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**Shavington-cum-Gresty Council
Parish Council Meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

24 May 2023

To: **Members of the Shavington-cum-Gresty Parish Council**

Dear Councillor,

You are summoned to attend the Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 7 June 2023** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interest
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 17 May 2023 (attached)
4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

5	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 17 May 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> To be confirmed Meetings held on 7 June 2023</p>
6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (CEC) (to follow)
7	To receive and consider the Parish Council DRAFT Business and Work Delivery plan 2023/24 (attached)
8	To receive and consider the budget setting schedule for 2024/25 (attached)
9	To receive and consider alternative management proposals with regards to the Shavington Park Allotments (attached)
10	To receive and consider an update with regards to the School Car Park (attached)
11	To receive an update with regard to the Old School building and to consider any related actions (attached)
12	To consider excluding from the meeting the public and representatives of the press under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 during the consideration of item 13 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
13	To receive and consider the staff capacity planning report 2022/23 and 2023/24 (circulated)
14	To receive and consider a proposal to review the following Committees' Terms of

	Reference: a. Community and Engagement Committee: from 5 to 7 members of authority b. Environment and Recreation Committee: from 5 to 8 members of authority
15	To receive and consider nominations for existing Committees
16	To note the date of the next Council Meeting – 5 July 2023 -7:30PM

Shavington-cum-Gresty Council
Annual Meeting of the Parish Council
Main Road,
Shavington, Crewe
CW2 5DP



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MINUTES of the Annual Meeting of the Parish Council
held on Wednesday 17 May 2023

In attendance: Cllrs Buchanan¹, Cruickshank², Ferguson, B Gibbs, K Gibbs, Hancock, R Jones, S Jones, McHugh, McIntyre, Randle³, Wain

ScG/23/01/1	To elect the Chair and Vice-Chair of the Parish Council⁴
	RESOLVED: that Cllr B Gibbs and Cllr R Jones are elected Chair and Vice-Chair of the Parish Council respectively.
ScG/23/01/2	To consider the co-option of n.2 Councillors for the Gresty Ward
	<p>Member noted the report.</p> <p>RESOLVED: as per the Representation of the People Act 1985 s.21, the Council agree to fill the n.2 post-election vacancies.</p> <p>RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press are excluded from the meeting during the consideration of item 2 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</p> <p>RESOLVED: that the meeting is re-opened to the public.</p> <p>RESOLVED: that Mr Randle and Ms C are co-opted to the Council as Gresty Ward Councillors.</p> <p>RESOLVED: That a vote of thanks to Ms Adams and Mr Moore is approved for their long service, commitment and support to Shavington-cum-Gresty Parish Council.</p>

¹ Joined the meeting at 21:09hrs

² Joined the meeting after item 2

³ Joined the meeting after item 2

⁴ Meeting started 20:01hrs

ScG/23/01/3	To deliver Councillors' Acceptance of Office forms and Register of Member Interest
	It was NOTED that all Councillors delivered the Acceptance of Office forms.
ScG/23/01/4	To receive and consider apologies for absence
	Apologies were received and accepted from Cllr Buchanan.
ScG/23/01/5	To note declarations of Members' interest
	Cllr K Gibbs declared a not-pecuniary interest in item 22.
ScG/23/01/6	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 3 May 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/23/01/7	To consider and approve the terms of reference of Committees
	Members NOTED the report. RESOLVED: that the Terms of References for Committees and Parish Council are approved
ScG/23/01/8	To consider the approval of Committee structures and nominations to new and existing Committees
	The Clerk briefed Councillors on the item, and circulated a DRAFT committee structure for consideration. RESOLVED: that the following DRAFT committee structure is approved: <ul style="list-style-type: none"> a. Community and Engagement Committee: Cllrs B Gibbs, R Jones, S Jones, G McIntyre, K Gibbs b. Finance and Strategy Committee: Cllrs M Ferguson, B Gibbs, R Jones, S Jones, K Gibbs c. Environment and Recreation Committee: Cllrs M Ferguson, L Buchanan, R Jones, S Jones, K Gibbs d. Planning Committee: Cllrs M Ferguson, G McIntyre, C Wain, K Gibbs, P McHugh, R Jones, Hancock, S Jones e. Staffing Committee: Cllrs L Buchanan, B Gibbs, R Jones, K Gibbs, McHough

	<p>f. Village Hall Committee: Cllr S Jones, R McIntyre, R Hancock, K Gibbs, Cruickshank</p> <p>g. Complaints Committee: Cllrs B Gibbs, R Jones, R Hancock, K Gibbs, McHugh</p> <p>RESOLVED: That a request is made to the Clerk to review the members of authorities of the following Committees:</p> <p style="padding-left: 40px;">a. Community and Engagement Committee: 7 Members of authorities b. Environment and Recreation Committee: 8 Members of authorities</p>
ScG/23/01/9	To consider to adopt the General Power of Competence as set out in Localism Act 2011
	<p>Members NOTED the reports.</p> <p>RESOLVED: the Council meet the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Condition) Order 2012 and therefore adopt the power for the coming term of office of the Council.</p>
ScG/23/01/10	To consider and approve the Council meetings calendar 2023/2024
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Council meetings calendar 2023/24 is approved.</p>
ScG/23/01/11	To consider and approve representations on outside bodies:⁵
	<p>a. Village Festival Committee b. Wybunbury United Charities c. Theo Steele Bequest d. Shavington Park Resident Liaison Group</p> <p>RESOLVED: that the following representatives are approved</p> <p>a. Village Festival Committee: Cllr Hancock b. Wybunbury United Charities: Cllrs Buchanan, R Jones, K Cruickshank c. Theo Steele Bequest: Cllrs Hancock and K Gibbs d. Shavington Park Resident Liaison Group: Cllr S Jones</p>
ScG/23/01/12	To review the Parish Council's affiliation to Cheshire Association of Local Council (ChALC)

