

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



MINUTES the Parish Council
held on Wednesday 6 September 2023

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

ScG/23/04/1	To receive and consider apologies for absence¹
	Apologies were received and accepted from Cllrs McHugh and Wain
ScG/23/04/2	To note declarations of Members' interest
	Cllr Randle declared a disclosable pecuniary interest in item 9, 11 and 14.
ScG/23/04/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 5 July 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record with the following amendment: <ul style="list-style-type: none">• p.2 Main Road instead of Elephant Road
ScG/23/04/4	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 suggested that, following several changes in regulations and local boundaries, it might be wise to review the Shavington-cum-Gresty Neighbourhood Plan to be sure it is still relevant and take note of any changes it might needs. The Chair of the Council suggested this to be delegated to Planning Committee

¹ Hrs 1931

	for consideration.
ScG/23/04/5	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 5 July 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs Meeting held: 26 July 2023 and 30 August 2023 (draft minutes attached) Items for consideration:</p> <ul style="list-style-type: none"><i>i.</i> that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the service.<i>ii.</i> that a recommendation is made to Full Council to approve a virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs.<i>iii.</i> that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval. <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre Meeting held: 19 July 2023 (draft minutes attached)</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson Meeting held: 12 July 2023 (draft minutes attached) Items for consideration:</p> <ul style="list-style-type: none"><i>i.</i> that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1 <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr R Jones</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan Meeting held: 26 July 2023 (draft minutes attached) Items for consideration:</p> <ul style="list-style-type: none"><i>i.</i> that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the amendments being made

	<p>that, in order to address staff capacity concerns, the following recommendations are made to Full Council:</p> <p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee's projects and activities</p> <p>c. That the 30 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meetings held: 5 July 2023 and 26 July 2023 (draft minutes attached)</p>
	Councillors NOTED the update.
ScG/23/04/6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (CEC)
	Councillor NOTED the update.
ScG/23/04/7	To receive the May report from the Village Beat Manager
	Members NOTED the report.
ScG/23/04/8	To note the YTD Parish Council finance position
	Councillors NOTED the report.
ScG/23/04/9	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/23/04/10	To receive and consider an update with regards to the School Car Park
	Councillors NOTED the report.

ScG/23/04/11	To receive and consider an update from the Chair of Staffing Committee with regards to staffing matters
	<p>RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the public, staff and representatives of the press are excluded from the meeting during the consideration of item 11 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</p> <p>Cllr Randle and the Clerk left the room for the consideration of item 11.</p> <p>Cllr Buchanan, Chair of Staffing Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the briefing.</p>
ScG/23/04/12	To receive and consider a proposal from the Clerk for a 10 year Strategic Plan for the Parish Council
	<p>Cllr B Gibbs, Chair of the Council, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that Finance & Strategy Committee is delegated to set up a process and deliver the definition of a 10-year strategic plan for the Council, with the request that this should be a shared piece of work with community groups and organisations.</p>
ScG/23/04/13	<p>To receive and consider the following recommendation from the Staffing Committee</p> <p style="padding-left: 40px;">i. that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the amendments being made</p>
	<p>Councillor Buchanan, Chair of Staffing Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: the Shavington-cum-Gresty Parish Council Appraisal Policy is approved and adopted as recommended by Staffing Committee.</p>
ScG/23/04/14	<p>To receive and consider the following recommendations from the Staffing Committee:</p> <p style="padding-left: 40px;">i. that, in order to address staff capacity concerns, the following recommendations are made to Full Council:</p>

	<p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee’s projects and activities</p> <p>c. That the 60 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</p>
	<p>Cllr Buchanan, Chair of Staffing Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the following recommendation is accepted, and that Finance & Strategy Committee is delegated to implement it as part of the 10-year strategic plan:</p> <p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>RESOLVED: that the following recommendation is approved:</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee’s projects and activities</p>
<p>ScG/23/04/15</p>	<p>To receive and consider the following recommendation from the Environment & Recreation Committee:</p> <p>i. that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1</p>

