

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DAY/DATE: WEDNESDAY, 8 JANUARY 2020

TIME: 7.30 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 3 January 2020

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 from 9.30-9.40 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. **Councillor R Hancock**

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 4 December 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.

7 COMMUNITY HALL MANAGEMENT (Item requested by Councillor Kevin Gibbs)

Councillor Kevin Gibbs would like the Parish Council to consider appointing an individual (either a councillor or an employee) who would have an overseeing role at the Village Hall.

The Parish Council is asked to consider this matter prior to approval of the budget for 2020-2021 as it may impact the final budget.

As Members are aware, bookings for the Village Hall are dealt with by Councillor Kevin Gibbs, and Councillor Vivien Adams provides support.

It may not be possible to give detailed consideration of this item at this meeting as there is no 'job description', but if Members are minded to employ an individual who could fulfil this role, an allocation could be made in the budget to cover the cost.

8 BUDGET 2020-2021

The Parish Council is asked to authorise its budget for 2020-2021.

The following documents are submitted for consideration:

- Clerk's Report
- Draft Budget for 2020-2021 together with budget monitoring showing the position at September 2019.

The Parish Council is asked to RESOLVE:

- (a) That a budget of (to be agreed at the meeting) be approved;
- (b) That the Clerk be authorised to request a precept of (to be agreed at the meeting) from Cheshire East Council;
- (c) That the tenancy fee for each allotment on the Gresty Lane allotments site, be increased to £50 per annum, with concessions of £25 per annum, with effect from 1 April 2020; and
- (d) That the Clerk's salary be increased to £15,560.00 with effect from 1 April 2020 in line with the National Association of Local Councils agreed rates and the contractual obligations in the Clerk's contract of employment.

9 NEIGHBOURHOOD PLAN INFORMATION ITEM

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, will update the Parish Council in respect of the Neighbourhood Plan process.

10 CHESHIRE EAST COUNCIL – CONSULTATION ON COMMUNITY GOVERNANCE REVIEW

The Parish Council is invited to comment on the following Consultation document by 31 January 2020.

This item was an agenda item at the December meeting. No observations were made, but this is a further opportunity if Members wish to make any comments.

As a reminder, Cheshire East Council (CEC) is conducting a review of town and parish council governance arrangements across the Cheshire East Borough to *ensure that these continue to reflect local identities and facilitate effective and convenient local government*.

The Borough Council has undertaken some preliminary analysis of each of the town/parish council wards within the borough. A small number of requests have been received from parish councils asking for their specific governance arrangements to be considered.

Cheshire East Council was created on 1 April 2009 and has yet to carry out a full review of town and parish council governance. It is considered good practice to carry this out every 10-15 years.

It is expected that the review will be concluded well before the May 2023 local elections.

The Parish Council is invited to submit comments by **31 January 2020** and is specifically invited to consider (a) how effective the current governance arrangements are; and (b) are there any changes required, and if so, what changes, and the reasons for those changes.

Once this stage of the review has been completed, CEC will develop draft proposals which will be the subject of a formal consultation at a later date.

A further copy of the CEC Officer report submitted to Cheshire East Council's Governance & Constitution Committee is enclosed and provides background information.

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11 PLANNING MATTERS

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

19/5695N 2 Edwards Avenue, Shavington CW2 5BT
Proposed single-storey side extension comprising additional
Accommodation and attached single garage.

Deadline date for observations: 2 January 2020 (the Clerk has requested an extension).

19/5597N Alexandra Business Park, Gresty Lane, Shavington
New manufacture/warehouse shed with offices and associated
staff welfare facilities.

Deadline date for observations: 2 January 2020 (the Clerk has requested an extension).

12 AUTHORISATION OF PAYMENTS

The Parish Council is asked to approve the following payments. Members are 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

£325.64	HMRC	Tax and employer's NI liability on Clerk's salary. (£251.40 tax and £74.24 employer's NI contribution)
£30.00	Kate Heywood	Second prize in Halloween Competition
£30.00	Shavington Academy	Fee for the services of the bugler on Remembrance Sunday.
£450.00	Nicola Cooper	Photography contract
£118.00	Shavington Village Voice	Advertising fee
£16.00	Beardmore Accountants	Monthly payroll service.
£72.76	Woodnoth cum Shavington WI	Refreshments provided at Remembrance Sunday 10 November 2019 (£18.50) and Carols at Christmas – 22 December 2019 (£54.26).

£160.00	Craig Willetts	Website support (this is for December 2019 and January 2020 as he was not paid in December.).
£99.10	Solopress	Printing of Carol sheets for 'Carols at Christmas' on 22 December 2019
£480.00	PKF Littlejohn LLP	External audit of accounts 2018-2019 (£400.00 net and £80.00 VAT)
£125.00	Crewe Brass Band	Donation/fee for performance at 'Carols at Christmas'.

(B) Village Hall

£361.01	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1167 (£300.84 net and £60.17 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows (Invoice 0569)
£185.69	Scottish Power	Energy charges (estimated use) 7 September – 6 December 2019 (£176.85 net and £8.84 VAT)
£93.70	ASH Waste Services	Fortnightly collection of waste from Village Hall.
£tba	B L Gibbs	Reimbursement for Village Hall on-line booking system

(C) Payment made by Debit Card

To report that the Clerk has made the following payment on behalf of the Parish Council, using the Council's debit card.

