

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 8 JANUARY 2018 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor K Gibbs	In the Chair
	Councillor V Adams	Councillor M Andrews
	Councillor S Cheshire	Councillor G McIntyre
	Councillor W McIntyre	
IN ATTENDANCE:	Borough Councillor S Edgar	
	Mr W Atteridge	Chairman of the Neighbourhood Plan Steering Group
	PCSO P Corbett	
	Superintendent Peter Crowcroft	Cheshire Police
	Five members of the public	
APOLOGIES:	Councillors W Cooper, B Gibbs, M Ferguson and R Hancock	
ABSENT:	Councillors E Ankers and E Clayton	

182 DECLARATION 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 Gibbs, who had previously declared an interest in planning application 16/4526N (land to rear of 71 Main Road, Shavington) stated that although this featured as agenda item 4.2, it was a matter of report only and as there would be no discussion on the item, he did not propose withdrawing from the meeting at that time.

No other declarations were made.

183 MINUTES

RESOLVED: That the Minutes of the Meeting held on 6 December 2017 be approved as a correct record.

184 MATTERS ARISING from the Minutes

184.1 Road Safety - Cardboard Cut-Outs

Councillor Andrews reported that cardboard cut-outs of Police Officers would cost £118.00 plus VAT.

Members agreed to purchase one cut-out of a Police Officer, for the time being. This would be placed in an appropriate location. Councillor Andrews undertake to take responsibility for the cut-out to ensure, as far as possible, that it did not become damaged.

RESOLVED: That Councillor Andrews forward the details of the supply company to the Clerk who would place an order for one cut-out of a Police Officer.

**184.2 Planning Appeal APP/R0660/W/17/3185440 (App. 16/4526N –
Land to Rear of 71 Main Road, Shavington)**

It was noted that the following were the detailed objections issued to the Planning Inspectorate in respect of this planning application. The first set of bullet-points were those which had been submitted to the Borough Council and were taken into account by the Southern Planning Committee at its meeting held on 29 March 2017, when the application was refused.

- Erosion of green gap
- Over-crowding on the site.
- This housing development is not needed.
- The parish already had more housing than was required by the emerging Cheshire East Local Plan (both built and planned).
- The Council requests the Inspector to visit all the application sites both past and future to assess the cumulative effect.
- The land is the best and most versatile agricultural land.

Subsequent to the above, the Parish Council made the following additional objections to the application at its meeting on 6 December 2017.

- The Borough Council has recently approved a development of 45 affordable homes to the rear of the Elephant & Castle public house off Main Road; 17 affordable homes were completed this year, only a few metres from this proposed site and these additional 30 houses will contribute further to the over-development in the parish.
- The 5-year housing land supply has now been approved by the Borough Council via the newly-adopted Local Plan and this further demonstrates that there is no need for this development.
- The whole of Main Road is already over-developed.
- This proposed development will create additional traffic and will exacerbate the problems already experienced in the parish.

185 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.

- Site visit arranged in respect of an appeal and this had been carried out on a different date from that notified. The resident was seeking the Council's support. The Chairman advised the resident that as the Parish Council had no direct knowledge of the way in which the site visit had been conducted, any comments it submitted would be regarded as hearsay.
- Planning Application 17/6183N. A resident who objected to this application read out to the meeting his letter which had been forwarded to Cheshire East Council.
- Mr W Atteridge (Chairman of the Neighbourhood Plan Steering Group) read to the meeting his own letter in respect of planning application 17/6183N.

186 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar reported on Cheshire East Council matters of interest and provided an up-date in respect of outstanding parish matters.

Councillor Edgar offered the Parish Council the opportunity to introduce a 30 mph speed limit on Newcastle Road from the Elephant & Castle public house to the garage. It was **AGREED** that this be included as an agenda item for the February meeting.

187 POLICE MATTERS

187.1 Beat Manager's Report

PCSO P Corbett was in attendance and reported on various Police matters in the parish, following which he withdrew from the meeting.

187.2 Funding of PCSOs – from 1 April 2018

Superintendent Peter Crowcroft was in attendance for discussion of this item.

