

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 4 MARCH 2020 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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

IN ATTENDANCE: Borough Councillor D Marren
14 members of the public

203 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. 212 (Shavington Dynamos) on the basis that his son was a member.

204 MINUTES

RESOLVED: That the Minutes of the meeting held on 4 February 2020 be approved as a correct record, subject to the following:

Minute No. 184 - Declarations of Interest

ADD: *Councillor L Buchanan declared a personal interest in Minute No. 193 on the basis that she was Chairman of the Youth Club.*

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

205 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.

Comments made by members of the public included –

- Cleaning of bus shelters.
- Footpath off Weston Lane.
- Dead trees (raised at previous Parish Council meetings).
- Condition of the road surface on Chestnut Avenue.
- Objections to planning application No. 20/0604N (Minute No. 206 below).

**206 PLANNING APPLICATION 20/0604N – ELEPHANT AND CASTLE INN
289 NEWCASTLE ROAD, CW2 5DZ
Variation of conditions 2 and 24 of existing permission (17/2483N) –
Affordable housing development comprising 45 dwellings and ancillary works)**

The Parish Council considered planning application No. 20/0604N.

RESOLVED: That the following observations be submitted to Cheshire East Council in respect of planning application No. 20/0604N.

1. There are unacceptable consequences for the amenity of the existing residents on that part of Main Road from the Elephant and Castle Inn northwards to the T-junction.
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2. Condition 24 starts with the words ***'The development shall not commence until.....'*** whereas the variation sought under 20/0604N starts ***'No dwelling shall be occupied until.....'*** This means that the developer could, in theory, **begin work** on this site **immediately** before details of the road layout are finalised.
3. It is difficult to understand how a scheme involving traffic calming measures would not be *detrimental to the free movement of traffic along the highway*. Moreover, the scheme does not show any appreciative widening of the footways on either side of Main Road other than two build-outs, one either side of the road.
4. Currently, residents along Main Road have limited on-road parking facilities. Some of this would be lost under this scheme and, in mitigation, there will be four additional parking spaces on the Elephant pub car park for use by residents. As these spaces are on the pub car park, there would be no guarantee that they would be available as and when required by residents. How would this be 'policed' without some form of signage?
5. The predicted increase in traffic as a result of this development seems to be underestimated by the applicants. The original survey was carried out in 2017 which they state is still relevant. The figures quoted in the application show an AM peak of 85 VPH (74 plus 11 vehicles from the new development) and a PM peak of 103VPH (93 plus 10 from the new development); however, these figures only relate to vehicles moving to the North of the permitted access i.e. those vehicles exiting left. No mention is made of vehicles turning right i.e. towards Newcastle Road.
6. The proposal seeks to withdraw the requirement for a TRO which was conditionally made in light of highways safety concerns. It cannot be safer to remove the requirement altogether.
7. The projected number of pedestrians and vehicles using Main Road is unfeasibly low and should not be relied upon.
8. Pedestrians will still need to walk into Main Road to avoid multiple crossings of a main artery through Shavington. Footways will remain unsuitably narrow for an increased number of pedestrians. The application does not satisfy key safety concerns in this area.
9. An independent safety audit should be carried out in respect of the entrance to the site on Main Road (The Elephant) along to the T-junction on Main Road, and the junction with Main Road and Dig Lane.
10. There is a lack of signage to govern priority on Main Road. How will highway safety be maintained?
11. A consultation should be carried out with residents where there are proposed changes to existing roads.

In addition to the above, the Parish Council requests that an assessment be carried out to establish the need for 45 affordable homes.

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

207 POLICE MATTERS – BEAT MANAGER'S REPORT

The Parish Council received the Beat Manager's Report for February 2020. The report included figures of speeding vehicles. The Clerk was asked to request the Police to use the Tru-cam on Gresty Lane.

208 BOROUGH COUNCILLOR DAVID MARREN

Councillor David Marren reported on Cheshire East Council (CEC) matters of interest and provided an update on outstanding parish matters.

