



Shavington-cum-Gresty
Parish Council

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

DAY/DATE: WEDNESDAY, 8 MAY 2019

**TIME: 7.15 PM OR ON THE LATER
CONCLUSION OF THE PARISH MEETING**

**NOTE VENUE: (MAIN HALL)
SHAVINGTON VILLAGE HALL,
MAIN ROAD, SHAVINGTON**

Enquiries to: Clerk: Carol Jones

Issue date: 30 April 2019

CM Jones

To: Members of the Parish Council
Councillors V Adams, L Buchanan, N Cooper, M Ferguson, B L Gibbs, K Gibbs and
R Hancock

Copies: PCSO P Corbett

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 sufficient 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.

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. See below for contact details.

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
OR use the following link: <https://www.cheshireeasthighways.org/report-it-general.aspx>
• Electoral registration 0300 123 5016
• Environmental Health 0300 123 5015
• Street lighting 0300 123 5020
• Planning and Building Control 0300 123 5014

Note: Parish Councillors will have signed their respective Declarations of Acceptance of Office prior to the start of the Annual PARISH Meeting held earlier in the evening.

PART I – ANNUAL COUNCIL BUSINESS

1 ELECTION OF CHAIRMAN

1.1 To elect a Chairman to serve until the Annual Meeting in 2020. The Clerk will call for nominations.

1.2 The Chairman will sign a Declaration of Acceptance of Office, following which the newly-elected Chairman will chair the meeting.

2 ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman to serve until the Annual Meeting in 2019. The Chairman will call for nominations.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible.

4 DECLARATIONS OF INTERESTS

Members are asked 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.

The declaration should be made at this point in the proceedings, or as soon as the Member becomes aware that there might be an interest.

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.

5 MINUTES

To approve as a correct record the Minutes of the Meeting held on 3 April 2019.

6 REVIEW OF DELEGATION ARRANGEMENTS

6.1 The Council is invited to appoint Members to the following standing Committees. In view of the fact that there are five vacant seats on the Parish Council, this item will need to be considered again by the Parish Council at a later meeting when it has been possible to co-opt to the vacancies.

It should be noted that at the first Committee meeting, Members will appoint/re-appoint non-Parish Council Members, as appropriate.

Committee	Number of Members	Current Membership (based on those Members who were re-elected on 2 May 2019)
Complaints Committee	Three parish councillors and two substitutes	Kevin Gibbs Rene Hancock (substitute)

Committee	Number of Members	Current Membership (based on those Members who were re-elected on 2 May 2019)
Communications Committee	Five parish councillors and	Matt Ferguson Benjamin Gibbs Kevin Gibbs
	Two non-parish councillors	Judith McIntyre
Environment Committee	Five parish councillors	Vivien Adams Linda Buchanan Rene Hancock
	One Allotment Holder representative	
Finance Committee	Five parish councillors	Linda Buchanan Benjamin Gibbs Kevin Gibbs Rene Hancock
Recreation Committee	Five parish councillors	Linda Buchanan Nicola Cooper Matt Ferguson Kevin Gibbs
	Two non-Parish Councillors	
Village Hall Management Committee	Five parish councillors	Vivien Adams Kevin Gibbs Rene Hancock
	Two non-parish councillors	Janet Clarke

The Neighbourhood Plan Steering Group is set up under the Localism Act 2011. The Council is asked to appoint Parish Councillors; the Steering Group itself will be able to appoint non-Parish Councillors at its first meeting in the new Municipal Year.

Neighbourhood Plan Steering Group	Minimum of five parish councillors	Linda Buchanan Benjamin Gibbs Kevin Gibbs Rene Hancock
	Up to 20 non-parish councillors	

6.2 Planning Committee

The Parish Council is recommended to de-commission this Committee as it is unnecessary.

It was established to enable the Council to submit observations on planning applications which needed to be considered before the next scheduled Parish Council meeting. It has not met in over three years.

Whenever a planning application requires comments before the next scheduled meeting, an extra-ordinary Council meeting can be arranged, and provided that any four councillors attend, the meeting is quorate.

