



Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DAY/DATE: WEDNESDAY, 6 NOVEMBER 2019

TIME: 7.30 PM

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

Enquiries to: Clerk: Carol Jones

Issue date: 1 November 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 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 Linda Buchanan**

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 2 October 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 – REGULATION 15 CONSULTATION
DECISION REQUIRED: TO APPROVE THE DRAFT NEIGHBOURHOOD PLAN FOR
SUBMISSION TO CHESHIRE EAST COUNCIL

To consider the Regulation 15 copy of the Draft Neighbourhood Plan. The Parish Council is asked to approve the document for submission to Cheshire East Council.

The document comprises the following:

- (a) The proposed Neighbourhood Development Plan;
- (b) Consultation statement;
- (c) Basic Conditions statement.

Under Regulation 16. Cheshire East Council is required to publicise the Draft Plan on its website and '*in such other manner as it considers is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area*'.

8 SHAVINGTON PRIMARY SCHOOL CAR PARK
DECISION REQUIRED: TO ACCEPT OR DECLINE THE PROPOSAL FROM THE
PRIMARY SCHOOL. DECISION TO BE TAKEN AFTER ITEMS 10 AND 11

As Members are aware, the Parish Council currently has an informal arrangement with Shavington Primary School and pays approximately £3,000 a year for the car park to be available to the community 365 days a year, 24 hours a day. This arrangement ceased on 31 October 2019.

The Chairman and Clerk met with Dan Thomas (the CEO of the Learning for Life Partnership, the Multi-Academy Trust which has oversight of Shavington Primary School).

At the end of the arrangement between the Parish Council and the School, the car park will be closed at dusk each day, as the school has already risk-assessed the car park for day-time use but not for evening use by the community. As the car park will be unlocked during the school day, people will be able to park, unless the School introduces a system where only authorised users are able to park their cars (which would be at the school's discretion).

Mr Thomas indicated that the school wishes to formalise any future arrangement, an arrangement which could give the Parish Council security over the long-term use of the car park for use by the community, and the installation of lighting.

He undertook to provide a report to be submitted to this meeting, which would suggest a long licensing agreement over (possibly) a 10-12 year period. This would require the Parish Council to fund the installation of the lighting which would cost approximately £10-12,000. As there is currently no mains supply this would also be the responsibility of the Parish Council. The cost of this is not yet known but Mr Thomas undertook to provide a brief report setting out a broad estimate of the cost, in time for this meeting.

The Clerk has also enquired into interim arrangements with effect from 1 November 2019 to establish if the car park will be closed from dusk. A response is awaited.

At the time of publication of the agenda, the report has not been received. If this is available before the meeting, it will be sent to Members under separate cover.

Following the meeting, at the request of the Chairman, the Clerk wrote to Rev Rachael Griffiths (St Mark's Church), Rev Den Harding (Methodist Church) and Linda Buchanan (Youth Club) to enquire into the short-term (12 months) and the long-term (5 years) implications for their organisations if the car park were to close.

- Reverend Griffiths' comments (see also agenda item 10 below):

In the short term, the closure of the car park is likely to cause some issues for organisations using the church hall in the evenings, as it will mean attendees having to find alternative places to park. In term of services at St Mark's, members of the congregation currently use the school car park on Sunday mornings. If it were to be closed at weekends, as well as during evenings, then this would have implications for the church. There are also occasional Sundays when the church holds services in the evening, such as the Carol Service, and currently, people would use the school car park.

In the longer term (and certainly within the next 5 years) it is hoped that St Mark's will have a new building with its own car park and therefore the closure of the school car park becomes less of an issue.

- Reverend Harding's comments:

Shavington Methodist Church has its own long-term arrangement with the school.

- Shavington Youth Club:

No response.

9 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.

10 CAR PARKING FACILITIES

(Reason for exclusion: Relates to financial matters other than those of the Parish Council)

To consider a proposal from St Mark's Church.

11 PUBLIC WORKS LOANS BOARD

(Reason for exclusion: Relates to contractual matters of the Parish Council.)

To consider the Clerk's report. In addition to the report, a schedule of repayments is also enclosed.

12 RE-ADMITTANCE OF PRESS AND PUBLIC

The Parish Council is asked to re-admit the press and public to the meeting.

