

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 3 AUGUST 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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

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**63 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.

**64 MINUTES**

**RESOLVED:** That the Minutes of the Meeting held on 6 July 2016 be approved as a correct record and signed by the Chairman.

**65 MATTERS ARISING**

There were no matters arising from the previous Minutes.

**66 BOROUGH COUNCILLOR STEVE EDGAR**

Councillor S Edgar reported on Cheshire East Council matters of interest which included the following. Members also raised issues with Councillor Edgar.

- Planning Appeal (Application No. 15/1210N – development of 68 houses). The Appeal was due to commence on 20 September 2016 to be carried out over four days.
- There was no requirement for the inclusion of affordable homes on the development proposed in the vicinity of the petrol station.
- Wessex Play Area: Councillor Edgar had requested an inspection of the play area.
- Queen Street Car Park (owned by Cheshire East Council). It was currently overgrown with weeds and required a litter-pick.
- Hedge encroaching onto footway at 135 Main Road.

**67 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. Matters raised included the following:

- A Shavington to Nantwich bus service was required. The members of the public in attendance had requested this of Cheshire East Council, which, in turn, had stated that the matter should first be raised with the Parish Council.

A discussion ensued and a Member commented that clarification was required to establish –

- Why the bus service was no longer operating.
- How could it be reinstated?
- If Cheshire East Council did not wish to continue to operate a Shavington to Nantwich bus service, what action could be taken by the Parish Council to reinstate the service?

The Clerk was provided with contact details for one of the residents in attendance and would write to her following a response from Cheshire East Council.

- The drives of several houses on Newcastle Road, in the vicinity of Manley's, had encroached onto the footway.

## **68 PCSOs - NEW SERVICE LEVEL AGREEMENT (SLA)**

At the previous meeting, the Clerk had been asked to enquire if Rope Parish Council wished to contribute one-third of the cost of a PCSO. Rope Parish Council held its last meeting on 4 July and as it had an August recess would not be meeting until 5 September.

The Parish Council was invited to consider if it wished to proceed with the SLA, or wait until Rope Parish Council had the opportunity to consider this.

Members **AGREED** to defer consideration of this matter to the September meeting.

## **69 POLICE ACTIVITY IN THE PARISH**

PCSOs Corbett and Moulton were not in attendance. The Beat Manager's report, which had previously been promised as a means of reporting on Police activity in the parish, had not yet been provided.

The Clerk was asked to write to Inspector Kate Woods to express Members' disappointment that despite her recent commitment that the Beat Report would not only feature as part of a new SLA, but would also be a monthly report to the Parish Council, especially on those occasions when the PCSOs were unable to attend owing to their rota commitments.

## **70 NEIGHBOURHOOD PLAN STEERING GROUP**

### **70.1 Minutes – 18 July 2016**

The Parish Council received the Minutes of the Steering Group meeting held on 18 July 2016.

### **70.2 Map of Area**

The Chairman of the Steering Group (Mr W Atteridge) had provided a copy of the map obtained from the Neighbourhood Plan Team at Cheshire East Council.

Rhiannon Monaghan (CEC Neighbourhood Plan Team) had said that of the 13 service centres, Shavington-cum-Gresty was in the middle (No. 8 of 13) in size measured by households. The parish had about 8% (1,700) of the total Service Centre households. This meant that the initial projection of the new housing requirements, within the current Local Plan, was about 280 units (of the total 3,500 required). Ms Monaghan acknowledged that the parish already had more than 280.

At the next meeting of the Steering Group, responses to the recent Facebook informal consultations would be analysed. A further advertisement, through Facebook, would be placed in the next few days.

### **70.3 Neighbourhood Plan**

#### **(a) Draft Project Plan**

A proposed draft project plan for the Neighbourhood Plan process was submitted for information. The Steering Group would review this and would add-in the dates of Parish Council meetings to allow for approval of various stages of the Plan prior to the statutory consultations.

