

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 10 JULY 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT:	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor L Buchanan
	Councillor N Cooper	Councillor M Ferguson
	Councillor K Gibbs	Councillor R Hancock
	Councillor R Moore	

IN ATTENDANCE: Borough Councillor D Marren
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group
Two members of the public

Reverend Rachael Griffiths)	
Mr Roger Bracey)	For Minute No. 59 only
Mr Chris Newfield)	

49 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.

50 MINUTES

RESOLVED: That the Minutes of the meeting held on 5 June 2019; and the Minutes of the Extra-ordinary meeting held on 26 June 2019 each be approved as correct records.

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

51 PUBLIC QUESTION TIME

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

- A resident commented on Councillor M Ferguson's attendance at the Cheshire East Council Southern Planning Committee earlier in the day when he spoke on application No. 19/1923N (Elephant & Castle).
- A resident also made a comment in respect of planning application No. 19/1923N.

52 POLICE MATTERS – BEAT MANAGER'S REPORT

The Parish Council received a copy of the Beat Manager's Report for June 2019. PCSO Corbett was unable to attend the meeting.

53 BOROUGH COUNCILLOR DAVID MARREN

Councillor Marren's report included the following matters:

- 1) Potential additional bus service through Shavington. This would represent a cost to the Parish Council. This was not a budgeted item and the Parish Council would be able to consider this at the August meeting in the context of the budget provision for 2019-2020.
- 2) Update on village pedestrian crossings.

- 3) Shavington Youth Club. The lease would come to an end in November 2019. He had recently met with Councillor Buchanan, Borough Councillor Dorothy Flude (Portfolio Holder) and Laura Smith MP to discuss the future of the building. (This was also referenced under Minute Nos. 61 and 66 below.)
- 4) Highway complaints around the village.
- 5) Micro-surfacing Programme.
- 6) Re-surfacing/strengthening.
- 7) Brook Avenue streetlights. (This also featured under Minute No. 66 below.) Although Cheshire East Council had previously indicated to the Clerk that it was not responsible for the streetlights on Brook Avenue, it had recently and repaired one of the lamps.
- 8) Cherry Tree Park – Concern about water levels and drains being affected. The highway drains were also being adversely affected.
- 9) Residents' enquiries regarding overgrown hedge, potholes, highway condition and micro-asphalt programme.

Members were able to ask questions, and these were responded to by Councillor Marren. Arising out of discussion it was reported that the Traffic Regulation Order connected with planning application No. 19/1923N had not yet been decided. This would be a decision to be made by Borough Councillor Brian Roberts (the Portfolio Holder for Highways and Waste).

The Clerk was asked to invite him to a meeting with three-four councillors to discuss the Traffic Regulation Order connected with planning application No.19/1923N.

Councillor Marren reported that as Councillor Roberts had been a Member of the Southern Planning Committee which had determined the application, he would be conflicted out from any discussion with Members; however, it was understood that he would be amenable to his deputy attending a meeting with a few councillors.

54 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

The Chairman of the Neighbourhood Plan Steering Group reported in respect of the recent objections from some of the Wybunbury residents. 300 copies of the letter were being printed and would be hand-delivered to those residents who were unclear about the difference between a settlement boundary and a parish boundary.

The draft Plan, with Lucy Hughes' assistance, would be revised based on consultation responses.

55 PLANNING MATTERS

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

19/3152N	11 Earls Road, Shavington, CW2 5HA Construction of dormer to create additional bedroom.
19/3196N	46 Ashcroft Avenue, Shavington CW2 5HN Single-storey rear extension.

RESOLVED: That no observations be made on planning applications Nos. 19/3152N and 19/3196N.

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

55.2 Planning Application 19/1923N – The Elephant & Castle –
Variation of Condition 24 (Concerning Traffic Regulation Order) on
approval 17/2483N

It was reported that at its meeting held on 3 July 2019, the Southern Planning Committee approved planning application 19/1923N. Councillor Ferguson had been in attendance and spoke on the item.

Councillor Matt Ferguson was in attendance and presented the Parish Council's objections to the application.

