

Shavington-cum-Gresty Council
Parish Council meeting
Main Road,
Shavington, Crewe
CW2 5DP



SHAVINGTON
CUM
GRESTY

MINUTES of the meeting held on
Wednesday 1 December 2021

In attendance: Cllr Adams, Bebbington, Buchanan, Edgar, B Gibbs, K Gibbs, Hancock, Jones, McIntyre, Moore

ScG/21/13/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs Ferguson and Wain.
ScG/21/13/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG/21/13/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 6 October 2021 and 17 November 2021
	RESOLVED: That the Minutes of the previous meetings are approved and signed as an accurate record.
ScG/21/13/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	A member of the public shared his concerns with regards to the following points: <ul style="list-style-type: none">- St Mark's Church land- Main Road footpath- Dog waste bins positions near bus stops
ScG/21/13/5	To receive a report from the Village Beat Manager
	The Clerk updated Members with regards to the latest PCSO arrangement in the Parish. Members NOTED the update.
ScG/21/13/6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)
	Members NOTED the report.

ScG/21/13/7

To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 6 October 2021 or any items arisen since then:

Committee: Community and Engagement Committee

Chair: Councillor K Gibbs

Committee: Village Hall Committee

Chair: Cllr McIntyre

Meeting held 13 October 2021

Items for consideration:

- i. that a recommendation is made to Full Council to allocate a budget up to £1,500 from the Village Hall reserve for the painting of the main hall.
- ii. that a recommendation is made to Full Council to allocate a budget up to £300 to purchase and replace ceiling tiles in the Village Hall kitchen. Further considerations are needed with regards to the replacement of the vinyl floor in the kitchen: in order to evaluate if the stock of roll vinyl floor owned by the Parish Council is enough to cover the area or if a new one is needed.
- iii. that a recommendation is made to Full Council to purchase a camera
- iv. that the draft budget is approved and recommended to Full Parish Council subject to the following amendments being made:
 - a. Kitchen refurbishment: £5,000

Committee: Environment and Recreation Committee (**Minutes attached**)

Chair: Councillor Ferguson

Meeting held 20 October 2021

Items for consideration:

- i. that the Commemorative Bench Sponsorship agreement is approved and recommended to Full Council
- ii. that the draft budget is approved and recommended to Full Council subject to the following amendments:
 - a. Ground maintenance £24,000

Committee: Finance Committee

Chair: Cllr Wain

Meeting held 17 November 2021

Items for consideration:

- iii. that the BACS Payment Compensating Control Procedure is reviewed and considered at Full Council, and that a second level of check in the online payment process is introduced.
- iv. that the draft Finance Committee budget 2022/23 v.2 is approved and recommended to Full Council as part of the budget setting process subject to the following amendments being made
 - a. To reduce PCSO budget to £33,3k
 - b. To merge "recreational land" and "140 main road" budget together: "Acquisition projects" £10k

	<p>c. To reduce Defibrillator budget to £500 to cover the cost of kiosk refurbishment and to set up a campaign to encourage residents to sponsor defibrillator to balance any increase in staff costs</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that an entry-level camera is purchased within budget (Cost centre: Staff/Admin – cost code 72 ICT equipment)</p>
ScG/21/13/8	To note and approve payments since the previous meeting
	<p>Members NOTED the report.</p> <p>RESOLVED: that the payments since the last meeting are approved.</p>
ScG/21/13/9	To consider to approve the next round of payments
	<p>Members NOTED the report.</p> <p>RESOLVED: that payments are approved.</p>
ScG/21/13/10	To note the YTD Parish Council finance position
	<p>Members NOTED the year-to-date financial position of the Parish Council.</p> <p>NOTED: that the bank reconciliation dated 31.10.2021 is approved and signed by the Chair (Parish Council main account)</p>
ScG/21/13/11	To note the Data Protection Compliance Review report completed by JDH Business Service Ltd and to consider the implementation of any urgent action needed
	<p>Members NOTED the Data Protection Compliance Review report.</p> <p>RESOLVED: that the Clerk is delegated to implement all actions listed in the report within budget.</p>
ScG/21/13/12	To note the H&S General inspection report completed by Rhino Safety and to consider the implementation of any urgent action
	<p>Members NOTED the H&S General inspection report.</p> <p>RESOLVED: that the Clerk is delegated to implement any action listed in the report within budget.</p>
ScG/21/13/13	To note and consider:
	<ul style="list-style-type: none"> - Shavington cum Gresty Parish Council general risk assessment - Vine Tree Play Area risk assessment - Shavington cum Gresty Fire risk assessment

