



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

DAY/DATE: WEDNESDAY, 7 NOVEMBER 2018

TIME: 7.15 PM - 9.00 PM

**(Note: A Finance Committee meeting
is to be held at 9.00 pm or on the later
conclusion of the Parish Council)**

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

Enquiries to: Clerk: Carol Jones

Notice date: 20 October 2018
Agenda Issue date: 31 October 2018

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 W McIntyre

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 or other supporting document 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 – 3 OCTOBER 2018, EXTRA-ORDINARY MEETING 8 OCTOBER 2018, AND EXTRA-ORDINARY MEETING 24 OCTOBER 2018

To approve as correct records the Minutes of the Meeting held on 3 October 2018 and the Minutes of the two Extra-ordinary meetings held on 8 October 2018 and 24 October 2018 respectively.



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

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

5.2 To receive a response from Detective Sergeant Christian Morris following comments made by a Member at the previous meeting.



GUIDE TIME: 7.35 – 7.45 PM

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.

Councillor Edgar may wish to update the Parish Council in respect of progress under the New Homes Bonus scheme.

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

Mr W Atteridge (Chairman of the Neighbourhood Plan Steering Group) to report progress.

GUIDE TIME: 7.45 – 8.00 PM

DECISION ITEMS

8 CO-OPTION TO PARISH COUNCIL VACANCY

The casual vacancy caused by the resignation of Gill McIntyre was advertised in accordance with electoral regulations. No by-election was called, and the Parish Council is now able to co-opt to the vacancy.

Applicants were invited to submit their candidature notice to the Clerk by 30 October 2018. There is one candidate only and he has confirmed that he will be in attendance.

The procedure 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 his 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, he will be asked to sign a Declaration of Acceptance of Office which also requires him to be bound by the Code of Conduct.

9 RESIGNATION OF COUNCILLOR/COMMITTEE VACANCIES

DECISION REQUIRED: To appoint one councillor to each of the Committee vacancies.

9.1 Resignation

To report that Bill Cooper has resigned from the Parish Council. Cheshire East Council has been notified of the vacancy.

If no by-election is called, the Parish Council will be able to co-opt to the vacancy at its December meeting.

9.2 Committee Vacancies

As a consequence of former Councillor Bill Cooper's resignation, there are vacancies on the following Committees and the Council is invited to appoint one Members to each Committee.

(1) Communications (2) Finance (3) Village Hall Management

10 FINANCE COMMITTEE MEETING – 7 NOVEMBER 2018

The Member appointed to the vacancy on the Finance Committee will be required to attend the meeting which follows at the conclusion of the Parish Council meeting (i.e. 9.00 pm or on the later conclusion of the Parish Council meeting).

A copy of the agenda and accompanying papers has been sent to all Members by separate e-mail.

GUIDE TIME: 8.00 – 8.15 PM

11 PLANNING

11.1 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.

18/5279N 9 Hunter Avenue, Shavington, CW2 5AG
Two-storey rear former extension (to provide improved bedroom space and en-suite – re-submission of previous application.

Deadline date for observations: 14 November 2018

18/4891N Land off Jack Mills Way, Shavington
Application for full planning permission for the development of a petrol filling station incorporating sales building, installation of underground fuel tanks, four domestic pump islands (eight refuelling points) with overhead canopy plus two HGV pump islands with overhead canopy (two refuelling points), car wash, three jet wash bays, car care facilities, with associated car parking, cycle parking and other associated works.

Deadline date for observations: 31 October 2018 (The Clerk has requested an extension).

18/4849N 25 Main Road, Shavington CW2 5DY
Dropped kerb to front of property to enable car to be parked off-road.

Deadline date for observations: 15 November 2018.

12 FINANCIAL MATTERS

12.1 Authorisation of Payments

DECISION REQUIRED: To approve the following payments.

12.1.1 Parish Council Account

£926.10	C M Jones	Net salary (October 2018)
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£398.81	C M Jones	Reimbursement for ink cartridges, postage for agendas, stamps for postage of cheques, mileage and 50% contribution to cost of 10 th edition of Arnold-Baker on Local Council Administration (£55.49). A copy claim form is enclosed for Members only.
£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£415.20	JDH Business Services Ltd.	Internal audit of accounts 2017-2018 £346.00 net and £69.20 VAT
£15.00	A J Hardy Ltd	Monthly payroll service.
£80.00	C Willetts	Website support
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£67.80	KCOM	Charges for Wi-Fi in Village Hall (Invoice 19504980) £56.50 net and £11.30 VAT
£270.00	Nicola Cooper	Photography work October: Cheque payable to 'N Parton'.
£1,284.00	Imperative Training Ltd.	Purchase of Defibrillator and Cabinet (£1,070.00 net and £214.00 VAT)
£1,188.00	Ten & Bourne Ltd. t/a Brave Little Tank	WWI Centenary posters (£990.00 net and £198.00 VAT)
£360.00	Ten & Bourne Ltd. t/a Brave Little Tank	Parish posters (£300.00 net and £60.00 VAT)

12.1.2 Village Hall Account

£46.20	Scottish Power	Electricity supply: (£44.00 net and £2.20 VAT)
£59.38	ASH Waste Services Invoice 589306	Fortnightly waste collection (£49.48 net and £9.90 VAT)
£65.00	Target Windows	Window cleaning at Village Hall Inside and out on 27 September 2018

12.2 To note that at the Extra-ordinary meeting of the Parish Council on 8 October 2018, Members authorised payment of £280.00 to the TRO Main Road Action Group. The Group has confirmed that it has set up a bank account, and a cheque will be available for signature at the meeting.

