

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 4 DECEMBER 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT: Councillor K Gibbs In the Chair
Councillor V Adams Councillor N Cooper
Councillor M Ferguson Councillor R Hancock
Councillor J Hassall Councillor G McIntyre
Councillor R Moore

IN ATTENDANCE: Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group
PCSO Nigel Hobbs
Three members of the public

APOLOGIES: Councillors B Gibbs and L Buchanan

151 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.

Councillor M Ferguson declared a personal interest in Minute No. 164 (Grant application from the Shavington Dynamos) on the basis that his son was a member of the Shavington Dynamos.

No other declarations were made.

152 MINUTES

RESOLVED: That the Minutes of the meeting held on 6 November 2019 be approved as a correct record.

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

153 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 following issues were raised.

- Current situation regarding the proposed TRO associated with the planning application at the rear of the Elephant Public House.
- Flooding in vicinity of Esso Petrol Station and traffic lights.

154 POLICE MATTERS – BEAT MANAGER'S REPORT

The Parish Council received the Beat Manager's Report for November 2019. There were no additional matters to report:

155 VE DAY COMMEMORATION – 8–10 MAY 2020

As Chairman of the Festival Committee, Councillor Hancock updated the Parish Council in respect of arrangements for the VE Day Commemoration in May 2020.

At the previous meeting, information from SSAFA (the Armed Forces Charity) was provided.

The VE Day 75 weekend of 8-10 May 2020 would be an international celebration of peace. This included the Armed Forces personnel from many countries who gave their lives or were physically and mentally injured. It would also acknowledge the men and women who kept the factories, mines, shipyards and farms operating throughout the war years, together with the

ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who safeguarded the home front.

Councillor Hancock reported that she had now registered with SSAFA for two events, namely, 'The Cry for Peace, around the World.' and 'The Cry for Hope'.

At 3.00 pm on Friday, 8 May 2020 'The Nation's Toast to the Heroes of WWII' would take place. Councillor Hancock proposed making one of the toasts and expected that the Chairman would also make one.

In broad terms, arrangements were as follows:

- A marquee would be hired; one which would be sufficiently large to fill the Village Hall car park. This would accommodate the 'street party'.
- Residents who wished to attend the street party would be asked to register. This would ensure that appropriate arrangements could be made.
- WWII display to be arranged – to be publicised in the Village Voice.
- Banners to be designed and printed. Councillor Hancock would provide the text for the banners.
- The Festival Committee would be making applications for small grants to help fund the event.
- Members of the SAS would be joining the Festival Committee after Christmas.
- The arrangements would be publicised as a feature article in the March 2020 edition of the quarterly newsletter. Detailed information would be required for submission to the Clerk by 10 January 2020.

Councillor Hancock was thanked for the update.

156 **BOROUGH COUNCILLOR DAVID MARREN'S REPORT**

Borough Councillor Marren was not in attendance. He had forwarded a detailed report which had been provided to Members, and a summary of his report was made available for members of the public in attendance.

Councillor Marren's report included the following:

- Brownfield Land Register

Cheshire East Council published its first Brownfield Land Register in December 2017. It was a legal requirement for local planning authorities to prepare, publish and update the Register, at least once a year.

The next update would be published by 31 December 2019.

- Update on the Proposed One-Way Order on Main Road (Traffic Regulation Order – TRO)

The one-way order was only required to facilitate the installation of a new footway. As the installation of a footway would reduce the width of the carriageway and increase the likelihood of vehicles not being able to pass parked vehicles, this would be detrimental to the free movement of traffic along the highway.

The options were (a) a new application to be submitted by the developer, or (b) the TRO condition may need to be withdrawn from the original permission.

- Composting Plant - construction nears completion

Work was nearing completion on the construction of the Council's new composting plant at Leighton Grange, Crewe (off the A530 in the vicinity of Leighton Hospital). On Monday 11 November 2019, the first loads were tipped at the plant.

- Food waste Recycling Service Commencing 2020

The new food waste recycling service for Cheshire East residents would start on 6 January 2020; from that date, residents would start to receive a small green food caddy and this would enable food to be separated easily from everyday household waste.

- Resident Queries - S106 Multi-Use Games Area (MUGA) on the Persimmon Site

The S106 agreement associated with this site, stipulated that the MUGA must be provided at the reserved matters stage and would not require construction until 90% of the site was developed. At that stage, no further development could take place until the remainder of the dwellings were built.

- S106 link from the Taylor Wimpey site (13/0336) to Crewe Rd (Hunter Avenue)

The feasibility study regarding route options, land requirements and anticipated costs was expected to be completed by the end of March 2020.

