



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

DAY/DATE: WEDNESDAY, 1 AUGUST 2018

TIME: 7.15 PM

VENUE: SHAVINGTON VILLAGE HALL,
MAIN ROAD, SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 26 July 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,
G McIntyre 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.

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 – 4 JULY 2018

3.1 To approve as a correct record the Minutes of the Meeting held on 4 July 2018. ✂

3.2 To note that the following actions were taken after the meeting:

- Letter issued to the putative owner of 27 Crewe Road, Shavington requesting the cut-back of over-grown hedging.
- CEC asked to replace 'Ashcroft Avenue' sign.
This has been logged as a service request on the Borough Council's website and confirmation has been received that this will be delivered during the current financial year.
- ANSA asked to cut back the nettles at Piccadilly.
- Complaint sent to the Police & Crime Commissioner re. 101 service (see also agenda item 17).
- Equipment for Wessex Play Area ordered.
To report ANSA has advised that this will not be in place until March 2019.
- Letter sent to Dr. N Clowes re. Wybunbury United Charities.
(See also agenda item 18)

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 (to follow under separate cover).

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 WWI CENTENARY – NOVEMBER 2018

The Revd. Den Harding will update the Parish Council in respect of progress on the WWI Centenary celebrations in November.

DECISION ITEMS

8 NEIGHBOURHOOD PLAN

DECISION REQUIRED: To consider a quotation from Cheshire Community Action to complete the remainder of the Neighbourhood Plan.

The Neighbourhood Plan Steering Group now has few volunteers and the work on preparation of the Plan has stalled. To address this, Cheshire Community Action (CCA) has been asked for a quotation to complete much of the remaining work. The cost is £2,625.00. As this is a continuing project, there is no requirement to seek other quotations.

A project plan has been included with the quotation and this identifies the division of work between CCA and the Steering Group. The project plan commences in September 2018; this is to allow Lucy Hughes, the CCA Community-Led Planning Officer, to review the results of Part Two of the Local Plan.

Application for a grant from Locality can be made later in the year when the costs are identified.

The Parish Council is asked to consider the quotation.

Mr W Atteridge will also speak to this item.

9 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 application. Any applications received after publication of the agenda will be notified to Members.

18/3451N Land off Crewe Road, Basford West, Crewe
Advertisement consent for 11 signs associated with Costa Coffee Drive-Thru

Deadline date for observations: 3 August 2018.

18/3445N 15 Weston Lane, Shavington, CW2 5AN
Replacement garage and garden room

Deadline date for observations: 2 August 2018.

18/3224N 87 Main Road, Shavington, CW2 5DU
Works to install a dropped kerb, vehicular access for the property frontage.

Deadline date for observations: 2 August 2018.

18/3541N 41 Crewe Road, Shavington, CW2 5JE
Proposed single and two-storey rear extension with a small two-storey side/front extension and an oak porch. Pitched roof to replace the existing flat roof to the previous two-storey side extension and internal alterations throughout.

Deadline date for observations: 8 August 2018.

18/3606N 9 Hunter Avenue, Shavington, CW2 5AG
Two-storey rear corner extension (to provide improved bedroom space and en suite)

Deadline date for observations: 22 August 2018

18/3506N 118 Main Road, Shavington, CW2 5DP
Extension of existing dropped kerb and altered vehicular access to and from the property.

Deadline date for observations: 15 August 2018

10 FINANCIAL MATTERS

10.1 Authorisation of Payments

DECISION REQUIRED: To approve the following payments.

A Parish Council Payments

£926.10	C M Jones	Net salary – July 2018
£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£130.99	C M Jones	Expenses: Stamps and travel expenses. Claim form enclosed for Members only.
£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)
£67.80	KCOM	Wi-Fi monthly charges (£56.50 net and £11.30 VAT)
£360.00	Nicola Cooper	Photography work during June.
£316.80	Construction Linx	Fitting of additional lights in ceiling of main hall. (£264 net and £52.80 VAT)

£4,800.00	DSW Painting & Decorating	Painting of the main hall in the Village Hall (£4,000.00 Net and £800.00 VAT)
-----------	---------------------------	---

B Village Hall Payments

tba	ASH Waste Services	Fortnightly waste collection
-----	--------------------	------------------------------

C Direct Debit Payments

To note that the following payments have been made by direct debit.

