

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 7 JUNE 2017 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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

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**25 OPENING REMARKS BY THE CHAIRMAN**

The Chairman opened the meeting by expressing his thanks to former Chairman, Councillor G McIntyre for her chairmanship of meetings in the previous Municipal Year. He also expressed thanks to her Vice-Chairman, Councillor W McIntyre for his support to the Chairman during the year.

**26 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.

**27 MINUTES – 3 MAY 2017 AND 17 MAY 2017**

**RESOLVED:** That the Minutes of the Annual Council meeting held on 3 May 2017 and the Minutes of the Extra-ordinary meeting held on 17 May 2017 be approved as correct records.

**28 MATTERS ARISING**

**Committee Membership (Minute No. 6)**

At the Annual Meeting, Members had been appointed to Committees. There were some vacancies and the Parish Council was now invited to appoint additional Members to each of the following Committees:

- |                                     |                |
|-------------------------------------|----------------|
| ➤ Village Hall Management Committee | Two Members    |
| ➤ Communications Committee          | One Member     |
| ➤ Complaints Committee              | One substitute |

**RESOLVED:** (a) That Councillor E Clayton be appointed to the Village Hall Management Committee; and

(b) That the Communications Committee and Complaints Committee remain as appointed in May 2017; and

(c) That it be noted that Councillor P Yoxall confirmed his willingness to sit on the Finance Committee and the Complaints Committee (a matter raised at the previous meeting which Councillor Yoxall was unable to attend).

**29 BOROUGH COUNCILLOR STEVE EDGAR**

Councillor S Edgar reported on various minor highways matters, together with the following:

- Cheshire East Council bus consultation (agenda item 14) and had brought with him a few paper copies of the questionnaire.

Members discussed the questionnaire and commented that whilst this was available on-line, there were many residents who did not have access to the Internet and not only would they be unaware of the consultation but would also be unable to participate in the survey. For this reason, the Clerk was asked to write to Cheshire East Council requesting that the cost of printing the questionnaire and distributing it to each household, should be met by the Borough Council.

The Parish Council itself, could arrange for the printing and distribution through The Leaflet Team.

In the meantime, spare copies could be made available to be located in various shops in the parish.

**30 REPORT OF PCSO VIKKI MOULTON**

PCSO Moulton reported on recent criminal and anti-social activity in the parish. She also reported that she and PCSO Peter Corbett had recently made visits to local schools as part of the Police Operations Order following the recent terror attacks.

(Note: PCSO Moulton withdrew from the meeting at this point in the proceedings.)

**31 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.

A resident made a comment in respect of 17/2476N (416 Newcastle Road)

Other residents raised objections to the following planning applications which appeared on the agenda later in the meeting:

- 17/2483N          Elephant & Castle Public House
- 17/2484N          Elephant & Castle Public House
- 17/2472N          39 Lime Tree Mews

In accordance with Standing Orders, members of the public were permitted to speak for no more than five minutes each. The Chairman used his discretion to extend public speaking time to a total of 45 minutes to allow residents to raise various concerns over these planning applications.

**32 NEIGHBOURHOOD PLAN**

Mr Atteridge, Chairman of the Neighbourhood Plan Steering Group, updated the Parish Council in respect of progress on preparation of the Neighbourhood Plan. He reported that Anouska Smith had taken over from Rhiannon Monaghan at Cheshire East Council as a lead officer in the Neighbourhood Plan team.

Mr Atteridge and Councillor Benjamin Gibbs had recently met with the Reverend Michael Leydon to discuss the proposed new church to ensure that it was included within the Plan.

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Note: Borough Councillor S Edgar and Mr W Atteridge withdrew from the meeting at this point in the proceedings.

### 33 COMMITTEE MINUTES – COMMUNICATIONS COMMITTEE

The draft Minutes of the Communications Committee meeting held on 17 May 2017 were submitted for information. These would be approved/amended at the Committee's next meeting. There were no recommendations for the Parish Council, but Members commented as follows:

- Concern was expressed that although the Committee had stressed that the new quarterly newsletters were not intended to impinge on the role of the Village Voice, it could have the effect of making the Village Voice redundant in due course.

The Committee Chairman emphasised that the role of the newsletters was to inform residents about Parish Council activities and events only and would not include business advertisements, or the activities of local groups, thereby being complementary to the role of the Village Voice rather than replacing it.

- The Committee had suggested using Wychwood Conference Centre as a 'one-off' as it had a Wi-Fi facility and it would be possible to establish if the technical quality of videoing a meeting, would be acceptable.

A Member commented on the potential cost of hiring a room at the Centre and the likely reaction of residents if the Parish Council spent public funds on this. Members were informed that this had only been a suggestion and other local venues with Wi-Fi would also be considered.

