

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 2 MARCH 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor P Yoxall	Chairman
	Councillor G McIntyre	Vice-Chairman
	Councillor V Adams	Councillor S Cheshire
	Councillor B Gibbs	Councillor K Gibbs
	Councillor R Hancock	Councillor W McIntyre
	Councillor A Yoxall	
IN ATTENDANCE:	Borough Councillor S Edgar	Ward Councillor – Shavington
	Four members of the public	
APOLOGIES:	Councillor W Cooper	
ABSENT:	Councillor E Ankers	

170 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.

171 MINUTES – 3 FEBRUARY 2016

RESOLVED: That the Minutes of the Meeting held on 3 February 2016 be approved and signed by the Chairman.

172 MATTERS ARISING

172.1 Bin Locations (Minute No. 163)

Following the Chairman's site visit with an Officer from ANSA, a document was now submitted showing the proposed locations for the new bins and the re-location of existing bins.

Members recalled that at the meeting held on 3 February 2016, it had been agreed that four bins be purchased and as there was currently a '*buy one get one free*' offer available, there would be a total of eight bins provided.

RESOLVED: That the locations for the eight new bins, as previously discussed, be approved.

173 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 business relevant to the Parish Council's business and the local area.

Issues raised by members of the public included the following:

- Concern for the safety of children to/from the primary school.
- Speeding traffic on Crewe Road. The resident had asked the Police to install an awareness system.
In response, Councillor Edgar reported that a 20 mph speed limit was due to be implemented on Main Road.
- Request for pedestrian crossing to be installed at the 'bridge alley-way'.
- Planning application No. 16/0015N (land to the rear of 46 Chestnut Avenue). The Cheshire East Council website did not include all the planning documents.

174 BOROUGH COUNCILLOR S EDGAR

Councillor Edgar reported on the following:

- Wessex Close Playground. £25,000 of S.106 money had been allocated towards this project, with a further £10,000 allocated for future improvement.
- Phase 2 of the Rope Lane planning application had been approved at Southern Planning Committee earlier in the day.
- Councillor Edgar also referenced the availability of open space at the development to the rear of 46 Chestnut Avenue.
- Flooding: Swill Brook was at capacity and this would need to be taken into consideration when planning applications were submitted.
- The letter-box was due to be installed on Monday, 7 March 2016 at the end of Barons Road.
- GHA (bus company) had now employed an additional 10 drivers and the service was expected to improve. Glen Bubb of Cheshire East Transport Solutions had advised that if a bus failed to arrive in accordance with the timetable, members of the public should use a taxi service, obtain a receipt for payment and this would be reimbursed to them by Cheshire East Council.

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

175 VILLAGE HALL MANAGEMENT COMMITTEE

175.1 Village Hall Management Committee Meeting (17 February 2016)

The Minutes of the Meeting held on 17 February 2016 were submitted for information. The Clerk reported that she had incorrectly advised the Committee that expenditure up to £500 could be authorised without the need to seek quotations. This would be corrected at the next meeting.

**175.2 Contract for Servicing of the Central Heating System
(Minute No. 74 of the Minutes 17 February 2016)**

This item was deferred to later in the meeting.

176 POLICE MATTERS

There were no PCSOs in attendance.

177 CO-OPTION TO CASUAL VACANCY

The casual vacancy, caused by Councillor Melling's resignation, had been advertised in the notice-boards, on the website and via social media. There were no candidates at this stage.

178 NEIGHBOURHOOD PLAN

178.1 The Parish Council was updated in respect of the Neighbourhood Plan public meeting held on 29 February 2016 at which time it was expected that it would be possible to recruit volunteer members to the Steering Group.

Attendance had been disappointing with only 10 members of the public being present.

178.2 Virtual Meetings of the Steering Group

At the previous meeting, there had been a suggestion that meetings of the Neighbourhood Plan Steering Group could be held virtually, via Skype. The Clerk had checked Parish Council procedures and whilst not set out in statute, Neighbourhood Planning guidance indicated that such meetings should be open and transparent and members of the public given the opportunity to observe the proceedings if they wished.

Any working groups (i.e. fact-finding groups) could be held in private, but Members were encouraged to err on the side of openness and transparency. Decision meetings, i.e. those where recommendations were to be made to the Parish Council, should be held in public.

178.3 Inaugural Meeting of the Steering Group

The inaugural meeting of the Steering Group was to be held on 16 March 2016. The Clerk had prepared a draft agenda which was now submitted.

A suggested amendment to the agenda had been made by one of the Parish Council Members of the Group; the revised agenda would be issued.

179 FINANCIAL MATTERS

179.1 Payment to Police and Crime Commissioner (PCSOs)

At the previous meeting, the Parish Council received a Receipts and Payments Statement for the period 1 April to 24 December 2015 (Parish Council account). This showed that there had been no payments to the Police and Crime Commissioner during the financial year.

