



# Shavington-cum-Gresty Parish Council

Clerk: Carol Jones

Tel: 01270 812065 e-mail: [carol.jones44@btinternet.com](mailto:carol.jones44@btinternet.com)

[www.scgpc.org.uk](http://www.scgpc.org.uk)

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

**DATE:** WEDNESDAY, 3 FEBRUARY 2016

**TIME:** 7.15 pm

**VENUE:** SHAVINGTON VILLAGE HALL  
SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 27 January 2016

Signed

To: Members of the Parish Council  
Councillors Peter Yoxall (Chairman), G McIntyre (Vice-Chairman), V Adams,  
E Ankers, S Cheshire, B Cooper, B Gibbs, K Gibbs, R Hancock, W McIntyre and  
A Yoxall

Copies: Borough Councillor Steven Edgar  
Police representatives

**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

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 address the Parish Council and are allowed up to five minutes to speak.
- The chairman shall have discretion to extend public speaking time, if he considers it appropriate.

## 2 MEETINGS

2.1 Meetings are held in Shavington Village Hall.

2.2 **Exclusion of the press and public:** On occasions, members of the public and press representatives are excluded from the meeting when the business to be transacted is of a confidential nature; for example, matters likely to reveal the identity of an individual, contracts and financial affairs of other parties. It is irrelevant whether there are press and public in attendance when the exclusion motion is carried. The purpose of the motion is to ensure that none of the proceedings which follow, including both written documents and any comments made, can be made public after the meeting. If the Council does not resolve to exclude the press and public, this would mean that anything discussed and any documents presented are regarded as in the public domain and must be supplied if requested by anyone, whether as a general request, or under the Freedom of Information Act.

2.3 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*).

2.4 **Planning Grounds:** The grounds on which observations can be made on planning applications are as follows –

1	Development Plan in all its aspects	8	Appropriateness of use taking account of local area
2	Government legislation and guidance (PPG)	9	Effect on highway safety and parking
3	Siting	10	Landscape
4	Design	11	Listed buildings
5	External appearance	12	Conservation areas
6	Compatibility with street-scene	13	Land contamination
7	Development affect on neighbouring properties, amenities and privacy	14	Flooding
<b>Non-Relevant Matters</b>			
1	Matters controlled by other legislation	6	Business competition
2	Effects on private rights	7	Personal circumstances – health/finance
3	Provisions in covenants/deeds	8	Ownership
4	Effect on property values	9	Moral issues
5	Private opinions		

**Note:** If the Parish Council agrees, in principle, with an application, but not in all aspects, suggestions for development conditions can be made, in line with relevant factors.

# 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 particular circumstances.

## 3 MINUTES

To approve as correct records, the Minutes of the ordinary Meeting held on 6 January 2016 and the Extra-ordinary Meeting held on 20 January 2016, the same to be signed by the Chairman. ...

## 4 MATTERS ARISING (Not detailed separately on the agenda)

### 4.1 Public Transport (Minute No. 146)

The Clerk to report the outcome of enquiries with Transport Service Solutions at Cheshire East Council.

### 4.2 Banner Over Road-way (Minute No. 138)

The Clerk made a site-visit and did not observe any banners; the matter has not, therefore, been reported.

## 5 COMMITTEE MINUTES

To receive the Minutes of the following Committee meetings:

### 5.1 Village Hall Management Committee (20 January 2016) ...

### 5.2 Environment Committee (26 January 2016) ...

Members' attention is drawn to Minute No. 4. The Parish Council is invited to consider (a) if the Best Kept Gardens Competition should be held on a biennial basis; and (b) if a best-dressed house at Christmas competition should be arranged in 2016.

## 6 PUBLIC QUESTION TIME

Members of the public are able to ask questions, or address the Parish Council, in respect of any item on the agenda, or any business relevant to the Parish Council's business and the local area.

Each member of the public is permitted to speak for a maximum of five minutes.

Members of the public are reminded that this is the only opportunity for participation in the meeting.

## 7 POLICE MATTERS

7.1 To receive a report from PCSOs in respect of policing activity in the parish.

## 7.2 PCSO Rotas

To receive a copy of the rotas for the two PCSOs. ...

