

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 4 SEPTEMBER 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor L Buchanan
	Councillor M Ferguson	Councillor K Gibbs
	Councillor R Hancock	Councillor G McIntyre
	Councillor R Moore	

IN ATTENDANCE: Borough Councillor D Marren
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group
One member of the public

APOLOGIES: Councillors N Cooper and J Hassall

89 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.

Councillor L Buchanan declared a personal interest in Minute No. 95.3 (Wybunbury Combined Parishes – Neighbourhood Plan: Regulations 15 and 16 Consultation) on the basis that she was a resident of Dig Lane, Wybunbury.

No other declarations were made.

90 MINUTES

RESOLVED: That the Minutes of the meeting held on 7 August 2019 be approved as a correct record, subject to the following:

List of those present:

Delete: Councillors L Buchanan, N Cooper and M Ferguson. (Each Councillor had submitted apologies for absence.)

(Note: All Members present voted for the motion.)

91 PUBLIC QUESTION TIME

In accordance with the Council's Standing Order No. 1, members of the public can submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

No issues were raised.

92 POLICE MATTERS – BEAT MANAGER'S REPORT

The Parish Council received the Beat Manager's Report for August 2019 and noted that PCSO Nigel Hobbs had replaced PCSO Vicki Moulton as a local PCSO.

The Clerk was asked to contact Det. Sgt. Caldwell to ask if it would be possible for PCSO Corbett and his colleague to work opposite shifts, so that there would be a greater Police presence in the parish.

93 BOROUGH COUNCILLOR DAVID MARREN

Councillor Marren reported on the following issues:

- There had been no decision yet in respect of the TRO associated with the planning application at The Elephant.

- Capital/Construction Programme.
- Consultation on the next phase of the Local Plan (SAPD) (This was also an agenda item for this meeting.)
- Update on 21 S.106 agreements.
- Booklet (All About Me). Through Orbitas, Councillor Marren had been working with the End-of-Life Partnership to produce booklets which would make the process of arranging a funeral easier. He offered to provide numerous copies if required.
- 'Fix My Street' – CEC had decided to use the Fix My Street reporting system which would initially cover street cleansing and community warden services, but future development would allow for the opportunity to report faults in other Council areas. The system is likely to be operational by the end of this calendar year.

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

Councillor Marren undertook to provide a copy of his typed notes for the Clerk to forward to Members.

94 NEIGHBOURHOOD PLAN UPDATE

The Chairman of the Neighbourhood Plan Steering Group updated the Parish Council on progress.

As the next stage of the process was Regulation 15, the Clerk had contacted the Chairman of the Steering Group to discuss the possibility of making a grant application to Locality. Lucy Hughes from Cheshire Community Action would also offer advice on this. She had already provided some information to the Clerk to enable application to be made.

The Chairman of the Steering Group expected to be able to submit a revised draft Neighbourhood Plan to the November 2019 meeting for approval, prior to the Regulation 15 process.

RESOLVED: That the Parish Council approve application to Locality UK for a grant to continue the Neighbourhood Plan process.

(Note: All Members present voted for the motion.)

95 PLANNING MATTERS

95.1 Planning Applications

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

19/3768N	16 Camelot Grove, Shavington CW2 5EL Proposed demolition of conservatory, and construction of new ground floor and first floor rear dormer extension
19/3526N	Basford West Development Site, Crewe Road Reserved matters application for appearance, landscaping and layout on outline application 14/0378N for erection of a building for use within Class B2 and B8 Plot 5.

RESOLVED: That no observations be made on planning applications Nos. 19/3768N and 19/3526N.

95.2 Wybunbury Combined Parishes – Neighbourhood Plan Regulations 15 and 16 Consultation

At its meeting on 7 August 2019, the Parish Council asked the Neighbourhood Plan Steering Group (NPSG) to review the Regulation 15 consultation document *Wybunbury Combined Parishes – Neighbourhood Plan* and to provide a summary of observations which could be accepted or amended by the Parish Council prior to submission to Cheshire East Council by 6 September 2019.

The Chairman of the NPSG had prepared a detailed note of the proposed objections made by the Steering Group, copies of which were provided for each Member.

RESOLVED: (a) That the Parish Council support the NPSG's observations on the Wybunbury Combined Parishes Neighbourhood Plan;

(b) That the observations be submitted to Cheshire East Council as the Parish Council's formal objections to the Regulations 15/16 Consultation, by 6 September 2019; and

(c) That the Clerk and the Chairman of the NPSG liaise on the form of words to be submitted.ⁱ

(Note: All Members present voted for the motion.)

