



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

**DAY/DATE: WEDNESDAY, 5 JUNE 2019**

**TIME: 7.15 PM**

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

Enquiries to: Clerk: Carol Jones

Issue date: 31 May 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 – ANNUAL COUNCIL – 8 MAY 2019

To approve as a correct record the Minutes of the Annual Council Meeting held on 8 May 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.**

Note: Borough Councillor S Edgar and Mr W Atteridge, each have their own item slots on the agenda and will speak under those items, but, as with other members of the public, will not be able to participate in the remainder of the meeting.

## 5 POLICE MATTERS – BEAT MANAGER'S REPORT

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

## 6 BOROUGH COUNCILLOR DAVID MARREN

### 6.1 Report

Councillor David Marren to report on Cheshire East Council matters of interest, including changes in membership of the Cabinet.

Councillor Marren may be able to up-date Members on the following issues which have been raised at previous Parish Council meetings.

#### December 2018

Pedestrian crossing in the vicinity of the Co-op Store.

#### February 2019

18/5798 – 414 Newcastle Road. Crossing facility requested by Councillor Edgar at the on-site playing area, together with other items to improve the site.

Pedestrian crossing at Sugar Loaf scheduled for August 2019.

## 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 Members and is not an opportunity for members of the public to ask questions.

## 7 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

**7.1** Comments are being received as part of the consultation process on the Draft Neighbourhood Plan.

The Chairman of the Steering Group (Mr W Atteridge) and Councillor Linda Buchanan have recently attended an informal meeting in Wybunbury to discuss the Draft Plan and the emerging objections which are arising. Subsequent to that meeting, Wybunbury Parish Council and the Wybunbury Combined Parishes Neighbourhood Plan Steering Group have published the enclosed notice which uses this Parish Council's branding.

Members may wish to send a response to both Wybunbury Parish Council and the Steering Group.

Councillor Buchanan and Mr Atteridge will report to the meeting.

**7.2** The item was requested for inclusion in Part 2 of the agenda with the press and public excluded; however, it is understood that the notes of the informal meeting are now in the public domain and there would appear to be no reason for discussing the item in the absence of the press and public. If it emerges during discussion that it is appropriate for the item to be discussed in the absence of the press and public, the Parish Council can pass a resolution.

The Clerk is preparing an information report to explain the regulations in respect of exclusion of the press and public. This will follow under separate cover or will be submitted to the July meeting.

## 8 PLANNING APPLICATIONS

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

19/2458N      121 Crewe Road, Shavington, CW2 5DW  
Single-storey extension to rear, conversion of garage to form annexe  
and alterations to front elevation including new porch

Deadline date for comments: 12 June 2019.

19/2460N      8 Lime Grove, Shavington, CW2 5DQ  
Single-storey extension to rear of dwelling

Deadline date for comments: 13 June 2019

19/2233N      46 Chestnut Avenue, Shavington, CW2 5BJ  
Release from legal obligation relating to approved application 16/0015N

Deadline date for comments: 31 May 2019. The Clerk has asked for an extension.

## 9 AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments:

### 9.1 Parish Council

£359.37	HMRC	Tax and employer's NI liability on Clerk's salary. (£271.40 tax and £87.97 employer's NI)
£16.00	Beardmore Accountants	Monthly payroll service.
£80.00	C Willetts	Website support
£1,080.00	Ten & Bourne Ltd. t/a Brave Little Tank	Monthly creative retainer (Invoice 0709 - £900.00 net and £180.00 VAT)
£212.34	Solopress	Banners for the Neighbourhood Plan (Invoice 1927225 - £176.95 net and £35.39 VAT)
£469.47	Councillor K Gibbs	Reimbursement for various items £65.82 – Remembrance Sunday refreshments £1.65 – 'Baby Changing Room' sign £374.00 – Cooker for the kitchen. (£319.00 net and £55.00 VAT) £28.00 – Saucepan set
£875.50	M Webster Ltd.	Grounds Maintenance (£729.58 net and £145.92 VAT) This is the final invoice from Mr Webster. Northwich Town Council took over from 1 June 2019.
£tba	Nicspics	Photography contract
£tba	Internet Central	This is a final invoice for the former website which has now been decommissioned.

### 9.2 Village Hall

£40.00	Target Window Cleaning	Cleaning of Village Hall windows (Invoice 0487)
£37.10	Councillor V Adams	Keys for Village Hall
£252.00	Crystal Clean South Cheshire	Village Hall Cleaning (£270.00 net and £54.00 VAT)
£117.20	Councillor B Gibbs	Reimbursement for on-line service for Village Hall bookings.
£156.00	Dyno-Rod	Unblocking of drains at Village Hall (Invoice 1853AJ965 - £130.00 net and £26.00 VAT)
£420.00	M Ascroft	Electrical work in Village Hall (£350.00 net and £70.00 VAT)
£50.00	Cheshire Community Action	Membership fee. This relates to the Neighbourhood Plan process and enables the Parish Council to receive a discounted rate for its services.
£235.57	PPL PRS Ltd.	This is now a combined fee. Previously there have been separate amounts but PPL and PRS have now joined forces.

