

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 15 JULY 2020**

**THE MEETING WAS HELD REMOTELY IN ACCORDANCE WITH REGULATIONS  
UNDER S.78 OF THE CORONAVIRUS ACT 2020**

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<b>PRESENT:</b>	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor G McIntyre
	Councillor L Buchanan	Councillor M Ferguson
	Councillor K Gibbs	Councillor R Hancock
	Councillor J Hassall	Councillor R Moore
<b>IN ATTENDANCE:</b>	Borough Councillor David Marren	
<b>APOLOGIES:</b>	Councillor N Cooper	

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**242 DECLARATIONS OF INTERESTS**

Members were invited to declare any (a) disclosable pecuniary interest; (b) personal interest; or (c) prejudicial interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests and prejudicial interests, to leave the meeting prior to the discussion of that item.

Councillor Buchanan declared a personal interest in Minute No 258 on the basis that she was Chairman of Shavington Youth Club which was a lessee of 140 Main Road. Councillor Hancock also declared a personal interest in Minute No. 258; this was on the basis that Shavington Village Festival Committee, of which she was a member, was a sub-tenant of 140 Main Road.

No other declarations were made.

**243 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 22 April 2020 be approved as a correct record.

Each Member present was individually polled for their vote and the motion was carried.

**244 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.

There were no questions from members of the public.

**245 BOROUGH COUNCILLOR'S REPORT**

Councillor David Marren's report had been issued to Members prior to the meeting. Councillor Marren highlighted some of the items in his report.

It was noted that the Wessex Play Area would be opening in the near future. Councillor Marren was asked if he could provide the risk assessment used for Wessex Close to enable it to be adapted for Vine Tree Play Area.

(Note: Councillor M Ferguson joined the meeting during discussion of this item.)

**246 AGENDA ITEM 6 – ACCOUNTS 2019-2020**

In view of the amount of business to be transacted, item 6 was deferred to an adjourned meeting to be held on 23 July 2020.

## 247 EXTERNAL AUDIT OF THE ACCOUNTS – 2018-2019

Arising out of the audit of the accounts for the previous financial year, the Clerk had reported to the October 2019 meeting that the external auditor, PKF Littlejohn LLP had not yet submitted a final report on the accounts; however, one of its Audit Team 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.*

The report from PKF Littlejohn was eventually received on 3 December 2019. This report should have been submitted to the Parish Council at its January 2020 meeting, but the Clerk overlooked it.

The report was now submitted.

**RESOLVED:** That the report submitted by the external auditor, in respect of the accounts for 2018-2019, be received without comment.

Each Member present was individually polled for their vote and the motion was carried.

## 248 ACCOUNTS – 2020-2021

### 248.1 Recent Payments

The following payments had been made either by direct debit (DD), debit card (DC) or BACS since 1 April 2020.

Payee	Amount £ (gross)	Inv. No.	Date Paid/ Method	Service provided
Beardmore A/cs	35.00	1797	30 May (BACS)	Payroll
Beardmore A/cs	57.50	1747	30 May (BACS)	Payroll
Beardmore A/cs	16.00	1686	11 Jun (BACS)	Outstanding from 2019-20
Beardmore A/cs	14.00	1631	11 Jun (BACS)	
Beardmore A/cs	20.00	1847	1 July (BACS)	

Brave Little Tank	1,080.00	0952	1 May (DD)	Monthly retainer
Brave Little Tank	1,080.00	0964	1 June (DD)	Monthly retainer

Barbara Barlow	19.00	n/a	8 July (BACS)	Reimbursement for combination lock for allotments site.
Owing to payment difficulties with the payee's own bank account, this had not yet been paid.				

Crystal Clean	268.80	SI-1354	20 Apr (BACS)	Reduced cleaning at Village Hall as PCSOs still using facilities
Crystal Clean	192.00	SI-1367	9 May (BACS)	
Crystal Clean	144.00	SI-1394	14 Jun (BACS)	
Crystal Clean	215.00	SI-1319	Payment of £400 was made by cheque, on account, authorised on 18 March 2020. Invoice No. SI-1319 was subsequently issued showing a balance of £615.00. The outstanding amount was £215.	

