



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

DAY/DATE: WEDNESDAY, 3 OCTOBER 2018

**TIMES: 6.15 PM - 7.00 PM
PRE-MEETING PRESENTATION
by GUINNESS PARTNERSHIP
(downstairs Main Hall)**

**7.15 PM : PARISH COUNCIL MEETING
(Upstairs meeting room)**

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

Enquiries to: Clerk: Carol Jones

Issue date: 27 September 2018

Re-issued: 28 September 2018

To: Members of the Parish Council
Councillors V Adams, M Andrews, L Buchanan, W Cooper, B Gibbs (Chairman),
K Gibbs (Vice-Chairman), 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 is enclosed.

Prior to the start of the meeting, representatives from the Guinness Partnership will make a presentation about their proposed development of 44 houses on Newcastle Road.

The presentation will be held in the Main Hall at 6.15 pm. Residents are welcome.

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 – 5 SEPTEMBER and 12 SEPTEMBER 2018

To approve as correct records the Minutes of the Meeting held on 5 September 2018 and the Minutes of the Extra-ordinary meeting held on 12 September 2018. ⚡

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

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

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.

It should be noted that members of the public are not able to address Councillor Edgar.

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.

DECISION ITEMS

8 PLANNING

8.1 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.

18/4451N Vine Inn, Rope Lane, Shavington, CW2 5DT
Three fascia signs; three hanging signs and eight other signs

Deadline date for observations: 3 October 2018.

18/4484N Cheshire Cheese, 332 Crewe Road (Gresty) CW2 5AF
Extensions to pub/restaurant including in-filling existing brick verandas at side, front veranda extensions, rear and side single-storey extension to kitchen and refurbishment of internal areas.

Deadline date for observations: 10 October 2018.

18/4755N 22 Huntersfield, Shavington, CW2 5FB
Retrospective approval for an out-building housing a hot-tub.

Deadline date for observations: 17 October 2018.

8.2 Consultation – Traffic Regulation Order One-way System – Main Road, Shavington (Associated with Planning Application No. 17/2483N – 45 Affordable Homes at The Elephant site)

DECISION REQUIRED: To submit observations to CEC on the Traffic Regulation Order.

Although it is not normal procedure for Cheshire East Council to consult Parish Councils on Traffic Regulation Orders (TRO) the Council's comments can be taken into account.

The consultation commences on 3 October 2018 (this is a revised date) and will conclude on 24 October 2018.

A copy of the letter sent to residents, together with a plan, is enclosed. Please note that the date on the letter auto-updates on opening.

9 NEW HOMES BONUS (NHB)

9.1 **DECISION REQUIRED**: To suggest schemes which can be funded from the NHB

Borough Councillor Edgar notified Members of the Parish Council, under separate cover about the way in which the New Homes Bonus (NHB) would be allocated. This was considered by the Recreation Committee at its meeting held on 26 September 2018.

The NHB bonus is a base of £50,000 and a top-up of £120,000 giving £170,000 for the Crewe area which comprises Crewe, Haslington, Shavington, Rope, Willaston, and Wistaston.

The funding allocation will initially be decided by a verification process to ensure that it meets basic criteria; it will then be submitted to a committee of Ward Councillors: Crewe – nine: Haslington: two: Willaston: one; Wistaston: two, and Shavington: one.

The criteria are set around benefit to the community, alleviation of the effects of new houses, future proofing etc.

There is a minimum award of £10,000 with no maximum limit. The deadline date for applications is December 2018.

Councillor Steve Edgar has made the following suggestions as ideas for consideration:

- Additional allotments
- Improvement of existing allotments
- Kick-about football field
- Older persons Luncheon Club
- Support for Festival Committee
- Support for Youth Club

There will be a similar grant for houses built during 2018.

Members of full Council are invited to suggest appropriate projects costing at least £10,000.

To avoid detailed discussion at the meeting, it is suggested that Members make appropriate enquiries to establish the approximate cost of any projects which they put forward for consideration. In the meantime, attention is drawn to paragraph 9.2 below.

9.2 Information from Cheshire East Council

Cheshire East Council has sent information (enclosed) and invites town and parish councils to feed in to the award groups via the appropriate Town or Parish Council representative.

