

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 6 FEBRUARY 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor M Andrews
	Councillor L Buchanan	Councillor E Clayton
	Councillor S Cheshire	Councillor R Moore

IN ATTENDANCE: Borough Councillor S Edgar
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group

APOLOGIES: Councillors N Cooper, M Ferguson, R Hancock and K Gibbs

259 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.

260 MINUTES – 2 JANUARY 2019 AND EXTRA-ORDINARY MEETING 14 JANUARY 2019

260.1 Approval of Minutes

RESOLVED: That the Minutes of the meeting held on 2 January 2019 and the Extra-ordinary meeting held on 14 January 2019, be approved as correct records.

260.2 Budget 2019-2020

Following the extra-ordinary meeting held on 14 January 2019, the Parish Council was asked to note the revised budget for 2019-2020.

The budget was £180,595.00 and this required a precept of £129,000. The effect of this precept on a Band D property was £61.79.

A copy of the amended budget was appended to the Minutes of the extra-ordinary meeting held on 14 January 2019.

261 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Orders, members of the public were able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

Issues raised included the following:

- Parking on Crewe Road.
- Planning appeal (18/1250N) – listed under Minute No. 265.2 below
- Lights on the car park at Shavington Primary School – still not operational

262 POLICE MATTERS

The Beat Manager's report was not available.

263 BOROUGH COUNCILLOR STEVE EDGAR

Councillor Steve Edgar reported on the following matters:

- 18/1250 – Oakleaf Close – appeal lodged (Minute No. 265.2 below).

- 18/5798 – 414 Newcastle Road. Councillor Edgar had requested a crossing facility at the on-site playing area, together with other items to improve the site.
- Pedestrian crossing at Sugar Loaf scheduled for August 2019.
- Consultation on the pedestrian crossing on Newcastle Road would take place in February 2019.
- The outcome of the consultation on the proposed one-way system associated with planning application No. 18/2483N was not yet available.
- CIL – The levy was on proposed new housing decisions, with effect from 1 March 2019 – 25% would be spent within the local community where the parish had in place an approved Neighbourhood Plan. The remaining 75% would be spent on Borough-wide projects. S.106 agreements could still be charged where appropriate.
The Shavington settlement zone was zero-rated; beyond that it was £22 per sq. metre. This could not be backdated on decisions made prior to 1 March 2019.

Members were able to ask questions, and these were responded to by Councillor Edgar.

264 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

A copy of the re-branded draft Neighbourhood Plan was submitted. Before this could be subjected to the Regulation 14 consultation, Cheshire East Council was required to conduct a Strategic Environmental Assessment (SEA); this would take between three-four weeks and was likely to be completed towards the end of February 2019.

Mr Atteridge, as Chairman of the Steering Group, spoke to this item.

265 PLANNING

265.1 Planning Applications

There were no planning applications for consultation. The only planning application which had been registered since the last meeting was 19/0304D – Land East of Rope Lane, Shavington. All applications with the suffix 'D' related to a discharge of conditions and were not for consultation.

265.2 Planning Appeal – Application No. 18/1250N – 15 new dwellings Land to the rear of Oakleaf Close, Shavington, CW2 5SF Appeal Ref: APP/R0660/W/19/3220304

It was reported that following refusal of planning permission, an appeal had been lodged with the Secretary of State. The appeal was to be dealt with by means of written representations with a site visit by an Inspector from the Planning Inspectorate.

The Parish Council was invited to comment on the appeal within five weeks of the Appeal start date of 29 January 2019.

The application had been considered by the Parish Council on 4 April 2018, at which time, the resolution was as follows:

(a) That the Parish Council object to the application on the following grounds:

- *The development was not needed as there was in excess of a 5.45-year housing land supply.*
- *The development would not be sustainable as the social infrastructure was inadequate, viz. it would adversely impact on school places; there was no doctors' surgery, no Post Office and no pharmacy.*
- *Access and egress presented problems for highway safety.*
- *The roadway was too narrow to allow for two cars passing each other.*

(b) That Councillor S Edgar be asked to call-in the application for the reasons given in (a) above; and

(c) That the Parish Council insist that Planning Officers visit the site weekly to ensure that conditions were being met and that in the event of any breaches, the Parish Council be kept informed.

