

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

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

Note: In reporting apologies for absence, Members were informed that Councillor R Melling had resigned, with immediate effect. The vacancy would be notified to Cheshire East Council Electoral Registration Service.

137 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.

138 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.

The following issues were raised:

- Banner stretched across the road on Rope Lane. The Clerk would report this to Cheshire East Highways.
- Chestnut Avenue: The road was in a poor state caused to some extent by HCVs, buses and other large vehicles. Councillor Edgar reported that there were options for resolving this, including (i) banning buses and HCVs; and (ii) removing grass verge on one side and replacing with tarmac.
- Trees in Chestnut Avenue required pollarding or removing as some were understood to be diseased.
- There were some dislodged/fallen trees (i) on Rope Lane, (ii) in the vicinity of The Limes, and (iii) near to Shavington School.
- New post-box not yet installed. Councillor S Edgar updated Members on the background to this and the proposed replacement of the post-box.

139 POLICE MATTERS

There were no Police Officers in attendance.

140 MINUTES – 2 DECEMBER 2015

RESOLVED: That the Minutes of the Meeting held on 2 December 2015 be approved as a correct record and signed by the Chairman.

141 MATTERS ARISING AND OTHER OUTSTANDING MATTER

Meeting held on 2 December 2015

- PCSO Duties: Schedule of duties to be provided for the Parish Council. (Minute No. 124)

The Clerk tabled copies of a response from Sergeant Daryn Wilcox in respect of PCSO duties in the parish in which he commented that he was satisfied that each PCSO had spent an above average time in their beat area. There had been one occasion when one of the PCSOs was deployed to an operation outside of the beat area for 5 hours.

The Clerk had written back to Sergeant Wilcox to ask for rota details.

Meeting held on 4 November 2015

- Replacement boundary signs (Minute No. 115). Cheshire East Highways had advised that before replacement signs could be considered, it must be notified of the precise locations. Councillor P Yoxall undertook to provide details to the Clerk.

142 FINANCIAL MATTERS

142.1 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

<u>Parish Council Payments</u>		
£809.22	Mrs C M Jones	Net salary – January 2016
£25.00	C Willetts	Website maintenance
£43.00	D Espley	Inspection of playground
£853.00	M Webster & Son	Grounds maintenance work (£710.84 net and £142.16 VAT)
<u>Village Hall Payments</u>		
£227.50	Mrs B Fraser	Cleaning of community hall
£205.70	British Gas	
£103.92	ASH Waste (Invoice 285019)	(£86.60 net - £17.32 VAT)

142.2 BUDGET 2016-2017

(A) MINUTES OF FINANCE COMMITTEE MEETING HELD ON 9 DECEMBER 2015.

The Minutes of the Finance Committee meeting held on 9 December 2015 were submitted to enable Members to appreciate how the Committee had reached its recommendations in respect of the budget for 2016-2017.

(B) DRAFT BUDGET – 2016-2017

The Parish Council was invited to agree its budget for 2016-2017. The Clerk's covering report was submitted, together with the detailed schedules which had been considered by the Finance Committee held on 9 December 2015.

In addition to the proposals recommended by the Finance Committee, there was an additional budget line (Mobile Vehicle Speed Display Unit). This had been suggested at the Parish Council meeting held on 2 December 2015 but was omitted in error from the schedule considered by the Committee at its meeting.

Members noted the detailed calculations as follows:

	£	£
Balance at bank on 30 September 2015	80,230.00	
LESS Payments (both accounts) due before 31 March 2016	(44,468.00)	35,762.00
ADD Receipts (including Village Hall income)	3,500.00	39,262.00
ADD VAT re-claim	1,170.00	40,432.00
Expected balance on 1 April 2016 (rounded)	<u>40,400.00</u>	
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Forward year budget proposals	125,250.00	
LESS Expected balance on 1 April 2016	(40,400.00)	84,725.00
Precept required (rounded)	<u>85,000.00</u>	

RESOLVED: (a) That a budget of £125,500.00 be approved, as detailed on the appendix to these minutes;

(b) That the Clerk be authorised to request a precept of £85,000.00 from Cheshire East Council; and

(c) That the Clerk's salary be reviewed on 1 March 2016 following completion of six months' service.

142.3 REQUEST FOR GRANT – SHAVINGTON SCOUTS (MINUTE 128.2)

At the previous meeting, the Council considered a request for a grant to enable the Scouts to be able to purchase T-shirts and polo shirts. Members queried the ownership of the shirts and the Clerk made enquiries.