#### **(b) Funding from Locality UK**

Cheshire Community Action had provided a draft application form for funding which could be submitted in due course to Locality UK. Any grant awarded would be from Groundwork UK which was a federation of independent charities.

The grant must be for specific items and must also be spent within a specific time-frame which was either 6-months from the date of the award or the end of the financial year, whichever was the later.

The Chairman of the Steering Group (Mr W Atteridge) and Councillor B Gibbs spoke to this item and reported that they would be applying for grants in tranches so that it would be possible to spend allocated grants within the timeframe. A copy of the grant application form was submitted for information.

#### **(c) Quotation from Cheshire Community Action for support**

Members considered a quotation from Cheshire Community Action (CCA) which quoted £7,648.20 for the provision of support for the Neighbourhood Plan process. This represented a 10% discount, if the Parish Council became a member of CCA and covered the following:

- CCA Officer time and expenses £288 per day  
Support with public events; consultation; survey (reduced from £320 per day  
presentation and analysis; evidence-gathering; if the Parish Council joined  
analysis and formulation of draft policies and CCA)  
justification; along with preparation of basic conditions  
and consultation statements.  
(24 days)
- OCSI Demographic report
- Attendance at four Steering Group meetings
- Associated mileage costs

The Parish Council was required to comply with Financial Regulations and for expenditure in excess of £500, three quotations were required; however, Regulation 11 (a) (ii) of the Financial Regulations allowed for specialist services to be sought without competition. This requirement was a matter for a good faith interpretation by the Parish Council.

**RESOLVED:** (a) That the quotation submitted by Cheshire Community Action be approved in the sum of £7,648.20 for provision of services as detailed, in accordance with Regulation 11 (a) (ii) of the Financial Regulations; and

(b) That the Parish Council join Cheshire Community Action at a fee of £50.00.

## 71 PLANNING MATTERS

### 71.1 Planning Application

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

16/3500N	409 Newcastle Road, Shavington, CW2 5EB	Alterations to roof and dormer windows.
16/3351N	2 Santune Court, Rope Lane	Vehicular crossing dropped kerb
16/3713N	Greenbank Farm, Crewe Road	Prior approval of single-storey rear extension extending 5m beyond the rear wall, maximum height of 4m and eaves heights of 2.5m

**RESOLVED:** That no objections be raised in respect of planning applications Nos. 16/3500N, 16/3351N and 16/3713N.

### 71.2 Southern Planning Committee 16/0015N – outline application for the demolition of No. 46 Chestnut Avenue

This application was considered by the Southern Planning Committee earlier in the day. Councillor W McIntyre had attended to represent the Parish Council.

The application had been refused.

### 71.3 Planning Appeal – 15/1210N Land off Crewe Road, Shavington, CW5 5AH Outline application for development of 68 houses including new vehicular entrance, boundaries, infrastructure and landscaping with primary access from Crewe Road

The applicant had appealed this decision following refusal by CEC on 10 July 2015. The Parish Council had submitted its comments to the Borough Council at that time. The appeal was to commence on 20 September and would take place over four days. Councillor Edgar urged parish councillors and residents to attend the Public Inquiry.

Publicity for the appeal would include a post on the Parish Council's website and on the Neighbourhood Plan website.

### 71.4 Street Naming – Development on land off Newcastle Road, Shavington

It was noted that the Parish Council had been invited to make suggestions for a street name for the above development. A response was required before the 3 August. The Clerk had contacted Members with a view to arranging an extra-ordinary meeting on 27 July; however, only two Members indicated that they would be available and as the quorum was four, the Clerk was unable to make arrangements.

The Clerk subsequently received information from the Street Naming Team which had explained that the marketing name using the word 'Orchard' was beyond the legal powers of the Borough Council. If Members wished, a letter could be sent to the developer (Prospect (GB) Ltd) objecting to the marketing name and pointing out the confusion which would arise as a result of the use of 'Orchard' when there were already two streets in the parish which used this name (The Orchards and Orchard Close).

