

**MINUTES OF A MEETING OF  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL HELD ON 2 DECEMBER 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 R Hancock
	Councillor L Buchanan	Councillor J Hassall
	Councillor K Gbbs	Councillor G McIntyre
<b>APOLOGIES:</b>	Councillor N Cooper and R Moore	
<b>IN ATTENDANCE:</b>	Councillor D Marren	Cheshire East Council
	Mr W Atteridge	Chairman of the Neighbourhood Plan Steering Group

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**333 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.

**334 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 4 November 2020 be approved as a correct record.

**335 PUBLIC QUESTION TIME**

Members of the public were able to ask questions under the Parish Council's Standing Orders and had been asked to submit their questions in writing by no later than Tuesday, 1 December 2020.

There were no questions from members of the public.

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

The Parish Council received a copy of the Beat Manager's Report together with the accompanying traffic data.

The Chairman reported that owing to the high level of litter at Vine Tree Play Area, he had discussed this with PCSOs Corbett and Hobbs, who had agreed to lock the play area, intermittently, at night, but would not close it when they were on duty. They would also monitor the situation at Wessex Close Play Area.

**337 REPORTS FROM COMMITTEE CHAIRMEN**

The Chairman announced that with effect from the January 2021 meeting, there would be a regular agenda item inviting each Committee Chairman to report on the activities of their respective Committees and any recent meetings.

**338 BOROUGH COUNCILLOR DAVID MARREN**

Councillor David Marren's report was submitted and he drew attention to some specific items in his report.

The only question from a Member was to ask Councillor Marren if he could request ANSA to cut back the vegetation along Piccadilly.

### 339 NEIGHBOURHOOD PLAN

The Parish Council received a copy of the fact-check report, prepared by Intelligent Plans and Examinations (IPE), the Independent Examiner.

The purpose of this pre-issue stage 'fact check' report was to identify any issues of fact which were incorrect, such as place names or figures which were referenced. Whilst there was no legal or policy provision for a 'fact check' report stage, it had, nonetheless, become commonplace for examiners to provide a pre-issue version of the report to the Borough Council and the qualifying body (the Parish Council) mirroring the legal requirement regarding the final report, so that purely factual errors could be identified and corrected.

The examiner would not consider any comments which did not relate to factual errors. As such, this was not an opportunity for representations to be made on the content of the report.

IPE had indicated that it would be helpful if comments could be prepared as a collated response from both the Borough Council (as the local planning authority) and the Parish Council.

The deadline date for comments was 9 December 2020.

Subsequent to issue of the report, the Head of the Neighbourhood Plan Team at Cheshire East Council, had already commented on the report, as follows:

*2.1- makes reference to Macclesfield Borough Local Plan, this should be Crewe and Nantwich Borough Local Plan instead (I've a feeling I made this error in my rep and it may have been carried through to the report).*

*4.51 - the paragraph makes reference to there being no specific strategic policy that deals with parking and this isn't correct. At appendix C of the CELPS, parking standards are set out and the requirements link into CELPS policy CO2: Enabling Business Growth through Transport Infrastructure.*

Mr Bill Atteridge, Chairman of the Neighbourhood Plan Steering Group was in attendance and spoke to the report.

In addition to the errors referenced by the Head of the CEC Neighbourhood Plan Team, the Steering Group wished to add the following:

*4.34 – The link to Cheshire East Council's Tree Preservation map ([https://maps.cheshireeast.gov.uk/ce/webmapping?&layers=LU\\_S\\_TPO\\_PNT\\_current.LU\\_S\\_TPO\\_POLY\\_current](https://maps.cheshireeast.gov.uk/ce/webmapping?&layers=LU_S_TPO_PNT_current.LU_S_TPO_POLY_current)) and references, should be included in the Plan to eliminate any doubt about the state of any tree issues in the future.*

*Revised Policies Map:*

*4.60 - Policies Map, with appropriate revisions, to be provided by Cheshire East Council Neighbourhood Plan Support Team, for inclusion in the Plan following Section 12.*

**RESOLVED:** (a) That it be noted that the Cheshire East Council Neighbourhood Plan Team had already submitted its own comments on the fact-check report provided by Intelligent Plans and Examinations (IPE), the Independent Examiner; and

(b) That the Parish Council approve the suggestions made by the Neighbourhood Plan Steering Group, as its representations in respect of corrections required to the fact-check report by the Independent Examiner.

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Note: Mr W Atteridge withdrew from the meeting at this point in the proceedings.

### 340 DRAFT BUDGET – 2021-2022

At its meeting held on 18 November 2020, the Finance Committee considered the draft budget for 2021-2022 at which time the way in which the budget was presented was revised with the aim of ensuring that it would be easier for residents to understand. The changes made resulted in a consolidation of the various budget heads.

An additional change made was that the budget monitoring statement, which had previously included the draft budget for 2021-2022 had been divided into two separate documents, namely (1) budget monitoring statement to October 2020, and (2) Draft budget for 2021-2022.