Issues raised included the following:

- Cheshire East Borough Council by-election, following the death of Dorothy Flude. Former MP, Laura Smith, had been elected as the Ward Councillor for Crewe South, representing the Labour Party.
- New Chief Executive: Lorraine O'Donnell had been appointed as Chief Executive and would take up her post on 30 March 2020.
- At full Council on 20 February 2020, Councillor Sarah Pochin was elected Mayor-Elect of the Borough for 2020-21 and Councillor David Marren was elected Deputy Mayor-Elect. Both formal elections would take place at Annual Council in May 2020..
- Councillor Laura Crane had been appointed Portfolio Holder for Highways and Waste, replacing Brian Roberts who had died earlier this year.
- Cheshire East Council and Storengy had secured funding to fuel bin wagons with green hydrogen.
- Grant Funding – the next round of applications under 'My Bright Idea' and 'Our Community Bright Idea' was 27 March 2020 (referenced at the February 2020 meeting).
- Winter gritting. CEC Cabinet had adopted the Highways Safety Inspection Policy 220, Code of Practice for Highway Safety Inspections 2020, the Winter and Adverse Weather Policy 2020, Adverse Weather Plan 2020/21 and the CE Highways Resilient Network 2020.
- Willowbrook Grange Estate. Taylor Wimpey was proposing to enter into a Section 38 (Highways Act 1980) road adoption agreements to enable the road network on the development to be adopted eventually.
- Second Pedestrian Crossing – Rope Lane: Update on S.106 funding for the crossing. £80,000 had now been paid to CEC. This was likely to be implemented in the Spring of 2021.
- Speeding: Statistics on enforceable infringements for each month were given.
- Gresty Lane: This location was being considered as an appropriate location for Tru-cam.
- Public footpaths. The Chairman of the CEC Public Rights of Way Committee had accompanied Councillor Marren on an inspection of various footpaths in the parish.
- Shavington Youth Club. Update on the Borough Council's position in respect of the future of 140 Main Road (the building which was occupied by the Youth Club).

Councillor Marren recommended the Parish Council to consider accepting responsibility for the building under the informal local service delivery scheme which could transfer this as an asset to the Parish Council; however, this would exclude the freehold, which would be retained by Cheshire East Council.

It was noted that the necessary refurbishment work required to bring the building up to an acceptable standard was in the region of £250-300,000.

Arising out of discussion, the Clerk was asked to contact Councillor Nick Mannion, Portfolio Holder for Environment and Regeneration, to pursue the possibility of the transfer of the building to the Parish Council.

Members were able to ask questions of Councillor Marren in respect of his report.

209 NEIGHBOURHOOD PLAN (REGULATION 16)

It was reported that all documents necessary for the Regulation 16 stage in the Neighbourhood Plan process had been forwarded to Cheshire East Council (CEC).

The publication period commenced on 26 February 2020 and would run until 8 April 2020. The two documents from CEC, namely (1) Post-Submission Document for the Qualifying Body (i.e. the Parish Council), and (2) the formal Notice of the Submitted Plan Proposal.

The Parish Council had been asked to provide a summary of the Plan Policies, and Mr Atteridge (Chairman of the Neighbourhood Plan Steering Group) was discussing this with Lucy Hughes, the Planning Consultant from Cheshire Community Action.

The Clerk was now required to notify all those who responded to the Regulation 14 consultation (not provided on the list sent by Cheshire East Council) to inform them that the Shavington Neighbourhood Plan was proceeding to Regulation 16.

In the absence of Mr Bill Atteridge (Chairman of the Neighbourhood Plan Steering Group), Councillor Buchanan read to the meeting a statement from Mr Atteridge.

The Steering Group would arrange a meeting of its members at the close of the publication period under Regulation 16 of the Neighbourhood Planning (General) Regulation 2012.

210 PLANNING MATTERS

The Parish Council was invited to submit observations on the following planning applications:

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|----------|--|
| 20/0501N | 2 Brick Kiln Close, Shavington CW2 5UH Proposed side extension. |
| 20/0813N | Greenbank Farm, Crewe Road, CW2 5JB Change of use from agricultural to dwellings <u>Prior Approval Application</u> |

RESOLVED: That no observations be made on planning applications 20/0501N and 20/0813N.

(Note: All Members present voted for the motion on each planning application.)