	<p>Cllr Ferguson, Chair of Environment and Recreation Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the recommendation is accepted and that the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy is authorised.</p>
ScG/23/04/16	<p>To receive and consider the adoption of the following policies</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Community Engagement Policy - Shavington-cum-Gresty Parish Council Long Service Award Policy - Shavington-cum-Gresty Parish Council Publication Scheme Policy - Shavington-cum-Gresty Parish Council Scheme of Delegation Policy
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the following policies are adopted and approved:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Community Engagement Policy - Shavington-cum-Gresty Parish Council Long Service Award Policy - Shavington-cum-Gresty Parish Council Publication Scheme Policy - Shavington-cum-Gresty Parish Council Scheme of Delegation Policy
ScG/23/04/17	<p>To receive and consider a request from Nantwich Town Council to sponsor the Nantwich Food Bank (£50)</p>
	<p>The Clerk briefed Councillor on the item.</p> <p>Councillors NOTED the brief.</p> <p>RESOLVED: that a recommendation is made to Nantwich Town Council to apply to the Council Micro and Small Grant Policy (should this be adopted under item 23)</p>
ScG/23/04/18	<p>To receive and consider a proposal to submit an application for the Local Council Award Scheme – Foundation qualification</p> <p>And to consider confirming by resolution that all documentation and information is in place for the Foundation award.</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Clerk is instructed to submit the application for the Local Award Scheme – Foundation award, and to pay the related fee from reserve</p>

	RESOLVED: that all documentation and information are in place for the Foundation award
ScG/23/04/19	To receive and consider an update with regards to the Budget Setting Process 2024/25
	Councillors NOTED the report.
ScG/23/04/20	To receive and consider the External Auditor report for the period ending 31 March 2023
	Councillors NOTED the External Auditor report for the period ending 31 March 2023.
ScG/23/04/21	To consider delegating the Clerk, in conjunction with the Chair of the Environment & Recreation Committee and the Chair of the Parish Council, the authority to temporary close the Vine Tree play area or review the opening hours for security reasons, subject to this being reported to the relevant committee.
	<p>RESOLVED: that the meeting is suspended²</p> <p>RESOLVED: that the meeting is reopened³</p> <p>RESOLVED: that Standing Orders are suspended to extend the time of the meeting</p> <p>Cllr Ferguson, Chair of Environment and Recreation Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Clerk, in consultation with the Chair of the Environment & Recreation Committee and the Chair of the Parish Council, has been delegated the authority to temporary close the Vine Tree play area or review the opening hours for security reasons, subject to this being reported to the relevant committee.</p>
ScG/23/04/22	<p>To receive and consider the following recommendation from the Community & Engagement Committee:</p> <p><i>i.</i> that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the service.</p> <p><i>ii.</i> that a recommendation is made to Full Council to approve a</p>

² 2131hrs

³ 2134hrs

	virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs.
	<p>Cllr K Gibbs, Chair of Community & Engagement Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the brief.</p> <p>RESOLVED: that both recommendations for virements are approved.</p>
ScG/23/04/23	<p>To receive and consider the following recommendation from the Community & Engagement Committee:</p> <p style="padding-left: 40px;">i. that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval</p>
	<p>Cllr K Gibbs, Chair of Community & Engagement Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the brief.</p> <p>RESOLVED: that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is approved and adopted as per Community & Engagement Committee's recommendation with the following amendment:</p> <ul style="list-style-type: none"> • removing of the line Grant applications which do not demonstrate match funding
ScG/23/04/24	To note the date of the next Council Meeting – 4 October 2023 7:30PM
	Councillors NOTED the date of the next Parish Council meeting.

Meeting Closed at 2140 hrs
 Chair: Cllr B Gibbs
 Clerk: S Garnero