Town Council and the Parish Council, will be submitted to the March meeting for approval.

The proposed 'walkabout' referenced in the Minutes, is to be held on Thursday, 13 February 2020 commencing at 10.00 am.

7) VE Day Commemoration

Councillor Hancock reports as follows in respect of the meeting of Shavington Village Festival Committee held on 27 January 2020.

Street Party: There was a discussion about the number of tables which would be available. The WI members were preparing red, white and blue bunting.

The Headteacher from Shavington Primary School attended the meeting and agreed to publicise the weekend through the school's weekly newsletter. She also offered use of the school hall and tables.

Local shops would be asked to donate tea and coffee for the weekend refreshments.

Community Service: To be held at 10.00 am in the marquee. Margaret Hodgkinson would be the liaison officer between both churches.

Concert: No further progress.

Pictorial and written memories: Residents would be asked to share both pictorial and written memories from Shavington residents who had been part of the VE celebrations held in the village in 1945. These would be displayed over the weekend. An article would be included in the newsletter to be issued in March 2020.

8) Defibrillator Awareness Training – 30 January 2020

There were three residents and three councillors who attended the defibrillator awareness training on Thursday, 30 January 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.

18 STAFFING MATTER – CLERK'S OVERTIME

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

The Clerk's work schedule for the period 1 July – 31 December 2019 is enclosed, and the Parish Council is asked to authorise payment for the overtime. The payslip for January 2020 is password-protected, but the Clerk will provide a copy for inspection at the meeting.

To follow

19 QUOTATION FOR IDENTIFICATION OF RECREATIONAL LAND IN THE PARISH

(Reason for exclusion: Commercially sensitive information.)

Members will be aware that the former Recreation Committee invited several estate and land agents to quote for the identification, documentation and procurement of a green space within the parish boundary.

Only one company was interested in the project, namely Meller Speakman. The company's fee proposal is enclosed for consideration.

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20 QUOTATION FOR WEBSITE DEVELOPMENT

(Reason for exclusion: Commercial sensitivity)

To consider a quotation from Brave Little Tank for the development of a new website for the Parish Council.

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This is provided for information only at this time. As the quotation is in excess of £1,000, the Clerk is required to '*strive to obtain three quotations*' in accordance with Regulation 11 (h) of the Financial Regulations.

The quotation for development of a website does not form part of the current contract with Brave Little Tank.

21 DATE OF NEXT MEETING

4 March 2020

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 etc.
- 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.