

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 6 JULY 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

<b>PRESENT:</b>	Councillor G McIntyre Councillor W McIntyre	Chairman Vice-Chairman
	Councillor E Ankers Councillor W Cooper Councillor B Gibbs Councillor R Hancock	Councillor V Adams Councillor S Cheshire Councillor K Gibbs Councillor P Yoxall
<b>IN ATTENDANCE:</b>	Borough Councillor S Edgar Mr W Atteridge	Ward Councillor – Shavington Chairman of the Neighbourhood Plan Steering Group
	Inspector K Woods PCSO V Moulton	
	Three members of the public	
<b>APOLOGIES:</b>	Councillors M Ferguson and A Yoxall	

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**40 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.

**41 MINUTES – 1 JUNE 2016**

**RESOLVED:** That the Minutes of the meeting held on 1 June 2016 be approved as a correct record.

**42 MATTERS ARISING (Not detailed separately elsewhere on the agenda)**

- **Membership of the Neighbourhood Plan Steering Group**

At the meeting held on 4 May 2016, it had been suggested that Councillor W Cooper be asked to become a member of the Steering Group. This request had been passed to him.

Councillor Cooper now reported that he did not wish to become a member of the Steering Group but was willing to assist in other aspects of preparation of a Neighbourhood Plan.

- **Risk Assessment/Management**

In response to a Member's question, it was confirmed that fire alarms had not yet been purchased for the village hall.

**43 BOROUGH COUNCILLOR STEVE EDGAR**

Councillor S Edgar reported on Cheshire East Council matters of interest.

- Proposal to install double-yellow lines in the vicinity of the petrol station (this was being consulted upon at present).
- Trees on Rope Lane. There was an issue regarding ownership of the trees/hedges and Councillor Edgar would report further.
- Planning Application 16/0015N – land to the rear of 46 Chestnut Avenue (erection of 44 dwellings) had been deferred by the Southern Planning Committee at its meeting held on 29 June 2016.

#### 44 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 issue was raised:

- Overgrown hedging, encroaching onto footway outside 27 Crewe Road. The Clerk agreed to prepare a letter for the absent owner of the property and PCSO Moulton agreed to pass this to the owner.

#### 45 POLICE ACTIVITY IN THE PARISH

PCSO Vicky Moulton was in attendance and reported on police activity in the parish which included the following:

- Fuel and property thefts
- Attempted theft at Co-op Store.
- Drink-driving offence
- On-going investigation unto theft of a vehicle.
- Incidences of anti-social behaviour, including drunk and disorderly.

It was reported PC John Roberts had transferred to another area and PC Oliver Cross had been appointed to replace him. PC Cross commenced duties on 6 July.

#### 46 PCSOs - NEW SERVICE LEVEL AGREEMENT (SLA)

Inspector Kate Woods was in attendance to discuss the proposed new agreement between the Parish Council and Cheshire Constabulary for the provision of PCSOs in the parish.

A copy of the SLA which had expired in March 2016 was submitted. There would be no significant changes to the SLAs across Cheshire. A copy of a proposed Beat Manager's Report was submitted. This would form the basis of the PCSOs' monthly reports to the Parish Council and in the event of a PCSO being unable to attend a meeting, a written report would be provided. This report would also form part of the SLA.

The new Police and Crime Commissioner had agreed to continue to provide at least one PCSO per electoral ward. However, Inspector Woods confirmed that whilst every effort would be made to ensure a visible presence in the parish, the exigencies of the service would always prevail. The Parish Council would have greater control over the PCSOs for which a financial contribution was made, but again, the exigencies of the service would prevail from time-to-time.

In response to Members' questions about the possibility of a refund in the event of a PCSO being on long-term sick for three months or more, Inspector Woods advised that a refund would not be possible. Employment law applied to sickness absence and where a PCSO was on sick leave, they would still receive their salary which was partly-funded by the Parish Council's contribution. Inspector Woods would do all she could to provide cover, but she did not have the capacity to 'back-fill' in these circumstances.

