

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 5 DECEMBER 2018 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

---

<b>PRESENT:</b>	Councillor B Gibbs	Chair
	Councillor V Adams	Councillor M Andrews
	Councillor S Cheshire	Councillor E Clayton
	Councillor E Clayton	Councillor M Ferguson
	Councillor K Gibbs	Councillor R Hancock
<b>IN ATTENDANCE:</b>	Borough Councillor S Edgar	
	Eight members of the public	
	Nicola Cooper	Candidate for co-option
<b>APOLOGIES:</b>	Councillor L Buchanan	

---

**207 DECLARATIONS 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.

**208 MINUTES – 7 NOVEMBER 20198**

**208.1 RESOLVED:** That the Minutes of the Meeting held on 7 November 2018 be approved as a correct record.

**208.2 Pedestrian Crossing – Vicinity of new Co-operative Store**

It was reported that the funding for the pedestrian crossing had now been received by Cheshire East Council.

The design of the crossing had been commissioned and once this was agreed, implementation would follow. It was expected that the design work, ordering of equipment and construction of the crossing should be in place by the end of March 2019.

**209 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 issues were raised:

- Pedestrian crossing (as referenced in Minute No. 208.2 above)
- Plans for the former Co-operative store.

**210 POLICE MATTERS**

PCSO Corbett was not in attendance. His Beat Manager's report had been issued to Members under separate cover.

It was reported that the Clerk had contacted Det. Sgt. Morris following receipt of an e-mail from a Member who had commented that PCSO Corbett was spending a significant amount of his time on fly-tipping duties and the Member's view was that this was a CEC responsibility and should not be taking away PCSO Corbett from his duties.

Det. Sgt. Morris agreed that fly-tipping should not be part of his duties and he should not be 'side-tracked' from dealing with his community and daily duties.

Arising out of discussion, the Clerk was asked to contact Det. Sgt. Morris to request a change in PCSO Corbett's shift patterns to allow him to attend Parish Council meetings, as he had not been in attendance since the meeting held on 6 June 2018.

The Clerk was also asked to add an item to the agenda for the January 2019 meeting to review the PCSO duties to enable the Parish Council to make suggested amendments to Det. Sgt. Morris.

## **211 BOROUGH COUNCILLOR STEVE EDGAR**

Councillor S Edgar reported on the following matters:

- The crossing on Newcastle Road was due for installation March/April 2019.
- Councillor Edgar also referenced the pedestrian crossing (Minute No. 208.2 above).
- Hickory's Smokehouse had sponsored the bus shelter at Gresty and it had been cleaned and painted. The company had also paid for a waste bin to be installed. The company was now offering to sponsor a roundabout in the parish.  
**AGREED:** That this be placed as an agenda item for the meeting in January 2019.
- Taylor Wimpey had sponsored four waste bins.
- There had been a number of thefts of dogs in the Nantwich area and Councillor Edgar suggested that an on-line post be added on the Parish Council's assets to alert local residents. It appeared that the thieves were waiting until dogs were let off their leash and that provided the opportunity to steal them.
- Boarding-up of former Co-op store: some residents had complained about the appearance of the building as the boarding was unsightly. This had been installed for security and insurance purposes.
- Pedestrian crossing – Burlea Drive. No funds yet available for this.
- Councillor Edgar took the opportunity to report that he would not be standing for election in Shavington in the May 2019 elections. He would be standing in Haslington.

Councillor Edgar responded to questions from Members which included the following:

- Payment for grounds maintenance work on Piccadilly. This featured as an item later on the agenda but was the responsibility of Cheshire East Council.
- The installation of the one-way system was awaiting a decision by the Portfolio Holder, Councillor Don Stockton.

## **212 NEIGHBOURHOOD PLAN**

The Parish Council received a copy of notes of a meeting which had been attended by Mr Bill Atteridge (Chairman of the Steering Group) and Councillor Linda Buchanan. In the absence of both, there was no discussion on the notes.

## **213 PARISH COUNCIL VACANCIES**

### **213.1 Cancellation of By-election – 20 December 2018 (Bill Cooper's Vacancy)**

It was reported that the requisite number of electors had called a by-election in respect of the vacancy caused by Bill Cooper's resignation.

