

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 1 AUGUST 2018 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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<b>PRESENT:</b>	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor L Buchanan
	Councillor S Cheshire	Councillor W Cooper
	Councillor K Gibbs	Councillor R Hancock
	Councillor W McIntyre	
<b>IN ATTENDANCE:</b>	Borough Councillor S Edgar	
	Mr W Atteridge	
	17 members of the public	
<b>APOLOGIES:</b>	Councillors M Andrews and G McIntyre	

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**91 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.

**92 MINUTES**

**RESOLVED:** That the Minutes of the Meeting held on 4 July 2018 be approved as a correct record.

**93 MATTERS ARISING**

It was noted that the following actions had been taken after the meeting held on 4 July 2018.

- Letter issued to the putative owner of 27 Crewe Road, Shavington requesting the cut-back of over-grown hedging.
- CEC asked to replace 'Ashcroft Avenue' sign.  
This had been logged as a service request on the Borough Council's website and confirmation had been received that this would be delivered during the current financial year.
- ANSA asked to cut back the nettles at Piccadilly.
- Complaint sent to the Police & Crime Commissioner re. 101 service (see also Minute No. 107)
- Equipment for Wessex Play Area ordered.  
ANSA had advised that this equipment would not be in place until March 2019 at the earliest.
- Letter sent to Dr. N Clowes re. Wybunbury United Charities.  
(See also Minute No.108)

**94 PUBLIC QUESTION TIME**

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

The following issues were raised:

- Construction work adjacent to The Vine public house.
- Rope Lane – Hedge cutting required near Lime Tree Mews.
- Pedestrian crossing near to The Vine. Start date unknown. Funding had been provided by the developer to Cheshire East Council.

- Speeding traffic in the vicinity of The Pilot. The resident was advised to use the Police 101 service as this could be 'picked up' as an action for PCSO Corbett.

## **95 POLICE MATTERS**

The PCSO was not in attendance; however, PCSO Corbett had provided a list of abstractions and other Police information which had been forwarded to Members.

Members were informed that although there had been some complaints by residents about anti-social behaviour at Wessex Park, PCSO Corbett had made over 30 visits to the park in July and there were no anti-social behaviour incidents.

## **96 BOROUGH COUNCILLOR STEVE EDGAR**

### **96.1 REPORT**

Councillor S Edgar's report included the following:

- New church building. The Cheshire East Council officer responsible for dealing with this was expecting to consult on provisional plans in the next few weeks.
- 101 Police Service. (This also featured later the agenda.)
- One-way system associated with Planning Application No. 17/2483N (The Elephant). The consultation exercise on the Traffic Regulation Order had not yet been announced.
- New Homes Bonus. Consultation would begin in September 2018 and Councillor Edgar asked the Parish Council to consider projects for funding up to £10,000.
- Co-operative Store. The store should be transferring to its new site in the Autumn.
- A500 Link Road. Resurfacing had been carried out.
- Application for 112 houses on the Doddington Estate had been refused by Southern Planning Committee earlier in the day.

### **96.2 QUESTIONS**

Councillor Edgar responded to Members' questions in respect of his report, including the following:

- Condition of Piccadilly gully, when the new Co-op Store opened. This was regularly overgrown and often impassable for pedestrians and children's buggies etc. Councillor Edgar would enquire into proposals to ensure that it was kept weed-free.

## **97 WWI CENTENARY – NOVEMBER 2018**

The Revd. Den Harding updated the Parish Council in respect of progress on the WWI Centenary celebrations to be held over the weekend of 10/11 November 2018.

Revd. Harding was a member of the working group which was dealing with the arrangements; the other members were Councillors Benjamin Gibbs and Martin Andrews and Margaret Hodgkinson (St Mark's Church). Laura Baines was providing administrative support.

Some local groups had already been contacted about the arrangements; other groups in the village were yet to be contacted.