The observations already made by the Parish Council would be provided to the Planning Inspectorate as part of the appeal process.

RESOLVED: That the Parish Council decline to make any further comments on planning application No. 18/1250N.

266 HIGHWAYS MATTER

The Parish Council was invited to submit comments on the preliminary plan for a Puffin crossing on Rope Lane, Shavington, a plan of which was enclosed with the agenda.

RESOLVED: That the Parish Council support the preliminary plan for a Puffin crossing on Rope Lane, Shavington.

267 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved.

267.1 Parish Council Account

£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£15.00	Beardmore Accountants	Monthly payroll service.
£80.00	C Willetts	Website support
£244.80		Design of 'Carols at Christmas' posters. (£240.00 net and £40.80 VAT) Invoice 0631
£162.00	Ten & Bourne Ltd t/a Brave Little Tank	Christmas Poster (£135.00 net and £27.00 VAT) Invoice 0613
£950.40		Quarterly newsletter (December 2018) (£792.00 net and £158.40 VAT) Invoice 0596
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£472.50	Cheshire Community Action	1.5 days of support at £315.00 per day. Neighbourhood Plan
£19,760.00	Police & Crime Commissioner	Balance of cost of PCSO for the financial year 2018-2019
£60.00	B Gibbs	Facebook advertisements Carols at Christmas
£255.00	The Leaflet Team	Distribution of the newsletter to be issued early March 2019.
£177.00	C M Jones	Reimbursement for payment for PO Box to receive consultation feedback questionnaires for the Regulation 14 Neighbourhood Plan consultation.
£180.00	TWM Traffic Control Systems Ltd.	Inspection of SDU (£150.00 net and £30.00 VAT)

267.2 Village Hall Account

£80.00 ¹	Target Windows	External window cleaning – Invoice 0415 – November 2018 Invoice 0437 - January 2019
£714.00	Dyno-rod	Drainage work dating back to December 2017 when work was carried out in the car park at the Village Hall. The original invoice had not been received and the Clerk had checked the accounts for 2017-18 and no payment had been made.
£58.90	ASH Waste Services	Invoice 641158 (£49.08 net and £9.82 VAT)
£59.62	ASH Waste Services	Invoice 631286 (£49.68 net and £9.94 VAT)
£288.00	Crystal Clean South Cheshire Ltd.	Cleaning of Village Hall. (16 hours - £240 net and £48.00 VAT)
£128.40	North Staffs Fire Ltd.	Annual inspection.
£185.09	Water Plus	Water services 5 November 2018 – 15 January 2019
£151.92	M H Ascroft Electrical Contractor	Various electrical work in Village Hall, including PAT work (£126.60 net and £25.32 VAT)

267.3 Grant Application – Shavington Youth Club

The Parish Council considered a request for a grant of £6,000.00 from Shavington Youth Club. It was noted that budget provision of £6,000.00 had been included in 2018-2019.

RESOLVED: That a grant of £6,000.00 be made to Shavington Youth Club in accordance with Paragraph 19 of the Local Government Act (Miscellaneous Provisions) 1976 which permitted a local authority to provide recreational facilities, or to contribute to the cost of providing such facilities.

267.4 Donation to Crewe Brass Band

A small ensemble from Crewe Brass Band had played for the 'Carols at Christmas' event held on 23 December 2018.

There had been no charge for this, and the Parish Council was asked to consider making a donation.

RESOLVED: (a) That the Clerk make enquiries of Crewe Brass Band to establish the charge which would be made for a two-hour slot; and

(b) That the item be placed on the agenda for the March 2019 meeting.

267.5 Receipts and Payments Statement

The Receipts and Payments statement was not available.

268 COMMEMORATIVE PLAQUE ON WALL OF VILLAGE HALL

At the meeting held on 5 December 2018, Councillor Martin Andrews undertook to 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. The purpose was to ensure that if a commemorative plaque was

¹ Cheque for only £60.00 signed; the Clerk agreed to send a personal cheque for the balance of £20.00.

commissioned for installation at the Village Hall, it would accurately name all the councillors who had been involved in the purchase of the hall.