211 FINANCIAL MATTERS

211.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

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

(A) Parish Council

| | | |
|---------|------------------|---|
| £428.66 | HMRC | Tax and employer's NI liability on Clerk's salary. The increased tax and NI is owing to the overtime worked from 1 July – 31 December 2019 and relates to hours not claimed at the previous meeting (£312.40 tax and £116.26 employer's NI contribution). |
| £279.00 | The Leaflet Team | Delivery of March newsletter (Invoice TKD1202) |
| £360.00 | Nicola Cooper | Photography contract (Invoice 1025) |
| £420.00 | Hazel Dockery | Compilation of newsletter. (28 hours @ £15 per hour). |

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|---------|-----------------------|--|
| £889.11 | Solopress | Printing of 3,000 copies of the March newsletter. (Invoice No. 2344714) |
| £14.00 | Beardmore Accountants | Monthly payroll service. |
| £80.00 | Craig Willetts | Website support. |
| £50.00 | Mr P Woolf | First prize – Best Dressed House at Christmas |
| £116.76 | C M Jones | Mileage Claim and stamps (Last claim period for stamps was April 2019.) |
| £243.44 | C M Jones | Salary arrears ¹ |
| £250.00 | Shavington Dynamos | Grant under the Small Grants Scheme. ² |

(B) Village Hall

| | | |
|---------|---------------------------------|---|
| £432.00 | Crystal Clean South Cheshire | Village Hall cleaning (Invoice 1278 - £360.00 net and £72.00 VAT) |
| £40.00 | Target Window Cleaning | Cleaning of Village Hall windows |
| £68.66 | ASH Waste Services | Invoice 777122 (£57.22 net and £11.44 VAT) |
| £68.66 | ASH Waste Services | Invoice 79015 (£57.22 net and £11.44 VAT) |
| £68.18 | ASH Waste Services | Invoice 802263 (£56.82 net and £11.36 VAT) |
| £99.28 | ASH Waste Services | Invoice 812997 (£82.73 net and £16.55 VAT) |
| £575.64 | Dame Hygiene Services Ltd. | Nappy Unit and Feminine Hygiene service at Village Hall (£479.70 net and £95.94 VAT) |

(C) Debit Card Payment

The Clerk reported that on 17 February 2020, she had made a payment of £433.20 to Total Groups, an employment agency, in respect of advertising the post of Community Manager.

211.2 75th Anniversary of VE Day - Commemorative Bench

The Clerk had received an unsolicited contact from Fabrications North East Ltd. which was supplying commemorative benches to local councils to mark the 75th anniversary of VE Day.

There was no budget for this, other than a sum of £1,000 for the purchase of benches to be provided on Rope Lane and Newcastle Road. The commemorative bench cost £600 and came ready-assembled, with an £80 charge for delivery.

The Parish Council considered if this should be purchased as one of the benches identified in the budget.

RESOLVED: (a) That the quotation from Fabrications North East Ltd. to supply a VE Day commemorative bench be declined; and

(b) That the Clerk contact *Men in Sheds, Crewe* for a quotation for a commemorative bench.

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

Note: Borough Councillor David Marren withdrew from the meeting at this point in the proceedings.

¹ Approved under Minute No. 220 but included here for ease of reference.

² Approved under Minute No. 212 but included here for ease of reference.

212 GRANT REQUEST – SHAVINGTON DYNAMOS

Shavington Dynamos submitted a grant request to the December 2019 meeting. The Parish Council deferred a decision pending receipt of a copy of the group's latest bank statement. This had now been provided within an email from the Treasurer.

The grant requested was £250 for the purchase of kit.

Councillor Ferguson suggested during the meeting that the Parish Council leaf logo could be added to the kit, and this could be funded by the Parish Council.

RESOLVED: (a) That a grant of £250 be made to Shavington Dynamos. (Minute No. 211.1 refers.); and

(b) That the Parish Council consider at a future date, the possibility of funding the cost of the leaf logo being added to the kit.

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

213 GROUNDS MAINTENANCE

The Parish Council considered a revised specification for the grounds maintenance contract with Northwich Town Council.