Ownership of the shirts would stay within the Section to avoid extra expense for members' parents. They would be issued just before an event, then taken back and laundered to be ready for the next event. Responsibility for them would lie with the Leaders of the Group.

RESOLVED: That a grant of £150.00 be made to Shavington Scouts to enable purchase of T-shirts and polo shirts for the Beavers.

143 NEIGHBOURHOOD PLANNING

143.1 NEXT STEPS

(a) Draft Terms of Reference

Draft Terms of Reference for the Neighbourhood Plan Steering Group were submitted. Members agreed to the following amendment:

Membership to comprise a minimum of three parish councillors and a maximum of 15 volunteers.

RESOLVED: (a) That the Terms of Reference for the Neighbourhood Plan Steering, as amended at the meeting, be adopted; and

(b) That Councillors E Ankers, B Gibbs, K Gibbs and P Yoxall be appointed to the Steering Group.

(b) Public Meeting

Members discussed whether there should be a further public meeting to take matters forward.

RESOLVED:

- (a) That a public meeting be held on one of the following dates –
 - Sunday afternoon, 21 February
 - Monday evening, 22 February
 - Sunday afternoon, 28 February
 - Monday evening, 29 February
- (b) That John Heselwood of Cheshire Community Action be invited as a Neighbourhood Planning specialist;
- (c) That Mr R Cartwright (Audlem Neighbourhood Plan), or Mr T Lightfoot, Chairman of Wybunbury Parish Council, also be invited to address the meeting, on the basis that each of them had been involved with their own Parish Council's Neighbourhood Plans which were now complete;
- (d) That Councillors B Gibbs, K Gibbs and P Yoxall draft a newsletter for issue to each household in the parish;
- (e) That the Clerk prepare a press release outlining the arrangements for the second public meeting;
- (f) That publicity be given to the meeting in the next edition of Village Voice; and
- (g) That residents who had already expressed interest in the Neighbourhood Plan process be notified of the proposed second meeting.

143.2 NON-DISTRIBUTION OF NEWSLETTER

At the previous meeting, Members reported on the non-delivery of the newsletter to several streets in the parish. The Clerk had been asked to contact the company seeking a refund.

The Leaflet Team had responded to the request, to the effect that it could not provide a refund as the duties, as required, had been completed and all the back-checks carried out had confirmed this. The company was willing to offer a reduced rate for the next drop to demonstrate its willingness to build a long-term relationship with the Council.

RESOLVED: That The Leaflet Team be used for delivery of the next newsletter.

144 PLANNING APPLICATIONS

The Council was invited to comment on the following planning application:

- | | |
|----------|--|
| 15/5487N | 7 Barons Road, Shavington, CW2 5EH
Two-storey side extension |
| 15/4784N | 19 Wessex Close, Shavington CW2 5HX
Single-storey porch extension to front, and single-storey extension to rear of dwelling |

RESOLVED: That no objections be raised in respect of planning applications Nos. 15/5487N and 15/4784N.

145 CONSULTATION

The Parish Council was invited to submit observations on the following consultation document:

➤ **Cheshire East Council Pre-Budget Report (2016-2017)**

Cheshire East Council had published its pre-budget report for 2016-2017, with a foreword by Councillor Peter Groves, Portfolio Holder for Finance and Assets. Feedback from Town and Parish Councils was invited by Monday, 15 February 2016.

RESOLVED: That no observations be made on the Cheshire East Council Pre-Budget Report (2016-2017).

146 SHARED ITEMS/BOROUGH COUNCILLOR'S REPORT

Members were invited to share information which had not been available at the time of publication of the agenda, or to report on attendance at recent meetings of outside bodies. This was also an opportunity for Borough Councillor S Edgar to report on Cheshire East Council matters of interest.

The following issues were raised:

- Complaint by resident about dog faeces in the area of Greenfields and Ashcroft and wished the Parish Council to consider the provision of additional waste bins, one of which could be located at Knights Way. Councillor Edgar undertook to make enquiries of Cheshire East Council about the provision of multi-use bins which could be used for dog waste and litter.

A suggested solution was the provision of spray paint which could be used to spray dog faeces to highlight the problem. The Clerk undertook to place an order for a small quantity of paint.

- Complaints about bus services over the Christmas period. In particular, the bus service from Shavington to Crewe Bus Station and the service from the Bus Station to Leighton Hospital meant that there was a half-hour wait between each. It was suggested that enquiries be made of the bus companies to ask if the times could be altered to make the connections easier for passengers. Councillor Edgar suggested that initially, the Clerk contact Transport Service Solutions at Cheshire East Council.

