

**MINUTES OF A MEETING OF
SHAVINGTON-CUM-GRESTY PARISH COUNCIL HELD ON 3 FEBRUARY 2021
THE MEETING WAS HELD REMOTELY IN ACCORDANCE WITH REGULATIONS
UNDER S.78 OF THE CORONAVIRUS ACT 2020**

PRESENT:	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor R Hancock
	Councillor L Buchanan	Councillor J Hassall
	Councillor N Cooper	Councillor G McIntyre
	Councillor M Ferguson	Councillor R Moore
	Councillor K Gibbs	
IN ATTENDANCE:	Borough Councillor David Marren (Cheshire East Council) Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group	

383 DECLARATION 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.

No declarations were made.

384 MINUTES

RESOLVED: That the Minutes of the following meetings be approved:

- 6 January 2021
- 19 January 2021 (Extra-ordinary meeting)

385 PUBLIC QUESTION TIME

Members of the public were able to ask questions under the Parish Council's Standing Orders and had been requested to register if they wished to address the Council.

There were no questions from members of the public.

386 POLICE MATTERS – BEAT MANAGER'S REPORT

There was no Beat Manager's report on this occasion¹.

387 BOROUGH COUNCILLOR DAVID MARREN

Borough Councillor David Marren's report was submitted. He was not in attendance at this point in the meeting, and although some questions were raised by Members, they were repeated when he arrived later in the meeting.

388 REPORT OF COMMITTEE CHAIRMEN

Committee Chairmen were invited to report on activities for their Committees and the Task Group meetings of each Committee.

It was noted that in the absence of formal Committee meetings, Task Group meetings had been held for several of the Committees. There were no decisions to be taken, and any recommendations from the Task Groups could be submitted to the Parish Council.

¹ Received on 4 February 2021 and issued to Members the same date.

388.1 Community Engagement Committee (Councillor Kevin Gibbs)

Councillor Kevin Gibbs reported in respect of Task Group meetings.

Progress was being made on finalising the creation of the new website. This was a high priority as all Neighbourhood Plan documents must be uploaded six weeks before the Referendum on 6 May 2021 (i.e. 25 March 2021).

Valentine's Day: Although no details had been discussed, there was a proposal to publicise Valentine's Day.

History of the Parish: When the pandemic was over and life gradually moved back to normal, it was proposed to put on a display of village history.

(Note: Borough Councillor David Marren arrived at this point in the proceedings.)

388.2 Environment and Recreation Committee (Councillor M Ferguson)

Councillor Ferguson reported that there had been no Task Group meetings; however, he suggested the following:

- The planter on Main Road, which had been damaged following a vehicle collision, be removed and replaced with the two planters currently stored in the Village Hall.

The Clerk was asked to seek a quotation from Northwich Town Council.

388.3 Village Hall Committee (Councillor V Adams)

Councillor Adams reported in respect of hire charges and hours of use at the Village Hall, details of which would be added to the quarterly newsletter.

389 BOROUGH COUNCILLOR DAVID MARREN'S REPORT

Councillor Marren drew attention to specific items in his report, following which, questions from Members included the following.

- Kerb channels on Crewe Road.
- Lights on Crewe Road, opposite to Alfred Potts Way. These had not been operational since the housing development had been finished. This had been reported previously, at which time the information received was that this was the responsibility of the developer.
- Queries in respect of planning application 20/5759N (1 Rope Lane - former Co-operative Store). The Councillor who raised this was advised to suggest to the resident that he/she write to the Head of Planning at Cheshire East Council and the appropriate Portfolio Holder.

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

390 NEIGHBOURHOOD PLAN

It was reported that the application for a grant of £3,830.00 had been submitted to Locality on 28 January 2021.

The Clerk had been contacted by the Locality assessor of the grant application who had advised that the £1,600 cost for the Community Manager's time could not be included as grants could only be awarded for external support. The cost of £140.00 for social media had also been excluded as a quotation had not been provided to support the grant request.

RESOLVED: (a) That the Clerk be authorised to arrange expenditure as identified in the Neighbourhood Plan grant application, as and when required; and

(b) That the Clerk also be authorised to arrange payment from the Parish Council's account for any Neighbourhood Plan expenditure required, but not approved by Locality as appropriate for funding from the grant.