### 34 FUTURE ARRANGEMENTS FOR FUNDING OF PCSOs

Following the informal meeting held on 17 May 2017 with representatives from Rope Parish Council, the Clerk had contacted Superintendent Peter Crowcroft, requesting the following information:

- Would it be possible for the Parish Council to enter into a one-year agreement only?
- Could the Parish Council opt to take no action in the first year, and then review the situation after twelve months with a view to opting-in from 1 April 2019?
- Copy of a basic Service Level Agreement (SLA) for information, to enable Members to decide if the SLA meets the Council's requirements.

Superintendent Crowcroft had responded to the effect that the Police and Crime Commissioner had commissioned the Constabulary to conduct a review around current PCSO arrangements which included funding arrangements and future allocation. The review was scheduled to report in the early Autumn 2017.

To allow more effective planning and consistency, the proposal was for a 3-year funding commitment, but Superintendent Crowcroft had agreed to take into account the Parish Council's views as part of the review and would consider the request for a 12-month arrangement only.

There was no Service Level Agreement (SLA) in place as yet; however, copies of the previous SLA were available at the meeting.

**RESOLVED:** (a) That the Chairman and Vice-Chairman liaise direct with the Chairman of Rope Parish Council to produce an explanatory note and draft questionnaire which could be issued in the next Parish Newsletter; and

(b) That the information be submitted to the next available meeting of the Parish Council.

## 35 FINANCIAL MATTERS

### 35.1 Authorisation of Payments

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

#### **A Parish Council Payments**

£922.98	Mrs C M Jones	Net Salary – May 2017 = £890.95 In April the Clerk was paid a net salary of £859.12. This should have been £891.15, leaving arrears of £32.03.
£295.41	HMRC	£222.60 tax and £59.86 of employer's NI contribution, together with £12.75 underpaid on the cheque for the April payment.
£283.59	Mrs C M Jones	Reimbursement for under-payment of tax/ NI to HMRC for 2016-2017
£35.10	Mrs C M Jones	Travel expenses. Audlem-Warrington return 78 miles @ 45P tax-neutral rate per mile. To collect Parish Council accounts from the Internal Auditor
£30.00	A J Hardy Ltd.	Monthly payroll service (Invoices 1698 and 1714)
£25.00	C Willetts	Website support
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£432.00	JDH Business Services Ltd	Internal Audit 2016-2017 (£360.00 net and £72.00 VAT)
£58.18	Councillor B Gibbs	Reimbursement for the 'Medium' domain name
£235.00	The Leaflet Team	Distribution of newsletter
£421.00	Solopress	Printing of parish newsletter (no VAT)
£68.00	Johnsons of Nantwich	Printing 500 new-style compliments slips.
£3,650.00	Groundwork UK	Repayment of the un-used portion of the grant of £8,668 for the Neighbourhood Plan.
£127.80	ANSA	Purchase of equipment used by the Clean Team (£106.50 net and £21.30 VAT)

#### **B Village Hall Payments**

£315 .00	Mrs B Fraser	Cleaning of the village hall
£108.97	United Utilities	Water and wastewater £61.50 – 25 October 2016 – 24 January 2017 and £47.47 - 25 January – 24 April 2017
£51.29	ASH Waste	Fortnightly collection of waste from village hall. (Invoice No. 430687) £42.74 net and £8.55 VAT

### **35.2 Approval of the Accounts for 2016-2017**

The Parish Council was asked to approve the accounts for the financial year 1 April 2016-2017. These accounts had now been audited by JDH Business Services Ltd. and its report was submitted under Minute No. 35.4 below.

A copy of the Annual Return was enclosed for approval. **Section 1** was the Annual Governance Statement which needed to be approved by the Council prior to approval of Section 2.

**Section 2** was the Accounting Statement which also required approval. In submitting a draft Section 2 to the Finance Committee in April, the Clerk had amended the fixed assets list to reflect the values in the insurance schedule. The Internal Auditor had commented that this should remain at the same level as in 2015-2016 as there had been no new acquisitions during the year. (See also Minute No. 35.4.)

**RESOLVED:** (a) That Section 1 of the Annual Return (2016-2017 Governance Statement) be approved and the Council confirmed that there was a sound system of internal control; and

(b) That Section 2 of the Annual Return (2016-2017 Accounting Statement) be approved.

### **35.3 Financial Statement – Year-End Position (31 March 2017)**

A financial statement for the year 2016-2017 was submitted. This showed receipts and payments through the year.

### **35.4 Internal Audit Report (JDH Business Services Ltd)**

The Internal Auditor's report was received and Members considered the recommendations:

- **Fixed Assets:** At the Finance Committee meeting held on 19 April 2017, the issue of fixed assets had been raised. The Clerk had been unable to trace a definitive list of assets and had used the insurance schedule to identify assets.

The auditor stated that as there were no new acquisitions, the figure should remain at £636,775 (as for 2015-2016).