- Councillor Edgar reported on the following matters:

- Recent approval of a planning application where S.106 funding was likely to be allocated to this parish for highway improvements.
- Highway surface treatment was due to be carried out in the next few weeks.

147 DATE OF NEXT MEETING

3 February 2016

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.30 pm

Item	2015-2016 Spend to 30 Sept 2015 £	Revised Estimates to 31 Mar 2016 £	Draft Budget 2016-2017 £
PARISH COUNCIL PAYMENTS			
Salary			
Clerk's salary (net) (C Moulton)	4,352.04		
Clerk's salary (net) (C Jones)	809.00	4,870.00	
Clerk's salary (gross)			12,887.00
HMRC - Tax/Ni on salary	1,573.58	1,500.00	
Ni Contributions		300.00	500.00
Payroll services and sundries	125.00	125.00	300.00
Administration			
Clerk's expenses (C Moulton)	54.44	0.00	
Clerk's expenses (C Jones)		50.00	100.00
Clerk's stationery items (ink cartridges etc)		50.00	100.00
Petty cash	150.00		300.00
Photocopier maintenance contract	172.91	150.00	300.00
Amenities			
Mid-Cheshire Footpath Society	8.00		8.00
Allotment site maintenance/repairs/skips	45.00		250.00
Vine Tree Play Area Play equipment inspections/maintenance	233.00	150.00	400.00
Locks (Reimbursement to P Yoxall)	141.06	0.00	0.00
Charge for use of Primary School Car Park Two separate payments of £1,050 each	1,050.00 1,050.00		
Best Kept Gardens Competition			
Prizes	120.00		150.00
Petty cash reimbursement	120.00		
Refreshments	155.91		250.00
Grants general	550.00		1,000.00
Grounds Maintenance	5,110.44	5,120.00	10,588.00
Insurance/Audit/Subscriptions			
External Audit (BDO)	360.00		369.00
Internal Audit	330.00		338.00
Insurance (Came & Company)	2,840.15		2,900.00
Members			
Travel expenses	156.78	150.00	250.00

Item	2015-2016 Spend to 30 Sept 2015 £	Revised Estimates to 31 Mar 2016 £	Draft Budget 2016-2017 £
Miscellaneous	24.99		
Litter-pick and notice-boards installation			
New notice-boards (6)	61.58		
Neighbourhood Planning			10,000.00
Police Community Support Officers		15,733.00	15,733.00
Planning consultancy		500.00	1,000.00
Remembrance Sunday			
Wreaths for war memorials/refreshments		100.00	125.00
Village Hall			
New fire door	437.43		
Hall steps repair	201.50		
Transfer to village hall account	2,000.00	2,000.00	
Disabled toilets project		5,000.00	30,000.00
Interior maintenance			5,000.00
Website support/hosting			
Development /maintenance and other communications/advertising (Village Voice etc.)	215.86	150.00	400.00
C Willetts - support/hosting	150.00	150.00	300.00
Re-branding of website to be compatible with all forms of new technology			4,000.00
Mobile vehicle-speed display unit			3,000.00
Unallocated reserves		1,000.00	10,000.00
SUB-TOTAL - PARISH COUNCIL PAYMENTS	22,598.67	37,098.00	110,548.00

VILLAGE HALL PAYMENTS			
Christmas lights - Yew Tree			
New door and rear lights			
Toilet improvement scheme			
Members - telephone account	148.88	150.00	450.00
Supplies	179.29	350.00	450.00
Cleaning of hall	1,805.00	1,800.00	4,000.00
Window cleaning	180.00	180.00	600.00
British Gas	478.95	600.00	1,200.00
Scottish Power	459.18	1,800.00	2,500.00

Item	2015-2016 Spend to 30 Sept 2015 £	Revised Estimates to 31 Mar 2016 £	Draft Budget 2016-2017 £
United Utilities	1,664.71	1,670.00	3,400.00
Waste collection (ASH)	512.24	520.00	1,100.00
L & R Electrical - light bulbs			
Fire equipment maintenance			500.00
Toilet repair			
Floodlight repairs			
Miscellaneous			
Bank charge			
Refunds to users	68.00		
Contingency and unforeseen repairs/renewals and CCTV investigation		300.00	500.00
SUB-TOTAL - VILLAGE HALL PAYMENTS	5,496.25	7,370.00	14,700.00
TOTAL COMBINED PAYMENTS PARISH COUNCIL AND VILLAGE HALL	28,094.92	44,468.00	125,248.00