For Shavington-cum-Gresty Parish Council, the award group is Crewe and the representative is Geoff Beadle from Haslington Parish Council.

CEC has held a number of training sessions on the New Homes Bonus and has provided the following documents:

- Presentation slides
- Questions raised at training sessions
- Town and Parish Councils by award group area
- Town and Parish Council reps for award groups
- Award Groups Terms of Reference

The date of the first meeting of the award group for Crewe is Monday, 1 October at Jubilee House, Crewe (6.00 – 8.00 pm). Application forms are not required for this meeting, the purpose of which is to agree 3-5 priorities for the Parish Council's area.

As this meeting is prior to the Parish Council meeting, the Council could, potentially, be disadvantaged; however, as this was an item on the agenda for the Recreation Committee meeting on 26 September 2018, it was agreed that to avoid missing out on the process, one of the Members should attend the meeting on 1 October and report back to the Parish Council. Councillor Ferguson, as Chairman of the Committee, agreed to attend.

The Recreation Committee identified one major priority for the area and that was open space for recreational use for all ages, and this is supported by the consultation carried out to inform the Neighbourhood Plan, an early draft of which was submitted to the Annual Meeting.

As the draft Neighbourhood Plan document is 1 MB, it has not been included with this agenda, but if Members would like a copy, please contact the Clerk.

10 COMMITTEE MEMBERSHIP

DECISION REQUIRED: To appoint Members to the following Committee vacancies.
(See also item 16 below)

Following the resignation of Councillor Gill McIntyre, there are vacancies on the following Committees and the Parish Council is invited to appoint a Member to each vacancy.

- Finance Committee
- Recreation Committee
- Village Hall Management Committee

11 FINANCIAL MATTERS

11.1 Authorisation of Payments

DECISION REQUIRED: To approve the following payments.

A Parish Council Account

| | | |
|---------|---------------------|--|
| £926.10 | C M Jones | Net salary (September 18) |
| £294.26 | HMRC | £231.40 Tax and £62.86 Employer's NI |
| £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) |
| £50.00 | B Gibbs | Facebook adverts. |
| £192.58 | C M Jones | Reimbursement for hire of skip located in Village Hall car park for disposal of waste left on-site by unknown parties. (£164.48 net and £28.10 VAT) |

Councillor Andrews undertook to place all the waste items into the skip, and in the event of there being any capacity remaining, proposed to dispose of some of his own items. He will therefore pay a proportion of the cost and will provide photographs to show how much debris from the Village Hall was placed in the skip.

| | | |
|-----------|------------------------|---|
| £50.00 | Royal British Legion | Two wreaths for Remembrance Sunday, |
| £235.00 | The Leaflet Team | Distribution of quarterly newsletter |
| £480.00 | PKF Littlejohn LLP | Fee for external audit 2017-2018 (£400 net and £80 VAT) |
| £271.20 | KCOM | Charges for Wi-Fi in Village Hall (Invoices 19479302, 19453392, 19374885, and 19348339) – for the periods April, May, August and September £226.00 net and £45.20 VAT |
| £1,260.19 | Rentokil Property Care | Damp-proofing treatment in Village Hall (£1,050.16 net and £210.03 VAT) |

| | | |
|-----------|-------------------------------------|--|
| £66.00 | M H Ascroft | Electrical work associated with damp-proofing at Village Hall. (£55.00 net and £11.00 VAT) |
| £625.00 | Built to Last Joinery & Maintenance | Removal of skirting boards and architraves in Village Hall – associated with damp-proofing treatment. |
| £tba | Nicola Cooper | Photography work September Cheque payable to 'N Parton'. |
| £2,644.00 | Came & Company | Insurance premium (Inspire – AXA) From 1 October 2018 – 30 September 2019 Payment approved by the Parish Council on 12 September 2018. |
| £1,110.00 | DSW Painting & Decorating | Painting of the foyer, kitchen and bar area in the Village Hall. Foyer: £750.00 Kitchen: £210.00 Bar area: £150.00 Total VAT £222.00 |
| £30.00 | Shavington Academy | Annual Environmental Award (To be taken to the Shavington Academy Presentation Evening – see item 15 below) |