A copy of the letter from the Acting Chief Constable, dated 11 October 2017 was submitted (this had also been submitted to a previous Parish Council meeting). In addition, the Clerk's budget report (Minute No. 188.1 below) provided the responses (in italics) to issues raised by Members at the previous meeting, viz:

- (i) Draft Service Level Agreement (SLA) to be provided before the Parish Council could commit funding.

The Constabulary's legal team is currently drafting a proposal on behalf of Acting Chief Constable McCormick. It is unlikely that it will be available for the Parish Council meeting.

The ACC has commented that this should not prevent further discussions about the proposals, and it is expected that a representative of the Constabulary will be in attendance on 8 January 2018 to listen to Members' queries and to set out their expectations for the SLA.

- (ii) How would the PCSO shift pattern be operated and will the 'free' PCSO reduce the commitment to Shavington, in the event of the Parish Council funding either one or two dedicated PCSOs?

PCSOs work a set shift pattern across three blocks, A,B,C. If more than one PCSO were to work across an Electoral Ward or Parish then it makes operational sense for them to work on different blocks. This provides greater coverage and maximises visibility to the PCSO community. Although the final decision would be for an LPU Commander to make, it is logical to spread coverage in this manner. It could be for a specific community need; for example, a speed enforcement campaign when PCSOs would alter shifts to work together for a short period. This makes operational sense and the Constabulary already works in this flexible way to deal with priorities that communities set.

Any PCC-funded PCSO will be expected to provide an equality of service to all the wards within their PCSO community. This will be made clear to all PCSOs. In a set of three day shifts they should plan to spend time in each ward. If they came on duty and there had been a spate of crimes in one ward, it would make common sense to spend some additional time visiting victims and offering reassurance in that area. This principle will not be affected by the decision of a Parish Council to fund an additional resource for their community. In the case of Shavington, it will still be covered by the PCC-funded PCSO who will respond to the needs of local residents.

- (iii) Could PCSO Corbett be retained as a Parish Council-funded PCSO?

As part of the proposals, the Constabulary will consult PCSOs to ensure consistency and coverage across all of Cheshire. Without wishing to make promises which cannot be delivered, the Constabulary will seek to ensure continuity and consistency which builds on existing relationships.

Superintendent Crowcroft confirmed the following:

- The Service Level Agreement would be negotiated between Cheshire Police and the Parish Council.
- If, during the course of the next financial year, the Parish Council, having made a decision on funding, decided that it needed an additional PCSO, it would be possible to factor this in, but Cheshire Police would need sufficient notice to allow for recruitment.
- The 'booking-on' for PCSOs would be in Crewe, following which they would travel to their parish.

- Irrespective of the decision which the Parish Council would reach later in the meeting, Cheshire Police would be providing a Police-funded PCSO to be shared between Shavington and Willaston.

(Note: Superintendent Crowcroft was thanked for attending the meeting and he withdrew at this point in the proceedings.)

188 FINANCIAL MATTERS

188.1 Budget – 2018-2019

At its meeting held on 6 December 2017, the Parish Council considered its budget for 2018-2019 and agreed to finalise at this meeting. The following documents were now submitted.

- Clerk's report
- Receipts and Payments Statement to 30 September 2017
- Budget monitoring schedule showing the position at 30 September 2017; Revised estimates to 31 March 2018; and the draft budget for 2018-2019.

No amendments were made to the budget proposals as presented, but the Parish Council gave specific consideration to the funding of PCSOs in 2018-2019. Members took into account previously presented information, including the survey carried out in September and the additional information presented at this meeting by Superintendent Crowcroft.

It was **AGREED** that only one PCSO be funded in 2018-2019. The budget calculations were noted as follows:

Calculation of Likely Balance Available on 1 April 2018		£	£
Parish Council Account:	Balance at bank on 30 September 2017		136,950.00
Village Hall Account:	Balance at bank on 30 September 2017		5,266.00
TOTAL			<u>142,216.00</u>
LESS	Parish Council Account: Spend to 31 March 2018	-57,103.00	85,113.00
LESS	Village Hall Account: Spend to 31 March 2018	-6,000.00	79,113.00
ADD	Village Hall receipts (estimated)	1,600.00	80,713.00
ADD	VAT Re-claim (1 April 2017 - 30 Sept 2017)	<u>1,340.00</u>	<u>82,053.00</u>
	Expected balance on 1 April 2018	<u>82,053.00</u>	
Calculation of Precept Requirement			
	Forward year budget proposals (core budget)	148,840.00	
ADD	Cost of one PCSO	33,280.00	182,120.00
LESS	Expected balance on 1 April 2018	<u>-82,053.00</u>	100,067.00
LESS	Village Hall Income 2018-2019	<u>-8,000.00</u>	<u>92,067.00</u>
	Precept requirement	<u>92,067.00</u>	

