

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 1 JUNE 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor G McIntyre Councillor W McIntyre	Chairman Vice-Chairman
	Councillor E Ankers Councillor S Cheshire Councillor B Gibbs Councillor R Hancock	Councillor V Adams Councillor M Ferguson Councillor K Gibbs
IN ATTENDANCE:	Borough Councillor S Edgar Bill Atteridge	Ward Councillor – Shavington Chairman of the Neighbourhood Plan Steering Group
	One member of the public	
APOLOGIES:	Councillors W Cooper, A Yoxall and P Yoxall	

21 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.

Councillors B Gibbs and K Gibbs each declared a personal and disclosable pecuniary interest in planning application No. 16/2513N on the basis that they were related to the applicant.

22 MINUTES

RESOLVED: That the Minutes of the Annual Meeting held on 4 May 2016 be approved as a correct record.

23 MATTERS ARISING (Not detailed separately elsewhere on the agenda)

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

At the previous meeting, it was suggested that Councillor W Cooper be asked to become a member of the Steering Group. This request had been passed to him and he would be able to report to the July meeting.

24 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar reported on the following:

- Planning Application 16/1690N – Vine Car Park
Variation of condition to allow deliveries to take place one hour earlier from Monday to Saturday, resulting in deliveries from 7.00 am on these days, but limited to 8.00 am on Sundays and public holidays.

The Southern Planning Committee had refused the variation and deliveries would remain at 8.00 am.

- Planning Application 16/0564N – 417 Newcastle Road
Change of use from offices with storage areas/workshop, to beauty salon with sun-beds and treatment rooms.

The Southern Planning Committee had approved the application.

Councillor Edgar remained concerned about parking and would be asking for double-yellow lines adjacent to the site.

- Councillor Edgar referenced a fireworks supplier on Chestnut Avenue and confirmed that he was licensed to sell fireworks.
- Lunchtime bus services were continuing.
- Road surfacing, Chestnut Avenue

Councillor Edgar was asked to deal with the following matters:

- Arrange for the trimming back of a tree in the vicinity of the NISA shop/Weston Lane.
- Overgrown hedge, Rope Lane. This could not be cut at present for environmental reasons, but would be cut back later in the year.
- The car park at the rear of the Co-Op Store had been closed and it was supposed to be made available to customers.

25 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 member of the public asked about the process for Public Inquiries and a response was given at the meeting.

26 POLICE MATTERS

26.1 PCSOs – POLICE ACTIVITY IN THE PARISH

There were no Police Officers in attendance.

26.2 CONTRACT - SERVICE LEVEL AGREEMENT WITH CHESHIRE CONSTABULARY (PARISH COUNCIL CONTRIBUTION TO COST OF TWO PCSOS)

David Keane, the new Police and Crime Commissioner for Cheshire started in post on 12 May 2016 and was currently familiarising himself with his area of responsibility.

Members discussed briefly the new contract between the Parish Council and Cheshire Constabulary. The previous contract expired on 6 March 2016 and Members suggested that until a new Service Level Agreement (SLA) was in place, a short-term contract, possibly 6 months, could be agreed to ensure that PCSO cover in the parish remained at a satisfactory level.

Inspector Woods would be invited to attend the June meeting.

Arising out of discussion, the Clerk was asked to contact Inspector Woods about the non-attendance of PCSOs at Parish Council meetings.

27 NEIGHBOURHOOD PLAN STEERING GROUP

27.1 Notes of Steering Group Meeting held on 16 May 2016

The meeting held on 16 May 2016 had not been quorate. Members of the group discussed matters informally and re-convened on 23 May. The Minutes taken on 16 May 2016 were submitted.

The Steering Group had booked a stall at the Fair on 8 July and the Festival on 2 July. It was important, therefore, to have branding in place before that event so that publicity for the Neighbourhood Plan could be maximised through flyers, banners and other publicity material.

27.2 Neighbourhood Plan Expenditure/Branding

The Council was invited to consider quotations for various aspects of the branding exercise.

Some of the documents had been circulated to Members on the day of the meeting and for this reason, Members of the Steering Group summarised the provisions and their own recommendations.

RESOLVED: (a) That the quotation submitted by Brave Little Tank for the provision of branding and printed materials, in the sum of £2,235 be accepted;

(b) That the Steering Group be authorised to commit to expenditure totalling a further £4,000;

(c) That the Steering Group be authorised to approve the design of a logo for the Neighbourhood Plan, in consultation with Members of the Parish Council (by e-mail) the decision to be taken by the Steering Group on 20 June 2016; and

(d) That the Chairman of the Steering Group be thanked for his offer to provide an activities summary for all parish councillors.