95.3 Consultation on the Draft Site Allocations and Development Policies Document (SAPD)

The Parish Council was invited to comment on the consultation document (Site Allocations and Development Policies Document) and submit comments by 5.00 pm on Monday, 30 September 2019.

The letter issued by CEC had been sent by e-mail to Members on 19 August 2019. The letter contained links to the documentation.

RESOLVED: That the Parish Council support the Draft Site Allocations and Development Policies Document, issued by Cheshire East Council.

(Note: All Members present voted for the motion.)

96 VILLAGE HALL – FUTURE MANAGEMENT ARRANGEMENTS

The Parish Council was asked to consider if Claire Jones (Cheshire Community Action) should be invited to a meeting of the Parish Council to discuss future management of the Village Hall. Members had previously received documentation about the options available (meeting held on 6 March 2019).

Members discussed briefly the way in which the Village Hall might be managed in the future, but no conclusions were reached other than to agree that no action should be taken at this time to make any changes.

RESOLVED: That the Parish Council decline to arrange a meeting with Claire Jones of Cheshire Community Action.

(Note: All Members present voted for the motion.)

97 FINANCIAL MATTERS

97.1 Financial Regulations 2019

Following submission of the National Association of Local Councils (NALC) revised Financial Regulations 2019 at the previous meeting, the Clerk had reviewed these, and the guidance provided, and now submitted a copy which the Parish Council was asked to adopt.

There were several provisions where the Parish Council had the option to amend, and the Clerk had inserted the current financial levels; (for ease of reference, these were highlighted in yellow).

RESOLVED: That the Financial Regulations 2019, as amended, be adopted.

(Note: All Members present voted for the motion.)

97.2 Budget Monitoring – 1 April 2019 – 31 July 2019 (Main Parish Council Account)

The Parish Council received a budget monitoring statement showing the position at 31 July 2019, together with the following documents:

- Receipts and Payments statement to 31 July 2019 for the main Parish Council account.
- Receipts and Payments statement to 31 July 2019 for the Village Hall account.

The documents were received for information.

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

97.3 Budget Proposals - 2020-2021

Members were invited to suggest items for inclusion in the budget for 2020-2021, together with an indication of the likely cost and the likelihood of the items coming to fruition during the financial year.

These should be submitted to the Clerk by no later than 11 October 2019 so that they could be considered by the Finance Committee on 30 October 2019 at which time its Members would consider a first draft of the budget for the forward year.

The Clerk was asked to contact PCSO Corbett to gain an indication of any increase in workload over the previous year. This would enable Members to consider if funding for an additional PCSO should be added into the budget.

97.4 Authorisation of Payments

The Parish Council was asked to approve the following payments. Members noted that although the expenditure was divided between 'Parish Council' and 'Village Hall', all payments were from the Parish Council's main account.

RESOLVED: That the following payments be approved:

(Note: All Members present voted for the motion.)

(A) Parish Council

£294.26	HMRC	Tax and employer's NI liability on Clerk's salary.
£300.00	Nicola Cooper	Photography contract
£16.00	Beardmore Accountants	Monthly payroll service. (Invoice 1323)
£80.00	Craig Willetts	Website support.
£26.94	Solopress	Printing of 100 x A3 Clean Team notices.
£8,320.00	Police and Crime Commissioner	Contribution to cost of PCSO (First quarter)

£2,766.15	Came & Company	Insurance premium from 1 October 2019 (see also agenda item 22)
£1,080.00	TWM Traffic Management	Repair of SID unit. (£900.00 net and £180.00 VAT)
£157.50	Cheshire Community Action	Neighbourhood Plan support.
£255.00	The Leaflet Team	For delivery of the September newsletter.
£255.00	The Leaflet Team	Replacement for cheque No. 1069 which was authorised at the June 2019 meeting. The cheque had not been presented and following discussion with The Leaflet Team, it would appear that it had been lost in the post. The Clerk had prepared a letter for the bank to cancel the cheque and this would require signing by three authorised signatories.
£883.20	ANSA	Payment for provision of two litter-bins One for Weston Lane, and one for Queen Street car park. (£736.00 net and £147.20 VAT)

(B) Village Hall

£288.00	Crystal Clean	Cleaning of Village Hall (Invoice 939 - £240.00 net and £48.00 VAT) – June 2019
£324.00	Crystal Clean	Cleaning of Village Hall (Invoice 966 - £270.00 net and £54.00 VAT) – July 2019
£40.00	Target Window Cleaning	Cleaning of Village Hall windows (Inv. 0519)
£23.24	B L Gibbs	Reimbursement for Village Hall on-line booking system.

