



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

22 March 2024

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

Dear Councillor,

You are summoned to attend the Extraordinary Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Thursday 28 March 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP, Council offices.**

Please note: any person who may find difficulty in access the meeting room upstairs due to mobility impairments is asked to advise the Clerk by email clerk@shavingtononline.co.uk or phone 01270 42 11 25 at least 24 hours before the meeting so that every effort may be made to provide access.

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 6 March 2024 (attached)
4	Public Participation

	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive and consider the following DRAFT policy: <ul style="list-style-type: none">- Shavington-cum-Gresty Parish Council Councillor Allowances and Expenses Policy (attached)
6	To note the date of the next Council Meeting – 1 May 7:30PM

Shavington-cum-Gresty Council
Shavington-cum-Gresty Parish Council
Main Road,
Shavington, Crewe
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MINUTES of the Parish Council
held on 6 March 2024

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

ScG/23/10/1	To receive and consider apologies for absence
	No apologies were received.
ScG/23/10/2	To note declarations of Members' interest
	<p>Cllr Randle declared a pecuniary interest in item 8, as declared in his Register of Interests.</p> <p>Cllrs R Jones and McHugh declared a personal interest in item 15 due to their houses being close to the area discussed.</p> <p>Cllr Buchanan declared a personal interest in item 15 due to being a trustee of the Soccer Centre.</p>
ScG/23/10/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 7 February 2024
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/23/10/4	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/23/10/5

To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 7 February 2024 or any items arisen since then:

Committee: Community and Engagement Committee

Chair: Councillor K Gibbs

Committee: Village Hall Committee

Chair: Cllr McIntyre

Committee: Environment and Recreation Committee

Chair: Councillor Ferguson

Committee: Finance & Strategy Committee

Chair: Cllr R Jones

Meeting held on 28 February 2024 (**DRAFT minutes attached**)

Items for consideration:

- i. that the latest version of the Parish Council Fixed Asset Register is approved and recommended to Full Council.
- ii. that the latest version of the Parish Council Financial Risk Assessment is approved and recommended to Full Council
- iii. that the updated version of the Council's Direct Debit list is approved, and that a recommendation is made to Full Council to approve the use of variable direct debit system as per s.6.5 of the Council's Financial Regulations
- iv. that the following policies are recommend to Full Council for approval:
 - a. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff
 - b. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide
 - c. Shavington-cum-Gresty Parish Council Pensions Discretions Policy
- v. that the Shavington-cum-Gresty Parish Council Councillor-Officer protocol is recommend to Full Council for approval, subject to the following amendment under the paragraph Roles of Councillors and Officers:
 - a. "In any instance where behaviour deviates from the standards outlined in the Shavington-cum-Gresty Parish Council Councillor Code of Conduct or the Shavington-cum-Gresty Parish Council Councillor-Officer Protocol, escalates in tone, or causes someone to

	<p>feel threatened or uncomfortable, the interaction should be promptly terminated and reported to the line manager." Should be added under s. "Roles of Councillors and Officers" "</p> <p>b. "To represent the council externally if authorised by the Parish Council" should replace the sentence "To represent the council externally;"</p> <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 on 7 February 2024 (DRAFT minutes attached)</p>
	Councillors NOTED the update.
ScG/23/10/6	To receive the January report from the Village Beat Manager
	<p>Councillors NOTED the update.</p> <p>The Clerk was requested to amend the January Village Beat Manager report from the agenda pack due to sensitive data being present.</p>
ScG/23/10/7	To note the YTD Parish Council finance position
	Members NOTED the YTD Council's finance position.
ScG/23/10/8	To note and approve all payments since 1 April 2023
	RESOLVED: that all payments since 1 April 2023 are approved.
ScG/23/10/9	To receive the revised DRAFT Shavington-cum-Gresty Parish Council Strategy 2024-2029 ¹
	Councillors NOTED the report.
ScG/23/10/10	To receive an update on the Main Road Car Park in Shavington
	<p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the update.</p>

