



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

**DAY/DATE:** WEDNESDAY, 4 SEPTEMBER 2019

**TIME:** 7.30 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 29 August 2019

*C M Jones*

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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

## 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 and to note that PCSO Nigel Hobbs has replaced PCSO Vicki Moulton as a local PCSO.

## 6 BOROUGH COUNCILLOR DAVID MARREN

### 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 7.1 above. This is limited to Members and is not an opportunity for members of the public to ask questions.

## 7 NEIGHBOURHOOD PLAN UPDATE

The Chairman of the Neighbourhood Plan Steering Group to update the Parish Council.

As the next stage of the process is Regulation 15, the Clerk has contacted the Chairman of the Steering Group to discuss the possibility of making a grant application to Locality. Lucy Hughes from Cheshire Community Action will also offer advice on this. There is no budget funding in 2019-2020.

The Parish Council is asked to approve, in principle, application to Locality UK for a grant to continue the Neighbourhood Plan process.

## 8 PLANNING MATTERS

### 8.1 Planning Applications

19/3768N      16 Camelot Grove, Shavington CW2 5EL  
Proposed demolition of conservatory, and construction of  
new ground floor and first floor rear dormer extension

Deadline date for observations: 2 September 2019 (The Clerk has asked for an extension to the deadline date.)

19/3526N      Basford West Development Site, Crewe Road  
Reserved matters application for appearance, landscaping and layout  
on outline application 14/0378N for erection of a building for use within  
Class B2 and B8 Plot 5.

Deadline date for observations: 2 September 2019 (The Clerk has asked for an extension to the deadline date.)

### 8.2 Wybunbury Combined Parishes – Neighbourhood Plan Regulations 15 and 16 Consultation

At the last meeting, the Neighbourhood Plan Steering Group (NPSG) was asked to review the Regulation 15 consultation document *Wybunbury Combined Parishes – Neighbourhood Plan* and to provide a summary of observations which could be accepted or amended by the Parish Council prior to submission to Cheshire East Council by 6 September 2019.

The Chairman of the NPSG has prepared the enclosed note for Members' consideration. Members themselves may wish to review the documentation and report their comments at the meeting.

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As CEC requires observations by 6 September 2019, the Clerk requests that Members provide her with any comments prior to the meeting. This will facilitate the preparation of an accurate record of the observations that need to be submitted.

### 8.3 Consultation on the Draft Site Allocations and Development Policies Document (SAPD)

The Parish Council is invited to comment on the consultation document (Site Allocations and Development Policies Document) and submit comments by 5.00 pm on Monday, 30 September 2019.

The letter issued by CEC was sent by e-mail to Members on 19 August 2019. The letter contained links to the document.

Previously  
Issued

## 9 VILLAGE HALL – FUTURE MANAGEMENT ARRANGEMENTS

The Parish Council is asked to consider if Claire Jones (Cheshire Community Action) should be invited to a meeting of the Parish Council to discuss future management of the Village Hall. Members have previously received documentation about the options available (meeting held on 6 March 2019).

☞

For ease of reference and for the benefit of newer Members, a copy is enclosed.

## 10 FINANCIAL MATTERS

### 10.1 Financial Regulations 2019

Following submission of the National Association of Local Councils (NALC) revised Financial Regulations 2019 at the previous meeting, the Clerk has reviewed these, and the guidance provided, and now encloses a copy which the Parish Council is asked to adopt. ✎

There were several provisions where the Parish Council had the option to amend, and the Clerk has inserted the current financial levels; (for ease of reference, these are highlighted in yellow, together with other matters which Members might wish to note).

### 10.2 Budget Monitoring – 1 April 2019 – 31 July 2019 (Main Parish Council Account)

To receive a budget monitoring statement showing the position at 31 July 2019. The following documents are enclosed: ✎

- Budget monitoring statement for the period to 31 July 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 31 July 2019 for the main Parish Council account.
  - Receipts and Payments statement to 31 July 2019 for the Village Hall account.
- There is a discrepancy of £29.23 on this account as there is still one bank statement missing. When this is received, the discrepancy will be resolved.

