



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

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

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

31 August 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 6 September 2023** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero  
Parish Clerk

## AGENDA

<b>1</b>	To receive and consider apologies for absence
<b>2</b>	To note declarations of Members' interest
<b>3</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 5 July 2023 ( <b>attached</b> )
<b>4</b>	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

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To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 5 July 2023 or any items arisen since then:

Committee: Community and Engagement Committee

Chair: Councillor K Gibbs

Meeting held: 26 July 2023 and 30 August 2023 **(draft minutes attached)**

Items for consideration:

- i. that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the service.
- ii. that a recommendation is made to Full Council to approve a virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs.
- iii. that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval.

Committee: Village Hall Committee

Chair: Cllr McIntyre

Meeting held: 19 July 2023 **(draft minutes attached)**

Committee: Environment and Recreation Committee

Chair: Councillor Ferguson

Meeting held: 12 July 2023 **(draft minutes attached)**

Items for consideration:

- i. that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1

Committee: Finance & Strategy Committee

Chair: Cllr R Jones

Committee: Staffing Committee

Chair: Cllr Buchanan

Meeting held: 26 July 2023 **(draft minutes attached)**

Items for consideration:

- i. that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the amendments being made
- ii. that, in order to address staff capacity concerns, the following recommendations are made to Full Council:

	<p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee's projects and activities</p> <p>c. That the 60 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</p> <p><u>Committee:</u> Planning Committee  <u>Chair:</u> Cllr McIntyre  Meetings held: 5 July 2023 and 26 July 2023 <b>(draft minutes attached)</b></p>
<b>6</b>	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (CEC) <b>(attached)</b>
<b>7</b>	To receive the June and July reports from the Village Beat Manager <b>(attached)</b>
<b>8</b>	To note the YTD Parish Council finance position <b>(attached)</b>
<b>9</b>	To note and approve all payments since 1 April 2023 <b>(attached)</b>
<b>10</b>	To receive and consider an update with regards to the School Car Park
<b>11</b>	To receive and consider an update from the Chair of Staffing Committee with regards to staffing matters
<b>12</b>	To receive and consider a proposal from the Clerk for a 10 year Strategic Plan for the Parish Council <b>(attached)</b>
<b>13</b>	To receive and consider the following recommendation from the Staffing Committee <b>(attached)</b> : <p>i. that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the amendments being made</p>
<b>14</b>	To receive and consider the following recommendations from the Staffing Committee:

	<p>i. that, in order to address staff capacity concerns, the following recommendations are made to Full Council:</p> <p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee's projects and activities</p> <p>c. That the 60 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</p>
15	<p>To receive and consider the following recommendation from the Environment &amp; Recreation Committee:</p> <p>i. that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1</p>
16	<p>To receive and consider the adoption of the following policies <b>(attached)</b>:</p> <ul style="list-style-type: none"> <li>- Shavington-cum-Gresty Parish Council Community Engagement Policy</li> <li>- Shavington-cum-Gresty Parish Council Long Service Award Policy</li> <li>- Shavington-cum-Gresty Parish Council Publication Scheme Policy</li> <li>- Shavington-cum-Gresty Parish Council Scheme of Delegation Policy</li> </ul>
17	<p>To receive and consider a request from Nantwich Town Council to sponsor the Nantwich Food Bank (£50) <b>(attached)</b></p>
18	<p>To receive and consider a proposal to submit an application for the Local Council Award Scheme – Foundation qualification <b>(attached)</b></p> <p>And to consider confirming by resolution that all documentation and information is in place for the Foundation award.</p>
19	<p>To receive and consider an update with regards to the Budget Setting Process 2024/25 <b>(attached)</b></p>
20	<p>To receive and consider the External Auditor report for the period ending 31 March 2023 <b>(attached)</b></p>
21	<p>To consider delegating the Clerk, in conjunction with the Chair of the Environment &amp;</p>

	Recreation Committee and the Chair of the Parish Council, the authority to temporarily close the Vine Tree play area or review the opening hours for security reasons, subject to this being reported to the relevant committee.
<b>22</b>	<p>To receive and consider the following recommendation from the Community &amp; Engagement Committee:</p> <ul style="list-style-type: none"><li><i>i.</i> that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the service.</li><li><i>ii.</i> that a recommendation is made to Full Council to approve a virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs.</li></ul>
<b>23</b>	<p>To receive and consider the following recommendation from the Community &amp; Engagement Committee:</p> <ul style="list-style-type: none"><li><i>i.</i> that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval (<b>attached</b>)</li></ul>
<b>24</b>	To note the date of the next Council Meeting – <b>4 October 2023 7:30PM</b>

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



**SHAVINGTON**  
CUM  
**GRESTY**

**MINUTES the Parish Council**  
**held on Wednesday 5 July 2023<sup>1</sup>**

In attendance: Cllrs Buchanan, Cruickshank, B Gibbs, K Gibbs, R Jones, McHugh, McIntyre,  
Randle, Wain

<b>ScG/23/03/1</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received and accepted from Cllrs S Jones, Hancock and Ferguson
<b>ScG/23/03/2</b>	<b>To note declarations of Members' interest</b>
	Cllr Randle declared a disclosable pecuniary interest in item 9.  Cllrs McHugh and Wain declared an interest in item 14.  Cllrs R Jones and McHugh declared an interest in item 15.
<b>ScG/23/03/3</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 7 June 2023</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG/23/03/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	A representative from WI requested an update on the school car park in Main Road.

<sup>1</sup> Meeting started at 1932hrs

	<p>Cllr B Gibbs briefed the representative on the item.</p> <p>A resident shared concern on anti-social parking in Chestnut Avenue.</p> <p>Cllr B Gibbs addressed the point and invited the resident to liaise with Cheshire East Council, Shavington Ward Councillor and request double yellow lines in the area to tackle anti-social parking issues.</p> <p>A resident requested an update on the Woodland trust award of urban trees that the Council was granted last year.</p> <p>Cllr B Gibbs and the Clerk briefed the resident on the item.</p> <p>A resident shared concerns on anti-social parking in Elephant Road.</p> <p>Cllrs B Gibbs and R Jones addressed the point and invited the resident to contact the Shavington PCSO or Cheshire East Council and report any issues.</p>
<p><b>ScG/23/03/5</b></p>	<p><b>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 7 June 2023 or any items arisen since then:</b></p> <p><b><u>Committee:</u> Community and Engagement Committee</b> <b><u>Chair:</u> Councillor K Gibbs</b> <b><u>Meeting held:</u> 28 June 2023</b> <b>Items for consideration:</b></p> <p>i. that a recommendation is made to Full Council to postpone the PCSO consultation until the new PCC is appointed.</p> <p><b><u>Committee:</u> Village Hall Committee</b> <b><u>Chair:</u> Cllr McIntyre</b></p> <p><b><u>Committee:</u> Environment and Recreation Committee</b> <b><u>Chair:</u> Councillor Ferguson</b></p> <p><b><u>Committee:</u> Finance &amp; Strategy Committee</b> <b><u>Chair:</u> Cllr R Jones</b> <b><u>Meeting held:</u> 21 June 2023</b></p> <p><b><u>Committee:</u> Staffing Committee</b> <b><u>Chair:</u> Cllr Buchanan</b></p> <p><b><u>Committee:</u> Planning Committee</b> <b><u>Chair:</u> Cllr McIntyre</b> <b><u>Meetings held:</u> 7 June 2023 and 5 July 2023</b></p>

	Councillors <b>NOTED</b> the update.
<b>ScG/23/03/6</b>	<b>To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (CEC)</b>
	Councillor <b>NOTED</b> the update.
<b>ScG/23/03/7</b>	<b>To receive the May report from the Village Beat Manager</b>
	Members <b>NOTED</b> the report. <sup>2</sup>  It was <b>NOTED</b> that Councillors raised concerns about the presence of the PCSO at the Knife Angel event in Crewe. Consequentially, the Clerk was asked to further indagate the matter, and request that a written notice is made ahead of any such decisions so that the Council is informed of the absence.
<b>ScG/23/03/8</b>	<b>To note the YTD Parish Council finance position</b>
	Councillors <b>NOTED</b> the report.
<b>ScG/23/03/9</b>	<b>To note and approve all payments since 1 April 2023</b>
	Members <b>NOTED</b> the reports.  Cllr S Randle abstained from the vote.  <b>RESOLVED:</b> that all payments since 1 April 2023 are approved.
<b>ScG/23/03/10</b>	<b>To receive and consider an update with regards to the School Car Park</b>
	Councillors <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Clerk is instructed to keep contacting the CEO at the Learning for Life partnership at least once per month, so that a draft agreement between parties can be discussed
<b>ScG/23/03/11</b>	<b>To receive an update with regard to the Old School building</b>
	Clerk briefed Councillors with regards to Cheshire East Council decision to progress with the sale of the Old School Building.  Councillors <b>NOTED</b> the report.
<b>ScG/23/03/12</b>	<b>To receive an update with regards to the Shavington Park Allotments</b>
	The Clerk briefed Councillors on any update on the item.  Councillors <b>NOTED</b> the report.

<sup>2</sup> Cllr Buchanan left the room at 2013hrs, returned the room at 2014hrs



<b>ScG/23/03/13</b>	<b>To receive and consider the latest version of the Shavington-cum-Gresty Parish Council Grant record</b>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> That a vote of thanks is made to the Clerk and Community Manager for securing over £25k from external funders to support and deliver community projects.</p>
<b>ScG/23/03/14</b>	<p><b>To receive an update on the IMPACT- Every Leaf Count project, that has been awarded £10k from the National Lottery Fund</b></p> <p><b>To consider delegate the Environment &amp; Recreation Committee to lead and oversee the project.</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that Environment &amp; Recreation committee is delegated to lead and oversee the project, with the support of Community &amp; Engagement Committee for marketing and engagement activities included in the project.</p>
<b>ScG/23/03/15</b>	<b>To receive and consider the Project Initiation Document for the acquisition of the Western Ecological Mitigation Area</b>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Clerk is instructed to move forward with the project and gather more information so that the Parish Council take a final decision. That the Finance &amp; Strategy Committee is delegated to oversee and manage the project.</p>
<b>ScG/23/03/16</b>	<b>To consider approving the annual subscription to SLCC for the Clerk</b>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the annual subscription to SLCC is approved and the Clerk is instructed to renew it at the Parish Council's expense</p>
<b>ScG/23/03/17</b>	<p><b>To receive and consider the following recommendation from Community &amp; Engagement Committee:</b></p> <p style="padding-left: 40px;"><b>i. that a recommendation is made to Full Council to postpone the PCSO consultation until the new PCC is appointed.</b></p>
	<p>Cllr B Gibbs briefed Councillor on the item.</p> <p>Councillors <b>NOTED</b> the brief.</p> <p><b>RESOLVED:</b> that the recommendation is accepted.</p>

<b>ScG/23/03/18</b>	<b>To note the date of the next Council Meeting – 6 September 2023 -7:30PM</b>
	Members <b>NOTED</b> the date of the next meeting.

Meeting Closed at 2107 hrs  
Chair: Cllr B Gibbs  
Clerk: S Garnero

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**Shavington-cum-Gresty Council**  
**Community & Engagement Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 26 July 2023**

In attendance: Cllrs B Gibbs, K Gibbs, S Jones, G McIntyre, P McHugh<sup>1</sup>

Sara Randle, J McIntyre, Cllr Buchanan<sup>2</sup>, Wain<sup>3</sup>

<b>ScG CE/23/02/1</b>	<b>To receive and consider apologies for absence<sup>4</sup></b>
	Apologies were received and accepted from Cllrs R Jones and K Cruickshank.
<b>ScG CE/23/02/2</b>	<b>To note declarations of Members' interests</b>
	No declaration of interest was raised.
<b>ScG CE/23/02/3</b>	<b>To confirm and sign the minutes of the Community and Engagement Committee Meeting held on 28 June 2023</b>
	<b>RESOLVED:</b> that the minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG CE/23/02/4</b>	<b>To receive and consider an update on the Christmas event.</b> <b>To receive and consider proposals for the Santa Grotto at the Christmas event.<sup>5</sup></b>

<sup>1</sup> Joined the meeting at 18:49hrs

<sup>2</sup> Joined the meeting 18:43hrs

<sup>3</sup> Joined the meeting 18:55hrs

<sup>4</sup> Meeting started at 18:31hrs

<sup>5</sup> Joined the meeting at 18:49hrs

	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that option 2 is approved, and that the Community Manager is instructed to progress with the event.</p> <p>It was <b>NOTED</b> that Cllrs McIntyre and B Gibbs voted against the above resolution.</p> <p><b>RESOLVED:</b> that the measure of success of the event is defined as follow:</p> <p>a. At least 90 attendees (children) resident in the parish of Shavington-cum-Gresty should attend the event.</p> <p><b>RESOLVED:</b> that Officers are delegated to define all details of the event, such time and duration, liaison with partners (WI), event layout and booking system,..</p> <p><b>RESOLVED:</b> that an event questionnaire is designed and delivered to collect customers' feedback. And that results are reported to Councillors for consideration.</p> <p><b>RESOLVED:</b> that, unless at least 6 councillors commit to volunteer on the day of the event to support officers, the Clerk has delegated authority to cancel the event due to shortage of manpower and H&amp;S.</p>
ScG CE/23/02/5	<b>To note the date of the next Community and Engagement Committee Meeting – 30 August 7:00PM</b>
	The date of the next meeting was <b>NOTED</b> .

Meeting Closed at 1931 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

**Shavington-cum-Gresty Council**  
**Community & Engagement Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 30 August 2023**

In attendance: Cllrs Cruickshank, B Gibbs, K Gibbs, R Jones, S Jones, McHugh, G McIntyre

Sara Randle, J McIntyre

ScG CE/23/03/1	<b>To receive and consider apologies for absence</b>
	No apologise were received.
ScG CE/23/03/2	<b>To note declarations of Members' interests</b>
	No declaration of interest was raised.
ScG CE/23/03/3	<b>To confirm and sign the minutes of the Community and Engagement Committee Meeting held on 26 July 2023</b>
	<b>RESOLVED:</b> that the minutes of the previous meeting are approved and signed as an accurate record.
ScG CE/23/03/4	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG CE/23/03/5	<b>To receive and consider the YTD financial position of the Community and Engagement Committee</b>

	<p>The Clerk updated Councillors with regards to the YTD finance position of the Committee.</p> <p>Councillors <b>NOTED</b> the report.</p>
ScG CE/23/03/6	<p><b>To receive and consider an update with regards to the plans for the Shavington-cum-Gresty Remembrance Service 2023</b></p> <p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Community Manger is instructed to purchase further 150 crosses (total 200) from the Remembrance budget, to be available prior to the event for community use</p> <p><b>RESOLVED:</b> that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the Service.</p> <p><b>RESOLVED:</b> that plans are approved as detailed in section a) of the report.</p> <p><b>RESOLVED:</b> that, if no Live Stream supplier is available or affordable, the Community Manager is required to deliver the streaming in house. Members are aware that the quality might not be the same of previous years, and of any risks of technical issues, and delay.</p>
ScG CE/23/03/7	<p><b>To receive and consider an update with regards to the plans for Shavington-cum-Gresty Christmas Events 2023</b></p> <p>The Community Manager briefed Councillors with regards to the Christmas Event programme 2023.</p> <p>Councillors <b>NOTED</b> the update.</p> <p>It was <b>NOTED</b> that Cllrs R Jones, S Jones, G McIntyre, S Randle, L Buchanan, R Hancock, M Fergusson (Half day only) P McHugh, K Cruickshank agreed to volunteer on the day of 3 December 2023 for the Santa event.</p> <p><b>RESOLVED:</b> that each child will be charged £5 to access the event. The ticket will include a present from Santa, free drink for the kid and Christmas experience.</p> <p><b>RESOLVED:</b> that a recommendation is made to Full Council to approve a virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs.</p>
ScG CE/23/03/8	<p><b>To consider relevant subjects to be included in the next Parish Council newsletter and date for the December edition</b></p>

	<p>The Community Manager briefed Councillors with regards to the item.</p> <p><b>RESOLVED:</b> that the following subjects will be included in the next Parish Council newsletter:</p> <ul style="list-style-type: none"> <li>a. Interview/plan garden for planters</li> <li>b. Remembrance service retrospective</li> <li>c. Old School article</li> <li>d. Winter walk (to be confirmed)</li> <li>e. Detailed map of the parish</li> <li>f. ASB community costs</li> <li>g. Impact</li> <li>h. Clean team</li> <li>i. Carol event advert</li> <li>j. Organisation focus: Scouts/Beavers/Cubs</li> </ul>
<p>ScG CE/23/03/9</p>	<p><b>To receive and consider a proposal for the establishment of a Social Media Team working group</b></p> <p><b>To receive and consider a proposal to delegate officers to review the rules of the ShavingtonOnline Facebook group as needed, subject to reporting justification to the next Committee meeting</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Social Media Working Group is established and that the Terms of Reference of the Group are approved subject to the following amendment:</p> <ul style="list-style-type: none"> <li>• ShavingtonOnline group (not page)</li> </ul> <p><b>RESOLVED:</b> that the following Councillors will sit on the Social Media Working Group: Cllrs Cruickshank, R Jones and McHugh together with administrators and editors of the ShavingtonOnline Group</p>
<p>ScG CE/23/03/10</p>	<p><b>To consider and inform the budget setting process for 2024/25 financial year</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Community &amp; Engagement DRAFT budget for the forthcoming financial year is approved and recommended to Finance &amp; Strategy Committee</p>
<p>ScG CE/23/03/11</p>	<p><b>To receive and consider the following policy:</b></p> <ul style="list-style-type: none"> <li>- <b>Shavington-cum-Gresty Parish Council Micro and Small Grant Policy</b></li> </ul>

	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval.</p>
<b>ScG CE/23/03/12</b>	<p><b>To receive and consider proposals for D-Day 2024</b></p>
	<p>The Community Manager briefed Councillors on the item.</p> <p>Councillors <b>NOTED</b> the brief.</p> <p><b>RESOLVED:</b> that the Committee agreed to plan and deliver an event to celebrate the D-Day 2024. That the Community Manager is asked to present options to be considered at the December meeting.</p> <p><b>RESOLVED:</b> that Standing Orders are suspended, and the meeting is continued<sup>1</sup></p>
<b>ScG CE/23/03/13</b>	<p><b>To note the date of the next Community and Engagement Committee Meeting – 13 December 2023 – 7:30PM</b></p>
	<p>Councillors <b>NOTED</b> the date of the next Community &amp; Engagement Committee meeting.</p>

Meeting Closed at 2107 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

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<sup>1</sup> Hrs 21:01



**Shavington-cum-Gresty Council**  
**Environment and Recreation Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 12 July 2023**

