

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 3 OCTOBER 2018 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

---

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

---

**152 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.

**153 MINUTES – 5 SEPTEMBER and 12 SEPTEMBER 2018**

**RESOLVED:** That the Minutes of the Meeting held on 5 September 2018 and the Minutes of the Extra-ordinary meeting held on 12 September 2018 be approved as correct records.

**154 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:

- Crewe Road/Chestnut Avenue– parking issues. Letter from residents presented.
- Blank notice on display. This would be addressed under Minute No. 156.

**155 POLICE MATTERS**

PCSO P Corbett was not in attendance.

The Beat Manager's report had been issued to Members separately.

**156 BOROUGH COUNCILLOR STEVE EDGAR**

**156.1 Report**

Councillor Edgar's report included the following matters:

- The new Co-operative Store was due to open on 25 October.  
The £70,000 for the pedestrian crossing due to be installed in this location had only recently been paid. Councillor Edgar had requested that the facilities and time, programme for the Newcastle Road crossing, be swapped for this crossing which was of higher priority.
- New Homes Bonus: Councillor Edgar attended a meeting on 2 October to decide priorities for applications for the New Homes Bonus projects.

The closing date was 31 December. The total sum available was £170,000. Projects below £10,000 would not be considered.

- Crewe Road - New building works: Access had been granted. There was currently a problem with regulated hours of work which should be a commencement of 8.00 am. Councillor Edgar was seeking to resolve this matter which was being dealt with by Planning Enforcement.
- No. 46 Chestnut Avenue had now been vacated and demolition of the building and access to the site was imminent. Building was expected to commence early in the new year.
- Councillor Edgar emphasised the need for the Parish Council to make progress with the Neighbourhood Plan. An application in Weston had been refused earlier in the day at the Southern Planning Committee and this was mainly on the basis that Weston had in place a Neighbourhood Plan and the application was contrary to the provisions in that Plan.

## 156.2 Questions

Members questions to Councillor Edgar referred to the New Homes Bonus, which was dealt with later in the meeting (see Minute No. 159).

## 157 NEIGHBOURHOOD PLAN

Mr W Atteridge (Chairman of the Neighbourhood Plan Steering Group) reported progress on the Neighbourhood Plan.

## 158 PLANNING

### 158.1 Planning Applications

The Parish Council commented on the following planning applications.

18/4451N      Vine Inn, Rope Lane, Shavington, CW2 5DT  
Three fascia signs; three hanging signs and eight other signs

Deadline date for observations: 3 October 2018.

**RESOLVED:** That no observations be made on planning application No. 18/4451N.

18/4484N      Cheshire Cheese, 332 Crewe Road (Gresty) CW2 5AF  
Extensions to pub/restaurant including in-filling existing brick verandas at side, front veranda extensions, rear and side single-storey extension to kitchen and refurbishment of internal areas.

Deadline date for observations: 10 October 2018.

**RESOLVED:** That the Parish Council support application No. 18/4484N.

18/4755N      22 Huntersfield, Shavington, CW2 5FB  
Retrospective approval for an out-building housing a hot-tub.

Deadline date for observations: 17 October 2018.

**RESOLVED:** That no observations be made on planning application No. 18/4755N.

**158.2 Consultation – Traffic Regulation Order  
One-way System – Main Road, Shavington  
(Associated with Planning Application No. 17/2483N – 45 Affordable Homes at  
The Elephant site)**

Although it was not normal practice for Cheshire East Council to consult Parish Councils on Traffic Regulation Orders (TRO) the Parish Council's comments could be considered.

The consultation commenced on 3 October 2018 (revised date) and would conclude on 24 October 2018.

A copy of the letter sent to residents by Cheshire East Council, together with a plan, was submitted.

**RESOLVED:** That the Parish Council object to the proposed one-way system on Main Road, Shavington, on the following grounds:

- 1) Pedestrian safety would be jeopardised.
- 2) The proposal will result in parking problems for existing residents and this, in turn, will result in a loss of amenity to properties in the area.
- 3) Single-space driveways will present problems for visitors to those residences as there will be no parking provision. This will also cause problems for emergency service vehicles; for example, ambulances on home visits.
- 4) The overhead cables causing obstruction of the footway could have been installed below ground, underneath the footway and this should have been considered earlier in the process.
- 5) The proposal may result in excessive speed of traffic. Residents on Main Road exiting via Newcastle Road are turning against traffic.