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

391 FINANCIAL MATTERS

391.1 Payments made under the revised Scheme of Delegation

The Clerk reported on recent payments made under the revised Scheme of Delegation adopted at the July 2020 meeting of the Parish Council.

£1,440.00	Rory Mack Associates – building survey on 140 Main Road (£1,200.00 net and £240.00 VAT)
£672.00	M H Ascroft – various electrical work at the Village Hall (Invoice 102011 - £560.00 net and £112.00 VAT)
£660.00	Steer Tec Ltd. – payment for technical services at Remembrance Sunday (Inv. 774700009 - £550.00 net and £110.00 VAT)
£1,856.40	Northwich Town Council – winter planting.

391.2 Receipts and Payments – to 31 December 2020

The Clerk had been unable to provide a Receipts and Payments statement for this period.

391.3 Energy Suppliers – Village Hall

Councillor Kevin Gibbs reported orally in respect of alternative energy suppliers for the electricity at the Village Hall. A quotation for the gas supply was not yet available.

EDF was the only company to quote, with British Gas, Total GP and Scottish Power having withdrawn their respective tariffs prior to the meeting.

RESOLVED: That the Parish Council accept the quotation submitted by EDF for the electricity supply at the Village Hall at an annual cost of £671.04.

392 RISK ASSESSMENT/MANAGEMENT

The Parish Council was required to carry out a risk assessment annually. This was a statutory requirement and must be undertaken before 31 March 2021.

The current risk assessment/management schedule on which the Clerk had made some amendments was submitted. This had been amended to take account of the Covid-19 risk assessment carried out in 2020.

RESOLVED: That the Risk Assessment/Management Schedule be approved.

393 PLANNING APPLICATIONS

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

21/0041N	NWF Fuels Ltd, Jack Mills Way, Shavington Advertising consent for a back-lit aluminium fascia sign
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- 21/0324N 8 Gresty Lane, Shavington, CW2 5DD
Two-storey side and rear extension
- 21/0365T 47 Broadleigh Way, Crewe, CW2 6TT
Oak T1: To remove major dead wood. To crown raise to approximately 4m above ground level. To crown reduce by reducing height by approximately 2-2.5m of branch length. To reduce lateral growth by approximately 2m of branch length. To prune lateral growth to ensure approximately 3m clearance from the property. These works are proposed to maintain the tree at a reasonable size in relation to the property, to reduce encroachment, and to allow a little more light to the property.
- 21/0373N Bank Farm Cottages, Newcastle Road, Hough, CW2 5JG
Extension to existing holiday cottages to provide additional bedroom unit for similar purposes.

RESOLVED: That no observations be made in respect of planning applications Nos. 21/0041N, 21/0324N, 21/0365T and 21/0373N.

394 COMPLAINTS FROM RESIDENTS

394.1 The Network Management and Enforcement Officer at Cheshire East Council, had referred a complaint from a resident, to the Parish Council, as follows:

The resident has complained about the state of a short section of Footpath 35 which runs from the north-east corner of Parkgate down to a tarmacked path. The Officer has commented that it is muddy, but not excessively so, and she has asked if the Parish Council had the capacity to work with Cheshire East Council to try to resolve this.

She can arrange for two bulk bags of MOT 20mm-to dust scalplings and some Terram membrane which would need to be laid before the scalplings were added. This can be delivered to Parkgate.

The Officer had asked if the Parish Council would be able to recruit volunteers to lay this along the path, which was approximately 22m long. These volunteers would need to be covered under the Parish Council's insurance.

Members commented that this would be a burdensome task for the Parish Council to undertake, and it was clearly the responsibility of Cheshire East Council (CEC). It was suggested that CEC contact the builders on the Needhams Grange development to ask for their assistance in this matter.

RESOLVED: That the Parish Council decline the request of the Network Management and Enforcement Officer at Cheshire East Council to assist in repairing a section of Footpath 35, on the basis that this was not the Parish Council's responsibility and could result in insurance and public liability implications for the Parish Council.

394.2 ANSA had reported that the resident at 6 Weston Lane had asked if the dog-waste bin which was currently on the public right of way near to her house could be moved to a new location. She had not given a reason for the request, other than that it was close to her residence.

This was a bin which the Parish Council had purchased and specifically chose this location; ANSA had confirmed that this was the appropriate place to site it.

RESOLVED: (a) That the resident be informed that the current location of the dog-waste bin was the most appropriate for this bin; and

(b) That ANSA be informed that the dog-waste bin should remain in place.

