

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 2 OCTOBER 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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

**IN ATTENDANCE:** Borough Councillor D Marren  
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group  
PC Tim Martin and PCSOs Peter Corbett and Nigel Hobbs  
Two members of the public

**APOLOGIES:** Councillor J Hassall

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**115 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.

**116 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 4 September 2019 be approved as a correct record.

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

**117 PUBLIC QUESTION TIME**

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

Issues raised included the following:

- Trees on Main Road had died; a total of nine out of 20.
- Similar situation on Newcastle Road, where 15 trees had died.
- Bus shelters required cleaning.
- Weston Lane – the public right of way required upgrading in part.
- Reference to CIL payments and the situation in respect of Cherry Tree.

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

The Parish Council received the Beat Manager's Report for September 2019.

PCSO Peter Corbett reported that with effect from the first week in November 2019, he and PCSO Nigel Hobbs would be working on opposite shifts and this would give additional cover in the parish.

Reference was made to Police Surgeries. These were published on the Police website and on the notice-board outside the Village Hall.

**119 BOROUGH COUNCILLOR DAVID MARREN**

Councillor Marren's report included the following issues:

- Road repairs.
- Bin collection days changing; residents would be notified.
- Economic Strategy to cover the 5-year period 2019-2024. Consultation would close on 13 October 2019.
- Review of polling stations – suitability.
- Application for school places in 2020.
- Speeding traffic on Gresty Lane.
- Green Vision – consultation – open until 24 November 2019.
- Waste Strategy review – consultation – open until 2 November 2019.
- No decision had yet been made in respect of the Traffic Regulation Order (Planning application 19/1923N).

A Member enquired about the possibility of road markings on the roundabout in the vicinity of Jack Mills Way.

## **120 REMEMBRANCE SUNDAY – 10 NOVEMBER 2019**

The Parish Council was asked to finalise the arrangements for Remembrance Sunday.

The Working Group comprising Councillors Nicola Cooper, Kevin Gibbs and Matt Ferguson, reported on arrangements. For Members' information, a copy of the document which had been submitted to the meeting held on 4 September 2019 was enclosed for ease of reference.

On 1 October 2019, the Clerk had been informed that Cheshire Police, having reviewed its core legal responsibilities in respect of public events (including those on the public highway) had decided that it would no longer be providing Police support to manage traffic and temporary road closures at this year's and future Remembrance Sunday events.

Town and parish councils would be required to make their own arrangements for obtaining a road closure order. Temporary closures on the highway could only be undertaken by the Police, or by qualified individuals using traffic management signs which complied with the 'Safety at Street Works and Road Works Code of Practice'.

The Clerk had already contacted Amberon Ltd which provided traffic management solutions and would be likely to be acceptable to Cheshire East Highways as an appropriate company to undertake this.

Cheshire East Highways would require notification of the arrangements by mid-October so that the legal Order under the Town and Police Clauses Act 1847, could be produced.

It was reported that Rev Den Harding was holding her own Remembrance Sunday service at 10.00 am on 10 November 2019. <sup>1</sup>[A letter had been sent to both ministers on 28 June 2019, following the extra-ordinary meeting of the Parish Council on 26 June 2019, to explain to them that the Council had agreed that this year's Remembrance Sunday service should be a civic service as a means of including the wider community.]

Notwithstanding the fact that Rev. Harding was making her own arrangements, a formal letter of invitation would be sent to her and Rev. Griffiths.

Summary of agreed actions:

- Clerk to make arrangements with Amberon Ltd. for traffic management,
- Councillor K Gibbs to prepare a detailed letter of invitation to village groups and forward this to the Clerk together with contact details for each. This letter would also be sent to Rev. Rachael Griffiths and Rev. Den Harding.
- Social media graphics to be finalised for 12 October 2019.

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<sup>1</sup> This was not specifically referenced in the meeting, but has been included by way of background information for readers of the minutes.

- There was no marching band or procession.
- Councillor Rene Hancock be thanked for agreeing to do a reading at the Service.
- Councillor Linda Buchanan would read a war poem.
- Councillor David Marren would be in attendance and would be laying a wreath.
- The content of the service was a compromise between secular and religious. It needed to be publicised well as many residents could feel affronted if they were not made aware of this.
- Councillor Nicola Cooper to contact both ministers by phone to ask which hymns they would wish to be included.
- Refreshments would be served in St Mark's Church at the conclusion of the service.
- The working group would be preparing an article for inclusion in the Village Voice.
- Councillor David Marren would be in attendance and would be laying a wreath.

