

**Parish Councillors are summoned to a  
MEETING OF THE PARISH COUNCIL**

**DAY/DATE: WEDNESDAY, 3 FEBRUARY 2021**

**TIME: 7.30 PM**

**MEETING TO BE HELD REMOTELY, VIA VIDEO-LINK**

**PLATFORM: ZOOM**

**ACCESS: Please click the link below.**

[https://us02web.zoom.us/webinar/register/WN\\_DLGbICxIRwSKhQNwGWUXYQ](https://us02web.zoom.us/webinar/register/WN_DLGbICxIRwSKhQNwGWUXYQ)

Enquiries to: Clerk: Carol Jones  
Phone: 01270 262636

Issue date: 29 January 2021

Signed: *C M Jones*

To: Members of the Parish Council  
Councillors V Adams, L Buchanan, N Cooper, B Gibbs (Chairman), K Gibbs,  
J Hassall, M Ferguson, R Hancock, G McIntyre and R Moore

**Notes for Members of the Public:**

- a) This meeting is being held remotely in accordance with regulations made under S.78 of the Coronavirus Act 2020. There are, therefore, no paper copies of the agenda or the accompanying documents.
- b) All documents (other than those which are restricted) can be accessed from the Parish Council's website - [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk).
- c) If you wish to observe the meeting or make a statement under the Public Question Time slot, please ensure that you register using the link above.

The system can accommodate a maximum of 100 attendees. Therefore, registration will be on a 'first come, first served' basis.

# A G E N D A

## 1 APOLOGIES

## 2 DECLARATION OF INTERESTS

Members to declare any (a) disclosable pecuniary interest; (b) personal interest; or (c) prejudicial interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests and prejudicial interests, to withdraw from the meeting prior to the discussion of that item.

In these circumstances, the Chairman will control the 'presence' of the appropriate Member and give him/her a time slot at which he/she can re-join the meeting.

Members are referred to the Code of Conduct for guidance (issued with the agenda papers for Annual Council on 8 May 2019 and adopted at that meeting).

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the circumstances.

## 3 MINUTES

To approve the Minutes of the following meetings:

- 6 January 2021
- 19 January 2021 (Extra-ordinary meeting)

## 4 PUBLIC QUESTION TIME

Members of the public are able to ask questions in accordance with the Parish Council's Standing Orders. Please use the link on the front page to register.

## 5 POLICE MATTERS – BEAT MANAGER'S REPORT

To receive a copy of the Beat Manager's Report. These are forwarded to Members as and when they arrive. At the date of publication of the agenda, there have been no recent reports.

## 6 BOROUGH COUNCILLOR DAVID MARREN

### 6.1 Report

To receive Councillor David Marren's report on Cheshire East Council matters of interest, together with an update in respect of outstanding parish matters.

### 6.2 Questions

Members are able to ask questions of Councillor Marren in respect of his report presented under item 6.1 above. **This is limited to Councillors** and is not an opportunity for members of the public to ask questions.

## 7 REPORT OF COMMITTEE CHAIRMEN

Committee Chairmen are invited to report on activities for their Committees and the Task Group meetings of each Committee.

### 7.1 Community Engagement Committee (Councillor Kevin Gibbs)

Councillor Kevin Gibbs to report on recent activities of the Committee.

## 7.2 Environment and Recreation Committee (Councillor M Ferguson)

Councillor Ferguson to report on Committee activities, with particular reference to the land availability assessment. The potential cost of this is significant and will be discussed as part of the budget proposals at item 9.

## 7.3 Village Hall Committee (Councillor V Adams)

Councillor Adams to report on Committee activities, with particular reference to (a) plans to increase the occupancy rate at the Village Hall, although it is acknowledged that the current pandemic will adversely impact this aim; and (b) budget proposals for 2021-22.

## 8 NEIGHBOURHOOD PLAN

To report that the application for a grant of £3,830.00 was submitted to Locality on 28 January 2021. The breakdown of the costs is as follows, and the Parish Council is asked to authorise the expenditure to be paid by the Clerk as and when it is incurred.

There is a minor shortfall. The costs are £3,918.45, which is £88.45 short of the application figure; this is attributed to the fact that the on-line form was completed, and the quotations were uploaded later.

### Brave Little Tank

A5 flyer artwork – ‘Remember to vote in the Referendum’	£120.00
Neighbourhood Plan document (Referendum version) artwork	£400.00
Parish newsletter artwork	£150.00
Banner artwork	£150.00
<b>TOTAL NET COST</b>	<b><u>£820.00</u></b>

### Solopress Printing

Printing of Referendum version of Plan (300 copies)	£558.90
A5 Flyers ‘Remember to vote in the Referendum’ (3,000 copies)	£166.65
Leaflet announcing Referendum (inserts in Village Voice) 3,000 copies	£132.90
<b>TOTAL NET COST</b>	<b><u>£858.45</u></b>

Solopress will require payment before printing is carried out.

### Publicity

Six Vinyl banners (this is the only item which attracts VAT)	£350.00
Artwork/layout for banners	£150.00
Social media adverts for two weeks in run-up to Referendum date	£140.00
	<b><u>£640.00</u></b>

### Website Activities

Organise and post Neighbourhood Plan related documents on new Parish Council website.	<b><u>£1,600.00</u></b>
Staff time: 80 hours at £20 per hour (including on-costs)	

Mr W Atteridge, Chairman of the Steering Group, will speak to the item.

## 9 FINANCIAL MATTERS

### 9.1 Payments made under the revised Scheme of Delegation

To report on recent payments made by the Clerk under the revised Scheme of Delegation adopted at the July 2020 meeting of the Parish Council.

£1,440.00	Rory Mack Associates – building survey on 140 Main Road (£1,200.00 net and £240.00 VAT)
£672.00	M H Ascroft – various electrical work at the Village Hall (Invoice 102011 - £560.00 net and £112.00 VAT)
£660.00	Steer Tec Ltd. – payment for technical services at Remembrance Sunday (Inv. 774700009 - £550.00 net and £110.00 VAT)
£tba	Northwich Town Council – winter planting. This invoice was forwarded to Members but was queried on the basis that it did not accord with the the SLA. Confirmation is awaited from NTC.

### 9.2 Receipts and Payments – to 31 December 2020

To receive a Receipts and Payments statement for each account, to 31 December 2021. (to follow)  
Owing to loss of electricity at the Clerk's home, for a period of 14 days, the statement is not yet available, but is expected to be issued prior to the meeting.

### 9.3 Energy Suppliers – Village Hall

Councillor Kevin Gibbs to report in respect of energy suppliers for gas and electricity at the Village Hall.

The Parish Council will be asked to decide if a switch should be made, or if British Gas and Scottish Power should be retained as the current providers of the energy.

## 10 RISK ASSESSMENT

The Parish Council is required to carry out a risk assessment annually. This is a statutory requirement and this must be undertaken before 31 March 2021.

Enclosed is the current risk assessment/management schedule on which the Clerk has made some amendments. Members are asked to consider what other items need to be included to take account of Covid-19.

If necessary, a final document can be submitted for approval at the March 2021 meeting.

## 11 PLANNING APPLICATIONS

The Parish Council is invited to comment on the following planning applications which can be access [By Clicking Here](#)

**If Members have significant observations to make on these applications, please ensure that they are issued to the Clerk by no later than Tuesday, 2 February 2021.**

21/0041N      NWF Fuels Ltd, Jack Mills Way, Shavington  
Advertising consent for a back-lit aluminium fascia sign

Deadline date for observations: 3 February 2021

21/0324N      8 Gresty Lane, Shavington, CW2 5DD  
Two-storey side and rear extension

Deadline date for observations: 17 February 2021

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21/0365T      47 Broadleigh Way, Crewe, CW2 6TT  
Oak T1: To remove major dead wood. To crown raise to approximately 4m above ground level. To crown reduce by reducing height by approximately 2-2.5m of branch length. To reduce lateral growth by approximately 2m of branch length. To prune lateral growth to ensure approximately 3m clearance from the property. These works are proposed to maintain the tree at a reasonable size in relation to the property, to reduce encroachment, and to allow a little more light to the property.