¹ Cllr Cruickshank joined the meeting at 19:40hrs

ScG/23/10/11	To receive an update on the Weston Mitigation Land acquisition project
	Councillors NOTED the report.
ScG/23/10/12	<p>To receive and consider the following document as per approved by Finance & Strategy Committee :</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Asset register - Shavington-cum-Gresty Parish Council Financial Risk Assessment - Shavington-cum-Gresty Parish Council Direct Debit List
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the following documents are approved as per Finance & Strategy Committee recommendation:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Asset register (subject to amendments of benches as suggested by Cllr Hancock) - Shavington-cum-Gresty Parish Council Financial Risk Assessment - Shavington-cum-Gresty Parish Council Direct Debit List
ScG/23/10/13	<p>To receive and consider the following recommendation from the Finance & Strategy Committee:</p> <ul style="list-style-type: none"> - That the Council reconfirm its approval for the use of direct debit payments as per section 6.5 of the Council Financial Regulations.
	<p>Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Council reconfirm its approval for the use of direct debit payments as per s.6.5 of the Council Financial Regulations.</p>
ScG/23/10/14	<p>To receive and consider the following policies, as recommended by the Finance & Strategy Committee</p> <ol style="list-style-type: none"> a. Shavington-cum-Gresty Parish Council Councillor-Officer protocol (with amendments as per Finance & Strategy Committee's recommendation) b. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff c. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide

	<p>d. Shavington-cum-Gresty Parish Council Pensions Discretions Policy</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: That the following policies are approved as per Finance & Strategy recommendation:</p> <ul style="list-style-type: none"> a. Shavington-cum-Gresty Parish Council Councillor-Officer protocol (with amendments as per Finance & Strategy Committee’s recommendation) b. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff c. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide d. Shavington-cum-Gresty Parish Council Pensions Discretions Policy
ScG/23/10/15	<p>To consider a proposal to request Cheshire East Council to regularly enforce parking restrictions on Crewe Road in Shavington (CW2 5AQ area)</p>
	<p>Cllr McHugh briefed Councillors on the item.</p> <p>Councillors NOTED the briefing.</p> <p>RESOLVED: That a formal request is made to Cheshire East Council to regularly enforce parking restrictions on Crewe Road, Shavington.</p> <p>RESOLVED: That the Clerk and the Cheshire East Councillor for the Shavington Ward be asked to discuss this issue with the parties involved and report back to the council with any proposals.</p>
ScG/23/10/16	<p>To note the date of the next Council Meeting – 1 May 7:30PM</p>
	<p>Councillors NOTED the date of the next Parish Council meeting.</p>

Meeting Closed 2031 hrs
 Chair: Cllr B Gibbs
 Clerk: S Garnero



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SHAVINGTON-CUM-GRESTY PARISH COUNCIL COUNCILLOR ALLOWANCES & EXPENSES POLICY

DRAFT



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INTRODUCTION

- 1.1. It is the policy of Shavington-cum-Gresty Parish Council (“the Council”) that Councillors should not be either financially advantaged or disadvantaged because of genuine council business expenses.
- 1.2. This policy will apply to all Councillors, including co-opted Members, of the Council.

COUNCILLOR ALLOWANCES

2.1. The Local Authorities (Members’ Allowances) (England) Regulations 2003 apply to those parishes that pay members’ allowances. Shavington-cum-Gresty Parish Council makes no provision for allowances, but does make provision for reimbursement of expenses as detailed below.

MEMBERS’ AND CO-OPTED MEMBERS EXPENSES

- 3.1 Members and co-opted members attending training courses or other events which the Council has requested they attend as the Council’s representative(s) will have their travel expenses reimbursed. Mileage will be reimbursed according to the HMRC approved rates
- 3.2 The Council will reimburse Members for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business, provided that such expenses have been approved in advance by the Council or by the Clerk
- 3.3. All expense claims must be made promptly (within 2 months of expenditure being incurred) using the Expenses Claim form and must be accompanied by receipts. VAT invoices should be obtained where relevant.
- 3.4. In exceptional circumstances, where there is a compelling business reason, Councillors may be reimbursed for purchases made on behalf of the Council. Orders should be placed in the name of the Council and a VAT invoice obtained
- 3.5 Payment of expenses claims is subject to approval by the Council.