

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 6 DECEMBER 2017 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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|-----------------------|-----------------------------|--|
| PRESENT: | Councillor W Cooper | Chairman |
| | Councillor V Adams | Councillor S Cheshire |
| | Councillor E Clayton | Councillor M Ferguson |
| | Councillor B Gibbs | Councillor K Gibbs |
| | Councillor R Hancock | Councillor G McIntyre |
| IN ATTENDANCE: | Borough Councillor S Edgar | |
| | Mr W Atteridge | Chairman of the Neighbourhood Plan Steering Group |
| | PC Ollie Cross | |
| | Martin Andrews | Candidate for co-option |
| | Ryan Moore | Candidate for co-option |
| | Eight members of the public | |
| ABSENT: | Councillor E Ankers | |

162 DECLARATION OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

Councillors B Gibbs and K Gibbs each declared an interest in agenda item 10.2 Planning Appeal – 16/4526N – 30 dwellings - land to Rear of 71 Main Road, Shavington, on the basis that the applicant was a relative.

No other declarations were made at this point in the proceedings.

163 MINUTES

RESOLVED: That the Minutes of the Meeting held on 1 November 2017 be approved as a correct record.

164 MATTERS ARISING from the Minutes (Not detailed separately elsewhere on the agenda)

164.1 Overgrown nettles on 'Piccadilly' (Minute No. 145)

Responsibility for Piccadilly had been queried on previous occasions. The Public Rights of Way Unit (Cheshire East Council) had confirmed that it was not a public right of way; however, it appeared that it was, in part, owned by Cheshire East Council.

The Clerk had followed up with ANSA regarding the cutting back of nettles. A response was awaited and the Clerk had expected to be able to report to the meeting, but there was no further information.

164.2 Community Infrastructure Levy (Minute No. 155)

It was reported that the following, as provided by Councillor B Gibbs, was submitted to Cheshire East Council as the Parish Council's comments on the consultation document in respect of the Community Infrastructure Levy. This had been based on Councillor Gibbs' oral comments at the November meeting, all of which had been supported by the Parish Council.

Zone 2 on the map (south of Crewe) which is within Shavington-cum-Gresty parish boundary should be Zone 3 as cheap/low CIL will encourage development; and,

given an uplift of almost 1,400 houses within Shavington, the parish does not wish the area to be perceived as an attractive place to build until such time as a large proportion of the current developments are complete and the impact of them on the local infrastructure, can be assessed.

164.3 Proposed Diversion of Public Footpaths Nos 4 (Part) and 6 (Part)

At the meeting held on 1 November 2017, the Parish Council commented that the footpath should remain as a countryside public footpath without surface treatment.

This comment was forwarded to Cheshire East Council which had now responded that this suggestion was not acceptable on this occasion in view of the likely increase in usage of the path, which would result in significant surface deterioration and future maintenance issues.

This was to be reported to the Public Rights of Way Committee on 4 December 2017.

164.4 Business Charge Card (Minute No. 153.4)

As requested, the Clerk had contacted Cheshire East Council for advice and was informed that the Borough Council was not insured to provide this type of advice to town and parish councils.

165 PUBLIC QUESTION TIME

Members of the public were able to ask questions, or address the Parish Council in respect of any item on the agenda, or any matter relevant to the Parish Council's business and the local area.

One of the issues to be raised related to the appeal under agenda item 10.2 (Planning Appeal – 16/4526N – 30 dwellings - land to Rear of 71 Main Road, Shavington). Each having declared an interest in this item, Councillors B Gibbs and K Gibbs withdrew from the meeting prior to discussion.

- A member of the public raised the issue of the appeal and expressed the hope that the Parish Council would submit additional objections to the Planning Inspectorate.

(Note: Councillors B Gibbs and K Gibbs re-joined the meeting at this point in the proceedings.)

The only other issue raised was in respect of 'The Triangle' where problems with water drainage were experienced.

166 CO-OPTION TO PARISH COUNCIL VACANCY

The casual vacancy caused by Peter Yoxall's resignation, had been advertised in accordance with electoral regulations. No election had been called, and the Parish Council was now able to co-opt to the vacancy.