**RESOLVED:** That action be taken as agreed above.

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

(Note: Councillor N Cooper withdrew from the meeting at this point in the proceedings.)

## **121 NEIGHBOURHOOD PLAN UP-DATE**

The Chairman of the Neighbourhood Plan Steering Group reported that revisions had been made to the Regulation 14 version of the Draft Neighbourhood Plan. This would be submitted to the Parish Council meeting on 6 November 2019 for approval prior to submission to Cheshire East Council under Regulation 15 of The Neighbourhood Planning (General) Regulations 2012.

(Note: Borough Councillor David Marren and Mr Bill Atteridge withdrew from the meeting at this point in the proceedings.)

## **122 PLANNING MATTERS**

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

19/4384N      18 Chilworth Close, Crewe CW2 6UN  
Single-storey rear extension to rear of dwelling

**RESOLVED:** That no observations be made on planning application No. 19/4384N.

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

## **123 FINANCIAL MATTERS**

### **123.1 External Audit of the Accounts – 2018-2019**

PKF Littlejohn LLP, the external auditor, had not yet submitted a final report, but one of the Audit Team had sent an indication of an 'except for' opinion, as follows:

*The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' in Section 1, Box 1.*

There was no action required at this time, but it was a note to ensure that the Parish Council complied with all the publication dates for the audit in 2019-2020.

### 123.2 Budget Monitoring – 1 April 2019 – 30 August 2019

The following documents were submitted.

- Budget monitoring statement for the period to 30 August 2019, showing spend to date, revised estimates to 31 March 2020, and the likely balance available on 1 April 2020.
- Receipts and Payments statement to 30 August 2019 for the main Parish Council account.  
It was noted that expenditure for the Village Hall was shown on this statement and this was because there were insufficient funds in the Village Hall account; payments continued to be made from the main Parish Council account.
- Receipts and Payments statement to 30 August 2019 for the Village Hall account.  
This statement showed some expenditure incurred on the Village Hall account. Cheques from the account were paid out in April and May. Subsequent to that, there had been several direct debits on the account. Other expenditure since June 2019 had been made from the main Parish Council account.

**RESOLVED:** That the finance documents submitted be noted.

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

### 123.3 Budget Proposals - 2020-2021 (for information)

The Clerk had prepared most of the budget documents for the Finance Committee's consideration at its meeting on 30 October 2019. A copy of the Clerk's partially completed report was submitted.

Members were invited to make any suggestions for items to be included in the budget, prior to issue of the agenda for the Committee meeting.

### 123.4 Authorisation of Payments

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

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

#### (A) Parish Council

£294.26	HMRC	Tax and employer's NI liability on Clerk's salary.
£300.00	Nicola Cooper	Photography contract
£16.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support.
£1,058.40	Northwich Town Council	Grounds maintenance work. (Invoice 3740) (£882.00 net and £176.40 VAT)
£472.50	Cheshire Community Action	This related to Neighbourhood Plan support. Although payment of £157.50 was paid by cheque No. 501092 paid on 4 September 2019, this was an error. Invoice No. 00 00 05 was for £630.00. The £157.50 already paid had been deducted from this amount.

£198.35	C M Jones	Reimbursement for the cost of an additional skip (from Enviro Skip Ltd) to be located at the allotments site. (£165.29 net and £33.06 VAT)
£36.47	Solopress	Printing of signage board for Vine Tree Play Area for 8 years and under (Invoice 2092095)
£36.47	Solopress	Printing of signage board for Vine Tree Play Area for 15 years and under (Invoice 2092095)
£31.02	Solopress	Printing of Clean Team Poster (Invoice 2138070) (£25.85 net and £5.17 VAT)
855.81	Solopress	Quarterly newsletter (Invoice 2117503)

**(B) Village Hall**

£324.00	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1030 (£270.00 net and £54.00 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows
£328.80	M Ascroft Electrical	Lights in upstairs meeting room (£274.00 net and £54.80 VAT)
£89.40	V Adams	Reimbursement for keys for Village Hall
£38.76	K Gibbs	External waterproof mounting for leaflets.

## 124 RE-STRUCTURING OF COMMITTEES

### 124.1 Revised Calendar of Meetings

At the September meeting, Members agreed to a revision of the Committee structure which reduced the number of meetings in a municipal year from 41 to 25.