The programme for the weekend was noted:

Friday, 9 November 2018 (morning)	Remembrance Journey at Shavington Methodist Church.
(evening)	Remembrance Concert at St Mark's Church
Saturday, 10 November 2018 (11.00 am – 3.00 pm)	Events to be held in three buildings: <ul style="list-style-type: none"><li>- Village Hall</li><li>- St Mark's Church</li><li>- Shavington Methodist Church</li></ul>
Sunday, 11 November 2018 (10.00 am)	Service of Remembrance to take place in Shavington Primary School sports Hall. The Act of Remembrance will take place following this service at the war memorial at the Village Hall.

Items from WWI would be displayed in the Village Hall throughout the weekend. Twenty-two floral arrangements, to represent each of the 22 soldiers from the parish who died during the war, would be displayed in each of the church sanctuaries.

During the day, there would be craft activities in St Mark's Church hall and games and activities in Shavington Methodist Church hall.

Some Members offered to provide historic photographs from WWI. Revd. Harding would copy these and return the originals.

Revd. Harding was thanked for her up-date on the arrangements.

## 98 NEIGHBOURHOOD PLAN

It was reported that the Neighbourhood Plan Steering Group now had few volunteers and the work on preparation of the Plan had stalled. To address this, Cheshire Community Action (CCA) had been asked for a quotation to complete much of the remaining work. The cost was £2,625.00. As this was a continuing project, there was no requirement to seek other quotations.

A project plan had been included with the quotation, both of which were submitted. The project plan identified the division of work between CCA and the Steering Group. Lucy Hughes, the CCA Community-Led Planning Officer, wished to review Part Two of the Local Plan before further work on the Neighbourhood Plan continued.

Application for a grant from Locality could be made later in the year to fund this additional cost.

Mr Atteridge (Chairman of the Steering Group) reported that there were four volunteers who would be co-opted at the next Steering Group meeting.

**RESOLVED:** (a) That the Parish Council accept the quotation of £2,625.00, submitted by Cheshire Community Action, for the completion of work associated with the Neighbourhood Plan; and

(b) That it be noted that the Steering Group would be required to continue its part of preparation of the Neighbourhood Plan.

## 99 PLANNING APPLICATIONS

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

18/3451N      Land off Crewe Road, Basford West, Crewe  
Advertisement consent for 11 signs associated with Costa Coffee Drive-Thru

Deadline date for observations: 3 August 2018.

**RESOLVED:** That no observations be made on planning application No. 18/3451N.

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18/3445N      15 Weston Lane, Shavington, CW2 5AN  
Replacement garage and garden room

Deadline date for observations: 2 August 2018.

**RESOLVED:** That no observations be made on planning application No. 18/3445N.

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18/3224N      87 Main Road, Shavington, CW2 5DU  
Works to install a dropped kerb, vehicular access for the property  
frontage.

Deadline date for observations: 2 August 2018.

**RESOLVED:** That no observations be made on planning application No. 18/3224N.

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18/3541N      41 Crewe Road, Shavington, CW2 5JE  
Proposed single and two-storey rear extension with a small two-storey  
side/front extension and an oak porch. Pitched roof to replace the  
existing flat roof to the previous two-storey side extension and internal  
alterations throughout.

Deadline date for observations: 8 August 2018.

**RESOLVED:** That no observations be made on planning application No. 18/3541N.

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18/3606N      9 Hunter Avenue, Shavington, CW2 5AG  
Two-storey rear corner extension (to provide improved bedroom space  
and en suite)

Deadline date for observations: 22 August 2018

**RESOLVED:** That no observations be made on planning application No. 18/3606N.

18/3506N      118 Main Road, Shavington, CW2 5DP  
Extension of existing dropped kerb and altered vehicular access to and  
from the property.