**159 NEW HOMES BONUS (NHB)**

**159.1** Borough Councillor Edgar notified Members of the Parish Council, separately, about the way in which the New Homes Bonus (NHB) would be allocated.

The NHB bonus was a base of £50,000 and a top-up of £120,000 giving £170,000 for the Crewe area which comprised Crewe, Haslington, Shavington, Rope, Willaston, and Wistaston.

The funding allocation would initially be decided by a verification process to ensure that it met basic criteria; it would then be submitted to a committee of Ward Councillors: Crewe – nine; Haslington: two; Willaston: one; Wistaston: two, and Shavington: one.

The criteria were set around benefit to the community, alleviation of the effects of new houses, future proofing etc. There was a minimum award of £10,000 with no maximum limit. The deadline date for applications was December 2018.

The first meeting of the Local Awards Group had been held on 1 October and although the Parish Council had been unable to consider this matter prior to that meeting, the Recreation Committee discussed the NHB on 26 September 2018 and nominated Councillor Matt Ferguson to attend the Local Awards Group meeting; however, he had not been permitted to participate in the meeting and had been asked to leave.

The Recreation Committee had identified the main priority for the parish was open space for use by residents of all ages and this was supported by the consultation carried out to inform the Neighbourhood Plan, an early draft of which had been submitted to the Annual Meeting of the Parish Council in May 2018.

A Member suggested that consideration could be given to upgrading the Youth Club. Even though the building was owned by Cheshire East Council, it was an asset to the village and a grant of £10,000 would enable an internal upgrade to be carried out. It was suggested that Councillor Edgar (as the Youth Club Chairman) be invited to the next meeting of the Recreation Committee to discuss this.

## 159.2 Information from Cheshire East Council

Cheshire East Council had sent information to local councils and invited town and parish councils to feed into the Award Groups, via the appropriate Town or Parish Council representative.

For Shavington-cum-Gresty Parish Council, the award group was Crewe and the representative was Geoff Beadle from Haslington Parish Council.

CEC had held several training sessions on the New Homes Bonus and had provided the following documents:

- Presentation slides
- Questions raised at training sessions
- Town and Parish Councils by award group area
- Town and Parish Council reps for award groups
- Award Groups Terms of Reference

As noted under Minute No. 159.1 above, the date of the first meeting of the Local Awards Group had been held on Monday, 1 October at Jubilee House, Crewe (6.00 – 8.00 pm). Application forms were not required for that meeting, the purpose of which was to agree 3-5 priorities for the Parish Council's area.

## 160 COMMITTEE MEMBERSHIP

Following the resignation of Councillor Gill McIntyre, there were vacancies on the following Committees and the Parish Council was invited to appoint a Member to each vacancy.

- Finance Committee
- Recreation Committee
- Village Hall Management Committee
- Complaints Committee (Not on original agenda)

**RESOLVED:** That appointments to Committees be made as follows:

- |                                     |                      |
|-------------------------------------|----------------------|
| • Finance Committee                 | Councillor R Hancock |
| • Recreation Committee              | No appointment       |
| • Village Hall Management Committee | No appointment       |
| • Complaints Committee              | Councillor K Gibbs   |

## 161 FINANCIAL MATTERS

### 161.1 Authorisation of Payments

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

#### A Parish Council Account

£925.98	C M Jones	Net salary (September 18)
£294.46	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)
£50.00	B Gibbs	Facebook adverts.

