

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 7 DECEMBER 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor G McIntyre	Chairman
	Councillor W McIntyre	Vice-Chairman
	Councillor V Adams	Councillor S Cheshire
	Councillor W Cooper	Councillor M Ferguson
	Councillor B Gibbs	Councillor K Gibbs
	Councillor R Hancock	Councillor P Yoxall
IN ATTENDANCE:	Borough Councillor S Edgar	Ward Councillor – Shavington
	Mr W Atteridge	Chairman – Neighbourhood Plan
	Superintendent P Crowcroft	Steering Group
	Six members of the public	Minute No. 163 only
APOLOGIES:	Councillors E Ankers and A Yoxall	

157 DECLARATION OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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.

Councillor M Ferguson declared a personal interest in Minute No. 167 on the basis that his son was a member of the Shavington Dynamos Football Team.

158 MINUTES

RESOLVED: That the minutes of the meeting held on 2 November 2016 and the extraordinary meeting held on 16 November 2016 be approved as correct records.

159 MATTERS ARISING (Not detailed separately elsewhere on the agenda)

- **Minute 132 – Matters Arising from meeting held on 2 November 2016**

Councillor Hancock presented a draft postcard intended for issue to any household in the parish where there were over-hanging trees/bushes which caused obstruction. The postcard requested the householder to cut-back the foliage.

The postcard was approved for printing and distribution as appropriate.

- **Minute 139 (2) (c) – Credit Card Application**

This had been due for consideration at the Finance Committee meeting held on 30 November 2016, but had been omitted from that agenda.

160 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar reported on the following matters:

- Progress at Public Inquiry (71 Main Road – Application No. 15/2147N: Appeal Reference APP/R0660/W/16/3147420 – outline application for up to 43 dwellings of mixed type and tenure.)
- The proposed one-way system on Osborn Grove was currently on-hold. Following advertisement of the proposal there had been four observations submitted to the Borough Council. These would be taken into consideration prior to a determination being made.

- Councillor Edgar had suggested to Cheshire East Council that traffic restrictions be installed at Goodall's Corner. These would comprise double yellow lines. A survey would first be undertaken by Cheshire East Highways engineers.

161 PUBLIC QUESTION TIME

Members of the public were 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. The following issue was raised:

- Wessex Play Area – state of disrepair.

Residents commented on the poor state of the play area; the equipment was reported to be in a dangerous condition and the whole area was poorly maintained to such an extent that parents had now stopped their children from playing on the area.

In response to the comments, Councillor Edgar reported that a sum of £10,000 had been earmarked as a S.106 contribution in respect of the development on Newcastle Road and was expected to be released following a specific level of occupation. Funding was expected to be available in April/May 2017 and was dedicated to the improvement of this play area.

Councillor Edgar also confirmed that a further sum of £25,000 of S.106 funding would be released when the first house was built, but did not specify how this was to be used in the parish.

Councillor Edgar agreed to request that the Play Area be locked indefinitely in view of the dangerous state of some of the equipment.

162 REPORT OF PCSO

There were no Police Officers in attendance and the Beat Manager's report had not been received.

163 FUNDING OF PCSOs

Superintendent Peter Crowcroft, Cheshire Constabulary, was in attendance for discussion of this item. He had contacted local councils in the county and was meeting with all funding partners to discuss future PCSO funding arrangements.

Members recalled that the previous service level agreement (SLA) had terminated on 6 March 2016 and new arrangements had not yet been put in place owing to a change of Police and Crime Commissioner at the elections on 5 May 2016. Subsequent to that, the Parish Council had agreed to continue with the current arrangements pending the PCC's review which would be completed in 2018 (Minute No. 137 – 2 November 2016).

Superintendent Crowcroft outlined the current arrangements for the provision of PCSOs throughout the county and responded to Members' questions.

- The aim was for a minimum of one PCSO per borough ward although some wards might share.
- The purpose of PCSOs was to provide visibility in the parish and engagement with the public.
- There were a total of 211 PCSO posts across the county; not all posts were filled and only 91.5 of the posts were funded.
- There was a possibility of volunteer PCSOs forming part of the workforce, similar to those for special constables, but no decision had yet been taken.
- A total working week was 37.5 hours and for the most part, a PCSO would work within the parish, although exigencies of service would mean that there would be re-deployment to other areas on occasions.