### 10.3 Budget Proposals - 2020-2021

Members are invited to suggest items for inclusion in the budget for 2020-2021, together with an indication of the likely cost and the likelihood of the items coming to fruition during the financial year.

These should be submitted to the Clerk by no later than 11 October 2019 so that they can be considered by the Finance Committee on 30 October 2019 when it will consider a first draft of the budget for the forward year.

### 10.4 Authorisation of 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 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. (Invoice 1323)
£80.00	Craig Willetts	Website support.
£26.94	Solopress	Printing of 100 x A3 Clean Team notices.
£8,320.00	Police and Crime Commissioner	Contribution to cost of PCSO (First quarter)
£2,766.15	Came & Company	Insurance premium from 1 October 2019 (see also agenda item 22)

£255.00	The Leaflet Team	For delivery of the September newsletter.
£255.00	The Leaflet Team	This is a replacement for cheque No. 1069 which was authorised at the June 2019 meeting. The cheque has not been presented and following discussion with The Leaflet Team, it would appear that it has been lost in the post. The Clerk has prepared a letter for the bank to cancel the cheque and this will require signing by three authorised signatories.
£883.20	ANSA	Payment for provision of two litter-bins. One for Weston Lane, and one for Queen Street car park. (£736.00 net and £147.20 VAT)

**(B) Village Hall**

£288.00	Crystal Clean	Cleaning of Village Hall (Invoice 939 - £240.00 net and £48.00 VAT) – June 2019
£324.00	Crystal Clean	Cleaning of Village Hall (Invoice 966 - £270.00 net and £54.00 VAT) – July 2019
£40.00	Target Window Cleaning	Cleaning of Village Hall windows (Inv. 0519)
£23.24	B L Gibbs	Reimbursement for Village Hall on-line booking system.

**10.5 Authorisation of Cheque Signatories**

The process for adding cheque signatories onto the bank mandate form is almost complete. At the meeting held on 10 July 2019, at which the signatories were approved, Minute No. 57.4 (C) was incomplete. One of the purposes of changing the authorised signatories was to allow the Clerk to communicate with the bank. The resolution, therefore, needs to be revised.

It currently states –

**RESOLVED:** *That Councillor Benjamin Gibbs be appointed as an additional signatory to join with Councillors Adam, Ferguson, Kevin Gibbs and Hancock.*

The Minutes cannot be corrected at this stage as they were approved, without amendment, at the meeting held on 7 August 2019; however, the Parish Council is asked to note that the resolution was incomplete and to accept that it should have been as follows. This will enable there to be a clear audit trail to show that the Parish Council also approved the Clerk as an additional signatory:

**RESOLVED:** *(a) That Councillor Benjamin Gibbs be appointed as an additional signatory to join with Councillors Adams, Ferguson, Kevin Gibbs and Hancock; and  
(b) That the Clerk (Carol M Jones) be approved as an authorised signatory to enable her to communicate with the Co-operative Bank about all financial matters.)*

**11 RE-STRUCTURING OF COMMITTEES**

**DECISION REQUIRED: TO CONSIDER APPROVING THE PROPOSED REVISIONS TO THE COMMITTEE STRUCTURE**

The proposals detailed in the Clerk's report (enclosed) will reduce the current number of meetings from 41 each year to 30. This will reduce Members' time in attending Committee

meetings and should bring about an overall efficiency whilst at the same time ensuring that all Members are fully engaged in the Parish Council's business.

Part of the report relates to the Clerk's employment and should be dealt with in Part 2 of the meeting. There are two versions of the report; (1) for publication; and (2) for Members of the Council only.

At the Annual Council meeting on 8 May 2019, the Council introduced a calendar of meetings comprising Council and Committees which resulted in a total of 41 scheduled meetings a year.

As reported to the Parish Council meeting on 10 July 2019, the Clerk and Chairman met with Jackie Weaver, the Chief Officer of the Cheshire Association of Local Councils to discuss ways of improving Council procedures to increase efficiency.

Mrs Weaver reviewed the Terms of Reference for all the Committees and concluded that many of the Committees were either not required or could be amalgamated where there was a crossover of activities. She also recommended that the starting point for the Council should be a strategic business plan with most of the work resting with the Parish Council itself.