£192.58	C M Jones	Reimbursement for hire of skip located in Village Hall car park for disposal of waste left on-site by unknown parties. (£164.48 net and £28.10 VAT)
£50.00	Royal British Legion	Two wreaths for Remembrance Sunday,
£480.00	PKF Littlejohn LLP	Fee for external audit 2017-2018 (£400 net and £80 VAT)
£271.20	KCOM	Charges for Wi-Fi in Village Hall (Invoices 19479302, 19453392, 19374885, and 19348339) – for the periods April, May, August and September £226.00 net and £45.20 VAT
£1,260.19	Rentokil Property Care	Damp-proofing treatment in Village Hall (£1,050.16 net and £210.03 VAT)
£66.00	M H Ascroft	Electrical work associated with damp-proofing at Village Hall. (£55.00 net and £11.00 VAT)
£625.00	Built to Last Joinery & Maintenance	Removal of skirting boards and architraves in Village Hall – associated with damp-proofing treatment.
£300.00	Nicola Cooper	Photography work September Cheque payable to 'N Parton'.
£2,644.00	Came & Company	Insurance premium (Inspire – AXA) From 1 October 2018 – 30 September 2019 Payment approved by the Parish Council on 12 September 2018.
£1,332.00	DSW Painting & Decorating	Painting of the foyer, kitchen and bar area in the Village Hall. Foyer: £750.00 Kitchen: £210.00 Bar area: £150.00 Total VAT £222.00
£30.00	Shavington Academy	Annual Environmental Award (To be taken to the Shavington Academy Presentation Evening – see item 15 below)

**B      Village Hall Account**

£46.20	Scottish Power	Electricity supply (£44.00 net and £2.20 VAT)
£85.70	ASH Waste Services Invoice 589306	Fortnightly waste collection (£71.42 net and £14.28 VAT)
£tba	W McIntyre	Purchase of soap dispensers for toilets.
£1,790.06	Water Plus (Invoice 02283051) Period 1 April 2017 – 31 March 2018	Water and wastewater at Village Hall.
£1,702.72	Water Plus (Invoice 03326844) Period 1 April 2018 – 31 March 2019	

These invoices related to correspondence sent by Engage Services Ltd (a collection agency) to the widow of the former Clerk. The company was acting on behalf of Water Plus. The former Clerk's widow had contacted Engage Services Ltd. on several occasions to inform them that Mr Moulton had died, and she had also returned the documents to them.

The former clerk's widow had passed the letter from Engage Services Ltd, to the Clerk (via a councillor). The Clerk had contacted Engage Services Ltd. and also Water Plus to request that their records be updated.

---

#### **161.2 Conclusion of Audit – 2017-2018**

It was reported that the external audit of the Parish Council's accounts for 2017-2018 had now concluded. PKF Littlejohn LLP (external auditor) had provided sign-off documents.

There was only one issue of note and that was that the Council did not carry out a risk assessment during the year; however, as the Parish Council had provided an explanation for this, there was no 'except for' qualification on the audit.

### **162 VILLAGE HALL MATTERS**

#### **162.1 Re-Valuation of the Village Hall**

It was reported at the September meeting, that Came & Company, the insurance broker recommended Barrett Corp and Harrington Ltd.

The Financial Regulations usually required that three quotations be considered, except that under Regulation 11, one quotation only could be considered for specialist services. Surveyors were regarded as specialist services.

Barrett Corp and Harrington Ltd. had quoted £500 plus VAT for the valuation and has provided supporting documentation which was submitted.

**RESOLVED:** That the quotation submitted by Barrett Corp and Harrington Ltd be accepted, in the sum of £500 plus VAT, for a re-valuation of the Village Hall.

#### **162.2 Village Hall – Hire Agreement**

As part of the promotion of the Village Hall, the Communications Committee was of the view that the current hire agreement was no longer suitable and had made several amendments. A revised hire agreement had been submitted to the Village Hall Management Committee at its meeting on 24 September 2018, for information.

**RESOLVED:** That the revised hire agreement for the Village Hall be approved.

#### **162.3 Purchase of Items for the Kitchen**

The Parish Council was asked to authorise the purchase of the following items for the kitchen in the Village Hall:

- Electric cooker
- Cutlery – knives, forks, dessert spoons and teaspoons (design to be decided)
- Hot water boiler (for beverages)

**RESOLVED:** That the Parish Council approve the purchase of the items listed above.

#### **162.4 Use of Village Hall Car Park for Scouts Group – Cycling Proficiency**

This item was withdrawn from the agenda as the Scouts Group had made alternative arrangements.