Members commented as follows and Superintendent Crowcroft undertook to follow-up as appropriate:

- The two PCSOs appeared to have duties and off-time on the same dates and this left the parish un-served on occasions.
- When Inspector Kate Woods attended the Parish Council meeting in April 2016, she promised that monthly Beat Manager's Reports would be submitted to the Parish Council. To date, only one had been received.

RESOLVED: That this matter be discussed at the next meeting with a view to considering the Council's own requirements for a PCSO service in the parish.

(Note: Borough Councillor S Edgar and Superintendent Crowcroft withdrew from the meeting at this point in the proceedings.)

164 COMMITTEES

164.1 Environment Committee – 8 November 2016

The Minutes of the Environment Committee meeting held on 8 November 2016 were submitted for information.

The Chairman of the Communications Committee expressed disappointment that the Environment Committee had made a decision to restrict advertising of the 'Best-Dressed House at Christmas' competition. This was supported by another Member who had been contacted by several residents who were unaware of the details of the competition as there had been no on-line or social media publicity for the event.

164.2 Communications Committee – 21 November 2016

(A) The Minutes of the meeting held on 21 November 2016 were submitted for information.

(B) Digitised Woodnoth Coat of Arms

A first copy of a digitised version of the Parish Council's 'crest' (Woodnoth Coat of Arms) was submitted. Members gave general support to the new image and noted that a revised copy, with a full colour palette would be presented to the January 2017 meeting for approval.

164.3 Finance Committee – 30 November 2016

The minutes of the Finance Committee meeting held on 30 November 2016 were not yet available, but the Committee's recommendations in respect of the budget proposals were submitted at Minute No. 166 below.

165 NEIGHBOURHOOD PLAN STEERING GROUP

165.1 Funding

It was reported that Groundwork UK had deposited a grant of £8,668.00 in the Parish Council's bank account. The funding was for specific items as detailed on the grant application form. The Clerk would monitor the spend and report periodically to the Steering Group.

165.2 Minutes/Update

The Minutes of the Neighbourhood Plan Steering Group meetings held on 10 October 2016 and 14 November 2016 were received. Mr W Atteridge, Chairman of the Steering Group, updated the Parish Council on other matters including responses to the recent questionnaire.

166 FINANCIAL MATTERS

166.1 Budget – 2017-2018

The Parish Council considered the Clerk's report, together with the Finance Committee's recommended budget proposals for 2017-2018.

In response to a Finance Committee Member's question about the document now submitted, the Clerk confirmed that these represented changes agreed by the Committee. The following were the specific amendments.

Line 2a Additional line	Clerk's salary	Additional £2,000 gross	To be called upon only for additional duties associated with the new website.
Line 6	Clerk's stationery	Increased from £100	To £200
Line 14	Best Kept Gardens/ Best-Dressed House at Christmas	Increased from £50	To £200
Grants	No allocation made		Add £1,000
Line 16	Shavington Youth Club		Add £6,000
Line 20	Insurance	Increased from £3,000.	To £3,500.
Line 22a New Line	Member training		£1,000.
Line 23	Neighbourhood Planning	Increased from £7,650.	To £22,650

During discussion, Neighbourhood Plan Steering Group Members reported that the grant from Groundwork UK (£8,800) would be used to part-fund the CCA fee of £7,650. For this reason, the total amount required in 2017-2018 was £15,000 only and not £22,650 as indicated.

Line 25	Planning Consultancy	No allocation to be made	Add £1,000
Lines 31/32	Communications		Add £7,000
The Finance Committee had not made a recommendation, preferring to leave this item for the Parish Council to decide.			
In response to a Member's question, it was confirmed that this was not a sum allocated to the Communications Committee itself. It was to further the Parish Council's stated policy of improving communication with residents. The Committee would be responsible for making recommendations to the Parish Council for the spending of this fund.			
Line 34	Mobile vehicle-speed display unit		Add £5,200

Members deferred further discussion of the budget until after the Parish Council's consideration of Minute No. 169 below.

166.2 Internal Auditor's Report – 2015-2016

The Internal Auditor's report on the accounts for 2015-2016 was not yet available, but was expected to be submitted to the meeting in January.

166.3 Financial Regulations

A copy of revised Financial Regulations was submitted. The Clerk had drawn attention to specific sections by highlighting in yellow.

The Parish Council was asked to adopt the Regulations.

RESOLVED: That the Financial Regulations be adopted with immediate effect.

