

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 8 JANUARY 2020 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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

**IN ATTENDANCE:** Borough Councillor D Marren  
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group  
PCSO P Corbett  
One member of the public

**APOLOGIES:** Councillor R Hancock

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**168 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.

**169 MINUTES**

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

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

**170 PUBLIC QUESTION TIME**

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

The only issue raised related to the outside lights at the Co-op store.

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

The Parish Council received the Beat Manager's Report for November 2019. PCSO Corbett was in attendance and reported on additional matters.

- Reports of an individual attempting to open front doors at night. This was mostly hearsay but there would be extra Police patrols.  
Any such incidents should be reported via the 101 service. If residents did not report on this service, it made it difficult to justify additional Police patrols.

**172 BOROUGH COUNCILLOR DAVID MARREN**

Councillor David Marren reported on Cheshire East Council (CEC) matters of interest and provided an update in respect of outstanding parish matters.

Issues raised included the following:

- **Vacant homes** across the UK. Councillor Marren had asked CEC for empty property statistics and empty dwelling management.
- **Wybunbury Combined Parishes Neighbourhood Plan** was proceeding to referendum stage.

- CEC's latest **land supply figures** showed that there was a 7.5-year supply of housing. This would put the Borough Council in a stronger position to prevent unplanned development.
- **Governance of town and parish councils** (this item appeared later the agenda for the Parish Council to consider).
- **Rope Green Pharmacy**: Concern over service. Members and residents were encouraged to log any concerns with Well Pharmacy via [YourExperience@well.co.uk](mailto:YourExperience@well.co.uk).
- **Guinness Partnership issues.**
  - Dead trees, Pusey Dale
  - Footpath between Edwards Close and the Co-op store.
- **Bus service** – the possibility of delivery a Sunday service to Leighton Hospital was being considered.
- **Gresty Lane – speeding traffic.** This matter had now been brought to the attention of the Deputy Leader of CEC. It was understood that the Police would support a request for a 20-mph speed limit and possibly the installation of speed bumps.
- **Footpath diversion** into Crewe Road (opposite Alfred Potts Way) – gully clearance.
- **Site Levels:** Cherry Tree Park, Wain Homes Development – Chestnut Avenue and Orchards Field off Newcastle Road. Councillor Marren would be meeting with the Head of Planning on 10 January 2020 to discuss site levels.
- **Shavington Youth Club** – CEC Officers were currently considering how the building should either be let or disposed of; a report was to be submitted to the Assets Board at its meeting on 9 January 2020.
- **Flooding on Newcastle Road (opposite to the petrol station).** This was listed for investigation by the Flood Alleviation Team.
- Further update on food waste recycling, and an invitation to councillors to visit the processing plant.
- **CEC Chief Executive:** The Staffing Committee was currently drawing up plans to appoint a substantive Chief Executive.
- **CEC Budget Consultation.** List of Councillor Marren's comments on the 2020-2021 budget consultation.

Councillor Marren also responded to questions from Members.

(Note: Councillor Marren withdrew from the meeting at this point in the proceedings.

#### 173 NEIGHBOURHOOD PLAN

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, updated the Parish Council in respect of the Neighbourhood Plan process and reported that he expected the referendum to be carried out in mid-June 2019.

Mr Atteridge was thanked for the update and withdrew from the meeting at this point in the proceedings.

#### 174 COMMUNITY HALL MANAGEMENT (Item requested by Councillor Kevin Gibbs)

Councillor Kevin Gibbs requested the Parish Council to consider appointing an individual (either a councillor or an employee) who would have an overseeing role at the Village Hall.

The Parish Council was asked to consider this matter prior to approval of the budget for 2020-2021 as it may impact the final budget.

Bookings for the Village Hall were currently dealt with by Councillor Kevin Gibbs, with Councillor Vivien Adams providing support.

It was suggested that an individual be employed to carry out various duties associated with daily checking of the hall; someone who also had skills which would enable him/her to carry out minor maintenance and act as a caretaker.

**RESOLVED:** That the Clerk, in consultation with Councillor Kevin Gibbs, draw up a job specification/job description for a Village Hall Caretaker/Manager, for consideration by the Parish Council at its meeting on 5 February 2020.

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

#### 175 BUDGET 2020-2021

The Parish Council considered the following documents and approved its budget for 2020-2021.

- Clerk's Report
- Draft Budget for 2020-2021 together with budget monitoring showing the position at September 2019.

