

**MINUTES OF THE ANNUAL MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 3 MAY 2017 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor W Cooper	Chairman
	Councillor V Adams Councillor B Gibbs Councillor R Hancock Councillor G McIntyre	Councillor S Cheshire Councillor K Gibbs Councillor M Ferguson Councillor W McIntyre
IN ATTENDANCE:	Borough Councillor S Edgar Mr W J Atteridge	Chairman of the Neighbourhood Plan Steering Group
	Emma Clayton Ryan Moore PCSO Vikki Moulton One member of the public	Candidate for co-option Candidate for co-option
APOLOGIES:	Councillors E Ankers and P Yoxall	

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor W Cooper be elected Chairman to serve until the next Annual Meeting of the Council.

The Chairman signed a Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor K Gibbs be elected Vice-Chairman to serve until the next Annual Meeting of the Council.

The Vice-Chairman signed a Declaration of Acceptance of Office.

3 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.

4 MINUTES

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

5 CO-OPTION – CASUAL VACANCY

The vacancy caused by the resignation of Mrs Anne Yoxall had been advertised and the deadline date for an election to be called was 2 May 2017. No election had been called.

There were two candidates in attendance (Emma Clayton and Ryan Moore). Each candidate spoke briefly about their reasons for wishing to become a parish councillor, following which the matter was put to the vote, by secret ballot.

RESOLVED: That Emma Clayton be co-opted onto the Parish Council.

(Ms Clayton signed a Declaration of Acceptance of Office, following which she participated fully in the meeting.)

6 REVIEW OF DELEGATION ARRANGEMENTS

RESOLVED: That appointments to Committees be approved as follows:

Committee	Number of Members	Membership
Village Hall Management Committee	Five parish councillors	Vivien Adams Gill McIntyre Bill McIntyre
	Two non-parish councillors	Janet Clarke Nancy Vigrass
Complaints Committee (<i>ad hoc</i>)	Three parish councillors and two substitutes	Bill Cooper Gill McIntyre Bill McIntyre <u>Substitute:</u> Rene Hancock

The appointment of an additional substitute would be considered at the next meeting.

Communications Committee	Five parish councillors	Bill Cooper Matt Ferguson Benjamin Gibbs Kevin Gibbs
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The appointment of an additional Member would be considered at the next meeting.

Finance Committee	Five parish councillors	Bill Cooper Kevin Gibbs Bill McIntyre Gill McIntyre
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AGREED: That Councillor P Yoxall be appointed to the Committee, subject to his agreement.

Environment Committee	Five parish councillors	Vivien Adams Emma Clayton Bill McIntyre
	One Allotment Holder representative	None at present

AGREED: That Councillors E Ankers and P Yoxall be appointed to the Committee, subject to their agreement.

Planning Committee (<i>ad hoc</i>)	Four parish councillors	Matt Ferguson Rene Hancock Bill McIntyre Gill McIntyre
Neighbourhood Plan Steering Group	Minimum of five parish councillors	Eddie Ankers Benjamin Gibbs Kevin Gibbs Rene Hancock
	Up to 20 non-parish councillors	

7 POLICE MATTERS

PCSO Vikki Moulton tabled a copy of the latest Beat Manager's report and also reported on recent activity in the parish.

8 BOROUGH COUNCILLOR'S REPORT

Borough Councillor Edgar's report included the following:

- Vine Tree Avenue had been resurfaced.
- Sewerage work on Gresty Green Road had been undertaken.
- The Cheshire Cheese public house was due to re-open in the near future.
- Planning application – Greenbank Farm (application for eight dwellings). Would be called in to ensure that it was determined by Southern Planning Committee rather than a decision delegated to a Planning Officer.
- Casey Lane, Basford – this planning application was not within the parish but would have a significant impact for residents of Shavington.
- At the previous meeting, Councillor Edgar had referenced H-bar road markings as a means of resolving the parking problems on part of Main Road. This would be subject to 6-months' consultation.
- Members raised issues in respect of over-grown hedges and

9 TERMS OF REFERENCE FOR COMMITTEES

RESOLVED: That the Terms of Reference for each of the following Committees be approved.

- Village Hall Management Committee
- Complaints Committee
- Communications Committee
- Finance Committee
- Environment Committee
- Planning Committee – It was noted that this Committee now had extended powers to allow it to consider all planning applications, rather than being limited to minor applications only (i.e. under 10 dwellings.)

10 APPOINTMENT TO OUTSIDE BODIES

RESOLVED: That appointments be made to outside bodies, as follows:

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| (a) Village Festival Committee | Councillor R Hancock |
| (b) Wybunbury United Charities | Councillor S Cheshire (Administrative Trustee)
Councillor V Adams (Administrative Trustee)
Councillor K Gibbs (Estate Trustee)
Councillor P Yoxall (Estate Trustee) subject to his agreement |
| (c) Shavington Youth Centre Management Committee | Councillor R Hancock |
| (d) Cheque signatories (Theo Steele Bequest) | Councillor K Gibbs
Councillor P Yoxall (subject to his agreement) |

11 ANNUAL ACCOUNTS 2016-2017

The Finance Committee met on 19 April 2017 and had reviewed the partially-completed accounts for the year 2016-2017.

The accounts were being audited by the Internal Auditor between 28 April and 10 May 2017 and would be submitted to the Parish Council meeting on 7 June. The accounts must then be subject to external audit and BDO LLP had requested the accounts to be submitted by 19 June 2017.