Four candidates had expressed interest in the vacancy, but only two were in attendance, namely Martin Andrews and Ryan Moore. One candidate had withdrawn as he was leaving the country on business; the other candidate had not made further contact.

Each candidate made a brief presentation outlining their reasons for wishing to become a parish councillor and Members were able to ask questions of each candidate.

A secret ballot was held, and it was –

RESOLVED: That Martin Andrews be co-opted onto the Parish Council.

(Notes: (1) Mr Andrews signed a Declaration of Acceptance of Office following which he was able to participate fully in the meeting;

(2) Councillor V Adams joined the meeting part-way through this item, and as she had not heard the candidates' presentations, she declined to vote.)

167 POLICE MATTERS – BEAT MANAGER'S REPORT

167.1 PC Ollie Cross was in attendance. A copy of the Beat Manager's report had been e-mailed to Members.

There were no specific items to report but Members were able to ask questions of PC Cross.

PC Cross was thanked for his attendance and he withdrew from the meeting at this point in the proceedings.

167.2 Maternity Cover for PCSO V Moulton

At the previous meeting, the Clerk had been asked to enquire into cover during PCSO Moulton's maternity leave. A response had been received to the effect that as there were vacancies across the team, it was not possible to cover the maternity leave. Inspector Kate Buckingham had notified the Force's Finance Department and it was expected that there would be a refund due to the Parish Council.

168 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar reported on the following:

- This issue had been referenced at the previous meeting (Minute No. 149.1): £10,000 funding to be used to fund (a) a vehicle-speed display unit to be located on Rope Lane (£6,000) and (b) double yellow lines to be added on Crewe Road in the vicinity of Brook Avenue (£4,000).
- Councillor Edgar sought the Parish Council's views on a proposal to install a compulsory 20 mph at the north end of Main Road. He confirmed that this could be enforced by the Police.

The Parish Council supported this suggestion (which would be funded from the CEC 2018-2019 budget).

- A pedestrian crossing on Newcastle Road was expected to be in place in the Spring of 2018.
- Elephant & Castle planning application (17/2483N). Councillor Edgar had reviewed the affordable housing numbers with CEC Officers and had concluded that there was, in fact, a shortfall of completed available properties; however, as the application had been conditioned to the effect that *no dwellings shall be occupied until the works necessary to bring the Traffic Regulation Order have been completed*, the outcome would determine whether this development would go ahead.
- The Police & Crime Commissioner was allocating PCSOs to the Speed Watch Scheme. The PCSOs would participate along with the volunteers and would be able to issue fines to offending motorists.
- Consideration was to be given to funding for footways (pavements) along Gresty Lane, to incorporate traffic-calming.

169 NEIGHBOURHOOD PLAN

Mr W Atteridge, the Chairman of the Steering Group updated the Parish Council on progress in respect of preparation of the various Neighbourhood Plan policies which he had discussed with Tom Evans, the CEC Neighbourhood Planning Manager.

He also reported that Borough Councillor Janet Clowes had expressed an interest in attending a joint meeting of the Wybunbury Neighbourhood Plan Steering Group and Shavington Steering Group to discuss any overlapping issues.

170 PLANNING MATTERS

170.1 Planning Applications

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

- 17/5814N 1 Rope Farm Barns, Rope Hall Lane, Shavington CW2 5DA
Rear and left-hand side extension
- 17/5602N 32 Weston Lane, Shavington, CW2 5AN - Single-storey extension to side of dwelling.
- 17/5342N 16 Burlea Drive, Shavington, CW2 5BZ -Single-storey rear extension

RESOLVED: That no observations be made on planning applications Nos. 17/5814N, 17/5602N and 17/5342N.

170.2 Planning Appeal – 16/4526N – Land to Rear of 71 Main Road, Shavington Full planning permission for 30 dwellings including demolition of 71 Main Road Appeal Reference: APP/R0660/W/17/3185440

Following refusal of planning permission, the applicant had appealed the decision, and this was to be dealt with by means of written representations and a site visit by an Inspector from the Planning Inspectorate.