**163 ADVERTISING POLICY**

The Communications Committee had considered the introduction of an Advertising Policy which would apply to all Parish Council-owned assets. The objective of the policy was to ensure that non-commercial organisations which were village-based, or carried out activities within the parish, were able to advertise their activities, without charge, on the Parish Council's website, in the newsletter, notice-boards and on various social media platforms.

The draft Policy was submitted, and the Parish Council was recommended to adopt it.

**RESOLVED:** That the Advertising Policy be adopted with immediate effect.

**164 SHAVINGTON ACADEMY PRESENTATION EVENING – 22 NOVEMBER 2018**

The Parish Council was invited to nominate a Councillor to attend the Presentation Evening at Shavington Academy, to be held on 22 November 2018.

**RESOLVED:** That Councillor E Clayton represent the Parish Council at the Presentation Evening to be held at Shavington Academy on 22 November 2018.

**165 CASUAL VACANCY (FOR A PARISH COUNCILLOR)**

It was formally reported that Councillor Gill McIntyre had resigned from the Parish Council on 5 September 2018. A notice of the vacancy was issued to Cheshire East Council on 8 September and was displayed in the notice-boards the same date.

The co-option procedure for casual vacancies was approved at the Parish Council's Annual Meeting held on 2 May 2018. The Clerk had revised this to include paragraph 4 which related to the Parish Council's intent to co-opt to any casual vacancy. This was in accordance with current practice but had not been stated in the procedure. The Parish Council was asked to approve the revised procedure.

**RESOLVED:** That the revised Co-option Procedure for Casual Vacancies be adopted with immediate effect.

**166 PICCADILLY GULLEY**

Councillor Cooper had suggested that New River, the company which was building the new Co-operative Store at Vine Tree, could be asked for a financial contribution to improve Piccadilly gulley which was currently overgrown with hedging and nettles and would prove to be a problem to residents wishing to use this gulley as access to the new store.

The Clerk had contacted ANSA and asked if additional work could be carried out in advance of the new Co-op opening.

The Clerk was asked to contact Mike Webster & Son Ltd., the grounds maintenance contractor, to enquire if he could include this in his monthly schedule of works.

**167 COMMITTEE MEETINGS**

It was noted that the following Committees had met since the last Parish Council meeting.

**1) Communications Committee (12 September 2018)**

The Minutes were submitted and Members' attention was drawn to the item 'Carols at Christmas'.



The Committee was considering holding a secular 'Carols at Christmas' event in the Village Hall on Sunday, 23 December between 4.00 pm and 5.30 pm, possibly with a Victorian theme. This would also serve as an official re-opening event for the Village Hall.

The Clerk had made enquiries of Crewe Brass Band's availability and a response was awaited.

Arising out of discussion, the Council was asked to agree a budget for the purchase of new Christmas decorations which would help to promote the Village Hall.

**RESOLVED:** That a budget of between £500-£1,000 be approved for the purchase of new Christmas decorations for the Village Hall.

**2) Village Hall Management Committee (24 September 2018)**

Minutes to be submitted for information to the November meeting.

**3) Recreation Committee (26 September 2018)**

Minutes to be submitted for information to the November meeting.

**168 VILLAGE HALL**

**168.1 Cleaning Contract**

At its meeting held on 24 September 2018, the Village Hall Management Committee had intended to draw up a cleaning specification to be submitted to Council, with a recommendation that a Panel be appointed to interview potential contractors; however, Members agreed to defer this for the time being, until the 'take-up' of the new promotional pricing at the hall became clearer.

**168.2 Village Hall Booking Form**

A revised booking form for Village Hall bookings was submitted for information. It had been devised by the Communications Committee but had yet to be uploaded onto the website.

The form was incomplete; contact details for six local caterers and outside bar providers was required for the reverse side of the form.

The form would, in due course, be electronically-enabled for completion on-line by clients, but copies could be made available to clients who did not have access to the Internet.

Arising out of discussion, it was acknowledged that a new First Aid box and an Accident Report Book were required for the hall; the Clerk would arrange purchase.

**169 STREET NAMING**

It was reported that Cheshire East Council had allocated the following names for new streets off Crewe Road. These had been taken from the list prepared by the Parish Council.