56 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved:

56.1 Parish Council

£294.26	HMRC	Tax and employer's NI liability on Clerk's salary.
£16.00	Beardmore Accountants	Monthly payroll service.
£134.00	C M Jones	57% Contribution towards the cost of membership of the Society of Local Council Clerks. Full membership: £235.00
£250.00	C M Jones	Contribution to the cost of ink cartridges for the printer.
£255.00	The Leaflet Team	Delivery of the June newsletter.
£300.00	Nicspics Photography	Payable to 'N Parton' Photography contract
£360.00	Hazel Dockery	Compilation of newsletter. 28 hours @ £15 per hour
£2,176.80	Northwich Town Council	Grounds maintenance for June 2019. (£1,814.00 and £362.80 VAT)
£567.00	Glasdon UK	Purchase of Lowther Seat for location at Goodall's Corner. (£472.50 net and £94.50 VAT)
£469.20	JDH Business Services Ltd	Audit of the accounts – 2018-2019 (£391.00 net and £78.20 VAT)

56.2 Village Hall

£40.00	Target Window Cleaning	Cleaning of Village Hall windows
£48.00	KBVO	Automated call-handling service for Village Hall bookings.
£97.52	ASH Waste Services Invoices 675496 and 687878	Fortnightly collection of waste from Village Hall (£73.28 net and £24.24 VAT)

Members signed cheque No. 501064 (Main Parish Council Account) on 26 June 2019 in the sum of £311.08 as these were the invoices showing as being unpaid on the on-line accounting system. That cheque has not been posted and has been voided.

Direct Debit for ASH Waste

The Parish Council was asked to consider completing a Direct Debit form to enable ASH Waste to take their payments without delay.

RESOLVED: That ASH Waste be authorised to collect their payments by direct debit.
(Note: All Members present voted for the motion.)

£786.74	British Gas	British Gas collects invoice amounts by direct debit but owing to insufficiency of funds in the Village Hall account, it has been unable to collect this. Arrangements were being made to transfer £3,000 from the main account to this account.
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The Parish Council was asked to ratify payment to Scottish Power in the sum of £201.69. Cheque No. 501063 was signed on 26 June 2019.

RESOLVED: That payment in the sum of £201.69, in favour of Scottish Power, be ratified.

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

(Note: Borough Councillor D Marren and Mr W Atteridge withdrew from the meeting during discussion of authorisation of payments.)

57 FINANCIAL MATTERS

(A) ANNUAL ACCOUNTS 2018-2019

The accounts for 2018-2019 were submitted, having been audited by the Internal Auditor. He had given a qualified audit; his report was submitted, and a summary of the key issues was noted.

- The Council to review its budget analysis process as a matter of urgency. The items which required review were the £10,00.00 unallocated sum and the £20,000 budget for purchase of a parcel of land. Having reviewed the budget allocation for 2019-2020, he was of the opinion that these sums might be required to ensure enough general cash reserves at the end of the financial year. The guidance stated that this should be between three and twelve months of the precept level.
- Budgetary control reports, detailing spend to date against budget should be regularly reported during 2019-2020.
- Income system for hall hire. As a matter of urgency re-establish effective internal controls over hall hire to ensure that all documentation was retained and made available for internal audit.
There was a shortfall in hall hire banking of £315, and this should be investigated.
- The Clerk should seek VAT advice to establish to what extent the VAT incurred at the Village Hall could be reclaimed. This was also a matter of urgency as the VAT would be required to contribute to cash reserves.
- Village Hall revaluation: The Clerk had listed the new value of the Village Hall. This should be amended as the value should only be that previously recorded. Assets did not change over time. The only movement would be for additions and disposals.
- Minute No. 289 (March 2019 meeting) had given authority to Councillor Kevin Gibbs to manage the Village Hall. This was unlawful as delegation could only be made to an Officer (i.e. the Clerk), a Committee, or a Sub-Committee.

RESOLVED: That decisions in respect of spend for the Village Hall be delegated to the Clerk, with immediate effect.

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

57.1 Review of the Effectiveness of Internal Audit

The Parish Council was asked to review the effectiveness of internal audit, using the checklist submitted.

RESOLVED: (a) That the Parish Council agreed that the internal audit process was effective; and

(b) That special note be made that previous approval for the Clerk to be trained in use of the Xero accounting package, be undertaken as a matter of priority.

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

57.2 Approval of the Accounts – 2018-2019

The Parish Council was asked to approve the accounts for 2018-2019 for forwarding to the external auditor (PKF Littlejohn).

The following documents were enclosed:

- (a) Annual Governance and Accountability Review (AGAR)
- (b) Bank Reconciliation – 2018-2019.

The order in which the sections were to be approved was specific. Section 1 (Annual Governance Statement) must be authorised first and the minutes must demonstrate this.

57.3 Section 1 – Annual Governance Statement – 2018-2019

The Parish Council was asked to consider points 1–9 as it was the Council's responsibility to ensure that there was a sound system of internal control including arrangements for the preparation of the accounting statements.

RESOLVED: That the Council approve the Annual Governance Statement for 2018-2019.