## 8 VILLAGE HALL – DISABLED TOILETS PROJECT

Stewart Thorley, the Architect involved in the design of the disabled toilets at the village hall, has been invited to attend either a Parish Council meeting or a Village Hall Management Committee meeting.

At the time of publication of the agenda, a response is awaited.

## 9 NEIGHBOURHOOD PLAN – PUBLIC MEETING: 29 FEBRUARY 2016

To receive a copy of the draft newsletter which has been prepared by Councillors B Gibbs, K Gibbs and P Yoxall.

To be tabled

To report on the following actions agreed at the previous meeting:

- Date of Meeting: Of the dates offered, the 29 February was the most suitable for Lucy Hughes from Cheshire Community Action.
- Speakers: Neither Bob Cartwright (Audlem) nor Trevor Lightfoot (Wybunbury) are available on 29 February. Members might wish to suggest an alternative speaker.
- An article was included in Village Voice in respect of budget headlines which also referenced the second public meeting.
- Residents who have previously expressed interest in the process have been notified separately.

The Parish Council is invited –

- To approve the leaflet prepared by Councillors B Gibbs, K Gibbs and P Yoxall.
- To arrange for it to be printed. The last newsletter was printed by Johnsons of Nantwich which usually requires about two weeks' lead-time. Members might wish to suggest an alternative printing company in the event of Johnsons being unable to print the leaflet in a shorter timescale.
- To consider distribution of the leaflet. The original planned distribution was mid-February and The Leaflet Team has been asked to schedule 15/16 February for delivery of the leaflets. If this is to be changed, the company will need to be informed as soon as practicable. A delivery on 15/16 Feb gives residents almost two weeks' notice of the event and a shorter timescale could be disadvantageous.

## 10 FINANCIAL MATTERS

### 10.1 AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments. Other payments requiring authorisation will be reported to the meeting.

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#### Parish Council Payments

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£809.22	Mrs C M Jones	Net salary – February 2016
£85.94	Mrs C M Jones	Reimbursement for ink cartridges (£80.94) and £5 for the cost of full size plan for disabled toilets (provided by Stuart Thorley, Architect) (£69.53 net plus £11.41 VAT)
£29.25	Mrs C M Jones	Mileage claim for displaying agendas on notice-boards. Audlem-Shavington return = 13 miles (Oct, Nov, Dec, Jan 2016, Feb) Total: 65 miles @ tax neutral rate of 45P per mile

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Note: The above two payments will be made in one cheque £115.19.

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£71.94	Mrs C M Jones	Reimbursement for purchase of 6 x cans of spray paint for use on dog faeces.
£248.69	HM Revenue & Customs	Tax on Clerk's salary (for the period to 5 February 2016)
£15.00	A J Hardy Ltd.	Payroll service (January 2016)
£25.00	C Willetts	Website maintenance
£10.80	P Yoxall	Travel expenses – 24 miles @ 45P per mile.
£853.00	M Webster & Son	Grounds maintenance work (£710.84 net and £142.16 VAT)

#### Village Hall Payments

£tba	Mrs B Fraser	Cleaning of community hall
£243.37	Scottish Power	£231.78 net and £11.59 vat (for the period 1 October – 29 December 2015)
£tba	Dowding & Plummer Ltd	Purchase of 4 x 5 litres of Diamond polish for the main hall.

### **10.2 LOCAL PLAN PUBLIC EXAMINATION**

The Cheshire Association of Local Councils is proposing that it represents all local councils in Cheshire East at the public hearings for the Local Plan and is seeking a contribution from the Parish Councils named on the enclosed letter. ...

Although this Parish Council is not affiliated to the Cheshire Association of Local Councils, Members are invited to consider if the Council should make a contribution. The proposed method of apportioning costs is by based on the electorate for each local council and for Shavington, it would be £506.49 (£422.07 excluding VAT): electorate of 3835.

The Parish Council is invited to consider if a donation should be made.

### **10.3 RECEIPTS AND PAYMENTS STATEMENTS**

(a) To receipt a Receipts and Payments Statement showing the position on the Village Hall account at **18 November 2015.** ...