⁵ Cllr Buchanan joined the meeting at 2109hrs

	RESOLVED: that the affiliation to Cheshire Association of Local Council (ChALC) is approved.
ScG/23/01/13	To receive and consider the Council Fixed Asset List
	Councillors NOTED the Council Fixed Asset List.
ScG/23/01/14	<p>To confirm the Council's adoption of:</p> <ul style="list-style-type: none"> a. Shavington-cum-Gresty Standing Orders b. Shavington-cum-Gresty Finance Regulations c. Councillor Code of Conduct (https://shavingtononline.co.uk/councillor-code-of-conduct/) d. Shavington-cum-Gresty Parish Council Data Breach Notification Policy (https://shavingtononline.co.uk/data-breach-notification-policy/) e. Shavington-cum-Gresty Parish Council Document Retention Policy (https://shavingtononline.co.uk/document-retention-policy/) f. Shavington-cum-Gresty Parish Council General Privacy Policy (https://shavingtononline.co.uk/general-privacy-notice/) g. Shavington-cum-Gresty Parish Council Internal Privacy Policy (https://shavingtononline.co.uk/internal-privacy-notice/) h. Shavington-cum-Gresty Parish Council Personal Data Complaints Policy (https://shavingtononline.co.uk/personal-data-complaints-policy/) i. Shavington-cum-Gresty Parish Council Subject Access Request Procedure (https://shavingtononline.co.uk/subject-access-request-procedures/) j. Shavington-cum-Gresty Parish Council Transparency Policy (https://shavingtononline.co.uk/transparency-policy/) k. Shavington-cum-Gresty Parish Council Employee Handbook (https://shavingtononline.co.uk/employee-handbook/)
	<p>Members NOTED the report.</p> <p>RESOLVED: that the following policies are approved:</p> <ul style="list-style-type: none"> a. Shavington-cum-Gresty Standing Orders b. Shavington-cum-Gresty Finance Regulations c. Councillor Code of Conduct d. Shavington-cum-Gresty Parish Council Data Breach Notification Policy e. Shavington-cum-Gresty Parish Council Document Retention Policy f. Shavington-cum-Gresty Parish Council General Privacy Policy g. Shavington-cum-Gresty Parish Council Internal Privacy Policy h. Shavington-cum-Gresty Parish Council Personal Data Complaints Policy i. Shavington-cum-Gresty Parish Council Subject Access Request Procedure j. Shavington-cum-Gresty Parish Council Transparency Policy k. Shavington-cum-Gresty Parish Council Employee Handbook

ScG/23/01/15	Internal auditor – to approve JDH Business Services as internal auditor for 2023/24
	RESOLVED: that JDH Business Service is appointed as internal auditor for 2023/24
ScG/23/01/16	<p>To review and consider the following external support services and subscriptions:</p> <ul style="list-style-type: none"> a. Beardmore Accountants for payroll service b. JDHBS as GDPR consultant c. Parish Online
	<p>RESOLVED: that the following external support services are approved for 2023/24:</p> <ul style="list-style-type: none"> a. Beardmore Accountants for payroll service b. JDHBS as GDPR consultant c. Parish Online
ScG/23/01/17	<p>To review and consider the Council’s bank signatories:</p> <ul style="list-style-type: none"> a. Cllr K Gibbs b. Cllr B Gibbs c. Cllr Hancock d. Cllr McIntyre e. Cllr Ferguson f. S Garnero (Parish Clerk) g. S Randle (Community Manager)
	<p>RESOLVED: that the following bank signatories are approved:</p> <ul style="list-style-type: none"> a. Cllr K Gibbs b. Cllr B Gibbs c. Cllr Hancock d. Cllr McIntyre e. Cllr Ferguson f. S Garnero (Parish Clerk) g. S Randle (Community Manager)
ScG/23/01/18	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 5 April 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs</p>

	<p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meeting held 5 April 2023</p>
	Councillors NOTED the updates.
ScG/23/01/19	To note the YTD Parish Council finance position
	<p>The YTD Parish Council finance position was NOTED.</p> <p>It was NOTED that Cllr L Buchanan signed the bank reconciliations dated 30.04.2023</p>
ScG/23/01/20	To note and approve all payments since 1 April 2023
	<p>Members NOTED the report.</p> <p>Cllr Randle declared a pecuniary interest in the item.</p> <p>RESOLVED: that payments since 1 April 2023 listed in the report are approved.</p>
ScG/23/01/21	To receive a report from the Village Beat Manager
	<p>Councillors NOTED the Village Beat Manager report.</p> <p>RESOLVED: that standing orders are suspended and the meeting is progressed⁶</p>
ScG/23/01/22	To consider making a response to the following planning applications:
	a. Application: 23/1623N