Notwithstanding this, at the conclusion of the February meeting, the cheque for £15,733.00 for the two half-year periods (April 2015 – September 2015 and October 2015 – March 2016) was withdrawn during the signing of cheques. Cheshire Constabulary had now followed-up the non-payment.

RESOLVED: That the payment to Cheshire Constabulary in the sum of £15,733 be made, as approved at the meeting held on 3 February 2016.

179.2 Authorisation of Payments

RESOLVED: That the following payments be approved.

Parish Council Payments

£809.22	Mrs C M Jones	Net salary – March 2016
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£169.58	Mrs C M Jones	Reimbursement for payment to The Leaflet Team for distribution of the NP leaflet.
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£745.76	Mrs C M Jones	Reimbursement for payment to HMRC
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A cheque for £746.07 (Chq No. 562) payable to HMRC, was sent to A J Hardy Ltd on 9 December 2015. The cheque was returned by Amanda Hardy but was not received by the Clerk. The Clerk did not become aware of this until 22 February 2016 at which time, the payment was overdue.

The Clerk had, therefore, sent a personal cheque for this amount to HMRC to avoid any late fees.

£248.49	HMRC	Tax/NI on Clerk's salary
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£15.00	A J Hardy Ltd.	Payroll service
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£145.00	K Gibbs	Reimbursement for printing of NP leaflet
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£37.40	P Yoxall	Printing Ink (£32.00) – Travel in parish to inspect locations for litter-bins (12 miles - £5.40)
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£25.00	C Willetts	Website maintenance
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£853.00	M Webster & Son (Invoice 1101)	Grounds maintenance work 11 and 18 Jan (£710.84 net and £142.16 VAT)
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£853.00	M Webster & Son (Invoice 0102)	Grounds maintenance work 29 Jan, 17 and 19 Feb
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Village Hall Payments

£43.18	United Utilities	Water and wastewater 29 October 2015 – 26 January 2016
£285.00	Mrs B Fraser	Cleaning of community hall
£50.00	S Castellano	Cleaning of village hall windows (Squeaky Clean)
£66.29	Mrs V Adams	Reimbursement for supplies at the Village Hall.
£47.28	Dowding & Plummer	At the previous meeting, the Council approved a sum of £82.76, some of which was for 5 litres of Diamond floor polish. A total of four x 5 litre tins was ordered, but the Council was only invoiced for (and received) 5 litres. A further three tins were required. £39.40 net and £7.78 VAT
£84.62	ASH Waste Ltd.	February collection. £70.52 net and £14.10 VAT In approving this payment, it was reported that ASH Waste Ltd had failed to collect on 19 and 26 February 2016. The Clerk would report to ASH and seek a refund.
£110.00	P Yoxall	Reimbursement for purchase of door closer for main door of village hall.

179.3 Financial Regulations

The Clerk had prepared draft Financial Regulations for the Parish Council. The current regulations observed by the Parish Council were dated 2004; the national model financial regulations were updated in 2014.

The Parish Council was asked to adopt the Financial Regulations which would be incorporated into one complete document comprising both Standing Orders and Financial Regulations, for adoption at the Annual Meeting.

Under the current regulations, the Parish Council was required to seek quotations for every item of expenditure in excess of £100. This was an unrealistically low amount and required the Parish Council to seek quotations for almost every item of expenditure. A figure of £500 was more realistic and allowed for business to be carried out more effectively.

In summary, the key changes in the regulations were as follows:

- For expenditure under £500, the Parish Council was required only to ensure that it was receiving the best value for money [(Regulation 11 (h))]
- Contracts in excess of £500 but below £1,000; the Clerk shall strive to obtain three estimates. [Regulation 11 (g)]. This meant that provided that good faith efforts had been made to seek quotations, the Parish Council would be able to consider fewer than three quotations in certain circumstances.
- Contracts in excess of £1,000 but under £50,000: three quotations required [Regulation 11(g)]
- Contracts in excess £50,000 and above: formal tendering process [Regulation 11 (b)].

Regulation 6.6 – Cash Float

It was noted that this regulation prohibited use of a cash float, although the Parish Council currently operated such a system. The prohibition of a cash float was also part of the Parish Council's current Financial Regulations (Regulation 6.5). Expenditure for such items as postage or stationery should be reclaimed and paid by cheque.

RESOLVED: That the Financial Regulations presented, be adopted, subject to paragraph 5.3 being amended to require all cheques to be signed by three parish councillors.

180 VILLAGE HALL – CONTRACT FOR SERVICING CENTRAL HEATING SYSTEM

The Parish Council now considered the item under Minute No. 175.2 which had been deferred from earlier in the meeting.

At its meeting held on 17 February 2016, the Village Hall Management Committee had discussed problems encountered with the central heating system and as this was a gas system supplied by British Gas, the company had been asked to quote for an annual maintenance contract.

The quotation for the work was either £35.36 (plus VAT of £8.84 = £44.20) monthly, or £422.00 (plus VAT of £88.40 = £530.40) as the annual fee. Members of the Committee preferred the annual fee arrangement as the most expeditious and agreed to recommend this to the Council.