In attendance: Cllrs Ferguson, Buchanan, K Gibbs, Cruickshank, McHugh, Randle

Mr Davis

<b>ScG R&amp;E/23/1/1</b>	<b>To elect the Chair and Deputy Chair</b>
	<b>RESOLVED:</b> that Cllr Ferguson and Cllr Randle were elected Chair and Deputy Chair of the Committee respectively
<b>ScG R&amp;E/23/1/2</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received and accepted from Cllrs S Jones and R Jones
<b>ScG R&amp;E/23/1/3</b>	<b>To note declarations of Members' interests<sup>1</sup></b>
	Cllr McHugh declared an interest in item 12.  Cllr Cruickshank declared an interest in items 9 and 11.
<b>ScG R&amp;E/23/1/4</b>	<b>To note the terms of reference for the Environment &amp; Recreation committee</b>
	Councillors <b>NOTED</b> the terms of reference for the Environment & Recreation Committee .
<b>ScG R&amp;E/23/1/5</b>	<b>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</b>
	Mr Davis was appointed as non-Parish Councillors Member to the Committee

<sup>1</sup> Cllr Buchanan joined the meeting at 19:32hrs

	as representative of Gresty Lane Allotments.
<b>ScG R&amp;E/23/1/6</b>	<b>To confirm and sign the minutes of the Engagement and Recreation Committee Meeting hold on 16 November 2022</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG R&amp;E/23/1/7</b>	<b>Public Participation</b>  <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No question was raised.
<b>ScG R&amp;E/23/1/8</b>	<b>To receive and consider the YTD financial position of the Environment and Recreation Committee</b>
	Members <b>NOTED</b> the YTD financial position of the Committee.
<b>ScG R&amp;E/23/1/9</b>	<b>To receive and consider an update on the Gresty Lane Allotments.</b>  <b>To receive and consider representations from the plot holders at Gresty Lane allotments.</b>  <b>And to consider nominations for a Gresty Lane Allotments representative.</b>
	<p>The Chair updated Councillors with regards to the Gresty Lane Allotments site visit.</p> <p>It was <b>NOTED</b> that Cllr Cruickshank declared an interest in the item and abstained from the vote.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that Standing Orders were suspended for the discussion of item 9 to allow plot holders to make representations for Councillors consideration.</p> <p><b>RESOLVED:</b> that a skip will be provided at the end of the season to clean the site from any residual waste</p> <p>It was <b>NOTED</b> that Cllr McHugh voted against the motion.</p> <p><b>RESOLVED:</b> that, due to the current state of the plots, plots 13 and 3 are offered at 50% of annual rate for the first year of tenancy</p> <p><b>RESOLVED:</b> subject to clarification around any TPOs, plot holders are delegated to progress with remedial works needed on the oak tree (near plot</p>

	6)
<b>ScG R&amp;E/23/1/10</b>	<b>To receive and consider an update from the Ground Maintenance service provider Mr Beckett</b>
	Mr Beckett updated Councillors on plans for this year.  Members <b>NOTED</b> the update <sup>2</sup>  <b>RESOLVED:</b> that the Ground Maintenance Provider is instructed to progress with the removal of the plant next to the bus stop in Crewe Road
<b>ScG R&amp;E/23/1/11</b>	<b>To receive and consider a request for a tenancy transfer under s 2.7 of the Shavington-cum-Gresty Allotment Policy made for plot 14</b>
	The Chair updated Members on the item.  Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that Standing Orders were suspended for the discussion of item 11 to allow plot holder to make representations for Councillors consideration.  <b>RESOLVED:</b> that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1  It was <b>NOTED</b> that Cllr Randle abstained from the vote
<b>ScG R&amp;E/23/1/12</b>	<b>To receive and consider an update on IMPACT – Every Leaf Counts</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Clerk is delegated to appoint a supplier for the refurbishment of the n.2 phone kiosks, in consultation with the Chair of the Committee  <b>RESOLVED:</b> that the Clerk is delegated to proceed with works related to replacing the sleepers in Crewe Road (Hickory) and planting as per the Parish Council delivery plan approved on 7 June 2023 (up to £1,500 of budget)
<b>ScG R&amp;E/22/2/13</b>	<b>To receive and consider an update with regards to the Vine Tree play area</b>

<sup>2</sup> Cllr Randle left the meeting 2049hrs and returned the meeting 2051hrs

	<p>The Clerk updated Councillors on ASB activities in the play area, and damages on the signs that had to be replaced.</p> <p>Councillors <b>NOTED</b> the update.</p>
<b>ScG R&amp;E/22/2/14</b>	<p><b>To consider a proposal for a Call for Quotations for the Parish Ground Maintenance service for 2024/25</b></p>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Call for Quotations is approved subject to the following amendment being made:</p> <ul style="list-style-type: none"> <li>a. P.1 : 23:59 instead of midnight</li> <li>b. P.1: Interested businesses instead of interesting businesses</li> <li>c. photo H is removed</li> <li>d. remove references to wood sleepers from location C, D</li> <li>e. location H refence to a series of tub planters instead of wooden sleepers</li> <li>f. Include maintenance of Cameron Avenue footpath</li> </ul> <p>that the Clerk is requested to seek for three quotes to be considered by the Committee in its next meeting in November</p>
<b>ScG R&amp;E/22/2/15</b>	<p><b>To consider and inform the budget setting process for 2024/25 financial year</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the DRAFT Environment and Recreation Committee budget 2024/25 is approved and recommended to F&amp;S Committee, subject to the following amendments being made:</p> <ul style="list-style-type: none"> <li>a. Allotment maintenance cost (32): £500</li> </ul>
<b>ScG R&amp;E/22/2/16</b>	<p><b>To note the date of the next Environment and Recreation Committee Meeting – 15 November 2023 7:30PM</b></p>
	<p>Councillors <b>NOTED</b> the date of the next Environment and Recreation Committee meeting</p>

Meeting closed at 2145 hrs

Chair: Cllr Ferguson

Clerk: S Garner

**Shavington-cum-Gresty Council**  
**Staffing Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 26 July 2023**

In attendance: Cllr Buchanan, B Gibbs, K Gibbs, McHugh

<b>ScG</b> <b>St/23/01/01</b>	<b>To elect the Chair and Deputy Chair<sup>1</sup></b>
	<b>RESOLVED:</b> that Cllr Buchanan and Cllr McHugh were elected Chair and Deputy Chair of the Staffing Committee respectively.
<b>ScG</b> <b>St/23/01/02</b>	<b>To receive and consider apologies for absence</b>
	Apologise were received and accepted from Cllr R Jones.
<b>ScG</b> <b>St/23/01/03</b>	<b>To note declarations of Members' interests</b>
	No declaration of interest was raised.
<b>ScG</b> <b>St/23/01/04</b>	<b>To note the terms of reference for the Staffing Committee</b>
	Councillors <b>NOTED</b> the terms of reference for the Staffing Committee.
<b>ScG</b> <b>St/23/01/05</b>	<b>To confirm and sign the minutes of the Staffing Committee Meeting held on 12 October 2022</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG</b> <b>St/23/01/06</b>	<b>To receive and consider the YTD financial position of the Staffing Committee</b>

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<sup>1</sup> Meeting started 1947hrs

	Councillors <b>NOTED</b> the YTD financial position.
<b>ScG St/23/01/07</b>	<b>To consider a proposal to introduce an employee time tracking software to better plan and prioritise work</b>
	Cllr Buchanan briefed Councillors on the item.  Councillors <b>NOTED</b> the update.  <b>RESOLVED:</b> that the Clerk is instructed to introduce a method to track time against projects.
<b>ScG St/23/01/08</b>	<b>To receive and consider a proposal to review the Shavington-cum-Gresty Appraisal Policy</b>
	Councillors <b>NOTED</b> the report.  <b>RESOLVED:</b> that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the following amendments: <ul style="list-style-type: none"> <li>• ‘Performance reviews will refer to core responsibilities of the role listed in the job description, as well as to the agreed objectives for the previous year. Appraisee and appraisers will contribute toward the ratings, and both parties will endeavour to agree on a final score for each element of discussion. If no agreement can be reached, then the appraiser score will go forward’;</li> <li>• Preparation for appraisal form (Appraisee): amend all boxes with a ‘please list’ instead on ‘are there’.</li> </ul> <b>RESOLVED:</b> that ‘1-2-1 feedback employer meetings’ are introduced and led by the line manager. That the Chair of Staffing Committee will hold the ‘1-2-1 feedback employer meetings’ with the Clerk.
<b>ScG St/23/01/09</b>	<b>To receive and consider an update with regards to the NJCP 2023/24 pay rise</b>
	The Clerk briefed Councillors on the item.  Councillors <b>NOTED</b> the update.
<b>ScG St/23/01/10</b>	<b>To consider 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 11 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</b>
	<b>RESOLVED:</b> 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 11 on the grounds that the matters contain sensitive

	information and by reason of confidential nature of the business being transacted.
<b>ScG St/23/01/11</b>	<b>To receive and consider an update on staffing matter</b>
	<p>Cllr Buchanan and the Clerk briefed Councillors on staffing matter.</p> <p>Councillors <b>NOTED</b> the update.<sup>2</sup></p> <p><b>RESOLVED:</b> that, in order to address staff capacity concerns, the following recommendations are made to Full Council:</p> <ol style="list-style-type: none"> <li>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</li> <li>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee's projects and activities</li> <li>c. That the 60 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</li> </ol>
<b>ScG St/23/01/12</b>	<b>To consider and inform the budget setting process for 2024/25 financial year</b>
	<p>The Clerk briefed Councillors on the item.</p> <p>Councillors <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the item is deferred until the NJCP 2023/24 is approved, and that a meeting is called in October (date to be confirmed)</p>
<b>ScG St/23/01/13</b>	<b>To note the date of the next Staffing Committee Meeting – 10 January 2024 7:30PM</b>
	Councillors <b>NOTED</b> the date of the next Staffing Committee meeting

Meeting Closed at 21:41 hrs

Chair: Cllr Buchanan

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<sup>2</sup> Cllr B Gibbs left the room at 20:42hrs and rejoined the meeting at 20:44hrs

Clerk: S Garnero

DRAFT



**Shavington-cum-Gresty Council**  
**Planning Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 5 July 2023**

In attendance: Cllrs McIntyre, K Gibbs, McHugh, R Jones, Wain

B Gibbs

<b>ScG PC/23/02/1</b>	<b>To receive and consider apologies for absence<sup>1</sup></b>
	Apologies were received and accepted from Cllrs S Jones, Ferguson
<b>ScG PC/23/02/2</b>	<b>To note declarations of Members' interest</b>
	No declaration of interest was raised.
<b>ScG PC/23/02/3</b>	<b>To confirm and sign the minutes of the Planning Committee Meeting held on 7 June 2023</b>
	<b>RESOLVED:</b> That the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG PC/23/02/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
<b>ScG PC/23/02/5</b>	<b>To consider making a response to the following planning applications:</b>
	<b>a. Application:</b> 23/2255D <b>Proposal:</b> Discharge of conditions 7 and 9 on application 20/4113N: Full planning permission for the development of a new

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<sup>1</sup> Meeting started 1902hrs

	<p style="text-align: center;">care-home facility including access, associated landscaping and infrastructure</p> <p><b>Location:</b> Land to the north-west of the junction of Gresty Road and Crewe Road, to the east of Shavington</p> <p><b>National Grid Ref:</b> 371002.6478 353423.2152</p> <p><b>RESOLVED:</b> No comment</p> <p><b>b. Application:</b> 23/2014N  <b>Proposal:</b> A dormer to be built on the front roof of the property  <b>Location:</b> 51, EARLS ROAD, SHAVINGTON, CW2 5EZ  <b>National Grid Ref:</b> 369665.3389 351576.3326</p> <p><b>RESOLVED:</b> No comment</p> <p><b>c. Application:</b> 23/2260N  <b>Proposal:</b> Single storey extension to side/rear of dwelling  <b>Location:</b> 15, VINE TREE AVENUE, SHAVINGTON, CW2 5BS  <b>National Grid Ref:</b> 369965.6061 352181.3757</p> <p><b>RESOLVED:</b> No comment</p>
<p><b>ScG PC/23/02/6</b></p>	<p><b>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</b></p>
	<p><b>a. Application:</b> 23/2355N  <b>Proposal:</b> Proposed conversion on single dwelling-house into 2no. self contained flats  <b>Location:</b> 148, CREWE ROAD, SHAVINGTON, CW2 5AJ  <b>National Grid Ref:</b> 370489.4613 352205.4221</p> <p><b>RESOLVED:</b> No comment</p>
<p><b>ScG PC/23/02/7</b></p>	<p><b>To receive and consider the latest update of the ScG Parish Council – Planning Application Record</b></p>
	<p>Members <b>NOTED</b> the Planning Application Record.</p> <p>The Clerk reported that Cheshire East Planning hasn't yet addressed the Council's request to get an update on the planning application 23/1150N and is still awaiting a response.</p>
<p><b>ScG PC/23/02/8</b></p>	<p><b>To note the date of the next Planning Committee Meeting – 26 July 7PM</b></p>
	<p>Councillors <b>NOTED</b> the date of the next Planning Committee meeting.</p>

Meeting Closed at 1912 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

**Shavington-cum-Gresty Council**  
**Planning Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 26 July 2023**

In attendance: Cllrs McIntyre, K Gibbs, S Jones, McHugh, Wain

<b>ScG PC/23/03/1</b>	<b>To receive and consider apologies for absence<sup>1</sup></b>
	Apologies were received and accepted from Cllrs R Jones and Ferguson.
<b>ScG PC/23/03/2</b>	<b>To note declarations of Members' interest</b>
	No declaration of interest was raised.
<b>ScG PC/23/03/3</b>	<b>To confirm and sign the minutes of the Planning Committee Meeting held on 5 July 2023</b>
	<b>RESOLVED:</b> That the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG PC/23/03/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
<b>ScG PC/23/03/5</b>	<b>To consider making a response to the following planning applications:</b>
	<b>a. Application:</b> 23/2676N <b>Proposal:</b> Retrospective planning permission for re-positioned screen fence. <b>Location:</b> 21, LITTLE MEADOW PLACE, SHAVINGTON, CW2 5UB <b>National Grid Ref:</b> 370975.9541 353052.3227

<sup>1</sup> Meeting started at 1935hrs

	<p><b>RESOLVED:</b> No comment</p> <p><b>b. Application:</b> 23/2691N  <b>Proposal:</b> Two storey gable extension, with loft conversion  <b>Location:</b> 83, Park Estate, SHAVINGTON, Shavington, Cheshire East, CW2 5AW  <b>National Grid Ref:</b> 370702.4379 352179.6835</p> <p><b>RESOLVED:</b> No comment</p>
ScG PC/23/03/6	<b>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</b>
	<p><b>a. Application:</b> 23/2727N  <b>Proposal:</b> Erection of 2-storey rear and side extension and addition of front porch  <b>Location:</b> 339A, CREWE ROAD, SHAVINGTON, CHESHIRE CW2 5AD  <b>National Grid Ref:</b> 370725 353414</p> <p><b>RESOLVED:</b> No comment</p>
ScG PC/23/03/7	<b>To receive and consider the latest update of the ScG Parish Council – Planning Application Record</b>
	Members <b>NOTED</b> the Planning Application Record.
ScG PC/23/03/8	<b>To note the date of the next Planning Committee Meeting – 6 September 7PM</b>
	Councillors <b>NOTED</b> the date of the next Planning Committee meeting.

Meeting Closed at 1941 hrs

Chair: Cllr McIntyre

Clerk: S Garnero



## Report Statement

Meeting: Parish Council Meeting  
Report Purpose: To provide a report from Cllr Buchanan (CEC)  
Version Control: v0  
Author: Cllr Buchanan (CEC)

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### Report to Parish Council

#### Members Enquiries

- **Controlled Crossing, Rope Lane**

#### Consultation and Engagement

CEC consulted with affected households and the PC. A report was presented to PC Planning Committee 11th January 2023. The meeting concluded with a decision to take forward the 'Puffin crossing' type close to the junction of Broomhall Drive.

7.1. Informal consultation with affected properties has taken place during the feasibility design process. Directly affected properties (indicated below) for the options at Broomhall Drive, were invited to make comments through a letter drop with follow up by telephone. For the option nearer the A500 bypass, the directly affected properties included premises further north along Rope Lane.

7.2. The responses to consultation put forward a number of concerns, including:

- The proposed location being close to the corner of Broomhall Drive, Shavington and therefore being unsafe.
- The volume of people seeking to cross at this location couldn't justify a signalised controlled crossing.
- The current location proposed on Broomhall Drive, Shavington junction is a bad location.
- Traffic builds up at the junction of Broomhall Drive, Shavington.
- There will be a risk of vandalism
- The crossing proposes more dangers than not having one at all.
- There are cheaper options available.
- The crossing on the junction will leave title room to manoeuvre into the properties around the junction mouth and on Rope Lane, Shavington.

- Reversing into residents driveways will be unsafe on a signalised controlled crossing and they cannot reverse onto a main road.
- There will be a loss of parking on Rope Lane, Shavington.
- The public do not struggle to cross at this location.

The results of consultations indicate objections to the signalised crossing (puffin) from the residents close to Broomhill Drive, although there was no wider public objections received. The Parish Council has previously expressed concerns about the introduction of an uncontrolled crossing.

The Ward Councillor Cllr Marren) has previously indicated concerns that the Toucan crossing option was too remote from the main pedestrian flows and did not adequately connect to footways on both sides of Rope Lane.

7.3 The number of representations received from residents is low, but it should be noted that all comments received raise concerns. A decision to proceed with any of the options is unlikely to satisfy all interest.

- No. of responses received: 6
- No. of objections received: 4
- No. of responses in favour of: 0

## 8. Finances

8.1. The estimated costs for the options under consideration are as follows:

- An Uncontrolled pedestrian crossing = £15,000
- A Puffin (pedestrian) crossing = £120,000
- A Toucan (pedestrian and cycle) crossing = £140,000

8.2. The total value of the S106 funding commitment is £80,000 (index linked to 2015 prices).

8.3. Should the cost of the preferred option exceed the value of the S106 funding, additional top-up funding would need to be identified, with options including the Cheshire East Council annual LTP programme, the parish council and the Cheshire East members highway fund.

## 9. Next Steps

9.1. Following this report and engagement with the Parish Council, Cheshire East Council will review all information relating to the different options.

9.2. A decision report will be prepared recommending a way forward. This report will be considered by the Council's Head of Highways, in consultation with the Chair of Highways and Transportation Committee.

