



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

30 November 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 December 2023** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

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

5	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 4 October 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre Meeting held on 11 October 2023 (minutes attached) Items for consideration:</p> <ul style="list-style-type: none">i. that the Shavington-cum-Gresty Village Hall Hiring Agreement is approved and recommended to Full Council subject to some amendment being made <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson Meeting held on 15 November 2023 (minutes attached) Items for consideration:</p> <ul style="list-style-type: none">ii. Quote 2 is recommended to Full Council for approval for the provision of the Parish Ground Maintenance service for 2024/25. This recommendation is based on the following reasons: gardener's 5-year plan to improve the green spaces in the Parish, gardener willingness to collaborate with the community through community project, receipt of a more detailed quote compared to the other quotes received.iii. A recommendation is proposed to Full Council to consider having a rolling contract with the supplier. This contract will be subject to review every two years to assess market value. <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr R Jones Meeting held on 29 November 2023 (minutes attached) Items for consideration:</p> <ul style="list-style-type: none">iv. that a recommendation is made to full council to accept Quote 2 for the provision of legal services regarding the acquisition of the Western Ecological Mitigation Area, on the basis that the support provided in the negotiation process is stronger, the process is better described in the quote, and they provide more reassurance on the support given to the council in the negotiation of all aspect of s.106.v. that the Clerk is instructed to negotiate the payment timeline, ensuring that any payment is scheduled for the upcoming financial year, with a dedicated budget allocation.
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	<p>vi. that the DARFT council budget v.8 (attached to the Committee Minutes) is recommended to Full Council for consideration. Building on the previous year's action plan, an additional £40k is proposed based on the Council Strategy Review's objectives, divided as follows: £20k for the appointment of the Communication Officer and £20k for a rolling capital fund to commence strategy implementation.</p> <p>vii. that the following project is recommended to Full Council for approval: Reserve Policy</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan Meeting held on 25 October 2023 (minutes attached) Items for consideration:</p> <p>viii. that a recommendation is made to Full Council to close the Council Office over the Christmas period (from 25 December 2023 to 7 January 2024).</p> <p>ix. that a recommendation is made to Full Council to consider reviewing the salary band of the Clerk to SCP 33-36, in accordance with the recommendation provided by Ms. Weaver, Chief Officer at ChALC.</p> <p>x. that a recommendation is made to Full Council to move the Clerk to SCP 36 effective from 1st April 2024, or earlier if the council wish to consider a budget virement.</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meetings held: 4 October 2023 (minutes attached) and 6 December 2023</p>
6	To receive the September and October report from the Village Beat Manager (attached)
7	To note the YTD Parish Council finance position (attached)
8	To note and approve all payments since 1 April 2023 (attached)
9	<p>To receive and consider the DRAFT Car Park Sponsorship Agreement submitted by The Learning Partnership Academy Trust (attached)</p> <p>To consider delegating authority to the Clerk for the signing of agreement on behalf of the Parish Council, pending acceptance.</p> <p>To consider the following virement proposal: allocate £4,000 from Acquisition Project (cost code 53) toward the Main Road Car Park Contribution budget line, with the balance of £500 to be allocated from reserves.</p>

10	To receive and consider an update on the Strategic Review project (attached)
11	<p>To receive and consider the following recommendation from the Village Hall Committee (attached):</p> <ul style="list-style-type: none"> i. that the Shavington-cum-Gresty Village Hall Hiring Agreement is approved and recommended to Full Council subject to some amendment being made
12	<p>To receive and consider the following recommendations from the Environment and Recreation Committee (attached):</p> <ul style="list-style-type: none"> i. Quote 2 is recommended to Full Council for approval for the provision of the Parish Ground Maintenance service for 2024/25. This recommendation is based on the following reasons: gardener's 5-year plan to improve the green spaces In the Parish, gardener willingness to collaborate with the community through community project, receipt of a more detailed quote compared to the other quotes received. ii. A recommendation is proposed to Full Council to consider having a rolling contract with the supplier. This contract will be subject to review every two years to assess market value.
13	<p>To receive and consider the following recommendations from the Staffing Committee (attached):</p> <ul style="list-style-type: none"> i. that a recommendation is made to Full Council to close the Council Office over the Christmas period (from 25 December 2023 to 7 January 2024). xi. that a recommendation is made to Full Council to consider reviewing the salary band of the Clerk to SCP 33-36, in accordance with the recommendation provided by Ms. Weaver, Chief Officer at ChALC. xii. that a recommendation is made to Full Council to move the Clerk to SCP 36 effective from 1st April 2024, or earlier if the council wish to consider a budget virement.
14	<p>To receive and consider the following recommendations from the Finance and Strategy Committee (attached):</p> <ul style="list-style-type: none"> i. that a recommendation is made to full council to accept Quote 2 for the provision of legal services regarding the acquisition of the Western Ecological Mitigation Area, on the basis that the support provided in the negotiation process is stronger, the process is better described in the quote, and they provide more reassurance on the support given to the council in the negotiation of all aspect of s.106. ii. that the Clerk is instructed to negotiate the payment timeline, ensuring that any

	payment is scheduled for the upcoming financial year, with a dedicated budget allocation.
15	To receive and consider recommendation from Finance and Strategy Committee with regards to the Council's draft budget 2024/25 (attached) To consider to approve the Parish Council budget for the forthcoming financial year and the precept request for 2024/25
16	To receive and consider a proposal to move all Council's email to the @gov.uk domain (attached)
17	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (Cheshire East Council)
18	To receive an update with regards to the NJCP 2023/24 pay rise (attached)
19	To receive and consider the following recommendations from the Finance and Strategy Committee (attached): i. that the following project is recommended to Full Council for approval: Reserve Policy
20	To note the date of the next Council Meeting – 7 February 2024 7:30PM

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



SHAVINGTON
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MINUTES the Parish Council
held on Wednesday 4 October 2023

In attendance: Cllrs Buchanan, Cruickshank, Ferguson, B Gibbs, K Gibbs, Hancock, McIntyre,
Randle¹

Community Manager ²

ScG/23/05/1	To receive and consider apologies for absence³
	Apologies were received from Cllrs McHugh, S Jones, R Jones, and Wain.
ScG/23/05/2	To note declarations of Members' interest
	No declaration of interest was raised.
ScG/23/05/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 6 September 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record
ScG/23/05/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	A member of the public requested an update on the followings: a. crossing Rope Lane, b. Old Co-Op c. 140 Main Road d. HS2

¹ Joined the meeting 2033hrs

² Joined 1947hrs left 2035hrs

³ Meeting started at 1945

	<p>Cllrs B Gibbs, Buchanan and Ferguson addressed those points.</p> <p>RESOLVED: that item 12 is moved ahead in the agenda and discussed after item 4</p>
<p>ScG/23/05/5</p>	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 6 September 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr R Jones Meeting held on 20 September 2023 (minutes attached) Items for consideration:</p> <p>i. that the Allotment Privacy Policy is recommended to Full Council for approval and that similar policies are presented to council to cover the following services:</p> <ul style="list-style-type: none"> • Village hall booking services • Clean team • Working groups/ events <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meetings held: 6 September 2023 (minutes attached) and 4 October 2023</p>
	<p>Councillors NOTED the update.</p>
<p>ScG/23/05/6</p>	<p>To receive an update on Cheshire East Council’s plans affecting the Parish Council from Cllr Buchanan (CEC)</p>

	Councillor NOTED the update.
ScG/23/05/7	To receive the August report from the Village Beat Manager To receive and consider an update with regard to the funded PCSO
	Members NOTED the report.
ScG/23/05/8	To note the YTD Parish Council finance position
	Councillors NOTED the report.
ScG/23/05/9	To note and approve all payments since 1 April 2023
	Members NOTED the reports. Cllr S Randle abstained from the vote. RESOLVED: that all payments since 1 April 2023 are approved.
ScG/23/05/10	To receive and consider an update with regards to the School Car Park
	The Chair and Clerk briefed Councillors on the item. Councillors NOTED the report.
ScG/23/05/11	To receive and consider a proposal from ChALC to assist the Council with its Strategic Planning and Staffing Review To receive and consider a virement proposal to move £4,000 from cost code 53- Acquisition Projects toward the newly created cost code Parish Council Strategic Plan to cover costs for the Strategic Planning and Staffing review
	Councillors NOTED the report. RESOLVED: that the proposal from ChALC to assist the council with its Strategic Planning and Staffing Review is accepted. RESOLVED: that £4,000 are moved from reserves to cover the costs for the strategic planning review.
ScG/23/05/12	To receive and consider an update with regards to the Christmas Event To receive and consider a proposal to cancel the Parish Council Christmas event, in order to support other community initiatives in the Parish

	<p>The Community Manager briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Christmas Event planned for Sunday 3 December is cancelled.</p> <p>It was NOTED that Cllr Cruickshank voted against the resolution.</p> <p>RESOLVED: that the delivery of the December newsletter is anticipated to w/c 27 November, so that an article can be included to inform resident of the decision to cancel the event.</p>
ScG/23/05/13	<p>To receive and consider the following recommendation from the Finance & Strategy Committee :</p> <p>ii. that the Allotment Privacy Policy is recommended to Full Council for approval and that similar policies are presented to council to cover the following services:</p> <ul style="list-style-type: none"> • Village hall booking services (to follow) • Clean team (to follow) • Working groups/ events (to follow)
	<p>Councillor K Gibbs, Vice-Chair of Finance & Strategy Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: the Shavington-cum-Gresty Parish Allotment Privacy Policy is approved and adopted as recommended by Finance & Strategy Committee.</p>
ScG/23/05/14	<p>To receive and consider an update with regards to the Budget Setting Process 2024/2025</p>
	<p>Councillors NOTED the report.</p>
ScG/23/05/15	<p>To receive an update on the Shavington Park notice board donated by Persimmon Homes to Shavington-cum-Gresty Parish Council</p>
	<p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the briefing.</p> <p>It was NOTED that Shavington-cum-Gresty Councillors would like to extend their sincere gratitude to Persimmon Homes for their generous donation of the notice board.</p>

ScG/23/05/16	To note the date of the next Council Meeting – 1 November 2023 7:30PM
	Councillors NOTED the date of the next Parish Council meeting.

Meeting Closed at 2119 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

DRAFT

Shavington-cum-Gresty Council
Village Hall Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on
Wednesday 11 October 2023

In attendance: Cllrs K Gibbs, Hancock, McIntyre

Ms Adams

ScG VH/23/2/1	To receive and consider apologies for absence
	Apologies were received from Cllr Cruickshank and Ms Clarke
ScG VH/23/2/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG VH/23/2/3	To confirm and sign the minutes of the Village Hall Committee Meeting hold on 19 July 2023
	RESOLVED: that the minutes are approved and signed as an accurate record.
ScG VH/23/2/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG VH/23/2/5	To receive and consider an update regarding the Village Hall occupancy rate
	Councillors NOTED the report.

ScG VH/23/2/6	To receive and consider the YTD financial position of the Village Hall Committee
	Members NOTED the financial position of the Committee.
ScG VH/23/2/7	To receive and consider an update on new parish textile map project led by WI
	Cllr McIntyre briefed Members on the item. Councillors NOTED the update.
ScG VH/23/2/8	To receive and consider remedial works needed at Village Hall
	Cllr McIntyre briefed Members on the remedial brick works at the back of the village hall undertaken with Cllr Randle. Councillors NOTED the update. RESOLVED: that the Clerk is instructed to provide Councillors quotes to replace the curtains in the main hall. RESOLVED: that the clerk is instructed to purchase ceiling tiles for the kitchen, to be then replaced and installed by volunteers RESOLVED: that the clerk is delegated, in consultation with the Chair of the Committee, to replace the kitchen counter fridge with a new one, with a budget up to £400 under cost code 47 General Maintenance
ScG VH/23/2/9	To receive and consider a recommendation from Finance and Strategy Committee to set the income target 2024/25 for the Hall Hire to £15,000
	The Clerk briefed Councillors on the item. Councillors NOTED the briefing. RESOLVED: that the recommendation from Finance and Strategy Committee to set the income target 2024/25 for the Hall Hire to £15,000 is accepted.
ScG VH/23/2/10	To consider reviewing booking fees for 2024/25
	The Clerk briefed Councillors on the item. Councillors NOTED the brief.

	RESOLVED: that fees for 2024/25 remains unchanged from the previous year.				
ScG VH/23/2/11	To consider informing the budget setting process for 2024/25 financial year				
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Committee DRAFT budget 2024/25 is approved and recommended to Finance & Strategy Committee.</p> <p>RESOLVED: that the following recommendation is made to Full Council</p> <p>a. if the committee meets the £18,000 income target for the year 2024/25, then anything on top of that figure could be used by the committee to replace the Village Hall kitchen cupboards.</p>				
ScG VH/23/2/12	To receive and consider the following policy:				
	<p>- Shavington-cum-Gresty Village Hall Hiring Agreement</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Shavington-cum-Gresty Village Hall Hiring Agreement is approved and recommended to Full Council with the following amendments:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;">Main Hall/Lounge</td> <td style="vertical-align: top;">There are tables and chairs and cushions for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function as per photograph displayed in cupboard</td> </tr> <tr> <td style="vertical-align: top;">Car park</td> <td style="vertical-align: top;">Car park on the rear of the Village Hall Vehicle must be removed at the end of the session.</td> </tr> </table>	Main Hall/Lounge	There are tables and chairs and cushions for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function as per photograph displayed in cupboard	Car park	Car park on the rear of the Village Hall Vehicle must be removed at the end of the session.
Main Hall/Lounge	There are tables and chairs and cushions for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function as per photograph displayed in cupboard				
Car park	Car park on the rear of the Village Hall Vehicle must be removed at the end of the session.				
ScG VH/23/2/13	To note the date of the next Village Hall Committee Meeting – 24 January 2024 7:30PM				
	<p>Councillors NOTED the date of the next Village Hall Committee meeting. changed</p> <p>RESOLVED: that the date and time of the next Village Hall Committee meeting is amended as following: 31 January 2024, 6:30PM</p>				

Meeting Closed at 1922 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

DRAFT

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



MINUTES of the meeting held on **Wednesday 15 November 2023**

In attendance: Cllrs Cruickshank¹, Ferguson, Buchanan², K Gibbs, R Jones, S Jones,
McHugh, Randle
Community Manager³

ScG R&E/23/2/1	To receive and consider apologies for absence
	Apologies were received from Mr Davis and from Cllr Buchanan
ScG R&E/23/2/2	To note declarations of Members' interests
	Cllr McHugh declared an interest in item 11. Cllr Cruickshank declared an interest in items 6 and 7.
ScG R&E/23/2/3	To confirm and sign the minutes of the Environment and Recreation Committee Meeting held on 12 July 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG R&E/23/2/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

¹ Meeting started at 19:31hrs

² Joined the meeting at 20:07hrs – item 7

³ Left the meeting 19:35hrs

	<p>A Representative from the Gresty Lane Allotment raised the following points, asking for Councillors' feedback:</p> <ul style="list-style-type: none"> a. Hedge maintenance in Gresty Lane b. Pest risk c. Update on occupancy data on Gresty Lane Allotments. <p>The Clerk and Chair of the Committee addressed the points.</p> <p>The Clerk was instructed to provide Councillors with a pest report on the next meeting, with info on methods of treatments, data from the Gresty Lane Allotment plot holders, costs.</p>
<p>ScG R&E/23/2/5</p>	<p>To receive and consider the YTD financial position of the Environment and Recreation Committee</p> <p>Members NOTED the YTD financial position of the Committee.</p>
<p>ScG R&E/23/2/6</p>	<p>To receive and consider an update on the Gresty Lane Allotments.</p> <p>To receive and consider a proposal to issue a "Non-Cultivation Notice" to Plot 9 as per Shavington-cum-Gresty Parish Council Allotment Policy s7.5. And to consider delegate the Clerk, in consultation with the Chair of the Committee, to issue a 'Notice-to-Quit' on behalf of Shavington-cum-Gresty Parish Council if the plot is not found to be under cultivation within the 28 days period, as per s 7.5 of the policy.</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that a 'Non-cultivation Notice' is issued to plot 9 as per s.7.5 of the Shavington-cum-Gresty Parish Council Allotment policy.</p> <p>RESOLVED: that the Clerk, in consultation with the Chair of the Committee, is delegated to issue a 'Notice-to-Quit' on behalf of the Parish Council if the plot holder fails to comply with what stated in the 'Non-cultivation Notice'</p>
<p>ScG R&E/23/2/7</p>	<p>To receive and consider an update on the skip provided to the Gresty Lane Allotments side, and feedbacks from tenants</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the E&R committee acknowledges the informal complaint that has been raised and the way in which it has been addressed.</p>

	<p>RESOLVED: that the Committee concurred that there is no plan for a provision of a skip to the Gresty Lane Allotment site in the near future. In the event of any change to this position, a consultation will be conducted involving the Allotments Representative, officers and committee on the siting, the size, and usage of the skip.</p> <p>RESOLVED: that the Committee is not responsible for removal of waste from individual plots</p>
<p>ScG R&E/23/2/8</p>	<p>To receive and consider an update with regards to the Vine Tree play area.</p> <p>To receive and consider the annual inspection report for Vine Tree playground</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the committee acknowledge the report and made the following comments:</p> <ul style="list-style-type: none"> a. Regarding the risk raised with fencing: The pictures are not up-to-date, as remedial actions had been taken. b. Regarding the Multiplay Unit – Junior (p.5): It was EN compliant when installed, and the committee refers to grandfather rights. <p>It was also NOTED that some pictures in the report were not up-to-date.</p> <p>RESOLVED: that the Ward Councillor will be reported and asked to address this matter.</p>
<p>ScG R&E/23/2/9</p>	<p>To receive proposals for the regular ground maintenance service for 2024/25 and to consider making a recommendation to Full Council to appoint the selected gardener from 1 April 2024</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the following recommendations are made to Full Council</p> <ul style="list-style-type: none"> a. Quote 2 is recommended to Full Council for approval for the provision of the Parish Ground Maintenance service for 2024/25. This recommendation is based on the following reasons: gardener's 5-year plan to improve the green spaces In the Parish, gardener willingness to collaborate with the community through community project, receipt of a more detailed quote compared to the other quotes received. b. A recommendation is proposed to Full Council to consider having a rolling contract with the supplier. This contract will be subject to review

	every two years to assess market value.
ScG R&E/23/2/10	To consider and inform the budget setting process for 2024/25 financial year
	<p>Members NOTED the report.</p> <p>RESOLVED: that the DRAFT Committee budget is reviewed as following and recommended to Full Council:</p> <ul style="list-style-type: none"> • Increase Ground Maintenance supplier to £17,000 • Reduce Ground Maintenance – General amenities to £500 • Add Ground Maintenance Contingency £1,000 • Reduce Allotment Maintenance Cost to £0
ScG R&E/23/2/11	To receive and consider an update on IMPACT – Every Leaf Counts
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the mosaic project is approved, and that the Clerk, in conjunction with the Chair of the Committee, is delegated to appoint the supplier to deliver the work.</p>
ScG R&E/23/2/12	To note the date of the next Environment and Recreation Committee Meeting – 20 March 2024 7:30PM
	Councillors NOTED the date of the next Environment and Recreation Committee meeting

Meeting closed at 2140 hrs

Chair: Cllr Ferguson

Clerk: S Garnero

Shavington-cum-Gresty Council
Finance & Strategy Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 29 November 2023**

In attendance: B Gibbs, K Gibbs, S Jones

ScG FSC/23/03/1	To receive apologies for absence¹
	Apologies were received from Cllrs R Jones and Ferguson
ScG FSC/23/03/2	To note declarations of Members' interests
	Cllr B. Gibbs declared a personal interest in item 7 due to one of the received quotes being from a supplier he is presently utilising.
ScG FSC/23/03/3	To confirm and sign the minutes of the Finance Committee Meeting held on 20 September 2023
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FSC/23/03/4	Public participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG FSC/23/03/5	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements
	Members NOTED the Parish Council YTD financial position.

¹ Meeting started at 19:33hrs

	It was NOTED that the month-end reconciliations statements ending 30 September and 31 October 2023 were checked and signed by Cllrs S Jones and B Gibbs
ScG FSC/23/03/6	To review the forecast position of the council at 31 March 2024 and to consider any necessary corrective actions
	Councillors NOTED the update. RESOLVED: that no corrective action is currently needed.
ScG FSC/23/03/7	To review and assess quotations for legal services regarding the acquisition of the Western Ecological Mitigation Area. To consider making a recommendation for Full Council to appoint one of the received quotes
	Councillors NOTED the report. It was NOTED that Cllr B Gibbs abstained from the vote. RESOLVED: that a recommendation is made to full council to accept Quote 2 on the basis that the support provided in the negotiation process is stronger, the process is better described in the quote, and they provide more reassurance on the support given to the council in the negotiation of all aspect of s.106 RESOLVED: that the Clerk is instructed to negotiate the payment timeline, ensuring that any payment is scheduled for the upcoming financial year, with a dedicated budget allocation
ScG FSC/23/03/8	To receive and consider the following Project Initiation Documents: a. Corporate workwear (Cllr Randle)
	Councillors NOTED the report. RESOLVED: that the Staffing Committee is requested explore the introduction of a uniform policy, following that, the Finance & Strategy Committee will reconsider the project.
ScG FSC/23/03/9	To receive an update on the Council Strategic review – first workshops and consider any implication in the Council budget setting process for the forthcoming financial year
	The Clerk briefed Councillors on the item. Councillors NOTED the update.