Payee	Amount £ (gross)	Inv. No.	Date Paid/ Method	Service provided
Cymphony	48.00	46830	April DD	Call-handling Village Hall
Cymphony	48.00	47343	May DD	Call-handling Village Hall
Cymphony	48.00	47856	June DD	Call-handling Village Hall
Cymphony	67.20	70332	July DD	Call-handling Village Hall
Flowers by Alison	200.00	n/a	9 May (BACS)	Artificial flowers VE Day
Gradwell Comms.	19.46	129378	13 May (DD)	Dedicated phone line
Gradwell Comms.	16.55	133227	13 Jun (DD)	Dedicated phone line
HMRC	1,011.76	n/a	9 July (BACS)	£778 – Tax £233.76 – Employer's NI
Meller Speakman	900.00	K180769	2 Apr (BACS)	Recreation land assessment
Meller Speakman	996.00	K180798	30 May (BACS)	Completion of above
Northwich TC	84.00	4198	20 Apr (BACS)	Padlocks Vine Tree
Northwich TC	764.40	4223	30 May (BACS)	Grounds Maintenance
Northwich TC	1,917.60	4289	9 Jun (BACS)	Grounds Maintenance
Northwich TC	532.80	4300	14 Jun (BACS)	Grounds Maintenance
Northwich TC	546.90	4272	8 July (BACS)	Grounds Maintenance
Northwich TC	2,829.60	4378	9 July (BACS)	Grounds Maintenance
Note: Each of the invoices from Northwich Town Council were submitted as the Parish Council was maintaining a watch on the performance of the contract.				
Police & Crime Commissioner (25 Apr – BACS)	8,320.00	Although payment was made by cheque on 18 March 2020, the Clerk was contacted by Cheshire Police as they were unable to process cheques owing to the restrictions imposed under Covid-19. Payment had, therefore, been made by BACS and the cheque had been returned.		
Strategy 365	89.04	SI-11434	12 May (DD)	Email support
Strategy 365	89.04	SI-11496	12 Jun (DD)	Email support
Shavington Primary School	5,500.00	n/a	1 May (BACS)	S.137 contribution
Village Hall client	15.00	n/a	30 May (BACS)	Refund for cancellation.
Zoom	14.39	15630913	15 April (DC)	First monthly payment
Zoom	14.39	20705405	15 May (DC)	
Zoom	14.39	26011675	15 Jun (DC)	
Scottish Power	173.12	DC	4 July (DC)	Village Hall (estimated reading)

## 248.2 Authorisation of payments

The Parish Council was asked to approve the following payments. Supporting documents for each payment were provided.

£462.99	C M Jones - Cost of ink cartridges (copy order submitted) The last claim for ink cartridges was made in November 2019.
£122.50	C M Jones – Contribution to membership of the Society of Local Council Clerks (Invoice attached). The fee was calculated by the SLCC based on the number of contracted hours per week. As the Clerk was also employed by another Council the payment had been divided 54% and 46%, with 54% relating to Shavington. The total cost of membership was £227.00.
£95.43	Underpayment of salary for April, May and June The Clerk's salary was increased from 1 April 2020, but for this to be put into effect, a letter, signed by three signatories, needed to be sent to the bank. The monthly net salary was £1,005.66, and the new net salary was £1,037.47. This was a difference of 31.81 per month. Copy payslips had been sent to the Chairman only.
£526.80	JDH Business Services Ltd. Audit of Accounts 2019-2020. (£439.00 net and £87.80 VAT)
£1,380.60	Cheshire Association of Local Councils – annual affiliation fee.
£118.51	Councillor B Gibbs – reimbursement for on-line Village Hall Management arrangements provided by Skedda Pty Ltd.

**RESOLVED:** That the payments listed be approved.

Each Member present was individually polled for their vote and the motion was carried.

## 248.3 Audit Implications

The Clerk advised that there were audit implications for payments made by BACS. These were only implemented in 2020-2021 following the pandemic which had made it difficult for payments to be made by cheques. This would be addressed by the auditor during the audit of the accounts for the year 2020-2021.

The Parish Council did not request this level of on-line banking. The only requirement was for the Clerk to be an authorised signatory to enable her to communicate with the bank as and when required; however, the facility became operational without request.

Members had previously declined to reduce the number of cheque signatories from three to two on the basis that this reduced the potential for fraud; however, the fact that the Clerk was the only one who was able to make payments without any checks, was, in itself a potential for fraud and would receive an adverse comment by the auditor next year.