⁶ 2200hrs

	<p>Proposal: Two storey and single storey extension(s) to rear, loft conversion with new gable end and dormer to rear elevation, re-submission of application No 23/0414N</p> <p>Location: 21, CREWE ROAD, SHAVINGTON, CHESHIRE, CW2 5JE</p> <p>National Grid Ref: 370218.5104 351440.3196</p> <p>RESOLVED: that any points raised by the Local Planning Authority for the refusal of Planning application No 23/0414N is applied and considered for the current application</p>
ScG/23/01/23	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	No urgent Planning application was received.
ScG/23/01/24	To note the date of the next Council Meeting – 7 June 2023 7:30PM
	Members NOTED the date of the next meeting.

Meeting Closed at 22:09 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero



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Report Statement

Meeting: Parish Council

Report Purpose: To provide a business and work delivery plan for 2023/24 based on the approved budget

Version Control: v1

Author: Clerk

1. Report Summary

To ensure effective and efficient delivery of the council's services, this report sets out the delivery plan based on the approved budget for 2023/24 and direction from committees.

Once approved, the business delivery plan will enable the council to progress agreed works, with clear reporting and ongoing direction from Council and committees.

2. Background

The 2023/24 budget setting process began in July 2022 with council approving a schedule for member engagement and committees informing the draft budget based on the 2022/23 budget.

The schedule provided the draft budget for individual members to inform as well as committee agreement and onward recommendation to council.

The 2023/24 budget was approved by council on 7 December 2022 and Cheshire East Council informed of the associated precept requirement.



3. Position

The budget for Shavington-cum-Gresty Parish Council for 2023/24 is £240,201.75, which equates to £70.89 per annum contribution to council tax for a Band D property.

4. Equality Impact

Services will be delivered across the community

5. Sustainability Impact

The business and delivery plan ensures clarity of work schedule, transparency on Council projects and resources and provides the maximum amount of time to facilitate delivery

6. Community Impact

Approval of the business delivery plan allow for efficient delivery of projects and events to the Community

7. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Financial Risk Assessment
Localism Act 2011 s.1-6

8. Financial Impact

The business delivery plan allows for the delivery of services within the approved budget.
Unallocated sums will be returned to council or delegated committee for approval once defined and agreed.



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The below table displays the budget headings, committees associated and a description of the delivery costs. Some costs are as yet undefined and will be required to be returned to council or the delegated committee for later approval once defined.

Community and Engagement Committee					
		2023/24		DESCRIPTION	DEFINED SPEND ALLOCATION (£)
Code	Title	Receipts	Payments		
20	Newsletter: design, printing and delivery		£ 12,400.00	Design, printing and distribution costs of external suppliers for n.4 Parish Council's newsletters to be distributed to all household in the Parish	£12,400
21	General Parish Council design and print		£ 3,700.00	Ad hoc design and printing requirements	£3,700
22	PC/VH subscription and ADV		£ 1,500.00	Not defined as yet. Paid ADV to be used for VH, PC advertise as needed	£1,500
23	Village Festival		£ 600.00	Sponsorship to SVFC toward the Village Festival event (to cover ½ the cost of the traffic management costs)	£600



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24	Christmas/Winter event		£ 3,100.00	To cover the cost of the delivery of Christmas events. YET to be defined	£3,100
25	Remembrance Service		£ 4,500.00	For the delivery of the annual Acts of Remembrance carried out in partnership with St Marks and Methodist Church. The event is live streamed	£4,500
26	Community events		£ 1,150.00	For the delivery of PC activities at Village Festival event	£500 Undefined as yet - £650 May require future approval subject to details and costs within financial regulations
49	Small Grant Scheme		£ 100.00	Provision for grant award to Shavington Academy	£100
<i>NEW</i>	Engagement and promotion		£ 3,300.00	For the delivery of marketing campaign and marketing projects	£3,300
<i>NEW</i>	Civic events		£ 2,600.00	For the delivery of Coronation events and projects	£2,600



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	SUB TOTAL	£ -	£ 32,950.00		
Environment and Recreation Committee					
27	Ground Maintenance - General amenities		£ 1,000.00	Not defined as yet. To be allocated for consumable materials and replacement tool parts (for benches, playarea and green spaces owned by the PC)	Consumables: £1,000
28	Ground Maintenance- supplier		£ 15,000.00	External contractor for the provision of the floral scheme and maintenance of all green spaces owned or managed by the PC	£15,000
29	Vine Tree Play area - maintenance		£ 1,000.00	Not defined as yet. To be allocated for consumable materials, replacement or fixing of broken parts	£1,000
30	Vine Tree Play Area - Inspection		£ 400.00	External contractor. Cost of yearly play area inspection	£400
31	Allotment fee	£ 720.00			
32	Allotment maintenance cost			Not defined as yet. To be allocated for consumable	