28 ACCOUNTS – 2015-2016

The Parish Council was asked to approve the accounts for the financial year 1 April 2015-2016. These had been considered by the Finance Committee at its meeting held on 23 May at which time Members reviewed the detailed receipts and payments for both the Parish Council and Village Hall account and carried out a Cardiff check which comprised 11 individual transactions: five from the Village Hall account and six from the Parish Council account. For each payment, Members verified the cheque recorded and the amount, with the details on the cheque itself. The end-of-year balance as shown on the bank statements, was also inspected.

The Clerk had been unable to balance the Parish Council accounts with the bank statements. The bank balances quoted as at 31 March 2015 did not accord with the bank statements themselves. In view of this anomaly, the Parish Council was asked to approve the accounts, subject to any observations to be made by the Internal Auditor.

28.1 SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Council was required to confirm that it was satisfied that there was a sound system of internal control.

RESOLVED: That the Annual Governance Statement for 2015-2016 (Section 1 of the Annual Return) be approved.

28.2 SECTION 2 ACCOUNTING STATEMENT

RESOLVED: (a) That Accounts (Section 2 of the Annual Return) be approved, subject to any amendments which the Internal Auditor might make; and

(b) That following the internal audit by John Hancock, the accounts be issued to BDO LLP, the external auditor.

29 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be authorised.

Parish Council Payments

£859.16	Mrs C M Jones	Salary for April 2016.
£290.74	HMRC	Tax/NI on Clerk's salary
£25.00	A J Hardy Ltd.	Payroll service – for year-end procedure
£25.00	C Willetts	Website maintenance

£853.00	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£7.20	W McIntyre	Travel expenses

Village Hall Payments

£285.00	Mrs B Fraser	Cleaning of the village hall
£12.85	Mrs V Adams	Hall supplies
£91.87	ASH Waste Services	Collection of waste (£76.56 net and £15.31 VAT)
£420.00	AG Consulting	Structure survey of the disabled toilets project. (£350 net and £70 VAT)
£102.00	Cheshire Conservatories	Window repair
£57.25	United Utilities	Water and waste-water – 27 January 2016 24 April 2016
£150.00	Des Massey	Draining of heating system and repair of radiator
£253.70	Mrs C M Jones	Reimbursement for settlement of invoice issued by Scottish Power.

The invoice was sent to the former Clerk, and by the time it had been received by the current Clerk, Scottish Power advised that it may be dealt with through a debt-collection agent, if not paid immediately.

30 VILLAGE HALL

30.1 Photocopier

The Parish Council was invited to consider removal of the photocopier currently located in the upstairs room at the Village Hall. The equipment was seldom used and during 2015-2016 cost a total of £350+.

RESOLVED: That arrangements be made for the photocopier to be returned to Weaver Business Machines.

30.2 Provision of Wi-Fi

The Clerk had made only initial enquires about the provision of Wi-Fi at the village hall but expected to be able to report to the July meeting.

31 MEMBERSHIP OF PLANNING COMMITTEE

At the Annual Meeting on 4 May 2016, the Council reviewed its delegation arrangements and appointed Members to the Planning Committee, namely Councillors M Ferguson, R Hancock, G McIntyre and W McIntyre.

The Chairman invited the Parish Council to revise the Terms of Reference for this Committee by increasing its membership and appointing an additional Member.

RESOLVED: That Councillor B Gibbs be appointed to the Planning Committee.

32 SOUTHERN PLANNING COMMITTEE/STRATEGIC PLANNING BOARD (CEC)

The Parish Council was invited to nominate councillors who could be authorised to represent the Council at the Southern Planning Committee, Strategic Planning Board and Public Inquiries.

RESOLVED: That Councillors M Ferguson and W McIntyre be appointed as the Parish Council's representatives to attend meetings of the Southern Planning Committee, Strategic Planning Board and Public Inquiries.

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

33 RISK ASSESSMENT/MANAGEMENT

The Parish Council was required to carry out an annual assessment of risks and the management arrangements in place. A risk assessment/management schedule was submitted for approval.

Comments were made as follows:

Line 21 – Loss of Documents Documents to be backed-up onto a flash-drive and stored in the upstairs meeting room of the Village Hall.
Line 22 – Village Hall. Smoke alarms to be purchased.

RESOLVED: (a) That the risk assessment/management schedules be approved; and
(b) That smoke alarms be purchased and installed, and the Clerk back-up Parish Council documents onto a flash drive.

34 COMPLAINTS PROCEDURE

At the previous meeting, the Clerk submitted a Complaints Procedure for approval and was asked to harmonise this with an existing document. This had now been carried out and a revised procedure was submitted.

RESOLVED: That the Complaints Procedure, as amended, be adopted.

35 PLANNING MATTERS

35.1 Planning Progress

The Clerk submitted a 'Planning Progress' schedule which recorded planning applications considered by the Parish Council and the current status of those applications.

The schedule was welcomed and it was **AGREED** that this be submitted to the Council periodically.

35.2 Planning Applications

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

16/2582N	91 Main Road, Shavington	Erection of conservatory and ground floor extension to rear.
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RESOLVED: That no objections be raised in respect of planning application No. 16/2582N.