Deadline date for observations: 17 February 2021

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21/0373N      Bank Farm Cottages, Newcastle Road, Hough, CW2 5JG  
Extension to existing holiday cottages to provide additional bedroom unit for similar purposes.

Deadline date for observations: 24 February 2021.

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## **11 COMPLAINTS FROM RESIDENTS**

**11.1** The Network Management and Enforcement Officer at Cheshire East Council, has referred a complaint from a resident, to the Parish Council, as follows:

The resident has complained about the state of a short section of Footpath 35 which runs from the north-east corner of Parkgate down to a tarmacked path. The Officer has commented that it is muddy, but not excessively so, and she has asked if the Parish Council had the capacity to work with Cheshire East Council to try to resolve this.

She can arrange for two bulk bags of MOT 20mm-to dust scalpings and some Terram membrane which would need to be laid before the scapings were added. This can be delivered to Parkgate.

The Officer has asked if the Parish Council would be able to recruit volunteers to lay this along the path, which is approximately 22m long. These volunteers would need to be covered under the Parish Council's insurance.

**11.2** The resident at 6 Weston Lane has asked ANSA to remove the dog-waste bin which is currently on the public right of way near to her house. She has not given a reason for the request, other than that it is close to her residence.

This is a bin which the Parish Council purchased and specifically chose this location; ANSA has also confirmed that this is the appropriate place to site it.

## **12 STAFF APPOINTMENTS**

### **12.1 Clerk/Responsible Financial Officer**

The Parish Council is asked to approve the enclosed advertisement for the post of Clerk/Responsible Financial Officer, and to agree a closing date for applications. This can then be placed on the Cheshire Association of Local Councils website. Members may wish to suggest additional means of advertising the vacancy.

Once approved, the advertisement will be re-branded by Brave Little Tank.

## **12.2 Lengthsman**

Following the discussion at the meeting held on 6 January 2021, the Parish Council is asked to consider advertising for a lengthsman for the village.

It would be appropriate for this to be referred to the Community Engagement Committee if the Parish Council wishes to proceed with an appointment from 1 April 2021.

## **13 RECREATIONAL LAND IN THE PARISH**

The Parish Council is asked to consider if it wishes to pursue the identification of recreational land in the parish. Although this is an allocation in the budget for 2021-22, the Parish Council has not yet made a decision to proceed any further with this project. Members are asked to note that an allocation is not an authority to spend.

Councillor M Ferguson has prepared a *land procurement plan* which is enclosed.

The Parish Council is asked to consider adopting this plan which shows a start date of 3 February 2021, following which, if approved, Meller Speakman can be asked to proceed to Stage 2 of the work.

The completion date for the project is 2 March 2022.

## **14 OUTSTANDING ITEMS**

### **14.1 Quotation for Work at Cameron Avenue**

The Clerk has not yet issued invitations to quote for this work. Members will recall that although quotes had been received in November 2020, they were not accompanied by an arboricultural report, which at that time was a requirement. Subsequent to that, this requirement was amended to requiring a list of species and the condition of each.

The Clerk is in the process of dealing with the Invitations to quote.

### **14.2 Lease for Village Hall**

Lynne Thornton has not yet prepared a revised hire agreement for clients of the Village Hall but has commented that in view of the frequent Governmental changes in respect of the pandemic, the existing agreement will be sufficient for the time being and does not need amendment.

### **14.3 Various Policies for Adoption**

The Clerk has been unable to prepare these documents, owing to lack of electricity. These will be presented to the March 2021 meeting.

## **15 EXCLUSION OF PRESS AND PUBLIC**

The Council is invited to RESOLVE 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.

**Note: In accordance with usual practice and to avoid separate documents being provided as enclosures, details on the following items have been withheld from publication on the public agenda.**

## **16 140 MAIN ROAD, SHAVINGTON**

To report that the surveyor from Rory Mack Associates carried out an inspection on 18 January 2021, but needs to return to finish the inspection, and this was planned for 26 or 27 January 2021.

The survey report will not be provided until the invoice has been paid. Although payment has been made via BACS, but can take a few days to reach the recipient's account.

The Clerk expects the survey report to be available at the meeting.

**17      DATE OF NEXT MEETING**

**2 March 2021**

**MINUTES OF A MEETING OF  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL HELD ON 6 JANUARY 2021  
THE MEETING WAS HELD REMOTELY IN ACCORDANCE WITH REGULATIONS  
UNDER S.78 OF THE CORONAVIRUS ACT 2020**

PRESENT:	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor K Gibbs
	Councillor L Buchanan	Councillor R Hancock
	Councillor N Cooper	Councillor G McIntyre
	Councillor M Ferguson	Councillor R Moore
APOLOGIES:	Councillor J Hassall	
IN ATTENDANCE:	Borough Councillor David Marren (Cheshire East Council) Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group PCSO Nigel Hobbs	

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**358 DECLARATION OF INTERESTS**

Members were invited to declare any (a) disclosable pecuniary interest; (b) personal interest; or (c) prejudicial interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests and prejudicial interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

**359 MINUTES**

**RESOLVED:** That the Minutes of the following meetings be approved:

- 2 December 2020
- 10 December 2020 (Extra-ordinary meeting).

**360 PUBLIC QUESTION TIME**

Members of the public are able to ask questions under the Parish Council's Standing Orders and had been asked to submit their questions in writing by no later than Tuesday, 5 January 2021.

There were no questions from members of the public.

(Note: Councillor Cooper joined the meeting at this point in the proceedings.)

**361 POLICE MATTERS – BEAT MANAGER'S REPORT**

The Parish Council received a copy of the Beat Manager's Report together with the latest traffic data.

It was reported that a new Beat Manager was due to be appointed.

**362 BOROUGH COUNCILLOR DAVID MARREN**

Borough Councillor David Marren's report was submitted.

Councillor Marren drew attention to the following specific items in his report, and Members were able to ask questions about the contents of the report, and other parish matters.

- Various consultation exercises being undertaken.
- Covid-19 vaccination update.



In response to a Member's question, Councillor Marren undertook to ask for an assessment of Main Road, with a view to installing pedestrian crossing.

Councillor Marren also agreed to make enquiries about replacement of trees in the parish following the loss of Chestnut trees on Chestnut Avenue.

(Note: Councillor Marren withdrew from the meeting at this point in the proceedings.)

### **363 REPORT OF COMMITTEE CHAIRMEN**

Committee Chairmen were invited to report on activities for their Committees and the Task Group meetings of each Committee.

It was noted that in the absence of formal Committee meetings, Task Group meetings had been held for several of the Committees. There were no decisions to be taken, and any recommendations from the Task Groups could be submitted to the Parish Council.

#### **363.1 Community Engagement Committee (Councillor Kevin Gibbs)**

Councillor Kevin Gibbs reported in respect of Task Group meetings.

- The newsletter which should have been issued the first week in December 2020 had not been delivered. The proposal now was for additional content to be added, and a newsletter delivered the first week in March 2021.
- Website: This was a key element of the Parish Council's focus. Brave Little Tank was ready to proceed but was awaiting content from the Community Manager.
- There had been no social media output in respect of Covid-19 and it was stressed that it was important for residents to receive such information, as and when it became available.
- Neighbourhood Plan As the referendum was scheduled for 6 May 2021, information for residents should be published via social media and on the website.

#### **363.2 Environment and Recreation Committee (Councillor M Ferguson)**

Councillor Ferguson reported in respect of a Task Group meeting.

- Vine Tree Play Area – Weekly clean and safety check. It was suggested that an 'Officer of the Council' could undertake this duty. The Clerk informed Members that this was a wholly inappropriate task for either Officer and did not form part of their respective job descriptions. She also stated that each year, the Borough Council made an unsolicited grant of £1,050 as a 'compact' payment and this was intended to assist in funding the cost of employing a lengthsmen/village caretaker. This had been received for at least five years and had not been spent on the purpose for which it was intended.