9.3. Subject to the decision made, arrangements for relevant works instructions will be put in place to implement the preferred options at the earliest practical opportunity.



**SHAVINGTON**  
CUM  
**GRESTY**

On the 10<sup>th</sup> August I received the following: Newly published decision:  
Officer Decision Record - Puffin Crossing on Rope Lane, Shavington,  
Crewe

Decision:

*That public notice is given under Section 23 of the Road Traffic Regulation Act 1984 to install a Puffin Crossing on Rope Lane, Shavington, Crewe (as shown on the attached plan S106-835 Rope Lane Puffin) Should no objections be received during the objection period, or where objections are made or subsequently withdrawn, then the proposed pedestrian crossing should be installed.*

*The decision, along with a detailed diagram can be accessed at:*

<https://moderngov.cheshireeast.gov.uk/ecminutes/ieDecisionDetails.aspx?id=2859&LLL=0>

*The formal consultation consists of:*

- *Letter to Local Ward Member*
- *Letter to the Parish Council*
- *Letter to the residents*
- *Notices put out at the location (on lamp columns, telegraph poles etc.)*
- *Notice on the Cheshire East Council Website*
- *Notice put in the local paper*

*We will then gather all comments received and determine how the scheme will progress, can we mitigate any concerns and what is the level of support / objection received*

As stated at the last PC, I requested that the formal consultation commences in September to avoid the summer holiday when residents might be away.

- **Bus Service**

There have been minor timing changes to the 12 D&G bus service to better reflect changes to staff working at Leighton Hospital, plus introducing an extra early morning journey to the hospital.

I have asked the Community Manager to upload the new bus timetable on appropriate PC sites

- **Pedestrian Crossing near NISA shop, Crewe Road**

After resident requests I have enquired about a Pedestrian crossing near to the NISA shop on Crewe Road. The response to the request:

*"We can confirm that this has been added to the list for assessment.*

*We can advise that we are reviewing the Pedestrian Crossing Policy at present, hence no assessments will be carried out until the policy has been approved."*

- **Signage request**

Alexandra Mill enquired about road signage to their business and the installation of a crossing. The response states that the Council does not provide directional sign for businesses and a crossing should have been considered at the planning stage. I've suggested that the home follows this up with the developer to see if this was part of planning?

*"Dear Cllr Buchanan*





**SHAVINGTON**  
CUM  
**GRESTY**

*The Design (Traffic) Team considers the introduction of new signs on the public highway as a last resort for a destination or business. Primarily, we follow the guidance prescribed by the Department for Transport, predominantly within the Traffic Signs Manual Chapters 1 to 8. As the Highway Authority we must ensure there is not over-use of traffic signs on our network, as this can have a detrimental impact on the environment, dilutes more important safety-critical messages and increases the risk of exposure to collisions for our road workers and may increase the severity of collision injuries to the travelling public (many motorcyclists have died by losing control and crashing in to signs or other objects located adjacent to the carriageway). In addition, the introduction of signs to the public highway results in an increase of assets that the council must manage with regards to replacement, cleaning and cutting back vegetation if signs become obscured.*

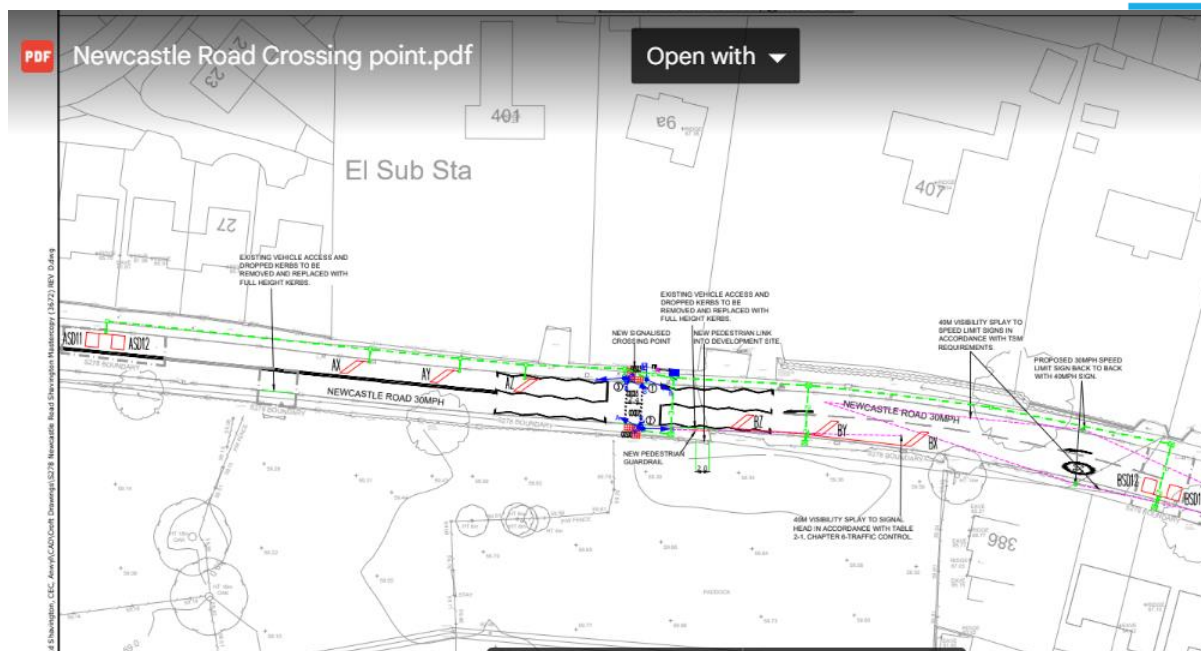
*We do not authorise signs on the highway as a means of advertising or promotion and expect an attraction or business to be doing everything they can to help visitors find their destination, for example, website and marketing material should provide clear directions or a map, together with the best postcode for sat nav use. The building is clearly visible from the highway and the business have the means to install clear signage on site.*

*There are many care homes and elderly or disabled persons facilities in the Borough, the designated sign to warn motorists of frail or disabled pedestrians likely to cross the road ahead should be restricted to locations where relatively high numbers of slow-moving pedestrians are likely to cross a road other than at a Zebra or signalled crossing. The council should not be expected to fund highway crossing measures for pedestrians generated by a new business, this matter should have been considered at the planning stage by the developer.”*

- **Queen’s Meadow Crossing**

Anwyl sought urgent clarification regarding the location of a crossing from their site across the Newcastle Road

*“The approved location of the Signalised Pedestrian crossing is shown on the attached drawing. This has received Technical Approval and Anwyl have been made aware of this. This is a S278 Scheme (Developer delivered) so they are in control of the timescale of when this installed. I am given to understand this will be quite soon”*



- **140 Main Road**

Following the sale of 140 Main Road I asked for the details of the new owners. I have been informed

*“The sale of 140 Main Road, Shavington has not yet completed. It is sold subject to contract and as such, we are unable to provide you with the purchaser’s details at this time. Once the sale has been completed, buyer’s details will be publicly available at the Land Registry.*

*It must be noted that given the property is Locally Listed then it does have some protection from a planning viewpoint.”*

- **Piccadilly footpath**

Councillor Ferguson kindly supplied me with a detailed diagram of Piccadilly footpath. It has now been confirmed

*“Councillor Buchanan thank you for this footpath maintenance enquiry, I can confirm that the blue line is managed by Guinness Partnership, the red line by highways although the adjacent hedges are private and the red line with the wavy blue line passing through is managed by Cheshire East Property.*

*We will be attending shortly to trim the vegetation on the red lined area of the pathway.*

*I hope this clarifies the situation”*

## Meetings



**SHAVINGTON**  
CUM  
**GRESTY**

## July

- Tuesday 4<sup>th</sup>: PCC John Dwyer

With Councillor Cruikshank, we attended a meeting with PCC John Dwyer at Holmes Chapel Library. The following was covered

1. PCSOs attending meetings need to be at the top of the agenda so that they can leave to continue with duties
  2. Electric scooters are currently illegal on public roads, pavements, and cycle lanes. Cheshire constabulary are looking at this issue
  3. Fly tipping is illegal. The police work in partnership with councils to deal with this
  4. All Parish Councils have a designated PCSO. By employing an extra PCSO, Shavington-cum-Gresty council is uplifting the service.
  5. Speeding: movable speed cameras are being trialled to see how they work and if they change behaviour
  6. Drugs: use of heat mapping to spot cannabis cultivation
  7. Speed watch suspended due to H&S concerns
  8. Graffiti: Police and Probation Service working on payback
- Monday 17<sup>th</sup>: meeting with Simona
  - Thursday 20<sup>th</sup>: meeting with David Brown (Director of Governance and Compliance) and Paul Davies (Contract Operations Manager)

This meeting was arranged to discuss issues related to flooding behind the new housing estate, Diamond Close

- Friday 21<sup>st</sup>: Phase 1 Corporate Plan
- Friday 21<sup>st</sup>: Nightingales Choir concert
- Thursday 28<sup>th</sup>:

I met with Wybunbury Parish Councillors Sandra Clark and Philip Jackson and representatives from Anwyl

1. Mike Salmon: Area Construction Manager
2. Neil Lally: Site Manager

The current build position relates to the rising main on Newcastle Road and the 5 plots to the right of the main entrance that need piling. There will be a letter drop to residents on Newcastle Road along regarding road closure, with another letter drop to residents on Newcastle Road and those affected on Ashcroft Avenue to inform them of when the piling will commence.

Rising Main: the foul water generated within the site will be sent from the pumping station on site to the rising main on Newcastle Road.

Houses will be sold from the Anwyl development on Sydney Road. Initially customers will be buying on spec. The onsite show home is anticipated to be completed by March 2024. The development will have 81 houses. Affordable housing will be run by Vale Royal.

Newcastle Road will be shut from August 7<sup>th</sup> to September 1<sup>st</sup>. The reason for the closure is to connect the rising main

Home owners on the area affected will have access to their homes.



The 3 gullies along Newcastle Road outside the development are blocked. Anwyl unblock these upon completion of the site. At the moment flooding is such that water goes beyond the white line in the middle of the road. The commercial site is still to be sold, Anwyl are doing the drainage. Anwyl are in talks with Persimmons about buying the public open space (POS) land so that the appointed estate management company can maintain the area. All properties will have solar panels. The roofs will be one colour to blend in with the panels. There will be electric charging points. Whilst heat pumps won't be fitted everything will be installed so that owners can decide whether or not to have a heat pump. There is confusion about the crossing. On the planning the crossing will go from the site, however, there was mention that the traffic lights will be adapted for pedestrian crossing. Newcastle Road BT overhead lines came down on 6th August. Overhead electric mains through the site came down on 10th August. The next meeting is planned for 10am, Friday 8th September. Since this meeting I have been in touch with planning who have confirmed that the crossing is from Queen's Meadow across Newcastle Road.

## August

- Tuesday 1<sup>st</sup>: HS2 local liaison meeting
- Monday 7<sup>th</sup>: Meeting with David Brown (Director of Governance and Compliance), Tom Moody (Director of Highways and Infrastructure), Paul Davies (Contract Operations Manager). Aim to resolve issues related to flooding
- Thursday 10<sup>th</sup>: Developing the Corporate Plan
- Thursday 24<sup>th</sup>: Essential information for councillors

## Committees

### Thursday 27<sup>th</sup> July: Environment and Communities

#### Green Waste Subscription

Aim - To encourage the public to subscribe to the new green waste collection service by introducing annual fixed charge of £56 to residents for the service.

Background - To achieve a balanced budget the savings need to be £900k in 2023-34 with £3,150k in 2024-25. This would give a full year income target of £4,050k.

The subscription process was approved by Full Council in February 2023 as part of the MTFs. There will be a subscription reduction to £40 for those who receive council tax benefit. The public will pay subscriptions from October 2023 and the service itself will start in January 2024. None-subscription households will have their last collection in December 2023. Bin collection dates will remain the same and subscription will be through the website, by telephone and in person at collection centres. There will be a 4-6 week break over the Christmas and New Year period, depending on when individual collections occur.

Approximately, 150,000 households are eligible for the green bin collection service, 80% households in CE. On subscription, a sticker will be provided for the bin. It is designed to tear if removed. There will be a new sticker each year and they will also have the customer's address and reference number so that a bin's location can be checked. Waste collection vehicles will have on-board records.



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Households which do not subscribe will not have bins removed so that they may take up the option later, if they wish.

The committee was informed that the communications programme (August to October 2023) will include a leaflet to every household eligible to have a green waste bin, the website, social media and press information will be covered. Four customer-facing staff will be employed to cover the transition, which will reduce to two staff later. The cost of this has been included in the subscription charge and savings estimates. The campaign will aim to increase home composting and provide information as to the positive environmental impact, how to start and where to obtain caddies etc.

We were assured that research undertaken on other charging local authorities has indicated that there was negligible increase in fly tipping, after charges started. As we know, food waste is currently recycled within green waste bins and everything is processed together. It is currently unlawful to charge to remove food waste and this will not therefore be included in the charge; if a subscriber continues to put their food waste in their green bin, CEC will not be taking enforcement action. The vote was carried by 7 votes to 5 with a record made of each member's vote.

### **Library Services Review**

The final version of the CE Libraries Service Review was presented and there was widespread discussion. A number of changes have been made to the initial proposals. Crewe and Nantwich libraries will not close for a full day, rather opening times will change from 9am to 10am and each library will close one half day per week.

- Wednesday 2<sup>nd</sup> August: Southern Planning
- Wednesday 30<sup>th</sup> August: Southern Planning

### **Resident concerns**

1. Flooding Crewe Road and Newcastle Road
2. Loneliness (referral to NHS care volunteer responders)
3. Lack of no through road sign into Copper Beach
4. 1 Rope Lane
5. Youth Club (followed up with letter to Dr Mullen)
6. 140 Main Road
7. Disabled parking outside Lyceum

## Information from CEC

### Statement of accounts and audit certification

The 2020/21 Statement of Accounts has now been signed off by Mazars and is available on the Council's website.

Also, the remaining audit certificates for 2018/19 and 2019/20 have also been issued by Mazars following the conclusion of the Public Interest Report.

All three documents can be found by clicking on the button below

Our work on the 2021/22 Statement of Accounts is now complete. We are now awaiting final sign off from Mazars which is due in the next few weeks. The 2021/22 statement includes all the necessary updates for Infrastructure Assets and IAS19 pension adjustments.

Statement of accounts and annual governance statement:

[https://www.cheshireeast.gov.uk/council\\_and\\_democracy/your\\_council/council\\_finance\\_and\\_governance/statement\\_of\\_accounts/statement\\_of\\_accounts.aspx?utm\\_medium=email&utm\\_source=govdelivery](https://www.cheshireeast.gov.uk/council_and_democracy/your_council/council_finance_and_governance/statement_of_accounts/statement_of_accounts.aspx?utm_medium=email&utm_source=govdelivery)

### Solar together Cheshire and Warrington

The council is committed to being carbon neutral in its operations by 2025 and has signed up to the UK100 commitment to be carbon net zero across the borough by 2045. The carbon neutral programme, [https://www.cheshireeast.gov.uk/environment/carbon-neutral-council/carbon-neutral-council.aspx?utm\\_medium=email&utm\\_source=govdelivery](https://www.cheshireeast.gov.uk/environment/carbon-neutral-council/carbon-neutral-council.aspx?utm_medium=email&utm_source=govdelivery) details how the council is progressing on its decarbonisation journey and provides the bigger picture on why we are doing this hugely important work.

Following on from initiatives to help low income and social housing residents improve energy efficiency in their homes and lower energy bills through initiatives such as the home upgrades grant, the council is now looking to support the 'able-to-pay' market in its latest project to drive our ambition to be carbon neutral by 2045.

Cheshire East Council, in partnership with Cheshire West and Chester and Warrington Council, is about to launch 'Solar Together: Cheshire and Warrington' in collaboration with IChoosr with the aim of promoting home solar and battery installation.

A mailing campaign will begin across the region at the end of this month with a deadline to sign up of Friday 22 September. This will be targeted at able to pay residents, who may be interested in having solar panels installed but are unsure what to do or who to trust.



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**Calendar of meetings**

22 August	10.00am	<a href="#">General Appeals Sub Committee</a>
24 August	1.30pm	<a href="#">Staffing Appeals Sub Committee</a>
30 August	10.00am	<a href="#">Southern Planning committee</a>
31 August	1.30pm	<a href="#">Staffing Appeals Sub Committee</a>
1 September	9.30am	<a href="#">Crewe Town Board</a>
4 September	2.00pm	<a href="#">Licensing committee</a>
5 September	2.00pm	<a href="#">Cared for Children and Care Leavers committee</a>
5 September	2.00pm	<a href="#">Appointments Committee</a>
6 September	10.00am	<a href="#">Northern Planning Committee</a>
6 September	2.00pm	<a href="#">Cheshire East Health and Care Partners Board</a>
7 September	10.00am	<a href="#">Scrutiny Committee</a>
7 September	2.00pm	<a href="#">Finance Sub-Committee</a>
12 September	2.00pm	<a href="#">Economy and Growth Committee</a>
13 September	10.00am	<a href="#">Local Authority School Governor Nomination Sub-Committee</a>
15 September	10.00am	<a href="#">Cheshire Police and Crime Panel</a>
18 September	2.00pm	<a href="#">Children and Families Committee</a>
19 September	10.00am	<a href="#">General Licensing Sub-Committee</a>
20 September	10.00am	<a href="#">Strategic Planning Board</a>
21 September	10.00am	<a href="#">Highways and Transport Committee</a>
25 September	10.00am	<a href="#">Adults and Health Committee</a>
26 September	2.00pm	<a href="#">Cheshire East Health and Wellbeing Board</a>
27 September	10.00am	<a href="#">Southern Planning Committee</a>
28 September	10.00am	<a href="#">Environment and Communities Committee</a>
28 September	2.00pm	<a href="#">Audit and Governance Committee</a>

**Latest Consultation**



### **Public Spaces Protection Orders (PSPO) Consultations 2023**

Cheshire East Council is looking to review 3 x PSPO's around Dog Fouling, Dog Control and our current gated alleyways.

To view our proposals and for more information as to how you can provide your feedback visit our PSPO webpage, click on the button below.

**Closes Wednesday, 6 September 2023**

[https://www.cheshireeast.gov.uk/environment/community\\_safety/anti-social\\_behaviour/public-space-protection-orders/public-spaces-protection-orders-pspo%27s.aspx?utm\\_medium=email&utm\\_source=govdelivery](https://www.cheshireeast.gov.uk/environment/community_safety/anti-social_behaviour/public-space-protection-orders/public-spaces-protection-orders-pspo%27s.aspx?utm_medium=email&utm_source=govdelivery)

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### **Flexilink: Service proposals**

Cheshire East Council are currently reviewing the FlexiLink service to understand how the service has been performing, with an assessment of efficiency, affordability, and value for money.