13 SHAVINGTON PRIMARY SCHOOL CAR PARK

DECISION REQUIRED: TO CONSIDER ACCEPTING THE PRIMARY SCHOOL'S PROPOSAL

Having now considered items 8, 10 and 11 above, the Parish Council is asked to decide if the proposal from Shavington Primary School should be accepted.

14 PLANNING MATTERS

TO SUBMIT OBSERVATIONS ON PLANNING APPLICATIONS

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

19/4671N 4 Greenfields Avenue, Shavington CW2 5HQ
Rear single-storey extension with internal alterations, loft conversion and front porch.

Deadline date for observations: 30 October 2019. The Clerk has asked for an extension.

19/4552N Units A, B and C – 416 Newcastle Road, Shavington CW2 5JF
Change of use of three unoccupied industrial units within an existing Building (B1/B8 use class) into a single unit Veterinary Practice (D1 use class) with associated parking.

Deadline date for observations: 30 October 2019. The Clerk has asked for an extension.

19/4580N Land between 262 and Barnsfield, Newcastle Road, Blakelow
Reserved matters application for appearance, landscaping, layout and scale following application 18/6133N (Outline planning permission for erection of two dwellings and associated access.

Deadline date for observations: 28 October 2019. The Planning Case Officer has agreed to accept comments by 8 November 2019.

15 FINANCIAL MATTERS

15.1 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.
£370.80	C M Jones	Reimbursement for ink cartridges. (£309.00 net and £61.80 VAT)
£1,117.20	Northwich Town Council	Grounds maintenance (£931.00 net and £186.20 VAT)
£30.00	Shavington Academy	Environmental Award
£8,320.00	Cheshire Police & Crime Commissioner	Contribution to cost of PCSO. Second quarter.
£49.99	Solopress	Printing of Remembrance Sunday flyers and leaflets (Invoice No. 2180673)
£33.74	Solopress	Printing of Posters for Remembrance Sunday (Invoice No. 2181039)
£106.38	Solopress	Printing of two vinyl banners – Remembrance Sunday (Invoice No. 2179865)
£33.65	Solopress	Printing of flyers and leaflets for Halloween. (Invoice No. 2178571)
£114.65	Solopress	Printing of Remembrance Sunday service sheets. (Invoice 2190989)

(B) Village Hall

£288.00	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1102 (£240.00 net and £48.00 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows

15.2 Payments Made Subsequent to the October Meeting

£50.00	St Mark's Church	First prize in Scarecrow Competition
£277.72	PPL-PRS	Music Licence for Village Hall

15.3 Cancellation of Invoice

TO NOTE

The Clerk queried the payment of £277.72 for the PPL-PRS licence as payment of £235.57 in June 2019. PPL-PRS has now advised that the invoice had been sent in error and has now been cancelled. This notification came before the cheque was posted out and the cheque has, therefore, been marked VOID.

15.4 Payments made by Debit Card

TO NOTE PAYMENTS MADE

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

£148.92	Scottish Power – electricity supply at Village Hall (paid 3 October 2019)
£872.36	Amberon Ltd. (paid 7 October 2019) Traffic management arrangements for Remembrance Sunday (£726.75 net; £145.36 VAT; and £0.25P charge for use of debit card)

15.5 Receipts and Payments Statement – 1 April – 30 September 2019

To receive a receipts and payments statement for both the Parish Council main account, and the Village Hall account, showing the position at 30 September 2019.

To follow

15.6 Budget 2020-2021

At its meeting on 30 October 2019, the Finance Committee considered the budget for 2020-2021. Its recommendations will be submitted to the December meeting of the Council. In the meantime, the Chairman wishes to suggest a new approach to identifying heads of expenditure to make it more meaningful for the Council itself, and also for residents.

16 SHAVINGTON ACADEMY – ENVIRONMENTAL AWARDS EVENING THURSDAY, 28 NOVEMBER 2019 – 6.15 PM

DECISION REQUIRED: TO NOMINATE A COUNCILLOR TO ATTEND

The Parish Council is invited to nominate a Member to attend the Environmental Awards Evening at Shavington Academy.

