



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

DAY/DATE: WEDNESDAY, 3 APRIL 2019

TIME: 7.15 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 29 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

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 MARCH 2019

To approve as a correct record the Minutes of the Meeting held on 6 March 2019.

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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 Beat Manager's Report

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

5.2 Service Level Agreement (SLA)

The current SLA between Cheshire Police and the Parish Council terminated on 31 March 2019.

Det. Sergeant Christian Morris no longer covers Shavington; he has been replaced by Sergeant Martin Caldwell. A copy of the current SLA has been forwarded to him, with a request that this be reviewed and extended from 1 April 2019.

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 SCHOOL CAR PARK – LIGHTING

To report that the school is continuing to try to fix the problem of the lighting on the school car park and has now contacted the Chief Executive of its Multi-Academy Trust which has also been helping to fix the problem. The school expects to have a fully-lit car park soon but is unable to give a precise date. In the meantime, the school is using additional lighting from the new building to try to help the situation. It has recently changed the timers on the lighting within the school as it was causing issues for more local residents.

8 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

The following arrangements have now been made for the Regulation 14 Consultation:

- The re-branded consultation feedback form and notification forms are being amended with the revised consultation dates of 15 April – 31 May 2019. Copies are expected to be available for the meeting.
- The ‘drop-in’ sessions have now been agreed as –
 - Saturday, 11 May at Shavington Village Festival – noon to 5.00 pm
 - Sunday, 12 May at the Village Hall, noon to 5.00 pm
 - Monday, 13 May at the Village Hall, 8.30 am to noon
- The enclosed generic consultation list is suggested for the consultation. A Member has also provided some details of local village groups which she considers should be consulted.

To follow

9 PLANNING MATTERS

9.1 Planning Applications

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

19/1326N 10 Delves Close, Shavington CW2 5EX
Single-storey extension to rear and dormer construction to front

Deadline date for observations:

19/1171N 14 Chilworth Close, Crewe CW2 6UN
Certificate of proposed lawful use for existing residential dwelling.

Deadline date for observations: 29 March 2019. (The Clerk has requested an extension)

19/1084N Shavington Primary School, Southbank Avenue, CW2 5BP
Safeguarding fencing and gates to school perimeter

Deadline date for observations: 27 March 2019. Case Officer has agreed to extension to 3 April 2019.

The application has been prompted following a recent safeguarding review conducted by the school which has decided that it wishes to ensure that the fencing meets the new requirements of 2.4m for external fencing and 2m for internal fencing. The application is also to ensure that safeguarding requirements are met for all those who use and access the site.

9.2 Planning Appeal

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

Following refusal of this application, the applicant has appeared the decision. The appeal will be determined on the basis of written representations.

The reason for refusal is that the proposal would not allow sufficient space for an average car to park fully off the highway. It would also force pedestrians onto the carriageway and would be unsafe. The proposal is therefore considered to be contrary to Policy BE.3 (Access and Parking) of the Borough of Crewe and Nantwich Adopted Replacement Local Plan 2011.

The Parish Council considered this application on 7 November 2018 and agreed not to make any observations.

10 AUTHORISATION OF PAYMENTS

DECISION REQUIRED: To approve the following payments:

10.1 Parish Council Account

£50.00	Jackie and Melvin Latham	First prize for Best-Dressed House at Christmas. Cheque made payable to
£30.00	Andrea and Russell Mason	Second prize for Best-Dressed House at Christmas. Cheque to be made payable to
£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 t/a Brave Little Tank	Design of documents for – Scarecrow competition, and Regulation 14 Consultation
£300.00	Nicspics	Fee for photography work. Cheque payable to N Parton.
£67.80	KCOM	Invoice EC2008 3409 (£56.50 net and £11.30 VAT)
£875.50	M Webster Ltd.	Grounds Maintenance (£729.58 net and £145.92 VAT)
£15.58	C M Jones	Reimbursement for renewal of domain name
£200.00	C M Jones	Printing cartridges. This is a contribution only. The invoice is for £316.80, but the Clerk uses the printer for non-Parish Council printing on occasions.
£35.38	C M Jones	Purchase of second-class stamps for posting out monthly cheques.
£1,847.19	Water Plus	Wastewater for the period 1 April 2019 - 31 March 2020 (Inv. No. 04239161)

£309.44	ANSA	Four operational and annual independent inspections at Vine Tree play area (£257.87 net and £51.57 VAT)
£390.00	M Ascroft	Fitting of defibrillator cabinet to the outside wall of the village hall (Invoice 101825 – £325.00 net and £65.00 VAT)

10.2 Village Hall Account

£40.00	Target Windows	External window cleaning
£324.00	Crystal Clean South Cheshire	Village Hall Cleaning (£270.00 net and £54.00 VAT)
£tba	ASH Waste Services	Fortnightly collection of waste
£89.51	Scottish Power	Electricity supply at the Village Hall
£523.92	British Gas	Gas services
£471.53	British Gas	Renewal of the Careplan scheme
£100.00	M Andrews	Reimbursement for purchase of Village Hall keys.
£59.98	C M Jones	Reimbursement for purchase of toilet rolls
£13.65	C M Jones	Reimbursement for HSE Accident Book and poster
£tba	C M Jones	Reimbursement for purchase of full-length mirror for the Ladies' toilets; and small wall mirrors for placement over basins in Gents, Ladies and disabled toilets.