In the meantime, the Clerk had contacted the Internal Auditor about this matter, and he advised that there should be internal controls over on-line/BACS payments. Either the banking system must permit Members to approve online a payment before it was submitted, or a list of payments should be sent to signatories before a BACS payment was made, and this must be signed by the signatories in advance. The signatories should then check a sample during the year of payments to verify the account paid was indeed the supplier's account on the invoice.

**RESOLVED:** (a) That a list of all payments to be made by BACS be submitted to three signatories for approval; and

(b) That upon receiving approval from three signatories, the Clerk be make the payments.

Each Member present was individually polled for their vote and the motion was carried.

## **249 COVID-19 UPDATES**

The following up-dated guidance had been issued by the National Association of Local Councils, based on the latest Government guidance.

### **249.1 Re-opening of playgrounds**

A document from the Ministry of Housing, Communities and Local Government, was submitted, entitled 'Guidance on Re-opening of Multi-purpose Community Facilities entitled If necessary, the Environment & Recreation Committee could arrange to meet during August to discuss this. It was expected that two meetings would be required.

Councillor Ferguson had been in contact with ACE Play to ask about a risk assessment for the play area but was awaiting a response.

**RESOLVED:** That a meeting of the Environment and Recreation Committee be convened to discuss arrangements for the re-opening of Vine Tree Play Area.

Each Member present was individually polled for their vote and the motion was carried.

### **249.2 Re-opening of Village Halls**

A guidance note from the Ministry of Housing, Communities and Local Government was submitted, entitled 'Re-opening of Multi-purpose Community Facilities'.

The Clerk would arrange for a meeting of the Village Hall Committee to be convened later in July to discuss arrangements for re-opening the Village Hall. As with the Environment and Recreation Committee, it was expected that two meetings would be required.

**RESOLVED:** That a meeting of the Village Hall Committee be convened to discuss arrangements for the re-opening of the Village Hall.

Each Member present was individually polled for their vote and the motion was carried.

### **249.3 Continuation of Remote Council Meetings**

The latest advice from the National Association of Local Councils was that where a local council had an identified need to hold a physical meeting, as it was unable to conduct Council business in any other way, they could consider doing so from 4 July 2020. These meetings must be managed within social distancing, and safer workplaces guidance produced by the government, which included the requirement to conduct a risk assessment to determine if it was feasible and safe to hold a physical meeting.

It was important that this risk assessment be carried out and any identified actions to reduce risk to attendees were implemented before any face-to-face meetings resumed. Councils must keep documentation of this risk assessment and the reasons why that Council had taken the decision to return to face-to-face meetings.

The Clerk emphasised that where local councils were able to continue to hold meetings remotely, this was the preferred method, and the regulations provided for this to continue until May 2021.

## 250 APPOINTMENT OF COMMUNITY MANAGER

The Council considered arrangements for short-listing candidates for the post of Community Manager, and holding interviews, remotely via Zoom, with Chris Mead of Brave Little Tank (subject to his agreement) observing the proceedings to give feedback on each candidate, in respect of their technical expertise.

Members were reminded that at its extra-ordinary meeting held on 18 March 2020, the Parish Council considered arrangements for the appointment of a Community Manager. The matter had been left in abeyance, given the Covid-19 situation.

The Appointments Committee was set up on 5 February 2020 comprising Councillors B Gibbs, L Buchanan, R Moore and G McIntyre. The Clerk advised that to avoid breaching the Code of Conduct, Councillors B Gibbs and R Moore should decline to remain on the Committee on the basis that one of them was a friend of one of the candidates, and the other Member was a friend of a different candidate.

Councillor Ryan Moore acknowledged that he had a close association with one of the candidates and was, therefore 'conflicted out' from sitting on the Appointments Committee. Councillor Benjamin Gibbs knew one of the candidates, but this knowledge did not amount to what would be a breach of the Code of Conduct and would not prevent him from sitting as a Member of the Appointments Committee.

The Council was invited to –

- i. Convene an Appointments Committee of no more than five Members, with the power to:
- ii. Shortlist candidates.
- iii. Interview candidates.
- iv. Decide on a date for interviews (to be held remotely)
- v. Appoint to the post.
- vi. Agree a starting date.
- vii. Agree a salary for the Communications Manager: The financial allocation in the budget was £8,600.00.
- viii. Decide if the appointment should be made with a period of probation.
- ix. Discuss any Data Protection implications, given that the post-holder, at least initially, will be using their own laptop computer.

The Council did not make a decision in respect of items vii and viii.