£89.04	Strategy 365	New e-mail addresses – monthly subscription
£41.56	Strategy 365	Office 365 licenses
£240.01	Strategy 365	Initial set-up by the company (three hours) £200.01 net and £40.00 VAT)

10.2 Business Debit Card

DECISION REQUIRED: To consider if the Council should arrange for a Business Debit Card to be provided.

The Parish Council is invited to consider applying for a Business Debit Card from the Co-operative Bank. This will obviate the need for Members and the Clerk to use their personal banking to fund Parish Council acquisitions.

Members are asked to give initial consideration to this proposal but decide at the September meeting when the necessary forms will be available for signature.

11 CO-OPTION FOR NON-PARISH COUNCIL MEMBERS OF COMMITTEE

DECISION REQUIRED: To approve the enclosed co-option procedure.

There is no formal mechanism for the co-option of non-Parish Council members of Committees.

There are now four Committees which have non-Parish Councillors included in their membership and the Parish Council is asked to approve the enclosed co-option procedure.

12 VILLAGE HALL MANAGEMENT COMMITTEE

DECISION REQUIRED: To appoint Councillor Cooper to the vacancy on the Village Hall Management Committee.

The Village Hall Management Committee's Terms of Reference allows for five parish councillors and two non-Parish Councillors to be appointed. Four councillors were appointed at the Annual Meeting and there is, therefore, one vacant seat.

The Council is asked to appoint Councillor Bill Cooper to the vacant seat.

13 VILLAGE HALL

DECISION REQUIRED: To consider if the two projects listed should be undertaken during the current financial year.

13.1 Additional Work Required

(A) Rising Damp

Rising damp has been identified in the foyer leading to the main hall. One quotation has been provided; this is in excess of £1,000 and the Clerk will therefore need to seek two other

quotations for submission either to the September meeting, or to an earlier extra-ordinary meeting of the Council, to avoid further delay in re-opening the hall.

The Parish Council is asked to consider if this work should be carried out immediately or delayed.

(B) Decoration of the Foyer leading to the Main Hall

Some Members have commented that the foyer leading through to the main hall, requires decoration. The Parish Council is invited to consider if it should be decorated, prior to the re-opening of the hall.

Both of these projects will, inevitably, delay the re-opening of the hall.

13.2 Update on Current Projects/Expected Re-opening Date

The ceiling painting will commence on Tuesday, 31 July with an expected completion date of Wednesday, 8 August 2018.

The Council has previously decided that there should be no bookings taken until all projects are completed (Minute No. 64 – Extra-ordinary meeting held on 14 June 2018). Members are invited to consider if a specific opening date should be agreed at this stage.

The snagging process will be carried out when the ceiling is finished.

13.3 Official Opening Ceremony

At its meeting held on 24 July 2018, the Communications Committee suggested that to market the Village Hall, there should be an official opening event at the end of September. Details were not discussed, but it was suggested that outside caterers be engaged and local groups invited to attend.

Members are invited to consider this.

14 MEMBERS' EXPENSE SCHEME

The Parish Council is invited to consider adopting the enclosed Members Expenses Scheme. 

The Clerk's covering report is also enclosed.

INFORMATION ITEMS


15 VILLAGE HALL KEYS FOR ALL MEMBERS

Councillor W McIntyre to provide sets of keys for parish councillors, as requested at the previous meeting. Members are reminded that the following Members each wished to be provided with a set:


Councillors Andrews, Buchanan, Cooper, K Gibbs, Ferguson and Hancock.

16 FINANCIAL MATTERS

16.1 Receipts and Payments – Statements 1 April – 30 June 2018

To receive a receipts and payments statement for each account for the period 1 April 2018 to 30 June 2018. 

16.2 Budget Monitoring – 2018-2019

To receive a budget monitoring statement showing the position at 30 June 2018 and revised estimates to 31 March 2019. 

