

**MINUTES OF THE ANNUAL MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 2 MAY 2018 AT SHAVINGTON YOUTH CLUB, SHAVINGTON, CREWE**

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

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Benjamin Gibbs be elected Chairman to serve until the next Annual Meeting of the Council.

Councillor Gibbs signed a Declaration of Acceptance of Office.

2 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Kevin Gibbs be elected Vice-Chairman to serve until the next Annual Meeting of the Council.

Councillor Gibbs signed a Declaration of Acceptance of Office.

3 DECLARATIONS OF INTERESTS

Members were asked 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.

4 MINUTES

RESOLVED: That the Minutes of the Meeting held on 4 April 2018 be approved as a correct record.

5 REVIEW OF DELEGATION ARRANGEMENTS

RESOLVED: That appointments be made to standing committees of the Parish Council, as follows:

The Council was invited to appoint Members to the following standing Committees:

Committee	Number of Members	Membership
Village Hall Management Committee	Five parish councillors	Vivien Adams Emma Clayton Gill McIntyre Bill McIntyre
	Two non-parish councillors	

Committee	Number of Members	Membership
Complaints Committee	Three parish councillors and two substitutes	Martin Andrews Gill McIntyre Bill McIntyre <u>Substitute:</u> Rene Hancock
Communications Committee	Five parish councillors and Two non-parish councillors	Bill Cooper Matt Ferguson Benjamin Gibbs Kevin Gibbs
Finance Committee	Five parish councillors	Benjamin Gibbs Bill Cooper Kevin Gibbs Bill McIntyre Gill McIntyre
Members who were appointed to this Committee were asked to attend a meeting of the Finance Committee on either Tuesday, 29 th May or Wednesday, 30 th May. The purpose of the meeting was to consider the detailed accounts for 2017-2018 and to review the effectiveness of the internal audit arrangements.		
Environment Committee	Five parish councillors One Allotment Holder representative	Linda Buchanan Vivien Adams Emma Clayton Rene Hancock Bill McIntyre
Planning Committee	Four parish councillors	Matt Ferguson Rene Hancock Bill McIntyre Gill McIntyre
Neighbourhood Plan Steering Group	Minimum of five parish councillors Up to 20 non-parish councillors	Benjamin Gibbs Kevin Gibbs Rene Hancock

6 TERMS OF REFERENCE FOR COMMITTEES

The Parish Council was invited to review and approve/amend the Terms of Reference for each of the standing Committees of the Parish Council.

RESOLVED: (a) That Terms of Reference for the following committees be approved:

- Village Hall Management Committee
- Complaints Committee
- Communications Committee
- Finance Committee
- Environment Committee
- Planning Committee

(b) That in approving the Terms of Reference for the Communications Committee, it be noted that reference to Wi-Fi had been removed as this had now been implemented; and ‘an overview of compliance with the General Data Protection Regulation’ had been added.

(c) That the Terms of Reference for the Neighbourhood Plan Steering Group (set up under the Localism Act 2011) be approved.

7 APPOINTMENT TO OUTSIDE BODIES

RESOLVED: That appointments be made to outside bodies, as follows:

- | | |
|--------------------------------|--|
| (a) Village Festival Committee | Councillor R Hancock |
| (b) Wybunbury United Charities | Councillor V Adams (Administrative Trustee)
Councillor K Gibbs (Estate Trustee)
Councillor W McIntyre (Estate Trustee) |

Appointment to the vacancy for Administrative Trustee would be placed on the agenda for the June meeting.

- | | |
|---|--|
| (c) Shavington Youth Centre
Management Committee | Councillor R Hancock |
| (d) Cheque signatories
(Theo Steele Bequest) | Councillor K Gibbs
Councillor R Hancock |

8 ANNUAL ACCOUNTS 2017-2018

The Finance Committee was meeting on either 29th or 30th and would review the accounts which had been submitted to the Internal Auditor. The timetable for the accounts was noted:

- Accounts to be audited by Internal Auditor – 25 April – 9 May 2018.
- Finance Committee meeting (29th or 30th May 2018) to consider detailed accounts and internal audit review.
- 6 June 2018 - Submission of the Annual Governance and Accountability Return (AGAR) for approval by the Parish Council.
- Issue of AGAR to External Auditor (PKF Littlejohn) to be received by no later than 18 June 2018. The original date was 11 June but as the Parish Council would not be considering the accounts until 6 June, an extension was required.
- Exercise of public rights: 11 June – 20 July 2018 – to be published on the website and in notice-boards on 8 June 2018.