Following the 'walkabout' on 13 February 2020, with the Town Clerk (Northwich Town Council) and his colleagues, together with Councillors from the Parish Council, Councillor Matt Ferguson amended the original Bill of Quantities to produce a revised Specification which replaced the Bill of Quantities.

Councillor Ferguson had shared this with other Members of the Environment and Recreation Committee for their informal comments. A copy of the draft document had been submitted with the agenda papers, and a further, final copy, was issued to Members on 2 March 2020 and had also been provided to Northwich Town Council to enable the Town Clerk to commence work on the Service Level Agreement.

The Council was asked to approve the revised Specification for the Grounds Maintenance Contract subject to any amendments to be made at the meeting. In the event of further amendments, this would then be issued to Northwich Town Council which would produce a Service Level Agreement (SLA) based on the revised specification.

To enable prompt progress to be made, it was suggested that an extra-ordinary meeting of the Parish Council be held on either 11 March 2020 at 6.30 pm (prior to the start of the Community Engagement Committee), or 18 March 2020 at 6.30 pm (deferring the start of the Finance Committee to 7.15 pm).

Councillor Ferguson was thanked for his work in producing a detailed and comprehensive document.

RESOLVED: (a) That the Grounds Maintenance Specification be approved subject to the following:

under item 5 (b) (*The 'Peace' roses either side of the War Memorial shall be attended to throughout the year, with particular attention paid to the presentation of the carnations in the week leading to Remembrance Sunday*) an additional provision be included to allow for attention in Spring each year;

(b) That an extra-ordinary meeting of the Parish Council be held on 11 March 2020 at 6.30 pm to consider and approve a Service Level Agreement prepared by Northwich Town Council.

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

214 STAFFING APPOINTMENTS

214.1 Community Manager

The Parish Council received a copy of the National Association of Local Councils (NALC) Model Contract of Employment, together with a guidance note. The contract would require some 'tailoring' to allow it to be appropriate for the Community Manager's post.

214.2 Village Hall Maintenance Officer

This post had been advertised in the Parish newsletter and Shavington Primary School's newsletter.

The closing date for applications had been extended to 20 March 2020. As the newsletter was not due for delivery until week commencing 9 March, potential candidates might not have the opportunity to apply before the original closing date of 16 March 2020.

215 215.1 POTENTIAL PURCHASE OF ST MARK'S CHURCH 215.2 PURCHASE OF RECREATIONAL LAND IN THE PARISH

Members received guidance about the consultation process which must be undertaken in the event of the Parish Council deciding to purchase (a) St Mark's Church and (b) recreational land in the parish.

Although the Parish Council, at its meeting on 6 November 2019, had considered guidance about the operation of the Public Works Loans Board, additional information was now provided, namely, evidence requirements for borrowing, and guidance from the Department for Communities and Local Government.

St Mark's Church:

The Parish Council must carry out a consultation which must be undertaken **before** approaching the Public Works Loans Board for a loan. The Secretary of State required evidence of a consultation.

There was no set format for the consultation, but it must be more robust than simply adding an item in a newsletter. Holding a public meeting with a vote was one option; another would be to distribute a questionnaire to each household in the parish. If this latter method was adopted, it would be important to take into account that there would be more than one adult in most households; therefore, there should be more than one questionnaire to each household.

Recreational Land in the Parish: Although not a project for 2020-2021, the Parish Council had previously indicated that it wished to purchase an area of recreational land in the parish, and a land agent had already been engaged to carry out preparatory work to identify an appropriate parcel of land.

As with the potential purchase of St Mark's Church, a robust consultation must be carried out before applying for a loan to purchase a parcel of land.

During discussion of these two items, Members also raised the issue of 140 Main Road, Shavington (Minute No. 216 below).

RESOLVED: (a) That prior to the meeting to be held on 1 April 2020³ Cheshire East Council be asked to advise about its proposed plans for 140 Main Road, Shavington;

(b) That the land agent be asked to prepare a report for the April 2020 meeting; and

³ Owing to the Coronavirus Epidemic, and based on Government guidance, all meetings were cancelled until further notice.

(c) That a special meeting of the Parish Council, with St Mark's Church representatives, be held to discuss a timeline for disposal of the site; the likely sale cost; and St Mark's preferred usage for the site.

