

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 2 NOVEMBER 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 W Cooper	Councillor S Cheshire
	Councillor M Ferguson	Councillor B Gibbs
	Councillor K Gibbs	Councillor R Hancock
	Councillor P Yoxall	
<b>IN ATTENDANCE:</b>	Borough Councillor S Edgar	Ward Councillor – Shavington
	Mr W Atteridge	Chairman of the Neighbourhood Plan Steering Group
	PC O Cross	
	PCSO P Corbett	
	Seven members of the public	
<b>APOLOGIES:</b>	Councillor A Yoxall	

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**128 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.

Councillors B Gibbs and K Gibbs declared a disclosable pecuniary interest in planning application No. 16/4526N (Land to rear of 71 Main Road, Shavington) on the basis that they were related to the applicant.

**129 MINUTES**

**RESOLVED:** That the Minutes of the Meeting held on 5 October 2016 be approved as a correct record and signed by the Chairman.

**130 MATTERS ARISING**

**130.1 Remembrance Sunday**

Detailed arrangements would be discussed under 'Shared Items'.

**131 POLICE MATTERS**

(PC O Cross and PCSO P Corbett were in attendance for discussion of this item.)

PCSO Corbett reported on recent criminal activity in the parish.

PCSO Corbett confirmed that he and PCSO V Moulton would be on duty for the Remembrance Sunday Service on 13 November 2016.

The Beat Manager's report, to be prepared by PC Cross was not yet available but would be forwarded to Members under separate cover.

**132 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:

- Replacement of trees on Chestnut Avenue.
- The foliage on trees in the vicinity of Bargain Booze and Sugar Loaf were overhanging the footway. It was understood that tree foliage should be a minimum of 2 metres above ground level.  
Residents were asked to forward a list of addresses where trees were overhanging to enable the Clerk to make contact with the landowners to request them to cut back their trees.  
Councillor Hancock undertook to make direct contact with the church, whose tree was also overhanging.
- Hatch road-markings in vicinity of Wessex Close. Councillor Edgar reported that S.106 funding was due to be received and the reinstatement of the road-markings was to be considered from a safety perspective.

(Note: Borough Councillor Edgar arrived during discussion of this item.)

### 133 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar to report on Cheshire East Council matters of interest and provide an update in respect of outstanding parish matters.

- S.106 funding was to be allocated for the provision of four pedestrian crossings in the parish. The funding would be released in phases. He would request Cheshire East Council to carry out an assessment of the parish.
- Councillor Edgar referenced the Public Inquiry in respect of the planning application for 71 Main Road and asked if there were additional comments to be made.
- Land behind the Elephant Public House (20 dwellings). A developer was proposing to put in an application for housing to the rear of the public house, but no application had yet been received.
- £23m funding had been allocated in the CEC budget for Shavington Primary School. Members queried whether this was an appropriate use of Borough Council funding, given that the school now had Academy status which meant that it was funded direct by the Department for Education and was independent of local authority control.
- Foliage on the school tree (near to the car park) was overhanging and the Clerk was asked to write to the Head Teacher to request it be cut back.
- The local Methodist Church had applied to run a Post Office service as a charitable concern.
- Youth Club: The continuation of the Youth Club was under threat as a result of lack of funding.  
Following discussion, it was **AGREED** that an extra-ordinary meeting of the Parish Council be held on **Wednesday, 16 November 2016 at 7.15 pm** to discuss the future funding of the Youth Club.  
Councillor Edgar was asked to prepare a background document setting out the financial position of the Youth Club.  
[The Communications Committee meeting scheduled for the same evening would be re-arranged.]

### 134 EROSION OF VILLAGE

(Item requested by Councillor G McIntyre)

This item was not discussed. The issues which it had been proposed would be raised (Funding for the Youth Club) had been addressed in Minute No. 133 above and would be further considered at the extra-ordinary meeting to be held on 16 November 2016.

**135 ST MARK'S CHURCH – DESIGN FOR CANDLE**

(Item requested by Councillor G McIntyre)

St Mark's Church had invited the Parish Council to contribute suggestions for the design for a candle, to be supplied by the church. This would form part of its annual Christmas decoration.

Designs were to be submitted by no later than the last week in November for inclusion in the Church decoration on 3 December.

Councillor Hancock was thanked for her offer to design the candle for the church.