7 TERMS OF REFERENCE FOR COMMITTEES

The Parish Council is invited to review and approve/amend the Terms of Reference for each of the standing Committees of the Parish Council. The Clerk has revised these to give greater powers to the Committees, most notably, the power to spend within an overall budget which is appropriate to the Committee's responsibilities and in accordance with the Financial Regulations.

7.1	Communications Committee	
7.2	Complaints Committee	A copy of the Complaints Procedure is enclosed with the Terms of Reference.
7.3	Environment Committee	
7.4	Finance Committee	
7.5	Recreation Committee	
7.6	Village Hall Management Committee	
7.6	Neighbourhood Plan Steering Group	

8 APPOINTMENT TO OUTSIDE BODIES

The Parish Council is invited to make appointments to the following bodies.

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| (a) Village Festival Committee | (one representative)
Current Member: Councillor R Hancock |
| (b) Wybunbury United Charities | (two Administration representatives
and two Estate representatives) |
| Current Members: | Councillor V Adams (Administrative Trustee)
Councillor L Buchanan (Administrative Trustee)
Councillor K Gibbs (Estate Trustee)
W McIntyre (Estate Trustee) |
| It is understood that former Councillor W McIntyre is prepared to remain as an Estate Trustee. | |
| (c) Shavington Youth Centre Management Committee | (one representative)
Current Member: Councillor R Hancock |
| (d) Cheque signatories
(Theo Steele Bequest) | (two required)
Current Members: Councillors K Gibbs and R Hancock |

9 ANNUAL ACCOUNTS 2018-2019

The Clerk has been unable to arrange a meeting of the Finance Committee. The accounts will be submitted to the Internal Auditor on 21 May 2019 and will be returned on 30 May 2019.

The original deadline date for submission of the accounts to the auditor was 24 April 2019 but owing to pressure of other work, most notably, the Neighbourhood Plan, the Clerk did not have the capacity to produce the accounts in time.

The following documents are enclosed for consideration and comment but will be submitted for approval at the meeting on 5 June 2019. At that time, Members will also receive a detailed Receipts and Payments statement for each account for the period 1 April 2018 – 31 March 2019.

- Annual Governance and Accountability Return (Part 3) – 2018-2019
At its meeting on 5 June 2019, the Council will be asked to first approve Section 1 – Annual Governance Statement.
The second stage will be to approve Section 2 – the Accounting Statements.
- Bank reconciliation for the year 1 April 2018 to 31 March 2019.
- Fixed Assets list for 2018-2019. Members will recall that during the audit of the accounts in 2017-2018, the Internal Auditor commented that the assets list should be reviewed, and a small working group was established for this purpose. The group was unable to meet.

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The Clerk has reviewed the list and aligned it with the insurance schedule.
The valuation of the Village Hall has also been amended following the re-valuation in 2018.

The main issue for the External Auditor will be that, as the Finance Committee has not met, the Council could, potentially, not assure itself of the effectiveness of the Internal Audit process.

This is an item which the Finance Committee would normally consider at its April meeting. For this reason, full Council, at its meeting on 5 June 2019, will be asked to undertake this task, following receipt of the Internal Auditor's report.

It is a requirement that the review of the internal audit process is carried out prior to the Council approving the Annual Governance Statement. In the meantime, a checklist of matters to be considered, is enclosed.

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10 CALENDAR OF COUNCIL AND COMMITTEE MEETINGS – 2019-2020

To approve the calendar of Council and Committee meetings for 2019-2020.

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Members gave initial consideration to this schedule at the April 2019 meeting.

11 MEMBERS' ATTENDANCE RECORD – MUNICIPAL YEAR MAY 2018-2019

To receive a schedule of Members' attendance for the municipal year 2017-2018. In accordance with the Transparency Code, this will be published on the Council's website.

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12 RISK ASSESSMENT/MANAGEMENT

The Parish Council is required to carry out a risk assessment annually. This is a statutory requirement.

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The risk assessment/management schedule is enclosed for approval, subject to any amendments to be made at the meeting.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

The following items represent the ordinary business of the Parish Council and have been included on the agenda for this meeting in the interests of expediency.