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				materials and replacement tool parts The budget should break-even cost code 31 (Allotment fee)	
52	Defibrillator and kiosk		£ 800.00	External contractors. To repair and put in security PC kiosk (near Hickory pub)	£800
54	CIL (ear marked)	£ -			
<i>NEW</i>	New planters		£ 1,500.00	For new planters in Gresty (near Hickory)	£1,500
	SUB TOTAL	£ 720.00	£ 19,700.00		
Finance and Strategy Committee					
3	Staff Expenses		£ 150.00	Expenses associated with attending training and travel away from the office	£150
4	Stationary		£ 500.00	Cost of office stationery and printing through the year	£500
5	Accountancy software		£ 750.00	Annual licence for accountancy software	£750



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6	ICT equipment		£ 750.00	Hardware requirements	£750
9	Audit Fees		£ 1,000.00	Internal audit fee and external audit fee	£1,000
10	Insurance		£ 3,300.00	Annual insurance premium for the council's assets, services, indemnity and events	£3,300
11	Legal and professional fee		£ 1,500.00	Available to access for professional support, such as H&S and GDPR, solicitors	£1,5000
12	Subscription (adobe/office/Chalc)		£ 4,000.00	Subscription to ChALC, Office 365, Parish Online and Adobe	£4,000
13	Telephone		£ 743.40	Cost of council phones and wi-fi	£743.40
14	Website subscription		£ 2,400.00	Hosting and maintenance of the council's website	£2,400
15	Website transparency		£ 500.00	Update and review of PC's website to ensure it is compliant with transparency regulation	£500
16	Misc/Expenses		£ 1,000.00	Ad hoc requirements for administrative resources	£1,000
53	Acquisition projects		£ 4,000.00	Yet to be defined	REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE



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					WITHIN GOVERNANCE REQUIREMENTS
<i>NEW</i>	Office costs		£ 6,000.00	Hiring costs for Village Hall offices	£6,000
	SUB TOTAL	£ -	£ 26,593.40		
Parish Council Projects					
51	PCSO funding		£ 37,958.00	Sponsorship of a dedicated PCSO to cover the Shavington-cum-Gresty area	£37,958
<i>NEW</i>	Notice board	£4,414.80	£420	Notice board in Shavington Park	£4,834.80
	SUB TOTAL	£ -	£ 37,958.00		
Staffing Committee					
1	Staff Salary		£ 74,000.00	Officer/employee salaries, cost of employment (on-cost) and employer pension contributions	£74,000
2	Payroll Service		£ 800.00	External payroll administration	£800
7	Staff Training		£ 1,000.00	Training cost for staff members	£1,000



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8	Members Training		£ 300.00	Training cost for Councillors	£300
	SUB TOTAL	£ -	£ 76,100.00		
Village Hall Committee					
33	Suppliers		£ 300.00	Consumable materials for Village Hall	£300
34	Cleaning Service		£ 5,100.00	Village Hall cleaning + window cleaning	£5,100
35	Gas supply		£ 4,450.00	Village Hall gas utility cost	£4,450
36	Power supply		£ 1,500.00	Village Hall power utility cost	£1,500
37	Fire equipment		£ 300.00	Yearly inspection of fire extinguisher	£300
39	Online booking system		£ 300.00	Village Hall booking system cost	£300
40	Hygiene service		£ 700.00	Yearly provision of hygiene service	£700
41	Water supply		£ 3,000.00	Village Hall water utility cost	£3,000
42	Waste collection		£ 1,680.00	Waste collection yearly cost	£1,680
43	PPS/PRS		£ 250.00	Yearly subscription to PPS/PRS	£250



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47	General Maintenance		£ 1,500.00	Ad hoc requirement for maintenance or repairs at Village Hall	£1,500
48	Hall hire	£ 13,500.00			
<i>NEW</i>	Office costs	£ 6,000.00		Hiring costs for Village Hall offices	£6,000
	SUB TOTAL	£ 19,500.00	£ 19,080.00		

9. Resource Impact

Approval of the business delivery plan reduces the time burden on members, committees and officers

10. Consultation/Engagement

All projects requiring engagement will meet their obligations and record and report accordingly

11. Wards Affected

All

12. Conclusions

To enable the effective and efficient delivery of council's committed services, the delivery plan above should be adopted within the governance of the council for 2023/24. In doing this, the majority of the council's service delivery programme will be clearly identifiable in a single reference document.



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13. Consideration Sought

- That the above service delivery plan and associated spend within the approved 2023/24 budget is adopted and approved by Council
- That all associated spend and procurement is delivered within the council's governance
- That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- That undefined aspects of delivery are progressed through the appropriate committee or council for further development and definition for later approval.



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Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide a budget setting schedule for 2024/25 Council Budget

Version Control: v1

Author: Clerk

1. Report Summary

As an autonomous local council, Shavington-cum-Gresty Parish Council has the power to set budget and levy precept to fund services and provision of activities within its powers and duties. Budget Setting is a key process in ensuring financial security, service delivery clarity and transparency.