Arising out of discussion, it was agreed that the possibility of funding the appointment of a lengthsmen in 2021-22 could be considered as part of the budget proposals at Minute No. 365 below.

- Replacement Planters

It was suggested that rather than replace the current planters with new planters, the Parish Council could consider purchasing former whisky barrels as replacements.

- Land Availability Assessment

The Task Group had recommended a sum of £3,000 to be allocated to Stage 2 of the land availability assessment conducted by Meller Speakman.<sup>1</sup>

It was agreed that the issue of proceeding to Stage 2 of the project be added as an item to the agenda for the February 2021 meeting.

### **363.3 Village Hall Committee (Councillor V Adams)**

Councillor Adams report in respect of a Task Group meeting.

- The Village Hall was planning to re-open in May 2021, subject to any prevailing Covid-19 restrictions.
- The Group had considered how to increase the occupancy rate at the Village Hall.

## **364 NEIGHBOURHOOD PLAN**

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, updated Members on progress on the Neighbourhood Plan.

He reminded Members that the final report from the Independent Examiner had been received on 11 December 2020. The Cheshire East Council Portfolio Holder for Planning (Councillor Toni Fox) and she would make a decision in due course.

Mr Atteridge had only been able to locate one document on the Parish Council's website, and as this was to be the principal means of communication with interested parties (including residents) he suggested that a separate tab be added to the new website, to be retained *in perpetuity*.

Mr Atteridge was preparing an article for inclusion in the Village Voice. This could also be included in the Parish Council's quarterly newsletter. Mr Atteridge was informed that the copy date for information was Thursday, 14 January 2021.

In response to the Chairman's question, Mr Atteridge stated that advertising the referendum, both on the website and through social media, could not commence sooner than six weeks prior to the referendum. Arrangements were being made for an A5 card to be slipped into the next issue of The Village Voice. He reported that Cheshire East Council would be responsible for providing the text for the referendum.

## **365 DRAFT BUDGET – 2021-2022**

At its meeting held on 2 December 2020, the Parish Council considered recommendations from the Finance Committee. A revised budget proposals document for 2021-2022 was now submitted. As previously requested, the document had been 'consolidated' so that there were only broad items of expenditure, rather than detailed items. The budget monitoring report remained a detailed document.

The following documents were submitted.

- Updated Clerk's report.
- Revised budget proposals for 2021-2022.
- Budget monitoring statement to show the position at 30 October 2020, together with a further updated report showing the position at 30 November 2020.

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<sup>1</sup> The draft budget approved at Minute No. 365 showed a sum of £9,000. The sum of £3,000 referenced, had been included in a previous budget monitoring statement but had now been removed in the latest statement (to 30 November 2020).

The Parish Council discussed changes to the draft budget; the spreadsheet was shared with Members during the meeting to enable 'live' changes to be made.

**RESOLVED:**

- a) That a budget of £232,090 be approved;
- b) That the Clerk be authorised to request a precept of £142,540 from Cheshire East Council;
- c) That the post of Clerk/Responsible Financial Officer be increased to a full-time post of 37 hours a week, and that the salary be approved at £33,782.00 with effect from 1 April 2021 in line with the National Association of Local Councils agreed rates; and
- d) That it be noted that the additional cost on a Band D property would be £63.82, representing a reduction of 4.28% on the previous year's Band D cost.

**366 FINANCIAL MATTERS**

**366.1 Payments made under the revised Scheme of Delegation**

It was reported that the following payments had been made by the Clerk under the revised Scheme of Delegation adopted at the July 2020 meeting of the Parish Council.

Although all payments during the pandemic had been notified to the Parish Council, those payments authorised under the Scheme of Delegation had not specifically been highlighted as being made under that arrangement. The Clerk would submit a complete list to a future meeting.

£1,070.02	Water Plus – water services at the Village Hall.
£50.00	Royal British Legion – wreaths for Remembrance Sunday (8 November 2020)
£198.00	M H Ascroft Electrical – investigation and repair of lighting fault in the Village Hall toilets (£165.00 net and £33.00 VAT).
£278.91	British Gas – gas supply
£141.20	Scottish Power – payment reminder received 31 December 2020 and paid same day.

**366.2 Village Hall**

During his recent work at the Village Hall, Mr Ascroft (of M J Ascroft Electrical Engineers) had discovered that the toilet lights were connected to a trip which covered outside lights at the rear. He recommended that the toilet lights be wired from the consumer unit, on their own circuit, to prevent further problems. The cost was £160.00 net.

**RESOLVED:** That the quotation of £160.00 submitted by M J Ascroft for the work described above, be accepted.

(Note: Councillor N Cooper withdrew from the meeting at this point in the proceedings.)

**366.3 Audit Matters – 2019-2020**

The only outstanding matter identified by the Internal Auditor was as follows:

The Council to ensure that Members were not given authority to take action on behalf of the Council. This is contrary to S.101 of the Local Government Act 1972 which stated that -

*'a local council may arrange for the discharge of any of its functions to –*

*A committee (or sub-committee); or*

*An employee; or Another local authority*

The Clerk had reviewed the minutes of the meetings held during 2019-2020 and had been unable to identify any action which appeared to have been taken by councillors alone, and which had committed the Parish Council to expenditure.

This could be reported to the auditor as part of the audit of the 2020-2021 accounts.

### **367 PLANNING APPLICATIONS**

The Clerk reported notification of the following planning applications on 5 January 2021.

- Application 20/5759N (1 Rope Lane, Shavington – demolition of former Co-op Store and erection of 10-bedroom supported living unit)
- 20/5727N - (34 Crewe Road – extension to existing nursery).

**RESOLVED:** That an extra-ordinary meeting of the Parish Council be held on Wednesday, 13 January 2021 <sup>2</sup> to consider planning applications 20/5759N and 20/5727N.

(Note: Councillor V Adams withdrew from the meeting at this point in the proceedings.)

### **368 SOCIAL MEDIA CONTRACT**

The Parish Council was due to consider arrangements for the social media contract with Brave Little Tank. This ended in December 2020 with the aim of the Community Manager taking over responsibility.

**RESOLVED:** That this item be placed on the agenda for the extra-ordinary meeting to be held on 13 January 2021.

### **369 APPOINTMENTS COMMITTEE – CLERK/RESPONSIBLE FINANCIAL OFFICER\**

The Parish Council was asked to set up an Appointments Committee comprising at least three Members with delegated authority to appoint to the post of Clerk/Responsible Financial Officer.

The Clerk's job description was submitted for information; it was noted that an additional task had been included, namely, to provide administrative support for Village Hall bookings, as required.

**RESOLVED:** (a) That an Appointments Committee be set up comprising Councillors B Gibbs, K Gibbs, M Ferguson and R Hancock;

(b) That the Committee be given delegated authority to –

- Shortlist candidates.
- Interview candidates.
- Appoint to the vacancy.
- Decide on a starting salary within specific Spinal Column Points according to experience and qualifications. The most appropriate salary scale would be from SCP 26 (£29,636 pa) to SCP 31 (£33,782 pa).

(c) That the vacancy be advertised on the Cheshire Association of Local Councils' website.

### **370 INFORMATION ITEMS**

The following information items were reported.

- New hire agreement for the Village Hall. This was still awaited from Lynne Thornton, Solicitor.

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<sup>2</sup> Subsequently re-arranged to 19 January 2021

- 140 Main Road, Shavington – The surveyor was carrying out the structural survey on 18 January 2021.
- New blinds at Village Hall – Arrangements had been made for a company to measure and quote for new blinds at the Village Hall, but owing to the estimator's accident, the company had now declined to quote.
- Cameron Avenue: The Clerk was currently preparing invitations to quote for the work to be carried out.
- Newsletter – This had not been issued in December 2020 but would be issued in March 2021 with additional content.
- Fixed Assets Task Group  
It was reported that a meeting of the Fixed Assets Task Group was to be held on Thursday, 21 January 2021<sup>3</sup>. Task Group Members were Councillors Kevin Gibbs, Rene Hancock and Nicola Cooper.

