

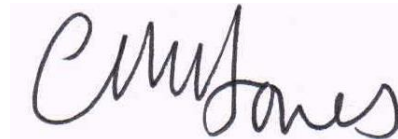


**Parish Councillors are summoned to a  
MEETING OF THE PARISH COUNCIL**

**DAY/DATE:** WEDNESDAY, 5 DECEMBER 2018  
**TIME:** 7.15 PM  
**VENUE:** SHAVINGTON VILLAGE HALL,  
MAIN ROAD, SHAVINGTON, CW2 5DP

Enquiries to: Clerk: Carol Jones

Issue date: 29 November 2018



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To: Members of the Parish Council  
Councillors V Adams, M Andrews, L Buchanan, B Gibbs (Chairman), K Gibbs,  
E Clayton, S Cheshire, M Ferguson, R Hancock and R Moore

Copies: Borough Councillor Steven Edgar  
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 asked to note that the symbol ⌘ against agenda items, indicates that a report is enclosed.

## **GUIDE TIME: 7.15 – 7.35 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 – 7 NOVEMBER 2018**

**3.1** To approve as a correct record the Minutes of the Meeting held on 7 November 2018. ⌘

#### **3.2 Pedestrian Crossing – Vicinity of new Co-operative Store**

To report that the funding for the pedestrian crossing has now been received by Cheshire East Council.

The design of the crossing has been commissioned and once this is agreed, implementation will follow. It is expected that the design work, ordering of equipment and construction of the crossing should be in place by the end of March 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**

PCSO P Corbett to report on recent Police activity in the parish.

## 6 BOROUGH COUNCILLOR STEVE EDGAR

### 6.1 Report

Councillor S Edgar to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters. Following his presentation, there will be an opportunity for Members only to ask questions.

### 6.2 Questions

Members are able to ask questions of Councillor Edgar 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

To receive an update in respect of the Neighbourhood Plan. Notes are enclosed for Members.

## 8 PARISH COUNCIL VACANCIES

### 8.1 Cancellation of By-election – 20 December 2018 (Bill Cooper's Vacancy)

To report that the requisite number of electors called a by-election in respect of the vacancy caused by Bill Cooper's resignation.

The by-election was to be held on 20 December 2018. The Notice of Election was published on 15 November 2018 and nomination papers were required by 4.00 pm on Friday, 23 November 2018. No nomination papers were submitted, and the vacancy remains.

The process now re-commences and Cheshire East Council will send another Notice of Election in due course. This process will continue until nomination papers are received and a by-election called. There is nothing in the Regulations to stipulate that the process can be halted after a specific number of Notices of Election. The process can continue, potentially, until May 2019 when the four-year elections are held.

### 8.2 Co-Option to Parish Council Vacancy (Bill McIntyre's Vacancy)

**DECISION REQUIRED:** To co-opt to the vacancy.

The casual vacancy caused by the resignation of Bill McIntyre does not need to be advertised for election purposes.

As former councillor McIntyre resigned on 7 November 2018, this is within 6 months of the elections in May 2019 and there is no need to call an election. The Parish Council is able to co-opt to the vacancy at this meeting.

The calculations are based on the date of the election (2 May 2019) and the four days after, which is when councillors retire; this is calendar days and that would take it to 6 May 2019.

One candidate has put herself forward and will be in attendance at the meeting. The procedure for co-option will be as follows:

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

## 9 PLANNING

### 9.1 Planning Applications

**DECISION REQUIRED:** To submit to CEC observations on the following planning applications.

The Parish Council is invited to comment on the following planning applications. Any applications received after publication of the agenda will be notified to Members.

18/5838N Lime Tree Mews, 39 Rope Lane, Shavington CW2 5DY  
Proposed single-storey side extension to provide additional living space

Deadline date for observations: 14 December 2018

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34 Mallow Avenue, Shavington, CW2 5TN – Mr Shenton  
Prior approval application for larger householder extension, extending 5m from rear elevation 3m maximum height and 2.1m to the eaves.

A prior approval for the development described above has been received. Neighbours of the applicant will also be notified. If no objections are received from the occupiers or owners of adjoining premises, the Council will be unable to consider the impact of the development and the proposed development will be able to be constructed without any further permission from the Council, subject to certain criteria being met.

Deadline date for observations: 17 December 2018.

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18/5753N 8 Greenfields Avenue, Shavington CW2 5HQ  
Proposed single-storey front porch extension, garage conversion and replacement roof over the new area.

Deadline date for observations: 12 December 2018

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18/5599N Basford West Development Site, Jack Mills Way, Shavington  
Full planning application for new fourth arm access off existing northern roundabout into Basford West Strategic Site at Jack Mills Way.

Deadline date for observations: 19 December 2018

### 9.2 Spatial Planning Update – Cheshire East Council

To receive a copy of the latest Spatial Planning Update from Cheshire East Council.

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## 10 FINANCIAL MATTERS

### 10.1 Authorisation of Payments

**DECISION REQUIRED:** To approve the following payments.

#### 10.1.1 Parish Council Account

£926.10	C M Jones	Net salary (October 2018)
£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£30.00	A J Hardy Ltd	Monthly payroll service. (Two invoices – cheque No. 919 appears to have gone astray)
£80.00	C Willetts	Website support

£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
Mr Webster will undertake hedge cutting and other cutting-back of foliage on Piccadilly gulley as a 'one-off' and will submit a separate invoice for this. He will also submit a quotation, in due course, for adding Piccadilly into his monthly schedule of works.		
£tba	KCOM	Charges for Wi-Fi in Village Hall
£840.00	Nicola Cooper	Photography work October: Cheque payable to 'N Parton'.
£35.00	Cheshire Association of Local Councils	Basic Induction training – Linda Buchanan
£59.19	B Gibbs	Reimbursement for various items of expenditure

#### **10.1.2 Village Hall Account**

£tba	ASH Waste Services Invoice 589306	Fortnightly waste collection (£71.42 net and £14.28 VAT)
£tba	Crystal Clean South Cheshire Ltd.	Cleaning of Village Hall.
£tba	Target Windows	Window cleaning at Village Hall
£60.00	JCL Plumbing	Call-out to radiators.
£150.00	Crystal Clean South Cheshire Ltd.	Purchase of Henry Vacuum Cleaner

The vacuum cleaner in the Village Hall appears to have been used by the contractors who carried out the up-grading work. It has been damaged by building debris and it was therefore, necessary to purchase a new cleaner.

#### **10.2 Draft Budget 2019-2020**

At its meeting held on 7 November 2018, the Finance Committee considered draft budget proposals for 2019-2020. The following documents are enclosed:

- Report submitted to the Finance Committee (for information)
- Receipts & Payments statements for both accounts (Parish Council main account and Village Hall account)
- Budget Monitoring Report comprising spend to 30 September 2018, revised estimates to 31 March 2019, and draft budget for 2019-2020.  
This has been updated to take into account comments made at the Finance Committee meeting.

The Parish Council is invited to comment on the proposals and will be required to make a decision at the January 2019 meeting.

#### **10.3 Standing Order – Monthly Salary to Clerk**

The Finance Committee recommends that the Clerk be paid by Standing Order, rather than cheque.

The amount payable each month is around £926.10 but varies by 20P month-by-month. If a Standing Order was introduced, the amount of £926.10 could be the monthly payment and any differences at the end of the financial year could be resolved by A J Hardy Ltd. advising of any adjustments which would need to be made.

#### **10.4 Revision to Financial Regulations**

The Finance Committee recommends that Regulation 11.1 (h) be amended. The paragraph is as follows:

*When it is intended to enter into a contract of less than £25,000 (but more than £3,000), in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain three quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £1,000, the Clerk/RFO shall strive to obtain three estimates; otherwise, Regulation 10 (3) above shall apply.*

Although not explicitly stated, an inference can be drawn that for any expenditure proposed which is below £1,000, there is no requirement to seek quotations.

The Committee recommends that this be explicitly stated so that the regulation is revised as follows:

*When it is intended to enter into a contract of less than £25,000 (but more than £3,000), in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain three quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £1,000 the Clerk/RFO shall strive to obtain three estimates; otherwise, Regulation 10 (3) above shall apply.*

*Where the value is below £1,000, the Clerk/RFO shall, in consultation with the Chairman of the Parish Council, or the appropriate Committee Chairman, be authorised to enter into a contract, having regard at all times for the need to seek value for money.*

## **11 COMMITTEE PLACES**

The following are the Committee places currently vacant and Members are invited to volunteer.

- Environment Committee
- Village Hall Management Committee
- Recreation Committee

## **12 MEMBER TRAINING**

Members will note in the draft budget for 2019-2020 that a sum of £900.00 has been allocated for Member training.

The Parish Council is asked to consider requiring all councillors, as a matter of policy, to undertake Member training offered by the Cheshire Association of Local Councils, and for this policy to take effect from the elections in May 2019.

Benefits of training:

- If the Parish Council wishes to apply for recognition under the Local Council Award Scheme, training of Members is a requirement.
- Members will be trained in the application of the Code of Conduct, roles and responsibilities, chairmanship, planning, finance and local government procedures.
- The training of Members will ensure that the Council can achieve its corporate aims and objectives.

If the Parish Council agrees in principle, the Clerk can draw up a formal policy for submission to the January 2019.

## **13 NEW HOMES BONUS**

As Members are aware, Cheshire East Council's Cabinet has approved a £2m new homes bonus fund to assist communities where new housing developments have been built between

2011 and 2017. The scheme, which will run for two years, is designed to achieve positive benefits based on locally-identified needs.

The priorities for each of the areas are being set by seven geographical award groups, made up of elected members and a representative from the town and parish councils.

The fund will give local councils and the voluntary, community and the faith sector an opportunity to apply for projects which can make a lasting difference to communities and as such the minimum grant figure is set at £10,000 with no upper limit. This means that small schemes totalling £10,000 will not be considered; each scheme must be at least £10,000.

The Borough Council is inviting applications by 31 December 2018. The Parish Council is invited to give detailed consideration to appropriate schemes which could be submitted.

Key principles for fund spend are as follows:

- Projects must demonstrate how they will enhance service delivery and provide tangible community benefits.
- Applicants must have appropriate governance in place.
- Can be used to fund new services or amendment/retention of existing services.
- Only to be used for activities which CEC has powers to undertake. (This needs to be investigated further as it is the Parish Council, not CEC, which will be delivering the project/s.)
- Sustainable – no commitments beyond March 2020 – any unspent monies may be clawed back.

#### **14 VILLAGE HALL**

##### **14.1 Use of Car Park**

The Parish Council is asked to consider future arrangements in respect of the churches' use of the Village Hall car park on Sundays.

Since the promotional pricing was introduced, the Village Hall is now being used on Sundays for events/parties and the car park is therefore only available to clients of the Village Hall when there are bookings.

##### **14.2 Baby-Changing Facilities**

To consider purchasing baby-changing equipment for installation in the disabled toilet.

##### **14.3 Plaque**

To consider the installation of a plaque for the Village Hall, to include the names of those who enabled the purchase of the building.

##### **14.4 WWI Posters**

The Parish Council is asked to consider retaining the WWI posters in the Village Hall as a permanent display.

#### **15 CAROLS AT CHRISTMAS – 23 DECEMBER 2018**

To update the Parish Council on the arrangements for this event.