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

57.4 Section 2 – Accounting Statement 2018-2019

The Parish Council was asked to approve Section 2 – Accounting Statement 2018-2019 for submission to PKF Littlejohn LLP, external auditor.

RESOLVED: That the Council approve the Accounting Statement for 2018-2019, subject to the value of the assets to be revised in accordance with the Internal Auditor's recommendation.

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

(B) APPOINTMENT OF INTERNAL AUDITOR – 2019-2020

The Parish Council was asked to consider appointing JDH Business Services as the internal auditor for 2019-2020.

RESOLVED: That JDH Business Services Ltd. be appointed as the internal auditor for the purpose of auditing the accounts for 2019-2020.

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

(C) CHEQUE SIGNATORIES

The bank currently declined to discuss bank matters with the Clerk as it claimed that it had not yet received the bank mandate forms. The Clerk, therefore, sent a further copy to the

bank, by recorded delivery, and had received a response that those forms were now obsolete and new forms need to be completed.

The Clerk had completed the forms herself as Members' details had previously been provided, and Members agreed to sign the forms at the meeting.

The cheque signatories were – Councillors Vivien Adams, Matt Ferguson, Kevin Gibbs and Rene Hancock. In view of the difficulty sometimes experienced with three signatories being available to sign cheques, the Parish Council was invited to appoint an additional signatory.

RESOLVED: That Councillor Benjamin Gibbs be appointed as an additional signatory to join with Councillors Adam, Ferguson, Kevin Gibbs and Hancock.

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

58 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.

59 NEW CHURCH

(Reason for exclusion: At the request of the Reverend Rachael Griffiths this item was excluded as there were confidential matters which were not yet in the public domain.)

The Reverend Rachael Griffiths (St Mark's Church), Mr Roger Bracey and Mr Chris Newfield were in attendance.

They presented the proposals for the new church build and advised on the likelihood of start and completion, and the facilities and car parking likely to be available. will be in attendance to outline the proposals for the new church build.

60 RE-ADMITTANCE OF PRESS AND PUBLIC

RESOLVED: That the press and public be re-admitted to the meeting.

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

61 ASSET OF COMMUNITY VALUE – 140 MAIN ROAD, SHAVINGTON

This item had been included on the agenda on two previous occasions (3 April 2019 and 5 June 2019) and each time had been deferred.

The Parish Council was now invited to consider if a small working group should be set up to consider the details to be included in an application for 140 Main Road to be registered as an Asset of Community Value.

The working group would be expected to complete the application form for submission to the Parish Council. The group would have a fact-finding role and would need to carry out research into the following:

- (i) its current use;
- (ii) how it boosted social or community well-being;
- (iii) establish the proportion of the community which currently used the asset;
- (iv) the value of the asset;
- (v) how the finances would be raised if the Council wished to purchase it;
- (vi) how the asset would be managed in the future; and
- (vii) how the asset could be used to further social well-being up to 5-years in the future.

RESOLVED: (a) That a working group be established to consider details to be included in an application for 140 Main Road to be registered as an Asset of Community Value;

(b) That Councillors L Buchanan, M Ferguson and R Hancock be appointed to the working group;

(c) That the working group consider inviting Borough Councillor Dorothy Flude, as the appropriate Portfolio Holder to attend the meeting; and

(d) That the working group report progress to the next Parish Council meeting.

(Notes: (1) All Members present voted for the motion.

(2) Councillor L Buchanan withdrew from the meeting at this point in the proceedings.)

62 75TH ANNIVERSARY OF VE DAY – 8 MAY 2020

The Parish Council was invited to consider the possibility of marking the 75th Anniversary of VE Day in May 2020.

May Day was traditionally held on a Monday but would be put back to Friday, 8 May 2020 to commemorate the 75th anniversary of VE Day (Victory in Europe). The holiday would form part of a national three-day weekend of commemorative events.

Members discussed making the whole weekend a commemorative event, booking the Village Hall for the three days. It could be organised as a joint event with the Festival Committee. The Committee could run the event and the Parish Council could be responsible for publicising the event. A concert or similar could be held in the Village Hall.

Councillor Hancock undertook to discuss this with the Festival Committee and report back to the Parish Council at its August meeting.

63 VILLAGE HALL – DECORATION OF UPSTAIRS MEETING ROOM

DSW Painting & Decorating, which carried out much of the decoration work at the Village Hall during the up-grade in 2018, had quoted for painting the upstairs meeting room. This would be £480.00 net and VAT of £96.00 (Total £576.00).