2. Background

The council must notify Cheshire East Council (CEC) as the collecting authority in early January of its precept requirement for the forthcoming year. To achieve this, budget must be set and calculated in good time to ensure reporting is achieved to deadline.

It is essential that council has the opportunity to review the budget in context of current year projected spend, in relation to its ambitions and to reflect anticipated service delivery and developments.

3. Position

Every committee will be asked to review the budget as it relates to the delegated work they deliver and inform the budget setting for those aspects.

The Finance and Strategy Committee will maintain oversight of each revised version and the most up to date version will be shared at Parish Council in October.

Council will be held in December to consider and approve a budget for 2024/25, giving time for completing the precept return paperwork for CEC.



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Draft Budget Review and Recommendation Schedule

The budget setting process will allow for multiple opportunities for members, committees and council to build consensus on the budget for the forthcoming year.

This will also facilitate an opportunity for members to build their in-depth knowledge of the spend plans for the council and confidence in the final approval of budget for 2024/25.

- a. 12.07.2023 Draft budget reviewed by Environment & Recreation Committee as it relates to that committee for onward recommendation
- b. 26.07.2023 draft budget reviewed by Staffing Committee as it relates to that committee for onward recommendation
- c. 13.09.2023 draft budget reviewed by Community and Engagement Committee as it relates to that committee for onward recommendation
- d. 20.09.2023 Draft budget reviewed by the Finance & Strategy Committee as it relates to that committee for onward recommendation. Finance & Strategy Committee to set DRAFT income target for 2024/25 for the Village Hall Committee
- e. 04.10.2023 draft budget (rough draft) circulated to members of the Parish Council to inform the revision of the draft
- f. 11.10.2023 Draft budget reviewed by the Village Hall Committee as it relates to that committee for onward recommendation
- g. 01.11.2023 draft budget circulated to members of the Parish Council to inform the revision of the draft
- h. 22.11.2023 the final DRAFT version of the 2024/25 budget will be considered by the Finance & Strategy Committee, for its final recommendation to Council
- i. TBC: Councillors INFORMAL session to be presented with DRAFT budget recommended by Finance & Strategy
- j. 06.12.2023 Parish Council considers and approves a budget for 2024/25

4. Consideration Sought

It is recommendation of the Clerk that council adopts a clear budget setting schedule that empowers and encourages members, committee and council to inform the future spend profile of the council.

The above schedule seeks to maintain a consistent presence of budget setting in the meeting calendar for the council and committees.

Members are asked to note the report and to approve the budget setting for 2024/25.



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Report Statement

Meeting: Parish Council, 07.06.2023

Report Purpose: To provide Councillors with an update on the Shavington Park Allotments

Version Control: v1

Author: Clerk

1. Report Summary

The report provides Councillors with an update on the Shavington Park Allotments

2. Background

In 2014 CEC stipulated an agreement with Persimmon Home (under s.106 of the Town and Country Planning Act 1990) related to land south of Newcastle road, between Shavington and Wybunbury. The agreement, along with other things, requires the developer to provide 14¹ plots of land for use as allotments (including water supply serving the allotments, toilets and a bitmac parking area for the tenants of the allotments).

¹ 20 in the original agreement



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In April 2023, the Chair of the Parish Council, the Chair of Environment and Recreation Committee and the Clerk met with representatives from Wybunbury Parish Council to discuss possible solutions on how to split or manage the allotments. Three models were considered:

1. Shared ownership, but one parish council manages the allotments on behalf of both (allotments are open to both parishes residents)
2. One council has the title deed and manages the site (allotments are open to both parishes residents)
3. Allotments are owned and managed by the site management company.

On 16 May, Cllr Buckingham (Wybunbury Parish Council) informed the Clerk that Wybunbury Parish Council's favourite option is option 3.

The Clerk is putting together a waiting list of Shavington Park residents interested in taking the plots. Currently 10 people have expressed their interest.



Shavington-cum-Gresty Parish Council already manage an allotment site in Gresty Lane. There are 19 plots of different size with no additional facilities (such toilets, or car park spaces). On average there is a water tap point shared every 2-3 plots².

Plot holder are charged £50/year (or £25 if they are in receipt of a state pension or benefit)³. Currently 35% of the plot holders are entitled to the reduced fee.

Shavington-cum- Gresty Parish Council has adopted the Shavington-cum-Gresty Parish Council Allotment Policy (<https://shavingtononline.co.uk/allotment-policy/>) that regulates how allotments are managed.

On average, Shavington-cum-Gresty Parish Council spend £400/year to maintain the Gresty Lane Allotments (hedge cutting). This figure does not include the Clerk time (ca. 3hrs/month = ca £1,044/year)

3. Position

Councillors are asked to consider the three options below for the Shavington Park Allotments:

1. Shared ownership, but one parish council manages the allotments on behalf of both (allotments are open to both parishes residents)
2. One council has the title deed and manages the site (allotments are open to both parishes residents)
3. Allotments are owned and managed by the site management company

OPTION 1

It is Clerk advice that a shared ownership of the land won't bring any benefit to the Council. It would instead bring risks which will have to be carefully considered:

- How the asset will be insured?
- Who will be liable to pay in case of accident, damage, or any major repair needed?
- Assuming the site won't reach its break even point, who will pay for any deficit?
- Are both Clerks going to work 50-50 toward the acquisition and maintenance of the land, or will one take the lead of the project?
- How will any decisions be taken? Joint committee? What if one Parish Council is in favour to progress with something and the other is not or can't afford it?
- How will the plots be split? 50-50?

