

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 6 SEPTEMBER 2017 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

<b>PRESENT:</b>	Councillor W Cooper	Chairman
	Councillor V Adams	Councillor E Ankers
	Councillor E Clayton	Councillor B Gibbs
	Councillor K Gibbs	Councillor R Hancock
	Councillor M Ferguson	Councillor G McIntyre
	Councillor W McIntyre	Councillor P Yoxall
<b>IN ATTENDANCE:</b>	Borough Councillor S Edgar	
	PCSO P Corbett	
	Mr W Atteridge	Chairman of the Neighbourhood Plan Steering Group
	Nine members of the public	
<b>APOLOGIES:</b>	Councillor S Cheshire	

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**91 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 W Cooper declared a personal interest in agenda item No. 12.8 (Shavington Youth Club) on the basis that he was the Treasurer. Councillor R Hancock declared an interest in the same item, on the basis that she was the Parish Council's representative on the Youth Club Committee.

No other declarations were made.

**92 MINUTES – 3 AUGUST 2017 and EXTRA-ORDINARY MEETING 9 AUGUST 2017**

**RESOLVED:** That the Minutes of the Meeting held on 3 August 2017 and the Extra-ordinary meeting held on 9 August 2017, be approved as correct records.

**93 MATTERS ARISING**

There were no matters arising.

**94 POLICE MATTERS**

The Beat Manager's Report had been issued to Members on 5 September 2017. PCSO P Corbett was in attendance and reported on various Police matters, including speeding, parking problems and minor theft.

PCSO Corbett was thanked for his report and he withdrew from the meeting.

(Note: Councillor E Ankers joined the meeting at this point in the proceedings.)

**95 REPORT OF BOROUGH COUNCILLOR STEVE EDGAR**

Councillor S Edgar reported on Cheshire East Council matters of interest and provided an update in respect of outstanding parish matters.

- Councillor Edgar tabled a document relating to HS<sub>2</sub>. The problem regarding access by HCVs had been resolved and access would now be from the A500.
- Drainage at Woodnoth Drive had been repaired.

- The roadworks at the junction of Newcastle Road with Crewe Road would be completed within the next few weeks.
- Casey Lane development (ash extraction). It was unlikely that vehicles would be travelling through Shavington.

## 96 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.

Issues raised included the following:

- Comment made that there was an error in the Minutes of 5 July 2017, viz. the Minutes recorded that the Village Hall car park would be made available for use by Methodist Church congregants up to September. The resident was of the view that 'September' had not been referenced at that meeting. The Minutes had been approved as a correct record by the Parish Council on 2 August 2017 and any errors or omissions would have been agreed at that meeting. [*Paragraph 41(1) of Schedule 12 to the Local Government Act 1972.*]
- Shrubs/trees on new development. Planting was due to take place in October.
- Willowbrook Grange. Shop facilities required (This was a matter for the developer to decide.)
- Requests for car parking at the Village Hall for various groups.
- An offer was made to the Parish Council that the Methodist Church could be made available for Council meetings, if required.

## 97 PLANNING MATTERS

### 97.1 Planning Applications

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

17/4315N      33 Chestnut Avenue, Shavington, CW2 5BJ  
Removal of existing roof and creation of first floor onto existing  
bungalow to provide additional bedroom spaces

**RESOLVED:** That the Parish Council's comment on planning application 17/4315N be limited to the loss of sunlight to the neighbouring property.

### 97.2 Planning Appeal – 17/0295N Shavington Villa, Rope Lane, Shavington CW2 5DT Residential development of up to 29 dwellings

Following refusal of planning permission, the applicant had appealed to the Secretary of State. The basis of the appeal could be found on-line at [www.cheshireeast.gov.uk/planning](http://www.cheshireeast.gov.uk/planning).

The appeal was to be conducted by means of written representations and a site visit by an Inspector from the Planning Inspectorate.

The Parish Council had objected to this application at its meeting on 1 March 2017. As a matter of course, these objections would be provided to the Planning Inspectorate and there was, therefore, no need to re-submit; however, if the Parish Council considered there were new reasons for objecting, these could be added.

A list of the objections previously submitted was included on the agenda for information.

**RESOLVED:** That the information be noted.

**98 NEIGHBOURHOOD PLAN**

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group reported on progress on the Neighbourhood Plan.

He had received an e-mail from the newly-appointed Neighbourhood Plan Officer at Cheshire East Council regarding a July 2017 housing report which was for the period up to 31 March 2017. Mr Atteridge was currently reviewing housing developments against the census in 2011 and had asked CEC to forward up-dated information.