**RESOLVED:** (a) That the Appointments Committee comprise Councillors B Gibbs, L Buchanan and G McIntyre;

(b) That the Clerk contact all candidates to establish if they were still interested in being considered for the post of Community Manager;

(c) That the Committee prepare a short-list of candidates during September;<sup>1</sup>

(d) That interviews be held during October, with the aim of the post-holder commencing employment mid-October; and

(e) That the Community Engagement Committee be asked to consider an appropriate specification for the purchase of a laptop computer for the post-holder.

Each Member present was individually polled for their vote and the motion was carried.

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<sup>1</sup> The arrangements were subsequently revised; interviews were held, and an appointment was made with effect from 7 September 2020.

**251 INTERIM ARRANGEMENTS FOR SOCIAL MEDIA SUPPORT**

The Parish Council was asked to consider authorising Brave Little Tank to carry out the social media function which formed part of the role of the Communications Manager (yet to be appointed). This would be an interim measure only until a Community Manager was appointed.

On 21 March 2020, the Clerk, in consultation with the Chairman, authorised Brave Little Tank to undertake the social media role until 21 May 2020. This was approved for the two-month period at a fee of £1,000 net. A further contract was awarded on 21 May 2020 for the two months to 21 July 2020.

As the national situation remained uncertain, the Parish Council was asked to authorise Brave Little Tank to continue to provide social media support for a further period, dependent on the national situation and the arrangements made under Minute No. 250 above. A suggestion was made that this should continue until the end of December 2020; however, it was agreed that the term be revised to '30 days after the Community Manager was in post'.

**RESOLVED:** (a) That Brave Little Tank be authorised to continue the social media contract until 30 days after the start date for the Community Manager; and

(b) That the Community Engagement Committee consider what type of laptop should be purchased for the post-holder.

Each Member present was individually polled for their vote and the motion was carried.

**252 REVISED SCHEME OF DELEGATION TO THE CLERK**

At the start of the lockdown under the Coronavirus Pandemic, local councils were advised to review their schemes of delegation to provide for additional responsibilities to be delegated to their Clerks/Responsible Financial Officers, but within legislative requirements including the Parish Council's Standing Orders and Financial Regulations.

The document submitted updated the current Delegations to the Clerk and the highlighted sections were the proposed revisions to the existing scheme.

**RESOLVED:** (a) That the following be added to the Scheme of Delegation to the Clerk:

- Management of open spaces and amenity areas which fall within the remit of the Parish Council;
- Authorisation of routine recurring expenditure within the agreed budget in accordance with Financial Regulation 5.6;
- Incur expenditure not exceeding £2,000 in consultation with the Chairman of the Parish Council or the Chairman of the appropriate Committee in accordance with Financial Regulation 4.1, provided that there was evidence to support the expenditure and it fell within an identified budget head;

(b) That the scheme be reviewed in May 2021; and

(c) That the financial limit under Regulation 4.1 be revised from £1,000 to £2,000 for the duration of the current Covid-19 Regulations/Guidance, to be reviewed in May 2021.

Each Member present was individually polled for their vote and the motion was carried.

**253 REMEMBRANCE SUNDAY – 8 NOVEMBER 2020**

The Parish Council considered the arrangements for Remembrance Sunday on 8 November 2020.

### Road closure

The Clerk had received notification from Cheshire East Council about arrangements for Remembrance Sunday (subject to the national situation). It was a requirement that if local councils were planning temporary road closures, they must not only submit a formal request (as usual) under the Town Police Clauses Act 1847, but must also ensure that a traffic management company (eg Amberon) was engaged to undertake this responsibility.

At its meeting held on 11 March 2020, the Community Engagement Committee was of the view that there should be no formal road closure this year, and that the local PCSOs would be asked to manage the traffic.

It was now reported that Cheshire Police would not permit the PCSOs to assist in directing traffic as the Parish Council would not be able to comply with the regulations.

### Venue for Service: Use of Main Hall at Shavington Primary School

At the Chairman's suggestion, the Clerk had contacted the school to ask about the possibility of reserving its main hall for the service, taking into account any Covid-19 Government arrangements to be put in place in November.

The school (Liam Lewis, the Chief Financial and Operations Manager) was not able to agree to this at present but would make contact in a few months when the national position was clearer.

Various potential options for holding the service were discussed, but Members acknowledged that in the evolving Covid-19 situation, it was not possible to make detailed plans at this stage. The following actions were agreed:

- i. Councillor Hancock to discuss with the Reverend Rachael Griffiths her involvement in the service and to enquire if she would be willing to lead it;
- ii. Councillor Buchanan to discuss with the Reverend Denise Harding her proposed involvement in the service.
- iii. The Clerk to enquire into Amberon's cancellation policy.

