

**MINUTES OF THE ANNUAL MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 4 MAY 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

<b>PRESENT:</b>	Councillor G McIntyre	Chairman
	Councillor W McIntyre	Vice-Chairman
	Councillor E Ankers	Councillor V Adams
	Councillor S Cheshire	Councillor B Gibbs
	Councillor K Gibbs	Councillor R Hancock
	Councillor P Yoxall	
<b>IN ATTENDANCE:</b>	Borough Councillor S Edgar	Ward Councillor – Shavington
	Philip Carter )	
	Matt Ferguson )	Candidates for co-option
	Nancy Vigrass )	
	Five members of the public	
<b>APOLOGIES:</b>	Councillors W Cooper and A Yoxall	

---

**PART 1 – ANNUAL COUNCIL BUSINESS**

**1 ELECTION OF CHAIRMAN**

The Parish Council was invited to elect a Chairman to serve until the next Annual Meeting.

**RESOLVED:** That Councillor G McIntyre be elected Chairman to serve until the next Annual Meeting of the Parish Council.

Councillor McIntyre signed a Declaration of Acceptance of Office.

In accepting the chairmanship, Councillor McIntyre paid tribute to Councillor Yoxall's chairmanship during the previous year

**2 ELECTION OF VICE-CHAIRMAN**

The Parish Council was invited to elect a Vice-Chairman to serve until the next Annual Meeting.

**RESOLVED:** That Councillor W McIntyre be elected Vice-Chairman to serve until the next Annual Meeting of the Parish Council.

Councillor McIntyre signed a Declaration of Acceptance of Office.

**3 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.

No declarations were made.

**4 MINUTES**

**4.1 Minutes – 6 April 2016**

**RESOLVED:** That the Minutes of the Meeting held on 6 April 2016 be approved as a correct record and signed by the Chairman.

#### 4.2 Update – Meeting Held on 6 April 2016

##### (a) Wi-Fi at the Village Hall

The Clerk had only been able to make initial enquiries about Wi-Fi in village halls, but expected to be able to provide more information at the June meeting.

##### (b) Boundary Signs

Quotations had not yet been provided by Cheshire East Council.

##### (c) Minute No. 195 – Telephone Kiosk

BT had been informed that the Parish Council wished to adopt the telephone kiosk located near to the Cheshire Cheese.

##### (d) Minute No. 204 - Grounds Maintenance Renewal Contract

The Clerk had contacted Ron Clarke to request him to update the Bill of Quantities. He had now confirmed that no amendments were required. The Clerk would now be able to proceed with seeking quotations.

(Note: Prior to consideration of the following item, there was a short recess to allow the Parish Council to transfer the meeting to the main hall.)

#### 5 CO-OPTION – CASUAL VACANCY

There were three candidates in attendance for co-option to the vacancy caused by the resignation of former Councillor Bob Melling. The candidates were: Philip Carter, Matt Ferguson and Nancy Vigrass.

Each candidate addressed the Parish Council to explain their reasons for wishing to become a member of the Parish Council, following which Members were able to ask questions.

The voting procedure was detailed on the agenda.

**RESOLVED:** That Matthew Ferguson be co-opted onto the Parish Council (for the Village Ward).

Note: Councillor Ferguson signed a Declaration of Acceptance of Office, following which he participated in the meeting.

#### 6 REVIEW OF DELEGATION ARRANGEMENTS

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

Committee	Number of Members	Current Membership
Village Hall Management Committee	Five parish councillors	Eddie Ankers Vivien Adams Kevin Gibbs Gill McIntyre Bill McIntyre
	Two non-parish councillors	Janet Clarke Yvonne Williams

Janet Clarke had confirmed that she wished to be re-appointed. A response was awaited from Yvonne Williams.

**RESOLVED:** That Councillors E Ankers, V Adams, G McIntyre and W McIntyre be appointed to the Village Hall Management Committee.

Committee	Number of Members	Current Membership
Complaints Committee ( <i>ad hoc</i> )	Three parish councillors	Bill McIntyre Anne Yoxall Peter Yoxall

It was suggested that to ensure a quorum, there should be two additional parish councillors appointed as substitutes.