There is no strategic business plan in place, but it is expected that over the next financial year, it would be appropriate to consider how the Council might develop by reviewing its current functions and identifying strategic aims for the future.

Much of the work currently assigned to Committees could be carried out by 'Task and Finish' Groups (working groups) which have no delegated decision-making powers. The Task Groups would carry out their task and report progress to each Parish Council meeting until the tasks are completed. Some tasks could be delegated to the Clerk and these are included in the proposed Scheme of Delegation (item 13 below). The advantage of Task and Finish Groups is that they do not need to meet face-to-face; they can communicate via e-mail and meet as often or as little as the task requires.

The following documents are enclosed.

- (a) Clerk's report.
- (b) Current calendar of meetings – 2019-2020.
- (c) Draft calendar of meetings for 2020-2021 based on new arrangements.
- (d) Revised calendar of meetings for the remainder of the Municipal Year, based on a reduction in Committees.
- (e) Question and Answer statement (as requested by Members at the last meeting).
- (f) Terms of Reference for –
  - Planning/Environment Committee
  - Finance Committee
  - Village Hall Committee
- (g) Generic Terms of Reference for Task Groups.

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The Council is asked to approve the proposals. These are suggestions and if Members do not consider that they are 'workable', the Clerk will endeavour to produce something which addresses any particular concerns, and present to a future meeting.

## 12 APPOINTMENTS TO COMMITTEES

**12.1** Dependent on the outcome of agenda item 11 above, the Parish Council is invited to appoint Members to Committees.

If the proposals are accepted, appointments need to be made as follows:

- |                                      |   |
|--------------------------------------|---|
| • Planning and Environment Committee | five Members<br>one Allotment-Holder              |
| • Finance Committee                  | five Members                                      |
| • Village Hall Committee             | five Members and one<br>non-Parish Council Member |


**12.2** If the proposals in agenda item 11 are not approved, the Council is asked to appoint new Members to the existing Committees.

Although previous advice was that it is not best practice for the Parish Council Chairman to be a Member of any Committee, this is not the case. He should not be the Chairman of any Committee as this dilutes his scrutiny role, more than the other Members, when Committee proposals come before the Council.

Vacancies are as follows:

- |                            |             |
|----------------------------|-------------|
| • Communications Committee | one Member  |
| • Environment Committee    | two Members |
| • Finance Committee        | one Member  |
| • Recreation Committee     | one Member  |
| • Village Hall Committee   | two Members |

### **13 SCHEME OF DELEGATION**

Irrespective of the decision taken in agenda item 11 above, a proposed Scheme of Delegation is enclosed for consideration and adoption. 

### **14 WORKING GROUP REPORTS**

#### **14.1 Remembrance Sunday – 10 November 2019**

The Working Group to update the Parish Council in respect of arrangements for the Remembrance Sunday Service.

The Clerk sent a reminder e-mail to Working Group Members. A copy of that e-mail is enclosed for information and to assist other Members to consider the final arrangements. 

The Clerk has not yet submitted the formal request to Cheshire East Highways for road closure and diversion during the event. This will be sent when a decision is made about which roads should be closed during the service.


#### **14.2 Asset of Community Value (Community Right to Bid scheme) 140 Main Road, Shavington - Report of the Working Group (currently occupied under lease to Shavington Youth Club)**

The Working Group to report progress in respect of the possible extension of the Youth Club's lease when it comes to an end on 30 November 2019. In these circumstances, it might be unnecessary for the Parish Council to pursue an application under the Community Right to Bid scheme.

### **15 BOUNDARY SIGNS**

On 13 August 2019, the Clerk requested a quotation for the boundary signs, to be considered at this meeting. No response was received and a follow-up e-mail was sent on 21 August 2019. A response is awaited.

### **16 COMMITTEE MINUTES**

**16.1** To receive for information the Minutes of the Communications Committee meeting held on 17 July 2019. 

**16.2** The following Minutes will be submitted to the next meeting.

- Environment Committee – 3 July 2019
- Recreation Committee – 24 July 2019



**17 CLERK'S INFORMATION REPORT**

To receive the Clerk's Information Report.