The review so far has identified a number of significant challenges, including low levels of demand, under-utilised vehicles and often inefficient vehicle use due to a lack of automated routing and scheduling software.

We have therefore identified a set of potential proposals to expand & improve the service, ensuring it is more efficient, cost effective and sustainable.

**Closes Saturday, 30 September 2023**

[https://surveys.cheshireeast.gov.uk/s/FlexiLink/?utm\\_medium=email&utm\\_source=govdelivery](https://surveys.cheshireeast.gov.uk/s/FlexiLink/?utm_medium=email&utm_source=govdelivery)





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**Report Statement**

Meeting: Parish Council Meeting  
 Report Purpose: To provide the June and July reports  
 Version Control: v0  
 Author: PCSO Corbett

**BEAT MANAGERS REPORT**

<b>Month</b>	<b>June 2023</b>
<b>Completing officers</b>	<b>P.C.S.O 20674 P.Corbett.</b>
<b>Ward</b>	<b>Shavington.</b>
<b>Community Engagement undertaken:</b>	Local shops visited. Closed premises checked, including unoccupied buildings on Crewe Road and Main Road.  Patrols of pharmacies, garages, and pet food shops Continued welfare checks on identified vulnerable residents.
<b>Traffic activity/enforcement</b>	<u>Tru-Cam.</u>  03/06/2023 Jack Mills Way.  04/06/2023 Gresty Lane.  15/06/2023 Newcastle Road.  <u>Speed watch (PSCO Corbett and Volunteer).</u>  16/06/2023 Crewe Road. (Volunteers L.Buchanan and D.Chew, no police present.)  26/06/2023 Crewe Road.
<b>Surgeries</b>	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
<b>Schools + Young People.</b>	Parking Patrols.



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	<p>16/06/2023 Meeting with staff at Shavington academy ref: ASB by pupils at school closing times.</p> <p>Communication with shavington primary school ref free police training for year six teachers and organising "Good citizen" talks for early July.</p>
<p><b>Priority/problems raised, and activity carried out to combat</b></p>	<p>Speeding, parking, Increased presence around Play areas.</p>
<p><b>Feedback</b> (how have you made the community aware of what you have done?)</p>	<p>Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.</p> <p><b>**Drug work not posted**</b></p> <p>Cheshire Alert.</p>
<p>Notable contact with partner agencies.</p>	<p>Crisis Line.                  Aspire Housing.</p>
<p>Any wider community issues, which have been addressed?</p>	<p>This List Is Not Exhaustive. (Dates with zero entries consist predominately of domestic incidents.)</p> <p>01/06/23 Assist other agencies. (Address assessment for Probation, ensure address is suitable for offender to be released to.) Acres drive. Resolved.</p> <p>01/06/23 Road Traffic offences. (Report of drug use prior to offender taking a driving lesson.) Mallow avenue. Ongoing.</p> <p>01/06/23 Road traffic offences. (Report of loud exhaust.) Broomhall drive. Resolved.</p>



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02/06/23 Concern for safety. (Young Child approx. 8 years old walking alone around shavington.) Crewe road. Resolved.

02/06/23 Burglary (Shed broken into and pushbike stolen.) Farm close. Ongoing.

03/06/23 Burglary (Shed broken into and fishing tackle stolen.) Spring bank road. Ongoing.

04/06/23 Black mail. (Victim has sent nude pictures of themselves to offender online who is threatening to publish them if they are not sent money.) Diamond close. Ongoing.

05/06/23 Dangerous driving. (Report of a car driving on wrong side of road.) Rotary way. Ongoing.

06/06/23 Vehicular ASB. (Boy racers.) Jack mills way. Ongoing.

06/06/23 Theft. (Push bike stolen from local sports centre.) Crewe Road. Ongoing.

07/06/23 Assist other agencies. (Assist paramedics, severe mental health crisis.) Sable road. Ongoing.

07/06/23 Drunk driver. Rope Lane. Resolved.

08/06/23 Drug dealing. Sable road. Ongoing.

09/06/23 Assist other agencies. (Police check / authorisation for private firm to conduct drone flight.) Gresty Road railway site. Resolved.

12/06/23 Fraud. (Victims address is being used virtually by scam firms.) Crewe road. Ongoing.



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12/06/23 Highway obstruction. (Flood.) Jack mills way / Gresty area. Resolved.

13/6/23 Probation condition checks. Newcastle road. Resolved.

14/06/23 Person check. (Known prolific offender stop checked.) Gresty Road. Resolved.

15/06/23 Controlling and Coercive behaviour. (Victim is being controlled by partner.) Park Estate. Ongoing.

16/06/23 Report of possible drink driver. (Report that a motorist is buying two bottles of wine every morning from a local shop.) Crewe road. Ongoing.

16/06/23 Concern for safety. (Male on roof of local sports club.) Crewe road. Resolved.

17/06/23 Stalking. (Victim is being repeatedly followed.) Gresty Road / Lane. Ongoing.

18/06/23 Road rage / Criminal Damage. (Scooter rider has stopped victim's car then punched it several times denting it and knocking off wing mirror.) Gresty Road. Ongoing.

18/06/23 Public order. (Aggressive male has threatened staff at local club.) Crewe road. Ongoing.

18/06/23 Animal welfare. (Report of an abandoned dog.) Mallow Avenue. Ongoing.

19/06/23 Road traffic collision. (Two car accident, human error, minor injuries.) Newcastle road. Resolved.



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19/06/23 Threats of violence. (Victim is being told they will have their house burnt down.)  
Winchester close. Ongoing.

21/06/23 Concern for safety / suspicious activity. (Resident could not be contacted but unknown male seen in address, checked, friend dog sitting.) Badens croft road. Resolved.

21/06/23 Criminal damage (Customers at local garage have deliberately broken the jet wash screens.) Jack mills way. Ongoing.

21/06/23 Road traffic collision (RTC) Minor injuries. (Unlicenced driver has crashed into a parked car at local service station.) Jack mills way. Ongoing.

22/06/23 Civil dispute. (Ex employee is refusing to return company property.) Limetree mews.  
Ongoing.

22/06/23 Concern for safety. (Suicidal female.)  
Alfred king close.  
Ongoing.

23/06/23 RTC Minor injuries. (Van has struck a motorcycle.) Jack mills way. Ongoing.

23/06/23 Suspicious activity. (Reports of a male doing laps of local area in heavy rain.) Resolved.

24/06/23 Concern for safety. (Serious mental health incident.) Sable road. Ongoing.

25/06/23 Drug use. (Resident using cannabis.)  
Humphrey place.  
Ongoing.



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	<p>25/06/23 Neighbour dispute. (Threats / Harassment from one neighbour to another.) Woodnoth drive. Resolved.</p> <p>26/06/23 Assist other agencies. (Person check) Lime grove. Resolved.</p> <p>27/06/23 Dog bite incident. (Victim bitten on hand.) Cherry tree park. Ongoing.</p> <p>27/06/23 Shoplifting. (Spirits stolen from local store.) Rope lane. Ongoing.</p> <p>28/06/23 Shoplifting. (Spirits stolen from local store.) Rope lane. Ongoing. (Separate incident to above.)</p> <p>28/06/23 Highway obstruction. (Rubble spilt on road.) B5071 Link to Jack mills way. Resolved.</p> <p>29/06/23 Suspicious activity. (Two men in a white van have entered closed building site.) Alfred Potts way. Resolved.</p> <p>29/06/23 Drug use. (Resident using cannabis). Humphrey place. Ongoing.</p> <p>30/06/23 Suspicious activity. (Possible rogue trader / courier looking at people's properties) Cameron Avenue. Resolved.</p> <p>30/06/23 Stolen vehicle. (Stolen vehicle located in shavington.) Spring bank road. Ongoing.</p> <p>30/06/23 Criminal damage. (Neighbour has cut hedge down without permission from owner.) Main road. Ongoing.</p>
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	<p>Domestic Incidents 15 Serious (Violence). 3</p> <p>Concern for welfare / vulnerable people Follow Up Check. (Urgent but not considered an emergency)</p> <p>11</p> <p>Missing Persons. 1 Adult (Found.)</p>
Abstractions.	<p>06/06/23 FULL SHIFT Training at Crewe Hall.</p> <p>10/06/23 FULL SHIFT Holiday.</p> <p>13/06/2023 40 MINS Concern for safety, Sydney area, no other officers available.</p> <p>16/06/2023 30 MINS Suspicious behaviour, Report of Bank money van abandoned. Weston Lane. Closest resource at time of incident.</p>
Other information / Incidents of note.	<p>Shavington is still without a dedicated beat manager (allocated Police officer.)</p>



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**BEAT MANAGERS REPORT**

<b>Month</b>	<b>July 2023</b>
<b>Completing officers</b>	<b>P.C.S.O 20674 P.Corbett.</b>
<b>Ward</b>	<b>Shavington.</b>
<b>Community Engagement undertaken:</b>	<p>Shavington Village Summer Fayre attended 01/07/2023.</p> <p>Local shops visited. Closed premises checked. Stables and Substations after reports of homeless people sleeping there.</p> <p>Patrols of garages, Local convenience stores and pet food shops after an increase in thefts.</p> <p>Continued welfare checks on identified vulnerable residents.</p> <p>Ward Walk with PCC and Councillor L.Buchanan.</p>
<b>Traffic activity/enforcement</b>	<p><u>Tru-Cam.</u></p> <p>07/07/2023 Gresty Lane</p> <p><u>Speed watch (PSCO Corbett and Volunteer).</u></p> <p>Postponed.</p>
<b>Surgeries</b>	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
<b>Schools + Young People.</b>	<p>Parking Patrols.</p> <p>05/07/2023 ASB Talk to year 10 pupils at Shavington Academy.</p> <p>06/07/2023 Good citizen presentations at shavington primary school.</p>
<b>Priority/problems raised, and activity carried out to combat</b>	Speeding, parking, Increased presence around Play areas.





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<p><b>Feedback</b> (how have you made the community aware of what you have done?)</p>	<p>Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.</p> <p><b>**Drug work not posted**</b></p> <p>Cheshire Alert.</p>
<p>Notable contact with partner agencies.</p>	<p>Crisis Line.                  Aspire Housing.                  Guinness housing.                  NHS Paramedics / Ambulance crew.                  Staffs police.</p>
<p>Any wider community issues, which have been addressed?</p>	<p>This List Is Not Exhaustive. (Dates with zero entries consist predominately of domestic incidents.)</p> <p>01/07/23 Highway Disruption. (Debris in road.) A500 Shavington bypass. Resolved.</p> <p>01/07/2023 Complaint against police. (Caller reporting pcso for not progressing a complaint of criminal damage, victims hedge was cut by neighbour. Reviewed by senior officer. Case handled correctly.) Resolved.</p> <p>01/07/23 Drugs. (Reports of drug use.) Humphry place. Ongoing.</p> <p>02/07/23 Suicidal person. (Victim had taken large amounts of alcohol and drugs.) Black croft close. On going.</p> <p>03/07/23 Violence. (4 People fighting.) Emes close. Resolved.</p> <p>03/07/23 Highway obstruction. (Camper van parked in dangerous position.) Edwards Avenue. Resolved.</p>



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04/07/23 Theft. (Building supplies stolen from local business.) Newcastle road. Ongoing.

05/07/23 Shoplifting. (£40 Pounds groceries stolen, local store.) Rope Lane. Ongoing.

05/07/23 Road traffic collision (RTC, no injury, two cars involved in minor accident.) Shavington primary school. Resolved.

08/07/23 Drugs. (Reports of drug use.) Alfred king close. Ongoing.

08/07/23 Neighbour dispute. Limetree mews. Ongoing.

08/07/23 Trespassing / Neighbour dispute. (Neighbour has entered victims house without permission. Pusey dale close. Ongoing.

09/07/23 RTC Minor injuries. (Car has left carriageway and struck a garden wall.) Rope Lane. Ongoing.

09/07/23 Concern for safety. (Homeless person.) Crewe Road. Resolved.

10/07/23 Violence. (Assault without injury, victim was pushed over a bin.) Pusey dale close.

11/07/23 Neighbour dispute. Ashcroft avenue. Ongoing.

12/07/23 Theft of motorcycle. (Found later in shavington). Crewe Road. Resolved.



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14/07/23 Concern for safety. (Drunken male, Gresty road.) Resolved.

14/07/23 Concern for safety. (Victim self-harming with large knife.) Knights' way. Ongoing.

15/07/23 Violence. (Report of male and female hitting each other in the street.) Pusey dale close. Resolved.

15/07/23 Highway disruption. (Tree in road.) Jack mills way. Resolved.

19/07/23 Sexual offences. (Victim reporting historical abuse.) Crewe Road. Ongoing.

22/07/23 Neighbour dispute. (Broomhall drive.) Ongoing.

22/07/23 Burglary. (Local public house broken into.) Newcastle road. Ongoing.

23/07/23 Assist other agencies. (Staffs police requiring an address check.) Wessex close. Resolved.

23/07/23 Shoplifting. (£70 Meat stolen from local store.) Rope lane. Ongoing.

24/07/23 Fraud. (Cloned shavington vehicle discovered in Bristol.) Sable road. Ongoing.

25/07/23 Highway disruption. (Lorry carrying a train stuck on gresty road / lane.) Resolved.

26/07/23 RTC No injury. (Driver has crashed into the air machine at a local garage.) Jack mills way. Ongoing.



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	<p>27/07/23 Concern for safety. (Mental health episode, assist ambulance.) Weston court. Ongoing.</p> <p>28/07/23 Motoring offences. (Report of drunk driver.) Crewe Road. Ongoing.</p> <p>28/07/23 Concern for safety. (Young people on A500 Bypass.) Resolved.</p> <p>29/07/23 Shoplifting. (Soft drinks stolen.) Jack mills way. Resolved.</p> <p>30/07/23 Suicidal person. (Large amount of alcohol and paracetamols taken, assist ambulance.) Little meadow place. Ongoing.</p> <p>30/07/23 Criminal Damage. (Car tyres slashed.) Rope lane. Ongoing.</p> <p>31/07/23 Drugs. (Reports of drug use.). Sable Road. Ongoing.</p> <p>31/07/23 Harassment. (Victim is having multiple food deliveries to their address every day without ordering it.) Broomhall drive. Ongoing.</p> <p>Domestic Incidents 16 Serious (Violence). 3</p> <p>Concern for welfare / vulnerable people Follow Up Check. (Urgent but not considered an emergency) 10</p> <p>Missing Persons. 2 Adult (Both Found.)</p>
<p>Abstractions.</p>	<p>11<sup>th</sup> 2.5 Hours at Crewe Police Station. (Vulnerable Female / MH Episode, presented herself to me as I was leaving</p>



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	<p>the station. She was in my care until ambulance crew relieved me.)</p> <p>11<sup>th</sup> 1 hour. Assist colleague in Crewe with an abandoned / tortured dog.</p> <p>12<sup>th</sup> 1.5 hours follow up / take dog to vets for treatment.</p> <p>15<sup>th</sup> to 24<sup>th</sup> Holiday.</p> <p>26<sup>th</sup> Full shift training at Crewe Alex grounds. (Vulnerable people training.)</p>
Other information / Incidents of note.	Shavington is still without a dedicated beat manager (allocated Police officer.)

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				12,400.00	3,264.48	9,135.52	9,135.52 (73%)
21	General Parish Council design a				3,700.00	1,103.60	2,596.40	2,596.40 (70%)
22	PC/VH subscription and adv				1,500.00		1,500.00	1,500.00 (100%)
23	Village Festival				600.00	323.00	277.00	277.00 (46%)
24	Christmas/Winter event				3,100.00		3,100.00	3,100.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				1,150.00	190.00	960.00	960.00 (83%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
55	#QueenBee fund		4,146.56	4,146.56				4,146.56 (N/A)
58	Engagement and Promotion				3,300.00	927.92	2,372.08	2,372.08 (71%)
61	Civic events				2,600.00	2,117.76	482.24	482.24 (18%)
<b>SUB TOTAL</b>			<b>4,146.56</b>	<b>4,146.56</b>	<b>32,950.00</b>	<b>7,926.76</b>	<b>25,023.24</b>	<b>29,169.80 (88%)</b>

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General c				1,000.00	51.07	948.93	948.93 (94%)
28	Ground Maintenance- supplier				15,000.00	6,232.50	8,767.50	8,767.50 (58%)
29	Vine Tree Play area - mainten				1,000.00	153.12	846.88	846.88 (84%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	720.00	575.00	-145.00				-145.00 (-20%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
62	New Planters				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>		<b>720.00</b>	<b>575.00</b>	<b>-145.00</b>	<b>19,700.00</b>	<b>6,436.69</b>	<b>13,263.31</b>	<b>13,118.31 (64%)</b>

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00		150.00	150.00 (100%)
4	Stationary				500.00	100.48	399.52	399.52 (79%)
5	Accountancy software				750.00		750.00	750.00 (100%)
6	ICT equipment				750.00	281.52	468.48	468.48 (62%)
9	Audit Fees				1,000.00		1,000.00	1,000.00 (100%)
10	Insurance				3,300.00		3,300.00	3,300.00 (100%)
11	Legal and professional fee				1,500.00	515.00	985.00	985.00 (65%)
12	Subscription (adobe/office/Chalc				4,000.00	1,802.03	2,197.97	2,197.97 (54%)
13	Telephone				743.40	261.15	482.25	482.25 (64%)
14	Website subscription				2,400.00	875.00	1,525.00	1,525.00 (63%)
15	Website transparency				500.00		500.00	500.00 (100%)
16	Misc/Expenses				1,000.00	48.15	951.85	951.85 (95%)
17	Precept	179,592.36	89,796.00	-89,796.36				-89,796.36 (-50%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)

# Shavington-cum-Gresty Parish Council

11 August 2023 (2023-2024)

## Summary of Receipts and Payments

All Cost Centres and Codes

53 Acquisition projects				4,000.00		4,000.00	4,000.00 (100%)
59 Office costs				6,000.00		6,000.00	6,000.00 (100%)
<b>SUB TOTAL</b>	<b>179,592.36</b>	<b>89,796.00</b>	<b>-89,796.36</b>	<b>26,593.40</b>	<b>3,883.33</b>	<b>22,710.07</b>	<b>-67,086.29 (-32%)</b>

### Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				37,958.00		37,958.00	37,958.00 (100%)
63	NEW! Notice board Shavington f		4,414.80	4,414.80	4,834.80	3,889.00	945.80	5,360.60 (110%)
64	IMPACT		10,000.00	10,000.00		17.48	-17.48	9,982.52 (N/A)
<b>SUB TOTAL</b>			<b>14,414.80</b>	<b>14,414.80</b>	<b>42,792.80</b>	<b>3,906.48</b>	<b>38,886.32</b>	<b>53,301.12 (124%)</b>

### Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	28,334.30	45,665.70	45,665.70 (61%)
2	Payroll Service				800.00	225.50	574.50	574.50 (71%)
7	Staff Training				1,000.00	296.00	704.00	704.00 (70%)
8	Members Training				300.00	25.00	275.00	275.00 (91%)
<b>SUB TOTAL</b>					<b>76,100.00</b>	<b>28,880.80</b>	<b>47,219.20</b>	<b>47,219.20 (62%)</b>

### Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	35.12	264.88	264.88 (88%)
34	Cleaning Service				5,100.00	2,085.00	3,015.00	3,015.00 (59%)
35	Gas supply				4,450.00	621.70	3,828.30	3,828.30 (86%)
36	Power supply				1,500.00	363.00	1,137.00	1,137.00 (75%)
37	Fire equipment				300.00		300.00	300.00 (100%)
39	Online booking system				300.00	250.16	49.84	49.84 (16%)
40	Hygine service				700.00	567.24	132.76	132.76 (18%)
41	Water supply				3,000.00	530.33	2,469.67	2,469.67 (82%)
42	Waste collection				1,680.00	292.94	1,387.06	1,387.06 (82%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
47	General Maintenance				1,500.00	232.50	1,267.50	1,267.50 (84%)
48	Hall hire	13,500.00	5,077.48	-8,422.52		11.00	-11.00	-8,433.52 (-62%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
<b>SUB TOTAL</b>		<b>19,500.00</b>	<b>5,077.48</b>	<b>-14,422.52</b>	<b>19,080.00</b>	<b>4,988.99</b>	<b>14,091.01</b>	<b>-331.51 (-0%)</b>

### Summary

<b>NET TOTAL</b>	<b>199,812.36</b>	<b>114,009.84</b>	<b>-85,802.52</b>	<b>217,216.20</b>	<b>56,023.05</b>	<b>161,193.15</b>	<b>75,390.63 (18%)</b>
<b>V.A.T.</b>		<b>2,372.27</b>			<b>3,082.68</b>		
<b>GROSS TOTAL</b>		<b>116,382.11</b>			<b>59,105.73</b>		



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: Parish Council Meeting

Report Purpose: To provide Members an update with regards to payments since the previous meeting

Version Control: v0

Author: Clerk

### **1. Report Summary**

The report provides Members an update with regards to payments made by the Clerk since the 1 April 2023

### **2. Background**

The Council has been using the Scribe online system to manage and overview its accounts and finance.