97.5 Authorisation of Cheque Signatories

The process for adding cheque signatories onto the bank mandate form was almost complete. At the meeting held on 10 July 2019, at which the signatories were approved, Minute No. 57.4 (C) was incomplete. One of the purposes of changing the authorised signatories was to allow the Clerk to communicate with the bank. The resolution, therefore, needed to be revised.

It currently stated –

RESOLVED: *That Councillor Benjamin Gibbs be appointed as an additional signatory to join with Councillors Adam, Ferguson, Kevin Gibbs and Hancock.*

The Minutes could not be corrected at this stage as they were approved, without amendment, at the meeting held on 7 August 2019; however, the Parish Council was asked to note that the resolution was incomplete and to accept that it should have been as follows. This would enable there to be a clear audit trail to show that the Parish Council also approved the Clerk as an additional signatory:

RESOLVED: *(a) That Councillor Benjamin Gibbs be appointed as an additional signatory to join with Councillors Adams, Ferguson, Kevin Gibbs and Hancock; and*

(b) That the Clerk (Carol M Jones) be approved as an authorised signatory to enable her to communicate with the Co-operative Bank about all financial matters.)

RESOLVED: That the Clerk (Carol M Jones) be authorised as an additional signatory to the Parish Council's accounts, as indicated above.

(Note: All Members present voted for the motion.)

98 RE-STRUCTURING OF COMMITTEES

The Parish Council considered the Clerk's report which proposed revisions to the Committee structure. This would reduce the number of meetings from 41 to 30. It would also reduce Members' time in attending Committee meetings and should bring about an overall efficiency whilst at the same time ensuring that all Members were fully engaged in the Parish Council's business.

Part of the report related to the Clerk's employment and would be dealt with in Part 2 of the meeting, if appropriate. There were two versions of the report; (1) for publication; and (2) for Members of the Council only.

As reported to the Parish Council meeting on 10 July 2019, the Clerk and Chairman met with Jackie Weaver, the Chief Officer of the Cheshire Association of Local Councils to discuss ways of improving Council procedures to increase efficiency. Mrs Weaver reviewed the Terms of Reference for all the Committees and concluded that many of them were either not required or could be amalgamated where there was a crossover of activities. She also recommended that the starting point for the Council should be a strategic business plan with most of the work resting with the Parish Council itself.

Much of the work currently assigned to Committees could be carried out by 'Task and Finish' Groups (working groups) which had no delegated decision-making powers. The Task Groups would carry out their task and report progress to each Parish Council meeting until the tasks were completed. Some tasks could be delegated to the Clerk and these were included in the proposed Scheme of Delegation (Minute No.100 below). The advantage of Task and Finish Groups was that the Access to Information rules did not apply; there was no requirement for a published agenda, a set date and time for the meeting, and the Clerk's attendance. Working groups did not need to meet face-to-face; they could communicate via e-mail and meet as often or as little as the task required.

In addition to the Clerk's report, the following documents were submitted.

- (a) Current calendar of meetings – 2019-2020.
- (b) Draft calendar of meetings for 2020-2021 based on new arrangements.
- (c) Revised calendar of meetings for the remainder of the Municipal Year, based on a reduction in Committees.
- (d) Question and Answer statement (as requested by Members at the August meeting).
- (e) Terms of Reference for –
 - Planning/Environment Committee
 - Finance Committee
 - Village Hall Committee
- (f) Generic Terms of Reference for Task Groups.

RESOLVED:

- (a) That the Communications Committee be retained, and re-named 'Community Engagement Committee', meeting four times a year;
- (b) That the Complaints Committee be decommissioned.
- (c) That the proposal to create a Planning/Environment Committee be rejected;

- (d) That the Environment Committee and the Recreation Committee be amalgamated, meeting three times a year.
- (e) That the Village Hall Committee meet three times a year;
- (f) That the Finance Committee meet three times a year;
- (g) That Terms of Reference, as required, be amended and submitted to the October meeting of the Council.
- (h) That the Terms of Reference for the Village Hall Committee be amended to include a reference to the Committee being able to make recommendations to Council about operational matters.
- (j) That it be noted that the changes proposed would result in 12 Council meetings and 13 Committee meetings in a full Municipal Year.
- (k) That a revised calendar of meetings be submitted to the October meeting.
- (l) That within the Terms of Reference, a provision be included that the business of each meeting must be concluded within two hours; if the business was not concluded within that timeframe, the business would be referred to the next Committee meeting, OR, the Committee itself could over-rule the provision.