² Worth noting that the council hasn't been invoiced for the water consumption for years, and the site is not provided with a water meter. We therefore don't have data to forecast water expenditure.

³ This figure include also water consumption.



- How will this impact the precept of each council? Will residents from one parish be seen as they are subsidising services for residents of another parish?

OPTION 2

The clerk has put together an estimate of acquisition costs and running cost to manage the allotment in Shavington Park, with an estimate of yearly fees to break even the costs⁴.

The following assumptions were made:

1. Toilets facilities are to be completed: cleaning services twice per week
2. Water cost: a water meter will be installed, and plot holders will be charged with site allotment consumption⁵. The figure of £50/year per plot holders has been estimated looking at the Nantwich Town Council data
3. No lighting posts are going to be erected in the area, and electricity access will be kept to a minimum
4. Maintenance cost: monthly grass cutting from April to September to be included in the ground maintenance contract + £200/year miscellaneous expenses
5. Admin cost: on average the clerk work 3hrs/month on allotment topic.
6. Conveyancing costs are an estimate. The developer wasn't clear on whether they need to be covered by the Parish Council, or by the developer under the s106 agreement

	One-Off Estimate	Running costs - Estimate (yearly)	Running cost charged directly to plot holders
Conveyancing costs	£ 2,000		
Car park sink fund	£ 4,000		
Insurance		£ 100	
Water		Charged to plot holders	£ 800
Electricity		Charged to plot holders	£ 50
Cleaning service (2month)		£ 360	
General maintenance costs		£ 1,100	
Admin (clerk)		£ 1,044	
TOTAL COSTS		£ 2,604	£ 850
Plot holder fee		£ 163	£ 53

⁴ Based on 16 plots (14 plots + 4 raised beds that will pay ½ fee)

⁵ Risk: bad debt



Without Admin costs

	One-Off Estimate	Running costs - Estimate (yearly)	Running cost charged directly to plot holders
Conveyancing costs	£ 2,000		
Car park sink fund	£ 4,000		
Insurance		£ 100	
Water		Charged to plot holders	£ 800
Electricity		Charged to plot holders	£ 50
Cleaning service (2month)		£ 360	
General maintenance costs		£ 1,100	
Admin (clerk)			
TOTAL COSTS		£ 1,560	£ 850
Plot holder fee		£ 98	£ 53

OPTION 3

This is the risk-free option on the table. The management company will take the ownership and management of the plots.

Both Councils will have to agree on this solution.

The management company has already been informed of this possibility by the Planning Manager at Persimmon Home and has shown interest in progressing with this option.

No costs or risk associated with. However, there will be no control over the site (prices, or policies) by any of the Parish Councils.

4. Sustainability Impact

Each option has a different sustainability impact.

5. Community Impact

Positive.

6. Governance

Shavington-cum-Gresty Parish Council Financial Regulation



7. Financial Impact

Each option will have a different financial impact.

8. Resource Impact

Clerk time

9. Conclusions

Councillors are asked to note the report and to consider which- if any- options discussed they are keen to approve and support.

10. Consideration Sought

That the report is noted and that an option is chosen as favourite.



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Report Statement

Meeting: Parish Council, 07.06.2023

Report Purpose: To provide Councillors with an update on the Main Road car park.

Version Control: v1

Author: Clerk

1. Report Summary

The report provides Councillors with an update on the ongoing discussion with The Learning for Life Partnership with regards to the Main Road car park.

2. Background

Over the past years, Shavington-cum-Gresty Parish Council had been contributing toward the costs of keeping the Primary School car park open 24/7 365 for the benefit and use of the whole community.

The 2022/23 contribution (that came to an end on 24/04/2023) was £5,500.

On December 2022, the Parish Council considered a request from The Learning for Life Partnership to review the contribution for the period 2023/24 from £5,500 to £5,984 (increase of 8.80%). The Parish Council considered the request on its budget setting meeting, and -due to financial constraints- agreed not to progress with the request.

Following several conversations with the Learning for Life Partnership, the Parish Council resolved to offer £3,000 to the school as a gesture of goodwill toward keeping the car park open for the community for the period 2023/24.

The Learning for Life Partnership refused the offer and informed the community of their intention to close the car park outside of school hours from April 2023.

Following pressure from community groups and representatives, the Learning for Life Partnership agreed to reopen the discussion with the Parish Council to explore alternative solution to keep the car park open.

At the end of March 2023, an informal meeting attended by the Clerk, the Chair of the Parish Council, the CEO of the Learning for Life Partnership and a representative of the Partnership trust took place. The following elements were discussed:

- a. Long term agreement (5 years)



- b. Around £5,500 per year
- c. The contribution would cover the extra costs of keeping the car park open outside of school hours
- d. The contribution would also support the creation of a sink fund for any capital expenditure needed (such resurfacing, major drain repairs, ...)

