



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

DAY/DATE: WEDNESDAY, 6 MARCH 2019

TIME: 7.15 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 1 March 2019

C M Jones

To: Members of the Parish Council
Councillors V Adams, M Andrews, L Buchanan, N Cooper, 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

Prior to commencement of the meeting, Members will stand for a moment's silence as a mark of respect for former councillor Gill McIntyre who died on 20 February 2019 following a short illness.

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 – 6 FEBRUARY 2019

3.1 To approve as a correct record the Minutes of the Meeting held on 6 February 2019. ✎

3.2 Car Park at Shavington Primary School (Minute No. 261)

The Clerk to report in respect of the lights in the school car park. An enquiry has been made and a response is awaited.

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

To receive a copy of the Beat Manager's report.

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 – REGULATION 14 CONSULTATION

To report that the Strategic Environmental Assessment (SEA) report has now been provided by Cheshire East Council which is satisfied that there is no requirement for an SEA to be carried out. This document must accompany the Draft Neighbourhood Plan as part of the consultation.

The Council is now able to proceed to Regulation 14 consultation, and the proposed date for commencement of the six-week consultation period is Monday, 25 March 2019 and will conclude at 5.00 pm on Thursday, 9 May 2019. In the meantime, the list of consultees is enclosed, and Members are asked to consider each category and make suggestions for organisations/companies which should be included. As this could be a time-consuming process during the meeting, Members may wish to e-mail the Clerk with details.

Also enclosed is the Neighbourhood Plan Consultation Notification and the Consultation Feedback form, both of which have been sent to Brave Little Tank for re-branding.

8 PLANNING APPLICATION

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

19/0571N 4 Crewe Road, Shavington CW2 5JB
Proposed two-storey rear extension to form living accommodation

Deadline date for observations: 6 March 2019.

9 AUTHORISATION OF PAYMENTS

DECISION REQUIRED: To approve the following payments.

9.1 Parish Council Account

£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£15.00	Beardmore Accountants	Monthly payroll service.
£80.00	C Willetts	Website support
£tba	Ten & Bourne Ltd	Design of quarterly newsletter
£940.00	Solopress	Printing of quarterly newsletter
£90.00	Hazel Dockery	Fee for collation of newsletter
£300.00	Nicspics	Fee for photography work. Cheque payable to N Parton.
£875.50	M Webster Ltd.	Grounds Maintenance (£729.58 net and £145.92 VAT)

9.2 Village Hall Account

£tba	Target Windows	External window cleaning
£tba	Crystal Clean South Cheshire	Village Hall Cleaning
£125.00	Caroline Cole	Reimbursement for Village Hall bookings which were cancelled owing to scheduling issues.
£59.62	ASH Waste Services	Invoice 652384 (£48.68 net and £9.94 VAT)

£59.62	ASH Waste Services	Invoice 614493 (£48.68 net and £9.94 VAT)
£39.47	C M Jones	Reimbursement for purchase of specialist toilet rolls.

9.3 Internet Banking

DECISION REQUIRED: To consider applying for an Internet Banking facility.

The Parish Council is asked to approve applying for an Internet Banking facility with the Parish Council's bankers.

For information, a copy of the application documentation is enclosed. It is suggested that approval be granted, following which separate arrangements will be made for signing the documents.

This will assist in administering the new Village Hall arrangements if Members agree to the proposals in agenda item 12.1 below.

9.4 Donation to Crewe Brass Band

DECISION REQUIRED: To consider making a donation to Crewe Brass Band.

A small ensemble from Crewe Brass Band played for the 'Carols at Christmas' event held on 23 December 2018. At the previous meeting the Parish Council was asked to make a donation. The Clerk was asked to enquire into the usual fee charged for the Band's services.

The Clerk has contacted the band. There is no formal pricing structure; a number of factors are taken into account. The band committee is meeting on 1 March 2019 and the Clerk will be able to report to the meeting.

10 WYBUNBURY UNITED CHARITIES

DECISION REQUIRED: To provide information about the WUC banking arrangements to enable the Clerk to notify the Chairman of the WUC.

Dr Nick Clowes, the Chairman of Wybunbury United Charities has asked for details of the new banking arrangements to be notified to him by 31 March 2019.

At the meeting held on 1 August 2018, the Parish Council was advised that each township's bank account was entirely the responsibility of that township's administering trustees. Monies were paid by the Treasurer into whatever account the trustees indicated. Shavington's share for 2017 has not yet been paid and the 2018 share is due for payment after the AGM on 23 May 2019. The reason for this is that the Charity has not yet been informed of the bank into which it should be paid.

Councillor W McIntyre updated the Parish Council on this matter at the August 2018 meeting and advised that he had now received all the necessary bank information from former councillor Peter Yoxall. It was understood that Councillors Adams and McIntyre would make the necessary arrangements with the bank.

The Trustees are asked to provide an update to enable the Clerk to issue details to Dr Clowes.

11 CONTRACTS FOR SERVICES

DECISION REQUIRED: To approve three specifications for contracts for services.

The Parish Council is asked to approve the enclosed specifications for contracts for services to enable quotations to be sought:

- Compilation of quarterly newsletter.
- Photography contract – photographs for newsletter and other Parish Council assets.
- Design work (e.g. newsletter, poster and banner design).