The following documents were submitted:

- Clerk's covering report.
- Budget Monitoring Statement. This statement set out the financial position for the year 1 April – 30 October 2020 and provided revised estimates to 31 March 2021.
- Draft Budget for 2021-2022.
- Receipts and Payments statement for the period to 30 October 2020.

Members discussed the budget, line by line, and the following amendments were made.

Line 1	Staff Costs	Add £1,500 – pension requirement for Community Manager.
Line 10	Adobe Creative Cloud	The Community Manager currently used his own camera to take photographs. Funding for the purchase of a camera, for use by the Community Manager, to be included.  Add £2,000 for the purchase of IT equipment.
Line 13	Events	Delete £6,000 as this was a duplication of the individual costs identified.
Line 15	Small Grants Scheme	Increase to £1,000.
Line 16	Youth Club provision	Delete.
Line 18	Grounds Maintenance	Ask Northwich Town Council if it could incorporate quarterly inspections of Vine Tree Play Area into the SLA.
Line 21	Neighbourhood Plan Referendum	Retain at £2,000 for the time being.
Line 24	Purchase of Recreational Land	As part of the budget considerations, the Clerk had written to Meller Speakman to enquire into the cost of Kate McLean contacting individuals identified as having an interest in land which was considered to be appropriate for recreational space.  A response had been received, to the effect that one of her colleagues would now be dealing with this. The work would be carried out on a time-charge basis with a maximum fee threshold of £1,250 in place. The hourly charge was £125.00 but administrative matters would be carried out by junior staff at the lower rate of £50 per hour.  Members briefly discussed if it would be possible to make progress on this project, given that a robust consultation with residents would be needed and that would require, <i>inter alia</i> , producing an artist's impression of the proposed site and a survey of the site.

It was suggested that an informal meeting of the Environment and Recreation Committee (i.e a Task Group) consider this matter and report its proposals to the January 2021 Parish Council meeting.

Line 29	General Reserves	Reduce from £60,000 to £46,000.
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### **Village Hall Budget**

The Village Hall cost £16,000 per annum to operate, and at present there were no allocated resources to increase the income of the Village Hall. Members suggested trying to reduce the budget line allocations.

Lines 33/34	Gas and Electricity Supplies	Enquiries were being made to reduce the cost of energy at the Village Hall.
Line 42	General Maintenance	Delete the £3,000 allocation.
#	Marketing	Add a sum of £2,000 for marketing with the aim of increasing occupancy.  Councillor Kevin Gibbs would discuss this with the Community Manager.
#	140 Main Road	No funding had been allocated for this scheme, and at this stage, no firm decision had yet been made about whether the Parish Council wished to accept the building as an asset.  It was agreed that no funding should be allocated at this time.

The Environment and Recreation Committee and the Village Hall Committee would each meet as respective Task Groups and make suggestions to inform the budget.

**RESOLVED:** That the Clerk amend the draft budget proposals for 2021-22, as indicated and present a final document to the meeting to be held on 6 January 2021.

### **341 ACCOUNTS – 2019-2020**

The external auditor, PKF Littlejohn LLP, had not been satisfied with the explanation of the spend difference between 2018-19 and 2019-20. As a consequence, the Clerk was required to prepare a detailed variance schedule. This was requested to be provided by 13 November 2020, but as only one week's notice was given, the Clerk was granted an extension to 20 November 2020 and provided the required schedule on that date.

The regulations required that the External Auditor's report must be published on the Council's website by 30 November 2020. The report was submitted to the Council, together with the closure letter from PKF Littlejohn. The information had been uploaded onto the website.

### **342 PAYMENTS**

**342.1** The Parish Council received a list of payments made in September and October 2020 as follows:

Payee	VAT £	Net £	Total £
Insight - purchase of laptop for Clerk	263.80	1,318.89	1,582.69
Insight - purchase of headphones for Comm. Manager	50.40	251.98	302.38
Adobe - Photography software		9.98	9.98
Brave Little Tank	240.00	960.00	1,200.00

Payee	VAT £	Net £	Total £
Tim Dobson - net salary		520.00	520.00
R Hancock		21.00	21.00
Beardmore Accountants		65.00	65.00
Crystal Clean (Inv 1531)	102.00	510.00	612.00
Northwich TC	139.70	698.50	838.20
Cymphony (TIG)		69.36	69.36
Brave Little Tank	180.00	900.00	1,080.00
Purchase of two Logitech cameras	98.71	493.48	592.19
Purchase of Lenovo laptop for Comm.Manager	311.66	1,558.31	1,869.97
Eduzone - soap for dispensers for Village Hall	8.71	43.55	52.26
KCOM - Wi-fi Village Hall	11.30	56.50	67.80
Viking - 204 pencils for Remembrance Sunday track and trace	13.57	67.83	81.40
Strategy 365	14.84	74.20	89.04
C M Jones		1,037.47	1,037.47
Enviroskip – for allotments site	34.05	170.25	204.30
Gradwell – dedicated phone line		29.30	29.30
C M Jones - expenses		305.99	305.99
C M Jones - expenses		60.41	60.41
Zoom		38.40	38.40
Beardmore Accountants – payroll		65.00	65.00

### 342.2 Authorisation of payments

**RESOLVED:** That the following payment be approved:

£480.00            PKF Littlejohn LLP – audit of the accounts 2019-20  
(£400.00 net and £80.00 VAT)

### 343 AUDIT MATTERS – 2019-2020

The only outstanding matters which the Council was reviewing were:

- (a) Village Hall account: A sum of £315 which could not be accounted for in the accounts of 2018-2019.