£883.20 ANSA – Purchase of litter-bins. (Payment made on 20 December 2019)

(D) Audit of Accounts – 2018-2019 (PKF Littlejohn LLP)

To receive the report of PKF Littlejohn LLP, external auditor following the audit of the accounts 2018-2019, and to note the contents.



13 DONATIONS/GRANTS

13.1 Woodnoth-cum-Shavington WI

To consider making a donation to the local WI for its services at Remembrance Sunday on 10 November 2020.

**13.2 Shavington Youth Club
(Local Government (Miscellaneous Provisions) Act 1976)**

To consider a request for a £6,000 grant from Shavington Youth Club. Financial records will be made available by Sandra Dutton, the Treasurer.

13.3 Shavington Dynamos

At the meeting held on 4 December 2019, the Parish Council considered a request for a grant of £250 to buy new kit for its members. The application was included with the agenda for the December meeting.

The Clerk contacted the Secretary of the Shavington Dynamos to request a copy of the group's latest bank statement, to enable the application to be considered at this meeting. The bank statement has not yet been received but is expected to be available at the meeting.

14 VE DAY COMMEMORATION – MAY 2020

To consider Councillor Hancock's enclosed report and take any action as appropriate.

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15 COMMITTEE MINUTES

To receive Minutes of the following meetings.

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- Village Hall Committee – 23 October 2019
Members are asked to approve the recommendations in Minute No. 15.2.4.
- Community Engagement Committee – 18 December 2019

16 CLERK'S INFORMATION REPORT

1) Grounds Maintenance Contract

Following the views expressed at the meeting held on 4 December 2019, the Clerk has arranged to meet with the Town Clerk of Northwich Town Council on 9 January 2020 to revise the current Bill of Quantities, with the aim of preparing a Service Level Agreement (SLA) which can be submitted to the Parish Council at its February meeting.

For practical reasons, the Town Clerk will not be attending this evening's meeting. As the matters to be discussed are likely to be lengthy, and would need to be dealt with as a Part 2 item, it would mean either excluding press and public from the meeting for a considerable amount of time early on in the meeting and then re-admitting them, or scheduling the item for later on the agenda. It is probably not reasonable to expect the Town Clerk to attend a meeting much later in the evening.

As a compromise, the Town Clerk has agreed to attend the Environment/Recreation Committee meeting to be held on 22 January 2020.

2) Shavington Primary School Car Park

There is no further information from Shavington Primary School in respect of the proposed licence agreement. For this reason, a firm decision cannot be taken by the Parish Council at this time; however, a sum of £5,500 has been included in the budget proposals for 2020-2021 to enable the cost of a licence agreement to be met.

3) Vine Tree Play Area

There is no further update on the repair work at the play area. The Clerk has followed up with ACE Playgrounds and is awaiting a response.

- The quotation was accepted on 30 September 2019 at which time ACE indicated that the work would be carried out late November/December 2019.
- The Clerk followed up on 24 November 2019 and again on 3 January 2020.

4) Speed Indicating Device (SID) – Crewe Road

The SID on Crewe Road has been repaired and put back in place.

5) Lights on Crewe Road, opposite Alfred Potts Way

The Clerk has sent a follow-up to Cheshire East Council about the non-operation of the street light(s) opposite to Alfred Potts Way.

6) Queen Street Car Park

No further update on these matters.

- Provide linings for car parking spaces.
- Cut-back of the Pyracantha bush at the corner of the car park, covering the footway.

- Clean the car park.
- Repair to the light to the rear of car park.

7) Defibrillator Awareness Training – 30 January 2020

The Clerk has arranged for posters to be printed advertising the defibrillator awareness training to be held in the Village Hall on Thursday, 30 January 2020 between 7.00 pm and 9.00 pm. This will allow residents who work during the day to attend the session.

8) Parish Council Vacancies

The two remaining vacancies on the Parish Council were advertised in the December newsletter with a view to co-opting at the February 2020 meeting. One expression of interest has been received.

Although this was included in the newsletter, the Clerk will arrange for a poster to be displayed in each of the notice-boards.

NOTES FOR COUNCILLORS MEETINGS OF COUNCIL AND COMMITTEES

Date	Council/Committee	Councillor Membership	Start Time
15 January 2020	Community Engagement Meeting with Managing Director of Brave Little Tank	K Gibbs G McIntyre R Moore	6.00 pm
22 January	Environment/Recreation	V Adams N Cooper L Buchanan M Ferguson K Gibbs	7.15 pm
5 February	Council	ALL	7.30 pm
4 March	Council	ALL	7.30 pm
11 March	Community Engagement	K Gibbs G McIntyre R Moore	7.15 pm
18 March	Finance	L Buchanan K Gibbs M Ferguson R Hancock	6.30 pm
1 April	Council	ALL	7.30 pm
8 April	Village Hall	V Adams K Gibbs R Hancock G McIntyre	6.30 pm
29 April	Finance	L Buchanan K Gibbs M Ferguson R Hancock	6.30 pm
6 May	Annual Council Start of new Municipal Year Preceded by Annual Parish Meeting	ALL	7.30 pm