The street name for the 28 dwellings was likely to be Diamond Close and this was to be submitted to Councillor Ainsley Arnold (the Portfolio Holder for Housing and Planning) for decision.

**RESOLVED:** That the Clerk write to Prospect (GB) Ltd to request that the name 'Orchard' be removed from its marketing name for the development on land off Newcastle Road.

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

## 72 FINANCIAL MATTERS

### 72.1 Annual Accounts 2015-2016

At the meeting held on 6 July 2016, the Parish Council considered the report of the Internal Auditor (John Hancock) following his audit of the accounts for 2015-2016. Members requested a more detailed breakdown of the accounts to enable an understanding of the rationale behind the calculations.

The Clerk had discussed this with Mr Hancock and a brief report was submitted, explaining the adjustment balance of £49,245.

**RESOLVED:** That Mr Hancock be invited to attend a meeting of the Finance Committee to explain in detail the rationale behind the adjusted figures in the annual accounts.

### 72.2 Receipts and Payments Statement – Parish Council Account (1 April – 30 June 2016)

**RESOLVED:** That the receipts and payments statement for the first quarter of the financial year (Parish Council account) be approved.

### 72.3 Receipts and Payments Statement – Village Hall Account (1 April – 30 June 2016)

**RESOLVED:** That the receipts and payments statement for the first quarter of the financial year (Village Hall account) be approved.

### 72.4 Budget Monitoring – 2016-2017

The Parish Council considered a budget monitoring statement showing the position at 30 June 2016 and the likely out-turn at the end of the financial year.

**RESOLVED:** That the budget monitoring statement be received and noted.

## 73 AUTHORISATION OF PAYMENTS

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

<u>Parish Council Payments</u>		
£859.12	Mrs C M Jones	Net Salary
£214.80	HMRC	Tax on Clerk's salary
£100.17	Mrs C M Jones	Reimbursement for postage from October 2015 – July 2016 (£55.17) Printer cartridges (£45.00)
£15.00	A J Hardy Ltd.	Payroll service.
£25.00	C Willetts	Website maintenance
£853.00	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)
£42.19	B Gibbs	Reimbursement for the cost of Facebook advertisements – Neighbourhood Plan

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Village Hall Payments

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£285.00	Mrs B Fraser	Cleaning of the village hall
£50.00	S Castellano	Window-cleaning of village hall
£92.00	ASH Waste	Collection of waste (£76.76 net and £15.35 VAT) Invoice No. 339750
£338.25	Scottish Power	Electricity supply (based on actual reading in July. Previous invoices had been estimated.)
£470.00	Cheshire Conservatories	Repair of guttering at front of village hall (£391.67 net plus £78.33 VAT)

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**74 COMMUNICATIONS POLICY/RE-BRANDING OF WEBSITE**

The Clerk had been working with Councillor B Gibbs to formulate a plan to improve communication between the Parish Council and the residents of the parish to enable greater engagement with all residents.

The Parish Council was recommended to establish a small 'Communications Committee' to discuss this matter in detail and present recommendations to the Parish Council.

The suggested procedure would be as follows:

- Three quotations for branding to be sought.
- The Committee to consider the quotations and approve a contractor.
- The Committee to consider the content of the website to comprise a mix of static pages and interactive items.
- Successful contractor to be invited to attend a special meeting of the Parish Council to present log options.
- Parish Council meeting – approval of the logo.
- November Finance Committee meeting to consider financial implications for the forward year.

**RESOLVED:** (a) That a Communications Committee be established comprising Councillors B Cooper, B Gibbs, K Gibbs, M Ferguson and W McIntyre; and

(b) That in view of Members' holiday commitments, arrangements be made for the first meeting to be held week commencing 22 August 2016.

**75 VILLAGE HALL – PROVISION OF WI-FI**

The Parish Council was invited to consider the joint report of the Clerk and Councillors Benjamin Gibbs and Kevin Gibbs, in respect of the provision of Wi-Fi at the Village Hall.