### **371 ITEM REQUESTED BY COUNCILLOR HANCOCK**

Following a complaint from a resident on Earls Road, Councillor Hancock asked if the Parish Council would consider writing formally to Openreach about the poor Broadband connectivity throughout the Greenfields Estate.

Councillor Hancock was advised to suggest to the resident that he/she contact the service provider.

### **372 POLICIES**

It was noted that the Parish Council would be invited to adopt the following policies/procedures at its meeting on 3 February 2021:

- Disciplinary Procedure
- Grievance Procedure
- Equal Opportunities Policy
- Dignity at Work Policy (Anti-bullying and Harassment)
- Procurement Policy/Procedure

### **373 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That 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.

### **374 STAFFING MATTERS**

(Reason for exclusion: Relates to an employee of the Council)

#### **374.1 Current Clerk**

The Clerk reported in respect of her leaving date.

#### **374.2 Overtime Claim – Community Manager**

This item was deferred to the February 2021 meeting.

#### **374.3 Change in Contracted Hours – Community Manager**

This item was deferred to the February 2021 meeting.

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<sup>3</sup> Owing to lack of electricity at the Clerk's home, this was cancelled.

**375     DATE OF NEXT MEETING**

3 February 2021

.....Chairman

The meeting commenced at 7.30 pm and concluded at 10.30 pm

**MINUTES OF AN EXTRA-ORDINARY MEETING OF  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL HELD ON 19 JANUARY 2021**

**THE MEETING WAS HELD REMOTELY IN ACCORDANCE WITH REGULATIONS  
UNDER S.78 OF THE CORONAVIRUS ACT 2020**

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<b>PRESENT:</b>	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor J Hassall
	Councillor L Buchanan	Councillor R Hancock
	Councillor M Ferguson	Councillor G McIntyre
	Councillor K Gibbs	Councillor R Moore
<b>ABSENT:</b>	Councillor N Cooper	
<b>IN ATTENDANCE:</b>	Borough Councillor David Marren (Cheshire East Council)	
	26 members of the public	
	Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group	
	Mr Tim Dobson – Community Manager	

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**376 DECLARATION OF INTERESTS**

Members were invited to declare any (a) disclosable pecuniary interest; (b) personal interest; or (c) prejudicial interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests and prejudicial interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

**377 PUBLIC QUESTION TIME**

Members of the public were able to ask questions under the Parish Council's Standing Orders. As this is an extra-ordinary meeting, principally to consider planning application No. 20/5759N, questions/statements on this occasion, are limited to the planning application.

The Chairman explained the process to members of the public. The Zoom system allowed for up to 100 speakers to be able to participate in the meeting, all of whom were required to pre-register.

There were 26 residents who had registered, and all had been informed that they had 3 minutes each to make a statement. The Parish Council would not respond to the statements but Members would be able to take into account comments made.

**378 PLANNING APPLICATIONS**

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

- 378.1** Application 20/5759N - 1 Rope 1 Rope Lane, Shavington, CW2 5DT  
(former Co-operative Shop)  
Demolition of existing building and erection of 10-bedroom supported living unit.

The date of determination of the application was 22 March 2021; therefore, the latest that comments could be submitted to Cheshire East Council would be mid-end February 2021 to allow feedback to be given to the applicant.

Prior to Members' discussion of the proposal, Borough Councillor David Marren addressed the meeting and explained the following:

The application was currently scheduled to be decided by a Planning Case Officer, under delegated powers. If the Parish Council wished this to be determined by the Southern Planning Committee, the Parish Council would need to request Councillor Marren to 'call in' the application.

This process allowed a Borough Councillor to request that where a planning application was due to be determined under delegated powers, he/she could ask for the matter to be considered by the appropriate Planning Committee. The decision to refer it to a Planning Committee was a matter for Cheshire East Council to decide if the grounds for calling it in were sufficient to justify a Committee determination.

Councillor Marren was a member of the Southern Planning Committee, and if he called in this application himself, he would not be permitted to speak on the item at the Committee meeting and would also not be permitted to vote on the application; however, if the request for call-in was from the Parish Council, he would be able to attend the meeting, voice his own views and vote on the item.

(Note: Councillor Marren withdrew from the meeting at this point in the proceedings.)

### **378.2 Statements made by Residents**

Prior to hearing from residents, the Chairman encouraged all those attending to make their own comments direct to Cheshire East Council.

Statements were made by 10 residents, following which, Mr W Atteridge (Chairman of the Neighbourhood Plan Steering Group), spoke on the application in terms of how it might impact the Draft Neighbourhood Plan which was due to be the subject of a referendum on 6 May 2021.

### **378.3 Call-in of the Application**

**RESOLVED:** (a) That Borough Councillor David Marren be requested to call in planning application No. 20/5759N to enable it to be determined by the Southern Planning Committee; and

(b) That the detailed justification for calling in the application, be addressed later in the meeting following comments from Members.

### **378.4 Parish Council Comments**

**RESOLVED:** That the Parish Council object to planning application 20/5759N (1 Rope Lane, Shavington) on the following grounds.

In submitting these objections, Cheshire East Council (CEC) is asked to note that objections had been received from a significant number of residents and the Parish Council hopes that CEC will acknowledge the strength of their feelings.

- 1) The application requires a bat survey to be undertaken in accordance with Planning Policy SE3 (Biodiversity and Geodiversity).
- 2) Cheshire East Council's Environmental Strategy states that new developments will be sensitive and sustainable and will manage the environment to conserve heritage. The demolition of 1 Rope Lane is not consistent with this strategy. The development of the existing building would be a more sustainable solution and preserve a heritage asset.
- 3) The application requires details of electric car charging infrastructure, in accordance with the Neighbourhood Plan Policy ECON1.



- 4) The proposed height is not in keeping with the surrounding area and may contravene Local Plan Policies SE1 (Design) and SD2 (Sustainable Development principles) which state 'All development will be expected to *contribute positively to an area's character and identity, creating or reinforcing local distinctiveness in terms of height, scale, form and grouping etc.* There are no 2 ½ or 3-storey buildings in the immediate local area with residential facilities on the top floor and this would not be compatible with the immediate street scene. Development will cause loss of light and privacy for residents. The building should be redesigned to a lower height in order to complement the surrounding area and to avoid over-development, or be moved to a more suitable location.
- 5) The lack of suitable parking potentially breaches CEC's Local Plan Policy SD1 (Sustainable Development) and contravenes the requirements of CEC's Parking Standards applicable to Class C3/C4 dwellings (1 bedroom = 1 space per dwelling). The information submitted is contradictory and, in the case of the supporting letter in respect of the Middlewich property, suggests that residents' parking WILL be required and if taken in ratio with the 'Middlewich property' at least seven spaces will be required.  
  
The accommodation should be reduced to avoid clear over-development.
- 6) Rope Lane. Highway integrity requires drainage assessment owing to underlying sewage system causing problems with sinkage which is a consequence of running sand at the junction of Rope Lane with Main Road. In addition to this, construction traffic and construction methodology must take into account the state of the foundations of surrounding properties and impact-assess any piling works which may be undertaken.
- 7) It is recommended that the main entrance be relocated to the west elevation with a pedestrian entrance to avoid users congregating on the corner of Rope Lane and Main Road, and to help support the privacy of the surrounding properties. The fire escape should be moved to the east elevation of the building to avoid the current risk of a fire tunnel in the current location.  
  