	<p>Members NOTED the reports.</p> <p>RESOLVED: that risk assessments are approved, and any needed action is implemented.</p>
<p>ScG/21/13/14</p>	<p>To receive and consider to adopt the following policies:</p> <ul style="list-style-type: none"> • Shavington cum Gresty Health and Safety Policy • Shavington cum Gresty Environmental and Sustainability Policy • Shavington cum Gresty Bench Sponsorship Policy • Shavington cum Gresty Cyber Security Policy • Shavington cum Gresty Data Breach Policy • Shavington cum Gresty Data Processing Agreement • Shavington cum Gresty Document Retention Policy • Shavington cum Gresty Internal Privacy Notice • Shavington cum Gresty Member Security • Shavington cum Gresty Subject access request procedure • Shavington cum Gresty General Privacy Policy and Website Privacy Policy (rev)
	<p>RESOLVED: that the following policies are approved:</p> <ul style="list-style-type: none"> - Shavington cum Gresty Health and Safety Policy - Shavington cum Gresty Environmental and Sustainability Policy - Shavington cum Gresty Bench Sponsorship Policy - Shavington cum Gresty Data Breach Policy - Shavington cum Gresty Data Processing Agreement - Shavington cum Gresty Document Retention Policy - Shavington cum Gresty Internal Privacy Notice - Shavington cum Gresty Member Security - Shavington cum Gresty Subject access request procedure - Shavington cum Gresty General Privacy Policy and Website Privacy Policy (rev) <p>RESOLVED: That the adoption of the following policy is postponed to the next Parish Council meeting, once the document has been reviewed:</p> <ul style="list-style-type: none"> - Shavington cum Gresty Cyber Security Policy
<p>ScG/21/13/15</p>	<p>To receive an update with regard to the Cheshire East Council Community Governance Review.</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that a vote of thanks to the Community Manager is recorded for her great work and for leading the Parish Council Boundary Review campaign.</p>

ScG/21/13/16	To consider a proposal to sponsor the maintenance costs of n.2 defibrillators in the Parish
	<p>Members NOTED the report.</p> <p>RESOLVED: that the services is sponsored with a budget of up to £200 (Cost centre: Grant – cost code: Small Grants Scheme) with the caveat that the two defibrillators are kept in the Parish for at least 24 months.</p>
ScG/21/13/17	<p>To consider to review the current Financial Regulation</p> <p>And to consider to review the bank arrangements and to add the Community Manager as new signatory/authorised user to the Parish Council and Village Hall Bank account.</p>
	<p>Members NOTED the report from the Clerk.</p> <p>RESOLVED: that the Finance Committee is asked to review the DRAFT Finance Regulation and to make a recommendation to Full Council for adoption.</p> <p>RESOLVED: that the bank arrangement is reviewed, and that the Community Manger is added as new signatory/authorised user to the Parish Council and Village Hall Bank Account.</p>
ScG/21/13/18	To consider making a response to the following planning applications
	<p>a. Application: 21/5722N Proposal: High Speed Rail (West Midlands-Crewe) Act 2021, pursuant to Schedule 17 Part 1, Paragraph 6 Conditions relating to Road Transport, of the Phase 2a Act . Location: HS2 Phase 2a lorry routes relating to Community Area 5 for authorised sites National Grid Ref: 370696 352714</p> <p>RESOLVED: No comments.</p>
ScG/21/13/19	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	<p>a. Application 21/5976D Proposal: Discharge of conditions 8, 19, 21, 26, and 30 of app 14/0378N - Outline planning application for B2 (general industry) and B8 (storage and distribution) comprising 1,042,500 sq ft with ancillary offices and maximum storey height of 18m, and associated works including construction of new spine road with access from Crewe Road and A500, creation of footpaths, drainage including formation of swales, foul pumping station, substation, earthworks to form landscaped bunds and landscaping.</p>

