

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 6 APRIL 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor P Yoxall	Chairman
	Councillor G McIntyre	Vice-Chairman
	Councillor E Ankers	Councillor V Adams
	Councillor S Cheshire	Councillor B Gibbs
	Councillor K Gibbs	Councillor R Hancock
	Councillor W McIntyre	
IN ATTENDANCE:	Borough Councillor S Edgar	Ward Councillor – Shavington
	Inspector Kate Woods	
	PCSO Peter Corbett	
	Two members of the public	
APOLOGIES:	Councillors W Cooper and A Yoxall	

188 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 at this point in the proceedings.

189 MINUTES

RESOLVED: That the Minutes of the Meeting held on 2 March 2016 be approved as a correct record and signed by the Chairman.

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

(a) Parish Boundary Signs

The Clerk had asked Cheshire East Highways to carry out a survey of the proposed locations for the boundary signs and to submit a quotation. The quotation was not yet available, but was likely to be submitted to the May meeting.

(b) Litter Bins

Subsequent to the Parish Council's decision to purchase four litter bins, with a further four being provided free-of-charge, ANSA had arranged to locate four new bins, rather than eight and had suggested that this would be sufficient, but the matter could be reviewed at a later date.

191 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar reported on Cheshire East Council matters of interest and updated the Council in respect of outstanding parish matters.

- The post-box had now been installed at Barons Road and was operational.
- Two 20 mph systems had been approved for installation; one at Crewe Road (Weston Lane to The Orchards) and Main Road (Osbourne Grove to Crewe Road).
- One-way system at Sugarloaf (Main Road and Crewe Road) was being designed.
- Main Road – shrubs and bushes had been removed but there had been no infringement of any Tree Protection Orders.
- Vine Car Park: Work on the development, by New River Developments had been scheduled for late Spring.

192 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 included the following:

- An unsafe 'no cycling' sign, previously reported, had now been removed.
- Suggested that '30 mph' stickers be considered for use on wheelie-bins which when placed on the roadside, weekly, would be an additional reminder of the speed limit.
- Parking on Woodnoth Drive was a problem. PCSO Corbett undertook to review the situation.
- 'Clean for the Queen' a representative from the Methodist Church expressed the Church's willingness to support the Parish Council if it planned any activity.

193 POLICE MATTERS

193.1 Police Activity in the Parish

PCOS Corbett reported on criminal incidents in the parish. He also reported on speed watch activity which had reduced recently. A new camera had been acquired and it would be some time before this could be put into use as sites would need to be assessed.

193.2 Contract - Service Level Agreement with Cheshire Constabulary (Parish Council Contribution to cost of two PCSOs)

The Service Level Agreement (SLA) with Cheshire Constabulary had terminated on 6 March 2016. The Clerk had written to the Police and Crime Commissioner to ask how to proceed with a renewal of the SLA.

Inspector Kate Woods was in attendance to speak to this item. Until the outcome of the Police and Crime Commissioner elections on 5 May 2016 was announced, it was not possible to re-negotiate a contract.

There was a full discussion about the requirements which Members would wish to be included in a new SLA; however, Inspector Woods stated that the SLAs were 'model SLAs' and were in use throughout the county and some of the provisions related to the employment rights of the PCSOs.

Inspector Woods undertook to attend the first available meeting after the elections. As the May meeting of the Parish Council was 4 May, Members were minded to hold an additional meeting for the sole purpose of discussing the new arrangements.

In response to a Member's question about the possibility of a refund where, for example, a PCSO was off work for three months, Inspector Woods stated that no refund could be given. The reason was partially related to the employment rights of the individual and also the nature of the agreement between the Constabulary and Parish Councils.

A Member also asked about the possibility of measuring crime reduction and the impact of PCSOs in the parish. Inspector Woods undertook to try to assess this, but commented that the parish was a relatively crime-free area.

194 VILLAGE HALL

194.1 Village Hall Management Committee

The Minutes of the Meeting held on 23 March 2016 were submitted and the Parish Council invited to consider two recommendations made by the Committee.

- Disabled Toilets Project

Stewart Thorley, Architect, had previously recommended that the Parish Council should engage the services of a surveyor prior to engaging a contractor to carry out the upgrade to the toilets.

At its meeting, the Committee considered three quotations and recommended the Parish Council to approve the following, being the lowest.

Quotation submitted by Aspin Consulting: Lump sum fee of **£350.00** inclusive of all printing and normal out-of-pocket expenses (plus VAT). Any additional visits would be charged at £200 per day. A copy of the quotation is enclosed.

RESOLVED: That the quotation submitted by Aspin Consulting, in the sum of £350.00 (and subject to VAT) as outlined above, be accepted for survey work on the toilets in the village hall.

- Electrical Work

The Committee recommended approval of the quotation submitted by M H Ascroft for the following electrical work. Members of the Committee considered this to be important from a health and safety perspective.

