

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 2 AUGUST 2017 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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

71 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.

72 MINUTES – 5 JULY 2017

RESOLVED: That the Minutes of the Meeting held on 5 July 2017 be approved as a correct record.

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

73.1 Meeting with the Reverend Michael Leydon

As requested, the Clerk had made contact with the Reverend Michael Leydon seeking dates for an informal meeting with Members. A response was awaited.

73.2 Car Park at Shavington Primary School

The Clerk had written to the Executive Headteacher to express the Council's disappointment that the car park was to be closed for a period and upon re-opening would be subject to access controls via a key-pad, therefore making it unavailable to residents for general parking.

A response was awaited.

73.3 Overgrown Tree – Opposite Village Hall

The Clerk had also written to the Executive Headteacher at Shavington Primary School about the overgrown tree, requesting that it be cut back.

Councillor Edgar had arranged a meeting with the Head to discuss the cutting back of the tree.

74 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.

- Cheshire East Council had adopted the Local Plan at full Council on 27 July 2017.
- Discussions with Revd. Denise Harding were taking place regarding the possible provision of a Post Office facility at the Methodist Church.
- The current roadworks at Goodalls Corner were estimated to take 12 weeks to complete.
- Potentially unauthorised signage on the bridge over the A500 (Rope Lane).
- A Member commented on the poor state of the grass verge in the vicinity of the new development on Main Road. Councillor Edgar reported that this was due to be reinstated in September.

75 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 issues were raised:

- A representative from the Women's Institute asked if the Village Hall car park could be made available on Thursday evenings for their meetings. This was agreed as a temporary arrangement and would be on the understanding that if there were functions in the hall, these would take precedence.
- Potential air pollution as a result of the road works at Goodalls Corner.

76 NEIGHBOURHOOD PLAN

Mr W Atteridge, the Chairman of the Neighbourhood Plan Steering Group updated the Parish Council in respect of progress on the Plan.

77 LOCAL PLAN UPDATE

Mr W Atteridge had attended the Local Plan Update on 25 July 2017, on behalf of the Parish Council. His notes of the meeting were submitted for information and Mr Atteridge also spoke to the report.

78 PLANNING MATTERS

78.1 Planning Applications

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

17/3340N 30 Burlea Drive, Shavington, CW2 5BZ
Proposed side extension

RESOLVED: That no observations be made on planning application No. 17/3340N.

17/3327N 45 Osborne Grove, Shavington CW2 5BY
Two-storey side extension with rear single-storey extension and minor alterations

RESOLVED: That no observations be made on planning application No. 17/3327N.

17/3466N Basford West Development Site, Crewe Road
Two x totem signs.

RESOLVED: That no observations be made on planning application No. 17/3466N.

17/3648N 416 Newcastle Road, Shavington, CW2 5JF
Removal of condition 23 (mezzanine floors) on application 17/2476N
Construction of two single-storey buildings to be used for either B1
(offices/light industrial) and/or B8 (storage and distribution) purposes
together with car parking (variation of application 15/2403N)

RESOLVED: (a) That the Parish Council object to the removal of condition 23 on planning application 17/2476N (referenced as part of application No. 17/3648N) on the grounds of the adverse impact on highway safety; and

(b) If the Borough Council as the Local Planning Authority, is minded to approve the application, the Parish Council requests that it be conditioned to provide for separate access and egress.

17/3847N The Grove, Crewe Road, Shavington, CW2 5JB
Prior approval of single-storey extension extending 3.9m beyond the
rear wall, maximum height of 4m and eaves height of 4m.

RESOLVED: That no observations be made on planning application No. 17/3847N.

78.2 Planning Application 17/2220N – Greenbank Farm
Outline application for demolition of existing buildings and erection of up to eight dwellings, associated parking and landscaping, with all matters reserved except access.

This application was to be considered by the Southern Planning Committee at its meeting on 9 August 2017 and the Parish Council was entitled to send a representative to the meeting.

As the Parish Council had not objected to this application, it was agreed that it was unnecessary for a Councillor to attend the meeting.

79 POLICE MATTERS

79.1 There were no Police Officers in attendance.

79.2 Future Arrangements for Funding of PCSOs

Councillor Kevin Gibbs reported progress on the questionnaire to be included in the newsletter to be issued to all households in the parish before 1 September 2017.

As many residents would be unaware of the background to the provision of PCSOs, the questionnaire would include the history, the cost per household through the precept and the future funding options. Residents would be asked to submit their views by the end of September.

The results of the survey would be presented to Members at the earliest opportunity [probably the October meeting]. The Parish Council would then take a view as to the level of PCSO funding to be included in the budget proposals for the forward year, with the final decision being taken at the January 2018 meeting.

80 FINANCIAL MATTERS

80.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

A Parish Council Payments

£890.95	Mrs C M Jones	Net salary – July 2017
£282.86	HMRC	£222.80 Tax and £59.86 Employer's NI Contribution.
£205.20	Mrs C M Jones	Reimbursement for ink cartridges (£171.00 net and £34.20 VAT)
£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)
£235.00	The Leaflet Team	Delivery of the newsletter
£57.00	Solopress	Printing of stapled leaflets
£40.00	Councillor B Gibbs	Reimbursement for Facebook ads.
£594.00	Ten & Bourne Ltd.	Artwork for the next newsletter. (£495.00 net and £99.00 VAT)

B Village Hall Payments

£333.00	Mrs B Fraser	Cleaning of the village hall
£23.28	Councillor V Adams	Hall supplies.
£69.54	British Gas	Additional payment re. Careplan Contract
£51.53	ASH Waste	Fortnightly collection of waste from village hall. (£42.94 net and £8.59 VAT)

80.2 Loan from Public Works Loans Board

At the previous meeting, Members discussed potential uses for the site on which St Mark's Church stands when the new building has been completed and the site is made available for sale.