Councillor Andrews had been unable to conduct the research and this item was deferred to the March meeting.

269 MEMBER TRAINING POLICY

The Parish Council considered a draft Member Training Policy submitted by the Clerk.

RESOLVED: That the Member Training Policy be adopted with immediate effect.

270 COMMITTEE MEETINGS

The Parish Council received the Minutes of the following Committee Meetings and considered the various recommendations of each Committee.

270.1 ENVIRONMENT COMMITTEE – 9 JANUARY 2019

SCARECROW COMPETITION

The Parish Council was asked to suggest a theme for the scarecrow competition which it was proposed be held during April and May 2019.

It was agreed that there should be no theme and that individual competitors should decide for themselves how to create their scarecrow.

REPLACEMENT SEAT AT GOODALL'S CORNER

The Clerk submitted a quotation from Glasdon UK for a Lowther bench to replace the current bench.

RESOLVED: (a) That the Parish Council accept the quotation submitted by Glasdon UK in the sum of £472.50 (including VAT) for the provision of one Lowther bench;

(b) That the bench be installed at Goodall's Corner; and

(c) That Councillor Andrews be thanked for agreeing to remove the bench currently in situ, prior to delivery and installation of the new bench.

270.2 VILLAGE HALL MANAGEMENT COMMITTEE – 23 JANUARY 2019

The following issues were brought to the attention of the Parish Council for decision:

APPOINTMENT OF CLEANING CONTRACTOR

The Committee had drawn up a specification/advertisement for an independent cleaning contractor for the Village Hall. The current commercial cleaning contract would conclude on 31 March 2019 and the Committee recommended that this should not be renewed on 1 April 2019. Therefore, it was likely to be necessary for the Clerk to seek quotations for a commercial contractor to cover the interim period from 1 April 2019 until a cleaner was appointed.

The reason for recommending the non-renewal of the current contract was that the cleaning company carried out the cleaning duties outside the bookings and although they had been asked to clean early in the mornings, had been unable to accommodate that within their schedule.

RESOLVED: (a) That the specification set out in the Minutes be approved as the basis for an advertisement for an independent cleaning contractor;

- (b) That the remuneration rate be £15 per hour, and that the new contract be subject to a probationary period;
- (c) That cleaning be carried out on Mondays and Fridays between 8.00 am and 10.00 am.
- (d) That a Committee of three Members be appointed to shortlist applications and interview candidates for the post; and
- (e) That Councillors V Adams, M Andrews and L Buchanan be appointed to the Committee.

FUTURE MANAGEMENT ARRANGEMENTS

The Committee had considered three issues:

- (1) **Day-to-day Administration**. This comprised dealing with all booking enquiries, collection and banking of fees which was currently estimated at approximately five hours a week.

Councillor Emma Clayton was currently managing Village Hall bookings but was unable to continue beyond 28 February 2019. As an interim arrangement, it was suggested that a volunteer parish councillor may wish to continue with this task until new arrangements could be put in place.

There were no Members available to take on this responsibility. Several options were suggested, including using an on-line system where clients would make the bookings themselves, or asking St Mark's Church if it would be able to assist, in return for a donation to the church.

No decision was made.

- (2) **Day-to-Day Management**

Following the resignation of Bill McIntyre, there was now no councillor to take the lead in dealing with the day-to-day matters at the Village Hall; for example, the Christmas decorations had not been removed until towards the end of January 2019.

The Parish Council was asked to consider this matter. No specific decision was made but it was suggested that this could be considered as part of the longer-term management arrangements.

- (3) **Longer term management arrangements**

The Committee had considered a document provided by Cheshire Community Action (CCA) - Information Sheet 40 – Village Halls, Governing Documents and Title Deeds. The document detailed several options for management of village halls.

The Committee's preference was for the Parish Council to retain management in-house by creating a new Facilities Manager role. The Parish Council would retain full control; however, there would be cost implications associated with the creation of a new role.

