

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 5 SEPTEMBER 2018 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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| PRESENT: | Councillor B Gibbs Councillor V Adams Councillor L Buchanan Councillor E Clayton Councillor R Hancock | Chairman Councillor M Andrews Councillor S Cheshire Councillor M Ferguson |
| IN ATTENDANCE: | Borough Councillor S Edgar Mr W Atteridge Nine members of the public | Chairman of the Neighbourhood Plan Steering Group |
| APOLOGIES: | Councillors B Cooper, K Gibbs and W McIntyre | |

122 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 Hancock declared a personal interest in Minute No. 139 on the basis that she was the Council's appointed representative on the Shavington Village Festival Committee.

No other declarations were made.

123 MINUTES – 1 AUGUST 2018 and 20 AUGUST 2018

RESOLVED: That the minutes of the meetings held on 1 August 2018 and the Extra-ordinary meeting held on 20 August 2018, be approved as correct records.

124 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.

Issues raised included the following:

- Pedestrian crossing in vicinity of new Co-op Store.
- Plot 8 – Allotments Site, Gresty Lane.
- Houses on the Taylor Wimpey development.
- Creation of new Facebook Group on shavingtononline.co.uk

125 POLICE MATTERS

125.1 PCSO P Corbett was not in attendance and the Beat Manager's report had not been provided on this occasion.

125.2 Community Base for PCSOs

It was reported that an Officer from the Constabulary Estates Department would be arranging an on-site meeting at the Village Hall. This was an annual review to ensure that its employees were working in healthy and safe environments.

As part of this arrangement, the Parish Council was invited to consider providing a key to the upstairs room, which formerly housed the photocopier, to allow PCSO Corbett to store equipment or other office items he required to perform his duties.

RESOLVED: (a) That Councillor W McIntyre make arrangements with Cheshire Constabulary for the annual inspection of the Village Hall; and

(b) That a key be provided to PCSO Corbett for the upstairs storage room, formerly used to house the photocopier.

126 BOROUGH COUNCILLOR STEVE EDGAR

126.1 REPORT

Councillor S Edgar reported on Cheshire East Council (CEC) matters of interest and provided an update in respect of outstanding parish matters. His report included the following:

- Pedestrian crossing, Newcastle Road – delayed until October.
- Target date for completion of new Co-op store – October/November. Funding for the new pedestrian crossing had now been deposited with CEC.
- Phase 2 of the Wain Homes development (Rope Lane): There were only 16 houses remaining to be built to complete the development. Details of play area construction were awaited.
- Overgrown hedge on Roe Lane had now been cut back and the owners would be invoiced for the cost.
- Consultation on the TRO associated with the development at the rear of the Elephant had not yet been notified.
- Resurfacing and road markings complete on the Taylor Wimpey site on Crewe Road.
- Resurfacing and pot-hole repairs had been completed at Goodall's Corner.
- Repairs had been carried out on Newcastle Road.
- Hickory's Smokehouse had purchased the Cheshire Cheese. Following refurbishment, this was due to open before Christmas.

126.2 QUESTIONS

Councillor Edgar responded to questions from Members. Issues raised included:

- Traffic lights at 'Yellowstone Garage'.
- Drains commencement on the Elephant development. Although this work was being carried out, it did not count as commencement of development; however, CEC had instructed that the drainage work must cease.

127 NEIGHBOURHOOD PLAN

Mr W Atteridge (Chairman of the Neighbourhood Plan Steering Group) reported that there had been one meeting of the Steering Group since Cheshire Community Action had been commissioned to undertake further work on the Neighbourhood Plan.

128 PLANNING APPLICATIONS

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

18/3875N Crewe Road, Shavington, CW2 5JB
Advertisement consent for two x lit monoliths, nine x flagpoles.
Relocate wall flag, static flag, two swing signs, illuminated gable site plan, contra-vision, glass partition image, options panel, opening times tray, two 'wipe your feet' illuminated tip hat tray and A board – A1.

RESOLVED: That the following observations be submitted to Cheshire East Council in respect of planning application No. 18/3875N:

- The signs had already been installed (prior to the deadline date of 28 August 2018 for observations).
- The Parish Council suggests that the signs be re-located away from the roadside in the interests of highway safety and suggest 50 metres from the roadside at the entrance to the site.
- There is a potential for road traffic collisions as a consequence of the road markings which are likely to influence driver behaviour.

18/3960N Land at Crewe Road, East Shavington
Request to modify terms of S.106 Agreement

RESOLVED: That no observations be made on planning application No. 18/3960N,

18/4031N 12 Mercian Close, Shavington, CW2 5ES
Outbuildings in rear garden (temporary wooden structures) for combined
motor-cycle storage, summer house and workshop space.

