

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 4 JULY 2018 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor M Andrews
	Councillor L Buchanan	Councillor S Cheshire
	Councillor E Clayton	Councillor W Cooper
	Councillor K Gibbs	Councillor R Hancock
	Councillor W McIntyre	
IN ATTENDANCE:	Borough Councillor S Edgar	
	Det. Sg. C Morris	For Minute No. 68.2
	Mr W Atteridge	
	19 members of the public	
APOLOGIES:	Councillors M Ferguson and G McIntyre	

65 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 M Andrews declared a personal interest in Minute No. 90 below, on the basis that he was acquainted with one of the contractors who had submitted a quotation.

No other declarations were made.

66 MINUTES

RESOLVED: That the Minutes of the Meeting held on 6 June 2018 and the Extra-ordinary Meeting held on 14 June 2018 be approved as correct records.

67 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:

- Housing development at rear of Elephant & Castle.
- Water drainage problems – currently being dealt with by United Utilities.

68 POLICE MATTERS

68.1 Beat Manager's Report

Members had been provided with a copy of the Beat Manager's report. There were no issues raised.

68.2 Service Level Agreement – Parish Council and Cheshire Police

A revised Service Level Agreement was submitted. This had been amended to reflect the Parish Council's priorities.

RESOLVED: That the Service Level Agreement in respect of the provision of one PCSO for the parish, be approved and signed by the Chairman on behalf of the Parish Council, and Det. Sgt. Morris on behalf of Cheshire Constabulary.

(Note: Det. Sgt. Morris withdrew from the meeting at this point in the proceedings.)

69 BOROUGH COUNCILLOR STEVE EDGAR

69.1 REPORT

Councillor S Edgar reported on Cheshire East Council matters of interest which included the following:

- The Cheshire Cheese public house was under new management.
- Councillor Edgar had contacted local developers and businesses to establish if there was any interest in purchasing additional 'Tommy' sculptures to mark the centenary of WWI.
- Partial repairs had been carried out on the link road onto the A500 and the A500 roundabout. Full repairs would require road closure.

69.2 QUESTIONS

Members were able to ask questions of Councillor Edgar in respect of his report presented under Minute No. 69.1 above.

Only one question was raised and that related to the water leaks currently being experienced in the village.

70 NEIGHBOURHOOD PLAN

Mr W Atteridge updated the Parish Council on progress on the Neighbourhood Plan. He was awaiting housing density figures and maps from Cheshire East Council.

71 HIGHWAYS MATTERS

**71.1 Planning Application No. 17/2483N – The Elephant (Main Road)
45 Affordable Homes - Traffic Regulation Order (TRO)**

At the meeting held on 6 June 2018, Borough Councillor Edgar reported that he expected the consultation on the TRO regarding the proposed one-way system along Main Road, to be imminent and suggested that an item be placed on the Parish Council's agenda for the July meeting, in anticipation of the consultation starting.

Consultation on the TRO had not yet commenced, and it was, therefore, not appropriate for the Parish Council to make any observations at this stage, as this would amount to pre-determination.

A residents' group had asked the Parish Council to consider funding the professional services of a contractor who could carry out a technical assessment of the proposed TRO and a resident representing the group had already sought a quotation for the work. Mr Ryan Boston (the consultant) was in attendance, and with the Chairman's permission, was able to speak to the item.

Members were reminded that in accordance with the Financial Regulations, where expenditure in excess of £1,000 was proposed, three quotations were required. Members were also asked to consider carefully whether this was an appropriate use of public funds. The Parish Council had previously submitted objections on planning applications; these had been cogent and had addressed appropriate material planning grounds. There were Members of the Parish Council who had the necessary background and expertise to be able to suggest objections (if that was the Council's decision) which cited relevant grounds.

In view of the need to seek other quotations, Mr Boston agreed that items 1-7 in his quotation could be used as the basis of a specification to enable other quotations to be sought on a like-for-like basis. It was noted that although Mr Boston had submitted a quotation, this had been withheld from public circulation and deposit at this stage.

The Chairman of Wybunbury Parish Council was in attendance and indicated that his Parish Council would be willing to fund 50% of this cost as the TRO would impact part of Wybunbury parish.