ScG FSC/23/03/10	To receive DRAFT budget 2024/25 and to consider making a recommendation to Full Council
	<p>Councillor NOTED the report.²</p> <p>RESOLVED: that standing orders are suspended at 21;25 hrs to allow the meeting to continue.</p> <p>RESOLVED: that the DARFT council budget v.8 (attached) is recommended to Full Council for consideration. Building on the previous year's action plan, an additional £40k is proposed based on the Council Strategy Review's objectives, divided as follows: £20k for the appointment of the Communication Officer and £20k for a rolling capital fund to commence strategy implementation.</p>
ScG FSC/23/03/11	To receive and consider the following policy a. Reserve Policy
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the following project is recommended to Full Council for approval:</p> <p>a. Reserve Policy</p>
ScG FSC/23/03/12	To note the date of the next Finance & Strategy Committee Meeting – 28 February 2024 7:30pm
	<p>Councillors NOTED the date of the next Finance & Strategy Committee Meeting.</p>

Meeting Closed at 2225 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

² Cllr B Gibbs left hrs 21:06hrs and rejoined the meeting at 21:07hrs
Cllr K Gibbs left the meeting at 21:36hrs and rejoined the meeting at 21:37hrs
Cllr B Gibbs left the meeting at 21:36hrs and rejoined the meeting at 21:37hrs

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				14,600.00	14,600.00	14,600.00 (100%)	
21	General Parish Council design a				3,600.00	3,600.00	3,600.00 (100%)	
22	PC/VH subscription and adv				1,600.00	1,600.00	1,600.00 (100%)	
24	Christmas Carol				1,500.00	1,500.00	1,500.00 (100%)	
25	Remembrance Service				4,100.00	4,100.00	4,100.00 (100%)	
26	Community events				2,500.00	2,500.00	2,500.00 (100%)	
43	PPS/PRS				300.00	300.00	300.00 (100%)	
49	Micro & Small Grant Scheme				2,500.00	2,500.00	2,500.00 (100%)	
55	#QueenBee fund						(N/A)	
61	Civic events				2,600.00	2,600.00	2,600.00 (100%)	
70	Parish Map Framework				800.00	800.00	800.00 (100%)	
73	Community Event Marketing and				900.00	900.00	900.00 (100%)	
SUB TOTAL					35,000.00	35,000.00	35,000.00 (100%)	

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General e				500.00	500.00	500.00 (100%)	
28	Ground Maintenance- supplier				17,000.00	17,000.00	17,000.00 (100%)	
29	Vine Tree Play area - mainten				1,000.00	1,000.00	1,000.00 (100%)	
30	Vine Tree Play Area - Inspection				400.00	400.00	400.00 (100%)	
31	Allotment fee	700.00		-700.00			-700.00 (-100%)	
32	Allotment maintenance cost				700.00	700.00	700.00 (100%)	
52	Defibrillator and kiosk				300.00	300.00	300.00 (100%)	
54	CIL - Community Infrastructure L						(N/A)	
74	Ground Maintenance Contingenc				1,000.00	1,000.00	1,000.00 (100%)	
SUB TOTAL		700.00		-700.00	20,900.00	20,900.00	20,200.00 (93%)	

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	500.00	500.00 (100%)	
5	Accountancy software				835.00	835.00	835.00 (100%)	
6	ICT equipment				1,500.00	1,500.00	1,500.00 (100%)	
9	Audit Fees				1,000.00	1,000.00	1,000.00 (100%)	
10	Insurance				4,000.00	4,000.00	4,000.00 (100%)	
11	Legal and professional fee				2,000.00	2,000.00	2,000.00 (100%)	
12	Subscription (adobe/office/Chalc				4,050.00	4,050.00	4,050.00 (100%)	
13	Telephone and WiFi				950.00	950.00	950.00 (100%)	
14	Website subscription				2,400.00	2,400.00	2,400.00 (100%)	
15	Website transparency				500.00	500.00	500.00 (100%)	
16	Misc/Expenses				1,000.00	1,000.00	1,000.00 (100%)	
17	Precept						(N/A)	
18	VAT reclaim						(N/A)	

Summary of Receipts and Payments

All Cost Centres and Codes

19 Other income				(N/A)
53 Ecological Mitigation Land acqui	7,000.00	7,000.00	7,000.00	(100%)
59 Office costs	6,600.00	6,600.00	6,600.00	(100%)
67 IT support	300.00	300.00	300.00	(100%)
SUB TOTAL	32,785.00	32,785.00	32,785.00	(100%)

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				41,789.40	41,789.40	41,789.40	(100%)
68	Sponsorship Main Road Car pari				4,837.50	4,837.50	4,837.50	(100%)
72	Sign restoration project				3,000.00	3,000.00	3,000.00	(100%)
75	Rolling Capital Fund (Strategy)				20,000.00	20,000.00	20,000.00	(100%)
SUB TOTAL					69,626.90	69,626.90	69,626.90	(100%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				83,600.00	83,600.00	83,600.00	(100%)
2	Payroll Service				800.00	800.00	800.00	(100%)
7	Staff Training				1,000.00	1,000.00	1,000.00	(100%)
8	Members Training				400.00	400.00	400.00	(100%)
76	Communication officer				20,000.00	20,000.00	20,000.00	(100%)
SUB TOTAL					105,800.00	105,800.00	105,800.00	(100%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	300.00	300.00	(100%)
34	Cleaning Service				5,400.00	5,400.00	5,400.00	(100%)
35	Gas supply				4,800.00	4,800.00	4,800.00	(100%)
36	Power supply				1,600.00	1,600.00	1,600.00	(100%)
37	Fire equipment				330.00	330.00	330.00	(100%)
39	Online booking system				370.00	370.00	370.00	(100%)
40	Hygine service				700.00	700.00	700.00	(100%)
41	Water supply				3,000.00	3,000.00	3,000.00	(100%)
42	Waste collection				1,000.00	1,000.00	1,000.00	(100%)
47	General Maintenance				1,500.00	1,500.00	1,500.00	(100%)
48	Hall hire	15,000.00		-15,000.00				(-100%)
60	Office costs income	6,600.00		-6,600.00				(-100%)
71	Roof maintenance				3,000.00	3,000.00	3,000.00	(100%)
SUB TOTAL		21,600.00		-21,600.00	22,000.00	22,000.00	400.00	(0%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	22,300.00	-22,300.00	286,111.90	286,111.90	263,811.90 (85%)
V.A.T.					
GROSS TOTAL					

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



MINUTES of the meeting held on
Wednesday 25 October 2023

In attendance: Cllr Buchanan, B Gibbs, McHugh

ScG St/23/02/01	To receive and consider apologies for absence¹
	Apologise were received from Cllrs K Gibbs, R Jones.
ScG St/23/02/02	To note declarations of Members' interests
	No declaration of interest was raised.
ScG St/23/02/03	To confirm and sign the minutes of the Staffing Committee Meeting held on 26 July 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record
ScG St/23/02/04	To receive and consider the YTD financial position of the Staffing Committee
	Councillors NOTED the YTD financial position.
ScG St/23/02/05	To receive and consider an update with regards to the NJCP 2023/24 pay rise
	The Clerk briefed Councillors on the item. Councillors NOTED the update.
ScG	To consider a resolution under Section 1 of the Public Bodies (Admission to

¹ Meeting started at 19:34hrs

St/23/02/06	Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 7 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
	RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press are excluded from the meeting during the consideration of item 7 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/23/02/07	To receive and consider an update on staffing matter
	<p>Cllr Buchanan and the Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the update.²</p> <p>RESOLVED: that a recommendation is made to Full Council to close the Council Office over the Christmas period (from 25 December 2023 to 7 January 2024).</p> <p>RESOLVED: that a recommendation is made to Full Council to consider reviewing the salary band of the Clerk to SCP 33-36, in accordance with the recommendation provided by Ms. Weaver, Chief Officer at ChALC.</p> <p>RESOLVED: that a recommendation is made to Full Council to move the Clerk to SCP 36 effective from 1st April 2024, or earlier if the council wish to consider a budget virement.</p>
ScG St/23/02/08	To consider and inform the budget setting process for 2024/25 financial year
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the DARFT Staffing Committee budget 2024/25 is approved, subject to the following amendments being made:</p> <ul style="list-style-type: none"> a. Staffing salary reviewed to reflect the proposed pay review b. Contingency staffing budget: £20,803 (part-time additional employee if the Council wish to deliver anything additional to what has been delivered in this current year)
ScG St/23/02/09	To note the date of the next Staffing Committee Meeting – 10 January 2024 7:30PM
	Councillors NOTED the date of the next Staffing Committee meeting

² Clerk left the meeting at 19:59hrs and re-joined the meeting at 20:27hrs

Meeting Closed 2114 hrs

Chair: Cllr Buchanan

Clerk: S Garnero

DRAFT

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



MINUTES of the meeting held on **Wednesday 4 October 2023**

In attendance: Cllrs Ferguson, K Gibbs, Hancock, McIntyre

Cllr Cruickshank¹, Cllr B Gibbs²

ScG PC/23/05/1	To receive and consider apologies for absence³
	Apologies were received from Cllrs McHugh, S Jones, R Jones, Wain.
ScG PC/23/05/2	To note declarations of Members' interest
	Cllr K Gibbs declared a not pecuniary interest in item 6.
ScG PC/23/05/3	To confirm and sign the minutes of the Planning Committee Meeting held on 6 September 2023
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG PC/23/05/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG PC/23/05/5	To consider making a response to the following planning applications:
	a. Application: 23/3613N

¹ Joned at 1924hrs

² Joned 1933hrs

³ Meeting started at 1903hrs

	<p>Proposal: 1no building mounted fascia sign displaying company name and logo Location: BASFORD WEST DEVELOPMENT SITE, JACK MILLS WAY, SHAVINGTON, CHESHIRE National Grid Ref: 371207.9281 353051.1417</p> <p>RESOLVED: No comment</p>
<p>ScG PC/23/05/6</p>	<p>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</p>
	<p>a. Application: 23/3716N Proposal: Proposed Garage Location: 22, CREWE ROAD, SHAVINGTON, CW2 5JB National Grid Ref: 370328.6788 351444.4343</p> <p>RESOLVED: No comment</p>
<p>ScG PC/23/05/7</p>	<p>To consider addressing an enquiry from Highways with regards to extend the 30mph section of Crewe Road up to A500 overbridge</p>
	<p>The Clerk updated Councillors with regards to the item.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that standing orders are suspended in order to allow a member of the public to speak.</p> <p>RESOLVED: that the Parish Council supports the proposal to extend the 30mph section of Crewe Road up to A500 overbridge based on the followings:</p> <ul style="list-style-type: none"> a. Highway Safety b. Increased traffic volume c. Arterial pedestrian route, especially for primary school students d. New housing developments and subsequential increased number of junctions e. Safety of pedestrians, particularly school children <p>Furthermore, the Council notes that this proposal is also supported by a recommendation from the local Police Community Support Officer (PCSO).</p> <p>RESOLVED: that standing orders are reintroduced</p>

<p>ScG PC/23/05/8</p>	<p>To receive and consider a proposal for the establishment of a Local Plan Review Working Group and Terms of Reference.</p> <p>To consider appointing Members to sit in the Working Group.</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that standing orders are suspended in order to allow a member of the public to speak.</p> <p>Mr Atteridge briefed Councillors on the need to review the current Neighbourhood Plan.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the establishment of a Local Plan Review Working Group is approved.</p> <p>RESOLVED: that the Local Plan Review Working Group Terms of Reference are approved</p> <p>RESOLVED: that the following Members will sit on the Working Group:</p> <ul style="list-style-type: none"> a. Cllr McIntyre b. Cllr Ferguson c. Bill Atteridge d. Kevin Gibbs <p>RESOLVED: that standing orders are reintroduced</p> <p>RESOLVED: that all councillors will be invited to sit on the working group and that the opportunity will be shared widely with residents via social media and newsletter</p>
<p>ScG PC/23/05/9</p>	<p>To consider making a representation to the Parking Review and Public consultation 2023 run by Cheshire East Council (link to proposal here: https://www.cheshireeast.gov.uk/car-parks-and-parking/reviews_and_consultations/reviews_and_consultations.aspx)</p>
	<p>RESOLVED: that the following comment is submitted to Cheshire East Council:</p> <p>‘Shavington-cum-Gresty Parish Council object to the Parking Review Consultation – with reference to the Queen Street car park, Shavington - on the following grounds:</p> <p>1 Residential parking Predominance: the Queen Street Car Park is predominantly utilised for residential parking by Osborne Grove and Main Road</p>

	<p>residents, compromising approximately 16 properties that lack driveways. This demand exceeds the 10 available parking spaces.</p> <p>2 Potential wider displacement: there is concern that the displacement resulting from car park change may extend further than initially anticipated in the report.</p> <p>3 Unsuitable alternative: the Co-Op parking area is not considered a suitable alternative, as it consistently experiences high levels of traffic and may not adequately accommodate displaced vehicles.</p> <p>4 Cost-benefit analysis: the cost associated with installing, monitoring, and maintaining parking charge equipment is believed to outweigh the net annual revenue of £5,730.</p> <p>The Committee suggests exploring the possibility of transferring ownership of the car park to the Parish Council.'</p> <p>RESOLVED: that the consultation is shared online and resident are invited to respond to the council</p>
<p>ScG PC/23/05/10</p>	<p>To consider making a representation to the Signalised Pedestrian Crossing – Rope Lane, Shavington Consultation run by Cheshire East Council</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the proposal is supported, based on the following grounds:</p> <ol style="list-style-type: none"> 1. Highways safety improvements, much needed 2. High Traffic Area, particularly by school pupils 3. Busy crossing points 4. Proximity to Broomhall Drive: it was noted that the proximity to Broomhall Drive is not unprecedented, and similar crossing are in place close to junctions in other parts of Cheshire East. This precedent supports the viability of the proposed crossing.
<p>ScG PC/23/05/11</p>	<p>To receive and consider the latest update of the ScG Parish Council – Planning Application Record</p>
	<p>Councillors NOTED the report.</p>
<p>ScG PC/23/05/12</p>	<p>To note the date of the next Planning Committee Meeting – 1 November 7PM</p>
	<p>Councillors NOTED the date of the next Planning Committee meeting.</p>

Meeting Closed at 1943 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

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Report Statement

Meeting: Parish Council Meeting
 Report Purpose: To provide the September and October 2023 report
 Version Control: v0
 Author: PCSO Corbett and Walley

BEAT MANAGERS REPORT

September 2023	
Completing officers	P.C.S.O 20674 P.Corbett.
Ward	Shavington.
Community Engagement undertaken:	Local shops visited. Patrols of garages, Local convenience stores and pet food shops after an increase in thefts. Continued welfare checks on identified vulnerable residents.
Traffic activity/enforcement	<u>Tru-Cam.</u> 08/09/2023 Weston Lane. 16/09/2023 Crewe Road. <u>Speed watch (PSCO Corbett and Volunteer).</u> Postponed.
Surgeries	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
Schools + Young People.	Parking Patrols. Shavington Academy visited.
Priority/problems raised, and activity carried out to combat	Speeding, parking, Increased presence around Play areas.
Feedback (how have you made the	Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.



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<p>community aware of what you have done?)</p>	<p>**Drug work not posted**</p> <p>Cheshire Alert.</p>
<p>Notable contact with partner agencies.</p>	<p>Aspire Housing. Guinness housing. NHS Paramedics / Ambulance crew / crisis team. Health safety exec. (Industrial accident.) Probation service. Cheshire Fire and rescue. British transport 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>01/09/2023 Burglary. (Keys stolen from residential property.) Puseydale Close.</p> <p>01/09/2023 Suspicious activity. (Male told staff at local garage he had been involved in an accident but would not elaborate and then left on foot leaving an expensive pushbike behind.) Jack mills way. Resolved.</p> <p>01/09/2023 ASB. (Report of ASB at local playpark, I attended 10 mins after call, found a small group of youths talking quietly, No issues.) Wessex close. Resolved.</p> <p>02/09/2023 Theft. (£5000 + Tools stolen from building site.) Newcastle road. Ongoing.</p> <p>03/09/2023 Road traffic offences. (Report of a drunk driver.) Sable road. Ongoing.</p> <p>03/09/2023 Theft / violence. (Staff threatened by shoplifter at a local store.) Crewe road. Ongoing.</p> <p>04/09/2023 Warrant / wanted person. (Male wanted for drug dealing found in shavington address.) Lordsmill road. Resolved.</p>



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	<p>05/09/2023 Concern for safety. (Mental health issue.) Sable road. Ongoing.</p> <p>06/09/2023 Assault without injury. (Resident of shavington had a drink poured on them in Nantwich.) Main road. Resolved.</p> <p>08/09/2023 Complaint against police. (Slow response from legal aid team.) Ashcroft avenue. Resolved.</p> <p>08/09/2023 Highway obstruction. (Debris on carriageway.) A500 bypass. Resolved.</p> <p>09/09/2023 Concern for safety. (Serious mental health issue.) Sable road. Ongoing.</p> <p>09/09/2023 Abandoned 999 call. (Accidental call.) Newcastle road. Resolved.</p> <p>10/09/2023 Road traffic offences. (Electric bike riding dangerously.) Rope lane. Ongoing.</p> <p>10/09/2023 Concern for safety. (Mental health issue.) Sable road. Ongoing.</p> <p>10/09/2023 Criminal damage. (Female pushing bins over and pulling wiper blades of cars.) Barons road. Ongoing.</p> <p>11/09/2023 Criminal damage. (Vehicles and fence panels damaged by youth wearing a face mask.) Cameron avenue / Withnall drive and Barons road.) Ongoing.</p> <p>11/09/2023 RTC Minor injury. (Pedestrian walked into path of oncoming vehicle.) Rope lane. Ongoing.</p> <p>11/09/2023 RTC No injury. (Minor accident at local service station.) Newcastle road. Resolved.</p> <p>12/09/2023 Road traffic offences. (Report of a drunk driver, blew zero.) Jack mills way. Resolved.</p>
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	<p>13/09/2023 Dangerous driving. (Report of a taxi speeding / driving recklessly.) Ashcroft avenue. Resolved.</p> <p>13/09/2023 Concern for safety. (Resident had fallen and could not get back up.) Greenfields Avenue. Resolved.</p> <p>14/09/2023 Suspicious activity. (Caller on holiday and saw a male hanging around their property on their ring doorbell camera.) Crewe road. Resolved.</p> <p>15/09/2023 Malicious communication. (Ex friend posting malicious content on social media after a disagreement.) Butterwort close. Resolved.</p> <p>15/09/2023 Road traffic offences. (Report of a drunk driver.) Crewe road. Ongoing.</p> <p>16/09/2023 Concern for safety. (Report of two young children walking around shavington with no shoes or socks on.) Willacy close. Resolved.</p> <p>17/09/2023 Dangerous driving. (Report of a Blue car driving recklessly.) Newcastle road. Ongoing.</p> <p>18/09/2023 Dangerous driving. (Red car, dangerous overtaking.) Crewe road. Ongoing.</p> <p>19/09/2023 ASB (Youths harassing a family and banging on doors and windows.) Springbank road. Resolved.</p> <p>20/09/2023 Suspicious activity. (Report of people on closed building site.) Alfred potts way. Resolved.</p> <p>21/09/2023 Environmental / personal nuisance ASB. (Dog walker/s are throwing full poo bags into victims gardens.) Earls road. Ongoing.</p> <p>21/09/2023 Road rage. (Verbal argument / threats.) Newcastle road. Resolved.</p>
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	<p>21/09/2023 RTC No injury. (Wing mirror knocked off) Rope lane. Ongoing.</p> <p>22/09/2023 Harassment / threats. (Bricks thrown at victims house.) Gresty road. Ongoing.</p> <p>22/09/2023 Theft. (£9000 Cable stolen from local train depot.) Gresty Lane / Road. Resolved. (Passed to British transport police.)</p> <p>22/09/2023 Neighbour dispute. (Neighbour has been revving their car to antagonise neighbour.) Broomhall drive. Ongoing.</p> <p>22/09/2023 Stolen vehicle. (Stolen motorcycle found.) Gresty road. Resolved.</p> <p>22/09/2023 Industrial accident. (Accidental stabbing.) Crewe road. Resolved. Passed to HSE.</p> <p>22/09/2023 Dangerous driving. (BMW Doing handbrake turns on road.) Newcastle road. Ongoing.</p> <p>23/09/2023 RTC (with injury.) (Motorcycle rider has fallen off). Crewe road. Resolved.</p> <p>23/09/2023 Highway disruption. (Reports of youths throwing stones of A500 bridge onto dual carriageway.) Ongoing.</p> <p>25/09/2023 Blackmail. (Attempted ransom demand from a fake kidnapping.) Main road. Ongoing.</p> <p>25/09/2023 Suspicious activity. (Male seen watching flats for an unusual amount of time.) Rope lane. Resolved.</p> <p>26/09/2023 Road traffic offences. (Report of car parked on carriageway, no tax, mot or ins.) Park estate. Ongoing.</p> <p>26/09/2023 Alarm activation. (Business alarm tripped.) Main road. Resolved.</p>
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	<p>26/09/2023 Drugs. (Vehicle reported as carrying drugs.) Gresty road. Ongoing.</p> <p>28/09/2023 Suspicious activity. (Potentially bogus charity worker going door to door.) Galway grove. Ongoing.</p> <p>29/09/2023 Suspicious activity. (Van with males inside parked up with no activity for a long time.) Chesnut avenue. Resolved.</p> <p>29/09/2023 Child welfare. (Two young children found walking around shavington without shoes or socks on.) Park estate. Resolved.</p> <p>30/09/2023 Wanted person. (Wanted person located in shavington.) Jack mills way. Resolved.</p> <p>30/09/2023 Suspicious activity. (Report concerning a male boarding up a property.) Rope lane. Resolved.</p> <p>30/09/2023 RTC Minor injury. (1 vehicle) A500 Bypass. Resolved.</p> <p>Domestic Incidents 19 Serious (Violence). 3</p> <p>Concern for welfare / vulnerable people Follow Up Check. (Urgent but not considered an emergency) 8</p> <p>Missing Persons. 2 Children, Found.</p>
<p>Abstractions.</p>	<p>09/09/2023 until 25/09/2023 Summer holiday.</p>
<p>Other information / Incidents of note.</p>	<p>Senior supervision to discuss PCSO Cover following PCSO Corbett's departure.</p>