At the meeting, the CEO of the Learning for Life Partnership provided an estimate on the costs for the car park per year:

- Lighting – electricity - £3000 (This is due to rise by a minimum of 20% in April)
- Lighting – maintenance - £500 (£1000 every 2 years)
- Grass/hedges/trees - £500
- SMO time to maintain/clear - £1400 (Monday morning clearing of rubbish and dog mess in particular)
- Light repairs to car park - £600
- Resurfacing - £10,000 (will need to be done in the next couple of years – hiring must include contribution to this)
- Major drain repairs - £10,000 (if this is to be done then it needs to be done prior to resurfacing and could cost significantly more than this – made worse by community use – hiring must include a contribution to this)

And the following considerations:

- Lighting was installed at the request of the parish council at a cost of £6500 – previous lighting was sufficient for school use
- The vast majority of the lighting costs are outside of school hours, including school holidays
- Lighting maintenance includes replacing bulbs and equipment to do this – would need to be done far less if the school was not lit for public use
- 100 hours of staff time across the year for rubbish clearance as a result of community use
- Currently the school spends around £600 fixing minor issues – again made worse by community use

The CEO of the Learning for Life Partnership agreed to keep the car park open at no cost until the June meeting of the Parish Council, to give Councillors the opportunity to discuss the issue and agree on a plan.

Following the meeting, the Clerk and the Chair reported what discussed to the Council, and collected the following comments and observations from Members:

- Overall, the response was positive, and Councillors appreciated the Partnership availabilities to address questions and to work together for the benefit of residents.



- Councillors were open to discuss a 5-year sponsorship agreement for the community use of the car park.
- In return of the sponsorship, the parish council would expect the following:
 - A reasonable maintenance of the car park for the duration of the agreement, so that it is kept usable, accessible and safe 24/7 and 365 days/year.
 - The provision of an annual report with details on how the sponsorship has been spent, so that the Council can measure the sponsorship effectiveness and ROI
- To reach an agreement on the final amount of sponsorship the Council would need a better understanding on how the figures have been calculated, supported by data such breakdown of anticipated costs, regular maintenance budget, long term maintenance sink fund, ...

The Clerk shared these comments with the CEO on 26 April 2023, asking for his view and any supporting information by May, 10th.

On May 10th, having not heard back from the Partnership, the Clerk wrote again to the CEO and asked for a comment by May, 16th.

On the same week, the Clerk got in touch with the Learning for Life trust representative and asked for feedback. No comments or feedback have been received yet.¹

3. Position

Members are asked to consider their position on the matter.

4. Community Impact

Negative: closing the car park will affect community groups and residents

5. Governance

Shavington-cum-Gresty Finance Regulation

6. Financial Impact

Up to £5,500 (£3,000 from Acquisition Project budget, £2,500 from reserve)

7. Resource Impact

Clerk time

¹ This report was written on 23.05.2023



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8. Conclusions

Members are asked to note the report. And to consider how to progress with the matter.



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Report Statement

Meeting: Parish Council meeting

Report Purpose: To provide Councillors with an update on the Old School Building

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with an update about the Old School building.

2. Background

On 4 May 2022 the Parish Council resolved to pause the asset transfer process and requested Cheshire East Council to run a public tender exercise to test the interest of other community groups to take the Old School building, with the caveat to be able to resume the asset transfer process if the market exercise is unsuccessful.

On the same occasion, the clerk was delegated to progress with an emergency plan to consult residents on their views for the use of the building with allocated budget.

From Monday 5 September to Sunday 25 September 2022 the Parish Council run a public consultation to gather residents' view on the future of the old-school building. All households in Shavington-cum-Gresty were invited to fill a survey. 392 surveys were returned. 22.19% of respondents were in favour to save the building, 77.81% were not in favour to save the building with an increased council tax.

On 5 October 2022 the Council approved the F&S Committee's recommendation and agreed, based on data from the public consultation run, not to progress with any activities which bring responsibilities to fund costs of repairs and refurbishment via parish precept.

On 23 November 2022 F&S Committee instructed the clerk to draft an application for the listed status for the building. Councillors asked then to pause this.

On 15 December 2022, CEC launched a call for expression of interest for the building, which run until 24 February 2023.

On 27 February 2023, a communication was sent to the Parish Clerk and CEC Shavington Ward Councillor informing that the borough council did not receive any offer for the building and is now considering its option in respect of the future use of the property.



On May 2023, the Property Service Officer at CEC informed the newly elected Shavington Ward Councillor, that it is intention of the Council to sell the Old School Building at auction on reaching a reserve price.

S123 of the LGA 1792 requires the Council to get the best price for the asset, so the next step in term of sale is to appoint an auctioneer to offer a value for the property. As things stand, CEC is not considering adding any restrictions to the selling, however the Ward Councillor was advised that as part of the decision-making process, comments from the Ward Councillor will be taken into consideration.

