

**MINUTES OF AN EXTRA-ORDINARY MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 18 MARCH 2020 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT: Councillor K Gibbs In the Chair
Councillor V Adams Councillor G McIntyre
Councillor L Buchanan Councillor R Moore
Councillor M Ferguson

APOLOGIES: Councillors B Gibbs, N Cooper, R Hancock and J Hassall

224 DECLARATIONS 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.

There were no declarations of interest.

225 MINUTES – 4 MARCH 2020

It was reported that the Minutes of the ordinary meeting held on 4 March 2020 were not yet available and would be submitted to the next available Parish Council meeting for approval.

226 APPOINTMENTS COMMITTEE for POST OF COMMUNITY MANAGER

At the Parish Council meeting held on 5 February 2020, an Appointments Committee was set up, comprising Councillors B Gibbs, L Buchanan, R Moore and G McIntyre; extract from the Minutes of that meeting, as follows:

- *Applicants to be invited to apply by the closing date of 9 March 2020.*
- *Interviews be held on Thursday, 19 March and Friday, 20 March 2020.*
- *An Appointments Committee be set up comprising Councillors B Gibbs, L Buchanan, R Moore and G McIntyre.*
- *The Appointments Committee to be given delegated authority to short-list applications, conduct interviews and appoint to the post.*

For various reasons, the majority of those Members were either unavailable to interview applicants or were *conflicted-out* by virtue of their relationship with some of the applicants. Despite the potential conflict, all Committee Members had been involved in the short-listing process which resulted in 12 applications being reduced to five candidates.

In view of the potential conflict of two Members, who had the appropriate specialist knowledge, it was suggested that the two Members decline to sit on the Committee, and that Chris Mead, of Brave Little Tank, be asked to observe the interviews, via a video link. He would not participate in the process of interviewing, but following each interview, he would be able to feed back to the Committee his view of each candidate's responses to the prepared questions, especially those of a technical nature which may be unfamiliar to other Members.

The Council was asked to –

- (a) Consider deferring the appointment of a Community Manager until the national situation was clearer, and in the meantime -
 - (b) Appoint a new Committee of five Members, all of whom can confirm that they will be available on the interview date (to be agreed);
 - (c) Authorise the Committee to re-start the short-listing process;
 - (d) Agree a date for finalising the short-list; (this could be conducted via e-mail); and
 - (e) Authorise the Clerk to notify all applicants of the intended delay and the reasons.
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OR

- (f) Appoint alternative Members to the Committee already set up, retaining the short-list already agreed by the Committee, taking into account the potential conflict of two of the Members involved in the short-listing;
OR
Consider re-starting the short-listing process to enable all the newly-appointed Members to the Committee to review all applications;
- (g) Agree a timeline for finalising the short-listing; and
(h) Reaffirm (a), (d) and (e) above.

RESOLVED: (a) That the appointment of a Community Manager be deferred until the national situation in respect of the coronavirus was clearer; and

(b) That all candidates be informed.

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

227 AUTHORISATION OF PAYMENTS FOR APRIL – JULY 2020

As an anticipatory measure, and in view of the Coronavirus crisis, it was recommended that the Parish Council approve the following regular monthly payments for the period to July 2020 in the event of it not being possible for the Council to meet during this period. This would avoid a disruption in service provided by various contractors.

Each suggested payment was 'on account' (i.e. not matched to an invoice) and approximated to the average monthly payment. This could be regularised at the next available meeting. Each amount was divided into four cheques per contractor, of equal amount so that the cheques could be issued monthly.

In the event of other payments becoming due, the Clerk would settle these using the Parish Council's debit card. These would be reported to the Parish Council, in due course.

It was reported that the Village Hall was to be closed with effect from 21 March 2020, other than for access by the PCSOs. In view of this, the payment to Target Window Cleaning was cancelled, and the payment to Crystal Clean South Cheshire, was reduced to £400 to take account of a deep clean upon closure of the hall. This would provide a level of protection for the PCSOs.

A revised schedule of payments was tabled at the meeting.

RESOLVED: That the following payments be approved.

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

£70.00	Beardmore Accountants	The monthly fee was usually £16.00, but there was likely to be a slight increase for calculations in respect of the Clerk's increased salary from 1 April 2020.
£1,000.00	HMRC	Tax/NI on Clerk's salary.
£300.00	ASH Waste Services	Fortnightly collection of waste from the Village Hall. (Four cheques of £75.00 each.)
£400.00	Crystal Clean South Cheshire Ltd.	Cleaning at Village Hall (includes VAT) (Based on £360.00 per month)
£8,320.00	Police & Crime Commissioner	Final quarterly payment for the cost of a dedicated PCSO (not yet invoiced).

£240.00	Lynne Thornton, Solicitor	Legal advice on the proposed licence agreement between the Parish Council and the Learning for Life Partnership (Shavington Primary School) (£200.00 net and £40.00 net)
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228 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.

229 GROUNDS MAINTENANCE WORK – QUOTATION FOR QUARTERLY INSPECTION OF VINE TREE PLAY AREA

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

The Parish Council considered a quotation from Northwich Town Council (the grounds maintenance contractor) for the provision of quarterly inspections of Vine Tree Play Area.

Members were reminded that the Parish Council had entered into an arrangement with ANSA at the beginning of the financial year 2018-2019, whereby ANSA carried out quarterly inspections of the Play Area together with an annual inspection. For information, specimen reports from ANSA were submitted.

RESOLVED: That the Clerk enquire into –

- The regulations regarding the inspection of play areas to establish if a separate annual inspection was required, or if a quarter four inspection could serve as an annual inspection; and
- The cost to be charged by both ANSA and Northwich Town Council for an annual inspection.

230 SHAVINGTON PRIMARY SCHOOL – CAR PARK – LICENCE AGREEMENT

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

Further to previous discussion of this item, legal advice had now been received from Lynne Thornton Solicitors.

The Parish Council received (a) a further copy of the licence agreement, (b) the summary document indicating Members' previously expressed concerns about the provisions in the agreement, and (c) Lynne Thornton's comments on the licence agreement, together with her recommendations.

RESOLVED: (a) That the matter be left in abeyance as the Parish Council would not be meeting for some months; and

(b) That all Members be asked to review the solicitor's comments and advice with the aim of making a decision about the licence at the next available meeting.

.....Chairman

The meeting commenced at 6.30 pm and concluded at 7.00 pm.