BEAT MANAGERS REPORT

Shavington Cum Gresty Council, Parish Council Meeting 06.12.2023
 Agenda Item 6

OCTOBER 2023



SHAVINGTON
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Completing officers	P.C.S.O 24152 Dan Walley
Ward	Shavington.
Community Engagement undertaken:	<p>Local shops visited.</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>Bike Marking Events.</p>
Traffic activity/enforcement	<p><u>Tru-Cam.</u></p> <p>Main Road</p> <p><u>Speed watch (Pcso and Volunteer).</u></p> <p>Postponed.</p>
Surgeries	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
Schools + Young People.	<p>Parking Patrols.</p> <p>Shavington Academy visited.</p> <p>Shavington Primary School visited</p>
Priority/problems raised, and activity carried out to combat	Speeding, parking, Increased presence around Play areas reference ASB. Co-op being targeted by shoplifters and kids.
Feedback (how have you made the community aware of what you have done?)	<p>Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.</p> <p>**Drug work not posted**</p> <p>Cheshire Alert.</p>
Notable contact with partner agencies.	<p>Aspire Housing.</p> <p>Guinness housing.</p> <p>NHS Paramedics / Ambulance crew / crisis team.</p> <p>Health safety excec. (Industrial accident.)</p> <p>Probation service.</p> <p>Cheshire Fire and rescue.</p>



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	<p>British transport police. Shavington Parish Council</p>
<p>Any wider community issues, which have been addressed?</p>	<p>02/10/2023- Assistance to other agencies (Truck fire on road). B5071 link road (RESOLVED)</p> <p>02/10/2023- RTC (Male had seizure behind wheel of car). Crewe Road (RESOLVED BY AMBULANCE)</p> <p>04/10/2023- Suspicious Activity (Males loading caravan onto low loader in dark clothing). Jack Mills Way Business Park (RESOLVED)</p> <p>05/10/2023- Suspicious Activity (Males in car hanging around building site early hours of morning). Newcastle Road (RESOLVED)</p> <p>06/10/2023- Shoplifting (Stolen vapes from garage at local service station) Jack Mills Way (ONGOING)</p> <p>06/10/2023- Violence (One student slapped another, no injury). Rope Lane (RESOLVED)</p> <p>07/10/2023- Neighbour Dispute (Dispute over parking between two residents) Broomhall Drive (ONGOING)</p> <p>09/10/2023- Suspicious Activity (Vehicle has had windows smashed and paint poured over it) Crewe Road (ONGOING)</p> <p>09/10/2023- Highway Disruption (Live Lane breakdown by vehicle) Shavington Bypass by A5071 (RESOLVED)</p> <p>11/10/2023- Complaint Against Police (complaint about police action taken against caller) Shavington (RESOLVED)</p> <p>11/10/2023- Neighbour Dispute (Resident stabbing bin lids with kitchen knife which was reported by another) Mallow Avenue (RESOLVED)</p> <p>13/10/2023- Highway Disruption (vehicles parked in front of estate and others cannot get past or through) North Way (RESOLVED)</p> <p>13/10/2023- Highway Disruption (vehicles parked dangerously by Rosemary Drive and Mallow Avenue) Rosemary Drive (ONGOING ISSUES CONTINUE)</p>



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14/10/2023- Concern for Safety (Female reporting she can hear gunshots and is waiting for Police) Newcastle Road (RESOLVED MENTAL HEALTH RELATED)

16/10/2023- Police Generated (Male driving vehicle was wanted) Crewe Road (RESOLVED)

16/10/2023- ASB (Youths stuck chewing gum to ring doorbell) Alfred Potts Way (ONGOING)

17/10/2023- Concern For Safety (concern for female that taxi driver dropped of as being intoxicated and confused) Earls Road (RESOLVED BY AMBULANCE)

18/10/2023- Road Related Offence (Someone self-reporting that she drove past cyclist and saw him wobble on bike) Jack Mills Way (RESOLVED)

19/10/2023- Parking Obstruction (car left on bend in dangerous position) Weston Lane (RESOLVED)

19/10/2023- Police Generated (Arrest attempts for wanted offender) Alfred Potts Way (RESOLVED)

19/10/2023- RTC (two vehicle RTC, no injury) Rotary way (RESOLVED)

20/10/2023- Shoplifting (Offender made off with £240 worth of produce from local store). Rope Lane (ONGOING)

20/10/2023- Violence (report of three males fighting in a car park) Rotary Way (RESOLVED)

21/10/2023- Audible Alarm (audible alarm at local high school) Rope Lane (RESOLVED)

22/10/2023- RTC (Two vehicle RTC with minor damage) Gresty Road (RESOLVED)

23/10/2023- Highway Disruption (Vehicle broken down at side of the road) B5071 Link Road (RESOLVED)

23/10/2023- Hate Incident (Comments made by delivery driver to worker at company). Crewe Logistics Park (ONGOING)



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	<p>24/10/2023- Concern for Safety (Known female making comments about fearing for her own safety and damaging her own property) Sable Road (RESOLVED)</p> <p>25/10/2023- Abandoned 999 Call (Known female screaming on phone and then cleared line) Sable Road (RESOLVED)</p> <p>26/10/2023- Theft (Informant has had her parcel from courier taken from outside her door after it was left there by courier) Cameron Avenue (RESOLVED)</p> <p>28/10/2023- Abandoned 999 Call (Female screaming on phone and then hung-up phone) Sable Road (RESOLVED)</p> <p>31/10/2023- ASB (3 youths driving scrambler bikes. No VRMs) Rope Lane (ONGOING)</p>
<p>Abstractions.</p>	
<p>Other information / Incidents of note.</p>	<p>PCSO Dan Walley first month as Shavington PCSO.</p>

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	5,056.50	7,343.50	7,343.50 (59%)
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				323.00	323.00		(0%)
24	Christmas/Winter event				3,177.00	927.92	2,249.08	2,249.08 (70%)
25	Remembrance Service				4,700.00	3,657.47	1,042.53	1,042.53 (22%)
26	Community events				1,150.00	190.00	960.00	960.00 (83%)
49	Small Grant Scheme				100.00	40.00	60.00	60.00 (60%)
55	#QueenBee fund		4,146.56	4,146.56				4,146.56 (N/A)
58	Engagement and Promotion				3,300.00	1,855.84	1,444.16	1,444.16 (43%)
61	Civic events				2,600.00	2,170.62	429.38	429.38 (16%)
SUB TOTAL			4,146.56	4,146.56	32,950.00	15,324.95	17,625.05	21,771.61 (66%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General				1,000.00	77.92	922.08	922.08 (92%)
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	208.64	791.36	791.36 (79%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	720.00	758.34	38.34				38.34 (5%)
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	893.47	606.53	606.53 (40%)
SUB TOTAL		720.00	758.34	38.34	19,700.00	7,412.53	12,287.47	12,325.81 (60%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00	111.08	38.92	38.92 (25%)
4	Stationary				500.00	446.28	53.72	53.72 (10%)
5	Accountancy software				750.00	777.60	-27.60	-27.60 (-3%)
6	ICT equipment				750.00	404.07	345.93	345.93 (46%)
9	Audit Fees				1,000.00	420.00	580.00	580.00 (58%)
10	Insurance				3,300.00	3,378.64	-78.64	-78.64 (-2%)
11	Legal and professional fee				1,500.00	1,285.00	215.00	215.00 (14%)
12	Subscription (adobe/office/Chalc				4,000.00	2,827.47	1,172.53	1,172.53 (29%)
13	Telephone				743.40	551.96	191.44	191.44 (25%)
14	Website subscription				2,400.00	1,575.00	825.00	825.00 (34%)
15	Website transparency				500.00		500.00	500.00 (100%)
16	Misc/Expenses				1,000.00	503.62	496.38	496.38 (49%)
17	Precept	179,592.36	179,592.00	-0.36				-0.36 (0%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)

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%)
SUB TOTAL	179,592.36	179,592.00	-0.36	26,593.40	12,280.72	14,312.68	14,312.32 (6%)

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				37,958.00	18,979.00	18,979.00	18,979.00 (50%)
63	NEW! Notice board Shavington f		4,414.80	4,414.80	4,834.80	4,239.00	595.80	5,010.60 (103%)
64	IMPACT		10,000.00	10,000.00		26.05	-26.05	9,973.95 (N/A)
65	LCAS - Foundation Award				50.00	50.00		(0%)
66	Strategic Review				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL			14,414.80	14,414.80	46,842.80	23,294.05	23,548.75	37,963.55 (81%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	47,833.16	26,166.84	26,166.84 (35%)
2	Payroll Service				800.00	403.50	396.50	396.50 (49%)
7	Staff Training				1,000.00	405.30	594.70	594.70 (59%)
8	Members Training				300.00	50.00	250.00	250.00 (83%)
SUB TOTAL					76,100.00	48,691.96	27,408.04	27,408.04 (36%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	37.95	262.05	262.05 (87%)
34	Cleaning Service				5,100.00	3,324.00	1,776.00	1,776.00 (34%)
35	Gas supply				4,450.00	864.23	3,585.77	3,585.77 (80%)
36	Power supply				1,500.00	847.00	653.00	653.00 (43%)
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	1,251.05	1,748.95	1,748.95 (58%)
42	Waste collection				1,680.00	551.10	1,128.90	1,128.90 (67%)
43	PPS/PRS				250.00	299.68	-49.68	-49.68 (-19%)
47	General Maintenance				1,500.00	623.79	876.21	876.21 (58%)
48	Hall hire	13,500.00	12,684.73	-815.27		11.00	-11.00	-826.27 (-6%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL		19,500.00	12,684.73	-6,815.27	19,080.00	8,627.20	10,452.80	3,637.53 (9%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	199,812.36	211,596.43	11,784.07	221,266.20	115,631.41	105,634.79	117,418.86 (27%)
V.A.T.		5,122.81			5,662.25		
GROSS TOTAL		216,719.24			121,293.66		



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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
27	Waste collection	03/04/2023	ScG/23/03/9	Parish Council Main A _y		Waste collection VH	ASH Waste Services	S	73.06	14.61	87.67
28	Power supply	03/04/2023	ScG/23/03/9	Parish Council Main A _y		Electricity bill	Scottish Power	X	121.00		121.00
1	ICT equipment	05/04/2023	ScG/23/03/9	Parish Council Main A _y	24790972 (22245287)	Site inspection SID Crewe Roa	TWM Traffic Control Systems	S	150.00	30.00	180.00
2	Website subscription	05/04/2023	ScG/23/03/9	Parish Council Main A _y	27109548 (22245316)	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
3	Hygine service	05/04/2023	ScG/23/03/9	Parish Council Main A _y	22115587	Hygiene disposal	Dame Hygiene Services	S	567.24	113.44	680.68
4	Cleaning Service	05/04/2023	ScG/23/03/9	Parish Council Main A _y	23255081	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
29	Subscription (adobe/office/Ci	05/04/2023	ScG/23/03/9	Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
17	Water supply	13/04/2023	ScG/23/03/9	Parish Council Main A _y		Water Village Hall	Water Plus	Z	192.31		192.31
15	ICT equipment	14/04/2023	ScG/23/03/9	Parish Council Main A _y		Square reader	S QU AREU P (U K) LT D.	X	22.80		22.80
5	Stationary	19/04/2023	ScG/23/03/9	Parish Council Main A _y		Office stationary + memory ha	Viking	S	85.48	17.10	102.58
5	ICT equipment	19/04/2023	ScG/23/03/9	Parish Council Main A _y		Office stationary + memory ha	Viking	S	59.97	11.99	71.96
11	Legal and professional fee	20/04/2023	ScG/23/03/9	Parish Council Main A _y	22525576	Internal audit 2022-2023	JDH Business Services	S	515.00	103.00	618.00
12	Telephone	20/04/2023	ScG/23/03/9	Parish Council Main A _y		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 _y	22525951	Parish Council website license	FearNaught	S	175.00	35.00	210.00
9	General Maintenance	20/04/2023	ScG/23/03/9	Parish Council Main A _y	22525826	Gas inspection and boiler servi	Steele Heating & Plumbing Li	S	110.00	22.00	132.00
10	Telephone	20/04/2023	ScG/23/03/9	Parish Council Main A _y		VOIP	Gradwell Communications	S	14.10	2.82	16.92
6	Subscription (adobe/office/Ci	20/04/2023	ScG/23/03/9	Parish Council Main A _y		Non-Domestic rate demand 20	Cheshire East Council	X			
7	Suppliers	20/04/2023	ScG/23/03/9	Parish Council Main A _y	22525729	Cllr McIntyre refun 2 H/D nrus	G McIntyre	X	17.00		17.00
13	Hall hire	20/04/2023	ScG/23/03/9	Parish Council Main A _y		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 _y	22525655	Staff refund - 15 stamps 2nd C	Clerk	Z	15.00		15.00
16	Subscription (adobe/office/Ci	21/04/2023	ScG/23/03/9	Parish Council Main A _y	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 _y		Online booking system	Skedda	X	24.09		24.09
37	Ground Maintenance- supplie	25/04/2023	ScG/23/03/9	Parish Council Main A _y	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 _y	22526383	April 23 - P30	HMRC	X	1,309.62		1,309.62
19	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A _y	22526470	April 2023 payslip	Staff	X	887.62		887.62
20	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A _y	22526841	April 2023 payslip	Clerk	X	2,245.20		2,245.20
21	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A _y	22526759	April 2023 - pension contributi	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
54	Civic events	02/05/2023	ScG/23/03/9	Parish Council Main A _y		Bunting decoration for coronat	ILFD GROUP LTD	S	21.21	4.26	25.47
55	Waste collection	02/05/2023	ScG/23/03/9	Parish Council Main A _y	ScG/23/03/9	Village Hall waste collection	ASH Waste Services	S	73.41	14.68	88.09
56	Power supply	02/05/2023	ScG/23/03/9	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
64	Gas supply	04/05/2023	ScG/23/03/9	Parish Council Main A _y		VH gas	British Gas	L	140.40	7.02	147.42
57	Gas supply	05/05/2023	ScG/23/03/9	Parish Council Main A _y		British Gas Village Hall	British Gas	L	171.25	8.56	179.81

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
57 Gas supply	05/05/2023	ScG/23/03/9	Parish Council Main A _y		British Gas Village Hall	British Gas	L	310.05	15.50	325.55
25 Payroll Service	05/05/2023	ScG/23/03/9	Parish Council Main A _y	22953939	Payroll Service	Beardmore Accountants	S	92.00	18.40	110.40
22 Civic events	05/05/2023	ScG/23/03/9	Parish Council Main A _y	22954003	Design and marketing	FearNaught	S	900.00	180.00	1,080.00
26 Cleaning Service	05/05/2023	ScG/23/03/9	Parish Council Main A _y	22954049	Cleaning Village Hall	Crystal Clean	S	406.00	81.20	487.20
23 Civic events	05/05/2023	ScG/23/03/9	Parish Council Main A _y	22954113	Coronation booklet printing	Solopress	Z	58.75		58.75
24 Civic events	05/05/2023	ScG/23/03/9	Parish Council Main A _y	22967392	Coronation roses garden	Green Living Horticultural ltd	X	752.80		752.80
58 Subscription (adobe/office/Cl	09/05/2023	ScG/23/03/9	Parish Council Main A _y		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 _y		VH booking system 12 months	Skedda	X	226.07		226.07
31 Telephone	13/05/2023	ScG/23/03/9	Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
32 Water supply	13/05/2023	ScG/23/03/9	Parish Council Main A _y		VH water	Water Plus	Z	155.25		155.25
60 Ground Maintenance - Gener	17/05/2023	ScG/23/03/9	Parish Council Main A _y		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 _y		Pure Acetone Gel Nail Polish R	HSNF Ltd	S	5.79	1.16	6.95
62 Ground Maintenance - Gener	17/05/2023	ScG/23/03/9	Parish Council Main A _y		Stainless Steel Scourer	Amazon Services Europe S.a.	S	9.98	2.00	11.98
63 Ground Maintenance - Gener	17/05/2023	ScG/23/03/9	Parish Council Main A _y		Wall & Ceiling Paint -wire brus	Amazon EU S.a r.l. UK Branci	S	17.28	3.46	20.74
38 Website subscription	18/05/2023	ScG/23/03/9	Parish Council Main A _y	23255591	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
39 Payroll Service	18/05/2023	ScG/23/03/9	Parish Council Main A _y	23255497	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
40 Misc/Expenses	19/05/2023	ScG/23/03/9	Parish Council Main A _y	23255661	Refund staff	Clerk	X	10.78		10.78
65 Telephone	26/05/2023	ScG/23/03/9	Parish Council Main A _y		VOIP	Gradwell Communications	S	14.10	2.82	16.92
33 Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A _y	23255776	P30 - May 2023	HMRC	X	1,310.02		1,310.02
34 Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A _y	23256133	Salary - May 2023	Staff	X	887.42		887.42
35 Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A _y	23256224	Salary - May 2023	Clerk	X	2,245.00		2,245.00
36 Staff Salary	28/05/2023	ScG/23/03/9	Parish Council Main A _y	23256037	Pension contribution - May 20	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
72 Waste collection	01/06/2023	ScG/23/04/9	Parish Council Main A _y		Village Hall waste collection	ASH Waste Services	S	73.06	14.61	87.67
73 Power supply	01/06/2023	ScG/23/04/9	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
74 Subscription (adobe/office/Cl	04/06/2023	ScG/23/04/9	Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
41 Newsletter: design, printing i	13/06/2023	ScG/23/03/9	Parish Council Main A _y	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 _y	23925251	Marketing services	FearNaught	S	927.92	185.58	1,113.50
46 Cleaning Service	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925319	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
48 Community events	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23934357	Eco flag for Village Festival ST.	Sycal Umbrellas Print & Prom	S	190.00	38.00	228.00
49 Vine Tree Play area - mainte	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925837	Overstickers for Vine Tree sign	Inprint Colour	S	15.00	3.00	18.00
76 Telephone	13/06/2023	ScG/23/04/9	Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
50 Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925922	Pension contribution - June 20	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
51 Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925731	HMRC - P30	HMRC	X	1,310.02		1,310.02
52 Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23926068	Salary June 2023	Staff	X	887.42		887.42

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
53 Staff Salary	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23926123	Salary June 2023	Clerk	X	2,245.00		2,245.00
43 Newsletter: design, printing	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925412	Printing June newsletter	Solopress	Z	1,089.64		1,089.64
44 Ground Maintenance- supplies	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925646	Watering	Green Living Horticultural Ltd	X	80.00		80.00
45 Newsletter: design, printing	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925580	June newsletter delivery	The Leaflet Team	X	319.00		319.00
47 Civic events	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23934343	Refreshment king coronation r	Woodnoth cum Shavington V	X	15.00		15.00
68 Website subscription	23/06/2023	ScG/23/03/9	Parish Council Main A _y	24357110	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
70 Telephone	23/06/2023	ScG/23/03/9	Parish Council Main A _y		VOIP	Gradwell Communications	S	15.99	3.20	19.19
71 Subscription (adobe/office/Cl	23/06/2023	ScG/23/04/9	Parish Council Main A _y	24376731	Parish Online subscription	Parish Online	S	225.00	45.00	270.00
66 Civic events	23/06/2023	ScG/23/03/9	Parish Council Main A _y	24356652	Plaque memorial coronation	Roger Masonry Limited	S	370.00	74.00	444.00
67 NEW! Notice board Shavington	23/06/2023	ScG/23/03/9	Parish Council Main A _y	40516244604567	Notice board - Shavington Parl	Broxap Street Furniture	S	3,889.00	777.80	4,666.80
69 General Parish Council design	23/06/2023	ScG/23/03/9	Parish Council Main A _y	24357194	Design and marketing	FearNaught	S	927.92	185.58	1,113.50
82 Misc/Expenses	27/06/2023	ScG/23/04/9	Parish Council Main A _y		weight for gazebo	Amazon Services Europe S.a.	S	27.47	5.50	32.97
75 Water supply	27/06/2023	ScG/23/04/9	Parish Council Main A _y		VH water	Water Plus	X	182.77		182.77
77 IMPACT	27/06/2023	ScG/23/04/9	Parish Council Main A _y		IMPACT workshop at Village Fe	Premier Seeds Direct Ltd	Z	2.20		2.20
78 IMPACT	27/06/2023	ScG/23/04/9	Parish Council Main A _y		IMPACT workshop at Village Fe	Heirloom & Perennial Ltd	Z	1.95		1.95
79 IMPACT	27/06/2023	ScG/23/04/9	Parish Council Main A _y		IMPACT workshop at Village Fe	Premier Seeds Direct Ltd	Z	2.39		2.39
80 IMPACT	27/06/2023	ScG/23/04/9	Parish Council Main A _y		IMPACT workshop at Village Fe	Justseed Ltd	Z	2.30		2.30
81 IMPACT	27/06/2023	ScG/23/04/9	Parish Council Main A _y		IMPACT workshop at Village Fe	Reasn LTD	Z	1.99		1.99
84 IMPACT	28/06/2023	ScG/23/04/9	Parish Council Main A _y		IMPACT workshop at Village Fe	Aldi	S	6.65	1.33	7.98
83 Hall hire	29/06/2023	ScG/23/04/9	Parish Council Main A _y		FB campaign for Jazz event	Meta Platforms Ireland Limite	Z	10.00		10.00
130 Power supply	03/07/2023	ScG/23/05/9	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
131 Gas supply	04/07/2023	ScG/23/05/9	Parish Council Main A _y		VH gas	British Gas	L	134.31	6.71	141.02
132 Subscription (adobe/office/Cl	05/07/2023	ScG/23/05/9	Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
133 Ground Maintenance - Gener	11/07/2023	ScG/23/05/9	Parish Council Main A _y		Signs maintenance	Signgeer Limited	S	10.25	2.05	12.30
134 Ground Maintenance - Gener	11/07/2023	ScG/23/05/9	Parish Council Main A _y		Signs maintenance	Signgeer Limited	S	16.60	3.32	19.92
93 ICT equipment	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859581	IT support	NGL Technology LTD	S	48.75	9.75	58.50
94 Payroll Service	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859935	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
95 Payroll Service	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24860016	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
96 Staff Training	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24860114	Quotes, Tenders & Contract M	SLCC	S	90.00	18.00	108.00
87 Waste collection	14/07/2023	ScG/23/04/9	Parish Council Main A _y		Waste collection Village Hall	ASH Waste Services	S	73.41	14.68	88.09
88 General Parish Council design	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859303	Banners for gazebo branded	Solopress	S	62.52	12.50	75.02
89 General Parish Council design	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859380	Banners for gazebo branded	Solopress	S	113.16	22.63	135.79
90 Vine Tree Play area - mainte	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859445	Vine Tree signs replacement	Solopress	S	27.76	5.55	33.31
91 Vine Tree Play area - mainte	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859513	Vine Tree signs replacement	Solopress	S	27.76	5.55	33.31

