

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 4 OCTOBER 2017 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor R Hancock	In the Chair
	Councillor V Adams	Councillor S Cheshire
	Councillor B Gibbs	Councillor M Ferguson
	Councillor G McIntyre	Councillor W McIntyre
IN ATTENDANCE:	Borough Councillor S Edgar	
	Mr W Atteridge	Chairman of the Neighbourhood Plan Steering Group
	Six members of the public	
APOLOGIES:	Councillors W Cooper, E Clayton, K Gibbs and P Yoxall	
ABSENT:	Councillor E Ankers	

117 ELECTION OF CHAIRMAN FOR THE MEETING

In the absence of the Chairman and Vice-Chairman, the Parish Council was invited to elect a Chairman for the meeting.

RESOLVED: That Councillor Rene Hancock be elected Chairman for the meeting.

118 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.

119 MINUTES

RESOLVED: That the Minutes of the meeting held on 6 September 2017 and the Extra-ordinary meeting held on 26 September 2017 be approved as correct records.

120 MATTERS ARISING

Update on matters raised at the previous meeting:

- The order for the hi-viz vests had been placed.
- There was no further information about the installation of the vehicle-speed display unit.

121 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.

Members of the public raised a number of issues in respect of Shavington Primary School and were advised to take up the various matters with the school itself.

122 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar reported on various Cheshire East Council matters:

- The yellow-lining and H-bars (referenced at previous meetings) would be deferred until BT had carried out the necessary work regarding the lack of Broadband connection in some parts of the parish.
- Work was being carried out at Crewe Green roundabout resulting in long delays which would impede travel to Sandbach.
- In response to a Members' question, the meeting was informed that work currently being carried out by United Utilities, on Main Road, was due to be finished by 6 October 2017.

123 FINANCIAL REGULATIONS

The Parish Council was asked to approve amendments to the Financial Regulations as follows.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- *the Council for all items over £1,000 ;*
- *a duly delegated committee of the Council for items under £1,000;*
and
- *the Clerk, in consultation with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.*

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

11. CONTRACTS

Regulation 11 (h)

When it is intended to enter into a contract of less than £25,000 (but more than £3,000), in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain three quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £1,000 the Clerk/RFO shall strive to obtain three estimates; otherwise, Regulation 10 (3) above shall apply.

The reason for the suggested changes was to allow more flexibility when seeking quotations.

For ease of reference, a copy of the Financial Regulations was appended to the agenda.

RESOLVED: That amendments to paragraphs 4 and 11 of the Financial Regulations, as indicated, be approved with immediate effect.

124 WI-FI IN VILLAGE HALL – QUOTATION

At its meeting held on 26 September 2017, the Communications Committee considered quotations for the installation of Wi-Fi and recommended that the contract be awarded to KCOM, being the lower of two.

Three quotations had been sought, but only two companies had quoted.

RESOLVED: That the quotation received from KCOM for the provision of Wi-Fi in the Village Hall [Minute No. 75 – 3 August 2016 referred] be approved as follows:

Installation of new phone line	£99.00
Fibre Broadband	£30.00 per month
Router installation	£54.00
Line rental	£11.50 per month
Summary of costs:	
Initial installation	£153.00
Annual costs	£498.00

125 POLICE MATTERS – BEAT MANAGER’S REPORT

A copy of the Beat Manager’s report had been issued to Members under separate cover.

The Clerk was asked to write to the PCSOs’ Line Manager expressing Members’ concern that there was little substance in the Beat Manager’s report. Members were also concerned at the reduction in PCSOs’ attendance at Parish Council meetings.

126 PLANNING MATTERS

126.1 Planning Applications

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

17/2483N Elephant and Castle Inn, 289 Newcastle Road, Shavington CW2 5DZ
Affordable Housing Development comprising 45 houses and ancillary works

The application now incorporated a scheme of highways improvements and a proposal to make Main Road a one-way street, subject to a S.278 application under the Highways Act.

The deadline date for observations had been noon on 4 October, but the Case Officer had agreed to an extension for the Parish Council to enable comments to be submitted on 5 October 2017.

RESOLVED: That the Parish Council strongly object to the amended planning application No. 17/2483N on the following grounds.