13 ELECTIONS – 2 MAY 2019

13.1 Current Position

At the elections on 2 May 2019, there were only seven nominations submitted, and these were for the Village Ward. There are 10 seats in the Village Ward and there are, therefore, three vacant seats.

There are two seats in the Gresty Brook Ward, but there were no nominations.

The Parish Council has a period of up to six months to co-opt to these vacancies. It is suggested that this be publicised in the newsletter which is due to be issued to households around 1 June 2019. This will allow candidates to put themselves forward for co-option at the July meeting. A copy of the procedure is enclosed; this has been revised to include a paragraph relating to the situation in an election year.

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13.2 Co-option of Ryan Moore

The Parish Council is invited to consider co-opting former councillor Ryan Moore onto the Parish Council. Mr Moore did not submit nomination papers by the deadline date of 3 April 2019.

14 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 matter relevant to the Parish Council's business and the local area.

15 BOROUGH COUNCILLOR

The new Borough Councillor will be able to report on Cheshire East Council matters of interest.

16 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

The consultation process commenced on 23 April 2019. Mr Bill Atteridge (Chairman of the Steering Group) will be able to update the Parish Council.

17 FINANCIAL MATTERS

17.1 Authorisation of Payments

The Parish Council is asked to authorise the following payments.

A Parish Council Payments

£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£16.00	Beardmore Accountants	Monthly payroll service and end-of-year accounts.
£35.00		Invoice 1156 (payroll) - £16.00 Invoice 1141 (end of year) - £35.00
£80.00	C Willetts	Website support
£1,380.60	Cheshire Association of Local Councils	Affiliation fee 2019-2020.
£29.70	Solopress	Invoice 1896755 – 200 copies of Publication Notice – Neighbourhood Plan
£408.60	Solopress	Invoice 1897571 200 copies of Draft Neighbourhood Plan
£53.60	Solopress	Invoice 1897469 400 copies of the Neighbourhood Plan Consultation feedback form.
£324.70	Solopress	Invoice 1897563 200 copies of the Strategic Environmental Assessment which forms part of the consultation documentation for the Draft Neighbourhood Plan.
£128.60	Ten & Bourne Ltd.	Invoice 0685 Poster advertising cleaning contractor vacancy. (This was overlooked at the previous meeting.) (Includes £0.80 underpaid on previous invoice.)
£tba	Ten & Bourne Ltd.	Invoices awaited for Scarecrow poster design; and design work associated with the Neighbourhood Plan consultation documents.

£397.48	ANSA	Invoice 285812 15 sets of litter-picking equipment (£331.23 net and £66.25 VAT)
Members are asked to note that the budget for supplies for the Clean Team, for 2019-2020 is £250; however, a sum of £100 was allowed for spending between 1 October 2018-31 March 2109 and this was not spent. That made a total of £350 available for spending. There is no budget for the remainder of the year.		
£58.01	C M Jones	Reimbursement for purchase of post-box for affixing to outside wall of Village Hall.
£833.62	Dame Hygiene Services	Installation of equipment in the Village Hall toilets. (£694.68 net and £138.94 VAT)

B Village Hall Payments

£324.00	Crystal Clean of South Cheshire Ltd.	Cleaning of the village hall – Invoice 873 (£270.00 net and £54.00 VAT)
£45.00	Target Windows	Invoice 0471 £40.00 cleaning and £5.00 repairs to blind.
£tba	ASH Waste Services	Fortnightly waste collection
£tba	JCL Plumbing	Repairs to toilet leak.

17.2 Financial Regulations

To receive for information a copy of the revised Financial Regulations, following amendments made at the December 2018 meeting of the Parish Council.

The Clerk can provide a paper copy to Members, on request.

17.3 Business Debit Card

Although the Parish Council has previously agreed, in principle, that a Parish Council credit card should be used for on-line purchases, no action has yet been taken.

The Council is asked to approve application for a Business Debit Card. It is suggested that this would be preferable to a credit card, as it avoids the need to make a monthly payment. However, Members may take the view that by being asked, monthly, to authorise payment, this is a means of ensuring that the card is being used appropriately.

The application needs to be authorised in accordance with the mandate signing instructions.