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
92	14/07/2023	ScG/23/04/9	Parish Council Main A _y		Track sign channel tape	Signgeer	S	16.60	3.32	19.92
98	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859838	Village Hall cleaning service	Crystal Clean	S	4.95	0.99	5.94
98	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859838	Village Hall cleaning service	Crystal Clean	S	16.00	3.20	19.20
98	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859838	Village Hall cleaning service	Crystal Clean	S	360.00	72.00	432.00
99	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859752	P30 - July 2023	HMRC	X	1,309.82		1,309.82
100	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24860537	Salary - July 2023	Staff	X	887.62		887.62
101	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24860671	Salary - July 2023	Clerk	X	2,245.00		2,245.00
102	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24860445	July 2023 - Pension contributic	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
85	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24859040	Councillor training course	Cheshire Assoc Local Council	X	25.00		25.00
86	14/07/2023	ScG/23/04/9	Parish Council Main A _y		IMPACT workshop at Village Fr	Dunelm	Z	26.00		26.00
97	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24867463	SLCC membership	SLCC	X	206.00		206.00
151	20/07/2023		Parish Council Main A _y		British Gas Village Hall	British Gas	L	28.50	1.42	29.92
136	27/07/2023	ScG/23/05/9	Parish Council Main A _y		BT: phone and wifi	BT	S	73.85	14.77	88.62
135	27/07/2023	ScG/23/05/9	Parish Council Main A _y		Water Village Hall	Water Plus	Z	183.97		183.97
149	01/08/2023	ScG/23/05/9	Parish Council Main A _y		VH waste service	ASH Waste Services	S	104.69	20.94	125.63
150	01/08/2023	ScG/23/05/9	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
107	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25432845	MS Business Standard - 2 user	NGL Technology LTD	S	41.20	8.24	49.44
103	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25432585	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
104	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25432639	Newsletter	FearNaught	S	927.92	185.58	1,113.50
105	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25432710	Vine Tree sign replacement	Inprint Colour	S	66.00	13.20	79.20
108	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25432937	Roof repair- VH	Wildman Roofing Ltd	S	70.00	14.00	84.00
109	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25433477	Cleaning Village Hall	Crystal Clean	S	509.00	101.80	610.80
106	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25432772	Ground contract Qrt 2	Green Living Horticultural ltd	X	3,076.25		3,076.25
110	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25433686	Refund staff	Clerk	X	9.90		9.90
110	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25433686	Refund staff	Clerk	X	52.50		52.50
111	02/08/2023	ScG/23/04/9	Parish Council Main A _y	25433631	SVFC sponsorship for Shavingt	Shavington Village Festival C	X	297.00		297.00
152	07/08/2023		Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
112	28/08/2023	ScG/23/04/9	Parish Council Main A _y	25525103	HMRC- P30 August 2023	HMRC	X	1,310.02		1,310.02
113	28/08/2023	ScG/23/04/9	Parish Council Main A _y	25525169	Payslip - August 2023	Staff	X	887.42		887.42
114	28/08/2023	ScG/23/04/9	Parish Council Main A _y	25525298	Payslip - August 2023	Clerk	X	2,245.00		2,245.00
115	28/08/2023	ScG/23/04/9	Parish Council Main A _y	25525238	Pension contribution- August 2	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
153	29/08/2023	ScG/23/05/9	Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
129	29/08/2023	ScG/23/05/9	Parish Council Main A _y		VH water	Water Plus	Z	189.15		189.15
179	01/09/2023		Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
127	05/09/2023	ScG/23/05/9	Parish Council Main A _y		British Gas Village Hall	British Gas	L	29.12	1.45	30.57

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
123	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26216076	Accountancy software	Starboard Systems Limited	S	777.60	155.52	933.12
124	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215995	Microsof 12 months subscripti	NGL Technology LTD	S	992.16	198.43	1,190.59
126	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215733	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
117	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215175	Parish Council website license	FearNaught	S	175.00	35.00	210.00
118	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215520	Design and marketing	FearNaught	S	927.92	185.58	1,113.50
119	05/09/2023	ScG/23/05/9	Parish Council Main A _y		Village Hall waste collection	ASH Waste Services	S	73.06	14.61	87.67
120	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215325	Vine Tree sign replacement	Solopress	S	27.76	5.55	33.31
121	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215418	Vine Tree sign replacement	Solopress	S	27.76	5.55	33.31
116	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215080	Insurance - 2023/2024	Gallagher	X	3,378.64		3,378.64
122	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215265	September newsletter - printin	Solopress	Z	1,114.02		1,114.02
125	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215669	September newsletter - distrib	The Leaflet Team	Z	339.00		339.00
128	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215845	PCSO fund - quarter 1	Cheshire Constabulary	Z	9,489.50		9,489.50
177	05/09/2023		Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
180	11/09/2023		Parish Council Main A _y		IMPACT - soil for Gresty plante	PK Stubbs	S	93.90	18.78	112.68
160	12/09/2023		Parish Council Main A _y		Impact - Heavy duty landscap	Wickes	S	28.50	5.70	34.20
183	13/09/2023		Parish Council Main A _y		IMPACT - soil for Gresty plante	PK Stubbs	S	43.95	8.79	52.74
185	13/09/2023		Parish Council Main A _y		VH water	Water Plus	Z	166.81		166.81
137	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Office material and furniture	Viking	S	198.01	39.60	237.61
138	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Office material and furniture	Viking	S	27.69	5.54	33.23
141	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707761 (26539777)	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
139	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Cable protector mat	Viking	S	70.82	14.16	84.98
140	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Skip for roses opposite Hickori	Enviro Skip Hire Limited	S	111.34	22.27	133.61
142	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Flower for display opposite Hic	Naturescape Wildflowers LLP	S	16.25	3.25	19.50
142	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Flower for display opposite Hic	Naturescape Wildflowers LLP	S	4.99	1.00	5.99
143	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707807 (26548912)	PPL Prs 2023 and 2022	PPL PRS United for Music	S	299.68	59.94	359.62
144	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707898 (26540259)	VH cleaning	Crystal Clean	S	399.00	79.80	478.80
145	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707855 (26540010)	P30 - September 2023	HMRC	X	1,309.82		1,309.82
146	14/09/2023		Parish Council Main A _y	26540114	Spetember 2023 - Pay	Staff	X	887.42		887.42
147	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26540173	September 2023 - pay	Clerk	X	2,245.20		2,245.20
148	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707942 (26540334)	Pension contribution - Sept 20	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
184	14/09/2023		Parish Council Main A _y		Kettle for VH	Amazon EU S.a r.l. UK Branch	S	18.33	3.67	22.00
187	14/09/2023		Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
155	15/09/2023		Parish Council Main A _y		n.2 office file cab drawr	Viking	S	-0.94	-0.19	-1.13
155	15/09/2023		Parish Council Main A _y		n.2 office file cab drawr	Viking	S	112.34	22.47	134.81
181	17/09/2023		Parish Council Main A _y		Office desk	Amazon EU S.a r.l. UK Branch	S	68.70	13.74	82.44

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
182	Misc/Expenses	17/09/2023		Parish Council Main A _y		Office desk	Amazon EU S.a r.l. UK Branch	S	68.70	13.74	82.44
163	Staff Expenses	20/09/2023		Parish Council Main A _y	27152152	Staff refund	Clerk	X	19.53		19.53
158	Stationary	29/09/2023		Parish Council Main A _y		lanyard and card holder Council	We Print Gifts Ltd	S	120.10	24.02	144.12
162	Payroll Service	29/09/2023		Parish Council Main A _y	27152350	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
206	ICT equipment	29/09/2023		Parish Council Main A _y		Hard disk	Amazon EU S.a r.l. UK Branch	S	36.66	7.33	43.99
154	Members Training	29/09/2023		Parish Council Main A _y	27152219	Councillor training course	Cheshire Assoc Local Council	X	25.00		25.00
156	Website subscription	29/09/2023		Parish Council Main A _y	27152285	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
157	Remembrance Service	29/09/2023		Parish Council Main A _y	27152422	Remembrance Service booklet	FearNaught	S	927.92	185.58	1,113.50
159	LCAS - Foundation Award	29/09/2023		Parish Council Main A _y	27171871	Local Councils Awards Scheme	NALC - National Association of	S	50.00	10.00	60.00
161	NEW! Notice board Shavington	29/09/2023		Parish Council Main A _y	27171731	Shavington Park Notice board	David Webster	S	350.00	70.00	420.00
207	Waste collection	01/10/2023		Parish Council Main A _y		VH waste service	ASH Waste Services	S	80.41	16.08	96.49
209	Gas supply	02/10/2023		Parish Council Main A _y		British Gas Village Hall	British Gas	L	59.95	2.99	62.94
166	New Planters	02/10/2023		Parish Council Main A _y		Impact - bulbs	The Boston Bulb Company Ltd	S	373.54	74.70	448.24
209	Gas supply	02/10/2023		Parish Council Main A _y		British Gas Village Hall	British Gas	X	-9.35		-9.35
214	Power supply	02/10/2023		Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
164	Cleaning Service	04/10/2023		Parish Council Main A _y	27152806	Cleaning Village Hall	Crystal Clean	S	450.00	90.00	540.00
165	PCSO funding	05/10/2023		Parish Council Main A _y	27153089	PCSO fund- quarter 2	Cheshire Constabulary	X	9,489.50		9,489.50
208	New Planters	06/10/2023		Parish Council Main A _y		Flower for display opposite Hic	Secret Garden	X	100.00		100.00
167	Audit Fees	09/10/2023		Parish Council Main A _y	27120800	External audit 2022/23	PKF Littlejohn	S	420.00	84.00	504.00
168	General Maintenance	12/10/2023		Parish Council Main A _y	27297651	Kitchen tiles replacement	Judge Ceilings & Interiors Gr	S	185.96	37.19	223.15
186	Water supply	13/10/2023		Parish Council Main A _y		VH water	Water Plus	Z	180.79		180.79
213	Legal and professional fee	13/10/2023		Parish Council Main A _y		ICO annual fee	ICO	X	35.00		35.00
188	Telephone	14/10/2023		Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
169	General Maintenance	18/10/2023		Parish Council Main A _y	27488226	Counter fridge for VH Kitchen	Viking	S	137.00	27.40	164.40
170	Website subscription	18/10/2023		Parish Council Main A _y	27470659	Parish Council website license	FearNaught	S	175.00	35.00	210.00
171	Staff Training	18/10/2023		Parish Council Main A _y	27488295	Staff training course	SLCC	X	30.00		30.00
172	Staff Expenses	18/10/2023		Parish Council Main A _y	27470936	Staff refund	Clerk	X	24.50		24.50
173	Staff Salary	18/10/2023		Parish Council Main A _y	27470767	P30 - October 2023	HMRC	X	1,310.02		1,310.02
174	Staff Salary	18/10/2023		Parish Council Main A _y	27470868	Payslip - October 2023	Staff	X	887.42		887.42
175	Staff Salary	18/10/2023		Parish Council Main A _y	27471131	Payslip - October 2023	Clerk	X	2,245.00		2,245.00
176	Staff Salary	18/10/2023		Parish Council Main A _y	27471221	Pension contribution - October	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
178	Subscription (adobe/office/Cl	19/10/2023		Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
210	IMPACT	20/10/2023		Parish Council Main A _y		IMPACT - bulbs bags	PS & SONS LTD	S	8.57	1.72	10.29
211	ICT equipment	26/10/2023		Parish Council Main A _y		Projector	Amazon Services Europe S.a.	S	39.99	8.00	47.99

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
212 ICT equipment	26/10/2023		Parish Council Main A		USB C to HDMI Adapter	Amazon Services Europe S.a.	S	7.07	1.42	8.49
189 ICT equipment	06/11/2023		Parish Council Main A		Office boxes, 2nd hard disk, n	Viking	S	42.99	8.60	51.59
189 Misc/Expenses	06/11/2023		Parish Council Main A		Office boxes, 2nd hard disk, n	Viking	S	120.41	24.08	144.49
189 Misc/Expenses	06/11/2023		Parish Council Main A		Office boxes, 2nd hard disk, n	Viking	Z	4.49		4.49
195 ICT equipment	09/11/2023		Parish Council Main A	28116542	IT support	NGL Technology LTD	S	32.50	6.50	39.00
198 Payroll Service	09/11/2023		Parish Council Main A	28116997	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
190 Small Grant Scheme	09/11/2023		Parish Council Main A	28116421	Micro Grant award - £40	Shavington Academy	X	40.00		40.00
191 Christmas/Winter event	09/11/2023		Parish Council Main A	28116477	December newsletter	FearNaught	S	927.92	185.58	1,113.50
192 General Maintenance	09/11/2023		Parish Council Main A	28116804	Rewasher kitchen mixer tap	Steele Heating & Plumbing Li	S	50.00	10.00	60.00
193 Remembrance Service	09/11/2023		Parish Council Main A	28116609	Remembrance Service booklet	Solopress	Z	521.58		521.58
194 Remembrance Service	09/11/2023		Parish Council Main A	28116669	Banners for Remembrance Ser	Solopress	S	123.97	24.79	148.76
196 Remembrance Service	09/11/2023		Parish Council Main A	28117311	Remembrance booklet - distrib	The Leaflet Team	Z	339.00		339.00
197 Newsletter: design, printing	09/11/2023		Parish Council Main A	28117207	December newsletter distributi	The Leaflet Team	Z	339.00		339.00
199 Legal and professional fee	09/11/2023		Parish Council Main A	28117105	Data Protection Compliance Se	JDH Business Services	S	735.00	147.00	882.00
200 Civic events	09/11/2023		Parish Council Main A	28136797	Council Chain: ribbon replacen	WHDARBY LTD	S	45.86	9.17	55.03
200 Civic events	09/11/2023		Parish Council Main A	28136797	Council Chain: ribbon replacen	WHDARBY LTD	S	7.00	1.40	8.40
201 Remembrance Service	09/11/2023		Parish Council Main A	28117383	RBL - 200 crosses	Royal British Legion	X	200.00		200.00
202 Misc/Expenses	09/11/2023		Parish Council Main A		Refreshment for Strategic Revi	Sainsbury's	X	10.95		10.95
203 Cleaning Service	09/11/2023		Parish Council Main A	28117437	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
204 Staff Expenses	09/11/2023		Parish Council Main A	28117587	Staff refund	Staff	X	31.50		31.50
204 New Planters	09/11/2023		Parish Council Main A	28117587	Staff refund	Staff	X	121.00		121.00
205 Staff Expenses	10/11/2023		Parish Council Main A	28117657	Staff refund	Clerk	X	35.55		35.55
215 Website subscription	20/11/2023		Parish Council Main A	28334713	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
216 Remembrance Service	20/11/2023		Parish Council Main A	28334805	Remembrance service 2023 - t	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
217 Remembrance Service	20/11/2023		Parish Council Main A	28335094	Donation Bugler Remembranc	Shavington Academy	X	50.00		50.00
218 ICT equipment	20/11/2023		Parish Council Main A		CREDIT NOTE - inv GB368BJV.	Amazon EU S.a r.l. UK Branch	S	-36.66	-7.33	-43.99
219 Staff Training	20/11/2023		Parish Council Main A	28334904	Manual - The law of allotment	SLCC	S	7.00	1.40	8.40
219 Staff Training	20/11/2023		Parish Council Main A	28334904	Manual - The law of allotment	SLCC	Z	72.30		72.30
220 Remembrance Service	20/11/2023		Parish Council Main A	28343902	Remembrance Service 2023 - l	P H Production Services Ltd	S	1,000.00	200.00	1,200.00
221 Staff Salary	20/11/2023		Parish Council Main A	28335162	P30 - November 2023	HMRC	X	2,131.76		2,131.76
222 Staff Salary	20/11/2023		Parish Council Main A	28335245	Salary Nov 2023	Staff	X	1,229.15		1,229.15
223 Staff Salary	20/11/2023		Parish Council Main A	28335329	Salary November 2023	Clerk	X	3,041.12		3,041.12
224 Staff Salary	20/11/2023		Parish Council Main A	28335504	Pension contribution - Novemt	Cheshire Pension Fund (CPF)	X	1,763.11		1,763.11
Total								115,631.41	5,662.25	121,293.66



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Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To provide Councillor with a DRAFT Car Park Sponsorship Agreement submitted by The Learning Partnership Academy Trust

Version Control: v1

Author: Clerk

1. Report Summary

The report presents Councillors with the DRAFT version of the Car Park Sponsorship Agreement, submitted by the Learning Partnership Academy Trust, for the community use of the Main Road car park.

2. Background

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

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

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

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

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

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

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



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

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

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

And the following considerations:

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

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

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



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

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

3. Position

In September 2023, the CEO of the Trust contacted the Clerk to discuss the matter. The CEO expressed interest in collaborating with the Council to keep the car park accessible to residents. However, he highlighted that the expectation was to use a standard contract, similar to those utilised in other schools of the Trust, with minimal or no negotiation opportunities for the Council. On 2nd November 2023, the Clerk received a draft copy of the agreement, which is attached to this report.

Below some considerations from the Clerk:

a. Strengths:

Community Collaboration: The CEO's interest in collaborating indicates a willingness to work with the Council for the benefit of the community.

b. Weaknesses:

Standard Contract Limitations: The insistence on a standard contract with limited negotiation opportunities restricts the Council's ability to tailor the agreement to specific needs.



c. Opportunities:

CEC car park consultation: The Council might alternatively wish to consider the acquisition of the CEC car park adjacent to the school car park, under the asset transfer policy of CEC. The Council could then own and manage a community car park available to residents instead of contributing toward the cost of the school car park.

d. Threats:

Closure Risk: The initial refusal of the offered goodwill gesture and the threat to close the car park outside of school hours poses a risk to community access.

Financial Implications: The potential financial burden on the Council for sponsorship cost is higher than anticipated.

PR: refusing to sign the contract will put the Council under pressure from public and residents, with possible negative publicity.

4. Community Impact

Positive: community is benefitting from the use of the free car park

5. Governance

Shavington-cum-Gresty Financial Regulation
GPC

6. Financial Impact

Outside budget.

2023/24: £4,500 (the council will have to consider a virement of £4,000 from Acquisition Project cost code and the allocation of £500 from reserve to cover the cost)

2024-2028= £26,137.80

7. Resource Impact

Clerk time

8. Conclusions

Councillors are asked to note the report.

Councillors are asked to consider the following options:

- a. Accept the sponsorship, delegating the authority to the clerk for the signing of the agreement on behalf of the parish council
- b. Request the clerk to negotiate the agreement on behalf of the council



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- c. Reject the agreement

Also, in case of option 1:

- a. Agree on the virement proposal to allocate £4,000 from the Acquisition project (cost code 53) toward the Main Road Car Park budget line, with the balance of £500 to be allocated from reserve
- b. No agree on the virement proposal, and secure money from alternative sources.

CAR PARK SPONSORSHIP AGREEMENT

This Car Park Sponsorship Agreement (this “Agreement”) is entered into as of the 1st day of December 2023, (the “Effective Date”) by and between:

Sponsored Party: The Learning Partnership, (“Sponsored Party”) and Sponsored Party

Sponsor: Shavington-cum-Gresty Parish Council, (collectively, “Sponsor”). Sponsor

Each Sponsored Party and Sponsor may be referred to in this Agreement individually as a “Party” and collectively as the “Parties.”

For good and valuable consideration stated herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

- 1. Agreement to Sponsorship.** Sponsored Party agrees to the sponsorship provided by the Sponsor and Sponsor agrees to the sponsorship of the Sponsored Party, according to the terms and conditions set forth herein and solely for the car parking area off Main Road, Shavington (the “Site”, shown in appendix 1).
- 2. Purpose.** The Site may be used and occupied only for the following purpose (the “Permitted Use”): Car Parking. Nothing herein shall give Sponsor the right to use the Site for any other purpose without the prior written consent of Sponsored Party. Sponsored Party makes no representation or warranty regarding the legality of the Permitted Use, and Sponsor will bear all risk of any adverse change in applicable laws.
- 3. Term.** This Agreement will be for a term beginning on 1st November 2023 and ending on 31st October 2028 (the “Term”). The Parties hereto may elect to extend this Agreement upon such terms and conditions as may be agreed upon in writing and signed by the Parties at the time of any such extension.
- 4. Sponsorship.** Sponsor will pay Sponsored Party an annual sponsorship in advance of £4,500 in the first year, the amount for subsequent sponsorship periods will be subject to a 7.5% increase year on year. Payment will be made as follows: (Check one)

On the Effective Date.

In monthly installments due on the _____ day of each month during the Term.

Late Fee (Check one)

Sponsored Party will NOT charge a late fee.

Sponsorship paid after the _____ day of each month will be deemed as late; and if sponsorship is not paid within _____ days after such due date, Sponsor agrees to pay a late charge of (Check one) _____% of the balance due per day for each day that sponsorship is late £_____.

In annual installments due on the first day of December each year during the Term.

Late Fee (Check one)

Sponsored Party will NOT charge a late fee.

The Learning Partnership Academies Trust

Sponsorship paid after the _____ [Day of the month] day of _____ [Month] of each year will be deemed as late; and if rent is not paid within _____ days after such due date, Sponsor agrees to pay a late charge of (Check one) _____% of the balance due per day for each day that sponsorship is late £_____.