### **3. Position**

Members are asked to note the payments made by the Clerk from 1 April 2023

### **4. Conclusions**

Members are asked to consider the following:

- a. Note and approve the payment made by the Clerk under the current delegation scheme.
- b. Note the payments made by the Clerk under the current delegation scheme, and not to approve

### **5. Consideration Sought**

That the payments are noted and approved.

## **ANNEX 1**

List of payments made by the Clerk under the current scheme of delegation.



## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
28	Power supply	03/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Electricity bill	Scottish Power	X	121.00		121.00
27	Waste collection	03/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Waste collection VH	ASH Waste Services	S	73.06	14.61	87.67
29	Subscription (adobe/office/Cl	05/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Adobe lightroom	Adobe	S	8.32	1.66	9.98
4	Cleaning Service	05/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23255081	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
3	Hygine service	05/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22115587	Hygiene disposal	Dame Hygiene Services	S	567.24	113.44	680.68
2	Website subscription	05/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22245316	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
1	ICT equipment	05/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	24790972 (22245287	Site inspection SID Crewe Roa	TWM Traffic Control Systems	S	150.00	30.00	180.00
17	Water supply	13/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Water Village Hall	Water Plus	Z	192.31		192.31
15	ICT equipment	14/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Square reader	S QU AREU P (U K) LT D.	X	22.80		22.80
5	ICT equipment	19/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Office stationary + memory ha	Viking	S	59.97	11.99	71.96
5	Stationary	19/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Office stationary + memory ha	Viking	S	85.48	17.10	102.58
13	Hall hire	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Square device payment TEST	Shavington-cum-Gresty Paris	X	1.00		1.00
14	Stationary	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22525655	Staff refund - 15 stamps 2nd C	Clerk	Z	15.00		15.00
11	Legal and professional fee	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22525576	Internal audit 2022-2023	JDH Business Services	S	515.00	103.00	618.00
10	Telephone	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		VOIP	Gradwell Communications	S	14.10	2.82	16.92
6	Subscription (adobe/office/Cl	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Non-Domestic rate demand 20	Cheshire East Council	X			
7	Suppliers	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22525729	Clir McIntyre refun 2 H/D nrus	G McIntyre	S	14.17	2.83	17.00
9	General Maintenance	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22525826	Gas inspection and boiler servi	Steele Heating & Plumbing Li	S	110.00	22.00	132.00
12	Telephone	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		BT: phone and wifi	BT	S	72.32	14.46	86.78
8	Website subscription	20/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22525951	Parish Council website license	FearNaught	S	175.00	35.00	210.00
16	Subscription (adobe/office/Cl	21/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22526127	Chalc Affiliation Fee	Cheshire Assoc Local Council	X	1,510.87		1,510.87
30	Online booking system	25/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Online booking system	Skedda	X	24.09		24.09
37	Ground Maintenance- supplie	25/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23255222	Ground contract Qrt 1	Green Living Horticultural ltd	X	3,076.25		3,076.25
18	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22526383	April 23 - P30	HMRC	X	1,309.62		1,309.62
21	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22526759	April 2023 - pension contributi	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
19	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22526470	April 2023 payslip	Staff	X	887.62		887.62
20	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22526841	April 2023 payslip	Clerk	X	2,245.20		2,245.20
56	Power supply	02/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
55	Waste collection	02/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	ScG/23/03/9	Village Hall waste collection	ASH Waste Services	S	73.41	14.68	88.09
54	Civic events	02/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Bunting decoration for coronat	ILFD GROUP LTD	S	21.21	4.26	25.47
64	Gas supply	04/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		VH gas	British Gas	L	140.40	7.02	147.42
26	Cleaning Service	05/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22954049	Cleaning Village Hall	Crystal Clean	S	406.00	81.20	487.20

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
25	Payroll Service	05/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22953939	Payroll Service	Beardmore Accountants	S	92.00	18.40	110.40
24	Civic events	05/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22967392	Coronation roses garden	Green Living Horticultural ltd	X	752.80		752.80
23	Civic events	05/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22954113	Coronation booklet printing	Solopress	Z	58.75		58.75
22	Civic events	05/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	22954003	Design and marketing	FearNaught	S	900.00	180.00	1,080.00
57	Gas supply	05/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		British Gas Village Hall	British Gas	L	171.25	8.56	179.81
57	Gas supply	05/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		British Gas Village Hall	British Gas	L	310.05	15.50	325.55
58	Subscription (adobe/office/Cl	09/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Adobe lightroom	Adobe	S	8.32	1.66	9.98
59	Online booking system	12/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		VH booking system 12 months	Skedda	X	226.07		226.07
32	Water supply	13/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		VH water	Water Plus	Z	155.25		155.25
31	Telephone	13/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		BT wifi and phone	BT	S	72.32	14.46	86.78
63	Ground Maintenance - Gener	17/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Wall & Ceiling Paint -wire brus	Amazon EU S.a r.l. UK Branci	S	17.28	3.46	20.74
62	Ground Maintenance - Gener	17/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Stainless Steel Scourer	Amazon Services Europe S.a.	S	9.98	2.00	11.98
60	Ground Maintenance - Gener	17/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Graffiti cleaner products	HAND TOOL CENTRE LIMITE	S	18.02	3.60	21.62
61	Ground Maintenance - Gener	17/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		Pure Acetone Gel Nail Polish R	HSNF Ltd	S	5.79	1.16	6.95
39	Payroll Service	18/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23255497	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
38	Website subscription	18/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23255591	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
40	Misc/Expenses	19/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23255661	Refund staff	Clerk	X	10.78		10.78
65	Telephone	26/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		VOIP	Gradwell Communications	S	14.10	2.82	16.92
33	Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23255776	P30 - May 2023	HMRC	X	1,310.02		1,310.02
36	Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23256037	Pension contribution - May 20:	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
34	Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23256133	Salary - May 2023	Staff	X	887.42		887.42
35	Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23256224	Salary - May 2023	Clerk	X	2,245.00		2,245.00
73	Power supply	01/06/2023		Parish Council Main A <sub>y</sub>		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
72	Waste collection	01/06/2023		Parish Council Main A <sub>y</sub>		Village Hall waste collection	ASH Waste Services	S	73.06	14.61	87.67
74	Subscription (adobe/office/Cl	04/06/2023		Parish Council Main A <sub>y</sub>		Adobe lightroom	Adobe	S	8.32	1.66	9.98
43	Newsletter: design, printing i	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925412	Printing June newsletter	Solopress	Z	1,089.64		1,089.64
45	Newsletter: design, printing i	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925580	June newsletter delivery	The Leaflet Team	X	319.00		319.00
44	Ground Maintenance- supplie	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925646	Watering	Green Living Horticultural ltd	X	80.00		80.00
51	Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925731	HMRC - P30	HMRC	X	1,310.02		1,310.02
46	Cleaning Service	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925319	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
49	Vine Tree Play area - mainte	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925837	Overstickers for Vine Tree sign	Inprint Colour	S	15.00	3.00	18.00
50	Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925922	Pension contribution - June 20	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
47	Civic events	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23934343	Refreshment king coronation r	Woodnoth cum Shavington V	X	15.00		15.00
52	Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23926068	Salary June 2023	Staff	X	887.42		887.42
53	Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23926123	Salary June 2023	Clerk	X	2,245.00		2,245.00

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48	Community events	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23934357	Eco flag for Village Festival ST	Sycal Umbrellas Print & Prom	S	190.00	38.00	228.00
76	Telephone	13/06/2023		Parish Council Main A <sub>y</sub>		BT wifi and phone	BT	S	72.32	14.46	86.78
41	Newsletter: design, printing	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23924925	Marketing & Newsletter	FearNaught	S	927.92	185.58	1,113.50
42	Engagement and Promotion	13/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	23925251	Marketing services	FearNaught	S	927.92	185.58	1,113.50
70	Telephone	23/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>		VOIP	Gradwell Communications	S	15.99	3.20	19.19
71	Subscription (adobe/office/Cl	23/06/2023		Parish Council Main A <sub>y</sub>	24376731	Parish Online subscription	Parish Online	S	225.00	45.00	270.00
68	Website subscription	23/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	24357110	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
69	General Parish Council design	23/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	24357194	Design and marketing	FearNaught	S	927.92	185.58	1,113.50
67	NEW! Notice board Shavington	23/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	40516244604567	Notice board - Shavington Parl	Broxap Street Furniture	S	3,889.00	777.80	4,666.80
66	Civic events	23/06/2023	ScG/23/03/9	Parish Council Main A <sub>y</sub>	24356652	Plaque memorial coronation	Roger Masonry Limited	S	370.00	74.00	444.00
75	Water supply	27/06/2023		Parish Council Main A <sub>y</sub>		VH water	Water Plus	X	182.77		182.77
82	Misc/Expenses	27/06/2023		Parish Council Main A <sub>y</sub>		weight for gazebo	Amazon Services Europe S.a.	S	27.47	5.50	32.97
77	IMPACT	27/06/2023		Parish Council Main A <sub>y</sub>		IMPACT workshop at Village Fe	Premier Seeds Direct Ltd	Z	2.20		2.20
79	IMPACT	27/06/2023		Parish Council Main A <sub>y</sub>		IMPACT workshop at Village Fe	Premier Seeds Direct Ltd	Z	2.39		2.39
78	IMPACT	27/06/2023		Parish Council Main A <sub>y</sub>		IMPACT workshop at Village Fe	Heirloom & Perennial Ltd	Z	1.95		1.95
80	IMPACT	27/06/2023		Parish Council Main A <sub>y</sub>		IMPACT workshop at Village Fe	Justseed Ltd	Z	2.30		2.30
81	IMPACT	27/06/2023		Parish Council Main A <sub>y</sub>		IMPACT workshop at Village Fe	Reasn LTD	Z	1.99		1.99
84	IMPACT	28/06/2023		Parish Council Main A <sub>y</sub>		IMPACT workshop at Village Fe	Aldi	S	6.65	1.33	7.98
83	Hall hire	29/06/2023		Parish Council Main A <sub>y</sub>		FB campaign for Jazz event	Meta Platforms Ireland Limit	Z	10.00		10.00
99	Staff Salary	14/07/2023		Parish Council Main A <sub>y</sub>	24859752	P30 - July 2023	HMRC	X	1,309.82		1,309.82
98	Suppliers	14/07/2023		Parish Council Main A <sub>y</sub>	24859838	Village Hall cleaning service	Crystal Clean	S	4.95	0.99	5.94
98	Suppliers	14/07/2023		Parish Council Main A <sub>y</sub>	24859838	Village Hall cleaning service	Crystal Clean	S	16.00	3.20	19.20
98	Cleaning Service	14/07/2023		Parish Council Main A <sub>y</sub>	24859838	Village Hall cleaning service	Crystal Clean	S	360.00	72.00	432.00
85	Members Training	14/07/2023		Parish Council Main A <sub>y</sub>	24859040	Councillor training course	Cheshire Assoc Local Council	X	25.00		25.00
90	Vine Tree Play area - mainte	14/07/2023		Parish Council Main A <sub>y</sub>	24859445	Vine Tree signs replacement	Solopress	S	27.76	5.55	33.31
91	Vine Tree Play area - mainte	14/07/2023		Parish Council Main A <sub>y</sub>	24859513	Vine Tree signs replacement	Solopress	S	27.76	5.55	33.31
88	General Parish Council design	14/07/2023		Parish Council Main A <sub>y</sub>	24859303	Banners for gazebo branded	Solopress	S	62.52	12.50	75.02
89	General Parish Council design	14/07/2023		Parish Council Main A <sub>y</sub>	24859380	Banners for gazebo branded	Solopress	S	113.16	22.63	135.79
94	Payroll Service	14/07/2023		Parish Council Main A <sub>y</sub>	24859935	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
95	Payroll Service	14/07/2023		Parish Council Main A <sub>y</sub>	24860016	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
87	Waste collection	14/07/2023		Parish Council Main A <sub>y</sub>		Waste collection Village Hall	ASH Waste Services	S	73.41	14.68	88.09
96	Staff Training	14/07/2023		Parish Council Main A <sub>y</sub>	24860114	Quotes, Tenders & Contract M	SLCC	S	90.00	18.00	108.00
97	Staff Training	14/07/2023		Parish Council Main A <sub>y</sub>	24867463	SLCC membership	SLCC	X	206.00		206.00
86	Village Festival	14/07/2023		Parish Council Main A <sub>y</sub>		IMPACT workshop at Village Fe	Dunelm	Z	26.00		26.00
102	Staff Salary	14/07/2023		Parish Council Main A <sub>y</sub>	24860445	July 2023 - Pension contributic	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
93 ICT equipment	14/07/2023		Parish Council Main A	24859581	IT support	NGL Technology LTD	S	48.75	9.75	58.50
100 Staff Salary	14/07/2023		Parish Council Main A	24860537	Salary - July 2023	Staff	X	887.62		887.62
101 Staff Salary	14/07/2023		Parish Council Main A	24860671	Salary - July 2023	Clerk	X	2,245.00		2,245.00
92 Vine Tree Play area - maintenance	14/07/2023		Parish Council Main A		Track sign channel tape	Signgeer	S	16.60	3.32	19.92
109 Cleaning Service	02/08/2023		Parish Council Main A	25433477	Cleaning Village Hall	Crystal Clean	S	509.00	101.80	610.80
105 Vine Tree Play area - maintenance	02/08/2023		Parish Council Main A	25432710	Vine Tree sign replacement	Inprint Colour	S	66.00	13.20	79.20
106 Ground Maintenance- supplies	02/08/2023		Parish Council Main A	25432772	Ground contract Qrt 2	Green Living Horticultural ltd	X	3,076.25		3,076.25
107 Subscription (adobe/office/Cloud)	02/08/2023		Parish Council Main A	25432845	MS Business Standard - 2 user	NGL Technology LTD	S	41.20	8.24	49.44
103 Website subscription	02/08/2023		Parish Council Main A	25432585	website hosting @shavington	FearNaught	S	175.00	35.00	210.00
104 Newsletter: design, printing & distribution	02/08/2023		Parish Council Main A	25432639	Newsletter	FearNaught	S	927.92	185.58	1,113.50
111 Village Festival	02/08/2023		Parish Council Main A	25433631	SVFC sponsorship for Shavington	Shavington Village Festival C	X	297.00		297.00
110 Misc/Expenses	02/08/2023		Parish Council Main A	25433686	Refund staff	Clerk	X	9.90		9.90
110 General Maintenance	02/08/2023		Parish Council Main A	25433686	Refund staff	Clerk	X	52.50		52.50
108 General Maintenance	02/08/2023		Parish Council Main A	25432937	Roof repair- VH	Wildman Roofing Ltd	S	70.00	14.00	84.00
112 Staff Salary	28/08/2023		Parish Council Main A	25525103	HMRC- P30 August 2023	HMRC	X	1,310.02		1,310.02
115 Staff Salary	28/08/2023		Parish Council Main A	25525238	Pension contribution- August 2023	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
113 Staff Salary	28/08/2023		Parish Council Main A	25525169	Payslip - August 2023	Staff	X	887.42		887.42
114 Staff Salary	28/08/2023		Parish Council Main A	25525298	Payslip - August 2023	Clerk	X	2,245.00		2,245.00
<b>Total</b>								<b>56,023.05</b>	<b>3,082.68</b>	<b>59,105.73</b>



## Report Statement

Meeting:	Parish Council
Report Purpose:	To consider a proposal for a 10-year Strategic Plan
Version Control:	v1
Author:	Clerk

### 1. Report Summary

The report aims to present Councillors a proposal to set up a 10-year Parish Council strategy plan to direct efforts and investments of the Parish Council.

### 2. Background

Since 2021, the Parish Council has been growing and moving toward a more structured organisation with robust governance, transparent account system, and highly skilled team.

Also, the Parish Council has shown an increased appetite and demand to grown bigger and lead bigger projects and community services. This is an ambitious approach, which needs to be planned and accounted for, and backed by a consultation process.

It is opinion of the Clerk that the Council will benefit from having in place a clear and shared Strategic Plan to determine the direction of the Council.