9 CALENDAR OF MEETINGS – 2018-2019

RESOLVED: That the calendar of meetings for 2018-2019 be approved.

10 POLICIES/PROCEDURES

The Parish Council was invited to review the following documents, some of which had already been adopted.

10.1 Standing Orders and Financial Regulations

The Parish Council considered amending Standing Order 1(d) which related to Public Question Time and reads as follows:

Subject to standing order 1(c) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes, dependent on the number of speakers in attendance. The Chairman shall have the discretion to extend the public speaking time, if considered appropriate.

RESOLVED: (a) That Standing Order 1(c) be amended to remove the words ‘and shall not speak for more than 5 minutes, dependent on the number of speakers in attendance’; and

(b) That the revised wording be noted as –

Subject to standing order 1(c) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda. The Chairman shall have the discretion to extend the public speaking time, if considered appropriate.

10.2 Co-option Procedure

The Parish Council was asked to adopt a Co-option procedure for casual vacancies.

RESOLVED: That the co-option procedure for casual vacancies, as submitted, be adopted with immediate effect.

10.3 General Data Protection Regulation (GDPR)

On 25 May 2018, the General Data Protection Regulation would supersede the 1998 Data Protection Act.

The Clerk's report gave an overview of the changes which would affect the Parish Council.

Although the deadline of 25 May 2018 was immovable, the Information Commissioner's Office had advised that it would operate a 'light touch' regime for local councils which were considered to be low risk organisations until it was possible for all Councils to have put in place their arrangements for data protection.

The underlying principles in the GDPR included the provisions that personal data:

- (a) Must be processed lawfully, fairly and transparently. There were six lawful bases for processing personal data:
 - Consent. This was not needed where there was a function or duty to perform the job, but the data subject (i.e. the person about whom the information was held) must be informed.
 - Legitimate interests
 - Contractual necessity
 - Compliance with legal obligation
 - Vital interest
 - Public interest
- (b) The personal data must only be used for a specific processing purpose and should be processed for no longer than was necessary, and the storage of that data must be safe and secure.

The Council was invited to consider appointing JDH Business Services as the Data Protection Officer (DPO). The fee would be £600 for the first year, reducing to £400 for the second year.

RESOLVED: (a) That the Clerk's report be noted; and

(b) That no decision be taken in respect of appointing a Data Protection Officer.

11 MEMBERS' ATTENDANCE RECORD – MUNICIPAL YEAR MAY 2017-APRIL 2018

The Council received a schedule of Members' attendance for the municipal year 2017-2018. In accordance with the Transparency Code, this would be published on the Council's website.

12 RISK ASSESSMENT/MANAGEMENT

The Parish Council was required to carry out a risk assessment annually. This was a statutory requirement but had not been carried out during 2017-2018.

The risk assessment/management schedule was submitted.

Minute 12 contd....

RESOLVED: That the risk assessment/management schedule be approved without amendment.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

13 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:

- Speeding traffic
- Query regarding plans for a new GP surgery

14 BOROUGH COUNCILLOR STEVE EDGAR

Councillor S Edgar's report included the following:

- Owing to the poor winter, there had been a nation-wide problem of carriage-way break-up which was currently being resolved locally by the Cheshire East Highways staff.
- The planning application regarding a proposed development to the south of Crewe Road between the petrol station and the traffic lights, had lapsed. A consequence of this was the loss of a £25,000 contribution towards improvement of the Wessex Close play area and alternative sources of funding would be required.
- Consultation regarding Main Road one-way system. Expected to be started during this month, but no further information available at the meeting.
- Building of Co-Op on Vine Tree car park was imminent. A pedestrian crossing was to be installed as part of the build and a further crossing was planned in the vicinity of Burlea Drive. As these crossings affected traffic-flow, it might be unnecessary for a SID to be installed.
- 17/6487N (46 Chestnut Avenue). The developer had now agreed to build bungalows closest to the southern boundary fence, and the application had been conditioned to prohibit parking on Chestnut Avenue.