**RESOLVED: (a) That Councillors G McIntyre, W McIntyre and P Yoxall be appointed as substantive Members of the Complaints Committee; and**

**(b) That Councillors A Yoxall and R Hancock be appointed as substitutes.**

Finance Committee	Five parish councillors one of which must be the Chairman or Vice-Chairman	Bill Cooper Kevin Gibbs Gill McIntyre Bill McIntyre Peter Yoxall
-------------------	-------------------------------------------------------------------------------------	------------------------------------------------------------------------------

**RESOLVED: (a) That Councillors K Gibbs, G McIntyre, W McIntyre and P Yoxall be appointed to the Finance Committee; and**

**(b) That Councillor W Cooper be appointed to the Finance Committee, subject to his agreement.**

Environment Committee	Five parish councillors	Vivien Adams Eddie Ankers Sheila Cheshire Bill McIntyre Anne Yoxall Peter Yoxall
	One Allotment Holder representative	None at present

Planning Committee ( <i>ad hoc</i> )	Four parish councillors	Rene Hancock Bill McIntyre Gill McIntyre
-----------------------------------------	-------------------------	------------------------------------------------

**RESOLVED: That Councillors M Ferguson, R Hancock, G McIntyre and W McIntyre be appointed to the Planning Committee.**

Neighbourhood Plan Steering Group	Minimum of five parish councillors	Eddie Ankers Benjamin Gibbs Kevin Gibbs Peter Yoxall
	Up to 20 non-parish councillors	

**RESOLVED: (a) That Councillors E Ankers, B Gibbs and R Hancock be appointed to the Neighbourhood Plan Steering Group; and**

**(b) That Councillor W Cooper be asked to consider being appointed to the Group.**

(Note: The Steering Group would co-opt volunteer members at its first meeting in the new Municipal Year; the Chairman and Vice-Chairman of the Group would be appointed at the first meeting.)

## 7 TERMS OF REFERENCE FOR COMMITTEES

The Council reviewed the Terms of Reference for the Standing Committees.

**7.1 RESOLVED:** That the Terms of Reference for each of the following Standing Committees be confirmed.

- (i) Village Hall Management Committee
- (ii) Environment Committee
- (iii) Finance Committee
- (iv) Planning Committee
- (v) Complaints Committee

## **7.2 Neighbourhood Plan Steering Group**

The Terms of Reference for the Neighbourhood Plan Steering Group had been reviewed at the April meeting, and there was, therefore, no requirement to review at this time.

## **8 APPOINTMENT TO OUTSIDE BODIES**

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

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

**RESOLVED:** That the following appointments be made:

- |                              |                                                                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| • Village Festival Committee | Councillor R Hancock                                                                                                                    |
| • Wybunbury United Charities | Councillors A Yoxall and S Cheshire<br>(Administration representatives)<br>Councillors K Gibbs and P Yoxall<br>(Estate representatives) |
| • Shavington Youth Centre    | Councillor R Hancock                                                                                                                    |
| • Theo Steele Bequest        | Councillors R Hancock and K Gibbs                                                                                                       |

## **9 ANNUAL ACCOUNTS 2015-2016**

Bank statements for the Parish Council's accounts showing the financial position at 31 March 2016 had not been received in time to arrange a meeting of the Finance Committee but it was expected that arrangements could be made for a meeting to be held during May.

The exercise of public rights commenced on 6 June 2016 for a period of 30 working days up to and including 15 July 2016. A notice to this effect would be displayed in the notice-boards and on the website.

## **10 PROCEDURES**

The Parish Council was invited to adopt the following documents.

### **10.1 Standing Orders and Financial Regulations**

A copy of the combined Standing Orders and Financial Regulations were issued to Members with the agenda for 3 February 2016 to provide sufficient opportunity to review the document. For ease of reference a further copy was submitted.

**RESOLVED:** That the Standing Orders and Financial Regulations be adopted.

### **10.2 Complaints Procedure**

A model complaints procedure for dealing with complaints to the Parish Council, was submitted.

The Clerk was asked to harmonise the draft procedure with the existing procedure, and re-present to the next meeting.

#### 11 ANNUAL REPORT 2015-2016

The Council's Annual Report for 2015-2016 was received and noted. Printed copies were available at the meeting, and an electronic copy would be uploaded onto the website.

#### 12 CALENDAR OF MEETINGS – 2016-2017

The Council was invited to approve the calendar of meetings for 2016-2017.

**RESOLVED:** That the Calendar of Meetings for 2016-2017 be approved.

---

### **PART 2 – ORDINARY COUNCIL BUSINESS**

The following items represented the ordinary business of the Parish Council.

#### 13 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. Topics raised included the following:

- Speeding traffic.  
In response, Councillor Edgar reported that a speed limit of 20 mph would be introduced during the year from Weston Lane to The Orchards.
- Planning application No. 16/1829N (Gresty Lodge Barn) – to be considered later in the meeting under agenda item No. 18.1
- The Clerk reported receipt of an e-mail from a resident who objected to planning application 16/1758N (Item 18.1)

#### 14 APPOINTMENT OF INTERNAL AUDITOR – 2016-2017

The Parish Council was required to appoint an Internal Auditor on an annual basis.