### 3. Position

#### What is a Strategic Plan?

This Strategic Plan sets the Parish Council's vision for the Parish, its purpose, values, objectives, and key priorities.

The aim of the Plan is to give residents a clear understanding of what the Parish Council does and what it is trying to achieve, either directly or indirectly by trying to increase its influence on the relevant delivery body, such as the Cheshire East Council.

The Plan is a live document that will be reviewed annually, used to drive the budget process, staff resources, plan activities for the coming year and enable the Parish Council to monitor its progress against key priorities.

### 4. Sustainability Impact

Positive: the strategic plan will allow the council to plan its resources in a sustainable way, so that all efforts of the council will focus on a set of goals jointly agreed and shared



**5. Community Impact**

Positive: the strategic plan will be jointly agreed and shared with the community and for the benefit of the community

**6. Governance**

Shavington-cum-Gresty Parish Council Standing Orders  
Shavington-cum-Gresty Parish Council delegation scheme

**7. Financial Impact**

To be confirmed

**8. Resource Impact**

Clerk

**9. Wards Affected**

All

**10. Conclusions**

Councillors are asked to note the report and consider whether to progress with the drafting of a Strategic Plan.

Councillors are asked to consider whether to delegate the Finance & Strategy committee to set up a process for the plan.



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## **Appendices**

*[clearly insert appendices / additional information and include reference points in the main body of the report]*

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## Report Statement

Meeting:	Parish Council 06.09.2023
Report Purpose:	To provide Members with Staffing Committee's recommendation
Version Control:	v1
Author:	Clerk

### 1. Report Summary

The report aims to provide Councillors with the DRAFT Shavington-cum-Gresty Parish Council Appraisal Policy recommended by the Staffing Committee.

### 2. Background

On 26 July 2023, Staffing Committee considered DRAFT Shavington-cum-Gresty Parish Council Appraisal Policy, and- subject to few amendments being made, agreed to recommend the document to Full Council for adoption.

### 3. Position

The DRAFT Policy is attached to this report for Councillors' consideration.

### 4. Governance

Shavington-cum-Gresty Parish Council Standing Order

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve the policy attached, as per Staffing Committee's recommendation
- b. Approve the policy attached with some amendments, as per Staffing Committee's recommendation
- c. Not approve the policy attached

### 8. Consideration Sought

That the policies attached is approved as per Staffing Committee's recommendation.





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## APPRAISAL POLICY

Adopted by Shavington cum Gresty Parish Council on 2 March 2022

### **Purpose of appraisal:**

To provide an opportunity for the employees and one or more members of the Parish Council to discuss performance against agreed objectives and support the personal development of the Parish Council employees consistently with the needs of the organisation.

### **The appraisal cycle:**

The appraisal cycle will be annually. In the case of a new officer being appointed, a six-month review will be held. Appraisal will usually be held in September/October, so that decisions taken can be reflected in the budget setting for the forthcoming financial year.

### **Identifying the appraiser(s):**

The appraisal cycle will be managed by the Staffing Committee. The appraisal will be conducted by the Clerk or by three councillors in case of the Parish Clerk: Chair and Vice-Chair of the Parish Council and Chair of the Staffing Committee.

### **Preparation for the appraisal meeting:**

The appraisers will invite all councillors to provide feedback on performance and development needs prior to the appraisal meeting.

The appraisers and appraisee will set a date for the formal appraisal meeting.

To assist the process, the appraisee should consider questions listed at Annex 1 under "Preparation for Appraisal: appraisee". This is intended to support the process and will not form part of the finished appraisal documentation. The appraiser will similarly prepare for the appraisal by considering the questions under "Preparation for Appraisal: appraiser" to which the Clerk or other Councillors can have an input before the appraisal meeting (gathering evidence, above). This is also intended to support the process and will not form part of the finished appraisal documentation.

### **Appraisal meeting:**

It is the policy of Shavington-cum-Gresty Parish Council to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have their performance reviewed.

The aim is to provide an effective and efficient service and a satisfactory working environment to all employees.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.



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The following will be key features of the appraisal meeting:

- Discussion of achievements and concerns
- Performance review
- Agreeing objectives for the next year
- Summary and agreement

Performance reviews will refer to core responsibilities of the role listed in the job description, as well as to the agreed objectives for the previous year. Appraisee and appraisers will contribute toward the ratings, and both parties will endeavour to agree on a final score for each element of discussion. If no agreement can be reached, then the appraiser score will go forward.

Performance reviews will assess two elements:

- a. General evaluation against job description– which will count 60% of the final score;
- b. Agreed objectives from the previous year – which will count 40% of the final score.

Performance review rating of 2.5 to 3.9 are the average, 1 to 2.5 are considered poor, while 4 to 5 suggest over-delivery compared with job expectations and might trigger a job description and pay scale review.

The results of the appraisal process will be recorded on the Appraisal form, which is at Annex 2. This record should cover the key points of discussion between appraiser and appraisee, objectives for the next year, and identified training/development needs.

A copy of the form will be kept securely by both appraiser and appraisee.

### **Confidentiality and GDPR:**

Discussions, notes and records arising from the appraisal process shall be regarded as confidential. All Parish Council discussions shall take place in the absence of members of the public as provided for in the Standing Orders.



## ANNEX 1

### Preparation for appraisal form (Appraisee)

Name:	Job title:
<p>Please agree with your manager how you will use this preparation form and whether you will be forwarding it to him/her before the date of your appraisal meeting.</p> <p>Your meeting is appointed for [time] on [date] and will take place in [meeting room].</p>	
<p>1. Are you clear about what is required of you in your job and how this contributes to the organisation's goals? Please use your job description and previously agreed objectives to help you consider this question.</p>	
<p>2. Please list any particular areas of your job in which you feel that you have particular strengths?</p>	
<p>3. Please list any areas of your job in which you feel that you would like additional support to be able to do the work more effectively?</p>	



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4. What training and development would you like to access to help you to do your job well or to develop into another role within the organisation?

5. Please list any other areas of work within the organisation that interest you?

6. Are there any other points that you would like to raise? Please list them.



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## Preparation for appraisal form (Appraisers)

Name:	Job title:
<p>Note: all councillors, not just those carrying out the appraisal, could contribute to these answers which are intended to inform the discussion at the appraisal meeting.</p>	
<p>1. What are the Council's main requirements of the xxx role? (needs to align with the Job Description)</p>	
<p>2. What are the employee's strengths/accomplishments in relation to this role?</p>	
<p>3. Are there any problems/difficulties? (be prepared to cite examples and evaluate performance against objectives)</p>	



**ANNEX 2**

**Appraisal Form**

<b>Employee's name:</b>	
<b>Job title:</b>	
<b>Date of engagement:</b>	
<b>Manager:</b>	
<b>Date of meeting:</b>	
<b>Current performance</b>	
This section should be used to record discussion on the key areas of the job, and include a summary of achievement in any objectives that have been previously agreed.	
<b>Development summary</b>	
This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.	
<b>Development and training</b>	
This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work.	



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**Career planning**

This section should record any areas of the department or organisation in which the employee has expressed a specific interest.

**Other areas of discussion**

This section should record any other points raised at the appraisal meeting.

**Employee's signature:**

**Appraiser's signature:**

**Date:**

**Reviewing manager's signature:**

**Date:**

**One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.**



## Performance Review

Please provide objective ratings using a five-scale system.

\*\*\*

### RATING SCALE

5 (Outstanding) Performs significantly above the quality/quantity criteria for this role

4 (Exceeds Expectations) Generally exceeds the quality/quantity criteria for this role

3 (Meets Expectations) Meets the set criteria for the designated role.

2 (Needs Improvement) Didn't fully meet the set criteria for the designated role.

1 (Unacceptable) Performs significantly below set criteria

\*\*\*

### General Evaluation

1	<u>Organizational Knowledge &amp; Judgment</u>  <i>Demonstrates knowledge of the standard operating procedures, processes and equipment necessary for this role. Recognizes and resolves potential issues using sound judgment to determine the right course of action. Involves others in the decision-making process as needed.</i>		
<b>Ratings</b>	Self	Panel	Agreed
2	<u>Skillset</u>  <i>Possess all the knowledge and expertise to effectively perform the assigned duties. Demonstrates interest in completing assigned training to obtain new skills and/or proactively masters new competencies independently.</i>		
<b>Ratings</b>	Self	Panel	Agreed
3	<u>Quality of Work</u>  <i>Demonstrates high quality of work in general; ensures thoroughness, accuracy, completeness of work.</i>		
<b>Ratings</b>	Self	Panel	Agreed
5	<u>Productivity &amp; Dependability</u>		





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	<i>Demonstrates effective time management; ensures assigned tasks are completed efficiently. Adheres to the set organizational schedule; displays commitment to delivering the assigned work on time and at expected levels of quality/output.</i>		
<b>Ratings</b>	Self	Panel	Agreed
<b>6</b>	<b>Communication</b> <i>Has effective and appropriate verbal and written communication and listening skills. Remains accessible and available to other member of staff/councillors/member of public as needed.</i>		
<b>Ratings</b>	Self	Panel	Agreed
<b>7</b>	<b>Initiative</b> <i>Demonstrates resourcefulness, versatility; and teamwork qualities necessary to conceptualize and carry out additional duties.</i>		
<b>Ratings</b>	Self	Panel	Agreed
<b>Agreed objectives</b>			
<b>1</b>	<b>Objective 1</b> <i>Please provide objective ratings of the employee's agreed objectives using a five-scale system.</i>		
<b>Ratings</b>	Self	Panel	Agreed
<b>2</b>	<b>Objective 2</b> <i>Please provide objective ratings of the employee's agreed objectives using a five-scale system.</i>		
<b>Ratings</b>	Self	Panel	Agreed
<b>...</b>	<b>...</b>		
	<b>OVERALL RATING</b>		



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## Form for action plan following appraisal

<b>Employee's name:</b>		
<b>Job title:</b>		
<b>Department:</b>		
<b>Date of engagement:</b>		
<b>Date of appointment to current role:</b>		
<b>Manager:</b>		
<b>Date of performance appraisal meeting:</b>		
The following objectives have been agreed for the coming year to address developmental and departmental needs.		
<b>Objective agreed</b>	<b>Action required to implement</b>	<b>Target date</b>
1.		
2.		
3.		
4.		
5.		
<b>Employee's signature:</b>		
<b>Appraiser's signature:</b>		
<b>Date:</b>		



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<b>Reviewing manager's signature:</b>	
<b>Date:</b>	
<b>One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.</b>	

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DRAFT



## Report Statement

Meeting:	Parish Council
Report Purpose:	To provide Members with a set of DRAFT policies for consideration
Version Control:	v1
Author:	Clerk

### 1. Report Summary

The report aims to provide Councillors with a set of Policies for considerations

### 2. Background

As per Financial RA, the Parish Council is required to review their policies and governance regularly to ensure its internal arrangements are fit for purpose and within law.

### 3. Position

Attached the following set of policies for Councillors' consideration:

- Shavington-cum-Gresty Parish Council Community Engagement Policy
- Shavington-cum-Gresty Parish Council Long Service Award Policy
- Shavington-cum-Gresty Parish Council Publication Scheme Policy
- Shavington-cum-Gresty Parish Council Scheme of Delegation Policy

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations  
Shavington-cum-Gresty Parish Council Standing Order

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve the policies attached
- b. Approve the policies attached with some amendments
- c. Not approve the policies attached



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**8. Consideration Sought**

That the policies attached are approved



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## SHAVINGTON-CUM-GRESTY PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY

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## INTRODUCTION

This strategy sets out what community engagement is, why we do it and the aims and actions which support it. This strategy is about building on the good practice and it acknowledges the genuine desire of all partners within our community to work more closely together for the benefit of local residents.

## WHAT IS COMMUNITY ENGAGEMENT?

Community Engagement is a term covering many different activities carried out with people who make up our communities. It is about making sure that people can participate and engage in lots of different ways to make Shavington-cum-Gresty a better place. Community engagement can happen in many ways from Parish Meetings, survey polls, questionnaires, events, and much more.

Community engagement can also take place at several different levels from low involvement activity to high involvement activity. For example, this can range from providing information to people, to consultation by asking for feedback on a particular service or policy, to participation when decision making is shared and through to empowerment which gives people ownership of the decisions and support to carry out their own activities.

## WHY DO WE ENGAGE?

Community Engagement gives individuals, communities and partners a range of very important benefits:

- Developing a better understanding of relationship with communities through genuine dialogue
- Encouraging more voluntary and community groups to become involved in planning and delivering local services
- Helping people to establish an improved sense of neighbourhood and more cohesive communities
- Engaging more people in local democracy

## OUR PARTNERS

There are different partners involved in working together on community engagement:

- All residents of Shavington-cum-Gresty
- Councillors as elected representatives of their communities
- Voluntary and community groups both individually and through local organisations
- Private sector organisations, local businesses and social enterprises
- Public service providers





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The approach to community engagement is founded upon the principle that each agency; public, private or voluntary, is responsible for its own community engagement activity.

### OUR PRINCIPLES WHICH SUPPORT ENGAGEMENT

Through this strategy and the engagement work we are all involved in across the parish, we aim to:

- Have clear objectives for engagement and to communicate clearly and openly about decisions and actions and the reasons for them
- Seek to reach those communities and individuals not yet engaged
- Share information and expertise
- Engage in innovative and creative ways using various media and platforms as where appropriate
- Recognise and value existing channels and work to make these more responsive and effective
- Engage using a range of flexible methods to avoid relying on one source

### OUR COMMITMENTS

Through this strategy we are committed to:

- Use the most appropriate level of involvement and participation for each activity
- Build on the existing skills of local people and communities so they are empowered to engage in decision making
- Develop the voluntary and community sector to play a key role in helping in delivering services
- Develop a culture where other peoples' views are valued and listened to and are part of the decision-making process and help build cohesion in Shavington-cum-Gresty

### HOW WE WILL DO IT

To help us achieve effective community engagement we will make use of:

- Noticeboards
- Parish Council website
- Ad hoc polls and surveys
- Facebook
- Public meetings
- Press releases.

### WANT TO GET INVOLVED?

For more information on this strategy, or to find out more about becoming involved in putting it into action, please contact Simona Garnero, Parish Clerk:



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- By email: [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)
- By telephone: 01270 42 11 25
- By post: Shavington-cum-Gresty Parish Council, Main Road, Shavington, Crewe, CW2 5DP
- Or visit our website: [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

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## SHAVINGTON-CUM-GRESTY PARISH COUNCIL PUBLICATION SCHEME

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## FREEDOM OF INFORMATION ACT

This model publication scheme has been prepared and approved by the Information Commissioner<sup>1</sup>. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority to make information available to the public as part of its normal business activities.

The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

<sup>1</sup> <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>



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## **CLASSES OF INFORMATION**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THE SCHEME WILL BE MADE AVAILABLE**



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The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.



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If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **WRITTEN REQUESTS**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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## SHAVINGTON-CUM-GRESTY PARISH COUNCIL SCHEME OF DELEGATION

DRAFT





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## **GENERAL MATTERS**

The Clerk to the Council shall be the Proper Officer of the Council. The Clerk's duties are set out in the job description, and the Clerk is specifically authorised to undertake the following (in no particular order):

- Day-to-day administration of services
- To call any extra-ordinary meetings of the Council, or committees, as necessary, having consulted with the Chairman of the Council or the Chairman of the appropriate Committee
- Receive Declarations of Acceptance of Office
- Receive and record Members' interests
- Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made by Cheshire East Borough Council
- Institute and appear in any legal proceedings authorised by the Council
- Manage the Allotments Site on Gresty Lane, ensuring receipt of fees in a timely manner and reporting as appropriate to Council
- The management of open spaces and amenity areas which fall within the remit of the Parish Council
- Liaise with the Parish Council's contractors to ensure correct and efficient supply of goods and services
- Respond to any correspondence requiring or requesting information or relating to previous decisions of the Council
- Act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
- Act as the Council's designated officer for the purposes of the General Data Protection Regulation (GDPR) as enshrined in the Data Protection Act 2018

## **EXTENT OF DELEGATION**

The Clerk to the Council will exercise these powers in accordance with:

- The Clerk's job description as detailed in paragraph 1 above
- Approved budgets
- The Council's Financial Regulations, which includes the contract procedure rules
- All adopted policies of the Council
- All statutory and common law, and contractual requirements

### **Financial Matters**



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- In addition to the role of Proper Officer to the Council, the Clerk shall also be the Responsible Financial Officer for the Parish Council's accounting procedures, in accordance with the prevailing Accounts and Audit Regulations in force.
- Authorisation of routine recurring expenditure within the agreed budget in accordance with Financial Regulation s.5.6
- Authorisation of revenue expenditure within the agreed budget up to £1,000 in accordance with Financial Regulation s.4.1
- Authorise emergency expenditure up to £1,000 outside of the agreed budget (in accordance with Financial Regulation 4.1

Such expenditure will be reported to full Council at its next meeting or, in the interests of expediency, emailed to Members to ensure that they are kept apprised of spend.

### COMMUNITY MANAGER

The Community Manager's duties are set out in the job description, and the Community Manager is specifically authorised to undertake the following (in no particular order):

- In consultation with the Chair, prepare the quarterly newsletter, liaising with the independent newsletter compiler and finalise the document prior to its printing and distribution.
- Prepare, in consultation with the Chairman, press releases and other promotional material about the activities or decisions of the Council

### THE COUNCIL

- The full Council can take all decisions or may appoint one or more Committees for the purpose of discharging its functions. (S.101 of the Local Government Act 1972.) The Council may also delegate some of its functions to the Clerk to the Council.
- The following matters are reserved to the Council for decision. Appropriate Committees may make recommendations for the Council's consideration.
  - ✓ Setting the precept
  - ✓ Borrowing money
  - ✓ Approval of the Council's Annual Accounts and completion of the Annual Governance and Accountability Return (AGAR)
  - ✓ Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
  - ✓ Making of Orders under any statutory powers
  - ✓ Matters of policy
  - ✓ Nomination and appointment of representatives of the Council to any other authority, organisation or body



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- ✓ Prosecution or defence in a court of law
- ✓ Nomination or appointment of representatives of the Council

## **URGENT MATTERS**

In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall consult with the Chair of the Council (or Vice-Chair in the absence of the Chair).

The Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Such action to be reported to the next meeting of the Council, or in the interests of expediency, emailed to Members. The Chairman or Vice-Chairman to be consulted before such action is taken.

## **COMMITTEES**

The functions and powers of the standing committees are set out in the respective Terms of Reference for the Committees.