Amendments were made to the draft budget during the meeting and the calculation of the precept was noted:

	£
Budget for 2020-2021	181,000.00
LESS: Likely balance available on 1 April 2020	<u>(38,463.00)</u>
Precept required (rounded up to £142,600)	<u><b>142,537.00</b></u>

**RESOLVED:**

- (a) That a budget of £181,000 be approved, as attached to the official copy of the Minutes;
- (b) That the Clerk be authorised to request a precept of £142,600 (rounded) from Cheshire East Council;
- (c) That it be noted that the impact on Band D properties would be additional Council Tax of £66.68;
- (d) That the reserves level be set at £25,000 taking account of the Internal Auditor's comments made following the audit of the 2018-2019 accounts;
- (e) That the tenancy fee for each allotment on the Gresty Lane allotments site, be increased to £50 per annum, with concessions of £25 per annum for those who qualified, with effect from 1 April 2020;
- (f) That the Clerk's salary be increased to £15,560.00 with effect from 1 April 2020 in line with the National Association of Local Councils agreed rates and the contractual obligations in the Clerk's contract of employment; and
- (g) That, during 2020-2021, the Parish Council consider the possibility of budgeting for an additional PCSO in the financial year 2021-2022.

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

#### 176 CHESHIRE EAST COUNCIL – CONSULTATION ON COMMUNITY GOVERNANCE REVIEW

The Parish Council was invited to comment on the following Consultation document by 31 January 2020.

This item had been included on the agenda for the December meeting. No observations were made at that time, but this was a further opportunity if Members wished to make any comments.

Members were reminded that Cheshire East Council (CEC) was conducting a review of town and parish council governance arrangements across the Cheshire East Borough to *ensure that these continue to reflect local identities and facilitate effective and convenient local government*.

**RESOLVED:** That no observations be made on the Cheshire East Council Consultation - Community Governance Review.

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

## 177 PLANNING MATTERS

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

19/5695N      2 Edwards Avenue, Shavington CW2 5BT  
Proposed single-storey side extension comprising additional  
Accommodation and attached single garage.

**RESOLVED:** That no observations be made on planning application No. 19/5695N.

19/5597N      Alexandra Business Park, Gresty Lane, Shavington  
New manufacture/warehouse shed with offices and associated  
staff welfare facilities.

**RESOLVED:** That no observations be made on planning application No. 19/5597N.

19/5677N      15 Weston Lane, Shavington, CW2 5AN  
Proposed vehicular access

**RESOLVED:** That no observations be made on planning application No. 19/5677N.

(Note: All Members present voted for the motion in respect of each planning application.)

## 178 AUTHORISATION OF PAYMENTS

**RESOLVED:** That the following payments be approved –

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

### (A) Parish Council

£325.64	HMRC	Tax and employer's NI liability on Clerk's salary. (£251.40 tax and £74.24 employer's NI contribution)
£30.00	Kate Heywood	Second prize in Halloween Competition
£450.00	Nicola Cooper	Photography contract (cheque payable to N Parton)
£118.00	Shavington Village Voice	Advertising fee
£16.00	Beardmore Accountants	Monthly payroll service.
£72.76	Woodnoth cum Shavington WI	Refreshments provided at Remembrance Sunday 10 November 2019 (£18.50) and Carols at Christmas – 22 December 2019 (£54.26).
£160.00	Craig Willetts	Website support (December 2019 and January 2020 as Mr Willetts was not paid in December.).
£99.10	Solopress	Printing of Carol sheets for 'Carols at Christmas' on 22 December 2019

£480.00	PKF Littlejohn LLP	External audit of accounts 2018-2029.
£125.00	Crewe Brass Band	Donation/fee for performance at 'Carols at Christmas'.
£20.00	Matt Ferguson	Purchase of flowers for Remembrance Sunday 10 November 2019.

**(B) Village Hall**

£361.01	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1167 (£300.84 net and £60.17 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows (Invoice 0569)
£185.69	Scottish Power	Energy charges (estimated use) 7 September – 6 December 2019 (£176.85 net and £8.84 VAT)
£93.70	ASH Waste Services	Fortnightly collection of waste from Village Hall.
£32.97	Kevin Gibbs	Purchase of supplies for the Village Hall.

**(C) Payment made by Debit Card**

It was reported that the Clerk had made the following payment on behalf of the Parish Council, using the Council's debit card.

£883.20 ANSA – Purchase of litter-bins. (Payment made on 20 December 2019)

**(D) Audit of Accounts – 2018-2019 (PKF Littlejohn LLP)**

The Parish Council received the report of PKF Littlejohn LLP, external auditor following the audit of the accounts 2018-2019, and noted the following comment:

*Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

*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' to Section 1, Box 1.*

There was no action to be taken, other than to note the comments and ensure compliance during the 2019-2020 audit.