The by-election was to be held on 20 December 2018. The Notice of Election was published on 15 November 2018 and nomination papers were required by 4.00 pm on Friday, 23 November 2018. It was now reported that no nomination papers were submitted, and the vacancy remained.

The process would now re-commence and Cheshire East Council would send another Notice of Election in due course. This process would continue until nomination papers were submitted and a by-election called. There was nothing in the Regulations to stipulate that the

process could be halted after a specific number of Notices of Election. The process could, therefore, continue until May 2019 when the four-year elections were held.

### **213.2 Co-Option to Parish Council Vacancy (Bill McIntyre's Vacancy)**

The casual vacancy caused by the resignation of Bill McIntyre did not need to be advertised for election purposes.

As former councillor McIntyre resigned on 7 November 2018, this was within 6 months of the elections in May 2019 and there was no requirement to allow registered electors to call an election. The Parish Council was able to co-opt to the vacancy at this meeting.

The calculations were based on the date of the election (2 May 2019) and the four days after, which was when councillors retired; this was calendar days and that would take it to 6 May 2019.

One candidate had put herself forward, namely Nicola Cooper. She was in attendance and addressed the Parish Council, explaining her reasons for wishing to become a councillor. Members were offered the opportunity to ask questions but none were posed.

The nomination was moved and seconded and a vote taken.

**RESOLVED:** That Nicola Cooper be co-opted onto the Parish Council.

(Note: Ms Cooper signed a Declaration of Acceptance of Office following which she was able to participate fully in the meeting.)

## **214 PLANNING**

### **214.1 Planning Applications**

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

18/5838N      Lime Tree Mews, 39 Rope Lane, Shavington CW2 5DY  
Proposed single-storey side extension to provide additional living space

**RESOLVED:** That the Borough Council be asked to ensure that no further development rights be permitted in respect of planning application No. 18/5838N.

---

34 Mallow Avenue, Shavington, CW2 5TN

Prior approval application for larger householder extension, extending 5m from rear elevation 3m maximum height and 2.1m to the eaves.

A prior approval for the development described above had been received. Neighbours of the applicant would also be notified. If no objections were received from the occupiers or owners of adjoining premises, the Borough Council would be unable to consider the impact of the development and the proposed development would be able to be constructed without any further permission from the Council, subject to certain criteria being met.

**RESOLVED:** That no observations be made on the prior approval application.

---

18/5753N      8 Greenfields Avenue, Shavington CW2 5HQ  
Proposed single-storey front porch extension, garage conversion and replacement roof over the new area.

**RESOLVED:** That no observations be made on planning application No. 18/5753N.

---

18/5599N Basford West Development Site, Jack Mills Way, Shavington  
Full planning application for new fourth arm access off existing  
northern roundabout into Basford West Strategic Site at Jack Mills  
Way.

**RESOLVED:** That no observations be made on planning application No. 18/5599N.

## 214.2 Spatial Planning Update – Cheshire East Council

The Parish Council received a copy of the latest Spatial Planning Update from Cheshire East Council.

## 215 FINANCIAL MATTERS – AUTHORISATION OF PAYMENTS

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

### 215.1 Parish Council Account

£926.10	C M Jones	Net salary (November 2018)
£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£30.00	A J Hardy Ltd	Monthly payroll service. (Two invoices – cheque No. 919 appeared to have gone astray)
£80.00	C Willetts	Website support
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£840.00	Nicola Cooper	Photography work October: Cheque payable to 'N Parton'.
£35.00	Cheshire Association of Local Councils	Basic Induction training – Linda Buchanan
£59.19	B Gibbs	Reimbursement for various items of expenditure
£3,200.00	Shavington Primary School	Payment for the year for use of the car park.
£600.00	Barrett Corp Harrington	Re-valuation of the Village Hall (£500 net and £100 VAT) The report had been received and would be submitted to the January 2019 meeting.
£235.00	The Leaflet Team	Distribution of newsletter.
£30.00	Solopress	Printing of posters
£594.00		Printing of newsletters

### 215.2 Village Hall Account

£85.70	ASH Waste Services Invoice 589306	Fortnightly waste collection (£71.42 net and £14.28 VAT)
£60.00	JCL Plumbing	Call-out to radiators.
£175.65	M Andrews	Reimbursement for supplies associated with Village Hall railings refurbishment.
£651.00	Crystal Clean South Cheshire Ltd.	Cleaning (22 hours – October, November and December) and purchase of Henry Vacuum Cleaner (£542.50 net and £108.50 VAT)

The Henry vacuum cleaner was £150. The vacuum cleaner in the Village Hall appeared to have been used by the contractors who carried out the up-grading work. It had been damaged by building debris and it had been necessary to purchase a new cleaner.