B Village Hall Account

| | | |
|-----------|--|---|
| £46.20 | Scottish Power | Electricity supply (£44.00 net and £2.20 VAT) |
| £85.70 | ASH Waste Services Invoice 589306 | Fortnightly waste collection (£71.42 net and £14.28 VAT) |
| £tba | W McIntyre | Purchase of soap dispensers for toilets. |
| £1,790.06 | Water Plus (Invoice 02283051) Period 1 April 2017 – 31 March 2018 | Water and wastewater at Village Hall. |
| £1,702.72 | Water Plus (Invoice 03326844) Period 1 April 2018 – 31 March 2019 | |

These invoices relate to correspondence which has been sent to the widow of the former Clerk. The correspondence has been sent by Engage Services Ltd. which is a collection agency acting on behalf of Water Plus. The former Clerk's widow has contacted Engage Services Ltd. on several occasions to inform them that Mr Moulton died, and she has also returned the documents to them.

Mrs Moulton passed the letter from Engage Services Ltd, to the Clerk (via a councillor). The Clerk has contacted Engage Services Ltd. to ask for an explanation as the Parish Council has previously made payments each time an invoice has been received.

No explanation has been provided, but the invoices themselves have been sent through, each of which contains the former Clerk's address.

The Clerk has asked Water Plus to ensure that its records are updated.

11.2 Conclusion of Audit – 2017-2018

To report that the external audit of the Parish Council's accounts for 2017-2018 has now concluded. PKF Littlejohn LLP (external auditor) has provided the enclosed sign-off documents.

There was only one issue of note and that was that the Council did not carry out a risk assessment during the year; however, as the Parish Council had provided an explanation for this, there was no 'except for' qualification on the audit. ✎

12 VILLAGE HALL MATTERS

12.1 Re-Valuation of the Village Hall

DECISION REQUIRED: To consider appointing Barrett Corp & Harrington Ltd. to carry out a re-valuation of the Village Hall.

It was reported at the September meeting, that Came & Company, the insurance broker recommended Barrett Corp and Harrington Ltd.

The Financial Regulations usually require that three quotations are considered, except that under Regulation 11, one quotation only can be considered for specialist services. Surveyors are regarded as specialist services.

Barrett Corp and Harrington Ltd. has quoted £500 plus VAT for the valuation and has provided the enclosed documents for consideration. ✎

Notwithstanding that the Parish Council is permitted to consider only one quotation as an exception within the Financial Regulations, the Parish Council can request other quotations if it wishes.

12.2 Village Hall – Hire Agreement

DECISION REQUIRED: To approve the revised Hire Agreement for Village Hall clients.

As part of the promotion of the Village Hall, the Communications Committee was of the view that the current hire agreement was no longer suitable and has made a number of amendments. A revised hire agreement was submitted to the Village Hall Management Committee at its meeting on 24 September 2018, for information.

A copy of the revised document is enclosed for endorsement by the Parish Council. ✎

12.3 Purchase of Items for the Kitchen

DECISION REQUIRED: To authorise purchase of items for the Village Hall kitchen.

The Parish Council is asked to authorise the purchase of the following items for the kitchen in the Village Hall:

- Microwave oven
- Electric cooker
- Crockery and cutlery (design to be decided)
- Hot water boiler (for beverages)

12.4 Use of Village Hall Car Park for Scouts Group – Cycling Proficiency

DECISION REQUIRED: To consider allowing the local Scouts Group to practice for their cycling proficiency test in the Village Hall car park.

The Parish Council is invited to consider if the Scouts Group can be permitted to use the Village Hall car park for cycling proficiency practice.

Councillor Emma Clayton, who raised this matter, has been asked to provide further information and it is expected that this will be available at the meeting.

13 ADVERTISING POLICY

DECISION REQUIRED: To approve the draft Advertising Policy.

The Communications Committee consider the introduction of an Advertising Policy which would apply to all Parish Council-owned assets, i.e. notice-boards, newsletter, website and social media platforms.

The draft Policy is now enclosed, and, subject to any amendments to be made at the meeting, the Parish Council is recommended to adopt it.

✎

14 SHAVINGTON ACADEMY PRESENTATION EVENING – 22 NOVEMBER 2018

DECISION REQUIRED: To nominate a councillor to attend the Presentation Evening.

The Parish Council is invited to nominate a Councillor to attend the Presentation Evening at Shavington Academy, to be held on 22 November 2018.

