



Shavington-cum-Gresty Parish Council

Clerk: Carol Jones

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Parish Councillors are summoned to a MEETING OF THE PARISH COUNCIL

DATE: WEDNESDAY, 1 JUNE 2016

TIME: 7.15 pm

VENUE: SHAVINGTON VILLAGE HALL
SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 27 May 2016

Signed

To: Members of the Parish Council
Councillors Gillian McIntyre (Chairman), W McIntyre (Vice-Chairman), V Adams,
E Ankers, S Cheshire, B Cooper, M Ferguson, B Gibbs, K Gibbs, R Hancock, A Yoxall
and P Yoxall

Copies: Borough Councillor Steven Edgar
Police representatives

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.

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. **Councillor W Cooper**

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 particular circumstances.

3 MINUTES

To approve as a correct record, the Minutes of the Annual Meeting held on 4 May 2016, the same to be signed by the Chairman. ...

4 MATTERS ARISING (Not detailed separately elsewhere on the agenda)

Membership of the Neighbourhood Plan Steering Group

At the previous meeting, it was suggested that Councillor W Cooper be asked to become a member of the Steering Group. This request has been passed to him and he will be able to report to the July meeting.

5 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters.

Members are asked to note that this item has been up-lifted on the agenda to allow Councillor Edgar to report while members of the public are in attendance.

6 PUBLIC QUESTION TIME

Members of the public are able to ask questions, or address the Parish Council, in respect of any item on the agenda, or any matter relevant to the Parish Council's business and the local area.

Each member of the public is permitted to speak for a maximum of five minutes.

Members of the public are reminded that this is the only opportunity for participation in the meeting.

7 POLICE MATTERS

7.1 PCSOs – POLICY ACTIVITY IN THE PARISH

To report on recent Police activity in the parish.

7.2 CONTRACT - SERVICE LEVEL AGREEMENT WITH CHESHIRE CONSTABULARY (PARISH COUNCIL CONTRIBUTION TO COST OF TWO PCSOS)

Members will be aware that David Keane is the new Police and Crime Commissioner for Cheshire and started in post on 12 May.

Inspector Kate Woods, who attended the April meeting, will be in attendance to discuss the new contract for the provision of PCSOs. A draft of the new SLA has not yet been prepared, but for ease of reference, a copy of the SLA which terminated on 6 March 2016 is enclosed and can form a basis for discussion. ...

8 NEIGHBOURHOOD PLAN STEERING GROUP

8.1 Notes of Steering Group Meeting held on 16 May 2016.

The meeting held on 16 May 2016 was not quorate (minimum of two parish councillors to be present). The Group was aware that it was not quorate and the enclosed notes record the informal meeting. A further meeting was held on 23 May; those minutes are not yet available but the Clerk has been informed that the recommendations contained in the attached notes, mirror those which were discussed on 23 May. ...

8.2 Neighbourhood Plan Expenditure

The enclosed schedule sets out the areas of spend for the Steering Group. The list totals £3,518 but has been divided into what can be considered as individual projects. ...

The Parish Council is asked to consider/approve the proposed expenditure.

8.3 Exclusion of Press and Public

The Parish Council is invited to exclude the press and public from the meeting during consideration of the following item, in accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960, owing to the confidential nature of the business to be transacted, and the public interest would not be served in disclosing the information.

(Note: Any volunteer member of the Steering Group can remain in attendance as the following item has been referred by the Steering Group.)

8.4 Branding for Neighbourhood Plan

The Chairman of the Steering Group has submitted a quotation for the following: ...

- Brand Discovery
- Brand Strategy
- Identity Package
- Brand Guidelines

As the cost of these items is in excess of £500, the Parish Council will be required to obtain a further two quotations for the project.

8.5 Re-admittance of the Press and Public

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

9 ANNUAL ACCOUNTS – 2015-2016

The Parish Council is asked to approve the accounts for the financial year 1 April 2015-2016. These were considered by the Finance Committee at its meeting held on 23 May at which time Members reviewed the detailed receipts and payments for both the Parish Council and Village Hall account and carried out a Cardiff check which comprised 11 individual transactions: five from the Village Hall account and six from the Parish Council account. For each payment, Members verified the cheque recorded and the amount, with the details on the cheque itself. The end-of-year balance as shown on the bank statements, was also inspected.

The Clerk has been unable to balance the Parish Council accounts with the bank statements. It would appear that the bank balances quoted as at 31 March 2015 do not accord with the bank statements themselves. In view of this anomaly, the Parish Council is asked to approve the accounts, subject to any observations to be made by the Internal Auditor. As there is a

legal requirement for the accounts to be approved by 30 June, it may be necessary to convene an extra-ordinary meeting of the Parish Council before 30 June, comprising only Members of the Finance Committee, to ensure that accounts can be forwarded to BDO LLP, the external auditor.