16/2417N	Rear of 150A Crewe Road, Shavington	Demolition of commercial workshop and construction of two bungalows.
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RESOLVED: That Councillor S Edgar be asked to call-in planning application No. 16/2417N on the grounds of highway safety.

(Note: Councillors B Gibbs and K Gibbs, having declared a personal interest in planning application 16/2513N, withdrew from the meeting prior to discussion, and re-joined the meeting at the conclusion of the item.)

16/2513N	21 Crewe Road, Shavington	Proposed front porch, two-storey side and single-storey rear extensions.
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RESOLVED: That no comments be made on planning application No. 16/2513N.

16/0015N	Land to rear of 46 Chestnut Avenue	Outline application for construction of 44 dwellings, including access and associated works.
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This application was considered by the Parish Council at its meeting on 3 February 2016. The application had been re-submitted as amended plans/details had been received by Cheshire East Council.

RESOLVED: That the following objections be raised in respect of planning application No. 16/0015N.

- (i) Egress from the development onto an over-used and under-sized highway will exacerbate the problems already experienced.
- (ii) Flooding: There are significant problems of flooding in the parish in respect of previous sites and the flood plain in the area is such that it will add to the problems.
- (iii) Traffic from Chestnut Avenue into Crewe Road junction is not wide enough for current traffic flow and the development would exacerbate the situation.
- (iv) Erosion of the Green Gap: The development will further erode the Green Gap between the built-up areas of Shavington and Crewe and will adversely affect the visual character of the landscape which would significantly and demonstrably outweigh the benefits of the scheme, notwithstanding the shortfall in housing land supply. The development is therefore contrary to Policy NE4 (Green Gap) of the Borough of Crewe and Nantwich Replacement Local Plan 2011 and guidance in the National Planning Policy Framework.
- (v) The roads in the village are inadequate and unable to cope with the current level of traffic. This development will worsen the situation.
- (vi) It is understood that this site is not allocated for development in the Local Plan which is currently out for consultation.
- (vii) The size of the site is inadequate and it would appear that the development has a potential to encroach onto the Vine Tree Play Area which is owned by the Parish Council. Specific comments in respect of this are:
The development does not appear to meet the aims and connectivity objectives of the Local Plan. For the development to work, the bridge connections are vital across Swill Brook and must connect to the Wain Homes' site to the west of the proposed development. This will then allow good access to the country-side park and formal play area. The Local Plan standard of 60m² x 44 dwellings means that the required POS on site is 2,640m². The developer's proposals of 2,150m² leave a shortfall of 490m².

35.3 Pre-Application Consultation

Borough Councillor Steven Hogben had forwarded planning drawings from Mono Consultations in respect of pre-application consultation for the siting of a telephone mast.

No observations were made.

35.4 Planning Application 15/2147N : Land to rear of 71 Main Road, Shavington Appeal Reference APP/R0660/W/16/3147420

(Note: Prior to discussion of this item, Councillors B Gibbs and K Gibbs withdrew from the meeting and re-joined the meeting following conclusion of the item.)

Members received for information, a copy of a resident's objections sent to the Planning Inspectorate in respect of planning application No.15/2147N.

36 BEST-DRESSED HOUSE AT CHRISTMAS

The Parish Council was asked to give initial consideration to arrangements for a 'Best-Dress House at Christmas'. The following was agreed.

- The cut-off date for judging would be 15 December 2016.
- Judging details to be decided at a later date but initially suggested that four judges visit decorated houses in the dark.
- The event be advertised in the Village Voice later in the year.
- One prize only be offered (£50).
- Shavington Village Festival Committee to become involved.

37 CORRESPONDENCE

It was reported that the Rt. Hon. Edward Timpson MP had offered the opportunity for parish councillors to attend various tours of The Palace of Westminster, which included the following:

During Parliamentary Sessions

Monday	9.00 am – 12 noon (full tour)
Tuesday and Wednesday	9.00 am – 9.55 am (full tour)
Tuesday and Wednesday	10.00 am – 12 noon (partial tour: House of Lords only)
Thursday: no tours	
Sitting Fridays:	3.30 pm – 5.15 pm (full tour)
Non-Sitting Fridays:	9.30 am – 5.15 pm (full tour)

Elizabeth Tower Tours

Bookings taken six months in advance.

Interested Members were asked to make direct contact with Mr Timpson at timpson@parliament.uk or by phone (020 7219 8027).

38 SHARED ITEMS

Members were able to share information which was not available for inclusion on the agenda. The following matters were raised:

- Overgrown hedges in vicinity of 1 Mercian Close.
- Footways in vicinity of The Vine were overgrown. The Clerk was asked to contact ANSA.
- Comments had been received about access to Shavington Primary School car park. The Clerk was asked to prepare a list of 'Frequently Asked Questions' which could be displayed on notice-boards and on the website.

39 DATE OF NEXT MEETING

6 JULY 2016

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.40 pm