3. Position

Shavington Ward Councillor is keen to preserve the building, and has requested the Property Service Officer at CEC to consider the following points and to include a restriction in the selling against the demolition of the building:

'Thank you for going through the process for the sale of 140 Main Road. As advised, I would like the following information considered

140 Main Road is a historic building that is part of the fabric of Shavington. Preserving historic buildings helps to keep communities like Shavington beautiful, vibrant and gives residents a stake in their surroundings. It connects people within Shavington, and with one another. A communities historic sites fosters an individual's sense of belonging and community pride.

To maintain and safeguard buildings, such as 140 Main Road, offers an attractive and sustainable environment that is inextricably linked to quality of place. This building is part of the heritage of Shavington and protecting it allows us to keep faith with the past. Its beauty lies in its spirit.

I have been in touch with the Heritage Development Officer at Crewe Town Council who has advised me that the building is a non-designated heritage asset and is on the Local List. There is therefore a recognition of its importance to the area.' (more info on Annex 1)

Under the current CEC scheme of delegation, the decision-making process will be led by officers, however the Shavington Ward Councillor is exploring opportunities to put a call-in request for the sale details to be discussed at a committee level, so that any proposal for restrictions can be considered by Councillors.

To support the Shavington Ward Councillor's request to include restrictions on the selling, the Clerk recommends the Council to consider sending a letter to CEC officers and Members to officially endorse Cllr Buchanan's requests and position.

4. Governance

Shavington-cum-Gresty Parish council standing orders

5. Financial Impact

Nil



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6. Resource Impact

Clerk time

7. Conclusions

Members are asked to note the report and

- a. Endorse Shavington Ward Councillor's request, with an official request to CEC officers and Members
- b. No to endorse Shavington Ward Councillor's request

8. Consideration Sought

That the report is noted and that the Shavington Ward Councillor's request to call-in the decision and include restrictions on the selling is supported



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Annex 1

- a. The Former school and adjoining school house are designed as Locally Listed Building.
- b. Cheshire East Council adopted in 2010 the 'Cheshire East Local Development Framework – Local list of Historic Buildings Supplementary Planning Document'. Please note the following sections of interest:
 - I. On s.4 it states "Cheshire East Council is committed to protecting local heritage and as such will always favour the retention of a locally listed building where practicable. Normally, loss of the building will only be permitted if Cheshire East Council is satisfied it is beyond reasonable repair. Imaginative ideas will be sought by Development Management Officers to ensure elements of the Locally Listed Building are incorporated into any new design proposal."
 - II. On s.5 " 5.6 There is no protection for buildings on the Local List outside a Conservation Area; however, alterations, extensions, and changes of use may still require planning permission. Within Conservation Areas the demolition of Locally Listed Buildings requires Conservation Area Consent. The inclusion of a building on the Local List is a material consideration in the determination of application for planning and Conservation Area Consent. Planning permission or other relevant consent will not normally be granted for the demolition of a building on the Local List. 5.7 Proposals for the demolition of Locally Listed Buildings must normally demonstrate clear and convincing evidence that the building is no longer of local importance. Redevelopment proposals for buildings on the Local List should consider how such buildings can be incorporated into the development rather than demolished."
- c. The CEC Local list of Historic Building refers to the Borough of Crewe and Nantwich Replacement Local Plan 2011 as relevant local policy.
 - I. S.5.54 (p.43) states "BUILDINGS OR STRUCTURES INCLUDED IN THE NON-STATUTORY LIST OF BUILDINGS AND STRUCTURES OF LOCAL ARCHITECTURAL OR HISTORIC INTEREST WILL BE PROTECTED FROM INAPPROPRIATE DEVELOPMENT PROPOSALS AFFECTING THE REASON FOR THEIR INCLUSION IN THE LIST; UNLESS IT CAN BE CLEARLY DEMONSTRATED THAT THERE ARE REASONS FOR THE DEVELOPMENT WHICH OUTWEIGH THE NEED TO SAFEGUARD THE BUILDING OR STRUCTURE."
 - II. s. 5.55 "The Council has a clear preference for the re-use of these locally listed buildings and structures unless that re-use is neither physically nor financially sustainable; and will take a positive approach to sensitive alterations that respect the qualities of the building or structure, whilst enabling a future use of the building to be successfully accommodated."
- d. NPPF , Chapter 16 paragraph 203 "The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the



application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.”

- e. Historic Environment section of the Planning Practice Guidance (<https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment>) paragraphs 039-041 gives further info on the non-designated heritage assets (which includes the Locally Listed buildings). In particular it underlines the need for “decision to identify them as non-designated heritage assets... [to be] based on sound evidence”.

Based on all info collected so far, please see below the Clerk’s view

- a. As the building has already been assessed and identified as non-designated heritage asset, it is unlikely that an application for a listed building will be successful
- b. On the other hand, the fact that the Old School is a Locally Listed Building will force CEC to follow its own policies, and the NPPF as well. While a creative use of the building is possible, CEC will have to demonstrate that the loss of the building is beyond any reasonable repair and that the application balanced any harm or loss on the significance of the heritage asset. Also CEC will have to provide clearly reasons for the development which outweigh the need to safeguard the building and that the building is no longer of local importance.