The housing report referred to would be sent to the Clerk who would issue it to all Members,

**99 SHAVINGTON PRIMARY SCHOOL CAR PARK – PROPOSAL BY THE SCHOOL**

The Parish Council was asked to consider a proposal from Shavington Primary School which would ensure that the car park could remain open 24 hours a day for community use, following completion of the current works. Additional car parking spaces were to be provided.

This offer was contingent upon the Parish Council making an annual contribution of £3,000.

The School had also requested that the Council take out its own public liability insurance. As the car park was owned by the School, the Parish Council did not have an insurable interest in the car park and was not, therefore, able to take out public liability insurance. In the event of a claim arising following injury, loss or damage due to a defect with the car park, such claims would need to be directed to the School which owned the car park. This position had been confirmed with the Parish Council's insurers.

Members were keen that any agreement should be for a 5-year period to provide some certainty for the future. If a one-year agreement was the only option, Members would need to be assured about potential annual increases on the £3,000, and the basis of the increase each year; for example, inflation, RPI.

A motion was put to the meeting *'that the Parish Council approve expenditure in the sum of £3,000 as a contribution to Shavington Primary School to enable the school car park to be made available as a public parking facility, subject to discussion with Dan Thomas, the Executive Headteacher'*. An amendment to the motion was made to *'leave out the words £3,000'*.

A vote on the amendment was taken first, and was lost. A vote on the original motion was moved, following which it was -

**RESOLVED:** (a) That the Parish Council approve expenditure in the sum of £3,000 as a contribution to Shavington Primary School to enable the school car park to be made available as a public parking facility, subject to discussion with Dan Thomas, the Executive Headteacher;

(b) That Councillors W Cooper and B Gibbs, together with the Clerk be authorised to meet with the Executive Headteacher, to convey the Parish Council's decision and to discuss the possibility of entering into a 5-year contract with the school; and

(c) That the outcome of the meeting be reported to the Parish Council either at an extraordinary meeting of the Council or at the October meeting.

**100 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 item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

## 101 SHAVINGTON YOUTH CLUB

Notes:

- (i) Having declared a personal interest in this item, Councillor W Cooper withdrew from the meeting, and Councillor Kevin Gibbs (Vice-Chairman) assumed the chair.
- (ii) As Chairman of Shavington Youth Club, Councillor Steve Edgar remained in the meeting.

Members were reminded that at the Parish Council meeting in November 2016, Councillor Steve Edgar had requested a grant to enable the Youth Club to continue to be viable. The resolution of the Council was –

**RESOLVED:** (a) That a grant of £3,000 be made to Shavington Youth Club in March 2017 in accordance with S.19 (3) (a) and (b) of Local Government (Miscellaneous Provisions) Act 1976;  
(b) That any unspent portion of the grant be returned to the Parish Council;  
(c) That the Parish Council reserve the right to inspect the accounts as and when appropriate; and  
(d) That the Parish Council review the Youth Club's financial position in June/July 2017 with a view to making a further grant.

The Youth Club did not require this grant and it had not been paid out.

The Youth Club was now requesting a grant of £6,000. This was an allocation which was made in the budget for the current financial year, but was not, necessarily, an authority to spend. This would be a matter for the Parish Council.

A financial statement from the Youth Club was submitted and the Parish Council was invited to consider the grant request.

**RESOLVED:** (a) That a grant of £6,000 be made to Shavington Youth Club (S.19 Local Government (Miscellaneous Provisions) Act 1976); and

(b) That any unspent portion of the £6,000 be returned to the Parish Council.<sup>1</sup>

## 102 RE-ADMITTANCE OF PRESS AND PUBLIC

**RESOLVED:** That the press and public be re-admitted to the meeting.

(Note: Councillor W Cooper re-joined the meeting at this point in the proceedings and assumed the Chair.)

## 103 COMMITTEES

### 103.1 Communications Committee Meeting – 9 August 2017

The Minutes of the Meeting held on 9 August 2017 were received for information. Members noted that at its next meeting, the Committee would be considering the co-option of a senior leadership representative from Shavington Primary School.

### 103.2 Village Hall Management Committee – 16 August 2017

The Minutes of the Meeting held on 16 August 2017 were submitted and Members invited to consider the following issues which had arisen.

- (i) **Seat Pads.** As noted in the Minutes, 130 seat pads were recommended for purchase. The Clerk had been asked to enquire into the cost of seat pads from Dunelm Mill and her note, showing a range of seat pad designs and colours was submitted.

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<sup>1</sup> Implicit in the decision was the Parish Council's right to inspect the Youth Club accounts as and when appropriate.