395 STAFF APPOINTMENTS

395.1 Clerk/Responsible Financial Officer

The Parish Council was asked to approve the submitted advertisement for the post of Clerk/Responsible Financial Officer, and to agree a closing date for applications. This would then be branded by Brave Little Tank and placed on the Cheshire Association of Local Councils' website.

The following amendments were made to the advertisement:

- Working bases would be the Village Hall and from home.
- Committee meetings: emphasise that this could result in a total of up to two meetings a week.

RESOLVED: (a) That the advertisement for the post of Clerk/Responsible Financial Officer be approved, as amended, and submitted to the Cheshire Association of Local Councils for advertising on its website, via social media and in the next issue of the newsletter.

(b) That applications to be invited by 12 March 2021; and

(c) That interviews be held week commencing 22 March 2021.

395.2 Lengthsman

Following the discussion at the meeting held on 6 January 2021, the Parish Council was asked to consider advertising for a lengthsman for the village.

The Clerk had indicated that it would be appropriate for this to be referred to a Committee Task Group if the Parish Council wished to proceed with an appointment from 1 April 2021.

RESOLVED: (a) That a Task Group of the Environment and Recreation Committee discuss the details required for the post, including the preparation of a job description; and

(b) That, at its meeting on 3 March 2021, the Parish Council consider the Task Group's information.

396 RECREATIONAL LAND IN THE PARISH

The Parish Council was asked to consider if it wished to pursue the identification of recreational land in the parish. Although this was an allocation in the budget for 2021-22, the Parish Council had not yet made a decision to proceed any further with this project.

Councillor M Ferguson had prepared a *land procurement plan* which was submitted for consideration and showed a timeline to completion of the project on 2 March 2022.

Members discussed the proposals and made the following comments:

- The Parish Council would need to be able to withdraw from the project if considered appropriate.
- Meller Speakman's approach to landowners (12 weeks from 24 February – 18 May 2021) was considered to be too lengthy and should be reduced.
- After completion of Stage 2, the Parish Council would expect to receive an indicator of a site which would be viable as an area of recreational space, following which the Parish Council could authorise proceeding to Stage 3.
- Meller Speakman to be asked to produce its report by the end of April if possible.

RESOLVED: (a) That this item be placed on the agenda for 3 March 2021 meeting at which time the Parish Council would formally consider authorising the Stage 2 process as outlined by Meller Speakman; and

(b) That a meeting of a Task Group of the Environment and Recreation Committee be held week commencing 8 February 2021 with a view to making final recommendations to the Council in respect of the following:

- Approval of Meller Speakman's quote of £1,200.00 to proceed to Stage 2 of the process which required contact with several landowners.
- Reducing the various stage times, one of which would be to request Meller Speakman to conclude any discussions with landowners in less than 12 weeks.

(Notes:

- a) Councillor V Adams withdrew from the meeting during discussion of this item.
- b) Owing to technical difficulties, the Clerk lost her Internet connection at the conclusion of this item, and the outcome of the following items was reported to her by the Chairman.)

397 OUTSTANDING ITEMS

397.1 Quotation for Work at Cameron Avenue

The Clerk had not yet issued invitations to quote for this work. Members noted that although quotes had been received in November 2020, they were not accompanied by an arboricultural report, which at that time was a requirement. Subsequent to that, this requirement was amended to require a list of species and the condition of each.

The Clerk was in the process of dealing with the Invitations to quote.

397.2 Lease for Village Hall

Lynne Thornton had not yet prepared a revised hire agreement for clients of the Village Hall but had commented that in view of the frequent Governmental changes in respect of the Covid-19 pandemic, the existing agreement would be sufficient for the time being and did not need amendment.

397.3 Various Policies for Adoption

The Clerk had been unable to prepare these documents, owing to lack of electricity. These were expected to be submitted to the March 2021 meeting.

398 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.

399 140 MAIN ROAD, SHAVINGTON

It was reported that the surveyor from Rory Mack Associates had carried out an inspection on 18 January 2021, but needed to return to finish the inspection, and this was planned for 26 or 27 January 2021.

The survey report would not be provided until the invoice had been paid. Although payment had been made via BACS, it could take a few days to reach the recipient's account.

400 DATE OF NEXT MEETING – 3 March 2021