

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



SHAVINGTON
CUM
GRESTY

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

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

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

¹ Joined the meeting at 21:09hrs

² Joined the meeting after item 2

³ Joined the meeting after item 2

⁴ Meeting started 20:01hrs

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

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

⁵ Cllr Buchanan joined the meeting at 2109hrs

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

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

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

⁶ 2200hrs

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

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