Members agreed that none of the pads displayed were suitable either in quality or colour and it was –

**RESOLVED:** (a) That the Village Hall Management Committee be authorised to purchase a seat pad from Fiesta Furniture as a sample; and

(b) That the pad should have removable covers for laundering purposes.

(ii) A Member of the Committee had been asked by a potential user, if the hall could be made available free-of-charge for use for a charity event. The Clerk had advised the Committee that as there were currently no concessions offered in the hire terms and conditions, the request should be declined; otherwise the Council was breaching its own regulations.

**RESOLVED:** That no action be taken.

(iii) The Committee had considered whether to recommend to the Parish Council that a charge should be made for use of the Village Hall car park for some local groups which had formerly used the Shavington Primary School car park. No specific recommendation was made and it was agreed that the Parish Council be asked to consider this matter.

As a corollary to this item, a representative from Slimming World had offered to pay for use of the car park on specific dates – she was not a Village Hall client.

**RESOLVED:** That the Village Hall car park be made available free-of-charge to local groups or individuals, when it was not otherwise in use for booked events, and subject to the availability of Councillors Adams and W McIntyre to open and close the car park.

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

### **103.3 Frequency of Committee Meetings**

It was understood that concern had been expressed that the Committees were not meeting as frequently as they should. A schedule of Committees was provided together with an update on planned meetings or the reasons for non-convening of some meetings.<sup>2</sup>

## **104 FUTURE FUNDING ARRANGEMENTS FOR PCSOs**

It was reported that Rope Parish Council had decided not to proceed with a contribution to the funding of PCSOs when the new arrangements were introduced on 1 April 2018.

It was noted that the survey of residents would conclude at the end of September and the results would be reported to the October meeting to enable a decision to be made.

## **105 FINANCIAL MATTERS**

### **105.1 AUTHORISATION OF PAYMENTS**

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

#### **Parish Council Payments**

£890.95	Mrs C M Jones	Net salary – August 2017
£282.86	HMRC	£222.80 Tax and £59.86 Employer's NI Contribution.
£282.32	Mrs C M Jones	Reimbursement for tax/NI paid on behalf of the Parish Council.

<sup>2</sup> Refer to agenda for schedule.

£198.00	Mrs C M Jones	Reimbursement for payment made to Dyno-Rod for inspection of blocked drain in car park.
£100.23	Mrs C M Jones	Expenses – January to August 2017 inclusive:
	Second class stamps for posting cheques	£43.68
	Three reams of printing paper	£9.75
	Travel expenses – Home-Shavington return to display agendas and three site visits to the Allotments to meet new plot-holders.	£46.80
£22.00	Councillor P Yoxall	Reimbursement for ink cartridges
£15.00	A J Hardy Ltd	Monthly payroll service.
£80.00	C Willetts	Website support
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£3,057.35	Came & Company	Annual Insurance Premium 1 October 2017 – 30 September 2018
£30.00	Nicola Cooper Nicspics	Fee for front cover photograph on Issue 2 of the newsletter.
£50.00	Royal British Legion	Contribution to cost of two wreaths for Remembrance Sunday
£570.00	Solopress	Printing of newsletters
£23.76	Councillor B Gibbs	Reimbursement for payments to Buffer which is the platform used to schedule out the social media posts to Facebook and Twitter.

#### **Village Hall Payments**

£263.50	Mrs B Fraser	Cleaning of the Village Hall
£21.07	United Utilities	Waste Water and Water supplies
£51.29	ASH Waste Services	Fortnightly collection of waste. (£42.74 net and £8.55 VAT)
£110.63	PPL	Fees for licence to authorise the public performance of sound recordings £92.19 net and £18.44 VAT

#### **105.2 British Gas**

An invoice in the sum of £150.00 had been received from British Gas; however, British Gas had advised that there was a credit of £187.20. The £150 would be deducted from the £187.20 and this would leave a credit of £37.20.

#### **105.3 Loan from Public Works Loans Board (PWLb) (Information Item)**

The Cheshire Association of Local Councils (ChALC) had now responded in respect of this item. The following was noted.

If the Parish Council wished to take out a loan to purchase land which may or may not be available, it would need to demonstrate that it had the support of the community for taking out a loan for the project. This would need to take the form of a public consultation, and the quarterly newsletter would probably be an appropriate means of carrying out the consultation.

If support from the community was given, the Parish Council would need to resolve formally -

- (a) that a loan should be taken out;
- (b) that a consultation took place; and
- (c) that the result of the consultation showed community support for the endeavour



The process would take about 15 days, after completion of the form for submission to ChALC and onward transmission to PWLB.