There is no suitable delivery facility at this location. The surrounding roads are double-yellow lined, and any deliveries will require breaking the law. It should, therefore, be considered in the outline design how deliveries can be made safely and lawfully, especially given the social changes currently being experienced, and the greater societal dependency on online shopping.
- 8) The Parish Council requests that any approval be conditioned to require that the development should be occupied only as supported living facilities for people with learning difficulties or mental health issues with onsite support, as described in the application now and in the future.
- 9) Cheshire East Council is requested to carry out a risk assessment to establish the impact on the surrounding community, in particular, school-children for both the primary and secondary schools which sit on this walking route.  
  
The Parish Council is concerned, on behalf of its residents of all ages, vulnerability and infirmity, about the lack of clarity of occupancy of the development.
- 10) Neighbours have complained that they are cited on the planning portal as having been consulted by Cheshire East Council about the development but have not, in fact, been informed.
- 11) There are Parish Council assets on the building, or nearby, namely, notice-board and planter. These must be removed or relocated by the developer in consultation with the Parish Council.

- 12) The development contains very little recreational space and may contravene Local Plan Policy SC3 (Health and Well-being) which states *Ensuring new developments provide opportunities for healthy living and improve health and well-being through..... good housing design (including minimisation of social isolation and creation of inclusive communities...sufficient open space and other green infrastructure...and sound safety standards.*

The proposal contains only one internal communal lounge area (40m<sup>2</sup>), which is insufficient given the occupancy numbers of the building.

The Parish Council is currently examining options for additional recreational space in the village and contributions from the developer would be expected. This aligns with the Council's Neighbourhood Plan which shows a deficit of green recreational space within the village (Point 9.3 in the Shavington-cum-Gresty Neighbourhood Plan).

- 13) Given that excessive developments have already taken place in Shavington, the infrastructure is currently over-burdened (viz. roads, sewers, electricity, water, power supplies, internet connectivity, access to doctors' surgeries, access to pharmacies and other healthcare provision such as NHS dentists).
- 14) If Cheshire East Council is minded to approve this application, the Parish Council requests that the development be contained within the current building/shell which would offer a more attractive and sustainable environmental solution.
- 15) All boundary or fencing or walls must be a minimum of 2m high for the privacy of residents of the surrounding properties.
- 16) The application states that the footprint of the building will remain the same; however, the plans show that it will encroach upon the footway space by expanding to the line of the existing porch, causing a risk to highway users and pedestrians due to reduced footway space.

(Note: Councillor V Adams withdrew from the meeting after objection 5 had been discussed.)

**378.5 RESOLVED:** That the objections set out in Minute No. 378.4 above be forwarded to Borough Councillor David Marren as grounds for calling in planning application No.20/5759N (1 Rope Lane, Shavington) to enable the Southern Planning Committee to determine the application.

**378.6 Planning Application 20/5727N**  
**34 Crewe Road, Shavington CW2 5JB**  
**Extension to existing nursery comprising a single-storey side extension and upper floor extension involving remodelling of the roof-space.**

**RESOLVED:** That the following comment be forwarded to Cheshire East Council in respect of planning application No. 20/5727N.

- The building will be doubled in size requiring additional car parking and this, in turn, will have adverse implications for access and egress.

(Note: Councillor M Ferguson withdrew from the meeting at this point in the proceedings.)

### **379 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.

**380 STAFFING MATTERS**

(Reason for exclusion: Relates to an employee of the Council)

**380.1 Overtime Claim – Community Manager**

The Council was asked to approve a claim for overtime, from the Community Manager. This item had been deferred from the meeting held on 6 January 2021.

A time sheet indicating the overtime carried out was presented to the meeting.

**RESOLVED:** That overtime hours of 46 be approved in respect of the Community Manager and payment of £690.00 be paid.

**380.2 Change in Contracted Hours – Community Manager**

The Parish Council reviewed the current contract for the Community Manager, whose contracted working hours were 8 per week.

The Community Manager was in attendance and presented information to support the requirement for an increase from 8 to 16 hours a week.

The Community Manager then withdrew from the meeting whilst the Parish Council discussed the matter. The Community Manager then re-joined the meeting.

**RESOLVED:** (a) That the contracted hours for Mr T Dobson be increased to 16 hours per week with immediate effect, to 31 March 2021; and

(b) That 40 hours of overtime be pre-approved for the period to 31 March 2021, the time to be used if deemed necessary by the Community Manager.

**381 RE-ADMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED:** That the press and public be re-admitted to the meeting.

**382 SOCIAL MEDIA CONTRACT**

It was noted that the Community Manager had already taken over responsibility from Brave Little Tank for the Parish Council's social media.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 12 midnight.

## **Report of Borough Councillor David Marren**

### **Shavington PC Meeting February 2021**

#### **Financial support over the winter months**

As the cold weather is set to continue, the council is reminding people of the support that is available for families who may be struggling with fuel costs.

As part of the Covid winter grant scheme, and with the help of schools, colleges, early years settings and other family support services across the borough, CEC has been distributing vouchers worth £880,000 on behalf of the Department of Work and Pensions. The vouchers will support the most vulnerable children and families to pay for essentials, such as food and energy during the winter months.

Referrals are still open for the food and energy vouchers. If the money that Cheshire East is not spent by the end of March then it will have to be returned to the government.

A £20 supermarket voucher is available per child, per week as well as a £49 energy voucher. This is in addition to other schemes such as vouchers to replace free school meals during lockdown.

Referrals must come via a professional, charity worker, volunteer or other support agency – families cannot refer themselves

Please visit <http://www.cheshireeast.gov.uk/.../covid-winter-grant.aspx> for more information.

#### **Council launches pan-Cheshire jobs and training support programme for young people and adults**

Cheshire East Council has launched a new jobs and training support programme to help more than 5,000 young people and adults across the county to achieve their goals.

Working with two other councils – Cheshire West and Chester Council and Warrington Borough Council – Cheshire East will deliver a tailored social intervention programme with one-to-one engagement with young people and adults seeking opportunities for work or training.

Funded by the European Social Fund, the programme will be known as Journey First and is designed to help young people who are not in work, education or training.

A team of employment support workers will be on hand to give targeted individual support and advice designed to help them achieve their goals and aspirations for work, training or further education.

Despite the pandemic, service users will still be able to access Journey First and its support team, either by email or by calling the number below\*.

Journey First is specifically aimed at vulnerable young people and adults, aged 16-24, cared for children, care leavers and adults disadvantaged by long-term unemployment or disabilities.

To find out more about Journey First visit:

<https://livewellservices.cheshireeast.gov.uk/Services/5995>

\*Or you can contact Journey First via email: [journeyfirst@cheshireeast.gov.uk](mailto:journeyfirst@cheshireeast.gov.uk) or call 07814 079458.

### **Cheshire East lifts time restrictions on bus pass users**

Cheshire East Council has lifted timing restrictions on travel for holders of concessionary bus passes.

The move is to help support the Covid-19 vaccine roll out for elderly people and disabled residents.

From 21 January, all English national travel concessionary bus pass holders are allowed to travel free of charge before 9.30am each day. All bus operators have been told about the change and asked to inform their staff.

### **D & G Bus 12**

Shavington- Leighton Hospital

Service reduced to hourly on Saturdays from 16/01/21

### **Census Day is coming!**

Households across Cheshire East will soon be asked to take part in Census 2021.

The census is a once-in-a-decade survey that gives us the most accurate estimate of all the people and households in England and Wales. It has been carried out every decade since 1801, with the exception of 1941.

It will also be the first run predominantly online, with households receiving a letter with a unique access code, allowing them to complete the questionnaire on their computers, phones or tablets.

Census Day will be on Sunday 21 March, but households across the country will receive letters with online codes allowing them to take part from early March.

The census will include questions about your sex, age, work, health, education, household size and ethnicity. And, for the first time, there will be a question asking people whether they have served in the armed forces, as well as voluntary questions for those aged 16 and over on sexual orientation and gender identity.

A successful census will ensure everyone from local government to charities can put services and funding in the places where they are most needed. This could mean things like doctors' surgeries, schools and new transport routes. That's why it is so important everyone takes part.

The results of the census will be available within 12 months, although personal records will be locked away for 100 years, kept safe for future generations.