The Parish Council had considered this application at its meeting in November 2016 and the following objections had been submitted:

- Erosion of green gap
- Over-crowding on the site.
- This housing development was not needed.
- The parish already had more housing than was required by the emerging Cheshire East Local Plan (both built and planned).
- The Council requests the Inspector to visit all the application sites both past and future to assess the cumulative effect.
- The land was the best and most versatile agricultural land.

Members now made additional objections which would be submitted to the Planning Inspectorate by 21 December 2017.

RESOLVED: That the objections made in November 2016 be forwarded to the Planning Inspectorate, together with the following additional objections:

- The Borough Council has recently approved a development of 45 affordable homes to the rear of the Elephant & Castle public house off Main Road; 17 affordable homes were completed this year, only a few metres from this proposed site and these additional 30 houses will contribute further to the over-development in the parish.

- The 5-year housing land supply has now been approved by the Borough Council via the newly-adopted Local Plan and this further demonstrates that there is no need for this development.
- The whole of Main Road is already over-developed.
- This proposed development will create additional traffic and will exacerbate the problems already experienced in the parish.

(Note: Having each declared an interest in this item, Councillors B Gibbs and K Gibbs withdrew from the meeting prior to discussion and re-joined the meeting after the vote had been taken.)

171 ROAD SAFETY – CARDBOARD CUT-OUTS

At the previous meeting, it was agreed that this item be placed on the agenda with a view to the Parish Council considering whether to purchase cardboard cut-outs of Police Officers as a deterrent to speeding motorists. An illustration of cut-outs was submitted.

The advantages and disadvantages of using cut-outs were discussed, including the potential for weather-damage and the need for someone to be responsible for their daily positioning.

Councillor Andrews undertook to make enquiries and provide prices for the next meeting.

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

172 COMMITTEES

172.1 Membership

There were vacancies on the following Committees and one outside body. At the previous meeting, Members declined to appoint and agreed to defer the item to this meeting.

- Environment Committee
- Finance Committee
- Wybunbury United Charities: Estate Trustee

RESOLVED: (a) That Councillor B Gibbs be appointed to the Finance Committee;

(b) That the Clerk write to Mr N Clowes (Chairman of the Wynbunbury United Charities Trustees) requesting further information about (i) the role of trustees on Wybunbury United Charities; and (ii) the funds available for disbursement;

(c) That the vacancy on the Environment Committee remain vacant for the time being.

172.2 Village Hall Management Committee

The Minutes of the Village Hall Management Committee meeting held on 8 November 2017 were submitted for information. Members' attention was drawn to Minute No. 181 below when the Parish Council would be asked to consider quotations for projects at the hall.

172.3 Minutes of the Finance Committee

The Minutes of the Finance Committee meeting held on 31 October 2017 were submitted for information and for consideration of the following recommendation:

- Investment of Surplus Funds

The Committee recommended that no action be taken in respect of investing Parish Council surplus funds. This was based on the guidance in the Clerk's report which was submitted to the Committee, and had also been submitted to the Parish Council on 4 October 2017.

RESOLVED: (a) That the Minutes of the Finance Committee meeting held on 31 October 2017 be received; and

(b) That the Parish Council endorse the Committee's recommendation that no action be taken in respect of investment of surplus funds.

173 FINANCIAL MATTERS

173.1 Budget – 2018-2019

At its meeting on 31 October 2017, the Finance Committee gave consideration to draft budget proposals for 2018-2019. The Clerk's report included the following documents.

- Receipts and Payments Statement to 30 September 2017
- Budget monitoring schedule showing the position at 30 September 2017; Revised estimates to 31 March 2018; and the draft budget for 2018-2019.

The Parish Council considered the draft proposals and made the following observations:

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| Line 11 | Vine Tree Play Area | £5,000 |
| Line 12 | PC Recreation Areas | Nil |

Members recalled that Line 12 had been included in the current year's budget to allow funding for the improvement of Wessex Close Play Area (owned by CEC) in the event of this being transferred to the Parish Council under the 'Local Service Delivery' scheme. This had not taken place.

During discussion, it was suggested that at a future meeting, consideration could be given to the setting up of a community group which could review play area provision in the parish with a view to providing improved facilities. In the meantime, the Parish Council could build up funds for improvement of such facilities.