- Shavington East Development and Rear of Chestnut Avenue

Councillor Marren was aware of concerns raised about land levels. He would be meeting with the Cabinet Member on 11 December and the Director of Places on 16 December 2019 to discuss this matter.

- Highways

Various highways matters were reported including carriageway structural patching and road closure in February 2020 for a new pedestrian crossing.

- CIL Funding – Cherry Tree Park

The CIL charging schedule became operational on 1 March 2019; planning permission for Cherry Tree Park was granted on 25 July 2014. CIL funding was not, therefore, applicable to this development.

- Crewe and District Bus Users Group

Part of Councillor Marren's report included an invitation to Members to attend an event on Friday, 6 December between 10.00 am and 2.00 pm – it was a drop-in session at Jubilee House, Crewe.

157 BUDGET 2020-2021

The Parish Council considered the draft budget for 2020-2021. This was based on the Finance Committee's recommendations as discussed at its meeting held on 30 October 2019.

The following documents were submitted for consideration:

- Clerk's Report
- Receipts and Payments statement for the period 1 April – 30 September 2019
- Budget monitoring for the period to 30 September 2019, together with Draft budget for 2020-2021.

As suggested at the November 2019 meeting, the schedule had been divided into additional heads of expenditure to try to allocate budgets more appropriately.

Members discussed the detailed proposals and made comments/amendments as follows:

Line 6	Community Manager role £4,000	It was envisaged that the post-holder would update the website, take occasional photographs (this would be separate from the need for professional photographs), collation of the newsletter and manage the social media platforms.
Line 12	Allotments maintenance/repairs £1,000 .	Arising out of discussion of this item, it was agreed that as the cost of maintaining the site now exceeded the rental income, the rents should be increased with effect from 1 April 2020 to £50 per plot, with a concession of £25 for those in receipt of either state pension, or other government benefit.
Line 44	Best-Dressed House at Christmas	The Clerk would establish with Brave Little Tank if the retainer agreement covered the design cost for these events.
Line 46	Halloween	
Line 48	Scarecrow Comp.	
Line 85	Purchase of parcel of land for recreational purposes. £5,000	It was agreed that £1,500 be added to the revised estimates to 31 March 2020 to cover the cost of work to be carried out by the land agent. At this stage, it was not possible to predict other costs for 2020-2021 as the fee for identifying a plot of land and arranging purchase, would be 1.5% of the value of the land realised.
Line 89	Reserves Policy £40,000.00	Members noted the comments made by the auditor during the 2018-2019 audit and the level of reserves was based on those comments.

The Finance Committee had recommended that the Parish Council take note of Sections 32 and 43 of the Local Government Finance Act 1992 which required local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

There was no specified minimum level of reserves which should be held but as a broad guidance, the Council should be able to operate for a period of six months and this would be half the precepted figure. The auditor had recommended between three and six months.

The Clerk had set this at £40,000 which would approximate to 25% of a precept of £168,000.

Members considered whether any items should be removed from the budget to allow for this significant increase. On balance, it was agreed to retain it as £40,000 at present, and review this at the meeting on 8 January 2020.

RESOLVED: That the Clerk revise the budget proposals for 2020-2021 as discussed and present a final document to the meeting on 8 January 2020.

(Notes: (a) All Members present voted for the motion; and
(b) Councillor R Hancock withdrew from the meeting during discussion of this item.)

158 NEIGHBOURHOOD PLAN – REGULATIONS 15/16

Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, reported that of the three documents required for the Regulations 15 and 16 stage, two had now been provided to the Clerk.

Mr Atteridge advised that funding for 2020-2021 would be required to cover the cost of printing 30 copies of the documents for Regulations 15 and 16 and 100 copies of the final Neighbourhood Plan to be made available at referendum stage. The Clerk would be applying for a grant from Locality to assist with expenditure.

Mr Atteridge was thanked for his update, following which he withdrew from the meeting.

159 CHESHIRE EAST COUNCIL PRE-BUDGET CONSULTATION

Cheshire East Council was consulting on its budget for 2020-2024. A link to the document had been provided for Members. The consultation commenced on 1 November 2019 and would conclude on 6 January 2020.

RESOLVED: That the Parish Council register its objection to Cheshire East Council's proposal to raise Council Tax by 4%.

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

160 CHESHIRE EAST COUNCIL - COMMUNITY GOVERNANCE REVIEW

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*.

The Borough Council had undertaken some preliminary analysis of each of the town/parish council wards within the borough. A small number of requests had been received from parish councils asking for their specific governance arrangements to be considered.

