

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 5 FEBRUARY 2020 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

<b>PRESENT:</b>	Councillor B Gibbs	Chairman
	Councillor L Buchanan	Councillor K Gibbs
	Councillor N Cooper	Councillor J Hassall
	Councillor M Ferguson	Councillor R Moore
	Councillor G McIntyre	

**IN ATTENDANCE:** Borough Councillor D Marren  
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group  
Ms S Dutton – Treasurer – Shavington Youth Club  
Sgt. Martin Caldwell  
PCSO Nigel Hobbs  
One member of the public

**APOLOGIES:** Councillors V Adams and R Hancock

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**184 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.

**185 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 8 January 2020 be approved as a correct record.

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

**186 PUBLIC QUESTION TIME**

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

**187 POLICE MATTERS – BEAT MANAGER'S REPORT**

The Parish Council received the Beat Manager's Report for January 2020.

**188 BOROUGH COUNCILLOR DAVID MARREN**

Councillor David Marren reported on Cheshire East Council (CEC) matters of interest and provided an update in respect of outstanding parish matters.

Issues raised included the following:

- a) Death of Borough Councillor Brian Roberts – former Cabinet Member.
- b) New Cabinet Member for Children and Families - Councillor Kathryn Flavell.
- c) Interviews for new Chief Executive – 5 and 6 February 2020.
- d) Councillor Marren joined the Cheshire East Council Independent Group as an Independent Conservative and had now been appointed to the Constitution Committee, the Audit and Governance Committee (and its Governance Review Sub-Committee), and the Southern Planning Committee.
- e) Wishing Well Lunch Club launching on 6 February 2020 at The George's Community Centre.
- f) Housing Land supply (as reported to the January 2020 meeting).
- g) Brownfield Land Register (as reported to the December 2019 meeting).

- h) Site Allocations and Development Policies Document (SAPD). When adopted, this would replace the Local Plans for the three demised Borough Councils of Crewe & Nantwich, Congleton, and Macclesfield.
- i) Ofsted Inspection of Children's Services. Services rated as *requires improvement to be good*.
- j) Lighting on Edwards Close. Guinness Partnership has been asked to improve the lighting up to the Co-op Store.
- k) Rope Lane pedestrian crossing. Due to begin 16 February 2020.
- l) Completed road works 43-45 Crewe Road, Shavington. Drainage investigation.
- m) Drainage works Newcastle Road from the junction with Crewe Road to Pit Lane junction.
- n) Dirt and graffiti around the parish reported to the Maintenance Section.
- o) Council Tax Exemption. Criteria for exemption listed.
- p) Empty Homes in Shavington. 20 empty properties in Shavington; 12 had been empty for less than one year and as such, were not inspected; the remainder had not been visited in the last year.
- q) Cash Boost for Homelessness. The Borough Council had received £400,000 to support its strategy to help the borough's 'rough sleepers' and will continue to work with local charities and faith groups to address the problem.
- r) Nominated Neighbour scheme. This scheme had been developed to tackle bogus callers, rogue traders and other means of distraction thefts and burglaries.
- s) Shavington Youth Club. Still in discussion trying to acquire Officer reports and technical assessments of the building.
- t) 'Bright Ideas'. The Council launched a new grant scheme divided into two (1) *My Bright Idea*. Grants up to £250 available; and (2) *Our Bright Idea*. Grants up to £10,000 available for organisations with governance arrangements in place. This replaces the former Community Grants Scheme.

There were no questions from Members.

#### **189 NEIGHBOURHOOD PLAN – REGULATION 15**

It was reported that the three documents required for the Regulation 15 stage of the Neighbourhood Plan process had been re-branded by Brave Little Tank and would be forwarded to Cheshire East Council.

The three documents had been issued to Members on 4 February 2020.

#### **190 COMMEMORATION OF VJ DAY (VICTORY OVER JAPAN DAY) – 15 AUGUST 2020**

The Parish Council was asked to consider if it wishes to hold any events to mark VJ Day on 15 August 2020.

On 15 August 1945, Imperial Japan surrendered and this, in effect, brought WWI to an end.

**RESOLVED:** That the matter be referred to the Community Engagement Committee for decision.

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

#### **191 PLANNING MATTERS**

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

20/0168N	Land East of Crewe Road, Shavington Amendments to S106 in relation to affordable housing on outline application for development of 68 houses including new vehicular entrance, boundaries, infrastructure and landscaping with primary access from Crewe Road and other matters reserved.
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**RESOLVED:** That no observations be made on planning application No. 20/0168N.