Members were able to ask questions and the following issues were raised:

- Flooding on Crewe Road.
- A Member asked for an update on the New Homes Bonus (NHB). Councillor Edgar undertook to report to the next meeting.

Arising out of discussion, the Clerk was asked to write to Councillor Glen Williams, the Deputy Portfolio Holder (Highways and Infrastructure) requesting a schedule of highway works. The Clerk reported that these were issued to local councils on a regular basis and she would forward them to Members on each occasion.

15 NEIGHBOURHOOD PLAN

The Parish Council received the first draft of the Neighbourhood Plan policies, together with a project plan which indicated completion of the Plan in February 2019, with the referendum taking place in April 2019.

Some minor revisions to the Project Plan were to be made to factor in the Parish Council's approval at various stages.

RESOLVED: That the draft policies and project plan for the Neighbourhood Plan be received.

16 FINANCIAL MATTERS – AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved.

A Parish Council Payments

£926.10	Mrs C M Jones	Net salary – April 2018 Salary increased with effect from 1 April 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
£215.86	Internet Central	Charges for website scgpc.org.uk Once the Parish Council has fully transitioned to the new website, this contract can be cancelled.
£875.50	M Webster & Son Ltd	Grounds maintenance (£729.58 net and £145.92 VAT)
£5,060.51	Construction Linx	Part payment for Village Hall toilets up-grading. (£4,217.09 net and 3843.42 VAT)

B Village Hall Payments

£7.44	ASH Waste Services	Fortnightly waste collection (£6.20 net and £1.24 VAT)
£589.89	C M Jones	Electricity Supply at village hall.

At the previous meeting, this payment was authorised, and a cheque was signed. Prior to the meeting, Scottish Power had sent a reminder stating that this would be 'escalated' to the Debt Collection recovery team. At that time, the Clerk phoned Scottish Power and advised that a cheque would be authorised on 4 April 2018 and a note was made on the account to show that; however, before the Clerk was able to post the cheque, another payment demand was received stating that this had now been 'escalated' and a debt collector would call at the Clerk's house for payment. For this reason, the Clerk withheld posting the cheque and paid by personal credit card to ensure that there was no delay in payment. The cheque had been marked 'void' and stapled to the invoice for audit purposes.

17 PLANNING MATTERS

17.1 Southern Planning Committee Meeting – 2 May 2018

It was reported that planning application No. 17/6487N (Land to rear of 46 Chestnut Avenue) had been determined by the Southern Planning Committee earlier in the day. The application had been approved and conditions applied. In addition, an 'informative' had been added which prohibited the parking of construction vehicles, contractors or visitors on Cheshire Avenue and no use of reversing beepers as part of the construction works.

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

18/1571N 339 Crewe Road, Shavington, CW2 5AD
New build detached 3-bedroom dwelling with garage

RESOLVED: That the Parish Council object on the grounds of highway safety.

18/2101N 3 Chestnut Avenue, Shavington CW2 5BJ
Removal of existing garage to allow construction of double-storey
side and rear extension with internal alternations.

RESOLVED: That no observations be made in respect of planning application No. 18/2010N.

18/2078N Open Grassland at Crewe Road, Shavington CW2 5BJ
Proposed attenuation basin and pond arising in connection with the
application for the proposed development of 64 units off Crewe Road.

RESOLVED: That, notwithstanding that the proposal in planning application 18/2078N was a mitigation measure, the Parish Council had concerns that there was a liability for flooding on a regular basis as the subterranean composition was unknown.

18 POLICE – SERVICE LEVEL AGREEMENT

At the meeting held in April, Members discussed the new Service Level Agreement (SLA) with Det. Sgt Chris Morris (Cheshire Police).

At that meeting, it was agreed that the Parish Council consider draft priorities which could be included in the SLA.

Members also suggested the possibility of Police surgeries in the Village Hall.

Members also commented adversely on the current format of the monthly Beat Manager's report which did not provide information which was meaningful to the parish. Councillor Andrews undertook to prepare a 'template' for use by the PCSO for additional reporting and would present this to the next meeting for consideration.