**179 DONATIONS/GRANTS**

**179.1 Woodnoth-cum-Shavington WI**

The Parish Council considered making a donation to the local WI for its services at Remembrance Sunday on 10 November 2020.

**RESOLVED:** (a) That a donation of £150.00 be made to the Woodnoth-cum-Shavington WI to acknowledge its valuable contribution to the success of the Remembrance Sunday event on 10 November 2019; and

(b) That the donation be made in accordance with S.137 of the Local Government Act 1972.

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

**179.2 Shavington Youth Club  
(Local Government (Miscellaneous Provisions) Act 1976)**

This item was withdrawn from the agenda and would be considered at the meeting to be held on 5 February 2020.

**179.3 Shavington Dynamos**

At the meeting held on 4 December 2019, the Parish Council considered a request for a grant of £250 to buy new kit for its members. The application was included with the agenda for the December meeting.

A copy of the bank statement was awaited. This would be considered at the February 2020 meeting.

**180 VE DAY COMMEMORATION – 8-10 MAY 2020**

Councillor Hancock's report was considered. The report set out the details for the various events taking place over the VE Day Commemoration –

- Friday, 8 May 2020 - Community Street Party – 2.00 – 4.00 pm  
to be held on the Village Hall Car Park, weather permitting.
- Friday, 8 May 2020 - VE Concert – 7.30 pm - Village Hall
- Saturday, 9 May 2020 – Annual Festival – 1.00 pm
- Sunday, 10 May 2020

The Clerk was asked to contact the Village Festival Committee to enquire if they required the services of a photographer over the weekend.

As there was a strategy meeting with Brave Little Tank on Wednesday, 15 January 2020, the Clerk was asked to invite a representative from the Village Festival Committee to attend the meeting to discuss the branding of the various materials advertising the event.

**181 COMMITTEE MINUTES**

The Minutes of the following meetings were submitted.

**181.1 Community Engagement Committee – 18 December 2019**

The Minutes of the meeting held on 18 December 2019 were received.

**181.2 Village Hall Committee – 23 October 2019**

The Parish Council was asked to approve a recommendation from the Committee to revise the opening hours and the hire fees, and to authorise Brave Little Tank to create a Village Hall webpage for the website.

No decision was taken in respect of authorising Brave Little Tank to create a Village Hall webpage.

Monday - Thursday No change to time slots	£20 per session
Friday Evening slot be changed to 6.00pm – 11.00 pm	£25 per session
Saturday Evening slot be changed to 7.00 pm – midnight	£25 per session
Sunday – No change to time slots.	£20 per session
Upstairs Meeting Room	£10 per session

**RESOLVED:** That the opening hours and charges, as indicated above, be approved.

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

**182 CLERK'S INFORMATION REPORT**

The Parish Council received the Clerk's information report which covered the following topics:

- 1) Grounds Maintenance Contract – New Service Level Agreement.  
To be discussed at the Environment and Recreation Committee on 22 January 2020 at which time the Town Clerk from Northwich Town Council would be in attendance.

- 2) Shavington Primary School Car Park – update on community use  
The School had indicated that there would be no charge for the period 1 November 2019 – 1 April 2020.

The charge for a 5-year licence was expected to be £5,500, subject to a firm offer from Shavington Primary School. This sum had been allocated in the Parish Council's budget for 2020-2021.

- 3) Vine Tree Play Area – repairs to equipment  
It was reported that although some swing seats had been removed, these had not been stolen. They had been removed by Cheshire East Council.

- 4) Speed Indicating Device (SID) – Crewe Road  
Members reported that the SID had not been replaced following repairs. The Clerk would follow-up with TWM Traffic Control Systems Ltd.

- 5) Lights on Crewe Road, opposite Alfred Potts Way – update awaited.

- 6) Queen Street Car Park

- Provide linings for car parking spaces. To be carried out in the new financial year.
- Cut-back of the Pyracantha bush at the corner of the car park, covering the footway. Scheduled for action by ANSA.
- Clean the car park. To be carried out shortly.
- Repair to the light to the rear of car park. Now repaired.

- 7) Defibrillator Awareness Training – 30 January 2020 – 7.00 – 8.00 pm  
Posters to be displayed in notice-boards and social media item to be added to appropriate platforms.

- 8) Parish Council Vacancies – two remaining. Candidates to be considered for co-option at the February 2020 meeting.