19/5945N Land off Gresty Lane, Shavington  
Proposed Scout Hut including change of use.

**RESOLVED:** That no objections be made on planning application No. 19/5945N, but the Borough Council be asked to note the Parish Council's concerns about highway safety and suggested that this be reviewed with a view to (a) adding signage; (b) lighting to be provided; (c) traffic-calming measures to be considered; and (d) painting double yellow lines outside the entrance.

20/0197N Land between 262 and Barnsfield, Newcastle Road, Blakelow  
CW5 7ET  
Variation of condition 2 on approved application 19/4580N  
reserved Matters application for appearance, landscaping,  
layout and scale, following application 18/6133N – outline  
planning permission for erection of two dwellings with  
associated access.

**RESOLVED:** That no objections be made on planning application No. 20/0197N.

(Note: All Members present voted for the motion in respect of each planning application.)

## 192 FINANCIAL MATTERS

### 192.1 Authorisation of Payments

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

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

It was noted that owing to printer problems, the Clerk had been unable to provide invoices for signature by Members.

#### (A) Parish Council

£625.51	HMRC	Tax and employer's NI liability on Clerk's salary. The increased tax and NI is owing to the overtime worked from 1 July – 31 December 2019.
£240.00	Nicola Cooper	Photography contract
£89.82	Solopress (Invoice 2288136)	Printing of Defib. Awareness training posters for display in notice-boards (£19.60 net and £3.92 VAT)
£32.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support (this is for December 2019 and January 2020 as he was not paid in December.).
£50.00	Samantha Clutton	First prize in Halloween Competition
£50.00	Royal British Legion	Purchase of two wreaths for Remembrance Sunday
£189.97	B Gibbs	Various expenses – Facebook adverts/Village Hall bookings system.
£8,320.00	Police & Crime Commissioner	Quarterly contribution to cost of PCSO.

**(B) Village Hall**

£510.59	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1241 (£425.49 net and £85.10 VAT – 26 hours) This includes an under-charge in December 2019 of £30.00 and purchase of a Hoover hose.)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows

**(C) Debit Card Payment**

It was reported that the Clerk had paid St John Ambulance £120.00 by debit card on 27 January 2020. This is to cover the cost of the defibrillator awareness training on 30 January 2020.

**192.2 Receipts and Payments Statement – to 28 November 2019**

The Parish Council received the receipts and payments statement for the Village Hall account for the period to 28 November 2019.

The bank reconciliation was noted:

Balance brought forward	1,955.76
Transfer from PC Main Account	3,000.00
Village Hall Receipts	2,800.00
<b>LESS</b> Payments	<b>-4,009.35</b>
<b>TOTAL</b>	<b><u>3,746.41</u></b>
Balance at bank	5,005.15
<b>LESS</b> Unpresented cheques	<b>-1,258.74</b>
<b>TOTAL</b>	<b><u>3,746.41</u></b>

The Clerk had been unable to prepare a similar statement for the main Parish Council account.

**193 SHAVINGTON YOUTH CLUB – GRANT REQUEST**

The Parish Council was asked to consider making a grant to Shavington Youth Club. A letter from the Treasurer was submitted, together with a financial statement.

The Treasurer, who was in attendance, responded to Members' questions about attendance rates, operating costs, lease renewal and likely deficit at the end of the Youth Club's financial year.

Members agreed that a partial grant be made at this meeting, and the matter be reviewed at the meeting of the Parish Council on 1 April 2020.

It had been noted in Borough Councillor David Marren's report (Minute No. 188) that he had discussed with Officers and Members at Cheshire East Council the possibility of an asset transfer from the Borough Council to the Parish Council.

**RESOLVED:** (a) That a grant of £2,000 be made to Shavington Youth Club; and

(b) That, at its meeting to be held on 1 April 2020, the Parish Council consider making a further grant.

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

**194 VILLAGE HALL – BRITISH GAS CAREPLAN SCHEME**

The Parish Council was invited to consider if the British Gas Careplan Scheme for the Village Hall should be renewed on 4 March 2020 at a cost of £577.94.

A copy of the terms and conditions was submitted.