RESOLVED: That no observations be made on planning application No. 18/4031N,

18/3538N Land East of Crewe Road, Shavington
Development of seven houses including boundaries, infrastructure
and landscaping, with direct access off Crewe Road

The deadline date for observations was 22 August 2018. The Clerk had received the notification in good time for the agenda for the meeting on 1 August but had overlooked it. The Planning Case Officer had agreed to accept any observations made at this meeting.

RESOLVED: That the following observations be submitted to Cheshire East Council in respect of planning application No. 18/3538N:

- Hedges to remain intact.
- Consideration be given to the situation regarding the hedge-netting which has been in place for some time (to prevent birds nesting). It is understood that there are holes in it, which could mean that it is no longer effective.

129 FINANCIAL MATTERS

129.1 Authorisation of Payments

RESOLVED: That the following payments be approved.

| | | |
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| £926.10 | C M Jones | Net salary (August 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 |
| £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) |
| £18.50 | C M Jones | Reimbursement for purchase of wreath to be laid at the Cenotaph in London, on behalf of the Parish Council. |
| £235.00 | The Leaflet Team | Distribution of quarterly newsletter |
| £950.40 | Ten & Bourne Ltd (t/a Brave Little Tank) | Design of quarterly newsletter (£792.00 net and £158.40 VAT) |
| £661.00 | Solopress | Printing of quarterly newsletter |

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| £6,586.67 | The Police & Crime Commissioner | First quarter payment for one x PCSO (Invoice 9072023441) |
| Members noted that these quarterly payments only added up to £26,346.68 for the financial year. (The full cost for a year was £33,280). This was because the commencement date of the new arrangement was 11 June 2018 and the Council was being charged for 9.5 months only instead of 12 months.) | | |
| £1,674.00 | Construction Linx (Invoice 8543) | Painting of replacement ceiling in main hall. (£1,395.00 net and £279.00 VAT) |
| £3.00 | Construction Linx (Invoice 8301) | Under-payment on invoice No. 8301 The amount approved at the June meeting was £12,505.63, but the cheque was incorrectly made out for £12,502.63 |
| £270.00 | Nicola Cooper | Photography work July and August Cheque payable to 'N Parton'. |
| £50.00 | Cheshire Community Action | Fee for membership. Condition of the 10% reduction on the quotation for Neighbourhood Plan additional work. |

B Village Hall Payments

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| £55.99 | ASH Waste Services Invoice 57886 | Fortnightly waste collection (£46.66 net and £9.33 VAT) |
| £24.40 | ASH Waste Services Invoice 586018 | Fortnightly waste collection (£20.33 net and £4.07 VAT) |

C Direct Debit Payments

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

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| £89.04 | Strategy 365 (Invoice 10350) | Monthly charges for e-mail addresses. |
| £15.63 | Gradwell (Invoice 37425) | Charges for VOIP service £13.03 net and £2.60 VAT |

129.2 Business Debit Card

At its meeting on 1 August 2018, the Parish Council agreed to apply for a business debit card from the Co-operative Bank.

The necessary forms were now available for completion.

RESOLVED: That the Parish Council apply for a business debit card from the Co-operative Bank;

(b) That the maximum limit for any purchase be set at £1,000; and

(c) That the Clerk and the Chairman be authorised as the two signatories to the account.

129.3 Internet Banking

The Parish Council was asked to consider the introduction of Internet banking. An increasing number of suppliers required direct payments electronically. The provision of a Business Debit Card (129.2 above) would address this to an extent. If Members were minded to approve this in principle, the Finance Committee could consider the matter at its October meeting when the Clerk could submit a report for consideration.

RESOLVED: That the Finance Committee be asked to consider the introduction of on-line banking and make recommendations to the Parish Council.

130 INSURANCE ARRANGEMENTS – 1 OCTOBER 2018

130.1 Insurance Renewal

The Parish Council's insurance was due for renewal on 1 October 2018. The insurance broker who acted on behalf of the Council was Came & Company. The insurance company to which it was affiliated was Aviva, but it no longer used Aviva as its preferred provider.

The broker was seeking three quotations from other providers and the Parish Council would be required to select one of those. A decision was required before 30 September 2018 which was when the current insurance expired.

The quotations had not yet been provided by Came & Company.

RESOLVED: That an extra-ordinary meeting of the Parish Council be held on Wednesday, 12 September 2018 at 7.15 pm (to be followed by the Communications Committee) to consider insurance quotations.

130.2 Re-valuation of the Village Hall

The insurance broker recommended that if the Village Hall had not been valued in the last seven years, it should be re-valued by a specialist company. The current value for insurance purposes was £734,550, including the shed in the car park.

