

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



MINUTES the Parish Council
held on Wednesday 6 December 2023

In attendance: Cllrs Buchanan, Cruickshank, Ferguson, B Gibbs, K Gibbs, Hancock, R Jones, S Jones, McHugh, McIntyre, Wain.

ScG/23/06/1	To receive and consider apologies for absence¹
	Apologies were received from Cllr Randle.
ScG/23/06/2	To note declarations of Members' interest
	Cllr B Gibbs declared a personal interest on item 14 due to the quote proposed being from a supplier he is presently utilising.
ScG/23/06/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 4 October 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record
ScG/23/06/4	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. RESOLVED: that the agenda order is amended to bring forward and discuss item 6 after item 4
ScG/23/06/5	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:

¹ Meeting started at 19:36hrs

Committee: Community and Engagement Committee

Chair: Councillor K Gibbs

Committee: Village Hall Committee

Chair: Cllr McIntyre

Meeting held on 11 October 2023 (**minutes attached**)

Items for consideration:

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

Committee: Environment and Recreation Committee

Chair: Councillor Ferguson

Meeting held on 15 November 2023 (**minutes attached**)

Items for consideration:

- 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.

Committee: Finance & Strategy Committee

Chair: Cllr R Jones

Meeting held on 29 November 2023 (**minutes attached**)

Items for consideration:

- 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.
- vi. that the **DRAFT** council budget v.8 (**attached to the Committee**

	<p>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>
	Councillors NOTED the update.
ScG/23/06/6	To receive the September and October report from the Village Beat Manager
	PCSO Dan Walley briefed Councillors on the Village Beat Manager reports. Councillor NOTED the update.
ScG/23/06/7	To note the YTD Parish Council finance position
	Members NOTED the YTD Council's finance position.
ScG/23/06/8	To note and approve all payments since 1 April 2023
	Members NOTED the reports.

	<p>RESOLVED: that all payments since 1 April 2023 are approved.</p>
ScG/23/06/9	<p>To receive and consider the DRAFT Car Park Sponsorship Agreement submitted by The Learning Partnership Academy Trust.</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>
	<p>Councillor NOTED the report.</p> <p>RESOLVED: That the Parish Council recognise the community value of the Main Road Car Park and agreed in principle to the costing of the 5-year sponsorship contract.</p> <p>RESOLVED: that the virement proposal to allocate £4,000 from the Acquisition Project (cost code 53) toward the Main Road Car Park budget line is approved. And that the remaining balance of £500 is allocated from reserves.</p> <p>RESOLVED: that advice is sought from a solicitor on the following elements: Council's liabilities from the sponsorship; lack of clauses with which to withdraw from the agreement early</p> <p>RESOLVED: that the Clerk is instructed to seek three quotes from solicitors to review the draft agreement, and to call for an extra council meeting as soon as practicable to present council with the quotes.</p> <p>RESOLUTION: that standing orders are suspended in order to progress with the meeting.</p> <p>The meeting was suspended at 21:29 hrs.</p> <p>The meeting was re-open at 21:37 hrs.</p>
ScG/23/06/10	<p>To receive and consider an update on the Strategic Review project</p>
	<p>Councillors NOTED the report.</p>
ScG/23/06/11	<p>To receive and consider the following recommendation from the Village Hall Committee:</p>

	<p>i. that the Shavington-cum-Gresty Village Hall Hiring Agreement is approved and recommended to Full Council subject to some amendment being made</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the recommendation from the Village Hall Committee is accepted, and that the Shavington-cum-Gresty Village Hall Hiring Agreement is approved.</p>
ScG/23/06/12	<p>To receive and consider the following recommendations from the Environment and Recreation Committee</p> <p>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.</p> <p>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.</p>
	<p>Cllr Ferguson, Chair of Environment and Recreation Committee, briefed Members on the item.²</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the recommendations from Environment and Recreations committee are accepted and:</p> <p>a. Quote 2 is appointed for the Parish Ground Maintenance service for 2024/25, and the Clerk is instructed to sign a contract with the supplier;</p> <p>b. that the option of a rolling contract is discussed with the supplier, pending a market review every two years. The contract should include a termination clause, allowing either party to end the agreement within an agreed timeframe. There should also be a maximum annual increase, not exceeding the national inflation point, which, if surpassed, would lead to a contract re-negotiation or termination.</p>
ScG/23/06/13	To receive and consider the following recommendations from the Staffing