RESOLVED: (a) That the Parish Council agree to fund the cost of one PCSO only, in the sum of £33,280.00;

(b) That a budget of £182,120.00 be approved;

(c) That the Clerk be authorised to request a precept of £92,000 (rounded down from £92,067); and

(d) That the Clerk's salary be increased to £13,890 with effect from 1 April 2018 in line with the National Association of Local Councils agreed rates for 2016-2018 and the contractual obligations in the Clerk's contract of employment.

188.2 Authorisation of Payments

RESOLVED: That the following payments be approved.

A Parish Council Payments

£890.95	Mrs C M Jones	Net salary – December 2017
£282.86	HMRC	£222.80 Tax and £59.86 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)
£7.66	Councillor B Gibbs	Reimbursement for Facebook buffer payment
£330.00	NicsPics	Photographs of various village images for quarterly newsletter and on-line. Cheque payable to 'Nicola Parton'
£132.60	KCOM	Setting up of Wi-Fi in the Village Hall
£50.00	Mr I Rowley	First prize in Best-Dressed House at Christmas competition
£30.00	Mrs A Xiuourouppa	Second prize in Best-Dressed House at Christmas competition.

B Village Hall Payments

£51.53	ASH Waste Services	Fortnightly collection of waste from the village hall. (£42.94 net and £8.59 VAT)
£89.76	Trident	Supply replacement flush mechanism to ladies' WC (£74.80 net and £14.96 VAT)
£47.44	V Adams	Village Hall supplies

188.3 Purchase of Litter-Picking Equipment for the Clean Team

RESOLVED: That the Clerk arrange for seven additional pieces of litter-picking equipment for the Clean Team..

189 NEIGHBOURHOOD PLAN

Mr W Atteridge up-dated the Parish Council on progress on preparation of the Neighbourhood Plan, as follows:

- Lucy Hughes of Cheshire Community Action had confirmed that the Government had extended funding for Neighbourhod Plans, beyond 31 March 2018.
- The Steering Group was expecting to be able to include in the policies, the condition of the roads as a land use issue.

190 PLANNING MATTERS

190.1 Planning Applications

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

17/6183N Land South of Newcastle Road, Blakelow
Outline planning permission for erection of seven detached bungalows

RESOLVED: That the following objections be submitted to Cheshire East Council in respect of planning application No. 17/6183N.

- Distance from amenities for disabled people is too far for reasonable access.
- The application is inaccurate or ambiguous. Reasons cited at the meeting were that the application appeared to be a duplicate of a previous application for 16 dwellings, rather than seven bungalows.
- The road is too narrow to install a pedestrian refuge.
- Highway safety concerns.
- Inaccurate flood risk assessment.
- The application should be revised to state 'up to seven bungalows' rather than 'seven bungalows'.
- Car parking provisions are inadequate in that there is no indication at this stage of how many bedrooms there are in each dwelling, and this will dictate, to an extent, the number of car parking spaces required.

Councillor Edgar was asked to call-in the application to enable it to be determined by the Southern Planning Committee rather than an individual Case Officer.

17/6328N 6 Charlcote Crescent, Crewe, CW2 6UH
Single storey extension to front, and garage conversion

17/6313N 3 Main Road, Shavington, CW2 5DY
Single storey side extension

17/6468N 13 Northfield Place, Shavington, CW2 5BL
Proposed dormer window extension to first floor, and ground floor
Single-storey rear extension.

RESOLVED: That no observations be made on planning applications Nos. 17/6328N, 17/6313N and 17/6468N.

190.2 Southern Planning Committee - 10 January 2017

17/4995N – Shavington Green Farm – Five new build houses within the domestic curtilage of the farm

This planning application was to be determined by the Southern Planning Committee on 10 January 2018. Interested parties were permitted to attend and explain their views.