1. There is no requirement in the parish for an additional 45 houses. Moreover, there is no requirement for additional affordable homes. This is unnecessary as there are more than 400 affordable homes approved in the Shavington/Wybunbury area which is more than 5 years supply given the current Cheshire East requirements
2. Access and egress problems will be exacerbated, especially at close of business.
3. The one-way system proposed on Main Road and the widening of the footway (pavement) will cause problems, particularly in respect of the manoeuvrability for heavy commercial vehicles. There will also be a dangerous situation created by vehicles exiting the development turning right towards Newcastle Road when the traffic coming from Newcastle Road is entering a one-way system.
4. The proposed increase of the footpath will decrease the road width and cause a dangerous situation when vehicles are parked in the road. If local residents park on the footpath to reduce the potential danger they will block the footpath and negate the suggested widening.
5. The bus service is inadequate.
6. The social infrastructure is inadequate, e.g. local school will be unable to accommodate additional pupils; there is no GP practice in the parish; no Post Office; and the application provides for an inadequate play area.
7. The Parish Council requests that no construction commences until the adoption of the one-way system.
8. The physical infrastructure will be unable to cope with the development, in particular, there will be a damaging effect on sewers/drains/broadband particularly on Main Road as the sewer is continuously being overwhelmed, damaged and repaired.
9. The development proposed is outside the settlement boundary.

10. The development will result in erosion of the Green Gap.
11. The proposals generally produce a more dangerous highway situation particularly at the intersections of Main Road/Dig Lane/Newcastle Road.
12. This development is not included in the recently adopted Local Plan.

If the Borough Council is minded to approve the application, the Parish Council recommends that it be conditioned as follows:

- There should be no building commenced until the required physical infrastructure is in place.
- There shall be no development activities on site until the one-way system is in place.

17/4703N	4 Oakleaf Close, Shavington, CW2 5SF Conversion of garage into habitable room and construction of small side/rear building to house garden equipment etc. and a rear extension to kitchen/dining area.
17/4762N	63 Broadleigh Way, Crewe, CW2 6TT Re-alignment of fence to incorporate area of garden to the side of the House.
17/4995N	Shavington Green Farm, Crewe Road, CW2 5JB Five new build houses within the domestic curtilage of Shavington Green Farm

RESOLVED: That no comments be made on planning applications Nos. 17/4703N, 17/4762N and 17/4995N.

**126.2 DIVERSION OF PUBLIC FOOTPATH –
PROPOSED DIVERSION OF PUBLIC FOOTPATHS NOS. 4 (PART) AND
6 (PART) – PLANNING APPLICATION NO. 15/4046N**

The Parish Council was invited to comment on a proposal to divert public footpaths Nos. 4 (part) and 6 (part).

Comments were requested by 10 November 2017.

RESOLVED: That this item be deferred to the November meeting.

127 NEIGHBOURHOOD PLAN

Mr W Atteridge, the Chairman of the Neighbourhood Plan Steering Group updated the Parish Council on progress on development of the Neighbourhood Plan. Mr Atteridge also took the opportunity to reference the Community Infrastructure Levy (CIL) which featured as an item later on the agenda.

128 HIGHWAYS MATTERS

Councillor Edgar reported that a sum of £10,000 had been allocated by Cheshire East Council under the 'Minor Road Works' scheme. This had been taken from the larger fund of £45,000 which was allocated for the Crewe South area. Councillor Edgar was keen for this funding to be spent before 31 March 2018.

Councillor Edgar had suggested potential uses for the fund and some of the detail below was for information only as the cost was outside the totality of the budget.

- | | |
|---|--------|
| • Yellow lines (for restricted parking at certain times of the day) | £4,000 |
| • Speed signage | £1,000 |
| • Vehicle Activated Speed Sign | £6,000 |

• Dropped kerb for disabled/blind and partially-sighted	£4,000
• One-way system at Sugar Loaf	£18,000
• Pedestrian crossing	£80,000

Double yellow lines at Goodalls Corner and also on Newcastle Road between the petrol station to the traffic lights, had both been approved, together with H-bars at Goodalls Corner. These projects had already been subject to consultation and amended as a result of comments received during consultation.