RESOLVED: (a) That the following be agreed as key priorities –

- Contact with the local schools and other village organisations.
- Visible presence in the parish.
- Speeding, parking, safety.
- Available and accessible to residents.

(b) That a draft 'template' report for use by the PCSO be submitted to the next meeting for consideration.

19 CONSULTATION – REPLACEMENT WASTE BINS (Deferred from April meeting)

As part of the Cheshire East Council (CEC) budget setting for 2018-19, it had been agreed that it should consult on proposals to charge for new and replacement bins in Cheshire East as was the case in many other authorities. Currently, CEC supplied 10,000 new or replacement bins per year at a cost of almost £360,000 which now unsustainable for the Borough Council.

As part of this process CEC was undertaking a ten-week public consultation to allow residents to have their say on proposals to bring in charges for new or replacement bins.

The consultation began on Tuesday 13 March and would run until Monday 21 May 2018.

Members agreed that there should be no official comment from the Parish Council, but Members were free to comment as individuals, if they wished.

RESOLVED: That no observations be made on the CEC consultation in respect of replacement waste bins.

20 PURCHASE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The Parish Council had budgeted for the purchase of an AED during 2018-2019 and was invited to consider (a) purchase of an AED; and (b) its location.

RESOLVED: (a) That quotations for a defibrillator be submitted to the next meeting; and
(b) That the defibrillator be fitted to the outside wall of the Village Hall.

21 REFURBISHMENT OF PARISH COUNCIL-OWNED SEATS/BENCHES IN THE PARISH

The Parish Council was asked to consider the replacement/refurbishment of Parish Council-owned seats/benches in the parish.

RESOLVED: That this be included as an agenda item for the June meeting.

22 POST-BOX – VILLAGE HALL

The Parish Council was asked to consider installing a post-box on the outside the village hall to enable residents to notify the PCSO of any issues.

The Clerk was asked to arrange for the purchase of two lockable post-boxes; (1) for use by residents wishing to contact the PCSO; and (2) a replacement for the current post-box.

23 WWI CENTENARY CELEBRATIONS

Councillor B Gibbs updated the Parish Council in respect of progress on arrangements for the joint event to mark the WWI Centenary.

- There was to be a collection point at the Village Festival on 7 July, where residents could deposit photographs, documents, newspaper cuttings, or anything else relevant to Shavington during the war years.
- An article would also be included in the next issue of the Village Voice.
- Reverend Denise Harding (Shavington Methodist Church) would be writing an article for publication.
- A concert was to be held on the Friday, 9 November 2018.
- On Saturday, 10 November, there would be a village family day.
- On Sunday, 11 November, a service was to be held at Shavington Primary School.
- Banners would be purchased in due course and the working group would be engaging with other groups in the parish.

24 OUTSTANDING MATTERS

- **Highway Safety in the Parish (Minute No. 227)**

The Senior Highways Officer had passed this matter onto the Traffic Safety Team to respond. A response was awaited.

- **Gresty Lane Allotments (Minute No. 250)**

The Clerk had not yet contacted CEC to arrange a meeting with an Officer from the Allotments Team.

- **Vine Tree Play Area (Minute No. 251)**

Mr Espley, who used to carry out the playground inspections, had been unable to recommend an appropriately qualified person to carry out these inspections. The Clerk had contacted CEC for a list of potential playground inspectors.

25 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.

26 VILLAGE HALL – TOILETS UP-GRADING

The Clerk submitted a brief report updating Members on progress on the refurbishment work in the Village Hall.

27 REPLACEMENT CEILING – VILLAGE HALL

The Parish Council considered two quotations for the replacement ceiling in the Village Hall.

RESOLVED: (a) That the Parish Council accept the quotation for the replacement ceiling in the Village Hall, submitted by Construction Linx, in the sum of £9,472.80 plus VAT; and

(b) That the company be asked if it would be able to start the replacement ceiling project either simultaneously with the remainder of the work on the toilets, or immediately at the conclusion of the toilets project.

28 DATE OF NEXT MEETING

6 June 2017

.....Chairman

The meeting commenced at 7.20 pm and concluded at 9.45 pm