Prorated Sponsorship (Check one)

Sponsorship for any period during the Term which is for less than one year will be a pro rata portion of the annual installment. Additional details:

_____.

Not applicable.

Rent

5. **Security Deposit.** (Check one)

Sponsor is NOT required to pay a security deposit.

Upon signing this Agreement, Sponsor will pay a security deposit in the amount of £_____ to Sponsored Party. The security deposit will be retained by Sponsored Party as security for Sponsor's performance of its obligations under this Agreement. If Sponsor does not comply with any of the terms of this Agreement, Sponsored Party may apply any or all of the security deposit to remedy the breach, including to cover any amount owed by Sponsor and/or any damages or costs incurred by Sponsored Party due to Sponsor's failure to comply. Within _____ days after the termination of this Agreement, Sponsored Party will return the security deposit to Sponsor (minus any amount applied by Sponsored Party in accordance with this section). Any reason for retaining a portion of the security deposit will be explained in writing.

Interest (Check one)

The security deposit will bear interest while held by Sponsored Party in accordance with applicable state laws and/or local ordinances.

The security deposit will NOT bear interest.

6. **Taxes.** (Check one) Sponsor Sponsored Party shall pay all taxes or assessments which are levied or charged on the Site during the Term.

7. **Utilities.** (Check one) Sponsor Sponsored Party shall pay the cost of all utility services during the Term, including but not limited to gas, water, and electricity used on the Site.

8. **Delivery of Possession.** Sponsored Party will deliver exclusive and lawful possession of the Site to Sponsor on the start date of the Term. In the event Sponsored Party is unable to give possession of the Site to Sponsor on such date, Sponsored Party will not be subject to any liability for such failure, the validity of this Agreement will not be affected, and the Term will not be extended. Sponsor will not be liable for rent until Sponsored Party gives possession of the Site to Sponsor.

The Learning Partnership Academies Trust

- 9. Holdover Tenancy.** Unless this Agreement has been extended by mutual written agreement of the Parties, there will be no holding over past the Term under the terms of this Agreement under any circumstances. If Sponsor does retain possession past the Term, Sponsor shall pay 100% of the then applicable sponsorship computed on a monthly basis for each month or portion thereof during such holdover. In addition, Sponsor shall be liable for any damages incurred by Sponsored Party as a result of the holdover.
- 10. Condition of the Site.** Sponsor has examined the Site and accepts the Site in its current condition “AS IS” and “WITH ALL FAULTS.” except as expressly set forth herein, Sponsored Party makes no representation OR warranty, express or implied, or arising by operation of law, including but not limited to, any warranty of fitness for a particular purpose, merchantability, habitability, SUITABILITY, or condition. Sponsor acknowledges that Sponsor has not relied on any representations or warranties by Sponsored Party in entering this Agreement.
- 11. Use of the Site.** Sponsor agrees to use the Site only for the Permitted Use and will not commit waste upon the Site. Sponsor will not use the Site for any unlawful purpose or in any manner that will materially harm Sponsored Party’s interest in the Site.
- 12. Improvements and Alterations.** Sponsor may not make improvements, alterations, additions, or other changes to the Site without the written approval of the Sponsored Party. Sponsor agrees that any construction will be performed in a good and workmanlike manner and will comply with all applicable laws. All improvements, alterations, additions, or other changes to the Site shall become the property of Sponsored Party upon the termination of this Agreement.

Signs (Check one)

- Sponsor shall have the right to erect any sign related to its business, on the condition that such signs comply with the law.
- Sponsor shall NOT have the right to erect any sign related to its business.

- 13. Leasehold Mortgage.** Sponsor (Check one) does not have has the right to grant a mortgage, deed of trust, or other security instrument in Sponsor’s interest to the Site created by this Agreement (the “Leasehold Mortgage”) to secure repayment of a loan made to Sponsor to finance construction of any improvements made to the Site during the Term.
- 14. No Mechanics Lien.** Sponsor will not permit any mechanics or other liens to be filed against Sponsored Party’s interest to the Site as a result of any work performed for or obligations incurred by Sponsor. Sponsor will indemnify Sponsored Party for any liability, cost, or expense, including attorney’s fees, in the event any such lien is filed.
- 15. Compliance with Laws.** Sponsor covenants and agrees to comply with all laws, regulations and ordinances affecting the Site and use of the Site, including applicable environmental laws.
- 16. Hazardous Substances.** Sponsor will not keep or store on the Site any item of a dangerous, flammable, or explosive character that might unreasonably increase the danger of fire or explosion on the Site or that might be considered hazardous or extra hazardous by any responsible insurance company.

The Learning Partnership Academies Trust

- 17. Waiver of Subrogation.** Sponsored Party and Sponsor each waive any and all claims or rights to recovery against the other Party for any loss or damage to the extent such loss or damage is covered by insurance or would be covered by insurance as required under this Agreement. Sponsored Party and Sponsor will cause each insurance policy carried by Sponsored Party or Sponsor relating to the Site to include or allow a full waiver of any subrogation claims.
- 18. Period of use and access to Site.** Sponsored Party or its agents have full access to the Site at all times for staff parking, pupil drop off and collection at the beginning and end of the school day and any other times felt appropriate to inspect the Site, to make any necessary repairs, to show the Site to prospective lenders or buyers, and as otherwise needed to perform its obligations under this Agreement.
- 19. Default.** The following shall each constitute an “Event of Default” by Sponsor:
- A. Sponsor fails to make any required payment due under this Agreement.
 - B. Sponsor fails to perform any obligation or condition or to comply with any term or provision of this Agreement.
 - C. Sponsor files a petition for bankruptcy, reorganisation or similar relief, or makes an assignment for the benefit of creditors.
- 20. Termination by Sponsored Party.** Upon the occurrence of an Event of Default by Sponsor which continues for a period of 30 days after receiving written notice of the default from Sponsored Party, Sponsored Party has the right to terminate this Agreement and take possession of the Site. Sponsored Party’s rights hereunder shall be in addition to any other right or remedy now or hereafter existing at law or equity.
- 21. Termination by Sponsor.** In the event of a breach by Sponsored Party of any of its obligations, covenants, or agreements under this Agreement which continues for a period of 60 days after receiving written notice of the breach from Sponsor, Sponsor has the right to terminate this Agreement, upon written notice to Sponsored Party, without penalty. Sponsored Party shall return to Sponsor any prepaid or prorated rent if Sponsor terminates this Agreement pursuant to this section.
- 22. No Partnership.** Nothing contained in this Agreement shall be deemed or construed to create a partnership, joint venture or any other fiduciary relationship between the Parties other than that of Sponsored Party and Sponsor. Neither Party is authorized to act as an agent or on behalf of the other Party.
- 23. Limitation of Liability.** Sponsored Party is not responsible or liable for any loss, claim, damage or expense as a result of any accident, injury or damage to any person or property occurring anywhere on the Premises, unless resulting from the negligence or willful misconduct of Sponsored Party.
- 24. Assignment and Subletting.** Sponsor will not assign this Agreement as to all of or any portion or the Site or make or permit any total or partial sublease or other transfer of all of or any portion of the Site without Sponsored Party’s consent.
- 25. Quiet Enjoyment.** If Sponsor pays the rent and performs all other obligations under this Agreement, Sponsor may peaceably and quietly hold and enjoy the Site during the Term.
- 26. Force Majeure.** In the event that Sponsored Party or Sponsor shall be delayed or hindered in or prevented from the performance of any act other than Sponsor's obligation to make payments of rent,

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additional rent, and other charges required hereunder, by reason of strikes, lockouts, unavailability of materials, failure of power, restrictive governmental laws or regulations, riots, insurrections, the act, failure to act, or default of the other Party, war or other reason beyond its control, then performance of such act shall be excused for the period of the delay and the period for the performance of such act shall be extended for a period equivalent to the period of such delay.

- 27. Further Assurances.** Each Party hereto agrees to execute and deliver any additional documents and to do all such other acts as may be necessary to carry out this Agreement and each Party's rights and interests in this Agreement.
- 28. No Waiver.** No Party shall be deemed to have waived any provision of this Agreement or the exercise of any rights held under this Agreement unless such waiver is made expressly in writing.
- 29. Severability.** If any provision of the Agreement is held to be invalid, illegal, or unenforceable in whole or in part, the remaining provisions shall not be affected and shall continue to be valid, legal, and enforceable as though the invalid or unenforceable parts had not been included in this Agreement.
- 30. Successors and Assignees.** This Agreement will inure to the benefit of and be binding upon the Parties and their respective permitted successor and assigns.
- 31. Amendments.** This Agreement may not be modified except in writing signed and acknowledged by both Parties.
- 32. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together, shall constitute one and the same document.
- 33. Entire Agreement.** This Agreement constitutes the entire understanding between the Parties and supersedes and cancels all prior agreements of the Parties, whether oral or written, with respect to the Site.

IN WITNESS WHEREOF, the Parties hereto, individually or by their duly authorised representatives, have executed this Agreement as of the Effective Date.

Sponsored Party Signature

Sponsored Party Full Name

Sponsor Signature

Sponsor Full Name

Sponsor Signature

Sponsor Full Name



Report Statement

Meeting:	Parish Council, 06.12.2023
Report Purpose:	To provide an update on the Council Strategic Review
Version Control:	v1
Author:	Clerk

1. Report Summary

The report provides an update on the Council Strategic Review, together with a DRAFT copy of the Council Strategic Plan for members' consideration.

2. Background

On 4 October 2023, the Council accepted a proposal from ChALC to facilitate the Strategic Planning and Staffing Review.

Subsequently, workshops were conducted on 1 November and 22 November, involving both Members and Staff. The primary objective was to formulate the vision, mission statement, and values of the parish council. Attached to this report is the first DRAFT provided by the consultant.

3. Position

Members are asked to note the DRAFT attached.

Next steps in the review process are as follows:

- a) Schedule an informal meeting of the council to review the first DRAFT and propose any necessary amendments.
- b) Organize a meeting with key stakeholders to collectively review the second DRAFT and gather input.
- c) Present the DRAFT to the council in February.
- d) Conduct a consultation in March/April with residents to garner support for the council's strategy.
- e) Seek Council approval for the final version of the strategy in the May meeting.

4. Equality Impact

Positive: DRAFT and subsequent materials are provided in accessible formats

5. Sustainability Impact

Positive: the strategy will ensure financial sustainability



6. Community Impact

Positive: the planned consultation in March provides an opportunity for residents to voice their opinions.

7. Governance

Shavington-cum-Gresty Parish Council ToR

Shavington-cum-Gresty Parish Council Budget Setting Process

8. Financial Impact

Within budget

9. Resource Impact

Clerk time

10. Conclusions

Members are asked to note the first DRAFT attached.



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“STRIVING FOR SHAVINGTON”

STRATEGY 2023-2028

VERSION NUMBER	1
DATE & MINUTE REFERENCE (Council)	
DATE OF LATEST REVIEW	

Photo	Photo
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FOREWORD

To be added to final document

Councillor Benjamin Gibbs

Chair of Council

Simona Garnero

Parish Clerk

Section 1: Introduction

This document sets out the broad vision and ethos of Shavington-Cum-Gresty Parish Council. It outlines where we want to get to and how we should get there.

It aims to provide the framework within the community, other public bodies, the voluntary sector, and businesses can engage with Shavington-Cum-Gresty Parish Council over the next five years. It is intended to provide continuity across election periods to ensure a stable, supported, and deliverable plan.

This strategy provides the outline from which we will develop more detailed annual delivery plans and budgets, allowing us to measure progress and be accountable, while being flexible enough to seize new opportunities as they arise.

Our strategy will be a living document that will evolve depending on the circumstances around us, however we will maintain strategic focus. We have undertaken an analysis of both the Parish and the Parish Council and our proposals are intended to build on the strengths as well as address the weaknesses and threats identified, and to seize opportunities.

Section 2: Explains our 'Vision' for Shavington-cum-Gresty and the Parish Councils' 'Mission' on how we will go about achieving it. Also, the Values we hold as an organisation.

Section 3: Sets out our Strategic Goals. The 5 people facing objectives and 1 inward facing objective which define the heart of our Strategy.

Section 4: Sets out our philosophy as a Council and how we will bring this to life in the way that we work.

Section 5: Describes the context in which we live locally, with information about our Parish and its history. We have based much of our Strategy on this information.

Section 6: Describes the main themes for our work over the next five years and our plans in more detail.

Section 7: Covers how we will monitor progress towards our vision and how we will review this strategy.

Section 2: Our Vision. Mission and Core Values

Our Vision:

Shavington-cum-Gresty will have built a lively and supportive community where residents actively engage with one another. Our parks, facilities, and services will have met the diverse needs of our residents, businesses, and local organisations. While preserving our unique parish identity, we will have ensured easy access and safety. A thriving network of local facilities that are committed to collaborating with the community, enhancing the quality of life for everyone.

Our Mission: (Purpose)

We aim to actively connect and support the Shavington-cum-Gresty Parish community, fostering collaboration and enabling local groups to address shared needs and goals. We provide essential services where needed, partner with others when it's beyond our capabilities, and advocate with key partners for a better quality of life for all.

Our Core Values

1. **Community Engagement:** We actively engage with the community, fostering collaboration and participation among residents, businesses, and local organisations to shape the future of our parish.
2. **Transparency and Openness:** We are committed to transparency in our actions and decisions, ensuring that the community is informed and involved in the processes that affect their lives.
3. **Innovation and Progress:** We continuously seek innovative solutions to address the evolving needs of our community and strive for progress in all aspects of parish life.
4. **Inclusivity and Equity:** We promote inclusivity, diversity, and equity in all our initiatives, ensuring that everyone, regardless of background, has equal access to services and opportunities.
5. **Fiscal Responsibility:** We manage resources responsibly, providing value for money in delivering essential services and partnering with others when necessary to enhance the quality of life for all.

Section 3: Our Strategic Goals

Outward facing:

- 1. COMMUNITY:**
Building a single engaged and empowered community which links location, interests, origins and beliefs.
- 2. HERITAGE:**
Engendering pride in our Parish history and heritage, and developing a clear identity which recognises its unique characteristics, values and future aspirations.
- 3. HEALTH AND WELLBEING:**
Working with partners and other statutory organisations to invest in, enable and lobby for services which allow people to feel healthy and safe on both an emotional and physical level.
- 4. VILLAGE ECONOMY:**
Enhancing economic prosperity with a spread of quality and sustainable employment and businesses suitable for a rural parish. Shavington-cum-Gresty will benefit from digital technology and have improved services to meet the additional demand as it grows.
- 5. LOCAL ENVIRONMENT:**
Preserving and enhancing our rural environment, and local ecology. Working with others to improve the quality of the public realm whilst recognising wider climate change and sustainability issues which can be addressed locally.

Inward facing:

- 6. COUNCIL FUNCTIONALITY:**
Developing the potential of the Parish Council to fulfil its Mission.

Section 4: What we will do and how we will work.

There are practical limits on what we can achieve as a Parish Council, with our own legal powers or resources. However, where we are able, we will act decisively to deliver services and activities to the best of our ability. Where there is greater benefit in engaging in partnership with other groups and organisations to deliver change, we will take that route. Where we cannot directly make things happen, we will use 'our voice' to try and influence those organisations in the driving seat.

We see the role of the Parish Council is to support and enhance the energy and commitment of its citizens and communities. We will enable others to be successful. We will support and champion causes that improve the Parish's resilience and protect against those that erode it. We will encourage everyone to get involved. Participation and engagement will be central to our thinking, and we will work hard to expand and improve how we do this. We will look for new ways to listen to Shavington-cum-Gresty's residents and businesses and bring forward those voices that are not always heard. We will be transparent, open, and accessible, with good communication at the heart of everything that we do.

We will aim to be bold, responding to identified needs and making decisions on the basis of what we believe is best for our Parish. We will be nimble, taking opportunities as they emerge. To do this, we will ensure our staff are empowered and that both staff and Councillors have the range of skills and experience they need to succeed.

We will run our Village Hall on a commercial basis, ensuring that it is providing value for money and any financial surplus will be invested in services and projects across the Parish and where possible, to reduce the burden on the taxpayer. However, our Hall is there for our community, and if we deem it more appropriate to reduce our "profit" to directly support community organisations or projects we will do so but account for this formally and openly.

We will practice what we preach. The Parish Council will create an ethical policy to enhance our current approach. We aspire to provide our staff with a great place to work and to be a local employer of choice. We will do this by creating a culture of professionalism and respect, embracing diversity, offering development and training opportunities and recognising achievement and contribution. We will continue to support local businesses through our procurement processes wherever possible. We will work hard to minimise our own environmental impact and to support local businesses and residents to do the same.

Lastly, we are committed to ensuring that our processes, as a group of Councillors, exemplify this commitment to engagement and participation, embracing diversity and allowing debate and challenge. We want neither to stifle discussion nor bury dissent. We will work together effectively, be fair and participative and allow space for enthusiasm, learning and initiative.

We live in changeable and unpredictable times, characterised by divisions in society exemplified by debates concerning Brexit, Climate Crisis, the response to the recent pandemic and current international conflicts. For all our parish spirit, Shavington-cum-Gresty is intimately connected to and influenced by wider national developments that inevitably affect the wellbeing,

The impact of cuts to public services, health, social care, education, and emergency services will continue to dominate the next few years. Cuts in services have affected all aspects of

society and especially the more vulnerable people in our community. The financial situation of Cheshire East Council mean that it will be challenging for them to implement much, if anything, beyond the legal minimum. The Parish Council may need to step up to certain resulting challenges.

The National Government has set legally binding targets for net-zero emissions by 2050. Parliament and all tiers of local government, including East Cheshire Council, have declared actions to address the climate emergency. We aim to follow this lead and create our own range of local climate change actions. We believe it is our duty to make whatever difference we can locally; which will hopefully make a small contribution globally.

Section 5: Context

History

Shavington-cum-Gresty is a civil parish comprising the large village of Shavington and the hamlet of Gresty, which lies half a mile to the north of Shavington village. It was part of the ancient ecclesiastical parish of Wybunbury until 1894 when its parish status changed.

Suggestion has been made that Shavington was first mentioned in the Domesday Book as “Santune”, but this is not certain. The first mention of Shavington was in the time of Edward I, in the 1280s, when William Wodenot was Lord of the Manor of “Shavington”. The Woodnoth’s held the manor into the 17th century.

Gresty was a separate manor and was first mentioned during the reign of Edward II, in the early 14th century, as being held by Hugh de Gresty. In the early 16th century, Thomas Smyth of Chester acquired the manor of Gresty, under the overlordship of the Davenports, who subsequently sold their rights to the Barony of Nantwich to the Cholmondeleys towards the end of the 16th century. Later, the Broughton family became Lords of the Manor of Shavington-cum-Gresty and, according to Kelly’s Directory of 1939, Major Sir H.J. Delves Broughton was the Lord of the Manor.

Until the late 1840s, Shavington-cum-Gresty was a rural area with some large farm houses, country residences and small cottages, often isolated or in pairs. There was no village centre and the nearest church was in the neighbouring village of Wybunbury.

Shavington-cum-Gresty hosts two grade-II listed buildings: Shavington Lodge, a red-brick farmhouse built in the early 19th century, and Shavington Hall, built in 1877 in the Tudor Revival style as a small country house for Charles Chetwynd-Talbot, the 20th Earl of Shrewsbury, who briefly courted the favours of the music hall and stage actress, Lillie Langtry.

Local employment was mainly farming, but there were also other trades employing skilled craftsmen. These included bricklayers, blacksmiths, joiners, shoemakers and tailors. Amongst the population, there were comparatively large numbers of domestic servants. The establishment of the parish of Crewe by the Grand Junction Railway Company in 1837 and its subsequent growth over the following fifteen to twenty years had a dramatic effect on Shavington-cum-Gresty. There was a surge in house building and a subsequent doubling of the population between 1851 and 1871. It was during this period that housing developments, such as Alma Buildings, Osborne Grove and Rope Lane were built, creating a village centre. The range of occupations increased as railway employees moved into the area, mainly labourers, but also included engine fitters, points-men and railway clerks.

During the 19th century, Shavington-cum-Gresty was a strongly Methodist area with chapels for Primitive Methodists, Association Methodists (now the Scout Hut), Wesleyan Methodists, Free Gospel Methodists and United Methodists. The present Shavington Methodists opened in March 1877. Shavington-cum-Gresty did not have its own church until 1886, when a mission church was built. This was unfortunately burnt down on the 5th November, 1892, but was rebuilt as the present St Mark's Church in 1894. The New Life Community Church opened in 1998.

An infants' school was built in 1900 and is now the (Shavington-cum-Gresty) Village Hall. The infants moved to a new site on Southbank Avenue in the early 1970s and were joined in the 1980s by the juniors from Shavington Primary School. A secondary-modern school opened in 1958 in Rope Parish, but was known as Shavington High School is now Shavington Academy.

There were further expansions of the parish: Park Estate in the 1920s; the Greenfields estate in the 1960s; and, the Fuller Drive area in the 1990s. Shavington Club opened in 1921 in what had been an old corn mill. Shavington Zoo, on Goodalls Corner, was opened to the public in 1929 by George Mottershead, but it was moved to Chester in 1931, becoming what is now Chester Zoo. Over time, Shavington-cum-Gresty has changed from the original scatter of farms and cottages to the large village of today.

More recently, there has been a further surge in house building. Notably, three strategic sites were identified in the Cheshire East Local Plan Strategy Part One, for a total of 1005 units. Although these houses count towards the housing figures for nearby Crewe, some 776 lie within the parish boundary and designated Neighbourhood Plan area of Shavington-cum-Gresty. In total, since the 2011 census, there have been permissions for nearly 1300 new dwellings within the parish, with over 470 dwellings completed by March 2020.

