



# Shavington-cum-Gresty Parish Council

Clerk: Carol Jones

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## NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL

**DATE:** WEDNESDAY, 3 MAY 2017

**TIME:** 7.15 pm (or on the later rising of the  
Annual Parish Meeting)

**VENUE:** SHAVINGTON VILLAGE HALL  
SHAVINGTON

Enquiries to: Clerk: Carol Jones

Issue date: 24 April 2017

Re-issued: 26 April 2017

Signed

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

Copies: Borough Councillor Steven Edgar

**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.

# A G E N D A

## **PART I – ANNUAL COUNCIL BUSINESS**

### **1 ELECTION OF CHAIRMAN**

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2018. The Chairman will call for nominations.

Although the Parish Council currently has an informal arrangement whereby a Chairman serves for a period of two years, there is no legal basis for this. The Local Government Act 1972 (Part I, S.15 (paras.1-4) provides for the election of a Chairman at each Annual Council Meeting and this requires nominations ‘*from the floor*’ to ensure the widest pool of candidates for the position.

- 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**

- 2.1 To elect a Vice-Chairman to serve until the Annual Meeting in 2018. The Chairman will call for nominations.

- 2.2 The Vice-Chairman will sign a Declaration of Acceptance of Office.

### **3 APOLOGIES FOR ABSENCE**

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

### **4 DECLARATION 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 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 5 April 2017. ...

### **6 CO-OPTION – CASUAL VACANCY**

The vacancy caused by the resignation of Mrs Anne Yoxall was advertised and the deadline date for an election to be called was 2 May 2017. The vacancy was advertised in the Village Voice, on the website and in the notice-boards. The Clerk will report at the meeting whether an election has been called.

In the event of there being no election, the Parish Council will be able to co-opt to the vacancy. As the position will not be clear until the day of the meeting, Members might wish to defer co-option to the June meeting.

## 7 REVIEW OF DELEGATION ARRANGEMENTS

The Council is invited to appoint Members to the following standing Committees:

<b>Committee</b>	<b>Number of Members</b>	<b>Current Membership</b>
Village Hall Management Committee	Five parish councillors	Eddie Ankers Vivien Adams Gill McIntyre Bill McIntyre
	Two non-parish councillors	Janet Clarke Nancy Vigrass
Complaints Committee ( <i>ad hoc</i> )	Three parish councillors And two substitutes	Gill McIntyre Bill McIntyre Peter Yoxall  <u>Substitute:</u> Rene Hancock
Communications Committee	Five parish councillors	Bill Cooper Matt Ferguson Benjamin Gibbs Kevin Gibbs
Finance Committee	Five parish councillors	Bill Cooper Kevin Gibbs Bill McIntyre Gill McIntyre Peter Yoxall
Environment Committee	Five parish councillors	Vivien Adams Eddie Ankers Bill McIntyre Peter Yoxall
	One Allotment Holder representative	None at present
Planning Committee ( <i>ad hoc</i> )	Four parish councillors	Matt Ferguson Rene Hancock Bill McIntyre Gill McIntyre
Neighbourhood Plan Steering Group	Minimum of five parish councillors	Eddie Ankers Benjamin Gibbs Kevin Gibbs Rene Hancock
	Up to 20 non-parish councillors	

## 8 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. These will follow under separate cover.

- 8.1 Village Hall Management Committee
- 8.2 Complaints Committee
- 8.3 Communications Committee
- 8.4 Finance Committee
- 8.5 Environment Committee
- 8.6 Planning Committee
- 8.6 Neighbourhood Plan Steering Group

(This is the only Committee which is not set up under S.101 of the Local Government Act 1972. This is established under Neighbourhood Planning Regulations as enshrined in the Localism Act 2011.)

## 9 APPOINTMENT TO OUTSIDE BODIES

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

- (a) Village Festival Committee (one representative)
- (b) Wybunbury United Charities (two Administration representatives and two Estate representatives)
- (c) Shavington Youth Centre Management Committee (one representative)
- (d) Cheque signatories (Theo Steele Bequest) (two required)

## 10 ANNUAL ACCOUNTS 2016-2017

The Finance Committee met on 19 April 2017 and reviewed the partially-completed accounts for the year 2016-2017.

The accounts are being audited between 28 April and 10 May 2017 and will be submitted to the Parish Council meeting on 7 June. The accounts must then be subject to external audit and BDO LLP has requested the accounts to be submitted by 19 June 2017.

The exercise of public rights commences on 15 June 2017 and concludes on 14 July 2017. A notice to this effect will be displayed in the notice-boards and on the website.