(b) To receive a Receipts and Payments Statement showing the position on the Parish Council account at **24 December 2015.** ...

### **10.4 CHANGE IN BANK MANDATE**

To report that the Co-operative Bank was informed on 7 October 2015 of the change-over in Clerks. At that time, the current Clerk visited the Crewe branch and provided photographic and address evidence to support the request that Chris Moulton's name should be removed, and Carol Jones' name added. The letter requesting the change in the bank mandate was signed by two authorised parish councillors.

Bank statements continue to be issued to Mr Moulton who forwards them to the Clerk as and when received, but it inevitably causes delays and is not a satisfactory situation.

The Clerk has now followed this up with a letter (20 January 2016) as it is over four months since the change was requested.

## 11 CASUAL VACANCY

The notice advertising the vacancy caused by former Councillor Melling's resignation was displayed on 16 January 2016, and the deadline date for the electorate to call an election is 4 February 2016. At the time of publication of the agenda, an election has not been called. Members will be informed of the position on 5 February 2016.

In the meantime, the Parish Council is invited to consider arrangements for co-option in the event of there being no election.

To ensure the widest possible pool of candidates, a notice can be displayed on each of the notice-boards and the website. Members are invited to consider other means of publicising the vacancy.

## 12 STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk has been unable to locate a copy of the Council's Standing Orders and Financial Regulations. Mr Moulton has advised that these are not retained electronically and are only available in paper copy.

It will be timely to review these at the Annual Meeting of the Parish Council in May. In the meantime, a copy of Standing Orders and Financial Regulations is enclosed (based on the National Association of Local Councils guidelines) to provide Members with sufficient time to review the contents prior to consideration at the May meeting. ...

## 13 LITTER BINS

At the previous meeting, Councillor Edgar undertook to enquire if Cheshire East Council (through ANSA) would be able to provide multi-use litter bins which could be used for dog waste and litter. In the event of CEC being unable to fund the cost of additional litter bins, the Parish Council is invited to consider if it should purchase. A photograph of the bins offered by CEC is enclosed. ...

## 14 PLANNING APPLICATIONS

The Council is invited to comment on the following planning application which can be viewed on the Cheshire East Council website [By Clicking Here](#)

16/0200N      25 Greenfields Avenue, Shavington CW2 5HQ  
Two-storey rear extension and front dormer cheek

Comments requested by 3 February 2016. The Clerk has notified CEC Planning that comments will be submitted by midnight.

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16/0015N      Land to rear of 46 Chestnut Avenue, Shavington, CW2 5BJ  
Outline application for the demolition of 46 Chestnut Avenue and  
erection of 44 dwellings (including access) and associated works.

Comments are requested by 25 February 2016

## 15 CORRESPONDENCE

The following items of correspondence have been received:

- Shavington Drama Group: 'Thank you' letter for the Parish Council's donation of £50.00.
- Shavington Scouts: 'Thank you' e-mail for the recent grant of £150 for T-shirts.

**16 SHARED ITEMS/BOROUGH COUNCILLOR'S REPORT**

Members are invited to share information which was not available at the time of publication of the agenda, or to report on attendance at recent meetings of outside bodies.

This is also an opportunity for Borough Councillor S Edgar to report on Cheshire East Council matters of interest.

**17 DATE OF NEXT MEETING**

**2 March 2016**

**18 EXCLUSION OF PRESS AND PUBLIC**

The Parish Council is invited to exclude the press and public from the meeting during consideration of the following item, in accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960, owing to the confidential nature of the business to be transacted, and the public interest would not be served in disclosing the information.

**19 VILLAGE HALL – WINDOW CLEANING**

(Reason for exclusion: commercial sensitivity and identification of individuals)

The window cleaner who is contracted to clean the village hall windows has recently sold part of his business to another contractor and has ceased cleaning the windows, with immediate effect. The Parish Council is invited to consider awarding the contract to the new contractor. Details will be provided at the meeting.

Councillor W McIntyre has met with the new contractor on site and will be able to report to Members at the meeting.