Landscape

The landscape of the Parish is predominantly flat, with some undulating features, and rests on the edge of the Cheshire Plain. The parish has a history of shifting sands, which stretch in a line to the next Parish. The Parish comprises 950 acres, the majority of which is farmland, and is surrounded by the Parishes of Willaston, Rope, Wistaston, Hough, Wybunbury, Basford, and the southern part of Crewe. The Shavington-Basford-Hough Bypass (the A500), which was opened in May 2003, physically divides the Parish in two, with Gresty to the north and Shavington to the south.

The Cheshire Landscape Character Assessment 2008 partly classifies the Parish as urban, and partly as lying within the Lower Farms and Woods Landscape Character Type. The western part of the Parish lies within subtype LFW7 (Barthomley Character Area). The key characteristics of the Lower Farms and Woods Character Type include –

- Extensive, gently undulating plain.
- Prominent, discontinuous sandstone ridges.
- Few woodlands but locally extensive tracts of coniferous woodlands and locally distinct orchards scattered throughout.
- Strong field patterns with generally well-maintained boundaries.
- Dominance of dairy farming
- Diversity of wetland habitats, internationally important wetlands, meres and mosses.
- Extensive peat floodplains supporting regionally important breeding waders.
- Multiple rivers and field ponds.
- Archaeological evidence of iron-age hill forts, ridge and furrow and moated houses on the plain.
- Regularly spaced large farmsteads, dispersed hamlets, and larger settlements
- Estate parklands and gardens
- Nationally important reserves of silica sand and salt
- Canals, national cycling routes, 500km+ of public rights of way and 6 national nature reserves.

The Subtype LFW7 (Barthomley Character Area) is described as follows – 'This gently undulating character area is located south of Sandbach and runs as far west as Nantwich and east as far as Alsager. Fields are small-large in size and regular-irregular in pattern. This reflects the re-use and adaptation of medieval and post-medieval fields in the modern period. Loss of boundaries and the introduction of fences in the landscape are more recent events. This is a landscape of strong contrasts with many local variations, and in places the relatively dense settlement pattern is very obvious. The area is heavily influenced by its close proximity to Crewe and the development of this railway parish, in particular the rapid expansion that it underwent in the 20th century. Accordingly,

the nucleated settlements on the fringes of Crewe - Haslington, Hough, Shavington, Weston and Wheelock have also undergone modern growth. In recent years this area has experienced significant change to landscape character arising from the development of extensive new residential areas upon former agricultural land.'

Built Character and Design

Cheshire East Council design guide was adopted in 2017. It is geared principally toward larger scale housing proposals, but is also relevant to smaller scale development. The intention is to both guide and improve the quality of new development but to also provide a basis for Cheshire East Council to reject a design that does not contribute in a positive way to the area. Five settlement character areas have been identified, and Shavington-cum-Gresty falls within 'Salt and Engineering Parishes', which predominantly comprises of more rural areas where dispersed farmsteads and hamlets are linked by a network of winding lanes and, by contrast, areas dominated by the large scale urban centres and industrial sites.

The design guide highlights that traditional materials include a mix of brick, stone, slate and clay roof tile. Examples of timber-framed buildings can also be found across the character area. Render or pebbledash over a brick plinth or lower half is common amongst late Victorian and Edwardian properties, as well as post-war housing. Terracotta detailing in the form of plaques, date-stones and moulded parts are a popular accessory on many Victorian properties.

A wide variety of boundary treatments can be seen across the character area. Many properties have open frontages to the street or are located at the back of pavement. A low brick wall with stone coping (often painted) is commonly found in association with Victorian terraces. Typical Traditional Detailing Features typical of early and mid-Victorian properties exist within the character area including paired front doors to terraced properties, rounded or angled bay windows, semi-circular fanlights with shaped stone or arched brick lintels and steeply pitched roofs.

The Parish Today

The sources of information are currently a little mixed, with information now being released from the 2021 Census, but the 2011 Census and other sources being relied on for other information.

- Shavington-Cum-Gresty remains a civil parish in the unitary authority of Cheshire East and the ceremonial county of Cheshire. It includes the large village of Shavington, and smaller settlements of Dodds Bank, Park Estate, Puseydale, Sugar Loaf and part of Goodall's Corner.
- Area 380 hectares (950 acres). Population density is 1.385/km², lower than Cheshire East 341.9/km²
- Population 6,264 (Census 2021), 51% male & 49% female.
- Mean annual age is 44.7 years, close to Cheshire East (CE) at 45years, both higher than national and regional averages. Age 0-17 years 19.7% (CE 19.6%), 18-64 years 60.7% (CE 58%), 65+ years 19.6% (CE 22.4%). Trend for lower number of children and an aging population.
- Has Neighbourhood Plan (2019-2030) made in July 2021. Shavington is zero rated in Cheshire East CIL (Community Infrastructure Levy) Scheme, which means that the Parish Council and community do not benefit financially from development.
- There are currently some 2,770 households, which includes around 700 completions of the 1300 homes granted planning permission from 2010. 41.2% of homes are detached, 48.6% semi-detached, 7.9% terraced & 1.6% flats. The Local Plan requirement can be met with existing permissions. The Parish has a greater proportion of detached and semi-detached properties than both the Cheshire East and England averages. The proportion of concealed families in the Parish is lower than the Cheshire East average.
- Home ownership is above average (79.8%) (Cheshire East 71.8) and well above the national average of 61.3%. Correspondingly rates of social housing (6.3%) and private rented housing (13.0%) are below average for the authority and well below the national average.

- House prices are lower than the average, but still have an overall affordability ratio of 11.5 (median house price as a ratio of median income)
- There was a largely white, British population (96.6% in 2021), with the remainder a mix of ethnicities including 1.29% Asian and 0.52% black. 96.1% of population born in UK, against CE average 91.7% and national average 83.2%. The Parish diversity is growing which includes a sector from Hong Kong.
- The Index of Multiple Deprivation shows Shavington to be generally affluent and within the 30% least deprived neighbourhoods in the country. 57.1% of population not deprived in any dimension (employment, education, health & disabilities, household overcrowding). 30.5% deprived in one dimension, 10.9% in two dimensions, 1.3% in three dimensions. There are fewer than average benefits, council tax or pension credit claimants living in Shavington-cum-Gresty Cheshire East or National average.
- Only 9.1% of households have no car, 42% have one car, 36.6% 2 cars and 12.3% 3 or more cars.
- 49.65% of residents describe their health as “very good” which is close to the Cheshire East average and just above the national average. Within the Health Deprivation index the parish is rated very good. There are slightly less people on average with a limiting long-term illness. There are more people than average in fuel poverty however than the average for England.
- Shavington is designated as a local service centre in CE Local Plan. The ratio of work based to residence based employment indicates a shortage of local jobs and it is lower than the average for Local Service Centres.
- The proportion of economically active is slightly less than Cheshire East, however there are greater proportions of employed full time and part time and less proportions of unemployed. There is broadly the same proportion of economically inactive in the Parish as there is in Cheshire East however of this there are greater proportions of retired persons.
- 30.9% of working people work mainly from home, 12.8% travel less than 2km, 20.9% travel 2-5km, 10.7% travel 5-10km, 18.3% travel 10km+
- 58% of working people commute by car, 2.1% by bicycle, 2.7% on foot, 3.3% as car passengers, 3% public transport.
- Shavington has 20% more higher and intermediate management and administrative residents than the national average.
- The shops and businesses in the village have continued to develop and there are now over 50 businesses in the village.
- The community is fortunate to be safer than average, with less recorded crimes than the England average.

Local Government

Shavington-cum-Gresty civil parish was formed in 1894. It was within Crewe and Nantwich Borough between 1974 and 2009 when Cheshire East was formed.

Section 6: Our Plans in more detail

GOAL 1. COMMUNITY:

Building a single engaged and empowered community which links location, interests, origins and beliefs.

We will:

1. Celebrate the growing diversity of our communities of place, origin, interest, or age, and proactively engage with them, ensuring they are consulted, and represented. Promote connectivity between neighbourhoods. Consult the community on issues important to them and work with them on solutions.
2. Engage with and support the wide variety of community organisations and voluntary sector in the parish which help us deliver our aims and continue to provide grants.
3. Provide facilities for the networking and mutual support between community and voluntary organisations and to ensure the Village Hall functions to support them.
4. Become an influential participant in dealing with others, working with and where appropriate, holding to account partners and other service providers; coordinating the activities of stakeholders, to create a shared agenda, to improve local services.
5. Continue to action our Neighbourhood Plan and use it to assert more control over local planning issues and to provide an effective voice for the parish in planning decisions. Support a review at the appropriate time.
6. Lobby for a mix of housing to meet the whole-life needs of our residents and workforce, particularly affordable housing for the young and accommodation to allow others to downsize.
7. Lobby for adequate infrastructure and social infrastructure to serve the level of development for the parish.
8. Seek to engage with the future generation and cater better for their needs in the parish, through our schools, youth centres and social media. Ensure they have things to aspire to, be it employment opportunities, safe activities, and places to engage with or an interest in their community.
9. Continue to promote, and provide with partners, quality events which build community cohesiveness or promote the Parish.
10. Remain alert to concerns about the loss of community assets and offer support where possible. Undertake feasibility studies about taking on community assets and make decisions based on social value.
11. Maintain an active and responsive programme of Civic engagements to support the community and promote the parish.
12. Maintain public participation at Council and committee meetings and undertake councillor surgeries as required.

GOAL 2. HERITAGE:

Engendering pride in our Parish history and heritage, and developing a clear identity which recognises its unique characteristics, values and future aspirations.

We will:

1. Support the continuance of significant public and civic events with historical significance.
2. Work to ensure Shavington-cum-Gresty's heritage is recorded and made accessible to all. Look to develop more online content on our website that captures the Parish's look, memories, and history.
3. Explore with partners the concept of developing more walks and trails to provide access to the natural, built, cultural and business heritage of the Parish.
4. Undertake a feasibility study in to the social benefits of a conservation area and or local list of buildings worthy of conservation for Shavington.
5. Use the Neighbourhood Plan and planning process to ensure new buildings are sympathetic to the character of the parish.
13. Work to develop a wider range of arts and cultural activities that showcase the talents of residents and help develop the interests of people in the town.
6. Work with partners to develop a Place Branding Plan to promote the Parish and its social values.
7. Continue to maintain the village War Memorial.

GOAL 3. HEALTH AND WELLBEING:

Working with partners and other statutory organisations to invest in, enable and lobby for services which allow people to feel healthy and safe on both an emotional and physical level.

We will:

1. Support and partner initiatives that encourage residents to live a healthier lifestyle.
2. Reduce social isolation and loneliness by supporting befriending schemes and community transports where necessary to supplement public transport.
3. Lobby to ensure the community has access to enough health and social care facilities and services and to contribute at a very local level to address shortfalls in provision, where appropriate. To work in partnership to address food poverty, where evident.
4. Recognise the needs of people with disabilities, seek to empower them and support better access and facilities for them.
5. Oppose new developments where recreation or sports facilities are lost unless equivalent provision is provided.
6. Support local sports and leisure organisations to expand and play a greater role in meeting the needs of the population.
7. Continue to maintain the Vine Tree Play area.
8. Continue to provide allotments for residents.
9. Continue to fund a PCSO for the Parish, as long as, it remains cost effective to do so.
10. Continue to work with the Police and other partners on community safety initiatives and to disseminate information and ensure residents know where to report matters of concern.
11. Develop a Parish Emergency Plan, working with appropriate third-party organisations
12. Provide access to home safety & health advice/information through our website, social media and other FTC channels.
13. Undertake a Crime Reduction Audit on the Council's activities & facilities to enable us to lead by example.
14. Look to utilise the Council's assets and resources to benefit the most vulnerable in our society.
15. Lobby for road improvements and maintenance, which improves safety.
16. Work with others to promote visible house numbering in the Parish.
17. To continue to work with the WI and others to organise Parish Walks.

GOAL 4. VILLAGE ECONOMY:

Enhancing economic prosperity with a spread of quality and sustainable employment and businesses suitable for a rural parish. Shavington-cum-Gresty will benefit from digital technology and have improved services to meet the additional demand as it grows.

We will:

1. Engage with trade groups, local businesses, and others to develop the parish's economy and create high value jobs.
2. Facilitate local business networking, support for business to develop and jobs fayres
3. Look in to the feasibility of providing a business incubation facility to encourage the growth of SMEs beyond home working.
4. Proactively work with partners to encourage inward investment of business types which are compatible with our village environment, and will result in an increased mix of employment opportunities or village facilities.
5. Work with partners support tourism to enjoy the heritage of the Parish.
6. Work to help the Parish and its residents, visitors and businesses benefit from digital technology.

GOAL 5. LOCAL ENVIRONMENT:

Preserving and enhancing our rural environment, and local ecology. Working with others to improve the quality of the public realm whilst recognising wider climate change and sustainability issues which can be addressed locally.

We will:

1. Work with partners, to protect and enhance our local environment by preserving the natural environment, biodiversity and important landscapes.
2. Work with partners to provide more useable open-space and green areas in the Parish and footpaths/cycle routes which link both internally and externally.
3. Improve our Village environment by ensuring the public spaces are clean, accessible and litter free, and to this end, introduce a Ranger service to work alongside Cheshire East Council.
4. Continue to manage Clean Team activities.
5. Continue to maintain garden and floral displays and to look at the feasibility of widening grounds maintenance responsibilities if Cheshire East Council cutbacks have an adverse impact on the Parish.
6. Continue to support the development and maintenance of an Ecological area.
7. Work with our communities and active local groups, to develop progressive local solutions in response to the climate and ecological crises and make the Parish more sustainable.
8. Be an exemplar of sustainability by setting ourselves high environmental standards and audit our impact on the environment.
9. Act as an advocate and gateway to other agencies, in order to resolve nuisance complaints.

GOAL 6. COUNCIL FUNCTIONALITY:

Developing the potential of the Parish Council to fulfil its Mission.

We will:

1. Plan our work priorities through a corporate Strategy on which we have consulted our communities and partners.
2. Develop the capacity and diverse skill base within the Council.
3. Continue to deliver excellent services directly or in partnership, according to both need and consumer choice. Look at the feasibility of taking on devolved services from the principal authority where not to do so would have an adverse effect on our Parish and it would meet social value criteria.
4. Deliver the Strategy objectives through an outcome focused Delivery Plan and related performance management.
5. Have forward-looking governance and robust processes and controls.
6. Provide excellent communications and transparency.

Section 7: Monitoring our progress.

We want to understand the impact and value of the work that the Parish Council and the community do and how far we are progressing towards achieving the vision set out.

We will engage the community with reviewing this strategy to find out how and where we are making progress, who we are helping and who we may need to support further with new projects or activities.

For each key pillar in our strategy, we will create a series of actions and targets that will appear in our Delivery Plan. The responsibility for the delivery of every action will be allocated to an area of the Council, under the Management of the Parish Clerk.

Progress will be overseen by full Council we will identify a target date for each action, and we will review and regularly report on our progress throughout the year. We will also create a complimentary five-year budgetary plan to ensure that we can fund our aims.

DRAFT



Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To receive recommendation from Village Hall Committee

Version Control: v1

Author: Clerk

1. Report Summary

The report provides members with a set of recommendations from the Village Hall Committee.

2. Background

On 11 October 2023, the Village Hall Committee agreed to make the following recommendation to Full Council:

- i. that the Shavington-cum-Gresty Village Hall Hiring Agreement is approved and recommended to Full Council subject to some amendment being made

3. Position

Attached to this report the Shavington-cum-Gresty Village Hall Hiring Agreement as recommended by Village Hall Committee for Councillors consideration.

4. Equality Impact

Positive: materials are provided in accessible formats

5. Sustainability Impact

Neutral: hiring agreement are generally provided in file format, rather than paper format to reduce waste

6. Governance

Shavington-cum-Gresty ToR

7. Financial Impact

Nil

8. Resource Impact

Clerk time



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9. Conclusions

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

- a. Accept the Village Hall Committee's recommendation and approve the Hiring Agreement as it is
- b. Accept the Village Hall Committee recommendation and approve the Hiring Agreement subject to amendments being made
- c. Not accept the Village Hall Committee's recommendation

10. Consideration Sought

That the recommendation is accepted and the Agreement is approved.



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SHAVINGTON-CUM-GRESTY VILLAGE HALL HIRING AGREEMENT

Approved by Shavington-cum-Gresty Parish Council on 6 July 2022

Conditions of Hire between

the Owner (Shavington-cum-Gresty Parish Council)

and the Client

1. Supervision

The Client shall, during the period of the hiring, be responsible for:

supervision of the Village Hall, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Village Hall whatever their capacity. As directed by the Bookings Clerk, the Client shall make good or pay for all damage (including accidental damage) to the Village Hall or to the fixtures, fittings or contents and for loss of contents.

2. Car Park

The Parish Council will not accept liability for any accidents damage or loss incurred.

The Client is responsible for ensuring that vehicles are parked in an orderly way so as to avoid obstruction of other vehicles using the car park, leaving access to the buildings at the rear of the car park and the highway. Alcohol must not be consumed in the car park. The Parish Council accept no responsibility for any damage whatsoever by act of vandalism, theft, fire, flood or force of nature at all times.

The car park must be used for the sole purpose of attending the event being held in the hall.

3. Use of the Village Hall

The Client shall not use the Village hall for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Village Hall or allow the Village Hall to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Village Hall anything which may endanger the same or render invalid any insurance policies in respect thereof.



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Access to the ceiling space is strictly prohibited.

4. Licences

The Client shall be responsible for obtaining licences in respect of playing live or recorded music (PRS and PPL).

5. Public Safety Compliance

The Client shall comply with all conditions and regulations made in respect of the Village Hall by the Fire Authority and Local Authority. Whether Covid regulations are in place to limit the number of people allowed in the facility, the hirer must guarantee that the number of persons at any time in the Hall is complying with the local or national regulations.

6. Fire Precautions/Emergency Procedures/Escape Routes

The Client must familiarise themselves with the location of all emergency exits, the position and instructions for the use of fire extinguishers and to note the fire drill procedure notice which is situated on the notice-board in the foyer of the hall.

The three exit signs must remain switched on at all times.

For occasions when guests are to be seated, there must be a gangway of 3 ft 6 in and access to fire exits must not be blocked.

End of session check-list:

- Search for smouldering fires and clear waste-paper.
- Check that all electrical appliances are turned off and unplugged.
- Turn out all lights not required for security purposes.
- Ensure that curtains are opened.
- Secure all windows and outside doors
- See attached Covid 19 Guidelines with regards to cleaning (if applicable)

7. Gas and Electrical Appliance Safety

The Client shall ensure that all gas appliances and electrical equipment belonging to the Village Hall and any electrical equipment brought in by the Client are used safely in accordance with the Instructions. If electrical equipment is brought into the hall, there must



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be an appropriate certificate to evidence that the equipment has been subject to PAT (portable appliance testing).

8. Accidents and Dangerous Occurrences

The Client must report to the Bookings Clerk, all accidents involving injury to the public, as soon as possible and complete the relevant section in the Village Hall's accident book. Any damage to Village Hall property, or failure of equipment belonging to the Village Hall, or brought in by the Client must be reported to the Bookings Clerk as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority; these are accidents which cause serious injury or death. The completion of this form is the responsibility of the Bookings Clerk. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

9. Animals

The Client shall ensure that no animals except guide dogs or other support dogs (eg 'Hearing' dogs) are brought into the Village Hall. No animals are to enter the kitchen at any time.

Exception can be approved on a one-to-one basis by the Parish Clerk.

10. Fly-Posting

The Client shall not carry out or permit fly-posting or any other form of unauthorised advertisements for any event taking place at the Village Hall if such fly-posting and advertisements are displayed within the curtilage of the Village Hall and shall indemnify and keep indemnified each member of the Parish Council against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

13. Permitted Numbers

Whether Covid regulations are in place to limit the number of people allowed in the facility, the hirer must guarantee that the number of persons at any time in the Hall is complying with the local or national regulations.

14. Booking Administration

Booking request



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Each booking enquiry will be assessed by the Booking Clerk. The Council reserves the right to refuse booking requests that don't comply with this policy or whether supporting documents listed in the booking form are not provided.

To support regular hirer, the Council reserves the right to refuse booking for slots that are regularly hired.

a. Payment for Hire

Full payment is required to secure a booking.

b. Hire Charges

Hirers are advised that charges may be reviewed on 1st April annually. Hirings arranged before that date for events after that date will be charged at the rates applicable at the time of booking.

c. Regular Hire

For anyone booking a 16-week block booking, on an occasional basis the Parish Council reserves the right to move any one of the sessions and extend the hirer period in order for the Parish Council to utilise the premises (i.e. public meetings, vaccination centre, ..)

d. Hire Period

The hiring period shall be between the times specified in the confirmation of booking document. The Client should include time needed for preparation and clearing-up in establishing the total period of hire required. The Client is responsible for making sure that the Village Hall is not left unattended and/or unsecured at any time during, or at the end of the hire period.

The hall must be left in a clean and tidy condition at the end of the hire period.

15. Insurance and Indemnity

(a) The Client shall be liable for:

(i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the Village Hall including the curtilage thereof or the contents of the Village Hall.

(ii) All claims, losses, damages and costs made against, or incurred by, the Parish Council, its employees, volunteers, agents or invitees as a result of



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any nuisance caused to a third party as a result of the use of the Village Hall by the Client.

- (b) The Parish Council is insured against any claims arising out of its own negligence.

16. Cancellation

The Hirer may surrender the hiring provided that written notice is delivered to the Booking Officer or Parish Clerk prior to the function. The Council may at its discretion vary the sum payable to the Council under the terms of the agreement, upon consideration of the circumstances relating to the surrender of the hiring, and particularly the period of notice given and any subsequent re-letting of the premises. However, if the cancellation is made less than 7 days before the date of the function, the fee will not be refunded.