The Finance Committee had reviewed the paperwork and was satisfied that the entry for £315 with no named recipients and no receipt number was an error, and was a duplication of the deposits identified against Receipt Nos. 12 (£15), 13 (£30), 14 (£15), 15 (£15) and 16 (£240) which totalled £315.

- (b) The Council to ensure that Members are not given authority to take action on behalf of the Council. This is contrary to S.101 of the Local Government Act 1972 which states that -

*'a local council may arrange for the discharge of any of its functions to –  
A committee (or sub-committee); or an employee; or another local authority*

The Clerk would report on this at the January 2021 meeting.

### 344 PLANNING APPLICATIONS

The Parish Council was asked to comment on the following planning application.

20/5237N<sup>1</sup> Forget-Me-Not Fields, Old Puseydale, Main Road, Shavington, CW2 5DU  
Advertisement Consent for the erection of a sign at the entrance to the site.

Although the notification related to advertising consent, a Member had noted that on the Cheshire East Council website, the application was, in fact, application for the installation of the burial ground itself.

**RESOLVED:** That an extra-ordinary meeting of the Parish Council be held on Thursday, 10 December 2020 to consider planning applications 20/5236N and 20/5237N.

### 345 CAMERON AVENUE

The Parish Council was invited to draw up an appropriate specification for investigative work to be carried out at Cameron Avenue, to take into account the condition of the trees, and to request an arboricultural report.

Members were reminded that this was an item on the agenda for an extra-ordinary meeting of the Council on 18 November 2020 meeting; unfortunately, the quotations which were due to be considered, only addressed the removal of the Silver Birch trees, and the meeting was, therefore, cancelled, as it was essential that an arboricultural report be provided.

Councillor M Ferguson was asked to draw up the specification to enable quotations to be sought.

### 346 CONSULTATION – TRANSPORT AND PARKING

It was noted that Cheshire East Council had launched public consultations on local transport and parking plans across the borough. The details could be accessed at [www.cheshireeast.gov.uk/LocalTransportEngagement](http://www.cheshireeast.gov.uk/LocalTransportEngagement)

The consultation had commenced and would conclude on 31 January 2021. CEC was engaging with communities, towns, elected Members and stakeholders.

The results of this exercise would inform the future direction of how to improve transport, walking and cycling in the Borough's towns. It would also inform proposals which would be subject to further consultation regarding changes to parking provision and potential changes to car parking charges in the borough.

### 347 VILLAGE HALL

#### 347.1 Councillor Kevin Gibbs' Report

- (a) Councillor Kevin Gibbs had expected to be able to report on quotations in respect of energy costs at the Village Hall but had been unable to acquire the information.
- (b) A request to hire the Village Hall had been received from a potential client who wished to hire the kitchen only for cooking on one occasion. She would be the only person in the hall during the hire period.

The Parish Council was asked to consider this request in view of any potential Covid-19 implications.

**RESOLVED:** That the request to hire the Village Hall kitchen only, be agreed.

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<sup>1</sup> This was the notification provided, but there was an additional application on the CEC website (20/5236N) which was for installation of the burial ground.

**347.2 Hire Agreement**

As reported to the November meeting, Lynne Thornton, Solicitor, had agreed to re-draft the current hire agreement. It was not yet available.

The Clerk's view was that the current hire agreement was satisfactory for the time being as it was originally drafted by a solicitor. It had subsequently been amended by councillors to reflect Covid-19 arrangements.

**348 DATE OF NEXT MEETING**

**6 January 2021**

**349 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.

**350 STAFFING MATTERS**

(Reason for exclusion: Relates to an employee of the Council)

The Parish Council was due to consider a request for overtime payment; however, in the absence of the required information, this item was deferred to the January 2021 meeting.

**351 BUILDING SURVEYOR QUOTATIONS - 140 MAIN ROAD, SHAVINGTON**

(Reason for exclusion: commercial sensitivity)

As reported previously, the Clerk had received four indicative quotations for surveying 140 Main Road, Shavington.

At the previous meeting, only two firm quotations were noted. A third had now been received and this was confirmation of the indicative quotation previously submitted.

**RESOLVED:** That the quotation submitted by Rory Mack Associates be accepted in the sum of £1,200.00, being the lowest quotation, to carry out a structural survey of 140 Main Road, Shavington.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 10.30 pm.