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12 VILLAGE HALL MATTERS

12.1 DAY-TO-DAY MANAGEMENT ARRANGEMENTS

DECISION REQUIRED: To consider the options for day-to-day management of the Village Hall.

Councillor Kevin Gibbs has offered to take on responsibility for dealing with all booking enquiries for the Village Hall to include collection and banking of fees.

As part of this arrangement he wishes to introduce various procedures to improve the bookings system and a briefing note is enclosed.

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The Parish Council is asked to (1) accept the terms as outlined in the enclosed briefing note; OR (2) suggest an alternative option for dealing with the bookings.

In the event of neither (1) nor (2) being acceptable, the Village Hall will need to be closed temporarily until alternative arrangements can be put in place.

12.2 LONGER-TERM MANAGEMENT ARRANGEMENTS

DECISION REQUIRED: To agree a date for meeting with Cheshire Community Action.

Claire Jones from Cheshire Community Action has been invited to attend a specially-convened Parish Council meeting to discuss the various options for the longer-term management of the Village Hall. A copy of the document produced by Cheshire Community Action is enclosed.

Ms Jones has offered the following dates, and although Members hold their meetings in the evenings, Ms Jones has greater flexibility during the daytime.

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- Monday 25 March (Clerk not available)
- Tuesday 26 March
- Monday 15 April
- Wednesday 17 April

12.3 VILLAGE HALL CLEANING

DECISION REQUIRED: To extend the current cleaning contract until 30 April 2019.

The contract for cleaning the Village Hall (Crystal Clean South Cheshire Ltd.) comes to an end on 31 March 2019. An advertisement for a new cleaning contractor has been advertised in the Parish Newsletter and has been added to social media and the website and will also be placed in the notice-boards.

The closing date for applications is 29 March 2019 and interviews will follow after that date. In the meantime, the Parish Council is asked to extend Crystal Clean's contract for another month (to 30 April 2019) until it is possible to appoint a new contractor.

13 HANDYMAN/WOMAN

DECISION REQUIRED: To decide if the enclosed specification is appropriate for the job, and to decide if an advertisement should be placed to recruit to the post.

Members have previously suggested that a handyman/woman is required to carry out routine maintenance items which do not require specialist training or expertise.

On 19 February 2019, the Clerk sent the enclosed draft specification to Members for comment.

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The Parish Council is asked to reach a view as to whether a handyman/woman is required, and to consider how this should be funded.

INFORMATION ITEMS

14 SPATIAL PLANNING UP-DATE

To receive a copy of the February 2019 Spatial Planning Update from Cheshire East Council.

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15 COMMUNITY INFRASTRUCTURE LEVY (CIL)

To receive a copy of a CIL Guidance Note from Cheshire East Council (CEC), together with notification that at full Council on 21 February 2019, CEC adopted the CIL charging schedule which takes effect from 1 March 2019.

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16 COMMEMORATIVE PLAQUE ON WALL OF VILLAGE HALL

At the meeting held on 5 December 2018, Councillor Martin Andrews undertook to carry out research via the archived minutes of the Parish Council, to identify the names of all 12 councillors who were serving on the Parish Council at the time that the Village Hall was purchased by the Council. The purpose is to ensure that if a commemorative plaque is commissioned for installation of the Village Hall, it will accurately name all the councillors who were involved in the purchase of the hall.

Councillor Andrews to report progress.

17 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*).

18 SCHEDULED COMMITTEE MEETINGS

Committee Members are asked to note dates for the following Committees:

Village Hall Management Committee:	Wednesday, 13 March 2019 – 6.30 pm
Environment Committee:	Monday, 29 April 2019 – 6.30 pm

19 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.

20 CHESHIRE EAST COUNCIL – MEETING WITH CABINET MEMBER COUNCILLOR AINSLEY ARNOLD

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

The Chairman and Vice-Chairman to report on the meeting with Cabinet Member, Councillor Ainsley Arnold, on 28 January 2019.

21 GROUNDS MAINTENANCE CONTRACT

(Reason for exclusion: Relates to contractual matters between the Parish Council and potential contractors.)

DECISION REQUIRED: To agree arrangements for advertising for a new grounds maintenance contract.

As Members are aware (e-mail sent 19 February 2019), the current contractor has indicated that he is unable to continue with the contract beyond the end of May 2019. The Parish Council will, therefore, need to invite quotations for the work.

Enclosed is the current Bill of Quantities which was used when seeking quotations in 2016. It is suggested that the Parish Council might wish to include lengthsman-type duties into the list of tasks.

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22 DATE OF NEXT MEETING

3 April 2019

**PARISH COUNCIL ELECTIONS – 2 MAY 2019
PURDAH RESTRICTIONS**

(see enclosed note)

Members are reminded about the 'Purdah' restrictions which come into effect on 14 March 2019, the date of publication of the Notice of Election.

Purdah relates to publicity during the pre-election period and the restriction rules are wider than just publicity; they also relate to the use of Council facilities and resources. For this reason, Councillors should not be posting on any of the Parish Council's assets, i.e. Facebook or shavingtononline during this period.

A letter explaining the provisions is enclosed for Members.

A post will be added to shavingtononline to advise non-parish councillors who are standing for election, whether Borough or Parish, that they cannot use this platform for publicity purposes as the website is owned and funded by the Parish Council.