RESOLVED: (a) That the Clerk seek two other quotations from highways engineering consultants with a request that their quotations be submitted within ten working days;

(b) That the Clerk submit a request to Wybunbury Parish Council for 50% of the cost of a technical assessment of the TRO; and

(c) That the quotations be submitted to the meeting to be held on 1 August 2018; and

(d) That in the event of the consultation commencing prior to the next Parish Council meeting, an extra-ordinary meeting be arranged.

71.2 30 mph Wheelie-Bin Stickers

The Parish Council was invited to consider how the 250 x 30 mph wheelie-bin stickers should be distributed.

Councillor Andrews suggested that the following roads be targeted:

- Greenfields
- Ashcroft
- Rope Lane
- Main Road
- Crewe Road
- Chestnut Avenue

RESOLVED: (a) That two 30 mph stickers be provided for every tenth household; one for the black bin and one for the green bin;

(b) That Councillor Andrews be authorised to organise the volunteers who were assisting in this project;

(c) That the volunteers be briefed on road safety.

72 PLANNING APPLICATIONS

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

18/2784N 9 Westbury Close, Crewe, CW2 6TY
To knock down the wall between the existing kitchen and a former utility room, and then erect a small single-storey extension to both rooms to the rear of the property to form an enlarged kitchen.
Erect a small single-storey extension to the rear of the property to form an enlarged lounge.
To provide a porch to the utility room to match the rearward extension of the kitchen.
To erect a new single-storey room on the side of the house to be used as a model railway room.

RESOLVED: That no observations be made on planning application No. 18/2784N.

18/3153N Co-operative Food, Rope Lane, Shavington CW2 5DT
One projecting or hanging sign and 20 other advertisement signs

RESOLVED: That no objections be raised on planning application No. 18/3153N.

73 FINANCIAL MATTERS

73.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

A Parish Council Payments

£926.10	C M Jones	Net salary – June 2018
£294.26	HMRC	£231.40 Tax and £62.86 Employer's NI
£15.00	A J Hardy Ltd	Monthly payroll service.
£80.00	C Willetts	Website support
£111.79	B Gibbs	Reimbursement for purchased of children's T-shirts with community logos.
£118.80	C M Jones	Reimbursement for purchase of adult T-shirts with Parish Council logos.
£199.99	C M Jones	Reimbursement for purchase of 30 mph stickers for wheelie-bins.
£189.60	C M Jones	Ink cartridges for HP Printer
£67.80	KCOM	Wi-Fi facility (£56.50 net and £11.30 VAT)
£776.30	Remembered Trading Ltd	Purchase of 'Tommy' (There but Not There) (£651.30 net and £125.00 VAT)
£1,204.40	Solopress	Printing of newsletter
£810.00	Ten & Bourne Ltd (t/a Brave Little Tank)	Design of quarterly newsletter (£675.00 net and £135.00 VAT)
£810.00	Ten & Bourne Ltd (t/a Brave Little Tank)	WWI Centenary Banner Business cards Parish/Community Vinyl Banner (£675.00 net and £135.00 VAT)
£171.60	Montgomery Est Marking	Purchase of Static full-size Police Officer (£143.00 net and £28.60 VAT)
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)

B Village Hall Payments

£7.44	ASH Waste Services	Fortnightly waste collection (£6.20 net and £1.24 VAT)
£289.95	Scottish Power	Energy at Village Hall (£276.14 net and £13.81 VAT)

73.2 Authorisation of Direct Debit Payments

The Parish Council was asked to authorise the direct debits in respect of Gradwell Communications Ltd. and Strategy 365.

RESOLVED: That the Parish Council authorise direct debits for the services of (a) Gradwell Communications Ltd. in respect of the dedicated phone line (01270 262636) and (b) Strategy 365 in respect of the dedicated e-mail accounts.

73.3 Ratification of Payment

RESOLVED: That the Parish Council ratify payment made to Gradwell Communications Ltd. in the sum of £250.80 which was the fee for provision of a dedicated general phone number for all phone calls to the Council, and the purchase of a handset.