The Council was recommended to set up a 'Task and Finish' Group to identify all assets owned by the council and record them in a formal asset register to include description, date of purchase, location, value, method of valuation and custodian.

**RESOLVED:** (a) That a Task and Finish Group be set up to give detailed consideration to identification of the Parish Council's assets;

(b) That Councillors K Gibbs, R Hancock and W McIntyre be appointed to the Group; and

(c) That the Clerk arrange a meeting of the Group later in the year and report back to the Parish Council in due course.

- **Village Hall Adaptations:** The auditor had commented that the proposed works at the Village Hall could render the Parish Council ineligible to reclaim VAT unless the project was divided into individual projects and/or spread across more than one financial year.

At the May meeting, Members had agreed to divide the work into three projects. The Clerk was currently reviewing the VAT regulations and would report back to the Parish Council in due course.

### 35.5 Receipts and Payments Statement – 1 April 2017 – 31 May 2017

An indicative receipts and payments statement for the period 1 April 2017 to 31 May 2017 was submitted. Also submitted was a basic budget monitoring statement which set out money spent to date against each head of expenditure. A full budget-monitoring statement would be presented to the next meeting of the Finance Committee and this would include revised estimates, and anticipated balances on 1 April 2018.

The Clerk advised that it was normal practice to submit receipts and payments statements on a quarterly basis, but as the bank statements were issued sporadically, the Clerk would submit these as and when bank statements were available. The changes anticipated in Minute No. 35.6 below would assist in receiving information from the bank in a more timely manner.

### 35.6 Change of Account Signatories

The Parish Council was asked to authorise the Clerk as an additional signatory to the Parish Council's bank accounts. As Members were aware, although the statements were issued to the Clerk, the bank would not take instructions from the Clerk, nor discuss the accounts with her.

[At the end of the financial year (31 March 2017) the Clerk had been unable to acquire a bank statement for 31 March 2017 on the Village Hall account and it was one of the signatories who had been able to provide the required information. (Noted in the Internal Auditor's report.)]

**RESOLVED:** That the Clerk be authorised as an additional signatory to the Parish Council's bank accounts.

## 36 VILLAGE HALL

As requested at the previous meeting, the Clerk had divided the Village Hall projects into three separate schemes: (a) Toilet adaptations; (b) Re-decoration of main hall; and (c) Replacement ceiling; and advertised them on 'MyBuilder.com'.

There had been some interest and Councillors W McIntyre and V Adams had met potential contractors on site, but to date, the only quotation received was for the decoration of the hall (in the sum of £3,500). There had been no interest in the toilet adaptations scheme.

The Parish Council was asked to consider the next steps. Members would also need to be mindful of the Internal Auditor's observations in respect of VAT on large schemes. (see Minute No. 35.4 above.)

Councillor W McIntyre undertook to provide the Clerk with the contact details for three potential contractors who had made site visits to the hall to enable her to follow-up.

It was **AGREED** that the three projects be advertised on Facebook, at a cost of £20, and if no further progress was made, the Parish Council would review the situation at the July meeting.

## 37 PLANNING APPLICATIONS

The Parish Council considered the following planning applications:

17/2472N      Lime Tree Mews, 39 Rope Lane, Shavington, CW2 5DT  
Two-storey side extension.

**RESOLVED:** That the Parish Council object to planning application No. 17/2472N on the following grounds:

- Over-domineering
- Intrusive
- Potentially blocking light



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- 17/2476N      416 Newcastle Road, Shavington, CW2 5JF  
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:** That planning application No. 17/2476N be supported.

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- 17/2483N      Elephant and Castle Inn, 289 Newcastle Road, Shavington, CW2 5DZ  
Affordable housing development comprising 47 houses and ancillary works.
- 17/2484N      Elephant and Castle Inn, 289 Newcastle Road, Shavington, CW2 5DZ  
New access to car park, reconfigured car park, new garage, including access, and bin store, new garden area, paths and boundary treatment.

The Parish Council objected to planning applications Nos. 17/2483N (47 houses) and 17/2484N (new access to car park) at the Elephant and Castle Public House. Members agreed that although the reasons for objection appeared to be a conflation of two distinct proposals, it was considered that application No. 17/2483N would impact application No. 17/2484N and for this reason, the objections would be combined.

**RESOLVED:** That the Parish Council object to planning applications Nos. 17/2483N (47 houses) and 17/2484N (new access to car park) at the Elephant and Castle Public House.