**136 COMMITTEES**

**136.1 Communications Committee (19 October 2016)**

The Minutes of the Communications Committee meeting held on 19 October 2016 were submitted. A number of recommendations were made:

**(A)** Quotation submitted by Brave Little Tank in the sum of £2,245. The breakdown of costs was provided.

• Refreshment of the Woodnoth Coat of Arms	£495.00
• Brand guidelines	£650.00
• Brand assets	£225.00
• Social Media and Website assets	£600.00
• Stationery	£275.00
	<b><u>£2,245.00</u></b>

**RESOLVED:** (a) That the quotation submitted by Brave Little Tank be accepted as detailed above; and

(b) That a 30% deposit in the sum of £750.00 be paid to the company.

**(B)** The following recommendations were also made within the Minutes:

- Parish Councillors to -
  - (a) agree to their photographs being added to the website; and
  - (b) have their own Parish Council e-mail address which would be separate from their personal address. This would ensure confidentiality as Parish Council e-mails were intended for the recipient only.

The recommendation for a dedicated e-mail address for Members found favour, but Members were reluctant to have their photographs displayed on the website.

Information to be added to the new website was as follows:

- The minimum information legally required for the Parish Council website was agendas, minutes and various sets of financial information. These could also be published on social media.
- Agendas: To be displayed on the website and also on free Facebook adverts.
- Minutes: Whilst the Minutes set out the decisions made by the Parish Council, the information could be conveyed in a more 'user-friendly' manner via free Facebook advertisements, released over a two-week period, published three times during those two weeks. Research showed that the following times were the most effective to release information.
  - 6.00 am
  - 1.00 pm
  - 6.00 pm

This aspect of the work would require careful management and was more suited to being carried out by a third party company. A quotation would be submitted for consideration by the Finance Committee at its meeting on 30 November 2016.

In response to a Member's question about the need to pay for Facebook advertisements, the Chairman of the Committee stated that it was a proactive approach to reach more residents. In the absence of such advertisements, residents would be unaware of information unless they actively searched for it. The way in which Facebook operated meant that the information would reach people organically, dependent on 'likes', 'comments', 'shares' and 'engagement'. A paid advertisement on the other hand, would be targeted to a geographical area and would reach residents within the village.

The Parish Council's logo (the Woodnoth Coat of Arms) would be digitised to increase its clarity. This would be submitted to the December meeting of the Parish Council for approval.

### **136.2 Village Hall Management Committee (24 October 2016)**

At its meeting held on 24 October 2016, Members gave consideration to the outstanding projects at the village hall, namely, disabled toilets, replacement ceiling and decoration of the main hall.

The Committee recommended that Bespoke Property Solutions be awarded the contract for the disabled toilets project in the main hall in the sum of £29,879.00, and also for the replacement of the ceiling and decoration of the main hall in the sum of £9,859.00, both prices subject to VAT.

Members deferred discussion until later in the meeting when there was an opportunity to consider the detailed report at agenda item 25 (Minute No. 151).

### **137 SERVICE LEVEL AGREEMENT – CHESHIRE POLICE/PARISH COUNCIL**

The Parish Council received a letter from Simon Byrne, Chief Constable, which set out the current position regarding the provision of PCSOs.

The letter suggested that the 'current arrangements' continue with a view to reviewing and issuing new SLAs to local councils in April 2018. It was noted that the SLA between Cheshire Police and the Parish Council had terminated on 6 March 2016.

Cheshire Police would be arranging to discuss matters with local councils over the next few weeks, prior to the end of November, to gain an indication of funding plans for 2017.

**RESOLVED:** That the Parish Council accept the arrangement offered by the Chief Constable, viz: *that the current arrangements continue whilst Cheshire Police worked with local councils towards new arrangements to come into effect in April 2018.*

### **138 TELEPHONE KIOSK – ADJACENT THE CHESHIRE CHEESE**

BT had now confirmed that the Council could withdraw from the arrangement to adopt the kiosk adjacent to The Cheshire Cheese. The agreement was signed and forwarded BT, but had not been received by the company.

A Member had suggested that the more modern telephone kiosk at the junction of Mains Road/Barons Road (01270 650190) might be suitable for housing a defibrillator. There was a notice in the kiosk, dated 8 September 2016, stating that BT intended to remove the kiosk as 'there had been very little use over a significant period of time'. The notice went on to explain that there was a 42 day consultation period and interested parties were invited to contact Cheshire East Council's Planning Department for further information. The consultation period concluded on 20 October.

The Clerk had contacted BT which had confirmed that an application to adopt the kiosk could be made.

**RESOLVED:** That the Parish Council make arrangements to adopt the telephone kiosk located at the junction of Mains Road/Barons Road.