It was expected that the review would be concluded well before the May 2023 local elections.

The Parish Council was invited to submit comments by **31 January 2020** and was specifically invited to consider (a) how effective the current governance arrangements were; and (b) were any changes required, and if so, what changes, and the reasons for those changes.

Once this stage of the review had been completed, CEC would develop draft proposals which would be the subject of a formal consultation at a later date.

A copy of a report submitted to Cheshire East Council's Governance & Constitution Committee was submitted, and provided background information.

No decision was made. This item would be added to the agenda for the January 2020 meeting.

161 PLANNING MATTERS

There were no planning applications for consultation.

162 AUTHORISATION OF PAYMENTS

RESOLVED: (a) That the following payments be approved; and

(b) That the Town Clerk of Northwich Town Council be invited to attend the January 2020 meeting to discuss the grounds maintenance schedule.

(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)
£1,156.39	C Jones	Reimbursement for underpaid tax to HMRC

A notification from HMRC had been received as there had been an underpayment of the NI contribution across periods from 5 May to 5 October 2019. The reason for the underpayment was that the Clerk, in error, had stated a total payment each month of £294.26 which was an underpayment.

The Clerk paid the amount from her personal account to avoid interest accruing daily.

£390.00	Nicola Cooper	Photography contract
£968.40	PPM Ltd.	Printing of 3,000 copies of December 2019 newsletter.
£181.00	Acton Marquees	This is the balance owing on the invoice for provision of marquees for the Remembrance Sunday event. (£545.00 was paid on account at the Parish Council meeting on 6 November 2019 – £181 was the balance owing: Total net £605.00 and £121.00 VAT)
£16.00	Beardmore Accountants	Monthly payroll service.
£80.00	Craig Willetts	Website support.
£480.00	PKF Littlejohn	Fee for external audit (2018-2019) (Invoice No. SB20194189 - £400 net and £80 VAT)
£105.00	B L Gibbs	Reimbursement for printing of Orders of Service for Remembrance Sunday. (PPM)
£390.00	Hazel Dockery	Compilation of December newsletter.
£1,907.60	Cheshire Community Action	Neighbourhood Plan support – Six days work following Reg. 14 consultation. Preparation of Basic Conditions statement and Consultation Statement plus attendance at one meeting.
£30.00	Shavington Academy	Services of bugler for Remembrance Sunday.
£1,680.00	Northwich Town Council	Grounds maintenance (£1,400.00 net and £280.00 VAT)
Members had previously queried the cost of the monthly invoices. To date, payments had been made as follows:		
July PC	£2,176.80	£1,814.00 net and £362.80 VAT (first payment)
Aug PC	£1,831.20	£1,526.00 net and £305.20
Sept PC	No payment	
Oct PC	£1,058.40	£882.00 net and £176.40 VAT
Nov PC	£1,117.20	£931.00 net and £186.20 VAT
(B) Village Hall		
£324.00	Crystal Clean South Cheshire	Village Hall cleaning – Invoice 1166 (£270.00 net and £54.00 VAT)
£40.00	Target Window Cleaning	Cleaning of Village Hall windows (Invoice 0569)
£45.00	Refund to Client who cancelled booking in the Village Hall	
£47.14	B L Gibbs	Reimbursement for Village Hall on-line booking system (August and September 2019)

£479.33	British Gas	Gas supply. No invoice received but demand received.
£69.62	ASH Waste	Collection of waste. (Invoice 769554-£58.02 net and £11.60 VAT)
£92.74	ASH Waste	Collection of waste. (Invoice 739737 – £77.28 net and £15.46 VAT)
£57.22	ASH Waste	Collection of waste. (Invoice 751035 – £57.22 net and £11.44 VAT)
£474.66	North Staffs Fire Service	Annual fire inspection and repairs/supply of equipment. (£395.55 net and £79.11 VAT)

(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.

£9.98 Adobe Lightroom – Photographic software (Payment made 7 October 2019)

163 SHAVINGTON PRIMARY SCHOOL CAR PARK

The Clerk contacted the school to notify it of that the Parish Council was minded to agree to a 20-year licence agreement in the longer term, subject to financial considerations, but in the meantime, wished the school to consider a three-year licence agreement, as this would allow the Council time to put in place financial arrangements for the longer term.

The Chief Financial and Operations Officer (CFOO) of The Learning for Life Partnership had responded to the effect that the Trust was amenable to a five year agreement to be reviewed every five years but would not entertain a three-year agreement as this would attract larger legal fees as a new contract would need to be drawn up every three years.

With regard to a 20-year licence agreement, the CFOO had indicated that whilst a five-year licence may be on offer, a longer licence was not something which is currently being considered.