74 RECREATION COMMITTEE – TERMS OF REFERENCE

At the Parish Council meeting held on 6 June 2018, it was agreed that a Recreation Committee be established comprising five parish councillors and two non-Parish Council members. Councillors M Andrews, L Buchanan, M Ferguson, K Gibbs and G McIntyre were appointed to the Committee. The non-Parish Council members would be appointed by the Committee itself at the first meeting.

Draft Terms of Reference were submitted for approval, subject to any amendments to be made at the meeting.

RESOLVED: That the Terms of Reference for the Recreation Committee be approved.

75 WESSEX PLAY AREA

Cheshire East Council (through ANSA) had provided 'visuals' of equipment which could be installed at the Wessex Play Area, to be funded from £10,000 of S.106 money.

The Parish Council was invited to consider the submitted suggestions.

RESOLVED: That Cheshire East Council (through ANSA) be asked to provide option 1 (Birds' Nest Swing' at a cost of £8,000) in the Wessex Play Area.

(Note: Councillor W Cooper abstained from voting and requested that this be recorded.)

76 QUARTERLY INSPECTION OF VINE TREE PLAY AREA

The Parish Council received an inspection report following the first inspection by ANSA. remedial action had been identified on the report.

RESOLVED: (a) That the Clerk seek quotations for the work identified in the report; and

(b) That the Recreation Committee be asked to consider the quotations at its first meeting.

77 VILLAGE HALL RAILINGS

At the meeting held on 6 June 2018, the Parish Council agreed that quotations be sought for the painting of the railings at the front and side of the Village Hall.

Subsequent to that, a councillor had suggested that this could be undertaken as a community project and the Parish Council was now invited to consider this suggestion.

RESOLVED: (a) That painting of the railings at the Village Hall (front and side) be undertaken as a community project;

(b) That a sum of £500 be authorised for the purchase of materials;

(c) That Councillor M Andrews be authorised to take the lead and prepare a post for advertising the scheme on social media; and

(d) That the project be commenced during the second week in September.

78 WYBUNBURY UNITED CHARITIES – APPOINTMENT OF ADMINISTRATIVE TRUSTEE

This had been an item on the agenda on 6 June 2018, but no decision had been made.

The Clerk had contacted the charity to enquire if it was necessary for an Administrative Trustee to be a parish councillor. Dr Clowes (Secretary) had advised that it need not be a parish councillor. As reported previously, however, there was nothing to bar any of the current trustees from adopting two roles.

Dr Clowes had also asked for an update in respect of the bank account arrangements.

RESOLVED: (a) That the Clerk write to Dr Clowes to explain the current position in respect of the bank account; and

(b) That the vacancy for an administrative trustee be advertised in the next newsletter.

79 VILLAGE HALL KEYS FOR ALL MEMBERS

The Parish Council was asked to agree to the provision of keys to the Village Hall for all Members, as follows:

- Full set of keys: Chairman and Village Hall managing councillors.
- All other Members, keys to be provided for the main door, the back door leading from the kitchen, the upstairs meetings room, the former photocopier room and the padlock key to the car park.

Some Members indicated that they did not wish to have a set of keys.

RESOLVED: (a) That the Chairman and Village Hall managing councillors be provided with a full set of keys to the Village Hall;

(b) That all Members (except for Councillors E Clayton, S Cheshire and G McIntyre) be provided with keys for the main door, the back door leading from the kitchen, the upstairs meetings room, the former photocopier room and a padlock key to the car park; and

(c) That Councillor W McIntyre arrange for the keys to be provided at the next Parish Council meeting.

80 VILLAGE HALL REFURBISHMENT

At the Communications Committee meeting held on 26 June 2018, Members agreed that once the refurbishment in the Village Hall was complete, the next newsletter should be used to promote it. The Committee recommended that there should be a promotion to increase the footfall, income and viability so that it rivalled other halls in neighbouring parishes and this might include a reduction in fees to attract more clients.

In view of the time constraints (the next newsletter would need to be finalised by the end of July) the Parish Council was asked to delegate to the Communications Committee the power to advertise and market the hall and set promotional pricing to run until the end of December 2018.

There was a full discussion, during which it was suggested that at the next meeting of the Communications Committee, Members of the Village Hall Management Committee should be invited to attend to acquaint themselves with the details of the intended promotion.