Deadline date for observations: 15 August 2018

**RESOLVED:** That no observations be made on planning application No. 18/3506N.

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## 100 FINANCIAL MATTERS

### 100.1 Authorisation of Payments

**RESOLVED:** That the following payments be approved:

#### **A Parish Council Payments**

£925.90	C M Jones	Net salary – July 2018
£294.46	HMRC	£231.60 Tax and £62.86 Employer's NI

£130.99	C M Jones	Expenses: Stamps and travel expenses. Claim form enclosed for Members only.
£15.00	A J Hardy Ltd	Monthly payroll service.
£80.00	C Willetts	Website support
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£67.80	KCOM	Wi-Fi monthly charges (£56.50 net and £11.30 VAT)
£360.00	Nicola Cooper	Photography work during June. Cheque payable to N Parton.
£316.80	Construction Linx	Fitting of additional lights in ceiling of main hall. (£264 net and £52.80 VAT)
£4,800.00	DSW Painting & Decorating	Painting of the main hall in the Village Hall (£4,000.00 Net and £800.00 VAT)
£50.00	B Gibbs	Reimbursement for Facebook advertisements.

**B Village Hall Payments**

£7.44	ASH Waste Services	Fortnightly waste collection (£6.20 net and £1.24 VAT)
£62.00	W McIntyre	Reimbursement for cost of new Village Hall keys for parish councillors

**C Direct Debit Payments**

It was noted that the following payments had been collected by direct debit.

£89.04	Strategy 365	New e-mail addresses – monthly subscription
£41.56	Strategy 365	Office 365 licenses
£240.01	Strategy 365	Initial set-up by the company (three hours) £200.01 net and £40.00 VAT)

**100.2 Business Debit Card**

The Parish Council was invited to consider applying for a Business Debit Card from the Co-operative Bank. This would obviate the need for Members and the Clerk to use their personal bank accounts, respectively, to fund Parish Council purchases which must be paid for prior to delivery of goods.

**RESOLVED:** (a) That the Parish Council agree to proceed with the acquisition of a Business Direct Debit Card from the Co-operative Bank; and

(b) That an application form be submitted to the next meeting, at which time, details in respect of authorised signatories would be agreed.

**101 CO-OPTION FOR NON-PARISH COUNCIL MEMBERS OF COMMITTEE**

There was no formal mechanism for the co-option of non-Parish Council members of Committees.

As there were now four Committees which had non-Parish Councillors included in their membership, the Parish Council was asked to approve the draft co-option procedure which was submitted.

**RESOLVED:** That the co-option procedure relating to non-Parish Council members of Committees be adopted with immediate effect.

## **102 VILLAGE HALL MANAGEMENT COMMITTEE**

The Village Hall Management Committee's Terms of Reference allowed for five parish councillors and two non-Parish Councillors to be appointed. Four councillors were appointed at the Annual Meeting and there was, therefore, one vacant seat.

The Council was asked to appoint Councillor Bill Cooper to the vacancy.

**RESOLVED:** That Councillor W Cooper be appointed to the remaining vacancy on the Village Hall Management Committee.

## **103 VILLAGE HALL**

### **103.1 Additional Work Required**

The Parish Council was asked to consider if the following two projects, recently identified, should be carried out prior to the re-opening of the Village Hall.

#### **(A) Rising Damp**

Rising damp had been identified in the foyer leading to the main hall. One quotation had been provided. As this was in excess of £1,000, the Clerk would need to seek two other quotations for submission either to the September meeting, or to an earlier extra-ordinary meeting of the Council, to avoid further delay in re-opening the hall.

#### **(B) Decoration of the Foyer leading to the Main Hall**

Some Members had commented that the foyer leading through to the main hall, required decoration. The cost of this work was not yet known but could require three quotations.

**RESOLVED:** (a) That the two projects identified (a) rising damp; and (b) decoration of the foyer, be undertaken prior to the Village Hall re-opening;

(b) That the Clerk seek quotations for the two projects; and

(c) That an extra-ordinary meeting of the Parish Council be held at the earliest opportunity following receipt of the quotations, to avoid further delays in re-opening the hall.

### **103.2 Update on Current Projects/Expected Re-opening Date**

The Clerk reported that Construction Linx had now completed the painting of the ceiling in the main hall, and, other than 'snagging' could now be used.

The Council had previously decided that there should be no bookings taken until all projects were completed (Minute No. 64 – Extra-ordinary meeting held on 14 June 2018). Members were invited to consider if a specific opening date should be agreed at this stage.