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

Each Member present was individually polled for their vote and the motion was carried.

## **254 PLANNING MATTERS**

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

20/2342N	Pusey Dale Farm, Main Road, Shavington CW2 5DY Proposed general purpose storage building
20/2054N	20 Wessex Close, Shavington CW2 5HX Detached garage
20/2841N	46 Crewe Road, Shavington CW2 5JB Proposed single-storey mono-pitch rear kitchen extension.

**RESOLVED:** That no comments be made on planning applications Nos. 20/2342N, 20/2054N and 20/2841N.

Each Member present was individually polled for their vote and the motion was carried.



## 255 GROUNDS MAINTENANCE

The Parish Council was invited to review the grounds maintenance arrangements with effect from the date of the new Service Level Agreement (1 April 2020).

Brief comments were made, following which it was agreed that a formal review be carried out in November 2020 with a view to making any changes in December 2020 to inform the budget for 2021-2022.

It was also suggested that a 5-year plan be prepared to install new planters throughout the village.

**RESOLVED:** (a) That a review of the grounds maintenance contract be carried out by the Environment and Recreation Committee;

(b) That the Committee make recommendations to the Parish Council to inform the budget for 2021-2022;

Each Member present was individually polled for their vote and the motion was carried.

## 256 INFORMATION ITEMS

The Clerk reported the following information items.

### (A) Allotments Site:

Two residents who were on the waiting list for a plot at the allotments site, had been allocated a plot in April 2020. The two vacancies arose when one of the plot-holders died, and another plot-holder, who was a tenant of two plots, relinquished one of his plots.

(B) **CIL Payment:** As notified to Members by email, Cheshire East Council had deposited the CIL payment of £1,834.80 into the Parish Council's bank account.

(C) **Police Beat Reports:** Issued to Members as they were received by the Clerk.

### (D) Clean Team Campaign:

Brave Little Tank had launched a campaign, instigated by the Clean Team (via Councillor Hancock) to encourage residents to cut-back overhanging trees and if possible, to weed the pavements in front of their houses.

A copy of the social media posts was submitted for information.

### (E) Shavington Scout Group:

At its meeting on 22 April 2020, the Parish Council considered a request from Shavington Scouts, for a grant of £1,500 to offset its current financial position as a consequence of the Coronavirus pandemic.

The Group had been successful in receiving funding from Cheshire East Council and no longer required a grant from the Parish Council.

(F) **Website Accessibility** (The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018)

Enclosed was a copy of the NALC Guidance on the above regulations with which local councils must comply by 23 September 2020. The Community Engagement Committee had been made aware of this requirement at its meeting on 18 December 2019. A copy of the document had been forwarded to Brave Little Tank which was currently creating a new website for the Council.

**(G) Gas Supply at Village Hall**

The Clerk had cancelled the direct debit facility in respect of the gas supply at the Village Hall and had asked British Gas to send invoices for approval by the Parish Council.

Since February 2020, a total sum of £1,092.28 had been collected via direct debit; this is in two separate amounts. (1) on 25 February £718.50 was withdrawn, and (2) on 13 March £372.78 was withdrawn.

The Clerk sent an email to British Gas on 20 March 2020 to query the amount, but no response was received, and she spoke to an agent who was at a loss to explain the reasons for the withdrawal. The Clerk emailed again on 15 June 2020, and subsequently contacted the bank to stop the direct debit facility.

British Gas wrote to the Clerk on 13 June 2020, to acknowledge that it had received notification from the bank about the withdrawal of this facility.

A further email was sent to British Gas on 15 June 2020, but the email account was no longer operating, and any queries were dealt with via a 'webchat'.

The Clerk made contact through the webchat but the automated response indicated that there was a queue of nine and wait time of 11 minutes. The call was eventually terminated by British Gas, without the Clerk having been able to speak to a representative.

The Clerk had now written a letter to British Gas and would keep Members updated in respect of this matter.

**(H) Water Services at Village Hall**

Members had previously commented on the high charges for water services, and as with the gas supply, the Clerk had also withdrawn the direct debit facility for Water Plus.

