

**MINUTES OF A MEETING OF  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL HELD ON 4 NOVEMBER 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 M Ferguson	Councillor J Hassall
	Councillor K Gibbs	Councillor G McIntyre
	Councillor R Hancock	Councillor R Moore
<b>APOLOGIES:</b>	Councillor V Adams and L Buchanan	
<b>ABSENT:</b>	Councillor N Cooper	
<b>IN ATTENDANCE:</b>	Councillor D Marren Mr W Atteridge	Cheshire East Council Chairman of the Neighbourhood Plan Steering Group

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**317 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.

**318 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 7 October 2020 be approved as a correct record.

**319 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, 3 November 2020.

There were no questions from members of the public.

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

The Parish Council received a copy of the Beat Manager's Report together with the accompanying traffic data. These had been forwarded to Members on 1 November 2020.

**321 BOROUGH COUNCILLOR DAVID MARREN**

Councillor David Marren reported on Cheshire East Council matters of interest and up-dated Members in respect of outstanding parish matters.

His report had been emailed to Members on 31 October 2020.

Councillor Marren drew attention to the following items.

- Cheshire East Council's review of the current Cabinet system with a view to changing to a Committee system with effect from May 2021.
- Crewe Area Highways – allocation of £40,000 for minor works to be carried in the Crewe area.
- Complaints received from residents about HS<sub>2</sub>.
- Speed Enforcement.

Members were able to ask questions about the report, but also took the opportunity to raise other issues.

### 322 NEIGHBOURHOOD PLAN

Mr Bill Atteridge, Chairman of the Neighbourhood Plan Steering Group (NPSG) updated the Parish Council in respect of the examination stage of the Neighbourhood Plan.

The NPSG was currently assessing budget requirements for 2021-22 to publicise the referendum due to take place on 6 May 2021. Costs would be provided in time to inform the draft budget.

### 323 REMEMBRANCE SUNDAY – 8 NOVEMBER 2020

The Parish Council planned to hold the Remembrance Sunday service as a live-streamed event, commencing at 10.40 am, with residents being encouraged to 'watch from home'.

In view of the Government's announcement of a further lockdown, effective Thursday, 5 November 2020, the arrangements were being reviewed and the Council was taking advice from the Royal British Legion and other local councils which had planned their own services.

An emergency informal meeting of the Community Engagement Committee had been arranged for Thursday, 5 November 2020 to review the detailed arrangements as follows:

- The Community Manager and Councillor Kevin Gibbs would be making site checks on 5 November 2020.
- The photographer had been booked (Nicspics).
- A meeting with the two Ministers had been arranged for 5 November 2020.
- Several councillors had agreed to assist on the day, and Judith McIntyre from the local WI would also assist.
- The Scouts were not permitted to attend the event; their standards would be provided for the service.
- The road closure would be amended to 8.00 am – 12 noon.
- Marking tape would be used to indicate where people would be able to stand, observing the social distancing rule.
- There would only be two wreaths laid.
- The company providing the live-streaming (HSL) would be on site at 8.00 am on Sunday.
- Radio microphones were to be provided for all participants.
- The Clerk was asked to ensure that the war memorial area was cleaned before Sunday.

### 324 PLANNING

#### 324.1 Planning Applications

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

20/4622N	2 Withnall Drive, Shavington CW2 5HG Proposed side and rear extension
20/4755N	15 Springwell Close, Crewe, CW2 6TX Single-storey rear extension and two-storey extension with front porch addition
20/4764N	27 Barons Road, Shavington, CW2 5EW Demolition of existing extension and replace with kitchen/dayroom Flat roof extension

**RESOLVED:** That no comments be made in respect of planning applications Nos. 20/4622N, 20/4755N and 20/4764N.

**324.2 Pre-application consultation  
Adams Planning and Development – Proposed Ecological Burial Site at  
Forget-me-not Fields, Old Pusey Dale, Main Road, Shavington CW2 5DU**

Adams Planning and Development was seeking the Parish Council's views on this proposed development.

It was suggested that an informal meeting be held, at which members of the public could attend and participate.

**RESOLVED:** That an informal meeting of the Parish Council, with Adams Planning and Development, be arranged for 6.30 pm on Monday, 9 November 2020.

**325 FINANCIAL MATTERS**

**325.1 Receipts & Payments Statement – 1 April – 30 September 2020**

The Parish Council received a Receipts and Payments Statement for the main Parish Council account showing the half-year position and the Village Hall account for the same period.