Subsequent to issue of the agenda, the Clerk had received correspondence from the CFOO to the effect that a 5-year licence could be granted, but this was not yet a firm proposal. In view of this, the Parish Council was not able to make a decision.

164 GRANT APPLICATION

The Parish Council considered a grant application from Shavington Dynamos for £250 to purchase football kit.

No decision was made. The Clerk was asked to contact the Secretary to request a copy of the group's last bank statement. The request would be considered at the January 2020 meeting.

165 REMEMBRANCE SUNDAY – 10 NOVEMBER 2019

Members reviewed the arrangements for Remembrance Sunday on 10 November 2019.

RESOLVED: (a) That the Parish Council's Remembrance Sunday Service in 2020 be organised as a Civic Service; and

(b) That the three local churches be invited to participate.

166 CLERK'S INFORMATION REPORT

1) Vine Tree Play Area

ACE Playgrounds was due to start work on repairs to the play area, week commencing 2 or 9 December 2019. Completion of the work would depend on the weather.

Some of the swing seats had been removed (theft). The thefts had been reported to the Police and an incident number provided. When the cost of replacement of the seats was known, an insurance claim could be made; however, the excess was £250, and this would need to be considered in deciding if a claim should be made.

2) Speed Indicating Device (SID) – Crewe Road

The SID on Crewe Road was not currently operational. This had been repaired in August and the invoice paid in September 2019 (£1,080.00 gross).

TWM Traffic Management Systems would remove the unit and take it back to the factory for investigation of the fault. The Clerk had indicated to TWM that in view of the recent repair, the Parish Council would be expecting that there would be no charge for this.

3) Lights on Crewe Road, opposite Alfred Potts Way

These lights had not been operational since their installation and Cheshire East Council had been asked to indicate when they would be connected to the system.

4) Queen Street Car Park

Cheshire East Council had been asked to –

- Provide linings for car parking spaces
- Cut-back the Pyracantha bush at the corner of the car park, covering the footway.
- Clean the car park.
- Repair the light to the rear of car park.

5) Training for PCSOs in Downloading Data from SID

Following a query by a Member regarding training for PCSOs on the downloading of data from SIDs, TWM had advised that this was not offered; however, the company had forwarded to the Clerk a PDF document which gave instructions on how to download the data. This had been sent to PCSO Corbett.

6) Delivery of December 2019 Newsletter

The December newsletter was to be delivered on Sunday 8 December 2019. The Leaflet Team, which usually delivered, was unavailable until 16 December 2019 and this was too late as there were several time-sensitive articles in the newsletter.

It was expected that some councillors will assist in the delivery.

7) Grounds Maintenance Schedule

Northwich Town Council had been asked to provide a schedule of work undertaken in the parish. Members had previously been provided with a schedule of proposed activities, but not of the actual work carried out.

8) Replacement Planters

This was considered as part of Minute No. 157 above. A sum of £2,000 had been included in the grounds maintenance budget for a phased replacement of planters.

- Remove 6 x existing planters, supply and install 6 x metre square self-watering planters with 'Shavington-cum-Gresty' name plaques.
- Remove 2 x large wooden planters (1 adjacent to Co-Op, 1 x Greenfields Ave/ Main Road junction), supply and install 4 x octagon 3-tiered self-watering planters.
- Replace timbers on large wooden planter opposite the Village Hall with recycled plastic sleepers.
- Fill all with compost and plant. £7,573.80 (net)

9) Parish Council Vacancies

The two remaining vacancies on the Parish Council were being advertised in the December newsletter with a view to co-opting at the February 2020 meeting. In the meantime, if any potential candidates put themselves forward for co-option, the Parish Council would be able to consider applications at the January 2020 meeting.

10) Village Hall – Fire Inspection

The annual fire inspection had been carried out and several issues highlighted. The cost to comply with all the requirements was £400 approximately. The inspector had advised that a fire risk assessment (FRA) should be carried out.

There was no valid FRA in existence. The Clerk had sought a quotation which had not yet been received. In general terms, FRAs were required every five years.

11) Village Hall – Wi-Fi

Problems with the Wi-Fi connection were experienced recently. The Clerk contacted KCOM, the provider, which had advised that it did not have the capability to resolve any issues remotely. It was understood that the issue might have been a loose cable in the upstairs meeting room.

The matter was not yet resolved.

167 FORTHCOMING MEETINGS

Community Engagement Committee	18 December 2019 – 7.15 pm
Parish Council	8 January 2020
Environment/Recreation Committee	22 January 2020

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.30 pm