## **139 NEIGHBOURHOOD PLAN STEERING GROUP**

### **139.1 Minutes**

The minutes of meetings of the Neighbourhood Plan Steering Group held on both 10 and 19 October were submitted.

Mr Atteridge, Chairman of the Steering Group, up-dated the Parish Council on the delivery of questionnaires the previous weekend; some responses had been received.

Lucy Hughes from Cheshire Community Action would be assisting in drafting the Plan, the first version of which was expected to be available in April 2017. Housing data provided by Cheshire East Council was expected to be challenged by the Steering Group.

### **139.2 Credit Card Purchases**

The Parish Council's bankers, the Co-operative Bank, operated a credit card scheme and the Clerk had partially-completed the application form, which also required parish councillors to sign. There were a number of detailed matters to be considered.

As part of the research into the financial regulations covering credit card purchases, the Clerk had taken the opportunity to up-date the Financial Regulations which were based on the National Association of Local Council Regulations 2014. These prohibited anyone other than the Clerk from making payments using a credit card, and the amount on a credit card statement must be settled in full. The Clerk had suggested that this be dealt with by the Finance Committee at its meeting on 30 November 2016.

A copy of the revised regulations was submitted with the agenda. As Members had not had sufficient time to review the new document, this would be submitted to the December meeting for approval.

**RESOLVED:** (a) That the revised Financial Regulations be submitted to the December meeting;

(b) That arrangements for a credit card to be provided be pursued; and

(c) That the Finance Committee finalise the documentation at its meeting on 30 November 2016.

## **140 PLANNING MATTERS**

### **140.1 Planning Applications**

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

(Note: Having each declared a disclosable pecuniary interest in planning application No. 16/4526N, Councillors B Gibbs and K Gibbs withdrew from the meeting prior to discussion and voting on the application.)

16/4526N      Land to rear of 71 Main Road, Shavington  
Full planning permission for 30 dwellings

**RESOLVED:** That the Parish Council object to planning application No. 16/4526N on the following grounds:

- Erosion of green gap
- Over-crowding on the site.
- This housing development was not needed.
- The parish already had more housing than was required by the emerging Cheshire East Local Plan (both built and planned).

- The Council requests the Inspector to visit all the application sites both past and future to assess the cumulative effect.
- The land was the best and most versatile agricultural land.

(Note: Councillors B Gibbs and K Gibbs re-joined the meeting at this point in the proceedings.)

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16/4838N      7 Main Road, Shavington  
Outline application for the demolition of the existing dwelling and erection of  
Three detached dwellings.

**RESOLVED:** That Cheshire East Council be informed that the Parish Council would prefer the proposal to be re-designed to provide two x 3-bedroomed semi-detached houses and one bungalow as this would have less of an impact than the proposed development.

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#### **140.2 Planning Appeals**

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

Following refusal of planning permission, the applicant had appealed the decision. Comments were invited for submission to the Planning Inspectorate by 22 November 2016. Observations already sent to Cheshire East Council would be submitted to the Planning Inspector.

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16/0015N      Land to rear of 46 Chestnut Avenue, Shavington CW2 5BJ  
Outline application for demolition of dwelling and erection of 44  
dwellings, including access and associated works

Following refusal of planning permission, the applicant had appealed the decision. Comments were invited for submission to the Planning Inspectorate by 23 November 2016. Observations already sent to Cheshire East Council would be submitted to the Planning Inspector.

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#### **140.3 Planning Progress**

A planning progress schedule was received covering the period to 31 October 2016.

#### **140.4 Public Footpath – Diversion of Footpath No. 2 in the Parish of Shavington-cum-Gresty Public Path Stopping-Up Order 2013**

It was reported that on 8 September 2016, Cheshire East Council confirmed the above Order, the effect of which was to extinguish that length of Public Footpath No. 2 in the parish commencing at its junction with Crewe Road (B5071) at O.S. grid reference SJ 7094 5342 and running in a generally easterly direction for a distance of approximately 75 metres to O.S. grid reference SJ 7102 5341 and then running in a generally south-easterly direction for a distance of approximately 178 metres to its junction with Public Footpath Basford No. 11 at the Shavington-cum-Gresty/Basford parish boundary at O.S. grid reference SJ 7108 5325.

(Note: Borough Councillor S Edgar, PC O Cross, PCSO P Corbett and Mr W Atteridge withdrew from the meeting at this point in the proceedings, together with members of the public.)