17 POLICE 101 SERVICE – RESPONSE FROM POLICE & CRIME COMMISSIONER

After submitting the Parish Council's complaint to the Police & Crime Commissioner about the poor 101 service, the following response was received.

Thank you for your email of 8 July to Commissioner David Keane sent on behalf of Shavington-cum-Gresty Parish Council about delays in responding to 101 calls. The matter of undue delays in responding to calls to the 101 service is an issue has been raised with the Commissioner by a number of residents and from contacts with colleagues nationally we understand that this is an issue that residents across the country are facing.

The Commissioner has raised the matter with the Acting Chief Constable to gain assurance that the Constabulary are alive to the issues and are taking the required action to support the public in contacting their local police service. I will provide an update to you once a response is received from the Acting Chief Constable.

18 WYBUNBURY UNITED CHARITIES (WUC)

Dr Clowes (Chairman/Secretary of Wybunbury United Charities) has provided a response in respect of the bank account arrangements for the charity.

Each township's bank account is entirely the responsibility of that township's administering trustees. Monies are paid by the Treasurer into whatever account the trustees indicate. Shavington's share for this year has not yet been paid as the Charity has not been informed of the bank into which it should be paid.

With regard to the missing account, WUC cannot assist in this matter; however, Dr Clowes has suggested that the way forward would be to open a new account so that this year's share could be paid. Once a new account is opened, the trustees should be able to trace the former account and have it paid into the new account. He has acknowledged that this might be a complex procedure.

Councillor W McIntyre will also be able to update the Parish Council on this matter.

19 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

At the meeting held on 4 July 2018, Members deferred a decision about an automated external defibrillator (AED) on the basis that there should be a telephone located with it.

The Clerk contacted the company which provided the quotations for the last meeting. She has also contacted North-West Ambulance Trust (NWAT). Neither organisation is aware of defibrillators with built-in phones.

It would, of course, be possible, for the Parish Council to put in a telephone line next to the defibrillator if it wished, but Members need to be aware that although comment was made at the last meeting that it was essential for a phone to be located next to the AED, it is unlikely that patients suffering sudden cardiac arrest will have such an attack close to the location of an AED. They can experience such an attack at any time and in any place. In these circumstances, unless the patient is alone, a call to 999 would be made using a mobile phone or a landline.

The enclosed report is in the public domain and is for information. Members will be asked to consider quotations later in the meeting.

20 COMMUNICATIONS COMMITTEE – MINUTES

To receive the Minutes of two meetings of the Communications Committee, viz:

- 26 June 2018
- 25 July 2018

The Minutes of the meeting held on 6 July 2018, to give specific consideration to the recent data breaches, will be submitted to the September meeting.

21 SHARED ITEMS

Members are reminded that 'Shared Items' is a means of exchanging information but does not replace the need for decision items to be placed on the agenda.

22 DATE OF NEXT MEETING

5 September 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 item owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

DECISION ITEMS

24 PURCHASE OF AUTOMATED EXTERNAL DEFIBRILLATOR

(Reason for exclusion: Commercial sensitivity)

DECISION REQUIRED: To approve a quotation for the purchase of an AED.

To consider quotations for the purchase of an automated external defibrillator (AED) and temperature-controlled cabinet to ensure that it can be fixed to the outside wall of the Village Hall. ✎

**25 TECHNICAL ASSESSMENT OF TRAFFIC REGULATION ORDER (TRO)
PLANNING APPLICATION NO. 17/2483N – THE ELEPHANT (MAIN ROAD)**

(Reason for exclusion: Commercial sensitivity)

DECISION REQUIRED: To consider quotations for a technical assessment of the Traffic Regulation Order associated with Planning Application 17/2483N

The Parish Council is invited to consider the enclosed quotations for the technical assessment of the TRO. ✎

Members are asked to note that at the time of publication of the agenda –

- (a) The Parish Council has not received notification from Cheshire East Council that the consultation has commenced; and
- (b) There is no indication from Wybunbury Parish Council that a 50% contribution will be made, and Members will wish to take this into consideration.