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

216 ASSET OF COMMUNITY VALUE (COMMUNITY RIGHT TO BID – 140 MAIN ROAD, SHAVINGTON (YOUTH CLUB))

This item had been dealt with during discussion under Minute Nos. 215.1 and 215.2 above.

The Clerk would contact Cheshire East Council (as referenced in Minute No. 208 above).

217 CLERK'S INFORMATION REPORT

The Clerk reported on the following matters for information.

1) Donation to Woodnoth-cum-Shavington WI

The Woodnoth-cum-Shavington WI had sent a 'thank you' email for the donation made in respect of its contribution to the success of Remembrance Sunday – November 2019.

2) Carols at Christmas – 20 December 2020

The Clerk had booked Crewe Brass Band for the Carols at Christmas event on 20 December 2020. It was noted that this was the same date as St Mark's Church Carol Service.

3) Police & Crime Commissioner Elections – 7 May 2020

The Police & Crime Commissioner Elections were to be held on 7 May 2020. This would not impact the VE Day Commemorations.

4) Vine Tree Play Area

ACE Playgrounds had now commenced the repair work in the play area. The swings would be replaced during this week (commencing 2 March 2020). ACE had advised that it would need to raise an additional cost for the replacement of two toddler swings as this was not included in the original quotation (£95.60 plus VAT for each).

The remaining work would take approximately two days (painting) which would be carried out in the warmer weather.

5) Village Hall

Owing to the introduction of new fees, the booking forms were to be revised in time for 1 April 2020. In addition, Councillor Kevin Gibbs had highlighted the need for the hire agreement to be amended to take into account, for example, Wi-Fi, adult safeguarding and children's safeguarding and it may be that the Parish Council would be required to adopt a policy in respect of each.

6) Lights not Commissioned – Opposite to Alfred Potts Way

Cheshire East Council had advised that the commissioning of these lights was the responsibility of the developer, not Cheshire East Highways, and this would have been a planning obligation when approval was granted. It fell under either S.38 or S.278 of the Highways Act 1980.

S.38 related to roads, lights, drains etc. within a new housing estate.

S.278 related to anything outside the estate; for example a 1,000 homes estate may need to upgrade the nearest set of traffic lights, require a new road to be built, or new lighting on the main road because previously it had been a piece of land with no vehicular access, but could now potentially have 1,500 cars using it after the development is completed.

The Clerk had phoned Taylor Wimpey on 1 March 2020 and was waiting for a call back. The website did not give any email contact details.

7) Future Committee Meetings

11 March 2020 Community Engagement Committee
18 March 2020 Finance Committee

218 DATE OF NEXT MEETING

1 April 2020

219 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.

220 SHAVINGTON PRIMARY SCHOOL – CAR PARK – LICENCE AGREEMENT

(Reason for exclusion: Relates to contractual arrangements between the Parish Council and the School.)

The Parish Council was asked to consider a proposed licence agreement between the Parish Council and Shavington Primary School (Learning for Life Partnership) to allow public use of the school car park.

This was emailed to Members prior to issue of the agenda. As a consequence, numerous queries were raised by Members. The Clerk sought clarification from the Learning for Life Partnership. To enable the Parish Council to give full consideration to the matter, the Clerk provided (a) a summary of all the points raised by Members, (b) the Learning for Life Partnership's responses to those queries, and (c) advice from Came and Company (the Parish Council's insurance broker).

The Clerk provided these documents to Lynne Thornton, Solicitor asking for her advice. This was not currently available.

RESOLVED: That the matter of the licence for use of Shavington Primary School car park be deferred to the meeting to be held on 1 April 2020 when legal advice would be available.

221 STAFFING MATTER – CLERK'S OVERTIME

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

The Parish Council considered two matters associated with the Clerk's employment, namely overtime and amendment to the monthly standing order.

RESOLVED: (a) That payment in the sum of £243.44 in respect of the Clerk's overtime, as detailed, be approved; and

(b) That the Standing Order amendment in respect of the Clerk's salary, with effect from 1 April 2020 be approved.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 10.30 pm