The following revised calendars were now submitted.

- Calendar for the period October 2019 to May 2020
- Draft calendar for May 2020 to May 2021. This would be submitted for formal adoption to the Annual Council meeting in May 2020.

### 124.2 Terms of Reference

Terms of Reference for all Committees were submitted.

It had been suggested at the September meeting, that there should be a clause included in each, to the effect that meetings MUST last no longer than two hours and if the business was not concluded within two hours, the Committee itself would have the power to over-rule that provision. The Clerk's view was that in these circumstances, it would appear to be unnecessary to include such a clause because on each occasion where a meeting over-ran, the Committee was more likely to over-rule the provision, than delay a decision for another three months.

Although it was not a numbered Standing Order there was guidance in the adopted Standing Orders advising that all meetings should last no longer than two hours without a break and Members were recommended to adopt this practice but not to enshrine it in the Terms of Reference for each Committee.

The length of meetings was largely a matter of time-management for the Chairman of each Committee but could also depend on the number and complexity of items on each agenda.

**RESOLVED:** That the Terms of Reference, as submitted to the meeting on 4 September 2019, remain extant.

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

### 124.3 Membership of Committees

Councillors were invited to volunteer for membership of each of the Committees.

**RESOLVED:** That membership of the Committees be approved as follows:

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

Committee	Number of Councillors	Members Appointed	Start Time of Meetings
Community Engagement	Five	K Gibbs G McIntyre R Moore	7.15 pm
Environment/Recreation	Five	V Adams N Cooper L Buchanan M Ferguson K Gibbs	7.15 pm
Village Hall	Five	V Adams K Gibbs R Hancock G McIntyre	6.30 pm
Finance	Five	L Buchanan K Gibbs M Ferguson R Hancock	6.30 pm

## 125 PARISH COUNCIL HANDYMAN

The Parish Council considered appointing former parish councillor, Martin Andrews as a 'handyman' to undertake various activities falling within this description.

The Clerk had now checked the insurance arrangements to ensure that there were no implications for the Parish Council and the position was as follows:

- Mr Andrews could act on behalf of the Parish Council carrying out various 'handyman' activities such as joinery work, etc. at the request of the Parish Council itself.
- The Council's public liability insurance would cover any personal injury to Mr Andrews or his volunteer assistants, and any damage caused as a result of the work being carried out.
- The insurance company had advised that the Parish Council should carry out a risk assessment to ensure that all risks were identified.

Members noted that by 'employing' Mr Andrews as a volunteer, the Council would rely on his goodwill and the work would be undertaken according to his availability.

**RESOLVED:** (a) That Martin Andrews be appointed as the Parish Council's handyman, as a volunteer;

- (b) That Mr Andrews be permitted to recruit volunteer assistants;
- (c) That Mr Andrews be reimbursed for the cost of any materials used during work carried out on behalf of the Parish Council; and
- (d) That it be noted that the Parish Council's public liability insurance would cover Mr Andrews and his volunteer assistants in the event of any personal injury or damage caused as a result of the work being carried out.

#### 126 CLERK'S INFORMATION REPORT

The Clerk's Information Report was received and covered the following topics.

- School Car Park                      Lighting
- September Newsletter      Delays in distribution
- Grounds Maintenance      Report following 'walkabout' with Clerk and Vice-Chairman
- Allotments
- Parish Council debit card
- Adoption of Kiosk adjacent Hickory's Smokehouse.
- Boundary signs.
- Defibrillator                      Now rescue-ready.
- Cheshire East Council Community Governance Review.
- Cheshire Neighbourhood Watch Association

#### 127 SHAVINGTON VILLAGE FESTIVAL COMMITTEE MEETING THURSDAY, 10 OCTOBER 2019 – 7.00 PM – VILLAGE HALL

The Parish Council was asked to nominate a Member to attend the Shavington Village Festival Committee meeting to be held on 10 October 2019.

Although Councillor Rene Hancock would be attending as the Parish Council's representative, the Committee would like an additional Member to attend if possible.

**RESOLVED:** That Councillor Gordon McIntyre represent the Parish Council at the Shavington Village Festival Committee meeting on 10 October 2019.

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

#### 128 FUTURE MEETINGS

Finance Committee	30 October 2019
Parish Council	6 November 2019

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.25 pm