166.4 Account with Solopress

It was reported that Solopress had agreed to open an account for the Parish Council with a credit limit of £1,000. It was noted that Solopress was used for much of the printing associated with the Neighbourhood Plan and to date, Councillors Benjamin Gibbs and Kevin Gibbs had each paid Solopress invoices at the time of placing an order and then re-claimed this from the Parish Council. It was expected that in time, Solopress would increase the credit limit.

166.5 Authorisation of Payments

The Parish Council was asked to authorise payments.

RESOLVED: That the following payments be approved:

A Parish Council Payments

£859.32	Mrs C M Jones	Net Salary (November 2016)
£269.71	HMRC	Tax/NI on Clerk's salary
£15.00	A J Hardy Ltd.	Payroll service.
£25.00	C Willetts	Website maintenance
£13.69	Mrs S Cheshire	Reimbursement for refreshments at Remembrance Sunday
£17.50	Mr P Yoxall	Printer paper and ink cartridges
£875.50	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£7,925.50	Cheshire Constabulary	Half-year contribution towards the cost of two PCSOs (April – September 2016)
£329.30	Benjamin Gibbs	Reimbursement for Facebook advertisements.
£110.00	Ten & Bourne Ltd.	Design/stock imagery and printing of posters advertising the 'Best-Dressed House at Christmas.'
£750.00	Ten & Bourne Ltd.	At the meeting held on 2 November 2016, a cheque in the sum of £750.00 was authorised as a 30% deposit to Brave Little Tank for the new Parish Council branding. The cheque had been made out to 'Brave Little Tank' but had been returned as the cheque should be made out in favour of 'Ten & Bourne Ltd'.

B Village Hall Payments

£275.00	Mrs B Fraser	Cleaning of the village hall
£114.00	B Williams	Replacement of lights in the village hall
£111.86	United Utilities	Water services
£50.00	S Castellano	Window cleaning at village hall

167 PLANNING MATTERS

167.1 Planning Application

The Parish Council was invited to comment on the following planning applications.

16/5516N Land South of Newcastle Road, Shavington and Wybunbury, CW2 5HR
Variation of Condition 1 on approved application 14/3039N - Reserved matters (appearance, landscaping, layout & scale) for residential development comprising 200 dwellings (30% affordable) and creation of public open space, in relation to outline approval 12/3114N.

RESOLVED: That no objections be raised in respect of planning application No. 16/5516N, but that Cheshire East Council be recommended to condition the application to include the provision of planting indigenous trees such as Hornbeam and/or Yew.

16/5849N Old Puseydale, Main Road, Shavington CW2 5DU
Proposed development of three detached dwellings.

RESOLVED: That the following objections be submitted to Cheshire East Council in respect of planning application No. 16/5849N.

- Access restrictions. There was insufficient space for passing vehicles.
- The proposed development was in the Green Gap.
- Traffic congestion on Main Road was already a problem and the proposed development would exacerbate the problem.
- Emergency access would be difficult.
- Pedestrian access – there was no footway on Greenfields and the road was unadopted.
- The infrastructure was currently inadequate and would be worsened by the development.
- The local schools were over-subscribed.
- Dwellings such as bungalows would be more appropriate for the site, particularly as there was an ageing population in the parish.
- There were insufficient play areas.

16/5865N 152 Crewe Road, Shavington, CW2 5AJ
Two-storey and single-storey rear/side extension.

RESOLVED: That no objections be raised in respect of planning application No. 16/5865N.

167.2 Planning Appeal – 16/1758N

179 Crewe Road, Shavington CW2 5AH – Part timber-framed summer house/quiet room and garage/store

It was reported that Cheshire East Council had refused this planning application. The applicant had appealed and the Inquiry commenced on 1 November 2016 and had been considered by means of written representations.

167.3 Co-operative Store – Disposal of Site

(Item requested by Councillor W Cooper)

Councillor Cooper invited the Parish Council to consider what would be an appropriate use of the Co-operative Store site when the store was re-located.

There was a brief discussion, following which Members accepted that this was not a matter for the Parish Council at this stage; however, the Parish Council would welcome views from people in the village as to the most appropriate use of the site.

168 SPONSORSHIP OF LOCAL FOOTBALL TEAM

Councillor Ferguson invited the Parish Council to consider sponsoring the Shavington Dynamos by purchasing T-shirts, or other appropriate sportswear to bear the name 'Shavington' and possibly including the Parish Council's logo as a means of drawing attention to the Council.

Under the small grants scheme, local groups could apply for grants up to £250 and the Shavington Dynamos had received a grant in 2015-2016. It was suggested that the organisation submit a grant application form together with details of any proposed advertising to be included.