The monthly charges of £46.89 were withdrawn from the Village Hall account. This was notified to the Clerk on 23 May 2019; however, prior to this, the Parish Council paid by cheque. During 2019-2020, a total of £2,453.54 had been paid (£616.35 by direct debit from the Village Hall account, and £1,847.19 by cheque from the main Parish Council account).

Water charges in previous years had averaged out at £300+ each year.

The Clerk emailed Water Plus on 12 January 2020 to query the charges. No response was received. On 13 June 2020, the Clerk received notification that £586.70 was owed, and it was following this letter that the Clerk asked the bank to cease the direct debit arrangement.

Water Plus had now responded as follows:

*'Thank you for your contact received via email on 12 January 2020 regarding increase in the bills. I have investigated this for you. On 11 June 2019 we consolidated your surface water highway drainage with your clean and waste-water account. This created a higher bill as it is added charges.*

*Surface water is for the rain that falls onto the property, off the property and into the drains around the property. We then take the water away to be cleaned. Highway drainage is for the upkeep and maintenance of the drains and roads around the property. This invoice was credited to your account; you would have received a copy of the credit note. Your account with us is currently in credit by £493.48.*

In that same email, Water Plus stated that there was now a requirement to pay £586.70. The Clerk had requested a copy of the invoice. If the account was currently in credit by £493.48, it was not clear if the £586.70 was additional.

**(J) CEC – PLANNING UPDATE**

The Council received a Strategic Planning Update from Cheshire East Council.

**257 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.

**258 258.1 SHAVINGTON YOUTH CLUB**

**258.2 DISPOSAL OF 140 MAIN ROAD, SHAVINGTON**

(Reason for exclusion: Relates to legal matters which involve Cheshire East Council and the Parish Council is not able to discuss these in public.)

These two items were discussed together as each impinged on the other.

**258.1** Members noted that the Youth Club had now ceased its activities and was withdrawing from its occupancy of 140 Main Road, on 31 August 2020.

As a consequence of the Youth Club vacating the premises, it had two planters which it wished to donate to the Parish Council.

**RESOLVED:** That the Parish Council accept the planters which were being disposed of by the Youth Club..

**258.2** At the April 2020 meeting, the disposal of 140 Main Road was discussed, and the following was the resolution.

**RESOLVED:** (a) *That a small working group be established which would meet with the appropriate Portfolio Holder and Officers at Cheshire East Council to discuss options for a potential transfer of 140 Main Road, Shavington, to the Parish Council;*

*(b) That the Working Group comprise Councillors B Gibbs, L Buchanan, and J Hassall;*

*(c) That each Member consider the issues raised at this meeting and email the Clerk with their views on the advantages and disadvantages of accepting 140 Main Road, Shavington as a Parish Council asset;*

*(d) That the Clerk retain the emails for future consideration; and*

*(e) That no further action be taken at this time.*

Councillor Hancock was the only Member who had commented, and these were submitted to the meeting.

Some Members of the Working Group had arranged to meet with Officers from Cheshire East Council, and the notes of that meeting were enclosed.

**RESOLVED:** That this item be referred for discussion at the meeting to be held on 2 September 2020.

Each Member present was individually polled for their vote and the motion was carried.

**259 STORAGE BUILDING – VILLAGE HALL  
USE BY SHAVINGTON VILLAGE FESTIVAL COMMITTEE**

At its meeting on 3 April 2019, the Parish Council considered allowing the Festival Committee to use the building in the Village Hall car park for the storage of items in the event of the Committee being unable to continue with its present arrangements.

A draft agreement was submitted. This was a 5-year agreement to take effect from the date of occupancy.

**RESOLVED:** (a) That the Parish Council enter into a contract with Shavington Village Festival Committee to permit it to use the storage building in the car park at the Village Hall, as set out in the terms of the agreement submitted;

(b) That the date of occupation of the storage building be notified in due course.

Each Member present was individually polled for their vote and the motion was carried.

Councillor Hancock abstained from voting.

**260 LAND ASSESSMENT – AVAILABILITY OF LAND FOR RECRETATIONAL PURPOSES**

This item was deferred for discussion at the meeting to be held on 23 July 2020.

**261 FUTURE MEETINGS**

The Parish Council was invited to consider if monthly meetings should be re-introduced.

**RESOLVED:** (a) That monthly meetings of the Parish Council be re-introduced with effect from the meeting to be held on 2 September 2020; and

(b) That Committee meetings be held as and when decisions were required.

Each Member present was individually polled for their vote and the motion was carried.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 10.10 pm