The bank reconciliation on each account was noted, as follows:

<b>MAIN PARISH COUNCIL ACCOUNT</b>	£	<b>VILLAGE HALL ACCOUNT</b>	£
B/fwd on 1 April 2020	54,052.16	B/fwd on 1 April 2020	4,924.19
ADD Receipts	<u>161,523.91</u>	ADD Receipts	<u>10,246.12</u>
LESS Payments	<u>-70,504.28</u>	LESS Payments	<u>-704.45</u>
<b>TOTAL</b>	<b><u>145,071.79</u></b>	<b>TOTAL</b>	<b><u>14,465.86</u></b>
Balance at bank on 30 Sept 2020	145,251.79	Balance at bank 30 Sept 2020	14,465.86
LESS Unpresented BACS payment (Crystal Clean)	<u>-180.00</u>	<b>TOTAL</b>	<b><u>14,465.86</u></b>
<b>TOTAL</b>	<b><u>145,071.79</u></b>		

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

**325.2 Microsoft Surface Laptop 3:** As reported to the meeting held on 7 October 2020, a Microsoft Surface Laptop 3 was ordered for Tim Dobson (Community Manager). The laptop was not expected to arrive until 4 November 2020, and as this date would have been too late to allow Mr Dobson to carry out various procedures related to Remembrance Sunday, a second laptop (a Lenovo) was ordered and paid for and was delivered on 20 October 2020 at a cost of £1,487.98 net, £372 VAT and £9.99 for delivery (£1,869.97). This was to be funded from the £2,000 allocation in the budget which was ear-marked for use by the Clerk.

**325.3 Lenovo:** The Microsoft Surface Laptop 3 had not yet been delivered but had been paid for by debit card. In accordance with the Consumer Credit Act 1974, this laptop could be returned in accordance with the 'cooling-off' period provisions which allowed a consumer to withdraw from the purchase, within 14 days of delivery of the goods. It was not necessary for there to be a fault with the goods.

The Parish Council was asked to consider if this first laptop should be retained for use by the Clerk. This cost a total of £1,885.17 (£1,582.79 net, £287.99 VAT and £14.39 freight fee).

The budget allowed for the purchase of one laptop only. If this second purchase was agreed, it could be funded from either unallocated reserves or underspend on other budget heads, notably £6,000 against Youth Club provision in the parish.

**RESOLVED:** (a) That the purchase of the two laptops (Minute Nos. 325.2 and 325.3) be approved; and

(b) That the purchases be funded from either the underspend against the Youth Club provision, or the unallocated resources.

#### **325.4 Payments for Approval**

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

£570.00	Cheshire Community Action	1.5 days of work on the Neighbourhood Plan, at £380 per day.
£270.00	The Leaflet Team	Delivery of Remembrance Sunday service sheets
£73.51	ASH Waste Services	Inv. 900209 (£61.26 net and £12.25 VAT)
£73.75	ASH Waste Services	Inv. 913370 (£61.46 net and £12.29 VAT)
£73.51	ASH Waste Services	Inv. 924013 (£61.26 net and £12.25 VAT)
£305.99	C M Jones	Reimbursement for ink cartridges
£1,256.40	Scribe (Starboard Systems Ltd)	Inv No. 1316 (£1,047.00 net and £209.40 VAT) as approved 7 October 2020.

Arising out of discussion, the Clerk was asked to cancel collections by ASH Waste Services, until further notice.

#### **325.5 Clerk's Delegated Actions**

The following items of expenditure had been made since the last meeting, in accordance with the Scheme of Delegation.

£104.40	Crystal Clean South Cheshire Ltd.	Village Hall cleaning (£87.00 net and £17.40 VAT (Inv 1468)
£660.00	HSL Entertainment Management Ltd	Live-streaming of Remembrance Sunday service
£519.17	Two Logi-Tech cameras	Initially for use at Remembrance Sunday Each camera cost £254.99 and there was a delivery charge of £9.99.
£60.41	C M Jones	Stationery supplies
£65.00	Beardmore Accountants	Payroll service
£21.00	Councillor Hancock	Printer ink

#### **325.6 Update on Audit Issues**

The following was the only outstanding audit issue raised by the Internal Auditor. The remainder had either been dealt with, or action had been agreed to deal with them.

*Recurring recommendation: 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.*

The Clerk was reviewing the Minutes of the meetings held during 2019-2020 to try to establish if individual Councillors had taken action on behalf of the Parish Council.

#### **325.7 Cameron Avenue – Treatment of Silver Birches**

At its meeting held on 30 September 2020, the Environment and Recreation Committee reviewed the Service Level Agreement (SLA) with Northwich Town Council.

Although Cameron Avenue did not feature in the SLA, the Clerk was asked to seek quotations for work to be carried out in respect of the four Silver Birch trees at the end of the avenue.

The Clerk had contacted three contractors, but only one visited the site and submitted a quotation. As the quotation received was within only a few pounds of the threshold, the Clerk had asked for one other quotation which would be available for the December meeting. In the meantime, she was also contacting the remaining two contractors, initially contacted, to establish if they wished to quote for the work.