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| Line 29 | Youth Club Provision in Shavington | £6,000 |
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At this point in the proceedings, Councillor W Cooper declared an interest on the basis that he was Treasurer to Shavington Youth Club. He withdrew from the meeting prior to discussion.

Councillor K Gibbs assumed the chair for discussion of this item.

Members agreed to retain a sum of £6,000 in the budget.

Councillor Cooper re-joined the meeting at this point in the proceedings.

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| Line 38 | PCSOs | Funding would be dependent on whether the Parish Council agreed to fund the PCSO service. |
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Members asked the Clerk to contact the Police & Crime Commissioner requesting the following information/documents.

- Draft Service Level Agreement (SLA) to be provided before the Parish Council could commit funding.
- How would the PCSO shift pattern be operated and would the 'free' PCSO reduce his/her commitment to Shavington, in the event of the Parish Council funding either one or two dedicated PCSOs?
- In view of his local knowledge, could PCSO Corbett be retained as a Parish Council-funded PCSO?

Lines 40/41 Remembrance Sunday

Arising out of discussion of this item, reference was made to the Centenary of WWI in 2018. Both churches had joined together and were organising a community event and wished to include the Parish Council.

It was agreed that a sum of £2,500 be allocated to fund the event in 2018-2019.

Line 42 Village Hall £20,000

The issue of income from Village Hall lettings was raised. A Member asked about the potential for marketing the hall as a venue which might attract new users.

The Village Hall Management Committee was due to meet on 13 December and the Committee was asked to review the hire charges at that time. As part of this review, the Clerk was asked to carry out research into the charges made by other local community/village halls and the facilities offered.

RESOLVED: (a) That the Clerk amend the draft budget 2018-2019, in line with the revisions agreed at the meeting; and

(b) That the Parish Council finalise its budget at its January 2018 meeting.

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

173.2 Authorisation of Payments

RESOLVED: That the following payments be authorised.

A Parish Council Payments

| | | |
|--|--|---|
| £890.95 | Mrs C M Jones | Net salary – November 2017 |
| £282.86 | HMRC | £222.80 Tax and £59.86 Employer's NI Contribution. |
| £15.00 | A J Hardy Ltd | iMonthly payroll service. |
| £80.00 | C Willetts | Website support |
| £875.50 | M Webster & Son Ltd | Grounds maintenance (£729.58 net and £145.92 VAT) |
| £7,925.50 | The Police & Crime Commissioner for Cheshire | Half-year payment for PCSOs October 2017 – March 2018 |
| £594.00 | Ten & Bourne Ltd (t/a Brave Little Tank) | Quarterly newsletter artwork (£495.00 net and £99.00 VAT) |
| £496.00 | Solopress | Printing of quarterly newsletter. |
| £235.00 | The Leaflet Team | Distribution of quarterly newsletter. |
| £7.89 | Councillor B Gibbs | Buffer payment |
| £330.00 | Nicspics (Oct/Nov invoices) | Photographs for the quarterly newsletter and also for the Parish Council's portfolio of photographs |
| The cost of photographs averaged out at £3.50 per photograph and this compared favourably with the £35 per photograph for the Neighbourhood Plan publications. | | |
| £15.22 | Councillor S Cheshire | Reimbursement for provision of refreshments for Remembrance Sunday |

B Village Hall Payments

| | | |
|---------|-----------------------|---|
| £327.50 | Mrs B Fraser | Cleaning of the village hall |
| £7.00 | Councillor W McIntyre | Purchase of lightbulb |
| £72.80 | Councillor V Adams | Village Hall supplies |
| £113.94 | Councillor V Adams | Telephone expenses |
| £113.94 | Councillor W McIntyre | Telephone expenses |
| £51.53 | ASH Waste Services | Fortnightly collection of waste from the village hall. (£42.94 net and £8.59 VAT) |

173.3 Compliance with Financial Regulations

In accordance with Regulation 2.2 of the Financial Regulations, the Council is asked to: *on a regular basis, at least once in each quarter, and at each financial year end authorise a Member, other than the Chairman or a cheque signatory, to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall, on conclusion be reported, including any exceptions, to and noted by the Council.*

RESOLVED: That Councillor W McIntyre be appointed as the Councillor to perform the duty required under Regulation 2.2 of the Financial Regulations.