In response to a Member's question, one of the Communications Committee Members explained his own ideas for promoting the Village Hall which would be to offer it free to certain groups in the parish; for example, mothers/fathers wishing to set up a business for babies and children's activities. They could be given three months' free use of the hall which would allow them to establish if their business was viable.

Notwithstanding that the Committee's recommendation was to grant delegation only to the end of December 2018, a Member moved that the delegation should be extended to allow one year for promoting the hall. The motion was seconded, and the matter put to the vote.

RESOLVED: (a) That the Communications Committee be given delegated authority to promote the Village Hall by advertising, marketing and setting promotional pricing; and

(b) That the delegation remain in operation for 12 months.

81 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.

This item was deferred to the next meeting.

82 RECEIPTS AND PAYMENTS STATEMENTS – TO 31 MAY 2018

A receipts and payments statement for each account for the period 1 April 2018 to 31 May 2018 was submitted.

Although it was preferable to submit quarterly statements in a timely manner (showing the position at the end of June, September, December and March) the scheduling of Parish Council meetings did not allow for this. The Clerk expected to be able to submit a statement for the first quarter (30 June 2018) to the meeting to be held on 1 August 2018.

83 ANNUAL ACCOUNTS – 2017-2018

At the meeting held on 6 June 2018, the Parish Council approved the Annual Governance Statement for 2017-2018. The statement contained a minor error, as indicated below. The Clerk had corrected this, initialled the amendment, and forwarded it to PKF Littlejohn, the external auditor.

Question 5: We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Although all Members agreed that this step had been taken, and the Clerk did not advise otherwise, there was no risk assessment carried out in 2017-18 and the Internal Auditor had acknowledged this in his own report. The Clerk had, therefore, ticked 'no' and had provided an explanation to the external auditor.

84 WWI CENTENARY CELEBRATIONS

The Chairman reported progress regarding the WWI Centenary celebrations. A meeting of the working group was to be held on 5 July 2018.

85 CORRESPONDENCE RECEIVED

It was reported that Dr Shridhar had written to thank the Parish Council for its congratulations on his award of the MBE.

86 SHARED ITEMS

Members were invited to share information. The following issues were raised:

- A resident had contacted one of the Village Hall Management Committee members to offer her services as a cleaner for the hall.
- The next Clean Team event would be held on 14 July 2018.
- The seat outside the Co-operative Store required refurbishment. Councillor Cooper undertook to repair/re-varnish it.
- The deadline date for articles in the Village Voice was 9 July 2018.
- The 'Ashcroft Avenue' sign was no longer in place. The Clerk undertook to contact CEC.

- Following a comment about creating a local 'What's App group' Members were informed that the new Office 365 could be used to create 'teams' which operated in a similar manner.
- Overgrown hedge – 27 Crewe Road. The building was not occupied; however, a Member was aware of the new address of the owner and the Clerk was asked to write to ask them to cut back the hedge.
- Members had been notified under separate cover of a data breach which had occurred when the server of a service provider had been accessed by an unknown party and a total of 304 individuals' data had been compromised. The Information Commissioner's Office had been informed, a statement had been added to the Parish Council's website, notification had been sent to those individuals whose contact details were known, and the Communications Committee would be considering the matter at a meeting on 6 July 2018.

87 DATE OF NEXT MEETING

1 August 2018

88 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.

89 PURCHASE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

(Reason for exclusion: Commercial sensitivity)

Quotations for an automated external defibrillator (AED) were submitted.

A Member commented that in his experience, AEDs were fixed in locations where there was a telephone or telephone line.

RESOLVED: That the Clerk seek quotations for AEDs where a telephone/telephone line was also provided.

90 VILLAGE HALL – CEILING PAINTING

(Reason for exclusion: Commercial sensitivity)

(Note: Having declared a personal interest in this item, Councillor M Andrews withdrew from the meeting.)

The Parish Council considered three quotations for painting the ceiling in the Village Hall.

RESOLVED: (a) That the Parish Council accept the quotation submitted by Construction Linx Ltd. in the sum of £1,395.00 plus VAT for painting the ceiling in the hall; and

(b) That the quotation be accepted as other than the lowest on the basis that the company was carrying out the two main projects in the Village Hall and this was a continuity of the refurbishment.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.15 pm