## 216 DRAFT BUDGET – 2019-2020

At its meeting held on 7 November 2018, the Finance Committee considered draft budget proposals for 2019-2020.

The following documents were now submitted for consideration and the Parish Council was invited to comment on the proposals.

- Report submitted to the Finance Committee (for information)
- Receipts & Payments statements for both accounts (Parish Council main account and Village Hall account)
- Budget Monitoring Report comprising spend to 30 September 2018, revised estimates to 31 March 2019, and draft budget for 2019-2020.

The following amendments were agreed:

Line 14	Best-Dressed House at Christmas	Retain for 2019-2020
Line 16	Newsletter: Members of the Communications Committee were meeting with a representative from Brave Little Tank on 13 December 2018 and the outcome of that meeting would determine the proposed expenditure.	
Line 19	Collation of newsletter articles. The Chairman currently collated all articles for the newsletter but from the new year, would no longer have the capacity.  Discussions were currently being held with an individual who was a marketing/press specialist. The aim of this item was to ensure continuity of the process.	
Line 21	On-line (Facebook and website)	This had been scaled back from the budget of £1,800 in 2018-2019 to £500 in 2019-2020.
Line 23	Communications Sub-heading – Wi-Fi Village Hall Transfer as budget line to Village Hall Account	
Line 24	Community engagement – this related to the Village Festival and, for example, Carols at Christmas	£1,000
Line 32	Internal Audit	This was a typing error. Amend from £900 to £420
Line 42	CCA Membership	ADD £50
Line 44	PCSO Contributions. The Clerk was asked to verify the amount due for 2019-2020.	
Line 50	Shavington School Car Park (S.137 Contribution)	Increase from £3,200 to £3,500.
Line 56	Purchase of parcel of land in the parish, for recreational purposes for all ages.	Amend from £38,000 to £20,000
#	Cost of by-election Members considered including a sum to fund the cost of a by-election but agreed that, on balance, there was sufficient flexibility in the budget to fund such an election, if necessary.	

---

#	Add new budget line: Refurbishment of the upstairs Meeting Room and the downstairs Lounge in the Village Hall	£15,000
---	---	---------

---

**RESOLVED:** That the Clerk revise the draft budget proposals for 2019-2020 to reflect the comments made and submit to the Parish Council meeting on 2 January 2019.

## 217 STANDING ORDER – MONTHLY SALARY TO CLERK

The Finance Committee recommended that the Clerk be paid by Standing Order, rather than cheque.

The amount payable each month was £926.10 but varied by 20P month-by-month. If a Standing Order were to be introduced, the amount of £926.10 could be the monthly payment and any differences at the end of the financial year could be resolved by A J Hardy Ltd. advising of any adjustments which would need to be made.

**RESOLVED:** That the Clerk be paid by monthly standing order, in the sum of £926.10, with effect from 28 December 2018.

(Note: A letter of authority was signed by three cheque signatories.)

## 218 REVISION TO FINANCIAL REGULATIONS

The Finance Committee recommended that Regulation 11.1 (h) in the Financial Regulations be amended. The paragraph currently was follows:

*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.*

Although not explicitly stated, an inference could be drawn that for any expenditure proposed which was below £1,000, there was no requirement to seek quotations.

The Committee recommended that this be explicitly stated so that the regulation be revised as follows:

*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.*

*Where the value is below £1,000, the Clerk/RFO shall, in consultation with the Chairman of the Parish Council, or the appropriate Committee Chairman, be authorised to enter into a contract, having regard at all times for the need to seek value for money.*

**RESOLVED:** That Financial Regulation 11.1(h) be amended as indicated.

## 219 COMMITTEE PLACES

The following were the Committee places currently vacant and Members were invited to volunteer.



- Environment Committee
- Village Hall Management Committee
- Recreation Committee

**RESOLVED:** That Councillor Nicola Cooper be appointed to the Recreation Committee.

## **220 MEMBER TRAINING**

Members were reminded that in the draft budget for 2019-2020 a sum of £900.00 had been allocated for Member training.