12.3 The Parish Council is asked to note that a cheque approved at the Parish Council meeting on 3 October 2018, in respect of Water Plus in the sum of £3,492.78 was not honoured by the bank owing to insufficient funds. This is because the cheque was paid out from the Village Hall account; a new cheque has been prepared (from the Parish Council account) but not yet signed by three signatories.

12.4 Cheshire East Council – Pre-Budget Consultation: Budget 2019-2022

Cheshire East Council has published its Pre-Budget Consultation Report for 2019 to 2022.

The Council is inviting the opinions and views from residents, businesses, councillors, staff, town and parish councils, local community groups and other stakeholders. The feedback received will be used to inform the budget setting process. The consultation closes on 14 December 2018. A copy of the e-mail sent to town and parish councils is enclosed.

13 GROUNDS MAINTENANCE – PICCADILLY GULLEY

DECISION REQUIRED: To accept or decline the quotation submitted.

Following Members' request, the Clerk has asked Mike Webster & Son Ltd. if it can include Piccadilly in its schedule of grounds maintenance for the parish. The additional cost will be reported to the meeting.

Cheshire East Council has been consulted and has no objections to this proposal, in principle, but will wish to be satisfied that the operations are carried out safely and covered by the correct insurance/public liability cover. Moreover, ANSA will need to be informed when the contractor is working on CEC land so that there is an opportunity to supervise, if considered necessary. This is to ensure that ANSA meets its legal responsibilities under 'duty of care' as the landowner.

GUIDE TIME: 8.15 – 8.35 PM

14 REMEMBRANCE SUNDAY/WWI CENTENARY EVENT – 11 NOVEMBER 2018

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

DECISION REQUIRED: To confirm arrangements for 11 November 2018

To finalise arrangements for the WWI Centenary Event. The Chairman will report on behalf of the working group.

The revised road closure arrangements have been accepted by Cheshire East Council.

15 BEST-DRESSED HOUSE AT CHRISTMAS

DECISION REQUIRED: To decide if the 'Best-Dressed House at Christmas' competition should be cancelled.

At the Environment Committee meeting held on 17 October 2018, Members were minded to cancel the annual 'Best-Dressed House at Christmas' competition, but agreed that this should be a matter for the Parish Council to decide.

Members originally thought that the theme could be eco-friendly displays, and then agreed that perhaps this should not be encouraged at all. The rationale behind the suggestion is that the use of Christmas lights is, in itself, environmentally-unfriendly and the Council should be taking a lead by discouraging anything which is harmful to the environment and contributing to an increase in the carbon footprint.

Members are asked to consider this.

16 CHRISTMAS DECORATIONS

It is suggested that the Christmas decorations be put up in the Village Hall on 1 December 2018.

17 'CAROLS AT CHRISTMAS' EVENT – 23 DECEMBER 2018 – 4.00 – 5.30 PM

The Parish Council is asked to authorise Members of the Communications Committee to make detailed arrangements for the Christmas Event to be held on Sunday, 23 December 2018.

18 VILLAGE HALL CLEANING CONTRACTOR

The Village Hall Management Committee, at its meeting held on 24 September 2018, decided that a specification for the new cleaning contractor should be deferred until it is possible to review the effect of the promotional pricing which was put in place on 1 October 2018.

The Parish Council is asked to consider extending the contract with Crystal Clean South Cheshire Ltd. for a further three months (from 1 January 2019).

GUIDE TIME: 8.35 PM – 8.40 PM

INFORMATION ITEMS

19 COMMITTEE MEETINGS

To receive the minutes of the following Committee meetings:

- | | | |
|-------------------------------------|-------------------|-------------|
| • Environment Committee | 17 October 2018 | (to follow) |
| • Village Hall Management Committee | 24 September 2018 | (enclosed) |
| • Recreation Committee | 26 September 2018 | (to follow) |

20 KIOSK – MAIN ROAD/BARONS ROAD

To report that the phone kiosk on the junction of Main Road and Barons Road has now been transferred to the Parish Council.

GUIDE TIME: 8.40 – 8.50 PM

21 SHARED ITEMS

‘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*).

22 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 item owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

GUIDE TIME: 8.50 – 9.00 PM

DECISION ITEM

23 VILLAGE HALL – TOILET DOORS

(Reason for exclusion: commercial sensitivity)

To consider a quotation for the provision of replacement outside doors on the toilets in the Village Hall. The Clerk will report to the meeting.

Members are invited to consider if it is appropriate to install these doors on the basis that they will be considerably heavier than those currently in place and could prove difficult for wheelchair-users to open.

24 DELIVERY OF NEWSLETTER

To consider two quotations for the delivery of the parish newsletter. A briefing note is enclosed.

25 DATE OF NEXT MEETING

5 December 2018

Note: Cheque signatories are asked to remain behind to sign cheques, prior to the start of the Finance Committee meeting.