The broad timeline for completion of these additional projects was noted:

- Clerk to seek quotations for both projects, to be considered at an extra-ordinary meeting of the Council (prior to the September meeting).
- Dependent on the timeline for each project, the Village Hall to be made available to Shavington Players between 16 September and 23 September, with all work suspended on 15 September to allow the hall to be used by the Players from 16 September.
- It was reported that there was also a party on the afternoon of 23 September and as the Players would have finished their activities by noon that day, the party could go ahead.



- A party had been booked for 30 September and if these two projects had not been completed by this date, the work would be suspended to allow the party to take place.

It was acknowledged that it would be difficult to decide on a firm opening date for the Village Hall and Members reiterated their previous decision that the hall remain closed until all projects were completed and that no bookings should be accepted until after completion.

### 103.3 Official Opening Ceremony

At its meeting held on 24 July 2018, the Communications Committee suggested that to promote the Village Hall, there should be an official opening event at the end of September.

Members deferred discussion of this item until all projects had been completed.

## 104 MEMBERS EXPENSES SCHEME

The Parish Council was invited to consider adopting a Members Expenses Scheme which was now submitted.

The following changes to the scheme were agreed:

- 2.1 (i) and (ii) Delete
- 2.1 (iii) Amend to read 'A meeting of any other body to which the Parish Council makes appointments or nominations *where meetings are held outside the parish.*'
- 2.10 To read 'Refreshment allowance up to £10.00 shall be payable where the duty outside the parish boundary exceeds 5 hours.'
- 2.12 Telephone allowance to councillors who managed the Village Hall

The document indicated that there would be no proposed changes at this time, but during the next twelve months, other options for managing telephone enquiries in respect of Village Hall bookings would be explored, one of which would be the provision of a dedicated telephone line where the cost would be paid direct by the Council.

It was now proposed that a dedicated telephone handset be provided for each of the two councillors who managed the Village Hall on a day-to-day basis.

The councillor who would be most affected by this proposal expressed a preference for keeping the current arrangement and did not wish to take possession of an extra piece of equipment in his home.

The matter was put to the vote, which was tied. The Chairman declined to use his casting vote, preferring to leave the matter available for discussion at the next meeting.

Members resumed consideration of the document.

- 3.1 Expense claims shall be limited to £100 per annum, per councillor.

**RESOLVED:** That the Members Expenses Scheme be adopted, subject to –

- (i) the amendments agreed at the meeting; and
- (ii) further consideration of item 2.12 (Telephone Expenses) at the September meeting.

## 105 VILLAGE HALL KEYS FOR ALL MEMBERS

Councillor W McIntyre provided sets of keys for Parish Councillors Buchanan, Cooper, K Gibbs, Ferguson and Hancock. As Councillor Andrews and Councillor Ferguson were not present, Councillor McIntyre would retain their keys for the time being. Councillor Hancock withdrew from the meeting prior to distribution of the keys.

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

**106 FINANCIAL MATTERS**

**106.1 Receipts and Payments – Statements 1 April – 30 June 2018**

The Parish Council received a receipts and payments statement for each account for the period 1 April 2018 to 30 June 2018.

**106.2 Budget Monitoring – 2018-2019**

The Parish Council received a budget monitoring statement showing the position at 30 June 2018 and revised estimates to 31 March 2019 indicating the expected balance on 1 April 2019.

**107 POLICE 101 SERVICE – RESPONSE FROM POLICE & CRIME COMMISSIONER**

After submitting the Parish Council's complaint to the Police & Crime Commissioner about the poor 101 service, the following response had been received.

*Thank you for your email of 8 July to Commissioner David Keane sent on behalf of Shavington-cum-Gresty Parish Council about delays in responding to 101 calls.*

*The matter of undue delays in responding to calls to the 101 service is an issue has been raised with the Commissioner by a number of residents and from contacts with colleagues nationally we understand that this is an issue that residents across the country are facing.*

*The Commissioner has raised the matter with the Acting Chief Constable to gain assurance that the Constabulary are alive to the issues and are taking the required action to support the public in contacting their local police service. I will provide an update to you once a response is received from the Acting Chief Constable.*

**108 WYBUNBURY UNITED CHARITIES (WUC)**

Dr Clowes (Chairman/Secretary of Wybunbury United Charities) had provided a response in respect of the bank account arrangements for the charity.