**RESOLVED:** (a) That the Parish Council decline to renew the British Gas Careplan Scheme on 4 March 2020; and

(b) That the Clerk contact local gas engineers inviting them to submit what they considered to be an appropriate specification for full servicing of the heating system.

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

**195 STAFFING APPOINTMENTS**

**195.1 Community Manager**

The Parish Council was asked to approve the draft job specification for the Community Manager, as identified in the budget 2020-2021 the budget provision for which was £8,600.00.

The following were agreed:

- The postholder to work 8 hours per week (to be worked flexibly)
- Hours of work to be reviewed once the post-holder was in post;
- Annual salary - £6,240.00 (i.e. £15.00 per hour)
- Terms and conditions to be in accordance with the National Agreement on pay and conditions of services (known as the 'Green Book', issued by the National Joint Council for Local Government Services).
- Cheshire Association of Local Councils (ChALC) to be asked for a Model Contract of Employment.
- The post to be advertised at CW Jobs, Cheshire East Council website, ChALC website, Crewe and Nantwich Chronicles, and the Parish Council's own website.
- Applicants to be invited to apply by the closing date of 9 March 2020.
- Interviews be held on Thursday, 19 March and Friday, 20 March 2020.
- An Appointments Committee be set up comprising Councillors B Gibbs, L Buchanan, R Moore and G McIntyre.
- The Appointments Committee to be given delegated authority to short-list applications, conduct interviews and appoint to the post.

**RESOLVED:** (a) That the draft job specification for the Community Manager be approved; and

(b) That the arrangements detailed above be approved.

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

**195.2 Village Hall Maintenance Officer**

The Parish Council was asked to approve a draft job specification for a Village Hall Maintenance Officer, copy of which was tabled by Councillor Kevin Gibbs.

The following were agreed:

- Duties to ensure that the building remained tidy, to monitor stocks of cleaning supplies and other consumables, understand fire safety and health and safety regulations. (It was acknowledged that some of this would require training to be provided.)
- Hours of work: From 3 to 6 hours weekly.

- Pay rate of £9.00 per hour.
- The post to be advertised in the Village Voice, notice-boards, the quarterly newsletter and Shavington Primary School's weekly newsletter.
- Applicants be invited to apply by 16 March 2020.<sup>1</sup>
- Interviews to be held on Friday, 27 March 2020.
- An Appointments Committee to be set up comprising Councillors V Adams, K Gibbs and G McIntyre.
- The Appointments Committee to be given delegated authority to short-list applications, conduct interviews and appoint to the post.

**RESOLVED:** (a) That the draft job specification for the Village Hall Maintenance Officer, as tabled at the meeting, be approved; and

(b) That the arrangements detailed above be approved.

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

#### **196 CHESHIRE FIRE AUTHORITY – DRAFT INTEGRATED RISK MANAGEMENT PLAN**

The Parish Council was invited to comment on Cheshire Fire Authority's draft Integrated Risk Management Plan by Friday, 20 March 2020. The final plan would be approved on 22 April 2020.

The summary document and full document were both submitted.

**RESOLVED:** That the Parish Council decline to submit comments on Cheshire Fire Authority's Draft Integrated Risk Management Plan.

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

#### **197 CLERK'S INFORMATION REPORT**

The following items were reported for information.

##### **1) Shavington Primary School Car Park**

There was no further information from Shavington Primary School in respect of the proposed licence agreement.

##### **2) Vine Tree Play Area**

ACE Playgrounds had now commenced the repair work in the play area. The Clerk had emailed the company and asked if, prior to issue of the invoice, a 'snagging' session can be arranged.

##### **3) Parish Council Vacancies**

The two remaining vacancies on the Parish Council were advertised in the December 2019 newsletter with a view to co-opting at the February 2020 meeting. Although some expressions of interest had been received, there were no candidates for co-option.

##### **4) Bi-Annual Meeting with Brave Little Tank**

On 15 January 2020, Members of the Community Engagement Committee met with the Managing Director of Brave Little Tank to review the contract to date. As this was not a formal meeting, there were no minutes.

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<sup>1</sup> This was subsequently changed to 20 March 2020 to allow it to be advertised in the quarterly newsletter.

**5) Grant Request – Shavington Dynamos**

The group had been asked to provide a bank statement to enable the Parish Council to consider its request for a grant. This had yet to be received.