Members were asked to note that the costs were not solely related to labour and materials, but also included consultation, legal services and the making of traffic regulation orders.

Councillor Edgar had also secured funding of £10,000 for a project which had subsequently been deemed impractical.

It was AGREED that this item be deferred to the November meeting. Members were invited to make suggestions for spending the fund, in priority order.

RESOLVED: That this item be deferred to the November meeting.

(Note: Councillor Edgar, Mr Atteridge and members of the public, withdrew from the meeting at this point in the proceedings.)

129 FUTURE FUNDING ARRANGEMENTS FOR PCSOs

The Parish Council had conducted a survey, via the newsletter, to establish residents' views on the future funding arrangements for PCSOs in 2018-2019.

The newsletter had been distributed to each household in the parish. A total of 74 responses had been received, and results as follows:

- 50 supported funding for two PCSOs (67.56%)
- 16 supported funding for one PCSO (21.62%)
- 8 supported no PCSO funding (10.81%)

The Finance Committee would take these responses into account when formulating a draft budget.

The Parish Council itself would make the decision when further detailed information was available from the Police and Crime Commissioner, and a draft Service Level Agreement had been provided.

130 FINANCIAL MATTERS

130.1 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be authorised:

£890.95	Mrs C M Jones	Net salary – September 2017
£282.86	HMRC	£222.80 Tax and £59.86 Employer's NI Contribution.
£15.00	A J Hardy Ltd	Monthly payroll service.
£80.00	C Willetts	Website support
£52.50	Dave Espley	Repairs to equipment on Vine Tree play area.
£45.00	Dave Espley	Quarterly inspection of Vine Tree play area.
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)

£516.00	BDO LLP	Fee for external audit 2016-2017 (£400.00 net and £86.00 VAT)
B <u>Village Hall Payments</u>		
£155.50	Mrs B Fraser	Cleaning of the village hall
£75.84	British Gas	Energy supplies £72.23 net and £3.61 VAT
£225.00	Scottish Power	Energy usage (actual) £214.29 net and £10.71 VAT
£51.53	ASH Waste Services Invoice 464142	Fortnightly collection of waste. (£42.94 net and £8.59 VAT)
£173.94	Cllr V Adams	Hall supplies
£138.86	Performing Rights Society	Fees for licence to perform music at the premises and to authorise others to do the same. £115.72 net and £23.14 VAT This figure is based on the annual income from Village Hall lettings.

130.2 Accounts – 2016-2017

The external audit was concluded by BDO LLP on 11 September 2017 and its report was submitted.

There had been some minor queries during the audit; (1) the opening balances for both 2015-2016 and 2016-2017 were re-stated in view of the accounting difficulties experienced last year and the Clerk was required to provide an explanation for this; (2) the vehicle-speed display unit had been omitted, in error, from the list of assets and this necessitated an amendment to the Annual Return.

A copy of the 'audit points outstanding' issued by BDO during the audit, was submitted for information.

131 INVESTMENT OF SURPLUS PARISH COUNCIL FUNDS

The Clerk's report outlining the position in respect of Parish Councils investing funds was submitted.

RESOLVED: That this matter be referred to the Finance Committee at its October meeting.

132 TRANSPARENCY CODE FOR LARGER COUNCILS

At the meeting in August, the Clerk had been asked to review the schedule of information which must be published/recommended for publication in the Transparency Code for Larger Councils. The Clerk had prepared a schedule of items which applied to the Parish Council and this was submitted.

The Parish Council was invited to consider if it wished to adopt the Transparency Code for Larger Councils, and if so, from what date. If this was implemented with immediate effect, there were some workload implications for the Clerk. An alternative would be to treat the document as aspirational and work towards full implementation.

RESOLVED: (a) That the Parish Council aim to adopt the Transparency Code for Larger Councils by October 2018; and

(b) That the Communications Committee monitor progress.

133 COMMUNICATIONS PROTOCOL

A draft Communications Protocol had been considered by the Communications Committee at its meeting on 26 September 2017. That document was now submitted and the Parish Council was recommended to adopt it.

RESOLVED: That the Communications Protocol be adopted with immediate effect.

134 REMEMBRANCE SUNDAY – 12 NOVEMBER 2017

Members discussed arrangements for Remembrance Sunday.