Periodic electrical inspection of fixed installation wiring and issue an NICEIC electrical installation condition report.	£350.00
Testing of all portable appliances and issue a register of results (Maximum 12 items)	£50.00
Changed switched fused connection unit for spotlight in porch to an unswitched fused connection unit.	£30.00
TOTAL (subject to VAT)	<u>£430.00</u>

RESOLVED: That the quotation for electrical work at the village hall, as submitted by M H Ascroft (detailed above) be approved in the sum of £430.00 plus VAT.

194.2 Wi-Fi Capability (Item requested by Councillor K Gibbs)

This item had been included at the request of Councillor K Gibbs, who spoke to the item.

Many village halls had a Wi-Fi capability and his view was that this would be attractive to village-hall users. It would also assist the Neighbourhood Plan Steering Group who would be able to carry out research during some of its meetings. It might also be possible to respond to planning applications on the evening of a Parish Council meeting, when the deadline for comments was the same date as the meeting.

Councillor Gibbs also suggested the possibility of a provider offering a free computer/laptop which could be made available to users of the hall.

RESOLVED: (a) That the Clerk carry out research into the availability and cost of Wi-Fi in the village hall; and

(b) That this item be included on the agenda for the May meeting.

195 RED TELEPHONE BOX (OUTSIDE CHESHIRE CHEESE, GRESTDY) (MINUTE NO. 184)

BT had confirmed that kiosk 01270 255267 was available to adopt.

After adoption, the kiosk would become the property of the Parish Council and, as such, the adoptee would be free to move it, subject to any necessary planning consents (to be verified with Cheshire East Council). The Parish Council could not sell, lease or rent to another telecommunications supplier.

Moving the kiosk was not recommended; it was prone to hairline cracks on removal. Additionally, it was very heavy, weighing 770kg plus any concrete base. BT uses a 17 tonne wagon with an HIAB crane to move them, and before a red kiosk was installed at a new location, it would be subject to rigorous stress testing.

If the Parish Council wished to use it for a defibrillator, BT recommended Community Heartbeat Trust (CHT) to supply defibrillators owing to its compliance with BS7671 electrical safety standards; cabinet compliant to BS7671-416/417 in its construction by ISO 9001/2 certified manufacturer. In addition, it had a governance system which demonstrated the management of the defibrillator. BT worked closely with CHT and it was BT's preferred route for defibrillator installations and the organisation had BT's written consent to connect a defibrillator.

If the Parish Council wished to select an alternative provider for the defibrillator, BT would be required to consent to enable it to connect the power supply; the defibrillator cabinet must be class 2 and compliant to BS7671-416/417 in its construction and manufactured by an ISO 9001/2 certified manufacturer.

It was suggested that as the Co-Operative store had its own defibrillator within the store premises, they could be asked to re-locate this to an outside wall at a future date.

RESOLVED: (a) That the Parish Council adopt the phone kiosk (01270 255267) with a view to using it for an automated external defibrillator;

(b) That BT's advice be accepted and that the kiosk remain in its current location; and

(c) That the Clerk commence arrangements for adoption of the kiosk.

196 CO-OPTION TO CASUAL VACANCY

There were four candidates for the casual vacancy caused by the resignation of Bob Melling; they were Philip Carter, Emma Clayton, Matt Ferguson and Nancy Vigrass. Two of the candidates (Philip Carter and Matt Ferguson) were unable to attend this meeting but would be at the Annual Meeting in May.

It was **RESOLVED:**

That, in the interests of fairness, as there were four candidates, the decision to co-opt be deferred to the May meeting.

197 NEIGHBOURHOOD PLAN

197.1 Minutes – 16 March 2016

The Minutes of the Inaugural Meeting of the Neighbourhood Plan Steering Group, held on 16 March 2016 were received. The next meeting was to be held on Monday, 18 April 2016.

Mr W Atteridge had been elected Chairman of the Group and Councillor Benjamin Gibbs was elected Vice-Chairman.

Mr Atteridge, who was now in attendance, requested the Clerk to add the agenda item 'Neighbourhood Plan' at an earlier point in the proceedings for future meetings to allow him to report and then withdraw from the meeting.

The next meeting was 18 April. Mr Atteridge undertook to provide Councillor W McIntyre with a list of proposed dates for the meetings to enable them to be booked into the Village Hall Diary.

197.2 Terms of Reference

(A) Amendment to Paragraph 4

The Parish Council was recommended to approve the inclusion of the following paragraph in the Terms of Reference which were adopted on 6 January 2016.

Meetings shall be held in the village hall, or such other public place as shall be arranged from time-to-time.

Although meetings of the Steering Group were not subject to public notice requirements, all the guidance indicated that meetings should be held in public in the interests of openness and transparency.

(B) Membership

The current membership was four parish councillors and eight volunteers who were co-opted at the inaugural meeting.

There were 23 residents who had expressed interest in participating in the Neighbourhood Plan process. Although a small number had stated that they wished to work 'behind the scenes', it was recommended that there should be an increase in the maximum number from the current 15 to 20 to allow others to be co-opted. The list could be reviewed as and when required.

RESOLVED: That the Terms of Reference be amended to include the following:

Add as Paragraph 4 (ii)

(a) Meetings shall be held in the village hall, or such other public place as shall be arranged from time-to-time.

Amend Paragraph 1 (iii)

(b) The Steering Group shall comprise a maximum of 20 volunteer members and include a minimum of three parish councillors.