RESOLVED: That the Clerk identify specialist valuers who would be competent to carry out a re-valuation of the Village Hall for insurance purposes.

131 MEMBERS' EXPENSES SCHEME

At the previous meeting, the Parish Council approved the Members' Expenses Scheme with the exception of paragraph 2.12 which stated –

There shall be no change to the current arrangement for the telephone allowance made to councillors who manage the Village Hall.

During the course of the next twelve months, other options for managing telephone enquiries in respect of Village Hall bookings will be explored, including the provision of a dedicated telephone line where the cost would be paid direct by the Council.

At that meeting, a motion had been moved that a dedicated telephone handset be provided for each of the two councillors who managed the Village Hall on a day-to-day basis. A vote had been taken which resulted in a tie. The Chairman had declined to use his casting vote, preferring to leave the matter available for discussion at this meeting.

The Parish Council was now invited to consider this matter again and Members were asked to consider:

- (1) Should the general phone number (01270 262636) be used for all Village Hall bookings?
- (2) Should telephone expenses be paid to Members?

There was a general discussion during which it was acknowledged that the new dedicated Parish Council telephone number should be used in preference to personal phone numbers, not only for the Clerk but also for Village Hall bookings.

No decision was taken, and it was **AGREED** that this be deferred to the next meeting.

132 WYBUNBURY UNITED CHARITIES (WUC)

Councillor Linda Buchanan had indicated that she was willing to be appointed as an Administrative Trustee on Wybunbury United Charities.

This had featured as an item on the agenda over several months and no appointment had been made.

RESOLVED: That Councillor L Buchanan be appointed as an Administrative Trustee on Wybunbury United Charities.

133 SKIP – FOR COMMUNITY USE

A Member had suggested that a skip be located at the front of the Village Hall (within its curtilage) and that this be made available to all residents to dispose of unwanted items.

The Member who suggested it considered that this might reduce incidents of fly-tipping, as a minimum, but would also be a community service to residents.

Whilst Members considered the idea to be laudable, not only would it would be aesthetically unpleasing for it to be located at the front of the Village Hall, but the costs involved and the potential for contaminated waste products to be placed in the skip, was too high.

RESOLVED: That the Council decline to locate a skip within the curtilage of the Village Hall.

134 VILLAGE HALL

134.1 Kitchen Ceiling – Replacement of Tiles

The Parish Council was invited to consider if some of the ceiling tiles in the kitchen should be replaced with similar. The Chairman had forwarded photographs to Members on 20 August 2018.

RESOLVED: That Councillor Adams be thanked for her offer to provide information at the extra-ordinary meeting to be held on 12 September 2018 to enable a decision to be taken about replacement of some of the tiles in the kitchen.

134.2 Soap Dispensers for Male and Female Toilets

The Parish Council was asked to authorise Councillors M Andrews and W McIntyre to install soap dispensers in the toilets.

RESOLVED: That Councillors M Andrews and W McIntyre be authorised to install soap dispensers in the male and female toilets.

135 SHAVINGTONONLINE FACEBOOK GROUP

It had become difficult for the councillor who currently managed the Shavingtononline Facebook Group, to continue with this alongside his other commitments. If there was another parish councillor (or councillors) who was able to take on this additional responsibility, the group page would remain operational. If this was not possible, the Communications Committee would be asked to close the group.

There were no Members interested in taking on this additional duty and the matter would be considered by the Communications Committee at its next meeting.

136 SHAVINGTON DRAMA GROUP – USE OF THE VILLAGE HALL

Following the extra-ordinary meeting held on 20 August 2018, a letter from the Parish Council was issued to Shavington Drama Group, offering the opportunity for its members to meet informally with the Parish Council to discuss the Group's requirements in respect of its use of the Village Hall.

The Drama Group had declined the offer and had indicated that it would not be hiring the Village Hall for the foreseeable future.

Members expressed disappointment that the Group had been unwilling to engage with the Parish Council on this matter.

137 STREET NAMING (MINUTE 109 – 6 SEPTEMBER 2017)

Cheshire East Council had contacted the Parish Council to seek a suggested name for a street name for the development on Chestnut Avenue (Planning application No. 17/6487N). Two street names were required; Elderberry Close had been selected by the developer and the Parish Council had been asked to suggest the other.

The deadline date for suggestions was 31 August 2018. As the Parish Council already had a prepared list of street names, the Clerk had forwarded this information to CEC and requested that one of the names on the list be selected.

Members recalled that at its meeting on 6 September 2017, the Council appointed Councillors Kevin Gibbs and Sheila Cheshire as members of a Working Group (no other members were appointed) to consider themes and names for streets on new developments and make recommendations to the Parish Council.