10.3 Revision to Standing Order

The Parish Council is asked to approve a revision to the current Standing Order in respect of the Clerk's salary.

With effect from 1 April 2019, the Clerk's salary will be £15,085.00 pa. The net salary is £12,068.00 and the monthly standing order needs to be revised to £1,005.66.

Beardmore Accountants has confirmed this is the appropriate amount, taking account of tax and NI contributions.

A letter of authority will be available for signature at the meeting.

11 KIOSK – OPPOSITE TO FORMER CO-OP STORE

DECISION REQUIRED: To consider purchasing a defibrillator for installation in the kiosk.

The Parish Council is asked to consider purchasing a defibrillator for installation in the telephone kiosk. This is an allocation in the budget for 2019-2020.

12 SHAVINGTON VILLAGE FESTIVAL – 11 MAY 2019

Parish Councillors are asked to indicate if they are able to attend the Village Festival on 11 May 2019 and to assist by setting up and 'staffing' the stand.

13 ASSET OF COMMUNITY VALUE – 140 MAIN ROAD, SHAVINGTON

DECISION REQUIRED: To set up a small working group to complete the application for ACV status.

As agreed at the previous meeting, enclosed is the application form for registration of 140 Main Road as a community asset. It is suggested that a small working group be set up to consider the details to be included in the application.

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14 CALENDAR OF COMMITTEE MEETINGS

DECISION REQUIRED: To consider adopting a full schedule of Committee and Council meetings for the year 2019-2020.

To consider adopting the enclosed schedule of meetings for both Committees and Council. The calendar of meetings for the Council only, will need to be approved formally at Annual Council.

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15 REMEMBRANCE SUNDAY ARRANGEMENTS – 10 NOVEMBER 2019

DECISION REQUIRED: To adopt the enclosed arrangements for Remembrance Sunday.

The parish council is invited to consider adopting the proposed procedural arrangements for Remembrance Sunday as detailed in the Clerk's report.

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16 VILLAGE HALL MATTERS

16.1 PRICING STRUCTURE

DECISION REQUIRED: To approve the proposed revisions to the pricing structure.

Councillor Kevin Gibbs is requesting approval to revise the pricing structure so that the three x four-hour blocks (8.00 am/12 noon; 1.00 pm/5.00 pm; 6.00 pm/10.00 pm weekdays; and 9.00 am/1.00 pm; 2.00 pm/6.00 pm; and 7.00 pm/11.00 pm weekends) are removed.

The cost for hiring will remain at £15 per four-hour session, but these will not be restricted to the time slots identified; for example, a booking could be made from 9.00 am – 1.00 pm on a weekday, effectively cutting across two time slots, but the client will be charged £15 only.

This was included in the terms approved at the previous meeting, but the Parish Council is asked to ratify the arrangement.

16.2 USE OF REAR BUILDING FOR THE FESTIVAL COMMITTEE

DECISION REQUIRED: To approve use of the rear building in the Village Hall car park.

The Parish Council is asked to consider allowing the Festival Committee to use the building in the Village Hall car park for the storage of items in the event of the Committee being unable to continue with its present arrangements. This would initially be for a period of 12 months.

INFORMATION ITEMS

16.3 DAY-TO-DAY MANAGEMENT ARRANGEMENTS

(a) Automated Call-Handling

To report that the automated call-handling system 'went live' on 22 March 2019. The call-handling service is provided by KBVO (Knowledge Base for Virtual Offices) and the monthly subscription is £40.00 (plus VAT of £10.00).

Callers who phone 01270 262636 now have the option of selecting No. 1 which is for Village Hall bookings, or No. 2 which is for the Clerk.

(b) Update on day-to-day management

To receive an update from Councillor Kevin Gibbs on the new arrangements.

16.4 LONGER-TERM MANAGEMENT ARRANGEMENTS

Claire Jones from Cheshire Community Action has been asked to suggest dates when she would be able to attend a specially convened Parish Council meeting, after the elections on 2 May 2019. This will feature as an item on the agenda for the Annual Council meeting.

16.5 PROVISION OF VARIOUS ITEMS IN THE TOILETS

To report that a quotation submitted by Dame Hygiene Services, has been accepted for the following. The company representatives visited the hall to carry out a survey and were accompanied by Councillor Vivien Adams.

Purchase of Baby-change unit – to be fitted in disabled toilet.	£198.00 plus VAT £25.00 for installation
Two sanitary disposal units (for Ladies' toilets) Waste collected once a month (12 visits a year)	£98.09 each per annum = £196.18
One x 60 litre capacity nappy disposal unit – to be fitted in disabled toilet.	£142.90 per annum
One dual column vending tampon/towel machine Fitted in Ladies' toilets. Replenished and maintained monthly.	£132.60 per annum
TOTAL ONE-OFF COST	<u>£223.00</u>
TOTAL ANNUAL COSTS	<u>£471.68</u>

The Clerk has subsequently asked Dame Hygiene for a quotation for the provision and emptying of a continence bin in the disabled toilets. This was omitted from the invitation to quote but was agreed by the Village Hall Management Committee.