The application had been considered by the Parish Council in November 2017 at which time no observations were made. In view of this, there was no necessity for Parish Council representation at the Committee meeting.

(Note: Borough Councillor S Edgar, Mr W Atteridge and members of the public withdrew from the meeting at this point in the proceedings.)

191 VILLAGE HALL MANAGEMENT COMMITTEE (VHMC)– MEETING HELD ON 13 DECEMBER 2017

The Minutes of the Village Hall Management Committee meeting held on 13 December 2017 were submitted for information.

The Committee had reviewed the hire charges and the conditions of hire.

One of the Committee Members drew attention to some errors on the revised booking form now submitted for approval. This would be corrected before uploading onto the website.

RESOLVED: That, subject to the corrections identified, the bookings form and conditions of hire be approved, as indicated.

192 WWI CENTENARY COMMITTEE/WORKING GROUP

The Parish Council was invited to appoint a Committee or a Working Group which would discuss arrangements to mark the centenary of WWI, working either in partnership with the two churches, or involving the churches as and when appropriate.

The 'Committee' could be (a) a formal committee (under S.101 of the Local Government Act 1972); (b) an informal working group which would operate on a 'fact-finding' basis reporting back to the Parish Council as and when required; or (c) an informal group to comprise parish councillors, church representatives and other key community representatives.

Members agreed that the initiative should continue to be steered by the two churches with the Parish Council nominating Members to the group.

RESOLVED: (a) That the Parish Council decline to set up its own Committee/Working Group;

(b) That the lead for arranging the event remain with the two churches which had initiated the project; and

(c) That Councillor Kevin Gibbs be nominated to represent the Parish Council on the working group.

193 OUTSTANDING MATTERS

The following were outstanding matters which had either been resolved or would be followed up prior to the next meeting.

193.1 Piccadilly – overgrown vegetation (nettles): Nettle-cutting had been carried out.

193.2 Wybunbury United Charities – information regarding disbursement of funds.

The Clerk had requested information from the Chairman of the Trustees. The submitted report explained the background to the creation of the charity, and its powers.

193.3 Post Office service to be provided within the parish.

193.4 Parish boundary signs

194 VILLAGE HALL TOILETS UP-GRADE

At the previous meeting, the Parish Council awarded the contract for the toilets up-grade, to Construction Linx, contingent upon a project plan being provided and a satisfactory timeline notified. The Clerk, in consultation with the Chairman, was authorised to determine what constituted a satisfactory timeline; however, owing to the Christmas holidays, this information was not available prior to Christmas.

The company had now provided a project plan and timeline which was submitted to the meeting. It was noted that the work would take seven weeks to complete.

In accordance with the specification, two references had been provided, one of which was a video testimonial showing work carried out at a school in Macclesfield and this had been forwarded to Members under separate cover.

RESOLVED: That the timeline, as identified on the schedule submitted by Construction Linx, be approved.

195 SHARED ITEMS

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

- Dog fouling had become a significant problem. The Clerk was asked to contact the CEC Community Wardens about this.
- Pot-holes: Members were encouraged to report these on-line through the Cheshire East Council website.
- Councillor Kevin Gibbs was arranging for software to be downloaded onto his computer to enable data from the new speed unit on Crewe Road, to be made available as required.