**6) Minutes of the Environment and Recreation Committee meeting held on 22 January 2020**

The Minutes of the Environment and Recreation Committee meeting held on 22 January 2020 were submitted. The Parish Council was asked to note that a draft Service Level Agreement between Northwich Town Council and the Parish Council would be submitted to the March meeting for approval.

The proposed 'walkabout' referenced in the Minutes was to be held on Thursday, 13 February 2020 commencing at 10.00 am.

**7) VE Day Commemoration**

Councillor Hancock reported as follows in respect of the meeting of Shavington Village Festival Committee held on 27 January 2020.

Street Party: There was a discussion about the number of tables which would be available. The WI members were preparing red, white and blue bunting.

The Headteacher from Shavington Primary School attended the meeting and agreed to publicise the weekend through the school's weekly newsletter. She also offered use of the school hall and tables.

Local shops would be asked to donate tea and coffee for the weekend refreshments.

Community Service: To be held at 10.00 am in the marquee. Margaret Hodgkinson would be the liaison officer between both churches.

Concert: No further progress.

Pictorial and written memories: Residents would be asked to share both pictorial and written memories from Shavington residents who had been part of the VE celebrations held in the village in 1945. These would be displayed over the weekend. An article would be included in the newsletter to be issued in March 2020.

**8) Defibrillator Awareness Training – 30 January 2020**

There had been three residents and three councillors who attended the defibrillator awareness training on Thursday, 30 January 2020.

**198 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.

**199 STAFFING MATTER – CLERK'S OVERTIME**

(Reason for exclusion: Relates to personal details of the Clerk's employment.)

The Clerk's work schedule for the period 1 July – 31 December 2019 was submitted, and the Parish Council was asked to authorise payment for the overtime. The payslip for January 2020 showing arrears due, was password-protected but was available for inspection at the meeting.



**RESOLVED:** (a) That payment of £719.14 be approved in respect of overtime hours as indicated on the submitted schedule; and

(b) That it be noted that there were 21 hours not claimed for during the period, as explained on the schedule submitted.

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

**200 QUOTATION FOR IDENTIFICATION OF RECREATIONAL LAND IN THE PARISH**

(Reason for exclusion: Commercially sensitive information.)

The former Recreation Committee had invited several estate and land agents to quote for the identification, documentation and procurement of a green space within the parish boundary.

Only one company had expressed interest in the project, namely Meller Speakman. The company's fee proposal was submitted for consideration.

**RESOLVED:** (a) That the quotation submitted by Meller Speakman, in the sum of £1,500.00 plus VAT, together with possible disbursements of less than £100, be approved for the following:

Preparation of a Land Availability Assessment to identify land suitable for use as an area of green space, measuring approximately 1 hectare, and, if feasible to procure the land on behalf of the Parish Council;

(b) That it be noted that if the company proceeded with purchase of land on behalf of the Council, this would attract a fee of 1.5% of the price realised, plus VAT.

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

**201 QUOTATION FOR WEBSITE DEVELOPMENT**

(Reason for exclusion: Commercial sensitivity)

Members considered a quotation from Brave Little Tank for the development of a new website for the Parish Council. As the quotation was in excess of £1,000, the Financial Regulations stipulated that the Clerk was required to '*strive to obtain three quotations*' in accordance with Regulation 11 (h).

The quotation for development of a website did not form part of the current contract with Brave Little Tank.

The Clerk advised that if Members wished to accept this quotation without the need to seek other quotations, Financial Regulation 11.1 (c) would be appropriate. This stated that the Parish Council had the power to *waive financial regulations relating to contracts to enable a price to be negotiated without competition and the reason shall be embodied in a recommendation to the Council.*

**RESOLVED:** (a) That the Parish Council agree to waive the Financial Regulations, in accordance with Regulation 11.1 (c) to allow the quotation submitted by Brave Little Tank to be accepted, in the sum of £4,200.00 for the design and development of a website, to be funded across a two year period;

(b) The reasons for waiving the Financial Regulations were –

- The Parish Council had an on-going business relationship with Brave Little Tank which had been in existence in excess of four years.
- Brave Little Tank had created a brand for the Parish Council which was used on all its assets.
- If any other company were invited to quote, it would not be able to use the branding as this was the proprietary work product of Brave Little Tank

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



**202     DATE OF NEXT MEETING**  
**4 MARCH 2020**

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.45 pm