(Note: All Members present voted for the motion.)

99 APPOINTMENTS TO COMMITTEES

The Parish Council was invited to make appointments to the new Committees. This item was **DEFERRED** to the next meeting and Members were asked to contact the Clerk to express their preferences for Committee membership.

100 SCHEME OF DELEGATION

A proposed Scheme of Delegation was considered by the Parish Council. This set out the responsibilities of the Council itself, and the Clerk.

RESOLVED: That the Scheme of Delegation be approved.

(Note: All Members present voted for the motion.)

101 WORKING GROUP REPORTS

101.1 Remembrance Sunday – 10 November 2019

The Working Group had been asked to update the Parish Council in respect of arrangements for the Remembrance Sunday Service.

For ease of reference, the Clerk enclosed a copy of an e-mail she had sent to the Working Group which would also assist other Members to consider the final arrangements.

Councillor Kevin Gibbs reported that the Working Group would be meeting shortly to finalise arrangements. In the meantime, he suggested that the road closure application should be for a 'rolling block'. In response, the Clerk advised that without specific roads mentioned and alternative routes, this would be unlikely to be agreed by Cheshire East Highways.

101.2 Asset of Community Value (Community Right to Bid scheme) 140 Main Road, Shavington - Report of the Working Group (currently occupied under lease to Shavington Youth Club)

It was reported that until Cheshire East Council could advise in respect of a possible extension to the Youth Club's lease on 30 November 2019, there was nothing further to report.

102 BOUNDARY SIGNS

On 13 August 2019, the Clerk had requested a quotation for the boundary signs, to be considered at this meeting. No response had been received and a follow-up e-mail had been sent. A response was awaited.

The Clerk was asked to contact the Clerk at Crewe Town Council to enquire into the cost of the Town Council's boundary signs.

103 COMMITTEE MINUTES

The Minutes of the Communications Committee meeting held on 17 July 2019 were received for information.

The Minutes of the Environment Committee (3 July 2019) and the Recreation Committee (24 July 2019) would be submitted to the next Parish Council meeting.

104 CLERK'S INFORMATION REPORT

The Clerk's Information Report was received and covered the following items:

- Clean Team posters.
- Village Hall signage
- Purchase of second defibrillator
- School car park lighting (not to be installed owing to insufficient budget.)
- Refurbishment of benches.
- Reinstatement of seating at Sugar Loaf.
- Competitions between September and December 2019.
- Allotment Site, Gresty Lane.

The Clerk was asked to contact Shavington Primary School to enquire into the cost of providing lighting on the car park.

105 REVIEW OF 'SHARED ITEMS' AS A STANDING AGENDA ITEM

At the Parish Council's meeting on 8 May 2019, the Parish Council considered the Clerk's report which proposed substituting 'Shared Items' with an information report prepared by the Clerk.

The principal reason for the removal of the item was to expedite matters at meetings more efficiently. There had previously been occasions when discussion under this item had been up to 45 minutes and given that meetings often ran in excess of three hours, it was not a productive use of the Parish Council's time.

Members had agreed to review the situation after three months and were now invited to consider this matter.

RESOLVED: That the current arrangement of receiving a Clerk's Information Report, as an alternative to a standing item of 'Shared Items', should continue.

(Nine Members voted for the motion and one voted against.)

106 RED TELEPHONE KIOSK – ADJACENT TO HICKORY'S SMOKEHOUSE, GRESTDY

Hickory's Smokehouse at Gresty was interested in contributing to the cost of refurbishing the red telephone kiosk outside its premises, with a view to it becoming a site for a defibrillator.

Hickory's was not permitted to proceed with adoption as it was not on land owned by the company, but it was willing to contribute to the cost of refurbishment and purchase of a defibrillator.

This had been considered by the Parish Council in late 2016 at which time it was reported that the phone box was in a poor state, with windows and support struts missing. Windows and support struts would need replacing and could take between 40 to 70 hours to refurbish to an acceptable standard at an approximate cost of £40 per hour (ie £1,600 for 40 hours and £2,800 for 70 hours).

The Parish Council eventually decided not to proceed with this as a project.

Former councillor Martin Andrews had recently indicated that he could refurbish the kiosk at a total cost of £200.