Members who wish to inspect the detailed documents are asked to contact the Clerk.

The following documents will be provided under separate cover.

Section 1 of the Annual Return: Annual Governance Statement
Section 2 of the Annual Return: Accounting Statement

Parish Council: Summary Receipts & Payments statement (1 April 2015 – 31 March 2016)
Village Hall: Summary Receipts & Payments statement (1 April 2015 – 31 March 2016)

The regulations in respect of the audit have changed and the Council is now subject to the Local Audit and Accountability Act 2014 (Accounts and Audit Regulations 2015).

The period during which electors may inspect accounting records is now set by the RFO, not the external auditors. For Shavington-cum-Gresty Parish Council this is 1 July 2016 – 11 August 2016. Electors' objections to accounts must be made during the inspection period, rather than after it. The notice must be published on the website before the start of the inspection period.

The Annual Governance Statement and Accounting Statements must also be published on the website along with a statement that the Annual Return, as published, may be subject to change. The unaudited Annual Return must be published before the start of the inspection period together with the Statement of Variances and Bank Reconciliation which is sent to the external auditor.

Following approval of the accounts, John Hancock will carry out an internal audit check, following which, the accounts will be issued to BDO LLP, the external auditor.

10 AUTHORISATION OF PAYMENTS

The Parish Council is asked to authorise the following payments. Any additional payments will be reported to the meeting.

Parish Council Payments

£859.16	Mrs C M Jones	Salary for April 2016.
£290.74	HMRC	Tax/NI on Clerk's salary
£25.00	A J Hardy Ltd.	Payroll service – for year-end procedure
£25.00	C Willetts	Website maintenance
£853.00	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£816.65	ANSA	Purchase of two litter-bins at £340.27 each (£680.54 net and £136.11 VAT)

Village Hall Payments

£tba	Mrs B Fraser	Cleaning of the village hall
£tba	S Castellano	Window-cleaning of village hall
£91.87	ASH Waste Services	Collection of waste (£76.56 net and £15.31 VAT)
£420	AG Consulting	Structure survey of the disabled toilets project. (£350 net and £70 VAT)

£120.00	Cheshire Conservatories	Window repair
£57.25	United Utilities	Water and waste-water – 27 January 2016 24 April 2016
£150.00	Des Massey	Draining of heating system and repair of radiator
£253.70	Mrs C M Jones	Reimbursement for settlement of invoice issued by Scottish Power. A receipt of this payment has been provided by Scottish Power.

The invoice was sent to the former Clerk, and by the time it had been received by the current Clerk, Scottish Power advised that it may be dealt with through a debt-collection agent, if not paid immediately.

11 VILLAGE HALL

11.1 Photocopier

The Parish Council is invited to consider removal of the photocopier currently located in the upstairs room at the Village Hall. The equipment is seldom used and during 2015-2016 cost a total of £350+.

11.2 Provision of Wi-Fi

The Clerk to report on initial enquiries into the provision of Wi-Fi at the village hall.

12 MEMBERSHIP OF PLANNING COMMITTEE (Item requested by Councillor G McIntyre)

At the Annual Meeting on 4 May 2016, the Council reviewed its delegation arrangements and appointed Members to the Planning Committee, namely Councillors M Ferguson, R Hancock, G McIntyre and W McIntyre.

The Chairman invites the Parish Council to revise the Terms of Reference for this Committee by increasing its membership and appointing an additional Member.

13 SOUTHERN PLANNING COMMITTEE/STRATEGIC PLANNING BOARD (CEC)

The Parish Council is invited to nominate councillors who can be authorised to represent the Council at the Southern Planning Committee and the Strategic Planning Board. It would also be helpful for those Members to be authorised to attend Public Inquiries, if appropriate.

14 RISK ASSESSMENT/MANAGEMENT

The Parish Council is required to carry out an annual assessment of risks and the management arrangements in place. ...

A risk assessment/management schedule is enclosed for approval/amendment.

15 COMPLAINTS PROCEDURE

At the previous meeting, the Clerk submitted a Complaints Procedure for approval and was asked to harmonise this with an existing document. This has now been carried out and a revised procedure is enclosed. ...

The existing document is much shorter and all of the provisions were already in the draft document submitted to the May meeting; however, the Clerk has added a reference to residents' opportunity to influence Council decisions.

Members should also note that the existing document stated that the Complaints Committee could not deal with complaints against parish councillors and such complaints should be sent direct to the CEC Monitoring Officer. Complaints against parish councillors can be considered by the Parish Council's Complaints Committee; however, if a member of the public wishes to

use the Code of Conduct route, they can write to the Monitoring Officer, but unless it is an extremely serious complaint, the Monitoring Officer is likely to refer it back to the Parish Council to resolve.