The Parish Council shall be entitled summarily to cancel the hiring without in any way being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered by reason of such stoppage or cancellation due to the following circumstances:

- (a) If the Hirer fails to pay the appropriate charges in accordance with the conditions of payment.
- (b) If at any time prior to the commencement of the function it shall appear to the Parish Clerk that the Hirer has made a material omission or mis-statement in the application form.
- (c) If the Village Hall is being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (d) During national mourning period
- (e) The Parish Council reasonably considers that –
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (ii) unlawful or unsuitable activities will take place at the Village Hall as a result of this hiring;
- (f) The Village Hall may become unfit or unsafe for the use intended by the Client;
- (g) The hall may be required for an emergency requiring use of the Village Hall as a shelter for the victims of flooding, snowstorm fire, explosion or those at risk of these or similar disasters.



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Main Rd, Shavington, Crewe, CW2 5DP

In any such case the Client shall be entitled to a refund of payment, but the Parish Council shall not be liable to the Client for any resultant direct or indirect loss or damages whatsoever.

A copy of this Agreement will be provided to the client as part of the confirmation of a booking. The client is deemed to have accepted the terms and shall be bound by it.

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SHAVINGTON-CUM-GRESTY VILLAGE HALL INFORMATION

Village Hall Hire Fee - per four hour session from 1 April 2023

Monday-Friday	8.00 am – 12 noon	£33
	1.00 pm – 5.00 pm	£33
	6.00 pm – 10.00 pm	£33
Saturday	9.00 am – 1.00 pm	£50
	2.00 pm – 6.00 pm	£50
	7.00 pm – 11.00 pm	£75
Sunday	9.00 am – 1.00 pm	£50
	2.00 pm – 6.00 pm	£50
	7.00 pm – 11.00 pm*	£50

Clients have use of the following facilities within the hire charge:

- Main Hall including lounge, kitchen, bar area and car park.

OFFERS

The following offers are available:

- Weekend session £35 for those who live in the Shavington-cum-Gresty Parish (weekend booking only. **Excluding Saturday 7.00pm – 11.00pm.**)
 - 16 weeks consecutive booking block at the cost of 12 weeks for regular users (weekday only).
-



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ADDITIONAL INFORMATION

Facilities

Whole Hall	Free BT Wi-Fi (no code needed)
Main Hall/Lounge	There are tables and chairs for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function as per photograph displayed in cupboard.
Kitchen:	The kitchen has a fridge, cooker, microwave, hot water urn and crockery for 120 persons. Some cutlery is available. Tea-towels are not provided.
Car park	Car park on the rear of the Village Hall Vehicle must be removed at the end of the session.
Speakers	Speakers are available for hire. Please contact the Booking Officers for more info and hiring costs

There is a First-Aid kit in the kitchen, together with an Accident Reporting book.

Please note: the use of the facility is not exclusive. The Village Hall is used by Shavington-cum-Gresty Parish Council staff and PCSOs. They have access to the kitchen and toilets facilities.

WHEN COMPLETE, THIS FORM SHOULD BE RETURNED TOGETHER WITH THE REQUESTED DOCUMENTS TO:

- a. villagehall@shavingtononline.co.uk ; or
- a. Cllr Kevin Gibbs, 14 Crewe Road, Shavington, CW2 5JB

For further information please contact Shavington Village Hall on 01270 42 11 25 or email villagehall@shavingtononline.co.uk

The Parish Council will not accept responsibility or liability in respect of damage, theft or loss of any property, goods, vehicles or other items whatsoever brought into or left in the Hall whether by the Hirer or on his behalf, before, during or following the period of letting.

Bookings will not be confirmed until payment is received, and all documentation is sent to the booking officer.



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Main Rd, Shavington, Crewe, CW2 5DP

APPLICATION FOR THE USE OF SHAVINGTON-CUM-GRESTY VILLAGE HALL

APPLICANTS SHOULD READ THE STANDARD CONDITIONS FOR THE USE OF
SHAVINGTON-CUM-GRESTY VILLAGE HALL ACCOMPANYING THIS FORM BEFORE COMPLETING

Payment shall be made in advance by BACS
Account name: SHAVINGTON CUM GRESTY PC - VILLAGE HALL
sort code 08-92-99
account number 65364422

(For other payment methods please contact the Parish Clerk at clerk@shavingtononline.co.uk)

Details of applicant

Name / Organisation name	
Representative Name (over 18 years old)	
Address	
Telephone	
On site contact (mobile no)	
Email	

Purpose

Session(s) required	Monday - Friday	8.00 am – 12 noon	[]
		1.00 pm – 5.00 pm	[]
		6.00 pm – 10.00 pm	[]
	Saturday	9.00 am – 1.00 pm	[]
		2.00 pm – 6.00 pm	[]
		7.00 pm – 11.00 pm	[]
	Sunday	9.00 am – 1.00 pm	[]
		2.00 pm – 6.00 pm	[]
		7.00 pm – 11.00 pm	[]
Date(s) required	Start: _____ Finish: _____		



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Details of activity	
Number of expected audience at any one time	
Fee due (£)	

**Please confirm you are sending the following with this application (Yes/ No)
We cannot process your application without them**

Copy of Public Liability insurance (Business and Charity only)	
Copy of your risk assessment & method statement (Business and Charity only)	
(Essential) I confirm I will send the necessary fee	
I confirm that I will leave the Hall in an orderly and clean condition. I am aware and accept if the Village Hall is found not to be in an orderly and clean condition after use by myself (the hirer) I will refund the Parish Council with any costs incurred.	

I am authorised by the Organisation named above to agree to the Council's conditions of use

Signature	
Date	



Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To receive recommendation from Environment and Recreation Committee

Version Control: v1

Author: Clerk

1. Report Summary

The report provides members with a set of recommendations from the Environment and Recreation Committee.

2. Background

On 15 November 2023, the Environment and Recreation Committee agreed to make the following recommendations to Full Council:

- i. Quote 2 is recommended to Full Council for approval for the provision of the Parish Ground Maintenance service for 2024/25. This recommendation is based on the following reasons: gardener's 5-year plan to improve the green spaces In the Parish, gardener willingness to collaborate with the community through community project, receipt of a more detailed quote compared to the other quotes received.
- ii. A recommendation is proposed to Full Council to consider having a rolling contract with the supplier. This contract will be subject to review every two years to assess market value.

3. Position

Attached to this report the members will find:

- The report provided to E&R Committee (The report presented to the E&R Committee for members' consideration has been slightly amended. Please note that, for confidentiality reasons, only the awarded quote is detailed in the report. However, a cost comparison is still included in this revised version.)
- Quote 2

4. Equality Impact

Positive: materials are provided in accessible formats

5. Sustainability Impact

Positive: green spaces maintenance has a positive impact on sustainability



6. Governance

Shavington-cum-Gresty ToR
Shavington-cum-Gresty Financial Regulation

7. Financial Impact

Up to £17,000

8. Resource Impact

Clerk time

9. Conclusions

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

- a. Accept the Environment and Recreation Committee's recommendations: instruct the clerk to sign the contract with the supplier on behalf of the Council and to discuss the rolling contract option
- b. Accept the Environment and Recreation Committee's recommendations: instruct the clerk to sign the contract with the supplier on behalf of the Council but not accept to include the rolling contract option
- c. Not accept the Environment and Recreation Committee's recommendation

10. Consideration Sought

That the recommendation is accepted and the Clerk is instructed to sign the contract and negotiate a rolling option



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Report Statement

Meeting: Environment & Recreation Committee,
15.11.2023

Report Purpose: To provide quotes for the ground maintenance contract 2024/25

Version Control: v1

Author: Clerk

1. Report Summary

The report provides quotes for Councillors' consideration for the Council's ground maintenance contract 2024/25

2. Background

The current contract with the Council's Garden maintenance service provider is set to expire on 31st March 2024.

In response to this, the Environment and Recreation Committee, on 12th July 2023, approved the release of a Call for Quotation for the Parish Ground Maintenance service for the 2024/25 period.

The Call for Quotation was officially published on the Parish Council website and shared on the Council's social media channels to maximize its reach. Additionally, seven companies operating within our local area were directly contacted by the Clerk via email and invited to submit their bids for the service.

Out of the seven companies contacted, four responded to the Clerk's emails, demonstrating an initial level of interest in the contract. However, only two of these companies had expressed a genuine interest in providing a quote for the specified maintenance work within the given timeline. They are currently the only bidders in the selection process.

3. Position

Attached to this report are the two quotes received in response to the Call for Quotation for the Parish Ground Maintenance service.

Quote 1:

Annual Cost: £1,194.47 (£1095.84 + 9% VAT) *12 = £14,333.59

Quote 2:

Annual Cost: £15,785 (plus separate £1,200 for watering, invoiced separately if required).¹

¹ From 1 April 2023 to 08.11.2023 the Parish Council has been invoiced for a total of £80 for extra watering cost



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In addition to the current quotes, attached to this report the quote received in 2022 from bidder 1 for reference.

Members of the Environment and Recreation Committee are requested to assess these quotes, considering both the cost and scope of services, and provide a recommendation for Full Council's consideration. Also, the committee should review the Committee's DRAFT budget for the forthcoming year to ensure alignment with the chosen service provider's contract.

4. Community Impact

Community will benefit from well-maintained green areas in the parish

5. Governance

Shavington-cum-Gresty Parish Council financial regulation

6. Financial Impact

Up to £16,985

7. Resource Impact

Clerk time

8. Conclusions

Councillors are asked to note the report and to consider the quotes received.

Councillors are asked to make a recommendation to Full Council for one of these quotes to be accepted.

Councillors are asked to inform the Committee's DRAFT budget 2024/25 accordingly

QUOTE

Shavington cum Gresty Parish Council

Date
2 Oct 2023

Expiry
31 Dec 2023

Quote Number
QU-0008

Green Living Horticultural
Ltd
2 Capper close
Moston
Cheshire
CW11 3EB
GBR

Grounds Maintenance contract 24-25

Description	Quantity	Unit Price	Amount GBP
Maintenance of areas A-O. Scheduled for 52 weekly visits across the year. Waste removal and chemical weed control are included in the price	52.00	230.00	11,960.00
Rose black spot treatment	1.00	50.00	50.00
Spring/summer hanging baskets supplied	2.00	50.00	100.00
Autumn/winter hanging baskets supplied	2.00	50.00	100.00
40 m ² bedding plants (Summer)	1.00	650.00	650.00
40 m ² bedding plants (Winter)	1.00	650.00	650.00
Soil conditioner/manure Per ton	3.00	65.00	195.00
Additional watering Per Hour (Assumed hours see terms*)	30.00	40.00	1,200.00
Maintenance 2 x Kiosks (herb gardens).	52.00	20.00	1,040.00
Maintenance of 2 x planters outside Hickorys	52.00	20.00	1,040.00
		Subtotal	16,985.00
		TOTAL NO VAT	0.00
		TOTAL GBP	16,985.00

Terms

Watering will be carried out during normal scheduled visits. Additional watering will be invoiced monthly.

*Assuming watering is carried out 5 days per month over a 6-month period the labour only cost will be £1200.

Chemical weed control will be carried out around the immediate areas surrounding the agreed maintained sites.

GLH Ltd will not undertake maintenance of the footpaths and kerbs in the Parish due to traffic management and insurance considerations.

Inspections of vine tree play equipment will be a visual inspection only and no certification of safety will be given, any defects will be

reported to the appropriate authority.

All Prices given in this quotation are subject to RPI increase, you shall be informed in writing prior to any increase.



Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To receive recommendation from Staffing Committee

Version Control: v1

Author: Clerk

1. Report Summary

The report provides members with a set of recommendations from the Staffing Committee.

2. Background

On 25 October 2023, the Staffing Committee agreed to make the following recommendations to Full Council:

- a. that a recommendation is made to Full Council to close the Council Office over the Christmas period (from 25 December 2023 to 7 January 2024).
- b. that a recommendation is made to Full Council to consider reviewing the salary band of the Clerk to SCP 33-36, in accordance with the recommendation provided by Ms. Weaver, Chief Officer at ChALC.
- c. that a recommendation is made to Full Council to move the Clerk to SCP 36 effective from 1st April 2024, or earlier if the council wish to consider a budget virement.

3. Position

Councillors are asked to consider the Staffing Committee's recommendation.

With regards to recommendation 2)

Members are requested to decide the effective date for the amendment of the Clerk's contract. Considering consistency with previous staff adjustments, it is proposed to backdate it to 1 December 2023. This adjustment would position the Clerk at the first scale point of the new band, amounting to £41,418 from 1 December. The implementation remains within the allocated staff budget for the fiscal year 2023/24.

With regards to recommendation 3)



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It is improbable that there will be any under-expenditure in this year's budget to accommodate the Clerk's move to point 36 (£44,428).

Members may consider the following options:

- a. Agree to implement the move to SCP 36 on April 1, 2024.
- b. Agree to implement the move to SCP 36 effective from December 1, 2023, with a resolution of any back payment on the April 2024 salary.
- c. Decide against moving the Clerk to SCP 36.

4. Equality Impact

Positive: materials are provided in accessible formats

5. Sustainability Impact

Within budget

6. Governance

Shavington-cum-Gresty ToR
Shavington-cum-Gresty Financial Regulation
Shavington-cum-Gresty Employee Handbook

7. Financial Impact

Within budget

8. Resource Impact

Clerk time

9. Conclusions

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

RECOMMENDATION 1 “that a recommendation is made to Full Council to close the Council Office over the Christmas period (from 25 December 2023 to 7 January 2024)”

- To accept the Staffing Committee Recommendation
- To accept the Staffing Committee Recommendation subject to some amendments being made
- Not to accept the Staffing Committee recommendation

RECOMMENDATION 2 “that a recommendation is made to Full Council to consider reviewing the salary band of the Clerk to SCP 33-36, in accordance with the recommendation provided by Ms. Weaver, Chief Officer at ChALC.”

- To accept the Staffing Committee recommendation, and review the Clerk contract accordingly from 1 December 2023
- To accept the Staffing Committee recommendation, and agree on a review date for the Clerk's contract



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- Not to accept the Staffing Committee recommendation

RECOMMENDATION 3 “that a recommendation is made to Full Council to move the Clerk to SCP 36 effective from 1st April 2024, or earlier if the council wish to consider a budget virement”

- a) To accept the Staffing Committee recommendation and agree to implement the move the SCP 36 on 1 April 2024
- b) To accept the Staffing Committee recommendation and agree to implement the move to SCP 36 effective from December 1, 2023, with a resolution of any back payment due to be completed on the April 2024 salary.
- c) Not accept the Staffing Committee’s recommendation and decide against moving the Clerk to SCP 36.

10. Consideration Sought

That the recommendation of the Staffing Committee are accepted and dates for implementations are agreed.

Shavington-cum-Gresty Parish Council

Job Evaluation – Clerk/RFO

August 2022 & October 2023

Background

ChALC have been asked to evaluate the current post of Clerk to the Council/RFO for Shavington Parish Council.

The advice is based upon the information set out below. For the purposes of comparison I have restated the evaluation provided in August 2022 with the new information/evaluation in green.

Information Supplied

Electorate:	5,069	4914
Budget:	£205,870 (2022/23)	£233,000 (24-5)
Meetings:	28 per year	43+ Working Groups
Staffing:	1 Full Time Clerk, 1 pt Community Manager, various contractors	1 Full Time Clerk 1 pt Community Manager various contractors

Devolved Services:

- Allotments	Allotments
- Green Spaces	Green Spaces
- Play area	Play Area
- Events management	Events Management
- Public seating	Public Seating
- War Memorial	War Memorial
- Traffic Calming Measure	Traffic Calming (SID)
	Grass Cutting
	PCSO
	Newsletter
	Neighbourhood Plan

Assets

- Village Hall	Village Hall
- Play Areas	Play Area/Inspections
- War Memorial	War Memorial
- Defibrillator	Defibrillator
- Street Furniture	Street Furniture
	Car Park
	Coronation Garden
	Jubilee Garden
	Phone Box Kiosk

Evaluation

Profile 2 - Criteria	<i>Below</i>	<i>Substantive</i>	<i>Above</i>
	18-23	24-28	29-32
A small or medium sized parish		✓ ✓	
6-12 meetings per year			✓ ✓
Some (e.g. 2) devolved functions			✓ ✓
Many of the statutory functions			✓ ✓
Management of a small team of staff (up to 10)		✓ ✓	
Budget between £25,000 and £250,000			✓ ✓

Based on the information provided the recommended Spinal Column Point Range for the post would be Local Council Scale 2 SCP 29-32.

At the current rate that would be £33,486 – £36,371 (pro rata for part time based on a 37 hour working week)

Given the large number of ✓s in the 'Above' range it is worth reevaluating with regard to Profile 3 as set out below. The disproportionate number of meetings held per year is tending to skew the profile and may be something the council considers when it undertakes its pending review.

Profile 3 - Criteria	<i>Below</i>	<i>Substantive</i>	<i>Above</i>
	33-36	37-41	42-45
Large parish/small town	✓		
12 meetings plus 2 committees		✓	
3 delegated functions	✓		
Most of the statutory functions	✓		
Management of a large team of staff (10-20)	✓		
Budget between £250,000 and £750,000	✓		

The table above sets out a justification for increasing the banding to LC3 SCP 33-36 which at the current rates (attached) would be £39,493 - £42,503 (based on a full equivalent of 37 hours per week).

Jackie Weaver
Chief Officer ChALC



Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To receive recommendation Finance & Strategy Committee

Version Control: v1

Author: Clerk

1. Report Summary

The report provides members with a set of recommendations from the Finance & Strategy Committee.

2. Background

On 29 November 2023, the Finance & Strategy Committee agreed to make the following recommendations to Full Council:

- i. that a recommendation is made to full council to accept Quote 2 for the provision of legal services regarding the acquisition of the Western Ecological Mitigation Area, on the basis that the support provided in the negotiation process is stronger, the process is better described in the quote, and they provide more reassurance on the support given to the council in the negotiation of all aspect of s.106.
- ii. that the Clerk is instructed to negotiate the payment timeline, ensuring that any payment is scheduled for the upcoming financial year, with a dedicated budget allocation.

3. Position

Attached to this report the members will find:

- The report provided to F&S Committee (The report presented to the F&S Committee for members' consideration has been slightly amended. Please note that, for confidentiality reasons, only the awarded quote is detailed in the report. However, a cost comparison is still included in this revised version.)
- Quote 2

4. Equality Impact

Positive: materials are provided in accessible formats

5. Sustainability Impact

Positive: green spaces maintenance has a positive impact on sustainability



6. Governance

Shavington-cum-Gresty ToR
Shavington-cum-Gresty Financial Regulation

7. Financial Impact

Up to £6,000

8. Resource Impact

Clerk time

9. Conclusions

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

- a. Accept the Finance and Strategy Committee's recommendations: instruct the clerk to sign the contract with the solicitor on behalf of the Council and to discuss the payment timeline.
- b. Accept the Finance & Strategy Committee's recommendations: instruct the clerk to sign the contract with the solicitor on behalf of the Council. Not accept the committee recommendation regarding the payment timeline, and agree to allocate money from reserve instead.
- c. Not accept the Finance & Strategy Committee's recommendation.

10. Consideration Sought

That the recommendation is accepted and the Clerk is instructed to sign the contract and negotiate the payment timeline.



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Report Statement

Meeting: Finance and Strategy, 29.11.2023

Report Purpose: To provide quotes for legal services regarding the acquisition of the Western Ecological Mitigation Area

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide councillors with quotes for the legal service regarding the acquisition of the Western Ecological Mitigation Area.

2. Background

On July 5, 2023, the Parish Council decided to move forward with the Western Ecological Mitigation Area project. The Clerk was instructed to gather more information, and the Finance and Strategy Committee was delegated to oversee and manage the project on behalf of the Council.

3. Position

Since then, the Clerk has undertaken the following actions:

- a) Organised a site visit for Councillors to inspect the area.
- b) Obtained a quote for the necessary species and habitat monitoring for 2024-2031, as mandated by the s.106 requirement (cost covered by the developer).
- c) Contacted 12 solicitors' agencies and secured 4 quotes.
- d) Contacted the insurance company for an updated quote.

The Clerk is currently awaiting the developer's estimate for maintenance costs (e.g., grass cutting) for 2024-2031, which will be part of the negotiation for the acquisition.

Attached to this report are three quotes received from solicitors. Members are requested to review the quotes and recommend to the full council the appointment of one solicitor to progress with the negotiation. Given the complexity of the acquisition, linked to the s106 agreement, the Clerk suggests having legal support to negotiate the council's conditions and ensure no additional costs for managing the land until 2031.

The final decision on acquiring the land should be made after this negotiation process, once all details are thoroughly checked and completed. The council will have no obligation until then, unless the cost of its own solicitor.



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Currently there is no budget allocated for the project. Should council agree to progress, money will have to be allocated from reserve.

Below a table that summarizes the quotes received:

	Quote 1	Quote 2	Quote 3	Quote 4
Total £	£2,213	£5,500	£1,895	£3,500- £5,000
Has it engaged with the clerk and requested further info?	Yes	Yes	No	No
Has it accessed the s.106 and other register docs?	No	Yes	No	No
Is it providing support with the negotiation?	No	Yes	No	No

4. Equality Impact

Neutral: all suppliers have been provided with the same level of information.

5. Sustainability Impact

Positive: the project would support environmental awareness

6. Community Impact

Community would benefit from additional green spaces in the parish

7. Governance

Shavington-cum-Gresty Parish Council Financial regulations

8. Financial Impact

Up to £6,000

9. Resource Impact

Clerk and Community Manger time

10. Conclusions

Councillors are asked to note the report.

Councillors are asked to consider the quote received and to make a recommendation to Full Council to progress with one option

Shavington-cum-Gresty, *Finance and Strategy Committee 29.11.2023*
Agenda Item 7

Councillors are asked to consider whether to make a recommendation to full council to allocate a budget of up to £6,000 from reserve

11. Consideration Sought

That recommendations are made for Council's consideration





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QUOTE 2

Dear Simona

Thank you for your e-mail of this morning and your e-mail of 8 September. I apologise for the delay in coming back to you.

As we discussed on the telephone I would be delighted to act for the Parish Council in respect of the proposed project to acquire land which has previously been set allocated for ecological mitigation.