The Parish Council was asked to consider requiring all councillors, as a matter of policy, to undertake Member training offered by the Cheshire Association of Local Councils, and for this policy to take effect from the elections in May 2019.

Benefits of training:

- If the Parish Council wished to apply for recognition under the Local Council Award Scheme, training of Members was a requirement.
- Members would be trained in the application of the Code of Conduct, roles and responsibilities, chairmanship, planning, finance and local government procedures.
- The training of Members would ensure that the Council could achieve its corporate aims and objectives.

**RESOLVED:** That the Clerk draw up a formal Member Training Policy for consideration at the January 2019 meeting.

## **221 NEW HOMES BONUS**

As Members were aware, Cheshire East Council's Cabinet had approved a £2m new homes bonus fund to assist communities where new housing developments had been built between 2011 and 2017. The scheme, which would run for two years, was designed to achieve positive benefits based on locally-identified needs.

The priorities for each of the areas were being set by seven geographical award groups, made up of elected members and a representative from the town and parish councils.

The fund would give local councils and the voluntary, community and the faith sector an opportunity to apply for projects which can make a lasting difference to communities and as such the minimum grant figure was set at £10,000 with no upper limit. This meant that small schemes totalling £10,000 would not be considered; each scheme must be at least £10,000.

The Borough Council was inviting applications by 31 December 2018. The Parish Council is invited to give detailed consideration to appropriate schemes which could be submitted.

**RESOLVED:** That the Clerk, in consultation with Councillor M Ferguson (Chairman of the Recreation Committee) draw up a proposal for improvements to the Vine Tree Play Area, as a scheme to be submitted to Cheshire East Council for funding under the New Homes Bonus Scheme

## **222 VILLAGE HALL**

### **222.1 Use of Car Park**

The Parish Council was asked to consider future arrangements in respect of the churches' use of the Village Hall car park on Sundays.

Since the promotional pricing was introduced, the Village Hall was now being used on Sundays for events/parties and the car park was therefore available only to clients of the Village Hall when there were bookings.

Members agreed that priority must be given to clients of the Village Hall and that each of the two churches should be asked to contact Councillor Emma Clayton to enquire on each occasion, if the car park could be made available for their congregants. The responsibility for making arrangements would rest with the churches.

**RESOLVED:** That the Clerk write to both churches to inform them of the new arrangements regarding the churches' use of the Village Hall car park on Sundays.

#### **222.2 Baby-Changing Facilities**

The Parish Council considered purchasing baby-changing equipment for installation in the disabled toilet.

**RESOLVED:** That baby-changing equipment be purchased for the Village Hall.

#### **222.3 Plaque**

The Parish Council considered a suggestion by Councillor Martin Andrews that there should be a plaque be commissioned and placed on the wall of the Village Hall, to include the names of those who had enabled the purchase of the building.

**RESOLVED:** That Councillor Martin Andrews carry out research via the archived minutes of the Parish Council, to identify the names of all 12 councillors who were serving on the Parish Council at the time that the Village Hall was purchased by the Council.

#### **222.4 WWI Posters**

The Parish Council considered retaining the WWI posters in the Village Hall as a permanent display. A number of suggestions were made regarding how they would be displayed; for example, laminated A3 print-outs.

It was **AGREED** that this be discussed further at the January 2019 meeting.

### **223 CAROLS AT CHRISTMAS – 23 DECEMBER 2018**

The Parish Council was updated on the arrangements for 'Carols at Christmas' to be held on 23 December 2018.

### **224 TELEPHONE KIOSK ADJACENT TO THE FORMER 'CHESHIRE CHEESE' (HICKORY'S SMOKEHOUSE)**

The Parish Council was asked to consider adopting the telephone kiosk adjacent to Hickory's Smokehouse.

**RESOLVED:** That the Parish Council make application to BT to adopt the telephone kiosk adjacent to Hickory's Smokehouse.

### **225 PARISH BOUNDARY SIGNS**

In March 2016, the Parish Council agreed to purchase parish boundary signs to be installed at the following 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 past 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.



Cheshire East Highways (CEH) advised at the time that as this was not part of the Authority's core business, it could not be given priority.