² Cllrs Ferguson, Cruickshank, K Gibbs, McHugh left the meeting at 21:39hrs – rejoined the meeting at 21:40hrs

	<p>Committee</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.
	<p>Cllr Buchanan, Chair of Staffing Committee, and Cllr B Gibbs briefed Members on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that recommendations from Staffing Committee are accepted and that:</p> <ul style="list-style-type: none"> a. the Council agreed to close its offices over the Christmas period (from 25 December 2023 to 7 January 2024) b. that the Clerk is moved to SCP 33-36 as per recommendation from the Staffing Committee c. that the Council agreed to implement the current post holder's move to SCP 36 from 1 December 2023. Any back payment owed for the period of 1 December 2023 to 31 March 2024 due to budget restrictions, should be processed in the April 2024 salary.
<p>ScG/23/06/14</p>	<p>To receive and consider the following recommendations from the Finance and Strategy Committee</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.

	<p>Councillors NOTED the report.</p> <p>It was NOTED that Cllr B Gibbs abstained from the vote.</p> <p>RESOLVED: that the recommendations from Finance and Strategy Committee are accepted and:</p> <ul style="list-style-type: none"> a. that Quote 2 for the provision of legal services regarding the acquisition of the Western Ecological Mitigation Area is approved. b. That the Clerk is instructed to negotiate the payment timeline, to ensure that any payment is scheduled for the upcoming financial years
ScG/23/06/15	<p>To receive and consider recommendation from Finance and Strategy Committee with regards to the Council's draft budget 2024/25</p> <p>To consider to approve the Parish Council budget for the forthcoming financial year and the precept request for 2024/25</p>
	<p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the briefing.</p> <p>RESOLVED: that the Council approve the DRAFT Council budget v.9 for a total of £336,015 and the precept request for 2024/25 for a total of £232,254. The Council acknowledged the increase in the precept request from the previous year, equivalent to £0.34/week per household. The increase is justified in line with the Council's commitment to continue providing services to residents, including PCSO, green spaces maintenance, play areas, civic events, Main Road car park, and the Shavington-cum-Gresty Village Hall. Furthermore, the Council is committed to taking on services from Cheshire East Council in the event of an s.114 being issued and aims to grow further as outlined in the Parish Strategic Review.</p> <p>RESOLVED: that the Clerk is instructed to fill in the precept request to Cheshire East Council for a total of £232,254.</p>
ScG/23/06/16	<p>To receive and consider a proposal to move all Council's email to the @gov.uk domain</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the proposal is not progress, but the Clerk is instructed to keep monitoring pertinent regulations and report the Council any changes.</p>
ScG/23/06/17	<p>To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (Cheshire East Council)</p>
	<p>Cllr Buchanan briefed Members on the item.</p>

	Councillors NOTED the briefing.
ScG/23/06/18	To receive an update with regards to the NJCP 2023/24 pay rise
	Councillors NOTED the report.
ScG/23/06/19	To receive and consider the following recommendations from the Finance and Strategy Committee i. that the following policy is recommended to Full Council for approval: Reserve Policy
	Councillors NOTED the report. RESOLVED: that the recommendation from Finance and Strategy Committee is accepted and that the following policy is approved: a. Shavington-cum-Gresty Parish Council Reserve Policy
ScG/23/06/20	To note the date of the next Council Meeting – 7 February 2024 7:30PM
	Councillors NOTED the date of the next Parish Council meeting.

Meeting Closed at 22:41 hrs
Chair: Cllr B Gibbs
Clerk: S Garner