It was suggested that the Working Group meet before the end of the year and submit recommendations to the Council.

138 PUBLIC PATH DIVERSION ORDER 2018 – CONFIRMATION

On 11th June, Cheshire East Council (CEC) issued by recorded delivery, documents detailing the confirmation of the Order which was made to divert part of Basford FP11. Part of that diversion resulted in a new footpath within the Parish of Shavington-cum-Gresty. A copy of the documents for the Parish Council was included in the recorded delivery. Unfortunately, Royal Mail returned those documents to CEC as the mail room had not franked the post.

A copy of the document was submitted for information.

Although the legal Order document was now in place and confirmed by the Council as an unopposed Order, until the applicant of the diversion installed the new route on the ground, the current route continued to be the legal right of way for the public. Therefore, as the new footpath in Shavington-cum-Gresty was part of the new route, it would only become a legal right of way once the new route was installed in its entirety and formally certified by the Borough Council as fit for use by the public.

139 SHAVINGTON VILLAGE FESTIVAL

Councillor Hancock briefed the Parish Council in respect of proposals for Shavington Village Festival.

The Committee itself had met on 13 September at which time its members had acknowledged that a new direction was required, or to cancel future festivals, as the most recent one had made a small financial loss.

Members of the Parish Council discussed ways to re-energise the event, one of which was to involve the primary school in organisation of the event, and, possibly, a new method of promoting it.

It was understood that the Rev. Den Harding (a school governor) would be raising this with the school.

The Parish Council would be kept informed of progress.

140 ADVERTISING POLICY – NOTICE-BOARDS AND SHAVINGTONONLINE

Following feedback received on-line through the various Shavington social media platforms, the Communications Committee, at its meeting to be held on 12 September 2018, would be reviewing the current position in respect of advertising on all the Parish Council's assets (i.e. the website, social media platforms, newsletter and notice-boards).

It was expected that a formal policy would be developed to streamline all Parish Council-owned assets which could be used for advertising. This would be submitted to the Parish Council in due course.

141 RISING DAMP REMEDIATION

The Clerk had made contact with three contractors who would be able to carry out pre-contract work before Rentokil Properties could commence repairing the rising damp.

Each of the three contractors had agreed to arrange to visit the hall and assess the work required.

Councillors Adams reported that the pre-contract tasks had either already been carried out or were due to be undertaken in the next few days. The joiner had queried whether it was the skirtings alone which should be removed, or the architrave also.

RESOLVED: That the joiner be asked to remove all skirtings and the architrave and replace with new following completion of the rising damp work.

142 COMMITTEE MINUTES

The Parish Council received the Minutes of the following Committee meetings for information.

- Communications Committee – Meeting 6 July 2018
- Recreation Committee – Inaugural Meeting 15 August 2018

143 FUTURE COMMITTEE MEETINGS

143.1 It was noted that the Clerk was currently arranging for the following Committee meetings to be held.

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| ○ Village Hall Management Committee | 24 or 25 September |
| Members notified 18 August | |
| ○ Environment Committee | 17 or 18 October |

143.2 It was noted that the following Committee meetings had been arranged:

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| ○ Communications Committee | 12 September |
| ○ Recreation Committee | 26 September |
| ○ Finance Committee | 24 October |

144 AUTHORISED CHEQUE SIGNATORIES

The current authorised signatories were Councillors V Adams, K Gibbs, R Hancock and G McIntyre.

The current signing arrangement was for three signatories to sign each cheque. The Clerk recommended that the Council revised this arrangement, reducing the requirement to any two signatories to sign cheques.

It was understood that the requirement for three signatories was historical; however, from a prevention of fraud perspective, two signatures were acceptable, and this was the provision set out in the National Association of Local Councils' Model Financial Regulations.

RESOLVED: (a) That the following councillors be authorised as cheque signatories –

- Councillor V Adams
- Councillor E Clayton
- Councillor M Ferguson
- Councillor K Gibbs
- Councillor R Hancock

(b) That the requirement for three signatories to sign cheques remain extant; and

(c) That the Clerk be added as a cheque signatory.

145 SHARED ITEMS

‘Shared Items’ was a means of exchanging information but did not replace the need for decision items to be placed on the agenda.

Issues raised included the following:

- Nettle-cutting on Piccadilly required.
- Galway Grove – sign required painting.
- A resident had offered to donate a defibrillator to the parish.
- Scouts/Beavers wished to use the Village Hall car park to practice for their cycling proficiency test.
This would be added as an item for the extra-ordinary Parish Council meeting on 12 September 2018.
- Footways on Rope Lane opposite to Shavington Academy – not formed properly and required attention.

146 DATE OF NEXT MEETING:

3 October 2018

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.20 pm