CEH had been asked to survey and measure the locations and submit a quotation for the cost of the purchase and installation of the signs. A quotation was not received, and the matter was not followed up.

The Clerk had reminded CEH that it was now two and a half years since the request was put in and has asked for an update.

**RESOLVED:** That the Clerk ensure that budget provision to fund the boundary signs is included in the draft budget proposals to be considered at the January 2019 meeting.

## **226 HONORARY FREEMAN/FREEWOMAN AWARD SCHEME**

At its meeting held in November 2017, the Parish Council established a Committee comprising Councillors S Cheshire, B Gibbs, K Gibbs and R Hancock. The main role of the Committee is to develop the scheme of awards to include:

- Drawing up guidelines to be taken into account when considering nominations.
- Publicising the scheme
- Drawing up an application form for nominations.

The Committee was not re-appointed in May and did not hold any meetings prior to this date.

The Council was now asked to re-appoint the Committee, and to agree a date in February 2019 for its first meeting. Membership of the Committee could be increased, but it was suggested that it should not exceed five Members.

**RESOLVED:** (a) That the Working Group be re-appointed to comprise Councillors M Andrews, S Cheshire, B Gibbs, K Gibbs, and R Hancock;

(b) That the Clerk draw up Terms of Reference for the Group and submit to the January 2019 meeting.

## **227 CEC CONSULTATION – WASTE COLLECTION SERVICE – RE-ORGANISATION CONSULTATION**

A consultation on waste collection service re-organisation had commenced on 27 November 2018 and would conclude on 7 January 2019. The proposal was to enable flexibility in the operational management of waste collection which would allow the service to align the changes which would be required with the introduction of the Authority's new food waste recycling service in 2019.

By doing this CEC would also see the end of the garden waste collection winter shut down period, as food and garden waste would be collected for recycling all year round in the garden waste bin. The proposals related to significant savings identified in the pre-budget report for 2019-20.

The proposal for future collection of household waste was to extend the hours and days of collection which would facilitate new routes and rotas for recycling and waste kerbside collection services from Autumn 2019.

The Parish Council was invited to comment.

**RESOLVED:** That the Parish Council decline to submit comments on the CEC Waste Collection Service Re-Organisation on the basis that it was more appropriate for individuals to comment.

## 228 SHARED ITEMS

Shared Items was a means of exchanging information but did not replace the need for decision items to be placed on the agenda.

Issues raised included the following:

- Additional bench required at Wessex Close (item for the Environment Committee).
- Numerous pot-holes in the village and also damage to roads.
- Cheshire East Council – lack of support for the Parish Council. The Member who raised this stated that there had been numerous occasions when the Borough Council had failed to support the Parish Council. It was **AGREED** that this be placed as an item on the January 2019 agenda to enable Members to identify specific occasions when the Borough Council had been asked to carry out a task/or tasks but had failed to do so.
- Cromwell Drive – not been resurfaced.
- A Member encouraged all Members to make a concerted effort to report such matters as pot-holes, on the Cheshire East Council website. He also said that it was important to encourage residents to report such matters.

## 229 CORRESPONDENCE

The Clerk reported receipt of the following correspondence.

- E-mail correspondence from resident who had asked the Parish Council to take responsibility for the repairs to the street lighting on Brook Avenue which was an unadopted road. The Clerk had responded, to the effect that this was the responsibility of the residents themselves. The resident had contacted his own solicitor who had confirmed that this was the situation.
- Letter of thanks from Shavington Academy, for £30 Environmental grant.

## 230 COMMITTEE MEETINGS

- It was noted that a meeting of the Communications Committee would be held on the afternoon of 13 December 2018.
- Village Hall Committee – to be held on Wednesday, 23 January 2019 at 6.45 pm. The main purpose of the meeting was to consider future management arrangements for the Village Hall. The Clerk would be submitting a report to the meeting.

## 231 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.

## 232 REMEMBRANCE SUNDAY/WWI CENTENARY EVENT – 11 NOVEMBER 2018

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

The Parish Council (a) reviewed the arrangements for the WWI Centenary Event held on 11 November 2018; (b) received feedback from the two churches and the WI; and (c) considered arrangements for 2019.

## 233 DATE OF NEXT MEETING

**2 January 2019**

.....Chairman