



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

DAY/DATE: WEDNESDAY, 10 JULY 2019

TIME: 7.15 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 5 July 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

To approve as a correct record (a) the Minutes of the meeting held on 5 June 2019; and (b) the Minutes of the Extra-ordinary meeting held on 26 June 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.**

5 POLICE MATTERS – BEAT MANAGER'S REPORT

To receive a copy of the Beat Manager's Report for June 2019. PCSO Corbett is unable to attend the meeting.

6 BOROUGH COUNCILLOR DAVID MARREN

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.

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

The Chairman of the Neighbourhood Plan Steering Group to report progress following the conclusion of the Regulation 14 Consultation.

Following objections to the Draft Plan, by some Wybunbury residents, a letter is being hand-delivered to each of them and this has been forwarded to Members under separate cover.

8 PLANNING MATTERS

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

19/3152N 11 Earls Road, Shavington, CW2 5HA
Construction of dormer to create additional bedroom.

Deadline date for observations: 24 July 2019

19/3196N 46 Ashcroft Avenue, Shavington CW2 5HN
Single-storey rear extension.

Deadline date for observations: 26 July 2019

8.2 Planning Application 19/1923N – The Elephant & Castle –
Variation of Condition 24 (Concerning Traffic Regulation Order) on
approval 17/2483N

To report that at its meeting held on 3 July 2019, the Southern Planning Committee approved the above application to vary condition 24 on approval 17/2483N.

Councillor Matt Ferguson was in attendance and presented the Parish Council's objections to the application.

8.15 PM APPROXIMATELY

9 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.

10 NEW CHURCH

(Reason for exclusion: At the request of the Reverend Rachael Griffiths this item is excluded as there are confidential matters which are not yet in the public domain.)

The Reverend Rachael Griffiths (St Mark's Church) will be in attendance to outline the proposals for the new church build.

11 RE-ADMITTANCE OF PRESS AND PUBLIC

The Parish Council is asked to re-admit the press and public to the meeting.

12 AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments:

12.1 Parish Council

£294.26	HMRC	Tax and employer's NI liability on Clerk's salary.
£16.00	Beardmore Accountants	Monthly payroll service.
£94.00	C M Jones	40% Contribution towards the cost of membership of the Society of Local Council Clerks. Full membership is £235.00
£250.00	C M Jones	Contribution to the cost of ink cartridges for the printer.

£255.00	The Leaflet Team	Delivery of the June newsletter.
£300.00	Nicspics Photography	Payable to 'N Parton' Photography contract
£360.00	Hazel Dockery	Compilation of newsletter. 28 hours @ £15 per hour
£tba	Northwich Town Council	Grounds maintenance for June 2019.
£567.00	Glasdon UK	Purchase of Lowther Seat for location at Goodall's Corner. (£472.50 net and £94.50 VAT)

12.2 Village Hall

£tba	Crystal Clean	Cleaning of the Village Hall
£tba	Target Window Cleaning	Cleaning of Village Hall windows
£97.52	ASH Waste Services Invoices 675496 and 687878	Fortnightly collection of waste from Village Hall (£73.28 net and £24.24 VAT)

Members signed cheque No. 501064 (Main Parish Council Account) on 26 June 2019 in the sum of £311.08 as these were the invoices showing as being unpaid on the on-line accounting system. That cheque has not been posted and has been voided.

Direct Debit for ASH Waste

The Parish Council is asked to consider completing a Direct Debit form to enable ASH Waste to take their payments without delay. The Clerk will bring a form to the meeting.

£786.74	British Gas	British Gas collects invoice amounts by direct debit but owing to insufficiency of funds in the Village Hall account, it has been unable to collect this. Arrangements are being made to transfer £3,000 from the main account to this account.
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The Parish Council is asked to ratify payment to Scottish Power in the sum of £201.69. Cheque No. 501063 was signed on 26 June 2019.

13 FINANCIAL MATTERS

(A) 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 8 July 2019. These documents have previously been submitted to the Council, but the Internal Auditor's report will be issued by e-mail on the evening of 8 July together with an amended AGAR if that is a recommendation of the Internal Auditor.

13.1 Review of the Effectiveness of Internal Audit

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



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

13.2 Approval of the Accounts – 2018-2019

To approve the accounts for 2018-2019 for forwarding to the external auditor (PKF Littlejohn).

The following documents are enclosed:

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

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Dependent on the outcome of the internal audit, it may be necessary to amend the AGAR.

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.

13.3 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.

13.4 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.

(B) APPOINTMENT OF INTERNAL AUDITOR – 2019-2020

The Parish Council is asked to consider appointing JDH Business Services as the internal auditor for 2019-2020.