The Financial Regulations [Regulation 11.1 (h)] stipulated that for contracts whose value was in excess of £1,000 but under £3,000, the Clerk/RFO shall *strive to obtain three estimates* for the work. Financial Regulation 11.1 (h) also stated that where the value of a contract was £1,000 or below, the Clerk/RFO shall, in consultation with the Chairman.... *be authorised to enter into a contract, having regard, at all times, for the need to seek value for money.*

It was important that the process was scrupulous, especially in view of the Internal Auditor's comments about the Parish Council's financial management, and the Council needed to demonstrate due diligence to avoid any further adverse comment by the Auditor.

**RESOLVED:** That quotations for the proposed work at Cameron Avenue be considered at the December meeting.

## 326 CONSULTATION

### 326.1 STANDARDS IN PUBLIC LIFE

The Committee on Standards in Public Life had recently launched a consultation as part of its review into the institutions, process and structures in place to support high standards of conduct.

An email from the Cheshire Association of Local Councils, together with a copy of the consultation document was submitted and the Parish Council was invited to comment by 4 December 2020, specifically responding to the questions posed.

**RESOLVED:** That the Parish Council decline to comment on the Standards in Public Life consultation.

### 326.2 LOCAL PLAN CONSULTATION – REVISED PUBLICATION DRAFT SITE ALLOCATIONS AND DEVELOPMENT POLICIES DOCUMENT (SADPD)

Following the previous consultation in 2019, the draft SADPD had been amended and Cheshire East Council had now published the Revised Publication Draft SADPD to invite further representations before it was submitted for examination by a planning inspector. The consultation would run from 26 October to 5:00pm on 7 December 2020. Full details of the consultation were set out in the formal 'Statement of the Representations Procedure' and a letter to town and parish councils was also submitted.

The consultation documents could be found at -  
<https://cheshireeast-consult.objective.co.uk/portal/planning/cs/sadpd/rpdsadpd>.

**No decision was taken.**

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

## 327 'CAROLS AT CHRISTMAS' EVENT / VILLAGE HALL LIGHTING

It was reported that at its meeting on 22 October 2020, the Community Engagement Committee agreed that owing to the logistical problems associated with the purchase of a Christmas tree (although not yet approved by the Council) for siting on the church field, the Committee preferred an alternative suggestion which was the lighting of the Village Hall.

This would provide a festive feature for the parish, and the lights, which would be affixed to the outside of the Village Hall, could be used year-on-year.

The cost of providing lighting was in excess of £1,000. In accordance with the Financial Regulations, the Clerk was seeking three quotations which would need to be submitted to an extra-ordinary meeting of the Council which could be held prior to the Finance Committee meeting on 18 November 2020.

**RESOLVED:** That quotations for Village Hall festive lighting be considered at an extra-ordinary meeting of the Parish Council on 18 November 2020, prior to commencement of the Finance Committee.

## **328 VILLAGE HALL**

### **328.1 Hire Agreement**

The hire agreement had been updated by councillors to reflect Covid-19 arrangements, and the Clerk had been asked to contact Lynne Thornton, Solicitor, to confirm that it was acceptable. This had been reported to the meeting on 7 October 2020.

Subsequent to that, Ms Thornton had advised that the hire agreement was inadequate in its present form and she offered to re-draft it.

The revised document was not yet available.

### **328.2 Energy Costs**

A company called Utility Aid, had made contact with the Clerk to ask if the Parish Council would agree to it undertaking an energy audit, free of charge.

The company claimed to be able to secure the best prices for both gas and electricity. This required the company to be provided with a copy of the most recent bill for both gas and electricity, together with a letter of authority from the Council.

Publicity material was submitted and the Parish Council was asked to consider if this survey should be undertaken.

**RESOLVED:** That the offer from Utility Aid be declined; and

(b) That the Parish Council conduct its own research to establish if more competitive prices were available for both gas and electricity supplies.

## **329 INFORMATION ITEM**

- **New Website and Accessibility**

It was reported that there had been a delay in creating the new website. This was expected to be completed by early 2021.

## **330 FUTURE MEETINGS**

18 November 2020  
2 December 2020

Finance Committee – deferred from 28 October 2020  
Parish Council meeting

## **331 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.

**332 POSSIBLE ACQUISITION OF 140 MAIN ROAD  
(Reason for exclusion: Relates to potential contract matters between the Parish Council and the Borough Council)**

The Parish Council considered two quotations for the proposed survey of 140 Main Road, Shavington. Although four companies had indicated that they would be able to submit a formal quotation, two had not yet provided them.

**RESOLVED:** That this item be deferred to the December 2020 meeting to allow a third quotation to be considered.

Draft

.....Chairman

The meeting commenced at 7.30 pm and concluded at 8.45 pm