	<p>Location: BASFORD WEST DEVELOPMENT SITE, JACK MILLS WAY, SHAVINGTON, CHESHIRE National Grid Ref: 371171.5604 352998.4234</p> <p>RESOLVED: that Cheshire East Council should review the plan to ensure adequate parking provision for cars and other vehicles is provided in the wider site (ownership of land of the applicant), and that provision for vehicles overnight parking is compliant with Cheshire East Local Plan.</p> <p>RESOLVED: That a recommendation is made to the E&R Committee to discuss lorry issue in the Village and report any concerns to Cheshire East Council and Highways.</p> <p>b. Application 21/5986N Proposal: Two-storey side extension with a pitched front and flat roofed rear dormer. Location: 21, ASHCROFT AVENUE, SHAVINGTON, CW2 5HW National Grid Ref: 369995.9584 351404.4803</p> <p>RESOLVED: No comments.</p> <p>a. Application: 20/0604N Proposal: New street naming Address: ELEPHANT AND CASTLE INN, 289, NEWCASTLE ROAD, SHAVINGTON</p> <p>RESOLVED: that the roads are named after two councillors who lived by this development, Alice Willacey and Cllr Barbara Teale.</p>
ScG/21/13/20	<p>To note an update with regards to 140, Main Road and to consider to submit the Cheshire East Council Asset Transfer Enquiry form to start the Asset Transfer process¹</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Clerk is instructed to submit the Asset Transfer Enquiry form to Cheshire East for 140 Main Road, Shavington. And that the DRAFT project described in the report circulated is approved in principle. That the Clerk is authorised to work in partnership with YMCA Crewe to better explore and design the business plan and project feasibility and sustainability.</p>
ScG/21/13/21	<p>To receive and consider an update with regards to the Ground Maintenance</p>
	<p>The Clerk updated Members with regards to the “emergency” ground maintenance work undertaken before the Remembrance Service.</p>

¹ Cllr Hancock left 2040hrs

	<p>Members NOTED the report.</p> <p>RESOLVED: that the Clerk is instructed to look only for quotes for the full ground maintenance service, and not to split the service into sub-services.</p>
ScG/21/13/22	<p>To consider granting a sponsorship to Shavington Primary School for the use of the car park</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that members of the public are excluded from the meeting on the ground of confidentiality and sensitivity of the item.</p> <p>RESOLVED: that the Clerk is instructed to grant an offer of £5,500 to Shavington Primary School to allow community to access to the car park without restriction for the period April 2022- April 2023</p> <p>RESOLVED: that the members of the public are readmitted to the meeting.</p>
ScG/21/13/23	<p>To consider recommendations for the budget setting 2022/23 from the following Committees:</p> <ul style="list-style-type: none"> a. Village Hall Committee b. Environment and Engagement Committee c. Finance Committee <p>And to consider to approve the Parish Council budget for the forthcoming financial year and the precept request for 2022/23</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that the Parish Council budget 2022/23 is approved with the following amendments:</p> <ul style="list-style-type: none"> - Staff salary £52,250 - Pension contribution £12,000 - Tax & NI £5,000 - General Parish Council design £3,500 - Defibrillator and Kiosk £800 <p>RESOLVED: That the Parish Council budget 2022/23 is approved £239,337.50</p> <p>RESOLVED: that the precept request for 2022/23 is set to £161,154.00 and that the Clerk is instructed to submit the Precept Request Form to Cheshire East Council request on behalf of the Parish Council accordingly.</p>
ScG/21/13/24	<p>To consider to review Committee Membership 2021/22</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that Cllr B Gibbs is added to the Finance Committee</p>

ScG/21/13/25	<i>To consider making a comment to Cheshire East Council with regards to Final Draft Housing Supplementary Planning Document</i>
	Members NOTED the update. RESOLVED: No comment was made.
ScG/21/13/26	<i>It is recommended that the Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 4 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</i>
	RESOLVED: that members of the public and representatives of the press are excluded from the meeting during the consideration of items 27 and 28 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted (Section 1 of the Public Bodies (Admission to Meetings) Act 1960)
ScG/21/13/27	<i>To consider the adoption of an internal protocol</i>
	Members NOTED the report. RESOLVED: that the protocol was approved.
ScG/21/13/28	<i>To consider staffing matter</i>
	Members NOTED the report.
ScG/21/13/28	<i>To note the date of the next Council Meeting – 5 January 2022</i>
	Members NOTED the date of the next Parish Council meeting.

Meeting Closed at 2117 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero