

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

DAY/DATE: WEDNESDAY, 6 JANUARY 2021

TIME: 7.30 PM

MEETING TO BE HELD REMOTELY, VIA VIDEO-LINK

PLATFORM: ZOOM

ACCESS: Please click the link below to join the meeting:

<https://us02web.zoom.us/j/85145163818>

Enquiries to: Clerk: Carol Jones
Phone: 01270 262636

Issue date: 30 December 2020

Signed: *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
Tim Dobson, Community Manager
PCSOs Pete Corbett and Nigel Hobbs
Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group

Notes for Members of the Public:

1. This meeting is being held remotely in accordance with regulations made under S.78 of the Coronavirus Act 2020. There are, therefore, no paper copies of the agenda or the accompanying documents.
2. All documents (other than those which are restricted) can be accessed from the Parish Council's website - www.shavingtononline.co.uk.
3. If you wish to make a statement, or ask a question under the Public Question Time slot, please ensure that you submit this in writing, by email to clerk@shavingtononline.co.uk by no later than **Tuesday, 5 January 2021**.

AGENDA

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any (a) disclosable pecuniary interest; (b) personal interest; or (c) prejudicial interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests and prejudicial interests, to withdraw from the meeting prior to the discussion of that item.

In these circumstances, the Chairman will control the 'presence' of the appropriate Member and give him/her a time slot at which he/she can re-join the meeting.

Members are referred to the Code of Conduct for guidance (issued with the agenda papers for Annual Council on 8 May 2019 and adopted at that meeting).

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 the Minutes of the following meetings:

- 4 November 2020
- 2 December 2020
- 10 December 2020 (Extra-ordinary meeting).

4 PUBLIC QUESTION TIME

Members of the public are able to ask questions under the Parish Council's Standing Orders and have been asked to submit their questions in writing by no later than Tuesday, 1 December 2020.

5 POLICE MATTERS – BEAT MANAGER'S REPORT

To receive a copy of the Beat Manager's Report. These are forwarded to Members as and when they arrive. At the date of publication of the agenda, there have been no recent reports.

6 BOROUGH COUNCILLOR DAVID MARREN

6.1 Report

To receive Councillor David Marren's report on Cheshire East Council matters of interest, together with an update in respect of outstanding parish matters.

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 REPORT OF COMMITTEE CHAIRMEN

Committee Chairmen are invited to report on activities for their Committees and the Task Group meetings of each Committee.

(Note: Task Group meetings have been held for several of the Committees as there were no decisions to be taken, but this ensured that any recommendations could be submitted to the Parish Council.

7.1 Community Engagement Committee (Councillor Kevin Gibbs)

Councillor Kevin Gibbs to report on recent activities of the Committee.

7.2 Environment and Recreation Committee (Councillor M Ferguson)

Councillor Ferguson to report on Committee activities, with particular reference to the land availability assessment. The potential cost of this is significant and will be discussed as part of the budget proposals at item 9.

7.3 Village Hall Committee (Councillor V Adams)

Councillor Adams to report on Committee activities, with particular reference to (a) plans to increase the occupancy rate at the Village Hall, although it is acknowledged that the current pandemic will adversely impact this aim; and (b) budget proposals for 2021-22.

8 NEIGHBOURHOOD PLAN

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, to provide an update. Members will note that an allocation has been included in the revised estimates to 31 March 2021 (item 9 below). Mr Atteridge may wish to report on any funding implications from 1 April 2021.

9 DRAFT BUDGET – 2021-2022

At its meeting held on 2 December 2020, the Parish Council considered recommendations from the Finance Committee. A revised budget proposals document for 2021-2022 is enclosed. As previously requested, the document has been 'consolidated' so that there are only broad items of expenditure, rather than detailed items.

The following documents are also enclosed:

- Updated Clerk's report.
 - Revised budget proposals for 2021-2022.
 - Budget monitoring statement to show the position at 30 October 2020.
- Members are asked to note that under item 18 below, the Parish Council is asked to make a decision which will affect the likely balance available on 1 April 2021, which in turn impacts the precept requirement. The Clerk suggests that as the amount is £1,500≈ it could be met from general reserves.

The Parish Council is recommended to attempt to finalise the budget at this meeting, but in the event of further information being required, a further meeting could be held on Wednesday, 13 January 2021. All precept requests must be submitted to Cheshire East Council by Friday, 15 January 2021.

Once the budget has been finalised, the Parish Council will be asked to –

RESOLVE:

- i. That a budget of (to be agreed at the Parish Council meeting) be approved;
- ii. That the Clerk be authorised to request a precept of (to be agreed at the meeting) from Cheshire East Council; and
- iii. That the post of Clerk and Responsible Financial Officer be increased to a full-time post of 37 hours a week; and that the salary be approved at £31,972.00 with effect from 1 April 2021 in line with the National Association of Local Councils agreed rates.

10 FINANCIAL MATTERS

10.1 Payments made under the revised Scheme of Delegation

To report on recent payments made by the Clerk under the revised Scheme of Delegation adopted at the July 2020 meeting of the Parish Council.

Although all payments during the pandemic have been notified to the Parish Council, those payments authorised under the Scheme of Delegation have not specifically been highlighted as being made under that arrangement. The Clerk will submit a complete list to the February 2021 meeting.

£1,070.02	Water Plus – water services at the Village Hall.
£50.00	Royal British Legion – wreaths for Remembrance Sunday (8 November 2020)
£198.00	M H Ascroft Electrical – investigation and repair of lighting fault in the Village Hall toilets (£165.00 net and £33.00 VAT).
£278.91	British Gas – gas supply

10.2 Village Hall

During his recent work at the Village Hall, Mr Ascroft has discovered that the toilet lights are connected to a trip which covers outside lights at the rear. He recommends that the toilet lights be wired from the consumer unit, on their own circuit, to prevent further problems. The cost is £160.00 net.

The Parish Council is recommended to approve this quotation.

10.3 Audit Matters – 2019-2020

The only outstanding matter identified by the Internal Auditor is as follows:

The Council to ensure that Members are not given authority to take action on behalf of the Council. This is contrary to S.101 of the Local Government Act 1972 which states that -

'a local council may arrange for the discharge of any of its functions to –

*A committee (or sub-committee);
or An employee; or
Another local authority*

The Clerk has reviewed the minutes of the meetings held during 2019-2020 and has been unable to identify any action which appears to have been taken by councillors alone, and which has committed the Parish Council to expenditure.

This can be reported to the auditor as part of the 2020-2021 accounts.

11 PLANNING APPLICATIONS

There are no planning applications for consultation.

12 SOCIAL MEDIA CONTRACT

The Parish Council is invited to consider arrangements for the social media contract with Brave Little Tank. This ended on 31 December 2020 with the aim of the Community Manager taking over responsibility.

13 APPOINTMENTS COMMITTEE – CLERK/RESPONSIBLE FINANCIAL OFFICER

The Parish Council is asked to set up an Appointments Committee comprising at least three Members. The Committee shall have delegated authority to:

- Shortlist candidates.
- Interview candidates.
- Appoint to the vacancy.
- Decide on a starting salary within specific Spinal Column Points according to experience and qualifications.

The Clerk's job description is enclosed, and Members will note that an additional task has been included, namely, to provide administrative support for Village Hall bookings, as required.

✍

It is suggested that the vacancy be advertised on the Cheshire Association of Local Councils' website.

14 INFORMATION ITEMS

To report the following for information, including an update on outstanding items.

- New hire agreement for the Village Hall. This is still awaited from Lynne Thornton, Solicitor.
- 140 Main Road, Shavington – The surveyor is carrying out the structural survey on 18 January 2021.
- New blinds at Village Hall – Arrangements were made for a company to measure and quote for new blinds at the Village Hall, but owing to the estimator's accident, the company has now declined to quote.
- Cameron Avenue: The Clerk is currently inviting quotations for the work to be carried out.
- Newsletter – This was not issued in December 2020 but will be issued in March 2021 with additional content.
- **Fixed Assets Task Group**
To note that a meeting of the Fixed Assets Task Group is to be held on **Thursday, 21 January 2021**. Task Group Members are Councillors Kevin Gibbs, Rene Hancock and Nicola Cooper.

15 ITEM REQUESTED BY COUNCILLOR HANCOCK

Following a complaint from a resident on Earls Road, Councillor Hancock has asked if the Parish Council would consider writing formally to Openreach about the poor Broadband connectivity throughout the Greenfields Estate.

16 POLICIES

The Parish Council will be invited to adopt the following policies/procedures at its meeting on 3 February 2021:

- Disciplinary Procedure
- Grievance Procedure
- Equal Opportunities Policy
- Dignity at Work Policy (Anti-bullying and Harassment)
- Procurement Policy/Procedure

17 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.

Note: In accordance with usual practice and to avoid separate documents being provided as enclosures, details on the following items have been withheld from publication on the public agenda.

18 STAFFING MATTERS

(Reason for exclusion: Relates to an employee of the Council)

18.1 Current Clerk

To note the arrangements in respect of the Clerk's resignation.

18.2 Overtime Claim – Community Manager

The Council is asked to approve a claim for overtime from the Community Manager. Owing to the Christmas period, the detailed information was not available for issue with the agenda and will follow under separate cover.

18.3 Change in Contracted Hours – Community Manager

As noted on the budget documents above, additional provision has been allowed for the period 1 January – 31 March 2021 to enable an increase in contracted hours from 8 to 16 per week.

The Parish Council is asked to consider approving this change.

19 DATE OF NEXT MEETING

3 February 2021