## **Working Groups (known as ‘Task and Finish Groups’)**

Task and Finish Groups can be formed by resolution of the Council or Committee at any time, or a group of Councillors who agree to discuss a specific topic.

Where a Task and Finish Group is set up, Terms of Reference can be identified by the Council or the Group itself, as a means of adopting a co-ordinated approach to the task given.

The Group should prepare notes which will form the basis of regular reports back to Council until the task is completed.

These Groups are advisory bodies with no delegated decision-making powers.



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**SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
COUNCIL LONG SERVICE AWARD**

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**Shavington-cum-Gresty Parish Council**  
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## **INTRODUCTION**

This policy is to recognize Councillors who have shown dedication through their long service to Shavington-cum-Gresty Parish Council.

This is proposed to recognise the significant contribution of those Councillors during their period of office.

## **LONG SERVICE AWARD - CRITERIA**

- The Parish Council shall present a long service award to each Councillor who has completed ten (10) years of service and every five (5) year increment thereafter.
- The criterion for recognition listed does require continuous years of service.

## **LONG SERVICE AWARD - AWARD**

The Long Service Award will consist of a plaque or engraved gift of equivalent value.

A Councillor may choose to decline the receipt of a long service award.

Presentation of the long service award and recognition of long service shall occur at the first Council meeting in May or at an alternative time as determined by Council. The Long Service Award will be presented by the Chair of the Parish Council and the Clerk.



## Report Statement

Meeting: Parish Council

Report Purpose: To present Councillors with a request from Nantwich Town Council

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to present Councillors with a request from Nantwich Town Council to support the Nantwich Food Bank with a donation of £50.

### 2. Background

On 1 August 2023, the Clerk received a letter from Nantwich Town Council with a request to sponsor the Nantwich Food Bank with a donation of £50.

### 3. Position

The letter is attached to this report.

### 4. Community Impact

Positive: this will support the Food Bank to help people in difficulty.

Negative: funds from Shavington-cum-Gresty Parish Council might be used for non-Shavington-cum-Gresty Parish Council residents, depending on demand

### 5. Governance

Shavington-cum-Gresty Finance Regulation

### 6. Financial Impact

£50 (from Small Grant Scheme)

### 7. Resource Impact

Clerk time

Community Manager time to promote the initiative on social channels

### 8. Conclusions

Councillors are asked to note the report and to consider the following:



- a. To agree to support the Nantwich Food Bank and to sponsor their activity with a donation of £50
- b. To require more information and reconsider the request on the next Parish Council meeting
- c. To agree not to sponsor the Nantwich Food Bank with a donation of £50

#### **9. Consideration Sought**

That a resolution is made so that the Clerk can inform the Nantwich Town Council accordingly.



# Nantwich Town Council



Town Clerk:- Samantha Roberts  
 Tel -: 01270 619224  
 E-Mail -: nantwichtc@nantwichtowncouncil.gov.uk  
 Our Ref:- NTC/Foodbank

Civic Hall  
 Market Street  
 Nantwich  
 CW5 5DG

Date: 1<sup>st</sup> August 2023

Dear Town/Parish Clerk,

We hope this letter finds you well.

As you are no doubt aware, the impacts of the national cost of living crisis are being felt in Cheshire East. Nowhere is this more stark than in the high levels of food bank usage in the area.

The Nantwich Food Bank, part of the Trussell Trust, supports people facing hardship not only in Nantwich but also in Audlem, Bunbury, Stapeley, Shavington, Willaston, Wrenbury, Wybunbury and beyond.

Nantwich Town Council has been supporting the Food Bank for many years with an annual grant of £1,000. In order to support and expand the vital services which the Food Bank provides, we are asking for your contribution, on behalf of your own residents, on a pro-rata basis. Nantwich Town Council Members think that it is both logical and fair that contributions to the food bank should be proportional to the rate of its usage. This is not currently the case, but it is something we believe can be changed.

On a pro-rata basis (based on the number of Food Bank users in each parish), the equivalent contributions would be:

	<b>Annual Contribution</b>
Nantwich (Approximately 48% of Food Bank users)	£1000
Audlem (10%)	£250
Bunbury (6%)	£150
Burland & Acton (2%)	£50
Stapeley & District (6%)	£150
Shavington (2%)	£50
Sound & District (2%)	£50
Willaston (6%)	£150
Wistaton (2%)	£50
Worleston & District (2%)	£50
Wrenbury cum Frith (12%)	£300
Wybunbury (2%)	£50
<b>TOTAL</b>	<b>£2300</b>



The previous amounts are very much a minimum annual contribution. This additional funding will contribute towards expanding and improving the services provided by the Nantwich Food Bank, including but not limited to:

- Developing and delivering cooking lessons and community cook-out events.
- Improving inter-school and intra-school coordination in order to ensure continued support for children and young people as they progress through the school system and beyond.
- Leveraging existing links with the Nantwich library and expanding its role as a community hub.
- Forging stronger ties with local supermarkets across the whole region.
- Expanding the existing network of volunteers.

Our food bank does far more than simply distribute food. It provides compassionate, practical support to people in crisis. However, the exceptional work carried out by the Trussell Trust and similar charities does not disguise the fact that charity-run food banks have expanded into the gap left behind by shrinking public services.

With your help, our local food bank will be able to provide food and practical support to the thousands of people driven to their doors. Your support will mean there is always a listening ear ready to provide information and assistance in our region. You will help people facing financial hardship to access the benefits and grants they are entitled to.

Your contribution will be a step towards a more just future where there is no longer a need for food banks.

We invite your input and feedback on this important issue and would welcome a supportive and open dialogue for us to work together to find a mutually beneficial outcome. We look forward to hearing from you.

Yours sincerely



Samantha Roberts  
Town Clerk  
Nantwich Town Council



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## **Report Statement**

Meeting: Parish Council

Report Purpose: To provide Councillors with an update on the Local Council Award Scheme Application

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report aims to provide Councillors with an update on the Local Council Award Scheme (LCAS) application for the Foundation level.

### **2. Background**

On May 2022 the Clerk was given the SMART goal to apply for the Foundation Award at the LCAS scheme.

The Local Council Award Scheme is designed to celebrate the successes of the best local councils and provides a framework for all local councils to work towards.

Awards are offered at three levels: Foundation, Quality and Quality Gold. Each level has a criterion which covers selected aspects of a council's work and a requirement for certain information to be published online.

The themes are governance, community and development of the council.

A council registers with NALC to take part, completes the template application form and pays the appropriate accreditation fee. The council must pass a resolution that they comply with the requirement for the level applied for and submits the application to NALC.

Applications are reviewed and assessed, and a decision made. The council can celebrate their success and is entitled to use LCAS logo for the period of the award.

### **3. Position**

Since then, the Clerk has been working to review and refresh the Council's governance, in order to address all the requirements set by the Foundation level and now the Council is in a position to apply for the award.

To progress with the application, the Parish Council needs to resolve that all documentation and information is in place for the Foundation award.



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Attached the filled application form.

#### **4. Equality Impact**

Positive: the accreditation will require the Council to comply with equality regulations.

#### **5. Sustainability Impact**

Positive: the benefit to the Council is evidence to the community and peers that the council is delivering to a national professional standard in the sector, assurance of being up-to-date and progressive to electors and recognition for the council.

#### **6. Financial Impact**

The NALC standard registration fee is £25, and the accreditation fee is £80 for the Foundation award

#### **7. Resource Impact**

Clerk time

#### **8. Wards Affected**

All

#### **9. Conclusions**

Councillors are asked to note the report and to consider:

- a. To resolved to progress with the accreditation of the council at the foundation award at LCAS and to resolve that all documentation and information is in place for the Foundation award.
- b. To resolve not to progress with the accreditation of the council

#### **10. Consideration Sought**

That the Clerk is instructed to progress with the submission of the application and that the council resolves that all documentation and information is in place for the Foundation award

Council Name: Shavington-cum-Gresty Parish Council

Date of application: xxx

Award level applied for: Foundation

## **Local Council Award Scheme application form**

This document is a resource for Local Councils taking part in the Local Council Award Scheme

*My council has not registered to take part in the scheme* – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

*My council has the relevant criteria in place and has already registered with NALC* – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

*What criteria do I need to meet for each award level?*

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

Council Name: Shavington-cum-Gresty Parish Council

Date of application: xxx

Award level applied for: Foundation



<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p>	<p>Hyperlink to council resolution: xxxxx</p>
<p><b>Criteria</b></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 Its standing orders</p>	<p>Yes</p>	<p><a href="https://shavingtononline.co.uk/standing-orders/">https://shavingtononline.co.uk/standing-orders/</a></p>
<p>2 Its financial regulations</p>	<p>Yes</p>	<p><a href="https://shavingtononline.co.uk/finance-regulations/">https://shavingtononline.co.uk/finance-regulations/</a>  <a href="https://shavingtononline.co.uk/local-government-transparency/">https://shavingtononline.co.uk/local-government-transparency/</a></p>
<p>3 Its Code of Conduct and a link to councillors' registers of interests</p>	<p>Yes</p>	<p><a href="https://shavingtononline.co.uk/councillor-code-of-conduct/">https://shavingtononline.co.uk/councillor-code-of-conduct/</a>  Councillors' registers of interest: each councillor has a box with their own contact details and register of interest attached  <a href="https://shavingtononline.co.uk/council/parish-councillors/">https://shavingtononline.co.uk/council/parish-councillors/</a></p>
<p>4 Its publication scheme</p>	<p>TO BE APPROVED</p>	<p><a href="https://shavingtononline.co.uk/contact-us/">https://shavingtononline.co.uk/contact-us/</a></p>
<p>5 Its last annual return</p>	<p>Yes</p>	<p>2022/2023 Annual return: <a href="https://shavingtononline.co.uk/app/uploads/2023/07/Sc_G_Agar-Complete_20230731.pdf">https://shavingtononline.co.uk/app/uploads/2023/07/Sc_G_Agar-Complete_20230731.pdf</a></p>

Council Name: Shavington-cum-Gresty Parish Council

Date of application: xxx

Award level applied for: Foundation

6	Transparent information about council payments	Yes	<p>All payments 2020/21: <a href="https://shavingtononline.co.uk/app/uploads/2021/12/ScG-All-payments-2020-21.pdf">https://shavingtononline.co.uk/app/uploads/2021/12/ScG-All-payments-2020-21.pdf</a></p> <p>All payments 2021/22: <a href="https://shavingtononline.co.uk/app/uploads/2022/05/ScG-All-payment-2021-2022.pdf">https://shavingtononline.co.uk/app/uploads/2022/05/ScG-All-payment-2021-2022.pdf</a></p> <p>All payments 2022/23 <a href="https://shavingtononline.co.uk/app/uploads/2023/05/ScG-All-Payments-2022-2023-1.pdf">https://shavingtononline.co.uk/app/uploads/2023/05/ScG-All-Payments-2022-2023-1.pdf</a></p>
7	A calendar of all meetings including the annual meeting of electors	Yes	<a href="https://shavingtononline.co.uk/council-meetings/">https://shavingtononline.co.uk/council-meetings/</a>
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	<a href="https://shavingtononline.co.uk/meetings/">https://shavingtononline.co.uk/meetings/</a>
9	Current agendas	Yes	<a href="https://shavingtononline.co.uk/meetings/">https://shavingtononline.co.uk/meetings/</a>
10	The budget and precept information for the current or next financial year	Yes	<p>Under Parish Council Budget <a href="https://shavingtononline.co.uk/local-government-transparency/">https://shavingtononline.co.uk/local-government-transparency/</a></p> <p>E.g. 2023-2024 budget <a href="https://shavingtononline.co.uk/app/uploads/2023/08/ScG-Budget-2022-23-intro-FINAL.pdf">https://shavingtononline.co.uk/app/uploads/2023/08/ScG-Budget-2022-23-intro-FINAL.pdf</a></p>
11	Its complaints procedure	Yes	<a href="https://shavingtononline.co.uk/complaints-procedure/">https://shavingtononline.co.uk/complaints-procedure/</a>
12	Its accessibility statement	Yes	<a href="https://shavingtononline.co.uk/accessibility/">https://shavingtononline.co.uk/accessibility/</a>
13	Its privacy notice	Yes	<a href="https://shavingtononline.co.uk/legal/privacy-policy/">https://shavingtononline.co.uk/legal/privacy-policy/</a>
14	Council contact details and councillor information in line with the Transparency Code	Yes	<p>Council <a href="https://shavingtononline.co.uk/contact-us/">https://shavingtononline.co.uk/contact-us/</a></p> <p>Staff <a href="https://shavingtononline.co.uk/office-staff/">https://shavingtononline.co.uk/office-staff/</a></p>

Council Name: Shavington-cum-Gresty Parish Council

Date of application: xxx

Award level applied for: Foundation

		<p>Councillors <a href="https://shavingtononline.co.uk/council/parish-councillors/">https://shavingtononline.co.uk/council/parish-councillors/</a></p>
15	Its action plan for the current year	Yes Attached
16	Evidence of consulting the community	Yes <p>E.g. Consultation run to inform the Parish Council comment toward the Governance Review led by Cheshire East Council in 2022 <a href="https://shavingtononline.co.uk/one-identity-campaign/">https://shavingtononline.co.uk/one-identity-campaign/</a></p> <p>E.g. consultation run to inform whether the Parish Council should progress with the acquisition of a building in the Parish <a href="https://shavingtononline.co.uk/140-main-road-scg-parish-council-public-consultation-results/">https://shavingtononline.co.uk/140-main-road-scg-parish-council-public-consultation-results/</a></p>
17	Publicity advertising council activities	Yes <p>Parish Council Newsletter: <a href="https://shavingtononline.co.uk/app/uploads/2023/05/22/0523-SCG-QuarterlyNewsletter-23-Web.pdf">https://shavingtononline.co.uk/app/uploads/2023/05/22/0523-SCG-QuarterlyNewsletter-23-Web.pdf</a></p>
18	Evidence of participating in town and country planning	Yes <p>Planning Committee had delegated authority to comment on planning application (under Committee's ToR). The Committee meets monthly, minutes are published on the council website: <a href="https://shavingtononline.co.uk/meetings/">https://shavingtononline.co.uk/meetings/</a></p> <p>E.g. <a href="https://shavingtononline.co.uk/app/uploads/2023/07/A3.-Planning-Committee-">https://shavingtononline.co.uk/app/uploads/2023/07/A3.-Planning-Committee-</a></p>

Council Name: Shavington-cum-Gresty Parish Council

Date of application: xxx

Award level applied for: Foundation

		<p><a href="https://shavingtononline.co.uk/app/uploads/2023/07/A2.-Planning-Committee-Minutes-DRAFT_20230726.pdf">Minutes-DRAFT_20230726.pdf</a>  <a href="https://shavingtononline.co.uk/app/uploads/2023/07/A2.-Planning-Committee-Minutes-DRAFT_20230705.pdf">https://shavingtononline.co.uk/app/uploads/2023/07/A2.-Planning-Committee-Minutes-DRAFT_20230705.pdf</a></p> <p><a href="https://shavingtononline.co.uk/app/uploads/2023/06/A1.-Planning-Committee-Minutes-DRAFT_20230607.pdf">https://shavingtononline.co.uk/app/uploads/2023/06/A1.-Planning-Committee-Minutes-DRAFT_20230607.pdf</a></p> <p><a href="https://shavingtononline.co.uk/app/uploads/2023/04/A11.-Planning-Committee-Minutes-DRAFT_20230405.pdf">https://shavingtononline.co.uk/app/uploads/2023/04/A11.-Planning-Committee-Minutes-DRAFT_20230405.pdf</a></p> <p>Shavington-cum-Gresty Neighbourhood Plan:  <a href="https://shavingtononline.co.uk/app/uploads/2021/03/230321-ScG-NeighbourhoodPlan-Online.1.pdf">https://shavingtononline.co.uk/app/uploads/2021/03/230321-ScG-NeighbourhoodPlan-Online.1.pdf</a></p>
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<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution: xxx
<b>Criteria</b>	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme	Yes	<p>Risk management scheme:  <a href="https://shavingtononline.co.uk/app/uploads/2023/08/ScG-Financial-RA_20230322.pdf">https://shavingtononline.co.uk/app/uploads/2023/08/ScG-Financial-RA_20230322.pdf</a></p> <p>Attached: risk assessments for the main assets of the council (folder 19)</p>
20 A register of assets	Yes	Attached
21 Contracts for all members of staff	Yes	Attached



Council Name: Shavington-cum-Gresty Parish Council

Date of application: xxx

Award level applied for: Foundation

22	up-to-date insurance policies that mitigate risks to public money	Yes	Attached
23	Disciplinary and grievance procedures	Yes	<a href="https://shavingtononline.co.uk/employee-handbook/#_Toc106360384">https://shavingtononline.co.uk/employee-handbook/#_Toc106360384</a>
24	A policy for training and training and development of and councillors	Yes	<a href="https://shavingtononline.co.uk/training-and-development-policy/">https://shavingtononline.co.uk/training-and-development-policy/</a>
25	A record of all training undertaken by staff and councillors in the last year	Yes	<a href="https://shavingtononline.co.uk/app/uploads/2023/08/ScG-Staff-training-list-FINAL-1.pdf">https://shavingtononline.co.uk/app/uploads/2023/08/ScG-Staff-training-list-FINAL-1.pdf</a>
26	A clerk who has achieved 12 CPD points in the last year	Yes	Attached



## Report Statement

Meeting: Parish Council  
Report Purpose: To inform the budget 2024/25 process  
Version Control: v1  
Author: Clerk

### 1. Report Summary

The purpose of this report is to give Members an update with regards to the budget setting process.

### 2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2024/25 Budget at the Full Parish Council meeting on 7 June 2023
- The Budget Setting Schedule provided the timeframe for the setting of the budget and the reporting of the draft budget to the various Committees of the Council

### 3. Position

On 12 July 2023, Environment & Recreation Committee agreed to recommend a draft E&R Committee budget for the financial year 2024/25.

On 30 August 2023, Community & Engagement Committee agreed to recommend a draft C&E Committee budget for the financial year 2024/25

Draft budget is attached to this report. (PLEASE NOTE: figures in grey are from 2023/24)

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation  
Shavington-cum-Gresty Parish Council Budget Setting Schedule

### 5. Financial Impact

The financial implications for the Council are fully set out in the report.

### 6. Wards Affected

Community and Engagement Committee

### 7. Consideration Sought

Members to note the Draft C&E and E&R budget 2024/25 and to consider if any amendment is needed.