#### **105.4 Quotation for Drainage Work at Village Hall**

The drains in the car park at the Village Hall were blocked and on Sunday, 20 August, an engineer from Dyno-Rod attended on site to inspect and carried out some immediate temporary works. Members noted above that Dyno-Rod required payment, by card, on the day of the inspection and this was paid through the Clerk's personal account.

The Clerk had subsequently been in contact with Dyno-Rod to request a quotation for the work required. The quotation was submitted, in the sum of £595.00 plus VAT for the following:

- i. Excavate down on road gulley drain in front of the shed to gain access to the drainage system;
- ii. Excavate down on drain on the path of the church (St Mark's) to gain access to the drainage system.
- iii. Connect the road gulley to the existing drain run in the church pathway to restore full flow
- iv. To restore area to original condition and leave area clean and tidy.

**RESOLVED:** (a) That the quotation from Dyno-Rod, for the work identified, be approved, in accordance with Financial Regulation 11 (a) ii; and

(b) That the Clerk write to the Parochial Church Council of St Mark's to advise it of the work required and to seek permission for Dyno-Rod to be given access to the drainage system on St Mark's land.

#### **105.5 Long-Term Investment**

At the previous meeting, the Clerk advised Members that she was reviewing the legislation which governed long-term investment of funds by local councils and expected to be able to report to this meeting.

The report was not yet available, but would be submitted to the October meeting.

#### **105.6 ACCOUNTS – 2016-2017**

BDO LLP had now concluded the external audit of the accounts. There was one query which related to the omission of the mobile vehicle-speed display unit from the list of assets, but this had now been corrected.

BDO's report and invoice was awaited.

#### **105.7 Authorised Signatories (Minute No. 35.6)**

Although the Parish Council had approved the Clerk as an additional signatory to the accounts, the Co-operative Bank required a full resolution before the mandate could be processed.

#### **RESOLVED THAT:**

- The Co-operative Bank plc ('the Bank') shall continue as our bankers in accordance with our original application.
- The Bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the accounts and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the accounts to be overdrawn) and requests or instructions in writing

- concerning the accounts, our affairs or property (including the opening of the new accounts, the arranging of facilities and creation of security).
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b.
  - The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories Section 4b.
  - The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions.
  - The Bank shall be sent a copy of any changes in our Regulations or bye-laws.
  - The Bank shall be notified in writing of any change in Members or Officials where applicable.
  - The Bank shall be notified in writing of any change of official authorised to sign on our behalf.
  - The Bank shall otherwise continue to operate our accounts in accordance with the business account mandate.
  - The Bank shall be notified in writing of any overall change of control in the organisation.
  - All signatories to the account are aged 18 or over.
  - The section relating to joint-account holders does not apply to this organisation.

#### **106 SHAVINGTON CLEAN TEAM – HI-VISIBILITY VESTS/LOGO**

The Parish Council was invited to consider a quotation from Cheshire Workwear for the supply of 25 high-visibility vests with the logo 'Shavington Clean Team' on the back of each.

**RESOLVED:** (a) That the quotation from Cheshire Workwear, in the sum of £141.25, plus £17.25 VAT, be accepted for the provision of 25 high-visibility vests, with the logo 'Shavington Clean Team' on the back of each in black; and

(b) That 15 child-size vests, and 10 adult-sized vests be purchased.

It was reported that the next Clean Team event was to be held on 9 September 2017 and would be focusing on the Wessex Close area.

In response to Councillor Hancock's query, the Clerk advised that although reports from the Clean Team were appropriate for submission to the Environment Committee, this did not preclude the Parish Council itself from performing any functions delegated on its behalf (S.101(1) of the Local Government Act 1972).

#### **107 TRANSPARENCY CODE FOR LARGER COUNCILS**

At the meeting in August, the Clerk was asked to review the schedule of information which must be published/recommended for publication, in the Transparency Code for Larger Councils.

The Clerk was preparing a schedule which would be submitted to the October meeting.

#### **108 WAR MEMORIAL – OMISSION OF NAME**

The Parish Council was asked to arrange for the addition of one name to the war memorial. This had been omitted, in error, and Councillor Kevin Gibbs, who had requested this item, was in possession of documentation to prove that the name of Alfred Potts (aged 23) should be added to each of the war memorial plaques. Councillor Gibbs outlined the history in respect of Mr Potts and his family.