(Note: Inspector Woods withdrew from the meeting at this point in the proceedings.)

Members were minded to approve a financial contribution for two PCSOs, but this would be dependent on whether Rope Parish Council would be prepared to make a one-third financial contribution to the cost of one PCSO.

**RESOLVED:** (a) That the Parish Council agree to funding two PCSOs for the parish, subject to Rope Parish Council agreeing to making a financial contribution of one-third of the cost for one PCSO;

(b) That the Clerk be authorised to contact the Clerk to Rope Parish Council in respect of this matter; and

(c) That in the event of Rope Parish Council agreeing to continue to fund one-third of the cost of a PCSO, the Clerk inform Inspector Woods to enable the Service Level Agreement to be prepared and to provide up-to-date figures for consideration by the Council.

#### **47.1 Minutes of the Meeting held on 20 June 2016**

The Minutes of the Neighbourhood Plan Steering Group meeting held on 20 June 2016 were submitted for information. It was noted that the logo accepted by the Steering Group featured at the top of the Minutes.

The Chairman of the Steering Group (Mr W Atteridge) reported that the Group would be meeting with the Cheshire East Council (CEC) Neighbourhood Plan team to discuss an application for outside funding.

Mr Atteridge reported on progress which included the following:

- A leaflet was due to be delivered to each household in the parish in the near future, distributed by The Leaflet Team.
- Publicity for the Neighbourhood Plan would also be included in the Village Voice.
- The Co-Operative Store had offered a 'stall' to be held on Saturdays.
- A space had been reserved at the school fair to be held on the forthcoming weekend.
- A second advertisement had been placed on social media.

#### **47.2 Up-Dated Costs**

The Parish Council received a schedule of up-dated costs associated with preparation of the Neighbourhood Plan.

#### **47.3 Report**

A report from the Steering Group was submitted and the Parish Council **APPROVED/CONFIRMED** the following:

- A banner to be used on the village hall railings periodically over the course of the next two years.
- A roller banner to be stationed in the entrance to the village hall periodically over the next two years.
- Confirmation that the Steering Group had the power to publicise the process of the Neighbourhood Plan within the community. (Paragraph 2(iv) of the Terms of Reference.)

### **48 PLANNING APPLICATIONS**

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

16/3172N	Land in front of The Cheshire Cheese, Crewe Road.	Replacement of existing 12.5 m replica telegraph pole for a 15 m dual-user replica telegraph pole, one 300 mm diameter transmission dish and the installation of one additional equipment cabinet.
16/3174N	Grass verge off Fuller Drive	Application for determination concerning telecommunications development under terms of Part 24, Schedule 2, General Permitted Development Order 2015 (as amended). The installation of a 15 m monopole and two equipment cabinets.

16/2517N	Land at Crewe Road, Shavington	Variation of condition on approved 14/2457N – drawing up-dated to reflect changes to boundary around play area (TW/BCR/BTC/01Rev 1) for safety reasons
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**RESOLVED:** That no objections be raised in respect of planning applications Nos. 16/3172N, 16/3174N and 16/2517N.

#### **49.2 Planning Application 16/0015N – Land to the rear of 46 Chestnut Avenue Erection of 44 dwellings**

Councillor W McIntyre had attended the Southern Planning Committee meeting held on 29 June to represent the Parish Council. This planning application had been deferred.

#### **49.3 Street Naming**

Councillor W McIntyre reported that he had been contacted about the planned development site for 28 dwellings at the rear of 449 Newcastle Road, Shavington. The developer was marketing it as 'The Orchards, Shavington'.

As this name was a duplication of an existing road in the parish, the Clerk had contacted the 'Address Management' team at Cheshire East Council, whose policy was to check for duplication in the local area and then forward proposed names to Royal Mail and the appropriate Parish Council. On this occasion, the letter of consultation had been sent to the previous Clerk's address.

The matter had now been resolved and Address Management had accepted that 'The Orchards' would not be an appropriate name for the development as it would cause problems for residents, businesses and emergency services.