Mr Walton (the company owner) had indicated that he would not need to wait until the lighting in the room had been installed.

As this was below the threshold which required three quotations to be sought, the Parish Council could approve this quotation without the need to seek others, if it wished.

RESOLVED: That the Parish Council accept the quotation of DSW Painting & Decorating in the sum of £480.00 net and £96.00 VAT for painting the upstairs meeting room in the Village Hall.

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

64 COMMUNICATIONS COMMITTEE

The Parish Council was asked to appoint Councillor R Moore to the Communications Committee.

RESOLVED: That Councillor R Moore be appointed to the Communications Committee.

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

65 ALLOTMENTS AGREEMENTS

The Parish Council was asked to approve an amendment to the Guidelines which were issued to Allotment plot-holders. Although they were titled 'Guidelines' the document sets out powers and duties.

The Parish Council had no power to terminate a tenancy unless the majority of the plot-holders agreed. Amendments were suggested.

- The current paragraph 16 read:
The whole tenancy can be terminated immediately on agreement from the majority of the allotment holders and the Parish Council.

RESOLVED: That paragraph 16 of the Guidelines for Allotment Holders be amended to read '*The whole tenancy can be terminated immediately on agreement from the majority of the allotment holders or the Parish Council.*

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

- The addition of a paragraph 17 was suggested to allow an allotment holder time to tidy up their plot before the tenancy was terminated.

RESOLVED: That a paragraph 17 be added to the Guidelines for Allotment Holders, as follows:

Where the Parish Council intends to terminate a tenancy owing to the condition of the plot, whether owing to complaints from other allotment holders, or separate inspection by the Clerk and/or parish councillors, two weeks' Notice to Improve will be given to the allotment holder and if there is no discernible improvement, the tenancy will be terminated immediate.

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

66 INFORMATION ITEMS

The Parish Council received the Clerk's Information Report which included the following.

- Update on outstanding issues.
- Issues raised by Councillors.
- Shavington Youth Club – update by Councillor Buchanan.
- Meeting of the Chairman and Clerk with Jackie Weaver, Chief Officer of the Cheshire Association of Local Councils to discuss a structure which would allow the Council to operate more efficiently. A report would be submitted to the August meeting.
- Brook Avenue Lighting.

Cheshire East Council had now responded in respect of ownership/on-going maintenance of the street lighting on Brook Avenue.

From a legal perspective there were no attachments or issues via Cheshire East Council. The posts belonged to the electricity company and the fittings were installed some significant time ago. They were not the Borough Council's and did not appear to be the Parish Council's either.

To maintain these units safely (be it Parish Council or Borough Council) the existing infrastructure would need to be replaced. This would include the lantern(s), control cell and bracket (plus transfer of the connection old/new). The budget cost for this would be £1,908 per lamp. Cheshire East Council was reluctant to undertake this, and the Parish Council was not liable for the cost.

The Clerk had notified Laura Smith, MP of the outcome of the enquiries as a resident had raised this matter with her. There was, therefore, no further action required by the Parish Council.

67 DATE OF NEXT MEETING

7 August 2019

68 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.

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

69 VINE TREE PLAY AREA – QUOTATION FOR REPAIRS

(Reason for exclusion: commercial sensitivity)

Following submission of the RoSPA Inspection Report (October 2018) in respect of the Vine Tree Play Area, the Recreation Committee considered the actions required. Members had agreed to focus on safety items as a priority.

Quotations from six companies had been sought; only two had responded with a quotation.

The Parish Council considered both quotations.

RESOLVED: (a) That the quotation submitted by ACE Playgrounds be accepted for the following work (which excluded the removal of the sharp edges on the palisade fencing:

- Grease bearings/maintenance on carousel.
- Remove rust, clean and paint multi-play unit.
- Clean and paint rocker elephant/horse.
- Replace worn handgrips on rodeo board.
- Replace worn parts and grease junior swing.
- Replace worn parts and grease toddler swing.

Total cost: £2,991.65 net.

(b) That ACE Playgrounds be asked to advise if the item to remove the sharp edges on the palisade fencing (costed at £670.90 net) could be revised to allow for the fencing to be retained but halved in height and to remove the spikes.

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

70 STAFFING MATTER

(Reason for exclusion: Related to personal details of the Clerk's employment)

The Parish Council considered the Clerk's report which set out overtime incurred over the previous eight weeks. The Council was asked to authorise the payment of the overtime.

RESOLVED: That the Parish Council approve payment of £638.00 payable to the Clerk for overtime incurred over the previous eight weeks, as detailed in the report submitted.

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

.....Chairman