It was suggested that this would be an appropriate project for the Communications Committee to consider and make recommendations to the Council.

There was no specific budget provision for Wi-Fi, but the costs could possibly be met from within the £4,000 allocated under the development of the website/re-branding.

**RESOLVED:** That the Parish Council proceed with arrangements to seek quotations for installation of Wi-Fi in the Village Hall.

**76 BUSINESS CONTINUITY – ARRANGEMENTS IN THE ABSENCE OF A CLERK.**

At the previous meeting, Members discussed arrangements to 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.



As part of the discussion, the Clerk had been asked to contact the Cheshire Association of Local Councils (ChALC) about the fee for affiliation. This was based on the electorate and for Shavington there were approximately 3,835 electors (the fee was 35P per elector). This gave a total fee in a full year of £1,342. If the Council wished to become affiliated at this stage, the fee would be £894 for the remainder of the municipal year (i.e. to May 2017).

The reason for considering affiliation was that in the event of the Clerk dying in service, or being absent for a prolonged period of sickness, ChALC would be able to arrange for the services of an interim Clerk until it was possible to recruit another Clerk.

**RESOLVED:** That the Parish Council become affiliated to the Cheshire Association of Local Councils, with immediate effect.

## **77 TELEPHONE KIOSK**

This item was **DEFERRED** to the September meeting.

## **78 VINE TREE PLAY AREA**

A resident had contacted the Clerk to complain of anti-social behaviour in the playground and she attributed this to the fact that the playground was no longer locked.

The Parish Council had considered this matter at its November 2015 meeting, at which time it was agreed that the playground should remain unlocked unless and until there were any reported incidents.

In view of this complaint, the Parish Council was invited to re-consider the matter.

Although there had also been some graffiti on pieces of equipment on the playground, Members were of the view that this could be an isolated incident and, on balance, there should be no change at this time to the decision made in November 2015.

## **79 MOBILE VEHICLE-SPEED DISPLAY UNIT (KNOWN AS A 'SID')**

The Parish Council had included a sum of £3,000 in its budget for the current financial year for the provision of a mobile vehicle-speed display unit. To enable the Clerk to seek quotations, the Parish Council was asked to consider the following:

- The proposed location of the unit.
- Display message; for example, should it be the speed at which the vehicle is driving, together with an accompanying message, such as 'slow down'?
- Are solar panel units to be provided, or should it be battery-operated with re-chargeable batteries?
- Should there be a data-logging system capable of being downloaded and forwarded to the local Police?
- Is the unit to be a fixed unit, or capable of being moved around the parish, in which case, several posts would need to be purchased, and the location of all posts needed to be approved by Cheshire East Highways to ensure that these conformed to the appropriate traffic regulations.
- If the unit is to be moveable, this would need to be carried out by parish councillors and/volunteers. This was an onerous task as experience showed that the equipment should be moved every three weeks to be effective. If left in one location for a prolonged period, motorists became complacent and disregarded the signs.
- Parish Councillors and volunteers would need to be trained to move the units and this would probably require the purchase of a ladder and high-visibility vests, in the interests of personal safety.

**RESOLVED:** (a) That the Clerk contact TWM Traffic Management Systems Ltd. requesting photographs and specification options for various SID designs; and

(b) That the Parish Council consider this matter at its September meeting.

## **80 BUS SHELTER – ADJACENT TO ‘CHESHIRE CHEESE’**

At the Parish Council meeting held on 6 April 2016, the Clerk was asked to contact Cheshire East Council to request the removal of asbestos which it was understood was part of the fabric of the bus shelter.

Transport Service Solutions (Cheshire East Council) had advised that although it updated the bus timetable information in the board adjacent to the bus stop, it did not own the bus stop.

The Clerk was asked to contact Borough Councillor S Edgar to ask him if he would make his own enquiries to establish ownership of the bus shelter.

## **81 PARISH BOUNDARY SIGNS**

The Clerk had received the contact details for the Officer who was now dealing with the survey and quotation for boundary signs and had made direct contact with him.