### **50 ANNUAL ACCOUNTS – 2015-2016**

The annual accounts had been audited and the Internal Auditor's report was submitted, together with a revised copy of Section 2 of the Annual Return.

Members recalled that the Clerk had been unable to balance the accounts for the Parish Council account only, owing to an incorrect closing balance on the combined accounts for 2014-2015; this had had a consequent effect on the opening balance on 1 April 2015 (i.e. for the financial year 2015-2016).

The Clerk had met with the Internal Auditor (Mr Hancock) to discuss the accounts and he acknowledged that there had been a clerical error in quoting the balance for the previous financial year.

Members agreed that the Internal Auditor be asked for a detailed explanation of how the 'balancing expenditure' of £49,245 had been calculated.

**RESOLVED:** That the Clerk contact the Internal Auditor to seek an explanation as indicated.

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

### **52 AUTHORISATION OF PAYMENTS**

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

£859.12	Mrs C M Jones	Salary for June 2016
£214.80	HMRC	Tax/NI on Clerk's salary
£45.00	A J Hardy Ltd.	Payroll service (including payment of outstanding invoices 1332 and 1350)

£25.00	C Willetts	Website maintenance
£853.00	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£215.86	Internet Central	Line rental etc. for website (£179.88 plus £35.98 VAT)
£15.58	Benjamin Gibbs	Reimbursement for registering domain name for Neighbourhood Plan.
£5.37	Benjamin Gibbs	Reimbursement for advertisement (NP) on Facebook
£525.00	Kevin Gibbs	Reimbursement for publicity material associated with Neighbourhood Plan. (Supplier: Solopress)
£2,646.00	Ten & Bourne Ltd.	Printing of branding materials (Neighbourhood Plan) (£2,205.00 net and £441.00 VAT)
£1.00	British Telecom	Fee for adoption of the telephone kiosk
£43.00	D Espley	Playground inspection
£330.00	J Hancock	Audit of the accounts 2015-2016
£199.50	The Leaflet Team	Distribution of Neighbourhood Plan leaflets.
£6.50	Cllr W McIntyre	Travel expenses

#### Village Hall Payments

£295.00	Mrs B Fraser	Cleaning of the village hall
£18.15	Cllr V Adams	Supplies (£15.13 net and £3.02 VAT)
£237.12	Weaver Business Machines	(£177.12 rent to August to serve as three months' notice to the company; and £50, plus £10.00 VAT to remove the photocopier from the village hall.
£50.00	S Castellano	Window-cleaning of village hall
£420.00	Aspin Consulting Ltd.	Survey of toilets re. disabled toilets project scheme. (£350 net plus £70 VAT)
£516.00	M H Ascroft	Electrical survey and other electrical works (£430.00 net plus £86.00 VAT)
£92.11	ASH Waste Services Invoice 314609	Collection of waste – April 2016 (£76.76 net plus £15.35 VAT)
£113.28	ASH Waste Services Invoice 332337	Collection of waste – June 2016 (£94.40 net plus £18.88 VAT)

The invoice for April 2016 was still outstanding and should have been authorised at the May meeting. The payment made at the June meeting (Invoice 321892) was for collection of waste in May.

In approving this payment, the Clerk was asked to request ASH Waste to collect the waste once a month.

£417.32	British Gas	Gas supply for the period 4 March – 2 June 2016 (£397.45 net and £19.87 VAT)
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### **53 ENVIRONMENT COMMITTEE – APPOINTMENT OF COUNCILLOR G McINTYRE AS SUBSTANTIVE MEMBER**

This item was withdrawn from the agenda. It had been included in error.

## 54 GROUNDS MAINTENANCE

The grounds maintenance contract was due for renewal. An advertisement inviting companies to quote for the contract, would cost £157.18 (£130.98 plus £26.20 VAT).

The Parish Council was asked to decide if an advertisement should be placed and/or previous companies which quoted for the work in 2011 should be given the opportunity to re-quote.