(C) CHEQUE SIGNATORIES

The bank currently declines to discuss bank matters with the Clerk as it claims that it has not yet received the bank mandate forms. The Clerk, therefore, sent a further copy to the bank, by recorded delivery, and has received a response that those forms are now obsolete and new forms need to be completed.

The Clerk has completed the forms herself as Members' details have previously been provided. It is suggested that Members sign the forms at the conclusion of the meeting.

The cheque signatories are – Councillors Vivien Adams, Matt Ferguson, Kevin Gibbs and Rene Hancock. In view of the difficulty sometimes experienced with three signatories being available to sign cheques, the Parish Council may wish to authorise an additional signatory.

14 ASSET OF COMMUNITY VALUE – 140 MAIN ROAD, SHAVINGTON

This item has been included on the agenda on two previous occasions (3 April 2019 and 5 June 2019) and each time has been deferred.

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) the 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 own copy of the partially-completed application form which was submitted with the agenda for the April meeting.

15 75TH ANNIVERSARY OF VE DAY – 8 MAY 2020

The Parish Council is invited to give early consideration to the possibility of marking the 75th Anniversary of VE Day in May 2020.

16 VILLAGE HALL – DECORATION OF UPSTAIRS MEETING ROOM

DSW, which carried out much of the decoration work at the Village Hall during the up-grade in 2018, has quoted for painting the upstairs meeting room. This will be £480.00 net and VAT of £96.00 (Total £576.00).

Mr Walton (the company owner) has indicated that he would not need to wait until the lighting in the room has been installed.

As this is below the threshold which requires three quotations to be sought, the Parish Council can approve this quotation without the need to seek others, if it wishes.

17 COMMUNICATIONS COMMITTEE

To appoint Councillor R Moore to the Communications Committee.

18 ALLOTMENTS AGREEMENTS

The Parish Council is asked to approve an amendment to the Guidelines which are issued to Allotment plot-holders. Although they are titled 'Guidelines' the document sets out powers and duties.

The Parish Council has no power to terminate a tenancy unless the majority of the plot-holders agree. The Clerk suggests two amendments as follows and a revised document is enclosed:

- The current paragraph 16 reads:
The whole tenancy can be terminated immediately on agreement from the majority of the allotment holders and the Parish Council.

It is suggested that 'or' be added so that it reads '*...allotment holders and/or the Parish Council.*'

This means that the Parish Council, alone, has the power to terminate a tenancy.

- The addition of a paragraph 17 is to allow an allotment holder some time to tidy up their plot before the tenancy is terminated.

Where the Parish Council intends to terminate a tenancy owing to the condition of the plot, whether owing to complaints from other allotment holders, or separate inspection by the Clerk and/or parish councilors, two weeks' Notice to Improve will be given to the allotment holder and if there is no discernible improvement, the tenancy will be terminated immediate.

19 INFORMATION ITEMS

19.1 To receive the Clerk's Information Report.

There are some outstanding issues and Members may wish to suggest alternative means of completing them.

19.2 To report that the Chairman and Clerk recently met with Jackie Weaver, the Chief Officer of the Cheshire Association of Local Councils.

The purpose of the meeting was to discuss a structure which will allow the Council to operate more efficiently. A proposal will be presented to the Parish Council at its August meeting.

19.3 Brook Avenue Lighting

Cheshire East Council has now responded in respect of ownership/on-going maintenance of the street lighting on Brook Avenue.

From a legal perspective there are no attachments or issues via Cheshire East Council. The posts belong to the electricity company and the fittings were installed some significant time ago. They are not the Borough Council's and do not appear to be the Parish Council's either.

To maintain these units safely (be it Parish Council or Borough Council) the existing infrastructure needs to be replaced. This would include the lantern(s), control cell and bracket (plus transfer of the connection old/new). The budget cost for this would be £1,908 per lamp. Cheshire East Council is reluctant to undertake this.

The on-going costs thereafter should be minimal with a cell change every 12 years, electrical test every 6 years. The LED lantern should last for years and reduce the energy compared with the existing lamps, by in excess of 60% (depending on the final designed wattage).

The Clerk has notified Laura Smith, MP of the outcome of the enquiries as a resident had raised this matter with her. There is, therefore, no further action required by the Parish Council.

20 DATE OF NEXT MEETING

7 August 2019

21 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.

22 VINE TREE PLAY AREA – QUOTATION FOR REPAIRS
(Reason for exclusion: commercial sensitivity)

To consider the quotations for repairs to various pieces of equipment at the Vine Tree Play Area.

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

The Parish Council is asked to consider the Clerk's report which sets out overtime incurred over the last eight weeks. The Council is asked to authorise the payment of the overtime.

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