## 141 FINANCIAL MATTERS

### 141.1 Authorisation of Payments

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

#### (A) Parish Council Account

£859.32	Mrs C M Jones	Net Salary (October 2016)
£269.51	HMRC	Tax/NI on Clerk's salary
£859.32	Mrs C M Jones	Net salary (September 2016) (authorised at previous meeting, but cheque not issued)
£269.51	HMRC	Tax/NI on Clerk's salary. (authorised at previous meeting, but cheque not issued)
£15.00	A J Hardy Ltd.	Payroll service.
£25.00	C Willetts	Website maintenance
£30.00	Shavington Academy	Contribution to the services of the bugler who performs the 'Last Post/Reveille' at the Remembrance Day service on 13 November 2016.
£30.00	Shavington Academy	Annual environment award to the school.
£50.00	Royal British Legion	Payment for two wreaths for Remembrance Sunday
£875.50	M Webster & Son Ltd	Grounds maintenance work (Invoice 0110) (£729.58 net and £145.92 VAT)
£100.00	D Espley	Removal of graffiti from Vine Tree play area. Payment approved by Clerk, in consultation with Chairman.

#### (B) Neighbourhood Plan Expenditure

£1,674.51	K Gibbs	Reimbursement for payments as follows:
£208.80	Solopress	Printing of NP flyers for distribution to each household in the parish. £174.00 net plus £34.80 VAT
£100.00	The Ink Bros. Ltd	Gildan Heavy T-shirts
£28.00	Typeform	On-line questionnaire £23.33 net and £4.67 VAT
£132.71	Polybags	3,000 Clear bags for packaging of questionnaires £110.59 net and £22.12 VAT
£1,205.00	Solopress	Printing of NP questionnaires
£99.60	B Gibbs	Facebook advertising
£1,116.00	Ten & Bourne Ltd.	Design of questionnaires and PVC banners £930.00 net and £186.00 VAT
£200.00	Adam Capper	Photographs for Neighbourhood Plan (Expenditure approved by Clerk, in consultation with Chairman)
£235.00	The Leaflet Team	Delivery of flyers

£298.80	The Printing House	Printing of PVC banners for the Neighbourhood Plan (£249.00 net and £49.80 VAT)
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**(C) Village Hall Payments**

£287.50	Mrs B Fraser	Cleaning of the village hall
£310.83	W McIntyre	Contribution to line rental 12 June 2015 – 11 June 2016 @ £17.99 per month (£215.88) 12 June 2016 – 30 November 2016 @ £18.99 per month (£94.95)
£310.83	V Adams	Contribution to line rental 12 June 2015 – 11 June 2016 @ £17.99 per month (£215.88) 12 June 2016 – 30 November 2016 @ £18.99 per month (£94.95)
£208.53	ASH Waste Services	Invoices made up as follows: Invoice 347193 (£113.04) Invoice 339750 (underpayment of £0.11) Invoice 371816: £95.38 (£79.48 net and £15.90 VAT)
£138.85	Scottish Power	Electricity supply (£132.24 net and £6.61 VAT)
£50.00	S Castellano	Window-cleaning

**141.2 Internal Auditor's Report – Accounts 2015-2016**

John Hancock's internal audit report was not yet available but would be provided at the next meeting and/or the Finance Committee meeting on 30 November 2016.

**142 WESSEX CLOSE PLAY AREA**

Members were invited to consider options for improving the neglected state of the play area at Wessex Close. In the meantime, the Clerk had contacted the Assets Team at Cheshire East Council to enquire into the possibility of the play area being transferred to the Parish Council under the Local Service Delivery scheme, if it still operated.

A response had been received and the matter was to be considered by the Assets Team on 15 November. In the meantime, the Parish Council was invited to consider what action should be taken, in the event of CEC agreeing to a transfer of responsibility.

**RESOLVED:** That the matter be considered following a response from the CEC Assets Team.

**143 SHAVINGTON ACADEMY – CONSULTATION ON ADMISSIONS POLICY 2018-2019**

Shavington Academy was currently consulting about proposed changes to its admissions criteria from September 2018. The consultation period ran from Monday 10 October 2016 to Monday 28 November 2016. The Parish Council was invited to comment on the policy.

The proposed changes were in respect of:

- The inclusion of children 'made subject of a child's arrangement order or special guardianship order' under the Looked After Children criterion.
- The omission of 'children for whom a medical practitioner or psychologist has been provided in support of a particular school' criterion under 'The criteria used for prioritising applications if a year group is over-subscribed'.