Whilst Cheshire East Highways could provide new boundary signs, these were third-party requests which did not form the core part of its work and as such, were not given the same priority as, for example, highways maintenance, planning and roadworks.

The cost of a new sign, to display only ‘Shavington-cum-Gresty’ was approximately £400-£500 per location. The cost was reduced if existing sign posts were reusable. The formal quotation (which was likely to be £3,000+) would comprise the following:

- Supply of sign
- Supply of posts and concrete
- Installation which included labour costs and traffic management, dependent on locations.
- The engineer’s time (Design Team costs which included the survey, consultation with statutory undertakers etc.)
- Delivery time which included the time for preparing a quotation.

As a reminder, the following were the proposed locations.

- Rope Lane: opposite to Rope Farm showing entry into the parish.
- Jack Mills Way: on the opposite side of the road to the ‘Crewe’ sign.
- Gresty Lane. At the end of the row of houses beyond the end of the allotments site.
- Raven Inn, Davenport Avenue: Opposite side of the road to the public house.
- Fuller Drive: Adjacent to the Parish Council’s notice-board
- Stock Lane: In the vicinity of No. 10.

As there were several other parish councils on the waiting list, it was unlikely that the quotations would be received before September/October.

## **82 UPDATE ON OUTSTANDING MATTERS**

The Clerk updated Members on the following outstanding matters.

- **Village Hall – Replacement Ceiling/Re-decoration**  
Invitations to quote had been issued and Councillors V Adams and W McIntyre had met with various contractors on site. Responses were awaited.
- **Village Hall – Disabled Toilets Project**  
Three building companies had been invited to quote for the disabled toilets scheme. A copy of the plans and the surveyor’s report had been provided to each.

When quotations for both of the above items were received, a meeting of the Village Hall Management Committee would be arranged.



- **Grounds Maintenance Contract**

Four potential contractors, including the current contractor, had been asked to submit quotations by 12 August. After that date, the Clerk would arrange a meeting of the Environment Committee to consider the matter with the aim of letting the contract from 1 September 2016.

### 83 SHARED ITEMS

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

- The Clerk was asked to enquire if the new Co-op Store would be willing to add a Post Office counter.
- Piccadilly – overgrown vegetation.
- The village was looking neglected, partly related to overgrown areas and litter. It was **AGREED** that this be added as an item on the next agenda with a view to encouraging the community to participate in a regular clean-up/litter-pick. The Clerk was asked to make enquiries of ANSA regarding the availability of litter-picking equipment.

### 84 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 items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

### 85 WORKPLACE PENSIONS

(Reason for exclusion: employment matter)

The Parish Council considered the Clerk's report in respect of compliance with the new workplace pensions regulations.

**RESOLVED:** (a) That it be noted that the Parish Council had complied with its obligations under the Workplace Regulations; and

(b) That a formal letter be sent to the Clerk, as indicated in the report.

### 86 SCHOOL CAR PARK

(Reason for exclusion: likely to reveal the identity of individuals)

At the previous meeting, Members agreed that a leaflet should be prepared, for delivery to each household in the parish. The leaflet would explain the Parish Council's position in respect of its financial contribution to Shavington Primary School for use of the car park for residents and visitors.

Subsequent to that, a copy of the original signed agreement had been made available and for this reason, Councillor K Gibbs had reviewed the situation and now read out to the meeting the contents of a proposed letter.

It was **AGREED** that in the first instance, Councillor M Ferguson contact the Community Governor at Shavington Primary School to discuss the situation, following which he would report back to the September meeting.

### 86 PARISH COUNCILLOR'S ABSENCE

(Reason for exclusion: Personal matter)

The Parish Council considered a request for an extended leave of absence for Councillor A Yoxall.

**RESOLVED:** That, for the reasons given, the Parish Council approve a six-month leave of absence for Councillor A Yoxall effective immediately.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.25 pm