The Council is asked to consider approving application for a Business Debit Card, to be used by the Clerk only for Parish Council purchases.

The Parish Council will be notified monthly of purchases made.

18 PLANNING MATTERS

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

19/1557N Rope Farm, Rope Hall Lane, Shavington CW2 5DA
Detached double garage with garden store and self-contained annexe to rear, with home office and loft space above.

Deadline date for observations: 8 May 2019

19/1775N Alexandra Soccer Centre, Crewe Road, Shavington CW2 5AF
Proposed installation of ramp and steps, handrails, guard rails,
external works, signage and car park alterations

Deadline date for observations: 8 May 2019


19/1897N 416 Newcastle Road, Shavington, CW2 5JF
The demolition of the existing shop and car wash and the erection of
a new PFS shop, additional car parking spaces, bin store, relocation
of underground tanks and other associated works.

Deadline date for observations: 15 May 2019

19/1870N Unit 1, Alexandra Business Park, Gresty Lane, Shavington CW2 5DD
Erection of a mixed-use commercial building

Deadline date for observations: 15 May 2019

19 SHARED ITEMS - CLERK'S REPORT

The Clerk's report is enclosed. This sets out reasons for the proposed removal of 'Shared Items' as a standing agenda item. 

20 POLICE MATTERS

20.1 Service Level Agreement

To report that Cheshire Constabulary has extended the Service Level Agreement which terminated on 31 March 2019.

20.2 Beat Manager's Report

PCSO Pete Corbett is currently on holiday. His report will follow under separate cover.

21 DEFIBRILLATOR

21.1 Training Sessions


At the previous meeting, Members agreed that a training session should be held in the Village Hall to enable residents to be made aware of how to use the defibrillator.

The Clerk contacted St John Ambulance which has provided the costs as follows. Members are invited to suggest two or three dates which can be offered to St John Ambulance.

One trainer can train up to 40 persons at a time.

Hours (session)	Nationwide Cost	Hours (session)	Nationwide Cost
1 or 2 hours	£100 + VAT	5 hours	£185 + VAT
3 hours	£115 + VAT	6 hours	£200 + VAT
4 hours	£135 + VAT		

21.2 Memorandum of Understanding

The Parish Council is required to complete the enclosed Memorandum of Understanding issued by North-West Ambulance Trust. It is only paragraph 3.7 onwards which applies. 

21.3 New Defibrillator – Location: Kiosk opposite former Co-Op Store

At the previous meeting, the Council agreed that a defibrillator be purchased, to be fitted into the kiosk on Main Road (opposite the former Co-Op Store).

The defibrillator purchased in October 2018 was a Heartsine Samaritan PAD 350P defibrillator (£695.00 plus VAT) together with a heated AED Armor Mild Steel unlocked cabinet at £375.00 net.

The price is unlikely to have been increased and the Parish Council is asked to confirm if this is the model to be purchased.

22 COMMITTEES

22.1 Recreation Committee – 20 March 2019

To receive the Minutes of the Recreation Committee meeting held on 20 March 2019.

To follow

22.2 Environment Committee – 29 April 2019

The Chairman of the Committee to report on the proceedings at the meeting held on 29 April 2019.

23 VILLAGE HALL – LONGER TERM MANAGEMENT ARRANGEMENTS

Claire Jones (Cheshire Community Action) has offered the following dates when she will be able to attend a meeting of the Parish Council to discuss longer-term management arrangements for the Village Hall.

- 10/11 June
- 17 June
- 19 June
- 24/27 June

24 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.

25 CONTRACTS FOR SERVICES

(Reason for exclusion: Relates to contractual arrangements between the Council and potential contractors.)

To consider the Clerk's briefing note which gives details of companies which were invited to quote for the following. The Parish Council is asked to approve a quotation for each of the services.

25.1 Grounds Maintenance Contract

25.2 Design Contract

25.3 Photography Contract

26 UP-GRADING OF KITCHEN, VILLAGE HALL

(Reason for exclusion: Commercial sensitivity)

The Parish Council is invited to consider the Clerk's report.

27 DATE OF NEXT MEETING

5 June 2019