If approved by the Council, British Gas would carry out an assessment of the heating system.

RESOLVED: That the quotation submitted by British Gas for a one-year contract, in the sum of £422.00 plus VAT (£88.40) be approved for the following:

- i. Full system care plan to cover boiler and radiators;
- ii. Breakdown cover;
- iii. Annual servicing;
- iv. Parts and labour and call-out; and
- v. Annual certification.

181 PARISH BOUNDARY SIGNS

The Clerk had submitted to Cheshire East Highways the proposed locations of the new boundary signs as identified at the previous meeting. The cost of the signs would need to be met by the Parish Council and this was not currently a head of expenditure in the budget.

A Highways Engineer would be required to survey and measure each location to enable a quotation to be submitted. As this work was likely to take at least a whole day, Members were invited to decide if they were willing to fund the purchase of new signs, in principle. This would avoid any abortive work being undertaken by Cheshire East Highways (CEH).

RESOLVED: (a) That the Council approve the installation of boundary signs in the parish, in principle, as identified in the Minutes of the Meeting held on 3 February 2016; and

(b) That Cheshire East Highways be asked to survey and measure the locations and submit a quotation to the next meeting.

182 PLANNING MATTERS

182.1 FOR INFORMATION

Planning Application 16/0015N (Land to rear of 46 Chestnut Avenue, Shavington)
Outline application for the demolition of 46 Chestnut Avenue and erection of 44 dwellings (including access) and associated works.

At the previous meeting, the Clerk had been asked to submit the Council's objections to this planning application, subject to additional information being made available by Members in respect of inaccuracies in the documentation submitted. The Clerk was also asked to review the Cheshire East Council website and to check the Local Plan on 10 February. In the event that this site was not listed as an allocated site for development, this should be included as an additional objection.

The Clerk did not receive information about detailed inaccuracies and was unable to locate the Local Plan on the CEC website. To ensure that the objections were submitted to CEC by the deadline date, the Clerk made minor amendments to the observations agreed by the Parish Council, as follows:

‘.....(b)The documentation submitted by the applicant contains numerous inaccuracies, details of which can be provided at a later date, and, if available, will be provided before 25 February 2016 (the deadline date for observations on this application).

(c) If this site does not appear in the land allocated for development in the new Cheshire East Local Development Plan, this is a further objection to the application; and.....’

182.2 FOR INFORMATION

Planning application No. 15/4967N
Land east of Rope Lane, Shavington
Reserved matters application seeking consent for appearance, landscaping, layout and scale following approval of 14/3267N, construction of up to 53 dwellings including details of access

This planning application had been considered at the Southern Planning Committee on 2 March 2016. Members had been given the opportunity to attend and address the Committee. No requests had been submitted.

182.3 Diversion of Public Footpath No 11 (part) Parish of Basford Public Path Diversion Order 2016

To report that the above Order was made on 11 February 2016. A copy of the Statement of Reasons for making the Order, together with a copy of the plan was submitted.

183 CORRESPONDENCE/INFORMATION

The following items of correspondence had been received:

- E-mail from resident complaining about rat infestation generally in gardens along Crewe Road since development had taken place. (Councillor Steven Edgar had now resolved the issue with the resident.)
- Local resident interested in becoming involved in the re-design of the website. The Clerk had responded and the information had also been provided to Councillor B Gibbs who was leading on this project.
- Cheshire East Local Plan Strategy: A copy of the report to be submitted to Cheshire East's full Council on 25 February 2016 was submitted for information. Cheshire East Council would be asked to approve proposed changes to the Local Plan Strategy.
- Commemorative bench (the late Michael Beeston). The bench was due to be fitted at the corner of Barons Road between 21-23 March 2016.

184 SHARED ITEMS

Members were invited to share information which was not available at the time of publication of the agenda, or to report on attendance at recent meetings of outside bodies.

- Members referenced the red telephone box in the vicinity of the Cheshire Cheese Pub at Gresty and suggested the possibility of purchasing it from BT and re-locating it. The Clerk would make enquiries and add this as an item to the agenda for the next meeting.

185 DATE OF NEXT MEETING

6 April 2016

186 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during consideration of the following item, in accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960, owing to the confidential nature of the business to be transacted, and the public interest would not be served in disclosing the information.

187 CLERK'S EMPLOYMENT

(Reason for exclusion: employment matter)

The Clerk's six-month probationary period concluded on 29 February 2016 and the Parish Council was invited to consider the matter.

The Clerk withdrew from the meeting prior to discussion and re-joined the meeting at the conclusion of the item.

RESOLVED: (a) That the Clerk be confirmed in post, at a salary of £12,887 per annum, effective 1 March 2016;

(b) That the draft contract of employment, as submitted, be approved; and

(c) That the Clerk submit to the next meeting, a self-assessment form in respect of home working to be incorporated as part of the Council's annual risk assessment.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.50 pm