



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

DAY/DATE: WEDNESDAY, 2 OCTOBER 2019

TIME: 7.30 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 27 September 2019

C M Jones

To: Members of the Parish Council
Councillors V Adams, L Buchanan, N Cooper, B Gibbs (Chairman), K Gibbs,
J Hassall, M Ferguson, R Hancock, G McIntyre and R Moore

Copies: Borough Councillor David Marren
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 reminded that in accordance with the guidance in Standing Orders, a short comfort break will be taken at 9.30 pm if the business on the agenda has not concluded.

GUIDE TIME

7.30 PM – 7.50 PM

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

To approve as a correct record the Minutes of the meeting held on 7 August 2019.

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**.

5 POLICE MATTERS – BEAT MANAGER'S REPORT

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

6 BOROUGH COUNCILLOR DAVID MARREN

GUIDE TIME (10 MINUTES)

6.1 Report

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

6.2 Questions

Members are able to ask questions of Councillor Marren in respect of his report presented under item 6.1 above. This is limited to Councillors and is not an opportunity for members of the public to ask questions.

GUIDE TIME
7.50 PM – 8.20 PM

7 NEIGHBOURHOOD PLAN UPDATE

The Chairman of the Neighbourhood Plan Steering Group to report on arrangements for the Regulation 15/16 publication/consultations.

The Chairman, together with Lucy Hughes from Cheshire Community Action, is currently preparing costings for various items to enable the Clerk to submit an application to Locality UK for a grant.

8 PLANNING MATTERS

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

19/4384N 18 Chilworth Close, Crewe CW2 6UN
Single-storey rear extension to rear of dwelling

Deadline date for observations: 16 October 2019

9 FINANCIAL MATTERS

9.1 External Audit of the Accounts – 2018-2019

FOR INFORMATION

PKF Littlejohn LLP, the external auditor, has not yet submitted a final report, but one of the Audit Team has sent an indication of an 'except for' opinion, as follows:

The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' in Section 1, Box 1.

There is no action required at this time, but it is a note to ensure that the Parish Council complies with all the publication dates for the audit in 2019-2020.

9.2 Budget Monitoring – 1 April 2019 – 30 August 2019

FOR INFORMATION

The following documents are enclosed.

- Budget monitoring statement for the period to 30 August 2019, showing spend to date, revised estimates to 31 March 2020, and the likely balance available on 1 April 2020.
- Receipts and Payments statement to 30 August 2019 for the main Parish Council account.
It should be noted that expenditure for the Village Hall is shown on this statement and that is because there were insufficient funds in the Village Hall account and payments continue to be made from the main Parish Council account.
- Receipts and Payments statement to 30 August 2019 for the Village Hall account.
This statement shows some expenditure incurred on the Village Hall account. Cheques from the account were paid out in April and May; subsequent to that, there have been a number of direct debits on the account. Expenditure since June 2019 has been from the main Parish Council account.

9.3 Budget Proposals - 2020-2021

FOR INFORMATION

The Clerk has prepared the majority of the budget documents for the Finance Committee's consideration at its meeting on 30 October 2019. A copy of the Clerk's partially-completed report is enclosed. In the meantime, if there any suggestions for items to be included in the budget, these can be considered by the Committee.

9.4 Authorisation of Payments

DECISION REQUIRED: To authorise payments

The Parish Council is asked to approve the following payments. Members are also asked to note that although the expenditure is divided between 'Parish Council' and 'Village Hall', all payments are currently paid from the Parish Council's main account.

(A) Parish Council

£294.26	HMRC	Tax and employer's NI liability on Clerk's salary.
£300.00	Nicola Cooper	Photography contract
£16.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support.
£1,058.40	Northwich Town Council	Grounds maintenance work. (Invoice 3740) (£882.00 net and £176.40 VAT)
It should be noted that on the schedule of work previously forwarded to Members indicates that there will be no grounds maintenance work between October and December 2019.		
£472.50	Cheshire Community Action	This relates to Neighbourhood Plan support. Although payment of £157.50 was paid by cheque No. 501092 paid on 4 September 2019, this was an error. Invoice No. 00 00 05 is for £630.00. The £157.50 already paid has been deducted from this amount.
£198.35	C M Jones	Reimbursement for the cost of an additional skip to be located at the allotments site. (£165.29 net and £33.06 VAT)
£36.47	Solopress	Printing of signage board for Vine Tree Play Area for 8 years and under (Invoice 2092095)
£36.47	Solopress	Printing of signage board for Vine Tree Play Ares for 15 years and under (Invoice 2092095)

(B) Village Hall

£324.00	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1030 (£270.00 net and £54.00 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows

GUIDE TIME

8.20 PM – 8.40 PM

10 RE-STRUCTURING OF COMMITTEES

10.1 Revised Calendar of Meetings

DECISION REQUIRED: To approve the calendar of meetings for October 2019 to May 2020.

At the September meeting, Members agreed to a revision of the Committee structure which reduced the number of meetings in a municipal year from 41 to 25.

The following calendars are now enclosed:

- Calendar of the period October 2019 to May 2020
- Draft calendar for May 2020 to May 2021. This will be submitted for formal adoption to the Annual Council meeting in May 2020.

2

10.2 Terms of Reference

DECISION REQUIRED: To approve the Terms of Reference for each Committee

Terms of Reference for all Committees are enclosed.