17 CLERK'S INFORMATION REPORT

To receive the Clerk's Information Report, appended below.

Although it is normal practice for the Clerk to prepare a report which is enclosed with the agenda, this method of reporting information items is to avoid the need for members of the public to download a separate document.

(A) Traffic Regulation Order associated with Planning Application 19/1923N The Elephant Public House

To report that a resident sent an email she received from Councillor Craig Browne, dated 10 October 2019, which informs her that having attended a site meeting with Borough Councillor David Marren and Parish Councillor Kevin Gibbs, he is '*not minded to authorise the proposed one-way restriction and has suggested that the Highways officers consider an alternative scheme.*'

(B) SSAFA (The Armed Forces Charity) – VE Day 2020

To receive a notification issued by SSAFA which gives details of the planned activities over the weekend of 8-10 May 2020. ✎

It also invites Mayors, Leaders and Chairmen of town and parish councils to lead their communities in the 'Nation's Toast to the Heroes of WWII' on Friday, 8 May 2020.

(C) Police Support for Remembrance Sunday – 10 November 2019

To report that Cheshire East Highways issued an open letter to all town and parish councils following the announcement that Cheshire Police was withdrawing support for Remembrance Sunday events from this year onwards.

The letter offered the opportunity to those Councils which had not made alternative arrangements to contact the Events Team at Cheshire Constabulary to request support for Remembrance Sunday.

The Clerk made contact but was informed that Cheshire Police received a list from Cheshire East Highways of the town/parish councils which were providing their own traffic management (Shavington being one) so the Parish Council was not included in its resourcing demand.

(D) Defibrillator Awareness Training – January 2020

The dates of 9th, 16th, 23rd and 30th January 2020 have been offered to St John Ambulance for the defibrillator awareness session to be held in the Village Hall. A response is awaited.

18 CHESHIRE EAST COUNCIL'S DRAFT ENVIRONMENTAL STRATEGY - 2019-24

DECISION REQUIRED: COMMENTS TO BE MADE BY 1 DECEMBER 2019

Enclosed is Cheshire East Council's Draft Environmental Strategy. It sets out the strategic goals and priority actions the Council will take to respond to the global challenge of climate change, and to protect and enhance the local environment. ✎

The Borough Council is now consulting on this strategy, seeking views on how it could be improved and whether the Parish Council could support the wider community to reduce its carbon footprint.

19 CHESHIRE EAST COUNCIL – GREEN VISION CONSULTATION

At the previous meeting, Borough Councillor David Marren made reference to a Green Vision Consultation which required comments to be made by 24 November 2019.

The Clerk has not been notified by the Borough Council about this consultation and has been unable to locate it on the Cheshire East Council website.

20 REMEMBRANCE SUNDAY – 10 NOVEMBER 2019

Working Group Members (Councillors Nicola Cooper, Matt Ferguson and Kevin Gibbs) to report the detailed arrangements for Remembrance Sunday.

21 EXCLUSION OF PRESS AND PUBLIC

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22 REVIEW OF VILLAGE HALL BOOKING

At its September 2019 meeting, the Parish Council considered a request from a former client, who wished to be permitted to re-hire the Village Hall.

The following was the resolution.

RESOLVED: (a) That the client be permitted to use the Village Hall for a period of three months;
(b) That a review be carried out in November 2019 at which time, consideration will be given as to whether the client's use of the hall could continue;
(c) That the client be provided with her own key to the Village Hall on 9 September 2019;
(d) That at the end of the current hire period (a block-booking) the key be returned in the post-box outside the Village Hall;
(e) That if the key was not returned, a daily charge of £15 would be made until its return.

The Parish Council is now invited to carry out the review with a view to permitting the client to continue to hire the Village Hall.

23 FUTURE MEETINGS

Parish Council 4 December 2019 - 7.30 pm

Agenda items: CEC Pre-Budget consultation 2020-2024 – comments required
by 6 January 2020.
Community Governance Review – Part 1 – comments required
by 31 January 2020

Community Engagement Committee 18 December 2019 – 7.15 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.		
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
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
Remembrance Sunday – 10 November 2019	
Best-Dressed House at Christmas	Register by 14 December 2019
Carols at Christmas – 22 December 2019	