196 DATE OF NEXT MEETING

7 FEBRUARY 2018

DRAFT

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.00 pm

	PAYMENTS	Spend to 30 Sept 2017 £	Spend 1 Oct 2017 - 31 March 2018 £	Budget 2018-2019 £
	PARISH COUNCIL BUDGET			
	Salary			
1	Clerk's salary (gross)			13,890.00
2	Clerk's salary (net)	5,628.42	5,346.00	
3	HMRC - Tax on salary	1,337.29	1,336.00	
4	Employer's NI contribution	360.00	360.00	750.00
5	Payroll services and sundries	125.00	125.00	300.00
	Administration			
6	Clerk's expenses	135.33	80.00	100.00
7	Clerk's stationery items (ink cartridges etc)	205.20	400.00	600.00
8	Compliments slips (new design)	68.00	0.00	0.00
	Amenities			
9	Allotment site maintenance/repairs/skips		250.00	250.00
10	Vine Tree Play Area Play equipment inspections/maintenance/ replacement	88.00	300.00	5,000.00
11	Hedge-cutting	126.00	0.00	0.00
12	Purchase of litter-picking equipment	127.80	0.00	0.00
13	Best-Dressed House at Christmas		100.00	100.00
14	General amenities budget		0.00	1,000.00
	Communications			
15	Newsletter			6,600.00
16	On-line (eg. Website, Facebook)			1,800.00
17	Council administration (e.g. e-mails/Wi-Fi costs)			1,000.00
18	Community engagement			2,000.00
19	Medium domain name	58.16	0.00	0.00
20	Design work for quarterly newsletters	1,838.00	1,400.00	0.00
21	Printing of quarterly newsletter	1,048.00	1,100.00	0.00
22	Distribution of quarterly newsletter	470.00	500.00	0.00
23	Internet Central (demising website)	215.86	0.00	0.00
24	Support/hosting general	340.00	900.00	2,000.00
25	Miscellaneous	93.78	0.00	0.00
	Grants general		300.00	1,000.00
26	Environmental award to Shavington Academy		30.00	30.00
27	Youth Club Provision in Shavington	6,000.00	0.00	6,000.00
28	Grounds Maintenance	5,253.00	5,255.00	10,500.00

APPENDIX – BUDGET 2018-2019

	PAYMENTS	Spend to 30 Sept 2017 £	Spend 1 Oct 2017 - 31 March 2018 £	Budget 2018-2019 £
	Insurance/Audit/Subscriptions			
29	External audit		516.00	520.00
30	Internal audit (JDH Business Services)	432.00	0.00	440.00
31	Insurance (Came & Company)	3,057.35	0.00	3,100.00
32	Cheshire Association of Local Councils fee	1,342.25	0.00	1,600.00
	Members			
33	Travel expenses and reimbursement for consumables	32.25	100.00	100.00
34	Member Training		0.00	130.00
35	Neighbourhood Planning	3,650.00	1,000.00	10,000.00
36	Police Community Support Officers	7,925.50	7,925.50	33,280.00
37	Shavington School Car Park (S.137 donation)		3,100.00	3,500.00
	Remembrance Sunday			
38	Wreaths for war memorials/refreshments	50.00	50.00	100.00
39	Special WWI Event			2,500.00
40	Fee for bugler		30.00	30.00
	Village Hall			
41	Projects to comprise: Toilets upgrading Replacement ceiling Decoration of main hall		20,000.00	20,000.00
42	Drains Inspection	198.00	600.00	0.00
43	Interior/exterior maintenance (ring-fenced funding)		5,000.00	20,000.00
44	Mobile vehicle-speed display unit		0.00	0.00
45	Defibrillator			2,000.00
	Unallocated reserves		1,000.00	20,000.00
	PARISH COUNCIL	40,205.19	57,103.50	170,220.00

	VILLAGE HALL BUDGET			
46	Members telephone account	227.88	230.00	480.00
47	Supplies	162.13	170.00	300.00
48	Cleaning of hall	1,676.50	1,800.00	3,500.00
49	Window cleaning	200.00	300.00	600.00
50	British Gas	1,108.65	1,500.00	3,000.00
51	Scottish Power	495.64	800.00	1,500.00
52	United Utilities	239.01	500.00	1,000.00
53	ASH Waste collection	425.40	500.00	1,100.00

	PAYMENTS	Spend to 30 Sept 2017 £	Spend 1 Oct 2017 - 31 March 2018 £	Budget 2018-2019 £
54	Fire equipment maintenance	0.00	200.00	200.00
55	Work carried out by Mr B Williams	162.00	0.00	0.00
56	Spotlight replacement	48.00	0.00	0.00
57	Charge by bank	6.00	0.00	0.00
58	PPS/PPI Licensing	110.63	0.00	220.00
	VILLAGE HALL	4,861.84	6,000.00	11,900.00

	PARISH COUNCIL ACCOUNT	40,205.19	57,103.00	170,220.00
	VILLAGE HALL ACCOUNT	4,861.84	6,000.00	11,900.00
	COMBINED PARISH COUNCIL AND VILLAGE HALL ACCOUNTS	45,067.03	63,103.00	182,120.00