Alfred Potts Way	Charles Kirk Place
Walter Rhodes Close	Thomas Palin Close
Richard Gilbert Drive	Martin Ray Drive
William Stockton Close	Frank Dawson Place
Samuel Broadhurst Place	Henry Hughes Drive
George Edward Road	John Jobson Road

**170 TREE PRESERVATION ORDER 2018 – LAND BETWEEN BARNSFIELD AND 262 NEWCASTLE ROAD**

It was reported that the above Tree Preservation Order had been served on 13 September 2018.



Councillor K Gibbs suggested that Members actively try to identify trees in the parish which might be appropriate for Tree Preservation Orders.

#### **171 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:

- The 'Beat Manager's report for September had been written by a PCSO, but the Member who raised this believed it should be Det. Sergeant. Morris who would be undertaking this as it was not a good use of a PCSO's time.
- PCSO Corbett had not attended a Parish Council meeting for two months.
- The half-PCSO who was shared across wards should be dealing with 'time-reminded' items which were reported on the CAD system.
- The Parish Council should consider purchasing/leasing a vehicle for use by the dedicated PCSO.
- Restorative Justice: Earlier in the year, a youth who criminally damaged the 'static Policeman' was identified but no update had been provided. The Clerk would follow-up on this matter.
- The Parish Council should consider budgeting for one of the new 'Tru-Cam' speed cameras as used by the Police.
- There appeared to be no improvement in the Police 101 service. The Clerk undertook to follow up with the Police & Crime Commissioner for Cheshire.
- Wessex Close: Street light (lamp-post 2) was obscured by tree foliage.
- There were no lights in the car park at the school. (This had been acknowledged by the Parish Council on 4 October 2017, following which it was understood that the lighting would be reinstated when the building projects at the school were completed.)
- A petition from residents near to the Vine Tree Play Area had been received and considered by the Recreation Committee at its meeting on 26 September 2018.
- The Clerk was asked to follow-up the boundary signs for the Parish [Minute No. 181 – Parish Council meeting 2 March 2016].

#### **172 DATE OF NEXT MEETING**

**7 November 2018**

#### **173 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.

#### **174 VILLAGE HALL – TOILET DOORS**

(Reason for exclusion: commercial sensitivity)

The Clerk had expected to be able to submit a quotation for replacement outside doors on the toilets in the Village Hall.

The original specification for the doors did not allow for closers and the doors which had been fitted were not heavy enough to support the weight of door closers.

This item would be placed on the agenda for the November meeting.

**175 RECREACTIONAL LAND IN THE PARISH**

(Reason for exclusion: Potentially damaging to negotiations between the parties.)

The Parish Council considered the Clerk's report which summarised a recommendation from the Recreation Committee.

Members agreed that the area identified in the report was not suitable for recreation purposes and no action should be taken to acquire it.

**RESOLVED:** That the Parish Council take steps to (a) identify a plot of land in the parish which would be suitable for use as open space/recreational land; (b) arrange for a valuation; and (c) decide whether to proceed with purchase.

**176 REMEMBRANCE SUNDAY/WWI CENTENARY EVENT – 11 NOVEMBER 2018**

(Reason for exclusion: Likely to reveal the identity of individuals.)

The Chairman updated the Parish Council in respect of the arrangements for Remembrance Sunday/WWI Centenary Event. The following issues were raised:

- a) As the service was to be held in the Primary School, arrangements would need to be made to provide enough adult-sized chairs for the congregation.

It might also be necessary to arrange transport for the chairs to the school.

- b) In view of the significant number who would attend the service, it was suggested that the local WI could be asked to assist with serving refreshments after the service.
- c) An urn or large flasks would be required for beverages.
- d) A local historian was providing displays in the Village Hall to include WWI weapons and uniforms.
- e) The road closure arrangements had already been notified to Cheshire East Highways (CEH). Members now agreed that the duration of the road closure should be extended and the roads to be closed should be revised.

The Clerk was asked to notify CEH that the roads should be closed from 10.30 am to 11.30 am. Councillor Andrews provided a sketch of the revised road closures which would affect Main Road, Rope Lane and Osborne Grove.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.25 pm