**RESOLVED:** (a) That invitations to quote for the grounds maintenance contract be issued to those companies which had expressed interest in 2011 when the previous contract had been let;

(b) That the current contractor be asked to submit a quotation; and

(c) That an advertisement be placed in the notice-boards.

## 55 VILLAGE HALL

### 55.1 Minutes of Meeting held on 22 June 2016

The Minutes of the Village Hall Management Committee meeting held on 22 June 2016 were received for information. There were no recommendations from the Committee.

### 55.2 Membership of the Committee

The Village Hall Management Committee comprised five parish councillors and up to two non-voting members. One of the non-voting members had now resigned. The Parish Council was invited to consider if another non-voting member should be appointed at this time, or the seat left vacant.

It was **AGREED** that Nancy Vigrass, who had been a candidate for co-option at the May meeting, be invited to sit on the Committee.

### 55.3 Provision of Wi-Fi

The Clerk had drafted a report in respect of the provision of Wi-Fi at the Village Hall. This was sent to Councillor Kevin Gibbs who commented that further information was required.

The Clerk was not satisfied that the report, in its present form, was adequate for presentation to the Council. The task was more technical than originally envisaged and she was working with Councillor Gibbs on the development of a broad specification for the project to enable more detailed information to be provided for Members.

## 56 CONTRACT OF EMPLOYMENT – CLERK

Councillor Ankers had requested the inclusion of this item. He invited the Parish Council to consider arrangements which should be put in place in the event of the Clerk either dying in service, or being absent from work for a prolonged period of sickness.

At the previous meeting, the Parish Council considered its risk assessment/management arrangements, part of which addressed business continuity. The accompanying notes stated:

*All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of the meeting until the Clerk is available. In the event of prolonged absence, the Council would need to consider alternative arrangements.*

*Although the Cheshire Association of Local Councils is able to provide the services of an interim Clerk, this is a service which is only available to affiliated local councils.*



It was suggested that (a) Members carry out their own research into this and report to the next meeting; and (b) the Clerk enquire into the cost of affiliating to the Cheshire Association of Local Councils.

**57 TELEPHONE KIOSK**

A copy of the agreement was submitted. This was a straightforward agreement and would be signed by the Clerk and posted to British Telecom together with the cheque for £1.00 (Minute 52 above).

**58 WARD WALKS**

The Community Development Officer at Cheshire East Council was organising ward walks in both Rope and Willaston to consider issues such as dog-fouling, litter and parking. The Parish Council was invited to consider if it wished to participate.

Dates in July, August and September had been offered. The Clerk was asked to forward the dates to Members.

**59 TOWN AND PARISH COUNCIL CONFERENCE – 19 JULY 2016**

The next Town and Parish Council Conference organised by Cheshire East Council, was to be held on 19 July at Sandbach Town Hall commencing at 6.30 pm, with a 6.00 pm registration and town and parish councils were invited to nominate representatives to attend.

The Parish Council declined to participate in this event.

**60 BOUNDARY SIGNS**

Cheshire East Highways had been asked to survey the proposed locations for new boundary signs. This was requested in March and although the Parish Council was informed that this would require a survey of each location, it was expected that a report could have been presented within a month.

The engineer who was dealing with this matter had now advised that owing to pressure of work, this project has been transferred to another colleague and had been added to a list of schemes, but was unlikely to be completed in the near future.

The Clerk was asked to enquire into the name of the Engineer dealing with this matter and to request a date by which this would be completed.

**61 SHARED ITEMS**

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

School Car Park: The Clerk had prepared draft 'Frequently Asked Questions' about the Parish Council's previous financial contribution to the school, for use of the car park for residents and visitors.

Members agreed that a leaflet should be prepared, for delivery to each household in the parish. Councillor K Gibbs undertook to prepare the leaflet and would issue this to all Members for comment.

**62 DATE OF NEXT MEETING**

**3 AUGUST 2016**

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.15 pm