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**18 REVIEW OF 'SHARED ITEMS' AS A STANDING AGENDA ITEM**

At the Parish Council's meeting on 8 May 2019, the Parish Council considered the Clerk's report which proposed substituting 'Shared Items' with an information report prepared by the Clerk.

The principal reason for the removal of the item was to expedite matters at meetings more efficiently. There had previously been occasions when discussion under this item had been up to 45 minutes and given that meetings often run in excess of three hours, it was not a productive use of the Parish Council's time.

Members agreed to review the situation after three months and are now invited to consider this matter. For ease of reference, a copy of the Clerk's report submitted to the May meeting is enclosed.

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**19 RED TELEPHONE KIOSK – ADJACENT TO HICKORY'S SMOKEHOUSE, GRESTDY**

Hickory's Smokehouse at Gresty is interested in contributing to the cost of refurbishing the red telephone kiosk outside its premises, with a view to it becoming a site for a defibrillator.

Hickory's is not permitted to proceed with adoption as it is not on land owned by the company but is willing to contribute to the cost of refurbishment and purchase of a defibrillator.

This was considered by the Parish Council in late 2016 at which time it was reported that the phone box was in a poor state, with windows and support struts missing. Windows and support struts would need replacing and could take between 40 to 70 hours to refurbish to an acceptable standard at an approximate cost of £40 per hour (ie £1,600 for 40 hours and £2,800 for 70 hours).

Subsequent to this, former councillor Martin Andrews has indicated that he could refurbish the kiosk at a total cost of £200.

The Parish Council is asked to –

- (a) Decide if it wishes to adopt the red telephone kiosk;
- (b) Decide the purpose of adopting the kiosk. (e.g. library or third defibrillator);
- (c) Note that if a third defibrillator is a preferred option for this kiosk there is no funding during this financial year, but Hickory's Smokehouse may be willing to fund the total cost of a defibrillator and cabinet.
- (d) Consider funding the refurbishment at a total cost of £200, to be undertaken by Martin Andrews; and
- (e) Ask Mr Andrews to confirm that if he is authorised to carry out this work, there are no insurance implications for the Parish Council.

**20 ChALC ANNUAL MEETING – THURSDAY, 24 OCTOBER 2019 – 7.00-9.00 PM**

The Parish Council is invited to nominate a Member to attend the Cheshire Association of Local Councils Annual Meeting.

**21 75<sup>th</sup> ANNIVERSARY OF VE DAY – MAY 2020**

Councillor Hancock to report on her meeting with the Festival Committee on 8 August 2019.

**22 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.

**23 COMMITTEE RE-STRUCTURING**

(Reason for exclusion: relates to the Clerk's employment)

To consider that part of the report (Item 11 above) which relates to the Clerk's employment.

**24 RENEWAL OF INSURANCE COVER**

(Reason for exclusion: confidentiality and may be legally privileged.)

The Parish Council is invited to review the insurance cover. This is a task which would normally be carried out by the Finance Committee, but its meeting on 30 October 2019 is too late, as the insurance cover starts on 1 October 2019. ☞

There are eight documents enclosed; although insurance cover commences on 1 October 2019, the Finance Committee can review the documentation and if there are any queries, these can be raised with the insurance brokers, Came & Company.

**25 FORMER VILLAGE HALL CLIENT**

(Reason for exclusion: legal implications, and likely to reveal the identity of individuals.) ☞

To consider the enclosed request from a former client.

**26 VILLAGE HALL – KITCHEN REFURBISHMENT**

(Reason for exclusion: Commercial sensitivity.)

At the Village Hall Management Committee meeting held on 15 May 2019, Members considered an unsolicited quotation from a company to carry out the kitchen refurbishment. At the meeting, Members requested a plan to show the proposed locations for each unit. ☞

The floor plan is now enclosed, together with an up-dated quotation.

The Council is asked to consider if the specification is adequate for the purpose of seeking two other quotations.

**27 FUTURE MEETINGS**

Parish Council	2 October 2019
Finance Committee	30 October 2019

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## 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
2 October 2019	20 September 2019	25 September 2019
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