For more information, visit [census.gov.uk](https://census.gov.uk) or contact the local census engagement manager Mike Cash directly at [michael.cash74@field.census.gov.uk](mailto:michael.cash74@field.census.gov.uk)

### **Cheshire East Council publishes its response to HS2 consultation**

Cheshire East Council has published its response to HS2 Ltd's latest consultation on changes to the phase 2b western leg design (Crewe to Manchester).

The Phase 2b Western Leg Design Refinements Consultation outlined the design modifications to deliver faster services, with the key proposals to the design north of Crewe being:

- Inclusion of a north/south connection (Crewe Northern Connection) between Crewe and the HS2 line, which would enable more high-speed services to stop at Crewe and provide more connections from the borough; and
- Modifications to the design of the Crewe North Rolling Stock Depot (which would be located just outside the borough boundary, in Cheshire West and Chester) to provide the required stabling and maintenance facilities for the network.

CEC will continue to seek to limit the disruption of the new railway line and are actively seeking to secure the maximum level of mitigation from the scheme.

CEC has requested in its response to government that a revised HS2 Phase 2B Environmental Statement is produced to take into account the proposed design refinements, so that a full and comprehensive assessment of the impacts and mitigation required can be made.

The Council has also reiterated a request that those in Cheshire East who are impacted by the scheme are kept regularly informed and engaged by HS2 to ensure their voices are heard and that they have a clear mechanism for raising any concerns.

The council's full response is now available to view by visiting: [cheshireeast.gov.uk/hs2](http://cheshireeast.gov.uk/hs2) and clicking on the 'What will Cheshire East Council do next about HS2' section.

The council will now await government feedback on the consultation, as the scheme moves towards the deposit of the Phase 2b hybrid bill.

- HS2 Ltd has a 24-hour helpline and email address for those who would like to ask any questions about the consultation or scheme in general: call 08081 434 434 or email: [hs2enquiries@hs2.org.uk](mailto:hs2enquiries@hs2.org.uk)

### **Cheshire East Council public consultations on local transport and parking plans across the borough are coming to an end soon.**

The consultations, which began on Monday 23 November 2020 and end on 31 January 2021, seek to engage with communities, towns, elected members and stakeholders.

The results of this exercise will inform the future direction of how to improve transport, walking and cycling in our towns. It will also inform proposals, which would be subject to further consultation, regarding changes to parking provision and potential changes to car parking charges in the borough.

Please provide your feedback

at: <http://www.cheshireeast.gov.uk/LocalTransportEngagement>

If you have any specific queries relating to either consultation, please send your enquiry to:

- LTP: [ltp@cheshireeast.gov.uk](mailto:ltp@cheshireeast.gov.uk)

- Parking: [RandC@cheshireeast.gov.uk](mailto:RandC@cheshireeast.gov.uk)

### **Town and Parish Engagement Sessions - Cheshire East Council - Place Directorate**

CHALC and CEC have got together to commence engagement with Town and Parish Council's on key strategic issues relating to the Place Agenda across the Borough. I attended the first session, set up as a two way engagement process. The organisers want to know what strategic topics should be covered. The sessions are not about individual service matters, they are about working together to change the way things are done to benefit residents.

The proposal is to hold these sessions quarterly and the programme for January 2021 was:

- Town Councils South – **6<sup>th</sup> January 10.00am to 11.30am**
- Parish Councils South - **12<sup>th</sup> January 2pm – 3.30pm**

Each session will be chaired by Frank Jordan, Executive Director of Place or one of his directors and in addition, the Director of Finance and Customer Services will attend.

January's session concentrated on the Medium Term Financial Strategy and budget for Cheshire East Council. I raised questions about asset transfer and double taxation.

The invite to these sessions is for the Chairman of the Council and one other person only. Cheshire East Ward Members should also be invited.

Jackie Weaver from CHALC will be facilitating these meetings and will act as a conduit between the Town and Parish Councils and Cheshire East Council.

I have slides of the first session should anyone want them.

### **Cheshire East Council has published its financial plans and priorities**

Cheshire East Council has published the documents that set out spending plans and priorities for the organisation over the next four years.

Cheshire East's Cabinet will discuss the plans at their meeting on 2nd February and will make recommendations to a meeting of full council on 17th February when the documents will be considered for formal approval.

The corporate plan 2021-2025 sets out the council's vision for an open, fairer and greener Cheshire East and its priorities for the next four years, including the key actions to deliver the vision and supposedly how success will be measured, though this element could be better.

The medium-term financial strategy (MTFS) sets out the council's planned income and expenditure over the next four years. This includes proposals for investment, savings and efficiencies, the level of council tax payable by residents, grants and other income.

The documents, initially published in draft last year, have been amended as a direct result of consultation, with the views of residents and other stakeholders helping to shape the final priorities and proposals put forward for formal approval.

They have also been amended in the light of the ever-developing Covid-19 pandemic and the changing financial position for the council. This follows confirmation of a one-year financial settlement for councils by the Chancellor of the Exchequer at the spending review in December.

These announcements included proposals to increase the spending power of local councils largely comprising of council tax increases, with confirmation of the permitted level of council tax increase for 2021/22 of 4.99 per cent.

CEC is increasing its spending in people-based services by more than £12 million over the next four years. This will help to modernise and meet the demand for services such as social care, mental health and young people with additional needs.

The council will also manage capital investments of £0.4 billion over the next four years on roads, schools, growth and enterprise and critical ICT services.

At the same time, CEC is seeing a further reduction in government grant funding. They are balancing this with a mixture of cost savings and efficiencies, increased income from council tax, and making sure that it recovers costs for the services for which it charges directly. Council tax, in line with government expectations will rise by 4.99 per cent.

This equates to about £1 per week for the average household. CEC is looking to reduce the impact of this rise on lower income households through changes to its council tax support scheme. Beyond 2021/22 CEC is proposing smaller increases in council tax of 1.99 per cent.

The justification behind the approach is that this is part of a four-year balanced strategy, reflecting preferences voiced through consultation responses, of increasing council tax, implementing service efficiencies and increasing income from fees and charges. This approach will allow it to maintain sustainable services, giving greater financial certainty and retaining its commitment to carbon reduction.

The medium-term financial strategy and corporate plan are published with the agenda for the cabinet meeting on 2 February, including reports on consultation responses and feedback and a full list of proposals for budget growth and savings.

Find details of both meetings, including, agendas, reports and how to access the meeting as a member of the public remotely on the calendar of meetings on the council's website via: [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)

## **Resident Issues**

### **Damaged Brown Bin**

I was contacted by a local resident who had repeatedly reported that his brown bin was damaged (on emptying into a vehicle) on November 3<sup>rd</sup> 2020. Despite having an incident number he was getting nowhere. Having spoken directly to the Managing Director of ANSA this has been resolved. The resident has not been charged for a replacement bin.

### **Queen Street Car Park and Piccadilly**

The car park was cut back and tidied up 11<sup>th</sup> January and The Vineyard and surrounding footpaths were all cut before Christmas; all following a request from Cllr Ferguson.

### **Grit Bin and Edwards Close**

In my report to the last Parish Council on the 6th January, I mentioned the Social media concern about a lack of footpath gritting around Edwards Close. I asked Cheshire East Council a series of questions about Edwards Close in particular, but the Council's answers would be the same irrespective of the road enquired of.

- 1) Why is CEC is not keeping the footpath free of ice and snow?
- 2) What are the Council's responsibilities for keeping the footpaths clear of snow and ice and safe for walking in winter?
- 3) Why is there no grit bin at the top of the Close?
- 4) Will CEC provide a grit bin for Edwards Close?

Response:

1 & 2) --We treat pavements only when snow or ice is already present and is likely to stay for some time and where we have resources available after treating roads. We give priority to busy pedestrian areas and to pavements where the gradient is steeper than 10%. If your road is not located on a gritting route, there may be a salt bin nearby.