15 CASUAL VACANCY (FOR A PARISH COUNCILLOR)

DECISION REQUIRED: To approve the revised Co-option procedure.

To report that Councillor Gill McIntyre resigned from the Parish Council on 5 September 2018. A notice of the vacancy was issued to Cheshire East Council on 8 September and was displayed in the notice-boards the same date.

The notice invited registered electors to call for a by-election. The deadline date for this was 27 September. No election has been called and the Parish Council will be able to co-opt to the vacancy at its November meeting, using the co-option procedure previously used (see enclosed).

✎

The co-option procedure for casual vacancies was approved at the Parish Council's Annual Meeting held on 2 May 2018. The Clerk has revised this to include paragraph 4 which relates to advertising the intention to co-opt to the vacancy.

The Council is asked to adopt the revised document.

**16 PICCADILLY GULLEY
(Item requested by Councillor W Cooper)**

Councillor Cooper suggests that New River, the company which is building the new Co-operative Store at Vine Tree, could be asked for a financial contribution to improve Piccadilly gulley which is currently overgrown with hedging and nettles and will prove to be a problem to residents wishing to use this gulley as access to the new store.

The Clerk has contacted ANSA and asked if additional work can be carried out in advance of the new Co-op opening.

INFORMATION ITEMS

17 COMMITTEE MEETINGS

To note that the following Committees have met since the last Parish Council meeting.

**1) Communications Committee (12 September 2018)
The minutes will follow under separate cover.**

Members attention is drawn to the item 'Carols at Christmas'. The Committee is considering holding a secular 'Carols at Christmas' event in the Village Hall on Sunday, 23 December between 4.00 pm and 5.30 pm, possibly with a Victorian theme. This will also serve as an official re-opening event for the Village Hall.

The Clerk has made enquiries of Crewe Brass Band's availability and a response is awaited.

2) Village Hall Management Committee (24 September 2018)

Minutes to be submitted for information to the November meeting.

3) Recreation Committee (26 September 2018)

Minutes to be submitted for information to the November meeting.

18 VILLAGE HALL

18.1 Cleaning Contract

To report that at its meeting held on 24 September 2018, the Village Hall Management Committee had intended to draw up a cleaning specification to be submitted to Council, with a recommendation that a Panel be appointed to interview potential contractors; however, Members agreed to defer this for the time being, until the 'take-up' of the new promotional pricing becomes clearer.

If necessary, the interim contractor could be asked to extend her three-month period which is due to end on 31 December 2018.

18.2 Village Hall Booking Form

The enclosed revised booking form is for all bookings whether regular or one-off bookings. It has been devised by the Communications Committee but has yet to be uploaded onto the website.

The form is incomplete; contact details for six local caterers and outside bar providers is intended to be added to the reverse side of the form.

The form will be electronically-enabled for completion on-line by clients, but copies can be made available to clients who do not have access to the Internet.

19 STREET NAMING

To report that Cheshire East Council has allocated the following names for new streets off Crewe Road. These were taken from the list prepared by the Parish Council.

| | |
|-------------------------|--------------------|
| Alfred Potts Way | Charles Kirk Place |
| Walter Rhodes Close | Thomas Palin Close |
| Richard Gilbert Drive | Martin Ray Drive |
| William Stockton Close | Frank Dawson Place |
| Samuel Broadhurst Place | Henry Hughes Drive |
| George Edward Road | John Jobson Road |

20 TREE PRESERVATION ORDER 2018 – LAND BETWEEN BARNSFIELD AND 262 NEWCASTLE ROAD

To report that the above Tree Preservation order was served on 13 September 2018.

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 DATE OF NEXT MEETING

7 November 2018

23 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.

24 VILLAGE HALL – TOILET DOORS

(Reason for exclusion: commercial sensitivity)

To consider a quotation for replacement outside doors on the toilets in the Village Hall. The original specification for the doors did not allow for closers and the doors which have been fitted are not heavy enough to have door closers fitted. The Clerk will report to the meeting.

25 RECREACTIONAL LAND IN THE PARISH

(Reason for exclusion: Potentially damaging to negotiations between the parties.)

To consider a recommendation from the Recreation Committee. The Clerk's report is enclosed.

26 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.

A copy of the task list for the event is enclosed for consideration.