### 9.3 Re-Issue of Cheques

A number of cheques issued at the previous meeting were unable to be presented owing to insufficient funds in the Village Hall account. Cheques authorised at the Annual Council meeting have been re-issued.

## 10 ANNUAL ACCOUNTS – 2018-2019

At the time of publication of the agenda, the accounts for 2018-2019 are being audited by the Internal Auditor and will be collected by the Clerk on 4 June 2019. The Clerk will be able to issue the Internal Auditor's report to Members later that day.

### 10.1 Review of the Effectiveness of Internal Audit

The Parish Council is asked to review the effectiveness of internal audit, using the enclosed checklist. ✎

It was a recommendation that the review of the internal audit process should be carried out prior to the Council approving the Annual Governance Statement.

### 10.2 Documents (a) and (b) are enclosed. Document (c) will follow under separate cover.

- (a) Annual Governance and Accountability Review (AGAR)
- (b) Bank Reconciliation – 2018-2019. ✎

- (c) Summary Receipts and Payments statement for each account for 2018-2019

The order in which the sections of the AGAR are to be approved is specific. Section 1 (Annual Governance Statement) must be authorised first and the minutes must demonstrate this.

### 10.3 Section 1 – Annual Governance Statement – 2018-2019

The Parish Council is asked to give specific consideration to points 1 – 9 as it is the Council's responsibility to ensure that there is a sound system of internal control including arrangements for the preparation of the accounting statements.

### 10.4 Section 2 – Accounting Statement 2017-2018

The Parish Council is asked to approve Section 2 – Accounting Statement 2018-2019 for submission to PKF Littlejohn LLP, external auditor.

## 11 ASSET OF COMMUNITY VALUE – 140 MAIN ROAD, SHAVINGTON

At its meeting held on 3 April 2019, the Parish Council agreed to defer this matter until after the elections on 2 May 2019.

Members are now invited to consider if a small working group should be set up to consider the details to be included in an 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 will 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) 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.

Members may find it helpful to bring to the meeting their copy of the partially-completed application form which was submitted with the agenda for the April meeting.

## 12 COMMITTEES

12.1 To receive the Minutes of the following Committee meetings and to consider any recommendations:


- |                                     |               |           |
|-------------------------------------|---------------|-----------|
| • Environment Committee             | 29 April 2019 | To follow |
| • Village Hall Management Committee | 15 May 2019   | To follow |

- |                            |             |           |
|----------------------------|-------------|-----------|
| • Recreation Committee     | 22 May 2019 | To follow |
| • Communications Committee | 29 May 2019 | To follow |

## **12.2 Terms of Reference – Village Hall Management Committee**

The Parish Council is asked to consider the Village Hall Management Committee's request to amend the Terms of Reference to allow for more than two non-Parish Councillors to sit on the Committee, although Members have not specified how many. Moreover, although it conflicts with the current Co-option Policy, the Committee recommends that any resident should be permitted to nominate themselves for membership, rather than nominations being required to be submitted by Committee Members themselves.

## **13 ALLOTMENTS SITE – GRESTDY LANE**

The report of Councillor Rene Hancock, the Chairman of the Environment Committee is enclosed. 

The Parish Council is asked to consider the recommendations which, if approved by the Parish Council can be submitted to Cheshire East Council. Members will note from the report, that the Clerk has already made enquiries of CEC about the feasibility of the proposals.

## **14 CLERK'S REPORT**

The Clerk's Information Report is enclosed. 

## **15 DECORATION OF UPSTAIRS MEETING ROOM (Item requested by Councillor Kevin Gibbs)**

Members will recall that at line 59 in the approved budget for 2019-2020, a sum of £20,000 has been allocated for (1) the purchase of a parcel of land in the parish for recreational purposes; OR (2) the refurbishment of the upstairs meeting room in the Village Hall.

The decision as to which project should proceed would be decided later in the financial year.

Councillor Kevin Gibbs has requested this item to enable the Parish Council to consider allocating funds for the decoration of the upstairs meeting room, together with other refurbishment items which might be required.

As only two months of the new financial year has elapsed, Members may take the view that it is premature to make a decision on this matter.

The Parish Council is asked to consider the proposal.

## **16 FORTHCOMING MEETINGS**

26 June 2019 – Extra-ordinary meeting

To discuss arrangements for Remembrance Sunday on 10 November 2019.

3 July 2019 – Ordinary meeting