#### **16 TELEPHONE KIOSK ADJACENT TO THE FORMER 'CHESHIRE CHEESE' (HICKORY'S SMOKEHOUSE)**

To consider adopting the telephone kiosk adjacent to Hickory's Smokehouse.

#### **17 PARISH BOUNDARY SIGNS**

In March 2016, the Parish Council agreed that it wished to purchase parish boundary signs to be installed at the following locations:



- Rope Lane: opposite to Rope Farm showing entry into the parish.
- Jack Mills Way: on the opposite side of the road to the 'Crewe' sign.
- Gresty Lane: At the end of the row of houses past the end of the allotments site.
- Raven Inn, Davenport Avenue: Opposite side of the road to the public house.
- Fuller Drive: Adjacent to the Parish Council's notice-board
- Stock Lane: In the vicinity of No. 10.

Cheshire East Highways (CEH) advised at the time that as this was not part of the Authority's core business, it could not be given priority.

CEH had been asked to survey and measure the locations and submit a quotation for the cost of the purchase and installation of the signs. A quotation was not received, and the matter was not followed up.

The Clerk has reminded CEH that it is now two and a half years since the request was put in and has asked for an update.

## **18 HONORARY FREEMAN/FREEWOMAN AWARD SCHEME**

At its meeting held in November 2017, the Parish Council established a Committee comprising Councillors S Cheshire, B Gibbs, K Gibbs and R Hancock. The main role of the Committee is to develop the scheme of awards to include:

- Drawing up guidelines to be taken into account when considering nominations.
- Publicising the scheme
- Drawing up an application form for nominations.

The Committee was not re-appointed in May and did not hold any meetings prior to this date.

The Council is asked to re-appoint the Committee, and to agree a date in February 2019 for its first meeting. Membership of the Committee can be increased, but it is suggested that it should not exceed five Members.

## **19 CEC CONSULTATION – WASTE COLLECTION SERVICE – RE-ORGANISATION CONSULTATION**

A consultation on waste collection service re-organisation will commence from 27 November 2018 to 7 January 2019. The proposal is to enable flexibility in the operational management of waste collection which will allow the service to align the changes which will be required with the introduction of the Authority's new food waste recycling service in 2019.

By doing this CEC would also see the end of the garden waste collection winter shut down period, as food and garden waste would be collected for recycling all year round in the garden waste bin. The proposals relate to significant savings identified in the pre-budget report for 2019-20.

The proposal for future collection of household waste is to extend the hours and days of collection which will facilitate new routes and rotas for recycling and waste kerbside collection services from Autumn 2019.

It is not clear if the consultation is for individuals only, but the Parish Council might wish to submit a response. The consultation e-mail address is

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

## **INFORMATION ITEMS**

### **20 SHARED ITEMS (GUIDE TIME – 20 MINUTES)**

'Shared Items' is a means of exchanging information but does not replace the need for decision items to be placed on the agenda.

Members are reminded that 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*).

**21 CORRESPONDENCE**

To report receipt of the following correspondence.

- E-mail correspondence from resident who is asking the Parish Council to take responsibility for the repairs to the street lighting on Brook Avenue which is an unadopted road.
- Letter of thanks from Shavington Academy, for £30 Environmental grant.

**22 COMMITTEE MEETINGS**

- To note that a meeting of the Communications Committee will be held on the afternoon of 13 December 2018.
- Village Hall Committee – scheduled for 24 January 2019, subject to a quorum. Two Members have confirmed availability for 24 January; one more is required.

**23 EXCLUSION OF PRESS AND PUBLIC**

The 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.

**24 REMEMBRANCE SUNDAY/WWI CENTENARY EVENT – 11 NOVEMBER 2018**

(Reason for exclusion: Likely to reveal the identity of individuals.)

To review the arrangements for the WWI Centenary Event held on 11 November 2018 and to consider arrangements for 2019.

To receive feedback from the two churches and the WI.

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**25 DATE OF NEXT MEETING**

**2 January 2019**