It was suggested at the September meeting, that there should be a clause included in each, to the effect that meetings MUST last no longer than two hours and if the business was not concluded within two hours, the Committee itself would have the power to over-rule that provision. In these circumstances, it would appear to be unnecessary because on each occasion where a meeting over-runs, the Committee is more likely to over-rule the provision, than delay a decision for another three months.

Although it is not a numbered Standing Order there is guidance in the adopted Standing Orders advising that all meetings should last no longer than two hours without a break and Members are recommended to adopt this practice but not to enshrine it in the Terms of Reference for each Committee.

The length of meetings is largely a matter of time-management for the Chairman of each Committee but can also depend on the number and complexity of items on each agenda.

10.3 Membership of Committees

DECISION REQUIRED: To appoint Members to Committees

Councillors are invited to volunteer for membership of each of the Committees.

Committee	Number of Councillors	Current Membership		Notes
Communications/ Events	Five	M Ferguson B Gibbs K Gibbs R Moore	Former Communications Committee	
Environment/ Recreation	Five	V Adams L Buchanan R Hancock	Former Environment Committee	If all the current councillors wish to serve, this makes a total of six Members and the Terms of Reference can be revised to reflect this.
		L Buchanan N Cooper M Ferguson K Gibbs	Former Recreation Committee	
Village Hall	Five	V Adams K Gibbs R Hancock		
Finance	Five	L Buchanan B Gibbs K Gibbs R Hancock		

11 PARISH COUNCIL HANDYMAN

DECISION REQUIRED: To appoint Martin Andrews as a Handyman

The Parish Council is invited to consider appointing Martin Andrews as a 'handyman' to undertake various activities falling within this description.

The Clerk has now checked the insurance arrangements to ensure that there are no implications for the Parish Council and the position is as follows:

- Mr Andrews can act on behalf of the Parish Council carrying out various 'handyman' activities such as joinery work, etc. at the request of the Parish Council itself.

Members may wish to consider if Mr Andrews should be permitted to decide for himself if there are any works which require attention and undertake these without specific instructions from the Parish Council; OR perhaps he could be asked to contact the Clerk prior to commencement of any work.

- The Council's public liability insurance will cover any personal injury to Mr Andrews or his volunteer assistants, and also any damage caused as a result of the work being carried out.
- The insurance company has advised that the Parish Council should carry out a risk assessment to ensure that all risks are identified.

Members will note that by 'employing' Mr Andrews as a volunteer, the Council will rely on his goodwill and the work will be undertaken according to Mr Andrews' availability.

**12 CLERK'S INFORMATION REPORT
FOR INFORMATION ITEM**

To receive the Clerk's Information Report.

**13 SHAVINGTON VILLAGE FESTIVAL COMMITTEE MEETING
THURSDAY, 10 OCTOBER 2019 – 7.00 PM – VILLAGE HALL
DECISION REQUIRED: To nominate a Member to attend the meeting**

The Parish Council is invited to nominate a Member to attend the Shavington Village Festival Committee meeting to be held on 10 October 2019.

Although Councillor Hancock will be attending as the Parish Council's representative, the Committee would like an additional Member to attend if possible.

**GUIDE TIME
8.40 PM – 9.00 PM**

**14 REMEMBRANCE SUNDAY – 10 NOVEMBER 2019
DECISION REQUIRED: To finalise arrangements for Remembrance Sunday**

The Parish Council is asked to finalise the arrangements for Remembrance Sunday.

The Working Group has confirmed that it will be able to report on the final arrangements. For Members' information, a copy of the document which was submitted to the meeting held on 4 September 2019 is enclosed.

15 FUTURE MEETINGS

Finance Committee	30 October 2019 - 7.15 pm
Parish Council	6 November 2019 - 7.30 pm

NOTES FOR COUNCILLORS ONLY

DEADLINE DATES FOR (a) QUARTERLY NEWSLETTERS; (b) PARISH COUNCIL AGENDAS

Members are asked to note the following deadline dates for receipt of final articles for inclusion in the newsletters; and for the addition of items either on Parish Council agendas or for inclusion in the Clerk's Information Report.

EVENTS FOR NEWSLETTER PUBLICATION

Event Month	Deadline date	Newsletter Edition
Reminder e-mails will be issued to Members prior to the deadline dates.		
January 2020	15 October 2019	December 2019
February	15 October 2019	December 2019
March	15 October 2019	December 2019
April	15 January 2020	March 2020
May	15 January 2020	March 2020
June	15 January 2020	March 2020
July	15 April 2020	June 2020
August	15 April 2020	June 2020
September	15 April 2020	June 2020
October	15 July 2020	September 2020
November	15 July 2020	September 2020
December	15 July 2020	September 2020

PARISH COUNCIL MEETINGS

Date of Meeting	Items to be sent to Clerk by:	Agenda Issue Date
6 November	25 October	30 October
4 December	22 November	27 November
8 January 2020	27 December	31 December
5 February	24 January 2020	29 January 2020
1 April	20 March	25 March
6 May (Annual Council)	24 April	27 April

FORTHCOMING ANNUAL EVENTS

Event/Date	Notes
Halloween – 31 October 2019	Register by 19 October 2019
Best-Dressed House at Christmas	Register by 14 December 2019
Remembrance Sunday – 10 November 2019	
Carols at Christmas – 22 December 2019	