- The omission of 'children of staff at the school' under 'The criteria used for prioritising applications if a year group is over-subscribed'.
- The omission of 'pupils for whom there are exceptional circumstances' under 'The criteria used for prioritising applications if a year group is over-subscribed'.

**RESOLVED:** That no observations be made on the Shavington Academy Admissions Policy for 2018-2019.

**144 30 MPH STICKERS FOR WHEELIE-BINS**

A resident had suggested that the Parish Council might wish to consider purchasing 30 mph stickers for wheelie-bins as a means of drawing motorists' attention to the speed limit.

The Parish Council was invited to consider if purchases should be made, and if so, how many.

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

**145 TOWN AND PARISH COUNCILS CONFERENCE  
28 NOVEMBER 2016 – MACCLESFIELD**

The Parish Council was invited to nominate a Member to attend the annual Town and Parish Councils Conference which was being held on the evening of 28 November 2016.

**RESOLVED:** That, owing to the unavailability of Members, it be noted that there would be no representation at this event.

**146 CORRESPONDENCE**

The following items of correspondence had been received and issued to Members under separate cover.

<u>Item</u>	<u>Date of Issue</u>
Cheshire Association of Local Councils – weekly bulletin	20 October 2016
PCSO Duties – 21 October – 3 November 2016	21 October 2016
CEC – Town and Parish Councils Conference 28 November – 6.30 – 8.30 pm – Macclesfield	24 October 2016

**147 SHARED ITEMS**

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

- Remembrance Sunday

Arrangements for Remembrance Sunday were agreed –

9.00 am	Members to set up tables and chairs in the Village Hall
	Traffic cones to be placed on road
10.00 am	Church service

Tea, coffee, biscuits and milk would be provided for post-service refreshments.

- Shavington Academy Presentation Evening – 17 November 2016

Councillor P Yoxall had been invited to this event but was unable to attend. Councillor W McIntyre agreed to attend in place of Councillor Yoxall.

**148 DATES OF FUTURE MEETINGS**

Extra-ordinary Parish Council	16 November 2016
Ordinary Parish Council	7 December 2016
Committees:	
Communications	To be re-arranged
Environment	8 November 2016
Finance	30 November 2016

**149 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.

**150 VEHICLE SPEED DISPLAY UNIT**

**RESOLVED:** That Standing Orders be suspended for discussion of this one item to allow the Parish Council to consider a quotation for the provision of a mobile vehicle-speed display unit.

Members discussed the quotation, following which it was –

**RESOLVED:** (a) That the Financial Regulations be waived to enable a contract to be negotiated without competition, with TWM Traffic Control Systems Ltd, Winsford (hereafter referred to as 'TWM'). The reasons for waiving the regulations were –

- TWM was a company which worked closely with Cheshire East Highways whose engineers would be involved in the technical location of the equipment.
- After-sales service was known to be of a high standard in terms of quality and response times, partly attributed to the geographical location of the company.
- TWM was a local company which had installed similar schemes through the Borough for other local councils.

(b) That the quotation submitted by TWM Traffic Control Systems Ltd. in the sum of £4,180.00 (plus VAT) be accepted for provision of the following equipment -

K2 DSD Digital speed display	£2,570.00
Large LED speed display with 'Slow Down' safety message and sad/smiley face option	
Data collection unit	£275.00
Bluetooth option	£235.00
DSD solar power option – 60w or 80w post top solar panel c/w bracket and wiring	£950.00
Installation costs – erect and commission sign	£150.00

(c) That the Clerk contact Cheshire East Highways to seek permission and request a site visit for the unit to be located in the vicinity of Weston Lane/Brook Avenue, facing the Dodds Bank direction; and

(d) That Councillor P Yoxall be thanked for his offer to contact Cheshire East Highways to establish traffic volume, which in turn, would determine the appropriate post size (60w or 80w). [Note: the post size must be provided to TWM at the time the order was placed.]

**151 VILLAGE HALL PROJECTS**

The Parish Council considered the Clerk's report in respect of the appointment of a contractor to carry out the projects at the village hall as referenced in Minute No.136.2 above.

**RESOLVED:** That the contract for the village hall projects (replacement ceiling, decoration of main hall and up-grading of the toilets to allow disabled access) be awarded to Bespoke Property Solutions in the total sum of £39,738 plus VAT for the disabled toilets project (£29,879) and the replacement ceiling and decoration of the main hall (£9,859).

In accordance with the Parish Council's Standing Orders, Councillor P Yoxall requested that his vote be recorded to show that he voted against the proposal.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 11.05 pm