174 HONORARY FREEMAN AWARD SCHEME

At the previous meeting, the Council set up a Committee to develop a scheme to award Honorary Freeman/Honorary Freewoman status to deserving individuals.

There were no further matters to report at this time. The Committee would meet in due course and report to the Parish Council.

175 CORRESPONDENCE RECEIVED

Post Office facility: Two residents had written to ask why Shavington did not have a Post Office service. They had each read in the Crewe Chronicle that although Audlem lost its Post Office sometime in 2015-16, this was now to be reinstated.

The Clerk had made enquiries and although there was a move to re-introduce a Post Office service in Audlem, the first stage was to identify shop premises; the next stage was to ask the shop owner(s) if they would be willing to operate a Post Office service from within their own shop, alongside their own commercial activities.

The Clerk was asked to contact the NISA shop to enquire if it would be willing to provide a Post Office service.

176 CONSULTATION – CHESHIRE EAST COUNCIL HOUSING STRATEGY 2018-2023

Cheshire East Council was consulting on its new housing strategy, setting out the Authority's vision and priorities for housing until 2023 and the Parish Council was invited to contribute towards the development and shaping of the strategy. The consultation began on 27 November 2017 and concluded on Monday, 8 January 2018.

RESOLVED: That the Council decline to comment on the Cheshire East Council Housing Strategy 2018-2023.

177 CONSULTATION – CHESHIRE FIRE AUTHORITY INTEGRATED RISK MANAGEMENT STRATEGY

Cheshire Fire Authority had launched its annual consultation on its Integrated Risk Management Plan. The consultation would close on 2 January 2018.

RESOLVED: That the Council decline to comment on the Cheshire Fire Authority Integrated Risk Management Strategy.

178 SHARED ITEMS

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

- Item for next agenda: Authorisation to purchase new hi-viz vests for the Clean Team.
- WWI Centenary: Although briefly referenced as part of the budget discussions, Councillor B Gibbs explained that he had recently met with the two church ministers at which time the proposed event in 2018 had been discussed.
The community event was to be held over a whole weekend, on a date yet to be arranged. Members **AGREED** that the Village Hall be made available for the whole weekend.
Arrangements for setting up a Committee, or joining with the two churches, to be added as an item on the January 2018 agenda.
- The Clerk was asked to contact Cheshire East Council about the installation of the parish boundary signs. This work did not represent the core work of CEC and was only carried out at CEC's discretion, according to its workload.
- It was reported that the new speed sign had now been fitted.

179 DATE OF NEXT MEETING

MONDAY, 8 JANUARY 2018

180 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.

181 VILLAGE HALL PROJECTS

At its meeting held on 8 November 2017, the Village Hall Management Committee considered quotations for the toilets upgrade and decoration of the village hall.

The Committee had considered two quotations for the toilets upgrade. The higher quotation had stipulated that the work would be completed within 25 days. The lower quotation did not give a timeline. Members were minded to approve the lower quotation, but subject to the company providing a timeline for the completion of the project. As the higher quotation had quoted 25 days, Members agreed that this was reasonable. The company which had submitted the lower bid would be asked to guarantee completion of the work within 25 days, or a period which was considered to be satisfactory.

The Committee considered three quotations for the decoration of the main hall.

RESOLVED:

Toilets Upgrade

(a) That the Council accept the quotation submitted by Construction Linx, being the lowest, in the sum of £19,835.45 (plus VAT), contingent upon receipt of a project plan and acceptable timeline for the work;

(b) That the project commence no earlier than 1 March 2018, to allow regular users of the hall to be informed of the temporary closure during the work;

(c) That the Clerk, in consultation with the Chairman, be authorised to determine what constituted an acceptable timeline for completion of the project.

Decoration of Main Hall

(d) That the Council accept the quotation submitted by DSW Painting and Decorating, in the total sum of £5,400 (plus VAT) for decoration of the main hall.

Draft

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.30 pm