**183 DATE OF NEXT MEETING**

5 February 2020.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 11.00 pm



LINE NO.	BUDGET HEADING	BUDGET 2020-2021 £
	<b>PARISH COUNCIL BUDGET</b>	
	<b>ADMINISTRATION/STAFFING</b>	
1	Clerk's salary (gross)	15,560.00
3	Overtime costs	2,000.00
4	Employer's NI contribution	900.00
5	Community Manager role	8,600.00
6	Payroll service	500.00
7	Clerk's expenses (eg postage and travel)	250.00
8	Clerk's stationery items (ink cartridges etc)	1,000.00
9	Purchase of laptop computer for use by the Clerk	2,000.00
10	Xero training (software package for finances)	500.00
	<b>AMENITIES GENERAL</b>	
11	Purchase of two benches (Newcastle Road and Rope Lane)	1,000.00
12	General amenities budget (includes Clean Team supplies)	300.00
	<b>COMMUNICATIONS</b>	
	<b>Brave Little Tank Design Work</b>	
13	Monthly retainer	10,800.00
14	Strategy Meetings (two per year)	1,790.00
15	Conference calls (two per year)	180.00
16	<b>Solopress - Printing</b>	2,500.00
	<b>Website</b>	
17	Domain renewal	16.00
18	New website	2,000.00
	<b>Newsletter - Quarterly</b>	
19	Collation of newsletter	1,200.00
20	Printing	3,300.00
21	Delivery of quarterly newsletter	1,100.00
	<b>E-mails/Dedicated Phone Line</b>	
22	Strategy 365 - E-mail addresses councillors/Clerk	1,100.00
23	Gradwell Communications - new phone line/costs	400.00
24	<b>Photography Contract for stock, newsletter and website)</b>	1,000.00
	<b>Communications - Miscellaneous</b>	
25	Advertising in Village Voice	120.00
	<b>EVENTS</b>	
26	Carols at Christmas - printing and refreshments	200.00



LINE NO.	BUDGET HEADING	BUDGET 2020-2021 £
	<b>Remembrance Sunday</b>	
27	Wreaths for war memorials/refreshments	50.00
28	Fee for bugler	30.00
29	Printing of orders of service/banners etc.	100.00
30	Refreshments for congregation after event	100.00
31	Expenses for new style service, which included a marquee, sound system and printing	800.00
32	Traffic Management	870.00
33	<b>VE Commemoration (May 2020)</b>	1,000.00
	<b>GRANTS</b>	
34	Small Grants Scheme	500.00
35	Environmental award to Shavington Academy	30.00
36	Youth Club provision in Shavington	6,000.00
37	Shavington School Car Park (S.137 donation)	5,500.00
	<b>GROUNDS MAINTENANCE</b>	
38	General grounds maintenance	12,500.00
	<b>INSURANCE/AUDIT/SUBSCRIPTIONS</b>	
39	External audit (PKF Littlejohn LLP)	500.00
40	Internal audit (JDH Business Services)	400.00
41	Insurance (Came & Company)	3,000.00
42	Cheshire Association of Local Councils fee	1,400.00
	<b>MEMBERS</b>	
43	Member Training	500.00
	<b>NEIGHBOURHOOD PLANNING</b>	
44	Consultant's support from CCA	2,000.00
45	CCA Membership	50.00
46	<b>POLICE COMMUNITY SUPPORT OFFICERS</b>	34,000.00
	<b>PROJECTS</b>	
46	Purchase of parcel of land in the parish, for recreational purposes for all ages. Research work to be carried out by land agent.	3,000.00
47	Maintenance/up-grading of kitchen bar area in Village Hall	1,000.00
48	Purchase of window blinds in the Village Hall.	936.00
	<b>VINE TREE PLAY AREA</b>	
49	Play equipment inspections/maintenance/replacement	5,000.00
50	Play equipment maintenance/replacement	600.00

**APPENDIX**

LINE NO.	BUDGET HEADING	BUDGET 2020-2021 £
51	Quarterly inspections by ANSA	300.00
52	Covered Litter-bins to replace two in Vine Tree PA	900.00
53	<b>UNALLOCATED RESERVES</b>	25,000.00

	<b>VILLAGE HALL BUDGET</b>	
54	Dame Hygiene - provision of hygiene equipment and supplies in toilets	800.00
55	Supplies	400.00
56	Cleaning of hall	4,500.00
57	Window cleaning	480.00
58	British Gas (Careplan agreement and gas supply)	800.00
59	Gas supply	1,000.00
60	Scottish Power	800.00
61	Water Plus (water services)	1,500.00
62	ASH Waste collection	1,000.00
63	Fire equipment maintenance/inspection	200.00
64	PPS/PRS - Licence to play music in the hall.	250.00
65	Wi-Fi service (KCOM)	850.00
66	Call-minding service to take bookings (KBVO)	600.00
67	Keys for Village Hall	50.00
68	On-line booking service	400.00
69	General maintenance fund for repairs etc.	3,000.00
	<b>TOTALS</b>	<b>181,012.00</b>