The Clerk was asked to seek a quotation from Oxleys Stonemasons for submission to the October meeting of the Parish Council. The plaque inside the Village Hall was delicate and it was understood that the name might need to be added whilst this plaque was *in situ*.

The second plaque, outside the Village Hall, was more robust and could be removed and then returned. Members expressed the hope that this work could be completed before Remembrance Sunday on 12 November 2017.

**RESOLVED:** (a) That the Clerk request a formal quotation from Oxleys Stonemasons; and

(b) That Councillor P Yoxall's offer to visit Oxleys Stonemasons to discuss the requirements for each of the plaques, be accepted.

(Note: Councillor E Clayton withdrew from the meeting at this point in the proceedings.)

#### 109 STREET NAMING

At the previous meeting, the Clerk had been requested to add an item to this agenda for the Parish Council to approve the names of WWI casualties who died, to be used by Cheshire East Council (CEC) for the naming of new streets in the parish.

This item had been superseded by the extra-ordinary meeting held on 9 August 2017 at which time, Members approved a list of 15 names of war-dead from WWI to be submitted to CEC to be used for the naming of 12 new streets.

A copy of the full list of war-dead was now submitted. The shaded cells comprised the names of the 15 which had been submitted to Cheshire East Council.

At the meeting held on 9 August, Members also considered the possibility of selecting a number of themes around which a list of names could be prepared and were asked, under separate cover to suggest about 15 names for each theme.

As there were potentially 12 x 15 names to be considered for each of the three themes suggested (i) Flowers; (ii) Old street names, no longer in use; and (iii) Inspirational people, e.g. athletes, poets, authors, it was suggested that –

(A) either one theme be considered at this meeting; or

(B) a small working group be set up to consider the names and make recommendations to the Parish Council.

**RESOLVED:** (a) That a small Working Group (number of Members not specified) be established to consider themes, and names which would be appropriate for new streets in the parish;

(b) That Councillor K Gibbs be appointed to the Working Group;

(c) That, subject to her agreement, Councillor S Cheshire also be appointed to the Working Group; and

(d) That, in due course, the Working Group report back to the Parish Council with its suggestions.

#### 110 UP-DATE ON INSTALLATION OF VEHICLE-SPEED DISPLAY UNIT

Cheshire East Highways had advised that the 'job pack' relating to installation of the post was being processed along with an underground service survey. This would then be passed to the delivery team to be processed and programmed the team's work schedule.

#### 111 CONSULTATION – CEC LOCAL FLOOD RISK MANAGEMENT

The Parish Council was invited to comment on CEC's Local Flood Risk Management Strategy. Comments were requested by 27 September 2017.

**RESOLVED:** That the Parish Council decline to comment on CEC's Local Flood Risk Management Strategy.

#### 112 REMEMBRANCE SUNDAY – 12 NOVEMBER 2017

It was reported that the Clerk had submitted a request to Cheshire East Highways for the appropriate road closure on the morning of 12 November 2017, and would consult Cheshire Constabulary regarding the attendance of PCSOs on the day. She had also contacted Shavington Academy to ask for the services of a bugler to sound the 'Last Post and Reveille'.

Members were invited to consider other arrangements:

- 9.00 am - Volunteer Members to set up the tables and chairs in the hall.
- Traffic cones to be placed on road (Councillors V Adams, R Hancock and W McIntyre volunteered)
- Purchase of tea, coffee, biscuits and milk for post-service refreshments.
- Purchase of wreaths for the ceremony. (Two wreaths had been ordered.)

The Clerk was asked to inform St John's Church of the arrangements.

Arrangements would be discussed and finalised at the October meeting.

#### 113 SHARED ITEMS

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

Matters raised included the following:

- Fallen tree on Allotments site.
- 'Piccadilly' – the Clerk to follow up progress. CEC had established that it was not a Public Right of Way. ANSA was currently reviewing who was responsible for this piece of land.
- The Clerk was asked to write to the occupier of an address in Barons Road. A wall had been removed and the garden was now encroaching onto the footway.
- The Leader of Crewe Town Council had issued an invitation to neighbouring parishes to attend a meeting on 13 September to discuss areas of interest.
- Santune Court – overgrown hedge. It was understood that Councillor Edgar had agreed to deal with this. The Clerk was asked to contact Temples Estate Agents in Nantwich.

It was noted that the comments had been received on Facebook:

- Parking on double-yellow lines by the Co-Op Store.
- Several messages from residents in the Woodnoth Drive/Chestnut Avenue area expressing concern about large commercial vehicles which were causing damage to roads and footways in the area.

#### 114 DATE OF NEXT MEETING

4 October 2017

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.30 pm