## 11 ANNUAL REPORT 2016-2017

To receive the Annual Report for 2016-2017. This is not currently available. As Members will be aware, this is being re-designed as a combined Annual Report/first newsletter to give publicity to the new website branding (Communications Committee meeting 18 January 2017). This will be printed and distributed to all households by 1 June 2017. Subsequent newsletters will be distributed quarterly by the 1<sup>st</sup> of the month, i.e. September, December and March 2018.

To follow

## 12 CALENDAR OF MEETINGS – 2016-2017

To approve the calendar of meetings for 2017-2018.

To follow

## **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 PUBLIC QUESTION TIME**

In accordance with the Parish Council's Standing Order No. 1 (c), (d) and (e), 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, 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.**

### **14 CASUAL VACANCY**

The casual vacancy caused by the resignation of Mrs Anne Yoxall, was advertised in accordance with the appropriate regulations and has also been publicised on the website, in Village Voice and in the notice-boards. The deadline date for calling an election is 2 May. The Clerk will report to the meeting if an election has been called. If not, the Parish Council will be able to co-opt to the vacancy.

If there are any candidates at the meeting, the Council will be able to co-opt at that time. The Procedure would be to ask each candidate to address the Parish Council, briefly, about their reasons for wishing to become a parish councillor. Members will be able to ask questions, but these should not be of a personal nature, nor should they be onerous, given that the election process itself is often such that councillors are returned unopposed.

### **15 COMMITTEES**

To receive the Minutes of the following Committee meetings.

- Communications Committee – 12 April 2017

To follow

At its meeting, the Committee considered the Parish Council's recommendations in respect of the design of the letter-headed paper and the compliments slip, but have agreed that there should be no significant design-change. Some minor amendments have been made.

The Committee agreed that in the fullness of time, a review of the design can be undertaken and revisions made if required.

- Finance Committee – 19 April 2017

To follow

### **16 FUNDING OF PCSOs**

The Clerk to Rope Parish Council has canvassed Members and there are three who would be available to meet with representatives of this Parish Council. Rope Parish Council's next meeting is 22 May and it is suggested that a meeting be held before that date so that those Members can report back to their Council.

### **17 FINANCIAL MATTERS – AUTHORISATION OF PAYMENTS**

The Parish Council is asked to authorise the following payments. Any additional payments required will be notified at the meeting.

Parish Council Payments

£(To be advised)	Mrs C M Jones	Salary for April 2017.
£(To be advised)	HMRC	Tax/NI on Clerk's salary (amount to be confirmed by A J Hardy Ltd)
£35.00	A J Hardy Ltd.	Payroll service – for year-end procedure. (Invoice 1691)
£25.00	C Willetts	Website maintenance
£215.86	Internet Central Ltd.	Service provided in respect of the website.
£853.00 (To be confirmed)	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£594.00	Ten & Bourne	Design of Annual Report/Newsletter by Brave Little Tank (£495.00 net and £99.00 VAT)

Village Hall Payments

£(To be advised)	Mrs B Fraser	Cleaning of the village hall
£100.00	S Castellano	Window-cleaning of village hall 6 March and 3 April 2017
£(To be advised)	ASH Waste Services	

**18 PLANNING MATTERS**

**18.1 Consultation on Cheshire East Minerals and Waste Development Plan – Issues Paper Consultation**

An e-mail from Cheshire East Council has been received (24 April 2017) inviting comments on the consultation by 5 June. This is two days prior to the scheduled June meeting and Members are invited to consider this. The e-mail is attached and there are links in it to the various documents.

**18.2 Planning Applications**

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

17/1999N	Shavington Post Office, 120 Main Road, Shavington, CW2 5EE	Proposed alterations of former Post Office and attached dwelling including; change of location of front entrance to dwelling with addition of porch, repositioning and resizing of window to side elevation, change of window to doors on rear elevation. Proposed dropped kerb to accommodate off-road parking at front of dwelling. Proposed timber fencing to define garden boundary. Proposed erection of rear single storey extension and porch.
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Deadline date for comments: 9 May 2017

**19 VINE TREE PLAY AREA**

Following a complaint by a resident who lives close to the Vine Tree Play Area, the Council is invited to review its decision that the playground remain unlocked. There have been a number of incidences, one of which was setting a small bonfire in the playground.

**20 EXCLUSION OF PRESS AND PUBLIC**

The Parish 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 item, for the reason given, owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

**21 VILLAGE HALL ADAPTATIONS**

(Contractual matters between the Council and a third party)

To report that invitations to quote for the village hall adaptations were issued to four contractors. Two have responded that they are unable to undertake the work at this time; one has not responded; and the fourth has submitted a quotation. This was submitted to Members under separate cover, together with a letter from the contractor.

The Financial Regulations allow the Parish Council to consider the one quotation only as genuine efforts have been made to seek other quotations.

**22 DATE OF NEXT MEETING**

7 June 2017 (subject to approval of the Calendar for 2017-2018).