16 PLANNING MATTERS

16.1 Planning Progress

Enclosed is a 'Planning Progress' schedule which the Parish Council might wish to receive regularly to enable Members to monitor the current status of the various planning applications. The earliest planning application recorded on this schedule is August 2015, but if Members wish this to be expanded, a revised schedule can be submitted. ...

16.2 Planning Applications

The Parish Council is invited to comment on the following planning applications. The applications can be viewed on-line online [By Clicking Here](#)

16/2582N	91 Main Road, Shavington	Erection of conservatory and ground floor extension to rear.
Deadline date for comments: 16 June 2016		
16/2417N	Rear of 150A Crewe Road, Shavington	Demolition of commercial workshop and construction of two bungalows.
Deadline date for comments: 9 June 2016		
16/2513N	21 Crewe Road, Shavington	Proposed front porch, two-storey side and single-storey rear extensions.
Deadline date for comments: 14 June 2016.		
16/0015N	Land to rear of 46 Chestnut Avenue	Outline application for construction of 44 dwellings, including access and associated works.
This application was considered by the Parish Council at its meeting on 3 February 2016. This application, which is the same reference, has been re-submitted as Cheshire East Council has received amended plans/details for the application.		
Deadline date for comments: 2 June 2016		

16.3 Pre-Application Consultation

Borough Councillor Steven Hogben has forwarded the enclosed planning drawings from Mono Consultations in respect of pre-application consultation for the siting of a telephone mast.

16.4 Planning Application 15-2147N : Land to rear of 71 Main Road, Shavington Appeal Reference APP/R0660/W/16/3147420

To receive for information, a copy of a resident's objections sent to the Planning Inspectorate. For information, Members are reminded of the Parish Council's own objections to this planning application; although this was issued to Cheshire East Council, three copies have now been sent to the Planning Inspectorate. ...

17 BEST-DRESSED HOUSE AT CHRISTMAS

The Parish Council is asked to give initial consideration to arrangements for a 'Best-Dress House at Christmas'.

18 CORRESPONDENCE

To report that the Rt. Hon. Edward Timpson MP has offered the opportunity for the Parish Council to attend various tours of The Palace of Westminster, which includes the following:

During Parliamentary Sessions

Monday	9.00 am – 12 noon (full tour)
Tuesday and Wednesday	9.00 am – 9.55 am (full tour)
Tuesday and Wednesday	10.00 am – 12 noon (partial tour: House of Lords only)
Thursday: no tours	
Sitting Fridays:	3.30 pm – 5.15 pm (full tour)
Non-Sitting Fridays:	9.30 am – 5.15 pm (full tour)

Elizabeth Tower Tours

Bookings are taken six months in advance.

If Members are interested, they can make direct contact with Mr Timpson at timpson@parliament.uk or by phone (020 7219 8027).

19 SHARED ITEMS

Members are able to share information which was not available for inclusion on the agenda. Members are reminded that decisions cannot be taken under this item.

20 DATE OF NEXT MEETING

6 JULY 2016

NOTES

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 address the Parish Council and are allowed up to five minutes to speak.
- The chairman shall have discretion to extend public speaking time, if he considers it appropriate.

2 MEETINGS

2.1 Meetings are held in Shavington Village Hall.

2.2 **Exclusion of the press and public:** On occasions, members of the public and press representatives are excluded from the meeting when the business to be transacted is of a confidential nature; for example, matters likely to reveal the identity of an individual, contracts and financial affairs of other parties. It is irrelevant whether there are press and public in attendance when the exclusion motion is carried. The purpose of the motion is to ensure that none of the proceedings which follow, including both written documents and any comments made, can be made public after the meeting. If the Council does not resolve to exclude the press and public, this would mean that anything discussed and any documents presented are regarded as in the public domain and must be supplied if requested by anyone, whether as a general request, or under the Freedom of Information Act.

2.3 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*).

2.4 **Planning Grounds:** The grounds on which observations can be made on planning applications are as follows –

- | | |
|--|---|
| 1 Development Plan in all its aspects | 8 Appropriateness of use taking account of local area |
| 2 Government legislation and guidance (PPG) | 9 Effect on highway safety and parking |
| 3 Siting | 10 Landscape |
| 4 Design | 11 Listed buildings |
| 5 External appearance | 12 Conservation areas |
| 6 Compatibility with street-scene | 13 Land contamination |
| 7 Development effect on neighbouring properties, amenities and privacy | 14 Flooding |

Non-Relevant Matters

- | | |
|---|---|
| 1 Matters controlled by other legislation | 6 Business competition |
| 2 Effects on private rights | 7 Personal circumstances – health/finance |
| 3 Provisions in covenants/deeds | 8 Ownership |
| 4 Effect on property values | 9 Moral issues |
| 5 Private opinions | |

Note: If the Parish Council agrees, in principle, with an application, but not in all aspects, suggestions for development conditions can be made, in line with relevant factors.