16.6 VIDEO TOUR OF VILLAGE HALL

DECISION REQUIRED: To approve the quotation submitted by Adam Capper.

Adam Capper, a local photographer and videographer has submitted a quotation of £450.00 for providing a 'video tour of the Village Hall'. This will comprise an overall view of the exterior and interior; an interview to explain usage of the hall; and musical accompaniment. The quotation itself is available.

Members will recall that this was a suggestion put forward by Councillor Kevin Gibbs as part of his terms for managing the Village Hall.

17 MINUTES OF VILLAGE HALL COMMITTEE MEETING

To receive the Minutes of the Village Hall Management Committee meeting held on 13 March 2019.

18 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*).

19 UP-DATE ON OUTSTANDING ACTION – WESSEX CLOSE PLAY AREA

To report that Councillor Ainsley Arnold (Portfolio Holder for Portfolio Holder for Housing, Planning and Regeneration) has passed to Andy Kehoe (CEC Assets Manager), the Parish Council's request to take over responsibility for the Wessex Close Play Area.

20 GROUNDS MAINTENANCE CONTRACT

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

The Clerk was unable to issue invitations to quote in time to allow contractors to submit their quotations by the agreed deadline date of 29 March 2019. The invitations have, therefore, asked for quotations by 5 April 2019.

Quotations can be considered at Annual Council on 8 May 2019. The Clerk has contacted Mike Webster and he is prepared to continue until the end of May; this would enable the Parish Council to award a contract starting 1 June 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 STREET LIGHTING ON BROOK AVENUE

(Reason for exclusion: Identification of individuals.)

DECISION REQUIRED: The Parish Council is asked to consider the correspondence and formulate a response to Laura Smith, MP.

The Clerk has received correspondence from Laura Smith MP in respect of a matter which was raised by a resident and reported to the Parish Council at its meeting in November 2018. The Clerk's report is enclosed.

23 CONTRACTS FOR SERVICES

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

DECISION REQUIRED: To consider specifications for contacts for services.

Based on the approved specifications at the previous meeting, quotations were invited for the following services.

- Creative Services
- Photography
- Newsletter compilation.

Quotations received will be issued under separate cover, together with the Clerk's report.

24 VILLAGE HALL CLEANING

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

DECISION REQUIRED: To consider appointing a cleaning contractor.

The closing date for receipt of applications for an independent cleaning contractor for the Village Hall is 29 March 2019.

Only one application has been received and that is from the interim cleaning contractor. The application is enclosed.

25 COMMEMORATIVE PLAQUE – VILLAGE HALL
(Reason for exclusion: Identification of individual.)

DECISION REQUIRED: To approve a quotation from Culzean Engraving Ltd. for a commemorative plaque to be fixed in the Village Hall.

Councillor Martin Andrews undertook to provide a costed proposal for a commemorative plaque to be commissioned for affixing to the wall of the Village Hall. The plaque will show the names of all the councillors who were in post when the Village Hall was purchased.

A formal quotation will be available at the meeting. The costs have been identified as follows:

2mm brushed stainless steel plates size 36" x 24" and black infill. £589.00 net (£117.80 VAT)

Artwork/proofs £55.00 net (£11.00 VAT)

2mm stainless steel plates required for the names. £35.00 net (£7.00 VAT)

Total: £679.00 net and £135.80 VAT.

26 DATE OF NEXT MEETING

8 May 2019

These are the Annual Meetings as follows:

7.15pm Annual Parish Meeting

It is suggested that this be held in the Main Hall in the event of a large turnout.

The **Annual Parish Meeting** is held on the same evening as the Annual Meeting of the Parish Council. These are two separate and distinct meetings but are held for convenience on the same evening.

The Parish Meeting comprises local government [electors](#) registered for the parish. If present, the Parish Council Chairman must chair the Parish Meeting. In her/his absence, the Vice-Chairman must preside if she/he is present; otherwise the meeting must elect its own chairman from those present. A Parish Meeting may discuss parish affairs, and resolutions may be passed which the Parish Council is obliged to consider but not necessarily accept.

The Parish Meeting must assemble annually between 1 March and 1 June. Proceedings must not begin before 6 pm. Decisions are taken by a majority of those present and voting.

7.30 pm Annual Council Meeting

The Annual Parish Council Meeting is the first meeting in the new municipal year and it is at this meeting that the Chairman and Vice-Chairman are elected. Committees are appointed and appointments to outside bodies are also made.

All newly-elected councillors will be required to sign their Declaration of Acceptance of Office prior to the start of the Parish Meeting; until they have signed, they have no status as parish councillors.

The Parish Council also takes the opportunity to consider other routine agenda items.