3) Why is there no grit bin at the top of the Close? -- Not all locations meet the necessary criteria, we put salt bins in residential areas near to shopping areas, part way up hills with a gradient steeper than 10%, and in other areas where there is a need.

4) Will CEC provide a grit bin for Edwards Close? – Unfortunately, Edwards Close does not meet the necessary criteria.



### **Recent Flooding**

I have been contacted by a number of residents. This is a long standing issue and likely to be subject of an Ombudsman's report. In the meantime, I have persuaded the Portfolio Holder to meet on site with a few affected residents.

### **Kerb Channels**

Following the flooding at the top of Crewe Road and in the vicinity of the Esso Garage I have arranged to have the kerb channels swept on Crewe Road and Newcastle Road.

### **Street Cleansing**

A resident contacted me about bags of dog poo just left on Newcastle Road and Main Road footpaths. Whilst Ansa staff are in the village 3 times a week, they don't do street walks on spec they only respond to reports/complaints.

I've asked them to inspect the loop starting in Main Road and turning left onto Newcastle Road continuing until Crewe Road traffic lights and turn left back down to Main Road. They were happy to do so.

### **Volunteer Litterpicking**

At the request of Councillor Hancock a pick up point for collected litter has been established with Ansa at the traffic lights in the vicinity of the slaughter house.

### **Litterbins adorned with contractor signage**

A resident reported to me that a specialist in tarmac and block paving has screwed his posters to the bin at bus stop opposite Hickorys, making holes in the plastic. They have attached similar to Hickorys' noticeboard. Many bins in Crewe have also been targeted. I have contacted Ansa who will be removing the notices on Council bins. Hickories will deal with theirs.

### **Tree planting on Chestnut Ave.**

Still no answer and I'm still chasing.

### **Street Lighting on Newcastle Road**

The lights are not working between Diamond Close and the Esso garage. I have reported these lights multiple times with incremental pressure to resolve. The street lighting team claim that they have been awaiting specialist fault detection equipment. They are still not working and the pressure ratchet has been turned once more.

### **Street Naming**

Culture Secretary Oliver Dowden and Communities Secretary Robert Jenrick have backed plans by a group of Conservative backbenchers to name new roads after holders of the Victoria Cross and the George Cross. As a result I've asked what the likelihood is of CEC's street naming policy being reviewed.

At the moment, New street naming proposals (including new estates) put forward by a developer are sent for consultation with the local parish/town council and ward councillors of the area. If names have been put forward by the developer and the names comply with our

street naming policy, CEC will ask for any comments/objections or alternative name suggestions. The Council seeks to reach mutually agreed street names which are then sent for final approval by the Planning Portfolio Holder.

Street naming suggestions can also be put forward using the form on CEC's webpage: [https://www.cheshireeast.gov.uk/planning/address\\_management/street\\_naming\\_suggestions.aspx](https://www.cheshireeast.gov.uk/planning/address_management/street_naming_suggestions.aspx)

The current policy can be viewed at:

[https://www.cheshireeast.gov.uk/pdf/planning/address\\_management/street\\_naming\\_and\\_numbering\\_policy.pdf](https://www.cheshireeast.gov.uk/pdf/planning/address_management/street_naming_and_numbering_policy.pdf)

There are no plans to review this policy and in any event it would probably be better timed for when the committee system is operating.

### **State of Highway Road Surfaces**

As I reported last month I'm aware of the discontent there is on social media with regard to the state of the roads in Shavington and also aware that there has been copious reporting of faults by the public with seemingly little action. I have repeatedly expressed my concern about Crewe Road, Rope Lane, Main Road, and Park Estate but as I have also pointed out patching only gets done at this time of year if the "hole" is greater than 50mm deep. A number of residents do not understand this and failure to satisfy their expectations, which are often completely at odds with Cheshire East Council's highways policies, sometimes results in simply rude abuse but that I suppose is another political hazard.

Crewe Road, near to the Nisa shop was last inspected on 21<sup>st</sup> January when no actionable carriageway defects were identified. This road is inspected 3 times per year and the next safety inspection is due in May 2021. Crewe Road has been identified as suitable for a future Level 2 carriageway surface treatment.

The material on the approach to the traffic signals on Crewe Road is anti-skid material used principally on high braking areas. This material is Chinese or Guyanese bauxite aggregate graded 1mm to 3mm and is resin based.

The area has been inspected and the findings were that the anti-skid surface course has indeed failed but the road is structurally sound within its base course. This location has been added to a future surface treatment scheme for scoring as well as the slip road on to A500 Shavington Bypass. The surfaces only get treated if they pass the moveable threshold score- adjusted by available budget.

Crewe Road was inspected in the last week of January. It was measured up and CE Highways will put through some areas of level 2 patching, funds permitting.

Rope Lane near to the bridge has been identified as suitable for a future level 2 carriageway surface treatment programme. (I know this is outside the electoral ward boundary but it was prominent on social media so I reported it.

Park Estate, although I did put it forward for level 2 treatment, has been assessed and unfortunately the road has gone over the 30% patching limit and therefore has been put forward for level 3 works to be prioritised with other schemes across the Borough.

Level 1-pothole repairs

Level 2-traditional patching where no more than 30% of the road area is treated.

Level 3-traditional resurfacing works and treatments such as surface dressing and micro asphalt surfacing.

Main Road carriageway depression has been checked and will be passed back to United Utilities for a reinstatement, and finally the gully that was adjusted last year opposite Bargain Booze will be investigated for a further repair.

At the moment Highways will not make comment about the carriageway surface treatment schemes, as currently the council are reviewing next year's budgets, therefore at present, it will be difficult to provide time scales when these schemes will be undertaken as the delivery will be dependent on funding, deterioration factors and prioritisation of new data intelligence across the whole Borough, in line with the authority's asset management approach.

### **Planning related**

**Elephant and Castle development on Main Road.** There are two approvals. The permission chosen for implementation is 20/0604N.

#### **1 Rope Lane.**

I have requested that this application be brought to the Southern Planning Committee to decide upon should officers be minded to approve it. That request was made because you had asked me to do that and set out your reasons for it.

You should be aware that a request for call-in is frequently not acceded to. The decision as to whether it is accepted or not is made between the Head of Planning (or substitute) and the Chair of the Planning Committee. The strength of the Planning/Environmental/transport arguments are crucial. The stronger they are, the more likelihood there is of a call-in request being approved for committee consideration; and vice versa. If my request is rejected, an Officer will decide this application in isolation. The officer will have read all of the Planning Webpage representations and will set out a rationale for the eventual decision.

I thought the Parish Council's reasoning was well thought through.

I always make the case officer aware that if the recommendation to Committee is likely to be a Refusal then I am content for my call-in request to be withdrawn.

**20/4113N - Full planning permission for the development of a new care-home facility including access, associated landscaping and infrastructure : Land at, Gresty Road Shavington, Crewe**

This application has been programmed for consideration by Southern Planning Committee on 3<sup>rd</sup> March 2021 and the website has now been updated accordingly.

### **Huntersfield**

There is a lot of local concern about building commencing.

There is no current application but there are former applications which I don't think have expired. That said if the developer wants to make alterations the developer will need to seek permission through another application.

I think any application would be delegated but I would be able to request the application be heard by committee if there were sufficient planning concerns. I think a call-in will be difficult to get because of past permissions.

**20/3436N 414 Newcastle Road, Shavington, CW2 5JF**

Going to Southern Planning 3<sup>rd</sup> February. The Officer recommendation is for refusal.