	A	B	C	D	E	F	G	H
11	<b>Community and Engagement Committee</b>							
12			<b>2023/24</b>		<b>2024/25</b>			
13	<b>Code</b>	<b>Title</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Staff hrs (average): CM</b>	
14	20	Newsletter: design, printing and delivery		£ 12,400.00		£ 14,600.00	160	£8,000 design + £5,200 printing (£1,300 per newsletter) + £1,400 distribution (currently paying £319 but added 10% increase as this figure hasn't changed for more than 2 years)
15	21	General Parish Council design and print		£ 3,700.00		£ 3,600.00		£1,600 various design FN + £2,000 printing various
16	22	PC/VH subscription and ADV		£ 1,500.00		£ 1,600.00	144	£600 design for social media +£1,000 for paid services
17	23	Village Festival		£ 600.00		£ -	18	
18	24	Christmas/Winter event		£ 3,100.00		£ 3,900.00	50	£1,800 design + £2,100 for Christmas event as per 2023/24
19	25	Remembrance Service		£ 4,500.00		£ 4,500.00	52	£1,400 design + £3,100 for event delivery
20	26	Community events		£ 1,150.00		£ 2,500.00	77	Project on the idea of the mitigation land being a focus, following on from the #Queenbee and Impact projects to be environmental based. Nature talks educational opportunities with regards to the newts and bats that are protected on the area (maybe to include making more bat houses or newt areas) with mindfulness trail to coincide with the footpath around the area to encourage people to use it for recreation with potential encouragement for wildflower planting. The art/gowing competitions to engage community.
21	49	Micro & Small Grant Scheme		£ 100.00		£ 1,000.00		£600 from Village event+ £100 from small grant scheme + £300 open to wider public
22	58	Engagement and promotion		£ 3,300.00				
23	61	Civic events		£ 2,600.00		£ 2,600.00	50	D Day
24								
25		<b>SUB TOTAL</b>	<b>£ -</b>	<b>£ 32,950.00</b>		<b>£ 34,300.00</b>		
26								
27								
28	<b>Environment and Recreation Committee</b>							
29	27	Ground Maintenance - General amenities		£ 1,000.00		£ 1,000.00		
30	28	Ground Maintenance- supplier		£ 15,000.00		£ 16,500.00		10%
31	29	Vine Tree Play area - maintenance		£ 1,000.00		£ 1,000.00		
32	30	Vine Tree Play Area - Inspection		£ 400.00		£ 400.00		
33	31	Allotment fee	£ 720.00		£ 700.00			
34	32	Allotment maintenance cost				£ 500.00		Site maintenance
35	52	Defibrillator and kiosk		£ 800.00		£ 300.00		Maintenance defibrillator
36	54	CIL (ear marked)	£ -					
37	62	New planters		£ 1,500.00				
38								
39		<b>SUB TOTAL</b>	<b>£ 720.00</b>	<b>£ 19,700.00</b>	<b>£ 700.00</b>	<b>£ 19,700.00</b>		
40								
41								
42	<b>Finance and Strategy Committee</b>							
43	3	Staff Expenses		£ 150.00		£ 150.00		
44	4	Stationary		£ 500.00		£ 500.00		
45	5	Accountancy software		£ 750.00		£ 750.00		
46	6	ICT equipment		£ 750.00		£ 750.00		
47	9	Audit Fees		£ 1,000.00		£ 1,000.00		
48	10	Insurance		£ 3,300.00		£ 3,300.00		
49	11	Legal and professional fee		£ 1,500.00		£ 1,500.00		
50	12	Subscription (adobe/office/Chalc)		£ 4,000.00		£ 4,000.00		
51	13	Telephone		£ 743.40		£ 743.40		
52	14	Website subscription		£ 2,400.00		£ 2,400.00		
53	15	Website transparency		£ 500.00		£ 500.00		
54	16	Misc/Expenses		£ 1,000.00		£ 1,000.00		
55	17	Precept						
56	18	VAT reclaim						
57	19	Other income						

	A	B	C	D	E	F	G	H
58	53	Acquisition projects		£ 4,000.00		£ 4,000.00		
59	59	Office costs		£ 6,000.00		£ 6,000.00		
60								
61		<b>SUB TOTAL</b>	£ -	£ 26,593.40	£ -	£ 26,593.40		
62								
63								
64		<b>Parish Council Projects</b>						
65	50	S.137 Grant- Car Park		£ -		£ -		
66	51	PCSO funding		£ 37,958.00		£ 37,958.00		
67								
68		<b>SUB TOTAL</b>	£ -	£ 37,958.00	£ -	£ 37,958.00		
69								
70								
71		<b>Staffing Committee</b>						
72	1	Staff Salary		£ 74,000.00		£ 74,000.00		
73	2	Payroll Service		£ 800.00		£ 800.00		
74	7	Staff Training		£ 1,000.00		£ 1,000.00		
75	8	Members Training		£ 300.00		£ 300.00		
76								
77		<b>SUB TOTAL</b>	£ -	£ 76,100.00	£ -	£ 76,100.00		
78								
79								
80		<b>Village Hall Committee</b>						
81	33	Suppliers		£ 300.00		£ 300.00		
82	34	Cleaning Service		£ 5,100.00		£ 5,100.00		
83	35	Gas supply		£ 4,450.00		£ 4,450.00		
84	36	Power supply		£ 1,500.00		£ 1,500.00		
85	37	Fire equipment		£ 300.00		£ 300.00		
86	38	Wi-Fi Service (+phone)						
87	39	Online booking system		£ 300.00		£ 300.00		
88	40	Hygiene service		£ 700.00		£ 700.00		
89	41	Water supply		£ 3,000.00		£ 3,000.00		
90	42	Waste collection		£ 1,680.00		£ 1,680.00		
91	43	PPS/PRS		£ 250.00		£ 250.00		
92	47	General Maintenance		£ 1,500.00		£ 1,500.00		
93	48	Hall hire	£ 13,500.00		£ 13,500.00			
94	60	Office costs	£ 6,000.00		£ 6,000.00			
95								
96		<b>SUB TOTAL</b>	£ 19,500.00	£ 19,080.00	£ 19,500.00	£ 19,080.00		
97								
98		<b>TOTAL</b>	£ 20,220.00	£ 212,381.40	£ 20,220.00	£ 213,731.40		



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## **Report Statement**

Meeting: Parish Council

Report Purpose: To provide Members an update with regards to the conclusion of Audit and the external auditor comments on the AGAR submitted

Version Control: v1

Author: Clerk

### **1. Report Summary**

The reports provide Members an update with regards to the conclusion of audit and comments received from the external Auditor with regards to the AGAR submitted.

### **2. Background**

On 22 May 2023 the Clerk submitted the approved AGAR together with the accompanying documents to the external auditor.

### **3. Position**

On 27 July 2023, the Clerk received the external auditor report and certificate.

The notice of conclusion of audit was published on the Parish Council website on 31 July 2023 together with the certified AGAR, and displayed on the Parish Council notice board.

None points were raised by the external auditor.

### **4. Governance**

Shavington cum Gresty Parish Council Finance Regulation 2022/23

### **5. Financial Impact**

Neutral

### **6. Resource Impact**

Clerk time

### **7. Conclusions**

Members asked to note the conclusion of audit.

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### Shavington-cum-Gresty Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

03/05/2023

and recorded as minute reference:

ScG/22/09/4

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

BC/MS  
Amanda James

www.shavingtononline.co.uk

## Section 2 – Accounting Statements 2022/23 for

### Shavington-cum-Gresty Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	84,261	85,622	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.  Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	142,540	161,154	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	31,604	31,418	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	52,613	66,347	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	120,170	129,607	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	85,622	82,240	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	85,622	82,240	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	780,178	787,003	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Simone Farmer* **SIGNED**

Date

04/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

03.05.2023

as recorded in minute reference:

SCG/22/09/16

Signed by Chairman of the meeting where the Accounting Statements were approved

*BCi/18* **SIGNED REQUIRED**

## Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

Shavington cum Gresty Parish Council – CH077

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/07/2023





## Report Statement

Meeting:	Parish Council
Report Purpose:	To provide Members with C&E Committee's recommendation
Version Control:	v1
Author:	Clerk

### 1. Report Summary

The report aims to provide Councillors with a Micro & Small Grant Policy for considerations

### 2. Background

On 30 August 2023, the Community & Engagement Committee made the following recommendation:

- i. that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval

### 3. Position

Attached the Micro & Small Grant Policy for Members' consideration.

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations  
Shavington-cum-Gresty Parish Council Standing Order

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve the policy attached
- b. Approve the policy attached with some amendments
- c. Not approve the policy attached

### 8. Consideration Sought

That the policy attached are approved as per C&E Committee's recommendation.



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**Shavington-cum-Gresty Parish Council**  
Main Rd, Shavington, Crewe, CW2 5DP

**SHAVINGTON-CUM-GRESTY  
PARISH COUNCIL**

**MICRO AND SMALL GRANTS  
AND  
DONATIONS POLICY**



**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Parish Council**  
Main Rd, Shavington, Crewe, CW2 5DP

## INTRODUCTION

Shavington-cum-Gresty Parish Council's community grants are available for projects or organisations which provide benefit to the local community.

For the purposes of this policy donations and grants differ only in that a donation is given without the need to be specific about how it is used whereas a grant must be spent specifically for the purpose agreed. For example, a donation may be given to a village hall towards the general running costs without being specific about what it is spent on whereas a grant would be given towards the cost of specific project such as installation of a new security system.

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL GRANTS PROGRAMMES

### Micro Grants

Grants of up to £50 for individuals or informal groups of residents.

Eligibility for the grant:

- Your project must benefit the people of Shavington-cum-Gresty
- You can be an individual
- You can be an informal group
- Your project must fit one of the themes below:
  - 1) Environment and green spaces:
  - 2) Improve community spirit and community activities
  - 3) History and heritage
  - 4) Community pride and safer parish

You can apply by using the Shavington-cum-Gresty Micro Grants form.

## DECISION MAKING PROCESS FOR MICRO GRANT

Once you have applied for a grant it will go to the following people, who all must agree for the grant funding to be agreed.

- Chair of Community and Engagement Committee
- Deputy Chair of Community and Engagement Committee
- Clerk or Community Manager

We aim for this to be a quick and easy process, so will endeavour to get back to you in writing within one month with a decision.



## SHAVINGTON CUM GRESTY

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

Monitoring and Evaluation:

- This will be light touch in view of the size of the grant.
- A summation of the project outcomes and any lessons learned.
- A few photographs if appropriate
- Quotes for people who have benefited from the project

A list of projects will be presented to each Community & Engagement Committee with updates

### Small Grants

Requests for grants of up to £250 must be applied for using the small grants application form. Priority is given to grant applications of £250 or less. The majority of grants offered will be around this amount.

When applying for a small grant, match funding is preferred but not essential.

## CRITERIA FOR FUNDING FOR SMALL GRANT APPLICATIONS

Grants are available for organisations/projects/events which can demonstrate a proposed benefit to the community of Shavington-cum-Gresty. Requests will only be considered from the following categories of applicant:

- A Shavington-cum-Gresty Parish based charity
- An organisation serving the needs of the residents of Shavington-cum-Gresty
- A Shavington-cum-Gresty based club/association/organisation serving a specific section of the community or the community as a whole

Applications will be considered based on the following:

- The ability to demonstrate how the activity or project will benefit the residents of Shavington-cum-Gresty
- Priority will be given to those projects which progress one or more of the following objectives:
  - 1) Environment and green spaces:
  - 2) Improve community spirit and community activities
  - 3) History and heritage
  - 4) Community pride and safer parish

## DECISION MAKING PROCESS

- Your grant application will be checked and evaluated by the Clerk or the Community Manager before it is submitted to Community & Engagement Committee for consideration
- Incomplete applications may be declined or returned, leading to a delay in decision-making and an application is considered during the next evaluation round



## SHAVINGTON CUM GRESTDY

- Shavington-cum-Gresty Parish Council may seek further clarification on any details or information contained within the grant application and liaise with external parties to verify information or details contained within the grant application
- Where felt necessary, organisations will be asked to meet Shavington-cum-Gresty Council to discuss their application in more detail before it is presented to the Community & Engagement Committee
- Shavington-cum-Gresty Parish Council strives to allocate funding and donations in a fair and open manner, judging each application on its own merit. Funds are allocated under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations
- Shavington-cum-Gresty Parish Councillors are governed by a Code of Conduct, which can be [found here](#) (ADD LINK). Councillors have an obligation to declare any personal and / or prejudicial interest when considering the allocation of funds held by Shavington-cum-Gresty Parish Council
- Applicants will be notified in writing following the decision made by the Community & Engagement Committee at Shavington-cum-Gresty Parish Council

### WHAT WILL NOT BE FUNDED?

- Staffing costs
- Projects or events which have already taken place
- Grant applications which do not demonstrate match funding
- Projects or event which are not for the benefit of the community of Shavington-cum-Gresty

### MONITORING AND EVALUATION

- A summation of the project outcomes
- Photographs, links to website, case studies, tags in social media stories.
- Quotes for people who have benefited from the project.
- Outcomes agreed e.g numbers of people benefiting from the funding and the impact on their lives.

### ALL FUNDING APPLICATION TERMS AND CONDITIONS

- An award of a grant must give direct benefit to all or some of the inhabitants of the Parish, and the size of grant should be commensurate with the benefit delivered.
- The Parish Council does not affiliate to any political party and legally cannot provide grant or support to any party-political activity.
- The Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.



## SHAVINGTON CUM GRESTY

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

- Applications will only be considered when made on a formal application form.
- The Council will normally require details of the structure and funding of the organisation and may request copies of budget/accounts and business plans.
- The Council will require details of any project which is the subject of the application, including quality standards, costs, timescales and how the remainder of the funding will be provided.
- Match funding for small community grants is preferred but not essential.
- Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.
- Payment will be made against a formal acceptance of the grant and terms.
- The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be “pump-priming” to help organisations get established or organisations which deliver a substantial part of the Council’s priorities.
- The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support “in kind”, rather than provide grant assistance.
- An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project.
- The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.
- Please be aware that if your project involves working with children and/ or vulnerable people we will need to be assured that they are safeguarded and so may come back to you for more information. In addition to your safeguarding policies.
- An applicant organisation is allowed one successful grant application in a single financial year (financial year running 1st April to 31st March)
- Where an application is successful, the terms and conditions must be accepted in writing within the same financial year in which the grant is offered.

### **STANDARD CONDITIONS FOR ALL GRANTS WILL BE**

- That Shavington-cum-Gresty Parish Council's support will be recognised in all associated publicity and information material. A high-resolution Shavington-cum-Gresty



## SHAVINGTON CUM GRESTY

Shavington-cum-Gresty Parish Council  
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Parish Council's logo will be provided and must appear on all literature related to the project or the service the funding is for.

- That any equipment purchased will be branded with the Shavington-cum-Gresty Parish Council 'supported by' sticker which will be supplied by the Parish Council where appropriate.
- That all successful grant applicants with social media accounts, tag the Parish Council in posts related to this grant funding and where possible use the hashtag #shavingtononline
- That the grant is to be used only for the defined purposes in the committee resolution and associated grant application.
- That update information is supplied to the council on request and as a requirement following the completion of the funded activity.
- That successful grant applicants agree for details of their project to go on the Shavington-cum-Gresty Parish Council website, social media pages and any other promotional literature.
- That successful grant applicants agreed to attend the Annual Meeting of Shavington-cum-Gresty Parish



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**Shavington-cum-Gresty Parish Council**  
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## **SHAVINGTON-CUM-GRESTY PARISH COUNCIL MICRO GRANTS APPLICATION FORM**

(Up to £50)

To be returned to Simona Garner, Clerk to Shavington-cum-Gresty Parish Council at  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or Main Road, Shavington, Crewe, CW2 5DP

Name or group name:	
Address:	
Phone:	
Email:	
I am an individual:	Yes / No
We are an informal group:	Yes / No
Which of our objectives does your project relate to?	1) Environment and green spaces: 2) Improve community spirit and community activities 3) History and heritage 4) Community pride and safer parish
Where will the activities take place?	1) Shavington Village 2) Gresty Ward

### **Tell us about the project?**

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**Why do you want to do this?**

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**Who will help you do this?**

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**What difference do you hope this project will make to Shavington-cum-Gresty residents?**

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**How will you show us what you have achieved?**

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**How much will it cost?**



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**Consent**

I agree to Shavington-cum-Gresty Parish Council contacting me by the following methods to provide feedback or offer additional support on completing this application:

Postal address	Yes / No
Email address	Yes / No
Phone	Yes / No

Signature:

Date:

For further information on how Shavington-cum-Gresty Parish Council processes personal data, please view our privacy policy at [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk) or call 01270 42 11 25



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Main Rd, Shavington, Crewe, CW2 5DP

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL SMALL GRANT APPLICATION FORM

(Grants up to £250)

To be returned to Simona Garner, Clerk to Shavington-cum-Gresty Parish Council at  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or Main Road, Shavington, Crewe, CW2 5DP

### Contact details

Applicant name:	
Organisation:	
Address:	
Contact number:	
E-mail address:	

### Project details

Organisation:	
Location of organisation:	
Project name:	
Short project description:	
If you receive a grant, briefly tell us what difference it will make to your organisation/area:	



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**Project cost**

Total cost of project:	
Amount requested from Shavington-cum-Gresty Parish Council:	
Amount of any confirmed match funding (this is preferred but not essential)	
Outstanding balance:	
If there is a balance outstanding, please tell us how the shortfall will be met:	
Please state organisations bank account name (who the cheque should be made payable to):	

**Project beneficiaries**

Please tell us how many people you expect to benefit if you were successful with your community grant application:	
Please tell us which geographical area will benefit most from your project or activity:	

**Supporting documentation**

Please complete the table below to indicate if you have the supporting documents. You do not need to send these documents in with your application (apart from your Governing Document and Safeguarding Policies, which must be supplied by email or post within 7 days of submitting this application) but we may request copies at a later date.



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Up to date Annual accounts/income and expenditure	
Copy of your Governing Document (signed)	
Planning permission	
Relevant insurances	
Safeguarding policies	
Quotes/estimate for equipment	
Affiliation to a Governing Body	
Equalities and Inclusion Policy	

### **Data protection and consent**

Please ensure that you read this section before submitting your application.

#### Grant application administration

Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

Please indicate below if you consent to us passing on your name and email address to the local press for this purpose.

Yes / No

#### Grant application support

Please indicate below if you agree if you agree to Shavington-cum-Gresty Parish Council contacting you by the following methods to provide feedback or offer additional support on completing this application:

Postal address            Yes / No  
Email address            Yes / No  
Phone                      Yes / No

### **Declaration**

I certify that to the best of my knowledge all the information contained within this application is correct.

I confirm that I understand, agree and accept the terms and conditions of this grant as set out in the Grants and Funding Policy.



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Signed:	
Date:	
Name:	
Position in group:	

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