169 WESSEX CLOSE PLAY AREA/BUDGET 2017-2018

Following the Parish Council's expressed interest in taking over responsibility for the Wessex Close Play Area, Cheshire East Council had invited the completion of an Asset Transfer Application Enquiry Form to enable the Borough Council to consider the possibility of transferring Wessex Close Play Area to the Parish Council.

This matter had been briefly referenced at the Finance Committee meeting on 30 November 2016 at which time Members agreed that this was a matter for the Parish Council to consider.

Members discussed the possibility of the Parish Council taking over responsibility for the play area which would have a financial impact on the budget for 2017-2018.

RESOLVED: (a) That Dave Espley be asked to carry out a health and safety inspection of the Wessex Close Play Area and provide a report for the Parish Council;

(b) That the Clerk write to Borough Councillor Peter Groves, (the Cheshire East Council Portfolio Holder for Assets) about the Borough Council's responsibility to maintain the play area and to bring it up to an acceptable standard; and

(c) That, in view of the financial implications, the draft budget proposals for 2017-2018 be re-submitted to the January 2017 meeting for finalisation.

170 COMMUNITY RIGHT TO BID – SHAVINGTON YOUTH CLUB

It had previously been suggested that the Parish Council might wish to pursue the possibility of requesting Shavington Youth Club to be registered as a community asset under the Community Right to Bid scheme.

The Clerk's report, together with guidance issued by Cheshire East Council was enclosed for consideration.

No decision was taken at this time.

171 VEHICLE-SPEED DISPLAY UNIT (known as a 'SID')

Members recalled that there had been uncertainty about the size of the pole for the vehicle-speed display unit approved at the last meeting. CE Highways had indicated that the pole size should be 89 mm and this had been notified to TWM Traffic Management Services Ltd.

Cheshire East Highways had visited the proposed location for the unit and reported that the location at the bus stop over the brook would not be viable. The other location which was close to the bus stop in the verge, was probably acceptable, but a survey would need to be carried out and CE Highways would be discussing this with the resident whose house would be affected by the location of the SID.

CE Highways had also commented that the problem for this location was the detection of vehicles towards Shavington/Wyburnbury. The direction heading towards Crewe would not present problems. Discussions with CE Highways were on-going in respect of the most appropriate location for the equipment.

CE Highways had advised that a charge of £1,000 would be made for the cost of installing the post and checking for underground services at the location and this had been included as part of the revised estimates to 31 March 2017.

172 **COMMEMORATIVE BENCH – THE LATE KEVIN BIRTLES**

The family of the late Kevin Birtles would like to purchase a seat to commemorate his life. Kevin was a Cheshire Fire Fighter and had been a resident in the village for almost 40 years. He died of a heart attack in November 2015 and the family considered that a bench would be a fitting tribute.

The family had suggested the bench be located at the junction of Barons Road with Crewe Road and a photograph of the proposed location was submitted.

The proposal was supported by the Parish Council but Members agreed that the most appropriate location was at Sugar Loaf facing Crewe Road.

RESOLVED: That the Clerk write to the Birtles Family suggesting Sugar Loaf, facing Crewe Road, as the most appropriate location for the commemorative bench.

(It was noted that Cheshire East Highways would be required to give permission for the installation of the bench.)

173 **CORRESPONDENCE**

The following correspondence had been issued to Members under separate cover.

<u>Item</u>	<u>Date of Issue</u>
PCSO Rosters – 19 November – 2 December 2016	20 November 2016
PCSO Rosters – 1 December – 15 December 2016	2 December 2016
Traffic Management Reports (Cheshire East Council)	24 November 2016
PACE Newsletter (published by CEC)	30 November 2016

174 **SHARED ITEMS**

Members were able to share information which was not available for inclusion on the agenda.

- The Reverend Michael Leydon had requested a meeting with Members to discuss a proposal related to the building of a new church in the parish.

The dates of 10/11 January or 17/18 January 2017 would be offered to Mr Leydon. The meeting would be informal and held in the absence of the press and public.

175 **DATE OF NEXT MEETING**

4 January 2017

176 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: 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.

177 PARISH COUNCILLOR'S ABSENCE

The Parish Council considered a request from Parish Councillor Anne Yoxall for an extended period of absence.

RESOLVED: That, for the reasons given, the Parish Council approve a further six-month leave of absence for Councillor A Yoxall effective immediately.

.....Chairman

The meeting commenced at 6.45 pm and concluded at 10.20 pm