197.3 Feedback Form

A copy of the feedback form was submitted. This had been completed after the public meeting on 29 February 2016.

198 FINANCIAL MATTERS – AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

Parish Council Payments

£49.94	Mrs C M Jones	Arrears for March. The Clerk's salary had been increased with effect from 1 March 2016.
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In approving this payment, the Clerk reminded the Parish Council that she was currently paid one month in advance, and it was normal employment practice to be paid one month in arrears. For this reason, no payment would be authorised at this meeting, and the salary for April would be authorised at the May meeting to bring it in line with normal practice.

£248.49	HMRC	Tax/NI on Clerk's salary
£290.74	HMRC	Tax/NI on Clerk's salary (Month 1 of new tax year)
£15.00	A J Hardy Ltd.	Payroll service
£25.00	C Willetts	Website maintenance
£90.00	C Dodd	Hedge-cutting at the allotments (£75.00 plus £15.00 VAT)
£25.00	Councillor W McIntyre	Ink cartridges
£43.00	D Espley	Playground inspection

Village Hall Payments

£530.40	British Gas	Service contract for central heating system £442.00 plus £88.40 VAT
£603.91	British Gas	Energy supply 4 Dec 2015 – 3 March 2016 (£575.16 net – 28.75 VAT)
£1,621.64	United Utilities	Waste water 1 April 2016 – 31 March 2017

£13.76	Councillor V Adams	Supplies
£50.00	S Costellano	Window cleaning
£288.90	Mrs B Fraser	Cleaning of the village hall and cleaning supplies
£113.04	ASH Waste Services	Net: £94.20, £18.84 VAT The Clerk has reported to ASH that the company failed to collect waste on both 19 and 26 February and has asked for a revised invoice. AT the time of publication of the agenda a response is awaited.

199 RISK ASSESSMENT – CLERK’S HOME WORKING

At the meeting held in March, self-assessment of the Clerk’s home was referenced as part of the contract of employment.

A partially-completed form was now submitted. This would be included with the risk assessment schedules which the Parish Council was required to undertake annually.

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

200 PLANNING APPLICATIONS

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

16/1097N 32 Weston Lane, Shavington, CW2 5AN
House extension to accommodate an older relative

RESOLVED: That no objections be raised in respect of planning application No. 16/1097N.

201 CHESHIRE EAST COUNCIL LOCAL PLAN

Formal consultation on the Local Plan Strategy commenced on 4 March 2016 and concluded on 19 April 2016. A copy of an e-mail from Adrian Fisher (Cheshire East Council) was submitted together with access arrangements for viewing the consultation document on-line ‘*Local Plan Strategy – Proposed Changes ‘Clean Version’ Consultation Supporting Document March 2016*’.

RESOLVED: That the Parish Council decline to submit observations on the Cheshire East Local Plan Strategy.

202 CORRESPONDENCE/INFORMATION

The following items of correspondence had been received:

- Email from resident on respect of development at Basford West.
- PCC Update – March 2016.

203 SHARED ITEMS

Members were able to share information which was not available at the time of publication of the agenda. The following were included:

- Bus shelter adjacent to The Cheshire Cheese. The Clerk was asked to contact CEC Transport Solutions to ask for the asbestos to be removed.
- Discussion about seats/benches and the possibility of moving the Parish Council’s bench from Barons Road and possibly commissioning a new bench in honour of the Queen’s 90th birthday.
- Problems with collection of waste from the village hall. This was currently being addressed by the Village Hall Management Committee.

- The Clerk was asked to write a 'thank you' note to Andrea Bickerton (Cheshire East Highways) for her assistance in installing the Michael Beeston commemorative seat on Barons Road.

204 GROUNDS MAINTENANCE

(Note: At this point in the proceedings, Councillor E Ankers declared a disclosable pecuniary interest in the item on the basis that his son worked for Mike Webster & Son Ltd. He withdrew from the meeting prior to discussion and voting on the item.)

Mike Webster & Son Ltd. carried out grounds maintenance work for the Parish Council at an annual sum of approximately £8,950.00 plus VAT of £1,704.00 approx. bringing the total to £10,653.00.

A three-year contract was awarded to the company in 2011, with a start date of 6 April 2011. The contract was extended by two years taking it to April 2016 and the contract was now due for renewal.

The Parish Council was invited to consider if an advertisement should be placed in the local press, or for the Clerk to make enquiries about potentially suitable contactors.

The Clerk was asked to contact former parish councillor Ron Clarke who had drawn up the Bill of Quantities which had been used as the basis for inviting tenders for the previous contract. It was noted that under the new Financial Regulations, the tendering process was not appropriate; it was only necessary to seek three quotations required.

RESOLVED: That the Clerk contact former parish councillor Ron Clarke who had drawn up the previous Bill of Quantities to ask him to update the document; and

(b) That the services provided by Mike Webster & Son Ltd. continue until new arrangements were made.

205 DATE OF NEXT MEETING (Annual Meetings)

4 May 2016

.....Chairman

The meeting commenced at 7.15 pm and concluded at 9.55 pm