Background

The land in question is identified as the land edged yellow on the Plan you provided. It is freehold land registered in the name of Goodman Real Estate (UK) Limited. I attach official copy entries for this title – CH184310.

The property is subject to the terms of a Section 106 Agreement dated 12 May 2008 between (1) Goodman Management (Jersey) Limited, (2) Crewe and Nantwich Borough Council and (3) Cheshire County Council. For the purposes of this note the Section 106 Agreement the provisions of Schedule 2 (Landscape/Ecology) apply in respect of the Permanent Mitigation Areas (which are defined in the Section 106 Agreement) and it is assumed that the land edged yellow encompasses those areas.

The Developer is willing, subject to formal legal documents being completed, to transfer the Property to you for £1.00. However you will take on the obligations in the Section 106 Agreement relating to the land.

Scope of Work

In order to properly advise the Parish Council the following work needs to be undertaken:

Stage 1: Heads of Terms

It will be necessary to agree formal Heads of Terms for the sale of the Property to you from the Developer. These will cover the terms of the transaction and making sure that you are not taking on any additional liability than that which attaches to the Property through a) the Section 106 Agreement and b) the title as detailed in title number CH184310.

This will also include any contributions from the Developer to cover the likely liability that the Parish Council will incur pursuant to the Section 106 Agreement obligations.

Stage 2: Due Diligence



Once the Heads of Terms have been agreed we will need to undertake a detailed review of the legal documents and prepare a report on the same to you.

Review of the obligations in the Section 106 Agreement
Review of the title to the Property
Obtaining and reporting on any relevant searches that may be required.

Stage 3: Negotiation of Contractual Documentation

On the basis that the Developer's solicitor drafts the documentation we will review and negotiate the form of contract and Transfer of Part.

We need to make sure that there are sufficient protections in the Contract and Transfer to ensure that the Parish Council are not taking on any additional liability than that imposed by the Section 106 Agreement and the title position.

As discussed it is anticipated that the Developer may require the Parish Council to enter into an Overage Agreement (this is a document that requires an additional payment to be made). This should not be offered during the Heads of Terms process however.

Stage 4: Completion and Post-Completion formalities

We will attend to completion; filing of a Land Transaction Tax Return (we do not anticipate that the Parish Council will incur any Stamp Duty Land Tax liability but a return will need to be made to HMRC) and registration at HM Land Registry.

Fee Proposal

Mindful that the Parish Council may not have considerable resources for legal costs I am happy to provide the initial Stage 1 advice free of charge.

I would anticipate Stage 2 and Stage 3 (would run concurrently) to cost in the region of £4,750 plus VAT. Stage 4 will be in the region of £750 plus VAT. This is a fixed fee, but does exclude the negotiation of an Overage Agreement which I would need to quote for separately as and when the terms are agreed.

However in circumstances such as this it is perfectly reasonable for the Parish Council to ask the Developer to contribute to some (if not all of the legal costs). We can put this in the Heads of Terms.

Please let me know if you need any further information. I am happy to send through examples of recent similar work we have undertaken if you need any credentials.

Shavington-cum-Gresty, *Finance and Strategy Committee 29.11.2023*
Agenda Item 7

I look forward to hearing from you.

Kind regards





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Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To present the Finance & Strategy Committee's recommendation for the Council's draft budget 2024/25

Version Control: v1

Author: Clerk

1. Report Summary

The report provides Finance and Strategy Committee's recommendations for the Council's draft budget 2024/25

2. Background

During the Full Parish Council meeting on June 7, the Council approved the Budget Setting Schedule for the 2024/25 Budget. This schedule outlined the timeframe for budget setting and the reporting of the draft budget to various Council Committees.

The draft 2024/25 Council Budget, recommended by the Finance and Strategy Committee, is presented in this report and the attached appendix for Members' consideration.

On November 29, 2023, the Finance and Strategy Committee made the following recommendations to Full Council:

- i. That the DRAFT council budget v.8 (attached to the Committee Minutes) is recommended to Full Council for consideration. Building on the previous year's action plan, an additional £40k is proposed based on the Council Strategy Review's objectives, divided as follows: £20k for the appointment of the Communication Officer and £20k for a rolling capital fund to commence strategy implementation.

On December 4, 2023, Councillors were offered the opportunity for an informal meeting and guided through the draft budget as per the F&S Committee's recommendation."

3. Position

The detailed draft 2024/25 Council Budget is attached at Appendix 1 for Members' consideration.

A comparison report with draft budget 2024/25 (named as current year) and budget 2023/24 (labelled as last year) is attached to this report too

Below some key notes for Councillors' consideration:



- The budget aligns with the structure of the previous year's budget, factoring in a forecasted inflation of 7% for most costs.
- The draft budget incorporates the Council Strategy Review, proposing an additional £40k to support delivery of the strategy key objectives, including £20k for appointing a Communication Officer to enhance the council's community impact and £20k as a rolling capital fund to commence strategy implementation.
- The projected Band D electorate for 2023 is estimated to be 2616.61, compared to the current figure of 2533.45.
- The precept request based on the budget and the latest end-of-year forecast (dated 22.11.2023) is anticipated to be £231,693, compared to £179,592.00 in 2023/24.
- The reserve level considered in the calculation adheres to the current Reserve policy, maintaining a 3-month reserve.

Shavington-cum-Gresty Parish Council

2023/24 budget	£240,201.75	2024/25 budget	£329,764.88
Spend	£192,161.40	Spend	£263,811.90
Reserves	£48,040.35	Reserves	£65,952.98
2023/24 precept	£179,592.00	2024/25 precept	£231,692.88
2023/24 Per Band D equiv.	£70.89	Band D equiv.	£88.55
		% diff to 24/25	24.91%

Reserve needed	£65,952.98
Bank End of Year	£98,072.00
Current reserve	£84,261.00
Difference	-£18,308.03
Band D Number (2023) TBC	2616.61

Councillors are requested to review the attached draft budget.

Councillors are asked to approve the 2024/25 budget and precept request. And to instruct the Clerk to submit the precept request to Cheshire East Council for the agreed amount for 2024/25.

4. Equality Impact

Positive: materials are provided in accessible formats

5. Community Impact

Positive: a well planned budget, will allow council to deliver services and projects for the benefit of the community

6. Governance

Shavington-cum-Gresty Finance Regulations

Shavington-cum-Gresty Budget setting process 2024/25



7. Financial Impact

Up to £231,693

8. Resource Impact

Clerk time

9. Conclusions

Councillors are asked to note the report.

Councillors are asked to approve a Council budget for 2024/25.

Councillors are asked to approve the precept request for 2024/25

Councillors are asked to instruct the clerk to fill in the precept request for the Council 2024/25

DRAFT 2024/25 Budget

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				14,600.00	14,600.00	14,600.00 (100%)	
21	General Parish Council design a				3,600.00	3,600.00	3,600.00 (100%)	
22	PC/VH subscription and adv				1,600.00	1,600.00	1,600.00 (100%)	
24	Christmas Carol				1,500.00	1,500.00	1,500.00 (100%)	
25	Remembrance Service				4,100.00	4,100.00	4,100.00 (100%)	
26	Community events				2,500.00	2,500.00	2,500.00 (100%)	
43	PPS/PRS				300.00	300.00	300.00 (100%)	
49	Micro & Small Grant Scheme				2,500.00	2,500.00	2,500.00 (100%)	
55	#QueenBee fund						(N/A)	
61	Civic events				2,600.00	2,600.00	2,600.00 (100%)	
70	Parish Map Framework				800.00	800.00	800.00 (100%)	
73	Community Event Marketing and				900.00	900.00	900.00 (100%)	
SUB TOTAL					35,000.00	35,000.00	35,000.00 (100%)	

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General e				500.00	500.00	500.00 (100%)	
28	Ground Maintenance- supplier				17,000.00	17,000.00	17,000.00 (100%)	
29	Vine Tree Play area - maintenanc				1,000.00	1,000.00	1,000.00 (100%)	
30	Vine Tree Play Area - Inspection				400.00	400.00	400.00 (100%)	
31	Allotment fee	700.00		-700.00			-700.00 (-100%)	
32	Allotment maintenance cost				700.00	700.00	700.00 (100%)	
52	Defibrillator and kiosk				300.00	300.00	300.00 (100%)	
54	CIL - Community Infrastructure L						(N/A)	
74	Ground Maintenance Contingenc				1,000.00	1,000.00	1,000.00 (100%)	
SUB TOTAL		700.00		-700.00	20,900.00	20,900.00	20,200.00 (93%)	

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	500.00	500.00 (100%)	
5	Accountancy software				835.00	835.00	835.00 (100%)	
6	ICT equipment				1,500.00	1,500.00	1,500.00 (100%)	
9	Audit Fees				1,000.00	1,000.00	1,000.00 (100%)	
10	Insurance				4,000.00	4,000.00	4,000.00 (100%)	
11	Legal and professional fee				2,000.00	2,000.00	2,000.00 (100%)	
12	Subscription (adobe/office/Chalc				4,050.00	4,050.00	4,050.00 (100%)	
13	Telephone and WiFi				950.00	950.00	950.00 (100%)	
14	Website subscription				2,400.00	2,400.00	2,400.00 (100%)	
15	Website transparency				500.00	500.00	500.00 (100%)	
16	Misc/Expenses				1,000.00	1,000.00	1,000.00 (100%)	
17	Precept						(N/A)	
18	VAT reclaim						(N/A)	

Summary of Receipts and Payments

All Cost Centres and Codes

19 Other income				(N/A)
53 Ecological Mitigation Land acqui	7,000.00	7,000.00	7,000.00	(100%)
59 Office costs	6,600.00	6,600.00	6,600.00	(100%)
67 IT support	300.00	300.00	300.00	(100%)
SUB TOTAL	32,785.00	32,785.00	32,785.00	(100%)

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				41,789.40	41,789.40	41,789.40	(100%)
68	Sponsorship Main Road Car pari				4,837.50	4,837.50	4,837.50	(100%)
72	Sign restoration project				3,000.00	3,000.00	3,000.00	(100%)
75	Rolling Capital Fund (Strategy)				20,000.00	20,000.00	20,000.00	(100%)
SUB TOTAL					69,626.90	69,626.90	69,626.90	(100%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				83,600.00	83,600.00	83,600.00	(100%)
2	Payroll Service				800.00	800.00	800.00	(100%)
7	Staff Training				1,000.00	1,000.00	1,000.00	(100%)
8	Members Training				400.00	400.00	400.00	(100%)
76	Communication officer				20,000.00	20,000.00	20,000.00	(100%)
SUB TOTAL					105,800.00	105,800.00	105,800.00	(100%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	300.00	300.00	(100%)
34	Cleaning Service				5,400.00	5,400.00	5,400.00	(100%)
35	Gas supply				4,800.00	4,800.00	4,800.00	(100%)
36	Power supply				1,600.00	1,600.00	1,600.00	(100%)
37	Fire equipment				330.00	330.00	330.00	(100%)
39	Online booking system				370.00	370.00	370.00	(100%)
40	Hygine service				700.00	700.00	700.00	(100%)
41	Water supply				3,000.00	3,000.00	3,000.00	(100%)
42	Waste collection				1,000.00	1,000.00	1,000.00	(100%)
47	General Maintenance				1,500.00	1,500.00	1,500.00	(100%)
48	Hall hire	15,000.00		-15,000.00				(-100%)
60	Office costs income	6,600.00		-6,600.00				(-100%)
71	Roof maintenance				3,000.00	3,000.00	3,000.00	(100%)
SUB TOTAL		21,600.00		-21,600.00	22,000.00	22,000.00	400.00	(0%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	22,300.00	-22,300.00	286,111.90	286,111.90	263,811.90 (85%)
V.A.T.					
GROSS TOTAL					

BUDGET 2023/24 (marked as 'last year') vs DRAFT BUDGET 2024/25 (marked as 'current year')

Shavington-cum-Gresty Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Community & Engagement Committee								
Newsletter: design, printing and delivery			14,600.00				12,400.00	5,056.50
General Parish Council design and print			3,600.00				3,700.00	1,103.60
PC/VH subscription and adv			1,600.00				1,500.00	
Village Festival							323.00	323.00
Christmas Carol			1,500.00					
Christmas/Winter event							3,177.00	927.92
Remembrance Service			4,100.00				4,700.00	3,657.47
Community events			2,500.00				1,150.00	190.00
PPS/PRS			300.00					
Micro & Small Grant Scheme			2,500.00					
Small Grant Scheme							100.00	40.00
#QueenBee fund						4,146.56		
Engagement and Promotion							3,300.00	1,855.84
Civic events			2,600.00				2,600.00	2,170.62
Parish Map Framework			800.00					
Community Event Marketing and Support			900.00					
SUB TOTAL			35,000.00			4,146.56	32,950.00	15,324.95
Environment & Recreation Committee								
Ground Maintenance - General amenities			500.00				1,000.00	77.92
Ground Maintenance- supplier			17,000.00				15,000.00	6,232.50
Vine Tree Play area - maintenance			1,000.00				1,000.00	208.64
Vine Tree Play Area - Inspection			400.00				400.00	
Allotment fee	700.00				720.00	758.34		
Allotment maintenance cost			700.00					
Defibrillator and kiosk			300.00				800.00	
CIL - Community Infrastructure Levy								
New Planters							1,500.00	893.47
Ground Maintenance Contingency Fund			1,000.00					
SUB TOTAL	700.00		20,900.00		720.00	758.34	19,700.00	7,412.53
Finance & Strategy Committee								
Staff Expenses			150.00				150.00	111.08
Stationary			500.00				500.00	446.28
Accountancy software			835.00				750.00	777.60
ICT equipment			1,500.00				750.00	404.07
Audit Fees			1,000.00				1,000.00	420.00

Shavington-cum-Gresty Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Insurance			4,000.00				3,300.00	3,378.64
Legal and professional fee			2,000.00				1,500.00	1,285.00
Subscription (adobe/office/Chalc)			4,050.00				4,000.00	2,827.47
Telephone							743.40	551.96
Telephone and WiFi			950.00					
Website subscription			2,400.00				2,400.00	1,575.00
Website transparency			500.00				500.00	
Misc/Expenses			1,000.00				1,000.00	503.62
Precept					179,592.36	179,592.00		
VAT reclaim								
Other income								
Acquisition projects							4,000.00	
Ecological Mitigation Land acquisition project			7,000.00					
Office costs			6,600.00				6,000.00	
IT support			300.00					
SUB TOTAL			32,785.00		179,592.36	179,592.00	26,593.40	12,280.72
Parish Council Project								
PCSO funding			41,789.40				37,958.00	18,979.00
NEW! Notice board Shavington Park						4,414.80	4,834.80	4,239.00
IMPACT						10,000.00		26.05
LCAS - Foundation Award							50.00	50.00
Strategic Review							4,000.00	
Sponsorship Main Road Car park			4,837.50					
Sign restoration project			3,000.00					
Rolling Capital Fund (Strategy)			20,000.00					
SUB TOTAL			69,626.90			14,414.80	46,842.80	23,294.05
Staffing Committee								
Staff Salary			83,600.00				74,000.00	47,833.16
Payroll Service			800.00				800.00	403.50
Staff Training			1,000.00				1,000.00	405.30
Members Training			400.00				300.00	50.00
Communication officer			20,000.00					
SUB TOTAL			105,800.00				76,100.00	48,691.96
Village Hall Committee								
Suppliers			300.00				300.00	37.95
Cleaning Service			5,400.00				5,100.00	3,324.00

Shavington-cum-Gresty Parish Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Gas supply			4,800.00				4,450.00	864.23
Power supply			1,600.00				1,500.00	847.00
Fire equipment			330.00				300.00	
Online booking system			370.00				300.00	250.16
Hygine service			700.00				700.00	567.24
Water supply			3,000.00				3,000.00	1,251.05
Waste collection			1,000.00				1,680.00	551.10
PPS/PRS							250.00	299.68
General Maintenance			1,500.00				1,500.00	623.79
Hall hire	15,000.00				13,500.00	12,684.73		11.00
Office costs income	6,600.00				6,000.00			
Roof maintenance			3,000.00					
SUB TOTAL	21,600.00		22,000.00		19,500.00	12,684.73	19,080.00	8,627.20
NET TOTAL	22,300.00		286,111.90		199,812.36	211,596.43	221,266.20	115,631.41
V.A.T.						5,122.81		5,662.25
GROSS TOTAL						216,719.24		121,293.66



Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To provide councillor with info regarding the requirement for .gov.uk domain name.

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with information regarding the requirements for local council to apply for a .gov.uk domain name.

2. Background

The Joint Panel on Accountability and Governance Practitioners Guide 2023 emphasises the significance of secure email systems and the use of GOV.UK domains for local authorities.

According to Section 5.205, all authorities, excluding parish meetings, are required to have an official website. Compliance with GDPR involves providing official email accounts for councillors, clerks, and other officers.

Additionally, Section 5.206 suggests that councils can make use of the official GOV.UK domain for their website and email addresses, promoting their official local government status. This not only complies with GDPR but also enhances cyber security awareness, builds trust, credibility, and demonstrates authenticity to the public.

Section 5.208 highlights the importance of user management, allowing the proper officer to add and remove member and staff email accounts for effective compliance with GDPR and Freedom of Information Requests.

3. Position

In light of Assertion 3 within the Annual Governance Statement, which focuses on compliance with laws, regulations, and proper practices, there is a highlighted need for councils to assess their email management systems. The guidance strongly recommends the adoption of a .gov.uk domain or an address linked to the council website. This recommendation is aimed at empowering the proper officer to efficiently manage member and staff email accounts.

While the adoption of a .gov.uk domain is encouraged, Section 1.26 of the Joint Panel On Accountability and Governance Practitioner Guide clarifies that an address linked to the



council website is also acceptable, as long as the proper officer has the capability to add and remove member and staff email accounts.

As per the Clerk's understanding, the current regulations do not mandate this council to adopt a .gov.uk domain. The council, in its current state, is compliant with all existing requirements and regulations.

In summary, while there is no immediate obligation for the council to adopt a .gov.uk domain, members are advised to consider the benefits and implications of such a transition. The decision should align with the council's operational efficiency, compliance, and the preferences of its members.

4. Equality Impact

Positive: materials are provided in accessible formats

5. Community Impact

Positive: this will improve cyber security awareness, builds trust, credibility, and demonstrates authenticity to the public.

6. Governance

Shavington-cum-Gresty Parish Council Digital & ICT policy

7. Financial Impact

Up to £200 (Website transparency budget)

8. Resource Impact

Clerk time

9. Conclusions

Councillors are asked to note the report and to consider:

- a. To instruct the clerk to move all email addresses to .gov.uk domain
- b. To instruct the clerk to move all email addresses to .gov.uk domain but still maintain the @shavingtononline.co.uk
- c. Not to progress with the move, but keep monitoring of pertinent regulations in case of any changes.



Report Statement

Meeting: Parish Council, 06.12.2023

Report Purpose: To provide councillor with an update on the NJPC 2023/24 pay rise

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with information regarding the NJPC 2023/24 pay rise

2. Background

On 6 November 2023, the Local Government Association has communicated that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024 (attached).

Employers were advised to promptly implement the pay award and settle any outstanding back payments owed to staff.

Position

Presently, all staff members of the Parish Council have employment contracts referencing the NJPC rates of pay.

Upon receiving communication from the LGA, the Clerk informed the Chair of the Parish Council, providing the necessary details for reviewing the pay rates of the Clerk and Community Manager.

After thorough verification, the Chair informed the payroll agency and requested swift implementation. This has been successfully executed in the November salary payment, including any back payments owed to staff from April 1, 2023.

3. Equality Impact

Positive: materials are provided in accessible formats

4. Governance

Shavington-cum-Gresty Parish Council Employee Handbook
Staff contract of employments

5. Financial Impact

Within budget

6. Resource Impact

Clerk time

7. Conclusions

Councillors are asked to note the report.



6 NOVEMBER 2023

E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	LC1 (13-17) (above substantive range)
12	£26,421	£13.73	
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	LC2 (18-23) (below substantive range)
17	£28,770	£14.95	
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	LC2 (24-28) (substantive benchmark range)
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.



Report Statement

Meeting:	Parish Council
Report Purpose:	To provide Members with Finance & Strategy 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 Reserve Policy as recommended by the Finance & Strategy Committee.

2. Background

On 29 November 2023, Finance and Strategy Committee considered DRAFT Shavington-cum-Gresty Parish Reserve Policy and recommended this to Full Council for approval.

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

8. Consideration Sought

That the policies attached is approved as per Finance & Strategy Committee's recommendation.



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

Reserves Policy

Approved by Shavington-cum-Gresty Parish Council on 2 February 2022
Reviewed by Shavington-cum-Gresty Parish Council on 15 March 2023

The Parish Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

The Council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the Council will manage its reserves.

General Reserve

The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purposes are to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

The Council will hold a general reserve of at least 25% (or three months) of its net revenue expenditure NRE this is the difference between its budgeted income and expenditure less any budgeted capital expenditure, expenditure from earmarked reserves and budgeted transfers to reserves.

Any budget surplus at the end of the financial year is transferred to General Reserves.

Virements from General Reserves may be approved during the financial year to fund a specific requirement or to resolve a budget deficit issue.

Funds may also be transferred to Designated Reserves.

Earmarked Reserves

The Parish Council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future.



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Currently the Council doesn't have any Earmarked Reserves.

Carry Forward Reserve

There will be occasions where the Council commits to expenditure from its current year budget but does not spend/incur the debt during the financial year.

Where this occurs, the corresponding budget will be transferred to the Carry Forward Reserve at year end and a corresponding entry entered into the committee's EMR budget for the following financial year.

CIL Receipts Reserve

CIL Receipts are subject to statutory restrictions requiring they only be used for certain kinds of expenditure.

In accordance with Financial Regulations the council will hold a CIL Receipts Reserve to ensure CIL receipts are separately accounted for.

Review and Variation to Policy

This policy will be reviewed annually by the Council (or delegated Committee) as part of setting the council budget.

Where it determines there is justification for doing so, the Council (or delegated Committee) may make decisions which are at variance to this policy.