The Parish Council was asked to –

- (a) Decide if it wished to adopt the red telephone kiosk;
- (b) Decide the purpose of adopting the kiosk. (e.g. library or third defibrillator);
- (c) Note that if a third defibrillator was a preferred option for this kiosk there was no funding during this financial year, but Hickory's Smokehouse may be willing to fund the total cost of a defibrillator and cabinet.
- (d) Consider funding the refurbishment at a total cost of £200, to be undertaken by Martin Andrews; and
- (e) Ask Mr Andrews to confirm that by undertaking this work there would be no insurance implications for the Parish Council.

RESOLVED: (a) That the Parish Council apply to adopt the red telephone kiosk adjacent to Hickory's Smokehouse;

(b) That the kiosk be used to house an additional defibrillator;

(c) That Hickory's Smokehouse be asked to contribute towards the cost of a third defibrillator;

(d) That Martin Andrews' quotation of £200 to refurbish the kiosk be accepted;

(e) That Martin Andrews be asked to confirm that by undertaking this work there would be no insurance implications for the Parish Council.

(Nine Members voted for the motion and one voted against.)

107 ChALC ANNUAL MEETING – THURSDAY, 24 OCTOBER 2019 – 7.00-9.00 PM

The Parish Council was invited to nominate a Member to attend the Cheshire Association of Local Councils Annual Meeting.

There were no Members available to attend this event.

108 75th ANNIVERSARY OF VE DAY – MAY 2020

Councillor Hancock reported that the Festival Committee would be holding monthly meetings on Thursday evenings in the Village Hall, and all were invited to attend to make suggestions for the event.

109 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.

110 COMMITTEE RE-STRUCTURING

(Reason for exclusion: relates to the Clerk's employment)

All matters had been dealt with earlier in the meeting.

111 RENEWAL OF INSURANCE COVER

(Reason for exclusion: confidentiality and may be legally privileged.)

The Parish Council was invited to review the insurance cover. This was a task which would normally be carried out by the Finance Committee in advance of approving payment of the annual premium and, ideally, a review of the insurance cover should be carried out prior to this; however, the Finance Committee could review the documents provided, at its meeting on 30 October 2019 and if there were any queries, these could be raised with Came & Company, the brokers.

RESOLVED: That the Finance Committee be asked to review the insurance documentation for 2019-2020.

(Note: All Members present voted for the motion.)

112 FORMER VILLAGE HALL CLIENT

(Reason for exclusion: legal implications, and likely to reveal the identity of individuals.)

The Parish Council considered a request from a former client of the Village Hall.

RESOLVED: (a) That the client be permitted to use the Village Hall for a period of three months;

(b) That a review be carried out in November 2019 at which time, consideration would be given as to whether the client's use of the hall could continue;

(c) That the client be provided with her own key to the Village Hall on 9 September 2019;

(d) That at the end of the current hire period (a block-booking) the key be returned in the post-box outside the Village Hall;

(e) That if the key was not returned, a daily charge of £15 would be made until its return.

(Note: All Members present voted for the motion.)

113 VILLAGE HALL – KITCHEN REFURBISHMENT

(Reason for exclusion: Commercial sensitivity.)

At the Village Hall Committee meeting held on 15 May 2019, Members considered an unsolicited quotation from a company to carry out the kitchen refurbishment. At the meeting, Members requested a plan to show the proposed locations for each unit.

The floor plan was now submitted, together with an up-dated quotation. The Council was asked to consider if the specification was adequate for the purpose of seeking two other quotations.

Comment was made that the layout of the kitchen, as shown on the plans, was not appropriate.

It was suggested that a Task Group, comprising the current Village Hall Committee Members, could draw up an appropriate specification to enable quotations to be sought.

No specific decision was made, but this could be considered by the Village Hall Committee at its next meeting.

114 FUTURE MEETINGS

Parish Council	2 October 2019
Finance Committee	30 October 2019

.....Chairman

ⁱ Minute No. 95.2 Refers. The Chairman of the Steering Group spoke in detail at the meeting about the proposals and these were supported by the Parish Council. The following are the objections issued to Cheshire East Council and have been included here for completeness.

Reference Section 5.7.1 Appendix A.

Point 1: Object to the inference that there is a proposal to change the Shavington Settlement Boundary. The settlement boundary, according to information received from Cheshire East Council Planning has included the roads abutting The Triangle, Stock Lane and Dig Lane for many years.

Point 7: Object to the proposal to revise Shavington settlement boundary to exclude the Shavington Parish area of the Shavington/Wybunbury Triangle.

Point 8: Object to the suggestion to revise the Shavington Parish southern boundary to be Newcastle Road, thus depriving Shavington of more than 170 dwellings.

Draft