1. There is no requirement in the parish for an additional 47 houses. Moreover, there is no requirement for additional affordable homes. This is unnecessary as there are 400 in the Shavington/Wyburnbury area, and this figure is above the Cheshire East average.
  2. Access and egress problems will be exacerbated, especially at close of business.
  3. There is no bus service.
  4. The social infrastructure is inadequate, e.g. local school will be unable to accommodate additional pupils; there is no GP practice in the parish; no Post Office; and the application provides for an inadequate play area.
  5. The physical infrastructure will be unable to cope with the development, in particular, there will be a damaging effect on sewers/drains/Broadband.
  6. The development proposed is outside the settlement boundary.
  7. The development will result in erosion of the Green Gap.
  8. Footways are too narrow.
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- 17/2576N      Shavington Primary School, Southbank Avenue, Shavington CW2 5BP  
Expansion of Primary School by a single-form of entry to two forms of Entry. This includes the demolition of the existing junior wing, which will then be replaced by a new-build prosal containing all relevant teaching spaces and upgraded ancillary spaces.

**RESOLVED:** That the Parish Council support planning application 17/2576N but suggest that additional car parking spaces be provided.

### 38      **PLANNING UPDATE – 25 JULY 2017 – HOLMES CHAPEL COMMUNITY CENTRE**

The Cheshire Association for Local Councils (ChALC) in partnership with Cheshire East Council (CEC), was hosting an evening event to which all councils were invited. The agenda for the evening was noted:

- Introductions and Welcome
- National Planning Update
- Cheshire East Local Plan Update
- Neighbourhood Planning Update
- Open Forum and Question Time

ChALC had not indicated any restrictions, but attendees must be registered prior to the event.

**RESOLVED:** That Mr W Atteridge, as Chairman of the Neighbourhood Plan Steering Group, be given the opportunity to represent the Parish Council at the Planning Update on 25 July 2017.

**39 ADOPTION OF BOROUGH DESIGN GUIDE AS A SUPPLEMENTARY PLANNING DOCUMENT**

It was reported that Cheshire East Council had formally adopted the Borough Design Guide as a Supplementary Planning Document. The document had been made available from 1 June 2016.

**40 CHESHIRE EAST COUNCIL – SUPPORTED BUS-SERVICE REVIEW**

This item had been dealt with earlier in the meeting (Minute No. 29).

**41 UP-DATE ON OUTSTANDING MATTER  
INSTALLATION OF VEHICLE-SPEED DISPLAY UNIT**

As Members were aware, the vehicle-speed display unit was currently being stored at TWM Traffic Control Systems Ltd's depot in Winsford.

This matter has become protracted because the CEH Road Safety and Design Technician who was dealing with the location and installation of a post, had now left the Authority.

In December 2016, she advised that TWM was not permitted to install the posts unless agreed by a CEH engineer following completion of the necessary checks. The Parish Council had not been advised if these checks had yet been undertaken.

To make progress, the Clerk had been in contact with TWM and also the CEH engineer who was dealing with this matter.

Councillor Kevin Gibbs now reported that he had arranged to meet on Friday, on-site, with an engineer from TWM Traffic Control Systems Ltd. to agree the most appropriate location for the unit to be fixed. The Parish Council would be informed of the outcome.

**42 WAITING RESTRICTIONS – NEWCASTLE ROAD/CREWE ROAD, SHAVINGTON**

The Parish Council was asked to consider the proposed introduction of 'no waiting at any time' restrictions at the junction of Newcastle Road with Crewe Road, Shavington. A plan was submitted.

Cheshire East Council had requested comments by 16 June 2017.

**RESOLVED:** That Cheshire East Council be asked to provide H-bars on each side of Crewe Road from the Newcastle Road junction, up to and including No. 28 Crewe Road.

(Note: Councillors Benjamin Gibbs and Kevin Gibbs declared a personal interest in this item.)

**43 SHARED ITEMS**

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

- Councillor Yoxall provided cheque books and other financial documents relating to Wybunbury United Charities and passed them to Councillor Cheshire (an Administrative Trustee for the Charity). Former Councillor Anne Yoxall had been in possession of these as a representative on the Charities.



- Councillor Hancock reported on the success of the Clean Team's recent activities. The next clean-up was scheduled for 11 July at 7.00 pm. During discussion, it was agreed that the equipment be stored in the upstairs room at the Village Hall which had formerly housed the photocopying machine.

**44 DATE OF NEXT MEETING**

**5 JULY 2017**

**45 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 transacted and the public interest would not be served in disclosing that information.

**46 VILLAGE HALL – REMOVAL OF SEATING**

(Reason for exclusion: Likely to reveal the identity of an individual)

Members discussed the situation in respect of the loss of approximately 100 seat cushions which belonged to the Parish Council but had recently been disposed of by a regular user of the village hall.

Councillor W McIntyre undertook to enquire into the price of replacement cushions and report back to the Parish Council. At that time, Members would decide what action to take.

(Note: During discussion, Councillor Hancock declared a personal interest in this item on the basis that she was a member of the Village Festival Committee which had donated the cushions to the Village Hall.)

.....Chairman

The meeting commenced at 7.15 pm and concluded at 11.00 pm