The notice for the exercise of public rights would be displayed on the website.

12 ANNUAL REPORT 2016-2017

The Annual Report had been combined as part of the first of quarterly newsletters which were to be delivered to each household before 1 June. Draft copies were tabled.

Future editions would be distributed to all houses by 1st of the month, i.e. September, December and March 2018, to complete the financial year.

13 CALENDAR OF MEETINGS – 2017-2018

RESOLVED: That the calendar of meetings for 2017-2018 be approved.

14 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.

There were no questions from members of the public.

15 COMMITTEES

The Parish Council received the Minutes of the following Committee meetings.

- **Communications Committee – 12 April 2017**

At its meeting, the Committee considered the Parish Council's recommendations in respect of the design of the letter-headed paper and the compliments slip, but had agreed that there should be no significant design-change; however, some minor amendments had been made.

The Committee had agreed that in the fullness of time, a review of the design could be undertaken and revisions made if required.

- **Finance Committee – 19 April 2017**

16 FUNDING OF PCSOs

The Clerk to Rope Parish Council had advised that there were three of her parish councillors who would be available to meet with representatives of this Parish Council. Rope Parish Council's next meeting was 22 May and it was suggested that a meeting be held before that date so that those Members could report back to their Council.

RESOLVED: That, subject to the availability of Rope parish councillors, an informal meeting be held on Wednesday, 17 May 2017, at 7.15 pm.

17 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

Parish Council Payments

£891.15	Mrs C M Jones (new salary with effect from 1 April 2017)
£282.46	HMRC (£222.60 tax and £59.86 NI)

£875.50	M Webster & Son (£729.58 net and £145.92 VAT)	
£1,342.25	Cheshire Association of Local Councils – affiliation fee 2017/2018	
£10.25	Councillor W McIntyre –attendance at Southern Planning Committee.	
£35.00	A J Hardy Ltd. Payroll service – year-end procedure (Invoice 1691)	
£25.00	C Willetts	Website support
£215.86	Internet Central Ltd.	Service provided in respect of website.
£594.00	Ten & Bourne Ltd.	Design of Newsletter/Annual Report by Brave Little Tank (£495.00 net and £99 VAT)

Village Hall Payments

£215.00	Mrs B Fraser	Cleaning of the village hall
£100.00	S Castellano	Window cleaning
£51.53	ASH Waste Services	Collection of waste (Invoice 422597)
£113.94	Councillor W McIntyre	Telephone expenses
£113.94	Councillor V Adams	Telephone expenses

18 PLANNING MATTERS

18.1 Consultation on Cheshire East Minerals and Waste Development Plan – Issues Paper Consultation

An e-mail from Cheshire East Council had been received (24 April 2017) inviting comments on this consultation by 5 June.

RESOLVED: That no comments be made on the Cheshire East Minerals and Waste Development Plan – Issues Paper Consultation.

18.2 Planning Applications

The Parish Council was invited to submit observations on the following planning applications:

17/2220N	Greenbank Farm, Shavington, CW2 5JB	Outline application for demolition of existing buildings and erection of up to eight dwellings, associated parking and landscaping (with all matters reserved except access)
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RESOLVED: That an extra-ordinary meeting of the Parish Council be held on 17 May 2017, at 7.00 pm to consider planning application No. 17/2220N. (To be followed by the informal meeting with Rope Parish Councillors.)

17/1999N	Shavington Post Office, 120 Main Road, Shavington, CW2 5EE	Proposed alterations of former Post Office and attached dwelling including; change of location of front entrance to dwelling with addition of porch, repositioning and resizing of window to side elevation, change of window to doors on rear elevation. Proposed dropped kerb to accommodate off-road parking at front of dwelling. Proposed timber fencing to define garden boundary. Proposed erection of rear single storey extension and porch.
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RESOLVED: That no comments be made on planning application No. 17/1999N.

19 VINE TREE PLAY AREA

Following a complaint by a resident who lived close to the Vine Tree Play Area, the Council was invited to review its decision that the playground remain unlocked. There had been many incidences, one of which had been setting a small bonfire in the playground.

Following discussion, during which it was reported that PCSO Pete Corbett had visited the resident, Members agreed that as this arrangement had now been in place since November 2015, Members did not consider that the reported incidents were sufficient to justify locking the gate. The PCSOs would be asked to monitor activity on the play area.

20 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, for the reason given, owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

21 VILLAGE HALL ADAPTATIONS

(Contractual matters between the Council and a third party)

It was reported that invitations to quote for the village hall adaptations had been issued to four contractors. Two had responded that they were unable to undertake the work now; one had not responded; and the fourth had submitted a quotation and this had been forwarded to Members separately.

Although only one quotation had been received, this could be considered, and if appropriate, accepted as the Council had taken all reasonable steps to seek at least three quotations in accordance with the Financial Regulations.

Members considered the next steps to be taken.

RESOLVED: (a) That the projects at the Village Hall be divided into three separate schemes, viz (i) Replacement ceiling; (ii) Decoration of main hall; and (iii) Toilet adaptations;

(b) That each of the schemes be advertised on 'MyBuilder.com' website; and

(c) That the Parish Council aim to complete all projects by 1 September 2017.

22 DATE OF NEXT MEETING

7 June 2017

.....Chairman

The meeting commenced at 7.25 pm and concluded at 9.30 pm

Draft