Each township's bank account was entirely the responsibility of that township's administering trustees. Monies were paid by the Treasurer into whatever account the trustees indicated. Shavington's share for this year had not yet been paid as the Charity had not been informed of the bank into which it should be paid.

With regard to the missing account, WUC could not assist in this matter; however, Dr Clowes had suggested that the way forward would be to open a new account so that this year's share could be paid. Once a new account was opened, the trustees should be able to trace the former account and have it paid into the new account. He had acknowledged that this might be a complex procedure.

Councillor W McIntyre also updated the Parish Council on this matter and advised that he had now received all the necessary bank information from former councillor Peter Yoxall. Councillors Adams and McIntyre would now make the necessary arrangements with the bank.

**109 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

At the meeting held on 4 July 2018, Members deferred a decision about the purchase of an automated external defibrillator (AED) on the basis that there should be a telephone located with it.

The Clerk had contacted the company which provided the quotations for the last meeting. She had also contacted North-West Ambulance Trust (NWAT). Neither organisation was aware of defibrillators with built-in phones.



The Clerk's information report was submitted. Members would be asked to consider quotations later in the meeting.

**110 COMMUNICATIONS COMMITTEE – MINUTES**

The Parish Council received the Minutes of the Communications Committee meetings held on 26 June and 25 July 2018.

The Minutes of the meeting held on 6 July 2018, to give specific consideration to the recent data breaches, would be submitted to the September meeting.

**111 SHARED ITEMS**

Members were invited to share information. Issues raised included the following:

- A resident had complained to a parish councillor about anti-social behaviour activity in the Vine Tree Play area and requested it be locked in the evenings.
- Complaint about anti-social behaviour on Wessex Park.

The Recreation Committee would be able to address these matters.

**112 DATE OF NEXT MEETING**

**5 September 2018**

**113 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 item owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

**114 PURCHASE OF AUTOMATED EXTERNAL DEFIBRILLATOR**

(Reason for exclusion: Commercial sensitivity)

The Parish Council considered quotations for the purchase of an automated external defibrillator (AED) and temperature-controlled cabinet to ensure that it could be fixed to the outside wall of the Village Hall.

**RESOLVED:** That the Parish Council accept the quotation submitted by the Defib Shop for a Heartsine Samaritan PAD 350P semi-automatic defibrillator at £695.00 net, and a Heated AED Armor Mild Steel unlocked cabinet, at £375.00 net.

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Arising out of discussion, it was suggested that at its next meeting, the Finance Committee consider recommending to the Parish Council that funding should be added into the budget for 2019-2020 to enable additional defibrillators to be purchased. This might also be an appropriate use of the New Homes Bonus which Councillor Edgar had referred to earlier in the meeting.

**115 TECHNICAL ASSESSMENT OF TRAFFIC REGULATION ORDER (TRO)  
PLANNING APPLICATION NO. 17/2483N – THE ELEPHANT (MAIN ROAD)**

(Reason for exclusion: Commercial sensitivity)

The Parish Council was invited to consider quotations for a technical assessment of the Traffic Regulation Order, associated with planning application No. 17/2483N. It was noted that Cheshire East Council had not yet notified the start date of the consultation.

The following matters were taken into account:

- i. Members were sympathetic to the views of the residents' group which had asked the Council to fund the technical assessment and considered whether this was an appropriate use of public money.
- ii. The Council was mindful of the fact that it was accountable to all residents in the parish for the way in which it spent public money.
- iii. Whilst Members understood the views of those residents who did not want a one-way system at this location, they also noted that there were other residents who supported the introduction of a one-way system.
- iv. Members did not have confidence that the funding of this assessment would impact the final decision to be made by Cheshire East Council.

There was no motion proposed to accept either of the quotations submitted and there was, therefore, no decision taken.

DRAFT

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.15 pm