- 9.00 am - Volunteer Members to set up the tables and chairs in the hall. (Councillors V Adams, S Cheshire, M Ferguson and W McIntyre). Traffic cones to be placed on road.
- Tea, coffee, biscuits and soft drinks would be provided as post-service refreshments.
- The Clerk was asked to notify both churches that refreshments would be available for the congregation, after the service, in the Village Hall.
- The Clerk had contacted Shavington Academy and asked if the music teacher who had previously acted as bugler, would be able to perform this duty again this year. The Headteacher had agreed, but in view of some confusion now reported, Councillor Hancock undertook to speak to a member of the church to avoid a similar situation this year.

The possibility of setting-up on Saturday afternoon, subject to there being no events in the Village Hall, was suggested.

There would be an opportunity to finalise arrangements, at the November meeting.

135 VILLAGE HALL

135.1 Railings

The Church Council Secretary for Shavington Methodist Church had enquired into the maintenance of the railings between the church and the village hall. She considered that they were in need of re-painting.

The Clerk had advised the Secretary that there was no funding included in the budget for 2017-2018 for outside maintenance at the Village Hall.

It was suggested that the Village Hall Management Committee could consider preparing a 5-year maintenance schedule.

135.2 Village Hall Projects

It was reported that one quotation had been received for (a) the toilets refurbishment; and (b) replacement ceiling. The Clerk had acknowledged receipt of the quotation.

Other quotations were expected to be available for the Village Hall Management Committee meeting on 8 November 2017.

136 CONSULTATION – COMMUNITY INFRASTRUCTURE LEVY (CIL)

Cheshire East Council was consulting on the new draft charging schedule, the Community Infrastructure Levy (CIL). This was a planning charge which could be used to support the development of the local area. It allowed local authorities (principal councils) to raise funds from developers of new building projects. The money could be used to help fund a wide range of infrastructure which was needed as a result of development.

The consultation was open until 5.00 pm on 6 November 2017.

RESOLVED: That this item be deferred to the November meeting.

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

138 SHAVINGTON SCHOOL CAR PARK

(Reason for exclusion: Contractual and financial arrangements between the Parish Council and the School.)

At the previous meeting, the Clerk, together with the Chairman and Councillor B Gibbs, had been authorised to meet with Mr D Thomas, the Executive Headteacher of Shavington Primary School to discuss a proposal to make the school car park available for use by members of the public.

The Clerk and the Chairman met with Mr Thomas on 12 September 2017 and a report of that meeting was submitted for consideration.

RESOLVED: (a) That the Parish Council make a contribution of £3,000 (S.137 of the Local Government Act 1972) to enable the school car park to be made available for use by members of the public;

(b) That a sum of £100 be paid to Shavington Primary School to cover the cost of public liability insurance. (Noted: The Parish Council would continue to fund the public liability insurance, but as it had no insurable interest in the car park, it would have no liability and any potential claims in respect of the car park would need to be directed to the school.);

(c) That the Clerk prepare a formal letter setting out the terms of the agreement, on the basis that as soon as a cheque had been issued to the school, the car park would be available 24 hours a day, 365 days a year. (Noted: In view of the building works currently being carried out at the school, it was acknowledged that car parking spaces would be limited until the work was completed.); and

(d) That Mr Thomas be thanked for his co-operation in this matter.

Arising out of discussion, Members commented that the lighting on the car park was not working. The Clerk was asked to contact the School to enquire if there were any plans for these to be switched on in the evenings, and if not, ask the school if it was proposing to display a sign to this effect. The Parish Council indicated that it would be willing to provide the sign itself if necessary.

139 SHARED ITEMS

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

- The main item reported was that Councillor Peter Yoxall had resigned, with immediate effect. The Clerk was asked to write to Mr Yoxall on behalf of the Parish Council, expressing Members' appreciation for his contribution to the work of the Council and the wider community over many years.
- It was also reported that former councillor and Shavington resident, Geoff Phillips, had recently died. The Clerk was asked to send a letter of condolence to his widow.

140 DATE OF NEXT MEETING

1 November 2017

The meeting commenced at 7.15 pm and concluded at 10.30 pm