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW FEBRUARY 2021

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
<b>Finance General</b>								
1	Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	L	* Internal financial management supported by Financial Regulations. * Quarterly review of bank situation. * Review quarterly to enable detection of fraud. * Annual spending plans formulated	Parish Council	Annually	Standing Orders and Financial Regulations	
2	Village Hall Accounts	Receipts not in accordance with bookings made.	M	Councillors K Gibbs and Adams deal with hall bookings and make random visits to the hall to check if events are taking place, and then to verify with booking system.  Keys are only issued to regular users of the hall and cannot be copied. Requests for new keys are submitted to Councillor K Gibbs who arranges for a key to be provided. Ex-regular users are required to return their keys.	Clerk and Councillor K Gibbs	As required	Hire Agreement	
2A		Bookings taking place for which there is no event booked on the system.	M		Clerk and Parish Councillors			
2B		Security of building	L			Annually		
3	Internal Audit Assurance	Not in accordance with Accountancy and Audit Regulations	L	The Internal Auditor is competent for the purposes of auditing and carries out the audit to ensure that the Parish Council complies with all appropriate internal controls; and reports as and when appropriate.		Annually	Accountancy & Audit Regulations 2011; and The Local Audit (Smaller Authorities) Regulations 2015	
4	Assets	Loss, damage etc.	L	Periodic inspection of notice-boards, play area and allotments. Contractor employed for the purposes of inspection.	RFO/ Member inspection	Annually		
5	Contracts	Inadequate performance	M	Controlled through Service Level Agreement (Cheshire Constabulary-Parish Council); and other contracts through periodic reviews of performance.	SLA and Parish Council	Triennially for PCSOs Annually for other contracts	Financial Regulations	
<b>Receipts</b>								
6	Precept (ie budget-setting)	Over/under calculation of precept	L	Annual budget-setting process. The Clerk presents budget-monitoring information to show the likely position at the start of the forward year.	Parish Council	Annually		Finance Committee considers budget proposals and makes recommendations to Council meeting in January each year.
6A	Precept	Not paid by Cheshire East Council.	L	Timely presentation of request. CEC pays directly into Parish Council bank account. Clerk verifies receipt of precept.	RFO	Annually		
7	VAT re-claim	Not claimed within 3-year period (maximum back-period for which claims can be made)	L	Routinely claimed once a year as part of the end of year accounts process.	Diary	Annually	Financial Regulations	

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW FEBRUARY 2021

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
<b>Expenditure</b>								
8	Clerk's salary	Incorrect salary rate paid	L	The Clerk was formerly paid by cheque at each meeting, but new system introduced in 2018-2019 and the Clerk is now paid on the 28th of each month by standing order.				Clerk's salary reviewed annually.
9	Payments	Unlawful expenditure/ improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each cheque to be signed by three signatories, together with cheque counterfoil and invoice/other paperwork in support of expenditure Parish Council authorises new cheque signatories as and when required.		Annually	Financial Regulations and Budget Plan for appropriate year.	
10	Parish Councillors expenses	Overpayment	L	Claim form and expenditure authorised by Parish Council.	Parish Council		Financial Regulations	
11	Fraud	Misappropriation of funds by Clerk or Parish Councillors	L	All payments are effected by cheque, signed by three parish councillors and supported by invoices/claim forms. Blank cheques are not permitted to be signed. Fidelity guarantee value to cover total cost of precept and maximum likely balances.  All transactions are recorded in Parish Council minutes. During the pandemic, payments have been made by BACS as the Council does not hold physical meetings. The Scheme of Delegation was updated in July 2020 to allow routine payments to be made by the Clerk and reported to the Council at the next available meeting.	Parish Council	Annually	Financial Regulations and Insurance Policy	Level of cover should be the maximum amount held by the Parish Council at any one time which is usually the expected year-end balance plus three months' operating costs until the first precept payment is received.
12	Reserves - General	Adequacy	L	Consider at budget-setting. Ensure minimum of 3-months' reserves to cover the period between the end of the financial year and receipt of precept from Borough Council in the event of a delay in payment.	RFO/ Opinion	Annually		First half of the precept is paid on 1 April each year. Second payment is 1 September.
13	Reserves - "ring- fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects				
14	Invoices	Overpayment	L	Invoices submitted to PC for authorisation and signature by three parish councillors	RFO		Financial Regulations	
15	Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually	Grants Policy	

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW FEBRUARY 2021

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
<b>Non-Financial</b>								
16	Meeting of Parish Council	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice at least 3 working days before meeting (statutory requirement). Ensure quorum is present before meeting commences.	Clerk		Public Bodies (Admission to Meetings) Act 1960 and Standing Orders	The Clerk routinely issues the agenda 5 working days before the meeting.
17	Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Council would need to consider alternative arrangements. Although Cheshire Association of Local Councils is able to provide the services of interim Clerk this is a service which is only available to affiliated local councils.	Parish Council			Under the GDPR the Parish Council has already agreed that it will be necessary for a laptop to be purchased for use by the Clerk. This would remain in the ownership of the Parish Council, but would be used by the Clerk until she is no longer employed by the Council.
18	Health & Safety	Injury to members of the public. No specific risk identified. Notice-boards, wooden seats, allotments, village hall.	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.	Clerk and Parish Council	Annually	Annual insurance review by Parish Council	
19	Village Hall Health and Safety	Infection from Covid-19		The Parish Council employed a professional risk management company to undertake a Co. vid-19 risk assessment at the Village Hall			Risk management schedule	
20	Clerk's Home Working	Injury etc. owing to inadequate set-up of working environment.	L	Clerk prepared a completed self-assessment of her home and this was submitted to the April 2016 meeting of the Parish Council.	Clerk	Annually		
21	Insurance	Adequacy	L	Reviewed at time of renewal.	Parish Council	Annually		Contract awarded to nationally recognised insurance provider for local councils.
22	Loss of documents	Minute books, financial accounts	L	The Clerk holds the Minutes from January 2013. It is assumed that previous minutes have been lodged with the County Archivist. Electronic copies of documents are backed-up monthly by the Clerk, but signed Minutes represent an historic document and must be kept safe <i>in perpetuity</i> .	Parish Council		CIPFA Regulations	Bank statements can be destroyed following completion of previous year's audit.
23	Village Hall	Fire Risk Building		Has FRA been carried out?  General Risk Assessment?	Parish Council		Public Liability Insurance	Members to advise.  Members to advise.

# SHAVINGTON-CUM-PARISH COUNCIL

## VACANCY

### CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

Shavington-cum-Gresty Parish Council is seeking applications for the post of Clerk and RFO.

The post is full-time (37 hours a week) mainly working from home, but the post-holder will also be expected to use the Village Hall, Shavington as an alternative place of work.

Annual salary is paid in accordance with the National Association of Local Councils and Society of Local Council (NALC/SLCC) Pay Scale [Spinal Column Point [SCP] 25 (£28,785 pa – SCP 30 £33,782)]. The successful candidate will be appointed to the appropriate Spinal Column Point, based on experience, qualifications and credentials.

There is no requirement for the post holder to live within the parish.

Specific responsibilities will include:

- Ensuring the Parish Council conducts its business lawfully;
- Administering the Council's financial affairs and maintaining proper records;
- Attending all Council and Committee meetings (Council meetings are generally held on the first Wednesday each month; Committee meetings are being held ad hoc during the current pandemic but will revert to monthly meetings at the appropriate time);
- Attending Finance Committee meetings (three times a year);
- Ensuring that meeting papers are prepared in accordance with Access to Information Regulations;
- Administrative work in respect of the Village Hall bookings;
- Managing communications with other Councils and other organisations;
- Managing communications between Councillors and members of the public.
- Distributing to Members, correspondence received, as appropriate.
- Managing contracts with suppliers.
- Line management responsibility for one member of staff (Community Manager).

Applicants should be computer-literate, experienced in the management of accounts and have proven organisational and administrative skills. A laptop computer will be provided. Experience in local government is desirable as is suitable relevant qualifications. Full training will be given where required.

Further details of the role, including a job description, can be obtained from the Clerk to the Council at the address below.

Please apply in writing by letter which highlights your key skills, together with a completed CV.

Closing date for applications: **To be agreed.**

Interview dates have not yet been agreed but are expected to be held on: **To be agreed.**

If you would like an informal chat about the post, please contact the Clerk.

Reply to:

Carol Jones  
Clerk to the Council

Tel: 01270 262636  
Email: [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)