The Committee recommended that Claire Jones (Community-Led Planning Officer from CCA) be invited to attend a Parish Council meeting, either for a specified one-hour slot, or at a specially convened meeting to discuss the various options available to the Parish Council.

RESOLVED: That Claire Jones from Cheshire Community Action be invited to a specially-convened Parish Council meeting to discuss the long-term arrangements for management of the Village Hall.

271 COMMUNITY RIGHT TO BID – OLD SCHOOL, 140 MAIN ROAD, SHAVINGTON

The Parish Council considered the Clerk's report which invited Members to consider applying for the registration of Old School, 140 Main Road, Shavington, as an asset of community value (ACV) under the Community Right to Bid Scheme.

The building which was owned by Cheshire East Council, needed extensive refurbishment and Members had previously speculated about what might happen to the building if CEC decided that it wished to divest itself of this asset.

Members were minded to submit a bid under the Community Right to Bid Scheme which was a function under the Localism Act 2011. This scheme was managed and administered by Cheshire East Council. The scheme allowed community groups time to assemble bids for assets which both they and the Borough Council considered to be of community value, by invoking a moratorium period when a listed asset was to be sold.

RESOLVED: That, following the elections in May 2019, the Parish Council set up a new Committee to consider submitting a bid under the Community Right to Bid Scheme in respect of 140 Main Road, Shavington.

272 WESSEX CLOSE PLAY AREA – ACQUISITION BY THE PARISH COUNCIL

Members were asked to consider making a formal request to Cheshire East Council to transfer the Wessex Close Play Area to the Parish Council.

Although no longer formally in existence, the principles of the former Local Service Delivery scheme would apply, and at the meeting with Cabinet Member, Councillor Ainsley Arnold, on 28 January 2019, he intimated that such a request would be likely to find favour with the Borough Council.

The scheme allowed for the transfer of services where it might be more appropriate for such a service to be delivered at a more local level. Unfortunately, no funding followed the transfer and it would be for the Parish Council to fund all future maintenance of the play area and repairs and replacement of equipment.

RESOLVED: That Cheshire East Council be requested to transfer the Wessex Close Play Area to the Parish Council.

273 APPOINTMENT OF 'HANDYMAN' (VILLAGE HALL)

The Parish Council was asked to consider employing a handyman/woman who could carry out various maintenance tasks such as minor repairs which did not require specialist knowledge or qualifications. The work would be, predominantly, in the Village Hall.

The Clerk was asked to prepare a specification for submission to a future meeting.

274 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:

- Residents of the bungalows on Rope Lane did not wish trees to be planted in front of their homes.
- A dropped kerb had been approved for a resident on Burlea Drive.
- Toilet rolls required for the specialist toilet-roll holders in the Village Hall.

275 VINE TREE PLAY AREA – ANNUAL INSPECTION REPORT

The Parish Council received the annual report following an inspection of Vine Tree Play Area on 29 October 2018. This report would be submitted to the next meeting of the Recreation Committee.

**276 CHESHIRE EAST COUNCIL – MEETING WITH CABINET MEMBER
COUNCILLOR AINSLEY ARNOLD**

The Chairman reported briefly on the meeting with Cabinet Member, Councillor Ainsley Arnold, on 28 January 2019, at which time the Clerk and Vice-Chairman had also been present.

The Vice-Chairman was also keen to share his views with Members and it was agreed that this be placed as an item on the agenda for the next meeting.

277 CORRESPONDENCE

The Clerk reported receipt of the following correspondence.

- Informal complaint from resident about hedge-cuttings from along the allotment site. Hedge-cuttings fell on the resident's car and he complained that the contractor did not make any attempt to contact him to ask him to move his car during the hedge-cutting.

The Clerk forwarded the Complaints Procedure to the resident in the event that he may wish to make a complaint about the contractor.

- Two requests for inclusion on the waiting list for an allotment plot. There are now seven on the waiting list.

278 DATE OF NEXT MEETING

6 March 2019

.....Chairman

The meeting commenced at 7.15 pm and concluded at 9.45 pm