**RESOLVED:** That John Hancock, the current internal auditor, be re-appointed for 2016-2017.

#### 15 AUTHORISATION OF PAYMENTS

**RESOLVED:** That the following payments be authorised:

##### Parish Council Payments

£859.16	Mrs C M Jones	Salary for April 2016.
£290.74	HMRC	Tax/NI on Clerk's salary
£25.00	A J Hardy Ltd.	Payroll service – for year-end procedure
£25.00	C Willetts	Website maintenance
£853.00	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£816.65	ANSA	Purchase of two litter-bins at £340.27 each (£680.54 net and £136.11 VAT)

Village Hall Payments

£175.00	B Fraser	Cleaning of the village hall
£60.00	H Baker	Cleaning of the village hall

**16 RECOMMENDATIONS OF THE VILLAGE HALL MANAGEMENT COMMITTEE**

The Parish Council was recommended to approve the following quotations which were considered by the Village Hall Management Committee on 27 April 2016.

- (i) Replacement of broken windows in the hall: Quotation submitted by Cheshire Conservatories £102.00 (£85.00 net and £17 VAT).
- (ii) Re-hanging of faulty radiator, replacement of valve and re-filling system submitted by Des Massey, Heating and Plumbing engineer (£150.00)

**RESOLVED:** That the respective quotations provided by Cheshire Conservatories (£102.00) and Des Massey (£150.00) be accepted for the work described.

**17 PLANNING MATTERS**

**17.1 Planning Applications**

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

16/2015N      54 Lordsmill Road, CW2 5HB      Two-storey side extension

**RESOLVED:** That no objections be raised in respect of planning application No. 16/2015N

16/1758N      179 Crewe Road, CW2 5AH      Part timber-framed summer-house/quiet room and garage/store.

**RESOLVED:** That the Council object to planning application No. 16/1758N on the basis that the development was 3.9m high, but the regulations indicated that if an out-building was within 2m of the property boundary, the whole building should not exceed 2.5m in height. Therefore, as the out-building was within 2m of the property, its height breached the regulations.

16/0564N      417 Newcastle Road, CW2 5EB      Change of use from offices with storage area/workshop to beauty salon with sun-beds and treatment rooms

**RESOLVED:** That the Council object to planning application No. 16/1758N on the grounds of highway safety and parking. Parking of vehicles in the vicinity was an existing problem and the proposal would exacerbate the problems.

16/1690N      Vine Inn, Rope Lane, CW2 5DT      Variation of Condition 9 on approved planning application 14/5472N which covers delivery times associated with the store.

**RESOLVED:** That the Council object to the proposed variation on the grounds that an earlier start time would be disruptive to residents as a result of the noise; and the excessive movement of large vehicles through the village would cause considerable nuisance to other residents.

16/1829N      Gresty Lodge Barn, 347 Crewe Road, CW2 5AD      Retrospective application for erection of high wall to highway, and associated gates. Re-submission of application 15/5423N.

**RESOLVED:** That no objections be raised in respect of planning application No. 16/1829N

#### **17.2 Neighbourhood Plan Steering Group**

Bill Atteridge, the Chairman of the Neighbourhood Plan Steering Group, reported on the previous meeting.

#### **17.3 Consultation on CEC Draft Design Guide**

Cheshire East Council commenced consultation on the Draft Design Guide on 6 April 2016. The consultation would conclude on 18 May 2016.

**RESOLVED:** That the Council decline to comment on the CEC Draft Design Guide.

### **18 SERVICE LEVEL AGREEMENT – PCSOs**

At the previous meeting, Inspector Kate Woods undertook to attend a Parish Council meeting following the elections on 5 May 2016 when the Police and Crime Commissioner would be elected.

Inspector Woods had indicated that she would be available on 11 May. Members agreed that this should be deferred to June and that Inspector Woods be asked to offer dates in June, possibly for a separate meeting to discuss the new arrangements. Following that meeting, the matter would be put to the following meeting of the Parish Council with a view to adopting a new Service Level Agreement.

### **17 BOROUGH COUNCILLOR'S REPORT**

Councillor S Edgar reported on various Cheshire East Council matters of interest including the following:

- S.106 funding had been allocated in respect of the development on Newcastle Road.
- Councillor Edgar was requesting funding for a pedestrian crossing and a speed indicating device (SID)
- The Vine car park: building would not commence before 1 July 2016.
- The Parish Council was asked to make suggestions for the use of the Co-op site.
- Bargain Booze had applied for planning permission for an internal extension to accommodate more stock.
- Two planning applications in Sandbach had been refused on the basis that they conflicted with the Neighbourhood Plan. The applicants had appealed the decision. This information was reported to demonstrate to the Parish Council that Neighbourhood Plans did have status in terms of planning decisions.
- The design for a one-way system at Sugar-Loaf was almost complete (this would cost £20,000+)

Councillor Edgar invited the Parish Council to give consideration to items which could be funded from S.106 money, in excess of £100,000+.

### **20 DATE OF NEXT MEETING**

1 June 2016.

.....Chairman

The meeting commenced at 7.40 pm and concluded at 9.40 pm