The Parish Council wished to explore the possibility of purchasing the site, and the Clerk had been asked to enquire into applying for a loan from the Public Works Loans Board.

Initial enquiries about the process and eligibility for applying for a loan had been made. One of the early stages was to seek borrowing approval from the Cheshire Association of Local Councils. The Clerk had contacted the Chief Officer about this but was unable to provide any further information at this time. A copy of the guidance was submitted for information.

80.3 Investment of Parish Council Funds

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. Unfortunately, a response from DCLG had not yet been received. This item would be added to the September agenda.

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

81 DATA PROTECTION POLICY

At the previous meeting, Members suggested that a draft Data Protection Policy be drawn up and presented for adoption. Members were informed that data protection regulations would change in May 2018 and a new policy would need to be prepared at that time.

A draft policy was submitted.

RESOLVED: That the Data Protection Policy be adopted with immediate effect.

82 FREEDOM OF INFORMATION ACT 2000 – ACCESS TO INFORMATION

At the previous meeting, Members acknowledged that the Parish Council did not have in place a Freedom of Information Scheme. The Information Commissioner's Office introduced a model publication scheme which all public sector organisations were required to adopt from 1st January 2009.

A draft document was submitted and this was based on the model scheme.

The Communications Committee would review the scheme to ensure that all documents listed as being on the website had, in fact, been uploaded.

RESOLVED: That the Model Publication Scheme be adopted with immediate effect.

83 TRANSPARENCY CODE FOR LARGER AUTHORITIES

At its meeting held on 5 July 2017, the Parish Council adopted The Smaller Authorities (Transparency Requirements) (England) Regulations 2014, which came into force from 1 April 2015. This applied to town and parish councils whose turnover did not exceed £25,000 a year. As the Council's turnover was approximately £65,000 the Code did not apply to this Parish Council, but Members had agreed to adopt it in the interests of best practice.

A Member had now suggested that the Council should adopt the Code which applied to Councils whose turnover was in excess of £200,000. This Code provided for mandatory publication of additional data. It was noted that there was no Code which applied to Councils which fell between the two levels of turnover, i.e. under £25,000 and in excess of £200,000.

The Parish Council did not have responsibility for some of the functions set out in the Code and would not, therefore, hold the relevant data-sets. Annex A of the Code summarised all the information to be published and was listed on pages 28–37.

The Parish Council was invited to consider adopting the Code.

The Clerk was asked to prepare a schedule of items which applied to the Parish Council and report back to the September meeting.

**84 SPEED WATCH
(Item requested by Councillor P Yoxall)**

Councillor Peter Yoxall reported that one of the Cheshire East Highways engineers (Road Safety Unit) was due to conduct a speed watch exercise in the village and had asked the Parish Council to suggest the most appropriate locations.

The engineer had also advised that Cheshire East Highways had available funding which could be used to purchase an additional vehicle-speed display unit.

Members agreed that the survey should be conducted on all the main roads in the parish, but not until September when the schools returned from summer holidays, to ensure that the results were realistic.

Councillor Yoxall undertook to contact the engineer to inform him of the Parish Council's request.

85 UP-DATE ON INSTALLATION OF VEHICLE-SPEED DISPLAY UNIT

Councillor Kevin Gibbs reported that he had met on site on 18 July with an engineer from Cheshire East Highways (CEH) to discuss the most appropriate location for the post. The engineer had suggested between 101-103 Main Road. No further information had been received.

The Clerk was asked to contact both CEH and TWM Traffic Management Systems to enquire into progress.

86 VILLAGE HALL PROJECTS

Owing to holiday commitments, it had not yet been possible to arrange a meeting of the Village Hall Management Committee to consider how to proceed on the various Village Hall projects.

Members of the Committee suggested 16 August 2017 for the next meeting.

87 SHARED ITEMS

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

- Hedge needed cutting at 135 Main Road.
- Councillor Hancock would prepare an article regarding parking on footways, to be included in the newsletter.
- The PCSOs would be asked to prepare an article for the newsletter.
- Clean Team: next clean-up to be carried out on 9 September.
- High visibility vests were required, with 'Shavington Clean Team' emblazoned on the back of each.
- The possibility of keeping the Village Hall car park open for general use was suggested until more long-term arrangements could be made.
- The seat in the vicinity of Goodall's Corner, which belonged to the Parish Council, was in a poor state of repair.
- The seat by the Co-Op needed sanding and varnishing.
- Appropriate location for a defibrillator.
- The names of WWI casualties to be considered when the Parish Council was invited to submit names for new streets.
- Item for next agenda: Addition of a name on the war memorial.

88 DATE OF NEXT MEETING:

6 September 2017

.....Chairman

The meeting commenced at 7.15 pm and concluded at 9.40 pm